

DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	10 NOVEMBER 2015	4

PROPOSED MEMORIAL GARDEN LYTHAM PARK CEMETERY/FEEDBACK FROM MEMBER WORKING GROUP

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

The report concerns the selection of a location for the new memorial garden at Lytham Park Cemetery. Two possible locations are considered with a recommendation for the area, which will be the most popular with bereaved families.

The report also requests the Committee to approve the procurement process and engagement of contractor to construct the new memorial garden.

In addition, the report identifies progress with the key issues facing Lytham Park Cemetery, which were identified by the working group on the 15th July 2015.

The Capital Programme which was approved by Council on 3rd March 2015 includes a sum of £41k in 2015/16 for a scheme to create a new memorial garden at Lytham Park cemetery. The Environment, Health and Housing Committee on 9th June 2015 approved the letting of a contract to provide fencing as part of this scheme in the sum of £8k. This report seeks approval to progress the remainder of the scheme in the sum of the £33k balance of monies available.

RECOMMENDATIONS

1. That location 2 (adjacent to the infant memorial garden fronting the Lake) be chosen as the site at which to construct the new memorial garden at Lytham Park Cemetery.
2. To approve the delivery of the remainder of the scheme through the engagement of contractors/suppliers to deliver the construction of the new memorial garden from the remaining £33k capital sum within the 2015/16 capital programme for the construction of a new memorial garden.
3. To note the progress with the items identified by the Environmental Health and Housing Committee working group.

CORPORATE PRIORITIES			
To Promote the Enhancement of The Natural & Built Environment (Place)	√	To Encourage Cohesive Communities (People)	
To Promote a Thriving Economy (Prosperity)		To Meet Expectations of our Customers (Performance)	√

SUMMARY OF PREVIOUS DECISIONS

Full Council 3rd March 2015

Resolved - 1. The Council approve and adopt, with the exception of matters relating to exceptional capital schemes in relation to the Freckleton Memorial Park and Lowther Gardens roof replacement:

(c) The updated Five Year Capital Programme including the changes proposed by Cabinet, as set out in Appendix G;

Environment, Health and Housing 9th June 2015

Resolved - to approve the letting of the replacement timber fence to the sum of £7,695 to Gary Carr Decorating and Maintenance, with a contingency of £305 to be held by Fylde Borough Council, this being part of the approved capital scheme in 2015/16 for the provision of a new memorial garden at Lytham Park Cemetery in the total sum of £41k.

Environment, Health and Housing 9th June 2015

Resolved - Councillors Aitken, Beckett, Chew, Goodman and Willder form a working group to look at long term issues regarding the crematorium including, but not limited to, capacity in light of housing developments in the borough.

REPORT

New memorial garden

BACKGROUND

1. Lytham Park Crematorium opened in 1958. It currently carries out around 1,700 cremations per year. The Crematorium was built within the Lytham Park Cemetery and a small area of land was set-aside as a Garden of Remembrance. Over the years, there have been several types of stone memorials placed within the Garden to commemorate persons whose ashes have been laid to rest within the Garden.
2. The bereavement services team currently have wall plaques available for sale however, families are increasingly unhappy with the remote location and the existing constraints on the type of wall plaques available. Memorial sales have been falling and there is limited wall space left to accommodate new plaques
3. The Capital Programme approved by Council in March 2015 includes a capital scheme in the sum of £41k to create a new memorial garden and boundary fence at Lytham Park Cemetery.
4. The Environment, Health and Housing Committee on the 9th June 2015 approved the letting of a contract for the replacement of boundary fencing to the rear of Lytham Park Cemetery as part of the delivery of the scheme at a cost of £8k.

SCHEME DETAIL

5. Following the construction of the new infant memorial garden, it is now possible to create the new memorial garden in one of two possible locations. Location 1 is immediately behind the existing memorial garden to the rear of the Cemetery site and Location 2 is to the side of the existing infant memorial garden (see Appendix 1).
6. As the Cemetery has been laid out to a specific design, it is important in landscape terms to ensure that the new memorial garden fits into the wider landscape therefore a different landscape layout would be required for each location.
7. Location 1 is effectively an extension to the existing memorial garden and would need to be highly formal and echo the design of the existing memorial garden. The design is symmetrical with a central focal point flower alter laid out in a rectangular shape with footpaths around the perimeter of the garden which also cross the site. The memorial walls will be constructed around the edge of the memorial garden with a beech hedge to match in with the existing beech hedge demarcating the memorial garden site boundary. The garden will have four grass quadrangles and a number of memorial benches (see appendix 2).
8. Location 2, which is a much more prominent location, is to the side of the existing infant memorial garden and fronts onto the lake. The design of this area would suit a natural amphitheatre, which would make the most of its lakeside location. The area could be designed in a crescent shape with the memorial walls forming the arc of the crescent. Beech hedging would be used to create an enclosure to the rear of the site with the front of the garden being fully open to the lake. The area would suit a central focal point flower alter, some ornamental tree planting and access footpaths (see appendix 3).
9. On balance when weighing up the pros and cons of both locations it is felt that location 2 would be a more attractive location for this facility and it is therefore recommended that the new memorial garden be sited there.
10. The outcome of the project will be the creation of a new memorial garden to enable the Council to continue to offer space for memorial wall plaques.

CONSTRUCTION

11. Phase 1 of the new memorial garden has now been completed with the fencing of the rear of the site. Phase 2 of the project will involve the construction of footpaths, new memorial walls and the soft landscaping of the site. The work packages will be split into footpath construction, memorial wall construction and the landscaping of the site.
12. It is proposed to engage contractors to undertake the footpath construction with the on-site staff to excavate the footpath prior to the contractor edging and surfacing the footpath. A building contractor will be engaged to build 2 memorial walls. Further expansion of the scheme will be dependent on the sale of memorial wall plaques. Finally the soft landscaping will be implemented by the on-site team who will require a soft landscape budget to purchase trees shrubs and landscape materials.
13. The Council's Technical Services team will project manage and supervise the construction of the new memorial garden.

PROCUREMENT STRATEGY

14. The brief for Technical Services will include tendering and awarding the contracts for the footpath and construction of the memorial walls. This would be carried out in compliance with Fylde Council's contract procedure rules and so would be in accordance with the Council's financial regulations and contract rules and procedures.

15. The soft landscape elements have an estimated value of less than £2k and would therefore be dealt with as small contracts under Fylde's contract procedure rules.
16. The approach will see the footpath, construction of the memorial walls and flower alter tendered with the on-site staff being involved with the soft landscaping of the site. This approach will ensure the Council achieves value for money.

FINANCE

17. Currently the sale of memorials generates income of £35k per year. It is proposed to construct a new area of walls with room for expansion over the next decade and sell new upgraded plaques and benches to commemorate persons resting in the new garden.
18. Eight new walls would hold 1,224 plaques and it is anticipated that we would lease 160 plaque places per year.
19. The capital infrastructure costs of future memorial walls beyond the two that are being constructed as part of this phase of the project will be financed through the sale of memorials. The following fees are proposed for the new memorial walls which would cover infrastructure costs.

Single wall plaque	£132
Double wall plaque	£264
Triple wall plaque	£396

PROJECT COSTS

20. Full Council on the 3rd March 2015 approved the updated Capital Programme which included a sum of £41k in 2015/16 for the construction of a new memorial garden at Lytham Park Cemetery.
21. The Environment Health and Housing Committee on the 9th June 2015 approved the replacement of boundary fencing to the rear of Lytham Park Cemetery as part of the scheme at a cost of £8k.
22. This leaves a balance of £33k to construct the new memorial garden estimated cost plan.

Description	Estimated Cost
Wall Plaques	£18,000
Footpaths	£9,350
Flower Alter	£2,000
Soft Landscaping	£2,000
Contingency 5 %	£1,650
Total	£33,000

PROJECT DELIVERY

23. This scheme forms part of the Council's approved 2015/16 capital programme. The Environment, Health and Housing Committee is therefore requested to approve the methodology to construct the new memorial garden and approve the engagement of contractors.
24. Following the procurement process the Environment Health and Housing Committee is requested to approve the engagement of the lowest tenderer to undertake the footpath

construction work and construction of new memorial walls. Work of this nature is considered low risk and if tenders exceed the budget they will be value engineered in line with the available budget.

25. There are no additional ongoing revenue budget implications regarding this project as the Council has an in house team based at Lytham Park Cemetery who will maintain the new memorial garden.
26. The project is 'fully funded' through the Council's capital programme. Additionally there are contingency allowances within the overall scheme budget.

FUTURE MANAGEMENT AND MAINTENANCE

27. The new memorial garden will be managed and maintained by the Bereavement Services Team. As the team are based at the site and already manage and maintain the cemetery, there will be no additional revenue cost implications.

SUMMARY

28. Bereavement services need to be able to offer to bereaved families a range of memorials, which keeps the service competitive with other facilities on the Fylde coast. The location of the memorial garden is a major attraction to families wanting to purchase a memorial plaque.
29. Historically the wall plaques have been traditional as the engraving has been fairly limited. With the introduction of computer controlled engraving machines families can have more elaborate plaques, which should increase sales.
30. The new memorial walls enable a single double or triple size plaques to be available which are 35cm long are. These can be made of a variety of materials including, slate, granite, marble etc. and will be arranged to create a naturally coloured mosaic appearance.

WORKING GROUP

31. At the Environment, Health and Housing Committee meeting of the 19th June 2015 the committee resolved to establish a working group to look at the long term issues facing Lytham Park Cemetery and Crematorium.
32. The findings and recommendations of the working group are identified below –
 - The need to secure future burial land was paramount and negotiations with the relevant landowner should start as soon as possible.
 - The exit from the chapel near the toilets needed improvement, especially in terms of shelter from the wind, and separation between those exiting a service in the chapel and those needing to access the toilets. Suggestions of a glassed, unheated space were put forward. A scheme should be prepared for consideration in subsequent capital programme discussions.
 - Exploration of the feasibility of extending the chapel onto the 'patio' area of the repose garden, to provide more seating in the chapel, whilst retaining the garden and the light from the windows. Suggestions were made for a lightweight single storey extension, primarily constructed of glass to maintain the light and views of the garden. The extension should be structured in such a way to retain the gated access into the garden from the front of the chapel and doors out from the chapel into the garden. Timing of any such extension would be crucial to minimise disruption to the service. Suggestions were made that no work should be planned within the life of this council, but planned so as to coincide with the next planned relining of the cremators when they occur.

33. The progress so far with these recommendations includes the instruction to the Council's Principle Estates Surveyor to establish the extent of the land required and investigate adjacent land ownership. The canopy/screen on the exit of the Chapel has been worked up into a £60k capital scheme which is to be considered by this committee at this meeting as part of the 2016/17 capital programme process. Finally the extension of the chapel will be presented and considered as part of the 2018/19 capital programme process.

IMPLICATIONS	
Finance	The Capital Programme which was approved by Council on 3rd March 2015 includes a sum of £41k in 2015/16 for a scheme to create a new memorial garden at Lytham Park cemetery, fully funded from the Capital Investment Reserve. The Environment, Health and Housing Committee on 9th June 2015 approved the letting of a contract to provide fencing as part of this scheme in the sum of £8k. This report seeks approval to progress the remainder of the scheme in the sum of the £33k balance of monies available.
Legal	None
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	TEL	DATE	DOC ID
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LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

Attached documents

1. Appendix 1 Lytham Park Cemetery plaque wall locations
2. Appendix 2 Location 1 New memorial garden
3. Appendix 3 Location 2 New memorial garden
4. Appendix 4 Committee risk assessment