

**Agenda Item No:** 10

**Report to:** Cabinet

**Date of Meeting:** 5 January 2015

**Report Title:** Hastings Crematorium Chapel Enhancements

**Report By:** Virginia Gilbert  
Head of Amenities, Resorts and Leisure

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### **Purpose of Report**

To seek Cabinet authorisation to proceed with construction works and spending of £103,017 from the Capital Programme budget for this project.

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### **Recommendation(s)**

- 1. That Cabinet approve the expenditure of £103,017 against the £100,000 allocated in the Capital Programme for Crematorium chapel enhancements.**
- 2. That Cabinet delegate the acceptance of the most economically advantageous tender for the pergola and associated works to the Corporate Director of Environmental Services.**

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### **Reasons for Recommendations**

Larger funerals with 100 or more mourners have become a frequent occurrence as people opt to use the crematorium chapel for funeral services rather than just commitals. The current chapel facilities at Hastings Crematorium are not large enough to seat everyone and the overflow facilities need improvements. This project will expand our seating and viewing capacity by refurbishing the eastern chapel, improving audio and video links to the main chapel and installing a new flower and memorial plaque display area on the lawn opposite the eastern chapel.

A budget of £100,000 was allocated for this work. Now that all quotes and the main tender have been received, the actual spend is £103,017 excluding VAT.

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## Background

1. The chapel was adapted from the original built in 1856 to accommodate the new Crematorium in 1955. It was further extended in 1987/8 when the cloisters at the western end were incorporated. The old eastern chapel was converted as an overspill area, where those mourners that could not get into the main chapel could at least observe the service via a video link. It was also used as a flower viewing area under cover.
2. The capacity of the current chapel is 70 seating and up to 30 standing, many of whom do not get a view of the speaker at the lectern and/or the coffin. Historically funeral services were largely held in church with the chapel only being used for committal, normally attended by more modest numbers. In recent years many people elect to hold the entire service at the chapel, which involves many more people in attendance. Often people request non – denominational services, or elect for somewhat less formal arrangements; these we can and do accommodate. Numbers of mourners attending are increasing; on average we experience between 10 and 12 funerals per month where numbers exceed the maximum capacity.
3. Many people have expressed their unhappiness with the facilities at large funerals and with the quality of the audio and video link.

## This Project

4. New audio visual equipment for the eastern chapel, the former flower room, will allow mourners to view services in the main chapel via a HD CCTV, 65” LED TV and sound system. The system also includes a new sound system and microphone in the main chapel and new amplifiers and sound mixing equipment and CCTV monitor in the chapel control room.
5. The equipment is provided by a specialist AV installer familiar with cemetery and crematoria requirements. The cost of supply and installation of the system is £8,779.00 excluding VAT.
6. A new doorway from the eastern chapel will be formed. This will replace a window and mirror an existing door; it is designed to provide a ‘straight-through’ route from the main chapel as well as a second exit from the eastern chapel directly towards the new flower pergola located on the eastern lawn area.
7. A contractor has been selected for this work at a quoted cost of £17,583.00 excluding VAT. The doorway will be built to replicate the existing eastern chapel doorway and incorporate cast stone reveals and bespoke timber doors.
8. Formal tenders have been received for the formation of a new paved area including two new disabled car parking spaces, associated surface water drainage and a proprietary timber and fabric pergola structure as designed, supplied and erected by a specialist canopy provider. The proposal is subject to both planning and Building Control consents.

9. The new flower pergola will permit mourners to occupy both the main chapel and eastern chapel (the former flower room) and following the service exit the chapel at its far eastern end straight towards the new circular timber, fabric covered, flower display pergola.
10. Following checking of the four tenders received, an error was found in the lowest bidder's pricing and they subsequently withdrew. The next lowest tender which fulfills the specification is £76,655.00 excluding VAT.
11. Planning consent has been given for the building works. Consent has been sought for the external works and a decision is expected this month.

## Financial implications

12. A budget of £100,000 was allocated in the 14-15 capital programme for this project.
13. The total cost of all of the works described above is £103,017.00 excluding VAT.

## Recommendations

14. That Cabinet approve the expenditure of £103,017 against the £100,000 allocated in the Capital Programme for Crematorium chapel enhancements.
15. That Cabinet delegate the acceptance of the most economically advantageous tender for the pergola and associated works to the Corporate Director of Environmental Services.

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## Wards Affected

Old Hastings, Ore

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## Area(s) Affected

East Hastings

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## Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	No
Crime and Fear of Crime (Section 17)	No
Risk Management	No
Environmental Issues	No
Economic/Financial Implications	Yes
Human Rights Act	No
Organisational Consequences	No
Local People's Views	No

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## Background Information

None

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**Officer to Contact**

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