



# Aylesbury Vale, Chiltern and Wycombe Districts Crematoria Joint Committee

**Wednesday, 23 January 2019 at 4.00 pm**

**Cabinet Room - King George V House, King George V Road, Amersham,  
HP6 5AW**

## **A G E N D A**

Item

1 Evacuation Procedure

2 Apologies for Absence

3 Declarations of Interest

4 Minutes (*Pages 5 - 10*)

To approve the minutes of the Joint Committee held on 26 September 2018.

5 Fees and Charges (*Pages 11 - 12*)

*Appendix 1 (Pages 13 - 18)*

6 Crematorium Staffing (*Pages 19 - 22*)

*Appendix 1 (Pages 23 - 24)*

7 Medium Term Financial Strategy (*Pages 25 - 28*)

- 8 Revenue Budget Report (*Pages 29 - 34*)
- Appendix 1 (Pages 35 - 36)*
- Appendix 2 (Pages 37 - 38)*
- 9 Capital Programme 2018/19 to 2022/23 (*Pages 39 - 42*)
- 10 Service Plan 2019/20 (*Pages 43 - 44*)
- Appendix 1 (Pages 45 - 48)*
- 11 Complaints and Compliments 2018 (*Pages 49 - 52*)
- Appendix 1 (Pages 53 - 54)*
- 12 HS2 - potential impact on Chilterns Crematorium (*Pages 55 - 56*)
- Appendix 1 (Pages 57 - 58)*
- 13 Exclusion of the Public

To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

- 14 Berton Update Report (*Pages 59 - 64*)
- Reasons for restriction: Paragraph(s) 3*
- Appendix A (Pages 65 - 72)*
- Appendix B (Pages 73 - 80)*

**Note:** All reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

**Membership: Aylesbury Vale, Chiltern and Wycombe Districts  
Crematoria Joint Committee**

Councillors: M Smith (Chairman)  
H Mordue (Vice-Chairman)  
D Barnes  
P Martin  
G Peart  
J Ward

**Date of next meeting – 5 September 2019**

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**AYLESBURY VALE DISTRICT COUNCIL  
CHILTERN DISTRICT COUNCIL  
WYCOMBE DISTRICT COUNCIL**

**MINUTES** of the Meeting of the  
**CHILTERN CREMATORIUM JOINT COMMITTEE**  
held on **26 SEPTEMBER 2018**

**PRESENT:** Councillor M Smith - Chairman  
H Mordue - Vice Chairman

Councillors: D Barnes  
P Martin  
G Peart

**APOLOGIES FOR ABSENCE** were received from Councillor J Ward

**65 MINUTES**

The minutes of the Joint Committee held on 29 January 2018 were approved and signed by the Chairman as a correct record.

**66 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**67 ANNUAL REPORT**

Members received the sixty third annual report of the Joint Committee and noted the following key points:

- the crematorium had been the busiest in the UK in 2017. It was noted that this was partly due to the closure of the Slough Crematorium whilst refurbishments took place;
- the number of committals from each of the constituent local authority areas had increased;
- the number of ashes scattered in the Remembrance Garden had continued to decrease; and
- there had been significant staffing changes after many years of stability.

Members enquired as to the capacity at the Amersham Crematorium and it was noted that, at present, the crematorium was operating at full capacity for funeral services, but not cremations themselves. Members were advised that the winter period had the potential to exacerbate any demand for funeral service slots and parking problems that may occur; it was expected that the

operation Bierton Crematorium would help to relieve some of these issues, and also the full reopening of the Slough Crematorium.

**RESOLVED:**

**That the Annual Report for the year ended 31 March 2018 be noted.**

**68 2017/18 FINANCIAL OUTTURN**

Members received a report detailing the financial outturn information for the Chilterns Crematorium for 2017/18. The following key points were made:

- there had been an increase in expenditure relating to staffing;
- substantial expenditure was noted for the Bierton Crematorium project;
- the net operating surplus for the Amersham Crematorium for the year 2017/18 was £1,380,744, and had increased from the previous year;
- the number of cremations at Amersham Crematorium had increased by 3.5%;
- the total value of the general and earmarked reserves as of 31 March 2018 was £6,051,083;
- Members would consider the operating budget for the Bierton Crematorium at their next meeting of the Joint Committee;
- Members noted the current estimated cost position for the Bierton Crematorium and where extra spend had been taken, and that this was within the level of reserves; and
- once the crematorium at Bierton was complete, Members would be in the position from 2019/20 to consider the distribution of surpluses across the constituent authorities, and this would be considered as part of agreeing the 2019/20 budget.

*Councillor G Peart entered the meeting 16.10.*

**RESOLVED:**

- **that the financial outturn position for the year ended 31 March 2018 be noted; and**
- **that the accumulated revenue surplus of the Joint Committee be noted.**

**69 REVISIONS TO THE CONSTITUTION**

Members received a Cabinet report proposing revisions to the constitution of the Chilterns Crematorium Joint Committee. The purpose of the revisions was to ensure that the constitution was fit for purpose now that the Bierton

Crematorium project has progressed. Members noted that the proposed changes would provide more flexibility to the Joint Committee.

The proposed revisions were in tracked changes at Appendix 1. A minor amendment to the address of Aylesbury Vale District Council was noted.

The Joint Committee **RESOLVED** to

**RECOMMEND to Cabinet:**

- 1. that the revised constitution is agreed and adopted, subject to the agreement of the other constituent authorities;**
- 2. that Cabinet recommends to Council that any consequential changes be made to the Council's Constitution; and**
- 3. that authority is delegated to the Head of Legal and Democratic Services to make any necessary minor amendments prior to final adoption.**

## **70 CREMATORIUM TELECOMMUNICATIONS LINK UPDATE**

Members received an update on the IT service provided to the Chilterns Crematorium at Amersham.

It was noted that work had been done over recent months to address some of the IT issues that the Chilterns Crematorium had been experiencing whilst new technology was being deployed at the site. The Council would work with new infrastructure provider MLL over the coming months to address some of the issues the crematorium is continuing to face.

The Joint Committee were advised that the site was prone to power cuts owing to its rural nature; this caused IT issues as the computer systems were sensitive to the variability in the power supply. It was noted that the old telecommunication link has been replaced with a fibre telecommunication link, and an Uninterrupted Power Supply (UPS) device would be installed.

**RESOLVED:**

- 1. that the actions taken and that remain underway to resolve the recent connectivity issues at the Chilterns Crematorium be noted; and**

- 2. that the installation of a fibre telecommunication link and the reported estimated costs thereof at the new Bierton Crematorium be agreed.**

## 71 COMMUNICATIONS UPDATE

Members received a verbal update on the topping out ceremony for Bierton Crematorium that took place on Monday 24 September 2018.

Representatives from the District Councils and Jarvis construction company attended, and the Councillor Smith placed a yew tree branch at the highest point of the construction.

A photographer from the Bucks Herald and a reporter from Mix 96 attended the event. Mix 96 interviewed Councillor Smith and the piece was expected to be broadcast this week. The Council's Communications team also attended and following the event published a video, press release, and updated the Council's social media channels. The video of the ceremony is available via the link below:

<https://www.youtube.com/watch?v=Sd5i4TE0iPo>

Following the topping out ceremony, local residents and funeral directors, ministers and funeral celebrants visited the site to see the progress.

## 72 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.**

*(Paragraph 3)*

## 73 BIERTON CREMATORIUM PROJECT UPDATE

Members received an update on the progress of the Bierton Crematorium Project.

Thanks were expressed to the Crematorium Superintendent and the team for their hard work.

**RESOLVED:**

**That the report be noted.**

**The meeting ended at 4.57 pm**



<b>SUBJECT:</b>	<b>REVIEW OF FEES AND CHARGES</b>
<b>REPORT OF:</b>	<b>Treasurer of Crematoria Joint Committee – Jim Burness</b>
<b>RESPONSIBLE OFFICER</b>	<b>Jim Burness – JBurness@chiltern.gov.uk</b>
<b>REPORT AUTHOR</b>	<b>Superintendent, - Charles Howlett, 01494 72463, chowlett@chiltern.gov.uk and Senior Accountant - Tracey Campbell, 01494 732204, tcampbell@chiltern.gov.uk</b>
<b>WARD/S AFFECTED</b>	<b>All</b>

## 1. Purpose of Report

- 1.1 To provide Members with the recommended Fees and Charges to come into effect from 1<sup>st</sup> April 2019.

### RECOMMENDATION

**That the Joint Committee determines the fees and charges as shown in Appendix 1 and in particular the level of the main adult cremation fee, which is recommended to be £630 for both crematoria.**

## 2. Fees & Charges

- 2.1 An across the board increase of 3% (other than the recommended cremation fee increase of 5.8%) has been applied and rounded up to 50p for most other fees where relevant and dependant on size.
- 2.2 Wording in italics provides an explanation of how some fees are calculated as these are dependent on the decision for the adult cremation fee. Any fees relating to cremation and use of chapel have increased by 5.8%. As the intention is to provide the same high level of service at both crematoria, and also for reasons of administrative efficiency it is proposed that the cremation fees for Chilterns and Bierton are the same.
- 2.3 From the table below it can be seen that the 2018/19 Chilterns Crematorium basic fee is lower than most of the surrounding crematoria. The five crematoria in the table immediately below Chilterns and Bierton represent the main competitors. Aylesbury Vale Crematorium at Watermead at the time of writing remains unopened but has recently regained planning consent and published the intended fees for the current year.

<b>Crematorium</b>	<b>2018/19 Cremation fee £</b>	<b>2018/19 Total fee with organ/organist £</b>
Chilterns and Bierton	595	650
West Herts	560	560
Slough	770	770
Ruislip	649	649
Aylesbury Vale (Watermead)	645	695
Milton Keynes	914.50	962.50
Reading	745	745
Oxford	1,070	1,162

- 2.4 The national average cremation fee in 2018 was £773 with the average total (with organist) being £783, a 5% increase compared to 2017. In 2018, Chilterns fee was ranked 282nd out of 291 in the fee league table. In 2017, Chilterns was the busiest Crematorium in the UK.
- 2.5 The impact of fee increases on income levels compared to the 2018/19 figure, assuming 3,650 cremations over the two Crematoria is shown in the table below.

<b>Fee</b>	<b>% increase on 2018/19</b>	<b>Additional Income over 2018/19 revised levels</b>
£607	2.0%	£43,800
£610	2.6%	£54,750
£613	3.0%	£65,700
£620	4.2%	£91,250
£625	5.0%	£109,500
£630	5.8%	£127,750

- 2.6 The Joint Committee needs to be mindful of the long term funding requirements of the Capital Programme and future strategic developments when agreeing the fee level. Taking both these factors into account in comparison with other Crematoria, an increase of 5.8% to £630 is therefore the minimum increase recommended to the Joint Committee. At this level the fee is still likely to remain lower than most of the surrounding crematoria including the published fee for all the nearest competitors with the exception of West Herts, and is unlikely to impact on demand.

<b>Background Papers:</b>	<b>None</b>
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CHILTERN & BIERTON CREMATORIA

Table of Fees and Charges

1 April 2019

		Present Fee from 1 April 2018	Recommended Fee From 1 April 2019
		£	£
	<b>Cremation</b>		
	For the cremation of the <b>body</b> of:-		
(i)	a foetus born dead before twenty four weeks gestation	0.00	0.00
(ii)	multiple foetus committed for cremation at the same time - one off charge ( <i>unless using the chapel when chapel fee applies</i> )	49.00	50.00
	(i) per additional foetus	3.00	3.10
(iii)	a stillborn child or child/person whose age at the time of death was less than 18 years	0.00	0.00
(iv)	a person whose age at the time of death was 18 years or more	595.00	630.00
	(i) cremation only (no use of chapel) ( <i>adult fee minus chapel fee</i> )	371.00	393.00
	(ii) 9.15am or 9.30am chapel time ( <i>adult fee minus £106</i> )	495.00	524.00
	For the cremation of <b>body parts</b> of:- ( <i>Fees do not include chapel fee which can be added if required</i> )		
(v)	a foetus born dead before twenty four weeks gestation who was cremated at Chilterns Crematorium	0.00	0.00
(vi)	a stillborn child or child/person who was cremated at Chilterns Crematorium	48.00	49.50
(vii)	a foetus born dead before twenty four weeks gestation, stillborn child or child/person who was <b>not</b> cremated at the Chilterns Crematorium ( <i>double normal fee</i> )	77.00	79.50

Appendix 1  
Appendix 1

		Present Fee from 1 April 2018  £	Recommended Fee From 1 April 2019  £
	<p><i>These fees include, where applicable, the Medical Referee's fee, use of the chapel (unless otherwise stated), provision of recorded music, the temporary storage of the ashes for a period not exceeding one month, the dispersal of ashes in the Garden of Remembrance, provision of a temporary cardboard container for ashes, a certificate of cremation for disposal of cremation ashes or a copy of the entry in the cremation register.</i></p> <p><b>Note:</b> <i>Certificates of the Cremation Society and the Cremation Friendly Society will be accepted at their encashable value.</i></p>		
<b>Disposal of Cremation Ashes</b>			
	Temporary deposit of ashes (per month after the first month)	14.00	14.50
	Dispersal of ashes in Garden of Remembrance when cremation has taken place elsewhere	35.00	36.00
	Wooden casket with inscribed plaque for cremation ashes	27.00	28.00
<b>Miscellaneous</b>			
	Use of Coffin Waiting for 24 hours or part thereof (includes use of wheeled bier)	28.00	29.00
	Use of Wheeled Bier	8.00	8.50
	Additional Service Time (subject to chapel availability)	172.00	182.00
	Chapel fee ( <i>when not included in the cremation fee. The chapel can also be booked for burial or memorial services subject to availability</i> )	224.00	237.00
	Chapel fee for Memorial Service (Saturday mornings)	224.00	237.00
	Webcast of Service	*59.50	*61.50
	Audio Visual recording of Service on a DVD	*48.50	*50.00
	- each additional copy	*19.00	*20.00
	Audio recording of Service on a CD	*43.00	*44.50
	- each additional copy	*16.00	*16.50

Appendix 1  
Appendix 1

	Present Fee from 1 April 2018  £	Recommended Fee From 1 April 2019  £
<b>Use of Audio Visual tribute system</b>		
Administration fee	*16.00	*16.50
Per photograph/image used	*1.60	*1.70
Per minute of video used	*6.50	*6.70
DVD copy of visual tribute	*21.00	*21.50
Audio Visual recording of Service with visual tribute on a DVD	*52.50	*54.00
-each additional copy	*19.00	*20.00
<b>Inscriptions in the Book of Remembrance</b>		
Minimum 2 Line entry	*36.10	*37.20
5 Line entry	*65.80	*67.80
8 Line entry	*95.50	*98.40
Additional lines, per line	*18.05	*18.60
<b>Miniature Book of Remembrance</b>		
Purchase of Book, postage and Minimum 2 Line entry	*52.30	*54.00
5 Line entry	*67.30	*69.60
8 Line entry	*82.30	*85.20
Additional lines, per line	*5.00	*5.20
<b>Miniature Book of Remembrance - Additional Inscriptions</b>		
Minimum 2 Line entry	*9.90	*10.40
5 Line entry	*24.70	*26.00
8 Line entry	*39.60	*41.60
Additional Lines, per line	*5.00	*5.20
Packing and despatch for additional entry	*12.50	*13.00
<b>Memorial Card</b>		
Purchase of Card, postage and Minimum 2 Line entry	*19.30	*20.00
5 Line entry	*34.30	*35.60
8 Line entry	*49.30	*51.20
Additional lines, per line	*5.00	*5.20
<b>Emblems, Badges, etc.</b>		
Regimental badge or crest or floral emblems	*69.00	*71.00
Full Coat of Arms	*84.50	*87.00
<b>Leather Memorial Plaques</b>		
For the Right to a Leather Memorial Plaque in the Chapel of Remembrance for a period of 3 years	*61.00	*63.00

Appendix 1  
Appendix 1

	<b>Present Fee from 1 April 2018</b>	<b>Recommended Fee From 1 April 2019</b>
	<b>£</b>	<b>£</b>
For the Right to a Leather Memorial Plaque in the Chapel of Remembrance for a period of 5 years	*101.50	*105.00
Provision and fixing of a Leather Memorial Plaque	*47.50	*49.00
Replacement Plaque for an additional inscription	*47.50	*49.00
<b>Garden Memorials</b>		
Provision & installation of Memorial Garden Seat	*563.00	*580.00
Plaque for Memorial Garden Seat up to 70 letters	*67.50	*69.50
Plaque for Memorial Garden Seat up to 115 letters	*116.50	*120.00
Right to have the seat in Garden of Remembrance for a five year period	*190.00	*196.00
Right to have the seat in Garden of Remembrance for a ten year period	*380.00	*391.50
For the Right to a Commemorative Shrubbery Plaque for a period of 3 years	*61.00	*63.00
For the Right to a Commemorative Shrubbery Plaque for a period of 5 years	*101.50	*105.00
Provision and fixing of a replacement plaque for an additional inscription	*25.00	*26.00
<b>Stone Memorial Plaques</b>		
For the Right to a Stone Memorial Plaque on a base for a period of 5 years	*111.00	*114.50
For the Right to a Stone Memorial Plaque on a base for a period of 10 years	*221.00	*227.50
For the Right to a Sanctum 2000 above-ground Vault for a period of 5 years	*210.00	*216.50
For the Right to a Sanctum 2000 above-ground Vault for a period of 10 years	*368.00	*379.00

**Appendix 1**  
**Appendix 1**

	<b>Present Fee from 1 April 2018</b>	<b>Recommended Fee From 1 April 2019</b>
	<b>£</b>	<b>£</b>
For the Right to a Sanctum 2000 above-ground Vault for a period of 20 years	*735.00	*757.00
Provision of a 9" x 12" inscribed plaque fixed on a sandstone or granite base	*342.00	*352.50
Provision of a 9" x 12" inscribed plaque fixed on a renovated sandstone or granite base (subject to availability)	*236.50	*243.50
Provision of a 9" x 18" inscribed plaque fixed on a sandstone or granite base	*465.50	*479.50
Provision of a 9" x 18" inscribed plaque fixed on a renovated sandstone or granite base (subject to availability)	*360.50	*371.50
Provision of a 12" x 15" inscribed plaque fixed on a Sanctum 2000 above ground vault with up to 150 characters	*783.00	*806.50
Provision of a 12" x 15" inscribed plaque fixed on a Sanctum 2000 above ground vault with over 150 characters	*835.00	*860.00
Inscribed motifs from	*65.00	*67.00
Replacement 7" x 12" inscribed plaque for an additional inscription	*157.00	*162.00
Replacement 9" x 12" inscribed plaque for an additional inscription	*175.00	*180.00
Replacement 9" x 18" inscribed plaque for an additional inscription	*233.00	*240.00
Replacement Sanctum 12" x 15" inscribed plaque for an additional inscription with up to 150 characters	*362.50	*373.50
Replacement Sanctum 12" x 15" inscribed plaque for an additional inscription with over 150 characters	*415.00	*427.50
Additional inscription on an existing Sanctum 12" x 15" inscribed plaque:-	*57.50	*59.50

Appendix 1  
Appendix 1

	Present Fee from 1 April 2018  £	Recommended Fee From 1 April 2019  £
carriage/administration fee inscription per letter	*1.00	*1.00
Porcelain photo plaque with one portrait	*131.00	*135.00
Porcelain photo plaque with two portraits	*192.00	*198.00
Porcelain photo plaque with three portraits	*218.00	*224.50
Administration fee and provision of foundation slab for new application by monumental mason	*36.00	*37.00
Administration fee for additional work by monumental mason	*29.00	*30.00
<b>Token and keepsakes items</b>		
Scatter tubes:-		
37cm	*20.00	*25.00
25cm	*15.00	*18.00
9cm	*10.00	*12.00
Brass Urns:-		
10.5"	*70.00	*70.00
7.25"	*50.00	*50.00
3"	*20.00	*20.00
Large patterned urns	*80.00	*80.00
Hearts	*25.00	*25.00
Stand (for hearts)	*10.00	*10.00
Floral Bio Urns:-		
Large	*55.00	*55.00
Small	*27.50	*27.50

\* VAT to be added to all these figures

<b>UBJECT:</b>	<b>Crematorium Staffing</b>
<b>REPORT OF:</b>	<b>Clerk to the Crematoria Joint Committee – Bob Smith</b>
<b>RESPONSIBLE OFFICER</b>	<b>Head of Environment – Chris Marchant</b>
<b>REPORT AUTHOR</b>	<b>Superintendent and Registrar – Charles Howlett</b>
<b>WARD/S AFFECTED</b>	<b>All</b>

## 1. Purpose of Report

1.1 To seek approval to appoint an additional full time clerical assistant.

### RECOMMENDATIONS

1. That approval be given to appoint an additional full time clerical assistant.

## 2. Content of Report

2.1 The first time the number of cremations at Chilterns exceeded 3,000 was in 1995 when 3,014 were carried out. Despite national predictions of a gradually increasing death rate it remained relatively static over the next decade. The original business case study for Bierton Crematorium was carried out in February 2010 and was based on 3,100 cremations per annum going forward; the number of cremations carried out in 2009 being 3,056. Although all forecasts continued to predict an increase in the death rate there was still no sign of this happening when the case study was revised in 2014 and so the same base figure of 3,100 cremations was used.

2.2 Since the revision of the business case in 2014 the long predicted increase in the death rate does appear to have started to have affect.

<b>Year</b>	<b>Cremations</b>
2014	3,278
2015	3,552
2016	3,491
2017	3,764
2018	3,840

2.3 The office is the most sensitive part of the business in terms of the direct impact of increases (or conversely decreases) in workload. Staffing levels have not changed for well over a decade, during which time customer service 'demand' has continued to increase. To some extent this has been absorbed by streamlining procedures and increasing the use of technology but, especially as the number of cremations has increased, the office has been working near to capacity for some time.

2.4 In the 2014 business case revision it was envisaged 800 or so cremations coming from the Aylesbury area to Chilterns would transfer to the two new crematoria at Bierton and Watermead. It was anticipated at least one of the new crematoria would be open by 2016 reducing the number of cremations at Chilterns to about 2,200.

2.5 During this planning period the Ministry of Justice had also produced another revised programme for bringing implementing the long anticipated new death certification system (initiated following the conviction of Dr Shipman in 2000) which would have resulted in the end of Crematorium Medical Referees and a significant corresponding reduction in the number of documents having to be processed by the office.

2.6 In the event, although some progress has been made, the Ministry of Justice has recently further delayed the new death certification system and at the time of writing it is not known when this will now be implemented. It is also clear that even when the new crematoria in Aylesbury open the number of cremations at Chilterns is unlikely to drop much below 3,000 per annum. Currently the office is coping because new staff have been engaged and are training in advance preparation for opening Bierton (Minute 51, meeting 19<sup>th</sup> June 2017 refers). But once Bierton opens the officers consider the number of staff at the Chilterns office will be insufficient for the amount of work still being undertaken, as well as the additional workload it will need to manage from Bierton - such as invoicing and banking.

2.7 The other issue is that with the exception of the Senior Administrator, all the office staff are part time. This has been a deliberate policy over the years to provide maximum flexibility for holiday and other absence cover. However with the Superintendent, and to some extent the Senior Administrator, ranging across both sites once Bierton opens, the officers consider the continuity of a full time presence in the main Chilterns office will be an advantage to the overall running of the business.

2.8 Consequently the officers are recommending members approve the appointment of an additional full time clerical assistant to be based at the Chilterns office. The current additional cost of this proposal per year would be up to £24,308.

### **3. Consultation**

3.1 n/a

### **4. Corporate Implications**

4.1 Financial – the additional costs have been included in the 2019/20 budget for salaries.

### **5. Links to Chilterns Crematorium Joint Committee Objectives and Service Plan**

5.1 This report links to the Joint Committee's service plan for 2019-20 in connection with the implementation of the new staff structure and progression of the project to build and open the new Bierton Crematorium.

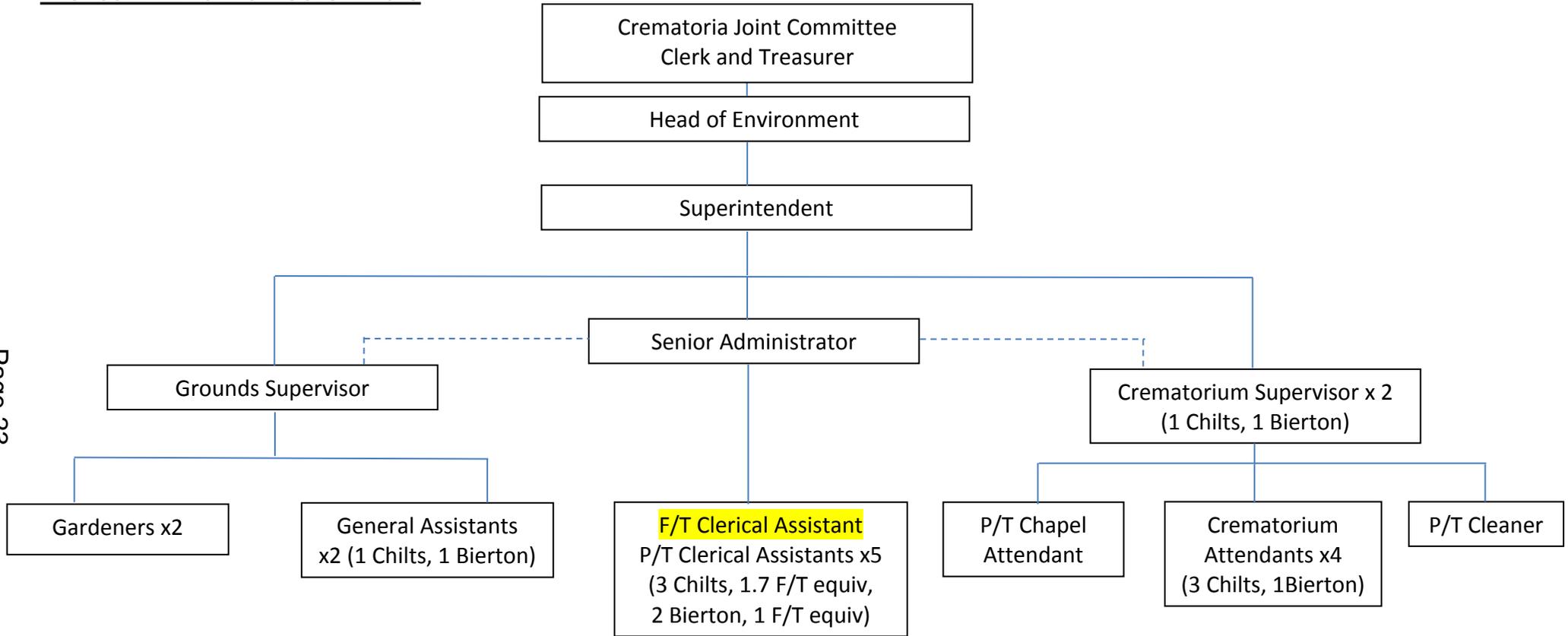
**6. Next Step**

6.1 Following agreement the f/t clerical assistant will be recruited from 1<sup>st</sup> April 2019.

<b>Background Papers:</b>	None
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**APPENDIX 1**  
**CHILTERN AND BIERTON CREMATORIA**  
**PROPOSED REVISED STRUCTURE 2019**





<b>SUBJECT:</b>	<b>MEDIUM TERM FINANCIAL STRATEGY</b>
<b>REPORT OF:</b>	<b>Treasurer of Crematoria Joint Committee – Jim Burness</b>
<b>RESPONSIBLE OFFICER</b>	<b>Jim Burness – JBurness@chiltern.gov.uk</b>
<b>REPORT AUTHOR</b>	<b>Senior Accountant - Tracey Campbell, 01494 732204, tcampbell@chiltern.gov.uk</b>
<b>WARD/S AFFECTED</b>	<b>All</b>

## 1. Purpose of Report

- 1.1 This reports set out the forecast medium term financial position of the Joint Committee's activities.

### RECOMMENDATION

**The Joint Committee note the Medium Term Financial Strategy forecast.**

## 2. Overview

- 2.1 The Medium Term Financial Strategy for the Joint Committee attempts to take into account the impact on the Committee's operations of the following:
- The maintenance and operation of the existing facility at Amersham
  - The effect of the CJC opening the new crematorium at Berton.
- 2.2 The combined net operating surplus from the two crematoria once Berton has been fully operational for a full year (2020/21) is estimated to be as a minimum in the order of £1m pa.

## 3. The Chilterns Crematorium

- 3.1 The projected income and expenditure for Amersham is based upon The following assumptions:
- An inflation factor of between 0% and 3% has been applied each year to both expenditure and income items, with the 2019/20 budget forming the baseline for future years forecasts.
  - Interest income effectively ceasing from 2019/20 once accumulated reserves have been applied to the new crematorium construction.

- Income figures have been calculated assuming 3,000 cremations, despite the new rival Crematorium opening at Watermead. This is less than current numbers.

3.2 The following tables summarise the forecast position for the next three years following 2019/20 for the Amersham Crematorium.

<b>Chilterns Crematorium</b>	<b>2020/21 Forecast £</b>	<b>2021/22 Forecast £</b>	<b>2022/23 Forecast £</b>
Revenue Expenditure	1,106,650	1,087,390	1,096,020
Revenue Income	(2,058,740)	(2,121,650)	(2,184,840)
<b>Revenue (Surplus) / Deficit</b>	<b>(952,090)</b>	<b>(1,034,260)</b>	<b>(1,088,820)</b>

- 3.3 The table shows that Chilterns will continue to operate at a surplus until 2022/23 even allowing for the slight impact of experiencing a drop in cremations on recent years once a new crematorium is opened.
- 3.4 The underlying revenue surplus of the Chilterns operation is estimated to be in the order of £950k – £1,090k per annum.

#### 4. Bierton Crematorium

4.1 The projected income and expenditure for Bierton is based upon the same assumptions as Amersham with the 2019/20 budget forming the baseline for future year's forecasts.

- Income figures have been calculated assuming 650 cremations.

4.2 The forecast indicates that the Bierton operation should ultimately produce an operating surplus of at least £83k pa. The size of the surplus will be influenced by a number of factors, such as demand and operating costs, which will be clearer after the first year of operation. The assumed number of 650 is less than what the business case assumed the new facility would build up to after two years of operation, therefore if overall demand builds to that level the surplus will increase.

<b>Bierton Crematorium</b>	<b>2020/21 Forecast £</b>	<b>2021/22 Forecast £</b>	<b>2022/23 Forecast £</b>
Revenue Expenditure *	347,410	352,920	359,450
Revenue Income	(430,660)	(443,820)	(457,020)
<b>Revenue (Surplus) / Deficit</b>	<b>(83,250)</b>	<b>(90,900)</b>	<b>(97,570)</b>

#### 5. Accumulated Reserves

5.1 The continuing accumulating surplus means that the Joint Committee's financial reserves are in a healthy position, as the table below illustrates.

	<b>Balance Brought Forward</b>	<b>Chilterns Revenue (Surplus) /Deficit</b>	<b>Distribution of surplus</b>	<b>Bierton Revenue (Surplus) /Deficit</b>	<b>Capital Expenditure</b>	<b>Balance Carried Forward</b>
	<b>£</b>	<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>
2019/20	(2,028,293)	(828,870)	750,000	(55,500)	133,880	(2,028,783)
2020/21	(2,028,783)	(952,090)		(83,250)	476,190	(2,587,933)
2021/22	(2,587,933)	(1,034,260)		(90,900)	1,553,100	(2,159,993)
2022/23	(2,159,993)	(1,088,820)		(97,570)	56,810	(3,289,573)

- 5.2 The capital expenditure factored into the forecasts is that currently shown in the proposed Capital Programme (separate report).
- 5.3 The Committee will need to maintain a prudent level of reserves, which for 2019/20 is estimated to be £790k, in order to:
- Provide a working balance for its operations
  - Provide for financial risk of loss of income for whatever reasons
  - Contingency for any emergency works to the building or plant.
- 5.4 This level of reserves will be reviewed annually as part of the budget process.
- 5.5 Allowing for a minimum level of reserves, £750,000 will be released in April 2019 ensuring there is sufficient held back for capital programme requirements. Based on the Medium Term Financial Plan there should be scope in future years to distribute surpluses.

## 6. Risks and Other Issues

- 6.1 The Medium Term Financial Forecast sets out to demonstrate that the Joint Committee's plans and objectives are financially deliverable and the operations are financially sustainable.
- 6.2 In the medium term there are a number of risks that need to be considered regarding the impact on the forecast appended to the report. The main ones are:
- The impact on income for both crematoria operated by the Joint Committee, of private sector competition.
  - The impact of any material variances to the future capital expenditure of the Joint Committee, whether in respect of Chilterns or Bierton.
  - Change in the market and demand for cremations.

- 6.3 The assumptions regarding the impact on income are considered to be prudent and in particular no assumption is made regarding growth in the overall demand for cremations in the Buckinghamshire area, hence any growth would have a beneficial effect for the financial position.
  
- 6.4 The Medium Term Financial Forecast will be updated and reported to members annually.

<b>Background Papers:</b>	<b>None</b>
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<b>SUBJECT:</b>	<b>REVENUE BUDGET 2019/20</b>
<b>REPORT OF:</b>	<b>Treasurer of Crematoria Joint Committee – Jim Burness</b>
<b>RESPONSIBLE OFFICER</b>	<b>Jim Burness – JBurness@chiltern.gov.uk</b>
<b>REPORT AUTHOR</b>	<b>Superintendent – Charles Howlett, 01494 72463 chowlett@chiltern.gov.uk and Senior Accountant - Tracey Campbell, 01494 732204, tcampbell@chiltern.gov.uk</b>
<b>WARD/S AFFECTED</b>	<b>All</b>

## 1. Purpose of Report

### 1.1 This report:

- informs Members of the forecast outturn for the current year, and
- sets out the proposed Revenue Budgets for 2019/20.

## RECOMMENDATIONS

1. **The Joint Committee approves Revenue Budgets for the start up of the Bierton operation for 2018/19 subject to any revisions it wishes to make, of £160,770.**
2. **The Joint Committee approves the Crematoria Revenue Budgets for 2019/20 subject to any revisions it wishes to make to yield a revenue surplus of £884,370.**
3. **The Joint Committee approves the distribution of £750,000 of accumulated surpluses in 2019/20 in the proportions set out in the table in paragraph 6.3.**

## 2. Summary Figures

- 2.1 Details of the forecast outturn for 2018/19 and original budget for 2019/20 is shown in the table below.

2017/18 ACTUALS	2018/19 BUDGET	2018/19 FORECAST OUTTURN		2019/20 BUDGET
£	£	£		£
			<b>Amersham Crematorium</b>	
433,522	422,750	422,750	Direct Employee Expenses	473,500
4,514	6,500	4,070	Indirect Employee Expenses	3,930
332,985	344,710	374,280	Premises Related Expenses	421,890
			Transport Related Costs	1,550
189,779	192,960	223,350	Supplies & Services	227,360
55,000	60,000	70,000	Support Service Recharges	50,020
1,015,800	1,026,920	1,094,450	Running Expenses	1,178,250
			Fees & Charges and Other Income	(2,007,120)
<b>(2,396,544)</b>	<b>(2,127,370)</b>	<b>(2,160,340)</b>	<b>Net Running Expenses</b>	<b>(828,870)</b>
			<b>Bierton Crematorium</b>	
	78,250	78,250	Direct Employee Expenses	86,000
		1,880	Indirect Employee Expenses	780
		72,630	Premises Related Expenses	168,760
			Transport Related Costs	3,090
		8,010	Supplies & Services	76,390
			Support Service Recharges	24,980
		160,770	Running Expenses	360,000
			Fees & Charges and Other Income	(415,500)
	<b>78,250</b>	<b>160,770</b>	<b>Net Running Expenses</b>	<b>(55,500)</b>
<b>(1,380,744)</b>	<b>(1,022,200)</b>	<b>(905,120)</b>	<b>Total net Running Expenses</b>	<b>(884,370)</b>
1,929,178	4,127,330	4,927,910	Capital funded from revenue	133,880
			Distribution of Reserves	750,000
<b>548,434</b>	<b>3,105,130</b>	<b>4,022,790</b>	<b>Net Expenditure</b>	<b>(490)</b>

2.2 A further breakdown is shown in appendices 1 and 2

### 3. Chilterns Crematorium Forecast Outturn for 2018/19

3.1 The following points should be noted regarding the Chilterns Crematorium forecast outturn.

- a. Furniture, fittings and IT – increase due to unanticipated repairs and upgrade of the Hampden music and loop system, plus new IT hardware and an upgrade of the Wesley Media music system.

- b. Building repairs and maintenance – increase due to unanticipated repairs to the heating and ventilation systems. Following Health and Safety and electrical inspections the need to provide skylight protection on the flat roofs, new emergency lights and remedial works to the electrical wiring system.
  - c. Grounds Maintenance – a reduction in budget following the decision to delay the purchase of a new mower and postpone tree works on the main drive until Berton is open.
  - d. Gas – increased usage of gas due to higher than anticipated number of cremations.
  - e. VAT provision – adjusted in line with budgets.
  - f. Urns and caskets – Higher number purchased based on cremations. Tokens and keepsakes are now purchased and sold.
  - g. Record Management - costs associated with back scanning of cremation forms.
  - h. Medical referees – based on higher number of cremations.
  - i. Income has been forecast as the original estimate except for additional investment interest received (other income).
  - j. Miscellaneous income – Abatement credits received from unabated cremation surcharges were higher than anticipated.
- 3.2 Overall expenditure has increased by 6.5% as a result of the above items. The changes highlighted have reduced by £35K the operating surplus (net running expenses) before contributions to capital expenditure.
- 3.3 Capital expenditure has been adjusted in accordance with the rolling nature of the projects. The capital programme shows the breakdown of the total budget, and highlights the increase in the Berton Crematorium project costs of £971k including VAT.

#### **4. Berton Crematorium Forecast Outturn for 2018/19**

- 4.1 The following points should be noted regarding the Berton Crematorium forecast outturn. The original budget made provision just for the initial staffing costs for the facility, with the intention to develop the budget at a time nearer the opening of the facility. The following highlights the main expenditure necessary prior to opening, most of which relate to purchase of equipment..
- a. Furniture, fittings & IT – to include the installation of the Computerised Administration System, WIFI, IT hardware, chapel chairs and office furniture.
  - b. Maintenance of Cremators, Plant and Equipment – Ash transfer cabinet.
  - c. Grounds Maintenance – to purchase a storage container for the safekeeping of equipment plus internal and external signage.
  - d. Cleaning materials & equipment – purchase of scrubber dryer and vacuums.
  - e. Books & publications – service and hymn books.
  - f. The capital programme report shows the breakdown of the total budget.

**5. Budgets 2019/20**

- 5.1 Further Details of the original budget for 2019/20 are shown in Appendices 1 & 2, with any significant budget changes explained in the last column.
- 5.2 To summarise.
- The overall changes have reduced by 13% on the operating surplus before contributions to capital expenditure compared to the 2018/19 original budget.
  - Overall expenditure has increased by 39% (£433k) compared to the 2018/19 original budget mainly as a result of:
    - Budget required for Berton operation
    - Additional funding for overtime still necessary until staff are fully trained and able to operate without supervision
    - Additional clerical assistant
    - Building maintenance at Amersham required to the roof and redecoration works
    - New volumes of Books of Remembrance
- 5.3 Having previously anticipated the private crematorium at Watermead to be open in 2018, income has been budgeted slightly higher at 3,000 cremations for Chilterns and 650 for Berton in line with the original business case for the new crematorium.
- 5.4 As reported to the CCJC last year, the impact of the private (Watermead) Crematorium, anticipated to open in the near future has not been reflected in these figures as we are unable to predict what effect this will have on the Crematoria's income, however once opened income will be closely monitored and reflected in future forecasts.

**6. Reserves**

- 6.1 The following table shows the forecast reserve position.

	£
Actual Surplus Balance 31.3.2018	6,051,083
Estimated 2018/19 Deficit	-4,022,790
<b>Estimated Surplus Balance 31.3.2019</b>	<b>2,028,293</b>
Estimated 2019/20 Surplus	750,490
Distribution of Reserves	-750,000
<b>Estimated Surplus Balance 31.3.2020</b>	<b>2,028,783</b>

- 6.2 Based on the above assumptions, and in line with the intention of the Committee to start to redistribute some of the accumulated surplus once the Berton project is approaching

completion, £750,000 is proposed to be distributed to the constituent authority in April 2019.

- 6.3 With regard to the share to be paid to each authority it is proposed to split the distributable amount by the average number of cremations per area over the past 5 years. This gives the following payments.

	AVDC	CDC	WDC
Average number of cremations per area over the past 5 years	739	595	933
%	32.60%	26.25%	41.15%
Allocation	£244,500	£196,875	£308,625

- 6.4 When considering distribution of the accumulated surplus there will always be the need to maintain a prudent level of reserves which for 2019/20 is considered to be in the order of £790k to:

- Provide a working balance for its operations based on four months expenditure, £510k
- Provide for financial risk of loss of income of 10% of fees, £240k
- Contingency for any emergency works to the building or plant, £40k.

The proposed budget for 2019/20 maintains this prudent level of reserves.

<b>Background Papers:</b>	<b>None</b>
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**CHILTERN'S CREMATORIUM**  
**CHARLES HOWLETT**

appendix 1

2017/18		2018/19		DESCRIPTION	Parent	2018/19		2019/20		Explanation of Budget Provision
ACTUALS	FORECAST	OUTTURN	BUDGET			TOTAL				
£	£	£	£			£				
433,522		422,750		BASIC PAY/NI/PENSION/OVERTIME	1AA	422,750		473,500		1 additional fte clerical asst, contd overtime
189		20		CHILDCARE VOUCHERS	1AB	200		10		service charge reduced
				STAFF ADVERTISING	1AB	300				advertising for jobs now in HR recharge
4,325		4,050		TRAINING, COURSES & CONFERENCES	1AB	6,000		3,920		
				LONG SERVICE AWARDS	1AB					next 25 year award due 2025/26
13,724		14,840		WASTE DISPOSAL	1B	14,500		11,640		based on estimated lower number of cremations
9,718		20,190		FURNITURE FITTINGS & IT	1B	13,500		12,540		
12,926		41,330		BUILDINGS REPAIRS & MAINTENANCE	1B	35,000		90,880		soffit and roof repairs, redecorate chapels
57,893		40,100		MTCE CREMATORS PLANT & EQUIPMENT	1B	31,000		33,900		Twigg bier refurbishment
23,509		15,000		GROUND'S MAINTENANCE	1B	25,000		25,950		Purchase of G21 mower
22,109		26,500		ELECTRICITY	1B	25,000		32,000		new supply contract plus increased cost
22,813		33,500		GAS	1B	23,000		28,000		reduction on outturn based on cremation no's
1,056		1,140		WATER & SEWAGE CHARGES	1B	1,090		1,180		
145,787		158,500		NNDR	1B	155,000		162,040		
10,226		8,640		SECURITY	1B	8,000		8,760		
3,328		4,300		CLEANING MATERIALS & EQUIPMENT	1D	3,500		4,500		
13,225		14,540		PREMISES INSURANCE	1B	13,620		15,000		all insurances
				VEHICLE RUNNING EXPENSES	1C			1,550		Lease of van to convey equipment. Split 33.3/66.67% Chilterns/Bierton
47,404		60,000		VAT PROVISION	1D	51,000		61,000		
17,762		20,500		WESLEY MUSIC SERVICE	1D	18,000		17,340		
638		620		MEMORIAL SEATS	1D	1,000		1,860		
14,237		14,500		BOOK OF REMEMBRANCE	1D	13,400		42,420		2 x new volumes (vellum leaves) required
5,183		8,050		URNS & CASKETS	1D	4,500		7,140		Tokens and keepsakes to be sold
12,157		16,260		COMMEMORATIVE PLAQUES (ALL)	1D	16,000		12,520		
808		810		LICENCES - EPA & DATA PROTECTION	1D	810		830		ICO registration £35 EPA Licence fee £772
2,734		1,780		STAFF CLOTHING	1D	3,000		1,930		
5,713		6,000		PRINTING & STATIONERY	1D	6,500		4,900		
58		200		BOOKS & PUBLICATIONS	1D	400		400		TJ, Crem Soc Directory.Pharos Int, FSJ
3,424		4,380		TELEPHONE	1D	4,500		2,840		Lync system now installed
5,070		4,500		POSTAGE	1D	4,500		4,600		franking and courier costs
2,314		2,600		VENDING	1D	2,600		4,600		includes new snack machine
715		590		REFRESHMENT & HOSPITALITY	1D	800		1,150		liason and Christmas service events
2,744		2,600		CONSULTANTS FEES	1D	1,600		1,600		
3,048		3,140		BANK CHARGES	1D	3,250		2,850		More payments made direct into bank account
519		570		SUBSCRIPTIONS	1D	600		640		
1,500		1,500		WEBSITE SUPPORT	1D	1,500		1,500		
		4,150		RECORD MANAGEMENT	1D					
57,399		58,800		MEDICAL REFEREES	1D	49,800		45,300		based on cremations 3,000@£15 pm £300
		4,600		REFUND CREM EXPENSES AVDC/CDC/WDC	1D	2,800		5,040		
				DISTRIBUTION TO PARTNERS	1KB			750,000		distribution of accumulated surplus
3,025		2,900		AUDIT FEES	1D	2,900		2,400		Internal audit 12 days @£300 as per RF
1,929,178		4,890,060		CAPITAL/R&R FUNDED FROM REVENUE	1H	4,127,330		119,480		see capital programme
55,000		70,000		SUPPORT SERVICES RECHARGES	1DA	60,000		50,020		66.67/33.3% split Chilterns/Bierton
(2,198,023)		(1,982,600)		CREMATION INCOME	1J	(1,982,600)		(1,873,150)		based on 3000 cremations - 150 cremation only
(12,717)		(11,020)		AUDIO VISUAL INCOME	1J	(11,020)		(10,310)		
(130,054)		(115,240)		COMMEMORATION INCOME	1J	(115,240)		(105,380)		
(1,890)		(1,760)		VENDING AND CARRIAGE INCOME	1J	(1,760)		(1,490)		
(36,727)		(33,820)		OTHER INCOME	1J	(5,000)		(5,790)		bank /investment income, rent of bungalow
(17,133)		(15,900)		MISCELLANEOUS INCOME	1J	(11,750)		(11,000)		donations, abatement credit, pm fees
548,434		3,824,170				3,026,880		40,610		



BIERTON CREMATORIUM  
CHARLES HOWLETT

appendix 2

2017/18	2018/19			2018/19	2019/20	Explanation of Budget Provision
ACUTALS	FORECAST OUTTURN	DESCRIPTION	Parent	BUDGET	TOTAL	
£	£			£	£	
	78,250	BASIC PAY/NI/PENSION/OVERTIME	1AA	78,250	86,000	change of staff to be based in Bierton
		CHILDCARE VOUCHERS	1AB			
		STAFF ADVERTISING	1AB			
	1,880	TRAINING, COURSES & CONFERENCES	1AB		780	risk assessments/first aid/custome care
		LONG SERVICE AWARDS	1AB			
		WASTE DISPOSAL	1B		4,450	factivate waste/Klargester
	58,510	FURNITURE FITTINGS & IT	1B		5,740	Epllog/WIFI annual fee. Defibrilator
		BUILDINGS REPAIRS & MAINTENANCE	1B		5,000	heating & ventilation. Window cleaning
	5,420	MTCE CREMATORS PLANT & EQUIPMENT	1B		7,560	Emission monitoring, factivate, hydraulic bier
	8,700	GROUNDS MAINTENANCE	1B		20,080	equipment and landscaping
		ELECTRICITY	1B		11,500	
		GAS	1B		10,000	
		WATER & SEWAGE CHARGES	1B		1,180	
		NNDR	1B		93,000	estimate based on 57% Chilterns
		SECURITY	1B		5,250	intruder/fire alarms. Extinguishers,solo protect
	3,000	CLEANING MATERIALS & EQUIPMENT	1D		1,500	
		PREMISES INSURANCE	1B		5,000	all insurances
		VEHICLE RUNNING EXPENSES	1C		3,090	Lease of van to convey equipment. Split 33.3/66.67% Chilterns/Bierton
		VAT PROVISION	1D		18,000	
		WESLEY MUSIC SERVICE	1D		6,540	monthly fee and webcasts/recording costs
		MEMORIAL SEATS	1D		2,480	
		BOOK OF REMEMBRANCE	1D		5,430	1 x volume (paper leaves) plus new entries
		URNS & CASKETS	1D		1,620	caskets,bags, crash lock boxes, token & keepsakes
		COMMEMORATIVE PLAQUES (ALL)	1D		6,890	sanctums & misc plaques
	1,690	LICENCES - EPA & DATA PROTECTION	1D		830	
	320	STAFF CLOTHING	1D		970	
	500	PRINTING & STATIONERY	1D		3,010	memorial leaflets & forms
	2,420	BOOKS & PUBLICATIONS	1D		790	hymn and service books
	80	TELEPHONE	1D		2,020	broadbank, mobile,fax line, phones
		POSTAGE	1D		1,020	franking and courier costs
		VENDING	1D		8,810	snack/hot drinks/water cooler machines, supplies
		REFRESHMENT & HOSPITALITY	1D		1,490	Opening/liaison/Christmas events
		CONSULTANTS FEES	1D			
		BANK CHARGES	1D		630	
		SUBSCRIPTIONS	1D		450	CCLI/Charter for Bereaved
		WEBSITE SUPPORT	1D		1,500	
		RECORD MANAGEMENT	1D			
		MEDICAL REFEREES	1D		9,950	Based on 650 cremation plus post mortems
		REFUND CREM EXPENSES AVDC/CDC/WDC	1D		1,260	
		DISTRIBUTION TO PARTNERS	1KB			
		AUDIT FEES	1D		1,200	33.33/66.67% split bierton/amersham
	37,850	CAPITAL/R&R FUNDED FROM REVENUE	1H		14,400	Fencing and gates after construction complete
		SUPPORT SERVICE RECHARGES	1DA		24,980	33.33/66.67% split bierton/amersham
		CREMATION INCOME	1J		(407,760)	based on 650 (20 crem only) plus coffin waiting/dispersal ashes
		AUDIO VISUAL INCOME	1J		(2,240)	
		COMMEMORATION INCOME	1J		(5,000)	
		VENDING AND CARRIAGE INCOME	1J		(500)	
		OTHER INCOME	1J			
		MISCELLANEOUS INCOME	1J			
0	198,620			78,250	(41,100)	



<b>SUBJECT:</b>	<b>CAPITAL PROGRAMME 2018/19 TO 2022/23</b>
<b>REPORT OF:</b>	<b>Treasurer of Crematoria Joint Committee – Jim Burness</b>
<b>RESPONSIBLE OFFICER</b>	<b>Jim Burness – JBurness@chiltern.gov.uk</b>
<b>REPORT AUTHOR</b>	<b>Superintendent – Charles Howlett, 01494 72463, chowlett@chiltern.gov.uk and Senior Accountant - Tracey Campbell, 01494 732204, tcampbell@chiltern.gov.uk</b>
<b>WARD/S AFFECTED</b>	<b>All</b>

## 1. Purpose of Report

- 1.1 To provide Members with the proposed 5 year capital programme, and provide an overview of the major projects.

### RECOMMENDATIONS

- 1 The Joint Committee approves capital expenditure for Berton for 2018/19 of £38k for Wesley System and Fencing plus additional capital expenditure of £971k (incl VAT) required to complete the overall Berton Crematorium Project.**
- 2 The Joint Committee approves the proposed Capital Programme as detailed in the table in paragraph 2.1, and makes allowance in the 2019/20 revenue budget for capital expenditure of £133,880.**

## 2. Capital Programme

- 2.1 The following table shows the proposed 5 year capital programme. It is important for the new Unitary Authority that comes into effect from 2020/21 that it has a clear understanding of the capital requirements of the Crematoria.

	Capital Programme					Five Year Total
	2018/19	2019/20	2020/21	2021/22	2022/23	
	£	£	£	£	£	£
<b>Chilterns Crematorium</b>						
Relining Cremators		42,170	43,430	44,730	46,070	176,400
Replacement Hearth	7,950	9,830	10,120	10,430	10,740	49,070
Cremator PLCs	13,220					13,220
Cremator Fuji Oxygen sensor	28,800					28,800
Coffin Charger				39,340		39,340
Replacement of Cremation Plant				1,458,600		1,458,600
Driveways and Car Parks			379,380			379,380
Sewage treatment plant		31,830				31,830
Flat Roof Refelting		35,650				35,650
External lighting entrance & driveway			43,260			43,260
<b>Sub-total Chiltern Crematorium</b>	<b>49,970</b>	<b>119,480</b>	<b>476,190</b>	<b>1,553,100</b>	<b>56,810</b>	<b>2,255,550</b>
<b>Bierton Crematorium</b>						
Bierton Crematorium Build	4,840,090					4,840,090
Wesley Media Music System	23,450					23,450
Fencing and gates	14,400	14,400				28,800
<b>Sub-total Bierton Crematorium</b>	<b>4,877,940</b>	<b>14,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,892,340</b>
<b>GRAND TOTAL</b>	<b>£4,927,910</b>	<b>£133,880</b>	<b>£476,190</b>	<b>£1,553,100</b>	<b>£56,810</b>	<b>£7,147,890</b>

2.2 The scheme details are as follows:

a. Relining Cremators and Replacement Hearth

The three cremators needs periodic relining/re-bricking and replacement hearths although various factors can affect the timing, meaning it is difficult to accurately predict.

b. Cremator Process Logic Controllers (PLC)

As parts for the original PLC's are getting scare, replacement for two are being undertaken in 2018/19 with the old PLC's retained as spares for the third cremator.

c. Cremator Fuji Oxygen Sensor

A more modern oxygen sensor than the technology employed when the cremators were installed which will improve their operational and environmental performance. Two are being replaced in 2018/19, one was replaced in 2017/18.

d. Replacement of Cremating Plant

In 2021/22 the existing cremating plant will be twenty five years old and are coming to the end of their expected lives. Therefore the programme makes provision for their replacement in that year. The timing and phasing of any works will be reviewed nearer the time, however it is prudent to make provision for this significant expenditure. At present day prices this cost is £1,050,000 plus VAT but has been inflated by 5% up to 2021.

e. Driveways and Car Park

Major resurfacing of the original entrance drives and car park to be carried out in 2020/21.

f. Sewage Treatment Plant

The existing sewage treatment plant for the main buildings was installed when the Crematorium was built in 1966 and it was predicted it would eventually carry out 1,500 cremations per annum. Overdue for refurbishment it anyway needs enlarging to cope with a higher than anticipated level of use and so will be replaced in 2019/20.

g. Flat Roof re-felting

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Flat roof re-felting works required between the chapels.

h. Bierton Build

Budget required to complete the construction of Bierton based on the financial report of Pick Everard. Early warning notice and compensation events flagged and included in the Bierton report increase the forecast to be £971k incl VAT over budget. This figure has been included in the budget however these costs are being challenged to minimise expenditure as much as possible.

i. Wesley Media Music System

The package required to enable music, audio visuals, web casts and recordings.

j. Fencing and gates

Work that will have to be carried out after construction is complete. To be phased over 2 years.

<b>Background Papers:</b>	<b>None</b>
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<b>SUBJECT:</b>	<b>Service Plan 2019-20</b>
<b>REPORT OF:</b>	<b>Clerk to the Chilterns Crematorium Joint Committee – Bob Smith</b>
<b>RESPONSIBLE OFFICER</b>	<b>Head of Environment – Chris Marchant</b>
<b>REPORT AUTHOR</b>	<b>Superintendent and Registrar – Charles Howlett</b>
<b>WARD/S AFFECTED</b>	<b>All</b>

## 1. Purpose of Report

1.1 To give an update on the service plan for 2018-19 and consider the proposed plan for 2019-20.

### RECOMMENDATION

1. That the Crematorium Service Plan for 2019–2020 attached to this report as Appendix 1 is approved.

## 2. Content of Report

2.1 The service plan for the Crematorium has been updated for 2018-2019 and is attached to this report as **Appendix 1**.

## 3. Consultation

3.1 CDC service departments have been consulted about relevant proposals in which they will be involved.

## 4. Corporate Implications

4.1 A service plan is important to ensure the Joint Committee's key functions and objectives are met, including keeping its buildings, equipment and facilities in good condition, maintaining a high standard of service, keeping up with new developments and bringing about improvements.

<b>Background Papers:</b>	None
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**APPENDIX 1****Chilterns Crematorium Joint Committee comprising  
Aylesbury Vale, Chiltern and Wycombe District Councils**  
CHILTERN CREMATORIUM**SERVICE PLAN 2019 – 2020****1.1 Key Functions**

The Crematorium reports to the Chilterns Crematorium Joint Committee which comprises two executive members each from Aylesbury Vale, Chiltern and Wycombe District Councils.

The key functions of the Crematorium are:-

1. To provide facilities and assistance to facilitate the holding of funeral services and ceremonies.
2. The disposal of human cadavers by a process of incineration known as cremation.
3. To produce cremation ashes of guaranteed identity in granular form to facilitate the option of discreet disposal by scattering.
4. The provision and maintenance of a garden of remembrance as a suitable place for the scattering of cremation ashes and the placing of memorials.
5. To provide a choice of memorials for placing in the chapel or garden of remembrance and facilities to accommodate commemorative flowers.

**1.2 Aspects of the Service which are a Statutory Requirement**

There is no statutory requirement for a local authority to operate a crematorium although many local authorities in the UK are burial and/or cremation authorities. A cremation authority must adhere to the following statutory requirements:-

- a) Cremation applications and authorisations are in accordance with the requirements of The Cremation (England and Wales) Regulations 2008 made by the Parliamentary Secretary of State for the Ministry of Justice, under Section 7 of the Cremation Act 1902 and Section 10 the Births and Deaths Registration Act 1926, and all subsequent amendments to the Acts and Regulations.
- b) Cremations are carried out in accordance with the Secretary of State's Guidance for Crematoria, Process Guidance note 5/2 (12), February 2012, for use under both Local Air Pollution Control established by Part 1 of the Environmental Protection Act 1990, and Local Air Pollution Prevention and Control established by the Pollution Prevention and Control Act 1999.

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### 1.3 Service Objectives

The key objectives of the Crematorium are –

1. Providing an indiscriminate, excellent customer-friendly service and good quality facilities creating an appropriate environment and ambiance in which a funeral service can take place and cremation carried out.
2. Providing more affordable options for cremation and commemoration.
3. Providing an office administration which is efficient and customer friendly.
4. Carrying out cremations in accordance with the statutory requirements and recognised industry standards and with as minimum environmental impact as possible.
5. Ensuring the Crematorium grounds are maintained to a high standard as a suitable place for the scattering of cremation ashes and the placing of memorials.
6. Providing a good quality chapel of remembrance with facilities for the placing of flowers and memorials.
7. Providing a choice of memorials for placing in the chapel or garden of remembrance.
8. Ensuring that the Crematorium service continues to be self financing.

#### 1.4a Key Objectives for the Last 12 Months (2018-2019)

The key objectives for the last 12 months were:-

1. The key objective will be the programme of procurements and actions listed in the implementation plan to ensure the new Bierton Crematorium is ready to open when construction is completed which is currently projected to be November 2018.
2. Recruit and train staff for the new crematorium.
3. External redecorations at Amersham of the original buildings and on site staff bungalows.
4. Manage (in conjunction with CDC/SBDC IT Department) the changeover from the existing BT to the computerised Lync telephone system.
5. Successful completion of the document scanning project.
6. Assess the initial business impact from the opening of Westerleigh's new crematorium at Watermead (presumed opening date early 2018).
7. Arrange a Christmas carol and memorial service.

#### 1.4b Key Achievements in the Last 12 Months (2018-2019)

The key achievements for the last 12 months were:-

1. In the event there have been delays to the building programme which will postpone the opening of the new crematorium until April 2019. A Mobilisation Project was set up in May

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- 2018 to implement all the client tasks necessary to enable the new crematorium to open i.e. purchase and install all the furniture and equipment and make sure everything needed is in place and working, and this has proceeded to programme and is well on track.
2. All the required new staff have been successfully recruited and are currently receiving on-the-job training at the JC's crematorium at Amersham.
  3. The external redecoration at Amersham of the original buildings and on site staff bungalows was successfully executed.
  4. A business process review of IT functions was carried out followed by an upgrade of all existing IT hardware at Chilterns, allocation of equipment for the Berton office, and installation of and training on the Skype telephone system in advance of intended joint working across both offices (with Chilterns as the head office).
  5. The document scanning project was successfully completed ending the permanent retention of any new 'routine' paper documents at the Crematorium.
  6. The anticipated opening of Westerleigh's new crematorium at Watermead in 2018 did not happen.
  7. The first ever Christmas carol and memorial service was a great success with over 150 people in attendance and lots of positive feedback.
  8. Unanticipated improvement and health and safety works organised and implemented during the year include an upgrade of the Hampden chapel music and hearing loop system, safety railing protection installed around the sky lights on the flat roofs and the replacement of existing and additions to the emergency lighting throughout the building.

### 1.5 Key Objectives for 2019-2020

The key objectives for the next twelve months are:-

1. The key objective will be the successful completion of the Berton Crematorium Mobilisation Project enabling it to open for funerals in April 2019 and the ongoing establishment work for the remainder of the year.
2. Promotion of the new crematorium to funeral directors and other user groups.
3. Assess the business impact from the opening of Westerleigh's new crematorium at Watermead (which has recently regained planning consent and is expected to open early in 2019).
4. Tender for the Book of Remembrance at Berton and the ongoing service at both sites.
5. Internal redecoration of both chapels at Chilterns Crematorium and upgrade of the Wesley media systems.
6. Extensive repairs to walkway soffits and roof flashings at Chilterns Crematorium.
7. Removal of the overlarge cypress trees beside the exit drive at Chilterns Crematorium.
8. Installation of a Klargestor (or similar) replacing the 1966 sewage system at Chilterns Crematorium (which no longer has sufficient capacity for current use).
9. Flat roof re-felting over the crematory work rooms and staff mess room.

### 1.6 Key Objectives for the next 3 years

1. Investigate the options for a baby and young children's memorial area with a view to providing the facility.

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2. Investigate and implement where feasible/advantageous any opportunities for increasing electronic transaction capability e.g. completing an application and paying for a memorial via the Crematorium websites, and also cremation applications now electronic signatures are permissible.
  3. Payment for lease memorials by annual direct debit payments.
-

<b>SUBJECT:</b>	<b>Complaints and Compliments 2018</b>
<b>REPORT OF:</b>	<b>Clerk of the Crematoria Joint Committee – Bob Smith</b>
<b>RESPONSIBLE OFFICER</b>	<b>Head of Environment – Chris Marchant</b>
<b>REPORT AUTHOR</b>	<b>Superintendent and Registrar – Charles Howlett</b>
<b>WARD/S AFFECTED</b>	<b>All</b>

## 1. Purpose of Report

1.1 The main purpose of this report is to give outline details of the complaints received in 2018 and how they were resolved.

### RECOMMENDATION

- Members are asked to note the report which is included for information.**

## 2. Content of Report

2.1 Service provision questionnaires are sent to all the applicants for cremation and it is also available on the Crematorium website. The majority of compliments, comments and complaints received come from this source. In 2018, 419 were returned from people who were satisfied (some with added compliments) and 69 from people who were mostly satisfied but including comments about matters they thought could be improved. During the year 9 'substantial' complaints were received (compared to 9 the previous year). '**Substantial**' is defined as either having been submitted in writing or, if verbal, considered being of sufficient gravity to warrant a written reply from the Superintendent. A summary of the questionnaire analysis is included as **Appendix 1**.

### Changes proposed/made as result of comments

2.2 In response to complaint 2 our literature/website has been updated advising that ideally 48 hours are needed for audio-visual tributes and requests made later than this will incur an additional charge.

2.3 In response to complaints 4 and 5 enquires are ongoing with Wesley Media about the possibility of all services being recorded automatically and retained for a temporary period before being automatically wiped to overcome the recurring problem of chapel attendants forgetting to press the record button. In discussions with Wesley this is also an issue at other sites.

2.3 In response to complaint 6 changes have been made to the way flower display space is used in the chapel of remembrance making more room to place tributes at busy times.

### Actions taken in response to substantial complaints

2.4 The following substantial complaints were received:-

*Complaint 1:* A visitor complained that on two occasions when she returned a few days after leaving flowers by a tree in the garden of remembrance they had been removed.

*Response:* It was explained that every Thursday flowers left in this way are transferred to the paved area beside the chapel of remembrance in order to keep the gardens looking well maintained. Also the flowers in question were roses which are particularly attractive food for deer and another possible explanation for their disappearance.

*Complaint 2:* A funeral director complained about the lack of sound and extra cost of an audio visual tribute which was requested after our recommended 48 hours ordering deadline.

*Response:* After we had declined the late request Wesley Media then accepted it when the client contacted them directly, although they did advise it would be at extra cost. On enquiring we discovered that Wesley Media had recently introduced this change as an improvement to their service, but it left us somewhat on the back foot! The difficulty was compounded by the fact that the client was then slow in sending the sound content to Wesley Media, hence in the short time available Wesley Media were not able to include it. We did not charge for the service but we discovered in the event the client had played the music through an iPod alongside the visual tribute and was content.

*Complaints 3:* A mother complained that her 15 months old daughter had managed to pull a small table over in the entrance lobby of the Hampden chapel, fortunately with no lasting injury beyond superficial bruising her leg.

*Response:* A letter was sent thanking the person for bringing the matter to our attention and the table (which has been there for about 30 years) was moved to a different location.

*Complaint 4&5:* A family who had requested a recording of the funeral service complained that it didn't start until halfway through the welcome and introduction. On another occasion an entire service which should have been recorded wasn't. Unfortunately on both occasions the chapel attendant had forgotten to press the record button, which has happened to different attendants before.

*Response:* Letters of apology were sent and no charge was made for the DVD with the incomplete introduction.

*Complaint 6:* A visitor to the chapel of remembrance on Father's Day complained about a number of aspects which they said showed lack of compassion on our part, including the state of the flower vases, the untidiness of the flower arranging room, the towel dispenser not working and not enough room to place flowers in the designated area.

*Response:* It is a busy day and unfortunately the chapel can get untidy very quickly between visits from the duty attendant which is what must have happened. The matter was brought to the attention of the attendant for future reference and a letter of apology was sent to the visitor.

*Complaint 7:* We received a copy of a letter sent to Wesley Media complaining that some of the music played at the funeral was not what had been selected.

*Response:* On making enquires it was discovered that the error was not made by Wesley Media but our chapel attendant. Music is not scheduled automatically on the system but has to be entered manually. The music was relatively unusual and the attendant not long in post, although obviously these latter points were not made to the family in a letter of apology.

*Complaint 8:* An applicant collected ashes from the Crematorium only to receive a letter a few days later advising them that the ashes were ready for collection. Obviously the person was then concerned that they hadn't got the right ashes.

*Response:* When ashes are placed on temporary deposit, as in this case, they can only be retained for a limited time and so standard letters are sent to the applicant at intervals until a decision is made about their final disposal. Just after such a letter had been sent the applicant came to the office asking for the ashes. Even if the clerical assistant realised this there would be no reason to assume it was other than in response to the letter. However, in the event it turned out to be a coincidence. When this was explained the applicant was satisfied they had the correct ashes.

*Complaint 9:* An applicant complained the wrong version of the music requested was played at the funeral service.

*Response:* On making enquires it was discovered that the version requested was not on our database and the funeral director had forgotten to order it from Wesley Media. However, although this only came to light when the chapel attendant was loading the music for the day onto the system they could have attempted to obtain it even if Wesley Media were unable to load it down in time. All the chapel attendants were reminded about this. A letter of apology was sent to the family.

### **Constructive comments**

2.5 The majority of these comments concern insufficient chapel times or related issues and lack of car parking spaces. It is anticipated both these issues will improve once the new crematoria open in Aylesbury, although there is little the CJC can do about available chapel times if the bookings at Chilterns don't reduce as expected. Concerning car parking, the CJC has already resolved at a previous meeting to look at car parking once the new crematoria have opened, although again the options are relatively limited as most of the suitable and available space for parking is already being used and creating a dozen or so extra spaces will have no impact.

2.6 Of the remaining comments a number relate to music and media issues in the chapels which are also the subject of 5 out of the 9 complaints detailed in paragraph 2.4. This is unsurprising because as far as users are concerned the funeral is the most important service we are facilitating on the site; in a way the cremation is incidental. Whilst the introduction in technology, firstly to the music facility and since other media services like recordings and webcasts and audio visual tributes, has helped to personalise funeral services in a significant way which wasn't previously possible, it has in the process introduced new possibilities for things to go wrong.

### **3. Corporate Implications**

3.1 Prompt attention and appropriate action taken in response to complaints is important to help ensure a satisfactory resolution for those affected as well as maintaining the Crematorium's good reputation. Monitoring complaints assists in identifying issues which could potentially lead to a more serious incident if not addressed at an early stage.

### **4. Links to the Crematoria Joint Committee Objectives and Service Plan**

4.1 This report links to the Joint Committee's objective of providing an indiscriminate, excellent customer-friendly service and good quality facilities creating an appropriate environment and ambiance in which a funeral service can take place.

<b>Background Papers:</b>	None
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## Appendix 1

## ANALYSIS OF QUESTIONNAIRE RESULTS

2018

<b>No. of questionnaires returned</b>	488
<b>Appreciative comments</b>	186
<b>Satisfied</b>	233
<b>Constructive Comments</b>	69
<b>Complaints</b>	9

## Constructive Comments

<b>Comment</b>	<b>Number received</b>
<b>Car parking and signage</b>	
Not enough spaces	8
More disabled parking needed	4
More parking control needed	2
Means of highlighting empty space needed	1
Reserve places for families that do not use a limo	1
Clearer signage needed	4
<b>Chapels and services</b>	
Long wait for date	11
Long wait for date due to refurb of chapel	2
Informed of incorrect chapel	1
Felt like 'conveyor belt'	1
Shorter time slots	1
Longer time slots	3
More choice of dates	1
New crem needed	1
Staff should show mourners out	1
End of service felt rushed	2
Could not hear speaking	1
Air conditioning needed	2
Move Hampden gates further apart for a better view	1
Requested donation 'plate' but not provided	1
Could hear 'revving' of motorbikes outside	1
<b>Music/Wesley</b>	
Music played too quietly	3
Music played too loud	2
Be able to make own VT to reduce cost	1
Be able to play CDs	1
VT instructions difficult to follow	1
Did not know about webcasts/recordings	2
Improve communication on music choices	2

Be able to listen to music beforehand	2
<b>Waiting areas</b>	
Air conditioning needed (Milton waiting room)	1
Attendees for a later service were waiting outside chapel entrance	1
<b>Facilities/Misc</b>	
Vending machine should give change	1
Provide coffee machine	1
Could not find flowers after service	1
Display photo with flowers	1
Provide on-line access to relatives ashes areas	1
<b>Questionnaire forms</b>	
More space needed on form	1
Form arrived too soon after service	2
Provide SAE for returns	3
Send separately from 'ashes' letter	1

<b>SUBJECT:</b>	<b>HS2 vent-shaft construction – potential impact on Chilterns Crematorium</b>
<b>REPORT OF:</b>	<b>Clerk of the Crematoria Joint Committee – Bob Smith</b>
<b>RESPONSIBLE OFFICER</b>	<b>Head of Environment – Chris Marchant</b>
<b>REPORT AUTHOR</b>	<b>Superintendent and Registrar – Charles Howlett</b>
<b>WARD/S AFFECTED</b>	<b>All</b>

## 1. Purpose of Report

1.1 The purpose of this report is to advise members of the potential adverse impact on funerals by the construction of an HS2 vent shaft adjacent to Corns Bridge (where the A413 crosses Whielden Street) less than 200 yards from Crematorium entrance on the A404.

### RECOMMENDATION

- Members are asked to note the report which is included for information.**

## 2. Content of Report

2.1 The officers have been aware for several years of the proposal to build a vent shaft for HS2 close to the entrance to the Crematorium. Over this time concern about the potential impact on the cremation service has been raised by both councillors and officers at CDC with the various agencies involved in the planning and implementation of the project. However none of the HS2 agencies involved made any direct contact with the Crematorium.

2.2 The advent of exploratory drilling appearing in neighbouring fields brought home the reality of the project and in the absence of any further information the Superintendent decided to attend a public meeting held at Amersham Community Centre during the summer of 2018.

2.3 In view of the fact that HS2 has been made aware of the Crematorium many times it was hoped that information from the meeting would give some reassurance that the concerns expressed were being taken into account in the plans being developed for the construction works. However, in the event this was not the case; beyond acknowledging the Crematorium's existence, as the meeting progressed it became clear there was no appreciation of how the Crematorium works, how busy it is (currently the busiest in the UK) or the consequent potential for serious disruption to funeral services.

2.4 For the location of the proposed ventilation shaft please see the drawing attached as **Appendix 1**, which was presented to the public meeting.

2.5 Once completed it is very unlikely the presence of the railway line buried deep in a tunnel will have any effect on the Crematorium what-so-ever. The main overriding concern is traffic flow during the construction works. Funeral corteges and people attending funerals, mostly travelling by car, need to get to the Crematorium by the allotted time. The problem of being delayed is not only that people will miss funerals, or parts of them, but if funeral corteges are delayed and funerals start late this will impact on the timing of funerals following. With so many funerals being

booked it is not difficult to see how quickly the car parks would overflow and, without exaggeration, there is a risk the whole process could descend into chaos.

2.6 The main causes of the traffic congestion are the enabling works, including relatively significant road alterations, and then the many thousands of lorry movements involved in the construction of the deep ventilation shaft, not only on this site but also neighbouring ones along the route. Arrows on the drawing show the intended lorry routes. Of particular concern is the intention to deposit some of the excavated material in the field directly next to the Crematorium entrance drive (not a desirable feature in itself) which involves lorries crossing the busy A404.

2.7 Towards the end of the public meeting the Superintendent expressed his concerns from the floor which quickly resulted in a meeting taking place with officials from HS2, Align, and Fusion and also a meeting arranged by CDC Senior Specialist EHO with Bucks Highways. Since then there has been a further meeting with HS2 officials arranged by CDC's HS2 Project Solicitor and Manager. Most recently the Superintendent has attended an update meeting arranged by the Town Council in conjunction with the HS2 Amersham Action Group.

2.8 In summary, concerning the roads and traffic plans these are only proposals out for consultation at this stage and have yet to receive approval, most notably from Bucks CC Highways. The concerns about the impact on the Crematorium are now well known and the officers are being kept in the information loop. However, the concerns remain.

### 3. Corporate Implications

3.1 Prolonged disruption to funerals travelling to the Crematorium could cause reputational damage to the Council resulting in loss of income.

### 4. Links to the Crematoria Joint Committee Objectives and Service Plan

4.1 None.

### 5. Next Step

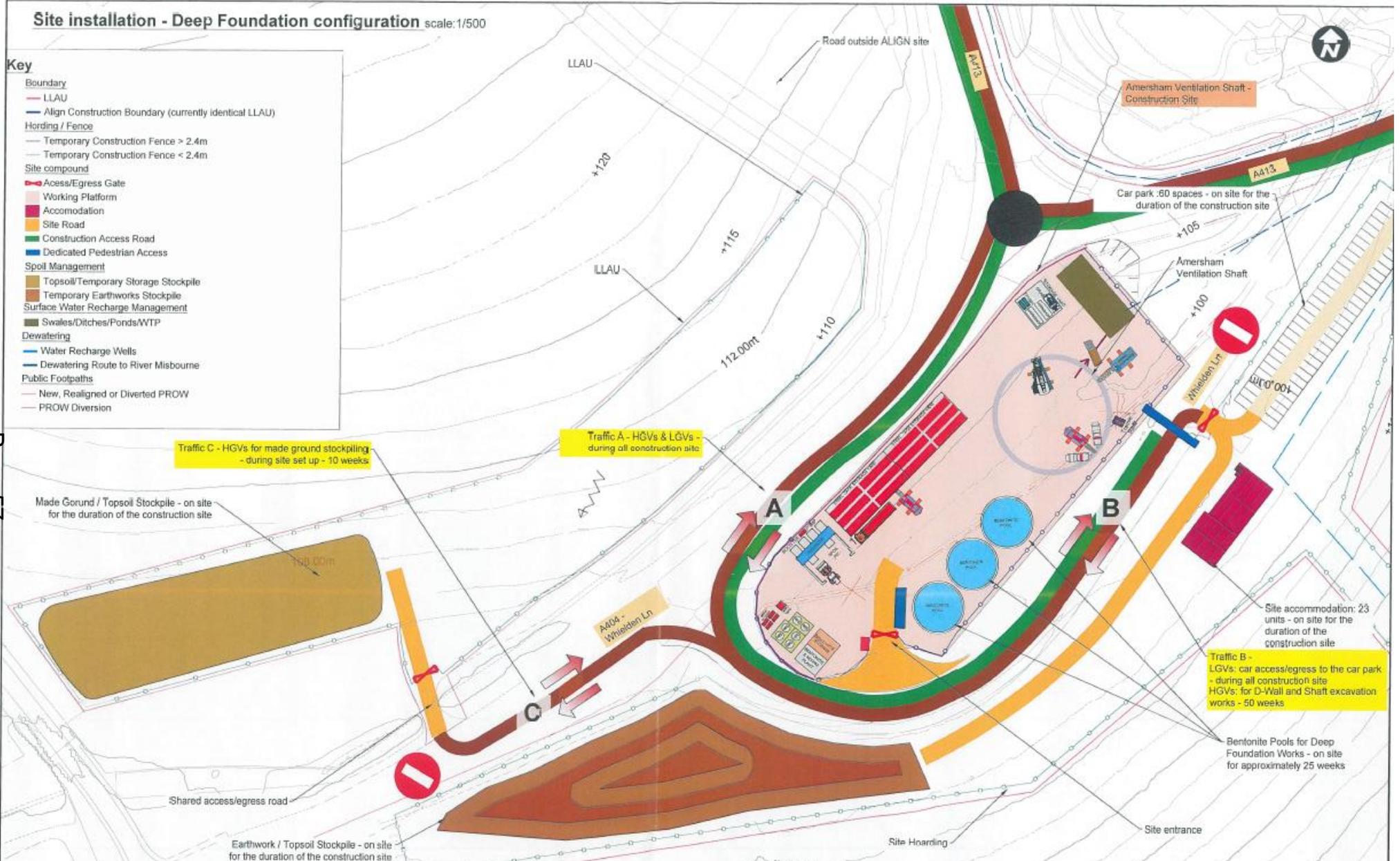
5.1 The officers will continue to monitor the situation and proactively seek to achieve the best possible outcome for the Crematorium and keep members of the CJC up to date with developments and any matters arising.

<b>Background Papers:</b>	None
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# Site installation - Deep Foundation configuration scale:1/500

**Key**

- Boundary
  - LLAU
  - Align Construction Boundary (currently identical LLAU)
- Hording / Fence
  - Temporary Construction Fence > 2.4m
  - Temporary Construction Fence < 2.4m
- Site compound
  - Access/Egress Gate
  - Working Platform
  - Accommodation
  - Site Road
  - Construction Access Road
  - Dedicated Pedestrian Access
- Spoil Management
  - Topsoil/Temporary Storage Stockpile
  - Temporary Earthworks Stockpile
- Surface Water Recharge Management
  - Swales/Ditches/Ponds/WTP
- Dewatering
  - Water Recharge Wells
  - Dewatering Route to River Misbourne
- Public Footpaths
  - New, Realigned or Diverted PROW
  - PROW Diversion



Traffic C - HGVs for made ground stockpiling - during site set up - 10 weeks

Traffic A - HGVs & LGVs - during all construction site

Traffic B - LGVs: car access/egress to the car park - during all construction site HGVs: for D-Wall and Shaft excavation works - 50 weeks

Made Ground / Topsoil Stockpile - on site for the duration of the construction site

Site accommodation: 23 units - on site for the duration of the construction site

Bentonite Pools for Deep Foundation Works - on site for approximately 25 weeks

Earthwork / Topsoil Stockpile - on site for the duration of the construction site

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Rev	Description	Drawn	Checked	Can App	Issd App	Scale with outline or deletion (as shown)
001	Final Issue	09/05/18				

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<b>OFFICIAL</b>		Project/Contract: HSB-1MCD5 CONTRACT Drawing/Revision: CML Drawing Title: AMERSHAM VENTILATION SHAFT & ATS OPTION A Date: 11/05/2018 Scale: 1:500 Rev: A1	
Client/Project: ALIGN JV	Code: SD	Status: Initial Status or W/P	Drawing No.: 1MCD5-ALJ-CV-DGA-CSD2_CL04-807303

Appendix 1



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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of the Local Government Act 1972.

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