

## REPORT TO CABINET

<b>Open</b>		Would any decisions proposed :		
<b>Any especially affected Wards</b>	Discretionary	Be entirely within Cabinet's powers to decide	YES	
		Need to be recommendations to Council	NO	
		Is it a Key Decision	NO	
Lead Member: Cllr David Pope E-mail: <a href="mailto:cllr.david.pope@west-norfolk.gov.uk">cllr.david.pope@west-norfolk.gov.uk</a>		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Dale Gagen E-mail: <a href="mailto:dale.gagen@west-norfolk.gov.uk">dale.gagen@west-norfolk.gov.uk</a> Direct Dial: 01553 616505		Other Officers consulted: Management Team, Martin Chisholm, David Clayton, David Clack		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications YES	Equal Impact Assessment NO If YES: Pre-screening/ Full Assessment	Risk Management Implications NO

Date of meeting: 1 March 2016

### CREMATORIUM PROJECT UPDATE

#### Summary

The following report updates members on progress on the Crematorium project which included

#### Recommendation

- 1 – Approve the outturn figure as shown in section 5.1 of this report.
- 2 – To Approve the works outlined in section 4 of this report in relation to both the bat mitigation and the cost of replacing the roof

#### Reason for Decision

To ensure that the Crematorium roof is good for another 35 years and to reduce the impact the resident bats have on the service provision.

### 1 Background

1.1 On the 9<sup>th</sup> April 2013 Cabinet authorised officers to procure:-

- i. a new cremator hall,
- ii. three new cremators each with single stream inline abatement equipment,
- iii. the stripping out of the old cremators,

- iv. the conversion of the old cremator hall into office space, meeting rooms and a staff changing room with showering facilities and,
- v. the introduction of cost effective energy efficient/environmentally friendly options of heating and cooling the building.

1.2 In September 2014 Members were updated on the progress made on:-

- i. The Phase 1 enabling works (new car park and footpaths) which were completed and on budget.
- ii. The Phase 2 works (new cremator hall and associated works) being carried out by EN Suiter & Sons Ltd (ENS) who had been appointed as contractors for this phase.
- iii. The new cremators which were being built offsite by Facultatieve Technologies (FT).
- iv. Arrangement for some of the admin posts that were to be transferred to King's Court to allow for the necessary changes within the existing building to progress.

## **2 Update on Progress**

- 2.1 The new cremation equipment, which was built offsite was installed by FT became operational on 2<sup>nd</sup> April 2015. The old cremators were then removed to allow the final phase of work (Office refurbishment) to go ahead.
- 2.2 All Admin posts returned to the new office space at Mintlyn on 20 July 2015.
- 2.3 During the project officers were asked to see if improvements could be made to the Air Cooling system in the chapel. The Improved air cooling system for the chapel is now completed and ready for this summer.
- 2.4 Practical completion of the Phase 2 works was achieved on 22<sup>nd</sup> June 2015, with most of the snagging items resolved at the time of this report.
- 2.5 As part of the works all the remaining asbestos ceilings within the arears worked were removed. The last two small rooms with asbestos ceilings (bearers rest room and the public toilets) will also have the asbestos removed within the next 2 months. Once these works are complete with the exception of the tiles on the old part of the building will be asbestos free.

## **3 Bat Mitigation**

- 3.1 Before any works could be carried out it was necessary to obtain a bat licence to exclude bats from the rear of the old building adjacent to where the new extension was to be built. As bats are a protected species certain mitigating works were required, with works around the area monitored by an approved ecologist.

- 3.2 During the works further bat issues affecting the Vestry arose which were not covered by the licence. This resulted in complaints being received regarding the severe odours and the possible health impact this might have on occupants of the vestry adjacent to the Chapel, with the fear that these odours may migrate further to the Chapel itself. Various temporary works were carried out under the supervision of the Ecologist, but a permanent solution cannot be secured without applying for a further bat licence to exclude the bats from the remaining roof voids.
- 3.3 To allow for this licence to be obtained prior to the next occupation of the Bats (May 2016) Officers are investigating arrangements to remove the bats access to the old crematorium roof and mitigation works which will be required to allow a licence to be secured. These works are likely to include instillation of new bat boxes around the grounds, together with a separate maternity roost to replace the roof void currently used. As these works would need to be completed by April 2016 to eliminate disturbance to the bat population during the breeding season the necessary reports and bat boxes are being procured so that work can commence as soon as the bat licence is approved. The initial costs relating to applying for the new bat license will be contained within the current capital budget.

#### 4 Proposed works

- 4.1 The remaining major works necessary to ensure the reoccurring bat problem is removed falls into 2 parts. The first relating to bat mitigation measures which includes the following.

Ref	Item	Cost
i.	Applying for a bat license & Monitoring.	£5,000
ii.	Works.	£9,750
	Total	£14,750

- 4.2 The second relates to re-roofing of the original crematorium building ensuring bats can no longer gain access to the building These works excludes the flower court, which is a much more recent addition to the complex.
- 4.3 As the existing roost regularly leaks and with the age of the building meaning that bats are gaining easy access to roof voids, the only solution available to resolve the issues once and for all is to completely reroof the original building. Due to asbestos content of the original tiles these would be removed and replaced with tiles the same type as used on the new extension. The old tiles would be disposed of in accordance with current legislation. Before these works can commence, the bat licence must be approved and the mitigation works carried out.
- 4.4 The cost of completing the second phase of works is as follows:

Ref	Item	Cost
i.	Roof strip and supply of new tiles, felt, batten ridges and leadwork. (Include costs of Scaffolding)	£79,500
ii.	Provisional sum for timber repairs, Velux windows and replacement fascia and soffit boards.	£17,000
iii.	Provisional sum for out of hours working (20%)	£16,500
	Total	£113,000

#### 4.5 Financial

4.1 A budget of £2.4million was contained within the Councils Capital Programme. It was estimated that the budget would be split £900,000 for the building works (including fees) and £1,500,000 for the cremators and equipment (including installation, commissioning and removal of old equipment). The following table shows how the budget has changed during the project together with the anticipated outturn costs.

	Original Estimate £	Revised Estimate £	Outturn as at 31 Jan 2016 £	Variance £	
<b>Fees</b>					
1			2,740	- 2,740	
2	1,200	1,200	1,200	-	
3	15,000	20,000	20,000	-	
4	2,500	2,500	11,579	- 9,079	
5			2,750	- 2,750	Phase 2 Bat licence
6	18,500	22,500	23,065	- 565	Air cooling added to scope
7	12,750	12,750	12,750	-	
8	13,210	13,210	13,210	-	
	<b>63,160</b>	<b>72,160</b>	<b>87,294</b>	<b>- 15,134</b>	
<b>Phase 1 Enabling Works</b>					
7	20,000		-	-	
8	86,900	131,640	138,454	- 6,814	Extra works carried out

9	Contingency	13,300	3,360	3,358		2	
		<b>120,200</b>	<b>135,000</b>	<b>141,812</b>	-	<b>6,812</b>	
	<b>Phase 2 New Cremator Hall and Associated External Works</b>						
10	Preliminaries	88,900		-		-	
11	Building Works	564,500	1,169,270	1,135,099	34,171		Savings on contingencies plus additional cost of Air Cooling
12	External Works	34,700		-		-	
13	Contingency	85,900	24,070	24,074	-	4	Furniture, Fire and Communications
		<b>774,000</b>	<b>1,193,340</b>	<b>1,159,173</b>	<b>34,167</b>		
	<b>Phase 3 New Cremators and Ancillary Equipment Installation and Decommissioning Works</b>						
14	New Cremators	1,031,600	1,031,600	1,032,600	-	1,000	Backup cremulator
15	Preliminaries	10,700				-	
16	Building Works - Installation	2,600	4,500			4,500	Charged to item11
17	Building Works - Decommissioning	4,000				-	
18	Contingency	1,400				-	
		<b>1,050,300</b>	<b>1,036,100</b>	<b>1,032,600</b>		<b>3,500</b>	
	<b>Phase 4 Alterations to Existing Building</b>						
19	Preliminaries	83,500				-	
20	Works	210,100				-	
21	Contingency	36,700				-	
		<b>330,300</b>		-			
	<b>Phase 5 Cooling Existing Chapel</b>						
22	Provisional Allowance	<b>62,040</b>					Top sliced from line 11
<b>23</b>	<b>Grand Total</b>	<b>2,400,000</b>	<b>2,436,600</b>	<b>2,420,879</b>		<b>3,721</b>	

5.2 Total cost associated with replacing the original roof are £14,750 for obtaining a Bat licence and the relevant mitigation works and £113,000 for the replacement roof giving a total of £127,750 of which £2,750 can be met from the existing capital

budget, leaving £125,000 to be funded from other sources. At Cabinet on 2 February 2016, Cabinet recommended that this sum should be met from the Crematorium and renewals fund.

## **6 Policy Implications**

6.1 None

## **7 Statutory Considerations**

7.1 Bats are a protected species and the bat licence and works will need to be carried out having regard to the Conservation of Habitats and Species Regulations 2010, which will include any conditions imposed as part of the Bat Licence.

7.2 With the roof now periodically failing and needing repair, removal of the existing asbestos containing tiles will help not only extend the life of the building but comply with the requirements of the Management of Health & Safety at Work Regulations 1999 in reducing the ongoing risk to staff and contractors.

## **8 Equality Impact Assessment (EIA)**

8.1 None

## **9 Personnel Implications**

9.1 None

## **10 Background Papers**

None