



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE ASSETS & SERVICES COMMITTEE

Cllr N Barber (Chairman)

Cllr S Harkin (Vice Chairman)

Cllr D Aitchison

Cllr T Green

Cllr M Morris

Cllr G Newman

Cllr D Savage

Cllr A Smith

Cllr K Williams

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 26 February 2020** at **7.30pm** for the transaction of the following business:

A G E N D A

1. Public Question Time

Up to 15 minutes is set aside to allow members of the public (up to one minute each) to make representations or put questions to the Committee on any relevant matters.

2. Apologies for Absence

To receive any apologies for absence.

3. Declarations of Interest

To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest.

4. Confirmation of Minutes

To confirm the Minutes of the Assets & Services Committee meeting held on 27 November 2019 as a true record. **(Pages 3-6)**

5. Assets & Services Budget Report

To receive the Assets & Services Budget report to 19 February 2020 and consider any actions deemed necessary. **(Page 7 & Appendix A)**

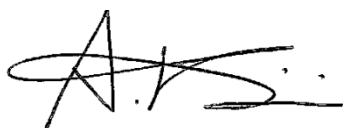
6. Town Hall Report

To receive a report on the Town Hall and consider any actions deemed necessary. **(Pages 8-9)**

7. Walton Community Hall Report

To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Pages 9-10)**

- 8. Broadway House Report**
To receive a report on Broadway House and consider any actions deemed necessary. **(Page 11)**
- 9. Cemetery Update Report**
To receive a report on the Cemetery and consider any actions deemed necessary. **(Page 12)**
- 10. Allotment Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Page 13)**
- 11. Water Bottle Refill Fountains**
To consider the provision of Water Bottle Refill Fountains in Felixstowe. **(Pages 14-16 & Appendix B)**
- 12. Langley Avenue Playing Fields**
To consider requesting Suffolk County Council to transfer Langley Avenue Playing Fields to the Town Council. **(Pages 17-19)**
- 13. Felixstowe War Memorial Update Report**
To note that the Felixstowe War Memorial has been given Grade II listing and added to the List of Buildings of Special Architectural or Historic Interest. **(Pages 20-21)**
- 14. Energy Performance Certificates**
To receive a verbal update on the EPCs and a DEC for all Council buildings.
- 15. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 22 April 2020 at 7.30pm.



Ash Tadjrishi
Town Clerk
21 February 2020

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

Committee is reminded to consider the Council's commitment to climate action in its decision-making.

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 27 November 2019** at **7.30pm**

PRESENT: Cllr N Barber (Chairman) Cllr M Morris
 Cllr S Harkin (Vice-Chairman) Cllr A Smith

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs D Frost (Deputy Town Clerk)

330. PUBLIC QUESTIONS

There were none.

331. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison, Cllr T Green, Cllr G Newman, Cllr D Savage** and **Cllr K Williams**.

332. DECLARATIONS OF INTEREST

There were none.

333. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 25 September 2019 be signed by the Chairman as a true record.

334. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 20 November 2019.

RESOLVED that the Budget Report to 20 November 2019 be received and noted as presented with no other action required at this time.

335. ENERGY PERFORMANCE CERTIFICATE

Committee considered the report explaining the requirement of a Display Energy Certificate (DEC) and the differences between both DEC's and Energy Performance Certificates (EPC's). Quotations received to carry out EPC's and DEC's at Council's properties were reviewed.

Members noted that the quote received from Company A was significantly lower than the other two quotes provided. The Deputy Town Clerk agreed to review the advisory reports to ensure that they were of a comparable standard and clarify whether a contract for renewal is required, as the DEC should be renewed each year. If it was clear that Company A is providing the same as Company B

then Members agreed that the EPCs and DEC's should be sought as soon as possible from Company A.

It was noted that the cost of the EPCs and DEC's from Company A could be met from the Repairs and Maintenance budgets.

RESOLVED that, subject to Company A providing extensive reports and there being no ongoing contract, EPCs and DEC's should be obtained for all Council properties to provide a benchmark for future energy efficiency improvements.

336. TOWN HALL UPDATE REPORT

Committee received the Town Hall Update Report. Photographs of the condition of some of the Town Hall windows were circulated. Members agreed that as some of the windows are single glazed and some have secondary glazing panels, research was needed to find a solution, whether it be a high-quality repair or replacement UPVC windows. Advice should be sought from the Conservation Officer at East Suffolk Council and research made into energy saving window replacements. The caretakers have recently carried out urgent repairs and will keep maintaining until the best solution is found.

Members discussed the repair to the passenger lift and agreed that a recommendation should be made to Council to carry out the repair of £846 + VAT to be taken from the Town Hall Earmarked Reserve.

Committee discussed the requirement to seek Council approval to spend any earmarked reserves as far as Council properties and assets were concerned. When budget setting, it is difficult to foresee unexpected costs insofar as it relates to essential building maintenance. At Annual Council the Terms of Reference for each Committee are agreed, and it may be prudent to suggest to Council that the Assets & Services Committee are given certain authority to spend defined earmarked reserves up to a capped limit e.g. £20,000.

It was RESOLVED that:

- i. the Town Hall update report be noted;**
- ii. investigations be made into the front elevation windows of the Town Hall with a report being brought back to Assets & Services committee in 2020;**
- iii. Council be recommended to approve the maintenance repair work of the hydraulic hose on the main lift at a cost of £846 +VAT, to be authorised via the Town Hall Maintenance Earmarked Reserve 9065/900; and,**
- iv. Annual Council be recommended to adapt the Terms of Reference to include authority to the Assets and Services Committee to spend defined earmarked reserves to a capped limit.**

337. WALTON COMMUNITY HALL UPDATE REPORT

Committee received the report on Walton Community Hall.

It was RESOLVED that the Walton Community Hall update report be noted.

338. BROADWAY HOUSE UPDATE REPORT

Committee received the report on Broadway House.

It was RESOLVED that the Broadway House update report be noted.

339. CEMETERY UPDATE REPORT

Committee noted the update on the memorial tree, a further report will be brought to committee in due course. Members discussed green waste and were concerned that a compost heap at the Cemetery Allotment field would require extra management. Currently green waste is separated from general waste and is taken away by East Suffolk Norse. If it is taken away to the same place as the domestic brown bins then the disposal is understood to be an ecologically sound solution. The Deputy Town Clerk will obtain reassurance of where the green waste goes after it is collected and if this is a very environmentally friendly way of disposal then members felt to reduce the use of bonfires, green waste skips should be continued.

Members agreed it was important to encourage Allotment holders to compost, and work would be carried out to promote this.

It was RESOLVED that:

- i. the cemetery update report be noted;**
- ii. the Deputy Town Clerk makes enquiries as to disposal of green waste once the green waste skip is taken.**

340. FELIXSTOWE WAR MEMORIAL

Committee discussed the details in the consultation report from Historic England. The recent condition survey carried out last year had stated that the dove appeared to be made of a resin, but Heritage England had recorded the dove as being made from bronze. Members recalled the dove being replaced around 1986 by Brafé Engineering and agreed that it was likely to be bronze. The Deputy Town Clerk agreed to make further investigations with the Architect/Surveyor who carried out the condition survey last year and it was suggested that the former Town Clerk be contacted for advice. Once this had been confirmed then the Deputy Town Clerk would submit Council's comments on the Historic England's consultation report for assessment of the War Memorial to possibly be included on the statutory list of buildings of special architectural or historic interest.

It was RESOLVED that:

- i. further investigations be made to confirm the dove material; and,**
- ii. the Deputy Town Clerk responds to Historic England's consultation report for assessment of the War Memorial with a correction of address, and WWII tablet material by the deadline 2nd December 2019.**

341. ALLOTMENTS UPDATE REPORT

Committee received the update report on the Town Council's Allotments and current vacancy information alongside details of a request for a resident to donate a tree to the northern pedestrian access to Ferry Road Allotments.

It was RESOLVED that:

- i. the Allotments Update Report be noted; and,**
- ii. the offer of a tree to be planted along the northern pedestrian access route to Ferry Road allotments, with future maintenance to be the responsibility of Felixstowe Town Council, be accepted.**

342. DRAFT BUDGET CONSIDERATIONS 2020-21

Committee considered first draft proposals for its element of the Council's 2020-21 budget and reviewed the accompanying notes to the budget estimates in the report. The Clerk explained that this budget is based on existing expectations, however after the Business Planning workshops Council may need to make changes to the budget accordingly.

It was RESOLVED that the draft proposals for the Asset & Services element of the Council's 2020-21 budget be recommended, as per the report, to Council's Finance & General Purposes for further consideration.

343. CLOSURE

The meeting was closed at 8.29pm. The next meeting was noted as being scheduled for Wednesday 26 February 2019 at 7.30pm.

AGENDA ITEM 5: ASSETS & SERVICES BUDGET REPORT

As part of its Terms of Reference, Committee is to regularly consider reports on the Assets & Services part of Council's budget. A summary of the position to 19 February 2020 is provided below with a detailed report at **Appendix A**.

19/02/2020		Felixstowe Town Council					Page 1		
11:10		Summary Income & Expenditure by Budget Heading 19/02/2020							
Month No: 11		Cost Centre Report							
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
201	Town Hall								
	Income	20,538	23,348	19,730	(3,618)			118.3%	
	Expenditure	82,600	57,940	83,514	25,574	25,574		69.4%	
	Movement to/(from) Gen Reserve	<u>(62,063)</u>	<u>(34,593)</u>						
202	Walton								
	Income	8,738	9,955	7,000	(2,955)			142.2%	
	Expenditure	7,505	7,473	8,423	950	950		88.7%	
	Movement to/(from) Gen Reserve	<u>1,233</u>	<u>2,482</u>						
203	Broadway House								
	Income	2,067	2,130	2,130	(0)			100.0%	
	Expenditure	6,279	5,298	6,826	1,528	1,528		77.6%	
	Movement to/(from) Gen Reserve	<u>(4,212)</u>	<u>(3,168)</u>						
204	Cemetery								
	Income	88,575	71,326	73,775	2,449			96.7%	
	Expenditure	131,574	114,202	144,297	30,095	30,095		79.1%	
	Movement to/(from) Gen Reserve	<u>(42,999)</u>	<u>(42,876)</u>						
205	Allotments								
	Income	14,593	15,292	15,200	(92)			100.6%	
	Expenditure	27,664	22,164	27,707	5,543	5,543		80.0%	
	Movement to/(from) Gen Reserve	<u>(13,071)</u>	<u>(6,872)</u>						
Grand Totals:- Income		134,510	122,050	117,835	(4,215)			103.6%	
Expenditure		255,623	207,077	270,767	63,690	0	63,690	76.5%	
Net Income over Expenditure		<u>(121,113)</u>	<u>(85,028)</u>	<u>(152,932)</u>	<u>(67,904)</u>				
Movement to/(from) Gen Reserve		<u>(121,113)</u>	<u>(85,028)</u>						

Committee is requested to consider the budget report to 19 February 2020 and decide on any action it deems necessary.

AGENDA ITEM 6: TOWN HALL UPDATE REPORT

Blinds

Many of the vertical blinds in the Town Hall are in poor condition due to age. Quotes have been obtained to replace either some or all of them.

The vanes in the existing blinds are opaque, which means that when they are closed to prevent glare from the sun, they obstruct views outside. Vanes are available in a new 'sunscreen' fabric which allows views see out, but is opaque when looking in. They block 95% of UV rays.

Quotes were obtained from both local companies and the internet for replacement of all blinds in the front facing offices plus the side window in the Council Chamber and the Surveyor's Office. Some of the quotes utilise the existing tracks, others include replacement.

Prices range from £1,074.50 + VAT for the sunscreen blind, including new tracks, to £2,074 +VAT using the existing tracks. Samples will be brought to the meeting. Alternatively, a cheaper basic quality blind can be sourced for £526.33 +VAT on the internet which the caretakers could fit or £2,012+VAT for a local company to provide and fit.

Local Company A (sunscreen blind)

Below are the prices for each room (+ VAT), vanes only, including weights and chains – but using the existing rail.

Reception	£359
Clerk's office	£271
Committee Room	£263
Council Chamber	£263 (Side), £320 (Front)
Chairman's Room	£167
Registrar's Room	£263
Surveyor's Office	£168

Total **£2,074 + VAT**

Opaque blinds (inc. new tracks)

Reception	£424
Clerk's office	£306
Committee Room	£236
Council Chamber	£150 (Side), £424 (Front)
Chairman's Room	£118
Registrar's Room	£236
Surveyor's Office	£118

Total **£2,012 = VAT**

Local Company B (opaque blinds)

Reception	£324
Clerks office	£229
Committee Room	£198
Council Chamber	£158 tbc (Side), £250 (Front)
Chairman's Room	£ 99
Registrar's Room	£198
Surveyor's Office	£ 87

Total **£1,543+ VAT**

Internet Company C (sunscreen blind)

Reception	£229
Clerk's office	£151
Committee Room	£138
Council Chamber	£123 (Side), £164 (Front)
Chairman's Room	£ 69
Registrar's Room	£138
Surveyor's Office	£ 63

Total: **£1,074.50 +VAT**

Or basic white opaque blinds - Total: **£526.33 +VAT**

General maintenance

The Caretakers are currently looking at a redecoration plan to re-paint areas of the Town Hall, and this should be carried out over the next few months.

Committee is requested to note the report on the Town Hall and consider the quotes received to replace the blinds in the Town Hall and decide on any other action it deems necessary.

AGENDA ITEM 7: WALTON COMMUNITY HALL UPDATE REPORT

Re-decoration

The Caretakers will shortly be repainting the windows and doors at Walton. Orwell Housing have recently repainted their doors and the flat windows. Some internal redecoration will also take place.

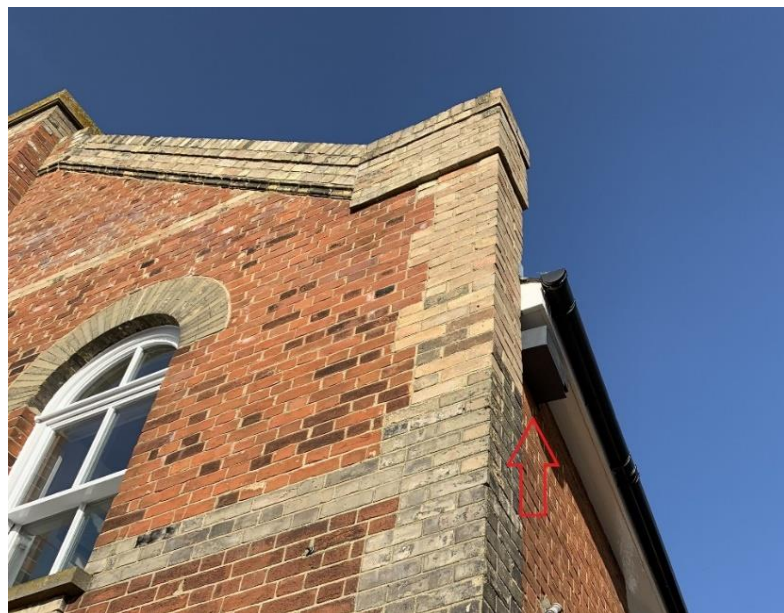
Emergency Exits

New emergency bars are being purchased and fitted by the Caretakers to all 3 emergency doors at Walton Hall, in a similar style to the new emergency bar in the Courtroom Gallery.

The Scouts have reported to us their concerns that the back fire exit is not lit from the outside and have asked if it would be possible for a light to be put up outside this door that would come on in an emergency. It is a steep step and potentially dangerous on a dark night. This will be investigated when the fire alarm system is serviced in the next few weeks. One quick solution may be to put a fluorescent strip on the step. A properly wired in light with a motion sensor will also be considered.

Swift boxes

3 Swift boxes have now been installed at Walton Community Hall. Thanks go to The Men's Shed who constructed the boxes, and to our Grounds Team for installing them.



Committee is requested to note the report on Walton Community Hall and decide on any other action it deems necessary.

AGENDA ITEM 8: BROADWAY HOUSE UPDATE REPORT

Toilet

The Gentleman's lavatory has become wobbly as the bolts securing it to the ground have rusted. After several attempts to remove the bolts in-house, two quotes were obtained and it has now been fixed.

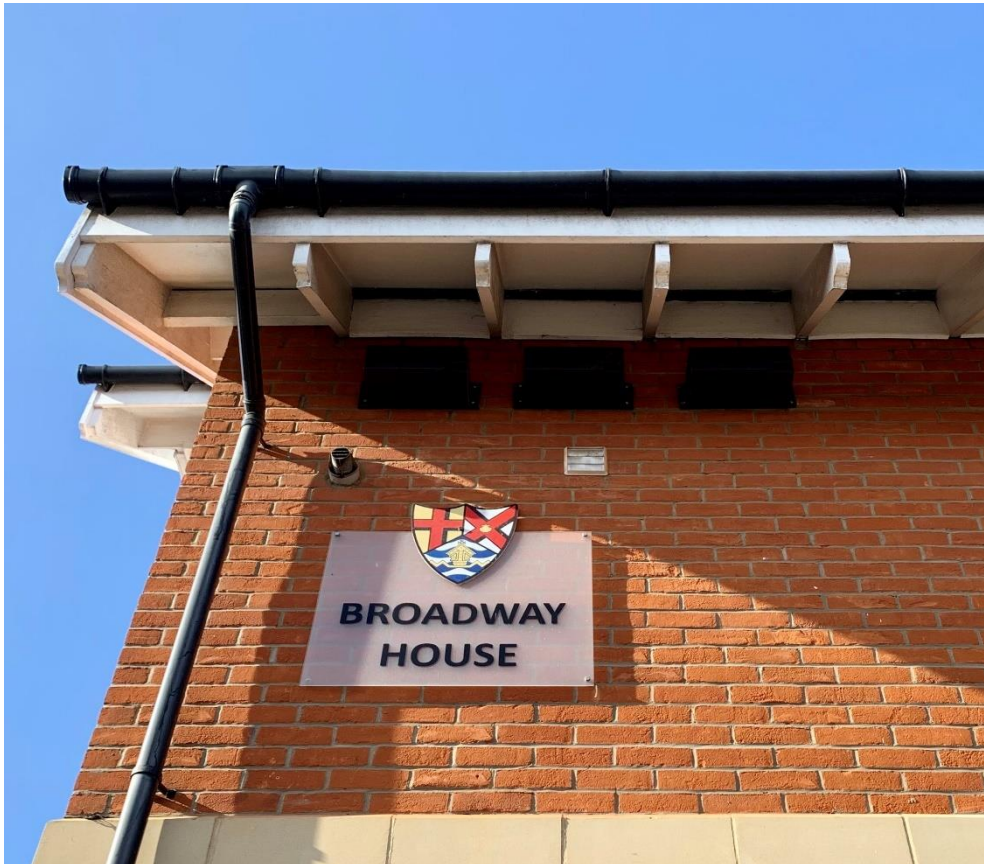
In time all the toilets may require this work carried out as incorrect bolt were used throughout.

LED lighting

After two faulty starters on the existing lighting, two new LED lights have been fitted. They have been matched as close as possible to the existing warm white colour and are in accordance with an LED replacement program being carried out on all Council's properties.

Swift boxes

3 Swift boxes have now been installed at Broadway House:



Committee is requested to note the Broadway House update, and decide on any action it deems necessary.

AGENDA ITEM 9: CEMETERY UPDATE REPORT

Memorial Tree

Enquiries have been made with three local metal workers regarding options for the Memorial tree leaves. Feedback received on the existing leaves appears to be with the finishing of the leaves, which is an area best dealt with through a metal finisher. A local metal finisher has been difficult to locate, but this may be one way forward.

Some insight into why the brass leaves have tarnished has also been received, and it may be due to contamination, as the leaves had been cut with a blade and if it was steel the tiny shavings would fall onto the leaf and once lacquered would be trapped and then tarnish the leaf, this explanation would explain why they tarnished from the edge inwards. If this proves to be the case, laser cutting or cutting with a non-steel blade and good contamination control would reduce the occurrence if they were to be cut from brass again.

However, a sample of a brass-effect leaf made from steel, galvanised and powder coated to mimic brass has been requested as this is thought to be particularly durable.

Memorial Garden update

An advert was published in the Winter magazine, and space permitting will be in the Spring edition.

Total memorials sold since the New Memorial Garden was created (April 2017) are 1 bench plaque, 5 leaves on the memorial tree, 18 granite plaques and 7 rose bushes. This includes the last year of which 9 granite plaques, 3 rose bushes and 1 leaf have been sold.

Approximate statistics for number of remaining graves/years for the existing cemetery

Calculations have been made to again calculate an approximate minimum capacity of the existing Cemetery blocks. The average taken from the last 5 years for full burials is 30 and 3 years for urn burials is 35.

There are 234 empty grave plots (of which 17 are pre-purchased) in Block L & M and 499 urn plots, of which 10 are pre-purchased. Subject to demand for plots being at a similar rate as the past 5 years, it is likely that we have enough full grave plots for the next 8 years and urn plots for the next 14 years. The figures exclude second burials in existing family plots which could in effect extend the amount of years to 30-50% more.

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

AGENDA ITEM 10: ALLOTMENT UPDATE REPORT

As of 19 February 2020, allotment vacancies were as follows:

SITE	Total plots	Occupied (grassed over)	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	310	287	23	(4)	7 (0)
FERRY ROAD	94	92	2	(0)	2 (0)
RAILWAY HILL	40	32(4)	8	(0)	2(0)
CEMETERY	8	8	-	0	0 (0)
TAUNTON ROAD	19	8	11	(0)	0
TOTAL	471	427	44	(4)	11(0)

There are presently 44 vacant plots for immediate occupation and 2 prospective tenants to sign allotment agreements. Since the last meeting, although some plots were relinquished in the annual billing process, there are now 12 fewer vacant plots, so there has been a significant improvement on the uptake of allotments over the past year.

In March our Grounds maintenance team and FSALG will jointly be repairing the roadways with ballast on our Cowpasture Allotment site.

FSALG and the Town Clerk met with Persimmon Homes to discuss security of the allotments in respect of the development and the width constraints on the construction of the required cycle way and filter lanes on Candlet Road. Persimmon agreed to review the possibility of moving/removing the layby and any other ways which the road could be constructed to minimise the loss of trees bordering the allotment site boundary.

Given Council's Climate Emergency Declaration, discussions are being held with FSALG on green waste management with a view to supporting tenants with guidance on alternatives to bonfires.

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

AGENDA ITEM 11: WATER BOTTLE REFILL FOUNTAINS

A new fund for the provision of water bottle refill fountains has been launched by www.sea-changers.org.uk with the following objective:

To prevent or reduce negative impacts on UK coastal and marine environments and species by reducing marine litter, through the provision of well-located coastal water fountains that will significantly reduce the use of non-reusable plastic drinks bottles.

The Sea-Changers Coastal Fountain Fund is available for applicants from UK based community organisations. The scheme seeks to provide partial funding for water bottle fountain installation projects where other funds are also being sought or are already in place.

Bids must be for funding of water fountain bottle filling stations at or near UK beaches/marinas/seaside locations.

- Bidders are expected to make use of Refill's existing good practice guidance in developing their plans. <https://refill.org.uk/drinking-water-fountains/> This covers all practical aspects of getting a fountain installed.
- Installed fountains must be mapped on the [Refill app](#).
- In line with advice from Refill, the fountain provider to be MIW Water Cooler Experts as they offer a range of fountains that can best withstand outdoor coastal locations.

Eligible applications will be evaluated against the following criteria:

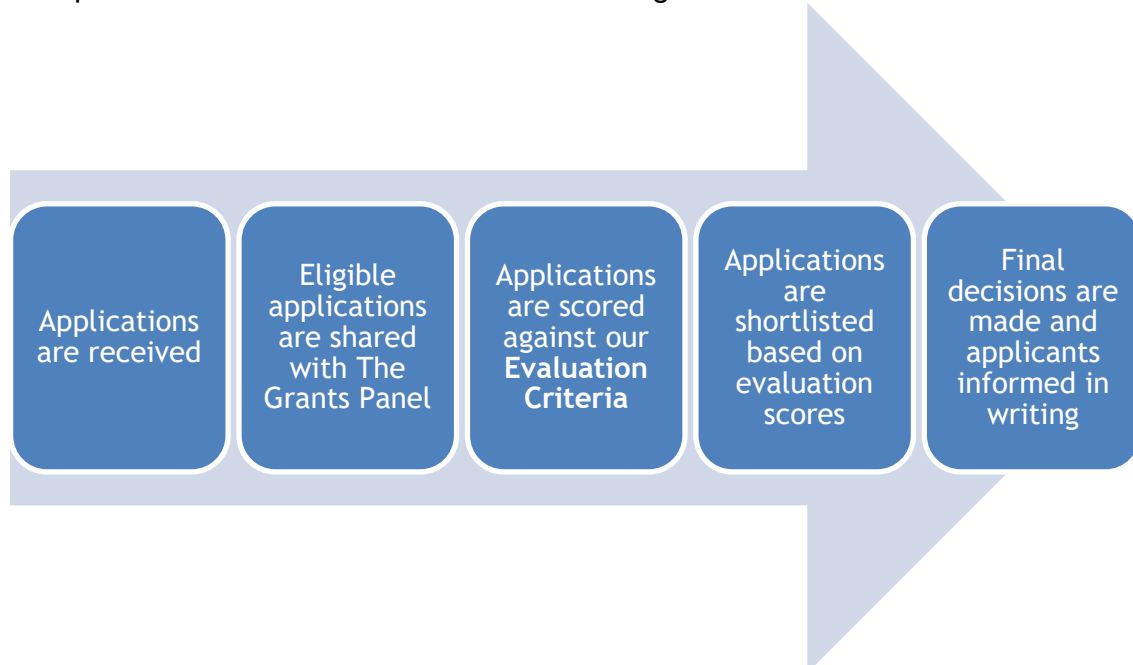
EVALUATION CRITERIA

1. **Need and impact** - There must be a clear need (and impact). You need to show the proposed fountain will be placed in an area with significant public use / lots of littering. We will also need applicants to have a built-in means of evaluating impact in terms of measuring the amount of water drawn (via a water meter) and thereby the potential number of plastic bottles saved.
2. **Viability to be operational within 2020** – We wish to see applications that can be implemented and in place within 2020, preferably before the 2020 Summer season. Applicants should show a clear plan and end date for the fountain(s) to be operational.
3. **Sustainability** – Applicants must show that they have in place the means and funding (beyond the funds applied for) to ensure the fountain will be properly maintained for at least the following 2 years. You will also need to show you know who to involve and have plans in place to involve all necessary stakeholders and obtain the appropriate permissions to implement the installation (e.g. landowners, water companies, local community) and to maintain the fountain in the longer term.

4. **Value for money** - The maximum amount available is £2,000 per fountain. We want to maximise the number of fountains funded, so where applicants request less than that amount per fountain, they will be more likely to be successful. We recognise that this amount cannot fully fund each fountain's purchase, installation and ongoing maintenance, so applicants will therefore need to have other funds identified and available. You need to be able to demonstrate you can fully fund your fountain(s) for at least 2 years (see also Sustainability).

Funding decisions will be made by a Small Grants Panel which will comprise Sea-Changers' Trustees and/or volunteers with input from their sponsor Bunzl plc. The panel will have unfettered discretion over how the funds are allocated. They will ensure that the purpose and practice of any receiving organisation can be demonstrated to conform to Sea-Changers' funding criteria and will meet their charitable aims.

The process we will follow is shown in the diagram below:



Timings for the process will be confirmed to applicants following receipt of their application. It is likely that they will ask for MIW Water Cooler Experts or other contractors (if applicable) to invoice directly for the funds allocated, rather than passing the funds into the applying organisation's bank account.

Sea-Changers will require all successful applicants to The Sea-Changers Coastal Fountain Fund to provide evaluation data. This will entail providing regular feedback on the amount of water drawn (every six months after installation).

Funding applications must be submitted before **28th February 2020**. Sea-Changers have indicated that the fund may be ongoing in subsequent years.

Council's Climate Emergency Working Group has referred this to the Assets & Services Committee and is recommending that consideration be given to of water bottle refill fountains in around 10 locations in Felixstowe to include strategic points along the prom, in the town centre car parks and nearby to the train station.

It is anticipated that by providing several water bottle refill fountains in high-footfall areas this will help to reduce the number of single-use plastic water/drinks bottles, which are known to contribute a significant proportion of plastic waste found in the sea. In accordance with the Town Council's policy on single-use plastics and its recent climate emergency declaration, the installation of water bottle refill fountains would support our environmental aspirations as well as the aims of community groups such as Plastic-Free Felixstowe.

More information about the benefits of water fountains can be found in the Refill document at **Appendix B**.

Before any decision to apply for funding for water bottle refill fountains, Members may wish to consider that an outdoor bottle filling station from MIW Water Cooler Experts costs from £2,545 plus VAT whereas a similar stainless-steel fountain from another supplier costs £1,020 plus VAT.

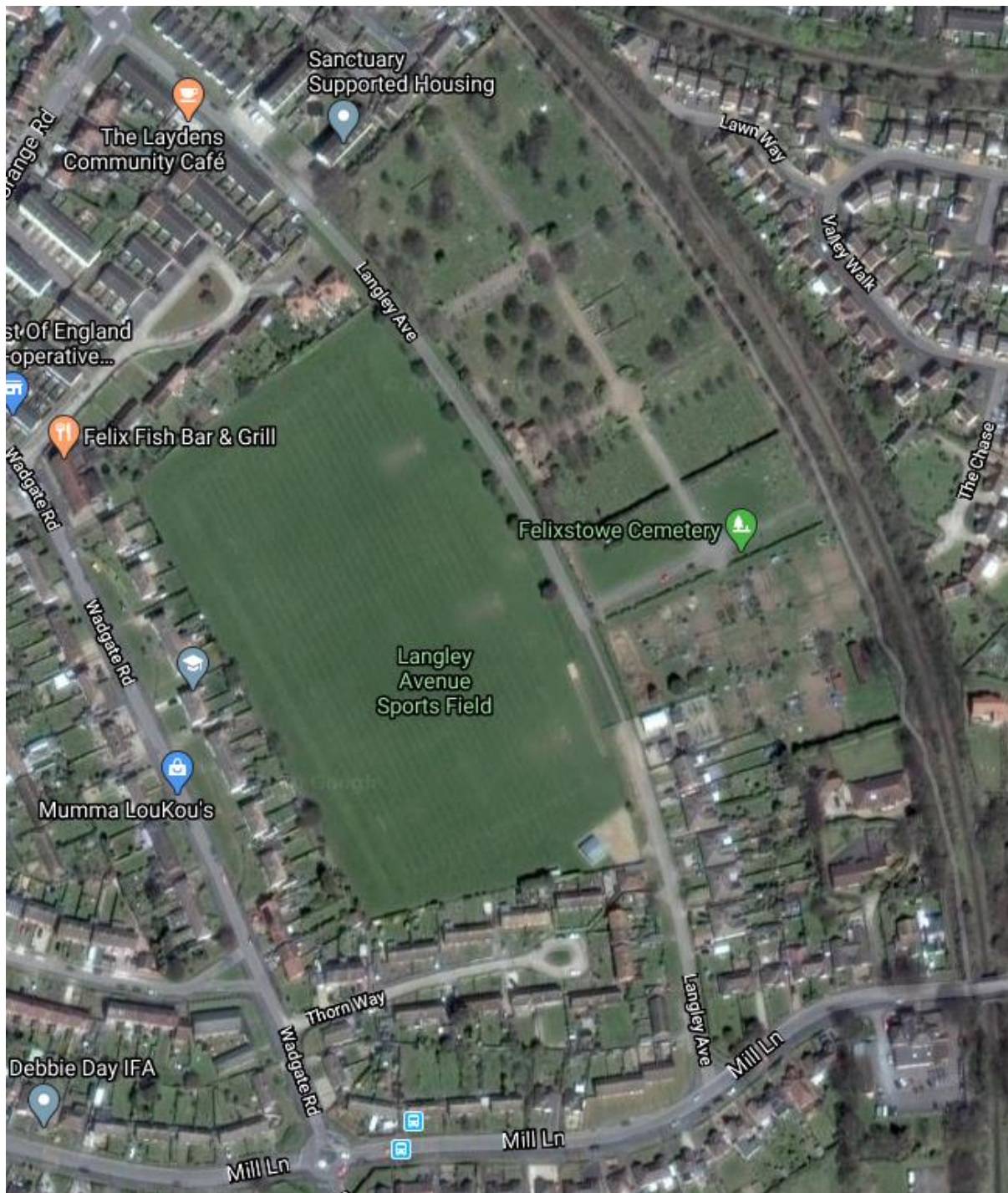
Given the short timeframe for applying to the fund and the cost of installation, ongoing maintenance and servicing being not yet known, Committee could instead seek a more comprehensive approach and work in conjunction with local partners to fund and deliver a water bottle refill fountain project. ESC has indicated its support for such a project, which should also include other relevant stakeholders such as Norse and Anglian Water.

Committee is requested to consider the principle of providing water bottle refill stations in strategic locations within Felixstowe; and, if so, how to progress this ambition.

AGENDA ITEM 12: LANGLEY AVENUE PLAYING FIELDS

Committee are requested to consider seeking approval from Suffolk County Council to dispose of Langley Avenue Playing Field by way of transferring the land to Felixstowe Town Council.

Suffolk County Council's interest in the land at known as Langley Avenue Playing Field, Felixstowe (below) was for the purpose of a school playing field for the former Deben High School. The land has been leased to Felixstowe Academy since its creation following Deben High School's merger with the former Orwell High School.



Following the Town Council's nomination of the site under the Right to Bid guidelines of the Localism Act 2011, East Suffolk Council agreed that the asset be added to the list of Assets of Community Value in August 2019, available on the ESC website at <http://www.eastsuffolk.gov.uk/community/community-rights/community-right-to-bid/how-the-right-to-bid-works/>

The Academy's requirement for and use of the playing field has diminished in recent years and Unity Schools Partnership has indicated their willingness to surrender the lease back to the County Council if this would result in enhanced community use of the site.

As such, there may be an opportunity to assure the long-term retention of the land for sport and recreation use with potential for an associated mixed-use community facility on site. East Suffolk Council has confirmed that the site could be used to enable additional sporting activities in Felixstowe, which are presently limited due to incompatible demands on other sites. For example, returning a wicket to the field to enable opportunities for cricket and support the progress of the wider sports hub project.

Unity has indicated that it is prepared to work with Suffolk County Council and Felixstowe Town Council to achieve these aims. The Town Council would be required to include opportunities for the Academy to make use of the site in future.

Any transfer of the land will also be subject to Section 77 of the Schools Standards & Framework Act 1998, which seeks to protect the use of playing fields by schools, academies and the community.

It should be noted that the site is unlikely to receive planning permission for any use other than as sports fields, there would be Sport England objections to any change of use and the site is subject to an existing lease.

Subject to obtaining the necessary consent to end the existing lease arrangement, Suffolk County Council could be requested to consider transferring the land to Felixstowe Town Council at a nominal consideration.

Should Suffolk County Council support this transfer it potentially represents a sale at less than best value, as defined by s123 Local Government Act 1972.

The circumstances which permit the County Council to depart from the requirement to achieve best value are contained in the Local Government Act 1972: General Disposal Consent (England 2003).

The Order lays down no specific process, but requires that the local authority considers that the purpose for which the land is to be disposed is likely to contribute to the achievement of any one or more of the following objects in respect of the whole or any part of its area, or of all or any persons resident or present in its area;

- The promotion or improvement of economic well-being;
- The promotion or improvement of social well-being; and
- The promotion or improvement of environmental well-being

- The difference between the unrestricted value of the land to be disposed of
- and the consideration for the disposal does not exceed £2,000,000 (two million pounds).

In the case of Langley Avenue Playing Field, any proposed transfer would satisfy those criteria.

Sale on the open market should not be considered viable due to the aim of retaining the existing use on the site, Section 77 considerations, likely Sport England objections, and difficulty in obtaining planning change of use.

The current position at this site confers liabilities on Unity Schools Partnership and SCC. Therefore, if ownership of the site can be transferred to the Town Council, this will also have the benefit of eliminating any future budget and management responsibility for the County Council.

Critically, the transfer will ensure that the site continues to be made available to local people for sporting and recreational use.

Committee is requested to consider seeking approval from Suffolk County Council to dispose of Langley Avenue Playing Field by way of transferring the land to Felixstowe Town Council.

ITEM 13: FELIXSTOWE WAR MEMORIAL

As requested at the previous meeting (*Minute #340 2019/20 refers*) the Deputy Town Clerk carried out further investigations on the material of the dove. Cllr Smith contacted a previous employee of Brafé Engineering who confirmed that a replacement was cast in aluminium bronze and donated to Felixstowe Town Council by Brafé Engineering, Woodbridge, around 1986. It was, therefore, decided that there was no reason to query this part of the Historic England's consultation report for assessment of the War Memorial and it was responded to with a correction of address, and WWII tablet material by the deadline 2nd December 2019.

Detailed notes are now held, based on the recollections of Mr Chris Slemmings, a former Town Councillor and employee of Brafé Engineering at the time of the new cast dove. The original dove was found to be in a poor state in 1986. As it was cast from a low-quality alloy of lead it was not considered to be capable of effective repair. The original was required to be cut into pieces from which separate portions could be moulded in order to create the full mould for the replacement. The replacement was in aluminium bronze, the prime alloy of choice for maritime environments. The replacement was valued by Brafé for insurance purposes at £7,000 (1986 prices). Mr Slemmings recalls that the dove was fixed via an integral downward spike, fixed with a resin cement into a hole drilled down into the stonework.

Photo: "Old & new" from Chris Slemmings.



Brafe Engineering has an electronic device which could be pointed at the dove and would inform of the precise metallurgical makeup. A cherry picker would be required to be hired in order to do this but should be borne in mind if any work is done on the War Memorial in the future.

On 15th December we received notification from Historic England that the Felixstowe War Memorial has been given Grade II listing and added to the List of Buildings of Special Architectural or Historic Interest.

See the link below for a copy of their advice report, which gives the principal reasons for the decision. The List entry for the war memorial, together with a map, has now been published on the National Heritage List for England, and will be available for public access:

<http://services.historicengland.org.uk/webfiles/GetFiles.aspx?av=643E3374-B970-4FEE-8AA5-0628B0098EAC&cn=5F82CD2D-C705-471E-8D9C-FD9CF0237E32>

The local planning authority will now be preparing the statutory notices required under the Planning (Listed Buildings and Conservation Areas) Act 1990 Buildings of Special Architectural or Historic Interest.

Committee is requested to note the report on the Felixstowe War Memorial.
