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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 N Barber (Chairman)

Cllr D Savage (Vice Chairman)

Cllr D Aitchison

Cllr M Morris

Cllr G Newman

Cllr M Richardson

Cllr S Harkin

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 6 July 2022** 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
1 July 2022

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 27 April 2022 as a true record. **(Pages 3-8)**
- 5. Assets & Services Budget Report**
To receive the Assets & Services Budget Report to 30 June 2022 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 & Appendix B)**
- 7. Walton Community Hall Update Report**
To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Pages 11-13 & Appendix C)**
- 8. Cemetery Update Report**
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Pages 13-14)**
- 9. Allotments Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Page 15)**
- 10. War Memorial & Flood Memorial**
To consider a report on the Felixstowe War Memorial and Flood Memorial. **(Pages 16-17)**
- 11. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 21 September 2022 at 7.30pm.

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 31st March 2021 and 31st 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 25m² (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 25m²) 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. Plaiice 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 31st 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.

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 2022 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 - 1 July 2022 (2022 - 2023)

Felixstowe Town Council Summary of Receipts and Payments Summary - Civic & Community

Cost Centre	Receipts				Payments			
	Budgeted	Actual	Variance	% Received	Budgeted	Actual	Variance	% Spent
201 Town Hall	22,740.00	7,494.21	-15,245.79	32.96%	78,997.00	11,334.72	67,662.28	14.35%
202 Walton	7,500.00	2400.42	-5,099.58	32.01%	10,567.00	3,591.88	6,975.12	33.99%
203 Broadway House	2,270.00	2,392.56	122.56	105.40%	8,869.00	2,565.69	6,303.31	28.93%
204 Cemetery	86,481.65	14,125.33	-72,356.32	16.33%	195,897.00	43,858.68	59,387.90	22.39%
205 Allotments	16,750.00	149.63	-16,600.37	0.89%	37,754.00	7,952.47	29,801.53	21.06%
206 Parks & Recreation			0.00		14780.00	536.92	14,243.08	3.63%
NET TOTAL	135,741.65	26,562.15	109,179.50	19.57%	346,864.00	69,840.36	277,023.64	20.13%

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Committee is requested to consider the budget report to 30 June 2022 and decide on any action it deems necessary.

AGENDA ITEM 6: TOWN HALL UPDATE REPORT

Windows

At the recent Council meeting on 22 June 2022, Council agreed that the tender closing date should be extended until midday on 29 June. All potential tenders were informed of the extension and given the opportunity to tender or re-tender before this date.

As instructed by Council, the Chairman and Vice-Chairman of the Assets & Services Committee, the Town Clerk and Deputy Town Clerk met to open all tenders received. Only one full tender was received and one part-tender. The Architect has been asked for advice as to whether the tender received is good value and comprehensive or whether Council should consider re-tendering later. It is known that many builders are fully booked with work and that supply-chain issues are causing delays.

Further enquiries have been made to the tenderer to clarify the cost breakdown, whether the contingency is included in the fixed price sum and to also gain further U-value information on the glazing suggested, as they were unable to find further information for the Fineo glazing. A brochure on the type of glass that is being suggested can be found at **Appendix B**. A quote for painting the guttering has also been requested for as this was suggested in their Form of Tender to consider carrying out while the scaffolding is in place.

The Architect has advised not to accept the tender until it is known whether further details are required as part of the Building Regulations application. This is being chased up and it is expected that we will hear back regarding the building regulations application in the next couple of weeks.

Authority was given to Committee for expenditure of up to £50,000 for the refurbishment of the Town Hall windows to be funded by the Town Hall Earmarked Reserve (*Minute #85 of 2022/23 refers*).

Registrar's Office

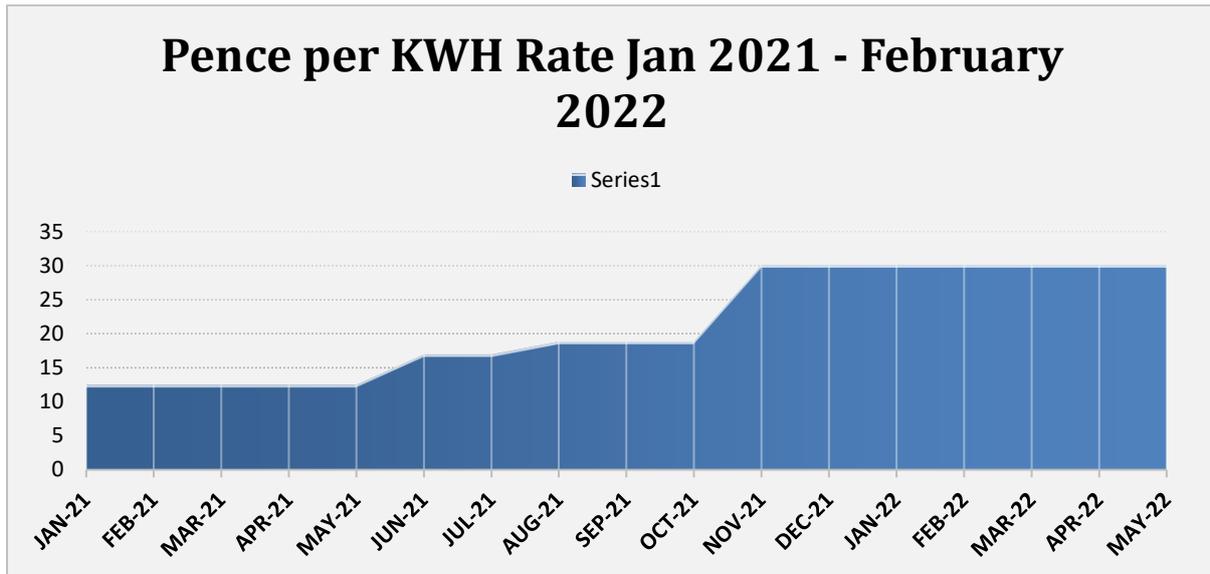
The return of the Suffolk Registration Service to the Town Hall one day a week is imminent. The room has now been redecorated in-house and the window which was stuck closed has been repaired at a cost of £387.61 +VAT which has been taken from the Town Hall Repairs and Maintenance budget.

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

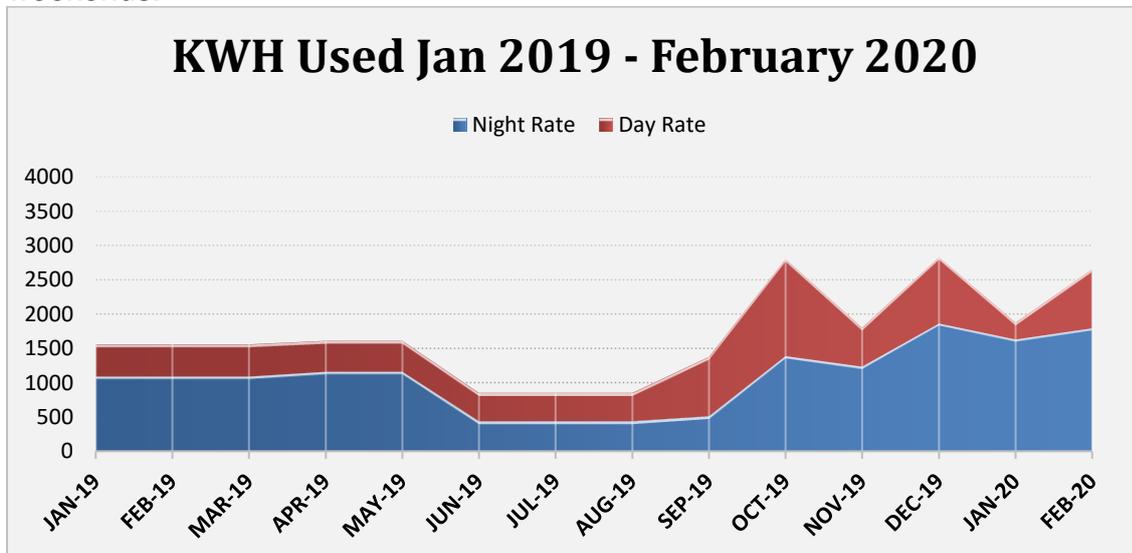
AGENDA ITEM 7: WALTON COMMUNITY HALL UPDATE

At the most recent Finance and Governance Committee meeting on 8 June 2022, committee asked members of the Assets and Services Committee to consider all the options which may be available to Council to address the cost of energy consumption at Walton Community Hall (*Minute #44 ii 2022/23 refers*). Finance & Governance Committee had noted that the cost (to 30 April) of electricity was £1,157.58 from a budget of £3,150.

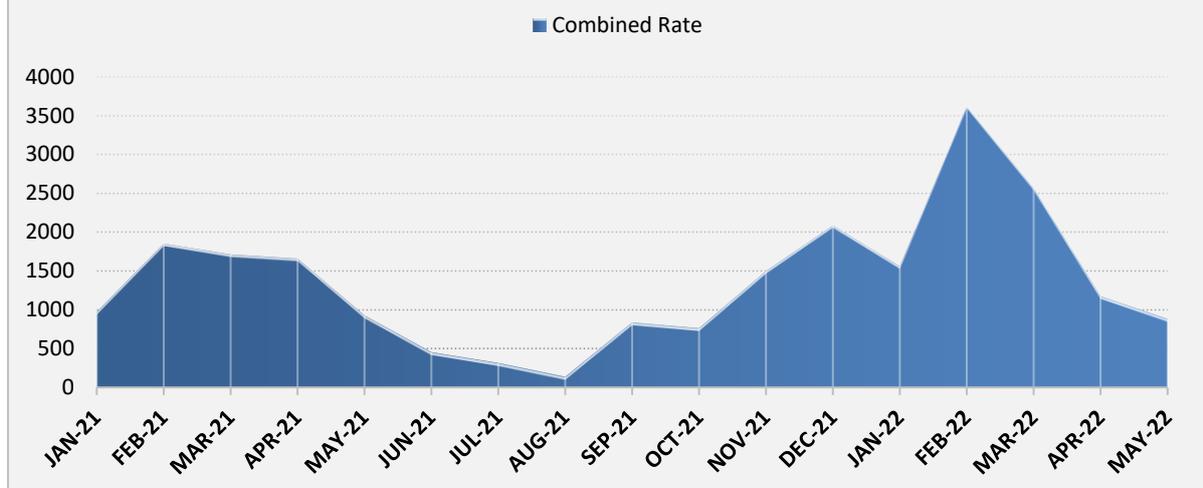
The graph below shows how the cost per kwh has increased over the past year or so (the standing charge has stayed the same at 27.397p per day).



The graphs below show consumption, the first chart showing the year before the pandemic (January 2019 to February 2020) and the second graph shows consumption since the pandemic (January 2021 to May 2022) monthly. To provide a comparison of annual consumption, June 2021 – May 2022 used 15,911 kwh and the full year (pre-pandemic) from March 2019 to February 2020 was 13,133 kwh. The spike in February 2022 was due to an increase in one-off hirings over the weekends.



KWH Used Jan 2021 - May 2022



Income over the past 5 years for Walton Community Hall has been:

2021/22	2020/21	2019/20	2018/19	2017/18
£ 5,659.16	£ 401.58	£ 12,376.75	£ 8,738.24	£ 8,890.30

Total expenditure including apportioned salaries are noted below, leaving a net income as stated. The two minus figures are due to loss of income in the pandemic

	2021/22	2020/21	2019/20	2018/19	2017/18
Expenditure	£9,009	£7,728	£8,985	£7,505	£7,133
Net income	-£1,613.72	-£7,326	£3,392	£1,233	£1,758

The cost of electricity at Walton for these past 5 years has been:

2021/22	2020/21	2019/20	2018/19	2017/18
£ 2,764.62	£1,730	£ 3,014	£ 2,147	£ 1,304

Hiring income stands at £3,150 received this year to date. This is mostly attributable to regular hirers which, if the same level is maintained through the course of the year, the projected year-end total is anticipated to be between £10,000-£12,000.

Currently the air conditioning unit is turned off, but this may be required in the height of summer by a few groups. The air conditioning unit is serviced annually.

Members will wish to consider a full-range of options for Walton Community Hall to reduce the cost providing the facility, including; investment in energy-efficiency, reviewing the long-term community provision of the hall, hire fees and/or the times at which the hall is available for hire.

As the building is co-managed with Orwell Housing, discussion could be had as to the possibility of a joint environmental improvement project, such as the installation

of air-source heat pumps - see **Appendix C** for information. One of the requirements to make this type of heating efficient is for the building to be well-insulated with high standards of airtightness. With a mixture of wooden single- and double-glazed windows and high ceilings, a full investigation would be required. Ground source heat pumps require more land than may be available at the premises. There may be grants available to assist with installation costs, which are estimated to be between £6,500–£10,000.

Committee is requested to note the report on Walton Community Hall, consider options to address the cost of energy consumption and any other actions deemed necessary.

AGENDA ITEM 8: CEMETERY UPDATE REPORT

Office/Workshop Refurbishment

The new sink and taps for the workshop has been fitted in the workshop, alongside the new carpet in the office, which were the last items on the refurbishment list. A new Hoover has also been purchased from budget to keep the new carpet clean.

Assets & Services Committee agreed to a total cost of £3,000 on the refurbishment (*Minute #163ii 2021/22 refers*) and the total spent is as follows (all prices +VAT):

New UPVC door	£1289.16
Blinds	£ 89.27
Worktop	£94.16
Damp investigation - Drain unblocked	£100.00
Sink and Taps	£266.94
Plumbing for above sink and taps to include pipes from kitchen hot water supply.	£320.00
Carpet for Office	£266.67
Total spent	£ 2,426.20

Electric Van

We have received notice from the Peugeot dealership that the build of the electric van has been delayed due to a semi-conductor chip shortage which is causing major delays in the build of all vehicles. The information we have been given is that it is likely to be September that the van will be going into production. There is a possibility that the build date may be delayed further if the chip shortage issues continue. The dealership has apologised and committed to get the vehicle to us as soon as practicably possible.

As a contingency, an enquiry has been made with the Renault dealership, which has confirmed that the Town Council are still on the priority list for the previously ordered van which had stopped production. The prices for the new model are due out in September.

Whilst the delay is disappointing, the Grounds team are able to manage with the one vehicle in the meantime. Investigations are being made into other leasing options for electric vans that may be available earlier.

Electric power tools

The electric power tools have been ordered as recommended by Committee and approved by Council (*Minute #413 2021/22 refers*). There has been a delay on the supply of several of the tools and the battery chargers which are supplied from Poland.

The equipment that has been received is working well and staff have requested some extra batteries to help prolong the time that they can be used. Two 36v batteries at £247.50 each and a backpack battery at £963.00 would help the team use the equipment for longer between recharging. An edging trimmer which has been trialled by a staff member is also sought, at the cost of £185 +VAT. The total cost agreed for the original order of power tools of £6,345.11 was agreed by Council in March (*Minute #413 2021/22 refers*). Committee is requested to consider the additional funding of £1,643 +VAT for these items from the Cemetery Earmarked Reserve

Committee is requested to consider the Cemetery update report, including the purchase of an edge trimmer and 3 additional batteries, a total of £1,643 +VAT from the Cemetery Earmarked Reserve and decide on any other action it deems necessary.

AGENDA ITEM 9: ALLOTMENTS UPDATE REPORT

As of 29th June 2022, allotment vacancies were as follows:

SITE	Total plots	Occupied (grassed over)	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	307	302	5	19(4)	8(3)
ALITTLEMENTS (within Cowpasture)	8	8	0	1(1)	0
FERRY ROAD	97	96	1	14(1)	8
RAILWAY HILL	44	42	2	6	7
CEMETERY	4	4	-	-	(0)
TAUNTON ROAD	20	18	2	1	0
TOTAL	480	470	10	41(6)	23(3)

Three of the vacant plots on Cowpasture will require extensive clearing. These are located at the north-west corner of the site and will provide tenants with an additional pedestrian access point once Persimmon Homes putting in the gate from the adjacent footpath.

There is a higher than usual number of cultivation orders due to the nice weather not only being good for veggies but great for weeds. We have had a good response to the cultivation orders with most tenants carrying out work on their plot shortly after being in touch.

Saturday 26th June was the National Garden Scheme open day at Cowpasture, the allotment association also chose this day for the Mayor to officially open the new Hut 39.

Following up from the last Assets & Services Committee meeting we have been in touch with Persimmons who have explained that they are not planning any additional boundary treatment, beyond the 0.6 hitching post on their current plans, as the allotments are defined by an existing hedge.

We have had reports from tenants at Taunton Road and Railway Hill that there have been incidents of people, not allotment tenants, walking through the sites and turning on all the taps. We have been monitoring the water meter readings and it does not appear to have significantly affected the water usage. However, this has again raised the issue of security on the Railway Hill site.

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

AGENDA ITEM 10: FELIXSTOWE WAR MEMORIAL & FLOOD MEMORIAL

Felixstowe War Memorial

The Royal British Legion has been considering the promotion of upcoming events at the War Memorial and would an A4 sign or small notice board installed next to the Memorial and visible from the prom, so when people are walking past, they can see when the next service or event is and maybe this would get more to attend.

The land is owned by East Suffolk so permission would need to be sought. The RBL have enquired whether a signboard is something they should pursue directly with East Suffolk Council or whether the Town Council could install and maintain it.

Felixstowe Flood Memorial

Further to Committee's consideration of three refurbishment options for the Flood Memorial, the most cost-effective option is being progressed and the following work, which is mostly able to be carried out in-house, is being costed:

- 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 with phosphate paint
- Remove broken timber (and either replace with more timber, plants or other material)
- Replace Bench
- Clean and possibly recoat obelisk

An enquiry has been made with Coastal Partnership East regarding obtaining some reclaimed timber groynes, however, after discussion it is now apparent that there wouldn't be enough timber and that which would be available is in much worse condition than the timbers we have. Coastal Partnership East recently acquired new 9x3 timbers for one of their other jobs at a cost of £100 per metre, but is unable to supply these directly.

The Council's Grounds team have done some of their own investigations and enough timber can be purchased at between £400-£500. However, there are concerns that the size of the timber are slightly larger in girth so the existing concrete will likely have to be removed and replaced meaning all the shingle and block paving will have to be moved back during installation. The cement is likely to cost another £100 and this would be time consuming work.

Another option to replace the 'wave' display, as pictured below, could be a brushed steel or alternative metal installation which could slot into existing holes and be re-

concreted in without the need for breaking up existing concrete. A metal fabricator who does a lot of work at the cemetery including the last set of memorial tree leaves visited this week to suggest some options. The price dependent on material prices could be around £2,500 to £3,000. The suggestion is brushed stainless steel forming a similar shape to the two waves currently, with large lettering cut out for example 'Felixstowe Floods' or 'Felixstowe Flood Memorial' one side and the date the other. Other options could be explored alongside lead times to ensure that the work is complete by January 2023.



The bench also requires replacing, the craftsman who created the wave benches at Langer Park could be contacted for a price or something could be made in house. It is hoped that further price options will be brought to the meeting.

The cost of this work would require authorisation from the Asset Repair and Replacement Earmarked Reserve.

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