

**STRATEGIC CEMETERY AND CREMATORIUM
DEVELOPMENT WORKING GROUP**

Minutes of Meeting of 2nd November, 2017

Members Present: Alderman Rodgers (Chairperson);
Alderman Sandford.

In Attendance: Mrs. S. Toland, Assistant Director, City and
Neighbourhood Services;
Mrs. C. Sullivan, Policy and Business Development
Officer;
Mr. M. Patterson, Bereavement Services Manager
Mr. N. Brennan, Assistant Project Manager,
Ms. S. Kalke, Project Sponsor and
Mr. G. Graham, Democratic Services Assistant.

Apologies

An apology for inability to attend was reported on behalf of Councillor O'Neill.

Minutes

The minutes of the meeting of 6th September were taken as read and signed as correct.

Declarations of Interest

No declarations of Interest were reported.

Appointment of Bereavement Services Manager

The Chairman, on behalf of the Working Group, congratulated Mr. M. Patterson on his appointment to the post of Bereavement Services Manager and wished him well in his new role.

**Update on CCTV Cost Options for Falls Park
and City Cemetery**

The Assistant Director provided the Working Group with an update on proposed actions to counter incidents of anti-social behaviour, prevalent in both the City Cemetery and Falls Park. She reported that the majority of anti-social behaviour incidents had occurred in the evenings and at weekends and submitted the undernoted report, outlining the various cost options associated with providing fixed C.C.T.V. surveillance monitoring equipment in respect of the aforementioned locations:

“1.0 Purpose of Report or Summary of main Issues

A report on anti-social behaviour in City Cemetery was presented to the Strategic Cemeteries and Crematorium Development Working Group on 3rd August 2017. The actions on addressing ASB were noted but members requested an update information on the potential costs of CCTV as an option.

2.0 Recommendations

Members are asked to consider the update set out in the report.

3.0 Main report

Key Issues

Members will be aware that the City Cemetery and Falls Park are a focus for anti-social behaviour occurring mostly at weekends and late evenings. This is a pattern of behaviour which is mobile across City Cemetery, Falls Park, Bog Meadows and Milltown Cemetery. This paper addresses cost and effectiveness of CCTV options for both Falls Park and City Cemetery.

Current Mobile CCTV Contract

At present a mobile CCTV van can be directed to City Cemetery at weekends. This service costs £60.00 per hour (5 hour minimum deployment) for planned deployment an additional payment for rapid deployments.

The advantages of this system are as follows:-

1. It is fully manned and as such can work dynamically with police
2. The camera can be moved and zoomed accordingly
3. The mobile vehicle can follow groups of people as they move
4. Potential perpetrators are aware of all of the above and this is a deterrent
5. The contractor is the data controller under data protection legislation
6. There are no capital costs for the Council
7. There are no staffing costs for the Council
8. There are no maintenance costs for the Council

A key disadvantage of the Mobile CCTV system is that it is not present at all times when the City Cemetery is closed.

Annual Contract Cost: - Dependant on number of deployments but around 30K across the city.

Options – Fixed CCTV System for City Cemetery and Falls Park

The Council has obtained the following quotations for CCTV systems for City Cemetery and Falls Park. As both sites share a large internal boundary it was determined that installing CCTV in only one site would not be effective.

Option 1 – Full coverage throughout both Falls Park and City Cemetery employing 110 cameras on a wireless network. This does *not* include the operation or maintenance of the system. The footage is relayed to an off-site control room, and the costs of manning this control room are not included. The evidential quality of this system is as yet unknown. Even though this quotation is for full camera coverage of both Park

and Cemetery, there has been no account taken for trees, buildings and topography, and it is possible that this system may have many blindspots.

**Initial Capital Cost of £1,015,000.00
Operation and Maintenance Costs – Unknown**

Option 2 – Coverage on all entrances to Falls Park and City Cemetery plus two mobile towers for use throughout the grounds employing 48 cameras on a wireless network. This does not include the operation or maintenance of the system. The footage is relayed to an off-site control room, and the costs of manning this control room are not included. The evidential quality of this system is as yet unknown. This system will leave most of the grounds of Falls Park and City Cemetery with no coverage and will only record persons entering using the designated entrances.

**Initial Capital Cost of £475,000.00
Operation and Maintenance Costs – Unknown**

These are approximate quotations only as a full operational requirement would be required to understand the type of CCTV equipment needed to be most effective, taking in to account the lighting conditions, site layout and topography of the Falls Park/City Cemetery site

In addition to the above quotations, advice was sought from PSNI. The advice is that fixed cameras would need to be accompanied by lighting units which would increase the cost. They have also stated that the lighting units may need updating every 3/4 years. It is clearly not practical that an area the size of City Cemetery is floodlit at night.

Other Related Work

Members should this report in conjunction with the report on Anti-Social Behaviour to be considered by People and Communities Committee on 7th November.

Financial and Resource Implications

There are currently no capital or revenue funding streams for fixed CCTV systems. The financial lessons from the Holylands CCTV scheme should be borne in mind. The revenue funding for the Mobile CCTV contract is flexible and dependent on demand. As there are no maintenance or staff expenditures, this is deemed to be a more effective use of financial resources.

Equality or Good Relations Implications

None.”

The Working Group considered the options contained within the aforementioned report and stated a preference not to incur the substantial costs associated with the purchase and installation of fixed C.C.T.V. surveillance equipment in the City Cemetery and Falls Park. The Members agreed to maintain and keep under review, the current

operational security measures in those locations where anti-social behaviour was prevalent, subject to the approval of the People and Communities Committee.

City of Belfast Crematorium – Joint Initial Guidance on Coffin Accreditation Schemes

The Assistant Director provided the Members with information in respect of guidance, which had been produced by national cremation representative bodies, on coffin accreditation schemes. The Working Group was provided with an outline of incidents reported by cremation staff where coffins, which were incompatible with cremation equipment, had caused flashbacks during the cremation process.

The Members were advised that guidance to reduce potential hazards associated with the cremations had been issued by the Federation of Burial and Cremation Authorities (F.B.C.A), the Institute of Cemetery and Crematorium Management (I.C.C.M.) the Cremation Society of Great Britain (C.S.G.B) and the Association of Private Crematoria (A.P.C.C.). The Assistant Director reported that two accreditation schemes operated currently on a voluntary basis and required cremation authorities to work in partnership with coffin manufacturers and funeral directors to ensure compliance with the scheme.

She reminded the Working Group of the need to seek legal advice prior to any coffin accreditation scheme being adopted by the Council and highlighted potential problems should the Council decide not to adopt such a scheme. The Working Group considered the information which had been provided and endorsed the recommendation of the Assistant Director to seek legal advice prior to the adoption of any accreditation scheme.

Noted.

Update on Permanent Memorial to Mark Plot Z1 in the City Cemetery

The Assistant Director provided the Working Group with an update in respect of the consultation process to erect a permanent memorial on Plot Z1 in the City Cemetery. The Members were informed that previously an artist had been instructed to design and install a permanent memorial. However, during consultation on the proposed design, it became apparent that it did not meet the needs of the bereaved families. As a consequence, it had been agreed to appoint a representative Focus Group, comprising 12 members, to ensure that the voices and views of those families would be heard. It was highlighted that substantial progress had been made in respect of establishing the Focus Group and ensuring that their views fed into the design brief which would be used to appoint the stone mason to design and produce the memorial. The Working Group was reminded that any recommendation emanating from the Focus Group would require further consultation with the bereaved families, prior to a final decision being made in regard to the choice of memorial to be erected in the cemetery. She reported that the Working Group would be provided with a copy of the agreed design brief prior to any decision being taken to appoint a stone mason. The Policy and Business Development Officer stated that it was anticipated that the proposed design brief would be presented to the Working Group for its approval in early 2018.

Noted.

Update on the Implementation of the Memorial Management Policy

The Assistant Director provided the Working Group with an update on the progress which had been made to date in respect of the implementation of the Council's

Memorial Management policy, which had been implemented in 2016. She referred to a meeting which had been held with monumental sculptors on 17th October, 2017 and which had been attended by an expert on the subject from East Ayrshire Council. She stated that following discussion with sculptors in regard to a proposal to agree a fixed set of prices for the supply and erection of memorials, to date no progress had been made in securing a fixed price in that regard.

The Members of the Working Group were advised that the Council was evaluating the current arrangements with a view to developing a revised Memorial Management Policy, which would incorporate a code in respect of memorial safe working practices. She referred to the requirement to apply the new policy and categorisation process to those memorials which had been categorised previously as unsafe, unstable and safe. She stated that the implementation of the revised policy should result in a reduction in the number of headstones which are banded under the current policy.

The Assistant Director referred to the actions, which had been undertaken by the Council to ensure that all new memorials were inspected to ensure compliance with the revised policy and informed the Members of the process to be implemented in instances where a monument was found to be unstable or unsafe.

Noted.

Update on Economic Appraisal of Future Cremation Facilities

The Project Sponsor provide the Working Group with an outline of the work which had been undertaken in regard to an economic appraisal of future cremation facilities at Roselawn Crematorium. She referred to 5 proposals which had been presented to the Working Group previously, including a pre traffic assessment, which had been undertaken in November 2017. It was reported that a Business Plan had been completed in January 2017 to provide detailed financial and operational modelling of the various proposals under consideration. She informed the Members that a meeting with Lisburn and Castlereagh City Council had been agreed which would take place on 8th November, to discuss collaboration arrangements with that authority in regard to future cremation facilities. She stated that discussions had taken place also with Transport N.I. in regard to the provision of additional vehicular access to the Roselawn site. She highlighted the need to hold a workshop to examine, in detail, the results of the research undertaken and to submit to the Working Group a costed option proposal in respect of future cremation facilities.

The Working Group noted the progress report which had been provided, agreed that a workshop should be held and thanked her for the update on the development of the project.

Dates of Future Meetings in 2018

The Working group agreed that its next meeting would be held on Thursday 4th December, 2017 at 4.30 p.m. and agreed also the dates and times in respect of its future meetings to be held in 2018.

Chairperson