

Phase 2 Burial Extension – Whitehaven Cemetery

EXECUTIVE MEMBER: Councillor Allan Holliday
LEAD OFFICER: Keith Parker
REPORT AUTHOR: Toni Magean

WHAT BENEFITS WILL THESE PROPOSALS BRING TO COPELAND RESIDENTS

The Council is ensuring that there is sufficient burial capacity that will meet future service demands and that a burial service remains within Whitehaven area.

WHY HAS THIS REPORT COME TO THE EXECUTIVE?

Procedural requirement following approval of the scheme for inclusion in the 2011/12 capital programme by Council on 22 February 2011

RECOMMENDATION:

Executive to agree to agree the Project Initiation Document (PID) for undertaking the phase 2 burial extension to Whitehaven cemetery

1. INTRODUCTION

- 1.1 Council approved a budget of £100,000 to be funded from the Useable Capital Receipts Reserve to carry out this work through the 2011/12 capital programme. This approval, on 22 February 2011 was in principle. This PID seeks to provide detailed information to Members on the scope of the project, the deliverables, the associated costs, the estimated timescales, and how the work will be resourced and managed to allow Executive to approve the commencement of the scheme.
- 1.2 At the current rate of use Whitehaven cemetery will run out of burial space by the end of 2013. By completing the phase 2 burial extension at Whitehaven cemetery, this will increase burial capacity by a further 220 spaces; this will allow Whitehaven Cemetery to offer the public burial spaces until 2021

- 1.3 The current capacity available for burial in Whitehaven is

Hensingham Cemetery 217

Whitehaven Cemetery 60

- 1.2 The Project Initiation Document (PID) describes the scope of the project, the deliverables, the associated costs, the estimated timescales, and how the work will be resourced and managed.

2. ARGUMENT

- 2.1 Local authorities have the powers to provide cemeteries, and such to ensure there is sufficient capacity for burials, this project supports the Council's objectives under the thematic titles of, Place and Performance

Place

3.6 Enhance the local physical and natural environment

Performance

4.1 Provide high performing services that are accessible and respond to customer needs

3. OPTIONS TO BE CONSIDERED

- 3.1 That Executive agrees to the Project Initiation Document (PID) for the phase 2 extension works at Whitehaven Cemetery and the commencement of the work.
- 3.2 That Executive do not to agree to the Project Initiation Document (PID) for the phase 2 extension works at Whitehaven Cemetery, in which case Whitehaven cemetery will close to burials when current capacity is reached.

4. CONCLUSIONS

- 4.1 That Executive agree to the attached Project Initiation Document (PID) for the phase 2 works at Whitehaven Cemetery at that this work is financed through Councils Capital Programme, budgeted at £100,000
- 4.2 Local authorities have the powers to provide cemeteries, and such to ensure there is sufficient capacity for burials
- 4.3 If Executive agrees to option 3.1 then the phase 2 burial extension works at Whitehaven cemetery will be financed through the Councils Capital Programme (which has previously been agreed in principle)

5. STATUTORY OFFICER COMMENTS

5.1 The Monitoring Officer's comments are: No comments on the report

5.2 The Section 151 Officer's comments are:

The Capital Programme for 2011/12 includes an amount of £100,000 for the Whitehaven Cemetery extension.

5.3 EIA Comments: No social groups will be disadvantaged by the project; however increased burial provision will support religious beliefs and local accessibility for all groups. There are no positive impacts on any social groups, although the provision for increase burial spaces has a positive effect on religion and beliefs.

5.4 Other consultee comments, if any:

7. HOW WILL THE PROPOSALS BE PROJECT MANAGED AND HOW ARE THE RISKS GOING TO BE MANAGED?

7.1 The Project Initiation Document (PID) describes the scope of the project, the deliverables, the associated costs, the estimated timescales, and how the work will be resourced and managed.

List of Appendices

Appendix A - The Project Initiation Document (PID) for the Phase 2 burial extension at Whitehaven Cemetery



COPELAND BOROUGH COUNCIL

WHITEHAVEN CEMETERY EXTENSION

PROJECT INITIATION DOCUMENT

ID: 002
Version: 1.02
Author: Toni Magean
Date: 16 May 2011

Project Initiation Document

1. Background

At the current rate of use Whitehaven cemetery will run out of burial space within the next two years. Completing phase 2 of the cemetery extension will provide a further 220 burial spaces, which will provide for at least 8 more years.

In addition land adjacent to the proposed development also belongs to the Council, so in the longer term the Council has the option to further extend.

If the Council decides not go ahead with implementing the phase 2 extension, then this will lead to an increase demand to the only other Whitehaven alternative – Hensingham cemetery. However, it is anticipated that this cemetery will be full by 2018 and due to the surrounding built up area there is no opportunity to extend capacity at this cemetery.

The Council's next nearest cemetery lies outside of Whitehaven and is located at Thornhill which has a current capacity for 300 burials, and based on the current burial rate, Thornhill cemetery would become full in 2024.

2. Business Case

The Council is statutorily obliged to provide for the burial of the deceased and thus this is an underpinning service for the Council. As such, this project is supporting Corporate Objective 4.1 with the aim to provide a high performing service that is accessible and respond to our customer needs.

At the current burial rate, Whitehaven cemetery will be full within the next two years. Although the Council has a further cemetery at Hensingham, the demand from not extending at Whitehaven cemetery, would lead to this cemetery become full by 2018. Also, due to the location of Hensingham cemetery, being situated within a built up environment means that the Council has no option to extend Hensingham cemetery.

The Council's next closest cemetery to Whitehaven is Thornhill, this has a current capacity to support for 300 burials and at the current rate of use this cemetery would expected to become full by 2024

Across Copeland the Council provides burial ground at: -

	<u>Current Free Capacity</u>
▪ Millom	45
▪ Nether Wasdale (limited to local residents)	31
▪ Thornhill	300
▪ Hensingham	217

Project Initiation Document

▪ Whitehaven	60
Total	<u>653</u>

The phase 2 extension of the burial spaces at Whitehaven Cemetery will create an additional 220 burial plots, which not only means that local residents will retain some choice of cemetery that they would be preferred to be buried in, this increase in capacity will allow for a further 8 of years use (10 years in total) and remove potential pressure from being place upon the other council cemeteries.

3. Project Objectives and Scope

3.1 Project Objectives

The project will create an additional 220 new burial spaces in Whitehaven cemetery and leave an area earmarked for green burials. The project will be delivered within a £100k Budget

The grounds work will be put out to tender, through the councils contract and projects team. From the time of advertising, quotations will be returned in 6 week period, evaluated to form a short list, with the actual grounds work project taking around 12-14 weeks to complete. This is followed by a defects liability period of 40 weeks.

On completion of the phase 2 extension, the future maintenance of the new burial area will be integrated into the existing grounds maintenance team and works programme.

3.2 Project Scope

The Acting Contracts and Projects Manager will be the Clerk of Works and Construction Design Manager for this project.

There are no dependencies on other projects or parts of the business for project completion, though there is a constraint to ensure contractors work around interments.

4. Project Deliverables

The project will deliver the phase 2 cemetery extension to provide a further burial capacity of 220 burial plots that will meet current and future demand.

The main project deliverables are listed in Appendix 1.

5. Project Approach

The project will be approached in a number of discrete stages as follows:

Project Initiation Document

- **Stage 1 – Site Appraisal and design work**

Contracts and Property Department have previously appointed an external consultant to undertake a site appraisal to evaluate the existing ground conditions this will ensure that the land is suitable for the proposal. The design of the Cemetery extension has already been completed by Capita Symonds the design will be evaluated and reviewed by the contracts and property team.

- **Stage 2 – Planning application**

The original drawings for the previous extension were submitted for planning permission and have been approved. No further application will be required assuming that the design will not change.

- **Stage 3 – Preparation of Invitation to Tender and engagement of sub-contractor**

Contracts and property will then produce a specification and contract preliminaries and with assistance from legal services will produce the tender documentation.

The tenders will be evaluated on the basis of cost and quality and a contractor will be appointed through an approved form of contract.

- **Stage 4 - Construction Work and Project Management**

Copeland Borough Council will award the construction contract to the successful contractor. The Properties and Contracts Department will then oversee all aspects of the construction on site and complete post contract administrative duties.

6. Project Plan

Copeland Borough Council's Contracts and Property Department will act on behalf of the open spaces team to deliver the project. A fee will be charged at 10% of the contract value to cover professional fees which otherwise would be payable to an external party.

An outline project plan can be found in [Appendix 2](#).

7. Organisation – Roles and Responsibilities

The Project Manager will be the Open Spaces Manager, who will be responsible for the overall delivery of the project and ensuring the project is kept with the timeframe and budget.

The Acting Contracts and Projects Manager will be the Clerk of Works and Construction Design Manager, who will be responsible to for the specification, tendering and monitoring of the preferred contractor.

Project Initiation Document

8. Communications

- Project Manager and Clerks of Work/CD Manager
Will meet every 3 weeks to review progress of the project; this will be supported by telephone and email communication.
- Selected Contractor
Will meet every 2 weeks to review progress of the project; this will be supported by telephone and email communication.
- Bereavement Services Superintendent
Will be supplied weekly updates of site development and to communicate impact on service delivery, Contractor will require details of all interment during project delivery.

The BSS will be required to communicate throughout the development work to update and identify impacts to the service users, including funeral directors, clergy, stone masons and the general public. This will be communicated by face to face meetings, telephone and email.
- Senior Communications Officer
To support in the communication of the project with the local media.
- Capital Monitoring Group
To attend monthly and communicate the projects progress to the group

9. Resource Requirements

The project will be managed by the Contracts and Property Team and the lead being Martyn Morton. The grounds work will be managed by Matthew McCarry, the Councils Property Surveyor.

The Open Spaces Manager, Toni Magean will act as 'client' for the project

The Head of Neighbourhood Services, Keith Parker is the Project Sponsor

Due to the project is being delivered within the grounds of the Councils cemetery grounds; existing resources are available to support the delivery of the project (site accommodation/storage)

10. Project Costs

The anticipated project cost is £100k which is financed from the council's capital funds.

Project Initiation Document

- C&P Professional Fees £10k
- External Contract Cost £90k

11. Project Quality

All information produce as part of this scheme will be subject to peer checking. All documentation provided to contractors will be provided to the Project Manager to review and retain for the record.

All documentation relating to the project will be stored on the council's network server.

12. Project Controls

Define any controls on the project e.g.

- An exception report will be raised if this project is predicted to cost more than £100k, and/or take 6 weeks longer to deliver than scheduled?
- At least 6 Client/Contract recorded meetings will take place.
- A least 4 management update reports will be produce as the project progresses
- A specific review point will take place at the completion of each of the 4 stages within this project process.
- Progress reports to the Capital Programme Monitoring Group

13. Risk Management

Id.	Description of Risk	Impact	Probability
R1	Due to the nature of the project, with any ground works there is an element of uncertainty when excavating. Utility plans will be provided to the contractor and this aspect of the project will be monitored closely.	MEDIUM	LOW
R2	This is an outdoor project, therefore adverse weather could halt construction and delay the programme, though the council receives weather forecasts that have been reliable, and these will be used to assist in delivery of the project.	HIGH	LOW
R3	The external contractors will be requested to identify any risk to the project and include a contingency that will be allowed for as a percentage to cover for items of risk. Any significant risks identified by the external contractor will be closely monitored.	HIGH	LOW

Project Initiation Document

Id.	Description of Risk	Impact	Probability
R4	Ground water at the Whitehaven cemetery may cause problems for the project, though monitoring to date and an interim report have identified no issues in this respect.	HIGH	LOW

Project Initiation Document

Project Initiation Document

Appendix 1 – Project Deliverables

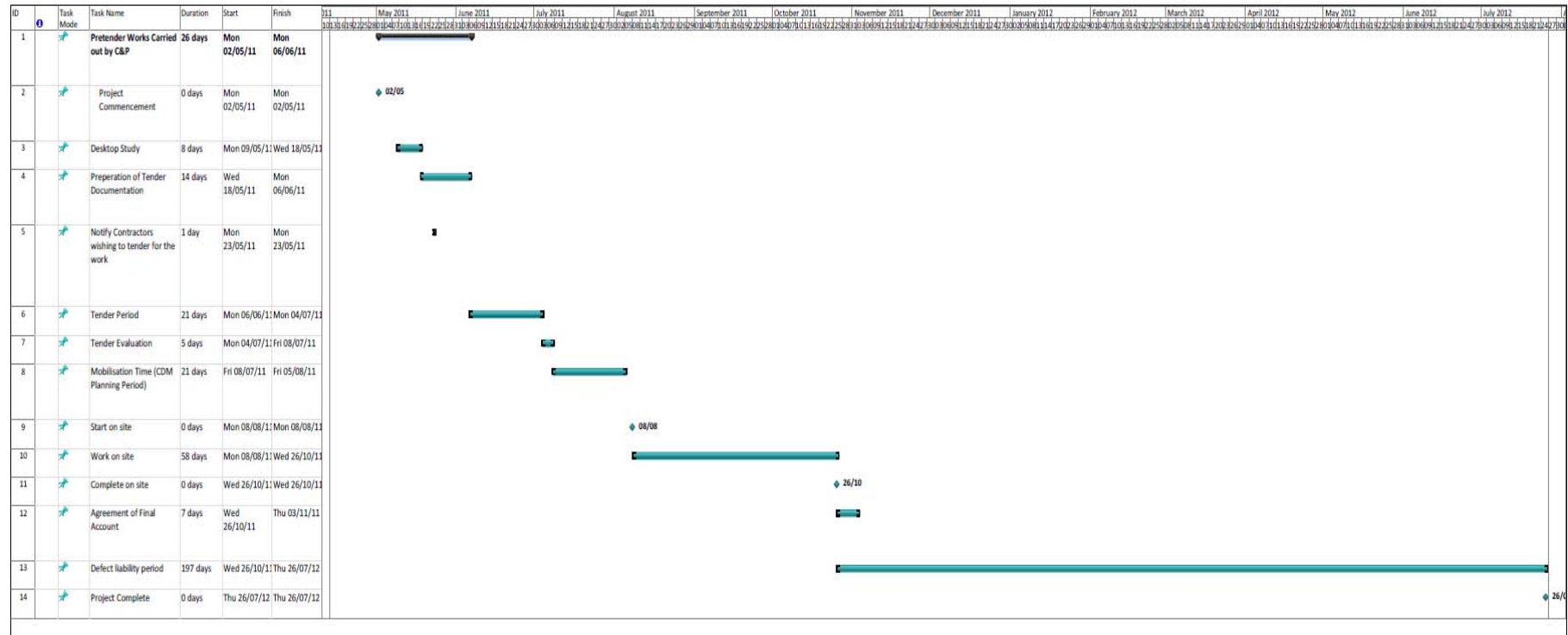
Product Number	Product Name	Product Description	Derivation	Format	Supplier	Quality	Quality Tolerance	Checked by
1.	Collation	Collate all of the survey information and design documents from the previous scheme.	None	Drawings, Reports, Documents etc. (Written and digital formats)	Contracts and Property Department; Open Spaces Department	Review previous documents	Review	Project Manager
2.	Desktop Study	Study the information collated and produce a tendering strategy	Collation	Various	Contracts and Property Department	Sufficient to ensure that the proposal will work	Review	Project Manager
3.	Risk Register	List of risks that could impact on delivery of the project	Desktop Study	Document (excel?)	Project Manager	Identifies all reasonable risks that could impact on delivery of project	Review	Project Manager
4.	Construction Tender	Tender document to cover the construction aspect of the project	Collation; Desktop Study	Documents	Properties Officer Legal Department	Covers all technical aspects of construction work and all legal requirements of CBC	Review	CBC Legal
5.	Tender Report	Report on returned tenders from prospective contractors	Construction Tender	Documents	Properties Officer	Makes recommendation of best contractor	Review	Project Sponsor
6.	Temporary Works	Construction work that will put something in place for the duration of the	Desktop Study	As determined by nature of works required from Desktop Study	Contractor	Provides temporary measures for activities outside the project to	Inspection	Consultant

Project Initiation Document

Product Number	Product Name	Product Description	Derivation	Format	Supplier	Quality	Quality Tolerance	Checked by
		project only				continue during the construction work		
7.	Permanent Works	Construction work that will be in place once the project is complete	Temporary Works	As determined by nature of works required	Contractor	Provides at least 220 new graves.	Inspection	Consultant
8.	Completion Paper Work	Paperwork required to formally accept the works as part of handover to Copeland Borough Council	Permanent Works	Document	Properties Officer	Provides all necessary paperwork to hand site back over	Review	Project Sponsor

Appendix 2 – Project Plan

Project Initiation Document



Provisional forecast