Telephone: 01394 282086
Fax: 01394 285920
email: enquiries@felixstowe.gov.uk

9 am to 4 pm Mondays to Fridays

FELIXSTOWE TOWN COUNCIL

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 T Gale
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 16 September 2026** at **7.30pm.**

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.

Members of the 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/remote-meeting-guide

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.

The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.

Ash Tadjrishi
Town Clerk
11 September 2026

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 8 July 2026 as a true record. **(Pages 3-6)**

5. Assets & Services Budget Report
To receive the Assets & Services Budget report to 11 September 2026 and consider any actions deemed necessary. **(Page 7 & Appendix A)**

6. Budget Review Working Group recommendations
To review and consider Council's Budget Working Group's recommendations. **(Pages 8-10)**

7. Fees and Charges 2027-28
To review Fees and Charges for Council services to take effect from 1 April 2027. **(Pages 11-19)**

8. Walton Community Hall
To receive a report on the improvements being undertaken at Walton Community Hall. **(Pages 20-21)**

9. Cemetery Update Report
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Page 22)**

10. Telecoms Mast Licence
To consider an update on the Telecoms Mast licence. **(Page 23)**

11. Allotments Update Report
To receive a report on allotments and consider any actions deemed necessary. **(Pages 24-26)**

12. Parks Update Report
To receive a report on Allenby Park, Seaton Road Park and Walton Recreation Ground and consider any actions deemed necessary. **(Page 27)**

13. Closure
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 18 November 2026 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 8 July 2026** at **7.30pm**

PRESENT: Cllr D Rowe (Chairman)
Cllr M James (Vice Chairman)
Cllr D Aitchison
Cllr T Gale
Cllr S Harkin
Cllr M Sharman
Cllr W Underwood

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

97. PUBLIC QUESTIONS

None

98. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** and **Cllr B Price**.

99. DECLARATIONS OF INTEREST

The following interests were noted. Where a specific item on the agenda was directly related to any Members' declared interest, their participation was restricted in accordance with the Code of Conduct:

Member(s)	Minute No.	Nature of Interest
Cllr T Gale	All	Other Registerable Interest (as Member of Suffolk County Council)
Cllr S Harkin	All	Other registerable interests (as an employee of East Suffolk Council)

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

100. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 23 April 2026 be signed by the Chairman as a true record.

101. ASSETS & SERVICES BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against the budget as at 30 June 2026.

The Committee noted that increased Town Hall income was due to the renewal of the Santander lease. It was confirmed that lease payments are received monthly and, as the renewal was unanticipated, the associated income had not been included in the current year's budget projections.

Members also noted that increased Cemetery income reflected a significant increase in burials compared with the previous year, although operational demand has recently begun to ease.

It was RESOLVED that the Budget Report to 30 June 2026 be received and noted.

102. REINSTATEMENT COST ASSESSMENT SURVEY

Committee received an update report on the Reinstatement Cost Survey Assessment of all Council's property including the Flood and War Memorial. The updated values reflect the total replacement and reinstatement value rather than simple insurance valuation. These figures have been submitted to Council's Insurance Company which has resulted in a small refund from the annual premium paid in April.

It was RESOLVED that the updated values from the Reinstatement Cost Assessment Survey be noted.

103. WALTON COMMUNITY HALL REFURBISHMENT PROJECT

The Committee received an update on the Walton Community Hall refurbishment project. Members noted the positive feedback received on the refurbished facilities from hirers and that the interior decoration had been completed in-house by Council staff. In response to discussions regarding hall usage and whether there would be future necessity for acoustic soundproofing, the Town Clerk clarified that noise levels are included within the hall hire terms and conditions.

It was RESOLVED that the Walton Community Hall refurbishment project update be noted.

104. CEMETERY TELECOMS MAST

The Committee received an update on the Telecoms Mast proposed contract and discussed the proposed operational covenants. Regarding heavy machinery clauses, it was suggested that language be requested to ensure any structural or ground damage is properly reinstated to its original standard. Access restrictions were also reviewed, noting that operators must continue to contact the Council to coordinate access to avoid disruptions to active cemetery operations.

It was RESOLVED that the Telecoms Mast update be noted, and the Deputy Town Clerk responds to Amsy with the above feedback.

105. ALLOTMENTS UPDATE REPORT

The Committee received an update on allotment matters, including the upcoming installation of a dip tank supply point at the Cowpasture site, and plans to host dedicated Saturday payment sessions at Hut 39 using the wireless SumUp system when the renewal invoices go out in September.

It was RESOLVED that the Allotment update report be noted.

106. PARKS UPDATE

The Committee received an update on the restoration of the Allenby Park gates, and the installation of low level fencing at Gosford Way Park.

Members were advised that cost recovery actions against the previous contractor for the Allenby Park gates project remain slow but are continuing through the standard legal processes. An update was also provided regarding highways lines outside the park, noting that the County Council is currently undertaking a feasibility review and costings are awaited.

It was RESOLVED that:

i. **the Parks Update report be noted; and,**

ii. **Committee be kept updated on the court action process for cost recovery on Allenby Park gates.**

107. CEMETERY EXTENSION PROJECT UPDATE

The Committee considered a report on the Cemetery Extension Project, including the results of the recent ground survey and the installation of new access gates.

An update was provided regarding the decommissioning of the third-party Scout Hut. Members were informed that the Scout Group expects to cease scouting at the location in September 2026, with plans underway to move the structure to Landguard for use as an educational facility. It is anticipated that the hut will be dismantled and transferred during the Autumn before seasonal ground conditions deteriorate.

Members discussed a recent asset transfer in Stowmarket, where the local council had taken on ownership of a playing field from Suffolk County Council, noting that the details of this transfer could provide useful insights for Felixstowe. The Town Clerk advised that the Council has already formally expressed an interest in taking on the adjacent field, which is currently registered as an Asset of Community Value. It was noted that reviewing the information regarding the Stowmarket transfer would be of interest to inform the Council's approach.
Following a query it was confirmed that both the pet cemetery and green burial areas would be fully incorporated into the current project phase.

It was RESOLVED that the Cemetery Extension Project update be noted, and further updates be brought to committee as the project evolves.

108. CLOSURE

The meeting was closed at 8.29pm. The next meeting was noted as being scheduled for Wednesday 16 September 2026 at 7.30pm

AGENDA ITEM 5: ASSETS & SERVICES BUDGET REPORT

Committee is requested to receive the Assets & Services budget report for the period 1 April 2026 to 11 September 2026 and consider any actions deemed necessary.

As part of its Terms of Reference, the Committee regularly reviews performance against the Assets & Services portion of the Council's budget. A summary of the financial position as of 11 September 2026 is provided below, with a detailed breakdown attached at **Appendix A**.

Current Financial Position

For the financial year 2026/27 to date, net total expenditure stands at £151,604.51 (37.17% of the annual budget), against total receipts of £89,069.66 (64.59% of the annual budgeted income).

1 April - 11 September 2026 (2026 - 2027)

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	23,152.49	1,801.49	108.44%	97,574.00	22,832.84	74,741.16	23.40%
202 Walton	15,000.00	6275.99	-8,724.01	41.84%	15,938.00	5,734.77	10,203.23	35.98%
203 Broadway House	2,950.00	0.00	-2,950.00	0.00%	14,050.00	5,093.13	8,956.87	36.25%
204 Cemetery	78,595.00	59,174.18	-19,420.82	75.29%	196,203.40	82,211.42	59,387.90	41.90%
205 Allotments	20,000.00	467.00	-19,533.00	2.34%	42,632.00	21,438.24	21,193.76	50.29%
206 Parks & Recreation	0.00	0.00	0.00	N/A	41,442.00	14,294.11	27,147.89	34.49%
NET TOTAL	**137,896.00**	**89,069.66**	**48,826.34**	**64.59%**	**407,839.40**	**151,604.51**	**256,234.89**	**37.17%**

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Committee is requested to consider the budget report to 11 September 2026 and decide on any action it deems necessary.

AGENDA ITEM 6: BUDGET REVIEW WORKING GROUP RECOMMENDATIONS

The Council's Budget Review Working Group was established by the Finance & Governance Committee to provide detailed oversight, research and recommendations in relation to:

- the Council's budget;
- Council expenditure; and
- Council income.

The Working Group's primary purpose is to identify opportunities for efficiency and potential savings and thereby support informed decision-making by the Finance & Governance Committee.

The Working Group has no decision-making powers, and its recommendations are referred to the appropriate Committee for consideration.

At its meeting on 18 May 2026, the Working Group considered a number of matters falling within the remit of the Assets and Services Committee and made the following recommendations:

Town Hall & Walton Community Hall
The Council's physical assets are performing well. Walton Community Hall, bolstered by solar panels, battery storage, and an air source heat pump, has operated on an approximately cost-neutral basis and is projected to deliver small operating surpluses going forward. At the Town Hall, commercial space and licensee arrangements are highly positive, including the newly secured 18-month licence with Santander commencing in July 2026. To optimise income without impacting community groups, the wedding offer should be modernised.

Context: Registrars and East Suffolk Council leases remain a vital source of income and community presence, though they must be monitored amidst the wider Local Government Review. Wedding fee reviews present an opportunity to align with market rates.

Recommendation A&S 1: *That the Assets & Services Committee consider reviewing wedding fees, including the potential for an increase (e.g. circa 10%), benchmarked against comparable local providers.*

Recommendation A&S 2: *Increase the promotion of Registrar Services and the Town Hall's wedding and room hire offer online.*

Recommendation A&S 3: *Continue to monitor Town Hall leases within the context of the Local Government Review.*

Broadway House
Broadway House continues to serve as an invaluable community hub under lease to the Felixstowe Old People's Welfare Association (FOPWA).

Context: The current lease equates to less than £8 per day, whilst the Council remains responsible for substantial caretaking, cleaning, and maintenance liabilities. Following FOPWA's unsuccessful external grant application, the Council wishes to support their transition toward long-term financial self-sufficiency.

Recommendation A&S 4: *That, subject to consultation with FOPWA and a review of current lease and caretaking arrangements by the Assets & Services Committee, the Civic & Community Committee consider whether FOPWA may be eligible for an Annual Grant (similar to that provided to Level Two Youth Project) to support a transition towards greater financial sustainability.*

Cemetery & Parks
Both cost centres represent statutory or highly valued public services with high satisfaction levels and limited short-term scope for significant cost reductions.

Context: Cemetery fees rose by 5% on 1 April 2026, and the net cost to the Council has reduced over recent years. Parks remain a wholly funded, cost-effective public service managed via a balance of in-house staff and East Suffolk Services. No immediate changes are recommended here, with annual fee reviews continuing in September.

Allotments
The allotment service is highly popular but currently heavily subsidised, with expenditure (primarily staff time) running at roughly double the income received.

Context: Water costs and concessionary structures are the two key areas where sustainability can be improved. Moving concessionary eligibility away from age-based criteria to an approach based on receiving Universal Credit or Pension Credit represents a fairer, modern model of social support. This can be managed securely in accordance with data protection principles by recording "eligibility verified" rather than keeping physical copies of sensitive personal data. Investigating a borehole capable of supplying 20,000 litres of water a day will also combat rising water utility costs.

Recommendation A&S 5: *Initiate early engagement with the Felixstowe Allotment Association regarding the Council's longer-term aim of moving towards a more cost-neutral position.*

Recommendation A&S 6: *Consider implementing a 10% annual rent increase over a 5–10 year period to gradually reduce the service subsidy.*

Recommendation A&S 7: *Revise concessionary arrangements to remove age-related (pensioner) discounts and replace them with a discount for residents in receipt of Universal Credit or Pension Credit, updating the Council's Data Protection Impact Assessment (DPIA) accordingly to allow simple verification without data retention.*

Recommendation A&S 8: *Investigate the feasibility and installation of a borehole producing up to 20,000 litres of water per day, alongside introducing a policy restriction on water butts larger than 80 litres to regulate consumption.*

Committee is requested to note the recommendations from the Budget Review Working Group, alongside any other update, and decide on any actions it deems necessary.

AGENDA ITEM 7: FEES AND CHARGES 2027-28

Committee is requested to review and determine the fees and charges for services provided by the Town Council for the financial year 2027/28. Details of income for the equivalent period in the previous two financial years are shown alongside the actual position as of 11 September 2026 to assist the review.

Town Hall – General Hire

Fees for Voluntary, Charity, Community, and Commercial Business room hires at the Town Hall were frozen for the 2026/27 financial year. Current rates are shown below, with indicative 5% and 10% increases shown in brackets (rounded to the nearest whole pound).

Members are asked to note that Retail Price Index (RPI) inflation over the 12 months to July 2026 was 3.2%, compared with 4.8% in the preceding 12-month period. https://www.ons.gov.uk/economy/inflationandpriceindices/timeseries/czbh/mm23

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 (267/279)	£128 (134/141)	£40 (42/44)	£58 (61/64)
Voluntary/Charity/Community	£124 (130/136)	£64 (67/70)	£20 (21/22)	£37 (39/41)
Other Town Hall Rooms				
Commercial/Business Hire	£190 (200/209)	£97 (102/107)	£28 (29/31)	£52 (55/57)
Voluntary/Charity/Community	£112 (118/123)	£55 (58/60)	£15 (16/17)	£31 (33/34)
Refreshments (to include tea, coffee, water and biscuits)		£2 per delegate		

Historical Income – Town Hall Room Hire

- **2024/25:** Actual Income: £4,911 *(Initial Budget: £2,000)*
- **2025/26:** Actual Income: £2,353 *(Initial Budget: £3,000)*
- **2026/27 (to 11 Sept 2026):** Income received stands at £1,181.62, with £183.33 invoiced and awaiting payment. Total combined performance (£1,364.95) represents 68.2% of the £2,000 annual budget. At five months into the financial year, expected baseline profiling is 41.67%.

(Note: Commercial room hire by Santander is managed under a formal licence agreement, with monthly income accounted for under Leases, Rents, and Licences.)

Town Hall – Weddings & Special Events
The Town Hall continues to receive a high volume of wedding enquiries, reflecting its status as Felixstowe's sole non-denominational wedding venue. To ensure fees remain competitive and reflective of local market conditions, benchmarking was conducted against neighbouring providers:

- **Woodbridge Town Council (Shire Hall):** Fees for 2027 are set at £775 (Saturdays) and £700 (Monday–Friday) for the Council Chamber. Prices have been frozen for a second consecutive year, with a 25% discount offered to Woodbridge residents.

- **Colchester Borough Council (Ceremony-Only Hire, 2 Hours):**

Venue Name	Monday–Thursday	Friday–Saturday	Sunday
Colchester Town Hall	£1,100	£1,300	£1,050
Old Library	£1,150	£1,400	£1,000
The Castle	£1,250	£1,500	£1,100

Historical Performance – Weddings

- **2024/25:** Income: £8,552.70 *(Initial Budget: £13,000)* – 10 Chamber ceremonies, 2 Courtroom Gallery receptions, 18 Clerk's Office ceremonies.

- **2025/26:** Income: £12,359.12 *(Initial Budget: £11,000)* – 24 Chamber ceremonies, 7 Courtroom Gallery receptions, 17 Clerk's Office ceremonies.

- **2026/27 (to 11 Sept 2026):** 25 Chamber ceremonies, 2 Courtroom Gallery receptions, 9 Clerk's Office ceremonies. Income received stands at £11,734.76 (97.8% of budget), with £1,251.67 invoiced awaiting payment. Total projected income of £12,986.43 represents **108.2%** of the £12,000 annual budget.

In 2026/27, wedding charges were aligned with commercial price points ending in '50' or '95' (e.g. £650, £795) using a 5% baseline projection. Comparison confirms that Council fees remain attractive and highly competitive.

Felixstowe Town Hall – Wedding & Special Event Fees

(5% and 10% projections rounded to the nearest £5; Felixstowe Resident discount reflects a fixed £100 reduction)

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) Felixstowe Resident Rate	£650 (680/715) £550 (580/615)	£795 (835/875) £695 (735/775)	£650 (680/715) £550 (580/615)	N/A
Clerk's Office (for ceremonies attended by a maximum 15) Felixstowe Resident Rate	£395 (415/435) £295 (315/335)	£495 (515/535) £395 (415/435)	£395 (415/435) £295 (315/335)	N/A
Courtroom Gallery	N/A	N/A	N/A	£150 (160 / 165)
Other Rooms	N/A	N/A	N/A	£150 (160/ 165)

Note: Wedding bookings are confirmed upon receipt of a non-refundable 25% deposit, with the balance due two months prior to the ceremony date. Post-ceremony drinks hire covers room provision on a self-catering basis; where tea and coffee are supplied by the Council, a charge of £2 per person applies.)

Walton Community Hall

Fees for Voluntary, Charity, Community, and Commercial hires at Walton Community Hall were held at existing rates for 2026/27. Proposed 5% and 10% adjustments (rounded to the nearest 50p) are set out below:

Walton Community Hall – Hire Charges

(Hire includes VAT where applicable. Fees are higher outside standard office hours to reflect additional staffing costs.)

There was no increase for Voluntary/Charity/Community fees and Commercial Business hire at the Walton Community Hall for the period 2026-2027.

The following are shown with 5% and 10% increases for consideration (rounded to the nearest 50p):

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 (21/22)	£23.50 (24.50/26)	£62.50 (65.50/69)
Voluntary/Charity/Community /Private Hire	£10.50 (11/11.50)	£14 (14.50/15.50)	£34.50 (36/38)

Local Hall Benchmarking Comparison:

OFCA – Under review No Change currently	£10 per hour for all rooms, £15 for parties Special rates still for Members
St Mary Church, Walton Increase by £1	£22 per hour regular bookings (£1 increase) £27.50 per hour (£1 increase) £9 Synod Room (no change) £400 Day Rate Whole building (no change)
Conservative Club No change	£175 Function Room + Lounge & Bar for day or evening for 3 hours £95 Willow Garden Room 3 hours £25 per hour £80 Fern Garden Room, 3hrs plus £20 per hour. Bar added if used extra charge for staff.
Welcome Hall, Trimley St Martin	£20 Weekday for Regular hirers £25 per hour Fridays and weekends, min. 3 hours for Partygivers
Trimley Social Club – No Change	£45 per hour members plus vat £65 per hour non-members plus vat Hall for £240 7-12pm for members Extra charges for non-members

Historical Performance – Walton Community Hall

- **2024/25:** Actual Income: £16,105 *(Initial Budget: £8,000)*

- **2025/26:** Actual Income: £15,491 *(Initial Budget: £15,000)*

- **2026/27 (to 11 Sept 2026):** Income received stands at £6,275.99, with £642.50 invoiced awaiting payment. Total performance (£6,918.49) represents **46.1%** of the £15,000 budget (against a 5-month target profile of 41.67%).

Felixstowe Cemetery

Fees were increased by 5% across all cemetery service lines for 2026/27. Below are existing fees alongside indicative 5% and 10% increases, compared against current charges levied by East Suffolk Council (ESC) and Ipswich Borough Council (IBC).

1. INTERMENTS	EXISTING CHARGES 2026-2027 (5% / 10%)		ESC 2026/27	IPSWICH BOROUGH
Charges applicable during ordinary hours of burial 9am - 3pm Mon-Fri	**Standard Fee**	**Felixstowe Resident fee***		
Still Born – 1 Month	No charge	No charge	No charge	No Charge (NVF £407)
Child up to 18 Years	No charge	No charge	No Charge	No Charge
Adult Grave - Single Depth 4'6”	1528 (1604/1681)	764 (802/841)	915	1815
Double Depth 6'4"	2471 (2595/2718)	1236 (1298/1359)	1170	2163
Triple Depth 7'6"	2885 (3029/3174)	1443 (1515/1587)		2511
Urn of cremated remains	389 (408/428)	195 (204/214)	290	450
Scattering of ashes	88 (92/97)	88 (92/97)	124	112 (Additional £450 if not cremated at ipswich crematorium)
Additional charges applicable outside ordinary hours of burial Monday to Friday	**Standard Fee**	**Felixstowe Resident fee**	*(Service not offered)*	*(Service offered, but circumstances dictate fee)*
Grave space	1019 (1070/1121)	510 (535/561)		
Urn space	605 (635/666)	303 (318/333)		
Scattering of ashes	344 (361/378)	172 (181/189)		
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	**Standard Fee**	**Felixstowe Resident fee**	*(Service not offered)*	*(Service offered, but circumstances dictate fee)*
Grave space	1694 (1779/1863)	847 (890/932)		
Urn space	1185 (1244/1304)	593 (622/652)		
Scattering of ashes	434 (456/477)	217 (228/239)		

*Residents fee applies to persons whose normal place of residence at their time of death was within the Town of Felixstowe within the last two years immediately before their death.

2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS	EXISTING CHARGES 2026-2027 (5% / 10%)		ESC	IPSWICH BOROUGH
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 (3035/3179)	1445 (1518/1590)	1835	2600 3120(non-res)
Children's grave 4' by 3'	No Charge	No Charge	No Charge	No Charge (NVF 326)

Urn plot in GARDEN OF REMEMBRANCE	1185 (1244/1304)	593 (622/652)		
Urn plot in LAWN GARDEN	2172 (2281/2389)	1086 (1141/1195)	1705	2600
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL				
	Standard Fee	**Felixstowe Resident fee***		
Renewal 50 years: Adult Grave	2548 (2675/2803)	1274 (1338/1402)		
Child Grave	No Charge	No Charge		
Urn plot (Garden of Remembrance)	847 (889/932)	424 (445/466)		
Urn plot (Lawn Garden)	1829 (1920/2012)	915 (960/1006)		
Renewal 25 years: Adult Grave	1293 (1358/1422)	647 (679/711)		
Child Grave	No Charge	No Charge		
Urn plot (Garden of Remembrance)	427 (448/470)	214 (224/235)		
Urn plot (Lawn Garden)	937 (984/1031)	469 (492/516)		
4. PERMISSION TO ERECT MEMORIALS			**ESC**	**IPSWICH BOROUGH**
	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 (383/402)		305	kerb & memorial fee
Memorial not exceeding 3' 6" height by 3' width	365 (383/402)		275	245
Kerb stone/border stone/edging AND Memorial (Blocks A – F only)	607 (637/668)		580	528
Memorial not exceeding 2' height by 1'3 width by 3" depth (Block J urns, M urns, & Block O)	200 (210/220)		156	154
Scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	200 (210/220)		160	
Additional inscription on any memorial after the first	125 (130/135)		69.50	97
Garden of Remembrance – Ground level Plaque				
Vase with or without lettering	50 (52/55)		118	
Plaque for urn plot 6" by 4"	50 (52/55)		118	
Plaque for urn plot 8" by 6"	50 (52/55)		118	

MEMORIAL GARDEN (subject to VAT)	EXISTING CHARGES 2026-2027 (5% / 10%)		ESC	IPSWICH BOROUGH
	Standard Fee	Felixstowe Resident fee*		
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	764 (802/840)	382 (401/420)	275	
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	471 (495/518)	236 (248/259)		
Renewal of lease for the above memorials for further 5 years	163 (171/179)	163 (171/179)		
Memorial bench plaques with inscription for 10 years (prices from)	1566 (1644/1723)	783 (822/862)		
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 (2188/2292)	2084 (2188/2292)		
Planting single grave with winter and summer plants and maintaining for one year	363 (381/399)	363 (381/399)		
Annual maintenance thereafter	208 (218/229)	208 (218/229)		
6. MISCELLANEOUS				
Registering transfer of grant	55 (58/61)	55 (58/61)	77.50	
Exhumation (Burial)	2037 (2139/2241)	2037 (2139/2241)	Price on application	
Exhumation (Ashes)	847 (889/932)	847 (889/932)	Price on application	
Register Search	32 (34/35)	32 (34/35)	58	
Preparation of Statutory Declaration	71 (75/78)	71 (75/78)	134	

Historical Performance – Cemetery Budget Headings

- **Interments:**
  - 2024/25 Actual: £23,893 *(Budget: £24,000)*
  - 2025/26 Actual: £40,602 *(Budget: £28,000)*
  - 2026/27 (to 11 Sept 2026): Received £20,508 plus £1,519 invoiced (£22,027 total), representing 78.7% of the £28,000 budget.

- **Purchase of Exclusive Right of Burial:**
  - 2024/25 Actual: £31,340 *(Budget: £30,000)*

    - 2025/26 Actual: £57,524 *(Budget: £30,000)*
    - 2026/27 (to 11 Sept 2026): Received £20,641 plus £2,172 invoiced (£22,813 total), representing 65.2% of the £35,000 budget.

- **Memorials:**
    - 2024/25 Actual: £9,023 *(Budget: £16,000)*
    - 2025/26 Actual: £12,786 *(Budget: £12,000)*
    - 2026/27 (to 11 Sept 2026): Received £6,113 (no outstanding invoices), representing 50.9% of the £12,000 budget.

- **Upkeep of Grave Spaces:**
    - 2024/25 Actual: £3,457 *(Budget: £500)*
    - 2025/26 Actual: £495 *(Budget: £500)*
    - 2026/27 (to 11 Sept 2026): Invoices issued annually in July; £346.66 received to date against a £495 budget.

- **Administration (Transfer of Deed / Statutory Declarations):**
    - 2024/25 Actual: £967 *(Budget: £900)*
    - 2025/26 Actual: £1,294 *(Budget: £900)*
    - 2026/27 (to 11 Sept 2026): Received £433, representing 48.1% of the £900 budget.

Allotments

Under statutory requirements, one full year’s notice is required to vary allotment rents for existing tenants. Decisions taken at this meeting will take effect from October 2027 for existing plot holders and April 2027 for new tenancies.

Plots are allocated on a metric basis: a 'single plot' measures 125m² (approx. 5 rods), and a 'double plot' measures 250m² (approx. 10 rods).

Concessions: The Council offers a concessionary discount of £17.00 per single plot for eligible tenants (Senior Citizens in receipt of state pension, or residents in receipt of long-term unemployment benefits).

Benchmarking Comparison:

- **Ipswich Borough Council (2027/28):** Charges on a per-rod basis with water included (£7.46/rod standard = £37.30 per 125m² plot; £6.79/rod concession = £33.95 per 125m² plot). Rates represent an annual increase of £4.00 (standard) and £3.30 (concession) per single plot equivalent.

- **Woodbridge Town Council (2026/27):** Rent held frozen for a fourth year at £15 per quarter plot and £30 per single plot. Water is excluded and re-billed separately among tenants.

Historical Performance – Allotments

- **2024/25:** Actual Income: £18,053 *(Budget: £17,850)*
- **2025/26:** Actual Income: £20,397 *(Budget: £19,500)*
- **2026/27 (to 11 Sept 2026):** Income received stands at £467.00 (new tenancies). Annual billing is issued at the end of September against a £20,000 budget target.

The allotment service was provided at an overall net subsidy to the Council of £24,767 in 2025/26 (£19,522 in 2024/25).

In 2025/26 Council approved the following fees which take effect from October 2026 (April 2026 for new allotment holders):

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**
'Allitlement' (Miniplot)	**£29**	**N/A**

Proposed Fees and Charges Options for 2027/28 (Inclusive of Water):

The table below illustrates the standard 25p per 25m² increase alongside the 10% uplift suggested by the Budget Review Working Group:

	25p increase (£9.50 per 25m^2)		**10% increase** (£10.18 per 25m^2)	
Plot Size	**Standard Rent (inc. Water)**	**Discount Rent (inc. Water)**	**Standard Rent (inc. Water)**	**Discount Rent (inc. Water)**
Single-size plot **New tenant** (approx. 125m^2)	**£78**	Discount will be applied to first full year	**£81**	Discount will be applied to first full year
Single-size plot (approx. 125m^2)	**£47.50**	**£30.50**	**£50.90**	**£33.90**
Double-size plot (approx. 250m^2)	**£95**	**£61**	**£101.80**	**£67.80**
'Allitlement' (Miniplot)	**£30**	**N/A**	**£31.90**	**N/A**

Committee is requested to consider and decide on the Fees and Charges for 2027/28.

AGENDA ITEM 8: WALTON COMMUNITY HALL REFURBISHMENT

Committee is requested to receive an update report on the completion of environmental and facility improvements at Walton Community Hall and consider necessary fire safety works.

Following the successful award of £28,157.32 from East Suffolk Council's Rural Business and Community Hub Fund (supplemented by £7,039.34 in CIL funding), major refurbishment works are nearing completion.

Project Scope and Delivery
The capital project total of £35,196.66 has delivered significant sustainability and operational enhancements:

- **Solar Energy & Storage:** Installation of 42 photovoltaic panels (22.05kW output) and 10.36kWh battery storage. Smart Export Guarantee registration is now active, reducing the cost of power by credited grid exports.

- **Heating & Cooling:** Replacement of legacy air conditioning with an efficient Air Source Heat Pump (ASHP) featuring wall-mounted diffusers for improved thermal response.

- **Digital Infrastructure:** Smart Wi-Fi control system integrated to manage energy performance, heating profiles, and hirer connectivity.

- **Internal Works:** Installation of LED lighting, ceiling repair, re-plastering, and full repainting of the main hall and upstairs room.

Financial Summary and Committed Works

To date, total expenditure against the £35,196.66 project fund stands at £31,106.60, leaving an unspent project balance of £4,090.06.

The remaining grant/CIL funds are committed to the following final works:

- **Replacement Windows:** £1,956.66 (planning consent granted June 2026; installation scheduled for early October 2026).

- **Upstairs Room Furnishings:** £317.58 for furniture and £258.00 for carpeting.

- **Replacement Folding Chairs:** £1,297.06 + VAT (in accordance with *Minute #509ii 2025/26*).

- **Entranceway Carpet:** Awaiting formal quote.

Accounting for all committed items (£3,829.30 total ex. VAT), an unallocated project surplus of £260.76 remains prior to the entranceway carpet quote. Should the carpet quote exceed £260.76, any small shortfall for the chairs or carpet will be drawn from the Walton Hall Earmarked Reserve as previously agreed.

Fire Safety System Review

Following a routine periodic inspection on 3 June 2026, a BAFE maintenance certificate was issued for the hall's fire alarm system. While the system was confirmed operational and left fault-free, the engineer highlighted several compliance and operational defects due to the age of the installation (e.g. detectors over 10 years old, missing call points/detectors at the top of the stairs, and wiring variations).

The report concluded that the system is heavily dated and recommended a full upgrade.

To address these findings, officers propose obtaining formal quotes for a fire alarm system upgrade. It is suggested that any final unspent project balance following the conclusion of the refurbishment works be applied towards this upgrade, with the main balance funded via the Walton Hall Earmarked Reserve.

Committee is recommended to:

i. **note the progress and financial summary of the Walton Community Hall refurbishment project;**

ii. **authorise officers to complete the remaining scheduled works (window replacements, upstairs furnishings, replacement chairs, and entranceway carpeting); and,**

iii. **authorise officers to obtain quotes for an upgrade to the fire alarm system, with funding to be drawn from any remaining refurbishment project balance and supplemented by the Walton Hall Earmarked Reserve.**

AGENDA ITEM 9: CEMETERY UPDATE REPORT

Committee is requested to consider an update regarding operational projects and developments at Felixstowe Cemetery.

Cemetery Entrance Gates

Planning consent for the replacement cemetery gates has been formally granted. A initial deposit of £13,500 has been paid to the contractor, and steelwork fabrication is underway. On-site installation and associated groundwork are scheduled for early October 2026.

Cemetery Extension Project

Preparatory site works for the cemetery extension are progressing smoothly:

- Ecology site surveys (reptiles) are actively underway.
- The local Scout Group is finalising logistics for the removal and relocation of their on-site building to Landguard.
- Planning consultants Lanpro are advancing the formal submission package.

Committee is recommended to note the progress of the cemetery gate replacement and cemetery extension projects; and, authorise officers to continue progressing the necessary statutory and operational works.

AGENDA ITEM 10: TELECOMS MAST LICENCE

Committee is requested to note the latest progress regarding the Telecommunications Mast contract with Cornerstone and consider whether to authorise progression to the legal stage.

Negotiations have continued with Cornerstone, with professional support and advice being provided to the Council by Amsy Chartered Surveyors.

Since the Committee's previous consideration, Cornerstone has accepted the Council's requests for 48 hours' prior written notice for routine access and 12 months' prior written notice for operator termination, and the Heads of Terms have been amended accordingly.

Amsy has also confirmed that the cemetery operational safeguards previously requested by the Council will be incorporated into the agreement. These include restrictions on routine maintenance during funerals, interments and key memorial events, controls on the use of heavy plant and machinery, and requirements relating to temporary generators. A nuisance provision has also been added.

Cornerstone has maintained its position that rent reviews will be on an RPI basis every three years, rather than annually. Amsy considers that an annual review mechanism is unlikely to be achievable. The position regarding electronic communications equipment and assignment to other Code Operators also remains subject to the rights afforded to operators under the Electronic Communications Code.

The proposed rent remains £2,750 per annum, together with the £4,000 Expedited Completion Incentive Payment (ECIP). The Council's preferred landlord break option remains Option 2, providing for a break no sooner than five years into the term with 18 months' prior written notice.

Amsy has now asked the Council to review the amended Heads of Terms and, if satisfactory, confirm that the matter can proceed to the legal stage. Amsy has confirmed that the legal fees associated with progressing the agreement are covered and is arranging for the Council to be put in contact with a solicitor specialising in telecommunications matters to advise on the legal agreement.

Committee is requested to consider the latest position and, if satisfied with the amended Heads of Terms, authorise the matter to proceed to the legal stage.

AGENDA ITEM 11: ALLOTMENTS UPDATE REPORT

Committee is requested to consider operational matters, site feasibility studies, and tenancy enforcement updates across the Council's allotment sites.

As of 4th September 2026, allotment vacancies were as follows:

SITE	Total plots	Occupied (grassed over)	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	309	307	2	33 (7)	11 (2)
ALITTLEMENTS (within Cowpasture)	22	21	1	3	1(1)
FERRY ROAD	105	103	2	8 (2)	6 (1)
RAILWAY HILL	46	43	3	6 (2)	4
TAUNTON ROAD	18	18	0	0	2
TOTAL	**500**	**492**	**8**	**50 (11)**	**2**

Cowpasture Borehole Hydrogeological Risk Assessment
In line with recommendations to enhance long-term financial sustainability and insulate the Council against rising utility costs, officers have been investigating the feasibility of installing a dedicated site borehole at Cowpasture Allotments. The proposal aims to yield up to 20,000 litres (20 m^3) of non-potable water per day without requiring a formal Environment Agency abstraction licence. This initiative seeks to build upon the success of the self-filling dip tank system developed in collaboration with the Felixstowe Allotment Association.

Before physical drilling works or major capital expenditure can commence, a desktop Hydrogeological Risk Assessment (HRA) is required. This assessment provides necessary technical due diligence by evaluating local geology, assessing anticipated water yields and quality, identifying potential contamination risks, and proposing an optimal borehole design.

Officers obtained three competitive quotations from specialist environmental consultancies:

- **Company 1 (Recommended): £575 + VAT**
    - **Scope:** Desktop hydrogeological assessment, local geological mapping review, water table analysis, conceptual borehole design, and risk profiling.
    - **Turnaround:** 2–3 weeks from instruction.
    - **Evaluation:** Represents the lowest cost while delivering the complete technical scope required by officers and regulatory bodies to determine site viability.

- **Company 2: £585 + VAT**
    - **Scope:** Standard desk-based hydrogeological review and site design outline.
    - **Turnaround:** 3–4 weeks from instruction.
    - **Evaluation:** Comparable scope of work to Company 1, but carries a higher fee and a slightly longer delivery timeframe.

- **Company 3: £850 + VAT**
    - **Scope:** Desk-based report including supplementary regional catchment data.
    - **Turnaround:** 4 weeks from instruction.
    - **Evaluation:** Significantly higher cost without offering additional practical value for the specific requirements of the Cowpasture site.

Company 1 is recommended as it presents the best overall value for money for the Council. Their proposal fully satisfies all statutory and technical requirements for the preliminary assessment phase, provides the shortest lead time to delivery, and ensures project costs remain strictly controlled prior to any decision on capital drilling works

Railway Hill Clearance and Operational Pressures
Following previous committee reports detailing neglected plots at Railway Hill, officers have evaluated the significant resource demands associated with restoring historic sites that pre-date modern landscaping and tenancy guidelines.

Costs Incurred to Date
To date, preliminary clearance works for Plots 17A and 17B have incurred a total cost of £1,076, broken down as follows:

- **Removal of Tyres:** £76 + VAT
- **Labour:** 4 members of staff on site for approximately 2 working days (£1,000)

Estimated Future Costs
Based on current site conditions, completing the remaining in-house restoration for Plots 17A and 17B is estimated at £4,386 + VAT, broken down as follows:

- **Labour:** 6 days for 4 members of staff – £3,000
- **Rubble Skips (3 × £260 + VAT):** £780 + VAT (to clear site rubble and rubble previously relocated to the cemetery)
- **General Waste Skips (2 × £255 + VAT):** £510 + VAT
- **Plant Hire:** Digger hire £96 per week + VAT

Combining previous spend (£1,076) and estimated future works (£4,386 + VAT), total projected expenditure across Plots 17A and 17B stands at £5,462 + VAT.

Members should note that further costs may be incurred if the ground is found to be heavily contaminated by buried paint and chemicals during excavation. Furthermore, while Plot 18A has not yet been fully assessed, officers expect it to be similar in scope and remediation requirements to the other affected plots.

This project highlights broader, systemic operational pressures currently impacting Council resources. Complex land remediation, combined with the extensive administrative casework required to manage statutory enforcement, routine site inspections, and debt recovery, represents a heavy operational burden that officers bring to Committee's attention

Committee is recommended to:

i. **approve expenditure of £575 + VAT to commission Company 1 to perform the Hydrogeological Risk Assessment for Cowpasture Allotments;**

ii. **note the detailed breakdown of costs incurred to date and estimated future requirements for the clearance of Railway Hill; and,**

iii. **authorise officers to proceed with the necessary site remediation and enforcement works.**

AGENDA ITEM 12: PARKS UPDATE REPORT

Committee is requested to consider necessary maintenance and surface repair works at Gosford Way Play Area.

Gosford Way Matta Surface Repair

Prolonged dry weather during the summer has caused subsoil shrinkage, resulting in the Matta safety tiles sinking and separating across several areas of the play surface. While the grounds team has executed temporary repairs, a permanent restoration by a specialist contractor is required.

A quotation has been received from the primary supplier for £821.93 + VAT to inspect, lift, re-glue, replace damaged tiles, and re-secure jointing systems. A secondary quote will be tabled at the meeting for comparison.

Committee is recommended to note the operational update regarding Gosford Way Play Area; and, authorise officers to proceed with safety surface repairs within approved budget limits.
