

29 November 2017

Policy, Projects & Resources Committee

Memorial Walls

Report of: *Ray Inns – Interim Project Accountant*

Wards Affected: *All – Warley Initially*

This report is: *Public*

1. Executive Summary

- 1.1 This report focuses on the delivery of a Memorial Wall in Woodman Road cemetery where, for a fee, people can place memorial plaques for their loved ones. This will also provide the opportunity to enhance an area of the cemetery currently under-utilised, but with much potential given the existing pathway with no “focal point”.
- 1.2 A pergola is being incorporated into the design at this stage along with a round bench at the end of the path. A drawing is currently being prepared from which estimated costings can be obtained. Costs and space permitting other walls will be designed into the scheme for people who wish to commemorate their pets. Car parking provision, improvements to the path and planting are also being considered subject to cost.
- 1.3 Approval is now being sought from this committee, as landowner, to agree in-principle for the development of a Memorial wall subject to a planning pre-application meeting, planning approval and any other associated permissions that may be necessary.

2. Recommendation(s)

- 2.1 That approval be given in-principle for the development of a Memorial Wall in Woodman Road Cemetery.**
- 2.2 That a report be made to the P, P&R Committee in January 2018 seeking final agreement in regards to the following:**
- (i) Design and cost within existing capital resources for cemeteries.**
(ii) Suitable level of fee and terms and an appropriate agreement and conditions for the plaque.

3. Introduction and Background

- 3.1 As part of the current ongoing work to utilise the Council's Assets for income generation the development of a Memorial Wall at Woodman Road Cemetery is now put forward for consideration.
- 3.2 The Council, as landowner, has to provide in-principle approval for any development work to take place, subject to necessary approvals.

4. Issue, Options and Analysis of Options

- 4.1 Discussions have taken place with Colchester Cemetery and Crematorium who have a similar Memorial Wall scheme. Other sites for the Borough will be considered depending upon the take-up of the opportunity at this site.
- 4.2 Construction costs will be capital by their nature. The provision and "sale" of plaques will be revenue. Maintenance costs are expected to be covered within existing resources initially and eventually the revenue stream from "sale" of plaques.
- 4.3 An appropriate agreement and conditions will be developed for the scheme. At this stage a 10-year agreement is anticipated which is in line with many other Councils in the country.
- 4.4 A report will be required to a future committee regarding exact costs of the works, design, level of fees and conditions for the plaque.

4 Reasons for Recommendation

- 5.1 This scheme will enhance the appearance and attractiveness of Woodman Road cemetery. People will have a peaceful place to sit and reflect upon their loved ones in a pleasant environment.

6 Consultation

- 6.1 None

7 References to Corporate Plan

- 7.1 “Our Borough is a great place to live, work and visit; with strong, healthy and vibrant communities along with a beautiful green environment to enjoy. We want to keep it that way and are working hard to produce a new Local Plan which both protects the essential qualities of the Borough, while at the same time delivering the right mix of housing, jobs, open space and other infrastructure that will be required in the future”
- 7.2 “Consider how Council assets can be utilised to promote sustainable development in the Borough”

8 Implications

Financial Implications

Name & Title: Jacqueline Van Mellaerts, Financial Services Manager

Tel & Email: 01277 312 829

jacqueline.vanmellaerts@brentwood.gov.uk

- 8.1 Capital costs to be developed once indicative estimates are sought and obtained from the drawings. The scheme may have to be reduced in ambition to fit within existing budget provision. Revenue costs and income will be worked through with the intention of trying to achieve a reasonable pay-back on the capital outlay.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer

Tel & Email: 01277 312 860 daniel.toohey@brentwood.gov.uk

- 8.2 An appropriate agreement and conditions for the scheme will be developed. A title search will be undertaken to make sure there are no restrictions on use of the pilot site.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 8.3 N/A

9 Background Papers (include their location and identify whether any are exempt or protected by copyright)

- 9.1 N/A

10 Appendices to this report

- N/A

Report Author Contact Details:

Name: Ray Inns – Interim Project Accountant

Telephone: 01277 312837

E-mail: ray.inns@brentwood.gov.uk