



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE ASSETS & SERVICES COMMITTEE

Cllr N Barber (Chairman)	Cllr T Green
Cllr Jan Garfield (Vice Chairman)	Cllr G Newman
Cllr S Bird	Cllr A Smith
Cllr P Coleman	Cllr J Vartan
Cllr M Deacon	Cllr D Savage (Town Mayor, ex-officio)
Cllr Jon Garfield	

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 2 September 2015** at **7.30pm** for the transaction of the following business:

A G E N D A

- 1. Apologies**
To receive apologies for absence.
- 2. Declarations of Interest**
Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.
- 3. Requests for Dispensation**
Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.
- 4. Confirmation of Minutes**
To confirm the minutes of the Assets & Services Committee meeting held on 3 June 2015 as a true record. **(Pages 3-6)**
- 5. Assets & Services Budget Report**
To receive the Assets & Services Budget report to 25 August 2015 and consider any actions deemed necessary. **(Page 7 & Appendix A)**
- 6. Town Hall Building Works**
To receive a report following recent building works at the Town Hall and consider any actions deemed necessary. **(Page 8)**

- 7. Allotments Update Report**
To receive a report on the Town Council's Allotments and consider any actions deemed necessary. **(Page 9)**
- 8. Cemetery Project Planning**
To receive a report on Felixstowe Cemetery and consider any actions deemed necessary. **(Pages 10-14)**
- 9. Memorial Garden Project**
To consider design concepts and costs for a Memorial Garden at the Cemetery. **(Pages 15-16)**
- 10. Fees and Charges**
To review Fees and Charges for Council services. **(Pages 17-25)**
- 11. Neighbourhood Watch signs at Peewit Hill**
To consider a request for permission to erect Neighbourhood Watch signs at Peewit Hill. **(Page 26)**
- 12. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 7 October 2015 at 7.30pm.



Ash Tadjrishi
Town Clerk
27 August 2015

For information (via email): All Town Councillors.
Local Press

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 3 June 2015 at 7.30pm**

PRESENT: Cllr N Barber (Chairman) Cllr T Green
 Cllr Jan Garfield (Vice-Chairman) Cllr G Newman
 Cllr S Bird Cllr A Smith
 Cllr P Coleman Cllr J Vartan
 Cllr Jon Garfield

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs S Faversham (Cemetery & Allotments Officer)

42. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Deacon** and **Cllr D Savage**.

43. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr P Coleman Cllr T Green Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman Cllr N Barber	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr Jon Garfield Cllr Jan Garfield	48	Local Non-Pecuniary (as Members of FOPWA)

44. REQUESTS FOR DISPENSATION

There were none.

45. INTRODUCTION TO ASSETS & SERVICES COMMITTEE

The Chairman welcomed newly appointed Members to the first meeting of the Assets & Services Purposes Committee in the current Municipal Year and following recent elections.

The Committee noted its Terms of Reference and received an introduction from the Chairman on the type of business for which it would be responsible.

46. ASSETS & SERVICES BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 26 May 2015.

It was noted that income for Walton Community Hall was showing as a negative sum as a result of payments yet to be received from the bookings in the previous financial year which had been carried-over.

The Clerk advised that electricity usage at Walton Community Hall required further investigation to establish the root cause and whether consumption could be reduced. Members suggested that a smart meter could help identify what was drawing the most power and it was agreed that this be investigated.

RESOLVED that the Budget Report to 26 May 2015 be received and noted as presented with no other action required at this time.

47. REPORT OF THE ESTATES OFFICER

Committee considered the Estates Officer's report. The Clerk advised that Committee would consider the Schedule of Fees and Charges for Council's services at its next meeting.

Members requested that a cost comparison study with other local and similarly sized community halls be provided to Committee at the next meeting.

RESOLVED that Report of the Estates Officer be noted and arrangements be made for all Members to have the opportunity to visit each of Council's sites over the forthcoming months.

48. TOWN HALL BUILDING WORKS

Committee considered a report on ongoing repair and renovation works at the Town Hall.

It was noted that the Council's project consultants had recommended that the works be scaled back to avoid any risk to the integrity of the wall following the discovery that the wall was of cavity construction. This would mean that R G Carter were likely to complete the remainder of possible works earlier than planned.

The Clerk gave a further update to Members following the receipt of a report from a local structural engineer who had been asked to investigate the cavity wall structure. Members noted that the cost of the report would be paid for from the 'Town Hall Maintenance' Earmarked Reserve within the original budget for the project as approved by Council at its meeting of 1 April 2015 (Minute 599 of 2014/15 refers).

It was noted that there would be some savings against the original schedule of works but further expenditure would be required to provide Committee with a professional assessment of the situation and to identify options for the long-term preservation of the structure.

Members asked that the Clerk and Estates Officer provide an options report to Committee at the earliest opportunity.

RESOLVED that:

- i. contract instructions to R G Carter be adjusted in accordance with the advice of Council's appointed building project consultant;**
- ii. the action taken by the Town Clerk and Estates Officer to instruct MLM Ltd. to provide an early structural survey be approved;**
- iii. with regards to the works required to further protect the Town Hall walls, the Town Clerk and Estates Officer be instructed to commission the necessary surveys in order to provide a report to Committee detailing the options available to Council; and,**
- iv. the cost of the professional fees above to be provided via Council's 'Town Hall Maintenance' Earmarked Reserve subject to the overall project limit of £40,000 plus VAT as previously approved in accordance with minute 599 (Ordinary Council 1 April 2015).**

49. ALLOTMENTS UPDATE REPORT

Committee received a report on the Town Council's Allotments which detailed a number of projects to improve the administration of the allotment sites. The Town Clerk advised that work to improve the condition of the internal roadways at the Ferry Road and Cowpasture sites had been initiated in the previous financial year and would continue in the current year.

Members requested that the Estates Officer report to Committee on the work required to register the Council's allotment titles with the Land Registry.

It was RESOLVED that the allotments update report be noted and the Estates Officer be instructed to bring a report to Committee on the work required to register the Council's allotment titles.

50. CEMETERY UPDATE REPORT

Committee received a report on Felixstowe Cemetery detailing a number of projects that would require further consideration over the forthcoming months and years.

A short-term project to create a new Memorial Garden and urns section was considered and it was agreed that work to develop this could commence pending Council approval for funding.

Members advised that it would be preferable to consider a single plan which incorporated the other elements described in the report rather than several single projects. Though the cost to meet all of the aspirations in the report could yet prove to be prohibitive, it was thought that a combined approach could maximise the opportunity and realise some economies of scale or be phased over a longer period of time to complete.

To support Committee in its consideration of the timescale required to provide the new grave burial section where the allotments were currently located, Members requested that the next report contain an overview of current capacity and burial rates over the past few years.

Following a debate it was RESOLVED that:

- i. the proposal to develop a new Memorial Garden and new urns burial section be approved and it be recommended to Council that funding for this be authorised from the Cemetery Projects Earmarked Reserve; and,**
- ii. the Clerk and Estates Officer be instructed to draft proposals and possible timescales for a wide-ranging Cemetery improvement project incorporating the elements in the report.**

51. CLOSURE

The meeting was closed at 8.55pm. The next meeting was noted as being scheduled for Wednesday 2 September 2015 at 7.30pm.

Date: _____

Chairman: _____

AGENDA ITEM 5: ASSETS & SERVICES BUDGET REPORT

A summary of the position to 25 August 2015 is provided below with a detailed report at **Appendix A**.

Summary Income & Expenditure by Budget Heading 25-08-2015

Month No : 5

Assets & Services Committee

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
201 Town Hall	Expenditure	14,699	81,086	66,387		66,387
	Income	7,069	13,446	-6,377		
202 Walton	Expenditure	2,234	11,023	8,789		8,789
	Income	1,421	7,500	-6,079		
203 Broadway House	Expenditure	3,818	13,539	9,721		9,721
	Income	0	1,360	-1,360		
204 Cemetery	Expenditure	47,776	128,126	80,350		80,350
	Income	24,947	73,565	-48,618		
205 Allotments	Expenditure	7,965	27,214	19,249		19,249
	Income	898	13,500	-12,602		
<u>INCOME - EXPENDITURE TOTALS</u>						
	Expenditure	76,492	260,988	184,496	0	184,496
	Income	34,335	109,371	-75,036		
	Net Expenditure over Income	42,157	151,617	109,460		

Committee is requested to consider the budget report to 25 August 2015 and decide any action it deems necessary.

AGENDA ITEM 6: TOWN HALL BUILDING WORKS

Since the last meeting of the Committee the contract to renovate the wooden windows at the Town Hall has been completed and generally the windows have been operating successfully. However Members were advised that the works to renovate the front wall of the Town Hall had had to be scaled back due to queries concerning the integrity of the wall following the discovery of issues relating to the cavity construction. The building contractors submitted their final bill associated with this phase of the works in the sum of £27,084.29, which represented a saving of £7,697 from the initial contracted sum of £34,781.

Committee had resolved that there was to be an overall project limit at that stage of £40,000 plus vat which was advised to cover any unforeseen emergencies within a refurbishment project of this type.

Further to the resolution of the last Committee meeting that further structural investigations be made (Minute #48 of 2015/16 refers), MLM Ltd was instructed at on 23 July to carry out a further survey of the Town Hall at a cost of £1,450 plus VAT; plus builder's day rate of £285 plus VAT, to open up the brickwork and repair holes.

The Town Council's insurers were made aware of the situation and are awaiting the outcome of the Structural Engineer's report.

This survey has taken time to organise and implement and was carried out on 20 August 2015. Council's Estates Officer will provide an update to Committee following receipt of the Structural Engineer's report.

Committee is requested to consider and decide any action it deems necessary in this matter.

AGENDA ITEM 7: ALLOTMENTS UPDATE

Subsequent to the previous meeting, the Estates Officer had been requested to take Members on site visits, including Council's Allotments. Although it had not been possible to organise a collective visit, some Members have been able to attend the open day at the Cowpasture allotment site organised by the Felixstowe Society of Allotment Leisure Gardeners (FSALG) on 15 August.

Regular liaison meetings are held with representatives from FSALG to discuss allotment matters - notes from the recent meeting held on 24 August have been circulated to Councillors for information. It should be noted that subsequent to the Town Council supporting recent repairs and enhancements at the Cowpasture and Ferry Road sites, FSALG consider the roadways to be better now than at any time in the last 60 years. Although the Council funded the majority of the materials and staffing resources to deliver the project, the result is down to the efforts of FSALG Members who conceived and delivered the project. Following this success, further joint projects for improvements to the allotments and protection to the roadways will be considered in due course. Allotment usage as at 21 August 2015 was:

SITE	Total plots	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	247	27	13 (7)	13
FERRY ROAD	84	2	1 (0)	2 (2)
RAILWAY HILL	39	8	2 (1)	2
CEMETERY	34	2	2 (0)	3
TAUNTON ROAD	16	3	1 (0)	0

As a result of the open day, there have been 12 additional enquiries for plots. Actions which the Town Council will undertake over the next few months are as follows:

Asbestos: Whilst clearing plots Council staff discovered historic material which was suspected to contain asbestos. Following a visual survey of all sites, further possible asbestos material has been identified. Allotment tenants will be contacted to ask them to let the Council know if they suspect any asbestos materials to be present on their plot. Quotes have been received for disposal of the asbestos, the cost of which is estimated to be around £1,500 and will be funded via the Allotment Repairs and Maintenance budget. The work to collect and remove the material will take place once we have recorded all possible locations.

Hedges: Hedge cutting will be carried out at Ferry Road in the Autumn.

Encroachment: An issue of boundary encroachment on to allotment plots at Railway Hill has been reported and is being investigated.

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

AGENDA ITEM 8: CEMETERY PROJECT PLANNING

Members requested that an analysis of the rate of usage of the grave and urn spaces at the cemetery be carried out in order to project timescales for the requirement to expand the burial areas into the current allotment land.

Council's Cemetery Supervisor has provided some information relating to the newer areas of the cemetery, Block 'L' (general grave spaces), Block 'M' (general grave spaces and the area for the proposed new Memorial Garden) and Block 'O' urn spaces. The locations of which are shown on the image below.

Allotments and Scout Hut section marked 'X'.



There were a total of 695 graves created and available in blocks L + M as of 1 August 2008, almost exactly 7 years ago. As of now, there are 344 graves remaining, or approximately half. At same rate of purchase, the existing grave burial areas of the cemetery should provide for a least another 7 years. This projection is dependent on many external factors including the choice of Felixstowe Cemetery for the purchase of a plot, the actual rate of deaths and other economic factors such as

pricing of other facilities in our area. It should be noted that since the advent of Seven Hills Crematorium and a general shift in trend towards Urn burials, the demand on graves spaces has diminished to a degree over the intervening years, averaging around 45 burials per year, many of which are second interments.

New Urn Spaces – Block 'M'

Following the resolution at the last meeting and subsequent approval at Council for a new urns burial section, Cemetery staff are creating 442 new plots in 5 rows along the edge of Block 'M' adjoining the roadway. Council has approved a budget of £1,700 to set these up using slate chippings for the finishing top course. These are being laid out systematically and will be permanently marked for ease of reference and identification. It is suggested that as the Telecoms Mast contractors may still need to bring heavy plant onto site for maintenance purposes, the spaces nearest to the railway line are used first so that several years elapse before the more convenient access to the mast is compromised by the urn plots being occupied.

With these new Urns spaces becoming available the Council should be able to provide enough capacity for at least another 10 years.

Further Expansion Area - Cemetery Allotments and Scout Hut -Highlighted Yellow on Aerial Map

This area, taken as a whole, amounts to approximately 0.82ha (2.02 acres). It is generally rectangular in shape with a dog-legged boundary to the west. It is bounded by a thick mixed hedge with a central wide field gate used for access by allotment tenants from the cemetery to the north, Cemetery Path and the railway to the east, private gardens to the south and private gardens, the electricity sub-station and Langley Avenue to the west.

Boundaries and Responsibilities

- North - The internal hedge boundary in between the site and the cemetery belongs to FTC
- East -The wooden close-boarded boundary fence to Cemetery Path is the responsibility of Network Rail and was replaced recently in 2014
- South - the boundary to the property in Mill Lane is indicated as belonging to FTC. It is currently partly un-secured and rotting (negotiations for its potential shared replacement with the householder are underway)
- West –The remains of some FTC metal railings lie at the end of the residential properties in Langley Ave which back onto the allotments. The householders have reinforced these from their own gardens. The electricity sub-station has been fenced with high metal security fencing by EDF. The rest of the western boundary fronting Langley Avenue comprises the TC/s metal railings which are rusting and deteriorating.

This whole area currently comprises 34 allotments, the Scout Hut and compound, the cemetery spoil heap and is traversed, west to east, from the Sub-station via the Scouts compound through to Cemetery Path by an underground high voltage electricity cable.

Potential Issues and Options

The planning of the new cemetery extension into the existing allotment area and scout site will need to take into account several crucial steps, including;

- Required Features

FTC needs to consider what physical features will be required in the new extension, both in terms of essentials; e.g., roadways, drainage, lighting, lawn cemetery, more urn spaces; and in terms of a 'wish list' e.g., memorial wall, a shelter, Book of Remembrance, mourners' facilities such as toilets and reception area, any staff facilities.

- Financing

It follows that the greater the list of requirements, potentially the greater the cost. Whatever is chosen, it should be able to generate sufficient income from the sale of burial facilities and renewals to be deemed cost effective

- Legal requirements/notices

Existing Allotment holders are entitled to at least one year's notice to quit their plots. FTC may wish to issue notices alongside an offer of alternative provision on another site. Currently any tenancies that fall are not offered to new tenants and the land is being kept fallow. FTC has to give 6 months prior Notice to the Scouts to terminate their tenancy although there is provision in the document to reduce this to 14 days prior Notice if the site is required for a statutory function. (This clause was probably inserted to guard against an emergency scenario). As the Scouts are fully aware of the requirement to surrender the site to FTC in the coming years for cemetery purposes, it is hoped that this can be achieved in a mutually satisfactory way. This is a whole topic in itself but FTC needs to consider at this stage whether there is the potential to work with the Scouts on a joint venture to re-provide facilities for them and maximise the productivity of our land.

- Planning Permission

Will need to be considered for the roadways and development of the new cemetery area and the change of use from allotment land. The District Council may want assurance that the allotments are re-provided elsewhere but it is believed the allotments themselves are not 'statutory' as this land has always been held for expansion purposes

- Design
There is scope to create an attractive extended cemetery area. Members may wish to consider whether they would prefer to see a continuation of the current 'symmetrical' gridwork which is effective and feels organised or whether they wish to create a different style of cemetery for this zone which could represent a more contemporary approach for a burial area.
- Tenders
Will need to be sought for the works involved. There will be a requirement for the services of external professionals for many elements such as the compilation of the roadway specification, drainage works and the production of tender documents. Lead-in times for these items are likely to be lengthy.

Some work is currently being undertaken on how to maximise the benefit of developing the cemetery. There may be opportunities to work in partnership with other organisations to achieve the best outcomes.

Other Issues

Boundary fences and gates

Members are already aware of the poor condition of the historic ornate metal gates and the metal boundary fences on the west, north and part of the southern boundaries. An initial ball-park figure for their restoration has been given at £250,000. The central set of gates near the cemetery office has been closed to prevent further scouring of the internal roadway and consequently the 2 other sets of gates at the Grange Road and Mill Lane ends are being used for access purposes which has been working well. FTC may wish to further restrict general vehicular movements through the site by only using the Mill Lane end gates should this become the focal entry for the cemetery once the plans for the extension have become clearer.

By rationalising the access point and permanently closing the other gates and by using the newer road surface near the allotments, FTC could potentially create more burial land within the existing cemetery and reduce the erosion of the older roads and pathways which are a constant maintenance issue.

Cemetery staff have long required a bigger and more secure operational compound for materials and machinery and this could be created either surrounding the existing buildings or considered as part of the extension project. There will be areas within the extension area which are effectively sterilised (for some types of development) due to the proximity of the EDF electricity substation and cable.

Car Parking

There is a need to consider more formal car parking area to be provided for the cemetery. There may be several options to address this; potentially re-aligning the main railings at the bottom section of Langley Avenue to include part of the greensward, or potentially this could be provided as part of the cemetery extension area using some of the 'sterilised' areas. It would be preferable to provide parking

without the loss of potential burial ground and thus income. However, it is probably necessary to provide disabled spaces around the site if parking is to be rationalised into one specific area.

Other Facilities

As part of the work being undertaken to design the new Memorial Garden, it has been advised that the cost of groundworks to provide drainage and foundations required for more substantial memorial items such as a new wall and a Barbican may be better included as part of the new cemetery extension. Several ideas have been mentioned to provide a more comprehensive and flexible Memorial facility such as the inclusion of a shelter of some kind which could accommodate a Book of Remembrance and a contemplative space for relatives. The cemetery would benefit from a structure where mourners and family could congregate ahead of a funeral or whilst waiting for the officials to arrive. This has been the case recently when family were travelling from afar and arrived before the cortege and Celebrant and were unsure of where to assemble. Currently, mourners either have to wait at the appointed grave space or in their cars if the weather is inclement.

Committee is requested to consider the report on Cemetery Project Planning, alongside any further update, and decide on any action it deems necessary.

AGENDA ITEM 9: MEMORIAL GARDEN PROJECT

It was resolved at the last meeting to provide a new Memorial Garden within Block 'M' in the vicinity of the Telecoms Mast. The area for this new facility will be rectangular and measure approximately 15.8m x 12m. The mast has had an impact on the choice of the location and on the potential design as the access route to it needs to be preserved for maintenance purposes and due to services underground which power the equipment. It was also considered that should the mast become redundant and subsequently removed, part of the vacated site could be incorporated into an extension of the new Garden.

Members have previously considered ideas for a Memorial Garden which included a new wall, a Barbican structure, paving and a metal Memorial Tree. In order to install permanent features of this kind, it would be necessary to invest in some groundworks which would involve grading the soil, installing drainage and foundations which would have to be done by external contractors. An independent quote from a local builder priced those aspects of the scheme in the region of £9,150 plus vat. Once the other installations had been added in, the approximate net cost rose to nearly £30,000. Council's Earmarked Reserve for Cemetery Projects stands at £130,000 and a net increase to this fund should be considered over the next few years in readiness for the cemetery extension project.

After some internal discussions, it has been suggested that it might be more economic to include items requiring groundworks within the new cemetery extension when comprehensive provision can be made and potentially economies of scale achieved.

Having looked at other facilities of this type in our area, it is felt that the garden needs to complement the rest of the cemetery and yet be a discreet area within it. As the main cemetery is a fundamentally formal space based on a gridwork design in order to achieve economies of land use, the new garden shape should respect that form. The rectangle will provide the basic shape and the low level box hedges will contain the installation. We can achieve more flexibility within the basic shape and still provide a simple enclosed area with seating, memorial rose gardens, edging stones and a feature Metal Memorial Tree with an area for scattering ashes for an approximate cost of £5,000. Members may wish to spend more on particular features depending on the design chosen.

It is therefore suggested that a more affordable scheme be considered at this stage which will still provide a quiet contemplative space and generate some income too.

The subterranean facility for scatterings similar to the one used at the Millennium Cemetery in Ipswich would also require groundworks, so may be better considered in the next phase if still required.

Approximate costs for some of the main items for the garden are shown on the following table:

Item	Estimated Cost
Box hedge plants (100)	£300
Turf	£320
Memorial Rose Trees (36)	£810
Metal Memorial Tree with 30 blank leaves	£1,560 inc vat
Edging bricks	£410 per pack + delivery
Benches – traditional	from £350 each
Backless curved bench	£399 each
More unusual bench- see images sheet	from £500 + vat

A simple mock-up of the scheme with ideas for the Garden will be produced at the meeting for discussion and consideration.

Committee is requested to consider options for the Memorial Garden and make any recommendation to Council with regards to funding for the scheme.

AGENDA ITEM 10: FEES AND CHARGES

Committee is to consider reviewing the Fees and Charges for services provided by the Town Council for the financial year 2016/17. For each cost centre:

Cemetery

1. INTERMENTS	EXISTING CHARGES 2015-2016 (5% / 10%)		SCDC	IPSWICH BOROUGH COUNCIL
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	Felixstowe Resident	Non- Resident*		
(a) of the body of a still-born child, or a child whose age at the time of death did not exceed one month	No charge	No charge	81.00	200.00
(b) of the body of a child whose age at time of death exceeded one month, but did not exceed 18 years	No charge	No charge	162.00	299.00
(c) of the body of a person whose age at time of death exceeded 18 years (Single Depth 4'6")	495 (520 / 545)	990 (1040 / 1090)	705.90	730.00
(d) of the body of a person whose age at time of death exceeded 18 years (Double Depth 6'4")	800 (840 / 880)	1600 (1680 / 1760)	834.20	885.00
(e) of the body of a person whose age at time of death exceeded 18 years (Triple Depth 7'6")	935 (982 / 1029)	1870 (1964 / 2058)	962.50	1040.00
(f) of a urn of cremated remains	125 (132 / 138)	250 (264 / 276)	200.00	160.00
(g) scattering of ashes	55 (58 / 61)	55 (58 / 61)	61.60	50.00 + 36.00 attended by staff
Additional charges applicable outside ordinary hours of burial Monday to Friday	Felixstowe Resident	Non- Resident		
Grave space	330 (347 / 363)	660 (694 / 726)		
Urn space	195 (205 / 215)	390 (410 / 430)		
Scattering of ashes	110 (116 / 121)	220 (232 / 242)		
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Felixstowe Resident	Non- Resident		
Grave space	550 (578 / 605)	1100 (1156 / 1210)		
Urn space	385 (405 / 424)	770 (810 / 848)		
Scattering of ashes	140 (147 / 154)	280 (294 / 308)		

2. EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS				
(a) for the Exclusive Right of Burial in an earthen grave 8' by 3'	825 (867 / 908)	1650 (1734 / 1816)	25 years 1390.00	1150.00
(b) children's grave 4' by 3'	275 (289 / 303)	275 (289 / 303)	369.50	525
(c) for the Exclusive Right of Burial in urn plot in GARDEN OF REMEMBRANCE	275 (289 / 303)	550 (578 / 606)	1293.00	
(d) for the Exclusive Right of Burial in urn plot in LAWN GARDEN	605 (636 / 666)	1210 (1272 / 1332)		1150.00
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL				
Renewal 50 years (adult) Grave 8' x 3'	825 (867 / 908)	1650 (1734 / 1816)	10 years 195.00	770.00
Renewal 50 years 4' x 3' (child)	275 (289 / 303)	275 (289 / 303)		380.00
Renewal 25 years (adult)	420 (441 / 462)	840 (882 / 924)		595.00
Renewal 25 years (child)	140 (147 / 154)	140 (147 / 154)		278.00
Renewal 50 years (urn plot – Garden of Remembrance)	275 (289 / 303)	550 (578 / 606)		
Renewal 25 years (urn plot – Garden of Remembrance)	138 (145 / 152)	225 (236 / 248)	10 years 128.30	
Renewal 50 years (urn plot – Lawn Garden)	605 (636 / 666)	1210 (1272 / 1332)		830.00
Renewal 25 years (urn plot – Lawn Garden)	303 (319 / 334)	605 (638 / 668)		600.00
4. MEMORIAL FEES				
(a) kerb stone or border stone or edging not exceeding 7' by 3' by 3" in height (NON-LAWN CEMETERY GRAVE)	245 (258 / 270)	490 (516 / 540)	165.00	335.00
(b) memorial not exceeding 3' 6" total height (LAWN CEMETERY GRAVE)	245 (258 / 270)	490 (516 / 540)		152.00/ 575.00
(c) memorial not exceeding 2' by 2' by 2" in height (LAWN CEMETERY URN PLOT)	245 (258 / 270)	490 (516 / 540)	94.40	
(d) head or foot stone or memorial not exceeding 6' in height (NON-LAWN CEMETERY GRAVE)	245 (258 / 270)	490 (516 / 540)	165.00	
(e) vase with or without lettering	135 (142 / 149)	270 (284 / 298)	72.00	35.00 vase 450.00 Vase block
(f) scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	135 (142 / 149)	270 (284 / 298)		
(g) additional inscription on any memorial after the first	85 (89 / 94)	170 (178 / 188)	39.00	62.00 (31.00child)

(h) space for single plaque 8" by 6" (WALL OF REMEMBRANCE)	220 (231 / 242)	440 (462 / 484)	9" X 6" 168.30	250.00
(i) plaque for urn plot 6" by 4" set at ground level (GARDEN OF REMEMBRANCE)	220 (231 / 242)	440 (462 / 484)		
(j) plaque for urn plot 8" by 6" set at ground level (GARDEN OF REMEMBRANCE)	220 (231 / 242)	440 (462 / 484)		
5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)				
(a) Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years	1375 (1444 / 1513)	1375 (1444 / 1513)	N/A	N/A
(b) Planting single grave with winter and summer plants and maintaining for one year	235 (247 / 259)	235 (247 / 259)	N/A	105.00 Child- 52.00
(c) Annual maintenance thereafter	135 (142 / 149)	135 (142 / 149)	N/A	N/A
6. MISCELLANEOUS				
(a) Deed of Grant of Exclusive Right of Burial	110 (116 / 121)	110 (116 / 121)		
(b) Registering transfer of grant	35 (37 / 39)	35 (37 / 39)	51.30 + 97.50 Stat Dec	25.00/ 50.00 Stat Dec
(c) Exhumation (Burial)	1320 (1386 / 1452)	1320 (1386 / 1452)	1000.00	
(d) Exhumation (Ashes)	550 (578 / 605)	550 (578 / 605)	405.50	
(e) Certificate of Burial (Register Extract)	20 (21 / 22)	20 (21 / 22)	20.50	

Ipswich Borough & SCDC charge for public graves as follows:

	SCDC	Ipswich Borough
(a) of the body of a still-born child, or a child whose age at the time of death did not exceed one month	81.00	130.00
(b) of the body of a child whose age at time of death exceeded one month, but did not exceed 18 years	162.00	195.00
(c) of the body of a person whose age at time of death exceeded 18 years (Single Depth 4'6")	461.70	560.00

Both Ipswich Borough & SCDC charge for preparing a Statutory Declaration and we do not (see cost under Transfer of Grant). Cancellations are chargeable by SCDC at a rate of 50% or full payment if within 47 hours. Ipswich Borough charge £75 or if within 3 days cost for excavation is charged for. Additionally, SCDC and Ipswich both charge for appointment with Cemetery Staff. SCDC £39.00 and Ipswich Borough Council charge a cancellation fee of £38 if an appointment is not cancelled within 2 working days prior to the appointment

Allotments

A period of one year's notice is required to increase allotment rents, and it is therefore necessary to review rents for tenancies renewing from October 2016, or for new tenancies commencing April 2016.

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). On the basis that a rod equated to approximately 25m², historical fees and charges are set out as follows:

Allotment rents applicable from October 2010	=	£3.75 per 25m ²
Water charge applicable from October 2010	=	£3.25 per plot
Allotment rents applicable from October 2011	=	£4.00 per 25m ²
Water charge applicable from October 2011	=	£3.50 per plot
Allotment rents applicable from October 2012	=	£4.25 per 25m ²
Water charge applicable from October 2012	=	£5.00 per plot
Allotment rents applicable from October 2013	=	£4.50 per 25m ²
Water charge applicable from October 2013	=	£5.00 per plot
Allotment rents applicable from October 2014	=	£4.75 per 25m ²
Water charge applicable from October 2014	=	£5.50 per plot
Allotment rents applicable from October 2015	=	£5.25 per 25m ²
Water charge applicable from October 2015	=	£5.75 single plot

Discounts

50% off allotment rent to qualifying tenants or joint tenancies with one qualifying tenant, as follows:

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

There are no discounts given for water charges which are levied in full per single plot. All new tenancies are let on the basis that a single charge for water is levied for plot sizes up to 200m², with plot sizes above 200m² being charged double.

Rents applicable for 2015/16 issued to allotment holders in September 2014:

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot (approx. 125m ² or '5 Rods')	£32.00	£18.88
Double-size plot (approx. 250m ² or '10 Rods')	£64.00	£37.75

Given that the allotments are budgeted for overall subsidy by the Council of £13,714 for the year, Committee may wish to consider that a 25 pence increase per 25m² and

25 pence increase for water charges per single plot is reasonable. If approved by the Committee, the Allotments Fees and Charges for 2016/17, inclusive of water charges would be as follows:

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot (approx. 125m ² or '5 Rods')	£33.50	£19.75
Double-size plot (approx. 250m ² or '10 Rods')	£67.00	£39.50

Committee could also consider aggregating the water charge within cost per 25m², combining this, based on the above charges would also mean a review of the concession rate (currently 50%) to retain a similar ratio between full and discounts plots, e.g. £6.70 per 25m², inclusive of water, 40% discount for concessions:

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot (approx. 125m ² or '5 Rods')	£33.50	£20.10
Double-size plot (approx. 250m ² or '10 Rods')	£67.00	£40.20

Committee may also wish to consider fees levied by other local allotment providers for comparison. However, sizes of plot, availability of water and concessionary fees may vary.

Ipswich Borough Council

Full size plot (250m²): **£39.70** / Concessions **£35.70**, water included.

Prices are based on a full size plot which is equivalent to FTC double plot. Smaller plots are available and the rent is reduced accordingly.

Capel St Mary Allotments

Plot (250m²): **£24.00** (includes water), no concessions

Trimley St Martin

Large plot 30 rods **£15.00**, small plot **£10.00**, no taps on site, no concessions.

Woodbridge Town Council

Full plot **£40.00**, half-plots **£20**, all different sizes and water is split between the all plots when the water bills are received by Woodbridge Town Council. No concessions.

Town Hall – General Hire

Hire rates prior for the Town Hall for the period 2012-2015 were as follows:

FELIXSTOWE TOWN HALL Hire rate per hour inc. VAT where applicable. Outside of office hours include a surcharge for staff costs.	Weekday 9-5pm per hour	All other times
Council Chamber		
Commercial/Business Hire	£30.00	£38.00
Voluntary/Charity/Community	£15.00	£23.00
Other Town Hall Rooms		
Commercial/Business Hire	£14.00	£22.00
Voluntary/Charity/Community	£13.50	£21.50
Tea/Coffee	50p per cup	

Hire income at the end of month 4 (as at 31st July 2015) stood at £212.5 compared to £576.02 for the same period last year.

To attract more hirers to the Town Hall a more competitive pricing structure could be considered. The table below shows the current 2015/16 rate in plain text with a suggested rate for 2016/17 in bold:

FELIXSTOWE TOWN HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	Weekday 9-5pm	Session rate (max 4 hours)	All other times	Session rate – Out of hours
Council Chamber				
Commercial/Business Hire	£36.00 £30.00	£75.00	£52.00 £45.00	£100.00
Voluntary/Charity/Community	£18.00 £15.00	£50.00	£34.00 £30.00	£34.00 £90.00
Other Town Hall Rooms				
Commercial/Business Hire	£24.00 £20.00	£60.00	£40.00 £40.00	£40.00 £85.00
Voluntary/Charity/Community	£12.00 £12.00	£40.00	£28.00 £25.00	£28.00 £80.00
Tea/Coffee		£5 per flask (approx. 8 cups)		

Town Hall - Weddings

There has been a slight increase in weddings when compared to the same period last year, even though no weddings were booked between 4th May 2015 and 11 July 2015 due to the building works & scaffolding at the Town Hall:

Total Wedding Income - 01/03/2014 - 06/09/2014	£4,875.00
Total Wedding Income - 01/03/2015 – 25/08/2015	£5125.00

Some costs for comparison are provided as follows:

Woodbridge Town Council:

Council Chamber £400 Saturdays
£350 Monday – Friday

Ipswich Town Hall & Corn Exchange:

Council Chamber £381.50 plus vat (includes 2 staff)
Gallery 3 £381.50 plus vat - smaller room prices includes 2 staff

Colchester Town Council:

Room Hire Prices for Ceremonies

Room Name	Monday to Thursday 2 Hour Hire	Friday to Sunday 2 Hour Hire
Moot Hall	£425	£550
Council Chamber	£200	£400
Grand Jury Room/Council Chamber	£300	£400
Grand Jury Room/Chamber (20 people)	£200	£320

Colchester Town Council also charge a high seasonal surcharge of 20% from May – September.

The above comparisons show that our charges are competitive with other similar venues.

Walton Community Hall

Charges for 2015/16, as approved by Council's Premises Committee on 19 November 2014, are as follows:

WALTON COMMUNITY HALL Hire rate per hour inc. VAT where applicable	Weekdays 9-5pm	Evenings and Weekends up to 10pm
Commercial/Business Hire	£15.00	£18.00
Private (Non-business) Hire	£12.00	£15.00
Voluntary/Charity/Community	£9.00	£12.00
Scouts	£30 per session	

Previously, and since 2012, the charges were:

WALTON COMMUNITY HALL Hire rate per hour inc. VAT where applicable	All times
Commercial/Business Hire	£11.50
Voluntary/Charity/Community	£8.80
Scouts	£30 per session

Hire income at the end of month 4 (as at 31st July 2015) stood at £1,421 compared to £1,681 for the same period last year.

There are also 4 invoices (not included in the above figure) totalling £1,586.75 which, despite numerous reminders and promises, remains unpaid. The hirer concerned no longer has a key for Walton and we are attempting to recover the outstanding debt via the small claims service.

Though the hourly rate for one-off hire appears reasonable, regular users have complained about the increase in fees. Consideration could be given to freezing the hourly rate for 2016/17 and introducing a session fee for up to 4 hours use of the hall as other local facilities also offer. For example:

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	£15.00	£18.00	£50
Private (Non-business) Hire	£12.00	£15.00	£40
Voluntary/Charity/Community	£9.00	£12.00	£30

Hirers would then have the option to book a session, or pay per hour, whichever is the cheaper option. This may prove to be a more attractive offer to prospective regular users. The effect this would have on our current hirers on a weekly basis is as follows:

Hirer	Current charge	2016/17 charge
Hirer 1 (mid-rate): Sunday, 3-4pm and Wed 7.30-9.30pm	£15+30	£15+30
Hirer 2 (low-rate): Sunday, 4.45–8pm and Wed 5.30-7pm	£39+18	£30+18
Hirer 3 (low-rate): Tues 9.15am–12.15pm	£27	£27

Hirer 4 (mid-rate): Weds 10.45am-12.45pm	£24	£24
Hirer 5 (low-rate): Thurs 6.30-9.30pm + 1 Sat per month 7.30-10.30pm	£36+£36	£30+£30
Hirer 6 (mid-rate): Fri 10.45am-12.45pm + 1 Sat per month (higher rate) 6.30pm- 10.30pm.	£24+£60	£24+£50

Over the course of the year the combined savings for these hirers would be approximately £1,300.

Comparable local facilities charges

Old Felixstowe Community Centre:

Room	1 session	2 sessions	3 sessions (in one day)	Per hour
Main hall	£25	£50	£65	£8.50
Coffee lounge	£25	£50	£65	£8.50
Margaret White Hall	£20	£40	£50	£7.00
Whole Centre	£60	£90	£105	

Welcome Hall, Trimley St Mary:

Children's party	£25 per session / £50 per day
Classes	£8 per hour
Saturday night	£50 plus refundable damage deposit
Community Rate	£14 per session

Trimley St Martin Memorial Hall:

Casual Party (normally Saturday) evening	£50
Casual Party afternoon & evening	£60
Children's party in afternoon	£30
Band practice	£18
Dancing class	£25
Other hires range from £20 – £25 per session	

Committee is requested to consider and decide on the Fees and Charges for 2016/17.

AGENDA ITEM 11: NEIGHBOURHOOD WATCH / PEEWIT HILL

The Town Council has received a request from the co-ordinator of the Peewit Hill Neighbourhood Watch Group (NWG) to allow the installation of litter bins and Neighbourhood Watch signs along Peewit Hill.

The Town Council owns the woodland area to the east of Peewit Hill, a footpath adopted as Highway, which links the bottom of Grange Road, near number 196, to the area near the McDonald's fast food restaurant near Dock Gate 1. This footpath is used regularly as a short cut to the Docks and to the McDonalds. The local residents have complained about the amount of litter which is being left along the path and in the woodland and would like the signs and bins installed to try and address this problem.

The NWG has raised sufficient funds to purchase the signs and 3 or 4 bins and they would like to install a bin alongside a bench on the pathway on the Town Council's land and further bins along the higher part of the hill. They would like to place the signs in the approximate positions indicated by the blue crosses. Suffolk Coastal Norse has agreed to empty the bins provided that the Town Council gives permission for them to be installed and that the NWG is responsible for replacing any damaged or broken bins.



Indicative locations for the bin (B) and signs (S) on the Council owned section of Peewit Hill

Committee is requested to consider the request and decide on any action it deems necessary.
