



9 am to 4 pm Mondays to Fridays

## TO ALL MEMBERS OF THE ASSETS & SERVICES COMMITTEE

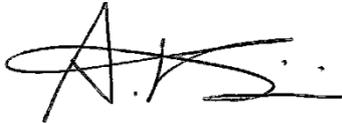
Cllr N Barber (Chairman)	Cllr T Green
Cllr Jan Garfield (Vice Chairman)	Cllr G Newman
Cllr S Bird	Cllr A Smith
Cllr P Coleman	Cllr J Vartan
Cllr M Deacon	Cllr D Savage (Town Mayor, ex-officio)
Cllr Jon Garfield	

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 6 April 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 3 February 2016 as a true record. **(Pages 3-5)**
- 5. Assets & Services Budget Report**  
To receive the Assets & Services Budget report to 31 March 2016. **(Page 6 & Appendix A)**
- 6. Estates Officer Report**  
To receive the report of the Estates Officer. **(Pages 7-9)**
- 7. Flag Pole**  
To consider the installation of a flag pole adjacent to the Town Hall. **(Page 10)**

- 8. Mobile Mast**  
To consider whether to pursue an enquiry in to possible siting of a mobile mast on Council-owned land. **(Page 11)**
- 9. Allotments Update Report**  
To receive a report on the Town Council's Allotments and consider any actions deemed necessary. **(Page 12)**
- 10. Cemetery Update Report**  
To consider an update on the Memorial Garden Project at the Cemetery and make any recommendations to Council. **(Page 12-13)**
- 11. Business Planning 2016-2020**  
To consider potential business objectives for Committee for the next four years. **(Page 13)**
- 12. Town Hall Works**  
To consider a report on the Town Hall and agree further actions. **(Pages 14-15)**
- 13. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 1 June 2016 at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**31 March 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 3 February 2016** at **7.30pm**

**PRESENT:** Cllr N Barber (Chairman)                      Cllr T Green  
                  Cllr S Bird    Cllr G Newman  
                  Cllr P Coleman    Cllr D Savage  
                  Cllr M Deacon    Cllr J Vartan

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

**IN ATTENDANCE:** Cllr K Williams

### **419. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr Jan Garfield, Cllr Jon Garfield, Cllr D Savage** and **Cllr A Smith**.

### **420. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr P Coleman Cllr M Deacon	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)

### **421. REQUESTS FOR DISPENSATION**

There were none.

### **422. CONFIRMATION OF MINUTES**

It was **RESOLVED** that:

**The Minutes of the Assets & Services Committee Meeting held on 2 December 2015 be signed by the Chairman as a true record.**

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

The Committee considered the summary and detailed report showing income and expenditure against budget to 26 January 2016.

**RESOLVED** that the **Budget Report to 26 January 2016** be received and noted as presented with no other action required at this time.

#### **424. 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 new signage, Members were shown design options for the signs. It was agreed that the signs for Walton Community Hall and Broadway House should be produced on a laminated acrylic, with the Cemetery signage produced in dibond aluminium. The Estates Officer was asked to finalise the design and, after reviewing the content of the Cemetery sign, please the order.

**RESOLVED that the Estates Officer's report be noted; and, the Estates Officer be instructed to finalise design and content for the new signage, in accordance with Members comments, before placing the order.**

#### **425. 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 that the availability of allotment plots had been published in the Council newsletter which was delivered to all residencies in Felixstowe and the Trimleys over the weekend of 2nd January 2016.

It was also noted that FSALG would be holding two Open Days on both Cowpasture and Ferry Road allotments on the 26th March and 2nd April 10.00am to 4.00pm. Members discussed other methods of widely promoting Council's allotments. It was suggested that an article on allotments, from the perspective of one of the tenants, could be a positive feature in one of the local magazines. The Clerk agreed to follow this up.

The high vacancy rate was still being attributed to more single plots having being 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.

The action taken by the Clerk and Chairman to purchase of a second-hand BCS 738 Cultivator with Honda GX270 petrol engine, reversible plough and rotary hoe attachments for £1,500 was noted and approved.

Members were pleased to note the pro-active work being undertaken to minimise the need for repeat maintenance of vacant plots through the use of weed suppressant geotextile material.

**It was RESOLVED that the allotments update report be noted.**

#### **426. CEMETERY - MEMORIAL GARDEN PROJECT**

Members noted that the overall costs for the Cemetery Memorial Garden Project were estimated to be £16,767 ex VAT. The project, which included provisions for a bespoke metal memorial tree, memorial leaves for the tree, rose beds, hedging, ground works, granite edging stones and plaques would provide additional memorial options at the cemetery and provide a return on investment over its lifetime.

Committee considered options for reducing the scope of the scheme, however it was agreed that the project should proceed on the basis of the estimates given. Members proposed that the budget limit for this scheme be set at £20,000 to allow a contingency for any potential additional costs to complete the project.

**RESOLVED that the project scheme be approved as presented and it be recommended to Council that funding for the initiative from the Cemetery Projects Earmarked Reserves be approved, to a limit of £20,000.**

#### **427. CLOSURE**

The meeting was closed at 8.49pm. The next meeting was noted as being scheduled for Wednesday 6 April 2016 at 7.30pm.

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

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

## AGENDA ITEM 5: ASSETS & SERVICES BUDGET REPORT

A summary of the position to 31 March 2016 is provided below with a detailed report at **Appendix A**.

### Summary Income & Expenditure by Budget Heading 31/03/2016

Month No : 12

### Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<b><u>Assets &amp; Services</u></b>							
Expenditure		227,225	261,830	34,605	0	34,605	86.8 %
Income		98,763	109,371	-10,608			90.3 %
Net Expenditure over Income		128,462	152,459	23,997			
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<b><u>INCOME - EXPENDITURE TOTALS</u></b>	Expenditure	227,225	261,830	34,605	0	34,605	86.8 %
	Income	98,763	109,371	-10,608			90.3 %
	Net Expenditure over Income	128,462	152,459	23,997			

Members are advised that, whilst the report is dated 31 March 2016 – i.e the end of the financial year – there is likely to be some adjustments as final receipts and expenditures are accounted for.

**Committee is requested to note the budget report to 31 March 2016.**

## **AGENDA ITEM 6: ESTATES OFFICER REPORT**

### Town Hall

Since the last meeting of the Committee on 3<sup>rd</sup> February, a report with costings in relation to the repair of the front wall of the building has been received. The project team's appointed Architectural Advisor has been to discuss the report with the Committee Chairman, the Town Clerk and the Estates Officer and the outcome of that briefing will be reported at Agenda item 12.

The Town Hall has recently been spring-cleaned and the carpets have been cleaned in anticipation of the increased bookings for the approaching wedding season. A quote from Suffolk Coastal Norse for £2,319 plus vat to refresh the paintwork and woodwork in the ground floor lobby, communal areas and toilets was accepted with the aim of improving the internal appearance of the building will be commencing shortly.

Replacement of the wooden rear fire door was also ordered through SCN and will be implemented soon.

### Occupational Licence by SCDC Resort Staff

Members were informed at the last meeting that SCDC had requested that the licence for the office for their Resort staff was only extended until 31<sup>st</sup> March 2016. SCDC has now requested that the licence be extended for a further 6 months and thereafter on a month to month basis if the Town Council is content. This will enable the Beach Hut co-ordinator to remain in- situ in Felixstowe until further notice.

It would better suit the Council's administrative and budgetary procedures to have a 1 year licence arrangement at the same rental with SCDC giving a 3 month notice period. Negotiations are currently ongoing.

### Works at 91-93 Undercliff Road West

Refurbishment works to the former TIC and Revenues and Benefits office adjoining the Town Hall began last month with stripping out and some internal demolition. The owner of the property had previously been advised that the front wall of the Town Hall was considered to be somewhat vulnerable due to the condition of the brickwork and mortar joints and the Estates Officer had requested that their professional team and contractors be alert to this issue. Although their building surveyor had reported that the nature of the work should not affect the Town Hall, there was some transferred vibration occurring during demolition, so it was deemed appropriate for a Schedule of Condition to be carried out by their Building Surveyor of the areas of the Town Hall adjoining 91-93 so that any changes to the condition of the Town Hall could be recorded. The Schedule has been taken and the document is awaited.

## Health and Safety Audit

Members were informed at the last meeting that an advisor had undertaken a Health and Safety audit for the Town Council. The report has now been received and has rated the Town Council's operations as good across the majority of areas.

The advisor recommended that some improvements could be made in training specifically in relation to assessing the vibration rates of hand- held power tools, identifying asbestos and the protocols for assessing and dealing with the tree stock across our sites. Training is being sourced and arrangements have also been made for staff to be re-trained in the discharge of the fire extinguishers.

The Town Council currently uses a basic policy on Trees and the advisor has sent a more robust version for the Council to use or adapt. Members will be aware that there are several areas within our ownership where there are some significant trees, particularly at the cemetery, Peewit Hill and at our allotment sites. Sometimes the trees are scattered throughout the site and sometimes they are part of the natural boundary features. This is particularly relevant at Taunton Road allotments where a large tree has been impinging on a neighbouring property and it has not been immediately obvious whose responsibility it is due to ambiguities in both ours and neighbouring owners' legal Title documents or lack of documents to consult.

Accordingly it has become necessary to commission an arboricultural assessment of the Town Council's trees to plot their position, assess their condition and understand any future maintenance requirements to avoid disease, storm or wind damage to personnel or property in the vicinity.

As part of understanding the liability to maintain various trees, we are investing further time into resolving and protecting the Town Council's Title across our sites so that, amongst other issues, we are more certain of whether particular trees near or on boundaries are our responsibility or whether they belong to others. In order to do this, we shall need to instruct our solicitors to conduct more research on the legal aspect of our Titles and to secure proper documentation.

Members are therefore requested to recommend that resources are made available to secure an arboricultural survey and instruct the Town Council's solicitors to resolve all the outstanding aspects of our various Title documents.

## Walton Community Hall

An order has been placed with a local contractor to strip and re-varnish the suspended wooden floor at the Hall which will benefit from some treatment to improve its durability. The works are due to take place over the weekend of 1st to 3rd of April which will still be during the school Easter holidays and thus when regular bookings are lighter than usual. This should not affect any regular hirers and the time has been specifically chosen to allow sufficient time for the various stages in the process to be undertaken.

### New signage

Members will recall that there has been considerable work carried out recently designing new signage for Walton Community Hall, Broadway House and at the cemetery. The final designs have been approved incorporating the amendments requested by Members and an order has now been placed at a final cost of £689 plus vat.

### Broadway House Crest

Members had also requested that we investigate having the crest on the front of Broadway House refurbished and we have received a quote from the same company which is making our other signs for this at £685 plus vat. A significant part of that cost is due to the need to hire a cherry- picker in order to access the crest.

Members are requested to consider whether they wish to proceed with this work.

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

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## **AGENDA ITEM 7: FLAGPOLE**

Members will be aware that there is currently a flagpole on SCDC land near Arwela Road and this location was used to celebrate Commonwealth Day on 14<sup>th</sup> March this year.

It is felt that it would be appropriate for the Town Council itself to be able to fly a flag on significant occasions or be able to fly our own emblem throughout the year. The Town Hall used to have a small flagpole attached to the front wall over the main door but this was removed some time ago.

It has been suggested that, now the works to renovate the Town Hall Gardens are complete and are bedding in, the small patch of earth in front of the toilets where the Seafront Gardens sign is adjacent to the Town Hall, might be a suitable location to install a flagpole for the Town Council's use.

Enquiries have been made of SCDC relating the relevant Estates issues and further enquiries have been made of the District Council's planners asking whether any planning consents would be necessary for such an installation.

In the meantime, we have received a quote to install a 6 metre high flagpole in that location for approximately £1,600. This excludes the cost for the construction of a footing and for the cost of any flag itself. Other quotes are being sought for comparison purposes.

The Council has an Earmarked Reserve for Enhancement & Promotional activities which stands at £3,678 and may be considered an appropriate funding source.

**Members are requested to consider the concept of installing a flagpole proximate to the Town Hall for the Town Council's use and to recommend a funding allocation for such an installation.**

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## **AGENDA ITEM 8: MOBILE MAST**

The Town Council was approached in February by Waldon Telecom Ltd who represent the Mobile Broadband Network Ltd (MBNL), a joint venture company owned by EE Limited ('EE') and Hutchison 3G UK Limited. They have been looking for sites for new telecoms masts and identified the following 2 Town Council sites of being of potential interest;

- Land at Langley Avenue, Langley Avenue, Felixstowe, IP11 2ND
- Land lying to the East of Waveney Road, Waveney Road, Felixstowe, IP11 2NU.

The operator had suggested that a rolled –up rental could be paid in order to fund other public facilities within our organisation. The Estates Officer contacted them to see what the terms might be but no further response has been received.

The first site is in the vicinity of the Cemetery where the Town Council already lets an area for a telecoms mast and the second is at the Railway Hill allotments.

This enquiry was initially referred the Planning & Environment Committee who were of the opinion that another mast at the Cemetery would not be appropriate due to the need to keep the rest of the site for operational purposes and felt that the Railway Hill allotments were not suitable either due to the close proximity of residential properties on the 3 highest boundaries and the railway line at the lowest point which would not be ideal due to the requirements of the operator. Members referred this item to the Assets & Services Committee for its consideration.

**Members are requested to consider and decide whether to pursue this further.**

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## **AGENDA ITEM 9: ALLOTMENTS UPDATE REPORT**

The Felixstowe Society of Allotment and Leisure Gardeners (FSALG) report successful Open Days held on both Cowpasture and Ferry Road allotments on the 26<sup>th</sup> March and 2<sup>nd</sup> April 10.00am to 4.00pm. The events were well attended by members of the public and were visited by the Mayor, Councillors and the Town Clerk.

In accordance with Members' advice, an article on allotments was submitted to the Spotlight magazine and the availability of plots was again published online and in the Council's newsletter.

These efforts have helped to generate renewed interest in Council allotments and have contributed towards a significant reduction to total vacancies. Up to date figures will be provided at the meeting.

Officers continue to hold regular meetings with FSALG to identify and address potential issues. The most recent meeting was held on 22<sup>nd</sup> March 2016 and FSALG recorded thanks to the Council for its support towards a much improved partnership.

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

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## **AGENDA ITEM 10: CEMETERY UPDATE REPORT**

### Felixstowe Cemetery – New Memorial Garden

Members will be aware that at the last meeting, it was reported that plans were progressing for the installation of the new Memorial Garden at the cemetery and earlier this month Council approved a budget of up to £20,000 from the Cemetery Projects Earmarked reserves to pay for the scheme.

Subsequently, JDA Engineering were instructed to go ahead with the manufacture of the new metal Memorial Tree and a deposit of £ 1,728 gross representing 60% of the total price of £2,888 has now been paid to them to secure the work.

The final design of the rosebeds with granite edging kerbs is being progressed and it is hoped that works to install the new garden will get underway within the coming weeks.

### Langley Avenue

The Town Council has recently received a complaint about potholes along the internal roadways of the cemetery itself and also about a larger one at the junction of Langley Avenue and Mill Lane. As the position of the Langley Avenue pothole is still within the limit of FTC's ownership, it is our responsibility to maintain it. The cemetery potholes will be repaired by Town Council staff members and after having

taken advice from the County Highways Engineer about appropriate methods to repair the big pothole, this will also be repaired by our own staff.

#### Flood Memorial, Langer Road

Members will be aware that there have been some problems with dogs fouling the grass and cars being parked at the front of the Flood Memorial on Langer Road.

In order to deter both of these activities, Town Council staff have erected a small ornate metal fence on 2 sides around the front of the Memorial hoping that this will encourage the public to be mindful of the fact that this is meant to be a contemplative space. There is a gap left in the middle of the fence sections so that visitors can still gain access to the bench located there.

A photograph of the installation will be available at the meeting.

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

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### **AGENDA ITEM 11: BUSINESS PLANNING 2016-2020**

Council's Finance & General Purposes Committee considered proposals for a first draft Business Plan spanning the next four years from 2016 to 2020.

To assist with the formulation of the Business Plan, each of Council's committees is asked to consider potential objectives, in line with known local priorities. Following this input, F&GP will consider a final draft Plan for recommendation to Council.

Final approval and adoption of the Plan would be considered by Council following further public consultation.

Members have been provided with an early draft for discussion purposes and further consideration.

**Committee is requested to consider its potential business objectives for the next four years and make any recommendation to Finance & General Purposes Committee for inclusion in to the Council's Business Plan 2016-2020.**

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## **AGENDA ITEM 12: TOWN HALL REPAIRS**

Members will be aware from recent meetings of the Committee, that we have been awaiting a full report on the issues and potential remedies to resolve the structural problems with the front wall of the Town Hall.

The project team has now been able to assemble sufficient information from the specialist contractors potentially involved to enable them to submit a report to the Town Council with its recommendations.

The Town Council has been told that a great deal of research has been undertaken by the project team to investigate solutions to the somewhat unique difficulties of the condition of the front wall. This has involved speaking to other industry specialists to see if they have experience of a similar problem at other sites within coastal locations in Suffolk or a wider area where both salt and wind have combined to erode internal wall ties and mortar joints as has happened at the Town Hall.

Based on the results of the earlier investigative works undertaken last summer during the contract to repair the front wall and recent research on the costs of special bricks and products required, the report has essentially proposed two options for Members to consider. Both schemes currently involve expensive elements for scaffolding as this cannot be secured to the building and would have to stand independently and both prices are projected to the second quarter of 2017 to allow time for assembly of documentation, tendering, etc. and to work in with the committed schedule of wedding bookings at the building. It is anticipated that both of these schemes could involve at least a 4 month lead-in time and last approximately 10-12 weeks on site.

The repair option would enable the Town Hall to be partially occupied and still offer wedding facilities, albeit in compromised conditions, the re-build option is likely to mean that the building would not be functional during that period.

The two options are basically paraphrased accordingly as:

1. Repair the existing front elevation; first floor and gable using a specialist brickwork contractor (Charterbuild) to inject a gravity grout filling to the cavity and introduction of wall ties. (Est. £120,000 net)

This would maintain the existing aesthetic appearance of the building but may have a limited lifespan. Initially we understood that this system could be guaranteed for a period of years but having asked for further details on the length of the guarantee, have now been told that this certainty cannot be provided by the specialist contractor.

2. Re-build the front elevation; first floor and gable. This option involves taking down the first floor elevation and gable and reconstructing a permanent solution in a plainer design which would involve losing the ornate Victorian carvings and result in a much simpler facade. (these ornate features could potentially be reproduced but the prohibitive cost and long delivery period would probably discount it for the purposes of this exercise). This option would need to involve the Conservation team

at the planning authority given the location of the Town Hall in the Conservation area. (Est. £200,000 net)

It seems that neither of these proposals is ideal but given the importance of the Town Hall, as significant local historic landmark, a provider of key local services and home to public serving organisations, the Council should consider the course of action to preserve it.

On this basis, it has been deemed appropriate to seek another opinion on the condition and potential remedy for the building's problems and this further investigation is currently ongoing.

### Windows

Discussions continue about replacing the broken glass in the affected re-furbished windows on the first floor. We have been re-assured that the applied UV filter film is currently securing the broken panes and so there is no danger of them falling out.

An independent glazier has quoted £1,575 (net) to replace the broken panes, some of which would need to be accessed via the use of an external scaffold tower. We continue to address this issue with the original contractor, Carters, although currently it is felt that this problem is not a defect within the terms of the contract. It follows that who should cover the cost of replacing the panes is being pursued.

Further information will be reported at the meeting.

**Committee is requested to consider the report on the Town Hall and consider what action it deems necessary.**

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