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9 am to 4 pm Mondays to Fridays



TOWN HALL  
FELIXSTOWE  
SUFFOLK  
IP11 2AG

## TO ALL MEMBERS OF THE ASSETS & SERVICES COMMITTEE

Cllr D Rowe (Chairman)

Cllr M James (Vice Chairman)

Cllr M Sharman

Cllr M Morris

Cllr N Barber

Cllr J Candy

Cllr S Harkin

Cllr D Underwood

Cllr D Aitchison

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 5 July 2023** at **7.30pm** for the transaction of the following business:

### **Public Attendance**

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend. Members of the public are invited to make representations or put questions to the Committee during the public session.

*There is a limit to the number of public attending in-person. If you wish to attend in person, please email [townclerk@felixstowe.gov.uk](mailto:townclerk@felixstowe.gov.uk) to confirm capacity.*

**Members of the public are very welcome join via Zoom using the following link: <https://us02web.zoom.us/j/88182581915>**

Alternatively, you may join via the meeting ID 881 8258 1915 or over the telephone by calling 0131 460 1196.

*Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.*



*The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.*

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**Ash Tadjrishi**  
**Town Clerk**  
**30 June 2023**

For information (via email):

All Town Councillors  
Local Press



## **A G E N D A**

- 1. Public Question Time**  
Up to 15 minutes is set aside to allow members of the public (up to three minutes each) to make representations or put questions to the Committee on any relevant matters.
- 2. Apologies for Absence**  
To receive any apologies for absence.
- 3. Declarations of Interest**  
To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.
- 4. Confirmation of Minutes**  
To confirm the Minutes of the Assets & Services Committee meeting held on 26 April 2023 as a true record. **(Pages 3-6)**
- 5. Assets & Services Budget Report**  
To receive the Assets & Services Budget Report to 28 June 2023 and consider any actions deemed necessary. **(Page 7 & Appendix A)**
- 6. Town Hall Update Report**  
To receive a report on the Town Hall and consider any actions deemed necessary. **(Pages 8-10 & Appendix B)**
- 7. Walton Community Hall Update Report**  
To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Pages 11-12 & Appendix C)**
- 8. Cemetery Update Report**  
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Pages 13-16)**
- 9. Allotments Update Report**  
To receive a report on allotments and consider any actions deemed necessary. **(Page 17)**
- 10. Park Update Report**  
To consider a report on Allenby Park and Gosford Way Park and consider any actions deemed necessary. **(Pages 18-20)**
- 11. Tree Management Plan**  
To consider a draft Tree Management Plan and consider any actions deemed necessary. **(Page 21)**
- 12. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 20 September 2023 at 7.30pm.

## **AGENDA ITEM 4: CONFIRMATION OF MINUTES**

**MINUTES** of the **ASSETS & SERVICES COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 26 April 2023** at **7.30pm**

**PRESENT:** Cllr N Barber (Chairman)  
Cllr D Savage (Vice Chairman) Cllr M Richardson  
Cllr D Aitchison Cllr A Smith  
Cllr M Morris Cllr K Williams

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D L Frost (Deputy Town Clerk)  
Mrs J Smith (Administration Assistant)  
Mr T Minns (Grounds Maintenance Supervisor)

### **517. PUBLIC QUESTIONS**

None.

### **518. APOLOGIES FOR ABSENCE**

Apologies were received from **Cllr S Harkin**.

### **519. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr M Richardson	All	Other registerable interest (as Member of East Suffolk Council)

### **520. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes of the Assets & Services Committee Meeting held on 22 February 2023** be signed by the Chairman as a true record.

### **521. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 31 March 2023. Members were reminded that this was not the confirmed year end position and subject to final adjustments, such as accruals, which were yet to be made.

The Town Clerk introduced Mr Tom Minns, currently the Council's Grounds Maintenance Supervisor, who would be attending future Committee meetings. It was noted that the current Cemetery Supervisor was retiring next week. Committee gave a vote of thanks to Mrs Elaine Wiggins for her long service to the Council.

**It was RESOLVED that the Budget Report to 31 March 2023 be received and noted, with no other action required at this time.**

#### **522. ASSET REGISTER REVIEW**

Committee reviewed the Asset Register and noted the additions and deletions of assets that had been made during the year 2022/23.

The total of fixed assets for the annual return on 31<sup>st</sup> March 2023 was noted as £324,068.94, resulting in a £247,068.94 net increase in fixed assets value between 31<sup>st</sup> March 2022 and 31<sup>st</sup> March 2023. The Deputy Town Clerk confirmed that the increase in asset value was due to the Council's recent acquisitions of play equipment since taking over the two parks.

**It was RESOLVED that the Asset Register be approved and recommended to Annual Council for adoption as presented.**

#### **523. TOWN HALL UPDATE REPORT**

The Deputy Town Clerk updated Committee on the completed refurbishment to the Town Hall windows. Committee noted the extra £480 +VAT cost for the hoarding licences for the scaffolding and agreed that this should be taken from the Town Hall Earmarked Reserve.

Members noted that an article on the project had been published in the Spring 2023 edition of the Town Council magazine, a news post had been uploaded the Town Council's website and shared across the Town Council's social media channels.

Members suggested that the East Suffolk Council Conservation Officer be updated on the completion of the project.

**It was RESOLVED that:**

- i. the Town Hall update report be noted;**
- ii. £480+VAT be authorised from the Town Hall Earmarked Reserve for the cost of the hoarding licence; and,**
- iii. the East Suffolk Council Conservation Officer be provided with a report on the windows.**

#### **524. WALTON COMMUNITY HALL**

Members considered a report on Walton Community Hall. It was noted that the dishwasher appeared to be faulty and, as a result had been out of use to hirers. The Deputy Town Clerk confirmed that all regular hirers had been consulted and the use of a dishwasher was not deemed necessary. It was suggested that, as the cost to investigate the fault was likely to be higher than the value of the dishwasher, it should be removed.

**It was RESOLVED that:**

- i. the Walton Community Hall update be noted; and,**
- ii. the faulty dishwasher be removed.**

#### **525. CEMETERY UPDATE REPORT**

Committee received the Cemetery Update Report. The Grounds Maintenance Supervisor explained the issues with rainwater entering the cesspit and the requirement for downpipes from buildings to be diverted to a soakaway.

**It was RESOLVED that:**

- i. the Cemetery update report be noted;**
- ii. the two-day percolation test be undertaken;**
- iii. subject to the results of the percolation test and the possibility of two further quotes being received - although it was understood that this was specialist urgent work - the crate soak system be installed; and,**
- iv. the total cost of the works above, up to £3,500+VAT, to be authorised from the Cemetery Earmarked Reserves.**

#### **526. ALLOTMENTS UPDATE REPORT**

Committee received the Allotment Update Report. It was noted that occupancy levels were high, resulting in a waiting list for allotment tenancies.

The Administration Assistant presented a proposed addendum to the Allotment Tenancy Agreement, which would provide a more comprehensive outline of the terms and conditions of renting an allotment from the Town Council.

It was noted that the one-way system, which was being trialled at Cowpasture Allotments, had been well-tested, since the improved weather had seen more tenants tending to their allotment recently. Members agreed that, subject to the Felixstowe Allotment Association confirming that the one-way system was effective, this should be permanently implemented.

**RESOLVED that the Allotment update report be noted; the addendum to the Allotment Tenancy Agreement be approved; and, subject to feedback from the Felixstowe Allotment Association, the one-way system at Cowpasture Allotments be made permanent.**

## **527. PARKS UPDATE REPORT**

Committee considered the report on Allenby Park and Gosford Way Park. Members were pleased to report having received a number of positive comments on the improved upkeep of Allenby Park since the Town Council had taken on the responsibility for its management.

Committee was pleased to note from the Grounds Maintenance Supervisor that a small section of the play area surfacing would be repaired by the supplier at no cost, and that a demonstration on how to replace the 'Matta' tiles in-house had been provided to the Grounds Team.

**RESOLVED that the parks update report be noted.**

## **528. CLOSURE**

The meeting was closed at 8.34pm. The next meeting was noted as being scheduled for Wednesday 5 July 2023 at 7.30pm.

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## **AGENDA ITEM 5: ASSETS & SERVICES BUDGET REPORT**

As part of its Terms of Reference, Committee is to regularly consider reports on the Assets & Services part of Council's budget. A summary of the position to 28 June 2023 is provided below with a detailed report at **Appendix A**.

1 April - 28 June 2023 (2022 - 2023)

### **Felixstowe Town Council Summary of Receipts and Payments Summary - Civic & Community**

Cost Centre	Receipts				Payments			
	Budgeted	Actual	Variance	% Received	Budgeted	Actual	Variance	% Spent
201 Town Hall	23,500.00	1,307.29	-22,192.71	5.56%	87,632.00	11,436.61	76,195.39	13.05%
202 Walton	8,000.00	906.58	-7,093.42	11.33%	12,875.00	2,797.43	10,077.57	21.73%
203 Broadway House	2,650.00	0.00	-2,650.00	0.00%	11,192.00	2,169.01	9,022.99	19.38%
204 Cemetery	82,792.00	8,575.63	-74,216.37	10.36%	209,982.00	45,465.28	59,387.90	21.65%
205 Allotments	17,000.00	46.84	-16,953.16	0.28%	40,692.00	8,946.36	31,745.64	21.99%
206 Parks & Recreation	0.00	2520.00	2,520.00	N/A	11400.00	4602.35	6,797.65	40.37%
<b>NET TOTAL</b>	<b>133,942.00</b>	<b>13,356.34</b>	<b>120,585.66</b>	<b>9.97%</b>	<b>373,773.00</b>	<b>75,417.04</b>	<b>298,355.96</b>	<b>20.18%</b>

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**Committee is requested to consider the budget report to 28 June 2023 and decide on any action it deems necessary.**

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## **AGENDA ITEM 6: TOWN HALL UPDATE REPORT**

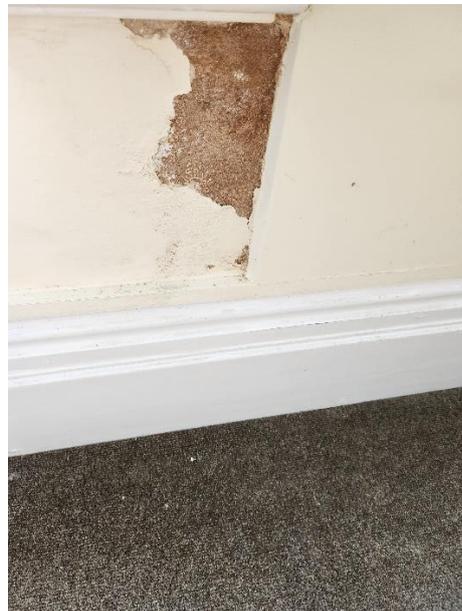
### **Licence of Town Hall office to ESC Resort Team**

The Surveyor's office has been used for many years by East Suffolk Council's Resort Team, however, since the pandemic the room has seen little use, with members of the Resort Team working from home the majority of the time. East Suffolk Council gave notice to leave the room with effect from 1 April 2023. As per the Licence the office is to be left in the same condition as it was at the beginning, which will include filling in holes they have made and repainting the walls. They are also leaving two desks, two chairs and the shelving so the room can continue to be used as an office if so wished.

Consideration should be given as to any alternative use for the room or whether there are any appropriate businesses or community groups in the town on the lookout for office space. Due to its size and shape it is not suitable for a meeting room for more than a couple of people and such space is not necessarily required at this time.

### **Damp in Committee room**

When the desks were moved out to refurbish the windows, damp was found under the windows, as shown in the photos below:



This space between the windows was repaired in-house pre-covid, with foil backed plasterboard and has worked quite well. This work was also required in the Clerk's office, which is now showing a little bit of damp in other places. An attempt can be made to make similar repairs in house.

In 2018 external structural work was carried out on the front elevation wall of the Town Hall, but this work was to rectify cracks in the vertical chimneys and three courses of brickwork below the wall plate along both the front elevation and the right

hand elevation and repointed. Structural Engineers were employed to report on the work carried out in October 2018. They advised that the front gable should be inspected thereafter at 5 year intervals. See attached report at **Appendix B**.

Members should consider whether a full inspection should be undertaken or whether to patch up the issue in the short term.

### Town Hall Windows

As requested at the last meeting, the East Suffolk Council Conservation Officer was provided with an update report on the windows. The Conservation Officer has replied as follows:

“Many thanks for sending through those details and well done to the Town Council for coming up with such an excellent outcome! I’m really pleased that the Town Hall’s fine historic windows were able to be retrofitted, and the glazing details are very interesting – not a product that we have come across before. It will certainly help us when we are asked about suitable ways to enhance historic windows – thank you indeed, and to your town councillors, for passing this on to the team.”

An article on the project was published in the Spring 2023 edition of the Town Council magazine, a news post had been uploaded the Town Council’s website and shared across the Town Council’s social media channels.

The windows are working well, although do let in more sunlight than the old windows which had film on them. This does mean the blinds have to be shut more often but is not causing too much of an issue at the moment. They are much easier to open although require a certain height to secure.

A thermal imaging camera had been borrowed and it was hoped to use ‘before’ and ‘after’ photos, however, there was an issue with the photos taken in December so this won’t be possible. The camera did show a cool patch in the right hand corner of the ceiling in the Council Chamber however, so this will be explored shortly.

### Accessible entrance porch roof

It was recently reported to us by a neighbour that there is damage to the tiles on the porch roof above the accessible entrance to the Town Hall, see photos below:



The proximity of the toilet block roof next door means that unfortunately it is easily accessible and it is not known when this took place.

Three quotes have been sought but only one received from a company which replaced many tiles on the rear of the Town Hall in December 2020. They have quoted £180 to supply and fit plain clay tiles, approximately forty, matching the existing. This can be met by the Town Hall Maintenance budget line.

Information has been received from East Suffolk Council last week on their plans to renovate the toilet blocks. Both the accessible entrance and the fire exit escape from the Courtroom Gallery will need to be kept clear at all times and this has been communicated to ESC. The issue of the roof being too easily accessible has also been brought to their attention. The new roof that is being looked at is a grey fibre glass type, the roof structure will be renewed with domed rooflight.

There will be some work to the rear wall of the toilet block which runs alongside the side entrance to the accessible door, but when the job goes out to tender the contractors will be made aware that they will need to avoid days when the Registrars are in attendance (currently Fridays) and will need to communicate on any days where work there could cause an issue for the Town Hall.

A request has also been made to keep access to the Flagpole area which was initially in their plans to be cordoned off.

### Painting Front Door

Now the windows and guttering are looking smart, the caretakers will paint front door and side gate.

**Committee is requested to consider the Town Hall update and decide on any action it deems necessary.**

## **AGENDA ITEM 7: WALTON COMMUNITY HALL UPDATE**

At the September meeting of the Assets & Services Committee, Members discussed environmental improvements that could be made to Walton Community Hall. Members agreed with the current increase in costs and usage of the hall that before this work was investigated a review of the community hall should take place during this Civic year (*Minute #195ii 2022/23 refers*).

Hiring income for the year 2022/23 was £11,129 against a budget expectation of £7,500. Expenditure, which includes apportioned salaries, increased mainly due to energy costs and was £13,301 for the year against a budget of £10,567.

Currently we have 11 regular hirers with 13 regular bookings, the hall is also hired out for one off hire i.e. children's parties. The groups are diverse and include the Scouts, dog training and many dance, yoga and keep fit groups.

This time last year the Assets & Services Committee was asked by the Finance & Governance Committee from their meeting on 8 June 2022 to consider all the options which may be available to Council to address the cost of energy consumption at Walton Community Hall (*Minute #44ii 2022/23 refers*). Members were asked to consider a full-range of options for Walton Community Hall to reduce the cost of providing the facility, including; investment in energy-efficiency, reviewing the long-term community provision of the hall, hire fees and/or the times at which the hall is available for hire. Around this time a 3-year fixed-price renewable energy contract was entered into.

As the building is co-managed with Orwell Housing, discussion could be had as to the possibility of a joint environmental improvement project.

Last year some initial community energy advice was sourced from Groundwork East. The Community and Business Energy Advisor (Suffolk and Norfolk) did some very rough calculations and it was estimated that adding secondary glazing to the windows at Walton Hall would save approximately £230-£330 per year and 0.6-0.8 tonnes of carbon. Secondary glazing provides savings very similar to double glazing but is significantly cheaper. Secondary glazing is a fully independent window system installed to the room side of existing windows. The original windows remain in position in their original unaltered form. Secondary glazing is available as openable, removable or fixed units. Historic England have produced the following guide with further information <https://historicengland.org.uk/images-books/publications/eehb-secondary-glazing-windows/heag085-secondary-glazing/>. Planning permission is not required for secondary glazing. Quotes could be obtained and brought back to Committee in due course.

With regards to heating, installing a suspended ceiling in the hall has been suggested as this will reduce heat loss upwards, particularly if it's insulated. However, this may detract from the atmosphere and spaciousness that the high ceiling gives the hall.

Alternatively, fans could be installed on the ceiling to force the warm air back down but these will make a little bit of noise when operating, there would be a cost to the electricity and planning permission/consent would need to be investigated.

From an environmental perspective, electric heating systems are preferable to gas, particularly as Council is on a green tariff so the majority of emissions are offset. Even the efficiency of electric heaters is better as they convert 100% of that electricity into heat. With gas boilers, even the most modern ones are about 95% efficient. An air to air heat pump which is the most efficient electric heating could be an option. The advisor has given some very rough calculations and estimate that £1,270 per year could be saved and 3.1 tonnes of carbon. They do work best when there is minimal heat loss though so it is recommended the windows be upgraded first. It could cost approximately £20,000-£30,000. Otherwise, the advisor suggested that the next best option would probably to replace the panel heaters with more modern versions which have enhanced controls like timers. This has been investigated previously but more heaters would be advised to work effectively and so there may be no cost saving on the energy bill.

Looking at the orientation of Walton Hall, it should be suitable for solar panels. Planning permission would be required but there's lots of examples of listed buildings with solar panels. Historic England have also put a guide together which can be found at <https://historicengland.org.uk/images-books/publications/eehb-solar-electric/heaq173-eehb-solar-electric-photovoltaics/>

Suffolk Solar Together is a group buying scheme to get solar panels supported by Suffolk County Council <https://www.suffolk.gov.uk/planning-waste-and-environment/initiatives/solar-together-suffolk/> and investigations could be made via this scheme or elsewhere. Although the most recent scheme has closed, it is likely that this could be available again soon.

Currently there is air conditioning available at Walton Community Hall, however, last year this unit was turned off due to the energy cost of running it. Hirers are managing to keep the hall cool enough with a through breeze. The air conditioning unit is serviced annually so consideration should be made as to whether to continue servicing it if it is not being used.

The current heating system is on a timer which is set to come on one hour before each hire. In the very cold spell we had last Winter, complaints were received from regular hirers that the hall was not warm enough, so, the electric heating timer was put on for an extra half an hour before for when the temperature outside was under 5 degrees.

**Committee is requested to note the report on Walton Community Hall, consider a review of the hall and any other actions deemed necessary.**

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## **AGENDA ITEM 8: CEMETERY UPDATE REPORT**

### Cesspit and Surface Water

Further to the last meeting three quotes were obtained to undertake a two-day percolation test and for a crate soak away system to be installed, (*Minute #525iii & iv 2022/23 refers*). This is to collect the surface water from the toilet block which was going into the cesspit.

The cheapest professional local company were used at a cost of £3,290 +VAT, It involved a 2 day percolation test initially then new 110mm surface water inlet pipes were connected to the crate soak away system which included 2 new (1 metre x 1 metre x 400mm deep) crates installed on a base layer of 20mm stone, 100mm deep. The trench for the crates is 2 metres long and 2 metres wide. The crates are wrapped in membrane.



One quote for the drainage field system of £5,600.00 +VAT (budget price subject to the percolation test)” was brought to the previous Assets & Services Committee meeting. This was from the same company to the one chosen to do the percolation test and surface water crate soak system. The drainage field system would further reduce emptying for the cesspit by removing liquids from it, expected to then be only

once a year in comparison to last year which it required emptying 5 times. If members agree, then 3 quotes can be obtained, and if competitive the company who did the above work would be recommended by the Cemetery staff to carry out this work.

### Box Blight and Box Tree Caterpillar infestation

The Cemetery has Buxus (box hedge) around the Garden of Remembrance, the Rose Memorial Garden, around the slate beds in block M and around the scattering of ashes area. Unfortunately, like most box hedges around the local area our Buxus has been hit with blight as well as box caterpillar, with the former pretty much killing off the hedge, meaning replacement is required.

Over the past several years the hedges suffered from a Box Tree Caterpillar infestation in the spring which has been controlled with some success by using pesticides, however this year Box Blight which is a fungal disease of box hedge has taken hold resulting in bare patches and die-back. As you can see from the photos below it is causing some real issues with the hedge and the larger hedge around the garden of remembrance has completely died.



The main issue with Box Blight is that the fungus survives in infected leaves, stems and residues and can remain viable on fallen leaf litter for at least 6 years. It is only this type of Box Hedge that suffers from the Box Blight. Box Blight management is labour intensive. It doesn't kill the roots so in theory they can recover if cut back but the risk is that the new shoots will also become infected.

The main area that needs replacing is around the slate beds and rose garden on Block M this would need approx. 290 plants. The other area is around the Garden of Remembrance that will need approx. 179 plants but due to its location doesn't need to be done as urgently or necessarily have to be a box hedge, Laurel or other plants could be used for this area.

Some options have been explored as follows:



***Elaeagnus* × *submacrophylla* 'Compacta'**

- Good for bees
- Very Hardy
- Non Toxic
- Low maintenance
- Approx £6.59 per plant



***Berberis darwinii* 'Compacta'**

- Good for bees
- Orange Flowers
- Hardy
- Potentially Toxic wear gloves when handling
- Low maintenance
- Approx £2.79 + per plant
- 



***Berberis thunbergii* f. *atropurpurea* 'Atropurpurea Nana'**

- Good for bees
- Orange Flowers
- Hardy
- Potentially Toxic wear gloves when handling
- Low maintenance
- Approx £1.78 per plant

The above are 3 alternatives, they all flower, are rated Bee friendly, are low maintenance and can be cut into nice box shaped hedges.

The existing hedge will require removal and burning which will be carried out on the old Cemetery Allotment site. It is not normal Council policy to have bonfires but it will be required in this instance and local neighbours will be alerted beforehand.

The ground will require some preparation work before re planting.

## Shoring Grave Equipment

Coffins have been getting larger over the past several years, it is understood that this is because some Funeral directors are ordering from overseas where they make a standard size used for the worldwide market, these are often longer than we would usually see and will likely become more common place going forward. Over the past few years, it has also been noticed that coffins are frequently wider with the average width of graves being much wider than they used to be. Shoring is a health and safety requirement when digging graves. Therefore, an extra-wide set of hydraulic cylinders is required, in addition to the two sets at the Cemetery which are currently used to ensure deep graves are appropriately shored. The increased frequency of longer coffins in which we are seeing, will require longer panels so these graves can be shored appropriately. Currently, when these longer coffins are interred timber is bought in and used. The Cemetery also requires new soil boards to replace old/damaged ones. Ordering this equipment will allow staff to dig safely when interring wider/longer coffins.

There is only one company who supplies universal equipment that would be compatible with the equipment we already have.

The quote received is as follows:

1 x complete set of aluminium hydraulic grave shoring 7'8" long ( giving 7' clearance between cylinders) x 24" deep complete with our Type "F" cylinders as currently used. Price: £958.00 plus Vat

2 x pairs of Aluminium grave shoring panels only to work with existing Teleshore hydraulic cylinders 7'8" long x 24" deep  
Price for 2 pairs £980.00 plus Vat

Delivery to location will be double pallet cost of £145.00 plus Vat

4 x ground protection boards, their most popular board is now their 100% recyclable (made from 100% recycled material) "Eco " board.

This board is grey in colour, comes complete with both carry handles and pin down holes. The board is 12mm thick with chequer plate finish on one side. Dimensionally 8' x 4'. This board has a certificated weight bear of 5 tonnes under normal circumstances. Price £78.00 plus Vat per board.

The cost of this equipment at will require authorisation to be taken from the Cemetery Earmarked Reserve.

The increase size of graves should be noted and kept in mind when the Council begins planning of the new lawn cemetery.

**Committee is requested to consider the Cemetery update report, including the purchase of shoring equipment and ground protection boards, a total of £2,395 +VAT from the Cemetery Earmarked Reserve and decide on any other action it deems necessary.**

## **AGENDA ITEM 9: ALLOTMENTS UPDATE REPORT**

As of 28<sup>th</sup> June 2023, allotment vacancies were as follows:

<b>SITE</b>	<b>Total plots</b>	<b>Occupied</b>	<b>Vacant</b>	<b>Waiting List (Specific plot)</b>	<b>Cultivation Orders (Notice given)</b>
COWPASTURE	306	306	0	36(4)	12(1)
ALITTLEMENTS (within Cowpasture)	19	19	0	0	3
FERRY ROAD	97	97	0	19(1)	2
RAILWAY HILL	44	43	1	5	1
CEMETERY	3	3	-	-	(0)
TAUNTON ROAD	18	18	0	0	0
<b>TOTAL</b>	<b>487</b>	<b>486</b>	<b>1</b>	<b>60(5)</b>	<b>18(1)</b>

We have reduced the total number of Alittlements from 20 to 19. Plot 20 at the front, had been temporarily used as a drop off area whilst some of the Alittlements were still vacant, the decision has been made to keep it as a drop off area.

Due to the regular inspections and cultivation order process, 15 plots have become vacant since last committee meeting, they have all been promptly occupied by new tenants. A further 4 plots on Cowpasture will become available in the next few weeks.

One of the tenants that vacated a plot on Ferry road left behind several young trees. Due to the trees being planted without permission and in a way that could cause issues as they grew, these have now been removed from the plot and relocated to the area of Taunton Road allotments which had been earmarked for an orchard.

Some new signage has been placed at Ferry road and Cowpasture sites, these include 5mph signs on the tracks and water usage advice at the taps.

The Cowpasture tenants, through the Allotment Association, have expressed concerns regarding the security of the boundary. Several breaches in the hedged perimeter have been identified since the developer began work on site. The Grounds maintenance team is currently addressing some of these breaches with an organic boundary. However, the Felixstowe Allotment Association is requesting that Felixstowe Town Council consider options for more robust boundary security.

**Committee is requested to consider the Allotment update report and decide on any action it deems necessary.**

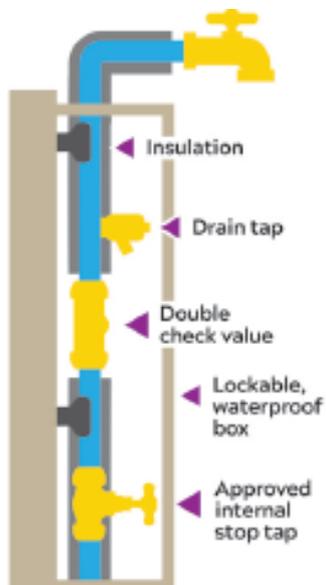
## AGENDA ITEM 10: ALLENBY PARK AND GOSFORD WAY PARK

Some residents and dog walkers have approached staff working at Allenby Park and asked if a water supply would be possible, for children to refill their drinking bottles and for dogs on hot days. A quote has been obtained from Anglian Water initially when the survey was done, we were told that they would connect a meter for free as part of their lead replacement program. However, when the paperwork from the survey arrived there was a cost involved of £4,024 +VAT and this report can be found at **Appendix C**.

The work involved by Anglian Water would bring a pipe from the opposite side of the road to our boundary, where a meter would be installed for us to connect our pipework to. The tap we install would need to be installed within 50m of the meter and would be required to meet certain requirements:

- Push tap
- Can't connect hose to it
- Must be enclosed with ability to lock.
- Pipe above surface must be insulated.
- Must have drain tap
- Double check valve
- Approved internal stop tap.

The pipework would need to be set up as follows:



Other than the cost of Anglian waters installation we would require pipe and fittings that would be:

Self-closing Tap £125 approx.

50m MDPE pipe £64

Fittings £12

Pipe insulation £20

Custom made lockable housing: Estimate £200



The cost thereafter will be standing charge and usage. The tap would be able to be shut off and locked over winter.

It has been estimated that on a nice day over 500 people use the park per day. Some users of the park have suggested crowd funding to raise the money. ECB funding could also be an option. The work would commence approximately 3 months from booking.

Members may wish to consider a picnic area with benches, on the grassed circle area as you enter the park, and this could be funded from CIL or the Earmarked Reserve for Play Equipment. This alongside the provision of drinking water would show a difference made since the Town Council took over the park last year.

### Gosford Way Park footpath

Work has been ongoing in communicating with East Suffolk Council regarding the footpath that requires repair between 9 Gosford Way and Margery Girling house.

East Suffolk Council's building surveyor has sent some details and a quote, and are potentially willing to cover 50% of the cost given that the path fell in to disrepair during ESC's ownership.

The path is heavily dilapidated of both the sub base and the wearing coat, patch repairs are not possible due to the level of breakdown. Site is 50 metres in length by 1 metre wide.

### Proposed Works

- Take up existing tarmac and cart away spoils from site.
- Regulate and compact existing hard-core.
- Supply and lay 50mm thickness of 20mm grade Dense Bitumen Macadam Base course compacted to the correct falls and levels to match existing.
- To supply and hand lay 30mm thickness of 6mm grade Dense Bitumen Macadam Wearing Course compacted to the correct falls and levels.
- Supply paving edges to path
- Leave site clean and tidy after the works

## Costs

Suggest £170 M2 and £30 per LM for edging slabs

Tarmac	50 x 170	£8,500.00
Edgings	100 x 30	£3,000.00
Total		£11,500.00

An alternative would be to lift and put back to turf, with a cost quoted of around £7,000.

Further contractors have been contacted for quotes in the case the Town Council is required to carry out this work and it is hoped that these quotes will be available at the meeting.

### Disabled access to Allenby Park Play area

A member of the public has contacted the Grounds Team to point out accessibility issue for those using a mobility scooter to access the play area or the grassed areas, see photos below:



The grassed areas can be completed in-house by cutting the concrete kerb out and grade the grass to it, this can be done on the circular area, where the blue obstacle course is and the area of the football pitch.

The play areas entrance can also be done in house which will be fitted with a specific product by Play Matta for a minimal cost of estimated £30 + shipping, using some of the tiles we have in storage as spares. These adaptations can be done from the Parks and Recreation Repairs and Maintenance budget.

### Play Equipment Health and Safety training

Training for staff is ongoing, one member is shortly attending a one-day Routine Inspection Training course in partnership with Lowestoft Town Council provided by the Play Inspection Company and another member of staff will soon be enrolled on a Level 3 Operator Play Equipment course in addition to an existing member of staff.

**Committee is requested to consider the Allenby Park and Gosford Way update report and decide on any action it deems necessary.**

## **AGENDA ITEM 11: TREE MANAGEMENT PLAN**

All tree owners have a duty of care to all visitors and staff working on their property. The best way to fulfil this duty is by regular visual inspections of all trees, carried out by our staff complemented by regular in-depth tree surveys that are undertaken by a qualified and experienced tree professionals. The expert surveys will give an opinion on the health and safety of the trees and make recommendations for any necessary work. Felixstowe Town Council had tree surveys carried out in 2016 by Suffolk Treescape and again in 2021 by Arrow Tree Services Ltd.

Prior to taking over responsibility for Allenby Park and the park at Gosford Way, a survey of the trees on those site was completed by East Suffolk Council.

Since taking over these two parks and having planted over 200 trees in support of the Queen's Green Canopy scheme, the Council has a significantly larger tree stock than when the 2021 survey was carried out.

To support the ongoing maintenance of Council's trees, a Tree Management Plan has been drafted and can be seen at **Appendix D**. This is a first draft document.

Enquiries about two specific trees – one on Allenby Park and one on Ferry Road Allotments - have been made with the Council, with requests for these to be felled. Details on the nature and reason for these requests will be provided at the meeting.

**Committee is requested to consider the Tree Management report and decide on any action it deems necessary.**

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