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9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL MEMBERS OF THE ASSETS & SERVICES COMMITTEE

Cllr D Rowe (Chairman)
Cllr M James (Vice Chairman)
Cllr D Aitchison
Cllr N Barber

Cllr S Harkin
Cllr B Price
Cllr M Sharman
Cllr W Underwood

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 18 February 2026** at **7.30pm**.

Public Attendance

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend. Members of the public are invited to make representations or put questions to the Committee during the public session.

There is a limit to the number of public attending in-person. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

Public are very welcome join via Zoom using the following link:

<https://us02web.zoom.us/j/88182581915>

Alternatively, you may join via the meeting ID 881 8258 1915 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://felixstowe.gov.uk/wp-content/uploads/2022/02/Remote-Meeting-Guidelines.pdf>

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
13 February 2026

For information (via email):

All Town Councillors



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 19 November 2025 as a true record. **(Pages 3-7)**
- 5. Assets & Services Budget Report**
To receive the Assets & Services Budget report to 13 February 2026 and consider any actions deemed necessary. **(Page 8 & Appendix A)**
- 6. Town Hall Repairs**
To consider a report on guttering repairs at the Town Hall. **(Page 9)**
- 7. Allenby Park Update**
To receive a report on Allenby Park and consider any actions deemed necessary **(Pages 10-11 & Appendix B)**
- 8. Cemetery Update**
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Pages 12-13)**
- 9. Cemetery Extension Report**
To consider a report on the Cemetery extension project. **(Page 14)**
- 10. Allotments Update**
To receive a report on allotments and consider any actions deemed necessary. **(Page 15)**
- 11. Edible Felixstowe Tree Project**
To consider a proposal for establishing a Community Orchard. **(Page 16)**
- 12. Heritage Open Days / Heritage Festival week**
To consider including the Town Hall in the Heritage Open Days programme. **(Page 17)**
- 13. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 22 April 2026 at 7.30pm.

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

280. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 17 September 2025 be signed by the Chairman as a true record.

281. ASSETS & SERVICES BUDGET REPORT

The Committee reviewed income and expenditure against the budget as of 14 November 2025.

On a question on Town Hall hire, clarification was given that all rooms suitable for licensing are currently licensed, though the duration of the Santander tenancy remained unconfirmed. It was noted that the availability of day-use rooms limited their suitability for longer-term leasing.

It was RESOLVED that the Budget Report to 14 November 2025 be received and noted.

282. ALLOTMENTS UPDATE REPORT

Committee received the Allotment update report.

A discussion took place regarding the bonfire policy, including enforcement challenges, the impact on residents, and issues arising when bonfires resumed after the seasonal restriction. Members considered the need to balance allotment waste disposal with the concerns of neighbouring residents.

A representative of the Felixstowe Allotment Association addressed the Committee, acknowledging the concerns raised while emphasising the tradition and practical need for burning waste that cannot be composted. It was noted that some misuse of bonfires occurs when inappropriate materials are brought to the sites.

Members emphasised the importance of ensuring tenants are fully aware of the bonfire policy. It was noted that the policy is published on the Council's website, the allotment regulations outline the seasonal restrictions, and the annual letter to all tenants includes a reminder of the restrictions and the Bonfire policy, with a link to the full document online and an option to request a hard copy from the Town Hall.

Committee agreed that tenant awareness should be strengthened further.

Committee discussed potential adjustments to the current policy and agreed that controlled bonfires should continue under tighter conditions.

It was RESOLVED that:

- i. the Allotment update report be noted;
- ii. with effect from January 2026, bonfires be permitted only between the 1st and 7th of the months from October to May, subject to existing rules, and only when using incinerators;
- iii. the new regulations be communicated to all tenants, with the Felixstowe Allotment Association to include the information in its January newsletter;
- iv. that a copy of the bonfire policy be included in all new tenant welcome packs, in addition to the existing reminders provided annually and through the Council's website, and;
- v. the new Bonfire policy to be reviewed after 12 months and reported back to Committee.

283. TOWN HALL UPDATE REPORT

Committee considered the update on essential works relating to the emergency exit door and the replacement radiator.

It was RESOLVED that:

- i. the Town Hall update report be noted, and;
- ii. the cost of £350 for the replacement FD30 fire-rated emergency exit door be met from the Town Hall Earmarked Reserve, and;
- iii. the cost of £250 + VAT for the replacement radiator and valves in the Magistrates' Room also be met from the Town Hall Earmarked Reserve.

284. ALLENBY PARK GATES - REFURBISHMENT UPDATE

Committee received a further update on the significantly delayed project. Members discussed the lack of progress, missed deadlines, uncertainty surrounding the condition and location of the railings, and concerns regarding overall workmanship and communication. Options considered included giving a final deadline, engaging an alternative contractor, and exploring legal remedies. It was noted that partial payment had been made and that outstanding works remained substantial.

It was RESOLVED that:

- i. that no further payments be made and the contractor be given a final deadline of 5 December 2025 to install or return the outstanding railings, and;

- ii. **that the Town Clerk, in consultation with the Chair of Assets & Services, be authorised to seek advice on potential legal action to recover costs and assets if the works are not completed or the railings not returned by the deadline.**

285. CEMETERY UPDATE REPORT

The Committee received a report on the proposed removal of a large, dying cherry tree. In response to a query regarding the need for planning permission, it was clarified that none would be required, as the Cemetery is not located within a conservation area and the tree is not subject to a Tree Preservation Order (TPO).

It was RESOLVED that Company 2 be appointed to remove the tree at a cost of £750, to be met from the Cemetery Earmarked Reserve.

286. CEMETERY EXTENSION UPDATE

Committee considered proposals for the hydrological risk assessment and agreed that a Tier 2 assessment should be undertaken.

Members also reviewed the proposed installation of removable bollards to prevent through-traffic on Cemetery Road, while maintaining access for visitors and staff. Clarification was given on the design and location, and that existing hedging and planned tree planting would reduce the risk of vehicles circumventing the barrier.

It was RESOLVED that:

- i. **Company 2 be engaged to undertake a Tier 2 hydrological risk assessment at a cost of £4,695 + VAT, to be funded from the Cemetery Earmarked Reserve; and,**
- ii. **removable bollards be installed on Cemetery Road at a cost of £347.26 + VAT, also to be funded from the Cemetery Earmarked Reserve.**

287. LGR AND LOCAL ASSETS

Committee received an update on recent Local Government Reorganisation (LGR) briefings and discussed forming a Working Group to consider potential local asset and service transfers.

It was confirmed that a list of relevant assets was available for Members who had not attended the earlier workshop.

It was RESOLVED that:

- i. **the update be noted; and,**

- ii. a politically proportionate ‘LGR and Local Assets’ Working Group of five Members be formed, with no Members who also serve on East Suffolk Council or Suffolk County Council, comprising of Cllr D Rowe (Chair), Cllr D Aitchison, Cllr N Barber, Cllr M James and Cllr W Underwood.

288. DRAFT BUDGET CONSIDERATIONS 2026-27

Committee considered first draft proposals for its element of the Council’s 2026-2027 budget and reviewed the accompanying notes to the estimates in the report.

It was RESOLVED that the draft proposals for the Assets & Services element of the Council’s 2026-27 budget be recommended as presented to Council’s Finance & General Purposes for further consideration.

289. GRIT BINS

Committee received the report on grit bins and noted the request for a new grit bin at the junction of Ferry Road and Cliff Road. Clarification was given that any request must be submitted by the Town Council, regardless of who funds the purchase.

A brief discussion took place regarding funding options. It was noted that Cllr S Wiles had indicated he would be willing to fund the cost through his locality budget, and the Committee agreed that this should be the preferred approach.

A query regarding an icy private alleyway near the library was noted, with advice given that the library may be willing to hold supplies of grit and that the matter could be raised with County Councillors.

It was RESOLVED that:

- i. that the Grit Bins report be noted, and;
- ii. that the request for a grit bin at the junction of Ferry Road and Cliff Road (opposite the golf club) be approved, and;
- iii. that the Town Council submit the required application to Suffolk Highways and that the grit bin be funded through Cllr S Wiles’ locality budget.

290. CLOSURE

The meeting was closed at 9.09pm. The next meeting was noted as being scheduled for Wednesday 18 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 13 February 2026 is provided below with a detailed report at **Appendix A**.

1 April - 13 February 2025 (2025 - 2026)

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	21,351.00	26,361.08	5,010.08	123.47%	97,638.00	68,121.25	29,516.75	69.77%
202 Walton	15,000.00	13,299.25	-1,700.75	88.66%	16,438.00	13,848.51	2,589.49	84.25%
203 Broadway House	2,800.00	2,872.86	72.86	102.60%	13,578.00	10,705.48	2,872.52	78.84%
204 Cemetery	76,565.00	93,699.62	17,134.62	122.38%	198,145.00	161,941.77	59,387.90	81.73%
205 Allotments	19,500.00	19,747.49	247.49	101.27%	44,184.00	39,960.47	4,223.53	90.44%
206 Parks & Recreation	0.00	296.30	296.30	N/A	43,684.00	32,651.30	11,032.70	74.74%
NET TOTAL	135,216.00	156,276.60	-21,060.60	115.58%	413,667.00	327,228.78	86,438.22	79.10%

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Committee is requested to consider the budget report to 13 February 2026 and decide on any action it deems necessary.

AGENDA ITEM 6: TOWN HALL REPAIRS

Committee is asked to consider quotations for essential repairs to the guttering, roof tiles, and fascia boards following identified water ingress at the rear fire exit and the plant room.

Following the recent replacement of the rear fire exit door due to water damage, further investigations were carried out to identify the root cause of the ingress. Two primary areas of concern were identified:

1. **Rear Fire Exit:** Defective cast iron guttering and broken roof tiles.
2. **Plant Room Exterior:** Rotten fascia boards and damp masonry joints behind the running outlets.

Quotations Received

Finding contractors for small-scale heritage repairs has proven challenging. At the time of reporting, two quotes have been verified. A third is expected by the date of the meeting.

Contractor	Total Cost (Excl. VAT)	Scope of Work Summary
Company A	£1,648.00	Full replacement of cast iron with Ogee guttering; replacement of broken roof tiles; fascia replacement; lime-mortar repointing; and new leadwork protection.
Company B	£1,450.00	General supply and fit of fascia and gutter; leadwork; pointing. (Minimal detail provided on materials).
Company C	TBC	To be presented at the meeting.

Company A has recently completed successful repairs on the Town Hall roof. Their quote is highly specific, noting the use of lime-based mortar (essential for the breathability of older masonry) and matching Rosemary/Acme tiles.

Company B is cheaper by £198, but the quote lacks detail regarding "like-for-like" heritage materials or the specific roofing repairs mentioned by Company A.

The works are essential to prevent further internal damage to the newly installed fire door and the plant room infrastructure.

Committee is asked to review the provided quotations; and, determine a preferred contractor to ensure the building remains watertight. Expenditure for this project would need to be authorised from the Town Hall Earmarked Reserve.

AGENDA ITEM 7: ALLENBY PARK UPDATE

Gate Restoration Update (Kingdom Forge)

The restoration project, which commenced on March 4th, 2025, remains incomplete with several outstanding issues:

- **Functionality:** The gates do not close correctly. Drop pins were initially too long and, following an attempt to shorten them, are now non-functional.
- **Aesthetics/Crests:** The decorative crests have not been installed. Despite repeated requests, no photographic evidence of the crests has been provided.
- **Finishing:** Concrete around the rail bases remains unsmoothed; the rail attachment to the pillar is uneven; and the short rail barrier requires painting.
- **Communication:** The contractor has ceased responding to phone calls and emails.



Information Signage

Felixstowe Town Council, in collaboration with the Felixstowe Society, is proposing a heritage and nature information sign for the park entrance.

The mock-up below shows how the sign could look.



Feature	Company A	Company B
Panel Material	Composite & Laminated	3mm Aluminium (n-viro graphic)
Durability	Standard	Anti-graffiti coating included
Stand/Mount	Not included (must source elsewhere)	Double Leg Stainless Steel Lectern
Total Cost	£120 (Panel only) + external stand costs	£1,208 + VAT (Full Solution)

Allenby Park Management Plan

The draft Management Plan for Allenby Park is presented for Committee review at **Appendix B**. This document outlines the long-term maintenance and strategic goals for the space.

Committee is requested to:

- i. note the report regarding the gate restoration;
- ii. set a final deadline for Kingdom Forge to complete the works;
- iii. consider the quotations for the information sign and select a preferred provider; and,
- iv. approve the Allenby Park Management Plan.

AGENDA ITEM 8: CEMETERY UPDATE REPORT

Parking on Football days

On the 17th January, during youth football matches at Langley sports field, visitors to the ground parked on the verges of Cemetery Road, which blocked access for Cemetery visitors. While this has occurred in previous years, the volume of traffic is increasing on match days. Council staff have explored several options, including new signage and physical barriers. However, as an alternative, a trial has been implemented to close that specific section of the road to vehicles on Saturdays when football games are scheduled. To date, the trial has been successful and no negative feedback has been received.

Relocation and Installation of Cemetery Gates

Following the trial which commenced on 1st October 2025, to formalise the closing of the Cemetery road in line with Cemetery closing hours, quotes have been sought to replace the temporary gates with permanent ornate gates. This proposal includes the removal of the original fence line (to be completed in-house), which has badly deteriorated; estimates suggested repair costs for the original fencing could exceed £200,000.

Two companies have been approached and have offered slightly different designs. However, both companies would supply gates manufactured from galvanized steel and powder-coated black to ensure longevity and durability.

The installation of the new gates and the reposition on the main entrances to the Cemetery will complement the proposed Cemetery Extension.

- **Company 1:** Estimate of £38,000 + VAT. Fabrication, galvanizing, and installation of gates & rails at the 2 entrances.
- **Company 2:** Will have quote by day of meeting.

Funeral Greens & Ground protection boards

To maintain the high standard of grave preparation, the Grounds team requires new ground protection boards to replace damaged stock, as well as new artificial grass for dressing graves. Previously, pre-cut sets have been purchased; however, it is more cost-effective to purchase a full roll and cut it to size in-house.

- **Total Cost:** £1,037.00 + VAT (Grass roll: £485; 4x Boards: £392; Carriage: £160).

Cat & Genny (Health & Safety)

During routine maintenance to remove a large shrub, a power line supplying the mobile phone mast was struck. The cable was not covered by marker tape, and there was no onsite record of its location. Fortunately, no one was injured. UKPN carried out repairs; the Town Council is not expected to be charged for the repair but

may incur a call-out fee. To prevent a recurrence, qualified digger drivers should be trained in the use of, and supplied with, a CAT (Cable avoidance tool) and Genny.

- **Equipment:** Radiodetection CAT4+ & Genny4 Kit: £1,278 + VAT.
- **Training:** Company A (£130+VAT per candidate + travel to Bury St Edmunds)
OR Company B (£999.00 + VAT for up to four attendees on site).

Committee is requested to review the report and determine the next steps, with any expenditure to be approved from the Cemetery Earmarked Reserve.

AGENDA ITEM 9: CEMETERY EXTENSION PROJECT

The Cemetery Extension Project Group met on 4 February 2026 to review progress on the Felixstowe Cemetery Extension project. The meeting considered the findings of the Tier 2 Groundwater Risk Assessment, current site access arrangements, the proposed relocation of the Scouts, and the status of the borehole in relation to groundwater protection requirements.

Key Discussion Points

- **Planning & Consultancy:** Members reviewed a Tier 2 Groundwater Risk Assessment, which noted an anticipated burial rate of 22–29 per year, well within the realms of the Cemetery’s current burial rate. To manage costs, the group is exploring alternative project management options, such as using in-house resources, local architects, or alternative providers like Concertus and Ipserv, rather than a full cemetery consultancy.
- **Cemetery Road & Access:** New bollards have been installed on Cemetery Road, which is now closed overnight. Kirton Forge and The Ironworks Felixstowe will provide a quote for new cemetery gates to formalise the entrance. Recent liaison with the football club has reportedly improved parking behaviour in the area.
- **Scouts Relocation:** The Council is supporting the Scouts in locating a new site. Under the lease terms, the Scouts are required to provide vacant possession. Discussions are ongoing regarding whether the main hut should be removed or retained for future site use.
- **Borehole Project:** Works are currently on hold due to potential regulatory conflicts between groundwater abstraction and cemetery use. Officers are exploring a joint borehole arrangement with Langley Playing Fields as a safer alternative.

Next Steps

The Cemetery Extension Project Group will now focus on the following actions to progress the project:

- Seek revised quotes from alternative consultants and local architects while gathering data from other local authorities on in-house delivery models.
- Engage with East Suffolk Council Planning for informal guidance on the required documentation and specific constraints for the cemetery layout.
- Prepare an outline site sketch identifying burial areas, landscaping, and access routes to inform planning discussions.
- Obtain formal confirmation from the Scouts regarding their intentions for the onsite hut to factor into site preparation.

Committee is requested to consider the Cemetery Extension Project report; approve the next steps outlined above and determine any additional actions required.

AGENDA ITEM 10: ALLOTMENTS UPDATE

As of 11th February 2026, allotment vacancies were as follows:

	Total plots	Occupied	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	309	304	5	24 (8)	1
ALITTLEMENTS (within Cowpasture)	22	21	1	2	0
FERRY ROAD	105	100	5	13 (3)	1
RAILWAY HILL	46	43	3	7 (1)	0
TAUNTON ROAD	21	20	1	0	0
TOTAL	503	488	15	46 (12)	2

East Suffolk Council's Environmental Services team is currently undertaking an investigation into a serious fly-tipping incident identified on a recently vacated allotment plot. Felixstowe Town Council is fully co-operating with the investigation. As this matter is ongoing, further details cannot be provided at this stage. The Committee is being informed to note that the Council is aware of the issue and is actively co-operating with East Suffolk Council. Updates will be provided to the Committee where appropriate.

The new Bonfire Policy is now in force. Notices have been issued to all tenants and signage is being installed across the allotment sites. Notices have also been sent to residents neighbouring the allotment sites to advise them of the new policy and to invite them to contact the Town Council with any concerns.

The adopted policy is available on the Town Council's website, with hard copies available from the Town Hall on request, and is included within the welcome pack issued to all new tenants. (*Minute #282iv 2025/26 refers*) The allotment regulations have also been updated accordingly

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

AGENDA ITEM 11: EDIBLE FELIXSTOWE TREE PROJECT

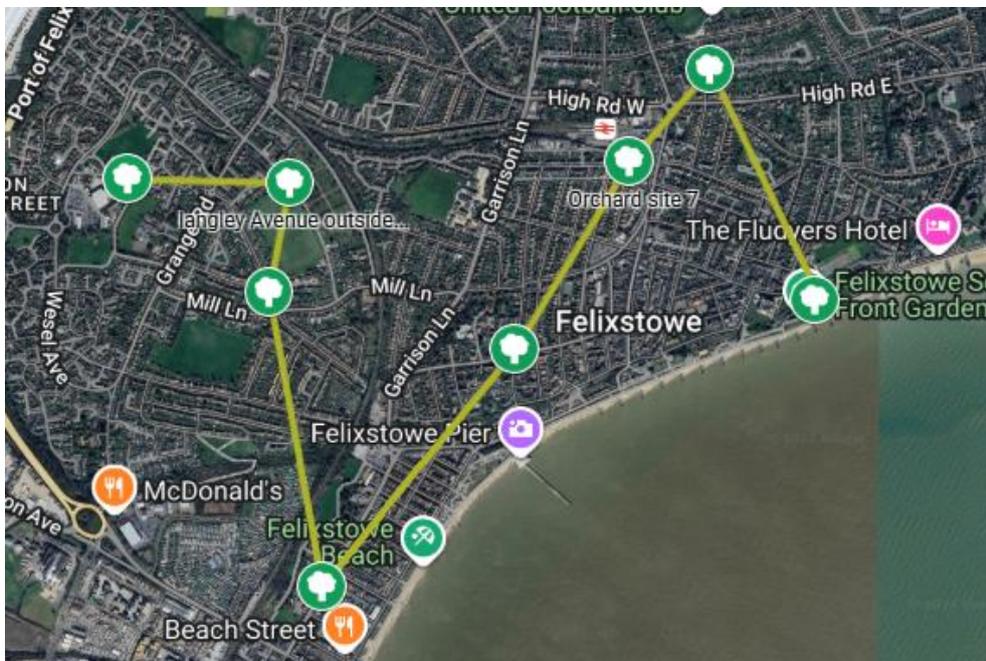
Edible Felixstowe has secured grant funding from East Suffolk Council to plant a number of new fruit trees and bushes in publicly accessible locations across the town, with the aim of increasing biodiversity and encouraging local food growing within the community.

Proposed Planting at Langley Avenue

As part of this wider community orchard initiative, Committee is being asked to support the project by permitting the planting of four fruit trees within Langley Avenue. The trees will form part of a network of sites across Felixstowe where produce will be freely available for public harvesting once established.

Wider Project Status Edible Felixstowe has also identified a number of other sites for planting across the town. Planting started at the beginning of February and some sites have already been planted, including:

- **Completed Sites:** Bath Hill Gardens, the Opal Kitchens front beds, and Lynwood Avenue.
- **In Progress:** Edible Felixstowe is coordinating volunteer support for planting, watering, and ongoing maintenance during the establishment period.
- **Permissions:** They have secured permission from East Suffolk Council for Cavendish Park/Skate Park and are seeking permission for St Philip's Church, St John's Church, and St Edmund's/Pitstop.



Committee is requested to note the project and consider the planting of four fruit trees within Langley Avenue.

AGENDA ITEM 12: HERITAGE OPEN DAY / HERITAGE FESTIVAL **WEEK**

Committee is requested to consider the Town Council's participation in the national Heritage Open Days (HODs) 2026 programme by opening Felixstowe Town Hall to the public on either Saturday 19 or Sunday 20 September 2026.

Background

The Heritage Open Days festival is one of England's largest celebrations of history and culture. The Felixstowe Society is coordinating a local programme of heritage assets, and the Town Council has been a regular participant, opening the Town Hall every other year since at least 2018 (including 2018, 2020, 2022, and 2024).

The Town Hall is a key heritage asset for the town, offering residents and visitors a chance to view:

- The Council Chamber and its civic regalia.
- The Cork Lightship bell.
- Exhibitions on the building's history, including its role in the trial of local suffragettes.

Proposal for 2026

It is proposed that the Town Council joins The Felixstowe Society's 2026 programme by hosting open hours/guided tours over the main HODs weekend, either on:

- Saturday 19 September 2026
- Sunday 20 September 2026

The Felixstowe Society will include the Town Hall in their official 2026 brochure and promotional materials. In line with previous successful years, it is suggested that the event features guided tours led by Councillors or staff, supported by an exhibition of archive material.

Financial and Resource Implications

- Staffing: Volunteer support from Councillors or staff will be required to steward the building and lead tours.
- Costs: Minimal. Promotion is largely covered by the national HODs marketing and The Felixstowe Society. Small costs for refreshments or printed materials can be met from existing civic budgets.

Committee is requested to consider the Town Council's participation in the Heritage Open Days 2026 programme; authorises the use of the Town Hall for public tours on either 19th or 20th September 2026; and, instruct the Town Clerk to liaise with The Felixstowe Society to finalise listing details for the 2026 brochure.