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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 J Candy
Cllr S Harkin
Cllr M Morris
Cllr M Sharman

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 20 September 2023** at **7.30pm**.

Public Attendance

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend. Members of the public are invited to make representations or put questions to the Committee during the public session.

There is a limit to the number of public attending in-person. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

Public are very welcome join via Zoom using the following link:

<https://us02web.zoom.us/j/88182581915>

Alternatively, you may join via the meeting ID 881 8258 1915 or over the telephone by calling 0131 460 1196.

Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.



The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.

Ash Tadjrishi

Town Clerk

15 September 2023

For information (via email):

All Town Councillors
Local Press

A G E N D A

- 1. Public Question Time**
Up to 15 minutes is set aside to allow members of the public (up to three minutes each) to make representations or put questions to the Committee on any relevant matters.
- 2. Apologies for Absence**
To receive any apologies for absence.
- 3. Declarations of Interest**
To receive any declarations of interest and to consider requests for dispensations from Members on any matters in which they have a disclosable pecuniary interest.
- 4. Confirmation of Minutes**
To confirm the Minutes of the Assets & Services Committee meeting held on 5 July 2023 as a true record. **(Pages 4-9)**
- 5. Assets & Services Budget Report**
To receive the Assets & Services Budget report to 13 September 2023 and consider any actions deemed necessary. **(Page 10 & Appendix A)**
- 6. Fees and Charges 2024-25**
To review Fees and Charges for Council services to take effect from 1 April 2024. **(Pages 11-21)**
- 7. Town Hall Update Report**
To receive a report on the Town Hall and consider any actions deemed necessary. **(Page 22)**
- 8. Broadway House Update Report**
To receive a report on Broadway House and consider any actions deemed necessary. **(Pages 23)**
- 9. Walton Community Hall**
To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Page 23 & Appendix B)**
- 10. Cemetery Update Report**
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Pages 24-25)**
- 11. Allotments Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Page 26)**

- 12. Trees near Ferry Road Allotments**
To note the action required to the trees at Ferry Road.

(Page 27)
- 13. Tree Management Plan**
To consider the Tree Management Plan.

(Page 27 & Appendix C)
- 14. Parks**
To receive an update on the Parks

(Page 28 & Appendix D)
- 15. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 22 November 2023 at 7.30pm.

It was RESOLVED that:

- i. the Budget Report to 28 June 2023 be received and noted; and,**
- ii. Deputy Town Clerk to review the ownership information on Bus Shelters in Felixstowe.**

97. TOWN HALL UPDATE REPORT

Committee received the update report on the Town Hall. Members were asked to give thought to an alternative use of the Surveyor's office now that East Suffolk Council had vacated the room.

Committee considered the damp that was apparent in the Committee room, also in the Clerk's Office and small amount in the Council Chamber and agreed it would be good to obtain an updated Structural Engineer report as it was coming up to 5 years since the work was carried out in October 2018.

Committee were pleased to note the comments of the East Suffolk Council Conservation Officer on the work carried out to the windows.

Members considered the damage to the accessible entrance porch roof and agreed that the work should be carried out at a cost of £180 to supply and fit plain clay tiles to match the existing.

Members questioned if the work to be done to the Town Hall Gardens toilets, had gone out to tender, and if there was a set date for the works yet. The Deputy Clerk confirmed that work was due to be started at the end of 2023/2024 but as yet it had not gone out to tender. Plans will be forwarded to Members in due course.

It was RESOLVED that:

- i. the Town Hall Update Report be noted; and,**
- ii. the Structural Engineer who carried out the previous inspection be approached for a quote for new update report on the front elevation, if the cost is more than £500 then three quotes to be obtained and referred back to committee; and,**
- iii. Porch roof to be repaired by same company who carried out previous work to Town Hall rear roof, funded from the Town Hall Repairs and Maintenance budget; and,**
- iv. Deputy Town Clerk to investigate whether the plans for the works to be done to the Town Hall Gardens toilets had been finalised, and ask how long the toilets would be out of action and whether portaloos would be there in the interim.**

98. WALTON COMMUNITY HALL UPDATE

Committee received the update report on Walton Community Hall. Members discussed the current costs and usage of Walton Hall, and the benefits of more energy efficient heating and lighting. One member offered to forward details regarding the government's Move to Net Zero levelling up scheme.

The Deputy Town Clerk explained that the air conditioning had been turned off since the high rise of electricity costs, and it was agreed that it be serviced as usual.

It was RESOLVED that:

- i. the Walton Community Hall update report be noted; and**
- ii. the air conditioning be serviced; and,**
- iii. the Deputy Town Clerk approach Groundwork East for an updated detailed report and/or seek other engineer reports if possible to assess the heating and lighting at Walton Community Hall and cost for the best options for environmental impact.**

99. CEMETERY UPDATE REPORT

The Grounds & Maintenance Manager presented the Cemetery Update Report. Members noted the work carried out to install a crate soak away system and agreed that quotes be obtained for the drainage field system and brought back to committee in September. If the same contractor is competitive it would be recommended to use them, as the work to date was very good.

Members discussed the options available for replacement hedging in the Cemetery and agreed that *Berberis darwinii* 'Compacta' be sourced as it is good for bees and low maintenance at an approximate cost of £2.79 per plant.

The need for shoring equipment as a Health and Safety matter due to coffins becoming longer and wider was discussed and agreed to be taken from the Cemetery Earmarked Reserve. It was noted that there was only one company who supplied universal equipment that would be compatible with the equipment already owned.

It was RESOLVED that:

- i. the Cemetery Update Report be noted; and**
- ii. three quotes be obtained for the drainage field system; and,**
- iii. up to £1,500 be funded from the Cemetery Earmarked Reserves to replace hedges affected by Box Blight; and,**

- iv. **Grave shoring equipment and 4 ground protection boards at a cost of £2,395 +VAT to be funded by the Cemetery earmarked Reserve.**

100. ALLOTMENTS UPDATE REPORT

The Assets & Services Officer presented the Allotments update report. Members discussed the benefits of keeping a hedged boundary at Cowpasture, and other boundary treatment options. Members were concerned that if a fence was to be erected it would probably mean that the hedge would have to be removed in order to erect the fence. Currently a mixture of dead hedge and hawthorn was being used. A trip has been arranged for Council's Planning and Environment Committee to visit the site at the end of July and boundaries can be discussed then, however, so far Persimmon have not been able to help with this matter.

It was agreed that some simple signage may prevent residents walking through Cowpasture and should be considered at key entry points where the site may be used as a walk through.

It was RESOLVED that:

- i. **the Allotment update report be noted; and,**
- ii. **investigations be made into the potential cost of boundary fencing, and Persimmons be approached again regarding a contribution to the boundary.**

101. ALLENBY PARK AND GOSFORD WAY PARK

Committee received the updates on Allenby Park and Gosford Way Park. Members discussed potential points for a Park Management Plan, currently being drafted, and ways of increasing the profile of Allenby Park within the general community. The Park Management Plan can be incorporated in Council's forthcoming Business Plan which will span the years 2024-28.

Signposting from the Town Centre to Allenby Park, and promoting its heritage would mean that visitors to the town would be made aware of its location.

Members questioned whether the cost of £4,445 to bring water to the park would bring value for money. Members also considered whether a licence could be given to a food or drink kiosk, even if it was a mobile one during the Summer holidays only. It is too short notice for this Summer but something to consider in the future.

The Deputy Town Clerk reminded Committee that there was currently no Earmarked Reserves for the Parks but Members could consider recommending to Council that an Earmarked Reserve be created with a name such as 'Public Spaces' which would give a broader definition than just for parks. The money can be transferred from the General Reserves.

The Deputy Town Clerk confirmed that East Suffolk Council had agreed to fund 50% of the work required for the footpath in Gosford Way, however, they would require Felixstowe Town Council to procure the works as it is now in ownership of Felixstowe Town Council. Members agreed that 3 quotes should be obtained and the funds to come from the newly created Earmarked Reserve should Council approve.

Members were pleased to hear about the work being carried out to allow disabled access to Allenby Park with the Play Matta costing £44. Promotion will be carried out both on social media and the magazine.

It was RESOLVED that:

- i. the Park Update Report be noted; and,**
- ii. It be recommended to Council to create an Earmarked Reserve named 'Public Spaces' with £20,000 transferred from Council's General Reserves.**
- iii. Three quotes be obtained for the Gosford Way Park footpath repair, once agreed with East Suffolk, recommend to Council that the cost is funded by the new 'Public Spaces' Earmarked Reserve if approved.**

102. TREE MANAGEMENT PLAN

Members approved the draft Tree Management Plan. Committee discussed training of staff and what work could not be carried out in house. Members suggested that in the future it may be worth investigating further training for staff to allow more in depth tree work.

Members discussed the tree at Allenby park, Members understood the concerns that the neighbour felt, however, committee agreed that cutting down a healthy tree due to climbing of the tree would not be good environmentally. Current efforts are being made to deter this behaviour such as growing grass around the base of the tree. A member of the Grounds team will speak with the neighbour and ask them to keep a record and report any anti-social behaviour to the Police.

A committee member provided some background to the issue with the tree on the entrance to the Ferry Road Allotments as this has been an ongoing. Members discussed the various options available to resolve the issue. Pruning would become a regular cost to the Town Council, and Members were concerned that felling the tree could cause issues with the house adjacent due to roots shrinking. It was agreed to ask Flagship to attend the site to see the issue for themselves, and ask if they would be prepared to contribute half, as they went into an agreement for the house knowing that the trees were adjacent. Either way it was agreed that Flagship should be sent a disclaimer once the quote has been received for the works. Members agreed that it would be in the best interest to fell the tree overhanging the garden with Flagships agreement to a disclaimer and prune the other two. The expected cost to be up to £5,000.

East Suffolk Council gave planning permission but Members queried whether the planning permission has been complied with. If the house in question is closer to the trees than the plans suggest, it would be worth speaking with Planning Enforcement at East Suffolk Council. While they may not take any action, there could be a possibility of going to the developer and owner and seek some compensation/money towards the cost of pruning/felling the trees.

Cllr Harkin will inform the resident that it was discussed and that work is expected to take place by the end of the year. Felixstowe Town Council will send a letter to the resident to explain the work that will be done.

It was RESOLVED that:

- i. the Tree Management plan be brought back to committee when further work has been carried out; and,**
- ii. the Allenby Park resident be advised of committee's reluctance to fell a healthy tree, and advice be offered on reporting any issues to the police; and,**
- iii. three quotes be obtained for the tree work to be carried out at Ferry Road allotments, fell F3 and hard prune F1 and F2, and bring figures to committee in September with an update of meeting Flagship housing to see if they will contribute half; checking plans against where the building is, and if necessary contact Planning Enforcement at East Suffolk Council.**

103. CLOSURE

The meeting was closed at 9.19pm. The next meeting was noted as being scheduled for Wednesday 20 September 2023 at 7.30pm (Time to be confirmed).

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 13 September 2023 is provided below with a detailed report at **Appendix A**.

1 April - 30 August 2023 (2022 - 2023)

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	23,500.00	9,143.30	-14,356.70	38.91%	87,632.00	20,068.50	67,563.50	22.90%
202 Walton	8,000.00	4114.90	-3,885.10	51.44%	12,875.00	5,541.35	7,333.65	43.04%
203 Broadway House	2,650.00	0.00	-2,650.00	0.00%	11,192.00	3,401.16	7,790.84	30.39%
204 Cemetery	82,792.00	29,498.80	-53,293.20	35.63%	209,982.00	77,208.56	59,387.90	36.77%
205 Allotments	17,000.00	294.13	-16,705.87	1.73%	40,692.00	14,401.25	26,290.75	35.39%
206 Parks & Recreation	0.00	2520.00	2,520.00	N/A	11400.00	4069.95	7,330.05	35.70%
NET TOTAL	133,942.00	45,571.13	88,370.87	34.02%	373,773.00	124,690.77	249,082.23	33.36%

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Committee is requested to consider the budget report to 13 September 2023 and decide on any action it deems necessary.

AGENDA ITEM 6: FEES AND CHARGES 2024-25

Committee is requested to review the fees and charges for services provided by the Town Council for the financial year 2024/25. Details of income for the same period in the previous two years are shown alongside the true position as of 13th September 2023 to aid the review. The year 2021/22 was still in recovery from the pandemic so a lot of the income especially for hirings were lower than usual that year.

i. Town Hall – General Hire

There was 5% increase for Voluntary/Charity/Community fees and Commercial Business hire at the Town Hall for the period 2023-2024.

Current rates are shown below, with an indicative 5 & 10% increase shown in brackets for information (to the nearest whole number). Members are to note that the RPI over the past 12 months to July 2023 was 9% compared to the previous year which was 12.3%:

<https://www.ons.gov.uk/economy/inflationandpriceindices/timeseries/czbh/mm23>

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	£220 (231/242)	£110 (116/121)	£34 (36/37)	£50 (53/55)
Voluntary/Charity/Community	£108 (113/119)	£55 (58/61)	£17 (18/19)	£32.5 (34/36)
Other Town Hall Rooms				
Commercial/Business Hire	£165 (173/182)	£84 (88/92)	£24 (25/26)	£45 (47/50)
Voluntary/Charity/Community	£97 (102/107)	£48 (50/53)	£12.50 (13/14)	£27 (28/30)
Refreshments (to include tea, coffee, water and biscuits)	£2 per delegate			

Income for Town Hall hiring in previous years:

2021/22	Income £1,463	initial budget £2,500
2022/23	Income £2,628	initial budget £2,500

Income received so far for 2023/24 is £680.83 with £471.13 invoiced awaiting payment (46%). Just over 5 months into year we would normally expect to be almost 41.66% of budget. The budget this year was set at £2,500.

ii. Town Hall - Weddings

The Town Hall continues to receive many weddings enquiries. Costs for comparison with other local wedding venues are provided as follows:

Woodbridge Town Council:

For 2023:

Council Chamber £775 Saturdays
£700 Monday – Friday

It has been confirmed that the wedding prices at Woodbridge Shire Hall won't increase from what is currently shown as it's generally agreed that with the cost-of-living, the fees are at their maximum level and hence it is unlikely to increase for a few years. They have confirmed that over the last five years, the wedding prices did increase a fair bit.

Colchester Borough Council:

Room hire fees for ceremony only for 2024

Room Name	Monday to Thursday 2 hours hire	Friday to Saturday 2 hours hire	Sunday 2 hours hire
Colchester Town Hall	£750	£950	£850
Old Library	£850	£1050	£900
The Castle	£875	£1150	£1000

Previous income / number of weddings

2021/22 Income £15,528 initial budget £10,000
26 weddings in Council Chamber, 10 after ceremony hire CG, 8 weddings in Clerk's office.

This was slightly higher than usual due to postponed weddings due to Covid.

2022/23 Income £14,330.69 initial budget £10,000
25 weddings in Council Chamber, 8 after ceremony hire CG, 12 weddings in Clerk's office.

Weddings so far for 2023/24 are:

12 weddings in Council Chamber, 8 after ceremony hire CG, 11 weddings in Clerk's office.

The budget for this year is £12,500, £8,146.85 has been received for weddings this year so far, with £970.83 awaiting payment. A total of 72.9% of the budget.

Weddings booked and still to happen this year are as follows:

3 weddings in Council Chamber, 0 after ceremony hire CG, 6 wedding in Clerk's office.

In 2022/23 wedding fees increased by 4% and last year they were increased by 10% in line with inflation. The comparisons show that our charges remain very competitive with other similar venues.

Wedding fees and charges (5% / 10% increase):

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 <small>(for ceremonies attended by a maximum 76)</small>	£435 (457/478)	£555 (583/610)	£435 (457/478)	N/A
Clerk's Office <small>(for ceremonies attended by a maximum 15)</small>	£220 (231/242)	£275 (289/302)	£220 (231/242)	N/A
Courtroom Gallery	N/A	N/A	N/A	£118 (124 / 130)
Other Rooms	N/A	N/A	N/A	£118 (124 / 130)

Wedding bookings are confirmed on receipt of a non-refundable deposit of 25% of the booking fee. The remaining balance is payable two months prior to the date of the wedding.

The provision for post-ceremony drinks is charged on the use of the room only on a self-catering basis. On the rare occasion where tea and coffee is requested these are charged at the rate of £2 per person.

iii. Walton Community Hall

Charges for 2022/23 remained the same as the previous year for Voluntary/Charity/Community groups with a 2% increase for Commercial Business hire, last year there was no increase for voluntary/charity/community groups but a 5% increase for commercial business hire.

The following are shown with 5% and 10% increases for consideration:

WALTON COMMUNITY HALL <small>Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.</small>	Weekdays 9-5pm	Evenings and Weekends up to 10pm	Session Rate Mon-Sun 9am-10pm (up to 4 hours)
Commercial/Business Hire	£16.80 (18/19)	£19.90 (21.50/22)	£54.60 (57/60)
Voluntary/Charity/Community /Private Hire	£9.00 (9.50/10)	£12.00 (12.50/13)	£30.00 (31.50/33)

The cost of hiring some other local halls is shown below for comparison:

OFCA No Change	£10 per hour for all rooms Special rates still for members £50 deposit
St Marys Church, Walton	£18 per hour regular bookings £25 per hour min. 3 hrs for parties £8 Synod Room
Conservative Club	£130 Function Room + Lounge & Bar for day or evening £25 for small room per hour
Trimley St Martin Hall No change	£30 4 hour daytime £50 4 hour evening £8 per hour – classes
Trimley Social Club	£30 per hour weekday plus vat £65 per hour weekend plus vat Hall for £250 extra for Bar 7-12pm

Previous income for Walton Community Hall hiring:

2021/22 Income £6,366 initial budget £7,500
Slightly lower than average due to recovery from Covid

2022/23 Income £11,129.04 initial budget £7,500

Income received so far 2023/24 £4,114.90 with £759.90 invoiced (many hirers pay one month in arrears). This represents 60.9% of the budget, which was set for £8,000 this year. We are only just over 5 months into the year so would expect 41.67% of budget so far.

Cemetery

The following table shows existing charges with the impact of an indicative 5% and 10% increase (with some rounding to simplify) alongside charges made by East Suffolk Council and Ipswich Borough Council. Some items have been left blank, this is due to the other councils having non-comparable services.

Usually the increase is the same for all Cemetery fees, however, last year it was noted that our memorial permit fees were no longer in line with neighbouring councils. Allowing for the fact this is mostly an administrative fee and not as affected so much by inflation, committee agreed to a reduction to the memorial fees and an increase of 5% to all other Cemetery fees for the year 2023/24.

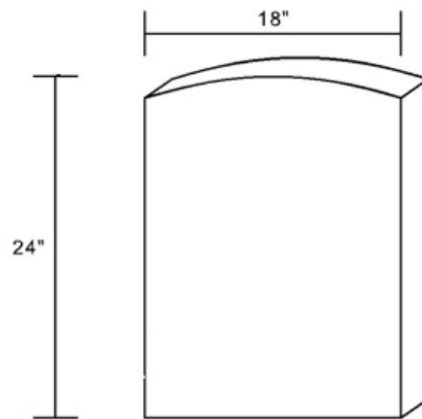
We have had a positive response to the reduction in memorial fees, with some stonemasons noting increased applications from families outside the Felixstowe area.

This year we would like to review the fee for a plaque in the Garden of Remembrance (highlighted in green on the table overleaf) to bring it more in line with the fees for the smaller memorials. The below are the existing prices, and it is the 6" x 8" ground level plaques that have historically been higher priced than the first two shown below. We are also removing the costs for plaques on the Wall of Remembrance as this is now full and are no longer available.

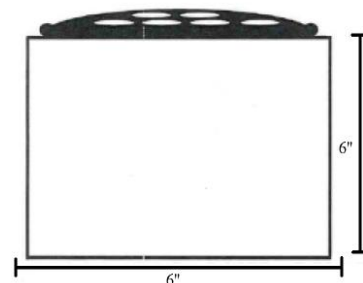
Memorial Permit Fee Comparison



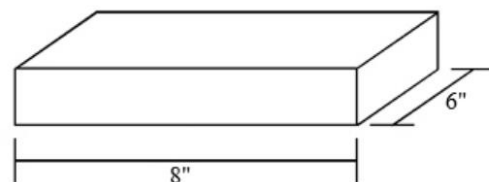
£165



£165



£270



1. INTERMENTS	EXISTING CHARGES 2023-2024 (5% / 10%)		ESC	IPSWICH BOROUGH COUNCIL
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	Standard Fee	Felixstowe Resident fee*		
Still Born – 1 Month	No charge	No charge	No charge	No Charge (NVF £330)
Child up to 18 Years	No charge	No charge	No Charge	No Charge
Adult Grave - Single Depth 4'6"	1260 (1260/1320)	630 (662/693)	820	1469
Double Depth 6'4"	2037 (2139/2240)	1018 (1069/1120)	967	1763
Triple Depth 7'6"	2378 (2497/2616)	1186 (1245/1304)	1120	2057
Urn of cremated remains	320 (336/352)	163 (171/179)	254	301
Scattering of ashes	71 (75/78)	71 (75/78)	111.50	98
Additional charges applicable outside ordinary hours of burial Monday to Friday	Standard Fee	Felixstowe Resident fee	<i>(Service not offered)</i>	<i>(Service offered, but circumstances dictate fee)</i>
Grave space	840 (882/924)	420 (441/462)		
Urn space	499 (524/549)	247 (259/272)		
Scattering of ashes	283 (297/311)	139 (146/153)		
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Standard Fee	Felixstowe Resident fee	<i>(Service not offered)</i>	<i>(Service offered, but circumstances dictate fee)</i>
Grave space	1396 (1466/1536)	698 (733/768)		
Urn space	976 (1025/1074)	488 (513/537)		
Scattering of ashes	357 (375/393)	178.50 (187/196)		
*Residents fee applies to persons whose normal place of residence at their time of death was within the Town of Felixstowe within the last two years immediately before their death.				
2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS	EXISTING CHARGES 2022-2023 (5% / 10%)		ESC	IPSWICH BOROUGH COUNCIL
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	Standard Fee	Felixstowe Resident fee*		
Adult Grave 8' by 3'	2378 (2497/2615)	1192 (1251/1311)	1611 (25 years)	2104
Children's grave 4' by 3'	165 (173/182)	165 (173/182)	No Charge	No Charge

Urn plot in GARDEN OF REMEMBRANCE	976 (1025/1073)	488 (513/537)		
Urn plot in LAWN GARDEN	1790 (1880/1969)	892 (937/981)	1497 (25 years)	1593
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL				
	Standard Fee	Felixstowe Resident fee*		
Renewal 50 years: Adult Grave	2100 (2205/2310)	1050 (1103/1155)		
Child Grave	110 (116/121)	110 (116/121)		
Urn plot (Garden of Remembrance)	698 (733/767)	346.5 (364/381)		
Urn plot (Lawn Garden)	1507 (1583/1662)	751 (789/826)		
Renewal 25 years: Adult Grave	1066 (1119/1173)	535.50 (562/589)	242.50 (10 years)	
Child Grave	55 (58/61)	55 (58/61)		
Urn plot (Garden of Remembrance)	352 (369/387)	176 (185/194)		
Urn plot (Lawn Garden)	772 (811/849)	388.50 (408/427)	162 (10 years)	
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)	300 (315/330)		276	kerb & memorial fee
Memorial not exceeding 3' 6" height by 3' width	300 (315/330)		249	218
Kerb stone/border stone/edging AND Memorial (Blocks A – F only)	500 (525/550)		525	470
Memorial not exceeding 2' height by 1'3 width by 3" depth (Block J urns, M urns, & Block O)	165 (173/181.5)		141.25	137
Vase with or without lettering	165 (173/181.5)		111	
Scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	165 (173/181.5)		145.50	
Additional inscription on any memorial after the first	102.50 (108/113)		62.75	86
Space for single plaque on Wall of Remembrance 8" by 6"	270 (283/297)		249 (9" x 6")	
Garden of Remembrance – Ground level Plaque				
Plaque for urn plot 6" by 4"	270 (283/297)		145.50	
Plaque for urn plot 8" by 6"	270 (283/297)		145.50	

MEMORIAL GARDEN (subject to VAT)	EXISTING CHARGES 2022-2023 (5% / 10%)		ESC	IPSWICH BOROUGH COUNCIL
	Standard Fee	Felixstowe Resident fee*		
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	630 (661/693)	315 (331/347)		
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	388 (407/427)	194 (204/213)		
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	514 (540/565)	257 (270/283)		
Renewal of lease for the above memorials for further 5 years	134 (141/147)	134 (141/147)		
Memorial bench plaques with inscription for 10 years (prices from)	1291 (1355/1420)	646 (678/711)		
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	1748 (1804/1890)	1748 (1804/1890)		
Planting single grave with winter and summer plants and maintaining for one year	299 (314/329)	299 (314/329)		
Annual maintenance thereafter	171 (180/188)	171 (180/188)		
6. MISCELLANEOUS				
Registering transfer of grant	45 (47/49.50)	45 (47/49.50)	70	
Exhumation (Burial)	1680 (1764/1848)	1680 (1764/1848)	1203	
Exhumation (Ashes)	698 (733/768)	698 (733/768)	487	
Register Search	26 (27/29)	26 (27/29)	52.50	
Preparation of Statutory Declaration	58 (61/64)	58 (61/64)	121.50	

Previous income for Cemetery:

Interments

2021/22	Income £21,768	initial budget £30,000
2022/23	Income £23,306	initial budget £30,000

Income received so far for 2023/24 is £10,992 plus £966.00 invoiced awaiting payment, which is 47.8% of budget set at £25,000 (just over 5 months into year = 41.67% of budget).

Purchase of Graves

2021/22	Income £40,817	initial budget £25,000
2022/23	Income £32,886	initial budget £35,000

Income received so far for 2023/24 is £12,309, plus £1,822 invoiced awaiting payment, which is 40.4% of budget (just over 5 months into year = 41.67% of budget).

Memorials

2021/22	Income £21,753	initial budget £13,000
2022/23	Income £13,100	initial budget £15,000

Income received so far for 2023/24 is £5,722.30 plus £4,856.80 invoiced awaiting payment, which is 66.1% of budget set at £16,000 (just over 5 months into year = 41.67% of budget).

Upkeep of grave space

2021/22	Income £666	initial budget £798
2022/23	Income £677	initial budget £667

The invoices are sent out annually in July, budget £677, income received so far is £285 net with £343 invoiced with payment received but not updated online yet, which is 92.7% of the budget.

Admin – Transfer of Deed/Statutory Declaration

2021/22	Income £1,378	initial budget £500
2022/23	Income £1,302	initial budget £500

Income received so far for 2023/24 is £190.50 plus £116 invoiced awaiting payment, which is 38.3% of budget. Budget was set to £800 this year.

iv. Allotments

One year's notice is required to increase allotment rents for existing tenants, and it is therefore necessary to review rents for tenancies which will renew from October 2024, or for new tenancies commencing April 2025.

Plots are let on a metric basis with a 'single plot' being 125m² (roughly equivalent to 5 'Rods') and 'double plot' being 250 m² (10 rods). One 'rod' being roughly equivalent to 25m².

Discounts

A discount of 40% is offered off the cost of renting an allotment plot to qualifying tenants or joint tenancies with one qualifying tenant, are given as follows:

- **Senior Citizens** (on evidence of being in receipt of state pension)
- **Long-Term Unemployed** (on evidence of associated unemployment benefits)

Other local council's allotment charges are below for comparison:

Ipswich Borough Council

Allotments rents from 1st April 2022 – 31st March 2023

- Full price: £46.90
- Concessions: £42.90

Prices are based on a full size plot which is roughly 250m² Smaller plots are available and the rent is reduced accordingly. Water is included.

This is an increase of 2.60p for both full price and concessions, on the previous years' fees

Woodbridge Town Council

Allotment rent for 2023-24 per quarter plot is £15 single size plot £30, double size £60. There has been no increase this year. Water is not included. The water bill is split between the 18 tenants.

Previous income for Allotments:

2021/22 Income £16,790 initial budget £15,965
2022/23 Income £17,062 initial budget £16,750

Income received so far for 2023/24 is £233.64 for new tenants, annual invoices are sent out at the end of September.

In 2022/23 Council approved the following fees which take effect from October 2023 (April 2024 for new allotment holders):

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot (approx. 125m ² or '5 Rods')	£41.25	£24.75
Double-size plot (approx. 250m ² or '10 Rods')	£82.50	£49.50

The allotments are provided for, with an overall subsidy by the Council of £23,978 2022/23 (£18,017 in 2021/22).

Given the subsidy, Committee may consider that a 25p pence increase per 25m² (in line with previous years) is not unreasonable. The effect of which on the Allotments Fees and Charges for 2024/25, inclusive of water charges are proposed as follows:

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot (approx. 125m ² or '5 Rods')	£42.50	£25.50
Double-size plot (approx. 250m ² or '10 Rods')	£85.00	£51

Committee is requested to consider and decide on the Fees and Charges for 2024/25.

AGENDA ITEM 8: TOWN HALL UPDATE REPORT

Structural Report

The Structural Engineer who carried out the previous inspection 5 years ago, was approached for a quote for an update report on the front elevation, the cost of which will come from the Town Hall Repairs and Maintenance budget (*Minute #97 ii 2023/24 refers*) The visit took place on 13th September and it is hoped that the report will be available in time for the meeting.

New Caretaking staff/refurbishing jobs

With the introduction of a new member of caretaking staff for 10 hours per week, we now have some extra capacity, and have been assessing general upkeep tasks for the Town Hall and other buildings.

Accessible entrance - this area is not very welcoming. The passage leads to the dustbins and it has been suggested that it would be more pleasing if they were covered up behind a wooden partition. Now that the tiles have been replaced on the disabled porch entrance, the porch woodwork could do with a re-paint. The inside area desperately needs a new carpet and some re-decoration, possibly with some extra signage. An initial quote for this small piece of carpet should be available at the meeting. Any expenditure for this would need authorisation to be funded from the Town Hall Earmarked Reserve.

Courtroom Gallery – This room could do with a bit of re-decoration as it is often hired out and also used for wedding receptions. The room could be painted with a new flooring. Flooring could be a luxury vinyl which would be easier to keep clean as this room is often used for buffets. Again a quote for some different options should be available at the meeting.

A new solution for the black and white tiled flooring has been purchased and over a period of time will be deep cleaned, this should show off the Victorian flooring as it deserves.

Committee is requested to consider the Town Hall update, and decide on any action it deems necessary.

AGENDA ITEM 9: BROADWAY HOUSE UPDATE REPORT

As part of the review with the new caretaker, several issues have been discovered with the doors. The rear door shows signs of water ingress onto the floor and needs a better seal at the bottom as the current seal that was fitted by Orwell Housing is not working. The side fire door has a gap towards the top letting in water and needs a seal to prevent this as the door or frame would appear to be warped. One of the front doors has quite a big gap underneath, as does one of the internal white automatic doors. These doors cause a problem in the Winter as they cause loss of heat. The exterior fabrication of the building is covered by Orwell Housing as part of the lease. If the doors can be fixed for a small amount in house by staff then this will be done under budget, if any significant issues are discovered then Orwell Housing will be asked to remedy.

There is also an issue with the radiators putting out very little heat. This may be slightly helped by removing covers and cleaning the dust out, otherwise a review of the heating may be necessary as these are the heaters that would have been put in when the building was renovated in 2004. It is also known that the gas boiler is very old, previously there had been a lot of trouble with it, although last year it did behave itself. It is due a service in October. At some point soon, a review of the heating may be necessary.

The toilets will be redecorated in house and sealant will be refreshed along the floor/skirting boards.

Committee is requested to note the Broadway House update report and decide on any action it deems necessary.

AGENDA ITEM 10: WALTON COMMUNITY HALL UPDATE

Further to discussions at the last meeting (*Minute #98iii 2023/24 refers*), an Energy Audit report has been sourced from Groundwork East and is shown at **Appendix B**. The report investigates ways to increase the energy efficiency and reduce the carbon footprint of the Hall.

The report shows recommended Emission reduction measures such as upgrading lighting to LED, Double Glazing, Solar panels with batteries and the payback in years for the cost of these things. If all these suggestions were carried out, it could represent 95% savings of the total Greenhouse Gas Emissions.

On page 7 there is an interesting suggestion that we could investigate whether the air conditioning to the building which is a Daikin Europe reverse cycle heat pump could be used to deliver heating. This can be investigated if Members feel this would be a good way forward.

Committee is requested to consider options to reduce the carbon footprint of Walton Community Hall and decide on any action it deems necessary.

AGENDA ITEM 11: CEMETERY UPDATE REPORT

Berberis Darwinii Compacta hedge

The above hedge has been ordered for £1,040 +VAT and should be delivered in due course. Soil has also been ordered. The old hedge has been taken out in preparation for the new planting.

Cesspit

Some professional advice has been sought about the issue of the cesspit requiring emptying too frequently.

It has been advised that an installation of a Land Drain would reduce the frequency of emptying of the tank, this will require the cesspit being replaced by either a septic tank, converting our existing tank or treatment plant that are then connected to a land drain (soakaway) which allows water to drain into the ground whilst retaining foul solids in a holding tank, which can be emptied once or twice a year. Quotes from 3 suppliers have been sought, and information received is shown below.

The difference between the septic tank and a treatment plant lies in their operation. A treatment plant is a modern, powered unit that costs approximately £25 a year to run, and through a specific process, releases treated liquid into the land drain. However, it is more expensive and requires more maintenance. A septic tank is not powered and is an older style system that treats waste separating the liquid from the solids, with the water being released into the land drain.

Company B who has completed previous work for the Town Council and came recommended, has suggested that the conversion of our old cesspit is the most suitable and the most economical. We have raised comment with them from the other quotes that have said the inlet is too deep and that the only way around this is a new tank. Company B has stood by their original quote but said in the hypothetical scenario of the percolation test showing that the inlet is too deep, meaning the land drain wouldn't work, they have said that we could allow £2000-£3000 extra if it was felt we required a septic tank or a pump.

Based on the sort of usage we can expect, we have been advised by two companies a septic tank would be the most suitable installation, economically it would make sense to convert our existing cesspit but allow the extra £3000 in case problems arise.

Company A Estimate to install a 12 pax treatment plant and land drain (Soakaway).
£16,170 +VAT

Company B To convert cesspit and add land drain (Soakaway). £5,250 +VAT

Company C To install new septic tank and land drain (Soakaway).
Awaiting quote, which it is hoped will arrive before the meeting.

Cemetery Extension

The space left in the Cemetery for burials and Internment of Ashes is regularly monitored to ensure that there is sufficient space. Most recently it was estimated that there would be space in the existing Cemetery for approximately 6 - 9 years,

The adjacent allotment area now only has 2 allotment holders across 3 allotment plots sites and they will be given ample notice for when they are required to vacate. Both are aware that this could happen over the next few years. The Scout Hut is also currently on this piece of land.

With the Cemetery extension being planned, money has been put aside into the Cemetery Earmarked Reserve to contribute towards a future project to expand the cemetery. CIL money (Community Infrastructure Levy) would be an ideal fund to also use for this purpose.

With the timescale in mind of any large building project, a 'Cemetery Extension Project Team' of the Town Clerk, Deputy Town Clerk, Assets & Services Officer and the Council's Grounds & Maintenance Manager is being convened to oversee the progression of the project. The Project Team will liaise regularly with the Chairman and Vice-Chairman of the Assets & Services Committee, plus other Councillors as appropriate, as well as report back to Committee at key milestones.

Committee is requested to consider approving a spend of up to £8,250 for the necessary work to the cesspit from the Cemetery Earmarked Reserve, note the Cemetery update report, and decide on any other action it deems necessary.

AGENDA ITEM 11: ALLOTMENTS UPDATE REPORT

As of 15th September 2023, allotment vacancies were as follows:

SITE	Total plots	Occupied (grassed over)	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	306	305	1	38(3)	8 (1)
ALITTLEMENTS (within Cowpasture)	22	21	1	1	1
FERRY ROAD	97	97	0	18	3
RAILWAY HILL	44	43	1	4	4
CEMETERY	3	3	-	0	0
TAUNTON ROAD	18	18	0	0	0
TOTAL	490	487	3	61(3)	16(1)

The Alittlements area has recently been expanded by including another three plots in a previously vacant double plot located between the Alittlements and the FAA orchard. Additionally, a metal shed has been repurposed from a recently vacated plot to provide a communal storage space for low-value tools for the Alittlement tenant's use.

The Grounds team have continued with dead hedging any gaps that appear in the Cowpasture perimeter. Additionally signs have been placed in these gaps indicating that the site is for Allotment tenants only.

Thanks to a late summer season with abundant rainfall, water consumption in the allotments has significantly decreased compared to last year.

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

AGENDA ITEM 12: TREES NEAR FERRY ROAD ALLOTMENTS

Following the previous meeting, the Grounds & Maintenance Manager met with Flagship to show them the 3 trees in question. The Arboriculture Services Manager has confirmed in writing that 'Given the available information and having visited the site, removal of all three trees seems the most sensible option. It is regrettable that their proximity to the new buildings was not picked up at the planning stage but what has been done cannot be undone.'

In light of the ongoing cost and issues of cutting the trees back regularly, it would be a recurring problem if one was cut down and two cut back every few years. The trees are far too close to the property that was recently built.

It is not usual procedure for the Town Council to consider chopping down healthy trees, however, in this instance it is felt to be a necessity and it is planned that 3 mature trees will be planted at either Allenby Park and/or Gosford Way and/or the Cemetery.

Three quotes have been obtained,

Company A To dismantle down to ground level 2 Oak trees and 1 Ash tree standing on boundary line in accordance to BS3998 (2010) £2200.00

Company B To section and dismantle two Oak trees and 1 Ash tree £2,833.33

Company C To sectionally dismantle 3 trees to 1m high stumps and remove debris £4,985.00

Company A is the preferred contractor.

The cost of this to be taken from the new 'Public Spaces' Earmarked Reserve.

Committee is requested to note the update on the three trees near Ferry Road Allotments, approve expenditure from the Public Spaces Earmarked Reserve and decide on any action it deems necessary.

AGENDA ITEM 13: TREE MANAGEMENT PLAN

At the last Assets and Services Committee meeting, the draft Tree Management Plan was approved (*Minute #102 2023/24 refers*). This has now had some format changes and is ready for full approval. The Tree Management Plan can be found at **Appendix C**.

Committee is requested to approve the Tree Management Plan and decide on any action it deems necessary.

AGENDA ITEM 14: GOSFORD WAY PARK AND ALLENBY PARK

Footpaths

At the last Assets and Services Committee meeting, it was agreed that three quotes be obtained for the Gosford Way Park footpath repair and also to repair Allenby Park footpaths. Quotes from three contractors were received by Full Council on 5th September and it was agreed that the cost would come from Community Infrastructure Levy funds, in particular from the 2019/20 CIL Earmarked Reserve (*Minute # 162 2023/24 refers*). It has been agreed that half of the cost of the Gosford Way footpath will be paid by East Suffolk Council.

The chosen contractor will be starting work Monday 18th September on the paths at Gosford Way Park and will then move to work on the footpaths in Allenby Park around 2nd October. Some signage will be made up to inform the public and it is likely that Allenby may require closing for a brief period of time. Notifications will be made on social media to inform the public ahead of any closures.

Park Inspections

Both Allenby Park and Gosford Way Park have had their first annual inspections this week, the certificates can be found at **Appendix D**.

Equipment has been assessed to the following standards where relevant:

BS EN 1176 Parts 1-11 (Playground equipment and surfacing)
BS EN 14974 (Facilities for users of roller sports equipment)
BS EN 15312 (Free access multi-sports equipment)
BS EN 16899 (Parkour Equipment)
BS EN 16630 (Outdoor Fitness Equipment).

The overall risk assessment on both parks were both assessed as 'Low Risk'. All findings and recommendations have been carried out, or are in the process of being carried out. The play equipment is due to be painted in the next few weeks.

Committee is requested to note the update on both Allenby and Gosford Way Parks and decide on any action it deems necessary.
