

**MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Town Hall, Felixstowe on Wednesday 9 July 2025 at 7.30pm**

**PRESENT:** 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

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

**IN ATTENDANCE:** 3 members of the public (*via Zoom*)

**97. PUBLIC QUESTIONS**

None

**98. APOLOGIES FOR ABSENCE**

None.

**99. DECLARATIONS OF INTEREST**

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

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

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

**100. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 23 April 2025 be signed by the Chairman as a true record.**

**101. ASSETS & SERVICES BUDGET REPORT**

The Committee reviewed income and expenditure against the budget as of 30 June 2025.

The Town Clerk provided an update on lease-related income, noting that several invoices have recently been issued and payments are expected shortly. The

telecoms mast lease continues to be invoiced under the terms of the existing agreement while negotiations for a revised contract remain ongoing.

The Town Clerk also advised that the Council's current three-year fixed-term gas and electricity contract was due to expire next month. Negotiations were underway to secure the best value for a new contract, either with the existing supplier or alternative providers.

**It was RESOLVED that the Budget Report to 30 June 2025 be received and noted.**

## **102. COUNCIL MOTOR VEHICLE REPORT**

The Committee received a report from the Grounds & Maintenance Manager regarding the Council's current motor vehicles and future options.

It was noted that the lease on the Council's electric van is due to expire. Members expressed a preference to purchase the van, which will be possible, although it would need to be arranged via a third party for contractual reasons. Investigations will be made into suitable organisations to facilitate this arrangement.

The Committee also discussed the Council's diesel truck, which is nearing the end of its useful life. The truck's current value is estimated at approximately £1,000, with several advisories noted on the last MOT and repairs estimated at around £2,000. Members considered various options for replacement, including leasing or purchasing a hybrid vehicle. While fully electric vehicles were discussed, it was acknowledged that electric trucks did not yet offer the necessary towing capacity required for Council operations.

There was general support for exploring a leasing arrangement for a hybrid or low-emission vehicle, with the intention of moving away from diesel. A similar approach to the electric van, leasing initially with the potential to purchase later, was viewed positively. Following consideration of costs and specifications, the Committee agreed to proceed with the Toyota Hilux Invincible X as the more reasonably priced and suitable option.

Members acknowledged a likely overspend on the vehicle leasing budget, due to differences in current lease values and anticipated costs for the new arrangement. It was agreed that the Town Clerk would make arrangements for the leasing of the new truck to commence after the expiration of the van lease.

**It was RESOLVED that;**

- i. The Town Clerk proceed with arrangements to acquire the electric van via a third party, the cost of which £10,650 plus VAT and any administration costs, to be taken from Asset Repair and Replacement Earmarked Reserve, and;**

- ii. **On finalising the purchase of the van, a contract hire agreement for a Toyota Hilux Invincible X 48v Diesel Hybrid 2025 be entered into, with expenditure for the deposit of £1,708.80 + Vat to be taken from the Asset Repair and Replacement Earmarked Reserve, with the monthly payment incorporated into future annual budgets.**

### **103. ALLOTMENT UPDATE REPORT**

The Assets & Services Officer gave an update on current allotment occupancy. Mare's Tail continues to be particularly problematic on Ferry Road Allotments, especially affecting two currently vacant plots. These plots have been temporarily taken out of circulation to allow targeted treatment. A number of methods are being trialled, and progress will be monitored. If successful, the Council will work with the Felixstowe Allotment Association to share effective management advice with tenants.

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

### **104. ALLENBY PARK GATES**

The Committee received a report from the Grounds & Maintenance Manager regarding the delayed reinstallation of the restored gates at Allenby Park. The delay is due to preparatory works still required by the contractor, including groundworks, in-situ welding, and painting. Temporary Heras fencing has been installed to maintain overnight security in the interim.

Members discussed the likely timescale for completion, particularly in relation to the upcoming series of free summer talks organised by Felixstowe Museum. It was noted that the gates are unlikely to be ready in July, and while officers hope for completion by August, this cannot yet be confirmed.

The potential addition of a laser-cut crest to the gates was also mentioned; this is expected to be included at a later stage of the installation.

There was also interest in creating signage to share the history of Allenby Park. Members discussed the possibility of a collaborative project between Felixstowe Town Council, the Felixstowe Society, and Felixstowe Museum. It was agreed that if one of the organisations were to compile historical information and propose a design, the Council would consider funding the production of a sign as part of its resources for the park

**It was RESOLVED that:**

- i. **The Allenby Park gates update be noted, and;**
- ii. **That the Council be open to opportunities for collaboration with the Felixstowe Society and Landguard Museum regarding the installation of historical information signage for the park.**

## **105. ACV - LAND COMPRISING THE GROVE, EASTWARD HO AND FIELDS**

The Committee received a report on the outcome of the ACV nomination submitted to East Suffolk Council (ESC) for land comprising The Grove and Eastward Ho. Members welcomed the successful listing of the Grove Woodlands, Eastward Ho Playing Field, Children's Play Area, Pavilion and Car Park as Assets of Community Value.

Discussion centred on the areas that were not listed, particularly the paddocks, with Members expressing disappointment and concern over the rationale provided by ESC. While the exclusion of the agricultural land was broadly understood, Members questioned the decision to exclude the paddocks, noting their historical recreational use and their inclusion within the same legal title as Eastward Ho.

It was felt that the reasoning lacked consistency and failed to recognise the potential future community use of the paddocks. Members discussed whether a separate application could be made; however, it was agreed that such an application would likely be rejected outright, given that one had already been submitted and refused.

It was acknowledged that while there is no formal right of appeal for a nominee, Members agreed that a letter should be sent to ESC to question the basis for the decision, particularly regarding the paddocks, and to seek clarification on the decision-making process and whether the splitting of a single land title was procedurally sound.

**It was RESOLVED that:**

- i. The outcome of the ACV application be noted, and;**
- ii. that a letter be sent to East Suffolk Council to question the decision not to list the paddocks as an Asset of Community Value, seeking further clarification on the rationale and process.**

## **106. CLOSURE**

The meeting was closed at 8.14pm. The next meeting was noted as being scheduled for Wednesday 17 September 2025 at 7.30pm.

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Date: \_\_\_\_\_

Chairman: \_\_\_\_\_