

Report for:	<b>Shadow Executive</b>
Meeting Date:	<b>28 January 2020</b>

<b>Title of Report:</b>	<b>New cemetery, Penn Road – request to increase the project budget and for delegated authority to enter into a build contract.</b>
Shadow Portfolio holder	Councillor Isobel Darby
Responsible Officer	Nigel Dicker, Wycombe District Council.
Report Author Officer Contact:	Nigel Dicker, nigel.dicker@wycombe.gov.uk
<b>Recommendations:</b>	<p><b>1. That the Shadow Executive notes the content of this report.</b></p> <p><b>2. That the Shadow Executive:</b></p> <p style="padding-left: 40px;"><b>(a) Consents to a project budget increase of £253,210.</b></p> <p style="padding-left: 40px;"><b>(b) Consents to the release other project funds of £389,790.</b></p> <p style="padding-left: 40px;"><b>(c) Consents to the grant of delegated authority to enter into a build contract for the project.</b></p> <p style="padding-left: 40px;"><b>(d) Consents that the £50,000 annual maintenance cost of the new facility will be contained within the Special Expenses Reserve (SER) precept.</b></p> <p><b>3. Notes that this matter is also being reported to Wycombe District Council’s Cabinet on February 3<sup>rd</sup> 2020.</b></p>
Corporate Implications:	<p><b>Monitoring Officer:</b> There is a requirement to provide burial spaces in a burial authority area and this report fulfils that obligation.</p> <p><b>S.151 Officer:</b> This decision is required due to the spending protocol. The financial implications are picked up within the report at paragraphs 3.1 and 3.2.</p>
Options: (If any)	The Shadow Executive may not wish to proceed with the cemetery project, however there is a need for new burial spaces as the existing cemetery is reaching full capacity, and it should be noted that there is a legal obligation for a Burial Authority to provide burial spaces.
Reason:	Wycombe is running out of burial capacity, and the project is needed to meet the legal requirement to be able to provide burials for the High Wycombe Town area.

## 1.0 Purpose of Report

- 1.1 This report seeks the consent of the Shadow Executive to proceed with the Penn Road cemetery project, as described in Appendix 1 – Report to Wycombe District Council's Cabinet of 3<sup>rd</sup> February 2020.

## 2.0 Content of Report

### 2.1 Background and Issues

- 2.2 Although in the Hazlemere South ward of Wycombe District, the proposed Penn Road cemetery is within the remit of the High Wycombe Town Committee and so the report at Appendix 1 was considered by the High Wycombe Town Committee at its meeting on 21st January 2020. The recommendations were approved by the committee.
- 2.3 High Wycombe is in need of more burial space for the town to fulfil its obligation to provide burial areas for its residents. Planning permission was given for a new cemetery at Penn Road, in Sept. 2019. (see Appendix 2 – site plan of proposed new cemetery)
- 2.4 A competitive tender process was undertaken in November 2019 to select a contractor. Resulting tender returns revealed a 15% increase on the original budget requirement, which was originally set in March 2017.
- 2.5 The cost of the project has therefore increased from £1,679,790 to the current figure of £1,933,000, owing to the fact that the original budget was based on an estimate of costs prevalent at the time and also due to inflation because of time elapsed. Permission is now required to increase the overall project budget by £253,210.
- 2.6 At the time of the Cabinet decision in 2017, only £1,290,000 of the total project budget of £1,679,790 was approved, with remaining funding of £389,790 to be approved in future. Consent is therefore sought from the Shadow Executive for the proposal to authorise funds from the High Wycombe Town Committee's SER of £143k and CIL funding of £500k to cover both these sums, consent for the request for delegated authority to enter into a build contract and also consent that the £50,000 p.a. cemetery maintenance cost will be contained within the SER precept.

## 3.0 Financial Implications

- 3.1 HWTC / WDC Cabinet approved an initial budget for a new cemetery at Penn Road in March 2017 and were informed of a potential outturn cost of £1,679,790. The costs for the works have increased by £253,210 now bringing the total cost of the works to £1,933,000.

Allocated funds to date and the final required commitments are as follows: -

£404,000 Special Expenses Reserve commitment (March 2017)

£886,000 WDC HWTC CIL commitment to date

£389,790 Acknowledged funding gap needing a decision on confirmation of final cost (March 2017)

£253,210 Additional cost to be funded following tendering

Total £1,933,000 Project cost

3.2 The funding can be met from the High Wycombe Town Committee CIL allocation and from the High Wycombe Special Expenses Reserve (HW SER). If the proposed allocation is decided, then the HW SER would stand at £336k which is 94% of the proposed net cost of services.

#### **4.0 Legal Implications**

4.1 Subject to procurement and decision making processes being followed, the Council has power under S111 of the Local Government Act 1972 to undertake the development described in this report.

#### **5.0 Other Key Risks**

5.1 None

#### **6.0 Dependencies**

6.1 None

#### **7.0 Consultation**

7.1 Consultation for this project was carried out with Penn, Hazlemere, Hughenden & Chepping Wycombe Parish Councils. Two public consultations were held on 16th and 25th October 2018 in Hazlemere and High Wycombe, when developing the cemetery designs. A statutory Public Consultation was carried out in September 2019 as part of the planning process.

#### **8.0 Equalities Implications**

8.1 An equalities impact assessment has been carried out for the proposed development. This is attached at appendix 3 to this report.

#### **9.0 Data Implications**

9.1 None

#### **10.0 Next Steps**

10.1 Following the High Wycombe Town Committee's meeting, and the Shadow Executive's consideration of this report, a report will be presented to the Cabinet of Wycombe District Council on 3<sup>rd</sup> February 2020. This Cabinet report recommends that the request for additional funding be approved and that delegated authority to enter into a build contract for the new facility be given. (draft report at appendix 1)

Appendix 1 – draft report to Wycombe District Council's Cabinet – 3<sup>rd</sup> February 2020

Appendix 2 – Site plan of proposed new cemetery

Appendix 3 – Equalities impact assessment

<b>Background Papers</b>	<b>None</b>
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