

**MINUTES of the CEMETERY & ALLOTMENTS COMMITTEE meeting held at
Felixstowe Town Hall on Thursday 19th March 2015 at 2.30pm**

PRESENT: Cllr C Webb (Chairman) Cllr M Sharman
 Cllr Jan Garfield Cllr M Walker
 Cllr M Morris

OFFICERS: Mr A Tadjirishi (Town Clerk)
 Mrs R Jones (Estates Officer)

569. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr M Stokell and Cllr J Sennington.

570. DECLARATIONS OF COUNCILLORS' INTERESTS

Member	Minute No.	Nature of Interest
Cllr M Sharman	576	Non-Pecuniary (Treasurer of the 7 th Felixstowe Scouts Group located on Council owned land adjoining the Cemetery)

571. REQUESTS FOR DISPENSATIONS

There were none.

572. MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** that:

The Minutes of the Cemetery & Allotments Committee Meeting held on 18 November 2014 be signed by the Chairman as a true record.

573. ALLOTMENTS UPDATE AND MATTERS RAISED BY FSALG

Committee received an update on the allotments and matters which had been discussed at a recent meeting with the Felixstowe Society of Allotment Leisure Gardeners (FSALG). Plots vacancies and corresponding waiting lists at the allotments as of 4 March 2015 were noted as follows:

SITE	Waiting (Any plot)	Waiting (Specific plot)	Vacant	Rent Paid	Rent Due	Cultivation Orders Sent
COWPASTURE	1	6	24	238	7	5
RAILWAY HILL	3	2	3	30	6	0
FERRY ROAD	2	2	2	84	0	2
CEMETERY	4	0	5	30	4	0
TAUNTON ROAD	2	0	4	14	0	0

It was noted that a small number of vacancies were available on all sites and a number of cultivation orders had been issued. Where tenants were overdue with their rent staff would check whether cultivation was occurring and the tenant had merely overlooked payment.

Repairs had been carried out at both Cowpasture and Ferry Road but more work was required on both sites. The Clerk advised that part of the Allotment Repairs & Maintenance the budget for 2015-16 would be used for this purpose.

It was RESOLVED that the update on the allotments be noted.

574. FOOTPATH TO COWPASTURE ALLOTMENTS

The Clerk advised that a scheme to provide a short footpath leading from the A154 roundabout to the entrance to the Cowpasture allotment site, initially proposed by FSALG, was considered at a recent Highways meeting. A plan of the scheme was tabled for information and Members noted that, pending other scheduled highways works, the project could be completed by October 2015.

Members noted that the total cost for the project was estimated to be in the region of £7,000 with some of the funding being provided via Suffolk County Councillor John Goodwin's locality budget. Committee discussed whether to support the scheme and it was proposed that £2,500 be approved from the Allotment Repairs & Maintenance budget.

It was RESOLVED that £2,500 be put towards the scheme with funding provided from the Allotment Repairs & Maintenance budget.

575. ALLOTMENT TENANCY AGREEMENT

Committee considered a revised Allotment Tenancy Agreement as presented in the report. It was recommended that a further clause be added to prevent vehicle movement on site in poor weather conditions.

It was RESOLVED that, subject to the additional clause being incorporated and other minor typographical or non-material amendments, the Allotment Tenancy Agreement be approved as presented and adopted.

576. CEMETERY PROJECTS

Committee noted the agenda report which outlined a number of projects being considered for the Cemetery over the next few years. Significant projects including the Cemetery extension, repairs to roadways, boundary railings and gates were known to bring commensurately considerable costs and Members advised that Council's Assets & Services Committee consider a how an all-encompassing project, over several phases, may realise economies of scale and maximise any opportunities for grant funding or partnership working.

A smaller scale project to create a new Memorial Garden section of the Cemetery was discussed and Committee considered early design concepts. The location for the garden was approved and Members indicated a preference for a metal memorial tree which could be fitted with embossed commemorative leaves.

It was RESOLVED that:

- i. The location for the Memorial Garden project be approved;**
- ii. Design and cost options for the Memorial Garden project be progressed and brought to Council's Assets & Services Committee for consideration subsequent to its formation in May 2015; and,**
- iii. Longer term aspirations for the Cemetery be recommended for development as part of a single large-scale phased project under the direction of Council's Assets & Services Committee.**

577. CLOSURE

The meeting was closed at 4.30pm. It was noted that this was the final meeting of the Cemetery & Allotments Committee. Minutes from this meeting would be presented to Council for approval and future business will be considered by Council's Assets & Services from May 2015. Members recorded a vote of thanks to Cllr C Webb, for his chairmanship of the Committee.

Date: _____

Chairman: _____