

**MINUTES of the ASSETS & SERVICES COMMITTEE meeting held ONLINE on  
Wednesday 28 April 2021 at 7.30pm**

**PRESENT:** Cllr S Harkin (Chairman) Cllr G Newman  
Cllr N Barber (Vice Chairman) Cllr M Richardson  
Cllr D Aitchison Cllr D Savage  
Cllr M Morris Cllr A Smith

**OFFICERS:** Mrs D Frost (Deputy Town Clerk)  
Mr S Congi (Finance Administration Assistant)

**IN ATTENDANCE:** Mr N Farthing (Felixstowe Allotment Association)

**582. PUBLIC QUESTIONS**

There were none. It was noted that Mr Farthing was attending on behalf of the Felixstowe Allotment Association. Committee agreed to bring agenda item 10 (Allotments Update report) forward in the order of business.

**583. APOLOGIES FOR ABSENCE**

Apologies were received from **Cllr K Williams**.

**584. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

**585. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes of the Assets & Services Committee Meeting held on 24 February 2021 be signed by the Chairman as a true record.**

**586. ALLOTMENTS UPDATE REPORT**

The Chairman invited Mr N Farthing, who was in attendance on behalf of the Felixstowe Allotments Association, to join the meeting for this item and participate in the discussion on allotments.

Committee received a report on the allotments and noted that there was now a waiting list at both Cowpasture and Ferry Road Allotments.

The Deputy Town Clerk gave an update on the requirements for the Felixstowe Allotment Association's headquarters and the request to utilise some of plot 40 next to their existing plot 39, and eventually use the full plot 40. Mr Farthing gave an update on the FAA writing up a grant bid for this new building, which was

expected to be within building regs size and requirement to be sited over the two plots.

Members spoke about the new Persimmon development and the opportunities that may bring to bring utilities towards the border of the site. Mr Farthing mentioned that there were concerns over footpaths creeping into the allotment area from the building site and this should be monitored.

The Deputy Town Clerk detailed the request by the FAA for a trial hire of a portaloos for the Cowpasture site for a temporary period of six months (May – October). Split between the FAA and the Council the total cost was estimated to be around £285 each + VAT. A review of the provision could be taken at the end of the season. Members agreed to the trial and would welcome feedback at the end of the season to consider further. Committee advised that agreement to paying a contribution of £285 this year would not indicate a continued contribution year on year.

Mr Farthing updated Committee on the planning agreement for the Generator Group to provide a 1.8m close board fence on the north side of the allotments at Ferry Road adjacent to the Laureate Fields development. It was agreed that this would be monitored.

Members thanked the Allotment Association for all their work in helping to maintain the Allotment sites.

**It was RESOLVED that :**

- i. the Allotments update be noted;**
- ii. the Felixstowe Allotment Association be given half of plot 40 to provide space for their new headquarter building and in time the remainder of plot 40 when it is relinquished; and,**
- iii. £285 be paid as a shared contribution towards half of the cost of providing a portaloos for a trial period of 6 months; and**
- iv. A report be brought back to Committee on the portaloos trial in due course.**

**At this point in the meeting, Mr Farthing left.**

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

The Committee considered the summary and detailed report showing income and expenditure against budget to 31 March 2021.

**It was RESOLVED that the Budget Report to 31 March 2021 be received and noted, with no other action required at this time.**

## **588. TOWN HALL UPDATE REPORT**

The Deputy Town Clerk updated committee on the impact of the Coronavirus on Town Hall income for all bookings including weddings, with the total loss of Town Hall income for the year 2020/21 to be approximately £13,000.

Committee noted that the free year given by Suffolk County Council Registration Service for the wedding licence would be apportioned to the budget this year 2021/22, where it will show zero cost for the Wedding licence fee.

Members considered the quote issued by Council's contracted alarm engineer and recommend to Council that the £1,090 for the Automatic Fire Detection Unit and zone chart is taken from the Town Hall Earmarked Reserve. The work to replace 3 batteries and a new LED exit box should go ahead and be taken from the Repairs and Maintenance budget.

Members considered 7 window quotes, 3 for the refurbishment of the existing windows and 4 for replacement windows. Members considered the Energy Ratings and Thermal Transmittance (known as U-value) for the windows and agreed that replacement windows would be the better option. As well as the environmental impact members considered the look of the windows and noted examples given of how UPVC had improved in past years to look very similar to the existing sash windows. A white wood grain effect was considered but due to the position on the seafront, a smooth finish was deemed more suitable. Members agreed the best quote which provided the best U-value and value for money was with Company G.

To ensure due diligence, three Members, who were also to be Members of the Climate Emergency Working Group would visit the showroom to see an example of the windows and, if possible, a previous customer's installation. Subject to there being no material issues when reviewing the examples, the final decision of using Company G will be brought to Council in June.

**It was RESOLVED that:**

- i. the Town Hall update report be noted; and,**
- ii. Council be recommended to authorise expenditure of £1090+VAT from the Town Hall Earmarked Reserve for a new Automatic Fire Detection Unit and Zone chart; and,**
- iii. Company G be the recommended company to replace 16 windows at the Town Hall (all windows on the front elevation and the large window in the Council Chamber). Cllr M Morris, Cllr M Richardson and Cllr A Smith to visit the showroom of Company G, and if satisfied by inspecting the product, committee's recommendation be brought to Council in June.**

#### **589. WALTON COMMUNITY HALL UPDATE**

Committee received the report on Walton Community Hall and noted the impact of the Coronavirus on hall hire for the year 2020/21 was £7,100 below budget and £11,975 less than the previous year.

The Deputy Town Clerk reported that a questionnaire had been sent out the previous week to all regular hirers, and replies are giving an idea of when each group is wishing to return to the hall. This has meant that it is now realised that a couple of hirers have decided not to continue. Once restrictions are lifted, an advert will be placed in the magazine to seek some new regular hirers as well as one off hires. Guidance is being given to all returning hirers on completing a risk assessment. Special Conditions of Hire, to help groups understand how the building is operating in a Covid secure way were also being given to all hirers.

It was confirmed that the two motion/darkness detected LED lights had now been fitted, and Orwell Housing had been invoiced for half the cost of both the lights and the fibre-grid that had been fitted over the gully running along the path leading away from the rear fire exit.

**It was RESOLVED that the Walton Community Hall update report be noted.**

#### **590. BROADWAY HOUSE UPDATE**

Committee received the Broadway House update report and noted the financial loss to the Council was the full annual licence of £2,173. FOPWA had indicated that they were hoping to return on June 21<sup>st</sup>, subject to Government guidance.

Members were pleased to note that recent issues with litter and unwanted items left at the rear of Broadway House had been resolved by Orwell Housing. The Deputy Town Clerk also reported that a date had now been agreed for Orwell Housing to replace the damaged ceiling tiles due to a leak in the flats above.

Members agreed that the outer doors at Broadway House could do with a varnish. The Deputy Town Clerk agreed to consult with Orwell Housing to see if this can be done before the re-opening of Broadway House.

**It was RESOLVED that:**

- i. the Broadway House update report be noted; and,**
- ii. Orwell Housing are contacted regarding varnishing the outer doors to the front of the building.**

#### **591. CEMETERY UPDATE REPORT**

Committee noted the Cemetery update report and that the pandemic had not had an adverse impact on cemetery income, which had a slight positive outturn on budget for the year 2020/21.

Committee considered the option to replace all the brass leaves on the memorial tree with marine grade stainless steel leaves by not just replacing the 6 purchased or putting in place the minimum order of 15 leaves as agreed at the last meeting (*Minute #490 iii 2020/21 refers*) but by getting the whole sheet purchased cut to provide 100 leaves. This will cost an additional £1,800 maximum and a recommendation should be made to Council to take this from the Cemetery Earmarked Reserve.

Members were concerned to note suspected drug dealing around the Cemetery area and requested that any future sightings of evidence be reported to the Local Engagement Officer at Suffolk Constabulary. A Member reported that drug dealing and County Lines had been discussed at a recent Safer Neighbourhood Team meeting.

The Deputy Town Clerk reported that the member of the public who had suggested re-wilding along Langley Avenue had contacted her the day before, to thank Council for implementing the re-wilding as they had passed by while the signs saying 'Pardon the weeds we are feeding the bees' were just being erected. Members look forward to seeing how the area develops. Members were pleased to note that parking on this area would be monitored.

Committee were also pleased to note that alternatives to chemical pesticides and herbicides were being investigated, and an update on this work will be brought to the Climate Emergency Working Group in due course.

**It was RESOLVED that:**

- i. the Cemetery Update Report be noted; and**
- ii. Council be recommended to authorise expenditure of up to £1,800+VAT from the Cemetery Earmarked Reserve for the creation of 100 Stainless Steel leaves from Marine grade Stainless Steel sheet already purchased; and,**
- iii. An update on alternatives to chemical pesticides and herbicides being trialled be brought to Council's Climate Emergency Working Group.**

## **592. FELIXSTOWE WAR MEMORIAL & FLOOD MEMORIAL**

Committee received an update on a recent visit by East Suffolk Norse to the War Memorial to discuss options for widening the grass area around the war memorial and putting down a safer stone paving surface in keeping with the War Memorial as recommended by the ESC Conservation Officer. Norse are currently sourcing the correct colour with reference to the type of stone so it will be attractive and in keeping with the War Memorial. Drainage will not be an issue as it will have a low hedge line around the memorial. Norse will also give an estimate to the cost of topping the unsightly brick work on the side of the memorial path. The flower bed will remain but be reduced in size and the existing grass area enlarged and replaced with high quality stone paving.

Members were disappointed to hear about the damage to the Flood Memorial on Langer Road and the Deputy Town Clerk confirmed that this had now been repaired. It was noted that in two years' time it would be the 70<sup>th</sup> Anniversary of the floods and Members requested that investigation be made into refurbishing the plaques in time for this significant milestone.

**It was RESOLVED that:**

- i. An update on the War Memorial paving area be brought to committee once details are confirmed; and,**
- ii. Investigations into refurbishing the roll call plaque and the plaque detailing information about the Flood Memorial be made.**

**593. CLOSURE**

The meeting was closed at 9.00 pm. The next meeting was noted as being scheduled for Wednesday 23 June 2021 at 7.30pm.

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Date: \_\_\_\_\_

Chairman: \_\_\_\_\_