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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 21 February 2024** at **7.30pm**.

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
16 February 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 matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.
- 4. Confirmation of Minutes**
To confirm the Minutes of the Assets & Services Committee meeting held on 22 November 2023 as a true record. **(Pages 3-6)**
- 5. Assets & Services Budget Report**
To receive the Assets & Services Budget report to 14 February 2024 and consider any actions deemed necessary. **(Page 7 & Appendix A)**
- 6. Town Hall Update Report**
To receive a report on the Town Hall and consider any actions deemed necessary. **(Pages 8-9 & Appendix B)**
- 7. Walton Community Hall**
To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Pages 10-11)**
- 8. Broadway House Update Report**
To receive a report on Broadway House and consider any actions deemed necessary. **(Pages 12-13)**
- 9. Cemetery Update Report**
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Page 14)**
- 10. Allotments Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Pages 15-16)**
- 11. Gosford Way Park Disabled access to OFCA**
To receive an update report on Allenby and Gosford Way parks and consider any actions deemed necessary **(Page 17)**
- 12. Park and Cemetery Security Review**
To receive a report on security options for the parks and Cemetery. **(Pages 18-19)**
- 13. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 24 April 2024 at 7.30pm.

299. TOWN HALL UPDATE REPORT

Committee received the update report on the Town Hall. Members discussed the work needing doing to address the damp issue and work needing doing to repair Council Chamber ceiling.

A query was raised regarding the feasibility of re-coating the flat roof while the scaffolding is in place. This flat roof has been inspected as being sound still by a local roofing company who do not feel that the roof is the issue, it is suggested that the source of the damp ingress which made the ceiling collapse is due to wind driven rain and sea-spray on the gable. There was a suggestion that a structural engineer be consulted to determine whether it would be more advantageous to perform additional roof work while the scaffolding is up, or if such tasks could be integrated into future preventative maintenance. Additionally, it was proposed that the Town Clerk contact Felixstowe Library, as they have experienced similar roofing issues and might offer valuable insights.

Committee discussed the potential flooring options. Members agreed that the current carpet in the Courtroom Gallery still has some life left and could be rejuvenated with a deep clean and repainting of the room.

A suggestion was made regarding improving the accessibility features in the disabled entrance before renewing the flooring.

It was RESOLVED that:

- i. the Town Hall Update Report be noted; and,**
- ii. delegated authority be given to the Town Clerk to proceed with the necessary works to repair the Council Chamber ceiling, acknowledging its urgency. Appropriate quotes to be obtained and the Chairman and Vice-Chairman of this Committee consulted if more extensive work is needed; and,**
- iii. quotes be sought for the installation of a more robust ramp, and improved railings in the disabled entrance.**

300. BROADWAY HOUSE UPDATE

Committee received the update report on Broadway House. A query was raised concerning the source of the 50% grant for Orwell Housing. The Town Clerk confirmed that it would not be funded by Felixstowe Town Council the grant is likely to come from the Social Housing Decarbonisation Fund.

It was suggested that maybe more could be done to highlight that Broadway House was a Felixstowe Town Council asset.

It was RESOLVED that:

- i. the Broadway House update report be noted; and,**

- ii. **ideas for promoting Broadway House and other Felixstowe Town Council assets be discussed at next meeting.**

301. WALTON COMMUNITY HALL UPDATE

Committee received the update report on Walton Community Hall. Members discussed the various options available for improving the energy efficiency of Walton Community Hall. They also considered the advantages of engaging an independent engineer to assess the building and offer comprehensive recommendations for optimal heating and energy-efficient solutions. Until this has been carried out Members agreed to delay the decision on lowering the ceiling height.

A point was raised that East Suffolk Council Communities teams are actively seeking applicants for a Community Hub fund. Cllr S Harkin agreed to gather more information on this opportunity and share it with the Deputy Town Clerk and the Assets & Services Officer.

It was RESOLVED that:

- i. **the Walton Community Hall update report be noted; and**
- ii. **the Deputy Town Clerk to organise a site visit for Committee Members; and,**
- iii. **the possibility of obtaining reports from an independent engineer/surveyor be investigated.**

302. CEMETERY UPDATE REPORT

The Grounds & Maintenance Manager presented the Cemetery Update Report. Members considered two quotes for reducing the size of a London Plane tree overhanging a neighbouring property belonging to Sanctuary Housing at Langley Flats. Company A was chosen to carry out this work.

It was RESOLVED that:

- i. **the Cemetery Update Report be noted; and,**
- ii. **Company A be employed to carry out tree works at the Sanctuary Housing Langley Flats at the cost of £700 to be funded from the Cemetery Earmarked Reserve; and,**
- iii. **The additional cost of £600 for percolation test be approved and be funded from the Cemetery Earmarked Reserve.**

303. ALLOTMENTS UPDATE REPORT

The Assets & Services Officer presented the Allotments update report.

The discussion revolved around assessing the success of Felixstowe Town Council in recovering clearance costs from departing tenants and exploring alternative schemes to enhance cost recovery.

It was RESOLVED that:

- i. the Allotment update report be noted; and,**
- ii. The Tenancy agreement be updated to highlight that the plot clearance fee may include skip hire.**

304. TREES NEAR FERRY ROAD ALLOTMENTS

Members received the update on the trees near Ferry road allotments. Members considered three quotes for replacement trees, to be sited at other locations. Company A was chosen to supply the replacement trees.

It was RESOLVED that:

- i. the report on the trees near Ferry Road Allotments be noted; and.**
- ii. replacement trees be purchased from Supplier A, at a cost of £1,085 +VAT to be funded from the Public Spaces Earmarked Reserve.**

305. GOSFORD WAY PARK AND ALLENBY PARK

Members received the update on the footpaths of both parks.

It was RESOLVED that the Gosford Way Park and Allenby Park update report be noted.

306. DRAFT BUDGET CONSIDERATIONS 2024-25

Committee considered first draft proposals for its element of the Council's 2024-2025 budget and reviewed the accompanying notes to the estimates in the report. A suggestion was raised to consider funding for potential projects, as recently discussed in the Felixstowe Town Council Business plan meeting. It was advised that as the Budget is signed off before the Business plan is finalised, aspirations for the business plan cannot be considered in this upcoming budget, but can be planned for over the next four years.

It was RESOLVED that the draft proposals for the Assets & Services element of the Council's 2024-25 budget be recommended as presented to Council's Finance & General Purposes for further consideration.

307. CLOSURE

The meeting was closed at 8.50pm. The next meeting was noted as being scheduled for Wednesday 21 February 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 14 February 2024 is provided below with a detailed report at **Appendix A**.

1 April - 14 February 2023 (2022 - 2023)

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	15,476.32	-8,023.68	65.86%	87,632.00	62,072.18	25,559.82	70.83%
202 Walton	8,000.00	8154.08	154.08	101.93%	12,875.00	11,891.73	983.27	92.36%
203 Broadway House	2,650.00	2,400.08	-249.92	90.57%	11,192.00	8,443.81	2,748.19	75.45%
204 Cemetery	82,792.00	63,743.90	-19,048.10	76.99%	209,982.00	170,381.94	59,387.90	81.14%
205 Allotments	17,000.00	17,372.04	372.04	102.19%	40,692.00	31,611.95	9,080.05	77.69%
206 Parks & Recreation	0.00	2520.00	2,520.00	N/A	11400.00	7498.03	3,901.97	65.77%
NET TOTAL	133,942.00	109,666.42	24,275.58	81.88%	373,773.00	291,899.64	81,873.36	78.10%

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Committee is requested to consider the budget report to 14 February 2024 and decide on any action it deems necessary.

AGENDA ITEM 6: TOWN HALL UPDATE REPORT

Ceiling repair in the Council Chamber

Work has now been completed on the Council Chambers ceiling. On the inside the wood has been cleaned and repaired, the steel beams wire-brushed and coated with zinc, and new insulation installed. Rust proof fixings have been used as this was part of the problem with the collapsing ceiling in that the nails rusted and failed to hold up the laths of the lath and plaster ceiling.



The exterior walls have been painted with a moisture resisting clear masonry paint, this should help the wall to resist rain and spray ingress. A wider lead flashing has also been fixed in place. As agreed at Ordinary Council, the cost of this work was £4,110.00 +VAT and will be taken from the Town Hall Earmarked Reserves.

Damp report

As a separate issue to the collapsed ceiling which arose over the flat roof bay window. On receipt of a Structural Engineer report to investigate the damp that is occurring in several offices and undertaken as a 5 year monitoring report, committee asked for the damp in the attic to be monitored with action taken if necessary for any leaks in the roof. (*Minute #196 and #299 2023/24 refers*).

The attic space had been monitored by staff but as suggested by Committee on investigating the leak in the Council Chamber, a further report was requested for the Structural Engineer to take further damp readings in the loft space. The Structural Engineer's report can be found at **Appendix B**.

The moisture content is high in 5 areas of the building, and if not treated, could lead to timber degradation, initially in the form of wet-rot but potentially leading to dry-rot and greater risk of insect attack.

The roof is covered with red plain clay tiles, which appear to be in good condition, although a full survey would need to be carried out. The conclusion is that the felt is not a recognised breathable felt, fitted a very long time ago, it appears to be a moisture barrier rather than a breathable felt. The Structural Engineer's recommendation is that the felt be entirely replaced by a recognised breathable felt. Currently there is the first sign of wet rot forming to one of the areas so the replacing of the felt should be seen as relatively urgent work to be carried out in the next 2 years, ideally sooner.

Pending Committee approval, three quotes will be obtained to carry out this work.

Disabled entrance refurbishment

Some options have been investigated regarding the disabled entrance. At the last meeting new consideration was made to whether the ramp should be more robust and span across the two steps. A quote has been received from the same contractor who carried out the work to the Council Chamber ceiling and is as follows:

To create a ramp the full width of the entrance area as discussed and as long as possible allowing door to open, skirtings to be fitted on top of the ramp. Carpets to be supplied and fitted by others. **£1,260.00 + VAT**

There could be a disadvantage in having the ramp span the width in that some people may struggle and find steps easier with a rail to pull themselves up. It is definite that new rails should be purchased and placed either side. Section K of the building regulations, and in any staircase the height of the handrail should be between 900mm and 1000mm of the floor or pitch of the staircase. If it is being positioned away from the wall then it must sit 75mm away from the wall so a pedestrian is able to grip the rail. Also if the width is more than 1 metre wide you are required to put handrails on both sides. It is suggested to purchase new rails for both sides as follows: <https://www.rothley.com/products/indoor-handrail-kit>



£39.15 +VAT each

Three quotes for flooring were brought to committee in November, these will need to be adapted to cover the ramp, as the steps were initially not included in the quote. The maximum quote for carpeting the area was £1,118.00 +VAT

Committee is requested to consider the Town Hall update, confirm the obtaining of quotes for re-felting the Town Hall roof, approve spending from the Town Hall Earmarked Reserves for the refurbishment of the Disabled Entrance and decide on any other action it deems necessary.

AGENDA ITEM 7: WALTON COMMUNITY HALL UPDATE

Hall Floor repairs

In November 2023, our caretakers observed that following a one-off party hire, several areas of the flooring in Walton Hall were covered in what appeared to be silly string. Despite attempts to remove it, the silly string seemed to have adhered to the floor, causing the colour to seep into the floorboards. The floor has not been refurbished since the renovation of Walton Community Hall in 2007 and so is in need of treatment. All hirers pay a £40 deposit when they collect the key and this hirer's deposit was not returned due to the damage.

In order to refurbish the floor, we sought advice from flooring specialists and obtained quotes for the necessary cleaning and repair work. Three quotes came in at £1,833, £2,940 and £3,400. Additionally, we consulted the Grounds & Maintenance Manager to determine if this was a task that could be handled in-house.

Currently, floor repair work is scheduled to commence during the half-term week and the work is to be carried out in-house. All of our regular hirers have been informed about the upcoming works. Since most hirers do not hold classes during half-term week, it was decided that this would be the optimal time to minimise disruption. Any hirers still holding classes during this period were offered an alternate venue.

The Hall hire terms and conditions have been amended to include the following:

3.10 iv. No Silly String will be brought in or used in the Hall.

The total cost of the floor repair is expected to be under £1,000 and it is requested that this expense be taken from the Walton Community Hall Earmarked Reserve. Costs expected as follows:

2 x 5L AquaSeal FlexPrimer	
5 x 5.5L Matt finish water based lacquer for high traffic commercial wood floors it is polyurethane based.	
Rollers	£564.70 +VAT
Tool Hire	£131+VAT
Sandpaper, paper suits, masks etc	£150+VAT
Sundries from Toolstation	£75.81 +VAT
Pole sander	tbc
	£921.51 +VAT

Independent Heating Engineer/Surveyor reports

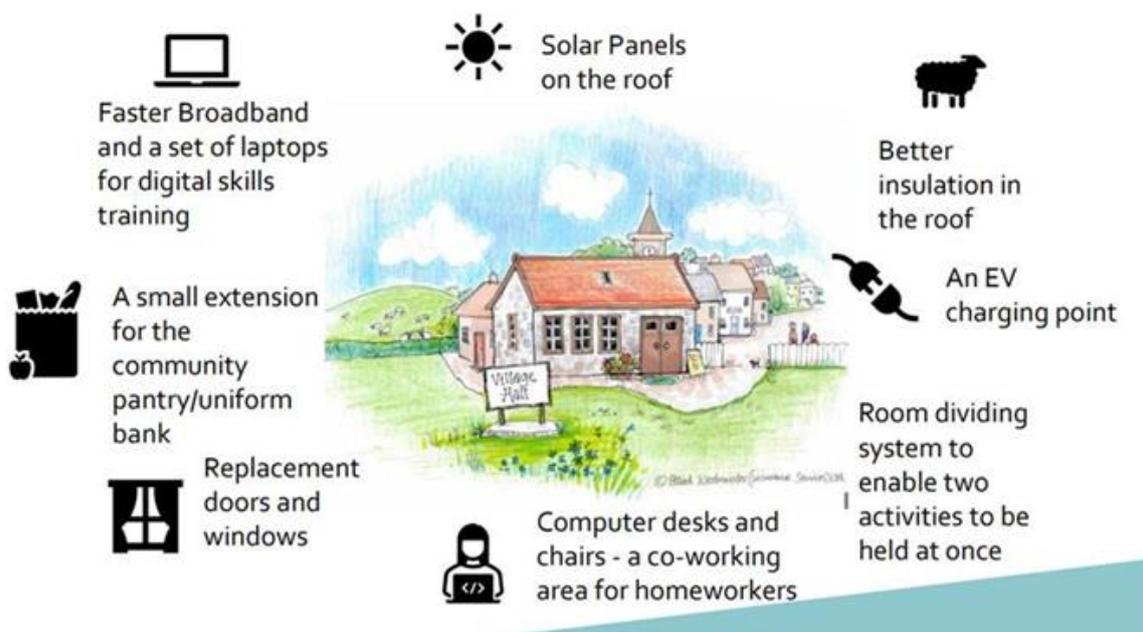
Two companies who specialise in environmental heating services have visited Walton Community Hall to give some insight into options for the hall. The reports will be forwarded as soon as available, and hopefully in time for the meeting.

Members' visit to Walton Community Hall

A visit was arranged for members to visit the hall on Wednesday 14th February.

Possible funding for improvements

Investigations have been made with East Suffolk Council regarding the [East Suffolk Rural Prosperity Fund](#). Grants are £15k - £30k and we would be required to work with Community Action Suffolk who are providing free advice to applicants before they apply. The next round opens on 1 April & closes 31 May 2024. Walton is in the right location to apply and they are asking for our vision to be truly holistic, by that they mean ...“We want applicants to this fund to think big and consider a multi-faceted approach to their funding application, rather than focus on one specific improvement, and make a range of improvements to enable new activities/projects to meet those needs in energy-efficient and digitally connected buildings. Improvements, i.e. new windows etc, will not be funded in isolation, they MUST be linked to additional or new activity.” Examples are shown below:



In addition, they have suggested several other possible sources of funding such as the Suffolk Climate Action community match funder detailed below and other funding sources such as the National Lottery fund:

Suffolk Climate Action Community Match Funder

The Partnership offers to match fund up to 50% of the cost of a project by a charity, community interest company, parish council, voluntary group or other not for profit organisation that contributes towards our vision of a carbon neutral Suffolk by 2030.

Web-Link: [Suffolk Climate Action Community Match Funder – Green Suffolk](#)

Once the Engineer's recommendations have been assessed, then quotes and funding applications can be made.

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

AGENDA ITEM 8: BROADWAY HOUSE UPDATE REPORT

Redecoration of toilets

The bathrooms at Broadway House are currently being decorated, with just the disabled bathroom to still be done. The hallway has also been brightened up.



Automatic Door Issue

The ongoing issue with the automatic doors persists. The company responsible for servicing the doors has made efforts to identify the root cause of the problem. Unfortunately, during their visits, the doors have consistently been in working order, making it challenging to pinpoint the issue. They suggest that the problem might be related to the safety sensor, citing similar issues observed in other properties. In the event that the problem persists, they recommend considering the installation of a new, updated safety sensor. There is a new type of safety sensor on the market from the same manufacturer. This uses laser technology so is an option if faults keep occurring. They are a lot more expensive but are expected to be more reliable.

Ideas for Promoting Broadway House

Further to the discussion at the previous meeting regarding promoting Broadway House (Minute # 300 ii 2023/24 refers), the Assets and Services Officer requested a report from FOPWA to provide insight into its current usage.

The report shows that it is used daily (Monday to Friday 10am to 4pm, and Saturday Mornings 9:30 to 12:30pm) primarily as a Senior Citizens Centre, and other groups are encouraged to utilise the space, such as Suffolk Family Carers and the U3A 'Knit and Chat' group.

Additionally, Broadway House hosts evening sessions with both regular and occasional hirers. For instance, in January 2024, alongside the routine daytime sessions, a total of 15 evening sessions were booked.

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

AGENDA ITEM 9: CEMETERY UPDATE REPORT

Composting

The Grounds Team have started investigating the viability of producing a high-quality compost in-house for the tubs throughout town. This is being done on the old allotment site beside the Cemetery where collected leaves from the Cemetery are being mixed with horse manure that has been supplied for free from a local farm and once rotten will be bulked out with topsoil. The Grounds Team expect this to be usable for spring 2025 and hope this will reduce costs and our environmental impact. If successful, this will be continued every year.



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

AGENDA ITEM 10: ALLOTMENTS UPDATE REPORT

As of 12th February 2024, allotment vacancies were as follows:

	Total plots	Occupied	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	308	306	2	22 (4)	0
ALITTLEMENTS (within Cowpasture)	22	20	2	3	0
FERRY ROAD	98	98	0	13	0
RAILWAY HILL	44	44	0	2	0
CEMETERY	3	3	-	-	0
TAUNTON ROAD	20	20	0	0	0
TOTAL	495	491	4	45 (9)	0

No Cultivation orders have been issued recently due to there being no inspections during the dormant months, and no issues brought to staff's attention. Inspections will be restarting in March.

Car Park at Cowpasture

In previous liaison meetings, the Felixstowe Allotment Association has expressed concerns regarding parking pressures on Cowpasture, especially with the increasing number of individuals taking on allotments. Plots 152 and 153 are currently vacant, and due to the presence of large trees nearby previous tenants have had difficulty cultivating them.

Consequently, it would make sense to take this opportunity to repurpose these two plots as additional car parking spaces. The accessibility is favourable, aligning with the existing one-way system.

It is felt that the best course of action is to conduct a trial period for the parking area during the summer to assess the viability of using this space for extra parking, before committing time and resources to improve the surface for access and parking.



Trees at Ferry Road Allotments

The three trees, which needed removal on Ferry Road due to their proximity to the nearby new build, have undergone the necessary work. To counteract this, two Oaks have been planted at Gosford Way Park, and one at Allenby Park.

Additionally, the grounds team successfully repaired the timber post fence that had fallen due to rot and high winds. The damaged timber posts were replaced with modern Duraposts, crafted from folded galvanized steel for enhanced durability. The Felixstowe Allotment Association assisted with the cost of the replacement posts.



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

AGENDA ITEM 11: GOSFORD WAY PARK DISABLED ACCESS TO OFCA

Old Felixstowe Community Association have been in contact as a request has been received from Margery Girling House residents, that although they are very pleased with the new footpath, it provides no access with a dropped kerb to the OFCA Centre from their building.

There is an issue if there is a drop kerb going straight from the play area into the car park, although unlikely, it could result in an accident and it's possible this is why a drop kerb wasn't added when the play area was previously renovated. Two of the safety concrete bollards would also have to be removed and these in the past have been hit by vehicles.

Although you can get to OFCA from Margery Girling by going the long way round in either direction with a scooter, investigations have been made into a solution.

The contractor who carried out the work to the footpaths has quoted for both a dropped kerb and an extension of the path which may be the safer option.

Option 1 Drob Kerb

Break out and clear existing asphalt surfacing

Remove 1no metal fence panel

Remove 1no concrete bollard

Remove 4no HB1 road kerbs and replace with 2no transition kerbs and 2no BN3 kerbs.

Regrade existing sub-base to suit new levels.

Supply, lay and compact 50mm thickness AC6 Dense Surface **£2,450**

Option 2 New Footway

Remove 1no metal fence panel

Excavate to clear grass and soil

Supply and install 9m of 150mm x 50mm pre-cast concrete kerbs

Re-set 2no existing HB1 kerbs

Supply, lay and compact 100mm thickness MOT type 1 granular sub-base

And 50mm thickness of AC6 Dense Surface **£3,325**

The new footway would be on the land belonging to OFCA, and Officers have referred this to OFCA and their committee to discuss the best way forward. If the footway is deemed the safest route OFCA will be asked for permission to carry out the works and invited to contribute towards the cost.

The cost of this provision would need to be funded via Council's Public Spaces Earmarked Reserve.

Committee is requested to consider the report on disabled access to OFCA from Margery Girling House at Gosford Park and decide on any action it deems necessary.

AGENDA ITEM 12: PARK AND CEMETERY SECURITY REVIEW

A review of the cost of security arrangements for Felixstowe Cemetery and Allenby Park has been requested to see if a reduction in costs can be achieved without negative effects to public expectations and security of sites. Below is a breakdown of current costs and requirements.

- Allenby Park security cost's Approx. £5,250 + on costs pa. Staff members are paid £12.50 per site visit and use their own transport to travel to site.
- Felixstowe Cemetery security costs Approx £4,300 + on costs pa. Staff members are paid £12.50 per site visit and use their own transport to travel to site.
- Allenby Park has been locked due to a history of anti-social behavior at night. When Felixstowe Town Council took over, security was carried out by an outside contractor at a cost of £7,300 pa. Complaints would be received when the contractor failed to lock the park, it was taken in-house to improve the service.
- Allenby Park locking requires public to be asked to leave, the play area to have visual inspection for safety of play area and the gate locked.
- Allenby park's current times are Summer 6.30 – dusk, Winter 6.30 - 4pm. The start and finish of Winter and Summer is flexible.
- Felixstowe Cemetery has always been locked by Town Council staff for security of the grounds to deter anti-social behavior and to secure the equipment and vehicles that are stored at the Cemetery by the Grounds Team.
- Cemetery locking requires the public to be asked to leave, visual inspection of cemetery, toilets to be checked and attended to if required, toilets to be locked and the 2 entrance gates locked.
- Cemetery's current times are Winter (October-April) 8.30 - 4pm Summer (April-September) 8.30 - 8pm.

Below are various options that could be implemented to reduce costs with a minimal risk of complaints:

- Allenby Park could open from 7.30 am all year rather than 6.30 am so on weekdays the park opens within the working day. This would save £250 + on costs pa. It would have minimal impact on visitors and so is recommended to be implemented.

- Felixstowe Cemetery's summer season could be reduced by 2 months, staying open till 8pm from May 1st (not April 1st) and closing at 4pm from September 1st (not October 1st). This would save approx. £487 + on costs pa. This should have minimal impact to Visitors.
- If Allenby Park could be opened by a volunteer/community group/resident on the weekend, whilst maintaining staff lock ups in the evening, this could save up to £1,275 + on costs pa.

There are other options available such as no longer locking Allenby Park or shutting the cemetery at 4pm all year round to be within the working day, however, these options could lead to complaints and leave the Allenby Park vulnerable to anti-social behavior.

Committee is requested to consider the security review on Allenby Park and Felixstowe Cemetery and decide on any action it deems necessary.
