

**APPENDIX B****ACTION PLAN 2020/21 (December 2020) – updates in bold**

<b>Item</b>	<b>Action</b>	<b>By When</b>	<b>By Whom</b>	<b>Progress/Comment</b>
1.	To take all necessary steps to ensure that the Crematorium is and continues to be compliant with all regulations relating to the operation of crematorium.	On going	ELC Surveyor and Treasurer	<p>Monthly emissions reports sent to Merton EHO.</p> <p>Scheduled maintenance / servicing in place for both cremators.</p> <p>The annual emissions test has been postponed until 2021 by agreement with Merton's Environmental Health Officer (EHO) This is due to COVID 19 and accommodation not being available for engineers to carry out the works. Consequently, this has created a backlog for the testing of crematoria throughout the UK.</p> <p>Merton EHO continue to receive monthly emissions data.</p> <p><b>NESC are corporate members of The Federation of Burial and Cremation Authorities (FBCA) As part of their commitment to crematoria an inspection usually takes place every 5 years to promote high standards of service provision and check compliance with the Code of Cremation Practice. The inspection is to take place on 1<sup>st</sup> December 2020 and the Surveyor will provide the results of the assessment as part of the March 2021 report.</b></p>
2.	Investigate options for the	Ongoing	Surveyor and Treasurer	NESCB is a member of CAMEO (Crematoria

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	<p>developing income from any Tradable Mercury Abated Cremations (TMACs) remaining following the establishment of the main Mercury Abatement burden sharing agreement with Wandsworth Council.</p>			<p>Abatement of Mercury Emissions) the national burden sharing organisation, will trade the crematoriums spare TMACS through the burden sharing scheme.</p> <p><b>CAMEO has been contacted in relation to the distribution of funds from the 2019 TMAC's.</b></p>
	<p>Develop improvements to the Garden of Remembrance and the Cremated Remains lawn areas.</p>	<p>2021</p>	<p>Surveyor/ Treasurer/ELC</p>	<p>a. <u>A New Ashes Lawn within the Garden of Remembrance</u></p> <p>Covid 19 has caused delays to the project. A revised timeline includes works onsite to take place after Easter and before Father's Day, avoiding times when the crematorium is busy with visitors. Predicted project completion is now June 2021.</p> <p><b>Updates:</b></p> <ul style="list-style-type: none"> <li>• <b>subject to an assessment of the periphery drainage a drainage plan for the new lawn has now been agreed.</b></li> <li>• <b>the arboriculture works have been carried out.</b></li> <li>• <b>a procurement exercise has been completed for the dismantling and</b></li> </ul>

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				<p><b>rebuilding the WW2 war memorial to raise the level of the memorial in keeping with the new lawn.</b></p> <ul style="list-style-type: none"> <li>• <b>horticultural plans are being assembled for the new planting scheme.</b></li> <li>• <b>completion of a general specification for the lawn is expected December 2020.</b></li> <li>• <b>a revised technical drawing of the new lawn is shown as Appendix Bi</b></li> </ul> <p>b. <u>The purchase of new land to extend the Garden of Remembrance</u></p> <p>NESCB agreed to purchase a parcel of burial land in Battersea New Cemetery from Wandsworth Council. The Council has now agreed to the disposal of the land. Arrangements are in place for preliminary discussions with the solicitors representing the Boards interests.</p> <p>Draft documentation is being prepared between NESCB's and Wandsworth Councils respective solicitors for the acquisition of land.</p> <p>c. <u>Garden of Remembrance Land Survey</u></p> <p>The appointed contractor has carried out a geographic</p>

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				<p>survey of the gardens and submitted initial proposals for:</p> <ul style="list-style-type: none"> <li>• the new area of land acquired from Wandsworth Council to extend the Garden of Remembrance.</li> <li>• the area around the mature chestnut tree.</li> <li>• the memorial rose beds.</li> <li>• the area around the ornamental water fountain.</li> <li>• the cloister walkway.</li> <li>• the cremated remains grave areas.</li> <li>• the rockery area.</li> <li>• the infant garden area.</li> </ul> <p>Detailed designs will now be requested from the contractor including proposals for improvements to existing memorial areas and ideas for new memorial schemes.</p> <p>These proposals will form part of a future surveyor's report.</p>
4.	Review the range of memorials offered by the Board	2021	Board Officers – Surveyor, Treasurer and Clerk	Forms part of the land survey.
5.	Hold a focus group meeting with Funeral Directors.	2021	Board Officers	The next scheduled biannual Funeral Directors visits will take place Autumn 2021.
6.	Develop and publicise the Board's facilities and services.	2021/22	Board Officers – Surveyor, Treasurer and Clerk	<p>The website is up to date and provides all associated information relating to the crematorium and its services.</p> <p><b>The intention is to review the website in the next financial year forming part</b></p>

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				<p><b>of the proposals for the 21/22 capital programme.</b></p>
7.	Energy Efficiency	Ongoing	Surveyor/ Treasurer/ELC	<p>Arrangements are in place to provide a revised Display Energy (DEC) certificate for the crematorium. The certificate will assess the use of energy throughout the crematorium and associated buildings.</p> <p><b>A new DEC was issued in September with somewhat disappointing results. Subsequent enquires with the energy management section revealed that the essence of the DEC is based upon the amount of energy used rather than the efficiency of the crematorium's usage of energy. Albeit figures show a year on year reduction in gas usage since the new cremators were installed. Recommendations from the report are to be actioned with the intention of further reducing energy usage. This forms part of the 2021/22 capital programme.</b></p>

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