



## 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 27 November 2019** 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 25 September 2019 as a true record. **(Pages 3-11)**

**5. Assets & Services Budget Report**

To receive the Assets & Services Budget report to 20 October 2019 and consider any actions deemed necessary. **(Page 12 & Appendix A)**

**6. Energy Performance Certificates**

To receive a report on the recommendation from the Climate Emergency Working Group regarding obtaining EPCs and a DEC **(Page 13)**

**7. Town Hall Report**

To receive a report on the Town Hall and consider any actions deemed necessary. **(Page 14)**

**8. Walton Community Hall Report**

To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Page 14)**

- 9. Broadway House Report**  
To receive a report on Broadway House and consider any actions deemed necessary. **(Page 15)**
- 10. Cemetery Update Report**  
To receive a report on the Cemetery and consider any actions deemed necessary. **(Page 15)**
- 11. Felixstowe War Memorial Update Report**  
To note that Historic England are carrying out an assessment on Felixstowe's War Memorial for possible inclusion on the statutory list of buildings of special architectural or historic interest. **(Page 16 & Appendix B)**
- 12. Allotment Update Report**  
To receive a report on allotments and consider any actions deemed necessary. **(Page 17)**
- 13. Draft Budget Considerations 2020-21**  
To consider first draft recommendations for the Assets & Services element of Council's budget for 2020-21. **(Page 18 & Appendices C & D)**
- 14. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 26 February 2020 at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**22 November 2019**

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

***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 25 September 2019** at **7.30pm**

**PRESENT:** Cllr N Barber (Chairman)                      Cllr M Morris  
                  Cllr D Aitchison                                      Cllr D Savage  
                  Cllr G Newman    Cllr A Smith

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

### **225. PUBLIC QUESTIONS**

There were none.

### **226. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr S Harkin, Cllr T Green,** and **Cllr K Williams.**

### **227. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)

### **228. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 26 June 2019 be signed by the Chairman as a true record.**

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

The Committee considered the summary and detailed report showing income and expenditure against budget to 19 September 2019.

**RESOLVED that the Budget Report to 19 September 2019 be received and noted as presented with no other action required at this time.**

### **230. FEES AND CHARGES 2019-20**

Committee considered the scale of Fees and Charges for Council services from 1 April 2020 as presented in the report.

**RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2020:**

**i) Town Hall – General Hire:**

2.5% in line with 2.6% RPI for the period of 12 months to August 2019.

<b>FELIXSTOWE TOWN HALL</b> Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	<b>Full day</b> (Weekday, 9am-5pm)	<b>Half day</b> (weekdays 9-1pm, 1pm-5pm)	<b>Hourly rate</b> (weekday hours between 9am-5pm)	<b>Hourly rate</b> (all other times)
<b>Council Chamber</b>				
Commercial/Business Hire	£205	£103	£31	£46
Voluntary/Charity/Community	£103	£52	£16	£31
<b>Other Town Hall Rooms</b>				
Commercial/Business Hire	£154	£77	£21	£41
Voluntary/Charity/Community	£92	£46	£12	£26
Refreshments (to include tea, coffee, water and biscuits)		£2 per delegate		

**ii) Town Hall - Weddings and Special Events:**

2.5% in line with 2.6% RPI for the period of 12 months to August 2019.

<b>WEDDINGS AND SPECIAL EVENTS</b> FELIXSTOWE TOWN HALL	<b>Weekday</b> (1 <sup>st</sup> April- 30 <sup>th</sup> Sept)	<b>Weekend</b> (1 <sup>st</sup> April- 30 <sup>th</sup> Sept)	<b>Any Day</b> (1 <sup>st</sup> Oct- 31 <sup>st</sup> March)	<b>Post-Ceremony Drinks</b>
<b>Council Chamber</b> <small>(for ceremonies attended by a maximum 76)</small>	380	487	380	N/A
<b>Clerk's Office</b> <small>(for ceremonies attended by a maximum 15)</small>	190	241	190	N/A
<b>Courtroom Gallery</b> <small>(for ceremonies attended by a maximum 60)</small>	190	241	190	108
<b>Other Rooms</b>	190	241	190	108

**iii) Walton Community Hall – General Hire: No increase for 2020-21**

<b>WALTON COMMUNITY HALL</b> Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	<b>Weekdays</b> <b>9-5pm</b>	<b>Evenings and Weekends</b> <b>up to 10pm</b>	<b>Session Rate</b> <b>Mon-Sun 9am-10pm</b> <b>(up to 4 hours)</b>
Commercial/Business Hire	<b>£15.00</b>	<b>£18.00</b>	<b>£50</b>
Voluntary/Charity/Community /Private Hire	<b>£9.00</b>	<b>£12.00</b>	<b>£30</b>

- iv) **Cemetery:**  
2.5% in line with 2.6% RPI for the period of 12 months to August 2019.

<b>1. INTERMENTS</b>		
<b>Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday</b>	<b>Felixstowe Resident</b>	<b>Non- Resident*</b>
(a) of the body of a still-born child, or a child whose age at the time of death did not exceed one month	No charge	No charge
(b) of the body of a child whose age at time of death exceeded one month, but did not exceed 18 years	No charge	No charge
(c) of the body of a person whose age at time of death exceeded 18 years (Single Depth 4'6")	588	1176
(d) of the body of a person whose age at time of death exceeded 18 years (Double Depth 6'4")	950	1900
(e) of the body of a person whose age at time of death exceeded 18 years (Triple Depth 7'6")	1110	2220
(f) of a urn of cremated remains	150	300
(g) scattering of ashes	66	66
<b>Additional charges applicable outside ordinary hours of burial Monday to Friday</b>	<b>Felixstowe Resident</b>	<b>Non- Resident</b>
Grave space	392	784
Urn space	232	464
Scattering of ashes	131	262
<b>Additional charges applicable on Weekends and Bank Holidays (subject to availability)</b>	<b>Felixstowe Resident</b>	<b>Non- Resident</b>
Grave space	653	1306
Urn space	457	914
Scattering of ashes	166	332
<b>2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS</b>		
(a) for the Exclusive Right of Burial in an earthen grave 8' by 3'	1111	2222
(b) children's grave 4' by 3'	154	154
(c) for the Exclusive Right of Burial in urn plot in GARDEN OF REMEMBRANCE	457	914
(d) for the Exclusive Right of Burial in urn plot in LAWN GARDEN	835	1670

<b>3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL</b>		
Renewal 50 years (adult) Grave 8' x 3'	980	1960
Renewal 50 years 4' x 3' (child)	103	103
Renewal 25 years (adult)	498	996
Renewal 25 years (child)	52	52
Renewal 50 years (urn plot – Garden of Remembrance)	326	652
Renewal 25 years (urn plot – Garden of Remembrance)	164	328
Renewal 50 years (urn plot – Lawn Garden)	703	1406
Renewal 25 years (urn plot – Lawn Garden)	360	720
<b>4. PERMISSION TO ERECT MEMORIALS</b>		
(a) kerb stone or border stone or edging not exceeding 7' by 3' by 3" in height (NON-LAWN CEMETERY GRAVE)	292	584
(b) memorial not exceeding 3' 6" total height (LAWN CEMETERY GRAVE)	292	584
(c) memorial not exceeding 2' by 2' by 2" in height (LAWN CEMETERY URN PLOT)	292	584
(d) head or foot stone or memorial not exceeding 6' in height (NON-LAWN CEMETERY GRAVE)	292	584
(e) vase with or without lettering	160	320
(f) scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	160	320
(g) additional inscription on any memorial after the first	100	200
(h) space for single plaque 8" by 6" (WALL OF REMEMBRANCE)	262	524
(i) plaque for urn plot 6" by 4" set at ground level (GARDEN OF REMEMBRANCE)	262	524
(j) plaque for urn plot 8" by 6" set at ground level (GARDEN OF REMEMBRANCE)	262	524
<b>MEMORIAL GARDEN (subject to VAT)</b>		
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	301	602
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	185	370
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	246	492
Renewal of lease for the above memorials for further 5 years	128	128

Memorial bench plaques with inscription for 10 years (prices from)	603	1206
<b>5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)</b>		
(a) Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years	1632	1632
(b) Planting single grave with winter and summer plants and maintaining for one year	279	279
(c) Annual maintenance thereafter	160	160
<b>6. MISCELLANEOUS</b>		
(a) Registering transfer of grant	42	42
(b) Exhumation (Burial)	1566	1566
(c) Exhumation (Ashes)	653	653
(d) Certificate of Burial (Register Extract)	24	24
(e) Preparation of Statutory Declaration	54	54

\*Non-Residents rates apply to persons whose normal place of residence at their time of death was not within the Town of Felixstowe within the last two years immediately before their death.

#### v) Allotments

For tenancies which will renew from October 2020, or for new tenancies commencing April 2020 an increase of 25p per 25m<sup>2</sup> or 'rod':

<b>Plot Size</b>	<b>Standard Rent (inc. Water)</b>	<b>Discount Rent (inc. Water)</b>
Single-size plot (approx. 125m <sup>2</sup> or '5 Rods')	<b>£37.50</b>	<b>£22.50</b>
Double-size plot (approx. 250m <sup>2</sup> or '10 Rods')	<b>£75.00</b>	<b>£45.00</b>

The discounted rate above (40% off) is offered to tenants (or joint tenancies with one qualifying tenant) who are:

- **Senior Citizens** (on evidence of being in receipt of state pension)
- **Long-Term Unemployed** (on evidence of associated unemployment benefits)

#### 231. TOWN HALL UPDATE REPORT

Committee received the Town Hall Update Report.

**It was RESOLVED that the Town Hall update report be noted.**

### **232. BROADWAY HOUSE UPDATE REPORT**

Committee received the report on Broadway House.

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

### **233. WALTON HALL UPDATE REPORT**

Committee noted the actions of the Finance & Governance Committee and recent visit by Cllr M Richardson to Walton Community Hall to evaluate the electricity usage. Members agreed that it would be useful for both the Climate Emergency Working Group and the Business Plan Steering Group to consider the energy efficiency of Walton Community Hall along with all Council's buildings as part of the actions for Climate Emergency and the next four-year business plan. Aspirations for all buildings could be considered as part of a wider project.

Reducing the height of the ceiling was discussed but Members felt that this would compromise the use of the hall for some hirers.

**It was RESOLVED that:**

- i. the Walton Hall Update report be noted;**
- ii. Committee would support the work of the Climate Emergency Working Group to improve the energy efficiency of all Council buildings; and,**
- iii. options for Walton Community Hall should be considered as part of the Business Plan 2020-24**

### **234. CEMETERY UPDATE REPORT**

Committee were pleased to note the completion of the cemetery toilets refurbishment and gave thanks to Cllr M Morris for her help with obtaining advice from the Suffolk Coastal Disability Forum for the disabled toilet provision. A visit had been made to the toilets and the contrast in colours to the disabled toilet alongside a lowered mirror provided additional benefits.

Members viewed photographs of the recent potholes on the junction of Langley Avenue and Mill Lane. The Clerk reported that this road was not adopted by Suffolk County Council Highways. The stretch of Langley Avenue from Grange Road to the boundary of the Cemetery was, however, maintained by Suffolk County Council. Members agreed that it would be useful to make enquiries with Suffolk County Council Highways with regard to the road from Mill Lane up to the gate to see if it would be possible for this small stretch to be adopted.

Members noted the condition of the internal road between Block M and Block L and that this would be monitored.



Members discussed the leaves on the Memorial Tree, and saw samples of the original purchased leaves which had weathered badly, a leaf that had been polished with Brasso, and some leaves from new suppliers. A further report would be brought to Committee on other options and costs. The memorial tree would be promoted as part of the Memorial Garden in Council's magazine and it was hoped this may improve uptake of memorials.

Members discussed at length the request by a member of the public to keep ducks on part of the Cemetery allotments behind his property on Mill Lane, keeping part of the land trimmed back and clear. Committee agreed that if this was allowed it would set a precedent for other residents to also request the same. New allotments were no longer available on the Cemetery site and Members agreed that the land be kept under Council maintenance in preparation for the Cemetery extension as required.

**It was RESOLVED that:**

- i. the cemetery update report be noted;**
- ii. the Clerk to make enquiries with Suffolk County Council Highways regarding the adoption of the Mill Lane side of Langley Avenue up to the Cemetery Gate;**
- iii. the Memorial Garden should be advertised in Council's Winter Magazine; and,**
- iv. the member of public be advised regarding Committee's decision to not to permit the use of land on the old Cemetery Allotment site for the keeping of ducks.**

### **235. ALLOTMENTS UPDATE REPORT**

Committee received the update report on the Town Council's Allotments and current vacancy information.

The Clerk reported that he, together with Cllrs G Newman and S Wiles, had met the developers at Ferry Road regarding their plans for the footpath leading to the allotment access way. It was noted that the developer was seeking to close the footpath temporarily in order to lay services underground, which would limit access to the allotments from this end of the site. Members felt that the main access to Ferry Road Allotments on Elmcroft Road would mean that the changes to the northern entrance would not impact greatly on allotment holders during these works.

**It was RESOLVED that the Allotments Update Report be noted.**

### **236. BEEHIVES AT COWPASTURE MEADOW**

Members considered the proposal from Happy Globe, a Felixstowe-based CIC that seeks to support the conservation, preservation and restoration of communal and natural areas as well as the promotion and execution of ethical

waste removal. The Clerk reported that he had discussed the proposal with Mr Boyle and representatives from the Woodland Trust, who had no objections to the scheme.

Given that the proposal was in keeping with the Council's Climate Emergency declaration and environment aspirations, Members were in favour of the proposal but agreed that it would be imperative to have a formal agreement in place.

**It was RESOLVED that Happy Globe CIC be permitted to use Cowpasture Meadow as proposed, subject to a formal agreement being established; and the Clerk was delegated the authority to progress this matter on Council's behalf.**

### **237. LANGLEY AVENUE PLAYING FIELD ASSET OF COMMUNITY LISTING**

**It was RESOLVED that the approval by East Suffolk Council of Council's application to list Langley Avenue Playing Field as an Asset of Community Value be noted.**

### **238. SWIFT BOXES**

Committee read with interest the report on swift boxes. It was suggested that a community organisation such as the Felixstowe Men's Shed could be approached to build the boxes. Members expressed concern that the installation of swift boxes on some of the higher buildings may require the use of a cherry picker.

**It was RESOLVED that:**

- i. Felixstowe Men's Shed be invited to build swift boxes, with any cost being supported from the appropriate cost centre's Repairs and Maintenance budget; and**
- ii. the cost to erect the boxes on Council's buildings be approved, subject to this not leading to an overspend on the relevant Repairs and Maintenance budget.**

### **239. BUSINESS PLAN 2020-2024**

Members were asked to consider aspirations for Council for the four-year span 2020-2024 within the scope of the Assets and Services Committee. The Clerk reminded members that two workshops had been arranged in November to discuss the four questions that formed the public consultation that was currently running, with a closing date of 31 October.

Members considered Council's assets, vehicles and tools from an environmental aspect. The ideas will form part of the workshops and with results from the public consultation, Schools, and Youth Forum will be assessed and help form the business plan in readiness for a first draft to go to the Finance and Governance Committee in December.

**It was RESOLVED that in these aspirations be considered in the scope of the Assets & Services Committee for the Business Plan 2020-24.**

**240. CLOSURE**

The meeting was closed at 9.18pm. The next meeting was noted as being scheduled for Wednesday 27 November 2019 at 7.30pm.

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## 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 20 November 2019 is provided below with a detailed report at **Appendix A**.

20/11/2019	Felixstowe Town Council						Page 1		
15:27	Summary Income & Expenditure by Budget Heading 20/11/2019								
Month No: 8	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	21,286	19,730	(1,556)		107.9%	
		Expenditure	82,600	46,599	83,514	36,915	36,915	55.8%	
		Movement to/(from) Gen Reserve	<u>(62,063)</u>	<u>(25,313)</u>					
202	Walton	Income	8,738	7,808	7,000	(808)		111.5%	
		Expenditure	7,505	4,901	8,423	3,522	3,522	58.2%	
		Movement to/(from) Gen Reserve	<u>1,233</u>	<u>2,906</u>					
203	Broadway House	Income	2,067	2,130	2,130	(0)		100.0%	
		Expenditure	6,279	3,388	6,826	3,438	3,438	49.6%	
		Movement to/(from) Gen Reserve	<u>(4,212)</u>	<u>(1,258)</u>					
204	Cemetery	Income	88,575	52,409	73,775	21,366		71.0%	
		Expenditure	131,574	82,037	144,297	62,260	62,260	56.9%	
		Movement to/(from) Gen Reserve	<u>(42,999)</u>	<u>(29,629)</u>					
205	Allotments	Income	14,593	13,968	15,200	1,232		91.9%	
		Expenditure	27,664	15,452	27,707	12,255	12,255	55.8%	
		Movement to/(from) Gen Reserve	<u>(13,071)</u>	<u>(1,484)</u>					
<b>Grand Totals:-</b>		<b>Income</b>	<b>134,510</b>	<b>97,600</b>	<b>117,835</b>	<b>20,235</b>		<b>82.8%</b>	
		<b>Expenditure</b>	<b>255,623</b>	<b>152,378</b>	<b>270,767</b>	<b>118,389</b>	<b>0</b>	<b>118,389</b>	<b>56.3%</b>
		<b>Net Income over Expenditure</b>	<b><u>(121,113)</u></b>	<b><u>(54,778)</u></b>	<b><u>(152,932)</u></b>	<b><u>(98,154)</u></b>			
		<b>Movement to/(from) Gen Reserve</b>	<b><u>(121,113)</u></b>	<b><u>(54,778)</u></b>					

**Committee is requested to consider the budget report to 20 November 2019 and decide on any action it deems necessary.**

## **AGENDA ITEM 6: ENERGY PERFORMANCE CERTIFICATES**

Council's Climate Emergency Action Working Group has agreed that it would be a useful to obtain an EPC (Energy Performance Certificate) on all Felixstowe Town Council owned buildings. This will show how energy efficient the buildings are and help steer future improvements.

There is also a certificate called a DEC - Display Energy Certificate. This is required for public authorities if all the following applies:

- it's at least partially occupied by a public authority
- it has a total floor area of over 250 square metres
- it's frequently visited by the public

For further information see <https://www.gov.uk/check-energy-performance-public-building>.

The difference between an EPC and a DEC is that the EPC calculates a carbon emissions index using information relating to building design, energy equipment and system specifications, whereas the DEC calculates the carbon emissions index using information provided in utility bills as well as the type of building energy systems employed.

Additionally, a DEC is accompanied by an advisory report with recommendations on how to improve the energy performance rating for the building. Current regulations state that the DEC must be renewed each year, however the advisory report is valid for seven years providing no major changes have been made to the building. The DEC should always be displayed and clearly visible to the public.

Three quotes have been obtained for an EPC for the Town Hall, Walton Community Hall, Broadway House and the Cemetery buildings, and a separate DEC for the Town Hall as follows:

Company A (used by Woodbridge TC)	£150 each EPC and DEC
Company B	EPC Cemetery £650 EPC Broadway House £750 DEC Town Hall £350 + mileage 50p per mile
Company C (do not do DEC)	Town Hall Felixstowe £350 Broadway House £350 Cemetery Buildings £250 Walton community Hall £300

The cost of the EPCs and DEC can be met from respective Repairs and Maintenance budgets. However, if the Town Hall and Broadway House budgets are tight at the end of the year it is expected that there will be sufficient in the Walton Community Hall Repairs and Maintenance budget to cover this.

**Committee is requested to note the report on Energy Performance Certificates and decide on any action it deems necessary.**

## **AGENDA ITEM 7: TOWN HALL UPDATE REPORT**

### Windows

The original wooden sash windows on the front of the Town Hall received minor refurbishments in June 2015 but are now showing signs of deterioration and missing putty in places. Photographs will be circulated at the meeting. Council's caretakers are making small scale repairs; however, the windows will need to be monitored over the next year or so with a view to drawing up a refurbishment plan.

### Passenger Lift

On a recent service visit on 13 November 2019 by Stannah Lift Services, a fault was found with the hydraulic hose that connects the tank to the ram. It is currently weeping oil through its membrane. Although it is safe to continue using the lift, this will need to be replaced as soon as possible to ensure its efficient operation. Stannah Lifts has quoted £846 +VAT to repair, subject to any additional materials or labour that may be incurred due to unforeseen circumstances. This unbudgeted cost would create an overspend on the Town Hall Repairs and Maintenance budget so would require authorisation from Council for the use of the Town Hall Earmarked Reserve which can provide for unforeseen work such as this.

**Committee is requested to note the report on the Town Hall, consider a recommendation to take the cost of the passenger lift repair from the Town Hall Earmarked Reserve and decide on any other action it deems necessary.**

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## **AGENDA ITEM 8: WALTON COMMUNITY HALL UPDATE REPORT**

### Windows and doors

Further to the Asset Tour by members in June, Orwell Housing were contacted and have painted the doors and windows that are occupied by their tenants. The Hall's main door and windows, however, are in need of decoration. Photographs will be available at the meeting, but this is work that the caretakers can carry out.

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

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## **AGENDA ITEM 9: BROADWAY HOUSE UPDATE REPORT**

FOPWA reported an issue with their dishwasher at Broadway House in October, having discovered that only one of the three heating elements operates when running from the domestic 13-amp supply. This means that the single element is working harder and does not last so long. The solution the contractor has given is to upgrade the power supply. This may be able to be taken from the cooker circuit.

The dishwasher has been repaired, but FOPWA have reminded us that under Schedule 8 of the lease, next year they will have the option to "trigger" the renewal of the kitchen fitted units and work surfaces - so a request at that time may be made to upgrade the dishwasher power supply.

The kitchen was fitted in December 2005 and as per schedule 8 it states: 'Replace the kitchen fitted units and work surfaces at least once in every 15-year period, or when reasonably necessary whichever the sooner.'

The Broadway House Earmarked Reserve can cover any refurbishment work next year, subject to a recommendation from Council being approved.

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

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

### Memorial Tree

A sample leaf from the existing Memorial tree has been sent off to a company to explore other options which might prove better for the memorial tree. If these are received by the meeting an update will be given.

The memorial tree will be promoted as part of the Memorial Garden in Council's Winter magazine and it is hoped this will encourage further uptake of memorials.

### Green Waste – Composting

Currently all green waste that comes from Hedges, grass cutting, and raking up of leaves is being put into a green waste skip (it is segregated from general waste and therefore cheaper to dispose of). It is estimated that between 10-12 green skips will be required this year at a cost of £155+VAT. Therefore, the annual cost is likely to be in excess of £1,000.

Members may wish to consider creation of a compost heap on the Cemetery Allotment site. There would be a cost saving but once the compost is created thought would need to be made into how this compost could be distributed.

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

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## **AGENDA ITEM 11: FELIXSTOWE WAR MEMORIAL**

As the Government's statutory adviser on the historic environment, Historic England has the responsibility for listing Buildings of Special Architectural or Historic Interest.

The Secretary of State for Culture, Media and Sport has asked Historic England to assess whether the Felixstowe War Memorial at Undercliff Road West holds special architectural or historic interest.

Historic England has completed their initial assessment to consider whether the memorial has special architectural or historic interest, and a copy of the consultation report, which sets out the factual information upon which they will base their recommendation to the Secretary of State for Digital, Culture, Media and Sport can be seen in **Appendix B**.

The Deputy Town Clerk has assessed the report for accuracy cross referencing with the condition report carried out recently and the following observations are made:

Under the title "Details – Materials" it identifies that the Memorial is constructed of Portland stone with a bronze sculpture of a dove. The latest survey carried out by Whitworth Chartered Architects & Surveyors agrees that, except for the memorial tablets, the construction is all of Portland stone. However, the dove on the apex is a replacement for the original and appears to be made of a resin. The original dove, which broke into pieces having fallen from the top of the Memorial some years ago, is kept at Felixstowe Town Hall and appears to be made from lead and at one time held an olive branch.

The description of the four WWII tablets should read that they are made from dark grey polished granite and not black marble.

The closing date for comments is 2<sup>nd</sup> December 2019 and, subject to any further advice from Committee, the above observations will be submitted.

Further guidance on the consultation can be found on the Historic England website at <https://historicengland.org.uk>.

**Committee is requested to note Historic England's initial assessment on Felixstowe's War Memorial for possible inclusion on the statutory list of buildings of special architectural or historic interest and consider any comments for further consideration.**

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## AGENDA ITEM 12: ALLOTMENT UPDATE REPORT

As of 22 November 2019, allotment vacancies were as follows:

SITE	Total plots	Occupied (grassed over)	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)	Paid Invoices	Unpaid Invoices
COWPASTURE	310	278	32	(4)	7 (0)	258	12
FERRY ROAD	94	90	4	(0)	2 (0)	86	2
RAILWAY HILL	40	31(4)	9	(0)	2(0)	29	-
CEMETERY	13	9	-	0	0 (0)	8	-
TAUNTON ROAD	19	8	11	(0)	0	7	1
<b>TOTAL</b>	<b>476</b>	<b>420</b>	<b>56</b>	<b>(4)</b>	<b>11(0)</b>	<b>388</b>	<b>15</b>

There are presently 56 vacant plots for immediate occupation and 2 prospective tenants to sign allotment agreements. There has been a significant improvement on the uptake of allotments over the past year. The total number of relinquished plots on the Cemetery field to date is 33.

The residents of 72 Ferry Road, which backs on to the northern pedestrian access to Ferry Road Allotments are seeking Council's permission to plant a tree on the Council's land directly behind their boundary fence. The reason for request is to provide some screening from a block of five terraced homes on the Laureate Fields development site which directly overlook the house.

The residents have offered to donate the tree, at their own cost, and are considering a Silver Birch. Several other trees reside along this access already and the Town Clerk met with the resident and representatives from FSALG to investigate the potential of an additional tree being planted. FSALG have confirmed that that they are sympathetic to request, subject to minimum encroachment to the access, and a commitment to future maintenance. As the tree would be on the Town Council's land, its future maintenance would be the responsibility of the Council. It is not expected that this would present any significant issues, however.

**Committee is requested to consider the Allotment update report and request to permit the planting of a tree at Ferry Road Allotments; and decide on any action it deems necessary.**

## **AGENDA ITEM 13: DRAFT BUDGET 2020-21**

Committee is requested to consider its draft budget estimates for the Financial Year 2020-21 and to make any recommendations to Finance & Governance Committee for onward referral to Council.

To assist Members with this process an initial draft is presented alongside current-year expenditure and a comparison against the previous year at **Appendix C**. Notes to the budget estimates accompany this at **Appendix D**.

**Committee is requested to consider first draft recommendations for the Assets & Services element of Council's budget for 2020-21.**