



Agenda

Finance and Democracy Committee

Date:	Tuesday, 5 June 2018 at 7:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Karen Buckley (Chairman) Councillor Neil Harvey (Vice-Chairman)</p> <p>Councillors David Donaldson, Tony Ford JP, Angela Jacques, Kiran Mulholland, Linda Nulty, Liz Oades, Richard Redcliffe, Vince Settle, Elaine Silverwood, Roger Small.</p>

Public Platform

To hear representations from members of the public in accordance with Article 15 of the Constitution.
To register to speak under Public Platform: see [Public Speaking at Council Meetings](#).

	PROCEDURAL ITEMS:	PAGE
1	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the meeting held on 19 March 2018 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 22(c).	1
	DECISION ITEMS:	
4	Lytham Park Cemetery -Windbreak Canopy	3 - 8
5	Appointment to Working Groups	9 - 10

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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	5 JUNE 2018	4
LYTHAM PARK CEMETERY - WINDBREAK CANOPY			

PUBLIC ITEM

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

SUMMARY

The report concerns the request from the Environment, Health and Housing Committee for a funded budget increase of £50,000 to enable the delivery of a new canopy on the exit to Lytham Park Cemetery Chapel.

RECOMMENDATION

- To approve a funded budget increase of £50,000 to the Lytham Park Cemetery - Windbreak Canopy capital project within the Councils 2018/19 capital programme fully funded from the capital investment reserve subject to recommendation from Environment Health and Housing Committee.

SUMMARY OF PREVIOUS DECISIONS

Full Council 2 March 2016

Resolved - 1. To approve and adopt the recommendations of the Finance and Democracy Committee as follows:

(c) The updated Five Year Capital Programme including the changes proposed by the Budget Working Group, as set out in Appendix G.

Environment, Health and Housing Committee 10 November 2015

Budget Setting – Prioritisation of Capital Bids.

After a discussion it was RESOLVED that the committee supported the proposed capital bid for further consideration by the Budget Working Group;

Environment, Health and Housing Committee 21st February 2017

It was RESOLVED to not support the scheme as proposed and seek a revised scheme with guidance from a small working group comprising the Chairman and Vice-Chairman of committee, representatives of the Crematorium Working Group and appropriate officers and that such a review incorporate a visit to the crematorium.

Environment, Health and Housing Committee 5th June 2018

Decision TBC

CORPORATE PRIORITIES

Spending your money in the most efficient way to achieve excellent services (Value for Money)	
Delivering the services that customers expect of an excellent council (Clean and Green)	✓
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	✓

REPORT

Background

1. The Environment, Health and Housing Committee at its meeting on 10th November 2015 supported a capital bid for a scheme to improve the exit to the crematorium chapel at Lytham Park Cemetery. The proposal came from the Crematorium Working Group earlier in the year which looked at a number of matters at the Cemetery.
2. The scheme was subsequently approved by Council at the budget meeting on 2nd March 2016 in the sum of £60,000 titled; Lytham Park Cemetery - Windbreak Canopy. The scheme currently is identified within the 2018/19 financial year for delivery and expenditure.
3. Several schemes have been previously prepared and presented to members of the Environment Health and Housing Committee which were rejected. At the Environment Health and Housing Committee of the 21st February 2017 it was resolved to not support the scheme as proposed and seek a revised scheme with guidance from a small working group comprising the Chairman and Vice-Chairman of committee, representatives of the Crematorium Working Group and appropriate officers and that such a review incorporate a visit to the crematorium. The existing canopy structure can be seen in Appendix 1.
4. In January 2018 the Council approached Handspring Design; a specialist company who create bespoke timber structures. Handspring Design were engaged to come up with a number of design options which were presented to the Canopy Working Group in March 2018.
5. The preferred Option was selected and 4 variants were identified which incorporated varying amounts of glazing within the roof structure. The members of the Canopy Working Group liked the preferred option and agreed to go forward to tender with two options, Option 1 minimal glazing in the roof (See Appendix 2 roof triangles option 1) and Option 2 with 50% glazing within the roof (See appendix 2 roof triangles option 4). An oak framed hard wood glazed screen fronting the canopy was agreed together with an option of acetate coloured film on the vertical glazing within the roof canopy itself. It was agreed that up lighting would be explored.
6. Additional works that have been previously agreed will be included within the overall redevelopment of the crematorium exit. This includes the replacement of the existing toilet doors and the introduction of a quality paving scheme extending from the exit of the crematorium to the curtilage of the pedestrian area.

Scheme Details

7. In line with the recommendations of the Canopy Working Group this scheme is to provide shelter to the exit of Lytham Crematorium that also incorporates a windbreak, in an aesthetically pleasing manner befitting the immediate surroundings. This canopy would be crafted from oak timber with exposed joints and rafters showing off the craftsmanship and detailing. It includes glazing to the roof to encourage light through to the exit and have a fixed incorporated windbreak made from toughened safety glass to deflect the wind away from the exit. The exit area will be renovated with existing fixtures upgraded and a new paving design in order to compliment the new structure.

Supply and Installation of the Oak Frame, Roof and Glazing Units

8. The proposed canopy is bespoke, complex and made up of a number of elements and therefore the procurement process needed to recognise this.
9. Due to the complex nature of the canopy the work was tendered on a 60% quality and 40% price ratio. With the quality element being evaluated on methodology, technical assistance and health and safety.
10. In line with the recommendations of the Canopy Working Group the work was tendered with two options, Option 1 Timber Canopy with Limited Glazing in the roof (See Appendix 2 roof triangles option 1) and, Option 2 Timber Canopy with 50% glazing within the roof (See Appendix 2 roof triangles option 4).

Procurement

11. A restricted tendering procedure was adopted for the procurement of services required to design, manufacture and install the canopy, which was tendered using The Chest, the North West's Local Authority Procurement Portal. A mid-range contract was used as the value of works and services are estimated to be £10,000 or more but less than £100,000 as per Fylde's guide to procurement, March 2018.
12. A specification of works was produced by the Technical Services team which formed the basis of the contract along with concept drawings, which the invited bidders used to build their tender submission.
13. Tenders were assessed following a consistent evaluation methodology in line with Fylde procurement best practice for both quality and price. The following criteria was applied to the quality element;
 - Technical suitability
 - Financial viability and stability
 - Quality systems
 - Customer care and after sales service
 - Experience and past performance
 - Aesthetic and functional characteristics
14. Tenders were sent to 3 companies –
 - [Fordingbridge](#)
 - [Handspring Designs](#)
 - [Able Canopies](#)

Handspring Designs returned a tender submission, Fordingbridge and Able Canopies declined to tender.

Tender Price – Figure 1

Description	Cost
Timber canopy with glazing option 1	£52,795
Timber canopy with glazing option 2	£57,415
Additional cost for constructing the frame in oak	£1,950

15. In consultation with the Canopy Working Group members agreed to recommend Option 2 (appendix 2 – Roof triangles 4) with the frame constructed in oak. The recommendation is to award the contract to Handspring Designs at a total tender price of £59,365 (£57,415 + £1,950).

Zinc Roofing

16. Due to the complex and specialist nature of fabricating the roof a separate procurement process was undertaken for this work. It is estimated that the value of the work is under £10,000 and is therefore classed as a small contract. The Technical Services team have struggled to source companies to price for the works. It is proposed to engage a specialist bespoke roofing contractor T G Roofing and set a budget of £10,000 to undertake the work.

Existing Canopy Deconstruction, Groundworks, Paving and Joinery

17. Following the recommendations of the Canopy Working Group in relation to the canopy, work is now underway to design and specify the remaining elements of the project. The scheme being worked up for the paving is being done in consultation with a local dementia group to ensure the finished scheme takes account of dementia friendly design principles including legibility and contrast.
18. It is proposed to include elements of public art into the canopy structure with suitable carved literature quotations.
19. This work will be tendered in line with the Councils procurement strategy and the contract will be awarded to the lowest tenderer. It is currently estimated at £30,000.

Electrical installations

20. The project requires minimal electrical work therefore the proposal is to use the council's existing electrical contractor engaged on day to day maintenance.

Finance

21. Currently there is a £60,000 budget within the Councils 2018/19 Capital Programme. Of this £3,500 has been used working up the design proposals so far.
22. The tender price for the fabrication of the canopy/frame (including installation) is £59,365 plus additional funding is required to undertake the zinc roofing, deconstruction of existing canopy, groundworks, paving, joinery and electrical work.

The total project cost – Figure 2

Description	Budget
Design	£3,500
Timber Canopy +Oak Frame (incl. installation)	£59,365
Zinc Roof covering	£10,000
Existing canopy deconstruction, foundations, groundworks, paving and joinery work to adjacent doors	£30,000
Electrical Work	£2,000
Contingency @ 4.9%	£5,135
Total	£110,000

23. The scheme budget of £60,000 originally set in 2015/16 was not based on a specific scheme and was simply an estimate of likely/expected scheme cost. Members of the Canopy Working Group are particularly pleased with the scheme that has now been worked up and feel it worthy of the costs involved.
24. However the scheme as costed leaves a shortfall within the budget of £50,000. In order to address this the recommendation to the Finance & Democracy Committee would be to request a funded budget increase of £50,000 to the Lytham Park Cemetery - Windbreak Canopy capital project within the Councils 2018/19 capital programme funded from the capital investment reserve.

Maintenance

25. The additional maintenance required to clean the windows and maintain the canopy can be funded from existing revenue budgets within the cemetery and crematorium and the Technical Services building maintenance team. The main oak structure if approved to be constructed from oak timber shall not need maintenance and shall weather appropriately.
26. The proposed structure, roof covering, glazing, electrics and drainage will require an annual maintenance inspection, uplifting the overall annual maintenance inspection work for the crematorium.

Programme

27. The following programme for delivery of the project in 2018 is proposed :
- 6th June - let the contract, for the construction of the canopy to Handspring Designs
 - July - Start the deconstruction of the existing canopy and prepare groundworks
 - September - Canopy erection
 - October - Landscaping works to commence
 - November - Scheme fully completed

Conclusion

28. In conclusion it has taken a considerable amount of time and resource to come up with a bespoke design solution which is unique, practical and more sympathetic to service users at Lytham Park Cemetery. The design will improve the look of the building and will provide shelter from the wind and rain when mourners are leaving Lytham Park Chapel. It will also provide a more suitable location to display family flowers exiting the Chapel.

IMPLICATIONS	
Finance	The report recommends to the Finance & Democracy Committee a funded capital budget increase of £50,000 to the Lytham Park Cemetery - Windbreak Canopy capital project in the Councils 2018/19 capital programme fully funded from the capital investment reserve and seeks authorisation of expenditure and the letting of the contract for construction of the canopy to the lowest tenderer Handspring Designs.
Legal	None arising from this report
Community Safety	The proposed works will benefit visiting residents by providing an architecturally striking sheltered area for the exiting congregation. In contrast the current crematorium exit is bleak on winter's day with the prevailing wind cutting through.
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	Submissions arising from the tendering of this work will be required to display specific Health and Safety information pertaining to the construction and installations of this proposed work. Furthermore the successful contractor will be required to safeguard the public and their own employees throughout this contract.

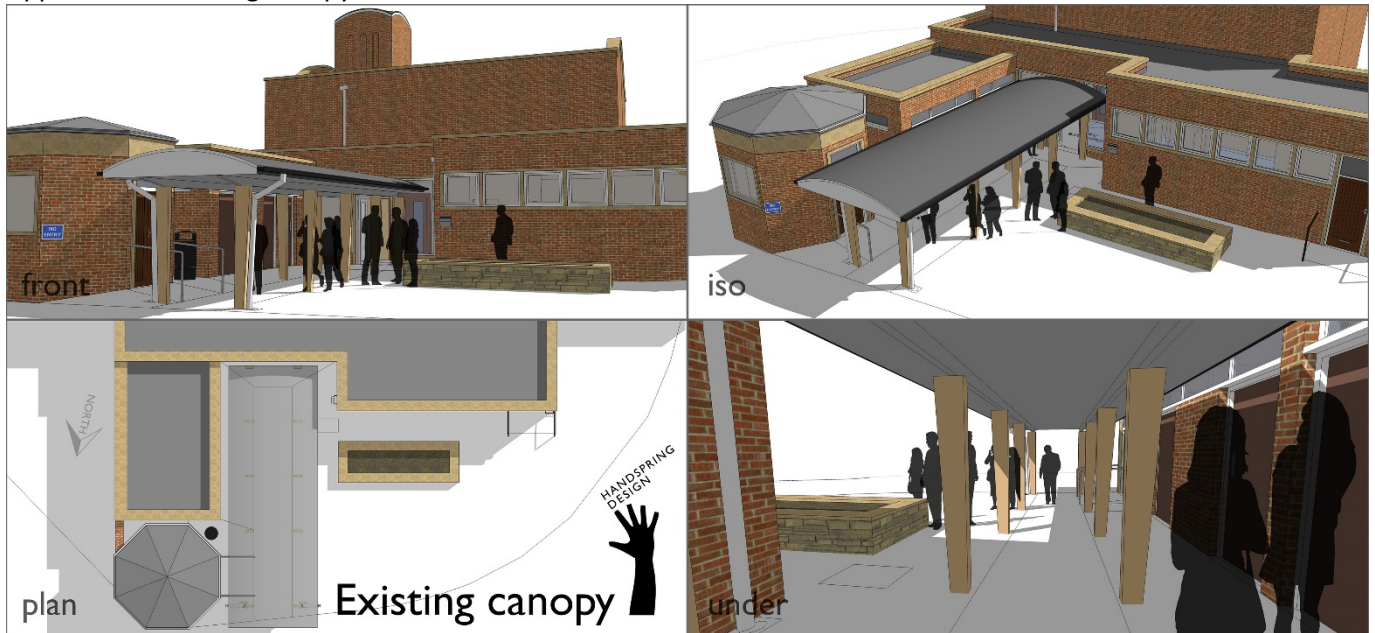
LEAD AUTHOR	CONTACT DETAILS	DATE
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APPENDICES

Appendix 1 Existing canopy structure

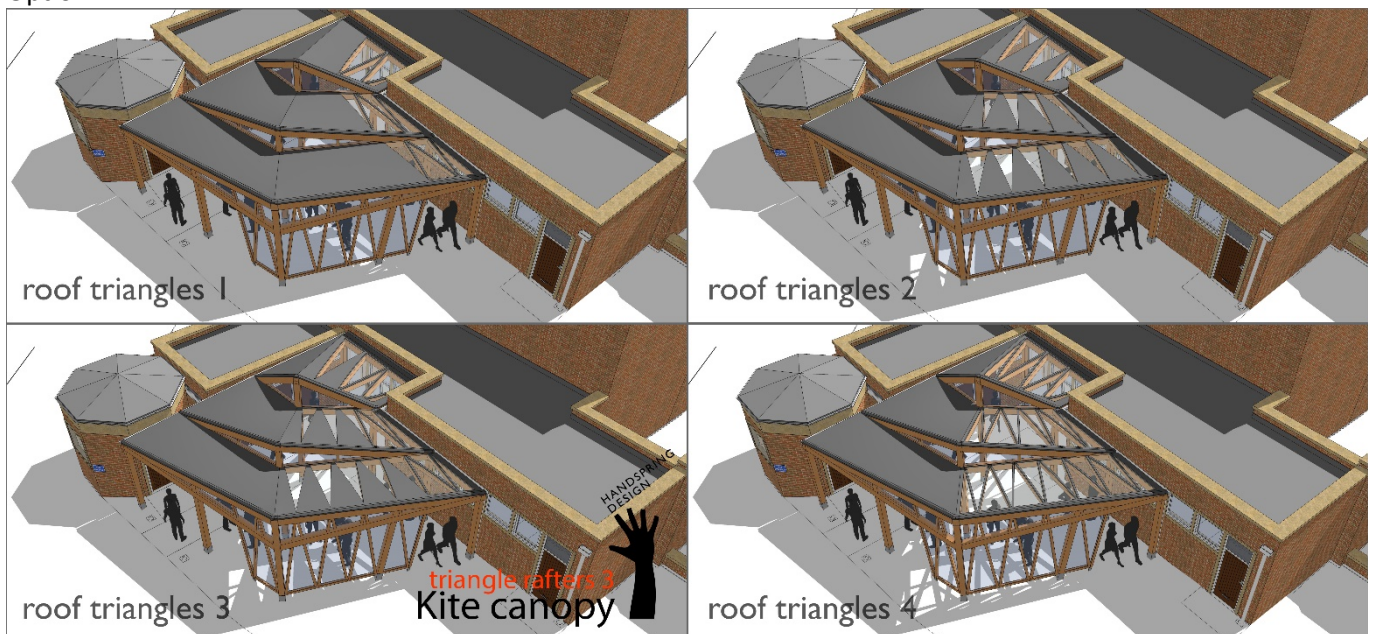
Appendix 2 Final concept drawings. Options 1-4

Appendix 1 – Existing canopy structure



Appendix 2 – final concept drawings

Option 1 – 4



DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	5 JUNE 2018	5
APPOINTMENT TO WORKING GROUPS			

PUBLIC ITEM

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

SUMMARY

Following the decisions taken at Council in April 2018, it is proposed to make an amendment to the previously published membership of the Budget Working Group.

RECOMMENDATIONS

The committee is invited to

1. To make amendments to the membership of the Budget Working Group, to include the Leader of the Council, Chairmen and Vice Chairmen of Finance and Democracy, Tourism and Leisure, and Planning Committees and the Chairmen of Environment, Health and Housing, and Operational Management Committees.

SUMMARY OF PREVIOUS DECISIONS

19 March 2018 - Finance and Democracy committee confirmed the membership of the Budget Working Group

16 April 2018 –Council approved changes to the committee membership and appointment of Chairman and Vice Chairman.

CORPORATE PRIORITIES

Spending your money in the most efficient way to achieve excellent services (Value for Money)	✓
Delivering the services that customers expect of an excellent council (Clean and Green)	
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	
Promoting Fylde as a great destination to visit (A Great Place to Visit)	✓

REPORT

1. At the Finance and Democracy meeting, held on 19th March 2018, the committee confirmed the establishment and membership of the working groups under the remit of the committee.

2. At the meeting of the Council on 16 April 2018 a number of changes to the Chairmen, Vice Chairmen and membership of committees was made.
3. As a result of these decisions it is necessary to make a few administrative changes to the Budget Working group.
4. Following Councillor Neil Harvey's appointment as Vice Chairman of Finance and Democracy Committee it is proposed to appoint Councillor Harvey to the Budget Working Group. Additionally, following former Councillor Eaves's resignation it is proposed to remove his name from the membership of the Budget Working Group.
5. To avoid the need for future reports, when there is a change in membership to committees, it is proposed that the membership of the Budget Working Group is dependent on the role, rather than a named Councillor. Therefore this would be the Leader of the Council, the Chairmen of the Finance and Democracy, Tourism and Leisure, Environment Health and Housing, and Planning Committees; and the Vice Chairmen of the Finance and Democracy, Tourism and Leisure, and Planning Committees.

Finance and Democracy Committee– Working groups			
Working group	Role/purpose	Notes	Current representation
Budget Working Group	To co-ordinate and oversee the budget setting process and to provide a strategic steer to programme committees on key elements of the budget setting process such as the level of growth or savings required in light of the overall financial position of the Council, capital bid expectations, fees and charges levels etc	The establishment of this working group was considered and recommended for approval by the Governance Working Group. The group meet as and when required during the annual budget setting cycle. It is recommended that the group includes representation from each of the main programme committees in order to ensure a corporate cross-cutting approach to budget setting	Leader of Council, Chairmen of F&D, EH&H, T&L, OpMgmt, Planning. Vice Chairmen of F&D, T&L and Planning.

IMPLICATIONS	
Finance	No implications arising from this report
Legal	No implications arising from this report
Community Safety	No implications arising from this report
Human Rights and Equalities	No implications arising from this report
Sustainability and Environmental Impact	No implications arising from this report
Health & Safety and Risk Management	No implications arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Democratic Services	democracy@fylde.gov.uk	21/5/18

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		