

MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Town Hall, Felixstowe on Wednesday 17 September 2025 at 7.30pm

PRESENT: Cllr D Rowe (Chairman)
Cllr M James (Vice Chairman) Cllr B Price
Cllr D Aitchison Cllr M Sharman
Cllr N Barber Cllr W Underwood

OFFICERS: Mr A Tadjirishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mrs J Smith (Assets & Services Officer)
Mr T Minns (Grounds & Maintenance Manager)

170. PUBLIC QUESTIONS

None

171. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Harkin** and **Cllr M Morris**.

172. DECLARATIONS OF INTEREST

None.

Members were reminded to declare any interest arising during the meeting.

173. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 9 July 2025 be signed by the Chairman as a true record.

174. ASSETS & SERVICES BUDGET REPORT

The Committee reviewed income and expenditure against the budget as of 10 September 2025.

It was RESOLVED that the Budget Report to 10 June 2025 be received and noted.

175. FEES AND CHARGES 2026-27

Committee considered the scale of Fees and Charges for Council services from 1 April 2026 as presented in the report.

It was RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2026:

i) **Town Hall – General Hire:**

Hire fees to remain the same for 2026-27 as follows:

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	£254	£128	£40	£58
Voluntary/Charity/Community	£124	£64	£20	£37
Other Town Hall Rooms				
Commercial/Business Hire	£190	£97	£28	£52
Voluntary/Charity/Community	£112	£55	£15	£31
Refreshments (to include tea, coffee, water and biscuits)		£2 per delegate		

ii) Town Hall - Weddings and Special Events:

Wedding fees for 2026-27 to be as follows:

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 (for ceremonies attended by a maximum 76)	£650	£795	£650	N/A
Felixstowe Resident Rate	£550	£695	£550	N/A
Clerk's Office (for ceremonies attended by a maximum 15)	£395	£495	£395	N/A
Felixstowe Resident Rate	£295	£395	£295	N/A
Courtroom Gallery	N/A	N/A	N/A	£150
Other Rooms	N/A	N/A	N/A	£150

iii) Walton Community Hall – General Hire:

Hire fees to remain the same for 2026-27 as follows:

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	£20	£23.50	£62.50

Voluntary/Charity/Community /Private Hire	£10.50	£14	£34.50
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iv) Cemetery:

5% increase on fees for 2026-27 as follows:

1. INTERMENTS	2026-2027	
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
Child up to 18 Years	No charge	No charge
Adult Grave - Single Depth 4'6"	1528	764
Double Depth 6'4"	2471	1236
Triple Depth 7'6"	2885	1443
Urn of cremated remains	389	195
Scattering of ashes	88	88
Additional charges applicable outside ordinary hours of burial Monday to Friday	Standard Fee	Felixstowe Resident fee
Grave space	1019	510
Urn space	605	303
Scattering of ashes	344	172
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Standard Fee	Felixstowe Resident fee
Grave space	1694	847
Urn space	1185	593
Scattering of ashes	434	217
2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS	2026 - 2027	
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	Standard Fee	Felixstowe Resident fee*
Adult Grave 8' by 3'	2890	1445
Children's grave 4' by 3'	No Charge	No Charge
Urn plot in GARDEN OF REMEMBRANCE	1185	593
Urn plot in LAWN GARDEN	2172	1086
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL	Standard Fee	Felixstowe Resident fee*
Renewal 50 years: Adult Grave	2548	1274
Child Grave	No Charge	No Charge
Urn plot (Garden of Remembrance)	847	424
Urn plot (Lawn Garden)	1829	915
Renewal 25 years: Adult Grave	1293	647

Child Grave	No Charge	No Charge
Urn plot (Garden of Remembrance)	427	214
Urn plot (Lawn Garden)	937	469
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)	365	
Memorial not exceeding 3' 6" height by 3' width	365	
Kerb stone/border stone/edging AND Memorial	607	
Memorial not exceeding 2' height by 1'3 width by 3" depth (Block J urns, M urns, & Block O)	200	
Vase with or without lettering	200	
Scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	200	
Additional inscription on any memorial after the first	125	
Garden of Remembrance – Ground level Plaque		
Plaque for urn plot 6" by 4"	50	
Plaque for urn plot 8" by 6"	50	
MEMORIAL GARDEN (subject to VAT)	2026-2027	
	Standard Fee	Felixstowe Resident fee*
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	764	382
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	471	236
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	624	312
Renewal of lease for the above memorials for further 5 years	163	163
Memorial bench plaques with inscription for 10 years (prices from)	1566	783
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	2084	1042
Planting single grave with winter and summer plants and maintaining for one year	363	363
Annual maintenance thereafter	208	208

6. MISCELLANEOUS		
Registering transfer of grant	55	55
Exhumation (Burial)	2037	2037
Exhumation (Ashes)	847	847
Register Search	32	32
Preparation of Statutory Declaration	71	71

v) Allotments

For allotments taken on from January to October, charges will be applied pro-rata through to October, along with the following 12 months. For allotments taken on between October and December, the full fee for 12 months will be charged, up to the following October.

For tenancies renewing in October 2026, or new tenancies beginning from April 2026, the applicable fees will be:

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot New tenant (approx. 125m ² or '5 Rods')	£75.00	Discount will be applied to first full year
Single-size plot (approx. 125m ² or '5 Rods')	£46.25	£29.25
Double-size plot (approx. 250m ² or '10 Rods')	£92.50	£58.50
'Allotment' (Miniplot)	£29	N/A

176. WALTON COMMUNITY HALL

The Deputy Clerk presented a report on refurbishment works to improve the building's energy efficiency, scheduled to commence the day after the meeting.

Following a discussion on whether to replace two single-glazed windows with wooden or UPVC double-glazed windows, it was noted that the latter would require planning permission but was significantly more cost effective. It was suggested that a quote and planning permission be sought for the installation of UPVC double-glazed Victorian-style sash windows.

It was RESOLVED that quotes be obtained and planning permission sought for the installation of UPVC double-glazed Victorian-style sash window.

177. CEMETERY UPDATE REPORT

The Committee received an update regarding cemetery matters, including signage, road closures and a request from City Fibre for a Wayleave Agreement.

In discussion, Members raised questions about whether City Fibre had a statutory right to install apparatus and whether any payments could be sought. It was confirmed that the works formed part of a government-funded scheme and that no compensation was available. Assurance was given that the scale of works was reduced from the original proposal and that grounds staff would monitor activity on site.

Members also discussed the impact of closing Cemetery Road overnight. While some public concerns had been received, it was noted that alternative routes were available and that the closure had already shown signs of reducing antisocial behaviour. It was further noted that discussions were ongoing with Sustrans regarding the diversion of the cycle route.

It was RESOLVED that:

- i. The Cemetery update be noted, and;**
- ii. that the signing of the Wayleave Agreement with City Fibre be approved.**

178. TELECOMS MAST LICENCE

The Committee received and noted an update on the renewal of the licence agreement for the telecoms mast at the Cemetery. It was reported that further information on cemetery capacity is being collated to support the valuation process, and updates will be provided in due course.

It was RESOLVED that the Telecoms Mast Licence report be noted.

179. ALLOTMENTS UPDATE REPORT

The Assets & Services Officer gave an update on current allotment occupancy.

It was RESOLVED that the Allotment update report be noted.

180. PARKS UPDATE REPORT

The Committee received a report on the Allenby Park gates and on the use of Community Infrastructure Levy (CIL) funds for East Suffolk Council park upgrades.

Regarding the Allenby Park gates, Members expressed concern at delays and poor communication from the appointed contractor. While the refurbished gates had been installed, the adjoining posts were in a substandard condition and the crest remained outstanding. Members discussed options, including continuing to

pursue the contractor or considering the works already paid for as sufficient value and appointing an alternative contractor to complete the posts and railings. It was agreed that efforts would continue to press the contractor to return the remaining property by the next meeting, while also seeking a quotation for completion of the posts should this not be achieved.

In relation to the play equipment projects funded by CIL contributions, Members noted with satisfaction that both Seaton Road Park and Walton Recreation Ground had reopened following installation and inspection of the new facilities.

Members welcomed that the East Suffolk Council Leisure Team would coordinate a formal opening photocall involving the Youth Forum and Level Two.

It was RESOLVED that:

- i. The Parks update report be noted, and;**
- ii. the contractor be pressed to complete or return the remaining railings by the next meeting, and;**
- iii. a quotation be sought from an alternative contractor to complete the restoration of the gate posts and railings if the appointed contractor fails to do so.**

181. COUNCIL MOTOR VEHICLES

The Committee received an update on the completion of the electric van purchase, including associated costs, and on the progress of leasing a new Toyota Hilux hybrid on revised terms. It was noted that the existing Hilux would be sold privately once the new vehicle had been delivered.

It was RESOLVED that the Council Motor Vehicles update be noted

182. BIODIVERSITY POLICY

The Committee received the draft Biodiversity Policy, setting out the Council's commitments and objectives for protecting and enhancing biodiversity across its land, buildings, and activities. Members noted that adoption of the policy would also support the Council's ambition to achieve a Gold Award under the Local Council Award Scheme..

It was RESOLVED that the draft Biodiversity policy be accepted.

183. GAZEBOS

The Committee considered a report on purchasing additional branded gazebos to support the Council's participation in community events. It was noted that the Council currently owns one large 3m x 6m gazebo stored at the Cemetery, which is well-worn, difficult to erect, and unsuitable for regular use.

The Grounds & Maintenance Manager had sourced quotes from three suppliers for two 3m x 3m branded gazebos. It was clarified that the individual figures for Company B did not exactly total the overall quoted amount, but this was a minor error, with individual figures inclusive of VAT and the overall total excluding VAT.

Following discussion, the Committee agreed to proceed with the purchase of two pop-up branded gazebos from Company B as the preferred supplier.

It was RESOLVED that the purchase of two 3m x 3m branded gazebos from Company B be approved, the cost of which £1992.42 + VAT be taken from Public Spaces Earmarked Reserves.

184. CEMETERY EXTENSION PROJECT

The Committee received an update on the Cemetery Extension Project, including pre-planning advice from East Suffolk Council and considerations for site infrastructure.

Borehole

Two quotes were obtained: a 60m borehole (£14,300 + VAT) and a 15m borehole (£6,037 + VAT). Members discussed the significant difference in depth proposed, noting that one company had assessed the site remotely while the other had provided an on-site explanation. Written assurances were to be sought before proceeding. The Committee supported the installation of a borehole by Company B, funded from Cemetery earmarked reserves, with reassurance that no charge would be made if no water was found.

Cemetery Extension Options

The Committee considered whether to take a phased approach or commission a whole-site masterplan. It was recognised that a phased approach would allow parts of the site to become usable sooner, while a masterplan would strengthen the Council's position to secure external funding and deliver a consistent long-term vision. Members noted that significant funding would be required in either case and discussed the importance of maximising potential grant opportunities. Updated costings were to be obtained to support the preparation of a masterplan, with proposals brought to the November meeting.

Deben Way Land Parcels

The potential purchase of two parcels of land behind Deben Way was discussed as a possible relocation site for the Scouts' hut, which would release their current site for the cemetery extension. Members queried the valuation process and agreed that the Council should seek clarification from the landowner on the lowest possible purchase price and obtain an independent valuation. The Scouts would be informed that the Council was exploring this option on their behalf and advised to seek pre-planning advice on the site's suitability. A further report will be brought to the next Committee meeting.

It was RESOLVED that:

- i. Company B be appointed to install the borehole with the cost of £6037 + VAT to be funded from Cemetery earmarked reserves, subject to written assurances;**
- ii. that updated costings for the development of a cemetery masterplan be obtained to inform proposals;**
- iii. discussions with the landowner regarding the Deben Way parcels continue and an independent valuation be obtained, with the Scouts advised to seek pre-planning advice, and;**
- iv. a report on the Cemetery extension masterplan and the Deben way land purchase be brought to the next Assets & Services meeting on 19 November 2025.**

185. CLOSURE

The meeting was closed at 8.56pm. The next meeting was noted as being scheduled for Wednesday 19 November 2025 at 7.30pm.

Date: _____

Chairman: _____