



Report For:	Cabinet
Date of Meeting:	Cabinet 3 February 2020
Part:	Part 1 - Open
If Part 2, reason:	Choose a reason

SUMMARY	
Title of Report:	New Cemetery Penn Road – Request to increase the project budget and for Delegated Authority to enter into Build Contract.
Cabinet Member: Officer Contact: Direct Dial: Email:	Councillor Graham Peart Nigel Dicker 01494 423701 nigel.dicker@wycombe.gov.uk
Ward(s) affected:	All High Wycombe Town unparished wards
Reason for the Decision:	<p>Wycombe is running out of burial capacity, and the project is needed to meet the legal requirement to be able to provide burials in the High Wycombe Town area.</p> <p>HWTC / WDC Cabinet have already approved an initial budget to build a new Cemetery at Penn Road in March 2017 and were informed of a potential outturn cost of £1,679,790. The costs for the works have increased by £253,210 resulting in total revised cost of the works to £1,993,000</p> <p>Allocated funds to dates and final required commitment are as follows:-</p> <p style="padding-left: 40px;">£404,000 SER commitment (March 2017) £886,000 CIL commitment to date £389,790 Acknowledged requirement (March 2017) <u>£253,210</u> Additional cost to be funded</p> <p>Total £1,933,000 Project cost</p> <p>Options for funding are either from</p> <ol style="list-style-type: none"> 1) CIL (in full or in part) 2) Loan from the Council or 3) Special Expenses Reserve (topped up with CIL). <p>The project was granted full planning permission on 18th September 2019 and tenders for a build contract have been returned in November 2019.</p> <p>Delegated authority is now requested to enter into the build contract for up to £1.933m and ensure final designs are concluded to within the budget without referring back to cabinet.</p>

<p>Proposed Decision/Recommendation:</p>	<p>That:</p> <ul style="list-style-type: none"> (i) Cabinet grant full delegated authority for Wycombe DC to enter into a build contract with the successful bidder to build the new Cemetery at Penn Road High Wycombe. (ii) Cabinet authorise the Acting Chief Executive to agree and approve the contract and final designs and sign the build contract on behalf of WDC. (BC Shadow Board agree to delegate the above to Corporate Director Communities post 1 April 2020) (iii) Cabinet acknowledges and approves increase in the cost of £253,210 resulting in total project cost of £1,933,000. (iv) Cabinet authorises the remaining funding of the project from Special Expenses Reserve £143k and CIL £500k. (v) Cabinet agree to £50,000 annual maintenance cost of the new facility to be funded from increase in precept.
<p>Sustainable Community Strategy/Council Priorities - Implications</p>	<p>Risk:</p> <ul style="list-style-type: none"> (i) Failing to proceed with this project will risk Wycombe DC not fulfilling its legal duty and obligation to provide burial areas for its residents within the District. (ii) Not obtaining delegated authority to enter into a build contract may cause significant delays to the delivery programme and increases to the current tender prices received in November 2019. <p>Equalities:</p> <ul style="list-style-type: none"> (i) Section 149 of the Equality Act 2010 places a duty (“the public sector equality duty”) on the Council, in the exercise of its functions to eliminate discrimination, harassment, victimisation and other conduct prohibited by the Act; to advance equality of opportunity between persons who share a relevant protected characteristic and those who do not; and to foster good relations between persons who share a relevant protected characteristic and those who do not. One of the protected characteristics is religion or belief. (ii) An Equalities Impact Assessment describing steps taken to comply with this duty has been completed and has been updates 20 Dec. 2019 is appended to the report and available at;

	<p>https://www.wycombe.gov.uk/uploads/public/documents/Community/Equality-impact-assessments/Community/Equality-impact-assessment-Cemetery-feasibility-study.pdf</p> <p>Health & Safety:</p> <ul style="list-style-type: none"> (i) Surveys carried out include: topographical, ecological environmental and geotechnical investigations on the proposed site to ensure it is safe and fit for purpose. (ii) A CDM officer has been appointed and a Pre Construction CDM file has been prepared Oct 2019.
Monitoring Officer/ S.151 Officer Comments	<p>Monitoring Officer: Subject to procurement and decision making processes being followed, the Council has power under S111 of the Local Government Act 1972 to undertake the development described in this report.</p> <p>S.151 Officer: The remaining funding of £643k for this investment will be met from the special expense reserves and local CIL allocation for HWTC. The ongoing maintenance costs will need to be factored into the budget setting.</p>
Consultees:	<p>Penn, Hazlemere, Hughenden & Chepping Wycombe Parish Councils.</p> <ul style="list-style-type: none"> (i) Statutory formal Public Consultation was carried out as part of the Planning permission awarded for the New Penn Road Cemetery in Sept 2019. (ii) Two public consultations were held on the 16th and 25th October 2018 in Hazlemere and High Wycombe when developing the designs.
Options:	<p>Options for location of a High Wycombe new cemetery were considered by HWTC in 4 March 2014 A final site was selected by HWTC on 23 6 2015</p>
Next Steps:	<p>Sign off cemetery designs, award a building contract for the New Penn Road Cemetery, and start on site.</p>
Background Papers:	<p>4 March 2014 HWTC New Cemetery options paper 23 June 2015 HWTC New Cemetery options Paper 7 March 2017 HWTC New Cemetery funding paper 13 March 2017 WDC Cabinet paper New Cemetery Funding 4 February 2019 Cabinet Budget papers</p>
Abbreviations:	<p>HWTC High Wycombe Town Committee WDC – Wycombe District Council CIL – Community Infrastructure Level CDM – Construction Design Management</p>

Background and Issues

High Wycombe is in need of more burial space for the town to fulfil its legal duty and obligation to provide burial areas for its residents within the District. Options for the Cemetery location were considered in HWTC paper in 2014 and a site selected in 2015.

Designs have been developed and public consulted in October 2018. A further statutory formal Public Consultation was also carried out in 2019 as part of the planning permission and Planning permission was awarded for the New Penn Road Cemetery in September 2019. A general plan of the New Cemetery as agreed by planning is attached for information only ref appendix 1.

A competitive tender process has now been undertaken in November 2019 to select a contractor to build the project. This has resulted in tender returns putting a circa 15% increase on the original budget requirement set in March 2017. The cost of the project has increased from £1,679,790 to the current figure of £1,933,000. This is due to the original budget being an estimate of costs at the time against actual prices given in the tender returns and an element of inflation due to the time between the 2017 budget and the 2019 returns.

Permission is now required to increase the budget by £253,210.

In the March 2017 HWTC and cabinet report approved the total project budget of £1,679,790. From this approved budget the funding for phase 1 & 2 of £1,290,00k was agreed with the remaining funding for final phase 3 of £389,790 to be approved in future. This paper also asks to authorise funds from Special Expenses Reserve £143k and CIL £500k to cover these sums (ref the decision above).

Revenue Costs

The new cemetery planning permission states that '*pre-start condition is to ensure that maintenance arrangements have been arranged and agreed before any works commence on site that might otherwise be left unaccounted for*'. HWTC and Cabinet are therefore requested to ensure reasonable costs are covered to achieve this pre construction condition.

While in time the new Cemetery will generate income, this will offset the costs of existing burial service and existing cemeteries maintenance. The March 2017 HWTC and WDC cabinet paper noted that the New Cemetery at Penn Road will generate a cost to Special Expenses. This includes grounds maintenance, building running and maintenance costs, rates, repairs, and renewals for the new site. With an adjustment for inflation, the annual additional revenue need is estimated to be £50,000 per annum.

Conclusions

HWTC and WDC Cabinet are therefore asked to agree the recommendations above to enable construction to start on the New Cemetery at Penn Road.

Appendices to the New Penn Road Cemetery report are as follows:

- 1. General Cemetery Site plan as agreed by Planning Sept 2019**
- 2. Equality Impact Assessment**

Appendix 1

1. General Cemetery Site plan as agreed by Planning Sept 2019

