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9 am to 4 pm Mondays to Fridays



TOWN HALL  
FELIXSTOWE  
SUFFOLK  
IP11 2AG

## TO ALL MEMBERS OF THE ASSETS & SERVICES COMMITTEE

Cllr S Harkin (Chairman)

Cllr N Barber (Vice Chairman)

Cllr D Aitchison

Cllr M Morris

Cllr G Newman

Cllr M Richardson

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 **ONLINE** on **Wednesday 24 February 2021** at **7.30pm** for the transaction of the following business:

### **Public Attendance**

*Online meetings of the Town Council and its Committees are open to the press and public who are welcome to attend via Zoom. Members of the public are invited to make representations or put questions to the Committee during the public session.*

**To join the meeting please follow this link:**

<https://us02web.zoom.us/j/88182581915>

Alternatively, you may join via the meeting ID 881 8258 1915 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

*Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.*

**Ash Tadjrishi**  
**Town Clerk**  
**19 February 2021**

For information (via email):

All Town Councillors  
Local Press

## **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 any 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 November 2021 as a true record. **(Pages 3-8)**
- 5. Assets & Services Budget Report**  
To receive the Assets & Services Budget report to 17 February 2021 and consider any actions deemed necessary. **(Page 9 & Appendix A)**
- 6. Town Hall Update Report**  
To receive a report on the Town Hall and consider any actions deemed necessary. **(Pages 10-11)**
- 7. Walton Community Hall Update Report**  
To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Pages 12-13)**
- 8. Broadway House Update Report**  
To receive a report on Broadway House and consider any actions deemed necessary. **(Pages 14-15)**
- 9. Cemetery Update Report**  
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Pages 16-17)**
- 10. Allotments Update Report**  
To receive a report on allotments and consider any actions deemed necessary. **(Page 18)**
- 11. Energy Performance Certificates**  
To receive an update from the Climate Emergency Working Group on the Energy Performance Certificates obtained this time last year. **(Page 19)**
- 12. Community Public Access Defibrillators (CPADs)**  
To consider a report on Defibrillators. **(Page 20)**
- 13. War Memorial**  
To consider a report on the Felixstowe War Memorial. **(Pages 21-22)**
- 14. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 28 April 2021 at 7.30pm.



now working from home with the Town Hall being used only for essential work, that cannot be carried out at home.

Committee considered the information gathered so far on renovating the Town Hall windows. They noted the report from the Conservation Officer at East Suffolk and the Deputy Town Clerk updated members on a specialist who had visited the day before who had also commented that the windows were in good condition, however, further investigations were to be made to ensure that the units would be suitable to keep using new double glazed sealed units inside. As the windows are quite large the sash windows may not take the weight so further calculations were to be made. Members agreed that compromise should be sought between keeping the building's historical aspect and being more environmentally friendly. Further detailed quotes will be sought and testimonies and samples will be brought to the next meeting in February.

Missing tiles on the rear of the Town Hall roof were reported, and quotes will be sought from contractors. The roof is not leaking and this work is not expected to be expensive. It is hoped that it will be able to be funded using the Repairs and Maintenance budget.

**It was RESOLVED that:**

- i. the Town Hall update report be noted; and,**
- ii. further quotes, testimonies and samples for the windows be brought to Assets & Services committee in February.**

### **351. WALTON COMMUNITY HALL UPDATE**

Committee received the report on Walton Community Hall and noted that the four hirers that had returned to hire the hall in September and October all provided Covid risk assessments and had strict guidance on how to follow the government guidance.

The Deputy Town Clerk reported that 270mm of insulation had now been fitted in the attic space above the hall. During this process two small leaks were noted, a quote was being obtained and this repair can be funded using the Repairs and Maintenance budget. Committee also noted that emergency bars have been installed on all three emergency exits at Walton Community Hall.

Members viewed a photograph taken of the rear emergency exit which showed a wide gulley. Committee suggested that a grill to cover the gulley be further researched and the dustbins could then be moved onto the grill to enable a wide flat exit that could be used by wheelchairs. The Deputy Town Clerk will report back to committee on possible solutions.

**It was RESOLVED that:**

- i. the Walton Community Hall update report be noted; and.**

- ii. **options for the gulley by the emergency exit be brought to Committee.**

### **352. BROADWAY HOUSE UPDATE**

Committee received the Broadway House update report. The building is still currently not in use, due to Government Covid guidance. The kitchen and bathroom refurbishment is almost complete, and FOPWA are pleased with the design and quality of workmanship. All work is complete except redecoration which will be carried out inhouse and the repair of 3 windows. The soap dispensers in the four bathrooms are rusted and may also be considered for replacement. A final figure will be brought to committee but it is expected that the total for the renovations will be under £7,000.

Committee was informed that the fire alarm panel which is 15 years old is serviced annually and the previous week the engineer servicing it found a fault that requires the replacement of the panel, at a cost of £387.33 +VAT. This cost would cause an overspend on the Repairs and Maintenance budget, but due to the urgency of the work required Committee agreed that the work should be carried out and it be recommended to Council that this cost should come from the Broadway House Earmarked Reserves.

Members noted that the furniture left at the rear of Broadway House have now been removed, and the satellite dish has been relocated. Cigarettes are currently being dropped from the tenants living above and have caused some cigarette burns on the windows, Orwell Housing are investigating with the tenants and the situation will be monitored.

**It was RESOLVED that the Broadway House update report be noted and it be recommended to Council that expenditure of £387.33 be approved via the Broadway House Earmarked Reserve to replace a faulty fire alarm panel.**

### **353. CEMETERY UPDATE REPORT**

Committee noted the Cemetery update report. Cemetery work is continuing as normal, with one member of staff absent for the second lockdown due to Government Covid guidance. Photographs of the new insulated suspended ceiling and new insulation were shown to Council. There is a delay on electrical power tools trial day due to Covid.

The Deputy Town Clerk reported that Contractor B had requoted to match the specification of Company A at a cost of £1,995 to repair the sinking road and this work would be carried out as soon as possible.

Accidental damage to two headstones was reported to committee. The first repair had been agreed with the owner that we would cover 50% of the cost as it was unknown how the damage was caused. A BRAAM qualified stonemason had confirmed it was unlikely to have been caused by a digger, however, the

neighbouring grave had recently been dug. The cost which will be funded from the Repairs and Maintenance budget will be £225 +VAT.

Three quotes had been obtained for the damage to the York stone kerbs and headstone of a separate gravestone which had been caused by the digger digging a nearby grave. Council's Insurance Company had been contacted but as the headstone was not owned by Council a claim could not be made. Members requested that an enquiry be made with Council's insurers as whether a claim could be made via public liability insurance. If this is not possible then the cost of £985 should be spent on repairs and be funded by the Repairs and Maintenance budget.

**It was RESOLVED that:**

- i. the Cemetery Update Report be noted;**
- ii. investigations be made with Council's insurers as to whether a claim can be made on Public liability Insurance for the accidental damage caused to a gravestone.**

### **354. ALLOTMENTS UPDATE REPORT**

Committee received a report on the allotments noting that they are as popular as ever. With the majority of allotment holders making payments in October, Committee received a report displaying their methods of payment, comparing this year's receipts with October the previous year. This year no cash was accepted due to COVID-safety, and allotment holders were encouraged to make BACS payments where possible. Not only did this facilitate payment, it also helped reduced costs from banking fees as all BACS payments received are free of charge whereas credit card transactions and bank charges for cheques/cash banked incur a cost. Members agreed that payment methods on allotments should be as accessible as possible as many of the older generation do not use online banking, however that payment by BACS should continue to be preferred.

**It was RESOLVED that the Allotments update be noted.**

### **355. COMMUNITY PUBLIC ACCESS DEFIBRILLATORS**

The Deputy Town Clerk reported that two of the mild steel cabinets purchased in 2015 for the community access defibrillators were rusted, these cabinets have only a 2 year guarantee. Last year one of these cabinets at Sea Road had been replaced by a Polycarbonate cabinet, however, it was reported that this one had seemed to have suffered from some vandalism, despite its reputation for durability. Members considered Polycarbonate, stainless steel alternatives and also replacing the mild steel door and refurbishment quotes. Members agreed that when each Defibrillator cabinet requires replacing that they should be replaced with polycarbonate cabinets which have a 10 year guarantee. Members also suggested enquiring as to what cabinets other coastal locations use.

**It was RESOLVED that:**

- i. damage to the Community Public Access Defibrillators cabinet be noted;**
- ii. steel cabinets which should be replaced with Polycarbonate cabinets as and when they become rusted beyond serviceable use; and,**
- iii. the Deputy Town Clerk to investigate the type of cabinets used successfully in other coastal locations.**

### **356. ACCESSIBLE BEACH HUT PROJECT**

Committee received a report on a proposed Accessible Beach Hut Project by East Suffolk Council, which had requested feedback from Felixstowe Town Council as to whether it would like any involvement in the proposed scheme. The new Accessible Beach Hut area will be sited on the existing trim trail site, with the trim trail being moved to an enhanced “active seafront area.” The new accessible beach hut could potentially be operated and/or maintained by the Town Hall through our caretaking staff. This would involve caretaking on a per-booking basis to make sure it is clean and tidy for the next user. In this event, a potential 50/50 split in income could be received between East Suffolk Council and ourselves.

A Member reported that the Disability Forum had also reviewed the plans and welcomed the accessibility of the site and the addition of Changing Places toilet facilities.

Committee welcomed the project but queried the accessibility of the site during winter months should the flood gate be closed and were interested to learn more about plans to ensure that the huts get rented to the people who really need them as a priority over other users.

**It was RESOLVED that:**

- i. East Suffolk Council be advised that, subject to further consideration and Council approval, the Town Council would be interested in working in partnership to provide caretaking services for the Accessible Beach Huts on completion of the project, for a trial period of up to 18 months on the basis of a split of the income; and,**
- ii. Further updates on the project and queries raised by Committee to be brought to committee as the project moves forward.**

### **357. DRAFT BUDGET CONSIDERATIONS**

Committee considered first draft proposals for its element of the Council’s 2021-2022 budget and reviewed the accompanying notes to estimates in the report. It was noted that several figures were based on the previous year 2019/20 outturn, as Covid had potentially skewed figures in many areas. Members noted that a

new budget cost centre code had been created called 'Parks and Recreation' with funds allocated for Repairs and Maintenance, Street Furniture and Play Equipment for the two new park areas that the Town Council were currently considering taking on. The Town Clerk reported that Personnel Committee had considered salary recommendations and plans were in place to recruit two new apprentices.

Members considered the budget amount for play equipment but also recommended that money should be set aside into Play Equipment Earmarked Reserve to support the capital repair and replacement of such equipment as may be needed in future they arose. It was agreed that this should be included in the budget estimates to be reviewed by the Finance & Governance Committee.

**It was RESOLVED that the draft proposals for the Assets & Services element of the Council's 2021-22 budget be recommended as presented to Council's Finance & General Purposes for further consideration; with a further provision being for funding being put aside in a Play Equipment Earmarked Reserve.**

### **358. CLOSURE**

The meeting was closed at 9.21pm. The next meeting was noted as being scheduled for Wednesday 24 February 2021 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 17 February 2021 is provided below with a detailed report at **Appendix A**.

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08:25

Summary Income & Expenditure by Budget Heading 19/02/2021

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	24,336	13,001	22,710	9,709			57.2%
	Expenditure	82,211	56,346	85,309	28,963		28,963	66.0%
	Movement to/(from) Gen Reserve	<u>(57,875)</u>	<u>(43,345)</u>					
202 Walton	Income	12,377	402	7,500	7,098			5.4%
	Expenditure	8,985	6,822	8,860	2,038		2,038	77.0%
	Movement to/(from) Gen Reserve	<u>3,392</u>	<u>(6,420)</u>					
203 Broadway House	Income	2,130	0	2,173	2,173			0.0%
	Expenditure	6,653	5,469	7,104	1,635		1,635	77.0%
	Movement to/(from) Gen Reserve	<u>(4,523)</u>	<u>(5,469)</u>					
204 Cemetery	Income	98,186	64,946	77,595	12,649			83.7%
	Expenditure	138,088	119,827	145,212	25,385		25,385	82.5%
	Movement to/(from) Gen Reserve	<u>(39,901)</u>	<u>(54,881)</u>					
205 Allotments	Income	15,528	15,901	15,500	(401)			102.6%
	Expenditure	26,885	24,835	28,497	3,662		3,662	87.2%
	Movement to/(from) Gen Reserve	<u>(11,357)</u>	<u>(8,934)</u>					
<b>Grand Totals:- Income</b>		<b>152,557</b>	<b>94,250</b>	<b>125,478</b>	<b>31,228</b>			<b>75.1%</b>
Expenditure		<b>262,821</b>	<b>213,299</b>	<b>274,982</b>	<b>61,683</b>	<b>0</b>	<b>61,683</b>	<b>77.6%</b>
Net Income over Expenditure		<b><u>(110,264)</u></b>	<b><u>(119,050)</u></b>	<b><u>(149,504)</u></b>	<b><u>(30,454)</u></b>			
Movement to/(from) Gen Reserve		<b><u>(110,264)</u></b>	<b><u>(119,050)</u></b>					

**Committee is requested to consider the budget report to 17 February 2021 and decide on any action it deems necessary.**

## **AGENDA ITEM 6: TOWN HALL UPDATE REPORT**

### Coronavirus update

Since the second lockdown on 5<sup>th</sup> November, all staff members who are able to work from home have returned to working from home and will do so until this lockdown period ends. All weddings have been cancelled until further notice and there are no bookings currently at the Town Hall.

Weddings did restart in December, where a total of 3 weddings took place before the start of the third lockdown. There have been 17 weddings so far this year, and the income of £5,118.32 has been moved to the wedding budget code. All future wedding deposit and payments are currently being held in the 'Receipts in advance' budget code awaiting confirmation of whether each wedding will be allowed to take place this year. Over the year, it is estimated that we will receive just under half of our normal wedding income, depending on whether weddings are allowed in March. Income last year 2019/20 for weddings was £11,927.

We have just had one hirer who managed to come back to the Town Hall for 6 weeks just before lockdown 2, income received is £420, just over £4,000 less than last year. Overall the loss due to Coronavirus at the Town Hall is approximately £13,000.

### Wedding Licence

The wedding licence is renewed with Suffolk County Council Registrars every 3 years and is due for renewal in June 2021. The paperwork has now been completed for the next renewal which, because of Covid, is going to run for 4 years for the price of 3 years. The local Senior Registrar and the Fire Service have been requested to inspect the Town Hall, when deemed necessary, to determine suitability and report their findings. As the venue has been used successfully for many years this is not expected to prove an issue. Details of our application was printed in the East Anglian Daily Times on 1 February 2021 and the final date for public objections to be submitted is 22 February 2021. The fee of £1800 has now been paid and this will be proportioned over the next 4 year's Wedding Licence budget.

### Redcare Alarm Security

Currently the alarm system for Redcare has had to work on a separate telephone line that comes into the Town Hall specifically for the Town Hall security alarm. On reviewing IP telephones for the main telephone number and 10 direct dial numbers a review is currently being carried out of all the telephone lines both at the Town Hall and the Cemetery.

As technology has moved forward, the Redcare is able to move from GSM to Dual Com LAN/GPRS which would give the alarm system two paths, one via the internet and the other through a similar way to before where Redcare would telephone key holders to check out the security situation. The installation of this new system will save £155 each year in monitoring cost, however there will be a one off charge for fitting and connection of £215.

## Windows

Due to the third lockdown, it has been difficult to get contractors out to quote. A detailed report is still awaited having been chased several times, from the contractor who had visited the day before the last Assets & Services meeting (24 November). This was to see the viability of putting double glazed sealed units in the existing frames including refurbishment of such.

Some samples have been received from the Sash Window specialist for staff and parting beads that would be used in the service of the sash windows, these nylon brushes would be fitted to the windows and are designed to cancel rattles and reduce draught by up to 80%. Two telephone numbers of previous clients have been obtained in order to provide a reference, but as yet have not been telephoned.

Further investigative work and quotes will be brought to committee in due course.

## Missing Roof Tiles

Three quotes have been sought for repair to the Town Hall roof. Company C has not been out as yet, Company B visited a fortnight ago and it is hoped the report will be ready for the meeting.

Company A have quoted as follows:

To supply plant labour and materials. Gain safe working access to the inner roof elevations via ladder, hook ladder and the flat roofs. Carefully remove the broken tiles from various areas over the roof elevations. Supply sound clay Rosemary plain tiles to match the existing as close as possible and fit into place. The guttering has plant life and debris blocking the flow of rainwater, this can be removed whilst on site. Clear site. Labour & materials - £577 +VAT

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

## **AGENDA ITEM 7: WALTON COMMUNITY HALL UPDATE**

### Coronavirus update

Walton Community Hall was closed to the public in Lockdown 1 and 2, due to Government guidelines. We had a total of four hirers return from 15<sup>th</sup> September until 5<sup>th</sup> November. One group providing classes for people recovering from strokes returned for 3 weeks in December. All groups submitted their own risk assessments and had good practices in place for running their groups in a Covid-secure way. Since the latest third Government lockdown, all groups have suspended their hires until they are able to resume.

Regular contact is being kept with hirers to keep them up to date and assist with the process of returning to the Hall when able to.

Income is expected to be £7,000 under budget and £11,907.50 less than last year depending on whether any hirers are allowed back before the end of next month.

### Minor leak in the roof

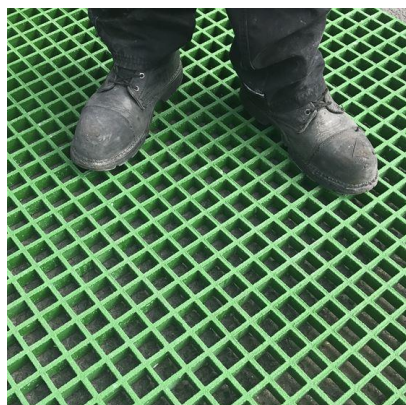
The small leak that was discovered while insulating the roof has now been repaired at a cost of £236 +VAT this was taken from the Walton Community Hall Repairs and Maintenance budget. It required repairs to the lead flashing as expected.

### Rear Emergency Exit

Further to the concerns raised by the Scout group over the gully running along the rear of the building which could cause a trip on leaving the area via the rear emergency exit, a solution is currently being sought.



Although a metal grid would be possible, there are none available to the correct size without having one made to size, this is likely to be very expensive. One option that has been found would be using a Glass reinforced plastic (GRP) anti slip grating composite grid.



<https://www.fibregrid.com/grp-grating-structures/grp-grating/square-mesh-grating/fibregrating-standard-grp-grit-top-grating/> The cost of the grate made to size would be £180 including delivery +VAT, there will be other fixings that will be needed (approximate cost £30) and it can be fixed inhouse by caretaking staff.

We are still awaiting a quote for a motion/darkness detected electric light to be fitted above the fire exit and once we have this we will ask Orwell Housing to consider sharing the cost of these two items. The remaining cost can be funded from the Walton Community Hall Repairs and Maintenance Budget.

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

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## **AGENDA ITEM 8: BROADWAY HOUSE UPDATE REPORT**

### Coronavirus update

Felixstowe Old People's Welfare Association suspended their day-time service from Monday 16<sup>th</sup> March 2020, with evening meetings shortly thereafter and has been closed ever since. The Caretaker regularly visits Broadway House and the Gas boiler, air conditioning unit, fire alarm and emergency lighting have been serviced since the closure.

Further to Council's agreement the 2020/21 Felixstowe Old People's Welfare Association licence fee for Broadway House will be discounted to reflect any period of enforced closure on a pro rata basis (*Minute #561iii of 2019/20 refers*), FOPWA have been informed and the licence fee will be calculated when Government guidance allows for the re-opening.

It is not yet known when Broadway House will reopen to the public.

The financial loss to the Council this year is likely to be the full licence amount of £2,173.

### Kitchen Refurbishment

With the property remaining closed due to Covid-19, the opportunity was taken to carry out the refurbishment of the kitchen at Broadway House with the agreed contractor (*Min #249 ii of 2020/21 refers*) this has now been completed. The roller shutter has now been serviced.

Costs for the renovation are as follows and as agreed have been taken from the Broadway House Earmarked Reserve :

Kitchen units and worksurfaces	£2,975.03
Fitting of the kitchen, tiling inc electrics & Bathroom refurbishment	£2,675.00
Repair to 3 windows	£235.00
Wall Tiles	£34.08
Roller Shutter service	£100.00
Bathroom Mirrors	£69.21
Acrylic Screen for the hatch	£128.04
Acrylic 'kick' panels for the doors	£45.93
Paint & brushes etc	<u>£47.87</u>

Total from Broadway House Earmarked Reserves for renovation of kitchen £6,310.16

### Issues with tenants

Orwell Housing were informed of the pile of cigarette ends that had been discovered on the ground in front of the windows and that several of the windowsills have cigarette burns on them. Orwell Housing wrote to their tenants who reside at the flats above and this issue seems to have stopped for the time being. The situation will continue to be monitored.

Just before Christmas there has been an issue with another tenant depositing unwanted furniture, a large chest of drawers and a Fridge Freezer at the rear of the property. Orwell Housing have discovered the tenant concerned and these should now be removed promptly.

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

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## AGENDA ITEM 9: CEMETERY UPDATE REPORT

### Coronavirus update

All Risk Assessments have been updated to include changes to duties due to social distancing and Coronavirus regulations and Government Guidance on funerals and scatterings are being regularly reviewed.

Interments are slightly higher than last year, however the purchase of new graves and memorials are significantly down compared to this time last year. Income is expected to be close to budget at the end of 2020/21.

### Memorial Headstone Testing Procedures

Headstone testing is currently carried out by hand, headstones should be tested to a pressure of 25kg and it should be digitally recorded to prove what force is used, this can be a photograph of the testing taking place. One of the Cemetery staff has recently attended training and it was suggested that we advertise in advance that we will be carrying out testing, specifying that dangerous memorials may be laid flat or have a temporary support added. When stones are loose but do not require laying down it was suggested that they are staked and banded with a notice attached stating they need repair. As part of this work a Memorial Headstone Testing Procedure has been created for member's consideration and is shown at **Appendix B** and this will be made available on the Town Council's website and a copy given to any grave owner who requests it.

More in depth training for staff is currently being investigated, NAMM the National Association of Memorial Masons currently offer a one-day training course which is structured around the Ministry of Justice guidelines 'Managing the Safety of Burial Ground Memorials' and British Standards BS8145-2018 Annex A. The focus is on a 'Risk Assessment' based approach as outlined in the NAMM SIAM Training manual. All aspects of memorial assessment are covered in the course, from understanding different types of natural stone and the way in which it changes with time, through to memorial construction and how this might impact decisions on safety.

### Memorial damage

Further to the damage reported at the last meeting to a kerb set and grave, members requested that investigations be made with Council's insurers as to whether a claim could be made on Public liability insurance for the accidental damage (*Minute #353 ii 2020/21 refers*). Council's insurers confirmed that it would have depend on whether the member of staff who had damaged the gravestone with a digger had been negligent. If purely an accident and they had followed their risk assessment/training (which they had) then it is unlikely to be proved as negligent and therefore would not be covered under public liability.

### Council Truck

On Tuesday 5<sup>th</sup> January, a member of staff had a minor accident in the Council truck. There were no injuries to the driver and no third parties involved. Unfortunately the driver's foot slipped and rather than braking, the truck accelerated into the metal cemetery fence



The truck had a broken bumper and radiator brace. Quotes were obtained to repair, however, the cost made it necessary to claim on Council's Insurance. The excess of which was £150. A courtesy van was issued and the repair took approximately 2-3 weeks. The fence has also undergone a welding repair.

### New Memorial Garden

The New Memorial Garden is maturing well, with roses, benches and kerb granite plaques proving the most popular. Since its formation in April 2017 the total number of memorials purchased is as follows:

Bench plaques	3
Dedication of a Rose bush	9
Kerb plaques	20

There are 6 brass leaves that have been sold on the memorial tree and there are still issues on the look of these leaves, they are polished regularly but as soon as it rains they are discoloured. There has also been problems with the engraving fading. One complaint has been received and we are currently consulting with them as to the best solution, either a replacement, a full refund or to put the cost towards an alternative memorial option (with a 10% discount as a gesture of goodwill).

A stainless steel leaf sample has now been sourced. If we were to go ahead with



stainless leaves then it would be preferred that we purchase an entire 2x1 sheet of marine grade stainless that would cost approximately £330 and would allow for around 100 leaves cut from it. That would be delivered to a local blacksmith who would look to make leaves in a minimum order of 15 at a time. An estimate of labour for the leaves would be around £15 -£18. The leaves would need to be laser engraved at

a cost of £25 a time making the estimated cost of each leaf be £43 each.

Leaves are purchased for 10 years, the current cost is £180 for Felixstowe Residents/£360 for non-residents. The total cost to move to Stainless Steel leaves would be £600 which would purchase the first 15 leaves and the sheet for a remainder 85 leaves. Engraving charged on top of this would be £150 to replace the existing engraved leaves. If members agreed to a change of material, then the 6 leaf owners would be contacted to confirm whether they wished to have their brass leaf replaced by a stainless steel leaf.

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

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

As of 17 February 2021, allotment vacancies were as follows:

<b>SITE</b>	<b>Total plots</b>	<b>Occupied (grassed over)</b>	<b>Vacant</b>	<b>Waiting List (Specific plot)</b>	<b>Cultivation Orders (Notice given)</b>
COWPASTURE	312	303	9	3(1)	(3)
FERRY ROAD	94	94	0	6(0)	(0)
RAILWAY HILL	44	42	2	(0)	(0)
CEMETERY	8	8	-	0	(0)
TAUNTON ROAD	19	15	4	(0)	0
<b>TOTAL</b>	<b>477</b>	<b>462</b>	<b>15</b>	<b>9(1)</b>	<b>(0)</b>

There are presently 15 vacant plots, 9 of which are on Cowpasture. Of these 9, 6 are being taken on by the Felixstowe Allotment Association (FAA) to create a community orchard. Apples trees have been ordered by the FAA from the Heritage Tree Charity. There will be 12 different varieties, 8 of which date back to the 1800s. The trees should be delivered towards the end of March. *Note: the Felixstowe Allotment Association (FAA) is the new name for the Felixstowe Society of Allotment and Leisure Gardeners (FSALG)*

Work to improve the paths and roadways will resume again on the Ferry Rd site the first week in March, weather permitting. Hardcore and geotextile will be applied to the paths & roadways, the work will be carried out jointly with the Allotment Association's working group with our Groundsmen.

Following concerns raised about the northern boundary of the Ferry Road allotment site with the Laureate Fields development, the Clerk will be meeting the developer at the site to review the situation on Tuesday 23<sup>rd</sup> February. An update will be brought to the meeting.

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

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## **AGENDA ITEM 11: ENERGY PERFORMANCE CERTIFICATES**

It is just over one year since the Energy Performance Certificates and Display Energy Certificate were completed (*Minute #471 2019/20 refers*). The Climate Emergency Working Group met on Monday 8 February 2021 and discussed whether to have these certificates reviewed. The cost of a review is £35 each premises.

The Energy Performance Certificates were rated last year as:

Town Hall DEC	B
Broadway House	C
Walton Hall	E
Cemetery	G

Now insulation has been improved at the Cemetery and Walton, the ratings should have improved.

There are other improvements currently being made, such as replacing all light bulbs with LED when they fail. Other investigations are also currently being made into cost options for a mobile monitoring system for the heating at the Town Hall such as Hive or Nest. The windows at the Town Hall when completed should also make a difference.

The Climate Emergency Working Group agreed it would be better to obtain a Certificate review in the future when more work is completed on improving the ratings.

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

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## **AGENDA ITEM 12: COMMUNITY PUBLIC ACCESS DEFIBRILLATORS**

The Defibrillator cabinet at the Library has now been replaced with a Polycarbonate cabinet which holds a 10 year guarantee (*Min #365 ii 2020/21 refers*).

After noting some vandalism to the Polycarbonate Defibrillator Cabinet at Sea Road (*Min #365 i 2020/21 refers*) and its repair, there has now been a second attempt at breaking the acrylic screen in the cabinet, and a total of three vandalism attempts in this location. This damage was reported via the Police website so a record can be obtained of vandalism to these cabinets.

The Police have appealed for witnesses via social media and there is a specific post on their website [https://www.suffolk.police.uk/news/latest-news/felixstowe-defibrillator-vandalised?fbclid=IwAR0TKAq\\_oLd002n0G4qMlhGpraoJD6L4bE2ah-CcB\\_b4U4rhBZYVMzyehbc](https://www.suffolk.police.uk/news/latest-news/felixstowe-defibrillator-vandalised?fbclid=IwAR0TKAq_oLd002n0G4qMlhGpraoJD6L4bE2ah-CcB_b4U4rhBZYVMzyehbc)

One of the suggestions from the police is to erect a sign beside it to say it's a life saving device and that it is covered by CCTV to put off people from damaging it. They have also asked the local officers to just check the area more regularly on their patrols.

At the last meeting members requested some investigation into the type of cabinets used successfully in other coastal locations (*Min #365 iii 2020/21 refers*). Three other coastal Town Councils have been contacted, and as their cabinets are all under 3 years old they have not experienced any deterioration of note.

One town do have the same problem of rusting, and this is because Polycarbonate was not an option when they were purchased 3 years ago. The defib cabinet on the sea front is rusting away and they have already funds approved ready to replace with a new polycarbonate one. They expect that any new or replacement defib cabinets will be polycarbonate. They would not use stainless steel in a salty environment as this is also subject to salt corrosion and chloride cracking (at least with the stainless grades that are used here) and are much more expensive.

**Committee is requested to note the Community Public Access Defibrillator report and decide on any action it deems necessary.**

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## **AGENDA ITEM 13: FELIXSTOWE WAR MEMORIAL**

The Chairman of the Royal British Legion, has contacted the Clerk to discuss the grassed area around the War Memorial.



As shown in the photograph above, the grassed area around the memorial is quite narrow, which presents a challenge for wreath layers during Remembrance. One idea is to not remove the flower beds all together but for the grassed area to be doubled in size. As the area is often wet and muddy during Remembrance, it has been suggested that the turf be replaced with an alternative surface, such as artificial grass.

As the War Memorial was listed in January 2020 as a Grade II listed building, the War Memorial Trust and Historic England were contacted for advice on using artificial grass around the War Memorial.

The War Memorial Trust responded to say The Trust would have significant reservations over the introduction of artificial grass. "Not only will this result in a change in material, the introduction of artificial grass requires the introduction of a concrete base and will remove the natural drainage from the site being provided by the grass and soft planting areas. This could result in pooling of water which may in time damage the memorial. As a listed structure any proposed change would need to be discussed with the Conservation Officer at the Local Planning Authority as Listed Building Consent may be required. From the photographs available the current setting of the memorial seems fitting and well kept."

Historic England replied to say that, the war memorial falls outside of the remit of Historic England to offer advice on and so they referred us to the Conservation team at East Suffolk Council.

Robert Scrimgeour, Principal Design and Conservation Officer, East Suffolk Council was also contacted and responded to say that he has no issue at all with the use of artificial grass if this is considered a preference. However, he thinks it would be practically and more aesthetically pleasing to replace the grass with attractive high quality stone paving. This would complement the memorial as a material and enhance its setting. It would also provide a practical surface in its proximity. He has suggested that as an alternative for consideration by Members.

Should Members wish to install artificial grass, it is possible to do this without a concrete base, using hardcore covered with a layer of compacted sand, to allow for drainage. This would mitigate any problems associated with pooling of water.

As the area around the War Memorial is owned by East Suffolk Council and the upkeep is carried out by East Suffolk Norse, any solution would need to be considered by them also.

**Committee is requested to consider the Felixstowe War Memorial report and decide on any action it deems necessary.**

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