

Telephone: 01394 282086  
Fax: 01394 285920  
email: enquiries@felixstowe.gov.uk

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 W Underwood

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 19 February 2025** 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](mailto: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**  
**14 February 2025**

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 20 November 2024 as a true record. **(Pages 3-6)**
- 5. Assets & Services Budget Report**  
To receive the Assets & Services Budget report to 14 February 2025 and consider any actions deemed necessary. **(Page 7 & Appendix A)**
- 6. Town Hall Passenger Lift**  
To consider repairs to the Town Hall passenger lift. **(Page 8)**
- 7. Broadway House Repairs & Maintenance**  
To consider a repairs and maintenance at Broadway House. **(Pages 9-10)**
- 8. Cemetery Drying Room and Shower**  
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Page 11)**
- 9. Cemetery Extension Report**  
To consider a report on the Cemetery extension project. **(Page 12)**
- 10. Allotments Update**  
To receive a report on allotments and consider any actions deemed necessary. **(Page 13)**
- 11. Allenby Park Gates**  
To consider the refurbishment of the gates at Allenby Park. **(Page 14)**
- 12. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 23 April 2025 at 7.30pm.

## **AGENDA ITEM 4: CONFIRMATION OF MINUTES**

**MINUTES** of the **ASSETS & SERVICES COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 20 November 2024** at **7.30pm**

**PRESENT:** Cllr D Rowe (Chairman)  
              Cllr M James (Vice Chairman)                         Cllr B Price  
              Cllr M Morris   Cllr M Sharman  
              Cllr S Harkin   Cllr W Underwood

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
               Mrs D Frost (Deputy Town Clerk)  
               Mrs J Smith (Assets & Services Officer)  
               Mr T Minns (Grounds & Maintenance Manager)

### **283. PUBLIC QUESTIONS**

None.

### **284. APOLOGIES FOR ABSENCE**

Apologies were received from **Cllr D Aitchison** and **Cllr N Barber**.

### **285. DECLARATIONS OF INTEREST**

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Harkin	All	Other registerable interests (as an employee of East Suffolk Council)

**Cllr S Harkin declared an Other Registerable Interest in the annual grant applications (*Minute # 291*) Felixstowe Museum as part of Landguard Trust.**

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

### **286. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 18 September 2024 be signed by the Chairman as a true record.**

## **287. ASSETS & SERVICES BUDGET REPORT**

The Committee reviewed the income and expenditure against the budget up to 15 November 2024.

Following a comment on the wedding hire income a suggestion was made to actively promote the Town Hall's wedding facilities, including further photography and improvements to the website.

A query was raised about the status of the telecoms mast licence review. The Town Clerk confirmed that the Council was awaiting feedback from the surveyors, who were in the process of investigating.

**It was RESOLVED that the Budget Report to 15 November 2024 be received and noted.**

## **288. TOWN HALL UPDATE REPORT**

The Committee considered a report on the Town Hall, including maintenance requirements and quotes received for damp repairs. Members discussed the importance of addressing identified issues proactively to prevent further deterioration.

The need for repointing the Town Hall building was highlighted, particularly given the accelerated deterioration caused by exposure to sea air. Members emphasised the importance of ensuring long-term resilience of the building.

In response to a query, The Deputy Town Clerk confirmed that Quote 3 included the replacement of electrical sockets and skirting. Members supported this quote, noting its more holistic approach to resolving the underlying issues.

The Deputy Town Clerk confirmed that scaffolding installations for the works would be planned to avoid any disruption to scheduled weddings. The Town Clerk advised that approximately £19,500 was available in the Town Hall's Earmarked Reserve to fund the proposed works.

**Following further discussion and consideration of the three quotes and options received, it was RESOLVED that:**

- i. The company who had refurbished the windows last year be appointed to carry out repointing, scaffolding and internal works to remedy damp at a cost of £17,345 +VAT to be financed via the Town Hall Earmarked Reserve; and,**
- ii. the scaffolding installation be planned around scheduled weddings.**

## **289. WALTON COMMUNITY HALL**

Committee discussed the current status and future maintenance needs of Walton Community Hall, including its financial position, roof condition, and plans for solar panel installation.

The Deputy Town Clerk reported that Orwell Housing had confirmed that Walton Community Hall's roof had a 30-year guarantee, with a 25 year guarantee on the foam insulation attached to the back of the tiles. There is no felt on the roof. Members emphasised the importance of adhering to the roof guarantee terms, with further information required before proceeding with any roof-related work. The Deputy Town Clerk advised that Orwell Housing might not support unnecessary roof work.

The Earmarked Reserve balance for Walton Community Hall is currently approximately £73,000

Members discussed contractor quotes for potential works, with some expressing trust in the current contractor, while others suggested further clarity on the roof's condition and guarantee terms before deciding. Concerns were raised about whether installing solar panels might invalidate the guarantee, and members agreed to seek confirmation via Orwell Housing.

The Committee also noted the approaching deadline for a related grant application. Members agreed that submitting the application, even in the absence of confirmed plans, was prudent to ensure potential funding for future works.

Reprofiling Earmarked Reserves: It was noted that the earmarked reserves may need to be reprofiled within the 2025/26 draft budget. This could involve reallocating funds from other reserves, such as Walton Community Hall (WCH) or Broadway House (BH), to support the Town Hall project. This recommendation will be presented to the Finance & Governance Committee and Full Council for consideration.

**It was RESOLVED that:**

- i. Further investigations be undertaken to confirm the condition of the roof, the terms of the roof guarantee, and whether solar panel installation would impact the guarantee; and,**
- ii. a grant application be submitted to secure potential funding for future works at Walton Community Hall; and,**
- iii. the re-profiling of Earmarked Reserves to support Town Hall projects be referred to the Finance & Governance Committee and Full Council for consideration within the 2025/26 budget process.**

## **290. ALLOTMENT UPDATE REPORT**

The Assets & Services Officer gave an update on current allotment occupancy.

**It was RESOLVED that the Allotment update report be noted.**

## **291. ALLENBY PARK GATES**

The Grounds and Maintenance Manager presented an update on the Allenby Park Gates. Comments from the Felixstowe Society regarding the historical significance of the gates were shared, alongside a report by David Gledhill detailing the historical value.

Committee discussed whether to pursue refurbishment or replacement of the gates, noting that the work was not time-sensitive and additional information could be sought. Options considered included full refurbishment, display of the existing gates if deemed beyond repair, or replacement with design modifications, such as smaller crests on either gate.

Following a discussion, it was suggested that consultation with the Conservation Officer at East Suffolk Council might provide clarity on the feasibility of refurbishment. Some Members expressed concerns over potential delays to the project, while others highlighted the importance of maintaining historical integrity.

**It was RESOLVED that**

- i. a second opinion on repair options be sought from blacksmiths suggested by The Felixstowe Society and Felixstowe Museum; and,**
- ii. the Conservation Officer at East Suffolk Council be consulted regarding the feasibility of refurbishment.**

## **292. DRAFT BUDGET CONSIDERATIONS 2025 - 2026**

Committee considered first draft proposals for its element of the Council's 2025-2026 budget and reviewed the accompanying notes to the estimates in the report. Discussions included the renewal of the wedding licence and its associated costs, and plans for the electric vehicle lease.

**It was RESOLVED that the draft proposals for the Assets & Services element of the Council's 2025-26 budget be recommended as presented to Council's Finance & General Purposes for further consideration.**

## **293. CLOSURE**

The meeting was closed at 8.28pm. The next meeting was noted as being scheduled for Wednesday 19 February 2025 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 2025 is provided below with a detailed report at **Appendix A**.

1 April - 14 February (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	11,299.14	-10,100.86	52.80%	87,417.00	63,329.03	24,087.97	72.44%
202 Walton	8,000.00	12502.33	4,502.33	156.28%	14,007.00	13,658.78	348.22	97.51%
203 Broadway House	2,650.00	2,750.00	100.00	103.77%	10,302.00	9,490.32	811.68	92.12%
204 Cemetery	76,565.00	57,883.37	-18,681.63	75.60%	177,917.00	148,600.38	59,387.90	83.52%
205 Allotments	17,850.00	17,808.70	-41.30	99.77%	39,775.00	31,563.61	8,211.39	79.36%
206 Parks & Recreation	0.00	4755.00	4,755.00	N/A	40075.00	29553.23	10,521.77	73.74%
<b>NET TOTAL</b>	<b>126,465.00</b>	<b>106,998.54</b>	<b>19,466.46</b>	<b>84.61%</b>	<b>369,493.00</b>	<b>296,195.35</b>	<b>73,297.65</b>	<b>80.16%</b>

Created by  Scribe

**Committee is requested to consider the budget report to 14 February 2025 and decide on any action it deems necessary.**

---

## **AGENDA ITEM 6: TOWN HALL PASSENGER LIFT**

The passenger lift and two stair-risers at the Town Hall are regularly serviced by Stannah Lifts and inspected twice a year by the Council's insurers.

During a recent service visit, the Stannah engineer reported that the lift motor is producing excessive noise while in operation, indicating a fault with the brake and voltage converter. To ensure the continued safe and efficient operation of the lift, it is recommended that the motor be replaced.

The lift has been slow and noisy for some time but remains operational, typically being used once or twice a week. The most recent inspection by the Council's insurers, carried out on 3 September 2024, found no defects.

A quotation has been received for the replacement of the lift motor at a cost of **£3,482 + VAT**. Funding for this work would need to be drawn from the Town Hall Earmarked Reserve.

**Committee is requested to consider the Town Hall update, including the proposed replacement of the lift motor with funding from the Town Hall Earmarked Reserve, and decide on any other actions it deems necessary.**

---



## AGENDA ITEM 7: BROADWAY HOUSE REPAIRS & MAINTENANCE

### Gas Boiler Replacement

The gas boiler at Broadway House, a non-condensing combi boiler (with no water tank) believed to be 24 years old, is experiencing frequent issues, often cutting out and requiring manual resets by FOPWA volunteers. The Gas Shop replaced the water pressure switch before Christmas, but the issue persists. While the air conditioning unit can provide heating in case of failure, it is expensive to run, and the lack of a functioning boiler would result in no hot water supply to the bathrooms and kitchen sinks.

Three quotes have been obtained for a replacement gas boiler, as up to three parts may be faulty, one of which is no longer manufactured. A similar part is available from a sister model, which the engineer would first need confirmation from Gas Safe that it could be fitted to this boiler. Notwithstanding this possibility, repairing the current boiler could be costly in the long run, with further repairs likely in the coming months.

Quotes for a replacement gas boiler:

- **Company A (current service provider)** – £3,695.83 + VAT
- **Company B (installed Town Hall boilers)** – £3,055.46 + VAT
- **Company C** – £3,220 + VAT

As Council declared a Climate Emergency in 2019, Members should also consider whether a low-carbon alternative would be more appropriate. Gas boilers contribute significantly to carbon emissions and air pollution.

Three environmental heating specialists have been asked to provide quotes for solar panels, battery storage, and heating/hot water solutions. While full energy usage data from FOPWA is awaited, preliminary payback estimates suggest that using solar energy with battery storage could significantly reduce long-term running costs.

Company	Details	Cost + VAT
<b>Company A</b>	53 solar panels, 2 string inverters, roof works, scaffolding. <b>Payback: 5 years. Saving 3,543 kg CO<sub>2</sub> annually</b> 10 kWh battery storage Air Source Heat Pump (inc. £7,500 government grant) providing heating & hot water <b>Price varies by model</b>	<b>£18,630</b> <b>£4,025.63</b> <b>£9,000 –</b> <b>£15,995</b>
<b>Company B</b>	46 solar panels (25-year defect/30-year performance warranty), 4 x 5kW inverters, roof works, scaffolding. <b>Payback: 12 years. Saving 5 tonnes CO<sub>2</sub> annually</b> 2 x 10.36 kWh battery storage (5-year warranty) Heating & hot water quote to follow	<b>£25,596</b>
<b>Company C</b>	24 solar panels, 1 x 6kW inverter, installation, scaffolding. <b>Payback: 9 years.</b> 10 kWh battery storage (10-year defect/25-year performance warranty) Heating & hot water quote to follow	<b>£8,460</b> <b>£3,300</b>

A comparison of gas vs. renewable heating running costs will be presented at the meeting, pending FOPWA's energy data submission.

### **Automatic Doors**

As part of ongoing building insulation improvements, gaps around the automatic doors have been identified. MPS Doors, who service the doors, has recommended:

- **Surface-applied brush strips** to reduce drafts (to be installed by caretakers).
- **Push-button entry system** to prevent doors from opening unnecessarily in wet weather, replacing the faulty sensor.

There is also an issue with the sensor on the automatic doors playing up when it rains and the doors automatically opening when pedestrians walk past. To remedy this a quote has been obtained for a push button to be placed outside the door in place of the automatic sensor.

The quote for the push-button system from the service provider is **£541.41 + VAT**, with funding required from the Broadway House Earmarked Reserve.

**Committee is requested to consider the options for replacing the gas boiler, including environmental alternatives; approving the installation of a push-button entry system for the automatic doors, funded via the Broadway House Earmarked Reserve; and, decide on any further action as necessary.**

---

## **AGENDA ITEM 8: CEMETERY SHOWER AND DRYING ROOM**

The need for a shower facility and drying room for the Grounds Team has been identified. This would enable staff to wash off mud and hazardous substances without having to travel home and provide a dedicated space for drying wet coats and boots, supporting staff well-being.

It is proposed to convert the existing Ladies' toilet to include a shower cubicle with a bench and clothes hooks.

To maintain toilet provision, the remaining two toilets would be made unisex. As part of this, the hand dryers in both toilets would be upgraded, addressing concerns raised by cemetery visitors about their inefficiency.

One quote has been received for **£4,331.09**, but it is anticipated that a more competitive quote can be secured.

**Committee is asked to consider the proposal for a shower and drying room at the Cemetery and potentially delegating authority for the procurement of works up to a maximum of £4,000, subject to securing competitive quotes.**

---

## **AGENDA ITEM 9: CEMETERY EXTENSION PROJECT**

The Chairman, Vice-Chairman and officer met on 31<sup>st</sup> January 2025 to assess the requirements for the planned cemetery extension project extension, focusing on planning, costs, and timelines.

### **Key Considerations**

#### Allotments

The designated extension area is currently occupied by two allotment holders who will require appropriate notice under the terms of their tenancy agreements. The tenants have previously been informed of the extension plans, and alternative plots are available for relocation.

#### Planning Permission

A change of use application is expected to be necessary, similar to the 2004 expansion. Consultation will be undertaken with East Suffolk Council's Planning Department, and a flood risk assessment will be required due to the site's size. A ten percent biodiversity improvement will be sought, potentially through tree planting.

#### Burial Space & Future Provision

Based on current demand, the existing cemetery capacity is estimated to last between five to eight years, making it essential for the extension to be operational within three to four years. The group discussed various options, including:

- Traditional lawn burials
- Green ashes burial area
- Designated urn burial space
- Potential pet cemetery
- Possible construction of a chapel or multi-use facility

#### Scout Hut

The Scouts will need to relocate from the existing scout hut which occupies part of the site. The Council has previously assured the Scouts that substantial notice would be given, and a formal two-year notice is now being proposed. Support may be required to find a new location. Langley Avenue sports field was identified as a potential alternative site, should the provision of a new mixed-use facility be viable. However, any acquisition and development at this site may not align with the required three-year relocation timeframe.

The next steps include issuing formal notices to allotment holders, engage East Suffolk Council's Planning Department regarding change of use permission and flood risk assessment, and appointing consultants for design proposals and cost estimates. A phased implementation plan will guide the project, beginning with land preparation and landscaping, followed by infrastructure development.

**Committee is requested to consider the Cemetery Extension Project report; approve the next steps outlined above, including formal notice to affected tenants and engagement with planning authorities; and, determine any additional actions required.**

## **AGENDA ITEM 10: ALLOTMENTS UPDATE**

As of 10<sup>th</sup> February 2025, allotment vacancies were as follows:

	<b>Total plots</b>	<b>Occupied</b>	<b>Vacant</b>	<b>Waiting List (Specific plot)</b>	<b>Cultivation Orders (Notice given)</b>
COWPASTURE	309	303	6	14 (4)	0
ALITTLEMENTS (within Cowpasture)	22	21	1	2	0
FERRY ROAD	100	95	5	2	0
RAILWAY HILL	46	44	2	2	0
CEMETERY	3	3	-	-	0
TAUNTON ROAD	19	20	1	0	0
<b>TOTAL</b>	<b>499</b>	<b>486</b>	<b>15</b>	<b>20 (1)</b>	<b>0</b>

Following the annual allotment renewals, work is still ongoing to re-let some of the plots that were relinquished. As several of these were in the same area, maintenance work was undertaken to improve both the plots and the surrounding areas. These plots are now being shown to potential tenants.

### Site Updates:

- Cowpasture: Three vacant plots will be used as a trial car park.
- Ferry Road: Four vacant plots will be divided into smaller microplots to offer more flexible options for new tenants.

### Cultivation Orders & Inspections:

- No Cultivation Orders have been issued recently, as there have been no inspections during the dormant months.
- Plot inspections will resume in March, ensuring tenants are maintaining their plots appropriately.

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

---

## **AGENDA ITEM 11: ALLENBY PARK GATES**

Following the Committee's request to obtain a second quote and investigate the feasibility of restoring the existing gates, an alternative blacksmith has been contacted. They have confirmed that traditional wrought iron can be sourced, allowing for a full refurbishment of the gates rather than replacement.

Viscount Allenby has been made aware of the project and has asked whether the Allenby coat of arms could be considered for inclusion alongside the Felixstowe crest, potentially with one on each side of the gate.

Restoration Quote (Wrought Iron):

- Blasting and painting – £2,800
- Replacement wrought iron – £650
- Labour (@ £55/hr) – £6,600
- Consumables – £550
- Total – £10,600
- Optional: Addition of two crests (one per gate) – £350

Total with Crests: £10,950

Comparison: Replacement with Galvanised Steel

A like-for-like replacement using galvanised steel gates and railings, powder-coated black, has been quoted at £14,260 + VAT.

Additional Considerations:

- Lead time for the restoration work is being confirmed.
- Security during restoration: If the gates are removed for off-site restoration, the Committee should consider whether temporary fencing is required to secure the park. A quote for temporary fencing is being obtained and will be presented to the Committee for consideration.

**Committee is requested to review the report and determine the next steps.**

---