



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 9 July 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.

Members of the 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
4 July 2025

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 23 April 2025 as a true record. **(Pages 3-8)**
- 5. Assets & Services Budget Report**
To receive the Assets & Services Budget Report to 30 June 2025 and consider any actions deemed necessary. **(Page 9 & Appendix A)**
- 6. Council Motor Vehicles Report**
To receive a report on the Council's motor vehicles and consider any actions deemed necessary. **(Pages 10-11)**
- 7. Allotments Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Page 12)**
- 8. Allenby Park Gates**
To consider a report on the Allenby Park gates and consider any actions deemed necessary. **(Page 13)**
- 9. ACV - Land comprising The Grove, Eastward Ho and Fields**
To consider a report on the bid to list The Grove and Eastward Ho as Assets of Community Value and agree any actions deemed necessary. **(Pages 14-15 and Appendix B)**
- 10. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 17 September 2025 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 23 April 2025** at **7.30pm**

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

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

IN ATTENDANCE:
Cllr S Bennett
Cllr A Folley
14 members of the public (*in person*)
9 members of the public (*via Zoom*)

514. PUBLIC QUESTIONS

Questions and comments from members of the public were raised in relation to Item 5 on the agenda: Asset of Community Value – The Grove and Eastward Ho.

A member of the public enquired whether the Town Council would consider including an Asset of Community Value (ACV) listing within a future Neighbourhood Plan (NP), noting the link between ACVs and Neighbourhood Plans. It was confirmed that, subject to a Neighbourhood Plan being progressed, ACV listing could be referenced within.

A member of the public, who had authored the report on Assets of Community Value being presented to Committee, encouraged the Town Council to support the proposed listing. They emphasised the importance of doing so to assist the community in seeking to protect the land at the Grove and Eastward Ho.

A member of the public echoed the sentiments of the previous speaker and spoke of their concerns about the amenity of future residents as well as those currently living here.

Cllr Folley, speaking in attendance, expressed strong support for protecting the open space at the Grove and Eastward Ho. They noted that whilst they supported the principle of providing housing, it should be the right type in the right location, and that Eastward Ho and the surrounding area were not appropriate places for development. Cllr Folley urged Members to think of future generations and support the ACV listing to help safeguard the open space for the community.

515. APOLOGIES FOR ABSENCE

None.

516. 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.

517. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 19 February 2025 be signed by the Chairman as a true record.

518. ASSET OF COMMUNITY VALUE – THE GROVE AND EASTWARD HO

The Committee considered a report submitted by 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 outlined the long-standing community significance of these areas, highlighting their recreational, ecological, and amenity value. Both sites are located within the area identified for the proposed North Felixstowe Garden Neighbourhood, leading to increased community interest in their protection.

A vote of thanks was recorded to the author of the submission.

During discussion, strong support was expressed for the nomination, with Members emphasising the need to include the whole of Eastward Ho within the application, rather than limiting it to the playing fields. It was proposed that Eastward Ho be defined for the purposes of the nomination as including the playing fields, the paddock, and the two adjacent fields to the north and east.

A concern was raised regarding the need for the nomination process to remain independent of other departments within East Suffolk Council. Members stressed the importance of ensuring the ACV nomination is considered independently of the East Suffolk Council's development interests.

It was noted that asset reference numbers were duplicated within the report, and that this should be corrected if the report is subject to further scrutiny. It was confirmed that the Town Council would prepare and submit its own nomination, drawing on the material provided by the member of the public.

Questions were raised about whether land already allocated for development might affect the outcome of the ACV application. It was agreed that this would ultimately be a matter for the determining authority, but Members were advised that it would be preferable to submit the full application initially and resubmit in amended form if required. The Committee was also advised that it had the authority to make the submission and that referral to other committees would not be necessary.

It was RESOLVED that the Town Council submit a nomination to East Suffolk Council for the listing of The Grove and Eastward Ho as Assets of Community Value, with Eastward Ho defined as including the playing fields, the paddock, and the adjacent fields to the north and east.

519. ASSETS & SERVICES BUDGET REPORT

The Committee reviewed income and expenditure against the budget as of 31 March 2025.

The Deputy Town Clerk reported that figures in the budget report had been reviewed by the internal auditor and were the final outturn figures for 2024-25.

It was RESOLVED that the Budget Report to 31 March 2025 be received and noted.

520. ASSET REGISTER 2024/25

Committee reviewed the Asset Register and noted the additions of assets that had been made during the year 2024/25.

Based on the Asset Register, the total of fixed assets for the Annual Governance and Accountability Return would be £340,429.43, which was a £10,090.33 net increase in fixed assets value between 31st March 2024 and 31st March 2025.

In answer to a question on asset values, the Clerk confirmed that asset values were not depreciated. Instead, the values remain fixed until the assets are disposed of. The Clerk also clarified that insurance values are separate and may differ from the asset values in the register, as they are often index-linked and buildings are revalued periodically.

A further question was raised about the replacement cycle for council laptops. The Clerk explained that laptops are replaced as needed, typically when they are no longer functional or are broken. There is no regular upgrade schedule for these items

It was RESOLVED that the Asset Register be approved and recommended to Annual Council for adoption as presented.

521. WALTON COMMUNITY HALL UPDATE REPORT

The Deputy Town Clerk provided an update on the Walton Community Hall project, confirming that the Town Council's funding application had been approved. The Committee was advised that the remaining balance for the project

could potentially be covered using Community Infrastructure Levy (CIL) funding, subject to Council approval.

As part of the report, the Deputy Town Clerk relayed a matter raised by Orwell Housing regarding the installation of the solar panels. They questioned how the panels would be attached to the roof, as the roof's guarantee wouldn't cover any damage caused by the installation.

The preference for fibre broadband was expressed, with a clear interest in using it for the project. The Clerk advised that fibre broadband could be costed into the project and incorporated into future budgeting.

It was RESOLVED that;

- i. The Walton Community Hall update be noted, and;**
- ii. Community Infrastructure Levy (CIL) funding be recommended to cover any balance required for the project, once final project costs were known.**

522. ALLOTMENT UPDATE REPORT

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

In response to a question about whether the remaining tenants on the Cemetery site had been offered relocation assistance, it was confirmed that all tenants were given the option to relocate when initially informed about the Cemetery extension years ago. While early indications suggest the remaining tenants will be vacating the plots entirely, assistance will be available should they choose to relocate instead.

It was RESOLVED that the Allotment update report be noted.

523. CEMETERY EXTENSION REPORT

Committee received an update on the Cemetery Extension Project. It was highlighted that approval was being sought for the introduction of a gated access system at the boundary of the cemetery land along Langley Avenue.

During discussion, it was confirmed that the initial installation would involve a galvanised steel gate, similar in design to the existing gate at the Mill Lane end of Langley Avenue, positioned in line with the Cemetery Boundary at the opposite end. It was noted that pedestrian access would not be restricted at this stage and that the gate would remain open during the day.

The potential for a separate pedestrian gate was discussed, and it was clarified that for the soft launch phase, the focus would be on limiting vehicular traffic. Full implementation, including pedestrian access control outside of operating hours, would be addressed at a later stage once the full gate system was installed.

It was RESOLVED that the Cemetery Extension Project report be noted and that approval be given to proceed with the gated access system as outlined.

524. COUNCIL MOTOR VEHICLES

The Grounds & Maintenance Manager provided a report outlining options for the replacement of the Council's leased electric van, due to expire on 17 August 2025, and an update on the Grounds Team's truck (Toyota Hilux).

Following discussion on the electric van, Members considered the options presented, noting that purchasing the current van appeared to offer better value than entering into a new lease, particularly when considering potential cost savings compared to market prices. It was also acknowledged that while the outright purchase cost of a petrol equivalent would be lower, the ongoing running costs would be significantly higher.

It was proposed that delegated authority be granted to the Town Clerk and Chairman to agree the purchase of a replacement electric van.

The Committee noted the estimated repair costs for the Toyota Hilux following its recent MOT, alongside concerns that, given the vehicle's age and mileage, further mechanical issues were likely to arise.

It was agreed that officers should bring a report to a future Assets & Services Committee meeting a report outlining both leasing and purchasing options for a suitable replacement truck. It was noted that any future vehicle would need to meet the operational demands of towing plant equipment and the water bowser, and that while electric vehicles were preferable for sustainability, a modern diesel vehicle was likely to be the most viable option at this time.

It was RESOLVED that:

- i. authority be delegated to the Town Clerk, in consultation with the Chairman, to agree the purchase of a replacement electric van, up to a maximum budget of £15,000, funded from Asset Repairs and Replacement, and;**
- ii. Further investigations to be made into the purchasing options for a replacement truck, to be brought back to committee at a future meeting.**

525. NATURE AT WORK

Committee received the report on East Suffolk Council's newly launched Nature at Work initiative, which aims to enhance biodiversity, improve green infrastructure, and connect communities with nature through practical, collaborative projects. Felixstowe Town Council has expressed interest in participating and is awaiting further information from East Suffolk Council regarding engagement processes, funding opportunities, and suitable project examples.

It was RESOLVED that the Nature at Work report be noted

526. CLOSURE

The meeting was closed at 8.44pm. The next meeting was noted as being scheduled for Wednesday 9 July 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 30 June 2025 is provided below with a detailed report at **Appendix A**.

1 April - 30 June 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	10,551.63	-10,799.37	49.42%	97,638.00	15,197.90	82,440.10	15.57%
202 Walton	15,000.00	4022.76	-10,977.24	26.82%	16,438.00	4,194.83	12,243.17	25.52%
203 Broadway House	2,800.00	0.00	-2,800.00	0.00%	13,578.00	3,088.96	10,489.04	22.75%
204 Cemetery	76,565.00	11,725.83	-64,839.17	15.31%	198,145.00	48,565.69	59,387.90	24.51%
205 Allotments	17,850.00	144.36	-17,705.64	0.81%	44,184.00	10,515.96	33,668.04	23.80%
206 Parks & Recreation	0.00	0.00	0.00	N/A	43,684.00	11,301.21	32,382.79	25.87%
NET TOTAL	133,566.00	26,444.58	107,121.42	19.80%	413,667.00	92,864.55	320,802.45	22.45%

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Committee is requested to consider the budget report to 30 June 2025 and decide on any action it deems necessary.

AGENDA ITEM 6: COUNCIL MOTOR VEHICLES REPORT

Electric Van

The van has been valued by BCA at £10,650 + VAT.

This vehicle can be purchased by a third party at this price and subsequently sold back to the Council.

John Gross Peugeot, our leasing provider, can do this for a fee of approximately £1,000.

Truck Replacement

Further investigations have been made into the purchasing options for a replacement truck for the Grounds team as well as leasing options which would maintain the ability for towing of plant equipment etc.

Lease quotes

Toyota Hilux Invincible X 48v Diesel Hybrid 2025

Spec:

White

Hilux Invincible x

Diesel Hybrid

Automatic

Tow Bar – 13pin

Maintenance Included

Primary Term Payment Plan:

Advance Payment of 3-months Rental £1,708.80 + Vat

Followed by 35 payments £569.60 + Vat

Total Primary Term Months: 36

Ford Ranger Plug-in Hybrid 2.3 L Petrol 2025:

Spec:

White

Ranger Wildtrak

Diesel Hybrid

Automatic

Tow Bar – 13pin

Finance Lease with Balloon scheme

Primary Term Payment Plan:

Advance Payment of 3-months Rental £2678.07 + VAT

Followed by 35 payments £892.69 + Vat

Total Primary Term Months: 36

Balloon Payment: £21,175.00 + VAT

Secondary Term Payment Plan: £100.00 + VAT per annum to be paid annually in advance commencing at the end of the Primary Term

Purchase of second-hand Truck

Toyota Hilux Invincible X 2.8 L Diesel 2022

£33,995 + Vat

Ford Ranger Double cab Wild Trak 2.0 L Diesel 2024

£32,495 + Vat

Committee is requested to consider the options for the Council's Motor Vehicles and decide on a preferred course of action.

AGENDA ITEM 7: ALLOTMENTS UPDATE REPORT

As of 2nd July 2024, allotment vacancies were as follows:

SITE	Total plots	Occupied	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	311	309	2	31(12)	17(2)
ALITTLEMENTS (within Cowpasture)	22	22	0	1	2
FERRY ROAD	104	101	3	6(2)	7
RAILWAY HILL	46	45	1	5	2
TAUNTON ROAD	18	18	0	0	1
TOTAL	501	495	6	43(14)	29(2)

Mare's Tail has become increasingly problematic on Ferry Road, particularly in an area where two currently vacant plots are. We've had difficulty retaining new tenants on these plots due to the persistent growth of mare's tail and whilst we believe that having active tenants on these plots is the most effective way to manage the issue long-term, the spread of Mare's Tail is having a negative impact on neighbouring plots. As a result, we've taken the decision to temporarily remove these two plots from circulation while we work to address the issue.

We have researched a number of treatment methods and are currently trialling some of these on the two vacant plots. We will continue to monitor progress, and if any of these methods prove successful, we will work with the Felixstowe Allotment Association to advise tenants on how best to manage Mare's Tail on their own plots.

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

AGENDA ITEM 8: ALLENBY PARK GATES

The reinstallation of the restored gates at Allenby Park has been delayed due to ongoing preparatory works required by the contractor. These include groundworks, in-situ welding, and painting, all of which must be completed before the gates and railings can be installed. The Council's Grounds and Maintenance Manager remains in contact with the contractor to obtain an updated timeframe for completion.

Due to the delay, temporary Heras fencing has been installed to enable the park to continue being secured overnight, following a short period during which the park remained open at all times.

Officers have received a small number of comments from residents regarding overnight noise during the unsecured period, as well as suggestions from others in favour of extended summer opening hours. These comments are being logged for monitoring purposes. In the meantime, opening and closing times remain unchanged and continue to follow the previously agreed and advertised schedule.

Committee is requested to consider the update and determine whether any further action is required.

AGENDA ITEM 9: ACV - LAND COMPRISING THE GROVE, EASTWARD HO AND FIELDS

Following a resolution of the Assets & Services Committee, an application was submitted to East Suffolk Council (ESC) under the Community Right to Bid process for the designation of land at The Grove and Eastward Ho as an Asset of Community Value (ACV). The application was supported by a detailed submission outlining the historic and ongoing recreational, social, and environmental value of the site to the local community.

The nomination covered the following contiguous areas under East Suffolk Council ownership:

- The Grove Woodlands
- Eastward Ho Playing Field
- Eastward Ho Pavilion and Car Park
- Children's Play Area
- Area known as "The Paddocks" (leased for horse grazing)
- Adjoining agricultural land to the north and east

During its assessment, ESC raised a query regarding the inclusion of the paddocks and the agricultural land. It was noted that:

The paddocks were currently leased for horse grazing and not generally accessible to the public.

The agricultural land was actively farmed, with no direct public access beyond established public rights of way along its boundaries.

ESC requested clarification as to how these areas served a community use consistent with paragraph 8.1 of the Suffolk Coastal Local Plan and policy SCLP8.1.

In response, the Council submitted further information to clarify that:

- The paddocks form part of the same legal title as Eastward Ho and have historically been used for a broader range of recreational purposes.
- The grazing arrangement was informal and terminable on short notice, allowing for potential reversion to wider community use.
- While the agricultural land was under separate title and did not currently offer community access, it was included to reflect the contiguous use and potential future relevance to the community.

ESC completed its consultation and assessment process and issued a formal decision on 1 July 2025.

The following areas were accepted and listed as Assets of Community Value:

- The Grove Woodlands
- Eastward Ho Playing Field
- Children's Play Area
- Pavilion and Car Park

The decision confirms these areas meet the criteria under the Localism Act 2011, as they further the social well-being and interests of the local community and are realistic to continue doing so in future. These assets have now been added to East Suffolk Council's official list of Assets of Community Value.

The following areas were not listed:

- The paddocks (leased for horse grazing)
- Agricultural land to the north and east (Inspire ID: 59876974)

ESC determined that these did not meet the statutory tests under the Act due to their current use, limited accessibility, and inconsistency with policy definitions of community facilities.

A copy of the outcome letter and decision map is included at **Appendix B**.

Committee is requested to note the outcome of the ACV application and the successful listing of key recreational and woodland areas as Assets of Community Value; and, decide on any further action it deems necessary.
