

MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Town Hall, Felixstowe on Wednesday 20 September 2023 at 7.30pm

PRESENT: Cllr D Rowe (Chairman)
Cllr M James (Vice Chairman) Cllr S Harkin
Cllr D Aitchison Cllr M Morris
Cllr J Candy Cllr M Sharman

OFFICERS: Mrs D Frost (Deputy Town Clerk)
Mrs J Smith (Assets & Services Officer)
Mr T Minns (Grounds & Maintenance Manager)

IN ATTENDANCE: None

190. PUBLIC QUESTIONS

None

191. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Nick Barber

192. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr J Candy	All	Other registerable interest (as Members of East Suffolk Council)
Cllr M Sharman	195	Non-Registerable Interest (as Member of 7 th Felixstowe Scout Group)

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

193. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 5 July 2023 be signed by the Chairman as a true record.

194. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 13 September 2023. A question was raised regarding the allotment and income expenditure, it was confirmed that the allotments are provided for, with an overall subsidy by the Council of £23,978 2022/23 (£18,017 in 2021/22).

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

FELIXSTOWE TOWN HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	Full day (Weekday , 9am- 5pm)	Half day (weekdays 9-1pm, 1pm-5pm)	Hourly rate (weekday hours between 9am-5pm)	Hourly rate (all other times)
Council Chamber				
Commercial/Business Hire	£231	£116	£36	£53
Voluntary/Charity/Community	£113	£58	£18	£34
Other Town Hall Rooms				
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.

WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL	Weekday (1st April- 30th Sept)	Weekend (1st April- 30th Sept)	Any Day (1st Oct- 31st March)	Post- Ceremony Drinks
Council Chamber (for ceremonies attended by a maximum 76) Non-Resident Rate	£478	£610	£478	N/A
Clerk's Office (for ceremonies attended by a maximum 15) Non-Resident Rate	£242	£302	£242	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

WALTON COMMUNITY HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	Weekdays 9-5pm	Evenings and Weekends up to 10pm	Session Rate Mon-Sun 9am-10pm (up to 4 hours)
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.

1. INTERMENTS	2024-2025	
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	Standard Fee	Felixstowe Resident fee*
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
Additional charges applicable outside ordinary hours of burial Monday to Friday	Standard Fee	Felixstowe Resident fee
Grave space	882	441
Urn space	524	259
Scattering of ashes	297	146
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Standard Fee	Felixstowe Resident fee
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.		

2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS	2024-2025	
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	Standard Fee	Felixstowe Resident fee*
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
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL		
	Standard Fee	Felixstowe Resident fee*
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
4. PERMISSION TO ERECT MEMORIALS		
	Standard Fee	
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	
Garden of Remembrance – Ground level Plaque		
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
5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)		
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
6. MISCELLANEOUS		
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 25m² or 'rod':

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

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.

Date: _____

Chairman: _____