



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 A Smith
Cllr P Coleman	Cllr J Vartan
Cllr M Deacon	Cllr D Savage (Town Mayor, ex-officio)
Cllr Jon Garfield	

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 3 February 2016** at **7.30pm** for the transaction of the following business:

A G E N D A

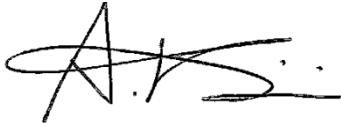
- 1. Apologies**
To receive apologies for absence.
- 2. Declarations of Interest**
Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at 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 2 December 2015 as a true record. **(Pages 3-5)**
- 5. Assets & Services Budget Report**
To receive the Assets & Services Budget report to 26 January 2016 and consider any actions deemed necessary. **(Page 6 & Appendix A)**
- 6. Estates Officer Report**
To receive the report of the Estates Officer. **(Pages 7-8)**
- 7. Allotments Update Report**
To receive a report on the Town Council's Allotments and consider any actions deemed necessary. **(Page 8)**

8. Cemetery – Memorial Garden Project

To consider an update on the Memorial Garden Project at the Cemetery and make any recommendations to Council. **(Pages 9- 10)**

9. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 6 April 2016 at 7.30pm.



**Ash Tadjrishi
Town Clerk
28 January 2016**

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

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 2 December 2015** at **7.30pm**

PRESENT: Cllr N Barber (Chairman) Cllr Jon Garfield
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

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

349. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr T Green**.

350. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr P Coleman Cllr M Deacon Cllr D Savage 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)

351. REQUESTS FOR DISPENSATION

There were none.

352. CONFIRMATION OF MINUTES

It was **RESOLVED** that:

The Minutes of the Assets & Services Committee Meeting held on 7 October 2015 be signed by the Chairman as a true record.

353. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 25 November 2015.

RESOLVED that the **Budget Report to 25 November 2015 be received and noted as presented with no other action required at this time.**

354. ESTATES OFFICER REPORT

Committee considered the report of the Estates Officer together with an update report on the Town Hall. It was noted that full options and estimated costs for any further works to the Town Hall would be provided in the new year.

In addition to the report on the Cemetery, Members were shown a prototype of a metal memorial tree for evaluation. Members noted that a finished version of the tree, complete with 30 blank memorial 'leaves' for inscription was estimated to cost £2,400. Committee approved the style of the tree and it was requested that a revised estimate for a similar tree with increased capacity be provided at the next meeting.

Following a meeting held at Peewit Hill, the Estates Officer advised that there was some interest in making the area a community urban nature reserve. Further options were being considered and Committee would be updated in due course.

RESOLVED that the Estates Officer's report be noted and the Estates Officer be instructed to seek a revised estimate for a memorial tree with an increased capacity for the next meeting.

355. ALLOTMENTS UPDATE REPORT

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

Members noted the relatively high vacancy rate and the Clerk confirmed that the availability of the plots was being regularly advertised in the Council's Newsletter and website as previously requested. The high vacancy rate was attributed to more single plots having been created when double plots were given up; better enforcement and action being taken on plots which were not being cultivated; and a number of plots having been given up at tenancy renewal against a general decrease in demand.

It was noted that FSALG would be considering ideas to improve the situation regarding indistinct boundaries and irregular plot sizes at Railway Hill. Members were not in favour of serving notice on the remaining tenants on Railway Hill in order to temporarily clear and renew the site but asked that other methods of tidying up the site be considered over time. The Clerk advised that FSALG would be holding further open days in 2016 to raise the profile of allotments.

It was RESOLVED that the allotments update report be noted.

356. FEES AND CHARGES: NEW URNS PLOTS

Committee noted that the new urns plot section had been completed on Block M and was now ready. Members agreed that the plots could be made available for purchase, consecutively from the beginning of each row on the same fee basis as the plot on Block O.

RESOLVED that the exclusive right of burial for 50 years for an urn plot on Block M be set at £636 with the Deed of Grant of Exclusive Right of Burial at £116 until 31 March 2017.

357. ASSET REGISTER REVIEW

Committee noted the amendments and updates to the Council's Asset Register.

RESOLVED that the Asset Register be approved and recommended to Council, pending any further updates at year end, for formal adoption at the 11 May 2016 Annual Council meeting.

358. FAIRTRADE FORUM BREAKFAST MEETING – TOWN HALL CHAMBER

Committee considered a request for a breakfast meeting to be hosted at the Town Hall Chamber for the Fairtrade Forum on Monday 7th March 2016.

Members agreed that the Chamber should be provided at no cost and recommended that Council's Civic & Community Committee consider supporting the event through its budget for Town Twinning.

RESOLVED that the Town Hall Chamber be provided at no cost for a Fairtrade Forum breakfast meeting on Monday 7th March 2016; and, Council's Civic & Community Committee be recommended to consider the twinning budget as a potential source of funding to support the event.

359. CLOSURE

The meeting was closed at 8.49pm. The next meeting was noted as being scheduled for Wednesday 3 February 2016 at 7.30pm.

Date: _____

Chairman: _____

AGENDA ITEM 5: ASSETS & SERVICES BUDGET REPORT

A summary of the position to 27 January 2016 is provided below with a detailed report at **Appendix A**.

Month No : 10

Assets & Services Committee

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
201 Town Hall	Expenditure	45,400	81,086	35,686		35,686	56.0 %
	Income	12,750	13,446	-696			94.8 %
202 Walton	Expenditure	5,043	11,023	5,980		5,980	45.7 %
	Income	6,469	7,500	-1,031			86.3 %
203 Broadway House	Expenditure	7,956	13,539	5,583		5,583	58.8 %
	Income	0	1,360	-1,360			0.0 %
204 Cemetery	Expenditure	96,742	128,126	31,384		31,384	75.5 %
	Income	54,491	73,565	-19,074			74.1 %
205 Allotments	Expenditure	21,372	27,214	5,843		5,843	78.5 %
	Income	12,784	13,500	-716			94.7 %
<u>INCOME - EXPENDITURE TOTALS</u>							
	Expenditure	176,513	260,988	84,475	0	84,475	67.6 %
	Income	86,494	109,371	-22,877			79.1 %
	Net Expenditure over Income	90,019	151,617	61,598			

Committee is requested to consider the budget report to 27 January 2016 and decide any action it deems necessary.

AGENDA ITEM 6: ESTATES OFFICER REPORT

Town Hall

Since the last meeting of the Committee, the project team has been trying to assemble more information and detailed options for the Town Hall.

A comprehensive report had been anticipated from the Project Team but apparently partly due to the industry shut down during the Christmas and New Year period and the need to obtain prices for non-stock items, it has not been possible to assemble sufficient information for accurate to accurately cost the various options. The team has said that it prefers to wait until all these specific items can be costed accurately before the report is submitted.

There have also been inexplicable cracks appearing recently in the glass of some of the upstairs treated windows. The team has been trying to investigate the reason for this but having researched issues to do with thermal movement, the action of the applied UV tinting and other matters to do with their recent overhaul, to date can find no logical explanation.

We have been notified that works to refurbish the former TIC at 91-95 Undercliff Road West are to start soon. Given the relationship between our 2 properties, in accordance with good practice, the new owners have been advised of their duty of care with regards the adjoining Town Hall throughout their works.

It is advised that once we have a clearer idea of the Town Council's intended course of action for the Town Hall, our insurers are also notified of the intended works at 91-95 Undercliff Road West.

Cemetery - Memorial Garden Project

There has been a lot of work going on to progress the scheme for new Memorial Garden and this is covered in more detail under Agenda item 8 on page 9.

New Signage across various sites

Members will be aware that we have been working with a local company to design some new signs for the Cemetery, Walton Community Hall and Broadway House. We have designed 3 large contemporary informative signs to be placed at the 3 sets of gates at the cemetery, building name signs for Broadway House and a name sign with directional entrance arrow for Walton Community Hall. This work is nearly complete and it is hoped to produce a handout at the meeting showing the considerable amount of work which has been put into designing the proposed signs. Once Members have seen and approved the proposals, the company will be asked to give a specific quote to make the signs required.

Broadway House

FOPWA has notified the Town Council that it has purchased a new commercial dishwasher for the kitchen at Broadway House as the old one, which was provided

by FTC when the building was erected, was leaking. FOPWA has asked that it takes this opportunity to re-organise part of the Day Centre kitchen so that it is better organised for the volunteers. This will involve moving the sink unit and changing some of the plumbing. They also hope to replace the kitchen floor covering as this has been lifting where the dishwasher leaked and is a potential trip hazard for the volunteer staff.

Occupational Licence at Felixstowe Town Hall

Suffolk Coastal District Council has requested that the renewable Licence for the Surveyor's Office used by the Resort Staff be extended by three months only, until the 31st March 2016 at this stage. We understand that this may be as a result of rationalisation of staff and office accommodation and currently are unaware whether SDCDC will require the office beyond that date.

Committee is requested to consider the report of the Estates Officer and any other update.

AGENDA ITEM 7: ALLOTMENTS UPDATE REPORT

An update on current vacancies will be provided at the meeting.

The availability of allotment plots has been published in the latest Council newsletter which was delivered to all residencies in Felixstowe and the Trimleys over the weekend of 2nd January 2016.

FSALG are also proposing to hold two Open Days on both Cowpasture and Ferry Road allotments on the 26th March and 2nd April 10.00am to 4.00pm. It is hoped that Members are able to attend

To assist in the clearance of untidy plots when vacancies arise, and to provide a good starting point for new tenants, Council's grounds' staff have been looking in to the cost of purchasing a small powered cultivator. Council was offered the opportunity to purchase a second-hand BCS 738 Cultivator with Honda GX270 petrol engine via one of the allotment tenants and a demonstration was given. Although the machine was 18 months' old it was in good condition and came with a reversible plough and rotary hoe attachments. Following consultation with the Chairman of Assets & Services Committee in December 2015, the Clerk approved the purchase at £1,500. Quotes to purchase the same equipment from new were in excess of £2,500. The machine is proving to be invaluable in attending to and clearing hard to access plots.

Recently, 300 metres of 5-metre width geotextile has been purchased. With the assistance of FSALG, this will be used as a weed-suppressant to prevent newly cleared plots from becoming overgrown in the interim period before they are let. This will save on repeat clearance work by Council's grounds' team.

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

AGENDA ITEM 8: CEMETERY UPDATE REPORT

Felixstowe Cemetery – New Memorial Garden

Members will recall that the project to provide a new Memorial Garden at the cemetery has been progressing over recent months and at its meeting of 2 September 2015, Committee resolved to recommend to Council that a budget of £7,000 -£10,000 be allocated from Cemetery Projects Earmarked Reserves to cover the cost of the new facility once the design had been finalised. This design was based on a box hedged perimeter, 4 memorial rose beds with edging kerbs, central pathways, a central feature sculpted metal tree and some attractive benches. During the design process, Members had requested that the feature metal tree be enlarged in order to accommodate more branches and memorial leaves and that bespoke granite edging kerbs capable of accommodating individual memorial plaques be included. As a result of these more specific and enhanced requirements, the costs for the scheme were expected to increase to around of £15,000.

Memorial Tree

At the previous meeting, Committee was shown a prototype of the new metal Memorial Tree proposed as the centrepiece for the new Memorial Garden. The fabricator had quoted £2,400 net to create a 7-8 foot high tree with 30 blank leaves. On the basis of the positive feedback received at the meeting, which was conveyed to the fabricator as requested, he was asked to quote for a fuller tree with more branches which could accommodate more spurs and memorial leaves. He was also asked to quote for 100 extra metal leaves so that the Town Council could keep these matching items in stock. It was hoped that buying the leaves in bulk, a discount might be achieved.

The fabricator has said he can produce the fuller tree for the same price of £2,400 net (£2,880 gross) and can offer approximately 35% discount on the purchase price of 100 metal leaves, originally priced at £55 each, as long as they are bought and paid for in full when ordering. These would then cost £3,500 gross.

He has also offered 100 leaves to include the engraving at a cost of £5,000 gross.

If the tree is commissioned, a 60% deposit will need to be paid prior to work commencing and if the blank leaves are required, they would have to be paid for in full when ordering.

Memorial Rose Beds

At the previous meeting, Members were shown a sample of dark grey granite edging kerbs which can be supplied by Granart Memorials at £58 per metre. A general preference was shown to have 4 x 200mm memorial plaques pre-fixed to each metre run of granite. Each rose bed is intended to measure 6m x 4m with mitred plain corners.

The cost of the memorial kerbing is as follows:

Rose bed with 20m of kerbing @ £58pm = £1,160+VAT
80 plaques @ £14 each = £1,120+VAT per bed

4 rose beds = (£1,160+£1,120) x4 = £9,120+VAT total

Another option considered was to have four 'premium' corner stones on each bed which would allow for 16 additional plaques (4 per bed). Granart has quoted £52 for each newly designed corner stone and quoted overall to produce 84 plaques per bed, with slightly altered milled lengths of granite and reduced gaps of 30mm between each plaque at a total cost of £10,272. At this time, this option is not being pursued.

Based on initial comparable research from other local facilities charging for memorials of this type and based on the ability to provide at least 130 memorials on the metal tree and 320 memorials around the rose beds, the scheme is expected to generate in excess of £65,000 net across its lifetime.

It is our view that this level of initial capital outlay represents a very good investment for the Town Council considering the potential income it could yield during the lifetime of the scheme. There is also the potential for some of the memorials to be let for shorter or longer time periods which could potentially increase the return forecast.

Therefore the revised current estimates of (net) costs to create the new Memorial Garden are as follows:

Item	Number	Total Cost
Box hedge plants	100	£300
Turf (approx.)		£320
Memorial Rose Trees	36	£810
Enlarged metal Memorial Tree with 30 leaves	1	£2,400
100 additional Memorial Leaves (blank)		£2,917
Granite Edging kerbs inc. 320 blank plaques		£9,120
Treatment for paths, shingle or similar (approx.)		£100
Benches (approx.)	2	£800
Total (approx.)		£16,767

If Committee would prefer to reduce the cost, it is expected that the project can be achieved within an overall limit of £15,000 by reducing the quantity of some of the options above. Further options will be presented at the meeting.

Committee is requested to consider the Memorial Garden Project and make any recommendations it deems necessary to Council in order to authorise funding for the initiative from the Cemetery Projects Earmarked Reserves.