

Report to:	North East Surrey Crematorium Board	Date:	8 December 2020
Report title:	Report of the Surveyor		
Chair of Committee/Lead Member:	Councillor Annie Moral		
Author(s)/Contact Number(s):	Clive Andrews - Surveyor to the Board - 0208-871-7363		
Open/Exempt:	Open		

1. Summary

- 1.1 This report is to provide an update to the board on activities in the quarter to December 2020 relating to the management agreement between North East Surrey Crematorium Board (NESCB) and Wandsworth Council. The day to day management responsibilities are carried out on behalf of the Council by Enable Leisure and Culture.

2. Recommendations:

- 2.1 To agree to grant prior approval before the works take place to the World War 2 Civilian War Casualties of Battersea Memorial as detailed in paragraph 3.38
- 2.2 To note the report as an overview of the Surveyors findings for the management of the crematorium for the past three months (October - December 2020)

3. Background and Issues

3.1 Business Level Activity

- 3.2 Appendix A to this report provides information on cremation numbers for the past five years and the first seven months of this current financial year. Considering the exceptionally high numbers for the first four months of this year and a marked increase for September and October, the revised estimated annual figure has been increased to 2,300 cremations for the year 2020/21.

3.3 Performance Monitoring

- 3.4 The following is a summary of the services provided for the past quarter (October – December) in respect of the day to day management of the facilities and management of the crematorium by Enable Leisure and Culture under contract with Wandsworth Council. The inspection of the crematorium was carried out on 20 November 2020.
- 3.5 All necessary precautions remain in place at the crematorium in accordance with the Governments advice on attending a funeral during the Coronavirus pandemic.



- 3.6 Exterior - adequate parking, directional signage, notice boards, CCTV, seating and litter receptacles were all in a good state of repair and free of graffiti. The exterior of the buildings including fencing, gates, roads, lighting and pathways were also found to be in good order.
- 3.7 The Gardens of Remembrance were also found to be in good order. A review of the memorial roses has led to reducing the size and numbers of rose beds, removing a considerable number of roses not in dedication. The expectation is for the replacement of existing rose stock to benefit from the additional space, improving the general condition of the roses for next year's flowering season.
- 3.8 Interior - the chapel, remembrance building, and crematory was found to be in good order. Similarly, the public toilets were found to be clean and available for use with adequate supplies of consumables.
- 3.9 Maintenance and Equipment - No new equipment had been purchased or disposed of in the past quarter with all appropriate items' security marked. Fire safety equipment has been serviced to schedule.
- 3.10 Quarterly hazard control items and water testing has been carried out and recorded in accordance with the maintenance programme. Copies of the emergency plan and COSHH assessments are on file.
- 3.11 Legislation - The crematorium and its associated equipment continues to comply with the crematoriums permit to cremate. One of the two cremators have recently undergone an extensive replacement of the refractory brickwork due to wear and tear. Both cremators have now carried out over 10,000 cremations since they were commissioned in 2016.
- 3.12 Monthly emissions report's up to and including October 2020 had been submitted to Merton Councils environmental officer who was satisfied with the results. Information technology samples were taken from cremators 1 and 2 showing satisfactory, gas usage, CO2 emissions and efficiency ratings.
- 3.13 The crematorium managers daily olfactory (diary) report was shown to be completed on the day of inspection (20.11.20) The report is there to record any irregular visible emissions from the interior / exterior of the crematorium. None of the daily readings showed any cause for concern.
- 3.14 Random samples of statutory paperwork relating to cremations, including exhumations, carried out in the past quarter were found to have been correctly administered. Registration, medical forms and confirmatory certificates were all signed by the medical profession and relevant parties, with the appropriate fees applied. All confidential and documents of a sensitive nature were found to be stored in safe and secure places.
- 3.15 Facilities - There are no planned closures for the forthcoming three months. The website and associated links from the constituent Councils websites are up to date and operational including advice to the public in relation to attending services and the grounds during the Covid 19 period.
- 3.16 Financial Matters

- 3.17 All financial matters have been correctly reported and are included in the Treasurers report.
- 3.18 Quality Control
- 3.19 The Surveyor received one complaint regarding the care of memorial roses in the garden of remembrance. The Surveyor met with the complainant and explained the reasons for this year's decline in the quality of the roses and the plans for improvements this winter. The complainant was completely satisfied with the explanation provided.
- 3.20 Employee matters
- 3.21 The crematorium manager is to retire on 31 January 2021 after 15 years' service. The Surveyor would like to take the opportunity to sincerely thank Mr Hume for his years of dedicated service to the crematorium and to wish him his very best wishes for a long and happy retirement.
- 3.22 The recruitment process for Mr Hume's replacement is already underway with the intention to recruit to this key position before the end of January 2021.
- 3.23 Customer Statistics
- 3.24 All statistics have been produced as required.
- 3.25 Health and Safety
- 3.26 The crematoriums fire risk assessment, hazard control inspections, water testing and emergency plan were found to be up to date with all remedial works actioned and where necessary being monitored for completion.
- 3.27 Action Plan
- 3.28 The action plan forms Appendix B of this report. The annual review of the action plan is revised as part of the September cycle. The Surveyor will comment on any updates.
- 3.29 Repair and Renewal – Routine Works and Capital
- 3.30 Appendices C and D provide information on repairs, renewals and capital programmes. The Surveyor will provide updates on the programme for 2020/21 and the proposals for 21/22.
- 3.31 The World War 2 Civilian War Casualties of Battersea Memorial
- 3.32 North East Surrey Crematorium is situated within the grounds of Morden Cemetery and the civilian war memorial is situated directly in front of the current ashes' lawn. The land is owned by North East Surrey Crematorium Board (NESCB). As part of the arrangements to raise the level of the current lawn the memorial itself will need to be raised by approximately 500mm to the level of the newly created lawn to prevent structural deterioration to the memorial.



- 3.33 Discussions with Wandsworth's conservation officer confirm that the memorial is not listed on the national heritage list for England. There are no names of people included on the memorial's inscription and is defined in memory of those from Battersea who died in the Second World War.
- 3.34 The memorial consists of three sections retained as solid brick walls, two of which connected by wrought iron railings, with the central wall housing the memorial itself (Appendix E) Site visits involving Wandsworth Councils Design Services project officers, the conservation officer and specialist brickwork contractors have confirmed the sections of brickwork have deteriorated and are in need renovation.
- 3.35 In order to preserve and at the same time renovate the memorial, the three structures and the memorial will need to be dismantled and safely stored. The associated works of raising the lawn will then take place followed by the three sections of wall rebuilt with the memorial plaque renovated and returned to its original position.
- 3.36 This is seen as the only practical way to carry out the works to the lawn and at the same time provide the opportunity to refurbish the memorial and the surrounding area which are both in a particularly poor state of repair. The conservation officer has agreed this to be the only way in preserving and improving the memorial thus retaining the memorial in its current format.
- 3.37 The title register shows NESCB, the freeholder of the land, which includes a caveat that the memorial should not be removed, defaced or the land immediately surrounding the memorial to become overgrown or unsightly.
- 3.38 Advice obtained from Wandsworth Council Property Services advises that NESCB grant prior approval before the works take place to the memorial.
- 3.39 Although the works do require the temporary removal of the memorial there is no other way in carrying out the works to the lawn area and at the same time improve the condition of the memorial and the surrounding area for posterity.
- 3.40 Board members are recommended to approve the proposal in order to progress these arrangements as part of the ashes lawn project.

4. Issues

- 4.1 There are no other issues other than those contained as part of this report.

5. Options Considered

- 5.1 There are no options considered or recommended as part of this report.

6. Impacts and Implications

- 6.1 There are no other impacts and implications arising from the matters contained within this report.

Financial

6.2 The financial implications arising are contained within this report.

Legal

6.3 There are no legal implications arising from matters contained within this report.

Other Impacts and Implications

6.4 There are no other impacts and implications arising from matters contained within this report.

7. **Appendices and Background Documents**

Appendix letter	Title
A	Cremation Statistics
B	Action Plan
Bi	Memorial and Ashes Garden Plan
C	Repairs and Renewals – Routine Works
D	Capital Works
E	World War 2 Civilian War Casualties of Battersea Memorial

Audit Trail		
Version	Final	Date: 25 November 2020

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