



9 am to 4 pm Mondays to Fridays

## TO ALL MEMBERS OF THE CEMETERY & ALLOTMENTS COMMITTEE

Cllr C Webb (Chairman)

Cllr M Morris Cllr

Cllr M Sharman

Cllr M Walker (Vice Chairman)

Cllr J Sennington

Cllr M Stokell

Cllr Jan Garfield

You are hereby summoned to attend a meeting of the **CEMETERY & ALLOTMENTS COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Thursday 19 March 2015** at **5pm** for the transaction of the following business:

### A G E N D A

**1. Apologies**

To receive any apologies for absence.

**2. Declarations of Interest**

*Members and Officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.*

**3. Requests for Dispensation**

*To consider any dispensation requests received from Councillors with a pecuniary interest in an item on this agenda who wish to remain, speak and/or vote at consideration of that item. Councillors are advised to submit any dispensation request in writing to the Town Clerk prior to the meeting.*

**4. Minutes of the Previous Meeting**

To confirm the minutes of the meeting held on 18 November 2014 as a true record. **(Pages 3-5)**

**5. Allotments Update and Matters Raised by FSALG**

To receive an update on matters relating to Council's Allotment sites and to consider any matters raised by the Felixstowe Society of Allotment & Leisure Gardeners.

**6. Footpath to Cowpasture Allotments**

To consider supporting a Highways scheme to install a short footpath leading from the A154 roundabout to the entrance to the Cowpasture allotment site. **(Page 6)**

**7. Allotment Tenancy Agreement**

To consider revisions to the Council's Allotment Tenancy Agreement. **(Page 6 & Appendix A)**

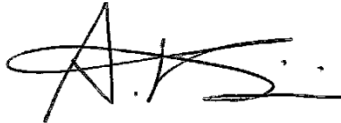
**8. Cemetery Projects**

To consider a report on a number of projects relating to Felixstowe Cemetery.

**(Page 7)**

**9. Closure**

To close proceedings and note that this to be the final meeting of the Cemetery & Allotments Committee. Minutes from this meeting will be approved by Council and future business will be considered by Council's Assets & Services Committee from May 2015.



**Ash Tadjrishi  
Town Clerk  
11 March 2015**

For information (via email): All Town Councillors.

## **AGENDA ITEM 4: MINUTES OF THE PREVIOUS MEETING**

**MINUTES** of the **CEMETERY & ALLOTMENTS COMMITTEE** meeting held at Felixstowe Town Hall on **Tuesday 18<sup>th</sup> November 2014** at **9.15am**

**PRESENT:** Cllr M Walker (Vice Chairman in the Chair)  
Cllr Jan Garfield  
Cllr M Morris

**OFFICERS:** Mr A Tadjirishi (Town Clerk)  
Mrs S Faversham (Cemeteries & Allotments Officer)

**IN ATTENDANCE: FSALG Members** *to item 359:* Mr M Barber, Mr J Austin, Mr G Pearce, Mr N Farthing, Mr L Chambers, Mr J Rowland and Mr J Pratt.

### **354. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr C Webb, Cllr J Sennington, Cllr M Stokell and Cllr M Sharman.

### **355. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

### **356. REQUESTS FOR DISPENSATIONS**

There were none.

### **357. MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that:

**The Minutes of the Cemetery & Allotments Committee Meeting held on 15 September 2014 be signed by the Chairman as a true record.**

### **358. UPDATE ON THE ALLOTMENTS AND MATTERS RAISED BY FSALG**

Members welcomed representative from FSALG and a number of matters were discussed:

In response to a question on a public exhibition outlining a potential housing development north of Candlet Road, Members confirmed that, if and when a formal application was made, the Council would consider its response through the Plans Committee in the usual way and would be unable to comment officially before this time. The Clerk was provided a report from FSALG detailing their objections and mitigation proposals for consideration.

The Town Clerk explained that FSALG concerns and proposals in relation to the forthcoming development at Ferry Road had been forward to the developer, but that he had received no feedback from them at this time.

In relation to a request for improved highways access to Cowpasture Allotments, the Clerk advised that that the matter had been raised at a recent Highways Committee meeting, and that detailed costings had been requested for the County Council Highways Member to consider. Whilst the project had not yet been approved, it had received a positive response.

The Council's Cemeteries & Allotments Officer provided an update on the number of available plots and corresponding waiting lists at the allotments:

SITE	Waiting (Any plot)	Waiting (Specific plot)	Vacant	Rent Paid	Rent Due	Cultivation Orders Sent
COWPASTURE	3	20	8	199	20	12
RAILWAY HILL	2	1	2	23	15	0
FERRY ROAD	6	5	3	71	10	5
CEMETERY	3	4	1	25	8	5
TAUNTON ROAD	0	0	4	13	0	0

FSALG requested that a 'before and after' photo be taken of an untidy plot to show what could be achieved by one of their member who can cultivate a whole site with specialised equipment at relatively little cost to new prospective tenants. It was agreed that this would be a good method of encouraging prospective tenants to take on such plots at reasonable cost and effort.

FSALG also indicated their willingness to assist the Council with the tidying up of any debris left behind after tenants had vacated their plot.

In response to the any confusion resulting from the recent rent renewal notices, the Clerk advised that that due to audit requirements it had become necessary for proof of age to be provided for discounted rents. Contact details, for those non-members who had indicated they would allow such information to be released for emergency contact purposes, were being been collated and would be forwarded to FSALG when complete.

It was noted that work parties were being organised by FSALG to spread the ballast supplied by the Council on Cowpasture allotments. FSALG expressed thanks to the Council for the provision of equipment and staff-assistance.

FSALG wished to place on record their appreciation for the cooperation and constructive assistance given by the Council staff in particular from the Interim Town Clerk Mr G Mussett, and the new Town Clerk Mr A Tadjrishi over the past year.

**Committee recorded a vote of thanks to FSALG and noted the update.**

### **359. UPDATE ON THE CEMETERY**

The Town Clerk and Cemeteries & Allotments Officer provided an update on the Cemetery.

The Clerk advised that, despite Council approval for up to £1,200 expenditure from the 'Recycling Credits' Earmarked Reserve for this purpose, further investigation had reveal the actual cost of removing the spoil heap to be closer to £5,000. The spoil heap was being carefully managed by the Cemetery staff and was not currently considered to be an urgent matter. It was noted that the Clerk would not any expenditure until such a time as it became necessary.

Committee heard that safety testing on memorials was presently being carried out by Council staff.

It was noted that an exhumation of ashes which had been approved by the diocese was to take place on Thursday 20 November.

The Clerk advised that any project to extend the Cemetery in the next few years should be considered as part of a wider project to include repairs to the roadways and railings. It was expected that preliminary work to draw up proposals for this project could commence in 2015.

**Committee noted the update report.**

### **360. CLOSURE**

The meeting closed at 10.30am.

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

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

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## **AGENDA ITEM 6: FOOTPATH TO COWPASTURE ALLOTMENTS**

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 is to follow.*

Highways have estimated that the total cost for the project will be in the region of £7,000. Committee is being asked to consider supporting the scheme by way of a contribution of £1,000. The remainder of the funding, yet to be confirmed, is indicated to be met via locality funding.

There are sufficient funds available in the budget for the current financial year under Allotment Repairs and Maintenance which may be an appropriate source of funding.

**Committee is requested to consider and decide any support for this scheme.**

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## **AGENDA ITEM 7: ALLOTMENT TENANCY AGREEMENT**

Following discussions held with the Felixstowe Society of Allotment Leisure Gardeners, a number of changes have been proposed to the Allotment Tenancy Agreement.

A revised version, based on the following suggested amendments, has been drafted for Committee to consider and is provided at **Appendix A**:

Para 6d: Noting that some tenants enjoy the security provide by having a dog on site, it is proposed that dogs would be permitted provided that they remained solely on the tenant's plot, securely tethered and any fouling must be cleared up.

Para 6f: In general, written permission should not be required provided that tenants did not exceed the specifications detailed.

Para 6i: Tenants should only be expected to maintain the hedges directly relating to their own plot.

Para 6j: Small fruit bushes should not require Council permission, subject to tenants ensuring that any such planting did not encroach onto neighbouring plots, paths or roadways.

Para 10: A reduction to 7 further days' notice would be reasonable.

Para 16: An explanation as to why contact details are requested, should be added to the agreement.

**Committee is requested to consider the proposed, and any other, amendments and approve the draft Allotment Tenancy Agreement.**

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## **AGENDA ITEM 8: CEMETERY PROJECTS**

Members will be aware that there are a number of matters at the cemetery which will become projects for consideration by Council's Assets and Services Committee during the next Council term. They are:

1. The main roadways and footpaths in the original part of the cemetery are in need of attention and a ball park estimate to re-surface these was £100,000.
2. Part of the front footpath area on the Langley Avenue frontage is now compromised by the root systems of the significant Plane trees. Committee may wish to review the issue of the trees at the cemetery which, whilst providing a great deal of amenity value, are also causing maintenance issues in some parts of the site.
3. The metal boundary fences and original ornate gates are all badly in need of renovation. A recent visit by a local metal fabricator and restorer has estimated that a whole refurbishment of these features may cost in the region of £250,000 to restore them to their original condition. The gates in particular are considered to be of historical and cultural value.
4. The provision of a new area for memorials as the existing Memorial Wall reaches its capacity. This matter was considered in detail a few years ago but deferred after the Memorial Wall was refurbished and funding was depleted. The terms on which memorials are sold also needs to be considered.

Potential locations and designs for a new memorial garden have been discussed. The preferred location is in the new part of the cemetery near the Telecoms mast, this allows for potential expansion whenever the mast is decommissioned.

Some suggestions for a scheme and potential costs will be available at the meeting.

5. Cemetery extension. Within the next few years the existing cemetery will be at capacity. Prior to this Council will need to consider the programming of all the works involved to set out the extension area. This will include any planning consents required, the vacation of the current allotment plots and any re-provision, the laying of new roadways, landscaping and the Scout Hut. The existence of the high voltage cable running through this part of the site from the sub-station towards Cemetery Path is of paramount importance.
6. The Scout Hut – the Scouts approached FTC within the last couple of years to seek landlord's permission to extend and improve their facilities. FTC was not able to give permission for redevelopment of the site due to its requirement for future use of the plot.

7. Parking- there has been a problem with parking on the site and the grass verges on Langley Avenue for some time. Currently allotment holders park within the confines of the cemetery and sometimes obstruct staff operational vehicles and funeral parties. At weekends when Deben Field is being used for football matches, spectators often park their vehicles either within the cemetery or along Langley Avenue and churn up the grass.
8. Drainage – There is currently a problem in periods of heavy rain with surface water lying on Langley Avenue at the gate near the sub-station. Improved drainage should be considered as part of the roadways and parking issue.

**Committee is requested to consider and decide any action it deems necessary.**

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