

**MINUTES** of the **ASSETS & SERVICES COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 21 February 2024** at **7.30pm**

**PRESENT:** Cllr D Rowe (Chairman)  
Cllr M James (Vice Chairman) Cllr B Price  
Cllr D Aitchison Cllr M Morris  
Cllr S Harkin Cllr M Sharman

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)  
Mrs J Smith (Assets & Services Officer)  
Mr T Minns (Grounds & Maintenance Manager)

**IN ATTENDANCE:** None

**423. PUBLIC QUESTIONS**

None.

**424. APOLOGIES FOR ABSENCE**

Apologies were received from **Cllr Nick Barber** and **Cllr Jan Candy**.

**425. DECLARATIONS OF INTEREST**

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Harkin	All	Other registerable interests (as an employee of East Suffolk Council)

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

**426. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes of the Assets & Services Committee Meeting held on 22 November 2023** be signed by the **Chairman** as a true record.

**427. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 14 February 2024.

**RESOLVED that the Budget Report to 14 February 2024 be received and noted.**

**428. TOWN HALL UPDATE REPORT**

Committee received the update report on the Town Hall. Members discussed the damp report received from the Structural Engineer, and requested that 3 quotes be obtained for the work. It may be that vents could be inserted or an alternative approach be suggested.

Members discussed the quote received for installing a new ramp at the disabled entrance and the flooring requirements. It was suggested that the company responsible for installing the ramp may also be able to provide adequate grip flooring for the ramp. Members agreed that two additional quotes should be sought for the ramp work and the best quote be taken up for both the ramp installation and the carpeting. Members approved a maximum spend of £3,000 + VAT to be funded from the Town Hall Earmarked Reserves for the complete works.

**It was RESOLVED that:**

- i. the Town Hall Update Report be noted; and,**
- ii. quotes be obtained for re-felting the roof in order to address the damp issues; and**
- iii. an additional two quotes to be sought for disabled entrance ramp work; and,**
- iv. the best quotes for the ramp installation and carpeting be selected; and, work carried out with the total cost to a maximum of £3,000 +VAT, to be authorised from the Town Hall Earmarked Reserves.**

**429. WALTON COMMUNITY HALL UPDATE**

Committee received the update report on Walton Community Hall. Members discussed the work being done to main hall's wooden floor, it was queried if labour had been included in the final costings. The Grounds & Maintenance manager clarified that the labour costs were not factored in because the work took place during a regular working day at a time of year when there was a reduction in the amount of outdoor work, and in weather conditions when outdoor work was hindered by rain. It was also queried whether the specific use of 'silly string' in the terms and conditions needed further explanation. Members agreed that the terms and conditions encompass a more general list of prohibited items and the reasoning.

Members considered the findings of the Engineer Consultants' reports, and discussed the different works that would be needed to make the hall more energy efficient and possible funding options to cover the costs.

Members agreed that a more holistic approach should be taken to the required improvements, and that a bigger more long term plan be considered. This would involve looking at the improvements needed, the costings, and the grants that are available. It was noted that most grants required spending within a year or certain timeframe.

There was also a question about whether the hall is presently utilised for any sporting activities such as badminton or table tennis. The Town Clerk explained that currently, there are no sporting activities taking place in the hall, and it has not been actively promoted for such purposes. This is mainly due to there being no court lines at present. There would probably also be an issue with storing larger items such as table tennis tables. However, if there is a demand, it is something that Council could certainly consider exploring.

**It was RESOLVED that:**

- i. the Walton Community Hall update report be noted; and**
- ii. the Hall hire terms and conditions be amended to be more general about prohibited items and why they are not permitted; and,**
- iii. the cost of refurbishment of the wooden floor, up to £1,000 +VAT, be authorised to be funded from the Walton Community Hall Earmarked Reserves; and,**
- iv. further information and costs on options to improve the energy efficiency of the hall along with details of grants that can be applied for to be brought back to committee once collated.**

#### **430. BROADWAY HOUSE UPDATE**

Committee received the update report on Broadway House. A question was raised about what additional steps could be taken to raise awareness of Broadway House as a Felixstowe Town Council asset. Members agreed that installing signage on the front door of Broadway House would be effective. Additionally, the Town Clerk proposed featuring the recent improvements in the Felixstowe Town Council Magazine and on the website to further highlight its status as a Felixstowe Town Council asset.

**It was RESOLVED that:**

- i. the Broadway House update report be noted; and,**
- ii. a sign depicting Felixstowe Town council crest be installed on the front door glass of Broadway house.**

#### **431. CEMETERY UPDATE REPORT**

The Grounds & Maintenance Manager presented the Cemetery Update Report.

**It was RESOLVED that:**

- i. the Cemetery Update Report be noted.**

**432. ALLOTMENTS UPDATE REPORT**

The Assets & Services Officer presented the Allotments update report. Committee asked the Grounds & Maintenance Manager to pass on their appreciation to the team for the work that they do which in turn keeps down costs to the council.

**It was RESOLVED that:**

- i. the Allotment update report be noted; and,**
- ii. that the Grounds & Maintenance Manager pass on the appreciation of the Assets & Services Committee to the Grounds Team for all the work they do.**

**433. GOSFORD WAY PARK DISABLED ACCESS TO OFCA**

Members received the report on the issues surrounding disabled access to OFCA from Margery Girling House. Members discussed the issue and the possible solutions and costings, it was agreed that Option 2 of a New Footway would be the safest option. Option 1 would involve removing two safety bollards and potentially pose a safety risk by directing hall users directly into the car park. Considering the busy nature of the car park and the limited space for manoeuvring, creating a drop kerb straight from a play area into a car park could increase the risk of accidents and liability issues.

While the Council typically does not fund works on third-party land, committee are willing to collaborate with OFCA to address the access issue raised since the recent improvements to the park's paths. It was suggested that a partnership with OFCA and District Councillors could be a good solution. Members agreed that the best outcome would be to approach District councillors regarding using their Enabling Communities budget to contribute to the cost of the pathway, along with OFCA and Felixstowe Town Council. It was noted that the District Councillors enabling communities budget for the current year needs to be allocated by 29<sup>th</sup> February.

**It was RESOLVED that:**

- i. Town Clerk / Deputy Town Clerk email District councillors asking them to consider utilising their Enabling Communities Budget for contributing to the cost of the path; and,**
- ii. the Felixstowe Town Council contribution for the path be funded from the Public Spaces Earmarked Reserve.**

**434. PARK AND CEMETERY SECURITY REVIEW**

The Grounds & Maintenance Manager presented the report on security options for the parks and Cemetery. Members discussed Allenby Park and the Cemetery opening times and the suggested changes. Some concerns were raised about the potential adverse effects on the local community. The Grounds & Maintenance Manager reported that a brief survey on park usage had been conducted, and the preliminary findings suggested minimal impact. To assess the actual effect on local park users, it was proposed to implement a trial period for the new opening and closing times.

**It was RESOLVED that:**

- i. a trial period for the Allenby Park opening and closing times be changed to a fixed opening time of 7:30am and fixed (seasonal) closing time; and,**
- ii. the Cemetery Summer season be reduced by 1 month changing it to May 1<sup>st</sup> – October 1<sup>st</sup>; and,**
- iii. new clear signage, indicating the opening and closing time be installed on Allenby Park gates and shown on the Felixstowe Town Council website.**

**435. CLOSURE**

The meeting was closed at 8.51pm. The next meeting was noted as being scheduled for Wednesday 24 April 2024 at 7.30pm.

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

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