

**MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Town Hall,  
Felixstowe on Wednesday 22 February 2023 at 7.30pm**

**PRESENT:** Cllr N Barber (Chairman)                                 Cllr M Morris  
                  Cllr D Savage (Vice Chairman)                         Cllr D Aitchison  
                  Cllr A Smith

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

**IN ATTENDANCE:** No members of the public present

**414. PUBLIC QUESTIONS**

None.

**415. APOLOGIES FOR ABSENCE**

Apologies were received from **Cllr S Harkin, Cllr M Richardson** and **Cllr K Williams**.

**416. DECLARATIONS OF INTEREST**

None

**417. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 23 November 2022 be signed by the Chairman as a true record.**

**418. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 17 February 2023.

**It was RESOLVED that the Budget Report to 17 February 2023 be received and noted, with no other action required at this time.**

**419. TOWN HALL UPDATE REPORT**

The Deputy Town Clerk updated committee on the windows work and invited members to look closer after the meeting at the work that had been carried out so far. This included the weights that were now being fitted to replace the springs which meant that the windows were much easier to open.

**It was RESOLVED that the Town Hall update report be noted.**

#### **420. WALTON COMMUNITY HALL**

The Deputy Town Clerk updated members on Walton Community Hall and the broken dishwasher there. Members agreed that a survey should be sent out to all hirers to find out if they use the dishwasher and if not it should be removed.

**It was RESOLVED that:**

- i. the Walton Community Hall update be noted, and,**
- ii. a survey be sent to hirers to find out if the dishwasher is used, and if not, for it to be removed.**

#### **421. BROADWAY HOUSE UPDATE REPORT**

Committee received the Broadway House update report. It was noted that there were still ongoing maintenance issues with the automatic doors, and if there were further problems in the near future the Deputy Town Clerk will bring options and quotes to the next meeting.

**It was RESOLVED that:**

- i. the Broadway House update report be noted; and,**
- ii. the automatic doors be monitored, and if required, an update will be brought to the next meeting with options and quotes.**

#### **422. CEMETERY UPDATE REPORT**

Committee received the Cemetery update report, members were pleased that the water butts were being erected to recycle rainwater and praised the member of staff for creating mushrooms from the unsightly trees stumps which would be difficult to remove due to their proximity to graves.

**It was RESOLVED that the Cemetery update report and positive feedback be noted.**

#### **423. ALLOTMENTS UPDATE REPORT**

Committee received the Allotment update report and were pleased to hear that the micro allotments 'Alittlements' had been so successful.

Members considered the Allotment Tenancy Agreement and agreed that the additions and alterations were an improvement. Committee also agreed that an Allotment Regulations document would be a useful addendum to the tenancy agreement.

The Town Clerk explained the circumstances regarding three trees on Council's land which were causing issues to a neighbour of the Ferry Road Allotments. Committee recognised that the position of the houses being built so close to the

trees was a real issue to the resident. The third tree is the biggest issue as it is closest to the garden where children play. Members considered various options such as pollarding but were concerned that if the trees were removed there could be an issue as the roots shrink due to their proximity to the house in question. It was agreed that the resident should in the first instance contact Flagship Housing Association and then if they do not have any success, let us know who their contact at Flagship is, so we can progress further.

**It was RESOLVED that:**

- i. the Allotment update report be noted;**
- ii. the Allotment Tenancy Agreement and Allotment Regulations Addendum be presented to the Felixstowe Allotment Association and made accessible on the Town Council website with a paper copy being available on request; and,**
- iii. the resident living adjacent to the three trees on the walkway to the Ferry Road Allotments be contacted and asked to contact Flagship Housing Association in the first instance and to let us know who the contact is there so the issue can be investigated further.**

#### **424. ALLENBY PARK/GOSFORD WAY PARK UPDATE**

Committee considered the report on Allenby Park and Gosford Way Park, and were pleased to note the work that has been carried out so far to enable the parks to be easier to maintain in the future.

Members noted that there is one section of the blue trail equipment that originally came from Langer Park that is coming to the end of its life.

Committee considered the pathway between Gosford Way and Margery Girling House and its poor state of repair. This pathway had been neglected for many years and Committee suggested speaking to East Suffolk regarding this.

It was agreed that the pathway should be inspected to ensure that there were no urgent tripping hazards and to obtain some quotes to professionally repair the footpath.

**It was RESOLVED that:**

- i. The Allenby Park/Gosford Way Park Update report be noted;**
- ii. the footpath between Gosford Way and Margery Girling House be inspected for any immediate tripping hazards;**
- iii. quotes be obtained to repair the footpath; and,**
- iv. local Councillors be contacted for any ECB/Locality funding to potential help contribute to the refurbishment of the pathway.**

#### **425. LIONS CLUB FACILITY**

The Town Clerk presented a report on the development of the Lions Club facility and a request from East Suffolk Council for funding support toward the scheme, which would enable the Club to continue to deliver the town's Christmas lights. ESC has costed the remaining works, which were estimated to not exceed £35,000.

Members considered the project and felt that it was an ideal use of CIL money for which the Community Infrastructure Levy Earmarked Reserve for 2019/20 could be used. Committee asked that BID be invited to contribute toward the project, given its benefits to the Town Centre, and that local councillors be contacted for any potential local enabling budgets. Members considered a maximum of £10,000 from CIL and requested that the Town Clerk speaks to ESC regarding what figure they were looking for, an update will be brought to Council on 8 March who would be required to approve the CIL spending from the Earmarked Reserve.

**It was RESOLVED that:**

- i. The Lions Club Facility report be noted; and,**
- ii. it be recommended to Council that £10,000 be authorised from the 2019/20 Community Infrastructure Levy Earmarked Reserve to support the establishment of a new facility for the Lions Club.**

#### **426. EUROPEAN GATEWAY PLAQUE**

Committee considered a request received from a member of East Suffolk Council that the Town Council supports the replacement of a plaque to commemorate the victims of the European Gateway disaster. The new plaque will include the names of the drivers and seamen who lost their lives in the disaster. The families will be informed once the new plaque is in place and there will be an opening ceremony and publicity around the new plaque.

It was noted that this would be at no cost to the Council, the request was simply to receive and administer the funds from the Councillor's Enabling Communities Budget.

**It was RESOLVED that the Town Council receives and administers the ECB funding for a replacement plaque commemorating the European Gateway disaster.**

#### **427. CLOSURE**

The meeting was closed at 8.30pm. The next meeting was noted as being scheduled for Wednesday 26 April 2023 at 7.30pm.

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

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