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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 D Rowe (Chairman)

Cllr M James (Vice Chairman)

Cllr D Aitchison

Cllr N Barber

Cllr J Candy

Cllr S Harkin

Cllr M Morris

Cllr B Price

Cllr M Sharman

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 24 April 2024** 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.

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.

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.



The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.

Ash Tadjrishi
Town Clerk
19 April 2024

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 21 February 2024 as a true record. **(Pages 3-7)**
- 5. Assets & Services Budget Report**
To receive the Assets & Services Budget report to 31 March 2024 and consider any actions deemed necessary. **(Page 8 & Appendix A)**
- 6. Assets Register 2023/24**
To review the Council's Asset Register and recommend to Council for approval. **(Page 9 & Appendix B)**
- 7. Councillor's use of Council facilities**
To review arrangements for Councillors use of Council facilities. **(Page 10)**
- 8. Town Hall Update Report**
To receive a report on the Town Hall and consider any actions deemed necessary. **(Page 10-12)**
- 9. Walton Community Hall Update Report**
To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Page 13)**
- 10. Broadway House Update Report**
To receive a report on Broadway House and consider any actions deemed necessary. **(Pages 14)**
- 11. Cemetery Update Report**
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Page 15-16)**
- 12. Allotments Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Page 17)**
- 13. Parks Update Report**
To receive a report on Allenby Park and Gosford Way Park and consider any actions deemed necessary. **(Page 18)**
- 14. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 10 July 2024 at 7.30pm.

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 29th 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 1st – October 1st; 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.

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 31 March 2024 is provided below with a detailed report at **Appendix A**. This may not be the final year end position due to final year-end adjustments, such as accruals, which are still to be made. A financial report from 1 April 2024 will be brought to the July Assets & Services meeting.

1 April - 31 March 2024 (2023 - 2024)

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	23,500.00	17,146.43	-6,353.57	72.96%	87,632.00	85,372.65	2,259.35	97.42%
202 Walton	8,000.00	10,933.05	2,933.05	136.66%	12,875.00	13,969.27	-1,094.27	108.50%
203 Broadway House	2,650.00	2,400.08	-249.92	90.57%	11,192.00	10,075.24	1,116.76	90.02%
204 Cemetery	82,792.00	84,818.31	2,026.31	102.45%	209,982.00	203,539.05	59,387.90	96.93%
205 Allotments	17,000.00	17,704.87	704.87	104.15%	40,692.00	37,388.15	3,303.85	91.88%
206 Parks & Recreation	0.00	2520.00	2,520.00	N/A	11400.00	9036.03	2,363.97	79.26%
NET TOTAL	133,942.00	135,522.74	-1,580.74	101.18%	373,773.00	359,380.39	14,392.61	96.15%

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Committee is requested to consider the budget report to 31 March 2024 and decide on any action it deems necessary.

AGENDA ITEM 6: ASSET REGISTER REVIEW

The Council maintains an Asset Register which is also published on the Town Council's website. The Town Council defines an asset as any land or property owned by Council and any equipment/tools/vehicles with a renewal price exceeding £500.

Council is required to review its Asset Register at least once annually and this is attached at **Appendix B**.

The document is shown as in previous years, and a database is also updated on the Scribe Finance software, which inputs the same figure into the Annual Return. The Scribe system allows us to keep photographs of equipment and further information for when required.

Although it is common practice for business to depreciate long-term assets for both tax and accounting purposes, this is not recommended for local councils and for reporting purposes the value of fixed assets will usually stay constant until their disposal.

Members will note that a number of items in the schedule of land and property is assumed to be held for community benefit and is therefore shown at a nominal value of £1 rather than the original purchase cost as recommended in the Practitioners' Guide, "Governance and Accountability for Local Councils". The Council has considered this value method appropriate for community assets.

The Council's Asset Register has been updated to reflect acquisitions and disposals in the 2023/24 year since 1 April 2023.

Committee is requested to review and approve the Asset Register to 31 March 2024 for onward referral to Annual Council.

AGENDA ITEM 7: COUNCILLOR'S USE OF COUNCIL FACILITIES

As it currently stands, Councillors are very welcome to meet with constituents at the Town Hall during office hours to support their role as Town Councillors, for which there is no charge.

Meetings outside of office hours, or at Walton Community Hall, incur additional costs and have been subject to fees charged at the prevailing 'community' rate.

There is no expectation that Councillors should be charged for attending meetings which have been arranged by the Council or by an outside body to which a Councillor is attending in an official and pre-agreed capacity.

Currently, as it stands all community groups including those that members are a representative of are charged the community cost for the hire of the room. This covers staff costs for out of hours attendance, and also the time for setting up the room and cleaning up afterwards.

Committee is requested to consider the report on Councillor's use of Council facilities and decide on any action it deems necessary.

AGENDA ITEM 8: TOWN HALL UPDATE REPORT

Damp in loft

Further to the Structural Engineer's report on damp in the loft space brought to committee at the last meeting, three quotes have been sought for a solution to the damp.

Two have attended and both have agreed that there should be a solution that will not require all the tiles to come off and for the roof to be re-felted. Both companies agreed that there is a lot of ventilation in the loft space already.

Company A, who have done work for us several times in the past have given the following information:

From ground level they couldn't see anything obviously wrong with the chimneys. They all look in good condition; brickwork, pointing, lead work etc. They could do with some cowls, their cost and fitting is relatively inexpensive, however, access could make this prohibitive.

All the pitched roof elevations look in very good condition, the workmanship is excellent.

There are a few cracked tiles around the valley, which are circled in the picture overleaf (it could be that someone has had a clamber about at some point).



There is a slipped/broken tile just below the far right side, apex chimney, a trick area to access. However, as the rosemary/plain tiles provide such coverage that it prevents meaningful water ingress, it is suggested that this is left alone.

The roof felt is almost certainly breathable, but evidently, it's not sufficient to shift the excess moisture/humidity from the loft space. The felt is perhaps pulled a bit too tight across the rafters, but in their opinion not excessively so, and ventilation should lessen humidity to a point where there's very little making it to the upper face of the felt.

There are some areas bare of loft insulation (which won't help the condensation issue) and what's up there could do with a bit of reorganising, perhaps "topping up" too whilst someone was in the roof space.

Regarding a roof refurbishment, doing so with scaffolding etc would be 10s of thousands of pounds.

As per the Structural Engineer's survey, Company A would agree that the moisture issue needs addressing but it's not urgent.

Their suggestion would be to add some ventilation:-

<https://www.screwfix.com/p/over-fascia-vent-10-pack/65515?tc=JB1>

&

<https://www.roofingsuperstore.co.uk/product/double-slip-tile-roof-vent-6100mm2.html>
or

<https://www.roofingsuperstore.co.uk/product/klober-uni-plain-tile-vent-rustic-red.html>

These could be fitted on the rear elevations, the flat roofs could have protective boarding laid on them, so scaffold would be minimal. Company A still need to discuss the extent of scaffolding and look at the difficulty of getting access equipment to the courtyard. Until this work has been done they won't be able to firmly quote.

Also, the deep gutters take up a lot of the fascia depth, it's common practice to cut off 25mm off the top of the fascia to accommodate the strip vents height. It would also need to be ascertained that this is possible. There's no soffit to fit vents to unfortunately. Worst case, the tile type of vents could be fitted at low level too. Once fitted, the moisture levels could be monitored. It might be that strip/fascia vents need fitting on the front elevations (the high level, rear vents would service them). If strip vents did need fitting in the future, then they could be done so with little/no duplication of work.

Excluding the access cost/in the interest of getting some information for committee, Company A has given the following estimate:

The approximate cost to fit approx 14 linear metres of fascia strip vents, fit 8no tile vents at upper level, replace approx 10no broken dislodged roof tiles.
= approx £1,200.00 +VAT

If required Company A can write a more detailed specification, and give a firm quote at a later date, unfortunately due to recent weather they are particularly busy

Company B proposes obtaining some scaffolding to inspect the roof properly and the areas of damp appear to be around the chimney breasts where it is likely that the lead needs replacing or extending. It is hoped that the quote will arrive before the meeting

Company C has just attended and will be issuing a report in the next few days. They agree no re-felting is necessary, that there is a good through of air in the loftspace, and that vents are not necessary required. They confirmed that there is a good level of loft insulation in the loft which just needs to be repositioned in places.

In the meantime, the Grounds team will look at insulation levels in the loft space.

Disabled Entrance refurbishment

Three quotes have been obtained for the new ramp in the disabled entrance, and work will be progressing to redecorate, lay new carpet and install the ramp with handles on both sides under the agreed cost of £3,000 from the Town Hall Earmarked Reserve (*Minute # 428 iv 2023/24 refers*).

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

AGENDA ITEM 9: WALTON COMMUNITY HALL UPDATE

Hall Floor repairs

During half term week in February, the cemetery staff carried out the refurbishment of the wooden floor at Walton Community Hall. Several comments have been received from hirers on how pleased they are with the floor. Chair leg stoppers were purchased and have been put on all chairs to help prevent any scratching of the floor.

The Terms and conditions have been amended to include prohibition of the silly string and other more general items and why they are not permitted.



Energy efficiency works/plan and funding sources.

Work has begun on this energy efficiency review and will be brought to Committee in due course.

Hirers

Two new weekly groups have joined as potential regular hires, a line dancing group and Yoga classes, the hall continues to be a popular venue for children's parties and other one-off hires.

Some hirers pay in arrears so the total income expected for the tax year 2023/24 is £12,102.96. This is an increase of 50% on the budgeted (expected amount of income) of £8,000.

Committee is requested to note the Walton Community Hall update and decide on any action it deems necessary.

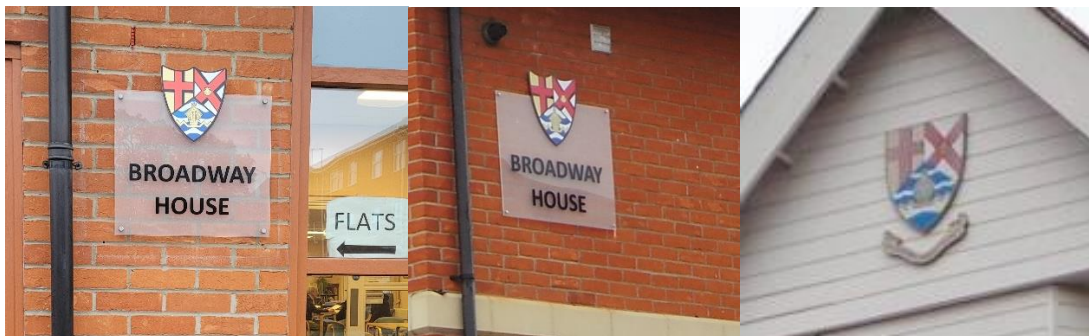
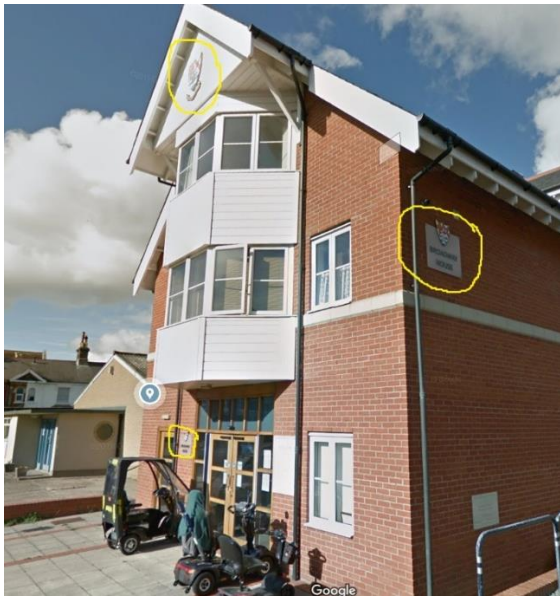
AGENDA ITEM 10: BROADWAY HOUSE UPDATE REPORT

Re-decoration of toilets

The decoration of the disabled bathroom is now complete.

Felixstowe Town Council sign

The Assets and Services Officer has met with Cllr M Sharman to discuss a possible decal on the glass on the front door of Broadway House. Currently there are three signs.



Members may consider whether a fourth sign, either as a decal on the front door or an engraved metal sign above the noticeboard to the right of the doors stating 'Broadway House property of/owned by Felixstowe Town Council' would be useful or is not necessary.

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

AGENDA ITEM 11: CEMETERY UPDATE REPORT

Toilet doors.

The toilet doors were replaced in 2019, have been repainted and were rot treated in 2022. They have now degraded to the point of needing replacing, the disabled door suffering severe rot and the handles are coming off on all doors at one point or another.

Therefore, rather than replacing them again with wooden doors it would be preferred to change the doors to low maintenance UPVC doors and frames which will match the other doors on the main building.

Below are 2 quotes from outside contractors and a price if we were to complete work in house.

Company A

Supply and Install

- 4 x PVCu Doors. These will be white externally and white internally. They will come complete with white furniture and trickle vents. There will be a Flat white panel fitted into the aperture. A low threshold will also be applied.
- 3 x Self closing devices will be added.

All for the sum of £3089.17 + VAT

Company B

- 4 x white PVCu Doors.
- 4000mm Trickle vent
- Thumb turn Lock.
- Britten Door Closer Fitted

All for the sum of £ £3773.33 + VAT

In house

- 4 x white PVCu Doors.
- Trickle vent.
- Thumb turn Lock.
- Door Closer

£3245 + VAT + Labour

Changes to Summer season opening times.

The late opening time of the summer season has had the start date moved to May 1st from April 1st, signs and the website were updated in advance of April 1st. So far we have received very little negative feedback and the change in time appears to be successful so far.

London Plane tree over hanging Langley Flats

The works were due to be carried out in February by Company A for £700 + VAT as agreed in November's Asset & Services meeting. Unfortunately, they are no longer able to carry out the work in the near future. Company B has been contacted, and are available to carry out the work and will be starting week commencing the 22nd of April (weather dependant) for a revised price of £666.67 + VAT.

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

AGENDA ITEM 12: ALLOTMENTS UPDATE REPORT

As of 19th April 2024, allotment vacancies were as follows:

SITE	Total plots	Occupied	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	308	308	0	30(2)	15
ALITTLEMENTS (within Cowpasture)	22	20	2	2	1
FERRY ROAD	98	98	0	16	6
RAILWAY HILL	44	44	0	9	9
CEMETERY	3	3	-	0	0
TAUNTON ROAD	17	17	0	0	0
TOTAL	492	490	2	57(2)	31

With the arrival of spring, many tenants are returning to their plots, making it easier for inspections to identify the plots that are not being tended to, hence the high number of cultivation letters.

Following recent issues that have arisen concerning tenants possessing multiple plots, the updated regulations now stipulate a restriction of two plots per household. This regulation will apply to all new plot applications and any tenants that currently have three or more plots are not affected. This revision aims to ensure fair and equitable distribution of allotment resources among all participants.

The Ferry Road bollard, which is raised during the wet winter months to maintain the integrity of the back track, has been left up a little longer due to the adverse wet weather we have been having recently, however we have opened up the car park extension at the beginning of the track.

We will continue to review the situation on a regular basis.

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

AGENDA ITEM 13: PARKS

Gosford Way Park pathway access to OFCA

The Chairman of Old Felixstowe Community Association has contacted the Town Clerk to advise that the Management Committee had considered the possibility of improving the accessibility of access to the community centre, via an extension to the pathway leading to the play area but did not wish to pursue it further.

Committee is requested to consider any further action in this regard.

Allenby Park

Changes to signage and opening times

The opening time of 7.30am has been implemented at Allenby Park successfully with no negative feedback. The signs with the new closing times were installed and we have had some positive feedback regarding the clarity of the new signage.



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