

**MINUTES** of the Meeting of the  
**CHILTERN CREMATORIUM JOINT COMMITTEE**  
held on **12 FEBRUARY 2014**  
at **CHILTERN DISTRICT COUNCIL** at **2.30 pm**

**PRESENT:**

Councillor M R Smith Chiltern District Council - Chairman

Councillors: H Mordue Aylesbury Vale District Council  
H McCarthy Wycombe District Council  
N M Rose Chiltern District Council  
A Green Wycombe District Council

**APOLOGIES FOR ABSENCE** were received from Councillor B Roberts (Aylesbury Vale District Council).

**11 MINUTES**

The Minutes of the meeting of the Joint Committee held on 11 September 2014 were agreed and signed by the Chairman as a correct record.

**12 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**13 ANNUAL CONFERENCE**

The Chilterns Crematorium Joint Committee were asked to consider the attendance of the Annual Conference of the Institute of Cemetery and Crematorium Management (ICCM). It was noted that this was a good event to attend, and it was

**RESOLVED:**

**That the Chairman of the Joint Committee and the Superintendent be nominated to attend the 2014 ICCM Annual Conference.**

**14 LIAISON MEETING WITH PERSONS TAKING SERVICES AND FUNERAL DIRECTORS**

Liaison meetings with persons taking services and Funeral Directors had been held for many years on an annual basis. The Committee were advised that the persons taking services and funeral directors would be invited to the consultation evening regarding the proposed Aylesbury Crematorium, and it was questioned whether a separate liaison meeting would be required.

**RESOLVED:**

**That the liaison meeting with persons taking services and funeral directors be amalgamated with the Aylesbury Crematorium Consultation Evening, which would be held on 12 March at 6.30pm**

**15 COMPLAINTS AND COMPLIMENTS 2013**

The Committee received an annual report outlining the complaints and compliments received in 2013. It was noted that compliments were not included in the report. The report outlined the 7 complaints that had been received, and this was out of 3000 services.

Councillors considered the report, and

**RESOLVED:**

**That the report be noted.**

**16 SERVICE PLAN 2014 - 2015**

The Committee considered the service plan for the Crematorium for 2013-14. It was noted that the woodland owned was purchase 20 years ago, and implementation of the woodland management and conservation plan would continue. The Crematorium in Amersham would be impacted by the proposed High Speed 2 rail, as the tunnel would be routed through the hill less than 100 meters away. It was noted that there was no plan for a woodland burial ground.

**RESOLVED:**

**That the Crematorium Service Plan for 2014-15 be approved.**

**17 REVIEW OF MEMORIALS**

Councillors received a report outlining a proposed review to the memorials offered by the crematorium. The rose bed memorial scheme was introduced when the crematorium was first opened. It was noted that the rose beds had not developed as well as had been thought. Concrete curbing had been put in place in the 1970s and wire fences had been placed to protect the rose beds from wildlife. While there had been no complaints, the rose bed income had decreased, as the number of plaques being renewed had decreased. It was noted that 2,600 plaques remained, and Councillors were asked to consider replacing the scheme.

The Committee were shown pictures of the type of memorial schemes that were in place at other crematoria. One example showed plaques on posts in

a garden of remembrance. It was proposed that any change to the scheme be phased over 5 years.

**RESOLVED:**

**That the recommendation to phase out rose beds and replace them with shrubberies be agreed.**

**18 REVENUE BUDGET - REVISED 2013/14 AND ORIGINAL 2014/15**

Councillors received the Revised Revenue Budget for 2013/14 and the Original Revenue Budget for 2014/15. It was noted that there was a surplus of £500,000.

**RESOLVED:**

**That the Revised Revenue Budget for 2013/2014 and the Original Revenue Budget for 2014/15 be approved by the Joint Committee.**

**19 REVIEW OF FEES & CHARGES**

Councillors received a report outlining the proposed fees for 2013/14. It was noted that the fees had been increased from £490 in 2012/13 to £505 in 2013/14. It was proposed that the fee for 2014/15 be increase to £520, and the Committee noted that these fees were very competitive when compared to neighbouring crematories.

**RESOLVED:**

**That the fees and charges outlined in the report be agreed.**

**20 CAPITAL PROGRAMME 2013/14 TO 2016/17**

The Committee received a report outlining the Capital Programme for the next five years. Councillors considered the major capital projects that were on the programme. One Councillor questioned whether the Programme had factored in enough inflation. Construction inflation had been hit by a 10% increase, and it was noted that the Programme allowed for a 15% increase, and was as realistic as possible. It was noted that an additional provision of £55,000 would be included in 2014/15.

**RESOLVED:**

**That the proposed Capital programme for 2013/14 to 2017/18 be approved.**

## 21 MEDIUM TERM FINANCIAL STRATEGY

The Committee considered the Medium Term Financial Strategy. Councillors noted that the strategy did not include revenue expenditure going forwards. The figures in the report relate only to the existing crematorium site and did not include the effects of a crematorium opening in the North of the County. The Joint Committee was stated to be in a strong financial position.

### **RESOLVED:**

**That the Medium Term Financial Strategy forecast be noted.**

## 22 NEXT MEETING:

### **RESOLVED -**

**That the next meeting would be held on Wednesday 26 March at 2.30 pm at Chiltern District Council.**

## 23 EXCLUSION OF THE PUBLIC

### **RESOLVED –**

**That under Section 100(A)(4) of the Local Government Act 1972 the Public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.**

*Note: the relevant paragraph number and description is indicated under the Minute heading.*

## 24 AYLESBURY CREMATORIUM

Members of the Chiltern Crematorium Joint Committee were advised that the need for a crematorium in Aylesbury and the proposed programme were accepted by Aylesbury Vale District Council, but that the proposed design had not currently been accepted. The designer had been advised that new builds in open countryside must be an exceptional design and must be sensitive to the landscape. Examples of acceptable designs had been supplied by the Aylesbury Vale Planning Department.

The Committee viewed the current design for the Aylesbury Crematorium, and thanked the architect for attending the meeting. The current budget position regarding the Aylesbury Crematorium was noted, and it was stated that once planning permission had been granted the build would be subject to full tender processes.

Letters would be delivered to the affected villages on 20 February and a press release would be sent out on 26 February. A consultation evening would take place on 13 March.

**RESOLVED:**

1. That the additional expenditure of £68,806 incurred since the last meeting to obtain the Option and advance the preparation of the planning application as outlined in paragraph 52.16 of the report be formally ratified
2. That the additional expenditure of £108,806 outlined in paragraph 52.16 be approved
3. That the latest total budget position be noted
4. That the Joint Committee suspend Standing Orders relating to the further appointment of architectural services in respect of RIBA stages F-L and delegate authority for the Project Manager to negotiate with Haverstock (subject to continuing food performance) to carry out 'phases 2 & 3 of the project, or alternatively for a further appointment process to be undertaken if Haverstock are not to be used
5. That up to £135,000 expenditure for the continuation of the project into phase 2 be approved
6. That authority is delegated to the Clerk and Treasurer, in consultation with the Chairman, to approve additional expenditure in relation to phases 1 and 2 if required.
7. That authority is delegated to the Project Manager in consultation with the Clerk, Treasurer and Chairman to sign off the final design prior to the submission of the planning application.

**The meeting ended at 4.20 pm**