

Hi Alex/John

Pavilion water system

I have been carrying out some work this week as a result of our routine legionella checks, in liaison with Groundstaff and Aquasafe.

While checking the ground staff paper records for temperature checks, I was concerned that the Hot water tank temperatures were too low and reading below the 60 limit required (the record forms have the min temperature required at the top, any lower and groundstaff should tell the office straight away – I had to remind them of this, it's still quite a new process for them). The showers were shut with an email out to clubs on Friday (it was just before I left work), notices up & taped off while this could be investigated (although there was some evidence that footballers may have ignored this, with mud in area & tapes adjusted).

I went to the pavilion yesterday to go over the checks with Graham and Shawn and look at the temperature dials on the system, it does appear to be a complicated set up and also there is still a gap in knowledge regarding how everything works.

Following this it was agreed that temperature checks would be carried out everyday for the next week to establish how stable the system is.

The results yesterday showed the tanks at 62 & 62.2 and today they are 60.2 & 61.9.

While I was there I looked at the TMV mixer units which are for the showers and they can be adjusted. The showers when tested today were slightly off from the required 41 temperature (ranging between 35 & 48) ; I have asked the ground staff to carry out TMV adjustments to see if we can get the output at 41 and maintain it for the length of a shower, say 10 minutes, without much fluctuation.

Hand basin temperatures are also being checked every day this week and appear to be running too high so far, in one case 66. They are not attached to a TMV so can't be adjusted down without lowering the water tank itself which is not an option (for legionella safety it has to be 60 min).

Having discussed all this with Tom (Aquasafe) this morning he has suggested that the Chlorination and sampling takes place before the football season restarts and the showers are reopened for the new season (the last time we sampled was end of January and chlorination end Aug). We have this scheduled for July 2021 in our matrix, it may need to be adjusted forward slightly following confirmation of football activities restarting, as sampling takes place week after chlorination and we need to allow 3-4 weeks for the process and results.

Tom has attached a couple of quotations for works and we can programme in dates now, if you are in agreement.

Tom has suggested that TMVs are attached to the hand basins to effectively control the temperature output of the taps (a plumber would be able to advise) and that caution hot water signage be put in place, which I have done today.

Email from Deputy Clerk to Chair Of Committee/Town Clerk

I will update you at the end of the week as to the results of the weeks temperature checks.

According to our calendar men's/ladies football activities have ended and we just have junior activities which have use of the toilet and likely end boys – end of May and girls - end of June.

Boiler

The issue of the boiler at the Pavilion will need to be discussed at the next Green Spaces meeting, we had some issues with the pilot light going out recently which have been resolved. The boiler is down for a service later this year but the company who did it last have said that the boiler can't be serviced as its too old and the parts are obsolete. A new boiler would be more efficient.

If temperature checks do not prove to be stable across the whole water system the Green Spaces committee might need to look at the system as a whole, which would require a more significant amount of money/investment.

Roof

While I was at the Pavilion yesterday Groundstaff also made me aware of issues with the roof, I am told that it is starting to leak. I have attached a photo which shows damage to what appears to be cladding, apparently birds peck at it?.

Thanks

Leah



Pavilion - Roof cladding requires repair work

10/5/21

Survey of Wooden Crosses in Kingshill Cemetery – 9th March 2021

It was agreed at a meeting of the Green Spaces Committee on **15th March 2016** that the regulations covering wooden crosses would be amended. The Cemetery regulations were subsequently up-dated and the current regulations read as shown on page 2.

A survey of wooden crosses was carried out in the Cemetery on 9th March 2021 in order to record which graves currently have a cross installed and to note any whose condition has deteriorated.

The results are as follows:

There are 50 plots which have crosses installed. In general, we are not informed when a wooden cross is installed and until recently, we have not routinely received a memorial application for the cross. It is often placed on the grave by the Funeral Directors at the time of the interment. Many of the crosses have been in-situ for a number of years.

Based on the dates of the interment of the deceased, we can estimate that 16 were installed prior to the change in regulations and 34 after 15th March 2016.

To date we have invoiced only one ERB owner whose cross has been in-situ for a number of years and who has recently confirmed that she does not intend to install a permanent memorial in the near future.

The reasons that we have not taken the steps to invoice ERB owners when a year has elapsed following the installation of a temporary wooden cross are as follows:

- We were not initially advised by the Funeral Director that a cross had been installed.
- There is an expectation that the cross will be replaced with a permanent memorial. Our regulations state: *Any works to memorials shall not take place until 11 months from the date of interment to allow for settlement of the grave space.* Bearing in mind that it takes some time for a memorial to be chosen, ordered and supplied, perhaps the time frame of one year, between the temporary cross being installed and an invoice being raised, should be extended.
- The deceased person interred in the grave was the ERB owner and a transfer of the ERB ownership is required.

Looking at the number of wooden crosses in the Cemetery, which have now been in-situ for more than twelve months:

Should the Council now issue ERB owners with an invoice for the one –off wooden cross fee (details shown below)?

Should ERB owners who have historically installed crosses on grave spaces also be invoiced, i.e. those where the date of interment was prior to the Cemetery regulation change on 15th March 2016?

Currently, there are a number of instances whereby the ERB owner is deceased and we are endeavouring to make a transfer. The number of ERB owners who could be invoiced at the present time (providing we have current contact details for the ERB owner) is:

Prior to the change in the regulations – 15 Following the change in the regulations – 14

For information - extract from Cemetery Regulations:

26. Memorial applications

26.1 Without prejudice to any detailed provisions specified in the remainder of this Part of the regulations:

a) The Grant Holder must complete an application form (obtainable from the Council Office), and receive written authorisation from the Council before:

1. any Memorial may be erected in the Cemetery, or
2. any inscription is placed on any Memorial in the Cemetery

29. Erection of Memorials and placing Inscriptions

29.2 Any works to memorials shall not take place until 11 months from the date of interment to allow for settlement of the grave space (this may be waived in the case of interment of ashes, but authorisation of Council must be granted). The Council will not normally object to the marking of a grave by a simple wooden cross pending the erection of a permanent memorial, but reserves the right to remove any such grave marker.

29.3 The Council will permit a simple wooden cross to mark graves for an indefinite period of time if requested by the grave owner. Following, the first anniversary of any wooden cross being insitu, a fee will apply and a maintenance inspection will be carried out and repeated on an annual basis until such times as the cross is permanently removed. In the event of any maintenance works being required the grave owner will be contacted and requested to repair, remove or replace the wooden cross. A three year review period will apply to wooden crosses.

29.4 The Council reserve the right to remove any unsafe wooden crosses without prior notice to the grave owner, to maintain the safety of staff and visitors in the cemetery.

32. Memorial construction

32.1 All Memorials must be able to bear continuous exposure to the weather and must be made of durable natural stone. Teak and similar hardwoods may be permitted but the Council reserves the right to remove the memorial when its condition has, in the opinion of the Council, deteriorated below that which is acceptable to the Council.

The current Burial Ground Fees and Charges read as follows:

WOODEN CROSSES

To erect or place on a grave in Kingshill Cemetery including an inscription:

1.	A simple temporary wooden cross including inscription, in-situ for less than 1 year, pending the erection of a permanent memorial (not less than 2 ft. in height and not exceeding 3 ft. 6 inches in height)	No charge
2.	A simple wooden cross including inscription (not less than 2 ft. in height and not exceeding 3 ft.6 inches in height) This fee will be payable following the first anniversary of the installation of the wooden cross	£42.00

17th May 2021

