

**MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at FELIXSTOWE TOWN HALL on Wednesday 27 April 2022 at 7.30pm**

**PRESENT:** Cllr S Harkin (Chairman) Cllr M Richardson  
Cllr M Morris Cllr D Savage  
Cllr G Newman Cllr A Smith

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)  
Mrs J Smith (Administration Assistant)

**IN ATTENDANCE:** Mr N Farthing, Chairman of Felixstowe Allotment Association.

**490. PUBLIC QUESTIONS**

There were none.

It was noted that Mr Farthing was in attendance on behalf of the Felixstowe Allotment Association and the Chairman moved the Allotment item from item 12 to item 8 on the agenda.

**491. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber, Cllr D Aitchison, and Cllr K Williams.**

**492. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)
Cllr M Richardson	All	Local Non-Pecuniary (as a Member of East Suffolk Council)

**493. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 23 February 2022 be signed by the Chairman as a true record.**

**494. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 31 March 2022.

**RESOLVED that the Budget Report to 31 March 2022 be received and noted.**

#### **495. BUILDING VALUATIONS FOR INSURANCE PURPOSES**

Committee noted the reinstatement valuations for insurance purposes that had been carried out on 6 April 2022 as follows:

Premises Address	Building Sum Assured	Reinstatement valuation
Town Hall	£2,839,992.30	£2,630,000
Broadway House	£1,120,952.16	£1,068,000
Walton Community Hall	£924,878.24	£931,000
Cemetery Buildings	£159,078.88	£168,000
War Memorial	£119,476.58	£130,000
Flood Memorial	£60,317.44	£56,000
Total	£5,224,695.60	£4,983,000

The insurance building sum for insurance purposes would be adjusted accordingly.

**It was RESOLVED that :**

- i. the valuers report be noted; and**
- ii. the insurance values be adjusted accordingly.**

#### **496. ASSET REGISTER REVIEW**

Committee reviewed the Asset Register and noted the additions and deletions of assets that had been made during the year 2021/22.

The total of fixed assets for the annual return on 31st March 2022 was noted as £76,785.11, resulting in a £6,295.88 net increase in fixed assets value between 31<sup>st</sup> March 2021 and 31<sup>st</sup> March 2022.

**It was RESOLVED that the Asset Register be approved and recommended to Annual Council for adoption as presented.**

#### **497. ALLOTMENTS UPDATE REPORT**

Committee received a report on the allotments from the Administration Assistant and were pleased to note that seven of the eight microplots released in the first phase on Cowpasture were now occupied.

Members noted that once the bollard is raised at Ferry Road in the wet weather then consideration will be given to whether people arrange for the bollard to be dropped on request or whether deposits are taken for keys to open it when required.

The Chairman invited Mr N Farthing to address the Committee. Mr Farthing reported that Felixstowe Allotment Association had concerns about the security of the Cowpasture site since work on the adjacent Persimmon Homes development had resulted in the removal of hedging along part of the boundary. FAA had flagged the issue with Persimmon Homes and it was agreed that Council Officers should work with the FAA to discuss opportunities for improving security with the developer. An update will be brought to a future meeting.

Members considered a request from the FAA for funding towards the servicing of 2 Portaloos (one for Cowpasture and one for Ferry Road allotment sites), which would be £720 (inc. VAT) per year. The Chairman, Mr Farthing informed Committee that the AGM had been postponed, however, members of the FAA committee would not be seeking an increase in their membership fees. Committee discussed the cost of providing allotments and, whilst no contribution to the toilets was proposed at this time, this could be considered for 2022-23 during budget setting in September.

Members also discussed the historic practice of an annual increase of 25p per 25m<sup>2</sup> (rod) rather than linking rent to the RPI (retail price index). It was agreed that this also be reviewed at budget setting.

**It was RESOLVED that:**

- i. the Allotments update be noted;**
- ii. at budget setting in September 2022, a contribution towards the toilets be considered; and,**
- iii. the annual plot rent increase (historically 25p per 25m<sup>2</sup>) be reconsidered at budget setting in September 2022.**

#### **498. TOWN HALL UPDATE REPORT**

The Deputy Town Clerk updated Committee on the Form of Tender and list of Tenders sent to committee members earlier that day by email, alongside a quote for Plaice Architects to carry out the application for Building regulations of £200 to £400 +VAT dependent on requirements from Building Control.

Members raised concerns over apparent supply-chain delays due to the war in Ukraine and requested clarification on this from Plaice. The Form of Tender would seek quotes that would be guaranteed for 10 weeks so this should help in some way towards problems that may occur due to rising prices, although concerns over obtaining some of the materials was still an issue.

Members enquired as to whether formal planning permission may be required. The Deputy Clerk advised that further pre-planning advice would be sought from East Suffolk Council.

Tenderers will be contacted shortly with a view to considering these at the 22 June Ordinary Council Meeting.

Members also noted the update on the Registrar's office and agreed that the carpet was not worn out. Committee was pleased that the Registrar services were returning to Felixstowe.

**It was RESOLVED that:**

- i. the Town Hall update report be noted;**
- ii. the Deputy Town Clerk to seek further pre-planning advice and if required to apply alongside the tendering process;**
- iii. Plaice Architects are requested to make the Building Regulations application on behalf of the Council at a cost of £200-£400 +VAT dependent on Building Control requirements to be taken from the Town Hall Earmarked Reserve; and**
- iv. Tenderers are sent the Schedule of Works and Form of Tender and asked to return in time for the 22 June Ordinary Council Meeting.**

#### **499. WALTON COMMUNITY HALL UPDATE**

Members considered the update on Walton Community Hall and noted that window catches had been replaced in-house. Members noted that energy prices were rapidly increasing and agreed that this would be taken into consideration when budget setting in September 2022.

**RESOLVED that the Walton Community Hall update report be noted.**

#### **500. BROADWAY HOUSE UPDATE**

Committee received the Broadway House update report detailing the position of the new planters containing 'open' signs and were happy with the position shown on the pictures, with consideration being made to cars exiting from the adjacent car park.

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

#### **501. CEMETERY UPDATE REPORT**

Committee considered the Cemetery update report. The Administration Assistant gave a verbal update on headstone testing. Members requested a report back to Committee on how many headstones failed the testing in stages.

Members were pleased to hear that the damp issue had been sorted out and agreed upon the grey carpet flooring, which was the type that could be left to dry and any dirt brushed out. The total refurbishment would be under the total cost of £3,000 agreed by committee to come from the Cemetery Earmarked Reserve (*Minute #163ii 2021/22 refers*) and a final figure would be reported to Committee in due course.

Members noted that the new 5mph speed sign at Langley Avenue had been stolen and agreed that this be replaced with a 10mph sign, which was considered more likely to be adhered to. Committee requested that the replacement sign be installed with tamper-proof bolts.

The Town Clerk gave a verbal update on a recent meeting with East Suffolk, Suffolk County Council, the Operations Director of Felixstowe School and representatives from Felixstowe and Walton Utd. Football Club with regards to the playing field on Langley Avenue. The possibility for the land to be transferred from SCC to the Town Council was still being explored, however this would be subject to the County Council accepting the termination of the lease from the Felixstowe School and formal approval by the Secretary of State. It was anticipated that this may take consideration time to process and it was noted that Norse would be maintaining the ground in the interim to prepare the pitches in the lead up to the new football season in August. In the meantime, Committee was keen to explore the opportunity to plant trees on the site for the Jubilee and the possibility of introducing some hedging to help with bio-diversity and security alongside the fence with Langley Avenue. The Clerk advised that discussions were also ongoing about the possibility of providing parking within the playing field site to stop cars parking on the verge during matches. In the long-term, should the Town Council acquire rights over the land, a project to provide mixed-use pavilion/community facility could be explored, which could be eligible for CIL and/or S106 funding.

Committee noted an update on the electric van and electric power tools which had been ordered.

Members considered the offer of £40 for collection of scrap metal and agreed that this would be a good solution to collect metal found and requiring disposal.

Members also requested that Network Rail be contacted regarding its fence along the boundary of the cemetery, a section of which had been blown down in a recent storm. Repair work was due to be carried out this week.

**It was RESOLVED that:**

- i. the Cemetery Update Report be noted; and,**
- ii. the accrued scrap metal to be disposed of, and the £40 income to go into the Allotment rent income budget.**

## **502. WAR MEMORIAL & FLOOD MEMORIAL**

Committee received an update on the fixings that had just been purchased to secure the wreaths at the Felixstowe War Memorial and a request from the Royal British Legion to allowing the wreaths to remain at the War Memorial for a longer period. It was noted that current practice was for wreaths to remain in place for almost three months – from Remembrance Sunday in November until the anniversary of the North Sea Floods on 31<sup>st</sup> January.

The Deputy Town Clerk gave an update on the proposed renovations to the Flood Memorial. Contact was being made with the artists and stonemason and the Assistant Coastal Engineer to see if reclaimed groyne timbers could be obtained.

**It was RESOLVED that:**

- i. the War Memorial & Flood Memorial report be noted; and,**
- ii. the Royal British Legion be contacted to confirm that wreaths would remain secured by the War Memorial and displayed annually from Remembrance Sunday until the anniversary of the North Sea Floods.**

**503. REPAIR OF DEPUTY MAYOR'S Chain**

Committee received the report on the repairs needed to the enamel on the badge of the Deputy Mayor's chain and the clasp.

**RESOLVED that the cost of the repairs to the Deputy Mayor's Chain of £400 be taken from the Asset Repair and Replacement Earmarked Reserve.**

**504. CLOSURE**

The meeting was closed at 9.15 pm. The next meeting was noted as being scheduled for Wednesday 6 July 2022 at 7.30pm.

---

Date: \_\_\_\_\_

Chairman: \_\_\_\_\_