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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 at the **Town Hall, Felixstowe** on **Wednesday 7 July 2021** at **7.30pm** for the transaction of the following business:

Public Attendance

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

Due to Covid restrictions there may be a limit to the number of public that can attend in person. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

Members of the public are very welcome join via Zoom using the following 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
2 July 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 28 April 2021 as a true record. **(Pages 3-8)**
- 5. Assets & Services Budget Report**
To receive the Assets & Services Budget Report to 30 June 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. **(Page 10)**
- 7. Walton Community Hall Update Report**
To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Page 11)**
- 8. Broadway House Update Report**
To receive a report on Broadway House and consider any actions deemed necessary. **(Page 12)**
- 9. Cemetery Update Report**
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Pages 13-14)**
- 10. Allotments Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Page 15)**
- 11. War Memorial & Flood Memorial**
To consider a report on the Felixstowe War Memorial and Flood Memorial. **(Page 16)**
- 12. Litter and Dog Bins**
To consider whether a litter and dog waste bin review should be carried out. **(Page 17)**
- 13. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 22 September 2021 at 7.30pm.

next to their existing plot 39, and eventually use the full plot 40. Mr Farthing gave an update on the FAA writing up a grant bid for this new building, which was expected to be within building regs size and requirement to be sited over the two plots.

Members spoke about the new Persimmon development and the opportunities that may bring to bring utilities towards the border of the site. Mr Farthing mentioned that there were concerns over footpaths creeping into the allotment area from the building site and this should be monitored.

The Deputy Town Clerk detailed the request by the FAA for a trial hire of a portaloos for the Cowpasture site for a temporary period of six months (May – October). Split between the FAA and the Council the total cost was estimated to be around £285 each + VAT. A review of the provision could be taken at the end of the season. Members agreed to the trial and would welcome feedback at the end of the season to consider further. Committee advised that agreement to paying a contribution of £285 this year would not indicate a continued contribution year on year.

Mr Farthing updated Committee on the planning agreement for the Generator Group to provide a 1.8m close board fence on the north side of the allotments at Ferry Road adjacent to the Laureate Fields development. It was agreed that this would be monitored.

Members thanked the Allotment Association for all their work in helping to maintain the Allotment sites.

It was RESOLVED that :

- i. the Allotments update be noted;**
- ii. the Felixstowe Allotment Association be given half of plot 40 to provide space for their new headquarter building and in time the remainder of plot 40 when it is relinquished; and,**
- iii. £285 be paid as a shared contribution towards half of the cost of providing a portaloos for a trial period of 6 months; and**
- iv. A report be brought back to Committee on the portaloos trial in due course.**

At this point in the meeting, Mr Farthing left.

568. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 31 March 2021.

It was RESOLVED that the Budget Report to 31 March 2021 be received and noted, with no other action required at this time.

569. TOWN HALL UPDATE REPORT

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

Committee noted that the free year given by Suffolk County Council Registration Service for the wedding licence would be apportioned to the budget this year 2021/22, where it will show zero cost for the Wedding licence fee.

Members considered the quote issued by Council's contracted alarm engineer and recommend to Council that the £1,090 for the Automatic Fire Detection Unit and zone chart is taken from the Town Hall Earmarked Reserve. The work to replace 3 batteries and a new LED exit box should go ahead and be taken from the Repairs and Maintenance budget.

Members considered 7 window quotes, 3 for the refurbishment of the existing windows and 4 for replacement windows. Members considered the Energy Ratings and Thermal Transmittance (known as U-value) for the windows and agreed that replacement windows would be the better option. As well as the environmental impact members considered the look of the windows and noted examples given of how UPVC had improved in past years to look very similar to the existing sash windows. A white wood grain effect was considered but due to the position on the seafront, a smooth finish was deemed more suitable. Members agreed the best quote which provided the best U-value and value for money was with Company G.

To ensure due diligence, three Members, who were also to be Members of the Climate Emergency Working Group would visit the showroom to see an example of the windows and, if possible, a previous customer's installation. Subject to there being no material issues when reviewing the examples, the final decision of using Company G will be brought to Council in June.

It was RESOLVED that:

- i. the Town Hall update report be noted; and,**
- ii. Council be recommended to authorise expenditure of £1090+VAT from the Town Hall Earmarked Reserve for a new Automatic Fire Detection Unit and Zone chart; and,**
- iii. Company G be the recommended company to replace 16 windows at the Town Hall (all windows on the front elevation and the large window in the Council Chamber). Cllr M Morris, Cllr M Richardson and Cllr A Smith to visit the showroom of Company G, and if satisfied by inspecting the product, committee's recommendation be brought to Council in June.**

570. WALTON COMMUNITY HALL UPDATE

Committee received the report on Walton Community Hall and noted the impact of the Coronavirus on hall hire for the year 2020/21 was £7,100 below budget and £11,975 less than the previous year.

The Deputy Town Clerk reported that a questionnaire had been sent out the previous week to all regular hirers, and replies are giving an idea of when each group is wishing to return to the hall. This has meant that it is now realised that a couple of hirers have decided not to continue. Once restrictions are lifted, an advert will be placed in the magazine to seek some new regular hirers as well as one off hires. Guidance is being given to all returning hirers on completing a risk assessment. Special Conditions of Hire, to help groups understand how the building is operating in a Covid secure way were also being given to all hirers.

It was confirmed that the two motion/darkness detected LED lights had now been fitted, and Orwell Housing had been invoiced for half the cost of both the lights and the fibre-grid that had been fitted over the gully running along the path leading away from the rear fire exit.

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

571. BROADWAY HOUSE UPDATE

Committee received the Broadway House update report and noted the financial loss to the Council was the full annual licence of £2,173. FOPWA had indicated that they were hoping to return on June 21st, subject to Government guidance.

Members were pleased to note that recent issues with litter and unwanted items left at the rear of Broadway House had been resolved by Orwell Housing. The Deputy Town Clerk also reported that a date had now been agreed for Orwell Housing to replace the damaged ceiling tiles due to a leak in the flats above.

Members agreed that the outer doors at Broadway House could do with a varnish. The Deputy Town Clerk agreed to consult with Orwell Housing to see if this can be done before the re-opening of Broadway House.

It was RESOLVED that:

- i. the Broadway House update report be noted; and,**
- ii. Orwell Housing are contacted regarding varnishing the outer doors to the front of the building.**

572. CEMETERY UPDATE REPORT

Committee noted the Cemetery update report and that the pandemic had not had an adverse impact on cemetery income, which had a slight positive outturn on budget for the year 2020/21.

Committee considered the option to replace all the brass leaves on the memorial tree with marine grade stainless steel leaves by not just replacing the 6 purchased or putting in place the minimum order of 15 leaves as agreed at the last meeting (*Minute #490 iii 2020/21 refers*) but by getting the whole sheet purchased cut to provide 100 leaves. This will cost an additional £1,800 maximum and a recommendation should be made to Council to take this from the Cemetery Earmarked Reserve.

Members were concerned to note suspected drug dealing around the Cemetery area and requested that any future sightings of evidence be reported to the Local Engagement Officer at Suffolk Constabulary. A Member reported that drug dealing and County Lines had been discussed at a recent Safer Neighbourhood Team meeting.

The Deputy Town Clerk reported that the member of the public who had suggested re-wilding along Langley Avenue had contacted her the day before, to thank Council for implementing the re-wilding as they had passed by while the signs saying 'Pardon the weeds we are feeding the bees' were just being erected. Members look forward to seeing how the area develops. Members were pleased to note that parking on this area would be monitored.

Committee were also pleased to note that alternatives to chemical pesticides and herbicides were being investigated, and an update on this work will be brought to the Climate Emergency Working Group in due course.

It was RESOLVED that:

- i. the Cemetery Update Report be noted; and**
- ii. Council be recommended to authorise expenditure of up to £1,800+VAT from the Cemetery Earmarked Reserve for the creation of 100 Stainless Steel leaves from Marine grade Stainless Steel sheet already purchased; and,**
- iii. An update on alternatives to chemical pesticides and herbicides being trialled be brought to Council's Climate Emergency Working Group.**

573. FELIXSTOWE WAR MEMORIAL & FLOOD MEMORIAL

Committee received an update on a recent visit by East Suffolk Norse to the War Memorial to discuss options for widening the grass area around the war memorial and putting down a safer stone paving surface in keeping with the War Memorial as recommended by the ESC Conservation Officer. Norse are currently sourcing the correct colour with reference to the type of stone so it will be attractive and in keeping with the War Memorial. Drainage will not be an issue as it will have a low hedge line around the memorial. Norse will also give an estimate to the cost of topping the unsightly brick work on the side of the memorial path. The flower bed will remain but be reduced in size and the existing grass area enlarged and replaced with high quality stone paving.

Members were disappointed to hear about the damage to the Flood Memorial on Langer Road and the Deputy Town Clerk confirmed that this had now been repaired. It was noted that in two years' time it would be the 70th Anniversary of the floods and Members requested that investigation be made into refurbishing the plaques in time for this significant milestone.

It was RESOLVED that:

- i. An update on the War Memorial paving area be brought to committee once details are confirmed; and,**
- ii. Investigations into refurbishing the roll call plaque and the plaque detailing information about the Flood Memorial be made.**

574. CLOSURE

The meeting was closed at 9.00 pm. The next meeting was noted as being scheduled for Wednesday 23 June 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 30 June 2021 is provided below with a detailed report at **Appendix A**. Due to the new software from Scribe the % shown in the right hand column on the appendix is the percentage of the budget that is still available to spend not the % spent that has been given previously. Below the % received or % spent is shown for each cost centre.

1 April - 30 June 2021 (2021 - 2022)

Felixstowe Town Council Summary of Receipts and Payments Summary - Assets & Services

Cost Centre	Receipts				Payments			
	Budgeted	Actual	Variance	% Received	Budgeted	Actual	Variance	% Spent
201 Town Hall	22,710.00	7,551.54	-15,158	33.25%	86,455.00	12,369.72	74,085	14.31%
202 Walton	7,500.00	390.00	-7,110	5.20%	9,021.00	2,372.39	6,649	26.30%
203 Broadway House	2,194.00		-2,194	0.00%	7,354.00	2,069.23	5,285	28.14%
204 Cemetery	74,613.00	32,881.99	-41,731	44.07%	164,226.00	38,358.37	125,868	23.36%
205 Allotments	15,965.00	156.42	-15,809	0.98%	33,424.00	5,881.03	27,543	17.60%
NET TOTAL	122,982.00	37,397.45	-85,585	30.41%	300,480.00	61,050.74	239,429	20.32%

Created by  Scribe

Committee is requested to consider the budget report to 30 June 2021 and decide on any action it deems necessary.

AGENDA ITEM 6: TOWN HALL UPDATE REPORT

Coronavirus update

Staff members who are able to work from home are continuing to do so, however, the Town Hall is being manned on a daily basis with just one or two members of staff in attendance (one working in each office) and will do so until Government advice changes. Weddings are permitted once again (since 11 April) and the numbers able to be accommodated has increased depending on spacing, with seating laid out in appropriate household bubbles to maximise the number of guests in the space allowed with 2m distancing between. In line with the Government guidance, the Courtroom Gallery is once again being used for an hour after the ceremony when requested by the Bride and Groom and the Magistrates Room is currently given free of charge to enable social distancing to take place. 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). As last year, wedding income is only being placed in the Wedding budget once the wedding has taken place. 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. Wedding income for the first quarter of 2021/22 is £3,582.50.

One regular hirer returned to the Town Hall last week hiring a room for one-to-one counselling sessions.

Windows

As reported to Ordinary Council on 23 June, because the Town Hall is in a conservation area, although the building is not listed, pre application planning advice has been submitted to East Suffolk Council and has been given the reference DC/21/2764/PREAPP, a response is expected by 5 July and will be circulated if received before the meeting.

Cllr A Smith and Cllr M Morris visited the windows supplier's showroom and there is a recent example of the Company's work in Leopold Road, with a building opposite with original windows it is difficult to see the difference. To achieve the highest insulation qualities, the UPVC Vertical Sliding Sash windows being A rated with a 1.2 (U-value) W/m²k were recommended as agreed at the last meeting of the Assets and Services Committee (*Minute #569 iii 2020/21 refers*).

The brochure of which can be found here <https://www.ecoslide.co.uk/ECOSlide-Brochure/EcoSlide.html>. The windows are very similar in look to the original windows keeping all features that are there currently.

Council have authorised expenditure of £21,298 from the Town Hall Earmarked Reserve to meet the cost of the planning application and replacement of all single glazed windows with UPVC A rated Vertical Sliding Sash windows with a 1.2 (U-value) W/m²k, subject to planning approval.

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 each of the three lockdowns as a result of Government guidelines. The Scouts returned on Friday 16th April, and we now have two other groups also hiring: a local Majorette group and ActivLives, which provides chair-based exercise. All groups have provided their own risk assessments endorsed by their sporting or organisation associations with the maximum number allowed included. These are in addition to our own risk assessments which ensure that all hirers have their own good practices in place for running their groups in a Covid-secure way.

Questionnaires sent out in April have been received back from all regular hirers and we are working alongside them to assist each of them with the process of returning to the Hall as soon as they are able to.

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 (FOPWA) 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 was not payable for the whole year and will be discounted to reflect any period of enforced closure on a pro rata basis for 2021/22 (*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.

FOPWA are awaiting the Government announcement due before 19 July and, if restrictions are lifted, will reopen the Centre from this date. The Deputy Town Clerk has met and discussed cleaning procedures which will return as before lockdown: Monday to Friday, for an hour in the morning and an hour late afternoon.

Leak on the ceiling

In April a leak upstairs badly damaged the ceiling tiles and made the carpet damp. Luckily there was 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 have replaced the ceiling tiles.

Re-decoration of the Exterior

Further to discussion at the last meeting, (*Minute 590 ii 2020/21 refers*) Orwell Housing were contacted regarding varnishing the outer doors to the front of the building. The Deputy Town Clerk was informed that the varnishing was part of a cyclical programme and can now confirm that the whole exterior of the building has been repainted. This includes the rear doors, windows and fascia boards.

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.

Staffing update

Mr Robert Blundell joined the team at the cemetery as Grounds Maintenance Apprentice on Monday 21st June, and Mr Andy Walsh joins the team as a Groundskeeper/Gardener on a 1-year fixed term.

New Memorial Garden

The marine grade stainless steel sheet was delivered in May and is awaiting the forge to cut the leaves. 75% will be large leaves and 25% smaller leaves with some right handed and some left handed leaves.

Slate beds on Block M

Staff have been looking to improve the look of the slate beds on block M. The current timber edging has degraded at a much more rapid pace than planned, this is in partly due to people using the slate beds as a walk way as well as the timber being less weather resistant than anticipated. Consideration was made in that if the existing timber was replaced with more of the same – it is likely to only last another 6 years. To solve this issue, some dark grey block paving slabs have been purchased, although wider it will mean that the grass won't grow over on the slate as much. Attached is a picture of what will be installed. The cost will come out of the Cemetery Repairs and Maintenance budget.



Flooding in the Cemetery Office and workshop

Following on from the recent flash floods on the weekend of 26 June, water entered into the office and workshop of the cemetery. Although it was an unprecedented downpour, it is thought that it was also caused due to drains being blocked. The drains close to the buildings have been cleared as best as the staff have been able and they are working on improving the door thresholds to help the rooms to not flood in future bad weather.

However, there are many older drains that cannot be cleared due to them being full of soil including the pipes leading to the soakaways. These have been like this for a very long time (over 10 years). The newer Block's drains still flow well but it may be worth getting a quotation to flush them to prevent what has happened to the older drains happening. As for the older drains the best way to deal with them may be to put new drains in but it's possible they could be flushed like the newer ones, further investigations will be made and a report will be brought to Committee in due course.

Kitchen and Workshop refurbishment

The current kitchen facility in the cemetery is very small and although there are enough cupboards, it would be useful to the staff to extend the kitchen area by purchasing some matching beech laminate worktop with a leg and wall supports. This could be created in house for a cost of under £150 and can be taken from the Cemetery Repairs and Maintenance budget.

The carpet in the kitchen was flooded and although the water has been sucked out and the carpet shampooed it is in need of replacement. Two quotes have been received so far of £290 to include fitting of lino in the kitchen/office, or £800 to fit Luxury Vinyl Tiles. This work will be carried out once the flooding issue has been resolved.

The flooring in the workshop is currently tiled and works well as a surface which can be cleaned, there is also an issue with small pooling of water which could be solved by putting in a small drain. Currently this is not an excessive problem apart from when the weather is wet. Both the office and workshop could do with some re-decoration which can be carried out in-house. The sink in the workshop is very old and engrained with dirt so could be replaced alongside a new hot tap.

The front door to the office is in need of replacement, due to the size of it, we understand that it may have been made specifically for the opening. As the building has just been insulated, the doorway with the single pane glass down the side is a cold spot. So one option would be to replace the entire frame including the windows with UPVC French doors something like the picture to the right.



A UPVC complete frame without fitting would be around £740 +VAT and if it was made for the opening it could be fitted inhouse by staff. Although the outlay would be more expensive it would be more secure, have a better U value and have no maintenance except keeping clean. Quotes can also be obtained which include fitting for comparison.

If any of the items above are agreed, quotes for this work will be obtained and a recommendation be brought to Ordinary Council on 8 September to request that the cost of this work be taken from the Cemetery Earmarked Reserve.

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 1st July 2021, allotment vacancies were as follows:

SITE	Total plots	Occupied (grassed over)	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	312	300	12	16(1)	11 (0)
FERRY ROAD	94	94	0	17(0)	1 (0)
RAILWAY HILL	44	42	2	(0)	1(0)
CEMETERY	8	8	-	0	(0)
TAUNTON ROAD	17	16	1	2(0)	0(0)
TOTAL	475	460	15	35(1)	13(0)

There are presently 15 vacant plots, 12 of these are at Cowpasture. The grounds maintenance team will start work next week now that we have a fully staffed team they will be able to catch up on strimming ready to offer the vacant plots to new tenants.

At the most recent meeting with the Felixstowe Allotment Association, on 1st June 2021, the FAA reported the following:

- The Orchard is now completed and being tended as an ongoing activity. A photocall and press release will be planned for the Autumn edition of the Felixstowe magazine.
- The Ferry Road fencing breach of planning is ongoing, awaiting an update from Generator.
- The Ferry Road site improvements are now complete, with thanks being passed on to all involved.
- FAA to have a specific article on bonfires in the next FAA newsletter, additionally feedback from plot holders will be sought.
- Prior to the next Partnership meeting it was agreed that we all will review the current tenancy agreement specifically looking at bonfires and residency requirements.
- The portaloos trial at Cowpasture appears to be working well.

A project to create a new car parking area at the north end of the Ferry Road site will commence with support from the new Grounds Maintenance Apprentice and the rest of the grounds team.

A meeting was held on site with Persimmons to discuss a potential new access point to the north-east of the Cowpasture allotment site from the Candlet Road development.

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 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 they are currently trying to obtain stone paving which will complement the Memorial and provide a practical surface for wreath layers to walk on, as recommended by the ESC Conservation Officer. The flowerbed will also be retained.

Norse are looking to complete the work in good time so that the plants can be established before Remembrance in November.

Felixstowe Flood Memorial

Work is currently being undertaken to create a project plan for work required to the Felixstowe Flood Memorial to refurbish the area in time for the 70th Anniversary of the Floods in 18 months time. The railings need to be repainted, and investigations are going to be made into refurbishing the wood sleepers, bench, and the roll call plaque, along with the information plaque. A report will be brought to Assets and Services in due course.

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

AGENDA ITEM 12: LITTER AND DOG WASTE BINS

Recently there have been some requests for additional litter and dog waste bins. Back in 2017, the Civic and Community Committee agreed that, rather than considering one-off, ad-hoc requests, the complete provision of litter and dog waste bins should be reviewed with East Suffolk Norse in order to understand where, and how many bins were genuinely needed. This was expected to provide a route towards a rationalisation of bins – leading to some being removed, some being relocated and some new bins being required – which would resolve the need for “ad-hoc” requests.

The Clerk contacted Norse for their input and guidance as to which locations they considered under-provided and where there was a surfeit. Norse considered the existing dog and litter bins on the basis of suitability and local need across Felixstowe and identified approximately 15 potential locations that would benefit from new bin installations, as well as the need to replace and/or remove bins from 3-4 locations. Norse advised that a provision of bins on that basis would achieve comprehensive and adequate coverage for the town. The cost to implement that provision was £3,582.

The provision of bins that we financed in 2017 was to try and lessen/mitigate the need for ad-hoc requests but now may be a good time to revisit that and see whether the bin provision is at an acceptable level now.

The Clerk has asked Norse if they are able to provide any feedback on bins, as to whether they perceive litter to be an issue and any hotspots they can identify, it is hoped an update will be available for the meeting.

Any enquiries received at District level are directed to Parish Councils who are requested to pay for additional bins if felt to be lacking. It may be thought more appropriate that East Suffolk appropriately furnish sites that are fully owned and maintained by them. After liaising with East Suffolk Norse regarding the maintenance of the bins, it normally then falls upon the Town Council to finance any requests to purchase the bins.

Members should consider whether there is a need for additional bins and, if so, whether the Town Council should fund all or some of these, given the previous arrangement (where the Town Council pro-actively spent several thousand pounds following a review of need across the town to prevent ad-hoc requests).

Previously litter and dog waste bins would be taken from the Street Furniture budget. The Street Furniture budget for the year 2021/22 is set at £500. Following the review in 2017 the difference was taken from the Community Fund Earmarked Reserve. The Street Furniture budget this year was set to cover ‘management and maintenance of council-owned outdoor assets.’

Committee is requested to consider whether a litter and dog waste bin review should be carried out.