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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 D Aitchison  
Cllr N Barber

Cllr J Candy  
Cllr S Harkin  
Cllr M Morris  
Cllr M Sharman

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 22 November 2023** at **7.30pm**.

### 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.*

**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.*

**Ash Tadjrishi**  
**Town Clerk**  
**17 November 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 20 September 2023 as a true record. **(Pages 3-11)**
- 5. Assets & Services Budget Report**  
To receive the Assets & Services Budget report to 15 November 2023 and consider any actions deemed necessary. **(Page 12 & Appendix A)**
- 6. Town Hall Update Report**  
To receive a report on the Town Hall and consider any actions deemed necessary. **(Pages 13-15)**
- 7. Broadway House Update Report**  
To receive a report on Broadway House and consider any actions deemed necessary. **(Page 16)**
- 8. Walton Community Hall**  
To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Pages 17-18)**
- 9. Cemetery Update Report**  
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Pages 19-20)**
- 10. Allotments Update Report**  
To receive a report on allotments and consider any actions deemed necessary. **(Page 21-22)**
- 11. Trees near Ferry Road Allotments**  
To note the action required to the trees at Ferry Road. **(Page 23)**
- 12. Gosford Way park and Allenby Park**  
To receive the Park Update report **(Page 24)**
- 13. Draft Budget Considerations 2024-25**  
To consider first draft recommendations for the Assets & Services element of Council's budget for 2024-25. **(Page 25 & Appendices B & C)**
- 14. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 21 February 2023 at 7.30pm.



**RESOLVED** that the Budget Report to 13 September 2023 be received and noted.

**195. FEES AND CHARGES 2024-25**

Committee considered the scale of Fees and Charges for Council services from 1 April 2024 as presented in the report.

**It was RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2024:**

**i) Town Hall – General Hire:**

5% increase to Voluntary/Charity/Community and Commercial Business hire fees for 2024-25

<b>FELIXSTOWE TOWN HALL</b> Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	<b>Full day (Weekday , 9am-5pm)</b>	<b>Half day (weekdays 9-1pm, 1pm-5pm)</b>	<b>Hourly rate (weekday hours between 9am-5pm)</b>	<b>Hourly rate (all other times)</b>
<b>Council Chamber</b>				
Commercial/Business Hire	£231	£116	£36	£53
Voluntary/Charity/Community	£113	£58	£18	£34
<b>Other Town Hall Rooms</b>				
Commercial/Business Hire	£173	£88	£25	£47
Voluntary/Charity/Community	£102	£50	£13	£28
Refreshments (to include tea, coffee, water and biscuits)			£2 per delegate	

**ii) Town Hall - Weddings and Special Events:**

10% increase with a new non-resident rate for weddings. Discount given for Bride/Groom being a Felixstowe Resident.

<b>WEDDINGS AND SPECIAL EVENTS</b> FELIXSTOWE TOWN HALL	<b>Weekday (1<sup>st</sup> April-30<sup>th</sup> Sept)</b>	<b>Weekend (1<sup>st</sup> April-30<sup>th</sup> Sept)</b>	<b>Any Day (1<sup>st</sup> Oct-31<sup>st</sup> March)</b>	<b>Post-Ceremony Drinks</b>
<b>Council Chamber</b> <small>(for ceremonies attended by a maximum 76)</small> Non-Resident Rate	£478 £578	£610 £710	£478 £578	N/A
<b>Clerk's Office</b> <small>(for ceremonies attended by a maximum 15)</small> Non-Resident Rate	£242 £342	£302 £402	£242 £342	N/A
Courtroom Gallery	N/A	N/A	N/A	£130
Other Rooms	N/A	N/A	N/A	£130

iii) **Walton Community Hall – General Hire:**  
5% increase for hire for 2024-25

<b>WALTON COMMUNITY HALL</b> Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	<b>Weekdays 9-5pm</b>	<b>Evenings and Weekends up to 10pm</b>	<b>Session Rate Mon-Sun 9am-10pm (up to 4 hours)</b>
Commercial/Business Hire	£18	£21.50	£57
Voluntary/Charity/Community /Private Hire	£9.50	£12.50	£31.50

- iv) **Cemetery:**  
5% increase for 2024-25  
Reduce charges for Children’s graves and interments to zero.  
6” x 8” ground level plaques to be reduced in line with other memorial fees to £173  
Delete charges for a plaque on the Wall of Remembrance as there are no more plaques available for purchase.

<b>1. INTERMENTS</b>	<b>2024-2025</b>	
<b>Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday</b>	<b>Standard Fee</b>	<b>Felixstowe Resident fee*</b>
Still Born – 1 Month	No charge	No charge
Child up to 18 Years	No charge	No charge
Adult Grave - Single Depth 4’6”	1,323	662
Double Depth 6’4”	2,139	1,069
Triple Depth 7’6”	2,497	1,245
Urn of cremated remains	336	171
Scattering of ashes	75	75
<b>Additional charges applicable outside ordinary hours of burial Monday to Friday</b>	<b>Standard Fee</b>	<b>Felixstowe Resident fee</b>
Grave space	882	441
Urn space	524	259
Scattering of ashes	297	146
<b>Additional charges applicable on Weekends and Bank Holidays (subject to availability)</b>	<b>Standard Fee</b>	<b>Felixstowe Resident fee</b>
Grave space	1,466	733
Urn space	1,025	513
Scattering of ashes	375	187
*Residents fee applies to persons whose normal place of residence at their time of death was within the Town of Felixstowe within the last two years immediately before their death.		

<b>2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS</b>	<b>2024-2025</b>	
<b>Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday</b>	<b>Standard Fee</b>	<b>Felixstowe Resident fee*</b>
Adult Grave 8' by 3'	2497	1251
Children's grave 4' by 3'	No Charge	No Charge
Urn plot in GARDEN OF REMEMBRANCE	1,025	513
Urn plot in LAWN GARDEN	1,880	937
<b>3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL</b>		
	<b>Standard Fee</b>	<b>Felixstowe Resident fee*</b>
Renewal 50 years: Adult Grave	2,205	1,103
Child Grave	No Charge	No Charge
Urn plot (Garden of Remembrance)	733	364
Urn plot (Lawn Garden)	1,583	789
Renewal 25 years: Adult Grave	1,119	562
Child Grave	No Charge	No Charge
Urn plot (Garden of Remembrance)	369	185
Urn plot (Lawn Garden)	811	408
<b>4. PERMISSION TO ERECT MEMORIALS</b>		
	<b>Standard Fee</b>	
Kerb stone or border stone or edging not exceeding 6'6" by 2'6" by 6" in height (Blocks A – F only)	315	
Memorial not exceeding 3' 6" height by 3' width	315	
Kerb stone/border stone/edging AND Memorial (Blocks A – F only)	525	
Memorial not exceeding 2' height by 1'3 width by 3" depth (Block J urns, M urns, & Block O)	173	
Vase with or without lettering	173	
Scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	173	
Additional inscription on any memorial after the first	108	
<b>Garden of Remembrance – Ground level Plaque</b>		
Plaque for urn plot 6" by 4"	173	
Plaque for urn plot 8" by 6"	173	

MEMORIAL GARDEN (subject to VAT)	2024-2025	
	Standard Fee	Felixstowe Resident fee*
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	661	331
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	407	204
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	540	270
Renewal of lease for the above memorials for further 5 years	141	141
Memorial bench plaques with inscription for 10 years (prices from)	1,355	678
<b>5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)</b>		
Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years	1,804	1,804
Planting single grave with winter and summer plants and maintaining for one year	314	314
Annual maintenance thereafter	180	180
<b>6. MISCELLANEOUS</b>		
Registering transfer of grant	47	47
Exhumation (Burial)	1764	1764
Exhumation (Ashes)	733	733
Register Search	27	27
Preparation of Statutory Declaration	61	61

#### v) Allotments

For tenancies renewing in October 2024, or for new tenancies commencing from April 2024, an increase of 25p per 25m<sup>2</sup> or 'rod':

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot (approx. 125m <sup>2</sup> or '5 Rods')	<b>£42.50</b>	<b>£25.50</b>
Double-size plot (approx. 250m <sup>2</sup> or '10 Rods')	<b>£85.00</b>	<b>£51</b>

The discounted rate above (40% off) is offered to tenants (or joint tenancies with one qualifying tenant) who are:

- **Senior Citizens** (on evidence of being in receipt of state pension)

- **Long-Term Unemployed** (on evidence of associated unemployment benefits)

## **196. TOWN HALL UPDATE REPORT**

Committee received the update report on the Town Hall. Members considered the Structural Engineer report and asked for the damp in the attic to be monitored with action taken if necessary for any leaks in the roof.

Committee looked at different flooring options for both the disabled entrance area and the Courtroom Gallery. Advice should be sought from the Suffolk Coastal Disability Forum for the best floor covering for the disabled.

It was also suggested that advice also be sought from East Suffolk Council regarding the sourcing of flooring that has been put into the accessible chalets at the new Beach Hut area 'Seashore Village'.

It was thought prudent to redecorate the Courtroom Gallery and rear entrance area before new flooring was installed.

**It was RESOLVED that:**

- i. the Town Hall Update Report be noted; and,**
- ii. advice be sought from the Suffolk Coastal Disability Forum regarding the best flooring for disabled entrance and from East Suffolk regarding what was used in the new accessible chalets at Seashore Village; and,**
- iii. Quotes for flooring to be brought back to committee in due course.**

## **197. BROADWAY HOUSE UPDATE**

Committee received the update report on Broadway House. Members discussed the inefficiencies of the radiators and suggested that a quote be obtained for them to be flushed, if it can be carried out within budget (approx £200) then carry out otherwise members agreed for it to be taken from the Broadway House earmarked reserve.

Members requested that the retrofitting of solar panels be investigated along with any grants available. Orwell Housing should be contacted also to see how they could help with this.

It was proposed that a review of the heating be carried out, and any information be fed back to Assets and Services Committee in due course.

**It was RESOLVED that:**

- i. the Broadway House update report be noted; and,**

- ii. **the radiators at Broadway House be flushed out, if possible under budget, otherwise committee agreed for funding up to £800 to come from the Broadway House Earmarked Reserve; and,**
- iii. **Solar Panels be investigated along with grants available. Contact to be made with Orwell Housing to see if they can help with this; and,**
- iv. **a heating review be carried out, considering whether the air conditioning unit could be used as an air source heat pump and looking at other energy saving options.**

#### **198. WALTON COMMUNITY HALL UPDATE**

Committee received the update report on Walton Community Hall. Members discussed the Energy Audit report and asked if it could be investigated as to whether the air conditioning could heat the building alongside the cost involved in this. A heating review would also be very useful via a heating engineer to look into all options.

Members discussed the height of the ceiling, and it was felt that reducing this may be a very useful project to help reduce the cost of heating the hall. Quotes will be brought back to committee to try to find a solution.

**It was RESOLVED that:**

- i. **the Walton Community Hall update report be noted; and**
- ii. **investigation be made into whether the air conditioning unit could be used as an air source heat pump; and**
- iii. **a heating engineer be engaged to advise regarding heating options; and,**
- iv. **solar panels and grants be investigated; and**
- v. **lowering the ceiling height be investigated and quotes brought back to committee.**

#### **199. CEMETERY UPDATE REPORT**

The Grounds Maintenance Manager presented the Cemetery Update Report. Members considered three quotes to install a new septic tank and land drain. Company B was chosen to carry out this work. Committee agreed that the funding of £7230 will be taken from the Cemetery Earmarked Reserve.

Committee discussed the timescales of the future Cemetery extension and agreed that a project team be set up by the Town Clerk and report back to Committee at key milestones. Once this project team has met, a timeline will be suggested with details of outside requirements in order to make the project happen and this will be brought to committee.

Council has money in Earmarked Reserves for this project but can also use CIL (Community Infrastructure Levy) for this with agreement from Council.

**It was RESOLVED that:**

- i. the Cemetery Update Report be noted; and,**
- ii. Company B be employed to convert the cesspit and add land drain (soakaway) with the cost of £7,230 to be taken from the Cemetery Earmarked Reserve; and.**
- iii. a project team be set up to include the Town Clerk, Deputy Town Clerk, Assets & Services Officer and Council's Grounds & Maintenance Manager who will liaise regularly with the Chairman and Vice-Chairman of the Assets & Services Committee, plus other Councillors as appropriate and report back to Committee at key milestones.**

## **200. ALLOTMENTS UPDATE REPORT**

The Assets & Services Officer presented the Allotments update report and confirmed that the annual renewal invoices were due to be sent out at the end of September.

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

## **201. TREES NEAR FERRY ROAD ALLOTMENTS**

The Grounds and Maintenance Manager has recently met with Flagship Housing to look at the three trees and their Arboriculture Services Manager has confirmed in writing that 'Given the available information and having visited the site, removal of all three trees seems the most sensible option.' Unfortunately, Flagship confirmed that they would not contribute financially to the felling.

It was agreed that three mature trees should be planted at either Allenby Park and/or Gosford Way and/or the Cemetery to help compensate for the loss of these trees.

Members considered three quotes for the felling of the two oak trees and one ash tree. Company A was chosen to carry out this work at a cost of £2,200 to be funded from the new 'Public Spaces Earmarked Reserve.'

Letters will be circulated to all neighbours explaining the work to be done and Cllr S Harkin will update the immediate neighbour of the trees, as she has been corresponding with them.

**It was RESOLVED that:**

- i. the report on the trees near Ferry Road Allotments be noted; and.**

- ii. **Company A be employed to section and dismantle the two oak trees and one ash tree at a cost of £2,200 to be funded from the Public Spaces Earmarked Reserve ; and,**
- iii. **three replacement mature trees be planted at either Allenby Park and/or Gosford Way and/or the Cemetery; and,**
- iv. **neighbours be informed ahead of the work being undertaken.**

## **202. TREE MANAGEMENT PLAN**

Members considered the Tree Management Plan as presented.

**RESOLVED that the Tree Management plan be adopted.**

## **203. GOSFORD WAY PARK AND ALLENBY PARK**

Members received the update on the footpaths of both parks and were happy with the closure of Allenby park as long as plenty of notice is given, with a notice on the gates and delivered notes to neighbours who have gates opening onto the park. Notice will also be given on social media.

Members discussed graffiti, in particular ones that had appeared with phone numbers recently. It was agreed that photographs of any graffiti/numbers be sent it to the Police via Rachael Partridge. The Grounds team currently use graffiti wipes to remove any graffiti as soon as it is seen.

**It was RESOLVED that:**

- i. **the Gosford Way Park and Allenby Park update report be noted; and,**
- ii. **Allenby Park be closed for the duration of the work on the footpaths, with notifications going out on social media, notices on the park gates and letters to neighbouring properties who have a gate from their properties to the park; and,**
- iii. **Any graffiti is reported to the Police.**

## **204. CLOSURE**

The meeting was closed at 9.05pm. The next meeting was noted as being scheduled for Wednesday 22 November 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 15 November 2023 is provided below with a detailed report at **Appendix A**.

1 April - 31 Oct 2023 (2023 - 2024)

### **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	14,246.75	-9,253.25	60.62%	87,632.00	47,744.04	39,887.96	54.48%
202 Walton	8,000.00	5764.32	-2,235.68	72.05%	12,875.00	7,403.22	5,471.78	57.50%
203 Broadway House	2,650.00	0.00	-2,650.00	0.00%	11,192.00	5,446.11	5,745.89	48.66%
204 Cemetery	82,792.00	39,647.80	-43,144.20	47.89%	209,982.00	112,403.87	59,387.90	53.53%
205 Allotments	17,000.00	12,280.62	-4,719.38	72.24%	40,692.00	20,260.42	20,431.58	49.79%
206 Parks & Recreation	0.00	2520.00	2,520.00	N/A	11400.00	5814.03	5,585.97	51.00%
<b>NET TOTAL</b>	<b>133,942.00</b>	<b>74,459.49</b>	<b>59,482.51</b>	<b>55.59%</b>	<b>373,773.00</b>	<b>199,071.69</b>	<b>174,701.31</b>	<b>53.26%</b>

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**Committee is requested to consider the budget report to 15 November 2023 and decide on any action it deems necessary.**

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

### Structural Report issues raised

Further to the Structural Engineer report, members of staff have investigated the damp in the loft space and it is of similar description to that in the report. Despite Storm Babett, the water ingress did not appear excessive but there may be value in a roofing company coming out to examine the area around the chimney breast where it was looking a little damp.

### Council Chamber Ceiling

Following Storm Ciarán, part of the ceiling in the Council Chamber in the bay window area collapsed. This may be subject to an insurance claim and quotes are being obtained by roofers/plasterers. It is not likely that this is caused by the issue picked up in the earlier Structural Report, however, the Structural Engineer has revisited to investigate this. An update will be brought to Committee. Members should note that the excess on the Insurance policy is £250.

### Damp Problem

To resist further ingress of damp, foil- backed plasterboard was recommended by the Structural Engineer. However, this will not resolve the issue and Suffolk Building Services has recommended taking damp/salt readings and developing a plan of action, possibly involving repointing, stripping back internal plaster to the bare bricks, sealing, re-plastering and decorating. Rooms could be done one at a time as and when.

### New flooring for Disabled entrance

Quotes have been obtained based on the carpeted area, keeping the navy carpet that can be seen in the photograph below which is still in very good condition and is the type to take mud/dirt from people's shoes as they enter the building.

Advice has been sought from the Suffolk Coastal Disability Forum on the type of flooring for the accessible entrance. It was felt that a hard surface would not offer any benefit and it is suggested that the stained green carpet be replaced with a similarly high-quality carpet to complement the interior quality of the building.

The handrail that is there is not of great use in its current location and consideration could be given in the future to more useful positioning of the ramp or a better rail.



The following quotations have been received :

- Company A To supply and fit the following options of flooring to the Disabled Entrance, including uplift and disposal of the existing carpet and applying a coat of underlayment:
- |  |                   |
|--|-------------------|
| Ultragrip Extreme Contract sheet vinyl | £1,314.00 +VAT or |
| Universal 55 Luxury Vinyl Tile         | £1,539.00 +VAT or |
| Scala Carpet                           | £735.00 +VAT or   |
| Freelance Carpet                       | £1,118.00 +VAT    |
- Company B Inclusive of uplift/disposal old carpet, latex over existing ply, adhesive, fitting:
- Massimo LVT which has a contract rating and will be hard wearing
- £ 925.15 +VAT
- Company C To supply and fit LVT to disabled entrance. Including take up and preparation.
- £1026.67+VAT

## Courtroom Gallery

Quotes have been received for this room, as well as the Magistrates' room. It has been suggested that a hard floor in this area may create a more 'classroom'-like atmosphere and result in increased echo. A carpet would offer more insulation and sound proofing benefits.

Given the relatively high cost of the quotations, members may want to consider that the existing carpet still has several years of use left. An uplift in decoration might be sufficient to enhance the room.

Company A has only quoted for the Courtroom Gallery however, as the doors to the Magistrates Room are often open it may be necessary to consider both rooms to ensure a seamless appearance.

Company A To supply and fully adhere the following options of floorings to the Courtroom Gallery, including uplift and disposal of the existing flooring:

### **Courtroom Gallery only**

Ultragrip Extreme Contract sheet vinyl	£2,604.00 +VAT or
Universal 55 Luxury Vinyl Tile	£3,590.00 +VAT or
Scala Carpet	£2,027.00 +VAT

Company B Inclusive of uplift/disposal old carpet and hardboard, 6mm ply to floor, adhesive, fitting:

Massimo which has a contract rating and will be hard wearing	
Courtroom Gallery	£3,928.57 +VAT
Magistrates Room	£1,874.52 +VAT

**Total both rooms £ 5,803.09**

Company C To Supply and fit Carpet Tiles to Courtroom gallery and Magistrates room. Including the take up and disposal of existing floor covering  
£2,833.33+VAT

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

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## **AGENDA ITEM 7: BROADWAY HOUSE UPDATE REPORT**

### Heating

Work has been conducted to install brush strips on the front doors, and the door contractor has been scheduled to readjust the opening sensitivity. This is in response to an issue where the doors were opening when someone walks past on the pavement, approximately 8 feet away.

Further to the complaint of the radiators putting out very little heat, and as instructed by Committee (*Minute # 197 ii 2023/24 refers*) the Gas Shop were asked to give a quote to flush out the system. To quote for a radiator flush out, the Gas Shop sent out a surveyor.

Broadway House has 'Low Surface Temperature' radiators, hence the impression that they are not producing much heat. The Surveyor turned the boiler to max and released valves on each radiator. This has resulted in a significant improvement. The cost, which had been agreed up to £800 from the Broadway House Earmarked Reserves, came to £81.67 +VAT.

The air conditioning unit has been serviced and is now able to be used as a heat source. FOPWA have been informed and now have the option to use the newly adjusted gas central heating or the air conditioning unit as an air source heat pump.

The Deputy Town Clerk has had a meeting with Orwell Housing, which has confirmed that Decarbonisation and net zero objectives are high on their agenda. They are planning to reach level C by 2030 and Net Zero by 2050. They have employed Turner and Townsend to do a contract cost analysis. This will focus on the fabric first before things such as solar panels. Along with other housing associations they have been successful with receiving money from the Social Housing Decarbonation Fund. They are aiming to get all properties below C level up to a C using a 50% grant. It is hoped that investigations can be made into further grants and partnership working to investigate environmental improvements both for Broadway House and for Walton Community Hall.

**Committee is requested to note the Broadway House update report and decide on any action it deems necessary.**

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## **AGENDA ITEM 8: WALTON COMMUNITY HALL UPDATE**

### Heating

The air conditioning unit at Walton Community Hall has also been serviced, and it has likewise been switched to be able to be used as an air source heat pump. However, one of the compressors was found to be faulty and needs replacement. It can run on the one unit but it would work twice as hard and would, therefore, fail earlier.

A quote has been obtained from the company that services them as follows:

#### Description of repair:

- The compressor was found to be faulty and would require replacement.
- The refrigerant charge would be recovered from the system and the outdoor unit dismantled to enable the removal of the compressor.
- A new compressor would be supplied and installed complete with new inverter boards if appropriate.
- Dry nitrogen would be introduced into the system and a leak test carried out.
- The system would be evacuated using a high vacuum and a new refrigerant charge would be weighed in.
- A full function test would then be performed.
- The recovered refrigerant would be dispatched for recycling or destruction and the F-Gas records updated.
- All electrical components would be disposed of in accordance with WEEE regulations. £3,140.51 +VAT

It would not be wise to use the air conditioning on one unit, but it has been confirmed that it has a setting to allow for up to 5 different programmable set points per day so using the air conditioning unit as an air source heat pump is something that can be considered once fixed.

It has been difficult to source an electrical engineer to give heating advice therefore this is still work in progress.

### Suspended Ceiling

Further to the request at the previous meeting three quotes have been obtained to reduce the ceiling height at Walton Community Hall. It is anticipated that, by reducing the height of the ceiling by around 4 feet, the commensurate reduction in the volume of air in the hall that needs heating will help reduce consumption and bills.

The air conditioner servicing company has recommended that, rather than moving the pipes for a suspended ceiling, as the compressor has failed on the unit, it would be worth considering a new updated air condition unit and have quoted a price of

£10,138 +VAT. This unit would be able to be controlled through a mobile phone app which would make it easier to set up schedules as and when the hall is being used.

Rather than just considering lowering the ceiling level, it would be reasonable to look at a range of complementary options to reduce energy consumption, including secondary double glazing. A report will be brought to the next Committee meeting with a variety of options. To aid understanding of the building, and what improvement may be possible, Members will be invited to visit the site before the next meeting.

Orwell Housing has also confirmed that they are keen to work in partnership with the Council on this building as well as Broadway House as decarbonisation and net zero objectives are high on their agenda.

**Committee is requested to note the report, consider the repair of the air conditioning and also quotes to reduce the height of the ceiling at Walton Community Hall and decide on any action it deems necessary.**

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

### Berberis Darwinii Compacta hedge

There is a delay on the replacement hedge. Other options have been investigated, but unfortunately, they would have been much more expensive. The hedge is now due to arrive in spring.

### Langley Avenue planting

Further planting of a native species hedge on Langley Avenue has taken place with a further 120 saplings of twisted Hazel and Dogwood planted.

### Cesspit

The work has now been completed.



The additional cost of £600 was incurred due to the need for a percolation test, which confirmed that a final effluent pump station with a high-level drainage field system was required to ensure proper drainage of liquid. The soil conditions were such that a standard drainage field without a pump would not have allowed liquid to drain away correctly. This information was only discovered after the optional percolation test was completed. Going forward, the tank should only require emptying once or twice a year. The pump and tank will be serviced annually at a cost of £150 + VAT to maintain proper function.

### London Plane tree over hanging Langley Flats

We have received a communication from Sanctuary Housing regarding one of our London Plane trees that is overhanging their property. Unfortunately, the branches in question are out of reach for our Grounds team and will require the services of outside contractors. We have considered two options and have received quotes for both. Option 1 involves side pruning the tree to remove the overhanging branches. Option 2 involves reducing the tree by up to 40%, thereby reducing the size of the entire tree. Given that all the London Plane trees within the cemetery are extremely large, it would be beneficial to start a program of reducing them as and when they

require work. This would help reduce the associated risks of larger trees while improving the overall appearance of the cemetery.

3 quotes have been sought for both options.

### **Company A**

- Side prune mature London Plane back to approximately fence/boundary line.
- Chip and remove branch debris.
- Process and remove timber.
- Supply M.E.W.P. (cherry picker).

**Cost: £700 + vat**

- Reduce crown of mature London Plane by approximately 30-40%.
- Chip and remove branch debris.
- Process and remove timber.
- Supply M.E.W.P. (cherry picker).

**Cost: £1,958.33 + vat**

### **Company B**

- Side prune mature London Plane back to approximately fence/boundary line.
- Chip and remove branch debris.
- Process and remove timber.

**Cost: £583.33 + vat**

- Reduce crown of mature London Plane by approximately 30-40%.
- Chip and remove branch debris.
- Process and remove timber.

**Cost: £1,500 + vat**

### **Company C**

- Awaiting quote.

**Committee is requested to note the Cemetery report, approve the extra £600 expenditure for the cesspit to be taken from the Cemetery Earmarked Reserve and decide on any action it deems necessary.**

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## AGENDA ITEM 10: ALLOTMENTS UPDATE REPORT

As of 13<sup>th</sup> November 2023, allotment vacancies were as follows:

SITE	Total plots	Occupied (grassed over)	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	306	293	13	32(1)	3 (1)
ALITTLEMENTS (within Cowpasture)	22	22	0	0	1
FERRY ROAD	97	95	2	18	2
RAILWAY HILL	44	42	2	5	2
CEMETERY	3	3	-	0	0
TAUNTON ROAD	18	17	1	0	0
<b>TOTAL</b>	<b>490</b>	<b>472</b>	<b>18</b>	<b>55(1)</b>	<b>8(1)</b>

Annual allotment invoices for the year were dispatched on 29th September 2023. The deadline for payment was set for 31st October. 75% of the invoices had been paid by the deadline.

As of Mid November, 87% of the invoices have been settled.

- Cheque: 5%
- Cash: 1%
- Card: 38%
- Bank Transfer: 56%

Although there has been a decrease in the percentage of tenants opting for bank transfer compared to the previous year, it still maintains its status as the most favoured payment method.

Since the annual allotment invoices were sent out, a total of 27 plots have been relinquished by outgoing tenants. The majority of these plots have successfully secured new tenants, though a few required extensive clearing, necessitating skip hire for the removal of items. In accordance with our tenancy regulations, efforts have been made to recover the costs associated with skip hire from the outgoing tenants.

We have had reports again this year of taps intentionally being turned on and left running by individuals passing through the Railway Hill site. Meter readings have substantiated these reports, revealing irregular increases in water consumption. This behaviour poses a risk of water wastage and associated costs, and we will be looking into possible resolutions to this issue.

In response to the recent wet weather, the Grounds Team has raised the bollard at the beginning of the track on Ferry Road. This measure aims to safeguard the integrity of the track during the wet winter season.

The bollard will remain in place throughout the wet winter months to ensure consistent protection for the track. Tenants requiring vehicular access to their respective plots can do so by arrangement with the Grounds Team.

#### Cowpasture Road repairs

On Friday the 24<sup>th</sup> of November road planning will be used to fill pot holes at Cowpasture allotments. The grounds team, alongside a work party from the Felixstowe Allotment Association, will complete the work. 10 tons of road plannings have been sourced from HR Knights at a cost of £339 +vat.

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

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## **AGENDA ITEM 11: TREES NEAR FERRY ROAD ALLOTMENTS**

Following the approval to fell two oak trees and one ash tree, the tree surgeon, unfortunately, was unable to carry out the work at the expected time due to an injury. Other contractors were contacted to inquire about their availability, but the earliest they could carry out the work would have been February 19<sup>th</sup>.

As such, we are waiting for the tree surgeon originally instructed to carry out the work and this is expected to be completed before Christmas. The resident in the adjoining property and neighbours have been notified of the delay.

In respect of replacement trees, we have been advised not to replace the ash tree. Instead, it has been recommended that we plant three of the same species of oak that are being felled. Therefore, a price for the provision of three 'Quercus Cerris' Turkish Oak trees, in various sizes, has been sought and are as follows:

### **Supplier A:**

3x Quercus Cerris 10-12cm girth, Height 250cm-300cm root balled, £270 each.  
Total cost including delivery £1,085 + vat.

### **Supplier B:**

3x Quercus Cerris 18-20 cm Girth, root balled, £417 each.  
Total cost excluding delivery £1,251 + vat

### **Supplier C:**

3x Quercus Cerris, Height 200cm, root balled, £125 each.  
Total cost including delivery £400 + vat.

**Committee is requested to note the update on the three trees near Ferry Road Allotments, approve expenditure for the replacement trees from the Public Spaces Earmarked Reserve and decide on any action it deems necessary.**

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## **AGENDA ITEM 12: GOSFORD WAY PARK AND ALLENBY PARK**

Members will be pleased to note that the footpaths at both Allenby Park and Gosford way park have been completed and have received positive feedback from the public.



**Committee is requested to note the update on both Allenby and Gosford Way Parks and decide on any action it deems necessary.**

### **AGENDA ITEM 13: DRAFT BUDGET CONSIDERATIONS 2024-25**

Committee is requested to consider its draft budget estimates for the Financial Year 2024-25 and to make any recommendations to Finance & Governance Committee for onward referral to Council.

To assist Members with this process an initial draft is presented alongside current-year expenditure and a comparison against the previous year at **Appendix B**. Notes to the budget estimates accompany this at **Appendix C**. Estimates for income and expenditure are based on known costs wherever possible.

Following Committee's consideration of these estimates, the Finance & Governance Committee and Council will review the full budget, taking in to account the latest projections for the outturn from the current year and the Council's taxbase.

The setting of the precept and management of Council's reserves will be reviewed by the Finance & Governance Committee in December and recommended to Council in January.

**Committee is requested to consider first draft recommendations for the Assets & Services element of Council's budget for 2024-25.**

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