

STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
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15 February 2024

Members of the Cemetery Management Committee: Councillor J Hyde (Chairman), S Buck, Mrs. M Cooper, S Dhaliwal, S Hayes, J Headington.

You are hereby summoned to attend an Extra Cemetery Management Committee meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 21 February 2024 at 7.30pm** for the purpose of transacting business detailed in the agenda.

E Payne
Town Clerk

Members of the public:

You are now able to observe our meetings by joining via MS Teams. Join on your computer or mobile app [Click here to Join Meeting](#). Please note, our meetings may be recorded for minute taking purposes, and will be deleted after minutes are approved.

Members of the public are invited to observe the meeting and may participate in the 'public section' agenda item. As per Standing Orders, if you wish to speak, you must notify the Town Clerk of your intention prior to the start of the meeting (contact in advance enquiries@stotfoldtowncouncil.gov.uk or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).

AGENDA

1. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence.

2. DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

Members are reminded of their obligations to declare interests in accordance with the Code of Conduct. The Town Clerk will report any dispensation requests received. Where a matter arises which relates to a Councillor's interest, the Councillor has the responsibility to declare that interest in accordance with the adopted Code of Conduct.

- a) Members to declare interests in respect of any item on the agenda
 - b) Proper Officer to consider written requests from members for dispensations
- Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.

3. PUBLIC SECTION (MAX. 15 MINUTES)

Members of the public may speak on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. [Public Participation Policy](#) applies.

4. REPORTS TO COMMITTEE

4.1 Architect's Fees for Cemetery Toilet Rebuild

To receive quotations to engage an architect to draw plans for the cemetery toilet rebuild.

4.2. Bat Survey Quotations

To consider quotations for a bat survey of the cemetery toilets.

5. DATE OF NEXT MEETING

20 March 2024

STOTFOLD TOWN COUNCIL

COMMITTEE: **CEMETERY**

DATE: **21 FEBRUARY 2024**

OFFICER RESPONSIBLE: **EMMA PAYNE, TOWN CLERK**

SUBJECT: **ARCHITECT'S FEES FOR CEMETERY TOILET REBUILD**

1. SUMMARY

- 1.1 At the meeting of this committee held on 17 January 2024, it was resolved to appoint an architect to partially redesign the toilet block at the cemetery to accommodate additional storage.
- 1.2 This report contains two quotations for architect's fees to undertake this work.

2. RECOMMENDATION

- 2.1 Members are asked to:
- a) Consider the quotations contained within the report and advise the Clerk which architect they wish to commission to undertake the work.
 - b) Consider the configuration of the toilet block in relation to additional storage and the arrangement of the toilet facilities.

3. BACKGROUND

- 3.1 Currently the toilet block is divided into two parts:
- Ladies' toilet and a gents' toilet with separate urinal on the northern side
 - Storage on the southern side currently used by the town rangers.
- 3.2 Members may want to take this opportunity to reconfigure the toilet block to include the following (this is not an exhaustive list):
- A fully accessible unisex toilet instead of two separate toilets, which are not DDA compliant.
 - Additional storage for any potential friends of the cemetery group using the bricked up entrances.
 - Install a separate stop cock to allow the toilets to be open 365 days a year (currently they are closed between October-March when the water to the cemetery is shut off)
 - Soakaways for the chapel and toilet block rainwater
 - Grasscrete area between the chapel and the toilets as the grass does not grow under the tree.
 - Installing accessible paths to the toilets

4. FINANCIAL

4.1 Quotations have been received as follows:

CONTRACTOR A

We propose a lump sum fee for all the architectural work, as you outlined below for **£7,950.00** plus vat.

However, this does exclude:

O/S plan – Needed for any LA Applications.

Surveys – If required.

Local Authority charges and costs (Planning / Building Regs App costs etc).

Any other consultants cost.

CONTRACTOR B

Estimate 0025

This quotation is for me to do the entire Planning submission work. I would do the measured site and building survey, then create the necessary drawings needed to general arrangement detail level and include a design and access statement needed for submission. Then upload everything ready for submission. Submission is done by yourselves literally by going onto the planning portal and paying. I don't pay planning fees.

£1,475.00

Estimate 0026

This quotation uses the services of a laser scanning company, Cloud 10.

They will come and scan the site with all trees ground levels, building locations and do this all in a day. They will then issue 2d Autocad GA level drawings within a week of the existing drawings geolocated to OS.

On their quote the top item is the 3d laser scanning. Then it is up to you if you want to have the Chapel done too at the same time or not. If not it will save £600, but if the chapel needs to be done in the future you'll obviously have to pay the 3d laser scanning fee again, so it's cost effective to do it all at once.

The architect will take their drawings and create all necessary drawings needed as described in the first estimate, but my fees are based on the proposed needed.

Architect fees	£875
3D laser scan site	£950
Laser Scan chapel*	£600
Laser Scan toilets	£400
Total	<u>£2,825.00</u>

4.3 On top of these fees, the council would need to appoint a Principal Designer. Under the Construction (Design and Management) Regulations 2015 (CDM), this role is appointed to take the lead in planning, managing, monitoring, and coordinating health and safety during the project. Companies are available to handle this, and they normally charge a % of the total project cost.

- 4.4 Member's attention to draw to the lack of an asbestos report for this building. The contractor was commissioned to undertake a demolition survey. However, due to access issues (the loft void is accessed via a hatch in the ceiling which is not easily accessible via ladder), the survey was not completed. It is proposed that the tower from the Greenacre Centre is erected in the space to allow access for the asbestos and bat surveys.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Appointment of Principal Designer would reduce the risk exposure of the Town Council.
Resources	Project will be managed by the Town Clerk
Equalities	Installing an accessible toilet would adhere to Equalities Act
Biodiversity	N/A
Financial	Met from EMR Cemetery



Southern Aspect showing current storage configuration.



Ladies' toilet entrance

Gents' toilets with separate urinal





*Eastern Aspect with
bricked up doors.*

STOTFOLD TOWN COUNCIL

COMMITTEE: CEMETERY

DATE: 21 FEBRUARY 2024

OFFICER RESPONSIBLE: COLIN ROGERS, ADMIN SUPPORT OFFICER

SUBJECT: BAT SURVEY OF CHAPEL TOILETS

1. SUMMARY

- 1.1 Following a condition report undertaken on the chapel and toilet block it has been suggested that part demolition and renovation work is undertaken to the toilet block.
- 1.2 Before works are undertaken bat surveys are required in order to establish the presence of any bats

2. RECOMMENDATION

- 2.1 Members are asked to consider this report and advise Officers how they wish to proceed.

3. FINANCIAL

- 3.1 The following quotes have been obtained in relation to undertaking this work;

3.1.1 Quote A: £902.10

3.1.2 Quote B: £772.50

3.1.3 Quote C: £1,500.00