

## Executive 5<sup>th</sup> August 2021

<b>Report Title</b>	<b>Shire Lodge Cemetery Extension</b>
<b>Lead Member</b>	Cllr Steven North, Executive Member for Growth & Regeneration
<b>Lead Officer</b>	Iain Smith Assistant Director – Regulatory Services <a href="mailto:iain.smith@northnorthants.gov.uk">iain.smith@northnorthants.gov.uk</a>

<b>Key Decision</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is the decision eligible for call-in by Scrutiny?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are there public sector equality duty implications?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Does the report contain confidential or exempt information (whether in appendices or not)?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Applicable paragraph number for exemption from publication under Schedule 12A Local Government Act 1974</b>	

### List of Appendices

**Appendix 1** – Site Plan

**Appendix 2** – Minutes of OCPC meeting 1<sup>st</sup> December 2020

**Appendix 3** – Minutes of Shadow Executive 7<sup>th</sup> January 2021

**Appendix 4** – Tender Evaluation Matrix

### **1. Purpose of Report**

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- 1.1. The report requests that the Executive decides whether or not the winning tender for the extension of the Shire Lodge Cemetery in Corby is accepted. It also seeks delegation of authority from the Executive to the Assistant Director of Regulatory Services to take the appropriate steps required to deliver the project.

### **2. Executive Summary**

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- 2.1 Following an initial tender process to extend the cemetery all bids received were in excess of available budget. Officers sought additional funding from Corby Borough Council's One Corby Policy Committee ("OCPC") who approved a

£870,000 budget increase to the original £750,000 budget to extend the existing Shire Lodge cemetery on 1<sup>st</sup> December 2020 and allowed officers to retender the works. The work was put out to tender and bids have been received and evaluated as set out in Appendix 4 and summarised below.

- 2.2 The decision to progress the works and increased budget was noted and endorsed by the Shadow Executive on 7<sup>th</sup> January 2021, as required in advance of local government re-organisation in Northamptonshire.
- 2.3 Approval is sought to accept the most economically advantageous bid for the work.

### **3. Recommendations**

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- 3.1 It is recommended that the Executive:
  - a. Approve the acceptance of the winning tender, Bidder 3 and delegate authority to the Assistant Director of Regulatory Services to take the appropriate steps required to deliver the project.
  - b. Confirm the decisions made by the predecessor authority, Corby Borough Council, endorsed by the Shadow Executive of North Northamptonshire Council, to progress the project to extend the cemetery at Shire Lodge.

### **4. Report Background**

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- 4.1 Corby Borough Council's Shire Lodge Cemetery is approaching capacity and current projections suggest that it has between 14 and 18 months of spare burial capacity.
- 4.2 The Association for Public Service Excellence Solutions ("APSE") was commissioned by Corby Borough Council ("CBC") to undertake a feasibility report in February 2019 to assess CBC's bereavement services. Following an in-depth site search, case study and key stakeholder engagement, it identified an extension to the Shire Lodge Cemetery as the most appropriate solution to offer new burial space within the area. An indicative cost analysis was provided for an extension and chapel of £1.74million.
- 4.3 CBC approved the drawn down of capital funding of £750,000 in the financial year 2019/20 in respect of the cemetery extension and welfare provision only – the proposal for the creation of a chapel was not accepted.
- 4.4 As part of the design process, officers discussed the proposals with Councillors, faith groups and have had a notice board on-site for 4 months making users aware of our plans. As part of the planning process there was a public consultation with local residents and stakeholders to seek their views on the proposals.

- 4.5 Planning permission (20/00166/REG3) has been granted to extend the existing cemetery into playing fields to the west of the existing cemetery as a lawned cemetery. (See Appendix 1). Permission has also been granted for a new welfare building with a link to the Rockingham Triangle car park and refurbishment of existing public facilities at the cemetery entrance. Although not approved currently, the long-term aspiration to construct a chapel of rest remains and the plans are therefore sympathetic to this aim and allow for a new car park extension to the east of the existing cemetery.
- 4.6 The extension will provide a further 25 – 30 years of burial capacity and provide improved facilities for staff and visitors to the site. New rules and regulations will be drafted and enforced to ensure that the new extension of the site remains as a lawned cemetery.
- 4.7 As the extension of the cemetery relies upon the utilisation of existing playing fields, Sport England required additional pitches to be brought into use and make a significant contribution towards improving the Abington Road playing fields in Corby to cater for increased demand. Furthermore, an enhanced wildlife corridor is planned between the cemetery and housing to the south of the site to increase biodiversity.
- 4.8 Following the initial tender process where all bids exceeded available budget, OCPC agreed to draw down an additional £870,000 from general reserves and retender the works. The Council received tenders, inclusive of a 15% contingency, ranging from £1,420,425.50 to £2,803,418.00. The tenders were assessed in accordance with the following criteria:
- a) Suppliers' responses to CBC's standard selection questionnaire covering matters like prior convictions, financial standing, technical and professional ability, and compliance with modern slavery.
  - b) Suppliers' quality assessment based on responding to standard questions on their management structure, health & safety management, programme for delivery, management of cemetery users, opportunities for innovation and their previous experience to deliver similar works
  - c) Suppliers price against the published pricing schedule.

## **5. Issues and Choices**

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- 5.1 Following the open tender and evaluation process, supported by procurement colleagues, a preferred bidder has been identified. The preferred bidder provided the Council with the lowest cost, passed all the CBC mandatory questions and scored 24 out of a possible 50 points against the quality assessment and importantly was able to clearly demonstrate an ability to deliver the works for the Council. Their submission also gave scope for further cost savings to the Council during pre-award discussions.
- 5.2 There have been some delays in the contract tendering and pre-contract review and decision-making process. Officers have sought to mitigate these delays but there remains a risk delays lead to increases in material and construction costs. The programme of works may also now extend into the winter months which will

increase the likelihood of wet weather and worsening ground conditions. This may cancel out potential cost savings proposed by the preferred bidder.

- 5.3 To provide consistency with previous decisions it is recommended that the report is approved.

## **6. Implications (including financial implications)**

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### **6.1 Resources and Financial**

- 6.1.1 One Corby Policy Committee approved a budget increase of £870k which was noted and endorsed by the Shadow Executive and budget provision has been made in the current capital programme for the delivery of the project. This provides an overall project budget of £1,620,000 of which £1,430,797 has been carried forward to this year for the construction phase. Current forecasts suggest the project can be delivered for the available budget. However, this is with a reduced contingency of 5%, therefore, the position will be monitored closely to understand whether any further action or mitigation is required.

### **6.2 Legal**

- 6.2.1 The legal agreement between the Contractor and the Council, which details the Council's requirements, terms and conditions will be an NEC3: Engineering and Construction Short Contract Form (April 2013)
- 6.2.2 Cadent and the Council will need to agree a new easement over the route of a diverted gas main.

### **6.3 Risk**

- 6.3.1 Burial space at Shire Lodge cemetery is limited to circa 14 months and failure to provide an extension will impact on the reputation of the Council and confidence in its decision-making processes.

### **6.4 Consultation**

- 6.4.1 Consultation was undertaken prior to finalising the design and a public consultation was undertaken as part of the planning process. There was some concern over loss of open space but there was an understanding of the need for an extension. The proposals include for a dedicated Muslim burial area and representatives of Corby Muslim Association have requested assurances that the proposals cater for their needs.

### **6.5 Consideration by Scrutiny**

- 6.5.1 The report has been published on the forward plan and it is acknowledged that the report could be called in by the Scrutiny Committee.

## **6.6 Climate Impact**

- 6.6.1 The works will have a climate impact, but we will work with the preferred bidder and ensure they are following their policy for safe management of the Environment to limit climate impacts.

## **6.7 Community Impact**

- 6.7.1 Previous anxiety over lack of burial capacity would be exacerbated further due to any additional delays in awarding a contract and commencing works on-site. The extension will also provide a dedicated Muslim burial area that is not currently available at Shire Lodge cemetery, which will be of benefit to the local Muslim community

## **7. Background Papers**

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- 7.1 None