

TO: EXECUTIVE MEMBER FOR CULTURE, CORPORATE SERVICES & PUBLIC PROTECTION
2 MARCH 2017

AWARD OF THE WORKS CONTRACT FOR EASTHAMPSTEAD PARK CEMETERY AND CREMATORIUM – ADDITIONAL CHAPEL
Director of Environment, Culture & Communities

1 PURPOSE OF REPORT

The purpose of this report is to seek approval to award the works contract to the successful Tenderer.

2 RECOMMENDATION

- 2.1 That the Executive Member for Culture, Corporate Services & Public Protection approves the recommendation in the attached Confidential Annexe (Annexe A) and Atkins Confidential Tender Evaluation Report (Annexe B).**

3 REASONS FOR RECOMMENDATION

- 3.1 In accordance with the Council's Contract Standing Orders and value of this contract requires the approval of the Director of Environment, Culture & Communities and the Executive Member for Culture, Corporate Services & Public Protection.
- 3.2 The existing facility only has one chapel. The demand is high and there can be periods of 3 weeks or more before a suitable service time is available. This is not always acceptable and we run the risk that future business will be lost.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 Easthampstead Park Cemetery and Crematorium was built in 1971 to provide for primarily the local cremation needs. The site also provided for grave space and as per the previous CMT report if we look to use all available space it is expected to give no more than 10-12 years maximum further use. If we were to do this we would take the area of land that currently provides for the overflow car parking needs. Which also dramatically change the open feel of the premises as you drive in this is one of its Unique Selling Points. If we were to restrict the area of land and recognise the value of this overflow car parking the space will only cater for between 5 – 7 years at the current level of demand. However, we have at least 7 - 8 local churchyards that will reach capacity during that period of time and whilst Bracknell Town Council is looking for more space options are limited. This can only mean more demand for the Cemetery and Crematorium facilities.

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- 5.2 The facility was originally built with a mortuary and a very small second chapel. The mortuary was converted into what is now a well-used waiting area when it became outdated and surplus to requirements. The second chapel was never used because of its poor location and very small size. It was converted to form part of the 'back room' facilities as part of the recent refurbishment scheme to deal with mercury emissions.
- 5.3 Over the past five years the business has grown at the expense of our competitors. This growth is believed to be largely due to the investment, attractiveness of the site and the attitude of the staff. All of the feedback we get from funeral directors and officiants confirms that they are promoting Easthampstead Park Cemetery and Crematorium as their preferred facility, however, the ability to meet increasing demands on the facility going forward will be determined largely by the availability of the Chapel. A three week wait, for example, would not be acceptable we run the risk that customers will go elsewhere.

Equalities Impact Assessment

- 5.4 The equality impact issues were taken into account as part of the tender process and an EIA screening was completed as part of the approved Procurement Plan, with no full impact required.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 There are no significant legal concerns

Borough Treasurer

- 6.2 Budget approval for the project has been secured in the 2016/17 Capital Programme and will be financed from the additional income generated as a result of this investment.

7. STRATEGIC RISK MANAGEMENT ISSUES

- 7.1 None.

8 CONSULTATION

Principal Groups Consulted

- 8.1 The Borough Solicitor and the Borough Treasurer were consulted during the course of this procurement.

Method of Consultation

- 8.2 At project initiation, the Procurement Plan was reviewed by the Service Efficiency Steering Group and approved by the Environment, Culture & Communities Director and the Executive Member for Culture, Corporate Services and Public Protection. The Project and Evaluation Teams met and were consulted throughout the project and documents were circulated to all for review to ensure that all comments and

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views were reflected. Draft tender documentation was also forwarded for review to the Assistant Borough Solicitor.

Background Papers

Confidential Annex and Atkins Tender Report

Contact for further information

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