

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

**4 MARCH 2022**

**REPORT OF THE CLERK & TECHNICAL OFFICER**

**FLOWER COURT FACILITIES**

1. **Purpose of 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 request approval to award the Contract resulting from the tender process as detailed in the report.
2. **Connection to corporate well-being objectives/other corporate priorities**
- 2.1 This report assists in the achievement of the following corporate well-being objectives under the **Well-being of Future Generations (Wales) Act 2015:-**
  1. **Supporting a successful sustainable economy** – taking steps to make the county borough a great 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 borough.
  2. **Helping people and communities to be more healthy and resilient** – taking steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services. Supporting individuals and communities to build resilience, and enable them to develop solutions to have active, healthy and independent lives.
  3. **Smarter use of resources** – ensuring that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help deliver the Council's well-being objectives.
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 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 onto the current grassed area outside the exit doors of Crallo Chapel, in order to address 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. The Joint Committee authorised the submission of a feasibility report to be presented to the Joint Committee at its meeting in June 2019.
- 3.4 Architect Mr Jonathan Adams (Capita) was placed 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.
- 3.5 At the meeting on 14<sup>th</sup> June 2019, the Joint Committee approved the proposed design of the extension to the Flower Court facility and authorised the application for planning permission and invitation of tenders in respect of the works to be undertaken. The provision of further funding for the project would be accommodated in the Crematorium's accumulated reserve funds and an estimated amount of £540,000 was included in the 2019/20 budget to accommodate the funding of the construction phase of the project and consultants fees, subject to further approval by the Joint Committee.
- 3.6 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.
- 3.7 At the meeting on 6<sup>th</sup> March 2020 the Joint Committee approved the Service Level Business Plan for 2020/21, moving £520,000 of the estimated amount for the project that was included in the 2019/20 budget to the 2020/21 budget.
- 3.8 At the meeting on 4<sup>th</sup> September 2020 the Joint Committee was provided with a further update on the project. Work on the project had progressed well:

- **Statutory Approvals:** A full listed building planning application along with a detailed Heritage Impact Statement was submitted in February 2020. Planning Approval, Sustainable Urban Drainage Approval and Building Regulations Approval was provided by BCBC in July 2020. Listed Building Consent was granted by Welsh Government on 25<sup>th</sup> August 2020.
- **Detailed Design:** Architect, Jonathan Adams, was concentrating on the special structural elements, in order to minimise construction risk and to provide the highest possible level of cost certainty before commencement of the contract.
- **Health and Safety/CDMA Requirements:** Pre-construction health and safety / design risk information had been reviewed - Capita had agreed the format of the Health and Safety File with the Client and included these in the pre-construction information pack. Capita had assessed the relevant skills, knowledge and experience levels of the Design Team.

3.9 Capita and architect Jonathan Adams had made good progress with procuring the roof structure within the target budget price and were actively progressing toward the procurement phase.

3.10 At the meeting on 5<sup>th</sup> March 2021 the Joint Committee was advised that the pandemic had impacted upon the timetable and the Joint Committee approved the Service Level Business Plan for 2021-22, moving the estimated amount for the project to the 2021-22 budget.

3.11 It was anticipated that a further report would be presented to the Joint Committee in September 2021 to confirm final approval of tenders for the construction phase of the project. The pandemic, along with some procurement issues, has unfortunately further delayed this timetable.

#### 4. **Current situation/proposal**

4.1 Tenders will be invited through E-Tender Wales in March 2022, in accordance with Bridgend County Borough Council's Contract and Financial Procedure Rules. The returned tenders will be checked and verified and the contract awarded to the most economically advantageous tender, taking into account Technical Quality and Price.

4.2 The construction phase works are scheduled to commence early summer 2022.

4.3 The estimated budget cost of £550,000 for the design/project management works and construction has been included in the Crematorium's Business Plan for 2022-23 and moved into the 2022-23 revenue budget, for approval by the Joint Committee in the Crematorium Business Plan and Fees Report of 4<sup>th</sup> March 2022 and the Treasurer's Report of 4<sup>th</sup> March 2022.

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

5.1 None.

**6. Equality Act 2010 implications**

6.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

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

7.1 The wellbeing goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of wellbeing goals/objectives as a result of this report.

**8. Financial implications**

8.1 The estimated budget cost of £550,000 for the design/project management works and construction is included in the Crematorium's Business Plan for 2022-23 and accommodated in the 2022-23 revenue budget.

**9. Recommendations:**

9.1 The Joint Committee delegates to the Clerk and Technical Officer the power to approve the acceptance of the most economically advantageous tender, in accordance with Bridgend County Borough Council's Contract and Financial Procedure Rules. Should the tender amount exceed the allocated budget cost then a further report will be submitted to the Joint Committee to confirm final approval of tenders.

9.2 The Joint Committee delegates to the Clerk and Technical Officer the power to approve the final terms of the Contract in consultation with Bridgend County Borough Council's Chief Officer, Legal and Regulatory Services, Human Resources and Corporate Policy and thereafter arrange for the execution of the Contract on behalf of the Joint Committee, in accordance with 9.1.

**ZAK SHELL  
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BRIDGEND COUNTY BOROUGH COUNCIL  
CLERK AND TECHNICAL OFFICER  
COYCHURCH CREMATORIUM JOINT COMMITTEE  
4 MARCH 2022**

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**Background Papers:**

Flower Court Facilities Report to the Joint Committee 15<sup>th</sup> June 2018,  
Business Plan Report to the Joint Committee 8<sup>th</sup> March 2019,  
Flower Court Facilities Report to the Joint Committee 14<sup>th</sup> June 2019,  
Business Plan Report to the Joint Committee 6<sup>th</sup> March 2020  
Business Plan Report to the Joint Committee 5<sup>th</sup> March 2021  
Business Plan Report to the Joint Committee 4<sup>th</sup> March 2022