

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 1 February 2017 at 7.30pm**

PRESENT: Cllr N Barber (Chairman) Cllr T Green
Cllr Jan Garfield (Vice-Chairman) Cllr M Jepson
Cllr S Bird Cllr D Savage
Cllr P Coleman Cllr A Smith
Cllr M Deacon

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)

434. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr G Newman**.

435. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr P Coleman Cllr M Deacon Cllr T Green Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr N Barber	All	Local Non-Pecuniary (as Member of Suffolk County Council)

436. REQUESTS FOR DISPENSATION

There were none.

437. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 2 November 2016 be signed by the Chairman as a true record.

438. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 26 January 2017.

The Town Clerk reported that the actual income received for Cemetery stood at £69,022 as opposed to the report showing £52,465 so 107% of Cemetery budget income had been achieved. It was noted that, similarly, allotment rent income had now achieved in excess of 100% of budget.

RESOLVED that the Budget Report to 26 January 2017 be received and noted as presented with no other action required at this time.

439. CEMETERY UPDATE REPORT

Committee considered the Cemetery report. Committee expressed thanks and to Council's the former Estates Officer for her work on the Memorial Garden project. Committee requested that a letter of thanks be sent to Mrs R Jones. A launch of the new Memorial Garden would be arranged to which Funeral Directors will be invited and the Mayor will be asked to cut the ribbon. The addition of the Memorial Garden gave Council further opportunity to offer alternative memorial options to residents. Benches, which would be available for memorials, would also be purchased and placed in the Memorial Garden.

Committee noted the recent problems and repair to the truck's ECU.

RESOLVED that the Cemetery update report be noted as presented and a letter of thanks be sent to Mrs Rosemary Jones for her work on the Memorial Garden

440. ALLOTMENT UPDATE REPORT

Committee received the update report on the Town Council's Allotments and current vacancy information. It was noted that there currently was 61 vacancies out of 445 available sites excluding the Cemetery site. The Town Clerk has asked the Allotment Association to try and arrange representation from the Railway Hill site at FSALG liaison meetings. With the success of previous open days held at the Ferry Road and Cowpasture sites, FSALG have been asked to organise an open day at Railway Hill. The difficulty in maintaining underused sites such as Railway Hill was noted and Members discussed whether it would be possible to grass certain areas which were not being used in order to tidy the site.

Committee discussed the number of vacancies and various locations of allotment sites. It was suggested that vacant sites be promoted to social enterprise schemes via Housing Associations to promote allotment use and healthy lifestyles. Members noted that the NHS Mental Health Trust currently rented several allotments. However, Sanctuary Housing, which had formerly rented plots, gave this up due to lack of participation.

Members considered a request from FSALG for a 20ft metal container on Allotment plot 39 to use instead of the wooden store which had a recent break in and was also set on fire. The metal container will be clad with green wood. This was agreed subject to the requirements of planning permission.

It was RESOLVED that:

- i. **the Allotment Update Report be noted;**
- ii. **FSALG be supported in holding an open day at Railway Hill to raise the profile of plot availability on this site;**

- iii. FSALG continue to encourage Railway Hill tenants to be better represented on their committee;
- iv. the viability of sowing grass be considered on vacant areas at Railway Hill to aid the tidying of the site.
- v. Investigation be made into promoting vacant sites to Social Enterprise schemes/Housing Associations.
- vi. FSALG to be given permission to place a 20ft shipping container on their allotment plot 39 Cowpasture, subject to the requirements of planning permission.

441. TREE WORKS

The Town Clerk reported that two of the trees in the adjacent Town Hall gardens were being felled. Committee expressed thanks to SC Norse for undertaking these works.

Members requested that the cost quotes provided by the three contractors be redacted from the agenda report. In comparing the three quotes received, Committee consider that the best value was provided by the company that provided the initial survey and is instructed to carry out the works.

It was noted that the northern half of the wooded area of Peewit Hill was owned by Orbit Group Ltd and one of the trees identified for priority works was located on their land. As there were 6 trees requiring work in total at Peewit Hill, the Clerk would seek proportionate reimbursement from the Orbit Group for including that tree in the works.

Japanese Knotweed which had been identified on Peewit Hill was clearly located within the Town Council's section. The first year's treatment quoted by the preferred Tree Surgeon was noted as being just under £2,000. However, as one of the Town Council's grounds maintenance team had some transferrable qualifications, and the Council owned a Chemsafe, it was considered that it may be more cost-effective for staff to undertake any additional training required for treatment to be carried out in-house.

It was RESOLVED that:

- i. As it was considered to be the best value, the contract for tree works identified as being required by the recent tree survey be awarded to Suffolk Treescapes Ltd.; and,
- ii. The Town Clerk consult with Council's Grounds Maintenance Team to undertake any necessary training so that treatment of the Japanese Knotweed can be carried out in-house.

442. BROADWAY HOUSE

Committee noted the update report on Broadway House and discussed possible terms for a revised agreement between the Town Council and Felixstowe Old People's Welfare Association (FOPWA) for the letting and management of the facility.

Members agreed that the facilities and services which FOPWA offer from Broadway House were widely appreciated in the local community and further afield. The Day Centre was considered to have a good reputation as a safe and welcoming venue for older people during the daytime drop-in session and was a valuable resource for other community groups out of those hours.

The Clerk referred to the principles of a draft heads of terms for a new agreement with FOPWA which had been based on clearer terms setting out the responsibilities of both parties. It was understood that FOPWA were broadly in favour of the principles but had raised concerns over whether the new agreement would put it in a financially difficult position. Members suggested that the new agreement could be offered on the terms as outlined by the Clerk for an initial one- year period with a review during 2017/18 to make sure it was working for both parties.

It was also noted that FOPWA awarded grants to other organisations but currently received no grant funding from the Town Council. Members would be pleased to accept an invitation from FOPWA to meet at Broadway House to learn more about the work the organisation carries out..

It was RESOLVED that:

- i. **Terms for a revised licence agreement with FOPWA be offered on the basis as presented at the meeting; and,**
- ii. **A further review be carried out during the 2017/18 financial year to ensure that the arrangements remain suitable for both FOPWA and the Town Council.**

443. WALTON COMMUNITY HALL

Committee received and noted the update report on Walton Community Hall.

Members were pleased to note that a previously outstanding debt was being repaid by regular instalments.

RESOLVED that the update report be noted.

444. CLOSURE

The meeting was closed at 9.35pm. The next meeting was noted as being scheduled for Wednesday 5 May 2017 at 7.30pm.

Date: _____

Chairman: _____