



**Report of Trading and Operational Support Manager**

**Report to Chief Officer Parks and Countryside**

**Date: 19<sup>th</sup> February 2019**

**Subject: Design and cost report for Cemetery Works and Extensions**

**Capital scheme number: 1358 / RWC/ 000**

Are specific electoral wards affected? If relevant, name(s) of ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

1. Leeds City Council manages 3 Crematoria and 24 Cemeteries and deals on average with over 5,000 cremations and 1,200 burials per year.
2. The proposals set out within this report is in line with the Council's Long Term Burial Strategy and the report sets out the need to design a new extension to increase the burial capacity at Cottingley Cemetery and undertake further improvement works at Rawdon crematorium, Whinmoor and Garforth Cemeteries.
3. The Director of Communities and Environment is requested to approve the authority to spend of £170k on cemetery development works against capital scheme number 1358RWC.

**Recommendations**

- i) That the Chief Officer Parks and Countryside gives authority to spend £170K on cemetery development works as set out within the report.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to request authority to spend approval of £170k in order to undertake various cemetery and crematoria improvement works across the city.

## **2 Background information**

- 2.1 The Council's 'Long Term Burial Strategy' was given approval by the Council's Executive Board in December 2008. The Strategy set out the need to establish a preference for smaller locally based cemetery sites combined with the extension of existing cemetery sites wherever possible.
- 2.2 In 2008 the East North East area of the city was identified as having the lowest supply of new graves followed by the South South East area. To date, the Council has extended the cemeteries at both Kippax and Garforth and opened a new cemetery at Whinmoor and secured planning permission for a further Cemetery at Elmete.
- 2.3 Now that the East North East area has sufficient burial capacity for many years to come, the next area of focus is the South South East area of the city. It is estimated that Cottingley Cemetery will be at full capacity within the next three years and an area of land, which used to be the former playing fields adjacent to the cemetery has been identified as a possible cemetery extension.
- 2.4 The proposal is to create a new design for a potential cemetery extension at Cottingley thereby increasing the burial capacity for another 30yrs, which is in line with the Council's long term burial strategy.
- 2.5 It is also proposed to resurface the exit road at Rawdon Crematorium. Whilst over recent years, Funeral Directors and visitors have welcomed the remedial repairs that have been undertaken to repair the surface of the exit road, it is now time to completely resurface this road.
- 2.6 Due to the general increase in wet weather over the last few years, it also proposed to undertake further path resurfacing and surface water drainage works at both Whinmoor and Garforth cemeteries.

## **3 Main issues**

- 3.1 **Design proposals and full scheme description.**
- 3.2 **Programme** – The cemetery design, path resurfacing and drainage works will be undertaken using the Council's Parks and Countryside service as the in house provider. Where any subsequent specialist and or technical work is required, this will be procured using an existing Council framework and or following the procurement process.

## **4 Corporate considerations**

### **4.1 Consultation and engagement**

- 4.1.1 The Executive Member for Environment and Active Lifestyles and relevant Ward Members have been consulted about the proposals set out within this report.

## 4.2 Equality and diversity / cohesion and integration

4.2.1 A screening document has been prepared and an independent impact assessment is not required for the approvals requested at this stage. The detailed design for the proposed cemetery extension will need to consider the needs of all faiths in relation to the provision of burials and access to the new cemetery. This will also form part of a future equality impact assessment as part of the planning process. The screening document has been sent to the equality team to be approved and published.

## 4.3 Council policies and the best council plan

4.3.1 This report draws attention to co-ordinated working that demonstrates a contribution towards the following priorities contained in the City Priority Plan:

- Best city for communities:
  - Ensure that local neighbourhoods are clean.
- Best city to live:
  - Enable growth of the city whilst protecting the distinctive green character of the city.

4.3.2 The report highlights the contribution to the following Council Business Plan priorities:

- Improve the quality of Leeds' parks
- Create the environment for effective partnership working
- Work effectively at a local level

4.3.3 Many of the City's cemeteries and crematoria provide places for quiet reflection and relaxation and are often places that are considered important for the promotion of inner wellbeing and healing following the grieving process.

## 4.4 Resources and value for money

4.4.1 **Full scheme estimate** The full requirements for the 2018/19 programme for the cemetery and crematoria improvement works across the city is £170k. Works include resurfacing the exit road at Rawdon Crematorium, path resurfacing and drainage works at Whinmoor and Garforth Cemeteries and designing a new proposed cemetery extension at Cottingley.

4.4.2 **Capital funding and cash flow.**

Previous total Authority to Spend on this scheme	TOTAL £000's	TO MARCH 2018 £000's	FORECAST				
			2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's	2022 on £000's
LAND (1)	0.0						
CONSTRUCTION (3)	0.0						
FURN & EQPT (5)	0.0						
DESIGN FEES (6)	0.0						
OTHER COSTS (7)	0.0						
<b>TOTALS</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
Authority to Spend required for this Approval	TOTAL £000's	TO MARCH 2018 £000's	FORECAST				
			2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's	2022 on £000's
LAND (1)	0.0						
CONSTRUCTION (3)	120.0		120.0				
FURN & EQPT (5)	0.0						
DESIGN FEES (6)	50.0		50.0				
OTHER COSTS (7)	0.0						
<b>TOTALS</b>	<b>170.0</b>	<b>0.0</b>	<b>170.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
Total overall Funding (As per latest Capital Programme)	TOTAL £000's	TO MARCH 2018 £000's	FORECAST				
			2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's	2022 on £000's
LCC Supported Borrowing	170.0		170.0				
Total Funding	170.0	0.0	170.0	0.0	0.0	0.0	0.0
<b>Balance / Shortfall =</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

Parent scheme number :1358

Title : Cemeteries Extension City Wide

## Revenue effects

4.4.3 There are no revenue implications in relation to the proposals set out within the report as the scheme is funded within the capital programme.

## 4.5 Legal implications, access to information and call-in

4.5.1 This is a significant operational decision, and is not subject to call in.

## 4.6 Risk management

4.6.1 If the service is unable to increase burial provision in the South of the City, there would be a detrimental impact on the quality of the service provided and would place additional pressures on other local cemeteries within the area.

4.6.2 If the service is unable to resurface the exit road at the crematorium, remedial repair work would still have to be undertaken, creating unnecessary delays and disturbance to visitors and would cost more in the longer term which is not a sustainable position for the Council.

4.6.3 If the additional surface water drainage and path resurfacing work is not undertaken, there is reputational risk to the Council.

## **5 Conclusions**

5.1 It is important for the Council to continue to invest with the upkeep and maintenance of the Council's cemeteries and crematoria as they provide places for quiet reflection and relaxation and are often places that are considered important, not just for the purposes of burial or cremation, but also for the promotion of inner wellbeing and healing following the grieving process.

## **6 Recommendations**

6.1 That the Chief Officer Parks and Countryside gives authority to spend £170K on cemetery development works as set out within the report.

## **7 Background documents<sup>1</sup>**

7.1 None

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<sup>1</sup> The background documents listed in this section are available for download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.