

HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: Cllr M.S. Kennedy

Tel: 01582 708540

Town Clerk: Clare Evans

E-mail: info@houghtonregis.org.uk

12th July 2019

To: **Members of the Environment & Leisure Committee**

Cllrs: **T McMahon (Chairman)**

D Abbott, D Dixon Wilkinson, Y Farrell, S Goodchild, R Morgan, A Slough

(Copies to other Councillors for information)

Notice of Meeting

You are hereby summoned to a Meeting of the **Environment & Leisure Committee** to be held at the Council Offices, Peel Street on **Monday 22nd July 2019** at 5pm.

**THIS MEETING MAY
BE RECORDED ***

Clare Evans
Town Clerk

Agenda

1. **APOLOGIES AND SUBSTITUTIONS**
2. **QUESTIONS FROM THE PUBLIC**

In accordance with approved Standing Orders 1(e) – 1(l), members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

The total period of time designated for public participation at a meeting shall not exceed 15 minutes and an individual member of the public shall not speak for more than 3 minutes unless directed by the chairman of the meeting.

3. **SPECIFIC DECLARATIONS OF INTEREST**

**This meeting may be filmed by the Council for subsequent broadcast online and can be viewed at <http://www.houghtonregis.org.uk/minutes>*

Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. The use of images or recordings arising from this is not under the Council's control,

No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session.

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council’s Code of Conduct, Members are required to declare any interests which are not currently entered in the member’s register of interests or if he/she has not notified the Monitoring Officer of any such interest.

Members are invited to submit any requests for Dispensations for consideration.

4. NEW AREA OF EXISTING CEMETERY – TENDER CONSIDERATION

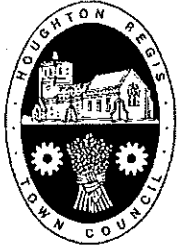
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This report is provided to enable members to consider;

- 1. The tender submissions relating to the landscaping and layout works associated with the development of the new area within the existing cemetery;
- 2. The desirability of appointing a CDMC to support the project;
- 3. To confirm a budget for the central design feature;
- 4. To provide guidance for the drafting of regulations and pricing structure for the new area;
- 5. To confirm a budget for initial memorialisation features.

- Recommendation:**
- 1. To approve Contractor C as the preferred contractor to deliver the landscaping and layout works associated with the development of the new area within the existing cemetery, subject to formal interview;
 - 2. To accept Option 2 as the preferred paving surface due to reduced maintenance liabilities and higher durability;
 - 3. To appoint a Construction Design and Management Consultant for the project
 - 4. To appoint a member to attend the formal interview with the contractor;
 - 5. To confirm a budget of up to £10,000 for the central design feature and for delegated authority to be given to the Chair, Vice Chair and Town Clerk to agree the feature so that it can be delivered as part of the installation;
 - 6. To request that regulations and associated pricing structure be developed for subsequent approval which aims to establish a cost neutral situation for the new area within the existing cemetery;
 - 7. To confirm a budget of up to £10,000 for memorialisation options to be installed.

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Date: 22nd July 2019

Title: **NEW AREA OF EXISTING CEMEERY – TENDER CONSIDERATION**

Purpose of the Report: For members to consider;

1. The tender submissions relating to the landscaping and layout works associated with the development of the new area within the existing cemetery;
2. The desirability of appointing a CDMC to support the project;
3. To confirm a budget for the central design feature;
4. To provide guidance for the drafting of regulations and pricing structure for the new area;
5. To confirm a budget for initial memorialisation features.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

1. To approve Contractor C as the preferred contractor to deliver the landscaping and layout works associated with the development of the new area within the existing cemetery, subject to formal interview;
2. To accept Option 2 as the preferred paving surface due to reduced maintenance liabilities and higher durability;
3. To appoint a Construction Design and Management Consultant for the project
4. To appoint a member to attend the formal interview with the contractor;
5. To confirm a budget of up to £10,000 for the central design feature and for delegated authority to be given to the Chair, Vice Chair and Town Clerk to agree the feature so that it can be delivered as part of the installation;
6. To request that regulations and associated pricing structure be developed for subsequent approval which aims to establish a cost neutral situation for the new area within the existing cemetery;
7. To confirm a budget of up to £10,000 for memorialisation options to be installed.

2. BACKGROUND

The council has agreed to lay out a new area within the existing cemetery for entombment of ashes. The area has been designed and the design has been put out to tender. The tender process resulted in 3 tenders being received. Members are requested to consider the tender results.

The design plans are attached for reference.

3. SUMMARY OF TENDERS

The following table provides an assessment of the tenders received in accordance with the tender specification (adjusted for 50% quality + 50% price):

Quality	Contractor A	Contractor B	Contractor C
Experience	0	20	40
Quality	0	8	16
H&S	0	10	10
Adjusted as % of 50%	0	19%	33%

Price	Contractor A	Contractor B	Contractor C
Option 1	£57,173	£111,573	£53,230
Option 2	£73,701	£125,635	£72,420
Adjusted as % of 50%			
Option 1	46.5%	23.5%	50%
Option 2	49%	28.5%	50%

Final Score 100%	Contractor A	Contractor B	Contractor C
Option 1	46.5%	42.5%	79.5%
Option 2	49%	47.5%	79.5%

The analysis was completed with the support of the council's cemetery consultant.

4. OPTIONS FOR CONSIDERATION

Tenders

Based on the tender submissions it is recommended to council that Contractor C be appointed subject to formal interview. The interview will be used to confirm practical details and to re-enforce contractual details.

The tender specification requested tenders to provide 2 cost options relating to difference path materials. The first option was for loose bonded gravel and the second for resin. The cost difference is approximately £20,000. The loose bonded gravel has higher maintenance costs. The bonded resin is more durable. It is suggested in this setting the bonded resin is more desirable.

Appointment of a Construction Design and Management Consultant (CDMC)

Members are also asked to consider the appointment of a CDMC. The Construction (Design and Management) Regulations 2015 (CDM 2015) cover the management of health, safety and welfare when carrying out construction projects. Although this project is likely to be below the threshold required to appoint a CDMC it is suggested that it may be desirable to do so. The role of a CDMC is to manage risk and health and safety. The role would be independent of the council (and the cemetery consultant) and the contractor.

Central feature

In relation to the central feature members are requested to confirm a budget so that officers can explore options. These may include commissioning a bespoke feature or sourcing a more off the shelf feature with and without memorialisation options. Some options will be presented to committee to assist members in setting a budget.

This feature can either be delivered as part of the project or at a later date. There are advantages to be gained from the feature being installed during construction in relation to installation cost savings from the contractor already being on site. It will also ensure that the area is established at the outset in its final form and, as such, looks its best for the community. However, it may be possible to secure other funding (grants or developer funding) for a more bespoke feature to be commissioned. Although options can be researched members should be aware that this may delay the installation of the feature.

Regulations and pricing structure for the new area

In relation to the regulations and pricing structure for the new area members guidance is requested on the basis on which to develop the pricing structure. Currently interments in the cemetery are subsidised by the council. As land costs are not a factor for this cemetery the level of subsidy is not too excessive. However, income from the existing area will reduce and ultimately cease as interment spaces are utilised. However, maintenance costs will remain. Maintenance costs currently for the cemetery equate to approximately £20,000 per annum. At present the level of financial subsidy that the council provides to the cemetery is around £4,000-5,000 per annum. Over the next few years the existing area will become more of a financial cost to the council up to £20,000 / annum.

It is suggested that the council should set a pricing structure which seeks to establish the new area of the cemetery on a cost neutral basis (separating out the existing area from the calculations). Please note that this cost neutral position cannot be guaranteed as it is reliant on take up of the entombment options provided.

Consideration could also be given to the pricing structure of other local cemeteries although it is suggested that the council should set its prices based on affordability for the council and the residents it serves.

Initial memorialisation

The design of the new area includes various memorialisation features so that cost variations can be offered. It is suggested that officers, in consultation with the Chair and Vice Chair, work with the cemetery consultants to develop a phased installation scheme so that different options can be offered from the outset. Members are requested to confirm a budget for this.

5. COUNCIL VISION

The proposed action supports the Objectives of Council's Vision;

5. A strong efficient and proactive Town Council.

6. IMPLICATIONS

Corporate Implications

The new area of the cemetery needs to be managed with a specific set regulations. These need to be formally approved.

The management of the new area will result in variations to working practices. These need to be developed and bedded in. In doing so additional staff resource will be required.

Legal Implications

The council has the power available to carry out project under Local Government Act 1972, s.214(6)

In accepting a tender the council will be entering into a contract with the supplier. The contract will be checked against the model contract checklist for suitability. Members may like to consider instructing the clerk to refer the contract to legal advisors for review. This has not been costed into the project. It is estimated that this would cost in the region of £300 and would take up to 2 weeks to complete. As this is a contained project it is suggested that this is not required.

It is highlighted to members that the tender specification set out that the works are to be carried out at the risk to the contractor, ie it would be the contractors responsibility to rectify any acts of vandalism etc. Under previous projects when there have been repeated acts of vandalism the council has been asked to provide additional resources.

Financial Implications

The project costs are estimated to be as follows:

- Installation of design £72,420
- Appointment of CDMC £3,000
- Central feature £10,000
- Initial memorialisation £10,000
- Contingency £4580
- Total £100,000*

The council has £141,448 available in EMR 348 (Cemetery) and £28,500 in 299-4862 E&L Capital Projects, Cemetery.

Members are requested to note that EMR348 would also be used to fund a new cemetery should this project transpire.

The council could reduce costs by choosing the more economical path surface option (saving £19,190) and by not appointing a CDMC (saving £3,000). In addition it may not be necessary to use the contingency of £4580.

The tender process has been carried out in accordance with Financial Regulations.

Risk Implications

The existing areas within the current cemetery are approaching capacity. It is estimated that 6 months may remain for burials. It may be possible to utilise some peripheral areas to offer additional ashes interment spaces which may extend the period for ashes interments to cover a further 12-18 months. Failure of the council to deliver this project will result in there being no interment or entombment options being available to residents. There is a reputation risk associated with this.

Equalities Implications

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This project / issue does not discriminate.

Press Contact

This is a positive project to bring forward. It is suggested the a press release be issued which will serve to re-enforce previous messages regarding the capacity restrictions within the current area, the lack of suitable land for a new cemetery offering interment options and how the council has worked hard to deliver this new area to provide entombment options for the future.

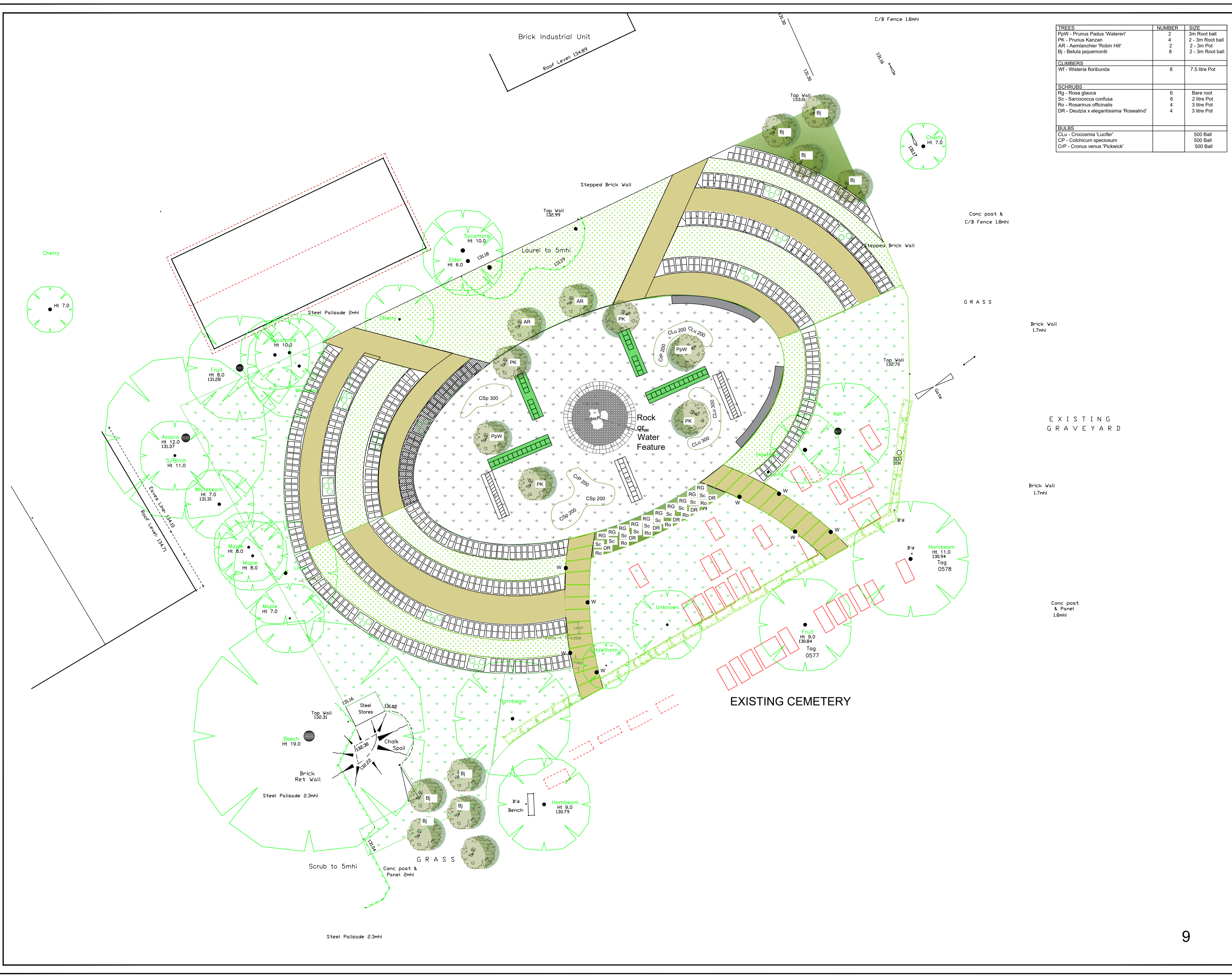
7. CONCLUSION AND NEXT STEPS

The recommendations in this report enable the council to move forwards with this project to deliver a long lasting and beautiful new area to the existing cemetery.

8. APPENDICES

Appendix A: Approved cemetery design

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TREES	NUMBER	SIZE
PpW - Prunus Padus 'Waterer'	2	3m Root ball
PK - Prunus Kanzan	4	2 - 3m Pot
AR - Aemilanchier 'Robin Hill'	2	2 - 3m Pot
Bj - Betula jaquemonitii	8	2 - 3m Root ball
CLIMBERS		
W - Wisteria floribunda	8	7.5 litre Pot
SCHRUBS		
Rg - Rosa glauca	6	Bare root
Sc - Sarcococca confusa	6	2 litre Pot
Ro - Rosarinus officinalis	4	3 litre Pot
DR - Deutzia x elegantissima 'Rosealind'	4	3 litre Pot
BULBS		
Clu - Crocosmia 'Lucifer'		500 Ball
CP - Colchicum speciosum		500 Ball
CrP - Cronus venus 'Pickwick'		500 Ball

Objectives

Future proof the provision of above ground memorialisation for the community.

Create a unique, distinctive oasis within the urban environment where visitors can rest and remember.

Phase 1
Hard and soft landscaping, planting, gravel memorial spaces, hedging until columbarium is required. One or two pergolas. These features will give the garden structure.

One columbarium wall (OSIRIS Cube) and two hexagonal columbaria with two layers each. One columbarium bench. This will identify demand.

The central area around the pool can be constructed with formal rectangular hedging as in the plan, which can be replaced with columbaria as need arises.

Phase 2
Pool and further columbarium bench. In addition, one of the pergolas could be introduced in the second phase if wished.

Sanctums and hexagonal columbaria to be introduced as required.

Capacity
Approximately 896 sanctum 2000 may be accommodated, although the figure may be slightly reduced because of the curved plots. In current configuration 215 niches in the columbarium are shown. This number is, however, flexible as the walls could be longer or higher depending on the initial demand.

	PROPOSED TREES
	EXISTING GRAVES
	MEMORIAL SPACES
	SELF-BINDING OR RESIN BOUND GRAVEL PATHWAYS
	AMENITY GRASS
	EMERG-LATE EL1 FLOWERING LAWN MIX
	POOL WITH WATER FEATURE (STEEL BALLS)
	PLANTING
	HEXAGONAL COLUMBARIA
	FORMAL HEDGING
	COLUMBARIUM WALL
	BENCH
	PERGOLA

Drawing Revisions

Rev	Date	Description	By
8	15.05.19	Planting layout	JB
5	22.11.18	Memorialisation added to garden.	AS
4	17.08.18	Amendments as per meeting with Clare Evans.	AS
3	15.04.18	Redesign as per meeting with Clare Evans.	AS
2	10.11.17	Amendments as per meeting with Clare Evans on 8.11.17	AS

CLIENT
Houghton Regis Town Council

PROJECT
Houghton Cemetery

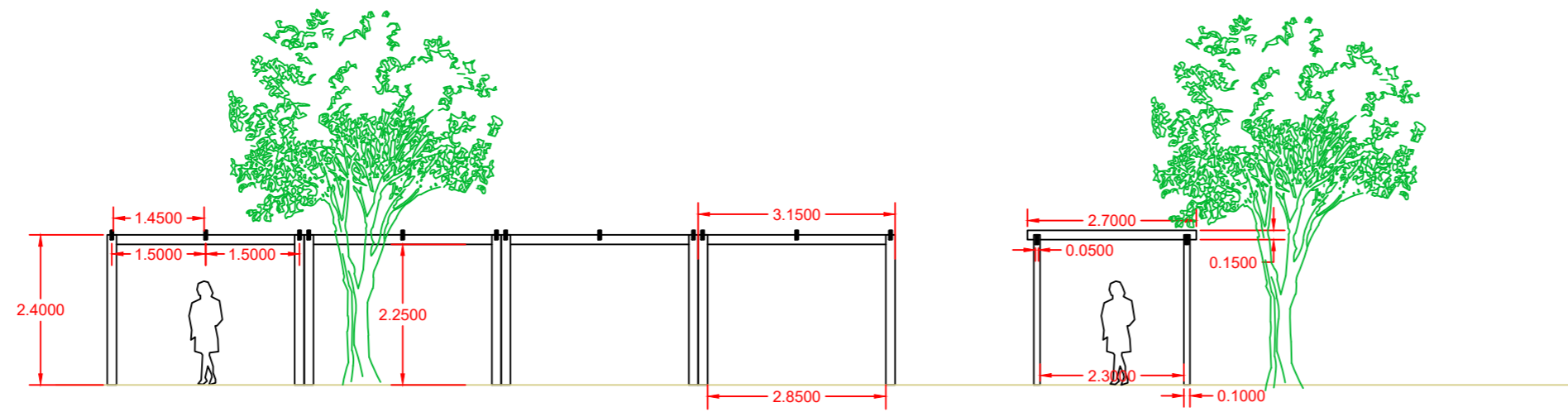
TITLE
Planting Layout Plan

CDSL
Capability House
Building 31
Wrest Park
Silsoe
Bedfordshire
MK45 4HR
email: info@cem-dev.co.uk
Tel: 01525 864387 web: www.cem-dev.co.uk

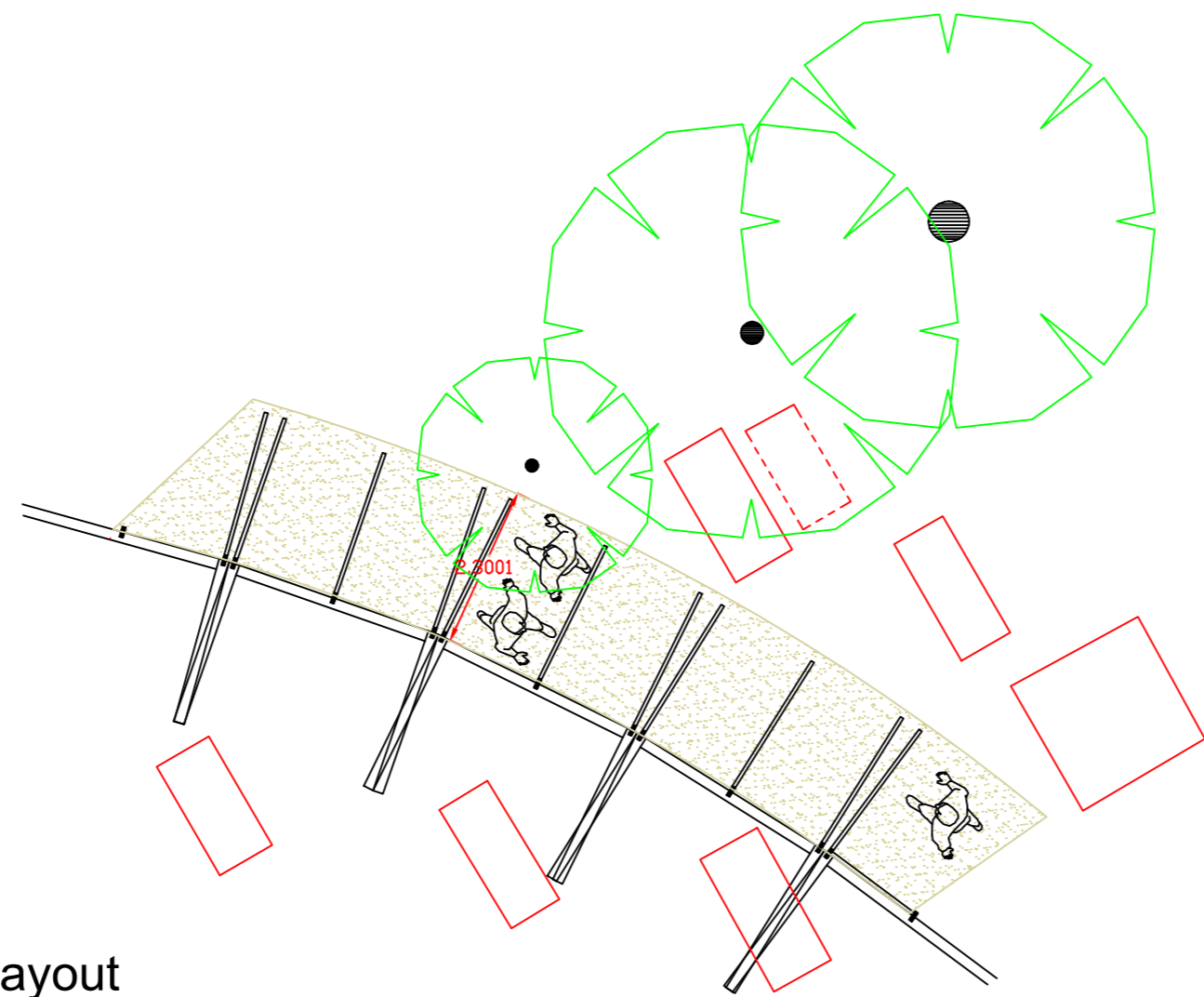


Drawn by: PC	Approved by: JJS	Drawing Status: Design
Scale 1: 150 @ A1 Sheet 1 of 1	Date: MAY 2016	

Drawing No: CDS_HRC_HRC_03 Rev: 08



Elevations Dimension



Plan Ground layout

x

Rev	Date	Description	By
00	00.00.17	x	xx

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Houghton Regis Town Council

PROJECT
Houghton Regis Cemetery

TITLE
Pergola Design Specification

CDSL
Capability House
Building 31
Wrest Park
Silsoe
Bedfordshire
MK45 4HR
Tel: 01525 864387

 Cemetery
Development
Services
email: info@cem-dev.co.uk
web: www.cem-dev.co.uk

Drawn by: JB	Approved by: JJS	Drawing Status: Tender
Scale 1:100 @ A2 Sheet 1 of 1		Date: 08/05/ 2019

Drawing No: CDS_HRC_HRC_03	Rev: 07
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