



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE ASSETS & SERVICES COMMITTEE

Cllr N Barber (Chairman)	Cllr T Green
Cllr Jan Garfield (Vice Chairman)	Cllr G Newman
Cllr S Bird	Cllr D Savage
Cllr P Coleman	Cllr A Smith
Cllr M Deacon	Cllr J Vartan

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 1 June 2016** at **7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.** A maximum of 15 minutes will be set aside to enable members of the public to make representation or put questions to the Committee on any Assets & Services matters.

A G E N D A

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

3. Requests for Dispensation

Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

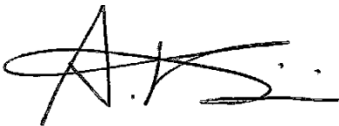
4. Confirmation of Minutes

To confirm the Minutes of the Assets & Services Committee meeting held on 6 April 2016 as a true record. **(Pages 3-6)**

5. Assets & Services Budget Report

To receive the Assets & Services Budget report to 26 May 2015 and consider **(Page 7 & Appendix A)** any actions deemed necessary.

- 6. Report of the Estates Officer**
To receive a general report on the Town Council's assets and consider any actions deemed necessary. **(Pages 7-9)**
- 7. Town Hall Works**
To receive a report on the Town Hall and consider any actions deemed necessary. **(Page 9-10)**
- 8. Allotments Update Report**
To receive a report on the Town Council's Allotments and consider any actions deemed necessary. **(Pages 11)**
- 9. Heritage Open Days 2016**
To consider including the Town Hall as part of the 2016 Heritage Open Days programme. **(Pages 12)**
- 10. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 7 September 2016 at 7.30pm.



Ash Tadjrishi
Town Clerk
26 May 2016

For information (via email): All Town Councillors
Local Press

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 6 April 2016 at 7.30pm**

PRESENT: Cllr N Barber (Chairman) Cllr Jon Garfield
 Cllr Jan Garfield (Vice-Chairman) Cllr T Green
 Cllr S Bird Cllr G Newman
 Cllr P Coleman Cllr A Smith
 Cllr M Deacon Cllr J Vartan

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs R Jones (Estates Officer)

532. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Savage**.

533. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr P Coleman Cllr M Deacon Cllr T Green Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman Cllr N Barber	All	Local Non-Pecuniary (as Members of Suffolk County Council)

534. REQUESTS FOR DISPENSATION

There were none.

535. CONFIRMATION OF MINUTES

It was **RESOLVED** that:

The Minutes of the Assets & Services Committee Meeting held on 3 February 2016 be signed by the Chairman as a true record.

536. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 31 March 2016.

RESOLVED that the **Budget Report to 31 March 2016 be received and noted as presented with no other action required at this time.**

537. ESTATES OFFICER REPORT

Committee considered the report of the Estates Officer.

Members welcomed the news that the administration of beach huts would be retained as a Felixstowe-based service and noted that, since the provision had been located at the Town Hall, Council's staff had reported an increased number of enquiries at the front desk.

In response to a query as to whether the former TIC and Revenues and Benefits office adjoining the Town Hall was structurally independent to the Town Hall, the Estates Officer confirmed that the buildings were essentially separate to one another.

Committee was pleased to note the outcome of a recent Health & Safety report commissioned from Council's insurers which had rated the Town Council's operations as good across the majority of areas. The need for an arboricultural survey of trees on Council-owned land was noted.

With regard to the matter of the Town Council crest on Broadway House, Members asked that the Estates Officer investigate whether a local cherry picker operator could provide cost-effective access.

RESOLVED that the Estates Officer's report be noted; and, it be recommended to Council that funding for an arboricultural survey of trees on Council-owned land be approved.

538. FLAG POLE

Committee considered the principle of installing a flag pole in the Town Hall Gardens immediately adjacent to the Town Hall.

Members discussed the types of flags that may be flown and it was agreed, as per the resolution of Council's Civic & Community on 16 September 2015 (Minute #219 of 2015/16 refers), the Town Council would follow the Government issued calendar of designated days for Union Flag flying

It was RESOLVED that it be recommended to Council that a flag pole be installed adjacent to the Town Hall with the necessary funding, to a limit of £2,000, be authorised from Council's 'Enhancement & Promotional' Earmarked Reserve.

539. MOBILE MAST

Members noted that this item had been referred via Council's Planning & Environment Committee.

Committee heard that, despite follow up enquiries being made of Waldon Telecom, no further response had been received. Members noted that correspondence had been received separately from Waldon Telecom advising that a monopole transmitter was being considered for a site at Garrison Lane.

Committee were keen to learn how this would affect coverage in the town and whether the company still had an interest in placing a mast at the Railway Hill site.

RESOLVED that the Estates Officer make enquiries as to the mobile phone signal coverage provided by the Waldon Telecom schemes and whether the company still had an interest in placing a mast at the Railway Hill site.

540. ALLOTMENTS UPDATE REPORT

Committee received the update report on the Town Council's Allotments and a paper was tabled showing the current vacancy information.

The positive and productive relationship between the Felixstowe Society of Allotment and Leisure Gardeners (FSALG) and Council was noted.

Committee recorded a vote of thanks to the Council's Cemetery & Allotments Officer and FSALG for their hard work in achieving a significant increase to the uptake of vacant plots since the previous meeting.

It was RESOLVED that the Allotments Update Report be noted.

541. CEMETERY UPDATE REPORT

Committee considered the update report on the Cemetery. The recent work carried out by Council staff to enhance the Flood Memorial with an ornate metal fence was noted and a photograph of the site was circulated at the meeting. Members commented on the sensitive improvements to this area and recorded a vote of thanks Council's grounds staff for their work.

Members requested that urgent action be taken to fill in the potholes at Langley Avenue and the Cemetery grounds. The Clerk confirmed that this work would be carried out in-house and completed within the week, weather permitting.

It was RESOLVED that the Cemetery Update Report be noted.

542. BUSINESS PLANNING 2016-2020

Members considered potential objectives for the Assets & Services Committee as part of Council's draft Business Plan for 2016-2020.

It was RESOLVED that, subject to the amendments discussed being incorporated, the draft objectives be approved for inclusion in the Plan and recommended to F&GP for further consideration in due course.

543. TOWN HALL WORKS

In addition to the report on the Town Hall in the agenda, Committee received a tabled report from Stroud Associates, Consulting Civil and Structural Engineers, dated 1st April 2016 which recommended urgent temporary measures to be taken in the period before September 2016 in order to protect the building for a further period of up to 5 years.

The report recommended shoring up the brick piers between the first floor windows with a steel mesh and rebuilding a small brick panel in the attic. At this time, whilst scaffolding is up, Council would be able to replace any cracked windows with a toughened/laminated glass

Members noted that taking this action would allow time for Council to plan for the funding and actions required to partially re-build the front wall and any other associated works. The Clerk advised that this would also allow Council to explore possibilities for grant funding to support the project.

In consideration of the short-term solution being proposed, Members expressed a preference for a recessive design of external galvanised brick- coloured steel mesh, provided that this option would not significantly increase costs.

The need for an additional Council meeting to seek approval for the urgent works and associated funding was discussed. The Estates Officer was requested to seek a breakdown of cost estimates for Council to consider.

It was RESOLVED that it be recommended to Council that the funding required in order to undertake this urgent work as soon as practically possible be approved from the appropriate earmarked reserves; and, an Extraordinary Council Meeting be called for 6.45pm on 20 April 2016 in order to consider this matter.

544. CLOSURE

The meeting was closed at 9.34pm. The next meeting was noted as being scheduled for Wednesday 1 June 2016 at 7.30pm.

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 26 May 2016 is provided below with a detailed report at **Appendix A**.

Month No : 2

Assets & Services Committee

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
201 Town Hall	Expenditure	73,350	5,248	74,479	69,231		69,231	7.0 %
	Income	19,808	844	13,263	-12,419			6.4 %
202 Walton	Expenditure	7,447	727	10,380	9,653		9,653	7.0 %
	Income	10,028	-1,282	7,500	-8,782			-17.1 %
203 Broadway House	Expenditure	9,684	1,680	11,734	10,054		10,054	14.3 %
	Income	1,375	0	1,360	-1,360			0.0 %
204 Cemetery	Expenditure	119,082	19,155	135,692	116,537		116,537	14.1 %
	Income	83,022	-507	64,515	-65,022			-0.8 %
205 Allotments	Expenditure	25,526	3,651	28,167	24,516		24,516	13.0 %
	Income	13,649	522	14,000	-13,478			3.7 %
<u>INCOME - EXPENDITURE TOTALS</u>								
	Expenditure	235,089	30,461	260,452	229,991	0	229,991	11.7 %
	Income	127,881	-424	100,638	-101,062			-0.4 %
	Net Expenditure over Income	107,208	30,885	159,814	128,929			

Committee is requested to consider the budget report to 26 May 2016 and decide any action it deems necessary.

AGENDA ITEM 6: REPORT OF THE ESTATES OFFICER

Felixstowe Town Hall

Following the previous meeting of the Assets & Services Committee on 6th April, an Extraordinary Council Meeting was convened to consider recommendations to implement urgent repairs to the Town Hall. There have been further developments around this topic and this is reported separately at agenda item 7.

The communal areas on the ground floor of the Town Hall have recently been re-decorated. The contractors worked well around office operations and came in over part of the weekend to complete the job. Everyone is pleased with the result which has markedly improved the appearance of these areas which are heavily used by staff, Members and the public.

The rear fire door has been installed and we are awaiting SCN to address some snags with the installation.

Occupational Licence by SCDC Resort Staff

Members will be aware that negotiations were ongoing with SCDC to renew the Licence to occupy the Surveyor's Office for the remaining resort staff.

It has been agreed that the Licence will be granted from 1st April 2016 to 31st March 2017 with SCDC able to give 3 months' Notice to Quit after the first 6 months of the terms have expired. This Notice period was required to help guard against unexpected voids of the office. The rental will remain at £2,500 p.a. to include outgoings which is considered to be a beneficial rate in recognition of the value of the Beach Hut co-ordinator remaining in Felixstowe and to demonstrate partnership working with the District Council.

We are awaiting the legal document which is being prepared by SCDC's solicitor.

Works at 91-95 Undercliff Road West

Re-furbishment works to the former TIC are progressing. The Estates Officer continues to monitor building activities there and following a meeting with both parties' professional advisors, it has been agreed that in order not to exacerbate the vulnerable state of the front wall of the Town Hall, the contractors will not use percussive tools when working on the adjacent wall or areas where there could be transferred vibration as a result.

Cemetery

The fabrication of the new metal memorial tree is progressing and works are continuing on the other elements at the proposed new Memorial Garden.

Flagpole

Council approved the recommendation that a flagpole be purchased and installed adjacent to the Town Hall (*Minute #571 of 2015/16 refers*). Having confirmed with the District Council that planning permission is not required, we are progressing with the project to install the flagpole and flag next to the Town Hall. Comparative quotes are awaited before this project is commissioned.

Signage

New signs have now been erected at Walton Community Hall and Broadway House.

The new signs for the cemetery have been delivered and will be erected by members of staff shortly. The new sign has also been reproduced on an information hand-out for the cemetery.

Broadway House

The centre manager at Broadway House from the Felixstowe Old People's Welfare Association (FOPWA) has reported that some of the intrinsic parts of the Day Centre now need replacing or require major repairs as happened with the external air conditioning unit cabinet last year.

It has been reported that the gas central heating boiler requires an expensive new part and currently the automatic inner door has also requires an expensive overhaul.

The Town Council owns the freehold interest in Broadway House but the external parts of the whole building are maintained by Orwell Housing Association which has a Fully Repairing and Insuring Lease and has to maintain the flats which it lets on the first and second floor.

FOPWA has an annual occupational Licence to use the ground floor of the Centre and this was initially set up on very beneficial terms which are currently reviewed using an RPI formula. This arrangement was created in order to support the long-established and considerable work that the Charity does in the town. FOPWA also has a Management Agreement with the Town Council whereby it looks after the internal repairs and decorations of the Centre and is able to retain the income it receives from letting out the premises out of its own charity core hours. On this basis The Town Council has had very little financial expenditure at the premises over the years save for the element of buildings' insurance.

Currently there is only a small Town Council budget allocated for the actual building element of this asset and now that the premises are in their 12th year, it is felt that this might be an appropriate time at which to re-visit some of the management arrangements with FOPWA.

The Clerk and Estates Officer are to meet members of the Charity in the coming weeks to discuss this.

Committee is requested to consider the report of the Estates Officer.

AGENDA ITEM 7: TOWN HALL WORKS

Members will be aware of the need to implement urgent works to stabilise the brickwork and the front of the Town Hall and that both long term and short term possible solutions have been discussed by Committee recently. The latest position was as a result of our Structural Engineer's advice that 4 piers on the front wall and a section of brick wall in the attic needed urgent attention before September of this year. The recommended solution at that stage was for exterior metal meshing to be secured to the front façade of the building. The broken panes of glass in the first floor windows would also be repaired whilst there was scaffolding on site and the Council Chamber side wall also needed to be further tied to the floor.

Assets & Services Committee recommended approval for these repairs and Council at the Extraordinary Meeting of 20th April resolved to allocate up to £18,000 from

Council's Town Hall Capital Refurb and Town Hall Maintenance Earmarked Reserves for this purpose (*Minute #570 of 2015/16 refers*).

Since the Council meeting, Stroud Associates have undertaken further inspections of the Town Hall, particularly in the roof space and had recommended some amended proposals which involve internal strengthening of the brick piers rather than the external meshing as was previously suggested. The formal report is awaited and will be provided to Members once received.

This bespoke solution, is proposed to be introduced carefully in smaller sections and anticipated to provide a longer –term solution to the previously recommended approach. Additionally, this method potentially avoids the need for any external attachments and may be considered more aesthetically appropriate. This could be considered as Phase 1 of the proposal.

These recommendations have come about as a result of discussions with a specific building contractor who has particular expertise in this field. They have been able to submit a quote for the works, within the approved budget, which involve the brick reinforcement, the wall ties, removal of part of the brick partition in the attic and reglazing of the broken windows.

Strouds and the building contractor now recommend that the failed brickwork sections along the walls and as part of the chimney in the attic area be repaired in a 'Phase 2' project. An estimated price for this further work is awaited.

It is hoped that the work required in Phase 1 can be scheduled in July between existing wedding bookings. Council's Financial Regulations 11.1(h) state that, *when it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services...the RFO shall obtain 3 quotations*.

Given the urgency and specialist nature of this work it may be considered impractical to seek competitive quotations from other contractors as the proposed solution is being specifically designed to resolve this particular issue and is therefore bespoke. In order to deliver the project within the urgent timeframe it is not feasible to undertake further research and obtain other quotations. Advice has been received from SALC with regards to issuing a contract for works in urgent cases such as this and it has been confirmed that, should Council so approve, Financial Regulations may be waived in this instance. Indeed, Financial Regulation 11.1(d) provides the following: *When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council*.

Committee is therefore advised to consider such a recommendation if it so approves.

Further information will be provided at the meeting.

Committee is requested to consider and decide on any action it deems necessary.

AGENDA ITEM 8: ALLOTMENTS UPDATE REPORT

As of the 25th May 2016, allotment vacancies were as follows:

SITE	Total plots	Vacant	Paid Invoices	Unpaid Invoices	Cultivation Orders (inc Notice given)	Waiting List (Any/Specific plot)
COWPASTURE	284	23	261	0	0	5 (0/5)
FERRY ROAD	92	8	84	0	0	1(0/1)
RAILWAY HILL	42	14	28	0	0	3 (2/1)
CEMETERY	41	4	37	0	0	0
TAUNTON ROAD	18	6	12	0	0	0 (0)
TOTAL	477	55	422	0	0	9(2/7)

Since 6 April 2016 the overall vacancy rate has dropped from 12.6% (60 vacant / 474 total plots) to 11.5% (55/477). There has been an increase in the total number of plots due to splitting double plot in to two singles. This offers more flexibility for tenants and is an ongoing process.

Staff Development: Council's grounds staff have recently completed an Asbestos Awareness Course on 20th May through CCAS Health & Safety in order that they are aware of asbestos and its related issues. Whilst there is currently no known asbestos on any of Council's sites, from time to time unknown materials are uncovered when clearing allotment plots and staff are aware of their responsibility to protect themselves from potential harm.

Railway Hill: The issue of boundary encroachment on to allotment plots at Railway Hill which was reported to Committee in September 2015 has now been resolved. However, and despite efforts to promote the availability of allotment plots, there is still a proportionately high vacancy rate at this site and a number of tenanted plots requiring action. Plot inspections are being carried out again w/c 31 May and any cultivation notices required will be sent out. Railway Hill and Taunton Road sites appear to be the least popular and a third of all plots on these sites are vacant.

Committee is requested to consider the allotment report and any further update, and decide on any action it deems necessary.

AGENDA ITEM 9: HERITAGE OPEN DAYS 2016

Members are advised that the organising committee for the Felixstowe Heritage Open Days 2016 is presently contacting locations which have previously taken part to establish whether or not they wish to participate in this year's event.

The Town Council has taken part before by opening the Town Hall on one of the days over the weekend and given scheduled presentations about the building.

The Heritage Open Days are being held on the weekend of 10th and 11th September 2016 and Hall and Committee is requested to consider whether to take part and support this increasingly popular event.

Additionally Felixstowe Society has expressed an interest in potentially using Walton Community Hall as a hub for associated activities over this weekend. Committee is requested to consider making this space available.

Committee is requested to consider and decide whether to take part in the Heritage Open Days in September 2016.
