Agenda Item 9a



South Area Committee decision note

Project Name: Cherry Hinton War memorial

Area committee: SOUTH 23rd June 2014

Report by: Simon Payne, Director of Environment

Wards affected: Trumpington

Recommendation/s

Financial recommendations:

The South Area Committee Chair is asked to recommend this scheme which is included in the Council's Environmental Improvement Programme PRO 10B.

Subject to:

- The total cost of the project is £ 13,500 funded from Environmental Improvement Programme, Cambridgeshire County Council, Cambridge City Council and informal open space developer contributions.
- The on-going revenue costs of the project are to be funded by both Cambridge City and Cambridgeshire County Councils.

Procurement recommendations:

The South Area committee Chair is asked to approve formal contractual appointment, delivery and completion of the project.

Subject to:

- The permission of the Director of Resources being sought prior to proceeding if the quotation or tender sum exceeds the estimated contract value.
- The permission from the Committee Chair being sought before proceeding if the value exceeds the estimated contract by more than 15%.

Summary

The project

To undertake works to improve the condition and nature of the surfaces surrounding Cherry Hinton War Memorial, located at the entrance to Cherry Hinton recreation ground, including both soft and hard landscaping.

Target Dates:

Start of procurement	April 2014
Award of Contract	July 2014
Start of project delivery	August 2014
Completion of project	October 2014
Date that project output is expected to become operational (if not same as above)	October 2014

1.1 Anticipated Cost

Total Project Cost	£ 13,500

Cost Funded from:

Funding:	Amount:	Details:
Reserves	£ 0.00	
Repairs & Renewals	£ 0.00	
Developer Contributions	£ 6,500	Paragraph 2.6 in report
EIP fund	£ 5,000	Proposed allocation
Cambridge County Council highway maintenance	£ 2,000	Existing allocation
Climate Change Fund	£ 0.00	
Other	£ 0.00	

1.2 Procurement process

A preferred contractor has been identified, and will be appointed subject to the approval of this decision. The preferred contractor was identified using a competitive quotation process, inviting three suitably skilled organisations to bid for the works.

Project background and decision summary

Proposals to improve the area of hard standing and arrangement of the landscape are an existing project on the EIP programme. Officers have worked with local stakeholders to identify a preferred scheme for construction.

Consultation on the proposed scheme has included the three City local ward members as well members from local British Legion branches and other local stakeholders. During these discussions it was noted that there may be a requirement for more funding to meet local expectation of quality.

The scheme will remove an area of trampled grass, replacing this with an area of high quality paving that directly relates to a new position of the War memorial. The Memorial is also to be raised to a slightly more prominent height on a suitable plinth. The memorial will also be set back further into the park, and railings adjusted and repainted.

Two materials palettes were priced by officers, with difference in price of only £ 600 after quotations were received. Thus, Officers are recommending the higher quality paving type, as this is a significantly better product for relatively small sum.

The proposed scheme and a palette of materials have been attached to this e-mail for information.

There is currently a £ 7,000 budget allocation to this scheme, funded by a £ 5,000 allocation from EIP and £ 2,000 from the County Council highway maintenance fund. Officers are requesting that the remaining funding be allocated to meet the projected costs of £ 13,600.

It is possible to meet this cost of £ 6,600 from either Environmental Improvement Funding or Informal Open Space developer contributions.

Image 1 – the existing memorial and entranceway



Image 2 - proposed height of memorial plinth

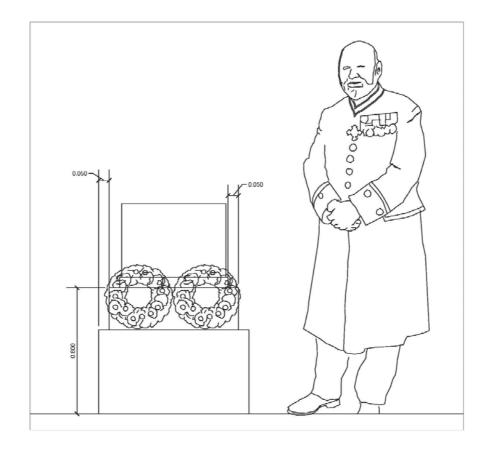
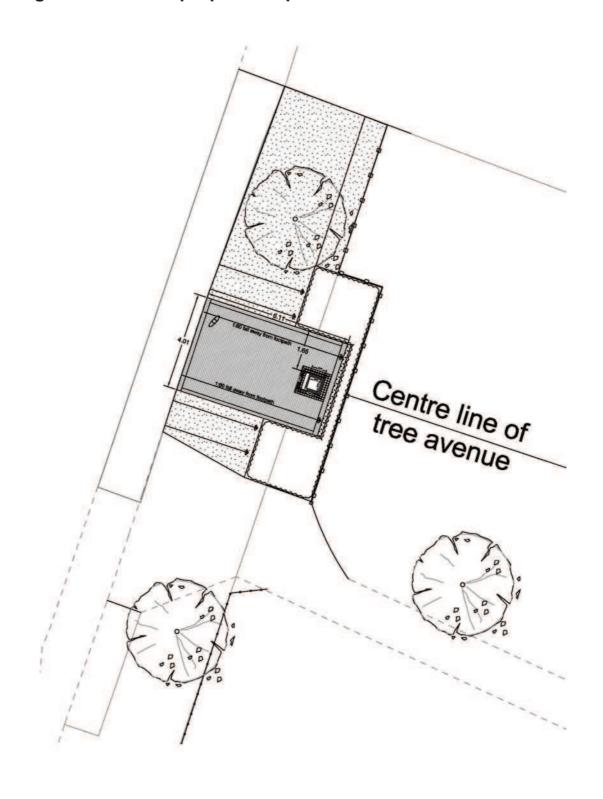


Image 3 – sketch of proposal in plan view



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Project Appraisal				
Project Name:	Trumpington War memorial			
Area committee:	SOUTH AREA 23 rd June 2014			
Report by:	Simon Payne, Director of Environment			
Wards affected:	Trumpington			

Recommendation/s

Financial recommendations -

The South area committee Chair is asked to approve the delivery and completion of this scheme, which is already included in the Council's Environmental Improvement Programme PRO 10B and section 106 programme.

- The total cost of the project is £ 30,000 funded from Environmental Improvement Programme, Cambridgeshire County Council, Cambridge City Council drainage revenue fund and informal open space developer contributions.
- The on-going revenue costs of the project are to be funded by both Cambridge City and Cambridgeshire County Councils.

Procurement recommendations:

The South Area committee Chair is asked to approve formal contractual appointment, delivery and completion of the project.

- Subject to:
 - The permission of the Director of Resources being sought prior to proceeding if the quotation or tender sum exceeds the estimated contract value.
 - The permission from the Committee Chair being sought before proceeding if the value exceeds the estimated contract by more than 15%.

Project Name: Trumpington War Memorial

1 Summary

1.1 The project

To undertake works to improve the condition and nature of the surfaces surrounding Trumpington War Memorial, a grade ii* listed structure, including both soft and hard landscaping.

Target Dates:	
Start of procurement	April 2014
Award of Contract	July 2014
Start of project delivery	August 2014
Completion of project	October 2014
Date that project output is expected to become operational (if not same as above)	October 2014

1.2 Anticipated Cost

Total Project Cost	£ 30,000
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Cost Funded from:

Funding:	Amount:	Details:
Reserves	£ 0.00	
Repairs & Renewals (drainage)	£ 2, 500	Contribution from drainage fund
Developer Contributions	£ 11,000	Paragraph 2.6 in report**
EIP fund	£ 8,500	Proposed allocation
Cambridge County Council highway maintenance	£ 8,000	Existing allocation
Climate Change Fund	£ 0.00	
Other	£ 0.00	

1.3 Procurement process

A preferred contractor has been identified, and will be appointed subject to the approval of this decision. The preferred contractor was identified using a competitive quotation process, inviting three suitably skilled organisations to bid for the works.

2 Project Appraisal & Procurement Report

2.1 Project Background

Project Officers have undertaken a feasibility study into the options available for the improvement of the immediate surroundings of the Trumpington War Memorial.

Following advice from English Heritage and Cambridge City Council Conservation Officers, no works are proposed within this project that will directly affect the memorial. The main constraints which must be addressed with any new proposal are summarised thus:

- Conservation/heritage status
- Quality of materials
- Accessibility
- Drainage problems

As well as being an important local and community focussed landmark with significant communal value, the memorial is also noted for its aesthetic value and creation by artist Eric Gill.

The memorial is a Grade II* structure which puts it in the top 5% of Listed Buildings in the country and therefore any works to it or its setting need to be appropriate to that status, and any proposed alterations to its setting should involve English Heritage and the War Memorials Trust, as well as local residents and groups.

The adjacent High Street has been repeatedly raised, creating a step cross fall in the footpath unsuitable for comfortable use by the public.

The cobbled surface is deteriorating significantly and a poor surface for users, in particular those with mobility impairments. It is also difficult to clean, exacerbating problems with detritus associated with poor drainage.

Localised flooding and a poor appearance is caused by blocked drains, depositing detritus from the surrounding area. Drainage problems have been identified in an architectural conservation report commissioned by the City Council, as far back as the 1960's. This suggests a recurring problem.

Officers are requesting additional funding to ensure that the scheme can address the above issues to an acceptable standard. Cambridgeshire County Council have committed £ 8,000 to the scheme to renew failing surfacing.

City Council officers have also contacted the War Memorials Trust to consider the possibility of additional funding towards the work. Officers are awaiting a response to this request. Should this be successful then a financial update will be given the area committee with an adjustment to the required funding.

A separate project, considering an additional name of Lt Jack Creek to be added to the memorial, is being developed separately to these proposals.

2.2 Design Statement

The following proposals have been subject to a variety of consultations and technical advice including Cambridge City Council Conservation Officer, English Heritage, engraving specialists, architectural conservation and historic reports, Trumpington local history society and residents association, as well as local ward members.

The proposed scheme provides a more geometric and formal arrangement of hard standing, slightly increasing the available standing area. The size and layout of the design relates directly to the memorial, and a more suitable space for memorial services.

Materials of a high quality have been chosen for this location, including clay Flemish clay pavers and Portland stone edgings. The Portland stone will match that of the memorial, and gradually age to match.

Historic and recurring drainage issues have been addressed by moving away from 'traditional' drainage and employing a Water Sensitive Design, integrated into the detailing of the space. Storm water will remain on the surface of the hard standing, where it will be directed towards a free draining grassed area by way of a 'rill' (a formal channel). This Rill will provide opportunity for future names or use of the memorial to give remembrance for other conflicts, where it is felt by the City Council that this may be appropriate.

Trumpington local historical society also intends to lead on the creation of interpretation panels to outline the memorial and locations history (there has been a monument here since the 1400's).

Comments from Cambridge City Council's conservation team on the proposal are as follows:

"The plans show what was discussed on site with English Heritage who, generally, approved of the proposed works. We agreed that they will make the structure more accessible to those who find the existing surface, the loose cobbles, a problem to traverse. It will also improve the drainage at the base of the memorial which has been a problem for a number of years. This will help to ensure that the fabric of the memorial will not deteriorate unduly.

The proposed use of the Belgian clay pavors, Vande Mortel SeptimA [our paving product], is a positive response to the proposed new, more accessible, surfacing. This is the same product as that which has been used around the base of the resited Grade II Listed war memorial in Hills Road, Cambridge, the Soldier. The obvious connection between the use of a material that has come from the area where the conflict of the First World War took place is poignant. To use the same material at the base of the Trumpington War Memorial will reinforce that connection and will create an additional link between the two memorials. In addition to the historic significance, the surface material is a good product which will weather well over time and will be a positive addition to the setting of the memorial.

The Conservation Team and English Heritage can support the change of material around the base of the Grade II* Listed Building

as, from looking at historic photographs, it does not appear to be the original surface. However, in order for a new treatment for the setting of the war memorial to be considered and supported, we would need to be content that an appropriate material, that enhanced the memorial rather than detracted from it, would be used. A material of inferior quality to the proposed Belgian pavors would not be supported by English Heritage, the War Memorials Trust or the Conservation Team at the City Council.

The local residents have also been involved with the proposed resurfacing of the area around the base of the memorial for a number of years. They are very keen to improve its accessibility and the drainage around its base. Hopefully they would welcome the use of a quality material in this location."

Existing Image 1 – Prominent position of War memorial



Existing images 2 – showing footpath cross fall and poor condition of surface





Image 3. Proposed scheme

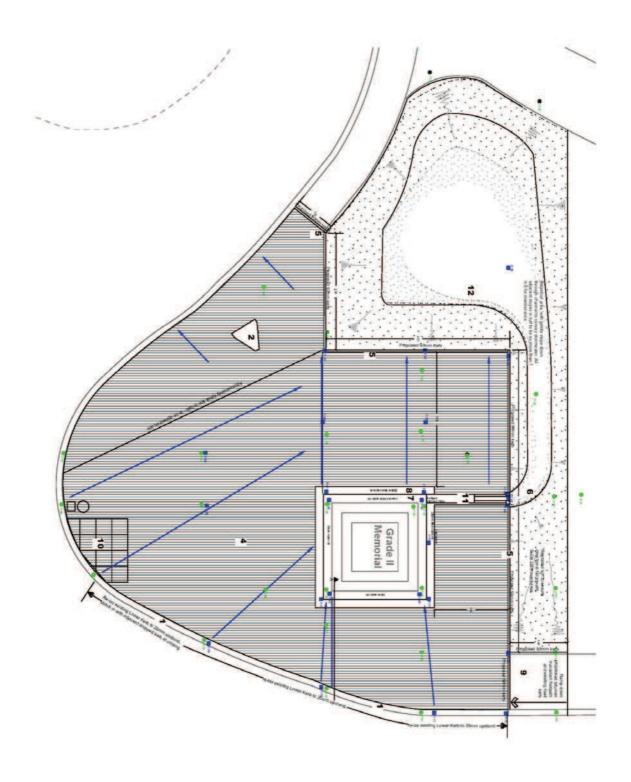


Image 4: Cross section through proposed new profile. The light grey line in the back ground shows existing, and the darker lines the proposed, flatter surface line.

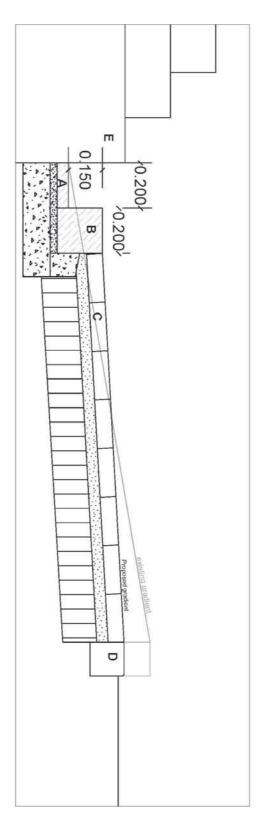




Image 5. Example of Portland stone edging and SeptimA clay pavor

2.3 Aims & objectives

To provide a high quality setting for this grade ii* listed monument To alleviate drainage problems

To improve access conditions with paving underfoot

To improve access with flatter levels and cross falls

To have works complete by Remembrance Sunday 2014

2.4 Major issues for stakeholders & other departments

Consultation undertaken:

Public

As part of the feasibility study, officers have issued drawings to the local residents association and local history society to compile what is considered to be a sensitive design for the location.

Following an approval for the increased budget, Officers propose to then consult more extensively, in the knowledge that sufficient funds are available for a suitable scheme. Mindful of the sensitivities surrounding works to war memorials, it seemed prudent to ensure that commitment to funding was available prior to raising expectation.

Specialist consultation has also included Cambridge City Council conservation and sustainable drainage teams, Cambridgeshire County Council highways manager and English Heritage.

Members

The EIP was initially raised by members in Spring 2012.

Both Cambridge City and County Council ward members have been included in various update e-mails throughout the feasibility process to highlight new information or major design decisions.

2.5 Summarise key risks associated with the project

Non completion by Remembrance Sunday, and adverse media coverage

Lack of available funding and knock on effect to other potential EIP schemes. Members may be minded to allocate available Developer Contributions to this scheme to make up any budgetary shortfall.

Decline of the asset value if issues not corrected, resulting in a loss of quality and deterioration of surfacing.

2.6 Financial implications

a. Appraisal prepared on the following price base: 2013/14

- b. Specific grant funding conditions are:
 - See below

£	8,500.00	EIP
£	8,000.00	County contribution
£	2,500.00	Cambridge City Drainage budget
£	11,000.00	Informal Open Space Developer Contributions

c. Other comments

This project is not currently identified for financial support with developer contributions however this may be something that members wish to consider.

If the project appraisal is approved, it is envisaged that a contract for the works could be entered into by mid summer 2014.

2.7 Net revenue implications (costs or savings)

Revenue	£	£ Comments		
Maintenance				
R&R Contribution		To be maintained by Cambridgeshire County Council		
Developer Contributions				
Energy savings	()	See below		
Income / Savings	()			
Net Revenue effect	£ 0.00	Cost		

2.8 VAT implications

"There are no adverse VAT Implications for undertaking this project work."

2.9 Energy and Fuel Savings

(a) Is this project listed in the Carbon Management Plan?	No
	If 'No', move to Section 2.9.

(b) Estimated Annual Energy Cost Savings

Year 1	£ 0.00
Ongoing (£ per year)	£ 0.00
Anticipated project lifetime (years)	N/A
On what basis have you specified this project lifetime?	N/A

(c) Which cost centre energy budget should these savings be retrieved from?

Cost Centre Name	Cost Centre Number	Account code	Cost Centre Manager
N/A			
N/A			

(d) Monitoring of Savings

2.10 Climate Change Impact

Positive Impact	No effect	Negative Impact
	Nil	

2.10 Other implications

The proposal makes a net improvement to access across the war memorial. This will affect all users.

There will be a temporary requirement for pedestrians to use the footpath to the rear of the war memorial, crossing Church Lane at an alternative location set back form the junction with the high street, as part of the works.

2.11 Staff required to deliver the project

Service	Skills	Total Hours					
Project Delivery and Asset team	Various	Approximately 60 hours					

2.12 Dependency on other work or projects

A separate project, to allow an additional name to be added to Trumpington War Memorial, is also currently under consideration.

Whilst independent of each other, these schemes can be undertaken at the same time with communications between contractors.

2.13 Background Papers

2.14 Inspection of papers

Author's Name	David Ifould
Author's phone No.	01223 - 458509
Author's e-mail:	david.ifould@cambridge.gov.uk
Date prepared:	28 th May 2014

Capital Project Appraisal - Capital costs & funding - Profiling

	2014/15	2015/16	2016/17	2017/18	of a common
	£	ઝ	÷	43	Collinents
Capital Costs					
Building contractor / works	30,000				
Purchase of vehicles, plant & equipment	0				
Professional / Consultants fees	0				
Other capital expenditure:					Officer time
Total Capital cost	30,000	0	0	0	
Apital Income / Funding					
G overnment Grant					
Aveloper Contributions	11,000				(See Appendix B)
R&R funding					
Earmarked Funds					
Existing capital programme funding	8,500				EIP programme
Revenue contributions	2,500				Drainage revenue
External contribution	8,000				cambridgeshire county highway maintenance
Total Income	30,000	0	0	0	
Net Capital Bid	0	0	0	0	Must agree to 1.2 above
					- 1

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South Area Committee decision note

Project Name: Lieutenant Jack Creek

Area committee: SOUTH 23rd June 2014

Report by: Simon Payne, Director of Environment

Wards affected: Trumpington

Recommendation/s

Financial recommendations -

- The South Area Committee Chair is asked to recommend this scheme (which is not included in the Council's Capital & Revenue Project Plan) for approval by Council, subject to resources being available to fund the capital and revenue costs.
 - The total cost of the project is £1,500, funded from External grant.
 - There are no ongoing revenue implications arising from the project.

Procurement recommendations:

- The Area Committee Chair is asked to approve the carrying out and completion of the procurement of a suitably qualified engraver to fulfil the terms of the grant.
- Subject to:
 - The permission of the Director of Resources being sought prior to proceeding if the quotation or tender sum exceeds the estimated contract.
 - The permission from the South Area Committee Chair being sought before proceeding if the value exceeds the estimated contract by more than 15%.

1.0 Project Outline and Background

In the autumn of 2013, Cambridge City Council was contacted by the family of Lieutenant Jack Neville Creek of the Argyll and Sutherland Highlanders, regarding the possible addition of his name to the Trumpington War Memorial. Lt Jack Creek was killed in action during World War II.

Officers have liaised with a variety of technical conservation specialists, local residents and Trumpington Ward councillor Andy Blackhurst, to agree an appropriate route by which to reach a decision.

Officers have liaised with the family to obtain information as to the circumstances of Lt Jack Creek that might lead to the addition of the name to the memorial. These details are all contained within this report.

Ownership - The Memorial itself is owned by Cambridge City Council, confirming the decision to add names within the purview of this committee.

Finance - Both City Council Officers and the family of Lt Jack Creek have contacted the War Memorial's Trust to request grant funding for the addition of this name. This project does not constitute a request for funding from the Council.

Quality - Officer have identified a suitably skilled organisation to undertake the engraving works. The Cardozy Kindersley Workshop are a local, specialist organisation, highly skilled in their trade. They also have a tradition to the memorial, with David Kindersley having previously made additions following World War II.

Consultation - Following the approval from Area committee to proceed, officers intend to advertise the addition of the name locally, through local community facilities and organisations, in collaboration with local members and community groups. The sensitive nature of the scheme directed officers to make a decision to the name in principle, prior to consulting more widely than high level stakeholders.

Permissions – Officers can confirm that the asset is owned by the City Council and that it is within their gift to make the decision to add a name to the memorial. Listed Building consent would be required for the engraving, which would be made by Officers.

Upon a decision to add the name, Officers would then proceed to obtain the necessary permission and implement the scheme on behalf of the family.

Officers request that the decision as to whether to add the name to the War memorial be taken by South Area Committee, being the most appropriate community body for any proposed addition or alteration to the memorial. Officers will then assist the family in obtaining the grant funding, and making a listed building consent for the works.

A separate project appraisal to improve the hard standing and surroundings of the memorial, unconnected to this project, is also to be brought forward for consideration by South Area Committee. These projects are not interdependent or related.

2.0 Evidential notes

2.1 E-mail transcript

To following is an edited transcript of correspondence between City Council officers and the family of Lt Jack Creek, in order that a more fully informed decision can be made.

Transcript begins:

"A very many thanks for your email and letter. We have been trying to have Jack Creek's name added to the memorial for some time, and what you have done subsequent to my recent communications is significant, for which we thank you, although I do appreciate it comes with no guarantees.

To clarify the 'relationship', Lieutenant Creek is the father of my mother-in-law's partner, Mr James Creek (I have copied him on this email). Although James Creek has been constantly involved in seeking to add the name, I have made local contacts where possible as I live in Sawston in Cambridgshire, so could meet individuals as necessary.

In answer to your questions, I've tried to be as clear and concise as possible below:

1) Application for the cost of the engraving work.

We would be extremely grateful if you could deal with the War Memorials Trust on our behalf. I should point out that at the suggestion of Lord Cope, who has been very helpful in pursuing our cause, we have made a pre-application for a grant from the War Memorials Trust. Details of the application and the reference number is below. If there are any fees associated with this application process, please contact me as soon as payment is required:

Our ref WM3956

2) Location of proposed engraving of name.

The location described sounds absolutely fine. The possibility having of Lieutenant Creek's name on the Trumpington memorial is itself the key aim for us.



3) Your questions/answers to the area committee

Q1) Could you confirm whether Lieutenant Jack Creek was killed in action, and if not do you know the circumstances of his death? Was he still in active service when he died?

Yes Lt. Jack Neville Creek was killed in action. He died and was buried in Egypt. Attached communications from the War Office confirm.

Q2) Could you forward on confirmation that he served with the Argyle and Sutherland Highlanders, and any details of his service during World War II?

Jack Creek was a professional soldier and a Cambridge man born and bred. He joined the Argyll & Sutherland Highlanders in the 1920s. He served in Jamaica, China, India and of course the UK. He was promoted through the ranks achieving the rank of Lieutenant. He was posted to Palestine before the outbreak of war and was there when war broke out.

Q3) I would also be grateful if you could confirm in what way he was connected to Trumpington, and why you feel this is an appropriate location for his memorial?

The attached documents show that Jack Creek's wife and children lived at "Allendale", Bishops Road, Trumpington. His parents lived at 7 & 8, George IV Street, Cambridge, a location which is in the Trumpington Ward. The 1911 Census will confirm.

Q4) Finally, is there any reason you are aware of that your relative is not currently included on the memorial?

I cannot state why Jack's name was omitted from the war memorial. It may be because he was killed early in the war or because his widow and family left Trumpington at the end of the war.

4) Contact from the local press

We would be more than happy to be contacted by the press should they wish more information, especially if it helps the application and benefits Trumpington itself in some way.

5) Other Information

If there is anything we can do to help push this to a decision point as soon as possible, then please let me know. Our aim would be to have this all in place before Remembrance Sunday this year, as that would be a poignant date to celebrate his name being added, so we are keen to address any issues to meet that date."

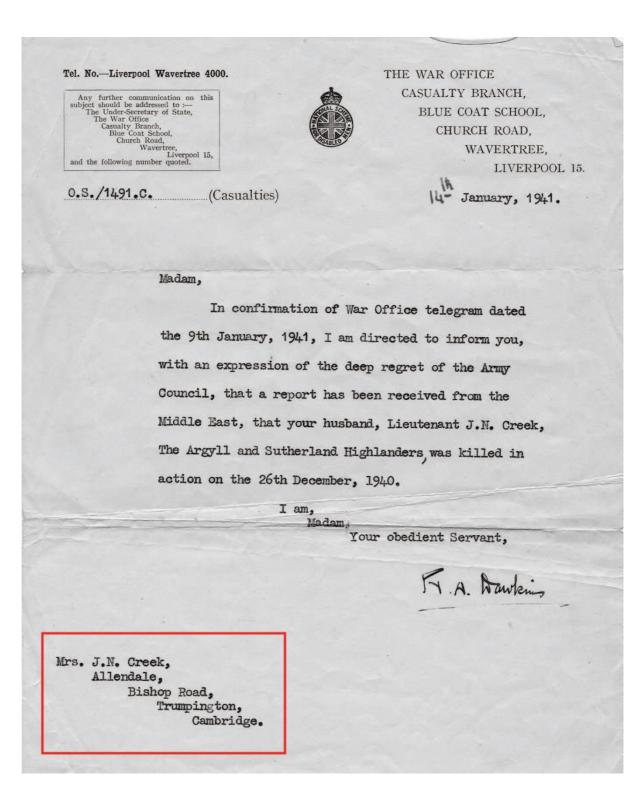


Image 1.

2.2 Correspondence from the War Office, confirming the address of the family residence in Trumpington, and that Lt Jack Creek was killed in action.

Form PE. 2. Tel: Bourne End 594. Any further correspondence on this subject should be addressed to:-THE WAR OFFICE. The Director-General, Graves Registration and Enquiries, The War Office (A.G.13.), Wooburn House, Wooburn Green, High Wycombe, Bucks. and the following number quoted: 5th December, 1942. Egypt 13-1/A.G.13. Dear Madam, I have to inform you that husband, Lieutenant Jack Neville Creek, 1st Battalion, Argyll & Sutherland Highlanders, (169684), is buried in Sidi Barrani Italian Military Cemetery, Egypt, Plot 1, Row D, Grave No.6. The enclosed photographs of the grave have just been received and are forwarded for your retention. It is noted that the particulars on the cross differ in some respects from those recorded in this Department. Under present conditions it may not be possible to have the inscription on the cross altered. A careful note however has been made of the correct particulars so that when the time comes to replace the cross with a permanent headstone they shall be correct in every respect. Yours faithfully. Graves Registration and Enquiries. Mrs. M. Creek, "Allendale", Bishops Road, Trumpington, Cambridge.

Image 2.

2.3 Correspondence from the war office, confirming the burial site of Lt Jack Creek, and again the family address in Trumpington.



Image 3

2.4 Image of the initial grave site of Lt Jack Creek at Sidi Barrani Italian military cemetery.

Image 4, overleaf

2.5 Image shows the 1911 census, indicating Jack Neville Creek, aged 11, resided at 7 and 8 George IV Street, Cambridge, which officers can confirm is also within the Trumpington ward.

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In Memory of

Lieutenant

Jack Neville Creek

169684, 1st Bn., Argyll and Sutherland Highlanders who died on 26 December 1940 Age 38

Son of Charles David and Ellen Elizabeth Creek; husband of Fannie Monica Creek, of Trumpington, Cambridge.

Remembered with Honour Halfaya Sollum War Cemetery





Commemorated in perpetuity by the Commonwealth War Graves Commission

Image 5

2.6 Confirmation that Lt Jack Creek is now buried in Halfaya Sollum War Cemetery, Egypt.

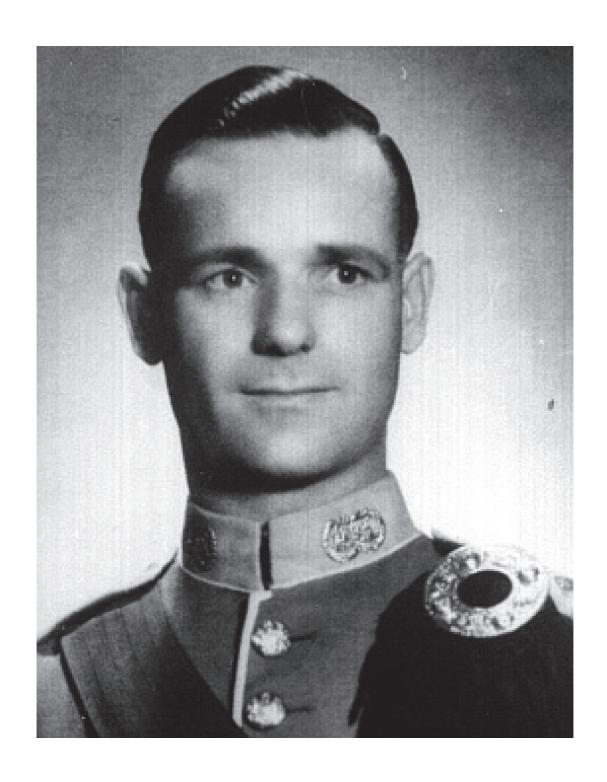


Image 6

2.7 An image of Lt Jack Creek, as supplied by his family.



Image 7.

2.8 An image of the grave of Lt Jack Creek in Halfaya, Egypt.



BUCKINGHAM PALACE

The Queen and I offer you our heartfelt sympathy in your great sorrow.

We pray that your country's gratitude for a life so nobly given in its service may bring you some measure of consolation.

George R.I

Image 8

2.9 Royal condolence letter, following the death of Lt Jack Creek.