

FULL COUNCIL – 22 APRIL 2024

CEMETERY PATH IMPROVEMENTS PROJECT INITIATION

1. RECOMMENDATIONS

- 1.1 That the Council consider and approve:
- a) The project outline and timings:
 - b) The budget as set out in paragraph 5; and
 - c) Delegates authority to the Operations Manager in consultation with the Clerk and Chairman of the Council to oversee the management and completion of the project including publishing a Invitation to Tender Document.

2. BACKGROUND

- 2.1. As part of the budget setting process the Operations Manager submitted a budget proposal to the Budget Task and Finish Group for the resurfacing of the cemetery path. This was agreed, pending full presentation to Full Council.
- 2.2. A presentation and full report outlining the project and budget request was submitted at the 20 November 2023 Council meeting.
- 2.3. The Council approved to following: -
- Option 2 - 165m long and 3.2m wide - remove tarmac and excavate root-heaved areas. refill root heaved areas with type 1 on top of Terram, re-roll formation and place 100mm of Hamer Warren self-binding path gravel on top. Create a tarmac path at the school entrance with edgings, 70mm binder and 30mm 6mm surface course be installed.
 - That an allocation of £33,957 be allocated to the project.

3. PROJECT TIMINGS

3.1 Project Timetable

Project Timeline	
Invitation to tender issued	Wednesday 24 April 2024
Deadline for submission of tenders	Tuesday 4 June 2024, noon
Client assessment deadline	Thursday 6 June 2024
Commencement of contract	Monday 29 July 2024
Completion of installation	Friday 23 August 2024

4. PROJECT CONSIDERATIONS

- 4.1 Planning – the Operations Manager has approached EBC to discuss any planning implications.
- 4.2 Access – whilst the work takes place, alternative access provision will need to be provided with appropriate signage.
- 4.3 Footpath closure – the Operations Manager will ensure that appropriate permits from Hampshire County Council are sought and put in place.
- 4.4 Timings – the works will need to be undertaken in the six weeks school holidays.
- 4.5 Communication – a robust communications plan will need to be put in place to inform residents of this work.

5. FINANCIAL IMPLICATIONS

- 5.1 The total cost of the project would be £33,957. A breakdown of the costs including project funding sources, is set out below.

Cost of works	28,848
10% contingency	2,884
Footpath closure	2,225
Total	33,957

6. CLIMATE/ENVIRONMENTAL IMPLICATIONS

- 6.1 The hoggin bound path material was chosen to ensure the longevity of the trees whilst also providing a permeable surface which will reduce the risk of flooding/pooling on the path by allowing rainwater to seep into the substrate.

7. CRIME & DISORDER

- 7.1 None directly arising from this report.

8. EQUALITY & DIVERSITY

- 8.1 Following improvement works to the path will improve accessibility overall.

9. CONCLUSION

- 9.1 The Council approved the project outline and budget of £33,957 at its meeting in November 2023. The Operations Manager now seeks approval to publish the ITT to commence the project with works taking place during the school summer holidays to minimise disruption to users who predominately use the path to access school sites.

- 9.2 The Administration Officer will work alongside the Operations Manager to enable funeral and cemetery visitors access via an alternative route whilst the work is taking place.
- 9.3 The Communications Officer will ensure a robust communications plan to ensure the public are informed of the work and access arrangements.

For further information contact:

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Background Papers:

20 November 2023
Full Council Report