

**Neath Port Talbot County Borough Council
Cyngor Bwrdeistref Sirol Castell-nedd**

**Democratic Services
Gwasanaethau Democrataidd**

Chief Executive: Steven Phillips

Date: 18 September 2017

Dear Member

**MARGAM JOINT CREMATORIUM COMMITTEE - FRIDAY, 22ND
SEPTEMBER, 2017**

Please find attached the following urgent item for consideration at the next meeting of the **Margam Joint Crematorium Committee - Friday, 22nd September, 2017.**

Item

- a) **Urgent Report of the Technical Officer - Building Projects
(Pages 3 - 8)**

Yours sincerely

Tammie Davies

p.p. Chief Executive

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MARGAM CREMATORIUM JOINT COMMITTEE

22 September 2017

REPORT OF THE TECHNICAL OFFICER – G.NUTT

MATTER FOR INFORMATION

WARDS AFFECTED: ALL

BUILDING PROJECTS

Purpose of Report

- 1 To provide Members with an update on the maintenance and development works for the Crematorium.

Proposals

- 2 A workshop has been held to identify items of both required maintenance and future development and improvement plans. The below items were identified as being a priority to progress:-
 - Sewerage treatment plant, it came to light whilst investigating the renewal of the existing plant that there was no NRW licence held for its operation. It was agreed to apply for the licence and progress the replacement.
 - Cooling options for the Chapel and cremation area. It was felt that an air conditioning option for the chapel would not be appropriate due to the frequent change of air that would be caused by the movement of mourners following services. It was felt that the redirection of the ventilation system to bring cool air in from outside was a better option, it was agreed to have the engineers to investigate this in more detail. It was also felt that due to the nature of the cremation area that air conditioning would not be a viable option, but instead to increase the forced ventilation to dissipate the heat.
 - Proposed extension. The workshop considered two brief options; one for remodelling the existing footprint and

another for a side extension. It was felt that a hybrid option was best and to progress with the extension on the advice received from CADW, whilst also taking the opportunity to remodel some areas. The requirement of a committee room was discussed, and a decision will be needed as to the necessity of this, as it will dictate the proposed layout.

- Automatic charger. Due to the H&S issues associated with charging the cremators a discussion took place on the purchase of an automatic charging machine.
- External works to walkways and paths. It was agreed that whilst the replacement of the old walkways was a necessity these would be better of being undertaken once the extension was completed, as not to damage them during construction.
- A report on other areas discussed including ground improvements and developing a Medium Term Improvement Plan will be reported to the next meeting of the Joint Committee.

Actions to date

3 Sewage treatment plant:

The licence has been applied for and granted, this has enabled the progression of the new plant and an order has been placed. Following a site meeting the contractor has ordered the necessary equipment and will produce a works programme in consultation with the Superintendent.

Cooling options for the Chapel and cremation area:

Environmental data has been obtained to assess the severity of the overheating problem (Appendix A). For the cremation area orders have been placed to install new louvered external doors and a new extractor fan.

Proposed extension:

The scheme has been passed over to Architectural services to progress, once a scheme has been prepared that meets the requirements of the Superintendent it will be reported back to the committee prior to submitting for planning application.

Charging machine:

Order placed with the supplier / installer.

Financial Impact

- 4 All proposed works will be funded from available resources including current reserves and projected annual budget surpluses. A Medium Term Financial Plan will be prepared for Committee consideration at the annual budget setting meeting.

Equality Impact Assessment

- 5 A Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment it has been determined that this proposal does not require an Equalities Impact Assessment.

Workforce Impact

- 6 There are no workforce impacts associated with this report.

Legal Impact

- 7 The Council has to ensure that the premises meet all relevant legislative requirements.

Risk Management

- 8 There are no immediate risk management issues associated with this report.

Consultation

- 9 There is no requirement under the Constitution for external consultation on this item.

Recommendation

- 10 That the Committee note the report and that funding for the works and equipment is available and will be incorporated into the revised and next years' budgets.

List of Background Papers

11 None.

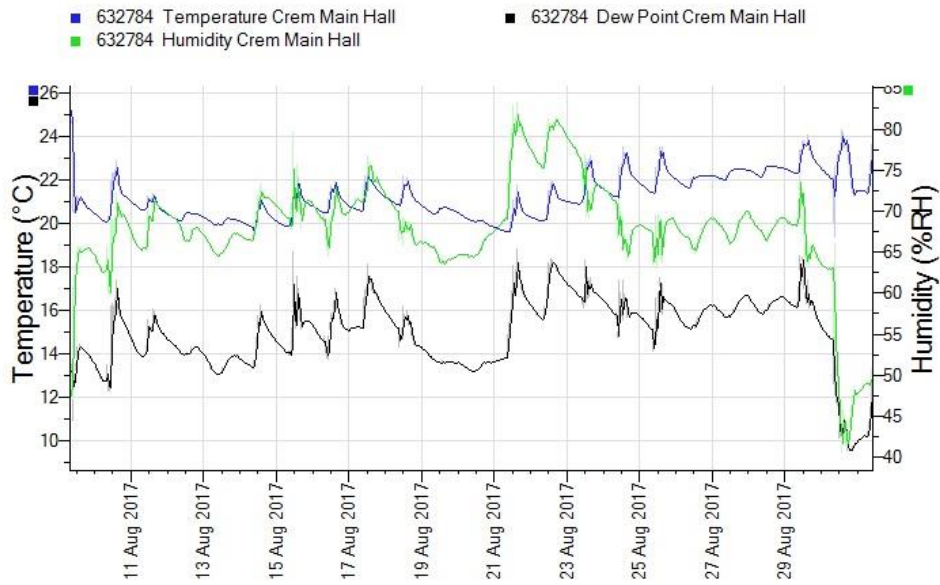
Appendix

12 Appendix A – Environmental Data re temperature of the Chapel and cremation area

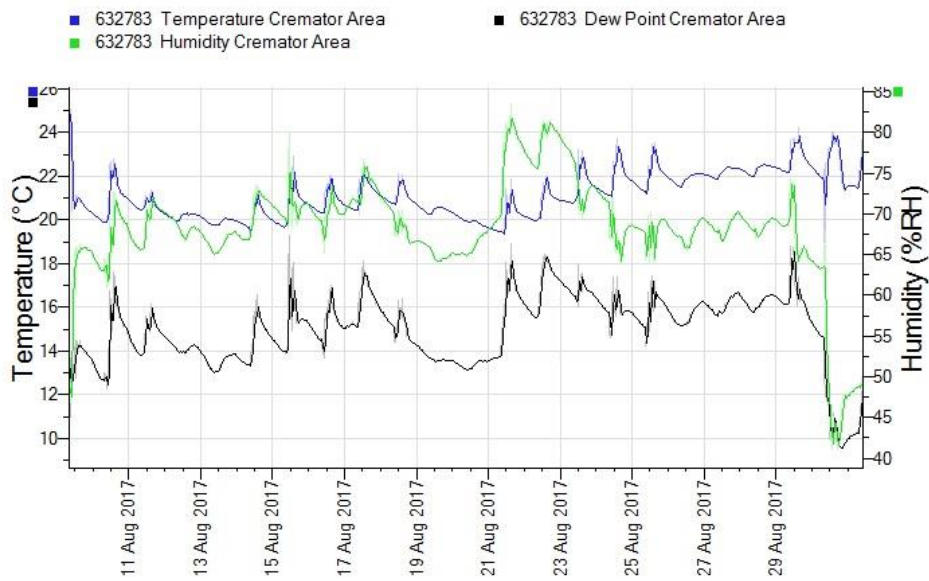
Officer Contact

13 Mr Simon Brennan, Head of Property & Regeneration Tel: 01639 686371 or e-mail: s.brennan@npt.gov.uk

Crem Main Hall A



Crem Main Hall B



Cremator Room

