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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 M Sharman

Cllr M Morris

Cllr N Barber

Cllr J Candy

Cllr S Harkin

Cllr B Price

Cllr D Aitchison

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 10 July 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.

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.

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
5 July 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 24 April 2024 as a true record. **(Pages 3 to 7)**
- 5. Assets & Services Budget Report**
To receive the Assets & Services Budget Report to 28 June 2024 and consider any actions deemed necessary. **(Page 8 & Appendix A)**
- 6. Town Hall Update Report**
To receive a report on the Town Hall and consider any actions deemed necessary. **(Pages 9-10)**
- 7. Walton Community Hall Update Report**
To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Page 11)**
- 8. Broadway House Update**
To receive a report on Broadway House and consider any actions deemed necessary. **(Page 11)**
- 9. Cemetery Update Report**
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Pages 12-14)**
- 10. Allotments Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Page 15)**
- 11. Park Update Report**
To consider a report on Allenby Park and Gosford Way Park and consider any actions deemed necessary. **(Pages 16-18)**
- 12. Langley Avenue Playing Fields – Asset of Community Value Listing**
To consider applying to renew the listing of the Langley Avenue Playing Fields as an Asset of Community Value. **(Page 19 & Appendix B)**
- 13. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 18 September 2024 at 7.30pm.

528. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 31 March 2024.

In response to a question on the proportioning of staff salaries, the Deputy Town Clerk confirmed that caretaking costs were split between Walton Community Hall, the Town Hall and Broadway House. Additionally, it was noted that the salaries of the Cemetery staff currently derive from the Cemetery and Allotment budgets. However, in the upcoming year's budget, a portion of grounds team salaries will be recharged to the Parks and Recreation budget.

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

529. ASSETS REGISTER 2023/24

Committee reviewed the Asset Register and noted the additions of assets that had been made during the year 2023/24.

Based on the Asset Register, the total of fixed assets for the Annual Governance and Accountability Return would be £330,339.10, which was a £6,270.16 net increase in fixed assets value between 31st March 2023 and 31st March 2024.

It was RESOLVED that the Asset Register be approved and recommended to Annual Council for adoption as presented.

530. COUNCILLOR'S USE OF COUNCIL FACILITIES

The Town Clerk presented the report on the Councillor's use of Council Facilities.

Members discussed the circumstances under which councillors could utilise these facilities without charge.

In response to a question on the Felixstowe Relief Charity's current use of a meeting room at the Town Hall during regular opening hours, the Town Clerk clarified that a longstanding agreement for free room usage had been established due to the Town Council's previous significant involvement with the charity. Although the connection between the Felixstowe Relief Charity and the Council had since ceased, it was agreed that the arrangement should remain in effect for the time being, with the possibility of review in the future.

It was noted that there were two other cases whereby an otherwise available meeting space at the Town Hall during office hours was provided without charge. Felixstowe Society regularly uses a room at the Town Hall to inspect planning applications, prior to submitting its comments to the planning authority. Felixstowe BID board meetings were also held at the Town Hall. It was agreed that these arrangements be permitted to continue and the Committee would review in due course.

The Town Clerk emphasised that free usage of the facilities was available to Town Councillors on official Council duties, such as meetings with constituents or meetings/events initiated by Council or its Committees. It was agreed that, should Councillors wish to meet with constituents on Town Council business at the Town Hall, these should be arranged during the Town Hall's regular hours of operation when staff are available.

It was RESOLVED that the Councillor's use of Council Facilities report be noted and that Town Councillors be permitted to use the Town Hall without charge for official Council duties, such as meetings with constituents or meetings/events initiated by Council or its Committees, subject to such meeting taking place during office hours.

531. TOWN HALL UPDATE REPORT

The Deputy Town Clerk presented the Town Hall update on the damp in the loft. During the discussion, a member sought clarification on the term 'Meaningful water ingress' mentioned in the report. The Deputy Town Clerk explained that it indicates the roof tiles have sufficient coverage, reducing the likelihood of water leakage.

Additionally, the Deputy Town Clerk highlighted instances of dampness in the front section of the building, particularly affecting the walls of the Town Clerk's Office and the offices used by East Suffolk Council. However, it was noted that this dampness is likely to be unrelated to the issue in the loft.

Members discussed the implications of the report and agreed no immediate action was necessary. It was decided to closely monitor the situation going forward.

The Assets & Services Officer provided an update on the planned work for the disabled access area. It was agreed that the finish used for the ramp should be non-slip in nature to also accommodate those walking up it.

It was RESOLVED that:

- i. the Town Hall Update Report be noted; and,**
- ii. the damp situation in the loft be monitored.**

532. WALTON COMMUNITY HALL UPDATE

Committee received the update report on Walton Community Hall.

It was RESOLVED that the Walton Community Hall update report be noted.

533. BROADWAY HOUSE UPDATE

Committee received the update report on Broadway House. During the discussion, Members addressed the proposal to install signage at the property. One member cited the signage outside Felixstowe Cemetery as an example, suggesting similar signage for all Council assets. Concerns were raised about

potential confusion if the signage implied the Town Council was located within the building. Additionally, questions arose regarding the responsibility for tenants if the signage stated "owned by Felixstowe Town Council." Members stressed the importance of clearly identifying Council-owned assets. Following a vote, it was agreed to install a sign on the interior of Broadway house indicating its connection to Felixstowe Town Council.

It was RESOLVED that:

- i. the Broadway House update report be noted; and,**
- ii. a sign within the entrance of Broadway House be installed to provide information about Broadway House's history and affiliation with Felixstowe Town Council, with a similar sign installed at Walton Community Hall.**

534. CEMETERY UPDATE REPORT

The Grounds & Maintenance Manager presented the Cemetery Update Report. During the discussion, Members addressed the quotes for the doors. On an enquiry about the accessibility of the toilets in case of an emergency, the Grounds & Maintenance Manager clarified that access could be facilitated with a key. To a question on the locality of the companies quoting, the Grounds & Maintenance Manager explained that all the quoted companies were from the Ipswich area, as there were no suitable contractors in Felixstowe for this particular work. After considering the available quotes, members reached a consensus to proceed with company A.

It was RESOLVED that:

- i. the Cemetery Update Report be noted; and,**
- ii. Company A be instructed to install the toilet doors at the Cemetery at the cost of £3,089.17 + VAT to be funded from the Cemetery Earmarked Reserve.**

535. ALLOTMENTS UPDATE REPORT

The Assets & Services Officer presented the Allotments update report.

It was RESOLVED that the Allotment update report be noted.

536. PARKS UPDATE REPORT

The Town Clerk presented the Parks update report. Members discussed OFCA's decision not to pursue the pathway extension and explored the funding options that would be available to them. There was consensus among Members that implementing some form of resolution to improve access from Gosford Way Park to the Old Felixstowe Community Association centre would be highly beneficial to the community.

Following a discussion, it was decided that the Chairman and Councillor Morris, representing the Disability Forum, would contact OFCA to arrange a meeting. This meeting would focus on discussing the potential works and available options for enhancing accessibility.

It was RESOLVED that:

- i. The Parks update report be noted; and,**
- ii. The Chairman, Cllr D Rowe, and Cllr Morris, representing the Disability Forum, arrange a meeting with OFCA to discuss the pathway.**

537. CLOSURE

The meeting was closed at 8.28pm. The next meeting was noted as being scheduled for Wednesday 10 July 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 28 June 2024 is provided below with a detailed report at **Appendix A**.

1 April - 28 June 2024 (2024 - 2025)

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	21,400.00	7,846.01	-13,553.99	36.66%	87,417.00	13,825.02	73,591.98	15.82%
202 Walton	8,000.00	3358.28	-4,641.72	41.98%	14,007.00	4,723.34	9,283.66	33.72%
203 Broadway House	2,650.00	0.00	-2,650.00	0.00%	10,302.00	2,892.54	7,409.46	28.08%
204 Cemetery	76,565.00	11,725.83	-64,839.17	15.31%	177,917.00	41,702.77	59,387.90	23.44%
205 Allotments	17,850.00	144.36	-17,705.64	0.81%	39,775.00	7,684.86	32,090.14	19.32%
206 Parks & Recreation	0.00	4755.00	4,755.00	N/A	40075.00	8700.22	31,374.78	21.71%
NET TOTAL	126,465.00	27,829.48	98,635.52	22.01%	369,493.00	79,528.75	289,964.25	21.52%

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Committee is requested to consider the budget report to 28 June 2024 and decide on any action it deems necessary.

AGENDA ITEM 6: TOWN HALL UPDATE REPORT

Damp on Walls

Unrelated to the damp in the loft discussed at the most recent meeting, the issue of damp on the inner walls of the front elevation of the Town Hall has deteriorated considerably. This is particularly problematic in the Clerk's Office, which is used for weddings, and the two rooms rented to Suffolk County Council and East Suffolk Council. The downstairs offices to the right of the front door seem unaffected.

Some photos are shown below of the worst areas:



Several requests for advice and quotes are being obtained. To resist further ingress of damp, foil-backed plasterboard was recommended by the Structural Engineer. However, this will not resolve the issue entirely. Suffolk Building Services has recommended taking damp/salt readings and developing a plan of action, possibly involving repointing, stripping back internal plaster to the bare bricks, sealing, re-plastering, and decorating. Initially, it was thought that each room could be done one at a time, but it would be worth comparing options and quotes to tackle this issue comprehensively.

A local damp control company, Maljon (www.maljon.co.uk), has been contacted. They quoted £155.00 + VAT for a survey. This includes a report of their survey, estimates of recommended work, and a sketch plan showing the areas of work/dampness.

Disabled Access

Work on the rear access is progressing, delayed by sickness. The ramp will be built, and the caretakers will redecorate the area before fitting a new carpet outside the toilets. The navy matting will remain by the door as it is robust for wiping feet, and a non-slip covering is being chosen for the ramp.

Heritage Open Day

The Town Hall will be open for Heritage Weekend on Sunday, 7th September, from 10 am to 4 pm. A caretaker will be on site throughout, and the Felixstowe Society will provide a steward.

Tours of the Town Hall have been scheduled for ticket purchase at the following times:

- 10:15 am
- 11:00 am
- 12:00 noon
- 2:00 pm
- 3:00 pm

If the Mayor or any Councillor would like to conduct the tours, please watch the following video of a former Mayor giving a short version during lockdown to understand what's involved: [Town Hall Tour Video](#).

Please contact the Deputy Town Clerk with the times you would like to facilitate the tours.

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

AGENDA ITEM 7: WALTON COMMUNITY HALL UPDATE

Environmental Improvements at Walton Community Hall

At the September meeting of the Assets & Services Committee, Members discussed potential environmental improvements for Walton Community Hall. Given the current increase in costs and usage of the hall, Members agreed that a review of the community hall should take place during this civic year before any work is investigated (*Minute #195ii 2022/23*). An Energy Audit was presented to the Committee in September 2023 (*Minute #198 2023/24*).

Further investigations have been made for possible funding sources:

1. **East Suffolk Rural Prosperity Fund:** Grants available between £15k - £30k. The next round is open from 5 August 2024 to 27 September 2024.
2. **Suffolk Climate Action Community Match Funder – Green Suffolk:** Offers to match fund up to 50% of the project cost, with a commitment to run a community engagement event/project on climate change.
3. **National Lottery:** May also be a suitable third funding application. More information can be found [here](#).

If Committee agrees, further quotes can be obtained in July to submit funding applications within the given timescales. The Energy Audit report previously brought to the committee will be used to obtain suitable quotes for the application.

Committee is requested to note the report on Walton Community Hall and consider the proposal to obtain further quotes during July to prepare and submit funding applications based on the Energy Audit report.

AGENDA ITEM 8: BROADWAY HOUSE UPDATE REPORT

Lease renewal

The lease for Broadway House between Felixstowe Old People's Welfare Association (FOPWA) and the Town Council is renewed on a five yearly basis and was due for renewal on 2 July 2024. A draft new lease has been sent to FOPWA for some initial feedback.

The Town Clerk will update the Committee on the lease arrangements for consideration.

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

AGENDA ITEM 9: CEMETERY UPDATE REPORT

Rewilding of Block A & B at Felixstowe Cemetery

During the past two seasons, the Grounds Team at Felixstowe Cemetery have intentionally allowed the grass in Blocks A and B to grow wild throughout the summer. However, they have maintained paths to access individual graves and clear the immediate area around each grave upon request. Currently, there are five graves in Block A and two in Block B that are maintained in this manner.

The Grounds Team discussed this approach with the team responsible for tending to the War Graves, who have not raised any objections to the rewilding of these areas. In fact, they have cooperated by cutting paths and creating clearances around the War Graves.

The decision to allow these areas to grow wild serves several purposes:

Ecological Preservation: By leaving these two areas largely untouched, a natural habitat for local flora and fauna has been created. Wildflowers have already begun to thrive, contributing to biodiversity within the cemetery.

Resource Allocation: Allowing Blocks A and B to rewild has enabled the Grounds Team to allocate their efforts more effectively. Priority can be given to other areas, such as the parks, while still maintaining the overall aesthetic and functionality of the cemetery.

To maintain the grass length comparable to neighbouring Blocks C and D, each Block would need to be cut once a fortnight, requiring one Groundsman approximately a day and a half per Block, depending on the length of the grass being cut.

Members are invited to visit the Cemetery before the meeting to see the situation for themselves. This will provide an opportunity to observe the benefits of rewilding and consider any further action needed.



Grass growth on Block A



Grass maintained on a section of Block A as recently requested



Grass growth on Block A



Pathway cleared for access

Berberis Hedge at Cemetery

The Berberis Darwinii Compacta hedge that was bought to replace the diseased Buxus Hedge in the Cemetery has now been planted with Mycorrhizal Fungi used on the roots to improve the resilience of the plant.

Renewal of Telecoms Site Agreement at Felixstowe Cemetery

Felixstowe Town Council has a license agreement with O2 (UK) Limited (now Telefonica UK Ltd), dated 23rd February 2007, for the site of the telecoms mast at the Cemetery. The annual payment received for this site has been £5,314.75 since 2016.

Communications regarding the renewal of the telecoms site agreement have been received, and on 17th June, the following proposal was made:

- **Stage 1. Underlying land value:** £100
- **Stage 2. Operator benefits:** £600
- **Stage 3. Grantor burden:** £300
- **Total:** £1,000 per annum

This proposed amount is significantly less than the current annual income. Cornerstone, who are handling the renewal, have proposed an enhanced offer to reach a consensual agreement and avoid protracted negotiations:

- **Enhanced Offer:** £1,200 per annum
- **One-off Payment:** £5,000 Early Completion Payment (ECP)
- **Subject to Completion:** Within 12 weeks of the issue of the draft agreement

Additionally, Cornerstone has offered to contribute £2,000 (plus VAT) each towards legal and surveyor's costs, understanding that the Council may wish to seek advice from an agent and/or solicitor.

Cornerstone's Landlord Guide provides further information about their operations and how they work with landlords across the country to enable mobile connectivity. Additional information can be found on their website: [Cornerstone Landlords](#).

All renewals of telecoms site agreements are under the Electronic Communications Code (Code) which came into force in 2017. This code was introduced to facilitate the rollout of mobile infrastructure to improve the UK's digital connectivity. More details about the 2017 code can be found here: [Miller & Miller - Mobile Phone Masts: The Code](#).

The Grounds & Maintenance Manager is investigating the value of the land based on its potential revenue from ashes interments. Under the Code, the value of the land to the Council could be considered the lost revenue, as the cemetery is becoming full. There could be a case that the current offer undervalues the land. An alternative argument might be that the land is required for development as part of the cemetery, but significant notice would be needed, and it is unlikely to be successful.

The Clerk has sought advice from SALC, who in turn sought advice from the senior solicitor at NALC. They have not encountered this issue before and are not experienced with the Electronic Communications Code. Their recommendation is for the Council to seek legal advice and accept the offer from Cornerstone to contribute to these costs. There is a SALC member arrangement for a free telephone consultation with a solicitor, which could be the first course of action.

In addition to the offer for a free telephone consultation with a solicitor through the SALC member arrangement, Committee could seek further legal advice to evaluate the offer and explore the best course of action to ensure fair compensation for the land use. Alternatively, Committee could consider the enhanced offer from Cornerstone at this juncture, to include the Early Completion Payment and the contribution towards legal and surveyor's costs.

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

AGENDA ITEM 10: ALLOTMENTS UPDATE REPORT

As of 3rd July 2024, allotment vacancies were as follows:

SITE	Total plots	Occupied	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	308	303	5	38(3)	14(1)
ALITTLEMENTS (within Cowpasture)	22	22	0	3	4
FERRY ROAD	98	96	2	14	5
RAILWAY HILL	44	43	1	3	3 (1)
CEMETERY	3	3	-	-	(0)
TAUNTON ROAD	17	17	0	0	0
TOTAL	492	484	8	58(5)	26(1)

Regular Inspections and Vacant Plots

Regular inspections have allowed us to stay on top of uncultivated plots, leading to a high number of cultivation orders. As a result, several plots may be relinquished simultaneously, and it can take some time to contact the next people on the waiting list to show them the available plots. In the meantime, the grounds and maintenance team strims any vacant plots to prevent weed growth from becoming a nuisance to neighbouring plots.

Of the five vacant plots on Cowpasture, three are currently being used for the new car park trial, while the other two are in the process of being shown to prospective tenants.

Fence Installation at Cowpasture Allotment

Following the Allotment Association's request, outside contractors have been approached regarding the installation of a fence around the perimeter of the Cowpasture Allotment site (*Minute #100ii 2023/24 refers*). With input from the Allotment Association on the preferred fencing option, quotes have been sought for a 6ft metal chain link fence.

The contractors have informed us that, provided the area is clear of any debris, the cost would be £50 per linear metre. The length of the boundary directly bordering the new development at Trelawny Place is approximately 466 metres, resulting in an estimated cost of £23,300 for the fence. It is unlikely that Persimmon Homes will contribute to the fence. Much of this boundary consists of thick hedges and trees, therefore, significant work would also be required to clear the area before the fence can be installed.

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

AGENDA ITEM 11: ALLENBY PARK AND GOSFORD WAY **PARK**

Water tap at Allenby park

Felixstowe Town Council has been approached by a group of patrons of Allenby Park requesting the installation of a water tap. This request has been made before, and the estimated cost for installing the tap, which was £4,828, was discussed by the Committee at the Assets & Services meeting in July last year and deemed excessive at the time.

The Felixstowe Society has now approached the Town Council with an offer to match fund the cost of installing a new tap. It is expected that the total costs may be up to £7,000 due to the need to obtaining the necessary permissions, scheduling the installation work and replacement of the existing lead pipework from the road.

Committee is requested to review the potential for partnership working with the Felixstowe Society to install a water tap at Allenby Park. Should Members wish to proceed, the cost could be taken from the Public Spaces Earmarked Reserve or CIL.

Gates at Allenby Park

Felixstowe Town Council has been approached regarding the need to renovate the gates at Allenby Park. These gates have been neglected for several years and now suffer from rust and broken sections.



Options for Renovation

1. In-House Restoration

- **Description:** The Grounds Team could undertake the task of cleaning and repainting the gates using metal paint.
- **Pros:** Cost-effective.
- **Cons:** Time-consuming, not a long-term solution, unable to repair broken sections.

2. Professional Restoration

- **Description:** An external contractor would thoroughly repair or replace broken sections, powder coat the gates, and ensure the surrounding fence is revitalized.
- **Pros:** Comprehensive and long-lasting solution.
- **Cons:** Higher initial investment.

Financial Considerations

- **Renovation:** Approximately £5,000 for the renovation of the gates and new side fencing.
- **New Gates:** Approximately £10,000 for new galvanized powder-coated gates and side fencing if renovation is not feasible.

Given the long-term benefits, the professional restoration option is advisable, subject to consideration of professional quotes. Funding the gate renovation could be appropriately funded from Community Infrastructure Levy (CIL) Funds.

Turkish Oak trees at Allenby and Gosford way Park

Three Turkish Oak trees were planted to replace those that were removed from Ferry Road Allotments. These trees were relocated to Allenby Park and Gosford Way. Unfortunately, one Turkish Oak tree at Gosford Way and one at Allenby Park failed to thrive and have been removed. The supplier responsible for the trees has agreed to replace the two deceased Turkish Oaks free of charge. The replacement trees will be pot-grown rather than bare-rooted, which is expected to improve their chances of survival. The new trees are scheduled for planting in the Autumn. It is important to note that the replacement trees will be smaller due to their pot-grown nature.

External Contract for Grounds Maintenance of parks

This year, the renewal prices for the grass cutting at Gosford Way, road sweeping at Allenby Park, and bin collection at both parks came in significantly higher than the previous year's costs. In response to the increased expenses, a review of services was conducted to identify areas for cost reduction.

Actions Taken:

1. Service Reductions:

- **Grass Cutting at Gosford Way:** The service is now handled by an outside contractor.
- **Road Sweeping at Allenby Park:** This service has been discontinued.
- **Bin Collection:** The service for emptying bins in both Gosford Way and Allenby Park remains with the outside contractor.

2. Alternative Contractors:

- A process has been initiated to investigate alternative contractors for grass cutting at Gosford Way. This includes exploring options to either reduce costs further or enhance the quality of service provided.

3. In-House Grass Cutting Assessment:

- An assessment is underway to evaluate what would be required to bring the grass cutting service for Gosford Way in-house. This review aims to determine if managing the service internally could be more cost-effective or efficient compared to external contracting.

Current Status:

- The grass cutting at Gosford Way and the bin collection services at both parks are now under the management of an external contractor.
- Initial steps have been taken to find alternative contractors for grass cutting to potentially reduce costs or improve service quality.
- A preliminary assessment is in progress to explore the feasibility of managing the grass cutting service for Gosford Way within the Town Council's operations.

Committee is asked to note the changes in service provision and the ongoing efforts to investigate alternative solutions for grass cutting and cost management. Updates on the progress of finding new contractors and the results of the in-house assessment will be presented to the Committee in due course.

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

AGENDA ITEM 12: LANGLEY AVENUE PLAYING FIELDS – ASSET OF COMMUNITY VALUE LISTING

LOCALISM ACT 2011 – RIGHT TO BID NOMINATION FOR LISTING AS AN ASSET OF COMMUNITY VALUE

Langley Avenue Playing Field was first nominated by Felixstowe Town Council as an Asset of Community Value (ACV) in 2014. Following a review by East Suffolk Council (ESC), it was added to the list of ACVs. The listing can be accessed on the ESC website [here](#) (near the bottom of the page).

Implications of Listing:

- **Owner's Disposal:** If the owner decides to dispose of the property (excluding scenarios such as gift, inheritance, mortgage default, insolvency, death, court order, or business transfer), they must notify the Council. This notification triggers a moratorium period allowing community groups the opportunity to submit an intention to bid.
- **ESC Website Record:** The owner's intention to dispose of the property will be recorded on the list of ACVs on the ESC website.

Further information, support, and advice are available on the [My Community Rights website](#).

According to The Localism Act 2011 Section 87 (3), assets are listed for a period of up to 5 years from the date of entry on the list. At the end of this period, the asset must be removed unless it has been removed earlier under regulations specified in subsection (5). The listing for Langley Avenue Playing Field was renewed in 2019 at the Town Council's request, and the current listing will end on 20th July 2024. To re-nominate Langley Avenue Playing Fields as an ACV, a new application must be submitted. Appendix B contains the draft application, which has been prepared based on the previous submissions made in 2014 and 2019.

The Committee is requested to review the draft application (Appendix B) and approve the re-nomination of Langley Avenue Playing Fields as an Asset of Community Value.