

Committee: Merton and Sutton Joint Cemetery Board

Date: February 2023

Wards: Borough Wide Merton and Sutton

Subject: Client Report

Subject:

Lead officer: Adrian Ash Interim Director Environment and Regeneration

Contact officer: Andrew Kauffman Head of Parks Services

Recommendations:

- A. That the Members review the information and note the content of the report
 - B. That the Committee note and feedback on the programme of works for 2022/23.
 - C. For the Committee to note the next programme special works for consideration in 2023-24.
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1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1. The report provides an update on business as usual cemeteries activities between July 2022 and January 2023 including special projects conducted via LBM Facilities Management Team as well as Operational Management and Maintenance via Service Providers at IdverdeUK.
- 1.2. LBM Facilities Management and LBM Client side team continue to procure and programme the MSJC Special Projects work from July 2022 onwards, including the onsite casting of 6no new landing beams in **Section BX W KX** and let the contract for new beams on **Section X** which commenced on site January 2023.



NEW LANDING BEAMS @ SECTION BX W KX AT MSJC

- 1.3. The review of the Memorial Safety Testing Programme (MSTP) procedure agreed between LBM Client side officers and IdverdeUK in 2021-22 has now seen all failed memorials in **Section MU** and **M** be successfully secured to land beams, these works were carried out between July-August 2022 with works carried out by monumental masons from Peace Memorials (New Malden). The

LBM client side wishes to thank IdverdeUK for ensuring these works were carried out under the agreed terms and agreed price by Peace Memorials.

- 1.4. Under the terms of Memorial Safety Testing Procedure Idverde UK still have 7no memorials in Section MU where IdverdeUK have been unable to trace the family so will work with Peace Memorials to deliver the memorial safety works to make these graves compliant during 2023-24 Special Projects.
- 1.5. LBM Facilities Management Team commissioned LBM Highways road surfacing term contractors from FM Conways to completed cemetery vehicular and pedestrian paths which were completed during September 2022.



MSJC PRIMARY AND SECONDARY ROADWAY IMPROVEMENTS SEPTEMBER 2022

2 DETAILS

2.1. **Managing the Service**

- 2.1.1 Full business as usual operations are now conducted by service providers from IdverdeUK at MSJC
- 2.1.2 The governance of the service continues to be supported through regular monthly Operational as well as higher level senior management contract meetings.
- 2.1.3 Weekly burial capacity updates by service provider are also received by Client teams to ensure suitable forward planning arrangements are made via special works projects to ensure we have suitable landing beam capacity at MSJC
- 2.1.4 Scheduled works continue to be delivered in the cemetery including grass cutting, hedge maintenance, planting and topping up grave after burials.
- 2.1.5 Linked to after effects of Storm Eunice in February 2022 additional tree inspections have been carried out on MSJC by Arboriculture specialists and priority works actioned in 3 months and actioned in June 2022 and lower priority works will be actioned in March 2023, notification of works will be made to the board via the Merton Council website merton.gov.uk/plannedtreeworks
- 2.1.6 Please refer to Idverde UK Contractor Report **Section 2** for full Grounds Maintenance Update for the period

2.2. **Merton and Sutton Joint Cemetery (M&SJC) Update Programme of Works 2021/22 and Proposed Programme of Works 2022/2023**

2.2.1 The 2022/2023 program in the main was successfully delivered by LBM Facilities Management team and is still on track for practical completion within the 2022/20223 financial year

- Section BX:** Cast 2no full landing beams on Section BX **Complete**
- Section W:** Cast 2no full landing beams on Section W **Complete**
- Section KX:** Cast 2no full landing beams on Section KX **Complete**
- Section X:** Progressed on site January 2023 **Work In Progress**
- Phase 2:** Roadway and Footway resurfacing **Complete**
- Memorial Safety:** Section M and Section MU **Complete** 7no bespoke memorials moved into 2023-24 program.
- Hort Projects:** Perimeter Hedgerow project, scrub clearance to commence Feb 2023 and Hedgerow planting to commence Autumn 2023 in line with best horticultural practice and Wildlife and Countryside Act legislation.

2.2.2 The working relationship between LBM client side team, Facilities Management and IdverdeUK has strengthened during the period and ensures the MSJC Cemeteries management and maintenance operations and special projects all ensures the cemetery is able to provide a strong service to burial providers from mixed faith groups while maintaining a high standard of horticulture for families visiting loved ones at the cemetery.

2.2.3 Figure 1. below is a map of the sections within M&SJC. This map is included to aid with referencing the locations of the programme of works.

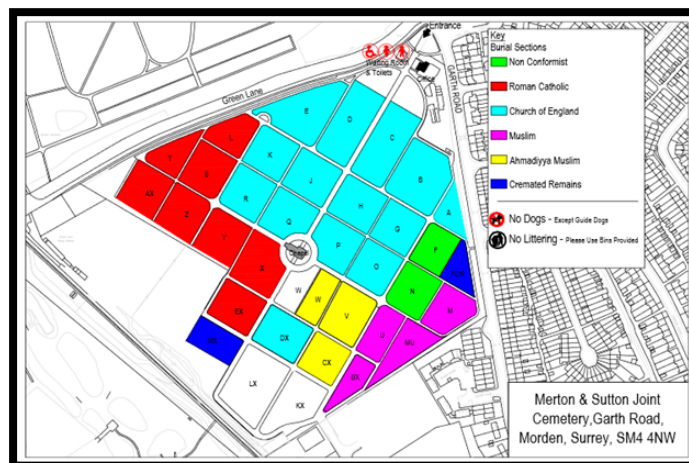


Figure 1 - Merton and Sutton Joint Cemetery (Section Ma

2.3. Memorial Safety Testing Programme

2.3.1 Local Authorities have a duty, both to members of the public and their own workers, to make sure that cemeteries and graveyards for which they are responsible are safe. Memorials can become unstable over time and cause accidents to people.

2.3.2 Idverde UK are currently working with Peace Memorials on solutions to secure the remaining 7no Bespoke Memorials that remain on Section MU memorials are currently laying downing this section. As soon as the itemised cost for each memorial is received these works will be actioned in 2023-24 Financial year. Unfortunately no contact has been made with owners of each of these graves so MSJC Board will need to fit the bill for these memorials.

3 ALTERNATIVE OPTIONS

3.1. Not applicable for this report.

4 CONSULTATION UNDERTAKEN OR PROPOSED

4.1. Not applicable for this report.

5 TIMETABLE

5.1. The timetable of the M&SJC 2022/2023 programme of works is complete bar the memorial landing beams on Section X which commenced in January 2023 and are set for practical completion before the end of this financial year.

5.2. The horticultural hedge works, railings and grass sward on Garth Road entrance will be carried out in the 2023-24 financial year.

6 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

6.1. The estimated budget for the **Summary of Position on Special Projects as at 10/02/2023** is detailed in Financial Statement below.

Summary of Position on Special Projects as at 10-02-23								
Special Project	Budget £	Spend to Date £	Addit. Spend to Year End £	Estimated FM Fees @ 10% £	Total Outturn 2022-23 £	Variance £	Budget 2023-24 £	Additional Detail
00001516 - New Bearer Beams	258,500	133,139	2,565	13,608	149,312	(109,188)	111,720	
Section BX	22,000	3,633		363	3,996	(18,004)	0	Section complete no further expenditure expected
Section F	49,500	(375)		0	(375)	(49,875)	49,910	2023-24 Budget for two rows plus FM Fees @ 10%
Section W	66,000	28,800		2,880	31,680	(34,320)	34,320	2023-24 Budget for two rows plus FM Fees @ 10%
Section KX	121,000	101,082	2,565	10,365	114,012	(6,988)	27,490	2023-24 Budget for two rows plus FM Fees @ 10%
00001517 - Replacement Bearer Beams	88,000	6,145	69,436	7,558	83,139	(4,861)	150,000	
Section X - 4 rows will complete this section	88,000	6,145	69,436	7,558	83,139	(4,861)	150,000	2023-24 Budget for four rows plus FM Fees @ 10%
00001518 - Toilet Block	100,000			0	0	(100,000)	110,000	Proposals to June 2023 Meeting
00001592 - Memorials Safety Project	33,000		21,748	0	21,748	(11,252)	11,250	7 Memorials paid in 2022-23 as No Family Found
00001593 - Roads and Footpaths	27,500	30,483	0	3,048	33,531	6,031	27,000	Another Section to be Completed in 2023-24
00001763 - Hortical / Biodiversity Improv	49,500	0	59,440	0	59,440	9,940	31,440	Entrance Gates etc & Cutting Back/Removing Trees etc (before nesting season)22-23 New Planting (Autumn)23-24
Total	556,500	169,767	153,189	24,214	347,170	(209,330)	441,410	

- 6.2. The proposed **Programme of Special Projects for 2023-24** is detailed in the table below

Special Project	Budget 2023-24 £
New Bearer Beams	111,720
Replacement Bearer Beams	150,000
Toilet Block	110,000
Memorials Safety Project	11,250
Roads and Footpaths	27,000
Horticultural / Biodiversity Improv	31,440

- 6.3. The LBM Client side team will table a report to the June 2023 Meeting of the MSJC Board with the Options Appraisal for the internal re-decoration of the Waiting Room and Toilet Facilities at the MSJC Entrance.

7 LEGAL AND STATUTORY IMPLICATIONS

- 7.1. The Cemeteries Service will continue to be up-to-date with all Government guidelines current recovery phase. All services and facilities will be provided within these guidelines.
- 7.2. The Cemeteries Service will continue to ensure that it fulfils its Health & Safety duties regarding memorial safety.

8 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

- 8.1. We positively welcome and aim to support the growing diversity of the community we serve and the people we employ.
- 8.2. We aim to provide an inclusive service and will not discriminate (indirectly, directly or by association) on the grounds of race, sex, gender reassignment, marital or partnership status, sexual orientation, age, religion or belief, HIV status, or disability (e.g. sensory and physical disabilities, learning disabilities and mental health status).
- 8.3. Quality means equality in the services we plan and provide, and in the staff we employ to provide those services. The Cemeteries Service is culturally sensitive and is also respectful of faith and belief considerations.

9 CRIME AND DISORDER IMPLICATIONS

- 9.1. Not applicable for this report

10 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

- 10.1. Councils have a duty under Health & Safety legislation and under the principles of occupier's liability, both to members of the public and their own workers, to make sure that cemeteries and graveyards for which they are responsible are safe. Memorials can become unstable since erection and cause accidents to people.
- 10.2. The Memorial Safety programme process across the Partnership is based on *Ministry of Justice Memorial Safety Guidance (2009)*.
- 10.3. Staff undertaking the testing (MSTP) are suitably trained. All inspectors are trained to meet the standards specified in the Ministry of Justice guidance entitled "Managing the Safety of Burial Ground Memorials". Training is refreshed as required.
- 10.4. When memorial testing is being undertaken, staff wear appropriate PPE. This includes gloves, steel toe-cap boots and high-vis jackets.

11 APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT

- 11.1. None

12 BACKGROUND PAPERS

- 12.1. None

END OF REPORT
