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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 T Gale
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 November 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 people who can attend 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 to join via Zoom via this 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/remote-meeting-guide

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 November 2026

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

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 16 September 2026 as a true record. **(Pages 4-13)**

5. Assets & Services Budget Report
To receive the Assets & Services Budget report to 31 October 2026 and consider any actions deemed necessary. **(Page 14 & Appendix A)**

6. Allotments Update Report
To receive a report on allotments and consider any actions deemed necessary. **(Page 15-16)**

7. Town Hall Update Report
To receive a report on the Town Hall and consider any actions deemed necessary. **(Page 17)**

8. Walton Community Hall Update Report
To receive a report on the Walton Community Hall and consider any actions deemed necessary. **(Pages 18-19)**

9. Broadway House Update Report
To receive a report on Broadway House and consider any actions deemed necessary. **(Page 20)**

10. Park Update Report
To receive an update on the Parks and consider any actions deemed necessary. **(Page 21)**

11. Cemetery Update Report
To receive an update on the Cemetery and consider any actions deemed necessary. **(Page 22-24)**

12. Body Worn Cameras
To receive a report on the proposed introduction of body-worn cameras for staff, and consider any actions deemed necessary. **(Page 25-26)**

13. Cemetery – Proposed CCTV Installation
To consider the installation of CCTV at the Cemetery.

(Pages 27-29)

14. Draft Budget Considerations 2027-28
To consider first draft recommendations for the Assets & Services element of Council's budget for 2027-28. **(Page 30 & Appendices B & C)**

15. Cowpasture Allotments – Proposed Borehole
To receive the hydrogeological assessment and consider the next steps.

(Pages 31-32 & Appendix D)

16. Closure
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 17 February 2027 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 16 September 2026** at **7.30pm**

PRESENT: Cllr D Rowe (Chairman)
Cllr M James (Vice Chairman)
Cllr D Aitchison
Cllr T Gale
Cllr S Harkin
Cllr M Sharman
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)

IN ATTENDANCE: Mr N Farthing (Chair, Felixstowe Allotment Association)
Mr P Weavers (Treasurer, Felixstowe Allotment Association)

169. PUBLIC QUESTIONS

None.

170. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber**.

171. DECLARATIONS OF INTEREST

The following interests were noted. Where a specific item on the agenda was directly related to any Members' declared interest, their participation was restricted in accordance with the Code of Conduct:

Member(s)	Minute No.	Nature of Interest
Cllr T Gale	All	Other Registerable Interest (as Member of Suffolk County Council)
Cllr S Harkin	All	Other registerable interests (as an employee of East Suffolk Council)
Cllr D Rowe	#175	Other registerable interest (Director of Level Two, which was an allotment tenant)

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

172. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 8 July 2026 be signed by the Chairman as a true record.

173. ASSETS & SERVICES BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against the budget as at 11 September 2026.

It was RESOLVED that the Budget Report to 11 September 2026 be received and noted.

174. BUDGET REVIEW WORKING GROUP RECOMMENDATIONS

Committee received a report on the recommendations of the Budget Review Working Group.

The Chair invited the Felixstowe Allotment Association (FAA) to make representations to Committee regarding the recommendations relating to allotment fees **Recommendations A&S 5 - 8**.

The FAA raised concerns regarding the potential impact of significant rent increases and changes to the concessionary arrangements, noting that a substantial change to the concession rate could result in a large number of plots being vacated. The FAA also raised concerns regarding the level of expenditure on the allotment service, suggesting that stronger enforcement against non-compliant plots would lower the maintenance and clearance expenses associated with poorly maintained, abandoned plots.

The representations made by the FAA were considered as part of the Committee's subsequent discussion, which included the level of subsidy provided by the Council, the costs associated with administering and maintaining the allotment service, and the wider social benefits provided by allotments.

Following discussion, the Committee agreed that the existing concessionary arrangements should remain unchanged. The proposed 10% annual rent increase would be considered as part of the subsequent Fees and Charges item. Additionally the recommendation for a borehole on the allotments would be discussed during the Allotment item

Recommendations A&S 1 & 2 - In relation to the promotion of weddings and registrar services, Members discussed concerns regarding the availability of registrar services at the Town Hall. It was agreed that Suffolk County Council should be contacted regarding the provision of registrar services, while the Town Council would continue to promote the Town Hall wedding offer.

Recommendation A&S 3 - It was noted that the recommendation had been made in anticipation of Local Government Reorganisation, which was no longer

proceeding in the form previously proposed. Officers would continue to monitor the Town Hall leases

Recommendation A&S 4 - In relation to Broadway House, Members discussed the current leasing arrangements with the Felixstowe Old People's Welfare Association (FOPWA) and the potential for an annual grant to support the organisation's longer-term financial sustainability. The Town Clerk confirmed that initial discussions had taken place with FOPWA and that the arrangements could be reviewed when the current lease was due for renewal.

It was RESOLVED that:

i. **the Budget Review Working Group recommendations be noted;**

ii. **the 10% allotment fee increase recommendation be noted and discussed during the Fee Review item;**

iii. **the recommendation for a borehole at the allotment sites be noted and discussed during the Allotment update item;**

iv. **no changes be made to the existing allotment concession rate;**

v. **Suffolk County Council be contacted regarding the provision of registrar services in Felixstowe;**

vi. **the arrangements with FOPWA be reviewed when their current lease is due for renewal in 2029.**

175. FEES AND CHARGES 2027-28

Committee considered the scale of Fees and Charges for Council services from 1 April 2027 as presented in the report.

Members evaluated general Town Hall hire charges alongside operational factors including usage levels, staffing overheads, and the impact on community and charitable groups.

Considerations for wedding fees focused on maintaining the Felixstowe resident discount, noting that the Clerk's Office serves smaller ceremonies while the Council Chamber remains the venue for larger events.

Across community facilities, Members examined Walton Community Hall charges to ensure pricing remains competitive without discouraging uptake, while cemetery fees were weighed against comparative rates levied by neighbouring authorities. Discussions on allotment rents balanced the level of Council subsidy and the impact on tenants against the Budget Review Working Group's recommendation for a 10% annual increase. Members considered that a 10% increase would be excessive but agreed that a percentage-based uplift, rather than a flat-rate increase, would better ensure that rents kept pace with rising costs over time.

Following detailed consideration across all departments, the Committee agreed to a 10% increase for Town Hall general hire charges, alongside 5% increases applied across wedding fees, Walton Community Hall hire, cemetery service charges, and allotment rents.

It was RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2027:

i. Town Hall – General Hire:

Hire fees for 2027-28 be increased by 10% 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	£279	£141	£44	£64
Voluntary/Charity/Community	£136	£70	£22	£41
Other Town Hall Rooms				
Commercial/Business Hire	£209	£107	£31	£57
Voluntary/Charity/Community	£123	£60	£17	£34
Refreshments (to include tea, coffee, water and biscuits)		£2 per delegate		

ii. Town Hall - Weddings and Special Events:

Wedding fees for 2027-28 to be increased by 5% 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)	£680	£835	£680	N/A
Felixstowe Resident Rate	£580	£735	£580	
Clerk's Office (for ceremonies attended by a maximum 15)	£415	£515	£415	N/A
Felixstowe Resident Rate	£315	£415	£315	
Courtroom Gallery	N/A	N/A	N/A	£160
Other Rooms	N/A	N/A	N/A	£160

iii. Walton Community Hall – General Hire:

Hire fees for 2027-28 be increased by 5% 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	£21	£24.50	£65.50
Voluntary/Charity/Community /Private Hire	£11	£14.50	£36

iv. Cemetery:

Fees for 2027-28 be increased by 5% as follows:

1. INTERMENTS		
Charges applicable during ordinary hours of burial 9am - 3pm Mon-Fri	**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"	1604	802
Double Depth 6'4"	2595	1298
Triple Depth 7'6"	3029	1515
Urn of cremated remains	408	204
Scattering of ashes	92	92
Additional charges applicable outside ordinary hours of burial Monday to Friday	**Standard Fee**	**Felixstowe Resident fee**
Grave space	1070	535
Urn space	635	318
Scattering of ashes	361	181
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	**Standard Fee**	**Felixstowe Resident fee**
Grave space	1779	890
Urn space	1244	622
Scattering of ashes	456	228
2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS		
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	**Standard Fee**	**Felixstowe Resident fee***
Adult Grave 8' by 3'	3035	1518
Children's grave 4' by 3'	No Charge	No Charge

Urn plot in GARDEN OF REMEMBRANCE	1244	622
Urn plot in LAWN GARDEN	2281	1141
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL		
	Standard Fee	**Felixstowe Resident fee***
Renewal 50 years: Adult Grave	2675	1338
Child Grave	No Charge	No Charge
Urn plot (Garden of Remembrance)	889	445
Urn plot (Lawn Garden)	1920	960
Renewal 25 years: Adult Grave	1358	679
Child Grave	No Charge	No Charge
Urn plot (Garden of Remembrance)	448	224
Urn plot (Lawn Garden)	984	492
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)	383	
Memorial not exceeding 3' 6" height by 3' width	383	
Kerb stone/border stone/edging AND Memorial (Blocks A – F only)	637	
Memorial not exceeding 2' height by 1'3 width by 3" depth (Block J urns, M urns, & Block O)	210	
Scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	210	
Additional inscription on any memorial after the first	130	
Garden of Remembrance – Ground level Plaque		
Vase with or without lettering	52	
Plaque for urn plot 6" by 4"	52	
Plaque for urn plot 8" by 6"	52	
MEMORIAL GARDEN (subject to VAT)		
	Standard Fee	**Felixstowe Resident fee***
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	802	401
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	495	248
Renewal of lease for the above memorials for further 5 years	171	171

Memorial bench plaques with inscription for 10 years (prices from)	1644	822
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	2188	2188
Planting single grave with winter and summer plants and maintaining for one year	381	381
Annual maintenance thereafter	218	218
6. MISCELLANEOUS		
Registering transfer of grant	58	58
Exhumation (Burial)	2139	2139
Exhumation (Ashes)	889	889
Register Search	34	34
Preparation of Statutory Declaration	75	75

v. Allotments

For tenancies renewing in October 2027, or new tenancies beginning from April 2027, 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')	**£79**	Discount will be applied to first full year
Single-size plot (approx. 125m^2 or '5 Rods')	**£48.55**	**£31.55**
Double-size plot (approx. 250m^2 or '10 Rods')	**£97.10**	**£63.10**
'Allitlement' (Miniplot)	**£30.50**	**N/A**

176. WALTON COMMUNITY HALL REFURBISHMENT

The Committee received an update on the Walton Community Hall refurbishment.

Members acknowledged the improvements made to Walton Community Hall and discussed the potential for an Assets & Services Committee meeting to be held there, noting the historic significance of the building and the opportunity to showcase the improvements undertaken. An early update was also provided on the performance of the solar panels and the recent commencement of the feed-in tariff.

Members also discussed the availability of parking and the possibility of engaging with the NHS regarding use of its nearby car park outside normal operating hours.

It was RESOLVED that:

i. the Walton Community Hall Refurbishment update report be noted;

ii. arrangements be made for a future Assets & Services Committee meeting to be held at Walton Community Hall; and,

iii. officers engage with the NHS regarding the potential use of its car park outside normal operating hours.

177. CEMETERY UPDATE REPORT

The Committee received an update regarding operational projects and developments at Felixstowe Cemetery, including the replacement cemetery entrance gates and the Cemetery Extension Project.

Members noted the progress of the gate replacement works and discussed arrangements for the removal of the Scout Group's hut as part of the Cemetery Extension Project.

It was RESOLVED that the Cemetery update report be noted.

178. TELECOMS MAST LICENCE

The Committee received an update on the progress with the Telecoms Mast Licence contract negotiations.

Members noted that the amended Heads of Terms incorporated the operational safeguards previously requested by the Council and that the matter was now ready to progress to the legal stage.

It was RESOLVED that:

i. the Telecoms Mast Licence report be noted; and,

ii. officers be authorised to progress the agreement to the legal stage.

179. ALLOTMENTS UPDATE REPORT

The Committee received an update regarding allotment matters, including the proposed Cowpasture borehole and clearance works required at Railway Hill.

Members considered the Hydrogeological Risk Assessment required before any borehole drilling could proceed. The Committee agreed that the quotation of £575 + VAT represented an appropriate initial step in establishing the feasibility

of the proposed borehole. The potential to transport water from Cowpasture to other allotment sites using the Council's bowser was also discussed.

Members discussed the significant resources required to clear neglected plots at Railway Hill and considered potential ways of reducing the costs incurred by the Council when plots were left in an unsatisfactory condition by previous tenants. A deposit scheme was considered but was not felt to be appropriate.

Members instead emphasised the importance of firmer enforcement of existing tenancy conditions to reduce the likelihood of significant clearance costs arising in the first place. The Committee confirmed its support for officers taking a firmer approach to enforcement and indicated that officers would have Members' backing should this result in challenge or objection from tenants. Existing debt recovery procedures were also noted as a means of recovering costs from tenants where appropriate.

Members also discussed the possibility of introducing an anonymous reporting facility for allotment issues. It was confirmed that, where there was insufficient evidence to identify an individual tenant as being responsible for a reported issue, the Council's existing approach was to contact all tenants, or all tenants within the affected area, rather than approach a single tenant.

Members considered that this approach could be supplemented by an anonymous reporting facility, potentially using a QR code linked to an online reporting form. It was noted that this could provide tenants with a straightforward means of reporting concerns without identifying themselves.

It was RESOLVED that:

i. **the Allotment update report be noted;**

ii. **an expenditure of £575 + VAT be approved from the Asset Repair and Replacement Earmarked Reserve for the hydrogeological risk assessment;**

iii. **the costs associated with clearing the Railway Hill allotment plots be monitored and reported back to the Committee;**

iv. **the enforcement of cultivation standards across the allotment sites be strengthened, in accordance with the Council's cultivation and enforcement procedures; and,**

v. **a system for the anonymous reporting of allotment issues be implemented, with the practical arrangements for the system to be developed by officers.**

180. PARKS UPDATE REPORT

The Committee received an update regarding maintenance and surface repair works at Gosford Way Play Area.

Members were advised that, in addition to the quotation included within the agenda papers, a further quotation of £1,470 + VAT had been received from another contractor prior to the meeting, but after publication of the agenda. Although the second quotation was higher, it included a more comprehensive scope of works. The Grounds & Maintenance Manager explained that, due to the nature of the soil at the site, the contractor had advised that the works could not be guaranteed. Members queried whether the alternative contractor could offer a guarantee for its proposed works. It was noted that this was not specified in the quotation and could be clarified with the contractor.

Having considered the quotations and the respective scopes of work, the Committee agreed to proceed with the more comprehensive works at a cost of £1,470 + VAT.

It was RESOLVED that:

i. the Parks Update Report be noted; and,

ii. Company B be selected to undertake the surface repair works at Gosford Way Play Area at a cost of £1,470 + VAT, to be met from the Parks and Recreation Repairs and Maintenance budget.

181. CLOSURE

The meeting closed at 9.29pm. The next meeting was scheduled to take place on Wednesday 18 November 2026 at 7.30pm.

AGENDA ITEM 5: ASSETS & SERVICES BUDGET REPORT

As part of its Terms of Reference, the Committee is responsible for regularly reviewing the Assets & Services element of the Council's budget.

A summary of the position to 31 October 2026 is provided below with a detailed report at **Appendix A**.

1 April - 31 October 2026 (2026 - 2027)

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	26,965.80	5,614.80	126.30%	97,574.00	53,186.78	44,387.22	54.51%
202 Walton	15,000.00	8,582.27	-6,417.73	57.22%	15,938.00	7,629.34	8,308.66	47.87%
203 Broadway House	2,950.00	3,056.87	106.87	103.62%	14,050.00	7,823.40	6,226.60	55.68%
204 Cemetery	78,595.00	72,068.18	-6,526.82	91.70%	196,203.40	117,081.04	59,387.90	59.67%
205 Allotments	20,000.00	16,441.42	-3,558.58	82.21%	42,632.00	28,702.24	13,929.76	67.33%
206 Parks & Recreation	0.00	0.00	0.00	N/A	41,442.00	22,249.63	19,192.37	53.69%
NET TOTAL	**137,896.00**	**127,114.54**	**10,781.46**	**92.18%**	**407,839.40**	**236,672.43**	**171,166.97**	**58.03%**

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Committee is requested to consider the budget report to 31 October 2026 and determine whether any further action is necessary.

AGENDA ITEM 6: ALLOTMENTS UPDATE REPORT

As at 6 November 2026, the position across the Council's allotment sites was as follows:

SITE	Total plots	Occupied	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	312	303	9	13(10)	3
ALITTLEMENTS (within Cowpasture)	22	18	4	0	1
FERRY ROAD	107	102	5	5(1)	0
RAILWAY HILL	46	43	3	8	2
TAUNTON ROAD	18	16	2	0	0
TOTAL	**505**	**482**	**23**	**26(11)**	**6**

Annual allotment invoices for 2026/27 were issued on 28 September 2026, with a payment deadline of 31 October. By that date, 87% of invoices had been paid.

This year, the Council introduced an additional opportunity for tenants to pay their rent in person, with a member of staff attending Hut 39 at Cowpasture on Saturday 3 October. This was intended to make payment easier for tenants who may find it difficult to attend the Town Hall or make payments by bank transfer.

The initiative proved successful, with 10% of all payments received to date having been made during this additional payment session.

Cultivation enforcement

Following the Committee's decision to strengthen the enforcement of cultivation standards (*Minute #179iv 2026/27 refers*), all tenants were sent a reminder of the Council's Cultivation and Enforcement Procedure alongside their annual invoice.

The reminder also included a QR code linking to an online reporting form, through which tenants can raise concerns about poorly cultivated plots. Reports can be submitted anonymously if preferred.

Bonfire Policy Review

Following discussions at the Assets & Services Committee meeting on 19 November 2025, the Council's allotment bonfire policy was amended, with an agreement that the arrangements would be reviewed after 12 months (*Minute #282ii and v 2025/26* refers).

The current policy permits bonfires between the 1st and 7th of each month, October to May, with the use of purpose-made incinerators permitted up to a maximum capacity of 125 litres. The policy is now due for its agreed 12-month review.

Complaints about bonfires continue to be received, although less frequently than in previous years. The Council has also been contacted by Environmental Health on a number of occasions following complaints made directly to them.

The QR code reporting system referred to above can also be used to report bonfire-related concerns. The online form allows photographs and videos to be attached, which may assist the Council in identifying and investigating reported incidents.

Where possible, complaints have been investigated. In most cases, tenants have been found to be operating within the permitted arrangements. This would suggest that the majority of tenants are adhering to the policy, although a small number of individuals appear to be disregarding the restrictions and generating a disproportionate number of complaints.

Unfortunately, some reports are received after the event, making it difficult to establish who was responsible and obtain sufficient evidence to take further action.

Committee is requested to:

i. **note the allotment management update, including the position on vacancies, annual rent collection and cultivation enforcement; and,**

ii. **review the current allotment bonfire policy and determine whether any amendments to the existing arrangements are required.**

AGENDA ITEM 7: TOWN HALL UPDATE REPORT

Accessible entrance door intercom

The video intercom situated in the front reception office, which links to the accessible entrance, is now very old and has stopped working.

The existing arrangement allows staff to see and communicate with visitors before releasing the door remotely through the video intercom. Once released, the door opens automatically, providing controlled access for visitors who require the facility.

A quotation has been obtained from the company responsible for servicing the Council's door, security and fire alarm systems. The proposed works comprise:

- Replacement Hikvision single-button video intercom.
- Replacement Hikvision tablet with door-release button.
- Replacement strike lock within the door.
- Re-integration with the automatic door opener.

The quoted cost for supply and installation is **£867.00 + VAT**. Two alternative quotations are also being sought, and it is hoped these will be available for the meeting.

A lower-cost alternative has been considered, comprising a consumer video doorbell (currently approximately £59.99 + VAT) together with an Echo Show 5 smart display (approximately £79.16 + VAT). However, whilst this combination would be considerably cheaper initially, consumer video doorbells do not provide the dedicated relay output required to operate the existing automatic door-release mechanism. Additional equipment and integration would therefore be required, and the suitability of such an arrangement would need to be established.

The existing Bellissimo system is hardwired and powered over ethernet using standard Cat5 cabling. Retaining a commercial IP-based system operating over dedicated cabling would also avoid reliance on Wi-Fi connectivity and potential delays associated with app-based systems.

Any replacement would need to be compatible with the existing automatic door operator and associated safety and emergency-release arrangements, including relevant requirements of BS EN 16005.

An alternative arrangement involving an external push button to release the accessible door has also been considered. However, this would allow members of the public to enter the building without staff knowledge or intervention and is therefore not considered suitable.

Committee is requested to consider the Town Hall Update report, and replacement of the accessible entrance door intercom system and approve the costs being met from the Town Hall Earmarked Reserve.

AGENDA ITEM 8: WALTON COMMUNITY HALL UPDATE REPORT

Walton Surgery Car park

Following a request from the Committee (*Minute #176iii 2026/27 refers*), a representative of Suffolk GP Federation, which manages Walton Surgery, was contacted to enquire whether hirers of Walton Community Hall could be permitted to use the surgery car park.

The request is to be put before their committee for consideration, and the Council will be notified of the outcome.

However, approval is considered unlikely due to a number of restrictions on availability, including the inability to use the car park during working hours, together with existing arrangements with neighbouring properties.

Committee meeting and building improvements

At its previous meeting, Committee agreed that a future meeting of the Assets & Services Committee could be held at Walton Community Hall (*Minute #176ii 2026/27 refers).*

As a majorette group has a regular booking on Wednesday evenings, any proposed meeting date will need to be arranged to avoid a clash with this booking.
In the meantime, a date for Members to visit and tour the hall can be arranged shortly.

The works funded through the grant project are now substantially complete, with the kitchen having been repainted and the toilets also due to receive a repaint shortly. Once these works are finished, a date will be arranged for a group visit. Any Members unable to attend can arrange a separate visit with the Deputy Town Clerk at their convenience.

Fire alarm system

During the most recent service visit, the fire alarm engineer reported that the existing system is heavily dated and would benefit from replacement or upgrading.

Whilst the current system remains operational, the engineer identified the following issues:

- Mains cabling has not been installed using FP-rated cable.
- Incorrect spur type.
- No pictorial zone diagram.
- Detection equipment is over 10 years old.
- No manual call point (MCP) at the top of the stairs.
- No detection at the top of the stairs.

- No detection in the electrical cupboard.
- The control panel does not clear faults without being reset.
- No flasher beacon in the disabled toilet.

A quotation has been obtained from the company currently servicing the fire alarm system:

Supply and installation, including parts, labour, materials and commissioning: £4,075 + VAT.

Two further quotations from alternative companies are being sought and it is hoped these will be available for the meeting. Officers will seek to ensure that the quotations provide for a comparable scope of work, including installation, commissioning and any necessary certification. Where fewer than three quotations have been obtained, the Committee is asked to consider whether reasonable efforts have been made to obtain alternatives and whether the information available is sufficient to support a decision.

Committee is requested to:

i. **note the update regarding the surgery car park and improvements at Walton Community Hall; and,**

ii. **consider the quotations received for the proposed fire alarm works and, subject to being satisfied with the proposed specification, the safety implications, and value for money, authorise expenditure from the Walton Community Hall Earmarked Reserve.**

AGENDA ITEM 9: BROADWAY HOUSE

The internal automatic door at Broadway House is failing to close correctly. Quotations are therefore being obtained to investigate and repair the fault.

The previous contractor used by the Council, MPS Doors, is no longer operating, and three alternative companies have been contacted.

An engineer has been instructed to attend during the current week, at an initial call-out cost of between £125 and £220 which will cover carrying out a repair where no replacement parts are required. It is hoped that an update on the fault and likely repair costs will be available at the meeting. The initial call-out and diagnostic cost can be met from the annual Repairs and Maintenance budget for Broadway House. Any further remedial works requiring replacement parts or additional labour will be subject to a separate cost assessment.

Where the total cost of the repair is expected to exceed £300, further approval from the Committee will be sought before those works are authorised, either to approve an overspend against the Repairs and Maintenance budget or to meet the additional expenditure from the Broadway House Earmarked Reserve.

Committee is requested to

i. **note the update on the internal automatic door; and,**

ii. **note the initial call-out and diagnostic costs, expected to be between £125 and £220, to be met from the Broadway House Repairs and Maintenance budget, with any further works exceeding £300 subject to the Committee's approval.**

AGENDA ITEM 10: PARK UPDATE REPORT

Gosford Way Park railings

E Jacobs & Sons have completed the installation of the boundary barrier and gates at Gosford Way Park.

Additional sections of railing were required to complete the installation. The associated additional cost was approved and authorised by Council through Community Infrastructure Levy (CIL) funding.

Annual independent play area inspections

The annual independent inspections of Gosford Way Park and Allenby Park were undertaken by The Play Inspections Company on 28 September 2026.

Both sites received an overall Low Risk classification, with no immediate or dangerous defects identified. This provides reassurance regarding the current condition of the facilities, while the reports also identify routine maintenance matters which will continue to be addressed through the Council's inspection and maintenance arrangements.

The reports did identify some routine wear and tear, including:

- Areas of flaking paint.
- Corrosion to some items of equipment.
- Surface erosion.

These matters are routinely addressed throughout the year when weather conditions are suitable. Maintenance work is often scheduled during school term time, when the parks are generally quieter.

The corroded bin at Gosford Way Park will be replaced with a new plastic bin.

The reports also identify some legacy matters relating to current play equipment standards, including the ground clearance beneath the basket swing. These have been recorded for monitoring and are assessed in the inspection reports as presenting a negligible risk.

Committee is requested to note the completion of the Gosford Way Park railings and the findings of the annual independent inspections of Gosford Way Park and Allenby Park.

AGENDA ITEM 11: CEMETERY UPDATE REPORT

Health and Safety Executive inspection

The Town Council was contacted by a Pesticides Enforcement Officer (PEO) working within the Chemicals Regulation Division (CRD) of the Health and Safety Executive (HSE), who subsequently arranged an inspection of the Cemetery's pesticide storage arrangements, records and procedures.

In preparation for the inspection, the team reviewed the Cemetery's records, buildings and designated pesticide storage areas to ensure that the arrangements met the relevant requirements.

The inspection went well, with the Officer expressing satisfaction with the arrangements in place.

Only a small number of minor recommendations were made to further improve the Council's record keeping and storage arrangements. These included:

- Adding a specific section to the pesticide application job sheets to record the Ministerially Approved Pesticide Product (MAPP) number of the product being used. This will provide a clear record of the specific Plant Protection Product (PPP) applied during each treatment.

- Displaying appropriate hazard warning stickers and signage on the door to the pesticide storage room, clearly identifying the hazards associated with the area.

- Registering the Town Council with DEFRA as an organisation using Plant Protection Products (PPP), ensuring that the Council is appropriately registered and meets the relevant requirements relating to pesticide use.

Overall, the inspection was positive and provided reassurance that the Cemetery's existing pesticide storage, record keeping and working practices are generally satisfactory, with only a small number of straightforward improvements identified.

Working at height equipment

During the completion of manual handling and working at height training by the grounds team and caretakers, several items of equipment were identified as potentially unsuitable for use in a commercial setting.

Following this, ladders and other working-at-height equipment were inspected. Several items were removed from use and replaced with more appropriate equipment.

The equipment retained for use has been recorded and incorporated into the Council's inspection schedule, providing a formal record of the equipment and arrangements for ongoing checks.

Barrier planter purchase – Felixstowe in Flower 2027

For the 2027 Felixstowe in Flower displays, the Council's floral arrangements will be concentrated within Hamilton Road and the surrounding area. This approach is intended to improve and modernise the existing displays whilst also making maintenance more efficient.

As part of this change, the purchase of 17 additional barrier planters and associated fixings is required.

Only one quotation has been obtained, as the planters will be sourced directly from the manufacturer of the Council's existing units. This will ensure compatibility with the existing fixtures and maintain visual consistency across the displays.

The quotation is as follows:

Quantity	Part No.	Name	Unit price	Tax	Amount
17	PBB1250-CON-B	Barrier Basket 1250mm Contractor Black *Includes brackets for a flat rail*	£183.00	20 %	£3,111.00
1		Delivery	£60.00	20 %	£60.00
34		Barrier Baskets Liners *2 Liners per barrier basket*	£18.00	20 %	£612.00
1		New Customer Discount	-£450.00	20 %	-£450.00

Subtotal: £3,333.00
VAT: £666.60
Total: £3,999.60

Felixstowe Cemetery extension

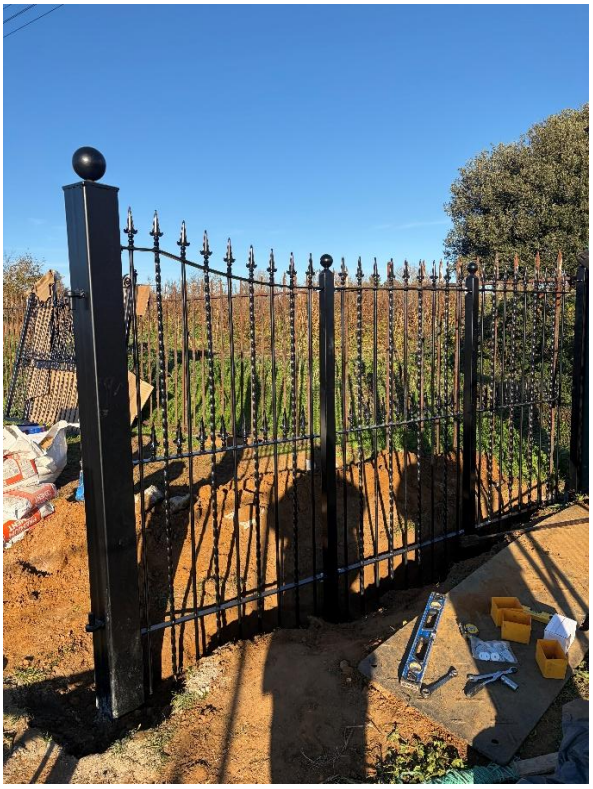
The proposed extension to Felixstowe Cemetery continues to progress. A draft planning package has been submitted to the Town Council by JPP and Lanpro and is currently being reviewed by the project group.

New Cemetery Gates

The new Cemetery gates, manufactured by Ironworks Felixstowe, are currently being installed.

Installation commenced with the first set of gates being put in place at the Mill Lane end of the Cemetery road.

The remaining gates, railings and crests, together with the final painting of decorative sections, are expected to be completed by December 2026.





Committee is requested to:

i. **note the outcome of the HSE inspection and the improvements identified;**

ii. **note the replacement of unsuitable working-at-height equipment and the introduction of an inspection schedule;**

iii. **consider and approve the purchase of 17 additional barrier planters and associated liners, at a total cost of £3,999.60 including VAT, to be funded from the Public Spaces Earmarked Reserve; and,**

iv. **note the progress of the Cemetery extension and the installation of the new gates.**

AGENDA ITEM 12: BODY WORN CAMERAS

Following concerns about staff experiencing verbal abuse and difficult interactions when undertaking visits to Council sites, including allotments, consideration has been given to introducing body-worn video cameras (BWV) for staff use.

The intention is to provide staff with an additional level of reassurance and protection, while also providing an impartial record of incidents should complaints, disputes or other issues arise.

Three camera models have been considered:

- **Transcend DrivePro Body 30** approximately £160 + VAT per camera. A robust body-worn camera offering up to 2K QHD recording (on models manufactured after January 2023), infrared night vision, IP67 dust and water protection, internal storage and Wi-Fi connectivity. It offers a long battery life of up to 12 hours under favourable operating conditions.
- **Hytera GC550** approximately £220 + VAT per camera. A compact, lightweight camera with 2K recording, night vision, a replaceable battery and a straightforward physical sliding switch to activate recording.
- **Motorola VB400** approximately £450 + VAT per camera. A more advanced professional model with additional features and a dedicated evidence-management system, although its higher cost may not be justified for the Council's intended use.

At this stage, the Transcend and Hytera models appear to offer the most suitable options. The Hytera is particularly appealing because of its simple physical activation switch and compact design, while the Transcend offers a more economical alternative. The Motorola is considered potentially excessive for the Council's requirements.

The proposal is to purchase two or three cameras for use by designated staff when visiting allotment sites and undertaking other relevant site visits where there may be a risk of difficult or confrontational interactions.

Cameras would not record continuously throughout routine visits. Rather, staff would activate them where an interaction is anticipated to escalate, or has become confrontational, threatening or otherwise gives reasonable cause for concern. Recording would cease once the circumstances justifying it have passed.

The cameras provide a visible recording indicator, helping to make individuals aware when recording is taking place. Staff would also be expected to notify individuals verbally where practicable.

The introduction of BWV would be supported by the following documentation and procedures:

- **Body-Worn Video Policy** approved by the Council, establishing the purposes, principles and safeguards governing use.

- **BWV Operational Procedure** setting out practical instructions for authorised staff.
- **BWV Data Protection Impact Assessment (DPIA)** assessing the necessity, proportionality and privacy implications of the proposed arrangements.
- **BWV Privacy Notice** providing public-facing information about the Council's use of cameras and the handling of recordings.
- **Authorised Users and Training Register** recording which employees are authorised to use the equipment and the training they have received.

These arrangements would be established before the cameras are brought into operational use, with the DPIA and associated procedures developed in accordance with the Council's data protection requirements.

The indicative cost for two cameras would be approximately £320–£440 + VAT, depending on the model selected. This is an estimate for the cameras themselves; any additional equipment, accessories, software or ongoing costs would need to be confirmed.

Subject to the Committee's views, the next step would be to narrow the options to a preferred model, confirm the full costs and establish the necessary policies, procedures and data protection arrangements to support their use. A further report could then be brought back before any purchase is committed.

Committee is requested to:

i. **consider and support, in principle, the introduction of body-worn cameras for designated Council employees undertaking site visits where there is an identified risk of difficult or confrontational interactions;**

ii. **endorse the further investigation of the preferred equipment options; and,**

iii. **request that officers bring forward a further report confirming the preferred equipment, full costs and proposed governance arrangements before any purchase is made.**

AGENDA ITEM 13: CEMETERY – PROPOSED CCTV INSTALLATION

Background

The Council is currently arranging the installation of new gates at its cemetery. The access arrangements have previously been subject to vandalism, raising concerns about the potential for further damage to the new gates and associated infrastructure.

Given the Council's investment in improving the cemetery entrance, consideration has been given to installing CCTV to provide an additional deterrent against vandalism, theft and anti-social behaviour, and to assist in identifying those responsible should further incidents occur.

Proposal

It is proposed that the Council installs a modest CCTV system covering the cemetery entrance and new gates, with camera positioning designed to provide effective coverage of the access point whilst minimising unnecessary surveillance of cemetery visitors and neighbouring properties.

Following consideration of suitable equipment, two TP-Link Tapo C410 outdoor cameras are proposed. These are wireless, battery-powered cameras supplied with solar panels to support ongoing operation.

Key features include:

- 2K (3MP) video recording.
- Weather-resistant IP65 casing.
- Colour and infrared night vision.
- Person detection and activity zones to help identify relevant movement and reduce unnecessary alerts.
- Local recording to microSD cards, with support for cards up to 512GB.
- Remote access through the manufacturer's application.

The cameras are motion-activated rather than continuously recording. Audio recording and two-way audio would be disabled, and no facial recognition or automatic number plate recognition would be used. The intention is to use local storage rather than a paid cloud recording subscription.

The system would be owned and operated by Felixstowe Town Council, with access to recordings restricted to authorised officers. Camera positioning and settings would be configured to provide appropriate coverage of the entrance whilst avoiding unnecessary capture of adjoining properties or areas of the cemetery.
The equipment is available at approximately £50 per camera. Allowing for two cameras, microSD cards and minor installation accessories, the estimated total cost is £120–£130. A maximum budget of £150 is therefore proposed.

The cameras require a 2.4GHz Wi-Fi connection. Officers will need to confirm adequate connectivity at the proposed locations before purchase and installation.

Relationship with Body Worn Cameras

Members will also be considering the separate proposal to introduce body-worn cameras for designated employees (Agenda Item 12). Both proposals involve video recording and share some common data protection considerations, including the need for clear operating procedures, restricted access, appropriate retention and secure handling of recordings.

However, the purpose and operation of the two systems are different. Body-worn cameras are intended to provide staff with an additional level of reassurance and an impartial record of difficult or potentially confrontational interactions. The cemetery CCTV proposal is a fixed security measure intended primarily to deter and assist in investigating vandalism and protect Council property.

The systems will therefore be managed under separate operating arrangements, with appropriate consideration given to their respective purposes and risks.

Governance and data protection

As the cemetery is owned and managed by Felixstowe Town Council, the Council would be responsible for the operation of the system and compliance with applicable data protection and surveillance requirements.

Before the system is commissioned, the Council will:

- Complete an appropriate Data Protection Impact Assessment (DPIA), confirming the necessity and proportionality of the proposed system and its final camera positions.
- Establish a CCTV Operating Protocol covering access, retention, security and disclosure of recordings.
- Install appropriate signage and update the Council's Privacy Notice.
- Update the Council's Record of Processing Activities.
- Ensure appropriate security and data protection arrangements are in place for the equipment, accounts and any system provider.

Recordings would be stored locally on microSD cards, with access restricted to authorised officers. The proposed retention period is up to 30 days, subject to the storage capacity and volume of recorded activity, with older footage overwritten as appropriate. Footage required for the investigation of an incident would be retained separately where there is a legitimate reason to do so.

Camera positions will be reviewed following installation to ensure that the intended coverage is achieved without unnecessary intrusion into the privacy of cemetery visitors or neighbouring properties.

The Council will also have regard to the Surveillance Camera Code of Practice, including the principles of necessity, proportionality, transparency and accountability.

The Town Clerk will coordinate the implementation and operational arrangements for the CCTV system, ensuring that appropriate data protection safeguards are in place. This will include completing a Data Protection Impact Assessment (DPIA), establishing a written CCTV Operating Protocol covering access, security, retention and disclosure of footage, and ensuring appropriate signage and privacy information are provided before the system is brought into operation.

The operation of the system and its associated procedures will be reviewed annually

Financial implications

The estimated total cost, including VAT and associated accessories, is £120–£130. A maximum expenditure of £150, inclusive of VAT, is therefore proposed.

There are no anticipated ongoing recording subscription costs, as the intention is to use local microSD storage. Any future maintenance or replacement costs would be met from the appropriate Council budget, subject to the usual financial arrangements.

Committee is requested to:

i. **agree to the installation of a CCTV system at Felixstowe Cemetery, primarily to deter and assist in investigating vandalism and to protect the Council's investment in the new gates and associated infrastructure;**

ii. **approve the purchase and installation of two TP-Link Tapo C410 solar/battery-powered outdoor cameras, together with the necessary microSD cards and accessories, at a maximum cost of £150, subject to satisfactory confirmation of Wi-Fi coverage and final camera positioning; and,**

iii. **authorise the Town Clerk to finalise the installation and operational arrangements, including the necessary data protection documentation and safeguards, before the system is brought into use.**

AGENDA ITEM 14: DRAFT BUDGET CONSIDERATIONS 2027-28

Committee is asked to consider the draft budget estimates for the 2027–28 financial year and make recommendations to the Finance & Governance Committee for onward consideration by Council.

Appendix B presents the initial draft estimates alongside the previous year's budget and actual expenditure, together with the current year's budget, expenditure and forecast. **Appendix C** provides explanatory notes on the proposed estimates, including changes arising from the Budget Working Group's recommendations and previous Committee decisions.

Estimates of income and expenditure have been prepared using known costs wherever possible. These estimates represent an initial draft and do not constitute approval of the Council's final budget for 2027–28.

Following consideration by this Committee, the Finance & Governance Committee and Council will review the full budget, taking into account the latest projections for the current year's outturn and the Council's tax base.

The setting of the precept and management of the Council's reserves will be considered by the Finance & Governance Committee in December, with recommendations subsequently presented to Council in January.

Committee is requested to consider the first draft estimates for the Assets & Services element of the Council's 2027–28 budget and make recommendations to the Finance & Governance Committee for consideration as part of the Council's overall budget-setting process.

AGENDA ITEM 15: COWPASTURE ALLOTMENTS – PROPOSED BOREHOLE

Background

The Council has been considering the provision of a borehole at Cowpasture Allotments to provide a source of water for the site. A borehole could offer a more sustainable and potentially cost-effective means of supplying water for allotment use, reducing reliance on other sources.

To inform consideration of the proposal, the Council commissioned Aquifer Energy Ltd to undertake a Hydrogeological Assessment of the site. The assessment, dated 10 November 2026, is attached as **Appendix D**.

Hydrogeological Assessment

The assessment considers the underlying geology, groundwater conditions, potential yield and water quality, together with the principal risks associated with drilling. The report identifies the White Chalk Subgroup, a Principal Aquifer, as the most suitable target for abstraction. It recommends a borehole depth of approximately 55–60 metres below ground level.

Based on information from nearby boreholes, the assessment indicates that the site is likely to be capable of providing around 20m³ of water per day, potentially more. Its yield estimates range from 8m³/day under the lower-probability-of-success scenario to 23m³/day under the most likely scenario, and 66m³/day under the higher-yield scenario. These are estimates rather than guaranteed outputs and actual yield would need to be established through drilling and testing.

The report also identifies a number of matters requiring consideration:

- **Water quality and borehole depth:** The assessment identifies a potential risk of saline intrusion in the area, with fresh groundwater generally overlying more saline water. To minimise the risk of encountering increasingly saline groundwater, the recommended borehole depth is approximately 55–60 metres below ground level, with drilling extending only a relatively short distance into the Chalk. The report also highlights the potential for elevated mineralisation and other naturally occurring constituents. As no water sampling has been undertaken at this stage, the actual quality and suitability of the water would need to be established through testing following drilling

- **Ground conditions:** The anticipated geology presents some drilling challenges, including potentially unstable formations and the risk of losing drilling fluid into fractures in the chalk.

- **Contamination:** A contamination survey was outside the scope of the assessment. The report recommends that a separate investigation is undertaken before drilling works.

- **Abstraction and regulation:** The report states that abstraction below 20m³/day is exempt from Environment Agency abstraction licensing. It also

records the groundwater availability status for the area as ‘No Water Available’. These matters should be clarified with the relevant authorities before proceeding, including any other applicable regulatory requirements.

Importantly, the assessment is a desktop study and does not include a site investigation, groundwater sampling or test pumping. It provides an indication of the potential viability of a borehole but does not guarantee the presence, quantity or quality of groundwater. The report also makes clear that further written advice from Aquifer Energy Ltd would be required before it is relied upon for permitting or construction design.

Next Steps

The assessment provides a useful basis for progressing the proposal, although further work is needed before the Council can make an informed decision on the installation of a permanent supply.

It is proposed that officers progress the following:

1. Seek clarification from Aquifer Energy Ltd on the intended use of the water, noting that the assessment records the proposed use as ‘Domestic Supply’, whereas the Council's requirement is for the supply of water at an allotment site.
2. Confirm the relevant abstraction and regulatory requirements with the Environment Agency and, if applicable, the local authority in respect of private water supplies.
3. Establish the scope and cost of the recommended contamination investigation and any other preliminary checks required before drilling.
4. Obtain advice and costs for the next stage of works, including drilling, test pumping and water quality analysis, so that the Council can understand the likely total project cost and the implications of the findings.

A further report can then be brought to the Committee setting out the proposed scope, costs and any remaining considerations before a decision is taken on commissioning the drilling works.

Committee is requested to:

i. **note the Hydrogeological Assessment undertaken by Aquifer Energy Ltd, attached as Appendix D, and its findings regarding the potential viability of a borehole at Cowpasture Allotments;**

ii. **authorise officers to progress the further enquiries and preliminary investigations set out in this report, including obtaining the necessary clarification and costs from Aquifer Energy Ltd and the relevant authorities; and,**

iii. **instruct that a further report be brought to the Committee setting out the proposed next stage of works, associated costs and any necessary approvals.**