

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe
Town Hall on **Wednesday 6 April 2016** at **7.30pm**

PRESENT: Cllr N Barber (Chairman) Cllr Jon Garfield
Cllr Jan Garfield (Vice-Chairman) Cllr T Green
Cllr S Bird Cllr G Newman
Cllr P Coleman Cllr A Smith
Cllr M Deacon Cllr J Vartan

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

532. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Savage**.

533. DECLARATIONS OF INTEREST

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

534. REQUESTS FOR DISPENSATION

There were none.

535. CONFIRMATION OF MINUTES

It was **RESOLVED** that:

The Minutes of the Assets & Services Committee Meeting held on 3 February 2016 be signed by the Chairman as a true record.

536. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 31 March 2016.

RESOLVED that the Budget Report to 31 March 2016 be received and noted as presented with no other action required at this time.

537. ESTATES OFFICER REPORT

Committee considered the report of the Estates Officer.

Members welcomed the news that the administration of beach huts would be retained as a Felixstowe-based service and noted that, since the provision had been located at the Town Hall, Council's staff had reported an increased number of enquiries at the front desk.

In response to a query as to whether the former TIC and Revenues and Benefits office adjoining the Town Hall was structurally independent to the Town Hall, the Estates Officer confirmed that the buildings were essentially separate to one another.

Committee was pleased to note the outcome of a recent Health & Safety report commissioned from Council's insurers which had rated the Town Council's operations as good across the majority of areas. The need for an arboricultural survey of trees on Council-owned land was noted.

With regard to the matter of the Town Council crest on Broadway House, Members asked that the Estates Officer investigate whether a local cherry picker operator could provide cost-effective access.

RESOLVED that the Estates Officer's report be noted; and, it be recommended to Council that funding for an arboricultural survey of trees on Council-owned land be approved.

538. FLAG POLE

Committee considered the principle of installing a flag pole in the Town Hall Gardens immediately adjacent to the Town Hall.

Members discussed the types of flags that may be flown and it was agreed, as per the resolution of Council's Civic & Community on 16 September 2015 (Minute #219 of 2015/16 refers), the Town Council would follow the Government issued calendar of designated days for Union Flag flying

It was RESOLVED that it be recommended to Council that a flag pole be installed adjacent to the Town Hall with the necessary funding, to a limit of £2,000, be authorised from Council's 'Enhancement & Promotional' Earmarked Reserve.

539. MOBILE MAST

Members noted that this item had been referred via Council's Planning & Environment Committee.

Committee heard that, despite follow up enquiries being made of Waldon Telecom, no further response had been received. Members noted that correspondence had been received separately from Waldon Telecom advising

that a monopole transmitter was being considered for a site at Garrison Lane. Committee were keen to learn how this would affect coverage in the town and whether the company still had an interest in placing a mast at the Railway Hill site.

RESOLVED that the Estates Officer make enquiries as to the mobile phone signal coverage provided by the Waldon Telecom schemes and whether the company still had an interest in placing a mast at the Railway Hill site.

540. ALLOTMENTS UPDATE REPORT

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

The positive and productive relationship between the Felixstowe Society of Allotment and Leisure Gardeners (FSALG) and Council was noted.

Committee recorded a vote of thanks to the Council's Cemetery & Allotments Officer and FSALG for their hard work in achieving a significant increase to the uptake of vacant plots since the previous meeting.

It was RESOLVED that the Allotments Update Report be noted.

541. CEMETERY UPDATE REPORT

Committee considered the update report on the Cemetery. The recent work carried out by Council staff to enhance the Flood Memorial with an ornate metal fence was noted and a photograph of the site was circulated at the meeting. Members commented on the sensitive improvements to this area and recorded a vote of thanks Council's grounds staff for their work.

Members requested that urgent action be taken to fill in the potholes at Langley Avenue and the Cemetery grounds. The Clerk confirmed that this work would be carried out in-house and completed within the week, weather permitting.

It was RESOLVED that the Cemetery Update Report be noted.

542. BUSINESS PLANNING 2016-2020

Members considered potential objectives for the Assets & Services Committee as part of Council's draft Business Plan for 2016-2020.

It was RESOLVED that, subject to the amendments discussed being incorporated, the draft objectives be approved for inclusion in the Plan and recommended to F&GP for further consideration in due course.

543. TOWN HALL WORKS

In addition to the report on the Town Hall in the agenda, Committee received a tabled report from Stroud Associates, Consulting Civil and Structural Engineers, dated 1st April 2016 which recommended urgent temporary measures to be taken in the period before September 2016 in order to protect the building for a further period of up to 5 years.

The report recommended shoring up the brick piers between the first floor windows with a steel mesh and rebuilding a small brick panel in the attic. At this time, whilst scaffolding is up, Council would be able to replace any cracked windows with a toughened/laminated glass

Members noted that taking this action would allow time for Council to plan for the funding and actions required to partially re-build the front wall and any other associated works. The Clerk advised that this would also allow Council to explore possibilities for grant funding to support the project.

In consideration of the short-term solution being proposed, Members expressed a preference for a recessive design of external galvanised brick- coloured steel mesh, provided that this option would not significantly increase costs.

The need for an additional Council meeting to seek approval for the urgent works and associated funding was discussed. The Estates Officer was requested to seek a breakdown of cost estimates for Council to consider.

It was RESOLVED that it be recommended to Council that the funding required in order to undertake this urgent work as soon as practically possible be approved from the appropriate earmarked reserves; and, an Extraordinary Council Meeting be called for 6.45pm on 20 April 2016 in order to consider this matter.

544. CLOSURE

The meeting was closed at 9.34pm. The next meeting was noted as being scheduled for Wednesday 1 June 2016 at 7.30pm.

Date: _____

Chairman: _____