

Telephone: 01639 883570

MARGAM CREMATORIUM JOINT COMMITTEE

Constituent Authorities

NEATH PORT TALBOT
COUNTY BOROUGH COUNCIL



BRIDGEND COUNTY
BOROUGH COUNCIL

MARGAM CREMATORIUM

Clerk:

James M Davies
Civic Centre, Port Talbot

Technical Officer

N.Pearce
The Quays
Brunel Way Briton Ferry
Neath

Medical Referee:

Dr. V. Magdon
Mount Surgery,
Taibach

Treasurer:

H.Jones
BSc(Hons), IPFA
Civic Centre
Port Talbot

MEETING OF THE MARGAM CREMATORIUM JOINT COMMITTEE

TUESDAY, 29 OCTOBER 2024

2.00 pm

MULTI-LOCATION MEETING - COUNCIL CHAMBER, PORT
TALBOT & MICROSOFT TEAMS

ALL MOBILE TELEPHONES TO BE SWITCHED TO SILENT FOR
THE DURATION OF THE MEETING

PART 1

1. Declarations of Interest
2. Minutes of Previous Meeting (*Pages 3 - 4*)
3. Update on Capital Work Programme (*Pages 5 - 18*)
Report of the Technical Officer to Margam Crematorium Joint Committee
4. Medical Referee (*Pages 19 - 20*)
Report of the clerk - Mr James M Davies

5. Urgent Items

Any urgent items at the discretion of the Chairperson pursuant to Section 100BA(6)(b) of the Local Government Act 1972 (as amended).

Civic Centre
PORT TALBOT

Wednesday, 23 October 2024

Joint Committee Membership:

Representing Neath Port Talbot County Borough Council:

Councillors: E.V.Latham, W.Carpenter, A.Dacey, R.G.Jones and S.Jones

Representing Bridgend County Borough Council

Councillors: P.Davies and M.Kearn

MARGAM CREMATORIUM JOINT COMMITTEE

(Acting with Plenary Powers)

Members Present:

11 July 2024

**Representing Neath
Port Talbot County
Borough Council:**

Councillors W.Carpenter, R.G.Jones, S.Jones
and E.V.Latham

**Officers in
Attendance:**

H.Jones, S.Brennan, C.Phillips, C.Langdon,
J Davies and N.Jones

1. **DECLARATIONS OF INTEREST**

There were no declarations of interest received.

2. **APPOINTMENT OF CHAIRPERSON 2024-25**

That Councillor E.V.Latham be appointed Chairperson of the Margam Crematorium Joint Committee for the Civic Year 2024/25.

3. **APPOINTMENT OF VICE CHAIRPERSON 2024-25**

That Councillor P.Davies be appointed Chairperson of the Margam Crematorium Joint Committee for the Civic Year 2024/25.

4. **MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting, held on 14 March 2024, were agreed as an accurate record.

5. **OUTTURN REPORT AND ANNUAL RETURN 2023/24**

Officers gave an update with the Outturn Report and Annual Return 2022/23, as detailed in the circulated report.

Resolved: That members approve

1. The Outturn Report for 2023/24

2. The Annual Return, prior to external audit certification, for the year ended 31st March 2024, be approved, and signed by the Chairman of this Committee.
3. The Annual Governance Statement is confirmed.

6. **CREMATION FIGURES FOR JANUARY 2024 TO JUNE 2024**

Resolved: That the report be noted.

7. **UPDATE ON CAPITAL WORK PROGRAMME.**

Officers updated the committee on the circulated report.

Members suggested that they have a site visit to Margam Crematorium to have a look at the building. Officers to arrange a date for members to attend.

Resolved: That the report be noted.

8. **URGENT ITEMS**

There were none.

CHAIRPERSON



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

MARGAM JOINT CREMATORIUM COMMITTEE

REPORT OF THE TECHNICAL OFFICER TO MARGAM CREMATORIUM JOINT COMMITTEE

29th October 2024

Matter for Decision

Update on Capital work programme.

Purpose of the Report:

Following the Committee's site visit to discuss and agree the capital schemes along with a priority of delivery.

Background:

A list of capital works has previously been agreed upon, namely

- External decoration of the Crematorium and external toilet block.

There are various options available on the decoration, these include the areas to be decorated, the product to be used and the requirement to undertake concrete repairs prior to any decoration works.

- Concrete repairs as per estimate received - £125,000 to £150,000 excluding access.
- Concrete repairs and application of Sika decorative coating as per estimate received - £300,000 to £350,000 excluding access.
- Redecoration in masonry paint internal estimate £80,000 excluding access.

- Refurbishment of the external toilet block.

Various options were discussed on site, these ranged from:-

- A full refurbishment of the existing toilets as they are currently laid out fitting waterproof wall panels, resin flooring and improving the ceiling insulation.
- Turning the existing Gents and Ladies in to unisex accessible toilets thus allowing the existing accessible toilet to be converted in to a fit for purpose grounds operative accommodation.

The estimates for the above works are similar for both options at between £40,000 to £50,000

In order for the Committee to get an appreciation of the usage on the toilets and therefore aid in the above decision making counters were installed the results of which are shown below.

Margam Crematorium Toilets - Data Logger Summary Sheet - September - October 2024					
Note: Toilet opening and closing / cleaning visits have not been omitted from results					
Day	Date	R1 - Male Toilet	R2 - Female Toilet	R4 - Disabled Toilet	Daily Total
1	25 September 2024	69	69	7	145
2	26 September 2024	60	56	7	123
3	27 September 2024	92	61	6	159
4	28 September 2024	31	24	0	55
5	29 September 2024	5	3	4	12
6	30 September 2024	65	52	4	121
7	01 October 2024	53	30	9	92
8	02 October 2024	57	51	4	112
9	03 October 2024	58	38	9	105
10	04 October 2024	70	53	6	129
11	05 October 2024	10	23	1	34
12	06 October 2024	5	2	1	8
13	07 October 2024	47	42	5	94
14	08 October 2024	23	17	7	47
15	09 October 2024	47	40	3	90
16	10 October 2024	71	37	5	113
17	11 October 2024	105	77	8	190
18	12 October 2024	14	15	1	30
19	13 October 2024	3	1	1	5
20	14 October 2024	87	108	8	203
21	15 October 2024	78	60	6	144
22	16 October 2024	54	32	4	90
23	17 October 2024	53	48	7	108
24	18 October 2024	58	30	5	93
25	19 October 2024	2	12	0	14
26	20 October 2024	8	4	1	13
27	21 October 2024	59	44	4	107
TOTAL		1284	904	109	2168

Depending on the decision taken on the toilet block there may be a requirement to purchase and install a separate welfare container for the grounds operative, with this being located at the rear of the Crematorium next to the existing storage unit. Depending on the chosen welfare and storage provision, connection to services and possibly the need to clad the units to make them more aesthetically pleasing and estimate of £30,000 should be used for this.

- Redevelopment of the internal courtyard, remembrance garden and installation of exit canopy.

The 3D graphic illustration has been developed in to scale drawings to enable the scheme to be accurately costed. Due to the current workload in the Architects section this has yet to be done. However it is felt that a high-level estimate of circa £200,000 be attributed to this scheme.

- Highway resurfacing.

Please see appendices 1 for the highways asset condition report with associated costings.

- External cleaning

Members will recall that when we undertook the site visit they were informed that external power washing of the building façade had been ordered but yet to be completed. This has now been completed and below are some pictures showing the building before and after.



Financial Impacts:

The capital schemes will be considered in line with the agreed budget.

Integrated Impact Assessment:

There is no requirement for an integrated impact assessment as this report is for information purposes only

Valleys Communities Impacts:

There are no impacts associated with this report.

Workforce Impacts:

There are no impacts associated with this report.

Legal Impacts:

There are no impacts associated with this report.

Consultation:

There are no impacts associated with this report.

Recommendations:

That the Committee suggests the course of action to be taken, and confirm the priority of the above schemes.

Appendices:

None

List of Background Papers:

None

Officer Contact:

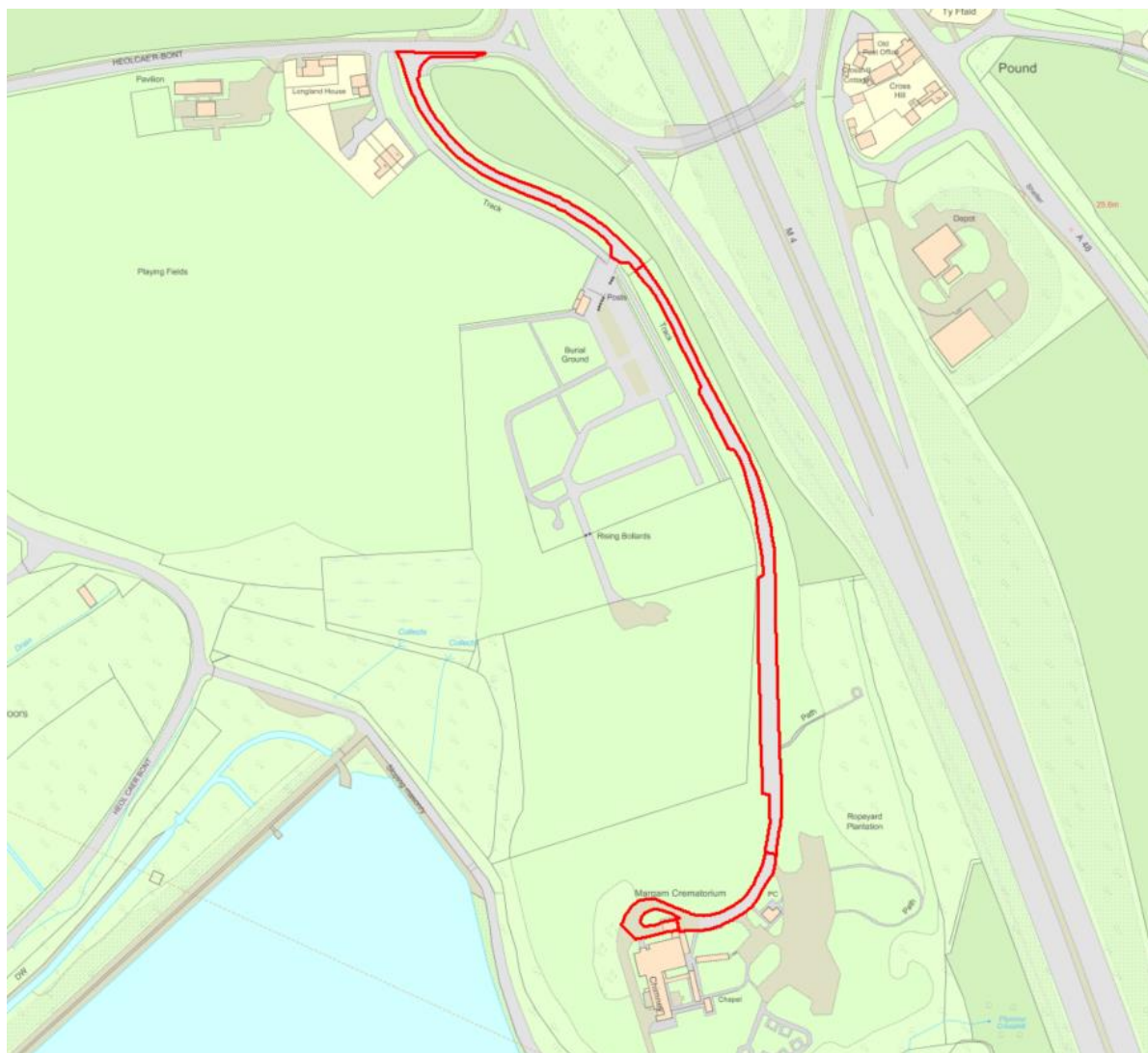
Mr. Simon Brennan
Technical Officer of the Joint Committee of Margam Crematorium

Mr. Richard Jenkins
Corporate Facilities Manager

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Asset Condition Report – Access Road into Margam Crematorium

- Client: Neighbourhood Services
- Brief: To undertake a survey to determine the total area and surface condition for the private access road into Margam Crematorium; for the purpose of providing options and estimated costs for surface treatment and/or preventative maintenance.
- Location: Private access road into Margam Crematorium, from the junction at Heol Cae'r-Bont (just off the Margam Interchange Roundabout) to the turning circle at the entrance of the Crematorium building.
- Asset Type: Bituminous asphaltic surface, made up with various unspecified aggregate/materials/binders, with unknown road construction.
- Dimensions: Total length – approximately 750 metres, Total area – 5,383 m² (inclusive of car parking layby areas)



Surface Condition

The surface condition varies throughout. The condition from the junction to the entrance of the crematorium has numerous defects, where there is now a potential structural failure (image 1 & 2). There are also defects in the wheel track (image 3) and areas where preventative treatment has been previously used (image 4).

The condition from the Crematorium Entrance to the Turning Circle has defects beginning to show in the wheel track, if this is left untreated, there is a risk for structural failure and the formation of potholes with occur – see images 5 & 7.

*All images are available to view in Appendix A.

Surface Treatment - Options

The condition varies along the road so, for clarity, we have separated the extent into 3 sections, with estimated cost provided for your consideration.

We have also included the adjusted cost if the work was to be carried out during an out of hours period (evenings/overnight/weekends). This may be preferred to avoid any disruption to normal services provided during daytime working hours.

Please note images 6 & 8 in Appendix A show an example of Preventative Treatment using Overbanding – images taken on Margam Interchange Roundabout.

SECTION 1

Area: Heol Cae'r-Bont Junction (Off Margam Interchange roundabout) to Crematorium Entrance – *Extent is shown in Appendix A.*

Based on the condition of this section of road (see images 1 to 4 in Appendix A), the following surface treatment option is recommended, including estimated costs for daytime working and evenings/overnight/weekends (out-of-hours) working:

Table 1 - Resurfacing

Treatment	Expected Lifespan (Years)	Area (m ²)	Total Cost (Day time)	Cost Per m ²	Out of Hours Cost
Resurfacing	15 – 25	1,382	£26,949	£19.5	£31,154

SECTION 2

Area: Crematorium Entrance to Crematorium Car Park.

The survey identified deterioration in the wheel track which, as a minimum, will need preventative treatment before the condition worsens and potholes begin to form – see image 5 in Appendix A.

Based on the condition of this section of road, the following surface treatment options can be considered, including estimated costs for daytime working and evenings/overnight/weekends (out-of-hours) working:

Table 2a – Preventative Treatment (Overbanding)

Treatment	Expected Lifespan (Years)	Area (m²)	Cost Per m²	Total Cost (Day time)	Out of Hours Cost
Overbanding (2 no. of 1m x 375m Strips)	3 – 5	750	£25	£18,750	£21,675

Table 2b – Resurfacing

Treatment	Expected Lifespan (Years)	Area (m²)	Total Cost (Day time)	Cost Per m²	Out of Hours Cost
Resurfacing	15 – 25	2,949	£57,506	£19.5	£66,477

SECTION 3

Area: Crematorium Car Park to Crematorium Turning Circle

As in section 2, the survey also identified deterioration in the wheel track in Section 3 which again, as a minimum, will need preventative treatment before the condition worsens and potholes begin to form – see image 7 in Appendix A.

Based on the condition of this section of road, the following surface treatment options can be considered, including estimated costs for daytime working and evenings/overnight/weekends (out-of-hours) working:

Table 3a - Preventative Treatment (Overbanding)

Treatment	Expected Lifespan (Years)	Area (m ²)	Cost Per m ²	Total Cost (Day time)	Out of Hours Cost
Overbanding (2 no. of 1m x 155m Strips)	3 – 5	310	£25	£7,750	£8,959

Table 3b – Resurfacing

Treatment	Expected Lifespan (Years)	Area (m ²)	Total Cost (Day time)	Cost Per m ²	Out of Hours Cost
Resurfacing	15 – 25	1,052	£20,514	£19.5	£23,715

Summary

To summarise the findings, there are two distinct options available for the surface treatment of Margam Crematorium. **Please note that all costs are approximate and based on estimated current unit rates.**

Option 1 - Resurfacing and Preventative Treatment

- Resurface Section 1.
- Overband with 2 x 1m strips for Section 2 & Section 3.

Treatment	Expected Lifespan (Years)	Area (m ²)	Total Cost (Day time)	Cost Per m ²	Out of Hours Cost
Resurfacing	15 – 25	1,382	£26,949	£19.5	£31,354
Overbanding (2 no. of 1 x 530m Strips)	3 – 5	1060	£26,500	£25	£30,634
T.M. & Road Marking Cost (indicative)	n/a	n/a	£5,000	n/a	£5,579
Total			£58,499		£67,567

Option 2 - Resurface Full Extent (Section 1, 2 and 3)

The total costings include Traffic Management and Road Marking Costs.

Treatment	Expected Lifespan (Years)	Area (m²)	Total Cost (Day time)	Cost Per m²	Out of Hours Cost
Full Resurface	15 – 25	5,383	£104,969	£19.5	£121,344
T.M. & Road Marking Cost (indicative)	n/a	n/a	£5,000	n/a	£5,579
Total			£109,969		£126,923

Appendix A - MARGAM CREMATORIUM IMAGES

Section 1 (Length - approximately 200 metres, Area – 1,382 m²)

SECTION 1: EXTENT – This is the area that Section 1 covers.
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IMAGE 1



IMAGE 2



IMAGE 3



IMAGE 4



Section 2 (Length - approximately 375 metres, Area – 2,949 m²)

Section 2: Extent - This is the area that Section 2 covers.

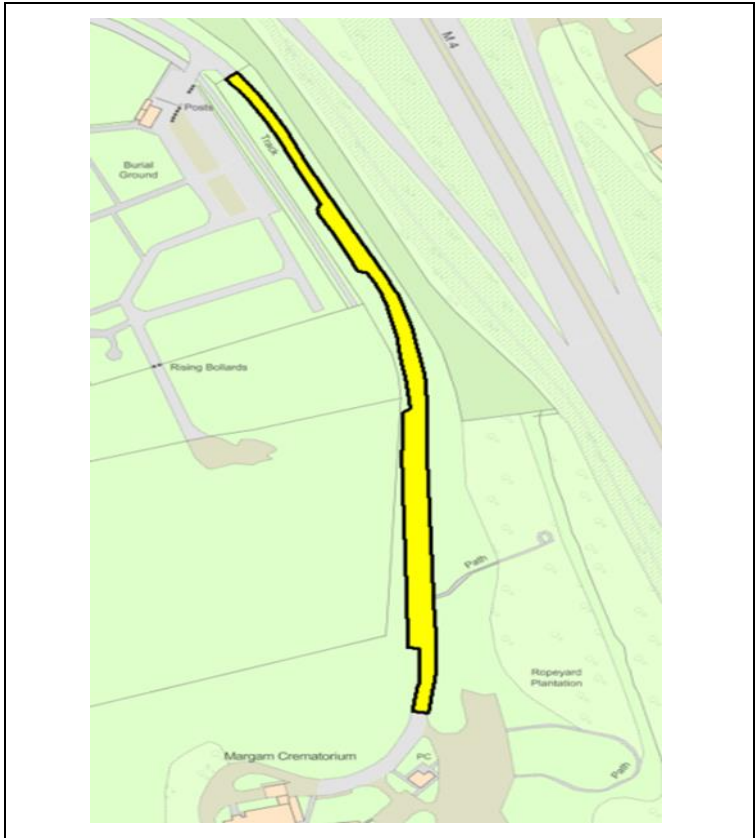


IMAGE 5 – Deterioration in Wheel Track



IMAGE 6 – Overbanding Example, Margam Interchange Roundabout.



Section 3 (Length - approximately 155 metres, Area – 1052 m²)

Section 3: Extent - This is the area that Section 3 covers.

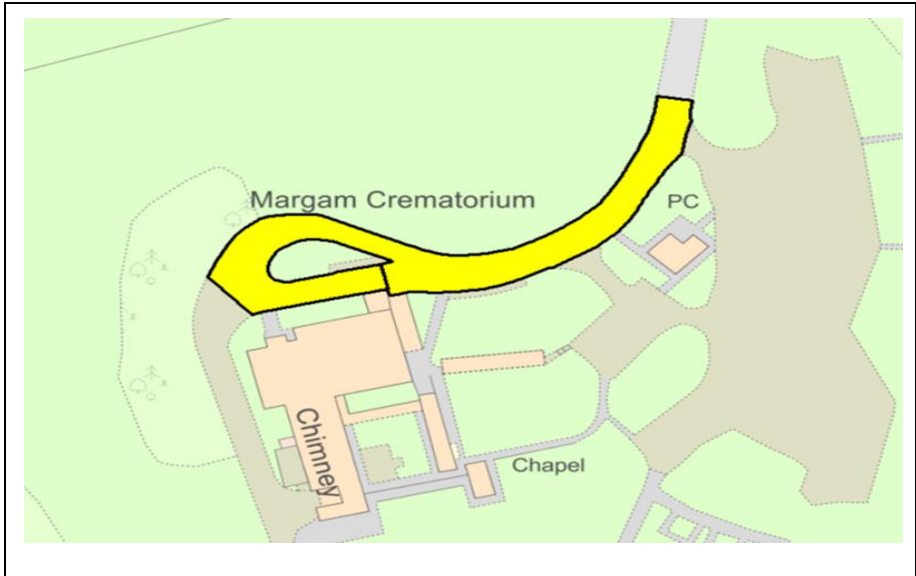


IMAGE 7 – Deterioration in Wheel Track.



IMAGE 8 – Overbanding Example, Margam Interchange Roundabout.



MARGAM CREMATORIUM JOINT COMMITTEE

Report of the Clerk – Mr James M Davies

29th October 2024

Matter for Information

Wards Affected: All Wards

Medical Referee

Purpose of the Report

1. To update members on the appointment of new Medical Referees.

Background

2. Earlier this year the Superintendent Registrar received notification from Mount Surgery that two doctors, Doctor Rhiannon Cooper and Doctor Kate Evans had joined the surgery.

3. The Ministry of Justice, has on the recommendation of the Superintendent Registrar, appointed Doctors Cooper and Evans to the position of Medical Referees.

4. The Medical Referee is Doctor Violetta Magdon, senior partner at Mount Surgery, Taibach, Port Talbot. The Deputy Medical Referees are:

Dr Rhiannon Cooper

Dr Kate Evans

Dr Benjamin Frost

Dr Kayleigh Packwood

Dr Rebecca Ryall

Integrated Impact Assessment

5. There is no requirement for an integrated impact assessment for this report as it is for information purposes only

Financial Impact

6. No impact

Workforce Impact

7. There are no workforce impacts associated with this report

Legal Impact

8. There are no legal impacts associated with this report

Consultation

9. There is no requirement of external consultation for this item

Recommendations

10. That members note the appointment of new deputy Medical Referees.

Appendices

11. None.

Officer Contact

Mr James M Davies

Clerk to Margam Crematorium Joint Committee

Mr Clive Phillips

Superintendent Registrar