

MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Town Hall, Felixstowe on Wednesday 8 July 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 Tadjirishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mrs J Smith (Assets & Services Officer)
Mr T Minns (Grounds & Maintenance Manager)

97. PUBLIC QUESTIONS

None

98. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** and **Cllr B Price**.

99. 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)

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.

100. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 23 April 2026 be signed by the Chairman as a true record.

101. ASSETS & SERVICES BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against the budget as at 30 June 2026.

The Committee noted that increased Town Hall income was due to the renewal of the Santander lease. It was confirmed that lease payments are received monthly and, as the renewal was unanticipated, the associated income had not been included in the current year's budget projections.

Members also noted that increased Cemetery income reflected a significant increase in burials compared with the previous year, although operational demand has recently begun to ease.

It was RESOLVED that the Budget Report to 30 June 2026 be received and noted.

102. REINSTATEMENT COST ASSESSMENT SURVEY

Committee received an update report on the Reinstatement Cost Survey Assessment of all Council's property including the Flood and War Memorial. The updated values reflect the total replacement and reinstatement value rather than simple insurance valuation. These figures have been submitted to Council's Insurance Company which has resulted in a small refund from the annual premium paid in April.

It was RESOLVED that the updated values from the Reinstatement Cost Assessment Survey be noted.

103. WALTON COMMUNITY HALL REFURBISHMENT PROJECT

The Committee received an update on the Walton Community Hall refurbishment project. Members noted the positive feedback received on the refurbished facilities from hirers and that the interior decoration had been completed in-house by Council staff. In response to discussions regarding hall usage and whether there would be future necessity for acoustic soundproofing, the Town Clerk clarified that noise levels are included within the hall hire terms and conditions.

It was RESOLVED that the Walton Community Hall refurbishment project update be noted.

104. CEMETERY TELECOMS MAST

The Committee received an update on the Telecoms Mast proposed contract and discussed the proposed operational covenants. Regarding heavy machinery clauses, it was suggested that language be requested to ensure any structural or ground damage is properly reinstated to its original standard. Access restrictions were also reviewed, noting that operators must continue to contact the Council to coordinate access to avoid disruptions to active cemetery operations.

It was RESOLVED that the Telecoms Mast update be noted, and the Deputy Town Clerk responds to Amsy with the above feedback.

105. ALLOTMENTS UPDATE REPORT

The Committee received an update on allotment matters, including the upcoming installation of a dip tank supply point at the Cowpasture site, and plans to host dedicated Saturday payment sessions at Hut 39 using the wireless SumUp system when the renewal invoices go out in September.

It was RESOLVED that the Allotment update report be noted.

106. PARKS UPDATE

The Committee received an update on the restoration of the Allenby Park gates, and the installation of low level fencing at Gosford Way Park.

Members were advised that cost recovery actions against the previous contractor for the Allenby Park gates project remain slow but are continuing through the standard legal processes. An update was also provided regarding highways lines outside the park, noting that the County Council is currently undertaking a feasibility review and costings are awaited.

It was RESOLVED that:

- i. the Parks Update report be noted; and,**
- ii. Committee be kept updated on the court action process for cost recovery on Allenby Park gates.**

107. CEMETERY EXTENSION PROJECT UPDATE

The Committee considered a report on the Cemetery Extension Project, including the results of the recent ground survey and the installation of new access gates.

An update was provided regarding the decommissioning of the third-party Scout Hut. Members were informed that the Scout Group expects to cease scouting at the location in September 2026, with plans underway to move the structure to Landguard for use as an educational facility. It is anticipated that the hut will be dismantled and transferred during the Autumn before seasonal ground conditions deteriorate.

Members discussed a recent asset transfer in Stowmarket, where the local council had taken on ownership of a playing field from Suffolk County Council, noting that the details of this transfer could provide useful insights for Felixstowe. The Town Clerk advised that the Council has already formally expressed an interest in taking on the adjacent field, which is currently registered as an Asset of Community Value. It was noted that reviewing the information regarding the Stowmarket transfer would be of interest to inform the Council's approach. Following a query it was confirmed that both the pet cemetery and green burial areas would be fully incorporated into the current project phase.

It was RESOLVED that the Cemetery Extension Project update be noted, and further updates be brought to committee as the project evolves.

108. CLOSURE

The meeting was closed at 8.29pm. The next meeting was noted as being scheduled for Wednesday 16 September 2026 at 7.30pm.

Date: _____

Chairman: _____