



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 23 April 2025** 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.

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
15 April 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 any matters in which they have a disclosable pecuniary interest.
- 4. Confirmation of Minutes**
To confirm the Minutes of the Assets & Services Committee meeting held on 19 February 2025 as a true record. **(Pages 3-7)**
- 5. Asset of Community Value - The Grove and Eastward Ho**
To consider submitting an application for the The Grove and Eastward Ho as Assets of Community Value. **(Page 8 & Appendix A)**
- 6. Assets & Services Budget Report**
To receive the Assets & Services Budget report to 31 March 2024 and consider any actions deemed necessary. **(Page 9 & Appendix B)**
- 7. Asset Register 2024/25**
To review the Council's Asset Register and recommend to Council for approval. **(Page 10 & Appendix C)**
- 8. Walton Community Hall Update Report**
To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Pages 11-13)**
- 9. Allotments Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Page 14)**
- 10. Cemetery Extension Report**
To consider a report on the Cemetery extension project. **(Page 15)**
- 11. Council Motor Vehicles**
To consider a report on the Council's motor vehicles. **(Pages 15-16)**
- 12. Nature at Work**
To consider a report on East Suffolk Council's Nature at Work Initiative **(Page 17)**
- 13. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 9 July 2025 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Town Hall, Felixstowe on Wednesday 19 February 2024 at 7.30pm

PRESENT: Cllr D Rowe (Chairman) Cllr S Harkin
Cllr M James (Vice Chairman) Cllr M Morris
Cllr D Aitchison Cllr B Price
Cllr N Barber Cllr M Sharman

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

IN ATTENDANCE: 1 member of the public.

408. PUBLIC QUESTIONS

The Chairman of Felixstowe Old People's Welfare Association (Broadway House) addressed the Committee regarding Item 7 on the agenda. He raised concerns about replacing the gas boiler with a low-carbon alternative, highlighting the importance of Broadway House as a 'warm space' and the potential disruption such a change might cause.

The FOPWA Chairman also requested that the automatic door push button include an override function for use during the summer months.

409. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr W Underwood**.

410. DECLARATIONS OF INTEREST

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

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

Members were reminded that if any matters directly related to their interests arose during the meeting, they should declare them at the appropriate time.

411. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 20 November 2024 be signed by the Chairman as a true record.

412. ASSETS & SERVICES BUDGET REPORT

The Committee reviewed income and expenditure against the budget as of 14 February 2024.

A discussion took place regarding the variance in budgeted salaries between Broadway House and Walton Community Hall. It was queried whether this was due to variations in working hours. The Town Clerk clarified that the salaries were apportioned based on an anticipated number of hours attended at each site, with the majority being undertaken at Broadway House.

Concerns were raised regarding a reduction in Town Hall income from leases, rent, and licenses. Suggestions included increasing the promotion of wedding services and exploring potential revenue from mini-conferences and seminar facilities. The Town Clerk noted that other councils, such as Woodbridge Town Council, had successfully obtained grant funding for a website update and that a similar approach could be considered for Felixstowe.

Outstanding invoices were discussed, with confirmation that officers were actively pursuing payment of those overdue.

A review of aged debts and the invoicing process would be presented at the next Finance & Governance Committee meeting.

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

413. TOWN HALL PASSENGER LIFT

The Committee considered a report on the Town Hall passenger lift, which included a proposal to replace the lift motor due to excessive noise and potential failure risks. The Town Clerk explained that while the lift remained operational, the issue had been flagged as requiring attention. Members discussed the feasibility of reconditioning the motor but agreed that ensuring the lift remained reliable was a priority.

It was RESOLVED that the passenger lift motor be replaced at a cost of £3,482 + VAT, to be funded via the Town Hall Earmarked Reserve.

Note: As this expenditure exceeds the £20,000 threshold allocated from the Town Hall Earmarked Reserve, further approval will be sought at the next Full Council meeting.

414. BROADWAY HOUSE REPAIRS & MAINTENANCE

Committee considered the need to replace the gas boiler at Broadway House, which was over 24 years old and frequently malfunctioning. Discussion took place over the merits of replacing it with a like-for-like gas boiler versus exploring a low-carbon alternative, such as air-source heat pumps or solar panels. Concerns were raised regarding the high costs of installing renewable energy solutions and their current feasibility for this location. It was noted that, although a like-for-like gas boiler replacement would still be an improvement in energy efficiency, a long-term review of sustainability options should continue.

The proposed installation of a push-button system for the automatic front doors was also considered. Members agreed that the system should include an override function to allow the doors to remain open during the summer months.

It was RESOLVED that:

- i. company B be appointed to carry out the boiler replacement at a cost of £3,055.46 + VAT, to be funded via the Town Hall Earmarked Reserve;**
- ii. further investigations into solar panel installation and other low-carbon alternatives be undertaken; and**
- iii. The push-button door system be installed at a cost of £541.41 + VAT, to be funded via the Broadway House Earmarked Reserve, subject to confirmation that the override function is included.**

415. CEMETERY SHOWER AND DRYING ROOM

The Grounds & Maintenance Manager presented a proposal to convert an existing toilet at the cemetery into a shower and drying room for staff. This facility would enable staff to wash off mud and hazardous substances on-site and provide a dedicated space for drying wet coats and boots, supporting staff well-being.

Members were informed that the existing Ladies' toilet could be repurposed while still maintaining two toilets for public use, making these unisex, with upgraded hand dryers to address visitor concerns.

Committee agreed on the importance of the facility in improving staff welfare and ensuring practical working conditions.

It was RESOLVED that:

- i. Committee approve the works, with a maximum expenditure of £4,000, subject to obtaining competitive quotes to be funded from the Cemetery Earmarked Reserve; and,**

- ii. **that authority be delegated to the Town Clerk, in consultation with the Chairman, to progress the procurement of the works**

416. CEMETERY EXTENSION PROJECT

The Town Clerk presented an update on the Cemetery Extension Project.

Committee discussed the notice period required for allotment tenants and the Scouts occupying the site to vacate. The feasibility of constructing a chapel of rest or a multi-use facility was also considered, given the limited availability of non-denominational service areas in Felixstowe.

Committee acknowledged the impact on the Scouts and the group's need for secure storage facilities was also highlighted as being a factor in any consideration of potential relocation options.

Additionally, it was noted that a budget plan would need to be developed to cover the associated costs.

Committee approved the outlined next steps and agreed to proceed with issuing formal notices, engaging in planning discussions, and conducting cost assessments. Further discussions will be required to support the relocation of the Scouts and its associated facilities.

It was RESOLVED that:

- i. **One year's notice to vacate be issued to current allotment tenants in accordance with the terms of their tenancy agreement**
- ii. **two-year notice to vacate be issued to the Scouts, ensuring sufficient time for relocation arrangements; and,**
- iii. **a budget plan be developed to outline financial implications, including construction and infrastructure costs.**

417. ALLOTMENT UPDATE REPORT

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

It was RESOLVED that the Allotment update report be noted.

418. ALLENBY PARK GATES

The Grounds & Maintenance Manager provided an update on the restoration of the Allenby Park Gates.

Members considered the long-term maintenance implications of restoration versus replacement with galvanised steel. Security concerns regarding the removal of the gates for off-site restoration were also discussed, and it was agreed that temporary fencing would be installed if required.

Additionally, it was agreed that signage would be placed to inform the public about the refurbishment.

It was RESOLVED that:

- i. the company providing the restoration quote be appointed to carry out the works;**
- ii. security fencing be installed if issue arise during the removal process;**
- iii. the Allenby coat of arms be incorporated into the design; and,**
- iv. signage be placed in the park to inform residents about the refurbishment works.**

419. CLOSURE

The meeting was closed at 8.25pm. The next meeting was noted as being scheduled for Wednesday 23 April 2025 at 7.30pm.

AGENDA ITEM 5: THE GROVE AND EASTWARD HO – ASSET OF COMMUNITY VALUE

Felixstowe Town Council has received a report from a member of the public requesting that The Grove and Eastward Ho be nominated as Assets of Community Value (ACVs) under the Localism Act 2011. The submission, attached at **Appendix A**, sets out the case for designation of these two adjacent areas based on their long-standing and wide-ranging importance to the local community.

The Grove, a well-established deciduous woodland, and Eastward Ho, a significant area of playing fields and recreational space, are both located in north Felixstowe.

Together they provide vital green infrastructure, public amenity, and ecological value. Their central location within the area identified for the North Felixstowe Garden Neighbourhood development has led to increased public interest in securing their long-term protection.

The nomination outlines how both areas have served the community for more than a century and are used extensively for walking, sport, play, education, events and environmental engagement. It also draws on comparisons with previous successful ACV applications locally, including Langley Avenue Sports Field, the White Horse Public House, and the Half Moon Public House, each of which had Town Council support.

Given the widespread public support and the precedent set by previous Council-backed nominations, Members are asked to consider whether the Town Council should itself submit a nomination to East Suffolk Council to have The Grove and Eastward Ho formally listed as Assets of Community Value.

Committee is requested to consider the attached nomination (Appendix A) and determine whether to support and formally submit an application to East Suffolk Council for the listing of The Grove and Eastward Ho as Assets of Community Value.

AGENDA ITEM 6: 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 31 March 2025 is provided below with a detailed report at **Appendix B**. A financial report from 1 April 2025 will be brought to the July Assets & Services meeting.

1 April - 31 March (2024 - 2025)

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	21,400.00	19,576.79	-1,823.21	91.48%	87,417.00	89,140.23	-1,723.23	101.97%
202 Walton	8,000.00	16403.08	8,403.08	205.04%	14,007.00	15,512.74	-1,505.74	110.75%
203 Broadway House	2,650.00	2,750.00	100.00	103.77%	10,302.00	11,069.25	-767.25	107.45%
204 Cemetery	76,565.00	76,329.87	-235.13	99.69%	177,917.00	176,669.87	1,247.13	99.30%
205 Allotments	17,850.00	18,593.49	743.49	104.17%	39,775.00	38,115.79	1,659.21	95.83%
206 Parks & Recreation	0.00	6835.76	6,835.76	N/A	40,075.00	35,359.03	4,715.97	88.23%
NET TOTAL	126,465.00	140,488.99	-14,023.99	111.09%	369,493.00	365,866.91	3,626.09	99.02%

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Committee is requested to consider the budget report to 31 March 2025 and decide on any action it deems necessary.

AGENDA ITEM 7: ASSET REGISTER REVIEW

The Council maintains an Asset Register which is also published on the Town Council's website. The Town Council defines an asset as any land or property owned by Council and any equipment/tools/vehicles with a renewal price exceeding £500.

Council is required to review its Asset Register at least once annually and this is attached at **Appendix C**.

The document is shown as in previous years, and a database is also updated on the Scribe Finance software, which inputs the same figure into the Annual Return. The Scribe system allows us to keep photographs of equipment and further information for when required.

Although it is common practice for business to depreciate long-term assets for both tax and accounting purposes, this is not recommended for local councils and for reporting purposes, the value of fixed assets will usually stay constant until their disposal.

Members will note that a number of items in the schedule of land and property is assumed to be held for community benefit and is therefore shown at a nominal value of £1 rather than the original purchase cost as recommended in the Practitioners' Guide, "Governance and Accountability for Local Councils". The Council has considered this value method appropriate for community assets.

The Council's Asset Register has been updated to reflect acquisitions and disposals in the 2024/25 year since 1 April 2024.

Committee is requested to review and approve the Asset Register to 31 March 2025 for onward referral to Annual Council.

AGENDA ITEM 8: WALTON COMMUNITY HALL UPDATE

Grant Update

Last month, Council received confirmation that its application to the UK Shared Prosperity Fund (UKSPF) via the RBC Hub Fund was successful. In consultation with the Chair of Assets & Services, the grant was accepted and £28,157.32 was received on 1 April 2025.

The grant is subject to the following condition and advisory points:

Felixstowe Town Council is required to liaise regularly with East Suffolk Council Community Officers to support delivery of the project in line with the Hub Fund priorities and the advisory guidance provided.

On 24 March, the Deputy Town Clerk and Assets & Services Officer met with ESC Community Officers at Walton Community Hall to explore opportunities for increased community use. The grant application already included provision for installing internet access. In addition, it was suggested that the small upstairs room could function as a one-to-one well-being hub. This space could be made available to organisations such as Lighthouse, Alcoholics Anonymous, Walton Parish Nurses, the Hearing Clinic, and home-schooling groups.

If furnished with a sofa and desk, the room could be hired when the main hall is not in use. The Committee will be invited to set a hire charge in September. Options could include aligning it with the current hall rate or offering a reduced charge, with availability limited to bookings made no more than a week in advance.

The funders have requested that the final project report includes evidence of consideration for local demographics and demonstrates that the project not only delivers environmental improvements but also enhances wellbeing in the local community.

The room may also be made available to local councillors for ward-based constituent meetings.

Advisories

- The panel noted that the quotes and accompanying commentary were somewhat unclear but were reassured by the commitment to careful project management.
- They encourage wider engagement with local residents to understand how they would like the Hall and its improvements to serve the community.
- They advise that the Council should be as ambitious as possible in realising a wide-reaching Community Hub, extending beyond energy efficiency improvements alone.
- The broadband proposal was considered vague; the panel encourages maximising its use for community benefit.

All publicity relating to this award must acknowledge the UKSPF RBC Hub Fund. Logos have been provided for use in marketing or promotional material.

Spending and Monitoring

The grant is subject to the following key conditions:

- The funding must be used strictly for the purposes outlined in the application.
- Any unspent or uncommitted funds remaining 12 months after the grant acceptance date must be returned to East Suffolk Council.
- Felixstowe Town Council will meet all reasonable monitoring requirements and complete an End of Project Report. Receipts and a full income/expenditure breakdown must be retained. Monitoring may also include a site visit.

A new Earmarked Reserve, titled 'Grants Funded Projects', will be created. The grant and matched funding from the Council will be transferred to this reserve and monitored accordingly

The following quotes, as submitted in the original application, remain unchanged:

Double Glazed Windows: Replacement of the two remaining single-glazed windows, using the contractor previously engaged at the Cemetery.

Quote: £1,561.66 + VAT

Solar Panels: Installation of 42 panels and a 10kWh Fox battery by a company previously involved in Suffolk County Council's solar initiatives.

Quote: £20,762.00 + VAT

The company has confirmed that planning permission is not required. A Certificate of Lawful Development will be applied for to confirm this.

[See: <https://www.gov.uk/guidance/lawful-development-certificates>]

The solar panels are currently planned to be the maximum on the roof of the hall, (not over the flats) as shown below:



Air Source Heat Pump: The original quote for replacing the existing air conditioning unit in the main hall has been revised as follows:

Original: £12,723.00 → Updated: £13,105.00 + VAT

A second quote has also been requested from the solar panel supplier. The air source heat pump will replace the air conditioning unit which needs an expensive repair and will just heat the main hall, where the heating is most inefficient. The hot water and heaters in the kitchen, toilets and halls will remain.

Other Project Costs:

Broadband: There was previously a phone line at the Hall. Reconnection costs may be absorbed into a new contract. *Cost: TBC*

Furniture for Small Room: A desk and sofa will be required. *Cost: TBC*
Redecoration of the room will also be necessary.

Financial Summary

The grant application was based on 80% of an estimated total cost of £35,196.66. With the addition of furniture and redecoration for the upstairs room, overall costs are now estimated at approximately £37,000.

To support this, it is proposed that £10,000 be transferred from the Walton Community Hall Earmarked Reserve to the new Grants Funded Projects Earmarked Reserve. Any underspend would be returned to the Walton reserve at project completion.

Committee is requested to note the Walton Community Hall update, confirm funding of the balance of costs to the Grants Funded Projects Earmarked Reserve and decide on any other action it deems necessary.

AGENDA ITEM 9: ALLOTMENTS UPDATE REPORT

As of 11th April 2025, allotment vacancies were as follows:

SITE	Total plots	Occupied	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	307	307	0	15(8)	3(1)
ALITTLEMENTS (within Cowpasture)	22	22	0	2	3
FERRY ROAD	104	97	7	5(3)	3
RAILWAY HILL	46	46	0	2	2
CEMETERY*	3	3	-	0	0
TAUNTON ROAD	18	18	0	0	0
TOTAL	500	493	7	24(11)	11(1)

With a good start to spring, many tenants have made excellent progress on their plots, and only a few cultivation notices have needed to be issued. Most of these were sent to tenants who were under cultivation orders last year and were advised in February that further improvement would still be expected this year.

The waiting list is currently the shortest it has been at this time of year for some time, with many of those on it being existing tenants waiting for a specific plot to become available. There is usually a seasonal dip in interest over the autumn and winter months, but this year it has been more pronounced than usual. Interest is now slowly picking up again as the weather improves.

The water was slightly delayed being turned back on at all sites due to several split pipes, which were discovered once we attempted to reinstate the supply. We do take precautions to protect the pipes over winter, but unfortunately, issues like this can still occur. This does lend credence to the recommendation we received from Anglian Water about boxing in the taps.

*Future reports will no longer include the Cemetery allotment site as notice is being given to those tenants in advance of the cemetery extension project.

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

AGENDA ITEM 10: CEMETERY EXTENSION PROJECT

The Cemetery extension project team will be meeting on Wednesday 16 April, a verbal report will be presented to committee.

Committee is requested to consider the Cemetery Extension Project report and determine any additional actions required.

AGENDA ITEM 11: COUNCIL MOTOR VEHICLES

Electric Van Lease

The current lease for the electric van used by the Grounds Team is due to expire on 17 August 2025. The lease includes the option for a three-month extension if required.

To ensure a seamless transition, Committee is requested to consider the following options:

Option 1: Enter into a New Lease (Like-for-Like Replacement)

- Initial Rental: £2,407.86 (excl. VAT)
- Followed by: 35 monthly payments of £401.31 (excl. VAT)
- Returning Customer Discount: Approximately £500 (to be confirmed)

Option 2: Purchase the Current Vehicle

- Around 70 days before the lease end date, the van can be independently valued by British Car Auctions Ltd (BCA).
- Direct purchase by the Council is not permitted under the lease terms, but the dealership may agree to purchase the vehicle and re-sell it to the Council.
- Estimated cost saving: £500–£1,500 below typical forecourt prices.

Option 3: Purchase an Ex-Demonstrator Vehicle

- A like-for-like van (23 plate, 1,159 miles) has been sourced at a cost of £14,995 (excl. VAT).

Additional Information:

- If the current van is returned at the end of lease, all Council decals must be removed in advance to avoid a charge of £70.
- Any damage will be assessed in accordance with BVRLA Fair Wear and Tear Guidelines.

Grounds Team Truck – Toyota Hilux

The 2011 Toyota Hilux (purchased in 2012) recently passed its MOT, though the report included 13 advisories. The cost to repair these items is estimated at £2,223.13.

- Current mileage: 97,711 miles
- Due to the vehicle's age and likelihood of increasing repair costs, preliminary research has begun into potential replacement options.

Vehicle Replacement Considerations:

- An electric alternative is currently not viable, owing to the towing requirements for plant equipment and the water bowser.
- A modern diesel vehicle appears to be the most suitable option based on operational needs.

Further investigation will be undertaken to identify appropriate diesel vehicles that meet the Council's specification and future sustainability goals.

Committee is requested to consider the options for the electric van lease, deciding on a preferred course of action; and, note the current status of the Toyota Hilux and approve continued investigations into suitable replacement vehicles.

AGENDA ITEM 12: NATURE AT WORK INITIATIVE

East Suffolk Council has recently launched the Nature at Work initiative, a strategic programme designed to enhance biodiversity, support environmental sustainability, and connect people with nature through improvements to green spaces and the built environment.

The initiative forms part of East Suffolk's broader commitment to addressing the climate and ecological emergency. It promotes a nature-first approach by encouraging practical and visible improvements to urban and rural spaces. These include:

- Increasing habitat for wildlife through planting schemes and natural landscaping
- Improving biodiversity in parks, verges, and open spaces
- Greening grey infrastructure and enhancing public realm
- Installing green roofs, walls, and sustainable drainage solutions
- Creating inclusive, accessible, and biodiverse spaces for people to enjoy
- Promoting pollinator-friendly planting and wildflower areas
- Supporting tree planting and urban canopy cover

Nature at Work is designed to be a collaborative programme, inviting contributions and ideas from town and parish councils, community groups, schools, businesses, and residents. The aim is to deliver joined-up nature-based projects across East Suffolk which have lasting benefits for the environment and local communities.

Felixstowe Town Council has expressed an interest in participating and has contacted the initiative organisers to explore how the town might become involved. Potential opportunities may include enhancements to Council-managed spaces such as Felixstowe Cemetery, allotment sites and local parks, among others. Projects may also support ongoing sustainability goals and complement existing community-led environmental work.

At the time of writing, we are awaiting further information from East Suffolk Council, including details on how to formally engage with the programme, potential funding opportunities, and examples of eligible projects. It is hoped that an update will be available for the Committee meeting.

Committee is requested to consider the Nature at Work report and decide on any action it deems necessary.
