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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 28 April 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
23 April 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 24 February 2021 as a true record. **(Pages 3-7)**
- 5. Assets & Services Budget Report**
To receive the Assets & Services Budget report to 31 March 2021 and consider any actions deemed necessary. **(Page 8 & Appendix A)**
- 6. Town Hall Update Report**
To receive a report on the Town Hall and consider any actions deemed necessary. **(Pages 9-14)**
- 7. Walton Community Hall Update Report**
To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Page 15)**
- 8. Broadway House Update Report**
To receive a report on Broadway House and consider any actions deemed necessary. **(Page 16)**
- 9. Cemetery Update Report**
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Pages 17-18)**
- 10. Allotments Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Page 19)**
- 11. War Memorial & Flood Memorial**
To consider a report on the Felixstowe War Memorial and Flood Memorial. **(Page 20)**
- 12. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 23 June 2021 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held **ONLINE** on
Wednesday 24 February 2021 at 7.30pm

PRESENT: Cllr S Harkin (Chairman)
Cllr N Barber (Vice Chairman) Cllr M Richardson
Cllr D Aitchison Cllr D Savage
Cllr M Morris Cllr A Smith
Cllr G Newman Cllr K Williams

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

482. PUBLIC QUESTIONS

There were none.

483. APOLOGIES FOR ABSENCE

There were none.

484. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

485. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 25 November 2020 be signed by the Chairman as a true record.

486. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 17 February 2021.

It was RESOLVED that the Budget Report to 17 February 2021 be received and noted, with no other action required at this time.

487. TOWN HALL UPDATE REPORT

The Deputy Town Clerk updated committee on the impact of the Coronavirus on bookings including weddings, with an expected overall loss of Town Hall income to be approximately £13,000 for the year 2020/21.

Committee was pleased to note that the wedding licence renewal had been submitted to Suffolk County Council Registration Service and if successful the licence would be renewed for 4 years for the price of 3.

Members considered the installation cost of installing a new Dual Com LAN/GPRS alarm system at a cost of £215, this would save £155 each year in monitoring costs. It was agreed that this new technology should be purchased and the existing dedicated telephone line consequently cancelled.

The Deputy Town Clerk updated Committee with a quote that had just been received to refurbish the windows and replace the single glazing with slimline double glazed units, using the existing refurbished window frames. Members had been pleased to hear that the existing windows were in good condition, however, agreed that windows that provided better insulation would help lower the carbon footprint of the Town Hall and were keen to investigate further. Further detailed quotes and samples will be sought and brought to the next meeting.

The Deputy Town Clerk reported that it had been difficult to obtain 3 quotes for to replace the missing tiles on the rear of the Town Hall roof. One local company was now relocating to Wales and the other one was still awaited. Members agreed that Company A, who had previously carried out roof repairs for the Council before to a high standard should be employed to do this work at a cost of £577 +VAT to be taken from the Town Hall Repairs and Maintenance budget.

It was RESOLVED that:

- i. the Town Hall update report be noted;**
- ii. further quotes for the windows be brought to Assets & Services committee in April; and,**
- iii. Company A be employed to carry out roof repairs to the Town Hall at the cost of £577 +VAT.**

488. WALTON COMMUNITY HALL UPDATE

Committee received the report on Walton Community Hall and noted the impact of the Coronavirus on hall hire would be £7,000.

Members were pleased to note that the minor leak had been repaired by the company who would be tackling the Town Hall roof.

Committee considered the fibre grid solution that had been found to cover the wide gully, and requested that Orwell Housing be contacted to see if they would be willing to take on half of the cost of this as well as the motion/darkness sensor electric light, for which the quote was still awaited.

It was RESOLVED that:

- i. the Walton Community Hall update report be noted; and,**
- ii. Orwell Housing be contacted with the suggested solutions for the badly lit passageway from the rear emergency exit and cover for the gully, to enquire about a 50% contribution to the work.**

489. BROADWAY HOUSE UPDATE

Committee received the Broadway House update report and noted the financial loss to the Council was likely to be the full annual licence amount of £2,173.

Members were pleased to note that the final figure for work to refit the kitchen and refurbish the bathrooms was £6,310.16 taken from the Broadway House Earmarked Reserve as agreed by Council (*minute #211 ii 20120/21 refers*).

Members requested that the issues with both furniture being deposited at the rear of Broadway House and the cigarette ends being dropped onto the windows be monitored, with Orwell Housing to be contacted regarding any issues in the future.

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

490. CEMETERY UPDATE REPORT

Committee noted the Cemetery update report. Cemetery work is continuing as normal, with one member of staff shielding due to Government COVID-19 guidance. Members gave thanks to the Cemetery staff for keeping the Cemetery looking so tidy.

Members considered the Memorial Headstone Testing Procedure and were pleased with the sensitivity it showed. This will be uploaded onto the Town Council website and be available upon request. More in depth training for staff will be investigated with NAMM, the National Association of Memorial Masons.

Committee noted that the truck had been involved in a minor accident on site with no other party involved, where a claim had been made on Council's insurance. Members also noted that Public Liability could not be claimed on for the recent memorial damage as the member of staff was not negligent, had been trained and the correct risk assessments were in place.

Committee considered the option to replace the brass leaves on the memorial tree with marine grade stainless steel leaves. Once the 6 members of the public who had purchased the brass leaves had been contacted and offered a replacement free of charge or a 10% discount towards an alternative memorial option, then a sheet and first batch of 15 leaves could be cut.

It was RESOLVED that:

- i. the Cemetery Update Report be noted; and**
- ii. investigations be made for further memorial assessment training for staff; and**
- iii. The 6 purchasers of the existing brass leaves on the New Memorial Garden tree be contacted to inform of the change from brass leaves to marine grade stainless steel leaves, and the purchase of the first sheet and 15 leaves cut be made.**

491. ALLOTMENTS UPDATE REPORT

Committee received a report on the allotments noting work to improve the paths and roadways on the Ferry Road site. The Town Clerk updated Committee on a recent meeting regarding the northern boundary of the Ferry Road allotment site with the Laureate Fields development, where a fence will be installed to give security to the allotment site.

It was RESOLVED that the Allotments update be noted.

492. ENERGY PERFORMANCE CERTIFICATES

Committee considered the report on the Energy Performance Certificates and Display Energy Certificates that were completed last year, and noted Council's Climate Emergency Working Group's recommendation to review these certificates again once further environmental improvements had been made to Council's buildings.

It was RESOLVED that the Energy Performance Certificates update be noted.

493. COMMUNITY PUBLIC ACCESS DEFIBRILLATORS

Committee were disappointed to hear that the Sea Road Defibrillator Cabinet had once again been vandalised. The erection of a sign on all Defibrillators was considered, however, the cabinets themselves do state that they are a life saving device. Members requested that a better option would be to have a motion sensor light that comes on after dark be fitted. The Deputy Town Clerk will arrange for a quote, and the work to be carried out, which can come from the Street Furniture budget.

It was RESOLVED that investigations are made into installing a motion sensor light above the Sea Road Defibrillator cabinet, the cost to come from the Street Furniture budget.

494. FELIXSTOWE WAR MEMORIAL

Committee received a report on a proposal from the Chairman of the Royal British Legion to enlarge the area of grass surrounding the War Memorial to make

the area safer for wreath layers. Advice had been sought from the War Memorial Trust, Historic England and the Conservation Officer at East Suffolk Council. Artificial grass and paving were considered, however, Members agreed that real grass should be retained. Members agreed that the grass area could be widened, keeping a proportion of the flower beds in place, with a 'non-slip' surface laid on top to provide a temporary safety surface and to enable easier access around the War Memorial during Remembrance activities.

It was agreed to discuss this with East Suffolk Norse to progress this further.

It was RESOLVED that the War Memorial grass area should be widened, retaining narrower flower beds, with a 'non-slip' surface laid on top to provide a temporary safety surface and to enable easier access around the War Memorial during Remembrance activities.

495. CLOSURE

The meeting was closed at 8.55pm. The next meeting was noted as being scheduled for Wednesday 28 April 2021 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 31 March 2021 is provided below with a detailed report at **Appendix A**. Due to new accounts software, a financial report from 1 April 2021 will be brought to the June Assets & Services meeting.

19/04/2021

Felixstowe Town Council

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Summary Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

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	14,380	22,710	8,330			63.3%
	Expenditure	82,211	80,234	85,309	5,075	5,075		94.1%
	Movement to/(from) Gen Reserve	<u>(57,875)</u>	<u>(65,855)</u>					
202	Walton							
	Income	12,377	402	7,500	7,098			5.4%
	Expenditure	8,985	7,728	8,860	1,132	1,132		87.2%
	Movement to/(from) Gen Reserve	<u>3,392</u>	<u>(7,326)</u>					
203	Broadway House							
	Income	2,130	0	2,173	2,173			0.0%
	Expenditure	6,653	6,460	7,104	644	644		90.9%
	Movement to/(from) Gen Reserve	<u>(4,523)</u>	<u>(6,460)</u>					
204	Cemetery							
	Income	98,186	96,517	77,595	(18,922)			124.4%
	Expenditure	138,088	142,061	145,212	3,151	3,151		97.8%
	Movement to/(from) Gen Reserve	<u>(39,901)</u>	<u>(45,545)</u>					
205	Allotments							
	Income	15,528	16,724	15,500	(1,224)			107.9%
	Expenditure	26,885	29,109	28,497	(612)	(612)		102.1%
	Movement to/(from) Gen Reserve	<u>(11,357)</u>	<u>(12,386)</u>					
Grand Totals:- Income		152,557	128,022	125,478	(2,544)			102.0%
Expenditure		262,821	265,593	274,982	9,389	0	9,389	96.6%
Net Income over Expenditure		<u>(110,264)</u>	<u>(137,571)</u>	<u>(149,504)</u>	<u>(11,933)</u>			
Movement to/(from) Gen Reserve		<u>(110,264)</u>	<u>(137,571)</u>					

Committee is requested to consider the budget report to 31 March 2021 and decide on any action it deems necessary.

AGENDA ITEM 6: TOWN HALL UPDATE REPORT

Coronavirus update

All staff members who are able to work from home are continuing to do so and will do so until Government advice changes. Weddings are permitted once again (since 11 April) and an increase in attendees to a maximum of 15 including the Bride and Groom is now allowed in the Chamber. The wedding income for last year was approximately half of the previous year (£5,976 actual 2020/21 compared to £11,927 for the year 2019/20). There are currently no bookings at the Town Hall but this is expected to change in line with the Government roadmap.

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.

Overall the impact due to Coronavirus on the Town Hall income is approximately £13,000.

Wedding Licence

The wedding licence has now been renewed with Suffolk County Council Registrars which will run for 4 years until June 2025. They have given 4 years (normally it runs for 3 years) for the price of 3. The fee of £1,800 which is normally proportioned over the 3 years will be split over the years 2022 – 2025. There will be no cost apportioned to this year's (2021-22) Wedding Licence budget to reflect the additional year being given as a result of Covid-19.

Fire Alarm Remedial work

Further to the contracted engineer's recent visit the following works have been recommended to the Fire Alarm:

Automatic fire detection is over 10 years old and should be replaced to manufactures guidelines and BS5839-1. (30 x optical and 3 x heats A1R)

Incorrect zones on zone chart. Supply and CAD new Fire Alarm Zone Diagrams as required by BS5839-1.

Total = £1,090+VAT

The cost of this remedial work would require a recommendation to Council to take the cost from the Town Hall Earmarked Reserves.

3 batteries have failed and a new LED box exit is required at the rear exit for a cost of £245 +VAT this can be taken from the Repairs and Maintenance budget.

Windows

Further quotes for refurbishment or replacement windows at the Town Hall have now been received, and are listed below. Brochures received for the suppliers will be emailed to members prior to the meeting. Although two quotes were brought to an earlier meeting they are also included below so members can consider all options. There have been 3 quotes received for refurbishment and 4 for replacement.

All refurbishment companies have confirmed that the windows are still in good condition for their age. However as single glazed units, with difficult to use secondary glazing in places members may wish to consider the environmental impact when comparing refurbishment to replacement. All refurbishment companies advise the use of a marine paint and a 3-yearly repaint due to the seafront location.

Refurbishment

Company A

The quote involves removing sashes, fitting new springs, new primed timber parting and staff beads fitted with nylon brushes designed to cancel rattles and reduce draught by up to 80%, addressing timber repairs as necessary to ensure smooth operation of mechanism. The existing secondary glazing would be kept.

Each window would cost £395 to renovate. However, if any external rot is found in either the frames or sashes a nominal extra cost will be made and it will be primed and undercoated.

Total cost to renovate the 16 windows: **£6,320**
(not VAT registered)

A separate quote would need to be sourced to paint the windows.

Company B

Renovation of 16 sliding sash windows, removing sashes to box frames. Remove existing single glazing. Router sashes and router rebate deeper to take slimline double glaze units. Refit glazing. Supply and fit draft proofing system to sashes. Supply and fit new spiral balances to frame/sashes. Supply and fit new draught seal parting bead. Refit sashes to box frame. Supply and fit staff bead rebated to house a 8mm brush seal carrier. Supply and fit new brass fastener and lifters to sashes. Clear away rubbish. Any additional repairs to windows to be discussed and charged accordingly (cill replacement or other timber repairs).

Labour Materials, Total Cost **£14,500**
(not VAT registered)

Company C

To sand the woodwork down to bare wood as necessary, remove rot and treat affected areas with wood hardener, repair woodwork with Accoya and Tricoya timbers, remove old glass, prepare windows for re-glazing with Fineo glass, reinforce window frames, install Fineo glass, adjust weights and pulleys, replace ropes as necessary, to repair and replace compromised beading/putty as necessary, install draught proofing, prepare all woodwork for painting, paint the above woodwork and remove rubbish. 20 year guarantee on all Tricoya and Accoya timber repairs, 15 year guarantee on Fineo glass, 10 year guarantee on paintwork.

Public Liability Insurance cover £5m. Time needed to do the work is approximately 3 weeks, use of the Courtroom Gallery for workshop required, with protective covers on carpet provided.

Ultra slim FINEO glass has a thermal insulation value of 0.7 W/(m².K), which is equivalent to triple glazing, and up to 8 times better than single glazing.



“Tricoya is a high performing wood fiberboard designed for environments of wet, high humidity or fully weather exposed applications. This would be applied on top of the existing wooden frames and cills.”

Total cost +VAT

£37,240

Replacement

Note: There are two types of Window Energy Ratings, Thermal Transmittance, also known as U-value. This is the rate of transfer of heat through a structure, divided by the difference in temperature across that structure. The units of measurement are W/m²K. The better-insulated a structure is, the lower the U-value will be.

Window Energy Rating (WER) scheme is based on a traffic-light style A-G ratings system for energy efficiency similar to that used for fridges, washing machines, cookers and so on. An A rating indicates a good level of energy efficiency, whilst G is the lowest possible rating. Window Energy Ratings provide an outline or overall value for how energy efficient a window is. They take into consideration the thermal efficiency, solar gain and the air leakage of the window. Window Energy Ratings are tested and approved by independent organisations.

Company D

15 White Aluminium sliding sash windows
2 x 3 Section aluminium sliding sash windows

The replacement quote has allowed for all windows to have a marine grade finish to the powder coating along with additional finishing to all of the hardware, due to the building being so close to the sea. The quote does not allow for any access equipment.

The quote includes the fitting cost & survey where stated. Installation is covered by a 10-year insurance backed guarantee and their membership of Fensa covers all building regulation requirements. They have a current lead time of 6-8 weeks on aluminium from the survey.

This link <https://www.smartsystems.co.uk/product/207/vs-600> shows the specification and look of the windows, these can be as existing 2/3 sash, the current side window in the Chamber is currently 50/50 sash.

The system can achieve overall U Values of 1.6W/m²K and a W.E.R. C rating.

Total cost +VAT

£24,824.99

Company E

Supply and fit 16 Roseview White UPVC Vertical Sliders, fitted with 10 year insurance backed guarantee. Quote includes the removal of the old windows. There is also a video of the products found here at <https://youtu.be/wFYj6N5sLlo>.

The windows have a 'U' value of 1.49 w/m²K and an 'A' energy rating.

Total cost for Charisma Rose +VAT	£20,768.24
Total cost for Heritage Rose +VAT	£25,739.05
Total cost for Ultimate Rose Woodgrain +VAT	£30,867.31

Company F

Quotation for the installation of 16 White PVCu Sliding Sash Windows, inclusive of all installation and material costs. The quotation includes fully welded frames, extra strong thermal insert reinforcement, stainless steel spirals, multipoint locking system, run through horns, limit stops for security, astragal bars to match existing layouts, and security and safety glazing with Pilkington 'K' & Pilkington Optiwhite 28mm Sealed Units for maximum heat insulation. The windows are independently tested by the BFRC and are rated at 'A' Plus 8 for the best thermal insulation, Nil for air movement (no draughts) and meet Secure by Design rating for enhanced security.

They recommend PVCu over Aluminium, as PVCu gives a more traditional appearance in keeping with the property (see photos below), whereas Aluminium has a more modern contemporary look which would be out of kilter with the Town Hall. Furthermore PVCu provides higher levels insulation and features such as run through horns (which replicate the traditional joinery techniques used in the creation of traditional timber sashes).



The installations are covered by a fully comprehensive and transferable insurance backed 10 year warranty, which is fully endorsed by the Glass and Glazing Federation of which they are members. A code of ethical practice was prepared by the Glass and Glazing Federation with the Office of Fair Trading and thier membership ensures the highest standards of product and service are maintained.

All their contract terms and conditions are approved by the Trading Standards Office. As members of FENSA, all their installations automatically receive Building Regulation Approval.

Each installation is carried out by one of their own teams of fully qualified installers who, on completion, will ensure that all old frames are removed from site and that everything is left in a clean and tidy manner.

The windows have a 'U' value of 1.3 w/m²K and an 'A' energy rating.

Total cost +VAT

£ 20,120

For an example of their work - the Suffolk County Council owned building, Castle Hill Community Centre, in Highfield Road, Ipswich has recently been fitted with sash PVCu windows.

Company G

It was interesting in that this company was the only one who mentioned the internal architraves around the windows, which we need to ensure either stay in place or are retained in a similar way. To put the windows in place the architraves would need to be removed and if they break replaced to keep the Victorian look:



Their quote includes supply & installation of EcoSlide Vertical Sliding Sash Windows in Smooth White PVC-u (A+1 Rated). All with sash horns, tilt facility & travel restrictors, internally glazed toughened Energy A Rated 24mm sealed units 1.2 (U-value) W/m²k. All with Cam locking devices, co-extruded Low Sight line Gaskets. All existing items removed from property and debris are transported from site and disposed of. All items installed are finished with trim internally & externally (unless customer requests otherwise) and made good to pre decorating standards. In the event of plaster/ render etc being damaged during installation process, they will repair to pre decorating standards.

All products carry a 10 year manufacturer's guarantee, including all moving parts, mechanisms, discolouration etc. All labour carries a 10 year guarantee. 10 year insurance backed guarantee as standard through installations assured independently of the company (please note that on receiving a contract/ deposit our details are registered straight away with Installations Assured who also protect our deposit until installation point. The company is FENSA registered and have fully employed installers.

The windows have a 'U' value of 1.2 w/m²K and an 'A' energy rating

Total cost +VAT

£ 14,833

All replacement window suppliers have showrooms where the windows can be inspected personally.

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 has been closed to the public in all 3 Lockdowns due to Government guidelines. The Scouts have now returned on Friday 16th April. Like all groups when they finally return, we request the Hirer to provide their own risk assessments in addition to our own to ensure that they have their own good practices in place for running their groups in a Covid-secure way.

A questionnaire has recently been sent out to all regular hirers to find out when they plan to return to the hall, and what requirements they will have. We will then be able to assist each of them with the process of returning to the Hall when able to.

Income was £7,100 below budget and £11,975 less than last year due to the Coronavirus.

Rear Emergency Exit

Further to the concerns raised by the Scout group over the gully running along the rear of the building the fibreglass has been purchased and has been fitted by the caretakers. Two motion/darkness detected led lights are also due to be fitted this week to light up the fire exit. Orwell Housing have agreed to meet half of the cost of this.



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

AGENDA ITEM 8: BROADWAY HOUSE UPDATE REPORT

Coronavirus update

Felixstowe Old People's Welfare Association suspended their day-time service from Monday 16th 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.

The financial impact of Covid19 to the Council for 2020/21 was the full licence amount of £2,173.

Fire Door

The fire door has needed some work, possibly caused by not being used all year as it had become stiff and difficult to open. A new push bar will be purchased similar to those recently purchased for the Town Hall and Walton Community Hall which will make it much easier to push open when required.

Issues with Orwell flats

Further issues with the flats have occurred. The large chest of drawers and fridge freezer at the rear of the property have now been removed, but were shortly followed by a lot of litter being left and then a table and further items. Orwell Housing have been called out twice and promptly removed and cleaned the area.

Last week it was discovered that a leak upstairs had badly damaged the ceiling tiles and made the carpet damp. There appears to be no damage to the new carpet. The leak was due to a blockage in one of the flats upstairs which has now been sorted. Orwell will be replacing the ceiling tiles shortly.

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

AGENDA ITEM 9: CEMETERY UPDATE REPORT

Coronavirus update

Funerals continue to operate as per Government guidance, subject to social distancing and risk assessments.

Interments are slightly higher than last year, however memorials and admin fees due to change of ownership are significantly down compared to this time last year. Overall Cemetery income was above budget at the end of 2020/21.

New Memorial Garden

The owners of the 6 existing engraved leaves have been contacted. One person is still considering, one has opted for a discount on a granite plaque instead and the other 4 have agreed to a replacement stainless steel leaf.

A 2x 1 sheet of marine grade stainless steel will be ordered and this should enable 100 leaves to be cut from this. The local blacksmith estimated their labour to cut the leaves at around £15-18 per leaf with a minimum order of 15 leaves to be cut at a time. Further to discussion at the previous Assets & Services meeting, where it was agreed to purchase the sheet and the first 15 leaves to be made (*minute # 490 iii 2020/21 refers*), Members may wish to consider having all 100 leaves cut and placed on the tree, to achieve a significantly improved visual effect.

The cost of the sheet and first batch of leaves can be met via the Cemetery Repairs and Maintenance budget, however to have all 100 leaves cut, Committee would be required to seek approval from Council to use the Cemetery Earmarked Reserves, at an estimate maximum cost of £1,800.

Suspected drug dealing

Suspect drug dealing outside the cemetery gates in the evenings has been reported to the Police. The local Engagement Officer at Suffolk Constabulary has requested that we continue to report any incidents/evidence of drug taking around the Cemetery area.

Re-Wilding

As agreed at the September meeting of Assets & Services (*Minute #250 (v) 2020/21 refers*), 6 Boxes of wildflower seed have been ordered for Langley Avenue, and East Suffolk Norse have been requested not to cut the grass either side of Langley Avenue. Signs saying 'Pardon the weeds we are feeding the bees' like those placed by East Suffolk Council around town have been ordered with the Town Council crest on. The grass has been cut by the fence and by the road with the middle left longer, with two 5m stretches either side of the entrances also cut. The seeds will be spread in small areas throughout the middle section with the intention for them to self-seed and spread over the next few years, they can also be topped up with a little extra seed each year when necessary.

Another consideration for this rewilding is that people keep parking on the grass verges on a daily basis and should ideally be deterred from doing this. A variety of options are being considered including wooden stakes along the whole length with a rope or line along until everything becomes established or some large rocks to

prevent driving over the area. An alternative option would be to provide some hardcore to encourage parking in particular areas.

Weed control and pesticides

Staff are currently investigating practical alternatives to chemical pesticides and herbicides with the aim of improving the Council's environmental credentials. Regular hoeing and the use of chippings on the borders to suppress weeds is one option, but is very labour intensive and would impact on staff capacity. Other options are therefore being explored, such as using a limited amount of horticultural vinegar or an eco-friendly hot foam weed killer. Staff members will continue to look at and consider any new developments in pesticide free technology.

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

AGENDA ITEM 10: ALLOTMENTS UPDATE REPORT

As of 23rd April 2021, allotment vacancies were as follows:

SITE	Total plots	Occupied (grassed over)	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	312	309	3	16(1)	7 (5)
FERRY ROAD	94	94	0	15(0)	1 (0)
RAILWAY HILL	44	43	1	(0)	(0)
CEMETERY	8	8	-	0	(0)
TAUNTON ROAD	18	16	2	(0)	0(2)
TOTAL	477	464	6	31(1)	8(7)

There are presently 6 vacant plots. 6 previously vacant plots at Cowpasture have been taken on by The Felixstowe Allotment Association (FAA) and are now a fully established community orchard with apple trees with just some landscaping and clearing still to take place. The remaining 3 plots require extensive clearing before being able to be offered to new tenants. The one vacant plot on Railway Hill, contains a mound of soil which is 3 ft high, this too will be cleared and then we can offer to new tenants. The 2 vacant plots at Taunton Road are ready to be let.

The Felixstowe Allotment Association are currently working on a project for a replacement hut and have asked if they are able to retain plot 39 as Headquarters and have also asked if they can use some of plot 40 next door. They are currently in talks with the current tenants who have cultivated the plot for many years but who are now considering relinquishing the top part of the plot. They have identified the fact that the new building which is “just under” building regs size can only be sited over the two plots. FAA envisage more space being required which ultimately may need all of plot 40, once the current tenants have relinquished the whole plot.

The FAA have asked whether the Council would be prepared to split the cost of hiring a portalo for the Cowpasture site for a trial period of six months (May – October). They have been quoted a £22.50 a week plus VAT, plus delivery/collection of £30. They do not have any gardeners that would require a larger door, disabled access toilet, though this could be upgraded if a tenant required. Split between the FAA and the Council the total cost is estimated to be around £285 each. A review of the provision can be taken at the end of the season.

FAA has been advised by the planning authority that Generator Group have been told to comply with the planning agreement and must provide a 1.8m close board fence on the north side of the allotments at Ferry Road.

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

AGENDA ITEM 11: FELIXSTOWE WAR MEMORIAL & FLOOD MEMORIAL

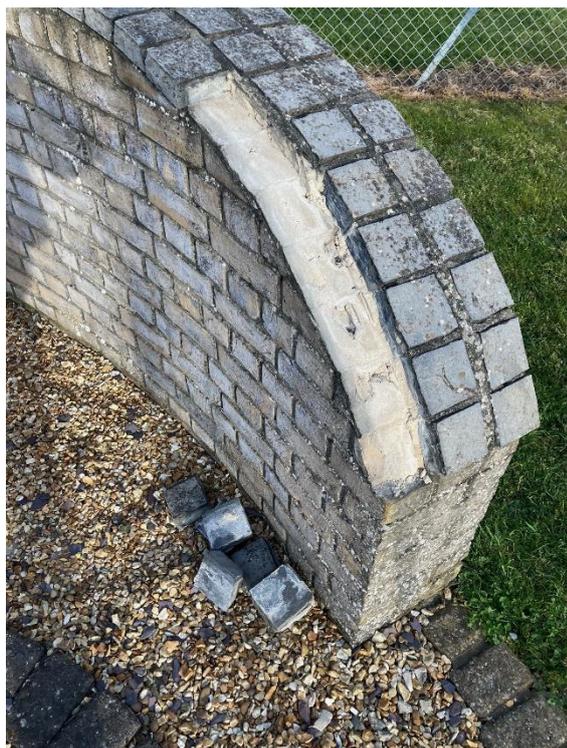
Felixstowe War Memorial

Further to Committee's request that East Suffolk Norse to consider widening the grass area around the War Memorial (*Minute #494 2020/21 refers*), the Town Clerk met with East Suffolk Norse on site to investigate the practicality of improving the access around the Memorial.

Norse has confirmed that, as recommended by the ESC Conservation Officer, attractive high quality stone paving would be a good option to complement the Memorial and enhance its setting whilst providing a practical surface for wreath layers to walk on. This would also the flowerbed to be retained.

Norse are meeting on Monday 26th April to discuss the works and an update will be provided to Committee if available.

Felixstowe Flood Memorial



It is with sadness that we have to report some damage to the Flood Memorial on Langer Road. This was discovered at towards the end of March and immediately reported to the Police under crime reference number 37/14846/21. The wall has since been repaired by a local bricklayer and staff will keep an eye when tending to the area.

The railings are going to receive a new coat of paint this year, alongside other improvements to ensure the memorial area stays looking smart.

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