



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE PREMISES COMMITTEE

Cllr M Stokell (Chairman)
Cllr C Webb (Vice Chairman)
Cllr Jon Garfield
Cllr M Morris

Cllr J Sennington
Cllr A Smith
Cllr M Walker

You are hereby summoned to attend a meeting of the **PREMISES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 18 March 2015** at **6.30pm** for the transaction of the following business:

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 interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.

3. Requests for Dispensation

To consider any dispensation requests received from Councillors with a pecuniary interest in an item on this agenda who wish to remain, speak and/or vote at consideration of that item. Councillors are advised to submit any dispensation request in writing to the Town Clerk prior to the meeting.

4. Minutes of the Previous Meeting

To confirm the minutes of the meeting held on 19 November 2014 as a true record. **(Pages 3-5)**

5. Town Hall Refurbishment Works

To consider the quotations received for refurbishment of the front façade of the Town Hall following the tender period and to make recommendations to Council. **(Page 6)**

6. Conditions of Hiring Council's Premises

To consider the conditions for hiring the Town Hall and Walton Community Hall. **(Page 7 and Appendix A)**

7. Licence for SCDC Resort Team

To note the terms of the licence for accommodation of the Suffolk Coastal District Council's Resort Team at the Town Hall. **(Page 7)**

8. Lease for Car Parking Spaces

To consider the lease and lease-back arrangement proposed by Suffolk Coastal District Council for the Town Council's use of car parking spaces adjacent to the Town Hall.

(Page 8)

9. Town Hall Drainage Easement

To make a recommendation to Council regarding a drainage easement for works associated with the Town Hall gardens.

(Page 10)

10. Closure

To close proceedings and note that this to be the final meeting of the Premises Committee. Minutes from this meeting will be approved by Council and future business will be considered by Council's Assets & Services Committee from May 2015.



Ash Tadjrishi
Town Clerk
11 March 2015

For information (via email): All Town Councillors.

AGENDA ITEM 4: MINUTES OF THE PREVIOUS MEETING

MINUTES of the **PREMISES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 19th November 2014 at 9am**

PRESENT: Cllr M Stokell (Chairman) Cllr M Morris
 Cllr Jon Garfield Cllr J Sennington

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs R Jones (Technical Advisor)

361. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr C Webb and Cllr M Walker.

362. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Member	Minute No.	Nature of Interest
Cllr J Sennington	366	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr M Morris	366	Local Non-Pecuniary (Suffolk Coastal District Council Member)

363. REQUESTS FOR DISPENSATIONS

There were none.

364. MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** that:

The Minutes of the Premises Committee Meeting held on 10th September 2014 be signed by the Chairman as a true record.

365. MOBILE PHONE MAST

Members considered the letter from Clarke Telecom detailing their ambitions to achieve a variation of terms for the Mobile Phone Mast licence.

Following consideration of the four specific conditions as listed in the letter, it was RESOLVED that the Technical Advisor be instructed to respond on behalf of the Town Council's as follows:

- i. FTC does not wish to reduce the current rent passing of £5,314.75**

- ii. **FTC is prepared to agree to future rent reviews to be at Open Market Value;**
- iii. **FTC is prepared to allow expansions to equipment/and or cabinet rights provided that the receiving installations are of a vertical or dish such a nature so as not to overhang or necessitate an increase to the current limit of the compound. The compound is within operational cemetery ground and for that reason cannot be extended without the subsequent significant loss of income to FTC from burial plots; and,**
- iv. **FTC is prepared to accept the assignment of the Licence to CTIL.**

366. FACILITIES MANAGEMENT CONTRACT

Members considered whether there would be any potential value in awarding a single contract for ongoing cyclical maintenance and facilities management. It was noted that an indication of cost for this service had been provided from a local company however this did not appear to present a cost-effective alternative when compared to the current arrangement with individual supplies for similar services. As the costs had been quote for individual Council owned site, rather than as an overall provision across the sites, no potential economies of scale could be established at this time.

It was therefore RESOLVED that no further consideration be given to a single contract for facilities management services until such a time as a rationalised and competitive proposal be provided.

367. MATTERS RELATING TO COUNCIL'S PREMISES

Members noted the update report on a number of matters related to Council's Premises.

On the matter of the Town Hall Windows, Committee were advised that in accordance with Minute 38 of the Ordinary Council meeting held 2 April 2014, an investigation into the future replacement of the windows at the Town Hall had been undertaken. Professional surveys and specifications received to date had projected an overall project cost with replacement UPVC windows to be in the region of £120,000. Cost to undertake the same project with renovation of the existing windows had been given as closer to £80,000.

Committee RESOLVED to recommend to Council that a revised specification and tender for works to make repairs to the brickwork and windows to the front elevation of the Town Hall be commissioned; on the basis of renovation rather than replacement.

368. FINANCIAL REPORT TO 31 OCTOBER 2014

Members considered the Financial Report to 31 October 2014 for the Town Hall, Walton Community Hall and Broadway House.

It was RESOLVED that the Financial Report to 31 October 2014 for Council's premises be noted.

369. CLOSURE

The meeting was closed at 10.29am.

Date: _____

Chairman: _____

AGENDA ITEM 5: TOWN HALL REFURBISHMENT WORKS

Subsequent to Council approval to seek Tenders for the refurbishment of the front façade and front windows of Felixstowe Town Hall (Minute #408 of 2014/15 refers), a detailed specification and contract documents were assembled and sent to four prospective contractors on 4th February 2015.

Contractors were allotted four weeks to compile their Tenders for the closing date of 5th March 2015. Four tenders were duly completed and submitted to the Town Council on that date. A range of figures was received and some Tenders excluded items which had been specified due to difficulty in sourcing the exact item required. Our architect and quantity surveyor have been in negotiations with the contractors to try and establish that the omissions can subsequently be included. An update on this will be reported to the meeting.

On the basis that the omissions are resolved, it is anticipated that works can start on site the week beginning 4th May for a duration of 10 weeks. During this time, there will need to be scaffolding on the front elevation and inevitably there will be some disruption. The contractors have been advised that it is essential to maintain both the front door entry way and disabled access to the building and that works should be completed and the scaffold removed so that weddings at the Town Hall pre-booked for July are not compromised. Once approval for the works has finally been received, other users of the Town Hall will be notified of the programme of works so that they can arrange their own commitments accordingly. It is not anticipated that any of our tenants will need to vacate the building as a result.

Following instructions from Premises Committee, it is anticipated to recommend approval of a contract sum to Full Council on 1st April 2015. The contract will need to be signed and sealed as a Deed.

Committee is requested to consider the tender proposals and make any recommendation to Council is deems necessary.

AGENDA ITEM 6: TERMS AND CONDITIONS OF HIRING COUNCIL'S PREMISES

The current process for booking the Town Hall or Walton Community Hall does not provide prospective hirers with any formal guidance as to how they may use the space booked or detail their obligations and responsibilities. Committee should consider a clear set of terms and conditions of hire in order that both the Council and its service users can be protected. Draft conditions of hire for Walton Community Hall are provided for discussion and consideration at **Appendix A**.

Furthermore, staff often receive booking requests via Members; whether through the course of official duties or other community activity, partners and associates of the Council. There are currently no clear rules laid down as to what extent certain meetings are chargeable. Whilst Council will wish to support as many community-focused events as possible, the present situation could lead to the Town Hall being used in an ever-increasing capacity with an associated increase to running costs and loss of income opportunity.

Committee is requested consider and decide the Terms and Conditions of booking Council premises and a clear policy for non-chargeable bookings.

AGENDA ITEM 7: LICENCE FOR SCDC RESORT TEAM

The occupational Licence for the 3 officers of Suffolk Coastal District Council's Resort Team to occupy the Surveyor's Office within the Town Hall has now been completed. The following are the basic terms of the agreement;

- 12 months from 5th January 2015 until 4th January 2016,
- £2,500 inclusive of VAT for the year.
- Inclusive of outgoings and reception services but specifically excluding costs for telephone and broadband and insurance for their own office contents
- For use Monday to Friday between the hours of 8am and 5pm

The arrangements are generally working well and the Resort Team staff have signed for and been issued keys to the building.

There was a period of increased activity when several beach huts were being repaired coinciding with rental demands which initially led to increased visits to the Town Hall and involvement of Town Council staff. This situation is being monitored and SCDC's customers have been asked to contact the Resort Team by telephone or email.

Committee is requested to note the licence arrangements and approved the actions taken in this regard.

AGENDA ITEM 8: LEASE FOR PARKING SPACES

This item was last considered by Members at Premises Committee on 14th November 2014 when the following report was submitted;

“The Town Council previously had the benefit of a 99 year lease from Suffolk Coastal District Council for six echelon parking spaces on the opposite side of the road to the Town Hall. In order to accommodate road works required during the implementation of Suffolk County Council’s traffic calming scheme along Undercliff Road West, the lease was terminated. Subsequently, a Traffic Order was obtained for the parking bay outside the building which allowed permit-holder parking. Members noted that this arrangement did not provide the Town Council with the same legal interest as the previous provision and therefore had yet to be satisfactorily resolved.

The original Lease provided that if the parking spaces were ever needed for coast protection or Highways purposes, then SCDC had an obligation to re-provide suitably convenient alternative spaces for the Town Hall.

Members noted an update from the Technical Adviser that, following negotiations with SCDC, the Town Council was now offered the remaining term of the original lease on a lease-back arrangement to SCDC. Such an arrangement would provide SCDC with the authority to continue to manage the parking spaces across the road from the Town Hall, subject to any loss to the Town Council’s spaces triggering a termination of the lease to SCDC and rights to parking would revert to the Town Council.”

The subsequent resolution was that;

- i. “Enquiries be made as to the potential for the Town Council to be provided a limited number of parking permits for the parking spaces managed by SCDC across the road from the Town Hall; and,**
- ii. Pending the above and the outcome of any further negotiations, it be recommended to Council that a lease and lease-back agreement with SCDC be established in order that both parties be provided with a satisfactory resolution for parking outside the Town Hall.”**

Subsequent to the item being considered by SCDC’s Cabinet in January this year, it has been agreed that the Lease and Lease -Back arrangement be completed and that 6 car parking permits be procured for use by Felixstowe Town Council.

The Head lease from SCDC to FTC will be for the remainder of the 99 year term unexpired since the original lease was granted in 2007 and will ultimately expire in September 2106.

It has been agreed that the Leases should require FTC to opt out of the provisions of the Landlord and Tenant Act 1954 thus preventing it from obtaining security of tenure of the land. The legal costs of implementing this procedure and by negotiation, both parties' legal fees attributed to this whole arrangement will be paid for by SCDC

The trigger for this arrangement to be terminated will be any cessation of the Traffic Order or provision for FTC permit holders to park in the bay outside the Town Hall. After giving 3 months' Notice to SCDC to vacate the Pay and Display spaces, FTC will be able to park in the original area opposite the Town Hall on Undercliff Road West for the remaining term of the Lease.

These documents will need to be signed and sealed as a Deed by FTC.

Committee is requested to approve the arrangements and recommend to Council that these leases be sealed.

AGENDA ITEM 9: TOWN HALL DRAINAGE EASEMENT

Members will recall that during the previous phase of refurbishment works at the Town Hall Gardens, it had come to light that the proposed seating shelter to be constructed on the higher level of the gardens required surface water to be drained through the system which discharged via the pipework running alongside the Town Hall.

When FTC acquired the Town Hall building from SCDC, the documentation allowed for surface water from existing land and structures to be discharged via this pipework but it did not provide for the drainage of new structures. It therefore became necessary to grant SCDC an easement for this purpose so that the new seating shelter could be legally drained through FTC land.

A positive consequence of this was that the drainage system was the subject of a CCTV survey which revealed that tree-root balls had formed in the pipes and were obstructing the flow of water. These have now been cleared and the current contractors have improved the whole drainage system within the Town Hall Gardens. SCDC has agreed to pay FTC's legal fees in this matter which were estimated, prior to the change in site contractor, to be in the region of £1,000 plus vat.

The Easement document has now been completed and has to be signed and sealed as a Deed.

Committee is requested to approve these arrangements and recommend to Council that these leases be sealed.
