

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**COYCHURCH CREMATORIUM JOINT COMMITTEE**

**FRIDAY 14<sup>TH</sup> JUNE 2019**

**REPORT OF THE CLERK & TECHNICAL OFFICER**

**FLOWER COURT FACILITIES**

**1. Purpose of the Report**

1.1 The purpose of this report is to update the Joint Committee on the provision of an extension to the Flower Court facility at Coychurch Crematorium and to seek approval for the design.

**2. Connection to Corporate Improvement Objectives/Other Corporate Priorities**

2.1 This report assists in the achievement of the following corporate priorities:-

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

**3. Background**

3.1 The buildings of the Crematorium are carefully designed to provide for the ceremonial and sacred aspects of the cremation service and to complement the landscape in which they sit. The Crematorium is an important work by a British architect of international reputation (Maxwell Fry) and is Grade 2\* listed. As such, any proposed changes to the scheme must be carefully considered.

3.2 The Crematorium is regularly complemented by service users for the high standard of facilities provided and this is evident on the returned service questionnaires. The Flower Court facility, however, is an area that lends itself to improvement due to its compact layout. It is proving inadequate for the functions it is required to accommodate.

- 3.3 An area of open grass immediately joins the Flower Court area and provides additional space that could facilitate the construction of a purpose made extension to join the existing facility, to create one much larger flower display and dispersal area.
- 3.4 At the site visit to the Crematorium, in advance of the meeting of 15<sup>th</sup> June 2018, Members were shown the Flower Court facilities to the rear of the Crematorium building where the bereaved families greet their congregation and view their floral tributes following the funeral service in the Crallo Chapel. The Flower Court is accessed via a set of doors at the front of the chapel and comprises of a narrow corridor with toilet facilities on one side and the raised flower display to the other. An open section at the far end of the corridor leads to the waiting funeral cars and main car park. Members were reshown these facilities at the site visit to the Crematorium in advance of today's meeting.
- 3.5 An explanation was provided of the bottleneck that is created when large congregations file through one set of doors and into the limited space of the Flower Court. Additionally, the delay that can be caused to the following funeral service as a result of the slow movement of the congregation through this area.
- 3.6 At the meeting on 15<sup>th</sup> June 2018 the Joint Committee approved, in principle, the provision of an extension to the Flower Court facility by extending the rear of the Crematorium building, outside the exit doors of Crallo Chapel. The Joint Committee authorised the submission of a feasibility report to a future meeting.
- 3.7 The report of 15<sup>th</sup> June 2018 informed the Joint Committee that the provision of further funding for the project could be accommodated in the Crematorium's accumulated reserve funds but this would be considered in more detail in future reports. At the meeting on 8<sup>th</sup> March 2019 the Joint Committee approved an estimated amount of £300,000.00, included in the 2019/20 budget, to accommodate the funding of the construction phase of the project, subject to a more accurate costing based upon the feasibility study and the Joint Committee's further approval.

#### 4. **Current Situation / Proposal**

- 4.1 Capita was engaged to provide a feasibility study and design options for the Flower Court extension, to include budget costs. In recognition of the fact that Coychurch Crematorium was designed by an internationally renowned architect, Capita placed architect Mr Jonathan Adams in charge of the design works. Mr Adams is a Welsh architect particularly known for his landmark buildings in Cardiff and was previously President of the Royal Society of Architects in Wales (RSAW) from 2005 to 2007. His notable projects include the prestigious Millennium Centre in Cardiff Bay, the new headquarters building for the Welsh Joint Education Committee (WJEC) in Llandaff and the Sherman Theatre refurbishment in Cardiff.

- 4.2 The feasibility study provided by Capita was considered in detail and the design included in Appendix A is recommended for the following reasons:
- (i) The design of the building is effective for the requirements of the bereaved and staff but also compliments the religious ethos of the existing buildings and grounds.
  - (ii) It maximises the use of space.
  - (iii) It provides a new door aperture from the rear of the chapel that leads directly into the extended covered Flower Court, greatly improving the speed at which mourners can vacate the chapel to view the floral tributes while additionally improving safety in the case of an emergency evacuation.
  - (iv) It provides covered access from the door at the top of the Cloister walkway (stained glass corridor leading to the chapel entrance doors) to the chapel exit doors. This improves working conditions for the Crematorium's Chapel Attendant and the Funeral Directing team when moving between the two areas during funerals, protecting them from adverse weather conditions and preventing the risk of slips and falls on the wet pathway.
- 4.3 The proposed design takes its dome-like form from historic religious buildings of different faiths, displaying handkerchief vaults built from hardwood frames and featuring stone walling, stone paving and glass which complement the current architectural style of the building. The outline design proposals attached at Appendix A of this report include a summary of the architects design statement.
- 4.4 The architect, Mr Jonathan Adams, will present his design to the Members of the Joint Committee at this meeting.
- 4.5 The design would be subject to planning approval. The Planning Application will require a detailed Heritage Impact Statement to support the Listed Building Application, in addition to the standard Design and Access Statement.
- 4.6 The feasibility study has calculated an estimated budget cost of £465,720.00. The Quantity Surveyor has prudently included a 15% risk contingency to the estimate to accommodate the early design stage. The cost allows for the high quality of material and workmanship. This is to take into account the importance of the listed building and the need to ensure that the quality of the new extension is equal to the quality of the original buildings. As a result of these generous allowances there will be scope to reduce the costs if it becomes necessary to do so, without making compromises with the quality overall.
- 4.7 The programme would involve:
- Preparation of detailed drawings.
  - Planning submission/listed building consent.

- Tender and report back to the Joint committee for approval.
- Construction of extension with a view to commencing works within the 2019/20 financial year.

4.8 Design consultants fees for the completion of the project have been estimated at £70,000, which represents 15% of the construction cost. The core design team will include:

- Architects
- Cost Consultants
- Structural Engineers
- Civil Engineers
- Electrical Engineers

4.9 Professional fees will be distributed throughout the duration of the project.

## 5. **Effect upon Policy Framework and Procedure Rules**

5.1 None.

## 6. **Equality Impact Assessment**

6.1 There are no equality implications arising from the report.

## 7 **Well-being of Future Generations (Wales) Act 2015 Assessment**

7.1 There is no requirement for a well-being statement at this stage.

## 8. **Financial Implications**

8.1 The estimated budget cost of the design and project management works is £70,000 and can be accommodated in the 2019/20 revenue budget. £300,000 of the estimated budget cost for construction is included in the Crematorium's Business Plan for 2019/20 and accommodated in the 2019/20 revenue budget. The additional funding of £165,720 will be provided from the Crematorium's accumulated reserve funds.

8.2 The Treasurer's Annual Accounting Statement, also being presented to this Committee, confirms that in 2018-19 Coychurch Crematorium made a net surplus of £496,738. The surplus has been added to the accumulated reserve for the Crematorium brought forward at 31 March 2018, bringing the total of that reserve to £1,755,451. The surplus fund is designed to build up reserves for the future replacement of the cremators and ancillary plant along with future service improvements. The Crematorium has sufficient long term funds to finance the replacement project and future planned works, including the Flower Court extension.

**9. Recommendation:**

- 9.1 The Joint Committee is recommended to approve the proposed design of the extension to the Flower Court facility.
- 9.2 The Joint Committee is recommended to authorise the Clerk and Technical Officer to seek planning permission and invite tenders in respect of the works to be undertaken and report back to the Joint Committee with a view to commencing works within the 2019/20 financial year.

**ZAK SHELL**  
**CLERK AND TECHNICAL OFFICER**  
**3<sup>rd</sup> June 2019**

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**Background Papers:**

Flower Court Facilities Report to the Joint Committee 15<sup>th</sup> June 2018 and  
Business Plan Report to the Joint Committee 8<sup>th</sup> March 2019.