

MINUTES OF RUGBY AND DAVENTRY CREMATORIUM JOINT COMMITTEE

9TH JUNE 2011

PRESENT:

Councillors Atterbury and Mrs Lomax (Daventry District Council)
Councillors Dr M Williams and Wright (Rugby Borough Council)

Simon Bowers (Business Manager), Rob Saunders (Development Surveyor) and Gary Underhill (Programme Manager) – Daventry District Council
Sean Lawson (Head of Environmental Services), Christine Fraser (Corporate Business Finance Analyst) and Chris Worman (Parks and Grounds Manager) – Rugby Borough Council

1. APPOINTMENT OF CHAIRMAN

RESOLVED THAT – Councillor Atterbury be appointed Chairman of the Joint Committee for the 2011/12 municipal year.

2. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED THAT – Councillor Dr M Williams be appointed Vice-Chairman of the Joint Committee for the 2011/12 municipal year.

3. RUGBY AND DAVENTRY CREMATORIUM AND CEMETERY IMPLEMENTATION

The Joint Committee considered the report of the Project Board (Part 1 – agenda item 6) concerning the proposed implementation and functions of providing a crematoria facility and ancillary services in Rugby.

Further to the report, the following points were made.

- The Joint Committee would oversee the process of implementation and continue to exist for the duration of the crematoria facility.
- The Joint Committee was not a separate body to the either Councils. It had no 'legal personality'.
- Daventry District Council would deal with all legal and construction matters relating to the project and Rugby Borough Council, as host authority, would be responsible for all staffing and public relations matters.
- A Performance Specification for the project had been sent to interested professional consultants through the Homes and Communities Agency multi-disciplinary framework. Shortlisted companies had been interviewed and an appointment would be made on 13th June 2011.
- Tender submissions from three potential contractors were due in on 13th June 2011, with each company presenting its proposals to the Project Team on 20th June 2011. An appointment of the main contractor would then be made week commencing 20th June 2011.

- Stakeholder sessions had been held in June with local undertakers. These had proved positive and comments received had been fed into the project scheme. Undertakers had suggested that it was important to have two chapels at the site. This had been incorporated as part of the specification. The chapels would be acoustically isolated and this would be dealt with as part of the design process.
- Although the Local Planning Authority had advised that formal public consultation was not required for this project, the Project Team had decided it would be beneficial to engage with local stakeholders and the community. It was proposed that officers arrange meetings with Ashlawn School and St. Andrew's Rugby Football Club and also arrange public events. Officers would also attend the Eastlands and Hillmorton Community Forum on 21st June 2011 to introduce the project.
- The feasibility and costs of having more than one cremator at the complex were currently being explored by the Project Team.
- Proposals for funeral services other than cremations to be held at the complex was also being explored.
- Key tasks had already been completed to ensure a robust planning application could be submitted to the Local Planning Authority by the end of July 2011. The application would then be considered at the appropriate Planning Committee by the end of September 2011.
- Construction on site would commence in February 2012 with a completion date of Spring 2013.

The Joint Committee also considered its proposed work programme. Dates of its meetings would coincide with target dates listed in the work programme. Members also requested that interim meetings be held as appropriate.

RESOLVED THAT -

- (1) the Terms of Reference for the Joint Committee, the Project Overview and the Project update be noted; and
- (2) the Joint Committee Work Programme be approved.

4. DATE OF NEXT MEETING

It was agreed that the next meeting of the Joint Committee be held mid-late July 2011 on a date and time to be agreed.

CHAIRMAN