

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 S Harkin

Cllr M Morris
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 19 November 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 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 November 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 17 September 2025 as a true record. **(Pages 4-12)**
- 5. Assets & Services Budget Report**
To receive the Assets & Services Budget report to 14 November 2025 and consider any actions deemed necessary. **(Page 13 & Appendix A)**
- 6. Allotments Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Page 14)**
- 7. Town Hall Update Report**
To receive a report on the Town Hall and consider any actions deemed necessary. **(Page 15)**
- 8. Allenby Park Gates – Refurbishment Update**
To receive an update on the Allenby Park gates and consider any actions deemed necessary. **(Page 16-17)**
- 9. Cemetery Update Report**
To receive an update on the Cemetery and consider any actions deemed necessary. **(Page 18)**
- 10. Cemetery Extension Update**
To receive a report on the Cemetery Extension and consider any actions deemed necessary. **(Pages 19-20)**
- 11. LGR and Local Assets**
To note an update on Local Government Reorganisation and to consider the Council's approach to reviewing local assets. **(Pages 21-23)**
- 12. Draft Budget Considerations 2026-27**
To consider first draft recommendations for the Assets & Services element of Council's budget for 2026-27. **(Page 24 & Appendices B & C)**

13. Grit Bins

To receive a report on Grit Bins and a request for a grit bin at the junction of Ferry Road and Cliff Road. **(Pages 25-26 & Appendix D)**

14. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 18 February 2026 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 17 September 2025** at **7.30pm**

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

170. PUBLIC QUESTIONS

None

171. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Harkin** and **Cllr M Morris**.

172. DECLARATIONS OF INTEREST

None.

Members were reminded to declare any interest arising during the meeting.

173. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 9 July 2025 be signed by the Chairman as a true record.

174. ASSETS & SERVICES BUDGET REPORT

The Committee reviewed income and expenditure against the budget as of 10 September 2025.

It was RESOLVED that the Budget Report to 10 June 2025 be received and noted.

175. FEES AND CHARGES 2026-27

Committee considered the scale of Fees and Charges for Council services from 1 April 2026 as presented in the report.

It was RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2026:

i) Town Hall – General Hire:

Hire fees to remain the same for 2026-27 as follows:

FELIXSTOWE TOWN HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	Full day (Weekday, 9am-5pm)	Half day (weekdays 9-1pm, 1pm-5pm)	Hourly rate (weekday hours between 9am-5pm)	Hourly rate (all other times)
Council Chamber				
Commercial/Business Hire	£254	£128	£40	£58
Voluntary/Charity/Community	£124	£64	£20	£37
Other Town Hall Rooms				
Commercial/Business Hire	£190	£97	£28	£52
Voluntary/Charity/Community	£112	£55	£15	£31
Refreshments (to include tea, coffee, water and biscuits)		£2 per delegate		

ii) Town Hall - Weddings and Special Events:

Wedding fees for 2026-27 to be as follows:

WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL	Weekday (1st April- 30th Sept)	Weekend (1st April- 30th Sept)	Any Day (1st Oct- 31st March)	Post-Ceremony Drinks
Council Chamber (for ceremonies attended by a maximum 76)	£650	£795	£650	N/A
Felixstowe Resident Rate	£550	£695	£550	
Clerk's Office (for ceremonies attended by a maximum 15)	£395	£495	£395	N/A
Felixstowe Resident Rate	£295	£395	£295	
Courtroom Gallery	N/A	N/A	N/A	£150
Other Rooms	N/A	N/A	N/A	£150

iii) Walton Community Hall – General Hire:

Hire fees to remain the same for 2026-27 as follows:

WALTON COMMUNITY HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	Weekdays 9-5pm	Evenings and Weekends up to 10pm	Session Rate Mon-Sun 9am-10pm

			(up to 4 hours)
Commercial/Business Hire	£20	£23.50	£62.50
Voluntary/Charity/Community /Private Hire	£10.50	£14	£34.50

iv) Cemetery:

5% increase on fees for 2026-27 as follows:

1. INTERMENTS	2026-2027	
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	Standard Fee	Felixstowe Resident fee*
Still Born – 1 Month	No charge	No charge
Child up to 18 Years	No charge	No charge
Adult Grave - Single Depth 4'6"	1528	764
Double Depth 6'4"	2471	1236
Triple Depth 7'6"	2885	1443
Urn of cremated remains	389	195
Scattering of ashes	88	88
Additional charges applicable outside ordinary hours of burial Monday to Friday	Standard Fee	Felixstowe Resident fee
Grave space	1019	510
Urn space	605	303
Scattering of ashes	344	172
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Standard Fee	Felixstowe Resident fee
Grave space	1694	847
Urn space	1185	593
Scattering of ashes	434	217
2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS	2026 - 2027	
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	Standard Fee	Felixstowe Resident fee*
Adult Grave 8' by 3'	2890	1445
Children's grave 4' by 3'	No Charge	No Charge
Urn plot in GARDEN OF REMEMBRANCE	1185	593
Urn plot in LAWN GARDEN	2172	1086
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL	Standard Fee	Felixstowe Resident fee*
Renewal 50 years: Adult Grave	2548	1274
Child Grave	No Charge	No Charge

Urn plot (Garden of Remembrance)	847	424
Urn plot (Lawn Garden)	1829	915
Renewal 25 years: Adult Grave	1293	647
Child Grave	No Charge	No Charge
Urn plot (Garden of Remembrance)	427	214
Urn plot (Lawn Garden)	937	469
4. PERMISSION TO ERECT MEMORIALS		
	Standard Fee	
Kerb stone or border stone or edging not exceeding 6'6" by 2'6" by 6" in height (Blocks A – F only)	365	
Memorial not exceeding 3' 6" height by 3' width	365	
Kerb stone/border stone/edging AND Memorial	607	
Memorial not exceeding 2' height by 1'3 width by 3" depth (Block J urns, M urns, & Block O)	200	
Vase with or without lettering	200	
Scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	200	
Additional inscription on any memorial after the first	125	
Garden of Remembrance – Ground level Plaque		
Plaque for urn plot 6" by 4"	50	
Plaque for urn plot 8" by 6"	50	
MEMORIAL GARDEN (subject to VAT)		
	2026-2027	
	Standard Fee	Felixstowe Resident fee*
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	764	382
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	471	236
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	624	312
Renewal of lease for the above memorials for further 5 years	163	163
Memorial bench plaques with inscription for 10 years (prices from)	1566	783
5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)		
Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years	2084	1042

Planting single grave with winter and summer plants and maintaining for one year	363	363
Annual maintenance thereafter	208	208
6. MISCELLANEOUS		
Registering transfer of grant	55	55
Exhumation (Burial)	2037	2037
Exhumation (Ashes)	847	847
Register Search	32	32
Preparation of Statutory Declaration	71	71

v) Allotments

For allotments taken on from January to October, charges will be applied pro-rata through to October, along with the following 12 months. For allotments taken on between October and December, the full fee for 12 months will be charged, up to the following October.

For tenancies renewing in October 2026, or new tenancies beginning from April 2026, the applicable fees will be:

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot New tenant (approx. 125m ² or '5 Rods')	£75.00	Discount will be applied to first full year
Single-size plot (approx. 125m ² or '5 Rods')	£46.25	£29.25
Double-size plot (approx. 250m ² or '10 Rods')	£92.50	£58.50
'Allotment' (Miniplot)	£29	N/A

176. WALTON COMMUNITY HALL

The Deputy Clerk presented a report on refurbishment works to improve the building's energy efficiency, scheduled to commence the day after the meeting.

Following a discussion on whether to replace two single-glazed windows with wooden or UPVC double-glazed windows, it was noted that the latter would require planning permission but was significantly more cost effective. It was suggested that a quote and planning permission be sought for the installation of UPVC double-glazed Victorian-style sash windows.

It was RESOLVED that quotes be obtained and planning permission sought for the installation of UPVC double-glazed Victorian-style sash window.

177. CEMETERY UPDATE REPORT

The Committee received an update regarding cemetery matters, including signage, road closures and a request from City Fibre for a Wayleave Agreement.

In discussion, Members raised questions about whether City Fibre had a statutory right to install apparatus and whether any payments could be sought. It was confirmed that the works formed part of a government-funded scheme and that no compensation was available. Assurance was given that the scale of works was reduced from the original proposal and that grounds staff would monitor activity on site.

Members also discussed the impact of closing Cemetery Road overnight. While some public concerns had been received, it was noted that alternative routes were available and that the closure had already shown signs of reducing antisocial behaviour. It was further noted that discussions were ongoing with Sustrans regarding the diversion of the cycle route.

It was RESOLVED that:

- i. The Cemetery update be noted, and;**
- ii. that the signing of the Wayleave Agreement with City Fibre be approved.**

178. TELECOMS MAST LICENCE

The Committee received and noted an update on the renewal of the licence agreement for the telecoms mast at the Cemetery. It was reported that further information on cemetery capacity is being collated to support the valuation process, and updates will be provided in due course.

It was RESOLVED that the Telecoms Mast Licence report be noted.

179. ALLOTMENTS UPDATE REPORT

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

It was RESOLVED that the Allotment update report be noted.

180. PARKS UPDATE REPORT

The Committee received a report on the Allenby Park gates and on the use of Community Infrastructure Levy (CIL) funds for East Suffolk Council park upgrades.

Regarding the Allenby Park gates, Members expressed concern at delays and poor communication from the appointed contractor. While the refurbished gates had been installed, the adjoining posts were in a substandard condition and the crest remained outstanding. Members discussed options, including continuing to pursue the contractor or considering the works already paid for as sufficient value and appointing an alternative contractor to complete the posts and railings. It was agreed that efforts would continue to press the contractor to return the remaining property by the next meeting, while also seeking a quotation for completion of the posts should this not be achieved.

In relation to the play equipment projects funded by CIL contributions, Members noted with satisfaction that both Seaton Road Park and Walton Recreation Ground had reopened following installation and inspection of the new facilities.

Members welcomed that the East Suffolk Council Leisure Team would coordinate a formal opening photocall involving the Youth Forum and Level Two.

It was RESOLVED that:

- i. The Parks update report be noted, and;**
- ii. the contractor be pressed to complete or return the remaining railings by the next meeting, and;**
- iii. a quotation be sought from an alternative contractor to complete the restoration of the gate posts and railings if the appointed contractor fails to do so.**

181. COUNCIL MOTOR VEHICLES

The Committee received an update on the completion of the electric van purchase, including associated costs, and on the progress of leasing a new Toyota Hilux hybrid on revised terms. It was noted that the existing Hilux would be sold privately once the new vehicle had been delivered.

It was RESOLVED that the Council Motor Vehicles update be noted

182. BIODIVERSITY POLICY

The Committee received the draft Biodiversity Policy, setting out the Council's commitments and objectives for protecting and enhancing biodiversity across its land, buildings, and activities. Members noted that adoption of the policy would also support the Council's ambition to achieve a Gold Award under the Local Council Award Scheme..

It was RESOLVED that the draft Biodiversity policy be accepted.

183. GAZEBOS

The Committee considered a report on purchasing additional branded gazebos to support the Council's participation in community events. It was noted that the Council currently owns one large 3m x 6m gazebo stored at the Cemetery, which is well-worn, difficult to erect, and unsuitable for regular use.

The Grounds & Maintenance Manager had sourced quotes from three suppliers for two 3m x 3m branded gazebos. It was clarified that the individual figures for Company B did not exactly total the overall quoted amount, but this was a minor error, with individual figures inclusive of VAT and the overall total excluding VAT.

Following discussion, the Committee agreed to proceed with the purchase of two pop-up branded gazebos from Company B as the preferred supplier.

It was RESOLVED that the purchase of two 3m x 3m branded gazebos from Company B be approved, the cost of which £1992.42 + VAT be taken from Public Spaces Earmarked Reserves.

184. CEMETERY EXTENSION PROJECT

The Committee received an update on the Cemetery Extension Project, including pre-planning advice from East Suffolk Council and considerations for site infrastructure.

Borehole

Two quotes were obtained: a 60m borehole (£14,300 + VAT) and a 15m borehole (£6,037 + VAT). Members discussed the significant difference in depth proposed, noting that one company had assessed the site remotely while the other had provided an on-site explanation. Written assurances were to be sought before proceeding. The Committee supported the installation of a borehole by Company B, funded from Cemetery earmarked reserves, with reassurance that no charge would be made if no water was found.

Cemetery Extension Options

The Committee considered whether to take a phased approach or commission a whole-site masterplan. It was recognised that a phased approach would allow parts of the site to become usable sooner, while a masterplan would strengthen the Council's position to secure external funding and deliver a consistent long-term vision. Members noted that significant funding would be required in either case and discussed the importance of maximising potential grant opportunities. Updated costings were to be obtained to support the preparation of a masterplan, with proposals brought to the November meeting.

Deben Way Land Parcels

The potential purchase of two parcels of land behind Deben Way was discussed as a possible relocation site for the Scouts' hut, which would release their current site for the cemetery extension. Members queried the valuation process and agreed that the Council should seek clarification from the landowner on the lowest possible purchase price and obtain an independent

valuation. The Scouts would be informed that the Council was exploring this option on their behalf and advised to seek pre-planning advice on the site's suitability. A further report will be brought to the next Committee meeting.

It was RESOLVED that:

- i. Company B be appointed to install the borehole with the cost of £6037 + VAT to be funded from Cemetery earmarked reserves, subject to written assurances;**
- ii. that updated costings for the development of a cemetery masterplan be obtained to inform proposals;**
- iii. discussions with the landowner regarding the Deben Way parcels continue and an independent valuation be obtained, with the Scouts advised to seek pre-planning advice, and;**
- iv. a report on the Cemetery extension masterplan and the Deben way land purchase be brought to the next Assets & Services meeting on 19 November 2025.**

185. CLOSURE

The meeting was closed at 8.56pm. The next meeting was noted as being scheduled for Wednesday 19 November 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 November 2025 is provided below with a detailed report at **Appendix A**.

1 April - 14 November 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	23,351.52	2,000.52	109.37%	97,638.00	53,217.68	44,420.32	54.51%
202 Walton	15,000.00	9830.34	-5,169.66	65.54%	16,438.00	9,774.28	6,663.72	59.46%
203 Broadway House	2,800.00	2,872.86	72.86	102.60%	13,578.00	7,372.23	6,205.77	54.30%
204 Cemetery	76,565.00	82,729.96	6,164.96	108.05%	198,145.00	115,667.00	59,387.90	58.37%
205 Allotments	19,500.00	15,502.11	-3,997.89	79.50%	44,184.00	26,560.50	17,623.50	60.11%
206 Parks & Recreation	0.00	0.00	0.00	N/A	43,684.00	24,299.71	19,384.29	55.63%
NET TOTAL	135,216.00	134,286.79	929.21	99.31%	413,667.00	236,891.40	176,775.60	57.27%

Created by  Scribe

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

AGENDA ITEM 6: ALLOTMENTS UPDATE REPORT

As of 12th November 2025, allotment vacancies were as follows:

SITE	Total plots	Occupied (grassed over)	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	311	300	11	26(7)	2
ALITTLEMENTS (within Cowpasture)	22	21	1	1	1
FERRY ROAD	105	95	10	9(4)	1
RAILWAY HILL	46	43	3	6	1
TAUNTON ROAD	21	21	0	1	0
TOTAL	505	480	25	43(11)	5

Annual allotment invoices for the year were dispatched on 29th September 2025. The deadline for payment was set for 31st October. 83% of the invoices had been paid by the deadline. This year has seen an increase in cheque and cash payments. This may be linked to the continued loss of local bank branches, making in-person banking more difficult for some tenants and leading them to use traditional payment methods instead.

Since the annual allotment invoices were sent out, a total of 30 plots have been relinquished by outgoing tenants. The Council is endeavouring to get new tenants on these plots as soon as possible.

Bonfire policy

Following the Committee's decision to restrict bonfire usage on allotments (*Minute #199ii 2024/25 refers*), the agreed measures were introduced this year, with bonfires not permitted between 1st June and 30th September. The new restrictions were generally well observed, resulting in a reduction in complaints from neighbouring residents during the summer period.

However, when bonfires were permitted again from 1st October, there was a significant increase in reports from residents regarding smoke and nuisance caused by fires. In addition, a serious incident occurred at one of the allotment sites where a fire was left smouldering and subsequently caused damage to adjoining plots. In light of these issues, officers are reviewing the current bonfire policy and have identified a range of possible options for the Committee's consideration. These include further restrictions on when bonfires may be held, alternative waste disposal methods, or a complete ban.

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

AGENDA ITEM 7: TOWN HALL UPDATE REPORT

Emergency Exit Door

The emergency exit door adjacent to the Caretaker's Room has deteriorated significantly, with damp penetration affecting its condition and integrity. A quotation has been secured from a local contractor to install a replacement external FD30 fire-rated door, in order to meet current fire safety standards. The specification includes the installation of two drip bars (to the head and base of the door) to improve water run-off protection. Decorative beading will be applied to the internal face to match the existing finish.

Cost: £350.

Magistrates' Room Radiator

The radiator within the Magistrates' Room has developed a leak, which has been affecting the pressure of the Town Hall boiler. Two contractors inspected the system and both advised that the radiator could not be repaired and required full replacement. The lower quotation was provided by the contractor who services and originally installed the boiler. They have now replaced the radiator and valves to stabilise the system and prevent further operational issues.

Cost: £250 + VAT.

Budgetary Considerations

Both items constitute essential repairs to maintain the safety and operation of the Town Hall. The expenditure can be met from the Town Hall Repairs and Maintenance budget; however, doing so is likely to result in an overspend on that budget line. Alternatively, Committee may choose to allocate the costs from the Town Hall Earmarked Reserve.

Committee is requested to consider the Town Hall Update report, and either note the resulting overspend on the Town Hall Repairs and Maintenance budget; or, approve the costs being met from the Town Hall Earmarked Reserve.

AGENDA ITEM 8: ALLENBY PARK GATES – REFURBISHMENT **UPDATE**

This report provides an update on the refurbishment of the Allenby Park gates and railings, following the Committee’s previous resolutions and the contractor’s commitment to complete all outstanding works by 31 October 2025.

In early 2025, the Council appointed Kingdom Forge to refurbish the historic gates and associated railings at Allenby Park. The original expected completion date was summer 2025. Due to repeated delays and limited communication from the contractor, the Council has on several occasions sought written updates to clarify the position and maintain accountability for delivery.

At the September and October meetings, the Committee expressed concern regarding the protracted timescale, the condition of the site, the additional costs incurred for security fencing, and the reputational impact of the prolonged absence of the gates.

On 31 October, the contractor provided an update acknowledging that the agreed 31 October completion deadline had been missed. Key points from the correspondence include:

- Railings: Additional reconstruction work has been required, with the contractor supplying photographs showing progress. Panels were intended to be delivered to Abbey for painting “by Wednesday” (date unspecified in the email).
- Gate Posts: A colleague of the contractor attended site on 30–31 October and applied top coats to the posts. During this work, the contractor partially stripped back one post after discovering vandalism in the form of a scratched symbol and white marker.
- Installation: The contractor stated an intention to install the railings “as soon as possible” once painted.
- Crests: No mention has been made of the crests in the most recent update, despite earlier assurances that replacements had been cut and would be installed by 31 October.
- Acknowledgement of Delay: The contractor recognised that the deadline had not been met and stated he would understand if the Council wished to consider alternative options.

On 1 November, the Town Clerk wrote to the contractor requesting clarification regarding the railings and the crests, and confirming the requirement for a full written update by Wednesday 12 November for inclusion in this report. The contractor was also asked to attend this Committee meeting on 19 November at 7.30pm to respond directly to members’ questions.

At the time of publishing this report, no further substantive update has been received.

Based on the latest information:

- The gate posts have been painted, though final assessment of their condition remains outstanding.
- The railings are still not installed. Painting by Abbey and subsequent installation dates are unconfirmed.
- The crests remain unaccounted for in recent updates.
- The overall project remains significantly delayed and incomplete, more than eight months after the gates were removed.

Risks and Considerations

- **Project Completion:** Without a confirmed installation date, there remains uncertainty about when the work will be finished.
- **Contractor Reliability:** Repeated missed deadlines and incomplete communication have reduced confidence in the contractor's capacity to complete the project without further intervention.
- **Reputational Impact:** Continued delay affects public perception, particularly given the prominence of the park and public interest in the gates' restoration.
- **Practical Implications:** The temporary security fencing remains in place, with ongoing cost implications and reduced aesthetic value of the site.

Next Steps

The Committee may wish to:

1. Invite the contractor for a meeting to seek direct clarification on the remaining works, including the crests and the installation timetable.
2. Consider whether to set a final completion deadline, after which the Council will explore alternative options to complete the outstanding work.
3. Authorise the Town Clerk, in consultation with the Chair, to take any necessary steps to protect the Council's position should further delays or failures occur.
4. Review any cost recovery options if the situation does not improve.

Committee is recommended to note the update provided; invite the contractor to address the Committee and respond to members' questions; and, consider setting a final deadline for completion, with delegated authority to the Town Clerk and Chair to determine appropriate next steps should that deadline not be met.

AGENDA ITEM 9: CEMETERY UPDATE REPORT

Large Tree Removal

A large cherry tree on Block B of the Cemetery is dying and needs to be dismantled and cut to ground level. The tree is too large for the Grounds and Maintenance team to safely remove, and the work will need to be carried out by an outside contractor.

Two quotes have been received, a third company was invited to quote but declined.

Company 1: £1316.67 - £1400.00 +VAT

Company 2: £750 (company not Vat Registered)



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 10: CEMETERY EXTENSION UPDATE

Cemetery Extension

Following Septembers Assets and Services meeting, two consultants have been contacted to help develop a plan for the new Cemetery extension. Discussions with both companies has taken place and it is clear before going any further a hydrological risk assessment will be required to determine if the site will pose any environmental risks that may prevent the land being used for a Cemetery.

The risk assessment is split into Tiers with Tier 1 being largely desk-based research and Tier 2 being on site.

Company 1 has suggested starting with a Tier 1 and then following it up with a Tier 2 if required. Whereas company 2 has suggested going straight to a Tier 2 following their initial evaluation of the site as they feel there is a high likelihood of it being required.

Company 1

Tier 1 and then tier 2 if required.

Tier 1 £2675+VAT

Tier 2 £6140+VAT

Total £8815+VAT

Company 2

Tier 2 £4695+VAT

Total £4695+VAT

Cemetery Road Access and Safety Enhancement

To further improve access to the Cemetery, eliminate the use of the road as a rat-run, and enhance safety for pedestrians and cyclists, it is proposed to install removable bollards on the central section of Cemetery Road.

This approach will:

- permit both vehicle access gates (including the Mill Lane end) to remain open every day, significantly improving access for visitors and staff.
- physically prevent unauthorized through-traffic at all times by creating a barrier in the middle of the road.
- allow the middle section of the road to be safely utilised by pedestrians and cyclists only.
- ensure vehicles requiring access must enter and exit the Cemetery grounds via the designated internal routes.

This measure effectively enhances safety and access while preventing misuse of the road.

The cost of the required removable bollards is: £347.26 +VAT.



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

AGENDA ITEM 11: LGR AND LOCAL ASSETS

To update Members on the latest position regarding Local Government Reorganisation (LGR) in Suffolk following recent briefing sessions with Suffolk County Council (SCC) and East Suffolk Council (ESC), and to propose the establishment of a Working Group to review and consider the Town Council's approach to potential local asset and service transfers.

The Government has invited proposals for local government reorganisation in Suffolk, with options ranging from the SCC's single "One Suffolk" unitary authority to the "Three Councils for Suffolk" model submitted jointly by the county's district and borough councils.

Following the Members' Workshop to discuss local assets held on 13 October, Members have attended two further LGR engagement sessions:

- SCC Briefing (27 October 2025) – focused on the 'One Suffolk' model and the County Council's perspective on community self-help and local delivery.
- ESC Briefing (29 October 2025) – focused on the district's current and prospective approach to asset transfer in the context of LGR.

These sessions provided valuable insight into the anticipated timetable, potential models, and how parish and town councils may be affected.

Summary of Key Points from LGR briefings:

Suffolk County Council (SCC) – "One Suffolk" Approach

- SCC is pursuing a single county-wide unitary authority, which it believes would provide clarity, consistency, and financial efficiency.
- The "One Suffolk" business case references a new relationship with town and parish councils, recognising their differing capacities and ambitions.
- SCC intends that local councils would have the option – not obligation – to take on additional local responsibilities or assets, either directly or through partnership models.
- A Community Self-Help Scheme is in place to enable small-scale highways works by local councils and volunteers, with training and insurance provided by SCC.
- SCC emphasised that any devolution of services would be elective, based on local capacity, and that early dialogue from parishes and towns would help shape future frameworks.

East Suffolk Council (ESC) – Asset Transfer and Future Preparedness

- ESC is supportive of the principle of local asset transfer and has previously completed several transfers (notably at Halesworth, Bungay and Lowestoft).
- ESC is open to early, in-principle discussions with parish and town councils ahead of any LGR decision, though formal agreements may be restricted once a shadow authority is created.
- Assets most commonly transferred include parks, halls, toilets, and open spaces. ESC has not yet transferred revenue-generating assets but has supported receiving councils with transitional funding.

- An updated list of ESC-owned assets in Felixstowe will be provided to assist local review and planning.
- ESC officers encouraged the Town Council to identify its areas of interest and rationale for any future transfer requests before the LGR transition period begins.

Timetable for Local Government Reorganisation (Indicative)

- Autumn 2025: Local engagement and consultation activities.
- Winter 2025/26: Submission of final business cases to Government.
- March 2026: Expected ministerial decision.
- 2026–2027: Establishment of “shadow” authority/ies to prepare for vesting day.
- May 2028: Implementation of new unitary arrangements.

Once a shadow authority is in place, Section 24 restrictions under the Local Government and Public Involvement in Health Act 2007 are likely to limit asset disposals or transfers without approval. This creates a relatively short window for local councils to declare interest or enter into in-principle discussions before such restrictions apply.

Felixstowe Town Council already manages a number of key local assets and services, including the Cemetery, allotments, play areas, and public buildings, in addition to grant-making, civic, and community functions.

Both SCC and ESC have signalled that there will be opportunities for town and parish councils to take on further assets or services where this would be locally beneficial and sustainable. However, the Council must also consider:

- The long-term financial and operational implications of any new responsibilities;
- Staffing, equipment, and resource capacity;
- The public’s expectations and perceptions of service responsibility;
- The balance between maintaining strategic influence and avoiding unsustainable commitments.

Given the likely pace of change and the need to be ready for discussions with both principal authorities, it would be prudent for the Town Council to undertake a structured review of the assets and services that could potentially be transferred, together with the criteria by which such decisions should be made.

To lead this preparatory work, it is proposed that a small cross-party Working Group be established — suggested title: Local Assets and Services Working Group — to:

Scope and Purpose:

- Review existing SCC and ESC-owned assets and services within Felixstowe;
- Identify and evaluate potential areas of interest for local management or transfer;
- Assess financial, operational, and community implications of any proposals;
- Prepare recommendations for consideration by the Assets & Services Committee and Full Council;
- Liaise with SCC and ESC officers to facilitate early, informal discussion.

Proposed Composition:

- Five Members, politically proportionate, and avoiding dual/triple-hatted representation (i.e. Members who also sit on ESC or SCC).

The Working Group would report back to the Assets & Services Committee at appropriate intervals, with any recommendations to be brought to Full Council for formal decision.

Committee is therefore requested to:

- i. note the updates from the recent LGR briefings held with Suffolk County Council and East Suffolk Council;**
 - ii. note the indicative timetable for Local Government Reorganisation in Suffolk;**
 - iii. agree that the Council should begin a structured review of potential asset and service transfers; and**
 - iv. establish a Local Assets and Services Working Group comprising five Members, as outlined above, to progress this work and report back to the Committee.**
-

AGENDA ITEM 12: DRAFT BUDGET CONSIDERATIONS 2026-27

Committee is requested to consider its draft budget estimates for the Financial Year 2026-27 and to make any recommendations to Finance & Governance Committee for onward referral to Council.

To assist Members with this process an initial draft is presented alongside current-year expenditure and a comparison against the previous year at **Appendix B**. Notes to the budget estimates accompany this at **Appendix C**. Estimates for income and expenditure are based on known costs wherever possible.

Following Committee's consideration of these estimates, the Finance & Governance Committee and Council will review the full budget, taking in to account the latest projections for the outturn from the current year and the Council's taxbase.

The setting of the precept and management of Council's reserves will be reviewed by the Finance & Governance Committee in December and recommended to Council in January.

Committee is requested to consider first draft recommendations for the Assets & Services element of Council's budget for 2026-27.

AGENDA ITEM 13: GRIT BINS

Suffolk Highways, on behalf of Suffolk County Council (SCC), will only accept requests for new grit bins from a parish, town, borough, or district council.

Felixstowe Town Council has received a request to assist with an ongoing issue at the junction of Ferry Road and Cliff Road (opposite Felixstowe Golf Club), where water from a natural spring rises in the verge outside No. 248 Ferry Road and trickles down towards the junction at the bottom of the hill. During cold weather, this regularly results in icy and slippery conditions.

Following extensive discussions between SCC Highways, SCC Drainage, and affected residents, it has been confirmed that reactive drainage or resurfacing works are unlikely to be delivered in the short term due to wider county priorities. As the site lies on an incline, is not part of a Priority 1 or 2 winter gritting route, and meets the relevant criteria, it is considered suitable for the installation of a grit bin.

Adequate verge space has been identified opposite No. 252 Ferry Road, which meets accessibility and safety requirements.

Suffolk Highways will need to agree the exact location with the Town Council. The proposed location must comply with the following criteria:

- a) The proposed site:
 - I. is *not* on a Priority 1 or 2 precautionary carriageway treatment route;
 - II. does not compromise safety or hinder the passage of highway users;
 - III. does not obstruct junction sight lines;
 - IV. is not within a reasonable distance of another grit bin;
 - V. is located on highway land (for insurance and liability purposes);
 - VI. can be safely accessed and refilled by a maintenance vehicle;
 - VII. is at a junction with a history of accidents, a sharp bend, or a gradient greater than 1 in 15.
- b) The applicant must purchase and install the grit bin to an agreed specification.
- c) The applicant must replace the bin in the event of vandalism, damage, or misuse.
- d) The applicant must consult with neighbouring property owners (both adjacent and opposite) and secure their agreement to the proposed siting.

The cost of a grit bin is between £150 and £450, depending on the model. Cllr S Wiles has indicated that he would be willing to fund the purchase through one of his budgets if the Town Council is unable to do so.

SCC will insure named volunteers for the purpose of spreading grit or clearing snow, provided the Town Council maintains an up-to-date list of volunteers. Work is currently underway to refresh the existing list, which is likely to be out of date.

Suffolk County Council has also confirmed that grit *heaps* will no longer be supported, following a review which identified environmental concerns due to salt leaching into verges and groundwater. Consequently, SCC will no longer provide or refill grit heaps across the county.

A review of all existing grit bins in Felixstowe has confirmed that they are in good condition. A full list of current grit bin locations is provided at **Appendix D**.

All bins are refilled by SCC Highways at the start of each winter season, with additional refills available upon request via the Highways Reporting Tool. Salt is supplied and replenished by SCC at no cost to the Town Council.

Committee is requested to consider the request for a grit bin located at the junction of Ferry Road and Cliff Road (opposite the golf club) and note the report on Grit bins.
