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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 S Harkin
Cllr B Price
Cllr M Sharman
Cllr W Underwood

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 22 April 2026** at **7.30pm** for the transaction of the following business:

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.

Our online meeting guidance can be found here: <https://felixstowe.gov.uk/wp-content/uploads/2022/02/Remote-Meeting-Guidelines.pdf>

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.

Ash Tadjrishi
Town Clerk
15 April 2026

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 18 February 2026 as a true record. **(Pages 3-7)**
- 5. Assets & Services Budget Report**
To receive the Assets & Services Budget report to 31 March 2026 and consider any actions deemed necessary. **(Page 8 & Appendix A)**
- 6. Asset Register 2025/26**
To review the Council's Asset Register and recommend to Council for approval. **(Page 9 & Appendix B)**
- 7. Building Valuations for Insurance purposes**
To receive a report and to consider quotes for valuing Council's properties for insurance purposes. **(Pages 10-11)**
- 8. Town Hall Assets & Maintenance**
To receive a report on the Town Hall and consider any actions deemed necessary. **(Pages 12-13)**
- 9. Walton Community Hall Update Report**
To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Page 14)**
- 10. Allotments Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Page 15)**
- 11. Parks Update Report**
To receive a report on Allenby Park and Gosford Way Park and consider any actions deemed necessary. **(Pages 16-17)**
- 12. Cemetery Update Report**
To receive a report on the Cemetery and consider any actions deemed necessary. **(Pages 18-19)**
- 13. Cemetery Extension Project**
To receive an update on the Cemetery Extension Project and consider any actions deemed necessary. **(Pages 20-21)**
- 14. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 8 July 2026 at 7.30pm.

396. TOWN HALL REPAIRS

The Committee considered a report outlining quotations for essential repairs to defective cast iron guttering, broken roof tiles and rotten fascia boards at the rear of the Town Hall.

Committee agreed to go with Company A whose submission specified heritage-appropriate materials and methods, including lime-based mortar and matching roof tiles, and they had previously undertaken satisfactory works at the Town Hall.

It was RESOLVED that:

- i. the Town Hall update report be noted, and;**
- ii. Company A be appointed to undertake the guttering, roof tile and fascia repairs at a cost of £1,648 + VAT, to be funded from the Town Hall Earmarked Reserve.**

397. ALLENBY PARK UPDATE

The Committee received an update on the delayed Allenby Park gates.

Members expressed concern regarding continued delays and the contractor's failure to meet contractual obligations. It was noted that despite extensive contact and some limited recent progress, works remained incomplete and aspects were considered unsatisfactory.

The Committee considered the option of pursuing recovery of costs through the Small Claims Court to protect the Council's position. It was also proposed that alternative quotations be sought to rectify and make safe the gates.

With regard to new park signage, Members indicated a preference for Option A, together with a suitable stand, and requested consideration of anti-graffiti coating.

Discussion also took place regarding wider management considerations for the park, including directional signage and the potential presence of an ice cream vendor, although it was noted that this may not be commercially viable and would require further investigation.

It was RESOLVED that:

- i. the Allenby Park update report be noted, and;**
- ii. the Town Clerk be authorised to pursue appropriate action in respect of the gate contractor, including seeking recovery through the Small Claims Court if necessary, and;**

- iii. **alternative quotations be obtained to rectify and make safe the Allenby Park gate, and;**
- iv. **The information signage to be purchased from Company A along with external stand costs and be financed from the Parks and Recreation Repairs and Maintenance budget.**

398. CEMETERY UPDATE REPORT

The Committee received a report covering several operational matters at the Cemetery, including parking management on Cemetery Road during football fixtures, quotations for replacement entrance gates, the purchase of new funeral greens and ground protection boards, and the proposed purchase of a Cable Avoidance Tool (CAT) and Genny with associated staff training following a recent utility strike.

Members noted that the Saturday road closure trial had improved parking issues on match days.

The Committee considered quotations for replacement Cemetery gates and indicated a preference for Company 2. It was suggested that the contractor also be asked to review repair works required to the Allenby Park gates. The Committee discussed funding from the Community Infrastructure Levy (CIL) and the delegation of authority to commit expenditure accordingly.

In respect of funeral equipment, Members agreed that the purchase of replacement artificial grass (to be cut in-house) and four ground protection boards was necessary to maintain burial standards.

The Committee also considered training requirements for use of a cable avoidance tool (CAT) and generator. It was noted that the three members of the Grounds Team trained to operate the digger would require CAT and Genny training, and that on-site training would be preferable.

It was RESOLVED that:

- i. **The Cemetery update report be noted, and;**
- ii. **That Company 2 be appointed for the works to the Cemetery gates at a cost of £34,655, the Town Clerk be authorised to explore CIL funding and commit the necessary expenditure, and;**
- iii. **the purchase of a roll of artificial grass and four ground protection boards at a total cost of £1,037 + VAT be approved, with expenditure to be met from the Cemetery Earmarked Reserve, and;**
- iv. **the purchase of a Radiodetection CAT4+ and Genny4 kit at a cost of £1,278 + VAT be approved, with expenditure to be met from the Cemetery Earmarked Reserve, and;**

- v. **on-site CAT and Genny training be arranged with Company B at a cost of £999 + VAT with expenditure to be met from training budgets, and that Officers also explore alternative on-site training options to ensure best value.**

399. CEMETERY EXTENSION PROJECT

The Committee considered a report on the Cemetery Extension Project. Members discussed timescales and future direction of the project. In response to a query it was understood that notice had been served on the Scouts, requiring the land to be vacated by 1 January 2027 in accordance with the lease, although support would be offered where possible.

The possibility of engaging external project management support for the Cemetery Extension was discussed. Members considered whether it would be more cost-effective to appoint a suitably qualified individual on a temporary or contract basis to assist with delivery of the project and expressed a preference for engaging an appropriately qualified external individual rather than establishing a new employed contracted position. Reference was made to local housing associations, with a query as to whether they employ suitably qualified surveyors or project professionals and, if so, whether they would have the capacity to assist with the project.

It was RESOLVED that the Cemetery Extension Project report be noted and the next steps as outlined in the report be approved.

400. ALLOTMENTS UPDATE

Committee received an update on current allotment occupancy and an ongoing Environmental Health investigation into fly tipping on the allotments.

It was RESOLVED that the Allotments Update be noted.

401. EDIBLE FELIXSTOWE TREE PROJECT

Committee received a report on Edible Felixstowe's Community Orchard project, and considered the Council's proposed role in permitting the planting of four fruit trees on Langley Avenue

Concerns were raised regarding potential maintenance and liability issues, particularly in light of reports elsewhere of fallen fruit causing nuisance. It was confirmed that the proposed planting locations would minimise such risks.

It was RESOLVED that the Town Council's involvement with the Edible Felixstowe Tree Project be noted.

402. HERITAGE OPEN DAY / HERITAGE FESTIVAL WEEK

The Committee considered participation in the Heritage Open Days programme, including opening the Town Hall as part of the initiative. Members acknowledged

the Town Hall's involvement in previous Heritage Open Days and noted the positive feedback and value of those events.

It was RESOLVED that the Town Hall be included in the Heritage Open days programme.

403. CLOSURE

The meeting was closed at 8.28pm. The next meeting was noted as being scheduled for Wednesday 22 April 2026 at 7.30pm.

AGENDA ITEM 5: ASSETS & SERVICES BUDGET REPORT

In accordance with its Terms of Reference, the Assets & Services Committee is required to conduct regular oversight of the Council's budget related to its specific remit. This report provides a summary of the financial position as of the close of the 2025/26 financial year, subject to any yearend adjustments.

A summary of the budgetary performance up to 31 March 2026 is provided below. For a comprehensive line-by-line breakdown of expenditure and income, please refer to the detailed report at **Appendix A**.

This report concludes the monitoring for the previous financial year. The first financial report for the new 2026/27 cycle (covering the period from 1 April 2026) will be presented at the July meeting of this Committee.

1 April - 31 March 2026 (2025 - 2026)

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	21,351.00	28,439.63	7,088.63	133.20%	97,638.00	93,305.94	4,332.06	95.56%
202 Walton	15,000.00	15,735.73	735.73	104.90%	16,438.00	15,194.50	1,243.50	92.44%
203 Broadway House	2,800.00	2,872.86	72.86	102.60%	13,578.00	12,687.47	890.53	93.44%
204 Cemetery	76,565.00	124,075.62	47,510.62	162.05%	198,145.00	190,582.84	59,387.90	96.18%
205 Allotments	19,500.00	20,592.99	1,092.99	105.61%	44,184.00	45,359.69	-1,175.69	102.66%
206 Parks & Recreation	0.00	296.30	296.30	N/A	43,684.00	40,363.55	3,320.45	92.40%
NET TOTAL	135,216.00	192,013.13	-56,797.13	142.00%	413,667.00	397,493.99	16,173.01	96.09%

Created by  Scribe

Committee is requested to:

- i. consider the budget report to 31 March 2026 and the detailed breakdown in Appendix A; and,**
- ii. decide on any further actions or investigations deemed necessary to finalise the year-end accounts.**

AGENDA ITEM 6: ASSET REGISTER REVIEW

The Council maintains a comprehensive Asset Register, which is available for public viewing on the Town Council website. For the purposes of this register, an asset is defined as any land or property owned by the Council, or any equipment, tools, and vehicles with a replacement value exceeding £500.

In accordance with statutory requirements, the Council must review its Asset Register at least once annually. The current register, updated to 31 March 2026, is attached at **Appendix B**.

System & Reporting

The register is maintained via Scribe Finance software, ensuring the figures align directly with the Council's Annual Return. This digital database provides the added benefit of storing photographs and technical specifications for all equipment, aiding in maintenance and insurance tracking.

Valuation Methodology

Members are reminded of the specific accounting practices required for local councils:

- Depreciation: Unlike private sector businesses, local councils do not depreciate long-term assets for reporting purposes. The value of fixed assets remains constant on the register until the point of disposal.
- Community Assets: In line with the Practitioners' Guide, "*Governance and Accountability for Local Councils*," several land and property holdings are valued at a nominal £1. This method is applied to assets held specifically for community benefit where the original purchase cost is not the most appropriate measure of value.

2025/26 Updates

The register has been fully updated to reflect all acquisitions and disposals made during the 2025/26 financial year (since 1 April 2025).

Committee is requested to review and approve the Asset Register to 31 March 2026 for onward referral to the Annual Council meeting.

AGENDA ITEM 7: BUILDING VALUATIONS FOR INSURANCE PURPOSES

The Council's building assets were last professionally valued for insurance purposes on 6 April 2022.

To ensure adequate coverage, insurers generally recommend a formal revaluation by Chartered Surveyors every three to five years. However, the Royal Institution of Chartered Surveyors (RICS) recommends a more frequent three-year cycle to account for market volatility. Given that the Council is entering the fourth year since the last valuation, a new exercise is now due.

Risk of Under-Insurance

Failure to maintain up-to-date valuations creates a significant risk of under-insurance. Recent surges in construction material costs, labour shortages, and professional fees mean that older valuations likely fall short of current "Total Loss" requirements.

In the event of a claim, the Council is required to cover the Full Reinstatement Cost, which comprises:

- Materials and labour;
- Demolition and debris removal;
- Planning and statutory fees;
- Professional fees (Architects, Surveyors, etc.).

Note: Market value (sale price) is irrelevant for insurance purposes. Relying on market trends rather than reinstatement costs is a primary cause of insurance shortfalls.

Insurer Indexation

In years where professional valuations are not conducted, insurers apply a standard annual uplift. For the upcoming cycle, this is estimated at 5%. While this provides a buffer, it is a generalised figure and does not guarantee that specific Council assets are accurately protected against localised construction inflation.

Quotations

Three quotations were sought for the revaluation of the Council's buildings. One local company declined to submit a quote as they were unable to include the cemetery buildings and war memorial within their scope.

The quotations received are as follows:

- Company A – Previously undertook valuations in 2016 and 2022.
Quote: £884.00 + VAT
- Company B – Regularly undertakes valuation work for Suffolk County Council.
Quote: £1,250.00 + VAT

There is currently no specific provision for these valuations within the 2026/27 Revenue Budget. Furthermore, the Administration cost centre (which holds the insurance premium budget) does not have a dedicated Earmarked Reserve (EMR).

It is therefore proposed that the total cost be split equally (25% per asset) and funded via the Earmarked Reserves of the following buildings:

- Town Hall
- Broadway House
- Walton Community Hall
- Cemetery

Committee is requested to:

- i. consider the need to commission updated building valuations for insurance purposes;**
 - ii. select a preferred supplier from the quotations received; and,**
 - iii. approve the funding of the chosen quote by apportioning the cost equally across the four relevant building Earmarked Reserves.**
-

AGENDA ITEM 8: TOWN HALL ASSETS & MAINTENANCE

Council Chamber Ceiling: Damp Ingress

Following heavy rainfall in mid-February, damp has penetrated the Council Chamber ceiling above the bay, the same area where a previous collapse occurred in 2023.

Background & Previous Works (2023/24)

Following the 2023 collapse, remedial works totalling £4,110.00 + VAT were completed, funded by the Town Hall Earmarked Reserve. This included timber treatment, zinc coating of steel beams, new insulation, and the application of moisture-resistant masonry paint to exterior walls.

Photos below show some of the work carried out at that time.



Contractor Assessment

Investigations by C&C Roofing and the original remedial contractor suggest the flat roof and GRP capping remain watertight. The source of ingress is believed to be the gable wall.

Observations include:

- **Masonry Failure:** Significant gaps between bricks allow for water penetration.
- **Structural Limitations:** Traditional repointing is impractical due to the extremely tight brick bond.
- **Environmental Factors:** Long-term exposure to salt spray has likely compromised the masonry's resistance, allowing water to migrate through the cavity during persistent rain.

Recent Remedial Proposals

The contractor has made good the internal ceiling for immediate use (weddings) and proposes further investigative/remedial work using a scaffold tower (licence cost approx. £90). The works would include pointing around the hopper area, roof covering investigation, and re-spraying the gable wall and would cost approximately £200 + VAT.

Long-Term Solution

To prevent ongoing deterioration, the contractor suggests applying a silicone-based render to the gable wall. This is highly resistant to coastal conditions. Members will note however that this would result in a significant visual change to the look of the gable end and may require planning input. Decorative features and circular brickwork could be retained to preserve elements of the building's character.

Options for Consideration:

1. Specialist Advice: Commission a structural engineer for a professional assessment of the gable wall.
2. Minor Remedial Works: Proceed with the current contractor's £200 proposal (funded from Town Hall Repairs & Maintenance).
3. Further Roofing Inspection: Engage a roofing specialist for a secondary opinion (approx. £70 + VAT).
4. Rendering Quotations: Direct officers to obtain formal quotes for silicone rendering as a long-term solution.

Furniture Requirement: Council Chamber Tables

Logistical issues currently arise when large meetings occur simultaneously in the Courtroom Gallery and the Council Chamber, as tables must be moved between floors. To resolve this, it is proposed to purchase two additional folding tables to match the existing Chamber furniture:

- Item: Telford Tilt Table (1600mm x 700mm)
- Finish: Walnut/Chrome Frame
- Cost: £345.00 + VAT each (Total: £690.00)
- Delivery: Included

Committee is requested to:

- i. note the report regarding the Town Hall maintenance and furniture;**
- ii. select a preferred option to address the damp ingress in the Council Chamber;**
- iii. approve the expenditure of £690 + VAT from the Town Hall Earmarked Reserve for the purchase of two new tilt-top tables; and,**
- iv. decide on any further actions required.**

AGENDA ITEM 9: WALTON COMMUNITY HALL UPDATE

Following the successful redecoration of the main hall, it has been noted that the existing plastic chairs are in poor condition and are causing scuff marks on the newly painted walls.

To mitigate further damage and improve the facility's aesthetics, it is proposed to replace the old seating with a more durable model (currently in use at the Welcome Hall, Trimley). These chairs are designed to be wall-mounted when not in use, which significantly reduces wall contact and frees up floor space. See picture below:



Two competitive quotes have been obtained for the purchase of 32 chairs:

Provider	Unit Price	Delivery	Total (Excl. VAT)
Company A	£35.05	£95.00	£1,215.83
Company B	£35.95	£75.00	£1,212.90

Note: If wall-mounting brackets are required, these have an estimated additional cost of £30.

Officers are currently investigating whether surplus funds from the UKSPF Rural Business and Community Hub Fund Grant can be utilised for this purchase. The grant was intended for environmental and community hub improvements, which aligns with this proposal.

Should grant funding be unavailable, the expenditure would be drawn from the Walton Hall Earmarked Reserve.

A full update on the UKSPF project progress will be circulated to Members via the next Assets & Services bulletin.

Committee is requested to note the Walton Community Hall update and decide on any action it deems necessary.

AGENDA ITEM 10: ALLOTMENTS UPDATE REPORT

As of 15th April 2026, allotment vacancies were as follows:

SITE	Total plots	Occupied	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	309	309	0	26(8)	9
ALITTLEMENTS (within Cowpasture)	22	20	2	2	2
FERRY ROAD	105	102	3	10(3)	4
RAILWAY HILL	46	44	2	5(2)	2
TAUNTON ROAD	18	17	1	0	0
TOTAL	500	492	8	43(13)	17

Bonfire Policy update

Due to a notably wet start to the season, bonfire activity has remained low; however, a significant incident was recorded in early March. Reports were received regarding heavy smoke affecting visibility on the adjacent estate and nearby traffic. Upon immediate investigation by Council staff, it was found that while 4–5 individual tenants were technically burning within current regulations, the cumulative effect of multiple simultaneous fires creating an issue.

Our team did attempt to manage the situation by making a couple of tenants aware of the issue but unfortunately received negative responses from some individuals.

Following this incident, Environmental Health also contacted the Council for further details. They have expressed satisfaction with our proactive policy updates but have advised that they will intervene should any future incidents be classified as a Statutory Nuisance.

Fly tipping Cowpasture

Following reports from residents regarding rubbish in the ditches and hedgerows bordering the Trelawney Estate, a site investigation was conducted. The findings indicate a multi-source issue: while some debris was identified as originating from the allotments, a significant portion appears to be legacy waste uncovered by recent hedge trimming (conducted by the estate developers) and seasonal winter die-back. Additionally, several deposits consisted of general household waste or were located in areas inaccessible from the allotment side.

We have contacted the specific tenants whose plots are adjacent to the affected areas to address the debris attributed to the site. We will continue to monitor the boundary to distinguish between ongoing fly-tipping and the emergence of historical waste.

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

AGENDA ITEM 11: PARKS UPDATE REPORT

Tree Management: Gosford Way

Following a resident's complaint regarding debris (sap, seeds, and leaves) from Sycamore trees at Gosford Way Park, a professional inspection was conducted to assess the health of the trees and determine if intervention was required.

Findings:

- The trees are currently in good health; therefore, significant works such as pollarding are not recommended at this time.
- The inspection did identify a smaller Sycamore whose growth is being stunted by a larger, adjacent dominant tree.
- Contractors suggest the removal of the smaller tree would allow the dominant Sycamore better access to light and nutrients, ensuring its long-term health. The cost for removal would be £750.00 + VAT.



Allenby Park: Gate Restoration Update

Following the formal termination of the contract with the previous contractor, the Council has notified them of its intent to recover costs associated with defective workmanship and non-delivery of items. The Council is currently withholding the outstanding balance of £2,950 (the difference between the total contract value and the £8,225 paid to date).

A new contractor has been identified to complete the project and rectify existing defects, including non-functional hinges, incorrect concrete finishing, and failed drop bars.

The Council has commissioned the fabrication of two bespoke stainless steel crests (267mm x 216mm) painted to match the heritage design. The "Felixstowe" crest will be installed on the left-hand leaf and the "Allenby" crest on the right-hand leaf.

Financial Adjustment: The total quote for the remediation work and crests is £3,620.00.

Payment Terms: The contractor requires a 40% deposit upfront (£1,448.00), with the remaining 60% (£2,172.00) payable upon completion.

Net Financial Position: The total cost to finalise the gates is £3,620.00. Additionally, the Council is seeking a refund of £575.00 for painting works paid for but not satisfactorily completed by the previous contractor.

- Total Remediation Cost: £3,620.00
- Less Withheld Funds: (£2,950.00)
- Net Additional Budget Requirement: £670.00

Committee is requested to:

- i. consider the report on the Gosford Way trees and whether to remove the stunted sycamore at a cost of £750 + VAT;**
 - ii. note the change of contractor for the Allenby Park gates the budget adjustment of £670.00**
 - iii. authorise the Town Clerk to proceed with the Letter Before Action to recover this net loss, plus the £575.00 refund, from the previous contractor; and,**
 - iv. decide on any further action deemed necessary.**
-

AGENDA ITEM 12: CEMETERY UPDATE REPORT

Relocation and Installation of Cemetery Gates

Approval has been given for the use of funding from the Community Infrastructure Levy (CIL) to be used for the relocation and installation of the Cemetery Gates to the Cemetery Road (Langley Avenue) (*Minute #429 2025/26 refers*). The company selected by Committee has supplied a design of the new gates for approval.

Preplanning advice is being sought from the planning authority to ensure that there will be no issues regarding the relocation of the gates.

Telecommunications Mast Rent Review

Work is ongoing with Amsy Chartered Surveyors in relation to the review and renewal of the telecommunications mast agreement.

Background

The agreement commenced on 23 February 2007, amended by a Deed of Variation dated 20 November 2014 and expired in February 2022. The rent at commencement was £4,000 per annum and last reviewed in 2012 to £5,314.75 per annum.

Legal Context

Determining whether the agreement benefits from protection under the Landlord and Tenant Act 1954 is critical. If protected, the renewal would proceed under this legislation; if not, it would fall under the Electronic Communications Code (ECC) introduced by the Digital Economy Act 2017. The ECC significantly altered the framework for telecommunications agreements by:

- Granting operators enhanced rights to upgrade equipment and share sites with minimal restrictions.
- Allowing operators to impose agreements where consensual terms cannot be reached.
- Introducing a “no-scheme” valuation methodology, akin to compulsory purchase principles, which has generally resulted in substantially reduced rental values compared to historic commercial rents.

Valuation and Negotiations

A detailed assessment was undertaken to determine whether a higher rent could be justified. However, it was also noted that, in most cases, rents under the ECC are significantly lower than those agreed under the previous regime.

- Initial offer: £1,750 per annum.
- Revised offer: £2,200 per annum (considered a standard default figure rather than site-specific).
- Further negotiation: Amsy indicated a willingness to increase the offer to £2,600 per annum, together with a one-off payment of £4,000.

Quotes were obtained from both an expert valuer and a mediator; however, the associated costs were considered disproportionate.

Current Position

On behalf of the Town Council, a proposal has been put forward of £3,000 per annum, subject to annual inflationary increases, and retention of the £4,000 one-off payment. Negotiations are ongoing, and a further update will be provided to Committee once a response is received.

Outstanding Rent Review

Council has also been working with Amsy Chartered Surveyors regarding previous rent not being increased in line with the market rent. Telefonica have now agreed a rent increase to £5,750 per annum, back-dated to 23 February 2017 and continue to pay that rent until the lease is renewed. With the current rent at £5,314.75pa, this provides an increase of £435.25 per annum backdated to 2017, providing circa £4,000 in back-rent due.

The terms agreed with Amsy to work on this was a fee of 50% of the increase in rent achieved (one year only) and 20% of any backdated rent they recover.

Operational Update: Increase in Cemetery Burials

The Cemetery has experienced an unprecedented spike in demand during the 2025/26 period, with interments nearly doubling the annual average.

Interment Type	Historical Average	2025/26 Totals
Full Burials	20 – 25	36
Ashes Interments	25 – 30	47
TOTAL	45 – 55	83

Despite this 60%+ increase in workload, the Cemetery team has successfully maintained the site's standards and service levels.

Committee is requested to:

- i. note the progress on the CIL-funded gate relocation and the submission of designs;**
 - ii. endorse the ongoing negotiations regarding the telecommunications mast renewal and the successful recovery of backdated rent;**
 - iii. note the significant increase in operational demand handled by the Cemetery team; and,**
 - iv. decide on any further action deemed necessary.**
-

AGENDA ITEM 13: CEMETERY EXTENSION PROJECT REPORT

Following February’s meeting, an investigation was conducted to determine the most cost-effective project management and design support for the Cemetery Extension. After reviewing recommendations, we approached JPP/Lanpro to provide a multi-disciplinary proposal.

This report recommends a phased appointment: Phase 1 covers time-critical seasonal surveys within the Committee's delegated authority (£20k), and Phase 2 covers the full planning and delivery stages to be referred to Full Council in June.

Strategic Update: Scope of Works

- **Building Deferment:** The project group has decided to defer the maintenance building and workshop. Planning consultants advise this will streamline the "Change of Use" application.
- **Integrated Design:** Landscape Architecture has been brought forward into Phase 1. This is a technical requirement, as the mandatory Biodiversity Net Gain (BNG) Assessment cannot be calculated without the indicative landscape proposals.

Comparative Fee Analysis (Total Project Lifecycle)

A comparison was made between a specialist cemetery firm (The CDS Group) and the multi-disciplinary team (JPP/Lanpro). The JPP/Lanpro proposal represents a significant saving to the Council across the project lifecycle.

Project Phase	JPP / Lanpro (Recommended)	The CDS Group
Stages 1-3 (Planning & Surveys)	£21,955 – £41,775*	£76,315
Stages 4-6 (Technical & Delivery)	Scalable / Modular	£122,500 – £162,500
Estimated Total Project Fees	~£60,000 – £85,000	£198,708 – £238,708

**The fee range accounts for the base proposal plus an estimate for potential additional surveys (e.g., Archaeology or Transport) if required by the Local Planning Authority.*

Phased Implementation Plan

Phase 1: Immediate Technical & Environmental Phase. TOTAL: £18,715 + VAT (Within £20k Committee Delegated ER Limit)

The following works are required immediately to meet the survey season and prepare the BNG metrics:

- Ecology: Desk Study, Habitat Survey, PEA Report, and BNG Assessment
- Geotechnical/Surveying: Ground Investigation and Topographic Survey
- Landscape Architecture: Site Assessment and Initial Landscape Proposals

Phase 2: Planning Submission & Technical Delivery (Full Council Approval)

The remaining elements will be referred to the June meeting of Full Council:

- Planning Consultancy: Full application management and statement preparation.
- Detailed Design: Finalised planting plans and NBS specifications.
- Tender/Contract Admin: Procurement and RIBA Stages 5-6 management.

Financial Governance & Timing

- Urgency: To align with the March–October survey season, ecological surveys must commence shortly.
- Funding: Phase 1 will be funded from the Cemetery Extension Earmarked Reserve. Phase 2 will be proposed for funding via the CIL Earmarked Reserve in June.

Committee is recommended to:

- accept the multi-disciplinary proposal from JPP/Lanpro for the project;**
- approve the instruction of Phase 1 works (Ecology, Geotechnical, and Initial Landscape Design) at a cost of £18,715 from the Cemetery Extension Earmarked Reserve; and,**
- recommend to Full Council the approval of Phase 2 fees to be funded from the CIL Earmarked Reserve in June.**