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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 24 November 2021** at **7.30pm**.

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.

There is a limit to the number of public attending in-person. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

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
19 November 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 three minutes 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 22 September 2021 as a true record. **(Pages 4-11)**
- 5. Assets & Services Budget Report**
To receive the Assets & Services Budget report to 18 November 2021 and consider any actions deemed necessary. **(Page 12 & Appendix A)**
- 6. Town Hall Update Report**
To receive a report on the Town Hall and consider any actions deemed necessary. **(Pages 13-15)**
- 7. Walton Community Hall**
To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Page 16)**
- 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 Report**
To receive a report on the War Memorial and consider any actions deemed necessary. **(Pages 20-21)**
- 12. Allenby Park/Gosford Way Park Transfers**
To consider the pre-transfer report on Allenby and Gosford Way parks and consider any actions deemed necessary **(Page 21)**
- 13. Draft Budget Considerations 2022-23**
To consider first draft recommendations for the Assets & Services element of Council's budget for 2022-23. **(Page 22 & Appendices B & C)**

14. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 23 February 2021 at 7.30pm.

FELIXSTOWE TOWN HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	Full day (Weekday, 9am-5pm)	Half day (weekdays 9-1pm, 1pm-5pm)	Hourly rate (weekday hours between 9am-5pm)	Hourly rate (all other times)
Council Chamber				
Commercial/Business Hire	£210	£105	£32.50	£47.50
Voluntary/Charity/Community	£103	£52	£16	£31
Other Town Hall Rooms				
Commercial/Business Hire	£157	£80	£22.50	£42.50
Voluntary/Charity/Community	£92	£46	£12	£26
Refreshments (to include tea, coffee, water and biscuits)			£2 per delegate	

ii) Town Hall - Weddings and Special Events:
4% increase for 2022-23.

WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL	Weekday (1 st April- 30 th Sept)	Weekend (1 st April- 30 th Sept)	Any Day (1 st Oct- 31 st March)	Post-Ceremony Drinks
Council Chamber (for ceremonies attended by a maximum 76)	395	505	395	N/A
Clerk's Office (for ceremonies attended by a maximum 15)	200	250	200	N/A
Courtroom Gallery (for ceremonies attended by a maximum 60)	200	250	200	115
Other Rooms	200	250	200	115

iii) Walton Community Hall – General Hire:
No increase for Voluntary/Charity/Community fees
2% increase for Commercial Business hire for 2022-23.

WALTON COMMUNITY HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	Weekdays 9-5pm	Evenings and Weekends up to 10pm	Session Rate Mon-Sun 9am-10pm (up to 4 hours)
Commercial/Business Hire	£16.00	£19.00	£52
Voluntary/Charity/Community /Private Hire	£9.00	£12.00	£30

iv) Cemetery:
2% increase for 2022-23.

1. INTERMENTS		
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	Felixstowe Resident	Non- Resident*
Still Born – 1 Month	No charge	No charge
Child up to 18 Years	No charge	No charge
Adult Grave - Single Depth 4'6"	600	1200
Double Depth 6'4"	970	1940
Triple Depth 7'6"	1130	2265
Urn of cremated remains	155	305
Scattering of ashes	67.50	67.50
Additional charges applicable outside ordinary hours of burial Monday to Friday	Felixstowe Resident	Non- Resident
Grave space	400	800
Urn space	235	475
Scattering of ashes	132.50	270
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Felixstowe Resident	Non- Resident
Grave space	665	1330
Urn space	465	930
Scattering of ashes	170	340
2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS		
Adult Grave 8' by 3'	1135	2265
Children's grave 4' by 3'	157.50	157.50
Urn plot in GARDEN OF REMEMBRANCE	465	930
Urn plot in LAWN GARDEN	850	1705
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL		
Renewal 50 years: Adult Grave	1000	2000
Child Grave	105	105

Urn plot (Garden of Remembrance)	330	665
Urn plot (Lawn Garden)	715	1435
Renewal 25 years: Adult Grave	510	1015
Child Grave	52.50	52.50
Urn plot (Garden of Remembrance)	167.50	335
Urn plot (Lawn Garden)	370	735
4. PERMISSION TO ERECT MEMORIALS		
Kerb stone or border stone or edging not exceeding 6'6" by 2'6" by 6" in height (Blocks A – F only)	300	595
Memorial not exceeding 3' 6" height by 3' width	300	595
Memorial not exceeding 2' height by 1'3 width by 3" depth (Block J urns, M urns, & Block O)	300	595
Vase with or without lettering	165	325
Scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	165	205
Additional inscription on any memorial after the first	102.50	320
Space for single plaque on Wall of Remembrance 8" by 6"	270	535
Garden of Remembrance – Ground level Plaque		
Plaque for urn plot 6" by 4"	270	535
Plaque for urn plot 8" by 6"	270	535
MEMORIAL GARDEN (subject to VAT)		
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	300	600
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	185	370
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	245	490
Renewal of lease for the above memorials for further 5 years	127.50	127.50
Memorial bench plaques with inscription for 10 years (prices from)	615	1230
5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)		
(a) Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years	1665	1665
(b) Planting single grave with winter and summer plants and maintaining for one year	285	285
(c) Annual maintenance thereafter	162.50	162.50

6. MISCELLANEOUS		
(a) Registering transfer of grant	42.50	42.50
(b) Exhumation (Burial)	1600	1600
(c) Exhumation (Ashes)	665	665
(d) Certificate of Burial (Register Extract)	25	25
(e) Preparation of Statutory Declaration	55	55

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

v) Allotments

For tenancies renewing in October 2022, or for new tenancies commencing from April 2022, an increase of 25p per 25m² or 'rod':

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot (approx. 125m ² or '5 Rods')	£40.00	£24.50
Double-size plot (approx. 250m ² or '10 Rods')	£80.00	£49.00

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

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

160. TOWN HALL UPDATE REPORT

The Deputy Town Clerk updated Committee on how the Town Hall was returning to normality after the Covid 19 lockdowns, the situation will continue to be monitored in accordance with Government guidelines.

Members had received by email 3 quotes for replacement wooden windows. The Deputy Town Clerk reported that a meeting had been arranged with a Heritage specialist the following week to discuss a quote for producing a Heritage Statement for East Suffolk Council to gain planning permission.

Committee discussed the quotes and agreed that specialist advice was the best way forward so that the different options could be understood and a decision be made as to what option for replacement or refurbishment of windows would be best for the building.

It was RESOLVED that:

- i. the Town Hall update report be noted; and,
- ii. Specialist advice be obtained regarding the Town Hall windows, and support with any necessary planning permission, be sought and reported to Committee in due course.

161. WALTON COMMUNITY HALL UPDATE

The Deputy Town Clerk reported that hirers were returning to the hall (7 regular hires have currently returned compared to 11 – this time 2 years ago). One off hires for children's parties are also very popular currently as Covid 19 government restrictions are now lifted.

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

162. BROADWAY HOUSE UPDATE

Committee received the Broadway House update report. Committee approved the replacement of the service valves on all 4 toilets at a cost of £640 +VAT to be taken from the Broadway House Earmarked Reserve.

It was RESOLVED that:

- i. the Broadway House update report be noted; and,
- ii. the service valves be replaced on all 4 toilets at Broadway House with the funds to be taken from the Broadway House Earmarked Reserve.

163. CEMETERY UPDATE REPORT

Committee considered the Cemetery update report and quotes obtained for the refurbishment of the Cemetery Office and Workshop. One quote so far had been received for bricking up the doorway from the shoring storeroom to the office of £520, two further quotes will be obtained. Three quotes were also considered to replace the front door of the office with a UPVc door with 2 side panels, the quote for Company A was agreed at the cost of £1,289.17 +VAT which provided a Company and Insurance backed 10 year guarantee with FENSA registration.

A new worktop for the kitchen at the cost of £110 plus cost of leg and wooden battens, a new water heater and taps for the Workshop were also agreed.

Committee agreed expenditure of up to £3,000 from the Cemetery Earmarked Reserve for this work to be carried out. Once the flooding issues for the kitchen have been sorted quotes for flooring will be brought to Committee if the cost exceeds this amount.

Members considered the information on the electric van and the differences between purchasing and leasing the vehicle on contract hire. With the technology of electric vehicles ever changing, Members felt that contract hire would provide some certainty against possible depreciation and future options. To contract the vehicle the cost would be a deposit of £3,616.92+VAT to be taken

from the Asset Repair and Replacement Earmarked Reserve followed by 35 monthly payments of £301.41+VAT which can be built into future budgets.

Three quotations for Tree Surveys were also considered by Committee. It was agreed that a local professional, Company C, be contracted for this work. Further quotes will be brought to Committee once the survey has taken place for work required.

Three options were considered to protect open graves between the time they have been dug and before the interment takes place and the grave filled in. This work will be carried out in house to include ground anchors, a length of metal and padlocks to act as a deterrent.

It was RESOLVED that:

- i. the Cemetery Update Report be noted;**
- ii. Company A be contracted to replace the front door of the Office at a cost of £1,289.17 +VAT, this expense plus other expenses for the Office and Workshop refurbishment to include bricking up the doorway to the shoring room, new water heater, new taps and sink to come from the Cemetery Earmarked Reserve to a maximum of £3,000 expenditure;**
- iii. it be recommended to Council that it enters in to a contract hire agreement for a Renault Kangoo electric van, with expenditure for the deposit of £3,616.92 for the electric van plus the cost of the electric charge cable, maximum £500 to be taken from the Asset Repair and Replacement Earmarked Reserve, with the monthly payment to incorporated in to future annual budgets;**
- iv. the cost of a tree survey at £2,800 +VAT be paid for Company C to carry out the survey, via the Cemetery Earmarked Reserve; and,**
- v. Open grave protection is created in house to protect against unwanted trespassers accessing the burial hole between digging and interment, costs to be taken from the Cemetery Repairs and Maintenance budget.**

164. ALLOTMENTS UPDATE REPORT

Committee received a report on the allotments and considered the Felixstowe Allotment Association's request to define in their constitution that Felixstowe Town Council would receive their assets in the event of FAA being wound up for use by the allotments.

It was RESOLVED that:

- i. the Allotments update be noted; and,**

- ii. **it be confirmed to the FAA that Felixstowe Town Council would be willing to receive their assets in the event of the FAA being wound up and this be written into their constitution.**

165. WAR MEMORIAL REPORT

Committee received a report on the renovation of the area surrounding the Felixstowe War Memorial. A quote has been received for £3,089.99 +VAT to clear out and dispose 3 tonnes of soil, import 3 tones base (MOT type 1) and lay approximately 40 new slabs. Norse will try and improve the appearance of the concrete retaining wall, once they have dug out the top soil they will be able to establish whether an additional quote for this repair will be required. Due to the works being required to be completed before Remembrance services in November, it was agreed that this quote should be accepted and the work requested to commence as soon as possible.

It was RESOLVED that:

- i. **The war memorial report be noted; and,**
- ii. **£3,089.99 be authorised from the Cemetery Earmarked Reserve to pay for this refurbishment work to the War Memorial.**

166. CLOSURE

The meeting was closed at 9.05 pm. The next meeting was noted as being scheduled for Wednesday 24 November 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 18 November 2021 is provided below with a detailed report at **Appendix A**.

1 April - 18 November 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	18,370.83	-4,339.17	80.89%	86,455.00	47,340.36	39,114.64	54.76%
202 Walton	7,500.00	1,979.16	-5,520.84	26.39%	9,021.00	5,621.55	3,399.45	62.32%
203 Broadway House	2,194.00	1,583.60	-610.40	72.18%	7,354.00	4,460.05	2,893.95	60.65%
204 Cemetery	74,613.00	57,428.14	-17,184.86	76.97%	164,226.00	104,838.10	59,387.90	63.84%
205 Allotments	15,965.00	11,312.92	-4,652.08	70.86%	33,424.00	18,489.61	14,934.39	55.32%
206 Parks & Recreation	0.00	0.00	0.00	0.00%	14,780.00	158.79	14,621.21	1.07%
NET TOTAL	122,982.00	9,337.03	-15,905	7.59%	135,133.00	74,474.67	60,658.33	55.11%

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Committee is requested to consider the budget report to 18 November 2021 and decide on any action it deems necessary.

AGENDA ITEM 6: TOWN HALL UPDATE REPORT

Confetti at weddings

In September a complaint was received regarding non-biodegradable plastic wedding confetti being found in the seafront gardens adjacent to the Town Hall and by the Town Hall steps.

In this instance most of the confetti (over 1,000 pieces) was found in the gardens, with around 50 pieces by the Town Hall steps. Managing activity in the gardens is challenging as the Town Council cannot hire out or control access to this area. However, more can be done to highlight our plastic-free policy as part of our wedding hire rules.

The policy has been reflected on the Council's weddings webpage and the booking terms and conditions document linked there. Both have been updated with the following enhanced message:

“To support our efforts to reduce single-use plastic waste, only paper or dried flower petals may be used. No metal, plastic, glitter or confetti cannons may be used.”

Staff will continue to verbally impress upon our wedding guests the importance of the issue as well – both on booking and on the day itself.

Council's caretakers will also monitor on the day to deter the use of non-biodegradable confetti. Immediately after each wedding any confetti that has been thrown on our front steps and path outside the Town Hall will be cleared.

Windows update

Council considered the pre-planning advice from East Suffolk Council regarding the replacement of the Town Hall windows (*Minute #125 2021/22 refers*). Three quotes for replacement wooden windows were considered at the last Assets & Services Committee meeting and it was agreed to obtain specialist heritage advice (*Minute #160 2021/22 refers*).

The Deputy Town Clerk has received some useful information from heritage specialists, which has confirmed that the wood used in the original windows would have been of a better quality than can be obtained nowadays. However, there are concerns that refurbishing the existing casements with double glazing could prove too heavy for the windows, in particular the large Chamber window. It was noted too that UPVC has a 25-30 year life, so although it offers the best thermal insulation, the manufacture, disposal and replacement is not as environmentally friendly as alternative materials.

Two quotes for specialist advice have been received as follows. These are in two stages; first a general report then a heritage report if required for planning permission:

Company A. This architect's work has been seen by Council's Planning & Environment Committee in respect of some detailed heritage reports on local planning applications.

Fee Estimate for a preliminary report of options for window alteration or replacement to install double glazing (aiming to reduce energy costs or use or increase the comfort of the occupants);

Stage 1: The report would have contents including brief information on the following:

- 1.1 Reference to Historic England publications including "Traditional Windows: their care, repair and upgrading" and "Energy Efficiency and Historic Buildings: draught-proofing Windows and Doors";
- 1.2 Comments on pre-planning advice from East Suffolk Council planning department;
- 1.3 Consider alternative IGU/DGU available and factors such as weight and capital cost and life cycle cost, guarantees and longevity;
- 1.4 Consider alternative options to repair or replace;
- 1.5 Consider alternative materials – with factors such as extreme exposure being on the coast:
 - Painted softwood • Painted modified softwood • Painted hardwood • PVCu • Powder coated Aluminium (as existing window at back?) • Steel (as existing Crittall window at courtyard?)
- 1.6 Capital/installation costs.
- 1.7 Life cycle costs/carbon cycle (based on https://pure.hw.ac.uk/ws/portalfiles/portal/4378394/Final_report_SLP_WLC_and_LCA.pdf but modify for the site – extreme exposure being on the coast)
- 1.8 Recommendations.

The fee for stage 1 is **£900 +VAT**

Stage 2: Heritage Statement (which is sometimes known as a Heritage Report) which would justify the replacement;

- 2.1 Purpose of report;
- 2.2 Brief history;
- 2.3 Importance of the building;
- 2.4 Planning history and conservation area;
- 2.5 Existing window types and materials and condition;
- 2.6 Proposed window types and materials;
- 2.7 Cross references to specific windows (based on drawings – as 3. below);
- 2.8 A few photographs of typical windows and elevations;

The fee for stage 2 is also **£900 +VAT**

Stage 3: Drawings and a brief schedule of work/windows for planning application - To be costed once the initial report is agreed.

Company B. This company carried out the heritage survey on Felixstowe War Memorial.

Replacement windows is probably the most discussed topic we come across in listed buildings and in our experience UPVC is very rarely approved by conservation

officers. I think the best way forward would be for me to undertake an inspection of the windows and prepare a schedule of repairs / replacements on a window by window basis. Where windows need to be replaced if they are beyond repair we can provide details and a specification for contractors to work to.

If there are windows which need to be replaced on side or rear elevations which make less contribution to the conservation area, there may be some scope for having UPVC and we could have a discussion with the conservation officer.

My fee for visiting site, inspecting the windows and preparing a schedule of repairs and replacements with drawings where required would be **£1,900 +VAT** to include discussions with the conservation officer where necessary.

If a planning application is required for replacing windows on secondary elevations as noted above, our fee for submitting the application including drawings and a Heritage Statement will be **£1,500 +VAT**.

Several enquiries have been made to find a third specialist to quote but no others have been able to be obtained so far.

The cost of the survey could be met via the Town Hall Earmarked Reserve.

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

AGENDA ITEM 7: WALTON COMMUNITY HALL UPDATE

Since Government restrictions were lifted on 19th July, more hirers have returned to use Walton Community Hall. Seven of our regular groups have returned, compared to ten in February 2020 pre Covid. An advert will be placed in the Winter Magazine and promoted on social media.

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

FOPWA

Felixstowe Old People's Welfare Association re-opened Broadway House on 19th July and has now paid for the 2021-22 licence fee which was pro-rata'd to reflect the period of enforced closure due to the coronavirus (*Minute #561iii of 2019/20 refers*). Visitors have slowly returned to the senior citizens centre at Broadway House and it is expected that attendance will increase as people are getting back to normal, post pandemic.

Bathroom repairs

The service valves were replaced in all 4 toilets with the funds taken from the Broadway House Earmarked Reserve (*Minute #162ii of 2020/21 refers*).

Issues from upstairs flats

Further to the most recent leak from upstairs flats, Orwell Housing attended on the 18th November to replace the last few stained ceiling tiles. Once this has been done the caretakers will repaint the office.

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

AGENDA ITEM 9: CEMETERY UPDATE REPORT

Cemetery Office

Further to the flooding issue, where rainwater appeared to come into the shoring room and through to the office, the door between the two rooms has been bricked up, with latex waterproofer applied. However, in the week or so following this work, the brick walls either side show moisture rising up. This is now being monitored and it may be that a drain specialist is required to see if the water is coming from drains that are near that locality (in the space between the office and workshop).

New flooring quotes will be obtained once the flooding risk has been resolved.

The new front door to the office has been ordered and is expected to be delivered ready for fitting in early December.

The worktop has been extended in the kitchen. Quotes are currently being obtained to replace the sink and taps in the workshop.

Vehicles

Further to the approval of the Renault Kangoo electric van being purchased on a contract basis for 3 years (*Minute #238i 2021/22 refers*), the van has been ordered and Bristos garage will confirm early in the New Year or as soon as they have news that the order has been matched to a build and what the build date is. It is currently not expected to be ready for delivery until April or May. A 3-pin charger cable has also been ordered with the factory build to come with the vehicle to keep the cost down and this will be billed separately. The factory cost of the charger is £415.00 +VAT

Hydrotreated Vegetable Oil (HVO) is being considered as a possible alternative fuel for the Council's diesel truck (*Minute #238ii 2021/22 refers*) to reduce greenhouse gas emissions. HVO is an alternative way to produce high-quality biobased diesel fuels. Chemically HVOs are mixtures of fully saturated hydrocarbons and are free of sulphur and aromatics, unlike fossil diesel. HVO lowers overall life cycle greenhouse gas emissions by up to 90% depending on the blend, with most of the emissions reduction coming from the uptake of CO₂ from the atmosphere.

Post-2015 'Euro 6' diesel engines are compatible without any modification, however the truck has a Euro 5 engine due to it being registered in April 2011 and therefore compatibility needs to be established. If it is possible for the truck to run on HVO fuel there would be two options for HVO supply: option one would be to purchase a 1,000+ litre tank and pump, the cost of which will need to be investigated, as fuel delivery requires a minimum order of this quantity. Note: HVO has up to 10-year shelf life compared to around 1 year for regular diesel. Option two would be to consider the most local supplier and factor in the practicality and resource cost of attending to fill up the truck and/or small storage containers. Both East Suffolk Council and Barbergh District Council have transitioned their Euro 6 diesel fleet to HVOs but their depots are some distance away. Investigations are being made as to whether there is a supplier in Felixstowe or close by.

Tree Surveys

The Tree survey was carried out last week and it is anticipated that the report and any actions arising from it will be available for consideration at this meeting.

Trailer

Thanks to the Royal British Legion who have donated a trailer to the Cemetery, it is not road-worthy but will be a useful addition to use on site.

Royal British Legion Flag

With the closing down of the Felixstowe Royal British Legion building, a request has been made by the Royal British Legion Felixstowe Branch for the flag to be buried by the World War I Graves.

Bike Shelter

To encourage more staff and visitors to cycle to the Cemetery, the addition of a bike shelter could be considered. Currently three of the five Cemetery staff bike to work regularly and a shelter would assist in enabling cycling on a year-round basis. A six-space shelter would also allow members of the public to also safely store their bike under cover while visiting memorials.

Three quotes have been obtained as follows:

<https://www.nobutts.co.uk/Cycle-Shelters-Storage/Cycle-Shelters/Lutton-Budget-Cycle-Shelter> £700 +fixings

<https://www.shelters4less.co.uk/Shelters-Walkways-Canopies/Cycle-Shelters/Budget-Cycle-Shelter> £680 +fixings

<https://www.broxap.com/ecclestone-economy-cycle-shelter.html> £1,329

The cost of the shelter could be met 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 17th November 2021, allotment vacancies were as follows:

	Total plots	Occupied (grassed over)	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	314	292	22	18	5
FERRY ROAD	97	90	7	8	0
RAILWAY HILL	44	41	3	10	0
CEMETERY	5	5	-	-	0
TAUNTON ROAD	20	15	5	1	0
TOTAL	480	443	37	37	5

There are presently 37 vacant plots, 31 have been relinquished since the annual invoice mail out.

7 vacant plots at Cowpasture were relinquished by one plot holder, these need quite a bit of clearing and the tenant is contributing towards the cost of clearing and skip hire. Once cleared, we are looking into using some of these plots for smaller 'starter' plots.

There was a good response to the annual rent invoice mail out, in the first week nearly a third of the plots had either paid or been relinquished. Committee should note that the vacancy rate may increase further due to there being currently 35 outstanding annual rent payments, 5 of which have received cultivation letters, and 4 have been in touch with the Town Hall about their plot payment.

Waiting list times do vary as some people request plots on the smaller sites with a lower turnover, and some have not responded to attempts to contact them when they have reached the top of the list.

Every year more email addresses are being obtained and this year only 119 invoices had to be posted via Royal Mail.

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

War Memorial

Further to Committee's request to East Suffolk Norse to enhance the area around the War Memorial (*Minute #494 2020/21 refers*), the work was completed on 10 November.

Flood Memorial

In the lead up to the anniversary of the 1953 floods on 31st January, Council staff are carrying out some maintenance to the Flood Memorial. The wooden bench at the Memorial is rotten and will be removed as it is now unstable. A replacement for the bench can be considered as part of a more significant refurbishment of the Memorial in preparation for the 70th anniversary of the floods in January 2023.

A full report on some options for the Flood Memorial refurbishment will be brought to committee in February 2022. Members are requested to consider the following options, from which quotes can then be sought.

Option 1. This is potentially the most cost-effective option and would be able to be mostly carried out in-house:

- Change brass plaque to stainless steel with names laser engraved
- Clean the wall
- Patch in and clean up mosaics
- Paint timber
- Get extra shingle to top up levels
- Clean block paving stones
- Touch up fence
- Remove broken timber (and either replace with more timber, plants or other material)
- Replace Bench
- Clean and possibly recoat obelisk

Option 2 (in house & a stone mason):

- Remove brass plaque
- Replace timber with a large piece of curved granite with names and story engraved on it
- Patch in and clean up mosaics
- Paint timber
- Get extra shingle to top up levels
- Clean block paving stones
- Touch up fence
- Replace bench
- Clean and recoat obelisk

Option 3 (Some in house, stone mason and building contractor)

- Remove brass plaque
- Replace timber with fresh sleepers or metal
- Remove mosaics and in place put in granite framed with reclaimed timber or in stainless steel, names to be engraved on first, story on second, a new poem on the third and on the fourth the picture from the obelisk
- Extend and improve the shingle areas
- Clean block paving stones
- Touch up fence
- Replace bench
- Remove obelisk and replace with a granite upright etched with real photos from the event itself

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

AGENDA ITEM 12: ALLENBY PARK/GOSFORD WAY PARK TRANSFERS

At the Ordinary Council meeting of 13 March 2019, the principle of transferring the ownership of the Gosford Way play area/open space and Allenby Park from East Suffolk Council to Felixstowe Town Council was approved, subject to completion of the play area upgrade project and consideration of other relevant matters relating to the land titles (*Min #487 of 2018/19 refers*).

Birkett's were instructed to act on behalf of the Town Council and have been undertaking searches, preparing reports on title, and corresponding with East Suffolk Council on queries. Preparations for the transfer were deprioritised during the pandemic but a report on the two titles and transfers has now been received and circulated for Members' consideration.

Subject to Committee have any further queries, a recommendation can be considered to seek formal approval of the transfer from full Council in January.

Committee is requested to consider the update report on Allenby Park and Gosford Way Park and decide on any action it deems necessary.

AGENDA ITEM 13: DRAFT BUDGET CONSIDERATIONS 2022-23

Committee is requested to consider its draft budget estimates for the Financial Year 2022-23 and to make any recommendations to Finance & Governance Committee for onward referral to Council.

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

Members should note that estimates for income and expenditure are based on known costs wherever possible.

In preparation for the eventual transfer of Allenby Park and Gosford Way Park to the Town Council the new cost centre has been retained for 'Parks and Recreation' to provide revenue expenditure for the maintenance costs of these sites. The costs have been based on figures supplied by Norse to East Suffolk Council relating to the current service level agreement for grass cutting, gardening and play area maintenance.

Following Committee's consideration of these estimates, the Finance & Governance Committee and Council will review the full budget, taking in to account the latest projections for the outturn from the current year and potential impact of Covid19 on the Council's taxbase.

Committee is requested to consider first draft recommendations for the Assets & Services element of Council's budget for 2022-23.
