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# NOTICE OF MEETING

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**PORTCHESTER CREMATORIUM JOINT COMMITTEE**

**MONDAY, 20 MARCH 2017 AT 2.00 PM**

**THE COLLINGWOOD ROOM, CIVIC OFFICES, FAREHAM**

Telephone enquiries to John Haskell, Clerk to the Joint Committee 023 9283 4057

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(NB This Agenda should be retained for future reference with the Minutes of this meeting.

The agenda, minutes and non-exempt reports are available to view on-line at [www.portchestercrematorium.org](http://www.portchestercrematorium.org))

## **Membership of the Joint Committee - 2016/17**

### **Gosport Borough Council**

Councillor Alan Scard  
Councillor Dennis Wright (chairman)

### **Fareham Borough Council**

Councillor Keith Evans  
Councillor Susan Bell

### **Havant Borough Council**

Councillor Tony Briggs  
Councillor David Guest

### **Portsmouth City Council**

Councillor Lee Mason  
Councillor Robert New

## **A G E N D A**

- 1 Apologies for Absence**
- 2 Declarations of Members' Interests**
- 3 Minutes of the Meeting held on 12 December 2016 (Pages 5 - 8)**  
Attached.

**4 Matters Arising from the Minutes not specifically referred to on the Agenda**

**5 Clerk's Items**

The Clerk to the Joint Committee will report on any matters requiring attention.

**6 Risk Management Strategy (Pages 9 - 18)**

The Risk Management Framework and Policy Statements for Portchester Crematorium are subject to annual review.

The attached report from the Treasurer sets out the updated documents for approval by the Joint Committee.

**RECOMMENDED (1) That the Risk Management Strategic Framework and Policy as set out in Appendices A and B of the Treasurer's report be approved.**

**(2) That the revised Strategic and Operational Risk Registers set out in Appendices C and D be approved.**

**7 Development Plan 2017 - 2022 (Pages 19 - 48)**

The purpose of the attached report is to submit for the Joint Committee's approval a Development Plan for the period 2017 - 2022.

This Plan reviews and revisits the previous Development Plan approved in March 2015. The Joint Committee has previously agreed the Development Plan should be reviewed at 2 yearly intervals.

**RECOMMENDED (1) that the Portchester Crematorium Joint Committee Development Plan 2017 - 2022 be approved and adopted;**

**(2) that the Development Plan be next reviewed in 2 year's time.**

**8 Building Works Programme (Pages 49 - 50)**

Report from the Engineer and Surveyor attached.

**RECOMMENDED that the Joint Committee notes the contents of the report.**

**9 North Chapel Refurbishment**

Following the successful completion of the South Chapel refurbishment the Joint Committee has expressed a wish to carry out a suitable project to update and improve the environment on the North Chapel. Given the success of the South Chapel scheme the Engineer and Surveyor has approached the same firm of architects (Robert Benn Associates) who have indicated a willingness to work again on the Joint Committee's behalf on the same terms and conditions as previous. They will prepare a concept proposal for the Joint Committee's consideration prior to formal appointment.

**RECOMMENDED that the report be noted.**

**10 Manager and Registrar's Report (Pages 51 - 52)**

*(a) General Report attached*

*(b) Public Comments Register*

The Manager and Registrar will update members on comments received.

*(c) Any other items of topical interest*

**11 Horticultural Consultant's Report – Grounds Maintenance (Pages 53 - 54)**

Report from the Horticultural Consultant on grounds maintenance attached.

**RECOMMENDED that the report be received and noted.**

**12 Date of Next Meeting – Monday 26 June 2017 at 2pm in Gosport**

JH/me  
8 March 2017  
106200317a

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# Agenda Item 3

## PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Civic Offices, Portsmouth on Monday 12 December 2016 at 2.00 pm.

### Present

#### Fareham Borough Council

Councillor Keith Evans

#### Gosport Borough Council

Councillor Dennis Wright (Chairman)  
Councillor Keith Farr (standing deputy)

#### Havant Borough Council

Councillor David Guest

#### Portsmouth City Council

Apologies received for non-attendance

### Apologies for Absence (AI 1)

Councillor Susan Bell (Fareham BC), Councillor Alan Scard (Gosport BC), Councillor Tony Briggs (Havant BC), and Councillors Lee Mason & Rob New (Portsmouth CC)

### 708 Declarations of Members' Interests (AI 2) – None

### 709 Minutes of the Meeting held on 19 September 2016 (AI 3)

**RESOLVED** that the minutes of the meeting held on the 19 September 2016 be signed as a correct record.

### 710 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4) - None

### 711 Clerk's Items (AI 5)

#### (a) Portchester Crematorium Web Site

The Joint Committee was given a demonstration of the refreshed and updated Portchester Crematorium Web Site. Members extended special thanks to Helen Jenkins, the Deputy Manager and Registrar, and Fareham Borough Council's web development team for implementation of the new web site.

**NOTED**

## **712 Finance Strategy and Budget for 2017/18 (AI 6)**

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer presented and highlighted the key aspects within the report and in response to questions the following main points arose –

- The increase in the amount of Business Rates payable by cemeteries and crematoria from 2017 onwards following receipt of draft rateable re-valuation from the Valuation Office Agency including consideration of a possible appeal;
- The level of contribution required to the capital works fund bearing in mind the value of a scheme for future cremators replacement;
- The extent of the refurbishment and remodelling works undertaken to the South Chapel to maintain its high quality and marketability, given the changed operating environment of Portchester following the opening of The Oaks.

**RESOLVED (1) that the Finance Strategy 2017/18, attached as Appendix A to the report, be approved;**

**(2) that the Finance Strategy 2017/18 be sent to the four constituent authorities to note for their information.**

## **713 Revenue Budget Report - 2017/18 (AI 7)**

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer presented and highlighted the key aspects within the report including the two options proposed for cremation charges, the reasons for which were explained to and discussed by the Joint Committee.

**RESOLVED (a) That the capital works programme as detailed in Appendix E be approved;**

**(b) That Option 2 be approved for the proposed cremation fees and other charges as set out in Appendices B & C from 1 April 2017;**

**(c) That the proposed revenue account estimates as set out in Appendix A to the report be approved;**

**(d) That the Joint Committee writes to the Leader of each constituent authority to advise them of the annual payment to be received from the Portchester Crematorium Joint Committee in 2016/17 and in 2017/18.**

## **714 Building Works Programme (AI 8)**

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

**RESOLVED that the contents of the report be noted.**

## **715 Manager and Registrar's Report (AI 9)**

### **(a) General Statistical Report**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In submitting his report the Manager and Registrar advised that by the end of the calendar year he expected the total cremation figure to be in line with the figures for 2015.

**RESOLVED that the report be received and noted.**

### **(b) Any other items of topical interest – public comments register**

The Manager and Registrar reported that following the introduction of the public comments register in September, in addition to the usual number of miscellaneous enquires and expressions of thanks, there had been five logged comments. One occasion was when a member of the public had expressed concern and required special assistance in locating interred ashes within a large shrub area. Another member of the public had complained about a dog being walked off a lead in the grounds. There had also been three written expressions of thanks for assistance given by staff.

**NOTED**

### **(c) Health and Safety Policy**

The Manager and Registrar reported that the Crematorium's Health and Safety policy had been reviewed and was ready for signature by the Chairman of the Joint Committee.

**NOTED**

## **716 Horticultural Consultant's Report (AI 10)**

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In addition to presenting his report the Horticultural Consultant showed members the glass trophy that had been awarded to the Crematorium upon receiving a Gold Award in the 2016 South and South East Britain in Bloom Awards. The criteria for the award included not only the quality of the grounds but also the appearance of buildings together with environmental and related matters.

**RESOLVED that the report be received and approved.**

## **717 Portchester Crematorium Grounds Maintenance Contract (AI 11)**

Before considering this item the Joint Committee –

**RESOLVED that the public be excluded from the meeting during this item of business because it is likely that if members of the public were present there would be disclosure to them of ‘exempt information’ within paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.**

(TAKE IN EXEMPT MINUTE)

The purpose of the exempt report was to advise on the arrangements for the continued provision of horticultural and grounds maintenance services during 2017 and arrangements and the timetable to invite tenders for a new contract to commence in January 2018.

The Joint Committee agreed (summarised) that arrangements be made to invite tenders for the grounds maintenance contract and noted the interim arrangements made for the provision of grounds maintenance until the start of the new contract.

## **718 Date of Next Meeting – Monday 20 March 2017 at 2pm in Fareham**

The meeting concluded at 2.48pm

Chairman

JH/me  
13 December 2016  
106121216m.doc



# Agenda Item 6



## **Report to Portchester Crematorium Joint Committee**

*Date:*           **20 March 2017**

*Report of:*   **Treasurer to the Joint Committee**

*Subject:*       **RISK MANAGEMENT**

### **SUMMARY**

The Risk Management Framework and Policy Statements for Portchester Crematorium are subject to annual review. This report sets out the updated documents for approval by the Joint Committee.

### **RECOMMENDATIONS**

- a. That the Risk Management Strategic Framework and Policy as set out in Appendix A and B of this report be approved.
- b. That the revised Strategic and Operational Risk Registers set out in Appendix C and D are approved.

## **RISK MANAGEMENT**

1. Risk Management is an area that is subject to internal audit as part of the Joint Committee's Corporate Governance arrangements. It also forms a key component of the self-assessment process leading to the Annual Governance Statement as part of the Annual Return.
2. Risk is the threat that an event or action will adversely affect an organisations ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework for corporate governance.
3. The constituents of good risk management are seen as :

A shared awareness and understanding within the Joint Committee of :

- The nature and extent of the risks it faces
- The extent and categories of risk regarded as acceptable
- The likelihood and potential impacts of the risk materialising
- The key controls that are being relied upon to control risks
- The ability to reduce the incidence and impact on the organisation of the risks that do materialise

A regular and ongoing monitoring and reporting of risk, including early warning mechanisms.

An appropriate assessment of the cost of operating particular controls relative to the benefit obtained in managing the related risk.

A risk assessment process to inform any decisions being taken and to support the implements of any projects agreed.

The conducting, at least annually, of a review of the effectiveness of the system of internal control in place.

Reporting publicly on the results of the review and explaining the action the Joint Committee is taking to address any significant concerns it has identified.

## **RISK MANAGEMENT FRAMEWORK AND RISK POLICY STATEMENT**

4. The Joint Committee has adopted a Risk Management Framework and Risk Management Policy Statement. These two documents are subject to annual review and remain up to date, relevant and robust. They define the processes and responsibilities for managing risks across the whole spectrum, and are set out at Appendix A and B respectively. The Joint Committee is asked to approve these documents for their continued application to the system of risk management in place.

## **STRATEGIC AND OPERATIONAL RISK REGISTERS**

5. The Registers covering Strategic and Operational Risks at Appendix C and D respectively have been reviewed for their continued suitability and relevance to the Joint Committee by the Officers Governance Assurance Group, and are presented to the Joint Committee for approval.
6. As can be seen in the Risk Registers all risks are all ranked as Medium or Low, and will continue to be monitored by the assigned Risk Manager who will report to the Joint Committee on developments should the need arise.

Andy Wannell CPFA  
Treasurer to the Joint Committee  
Civic Offices  
Fareham

For further information on this report please contact Kate Busby on 01329 824685.

**APPENDIX A**

**PORTCHESTER CREMATORIUM JOINT COMMITTEE  
SUMMARY OF RISK MANAGEMENT FRAMEWORK**

<b>Framework Element</b>	<b>Process agreed</b>
<b>Risk Management</b>	
Risk Management Policy/Strategy	<p>Lead Officer - Clerk to the Joint Committee</p> <p>Responsibility - Treasurer to the Joint Committee</p> <p>Approved, and reviewed as appropriate by the Joint Committee</p> <p>Annual assessment of adequacy of risk management arrangements</p>
Strategic Risk Management	<p>Register Owner - Portchester Crematorium Joint Committee</p> <p>Strategic Risk Register to be reviewed annually by the Governance Assurance Group and approved by the Joint Committee.</p> <p>Risk assessments updated annually.</p> <p>Additional risks to be identified by officers and members as and when needed throughout the year.</p> <p>At minimum, 12 monthly progress review of control / mitigation actions to be completed by the Governance Assurance Group for reporting to the Joint Committee on an annual basis.</p>
Operational Risk Management	<p>Service and Employer registers maintained</p> <p>Service Risk Register Owner - James Clark Employer Risk Register Owner - John Haskell</p> <p>Service Risk Register to be reviewed annually by the Governance Assurance Group and approved by the Joint Committee. Employer Risk Register agreed in officers meetings.</p> <p>Risk Assessments updated annually.</p> <p>At minimum, 12 monthly progress review of control / mitigation actions to be completed by the Governance Assurance Group and officer meetings for reporting to the Joint Committee.</p>

## APPENDIX B

### **RISK MANAGEMENT POLICY STATEMENT**

The Portchester Crematorium Joint Committee recognises that Risk Management is an intrinsic part of Corporate Governance. The Joint Committee accepts that some risks will always exist and will never be eliminated.

The Joint Committee recognises that it has a responsibility to manage risks and supports a structured and focused approach to managing them by developing a risk management strategy and taking actions to reduce or mitigate risks wherever possible.

In this way the Joint Committee will better achieve its corporate objectives and enhance the value of services it provides to the community.

The Joint Committee's risk management strategic objectives are to:

- ♦ Integrate risk management into the culture of the Joint Committee
- ♦ Manage risk in accordance with best practice
- ♦ Anticipate and respond to changing social, environmental, legislative, political, economic, technological, competitive and citizen requirements
- ♦ Prevent injury, damage and losses and reduce the cost of risk
- ♦ Raise awareness of the need for risk management by all those connected with the Committee's delivery of services.

These objectives will be achieved by:

- ♦ Establishing clear roles, responsibilities and reporting lines within the Joint Committee for risk management
- ♦ Offering a framework for identifying and prioritising risk areas
- ♦ Reinforcing the importance of effective risk management as part of the everyday work of employees
- ♦ Incorporating risk management considerations into all aspects of the Joint Committee's work.
- ♦ Monitoring arrangements on an on-going basis.

**The key components of the Risk Management Framework are:**

- **A Strategic risk register of risks to the partnership**
- **An operational risk register of risks to the service**
- **A set of Health and Safety hazard assessments**
- **Inclusion of risk information in decision making reports to the Joint Committee**
- **Risk assessments supporting any projects implemented at the Crematorium**

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## PCJC SERVICE SCORING CHART

			SCALE				
Value			1	2	3	4	5
Probability			Very Unlikely	Unlikely	May Happen	Likely	Almost Certain
			Very Low	Low	Medium	High	Very High
			SCALE				
Value			1	2	3	4	5
Impact Measures	FINANCIAL EFFECTS		Less Than £1,000	Between £1000 and £5000	Between £5000 and £10000	Between £10000 and £50000	More Than £50,000
	NON-FINANCIAL EFFECTS	HEALTH AND SAFETY (PUBLIC AND CUSTOMERS)	No or minor injury	Lost time injury	Major injury	Single death	Multiple death
		SERVICE OBJECTIVES & PRIORITIES	No impact on objectives	Minimal impact on 1 or more service objectives	Some restriction on ability to achieve 1 or more service objectives	Severe restriction on ability to achieve 1 or more service objectives	Prevent the achievement of 1 or more service objectives
		SERVICE DELIVERY	No inconvenience to service	Minor inconvenience to service	Major inconvenience to customers	Cessation of part of Crem services	Cessation of all Crem services
		CUSTOMER SATISFACTION	Small increase customer complaints	Sig increase customer complaints	General loss of confidence in service	General loss of confidence in partnership	Removal of board members or govt intervention

Risk score is calculated by multiplying the sum of all impact scores (where Very Low = 1 & Very High = 5) by the score for the probability (where Very Low = 1 and Very High = 5). (e.g. 5\*(2+3+4+3+2)).

The thresholds for the risk category have been set as:

- below 40 (Low)
- 40-59 (medium)
- more than 60 (high)

## PORTCHESTER CREMATORIUM JOINT COMMITTEE

Strategic Risk Register

Risk No	Risk	Risk Manager	Probability	Impact					Score	Category
				1	2	3	4	5		
1	Further reduction in customer numbers	Andy Wannell	4	4	1	3	1	1	40	MEDIUM
Control	Formal regular monitoring, continued good communication with each LA, implement initiatives approved by JC for developing and enhancing existing and new services									
2	Benefits, objectives and targets for Joint Committee are not clear nor monitored nor delivered (including surplus levels not achieved)	John Haskell	1	1	2	3	2	2	10	LOW
Control	Monitor regularly, Annual Report / Development Plan, Member representatives from each Local Authority									
3	Control assurance, financial management and governance framework not clear	Andy Wannell	2	1	2	1	1	1	12	LOW
Control	Members from each LA actively involved in managing PCJC, Ext and Int Audit review/advice feeds into work and Governance arrangement, Treasurer & Dep Treasurer with professional backgrounds advising PCJC are employees of FBC, Financial Regulations introduced									
4	Inappropriate or inadequate Memorandum of Agreement	John Haskell	2	1	1	3	2	2	18	LOW
Control	Monitor regularly									
5	Joint Committee member responsibilities not understood nor complied with	John Haskell	2	1	1	2	2	2	16	LOW
Control	Member induction following appointment									
6	Lack of agreed clear exit strategy (including handover of records to allow continued running)	John Haskell	2	1	1	3	2	2	18	LOW
Control	Monitor regularly									
7	National cultural changes significantly affect service required (e.g. religious, government)	James Clark	1	4	1	1	1	4	11	LOW
Control	Bi-annual review of Development Plan to incorporate a review of national cultural changes									
8	Objective assessments are not made or reported about the true effectiveness of service delivery and Joint Committee arrangements	John Haskell	1	1	1	3	2	2	9	LOW
Control	Monitor regularly, Annual Report, Review and updating of Crematorium Development									
9	Standard of service provision does not meet customer expectations	James Clark	3	2	1	2	2	4	33	LOW
Control	Formalisation of Funeral Directors feedback system, satisfaction questionnaire, complaints system involves Clerk									



## PORTCHESTER CREMATORIUM JOINT COMMITTEE

Operational Risk Register - Assessment

Risk No	Risk	Risk Manager	Probability	Impact					Score	Category
				Financial	H&S	Objectives & Priorities	Service Delivery	Customer Satisfaction		
1	Further reduction in income collected	Andy Wannell	4	4	1	3	1	1	40	MEDIUM
Control	Monitor regularly, Good communication with each LA re financial impact, implement initiatives approved by JC for developing and enhancing existing and new services									
2	Adverse external audit opinion on accounting arrangements	Andy Wannell	2	2	1	1	1	1	12	LOW
Control	High level of expertise advising the PCJC, FBC Internal Audit would identify fundamental weaknesses									
3	Loss of key expertise and experience	Andy Wannell / John Haskell	2	3	1	1	2	2	18	LOW
Control	Performance management / Wide knowledge base and sharing of expertise / Successsion planning									
4	Crematorium is not competitive compared with neighbouring crematoriums	James Clark	2	4	1	2	3	4	28	LOW
Control	Formalisation of Funeral Directors feedback system, satisfaction questionnaire, complaints system involves Clerk									
5	Crematorium premises and land not at an appropriate level of presentation (grounds, building)	Ashley Humphrey	3	1	2	2	2	2	27	LOW
Control	Contract management - performance management / feedback / review meetings									
6	Cremators cease to function (breakdown, served with H&S Executive notice)	James Clark	2	4	2	4	4	4	36	LOW
Control	Cremators serviced and maintained by original manufacturer									
7	Cremation registers lost or inadequate	James Clark	2	1	1	3	2	1	16	LOW
Control	Data backed up daily, new computers to backup to remote servers									
8	Environmental damage to building and grounds	Terry Garvey / Ian Cousins / James Clark / Ashley Humphrey	1	3	1	2	2	1	9	LOW
Control	Routine inspections are carried out of environmental protections									
9	Fire breaks out during a services	James Clark	2	4	3	3	3	3	32	LOW
Control	Fire procedures in place									
10	Funeral service requested not delivered	James Clark	3	1	1	3	3	2	30	LOW
Control	Checking procedures in place after service details entered									
11	Inadequate insurance cover or compliance problems	Andy Wannell	2	5	1	3	1	1	22	LOW
Control	Annual renewal process includes technical input to ensure that increases in cover remain adequate. Broker appointed to manage PCJC tender for 2016/17 3+1+1 years cover									
12	Insufficient car parking for attendees	James Clark	3	1	1	1	2	2	21	LOW
Control	Usage monitored, car park extended beyond recommended limits to cover majority of services									
13	Key legislation or code of practice for cremation not complied with	James Clark	1	5	2	4	4	4	19	LOW
Control	Review of publications for changes + monitoring of websites, notifications by Ministry of Justice									
14	Loss of online booking system (funeral directors)	James Clark	2	1	1	1	2	1	12	LOW
Control	New system internet based, covered under software agreements									
15	Loss of PC functionality and data stored	James Clark	2	1	1	3	2	2	18	LOW
Control	Data backed up maintenance agreements in place									
16	Loss of web based information on the crematorium	James Clark	1	1	1	1	1	1	5	LOW
Control	information backed up									
17	Malicious damage to the building and grounds	James Clark	2	2	2	1	2	1	16	LOW
Control	Good working relationship with local Community Support Officers									
18	Medium term loss of energy supplies	Terry Garvey / Ian Cousins / James Clark	1	2	1	1	2	2	8	LOW
Control	Energy suppliers aware of sensitivity of crematoria, supply sourced via Government framework arrangement									
19	Member of the public exposed to Health and Safety hazard	James Clark	2	3	2	1	2	2	20	LOW
Control	Ensure hazardous chemicals not used by landscaping contractor									
20	Member of the public has an accident on crematorium premises during the operational week	James Clark	3	3	3	1	2	1	30	LOW
Control	Trained first aider, H&S daily / weekly / monthly inspection checks									
21	Member of the public has an accident on crematorium premises outside the operational week	James Clark	3	3	3	1	2	1	30	LOW
Control	H&S daily / weekly / monthly inspection check									
22	New, or amendments to, legislation relating to the crematorium not identified or acted upon, including equality and inclusion	James Clark	1	3	1	3	5	5	17	LOW
Control	Checking of relevant web sites, publications									
23	Non-compliant with disability discrimination act in relation to the public	Terry Garvey / Ian Cousins	1	1	1	3	1	2	8	LOW
Control	Requirements of DDA implemented where applicable, checking of relevant web sites, publications									
24	Contractor failure to deliver the required services	Terry Garvey / Ian Cousins	2	4	1	2	2	2	22	LOW
Control	Procurement advice sought and financial checks to be completed prior to engagement / Contractor monitored and supervised on a regular basis									
25	Size of coffin is too large in relation to size of the cremator	James Clark	2	1	1	3	2	2	18	LOW
Control	Funeral directors informed of max size of coffin in writing									
26	Unexpected exceptional expenditure (e.g. utilities price increases, medical referees expenses	Andy Wannell	2	4	1	1	1	1	16	LOW
Control	High level of expertise advising the PCJC of any anticipated large future costs, FBC manage energy procurement process, monthly moitoring arrangements, revenue reserve established									
27	Insufficient chapel space	James Clark	3	1	1	3	2	1	24	LOW
Control	Provision of foyer speaker and external relay speaker									

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# Agenda Item 7



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –  
20 MARCH 2017**

**REPORT BY: CLERK TO THE JOINT COMMITTEE**

## **PORTCHESTER CREMATORIUM JOINT COMMITTEE DEVELOPMENT PLAN 2017 - 2022**

### **Purpose**

1. To submit for the Joint Committee's approval a development plan for the period 2017 – 2022.

### **RECOMMENDATIONS**

**(1) That the Portchester Crematorium Joint Committee Development Plan 2017 – 2022 be approved and adopted;**

**(2) That the Development Plan be next reviewed in 2 years time.**

### **Background**

2. The officers serving the Joint Committee have taken the opportunity to revisit and review the 2015 - 2020 development plan approved in March 2015. In undertaking this review attention has focussed on matters of an on-going nature as well as those to which the Joint Committee may need to give future consideration.
3. The officers have now prepared for the Joint Committee's approval and adoption the attached development plan. This plan seeks to look at medium term developments in the period up to 2022, and in the longer term beyond 2022. It also seeks to indicate the future intentions of the Joint Committee and thereby guide both the management of the crematorium function and future policy decisions that may be required.

*John Haskell*  
Clerk to the Joint Committee

*Background List of Documents –  
Section 100D of the Local Government Act 1972 - None*

JH/me  
2 March 2017

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## **Portchester Crematorium Joint Committee**

### **Development Plan 2017–2022**

**City of Portsmouth**

**Borough of Gosport**

**Borough of Fareham**

**Borough of Havant**

## **Portchester Crematorium Development Plan – 2017 to 2022**

### **1.0 Introduction and Purpose of Plan**

- 1.1 Portchester Crematorium was opened on 27 September 1958 and is now one of two crematoria in south east Hampshire. It is managed by a Joint Committee of 8 Councillors, 2 from each of the four constituent authorities of Fareham, Gosport, Havant and Portsmouth. This Plan revisits and reviews the previous Development Plan approved in March 2015. Earlier Development Plans have been produced and reviewed periodically since 1992.
- 1.2 The Plan seeks to look at medium term developments in the period up to 2022, and in the longer term beyond 2022, and to set out the Joint Committee's intended course of action. **Emboldened typeface** has been used throughout the text to indicate the future intentions of the Joint Committee.
- 1.3 The Plan has been prepared in the following sections –
2. Key Progress since the previous Development Plans.
  3. Local authorities' cremation responsibilities.
  4. The role of the private sector.
  5. Portchester Crematorium's Aims and Objectives.
  6. Standards of Service and Working Practices.
  7. Developments in Technology and Crematorium Web Site.
  8. Multi Cultural and Secular Services.
  9. Memorials Policy.
  10. Fees and Charges Policy.
  11. Financial Policies.
  12. Repairs, Maintenance and Capital Works.
  13. Cremation Trends.
  14. Population Trends.
  15. The Chapels.
  16. Environmental Issues.
  17. The Grounds and Long Term Strategy for the Disposal of Ashes.

### **2.0 Progress Since the Previous Development Plans**

- 2.1 The current Development Plan covering the period to 2020 was approved by the Joint Committee in March 2015 and built upon previous approved Plans. The Joint Committee has agreed that the Development Plan should be reviewed every two years.
- 2.2 Some key features highlighted in previous plans since 1996 are –
- That cremations were averaging over 4,000 a year in 1996. Although at that time it was estimated this figure could well reach 4,500 a year by 2000 in the event cremations are now averaging 3,200 following the opening of crematoria firstly at Hedge End and more latterly at Havant.

- That even with population growth there is sufficient cremator capacity at Portchester for at least the next 10 years and probably much longer.
- The existing two chapels adequately serve on most occasions the requirements of funeral services and an extension to either could not be justified.
- The Joint Committee in June 2014 agreed to a major refurbishment of the South Chapel and this was undertaken and completed during 2015.
- The Joint Committee decided in 2001 to provide improved waiting room facilities. A separate building, comprising two discreet well furnished waiting areas for mourners, was built to the east of the Crematorium and linked to it by two covered ways (porte-cochere's). The new facilities came into use in the summer of 2004. This has provided much appreciated accommodation to allow mourners to wait a sufficient distance from the two chapels.
- The Federation of Burial and Cremation Authorities, in a report on the outcome of a visit in November 2009 commented in summary that the Crematorium is extremely well run and that its representatives who took part in the visit were impressed with the general standard of maintenance throughout. They were also impressed with the waiting rooms and porte-cochere's, and they complemented the Joint Committee on the level of investment within the service.
- Although land to the north had been identified in the past for a possible extension to the Crematorium grounds this was in private ownership. The Joint Committee was unable to acquire the land, which was subsequently laid out by a private company and opened in 2002 as the 'Portchester Memorial Gardens'.
- The provision of a garden of contemplation.
- The remodelling and refurbishment of the garden pond and waterfall.
- Difficulties that could arise with car parking in Upper Cornaway Lane when both the car park within the grounds and an overflow car park were full required management measures. The Joint Committee in 2004/2005 addressed the difficulties that had worsened since 1996 by building an extension to the overflow car park to provide an additional 43 car spaces.
- The existing six cremators were replaced and enhanced in 1998 to further comply with air quality emissions under the Environmental Protection Act 1990.

- The completion during 2012 of the extensive project to install mercury abatement equipment.
- 2.3 The key features of the 2015 Plan have again been included within this document and progress with initiatives is indicated within each of the relevant sections.

### **3.0 Local Authorities' Cremation Responsibilities**

- 3.1 A local authority's powers to provide cremation facilities flow from the Cremation Acts 1902 and 1952, and Section 214 of the Local Government Act 1972.
- 3.2 Under the 1972 Act a local authority has power to provide cemeteries and crematoria within or outside its area.
- 3.3 In the case of Portchester, the Fareham, Gosport and Havant Borough Councils together with Portsmouth City Council decided in the 1950's to provide a crematorium. The authorities used powers in the Local Government Act 1933, now superseded by the 1972 Act.
- 3.4 The four local authorities entered into an agreement delegating their powers to a joint committee comprising councillors from each authority. That agreement has been revised and revisited over the years, most recently as a result of the Local Government Act 2000. The Local Authorities (Functions and Responsibilities) Regulations 2001 make the provision of crematoria an Executive function (applicable to Portsmouth, Havant and Fareham) except for an authority (Gosport Borough Council) operating "alternative arrangements". This means that except for Gosport the representatives from Portsmouth, Fareham and Havant on the joint committee must be Executive Members.
- 3.5 The Joint Committee decides the overall policy for the provision of Crematorium facilities, including approving capital and maintenance works programme, the consideration and approval of accounts, and setting the scale of fees and charges.
- 3.6 Crematorium staff are employees of the Joint Committee. They are responsible to the Manager and Registrar for the day-to-day running of all aspects of the Crematorium.
- 3.7 Although most of the cremations undertaken are in respect of those who lived in the area of the four local authorities, funerals also come from the immediate hinterland.



#### **4.0 The Role of the Private Sector**

- 4.1. The private sector has a significant role in the disposal of the dead, whether it is directly in the provision of cemeteries and crematoria or through funeral directors. In addition there are ancillary services such as monumental masons, florists and other death related businesses.
- 4.2 At the present time a number of crematoria in the United Kingdom are privately owned and the services they provide vary little from that in the public sector. The only major difference is usually in the number and variation in the type of memorials offered post funeral.
- 4.3 The nearest crematoria to Portchester are The Oaks operated by Southern Co-operatives at Bartons Road, Havant (on the Havant/East Hampshire border) which opened in Autumn 2013; Wessex Vale at Hedge End (privately owned); Southampton (local authority managed), and Chichester (privately owned).
- 4.4 Portchester has a privately owned Memorial Garden located in its immediate vicinity. This private facility, whilst having very little effect on the day to day running of Portchester, does however offer bereaved families a greater choice in the way they dispose of cremated remains and how they are remembered by way of memorials. Although, inevitably there is a cost implication to this. Ideally, because of the lack of available ground within the Crematorium in which to bury ashes it would be desirable if greater numbers of remains were taken from the Crematorium for disposal elsewhere. The Memorial Gardens probably do not deal with as many disposals as could have been the case had the Joint Committee developed the land. Even so the trend to remove remains to scatter or bury elsewhere than at the Crematorium is still upwards, and this aspect is dealt with in more detail in Section 17. The Memorial Gardens have very little effect on any of the workings of Portchester Crematorium.
- 4.5 The relationship the Crematorium has with funeral directors and other 'bereavement services' is little different from any other local authority running commercial services. Virtually all of the ancillary services are in the private sector and consideration has to be given at all times to their commercial interests when considering the service that the Crematorium aims to provide.

#### **5.0 Portchester Crematorium's Aims and Objectives**

- 5.1 The Joint Committee is committed to the maintenance of high standards in relation both to staff performance and to the maintenance, repair and improvement of the fabric of the Crematorium and its assets.
- 5.2 **The Joint Committee will therefore continue and adhere to the following general policies:**
  - (a) Seek to maintain, and where possible, enhance the beauty of the grounds, as an area for quiet contemplation;

- (b) Keep the grounds open to the public subject only to such restrictions as may be necessary in the interests of security;
- (c) Seek to ensure that all works to the fabric are of high quality in keeping with an atmosphere of dignity and reverence appropriate to the purpose of the establishment;
- (d) Adhere to staff recruitment and training policies which will ensure that all members of staff reflect both in appearance and behaviour the high standards both express and implied in the Code of Cremation Practice of the Federation of Burial and Cremation Authorities, to which the Joint Committee is fully committed;
- (e) Seek to promote the practice of cremation as an alternative to burial by ensuring that the Crematorium is an open and welcoming place whose staff understand the needs of the bereaved.

## **6.0 Standards of Service and Working Practices**

- 6.1 Historically Portchester has always strived to provide the best quality of service it can, both through its buildings and the quality of staff it employs. This has been made more apparent with the expansion of the cloister area, the provision of new waiting rooms, as well as updating existing areas including the refurbishment of the South Chapel during 2015. The “turnover” of staff has been extremely low in the last 20 years with staff generally leaving due to retirement. Retention of staff provides experience and competence in all areas of the day to day work. The staff work flexible hours which means the provision of the service can be maintained throughout the day with no breaks.
- 6.2 As a member of the Federation of Burial and Cremation Authorities, Portchester undertakes to abide by their Code of Practice (*a copy of which is attached at Appendix 1*).
- 6.3 Portchester Crematorium’s Manager and Registrar is a member of the Institute of Cemetery and Crematorium Management. Its ‘charter for the bereaved’ lays down minimum standards that the public are entitled to expect from any establishment dealing with the disposal of the dead. A copy of the charter is available to the public either through the office or on the ICCM web site at [www.iccm-uk.com](http://www.iccm-uk.com). Under this charter Portchester undertakes an annual best value assessment by way of a questionnaire on all areas of the charter, and is ranked alongside similar establishments.
- 6.4 **The Joint Committee will continue to ensure the Crematorium buildings are open for inspection by the public in addition to the more regular tours that may be conducted.**

- 6.5 **The Joint Committee will continue to participate in the ICCM Recycling of Metals Scheme, whereby nominations are sought to distribute surplus funds to suitable local or national death related charities.** The ICCM scheme criteria requires that 'the core function of the charity should be bereavement related or a definable element/function of the charity should be bereavement related providing support or a service to the bereaved or their family.'

## **7.0 Developments in Technology and the Crematorium Web Site**

- 7.1 Over the years technology has moved on and this has led to the provision of new equipment and audio players in order to maintain the standards expected for modern services, which is explained in more detail in paragraph 8.2 below. The Joint Committee has kept under review developments in technology and during 2014 secure video streaming of services through the internet was introduced, as an additional 'paid for' service.
- 7.2 The Crematorium website was established during 2005 and with the march of technology has become more of an integral part of the service that Portchester can offer. During 2016 the web site was 'refreshed' to present a more modern image. Books of Remembrance can now be viewed digitally through the internet. In addition to the general information that may be viewed on the website, hard copies of information leaflets and brochures are also available. A separate computer based system has operated for several years allowing funeral directors to book services 'on-line'.
- 7.3 **The Joint Committee will keep under review the way in which technology and the web site can be further developed in the interests of an efficient and effective, yet caring, service to the bereaved.**

## **8.0 Multi Cultural and Secular Services**

- 8.1 Both chapels at the Crematorium are designated as non denominational although there is a removable cross in both reflecting the largely Christian nature of funerals. There is a greater trend for a less Christian type of service and more secular and humanist services. The cross in the chapel is easily removed for these services if requested. There are other Christian symbols on the building most notably on the stack and front and rear external walls of the South Chapel. These are part of the original structure and there has been no objection to these. **The Joint Committee will continue to keep under review the wishes of mourners.**
- 8.2 Secular services at present do not present a problem as the nature and style of the services conducted in the chapels is generally outside the direct control of the Crematorium staff and is more to do with officiants, family and funeral directors. Generally these services tend to take no longer than a "standard" Christian service but are generally more complex and personalised in nature. Currently the Crematorium has facilities for the playing of all forms of recorded media and these facilities have been expanded over the years by replacing equipment with the most modern available as and when it is perceived the

need arises. With the trend continuing towards a more secular style of ceremony so the range and scope of equipment needed to cater for these has increased. Over the last few years slide projectors, screens, computers, recording equipment and other similar equipment have all been used. During 2014 video screens were provided in each chapel to enable personal tributes to be shown during services. **The range of provision and equipment will be kept under review.**

- 8.3 It has become noticeable over the last twenty-five years that the number of services held in church (prior to a short committal in the Crematorium chapel) has declined markedly. This trend is also a consideration with secular services as there is very little scope for any style of service to be held anywhere other than at the Crematorium. With the decline in the number of church committal services this is not anticipated to be a problem as the Crematorium is already managing this decline effectively. The opportunity has been taken to extend the length of some morning and afternoon services, thereby ensuring so far as possible that services where there are large groups of mourners do not adversely impact on following services.
- 8.4 **The style of service does not really affect the running of the Crematorium in any meaningful way. This will be kept under review by the Joint Committee to consider whether it may be necessary to provide extra services, although this has always been done over the years to reflect changes in technology and society.**
- 8.5 Whilst the Crematorium is available to serve the whole community and has a range of paper and web site publications to support the services it provides, **the Joint Committee will nevertheless seek to carry out an equalities impact assessment of the Crematorium's activities and also use local citizens' panels or focus groups to check the Crematorium is being responsive to the needs of service users.** In addition improved arrangements were introduced during 2016 for the logging of public comments and **the Joint Committee will monitor these public comments on a regular basis.**

## **9.0 Memorials**

- 9.1 The Joint Committee has maintained a consistent policy against the provision of permanent memorials although these are sometimes desired by families at the time of bereavement. Although some private crematoria see the sale of such memorials as a valuable addition to their income the Joint Committee has taken a long term view not to sacrifice the simple beauty of the gardens for the sake of the increased income that would arise. **The Joint Committee will continue this policy unless and until there is sound evidence that it no longer represents the considered views of the wider community.** With the availability of the privately owned Portchester Memorial Gardens to the north of the Crematorium the bereaved have been encouraged to make use of these facilities. Funeral directors are asked to advise the bereaved that when a permanent memorial is desired it is more appropriate for cremated remains to be interred in that setting or a cemetery.

- 9.2 Invariably from time to time plaques, ornaments and other objects do tend to be left within the grounds. **The Joint Committee will continue the long established management policy that it should be left to the Manager and Registrar to decide when and for how long such personal objects should be allowed to remain within the grounds.** From December 2015 the Joint Committee agreed that the frequency of clearance be every 3 months. Material cleared is then kept for collection by families or disposed of dependent upon circumstances.

## **10.0 Fees & Charges Policy**

- 10.1 The Joint Committee sets the level of fees that are charged. The present policy requires a fee to be charged for all cremations where the deceased is over the age of 16.
- 10.2 The fee that is charged covers use of the chapel irrespective of whether a funeral service takes place in the chapel. In any event, for practical purposes all cremations that are to take place are received into the Crematorium through one of the chapels. The main reason for this is that if a separate charge was made for provision of a chapel there would be nothing to stop families and funeral directors asking and expecting a double slot or greater to be granted. At present the provision of a double time slot is left to the discretion of the Manager and Registrar, who takes into account all reasons why the request has been made and whether to grant such times. The primary reason for this is that during busy times the allowance of double time slots may cause inconvenience and distress to other families wishing to arrange funerals. **The Joint Committee will continue with this policy.**
- 10.3 Medical Referees fees are included in the cremation fee, and unless and until there are legal changes involving the role of medical referees this arrangement will continue.
- 10.4 The cremation fees set (usually annually) by the Joint Committee have no provision for variation to meet, for example, specific circumstances, and there are no plans to alter this. **However, the Joint Committee will keep this arrangement under review because in coming years it may be desirable to have some variance in the way fees and charges are levied.**
- 10.5 Whilst at present it is considered unnecessary to contemplate most of these, circumstances in coming years may make it necessary to consider some or all of the above suggestions.
- 10.6 Charges are also made for entries into the Book of Remembrance, organist and use of organ, viewing of funeral service over the internet, and burying of remains from other crematoria. **The Joint Committee will continue to review all of its charges on no less than an annual basis.**

## **11.0 Financial Policies**

- 11.1 The Joint Committee is in a strong financial position and able to meet all planned expenditure from income. Since the 1996 Development Plan the Joint Committee has been in a position to make an annual surplus which has been distributed to each of the constituent authorities. This surplus is effectively recognition of the significant original investment by each of the authorities in the Crematorium. The payment to each of the authorities also assists them indirectly to support their own cemeteries and bereavement services.
- 11.2 A comprehensive Finance Strategy is in place which provides a clear overview of the Joint Committee's financial framework and is aimed at providing added assurance to the Committee and to the constituent authorities that sound and effective arrangements are in place to manage the Crematorium's finances. **The Finance Strategy will be reviewed by the Joint Committee each December for incorporation into the budget setting process.**
- 11.3 A Capital Works Fund exists to fund future major works including works to the fabric of the building. The 6 year capital programme from 2016/17 to 2021/22 was approved in December 2016. The programme is set out as being fully funded from the existing Capital Works Fund balance of £1,341,424 at 1 April 2016 plus annual contributions over the life of the programme totalling £2,100,000. This demonstrates that the programme is heavily reliant on continued revenue contributions to the Capital Works Fund so that the programme of work can be fulfilled.
- 11.4 A forecast of income and expenditure, extracted from the approved revenue budget, is attached (see *Appendix 2*).
- 11.5 **The Joint Committee re-affirms the following long standing policies:-**
1. Sufficient reserves and provisions will continue to be made to ensure that:
    - (a) no precept will be required from the constituent authorities within the foreseeable future and;
    - (b) all anticipated capital works can be funded from revenue income.
  2. that an optimum annual surplus be available for re-distribution to each of the constituent authorities.

## **12.0 Repairs, Maintenance and Capital Works**

- 12.1 As a result of the ongoing maintenance programme, the buildings are in good condition. No exceptional requirements are foreseen at the present time, other than those outlined in the maintenance programme together with future refurbishment of the North Chapel. During 2019/20 it is anticipated a replacement cremator programme will be undertaken. **The Joint Committee will continue to receive regular reports on all aspects of capital and revenue works.**

## **13.0 Cremation Trends**

- 13.1 Since the opening of the Crematorium in 1958 the number of cremations performed annually has grown steadily, from under 2,000 per year to over 4,000 in the 2013 calendar year. The operational capacity of the cremator installation, working within existing limits, is 5 - 6,000 per annum.
- 13.2 There are an average of 17 funerals each day. Generally funerals do not normally have to be booked more than one week in advance. Timing adjustments could create further spare capacity though depending on its extent, this could have some adverse effects on the standard of service provided.
- 13.3 With the opening of the Oaks Crematorium, Havant at the end of 2013 the number of funerals taking place at Portchester has decreased. It is still too early to estimate the long term impact of the new facility. However, during the 2014/15 financial year there were 3364 cremations at Portchester, with 3214 cremations during 2015/16 and a projected figure of 3,200 during both 2016/17 and 2017/18. Considered reductions in revenue were allowed for in the budgets for 2014/15 and 2015/16, initially based on a 30% annual reduction in the number of cremations at Portchester once the new crematorium opened. The impact on revenue income to the crematorium has been closely monitored throughout the period to date using a ten year average of cremation numbers to 2013/14 as a comparative figure. The reduction in 2014/15 was less than originally anticipated at 15.56%, a total of 3,364 cremations, in 2015/16 this rose to 19.33%, a total of 3,214 cremations. **The Joint Committee will keep under review the number of cremations being undertaken.**
- 13.4 The table set out at *Appendix 3* shows the trends in cremation from 1970 - 2015, indicating the national percentage of cremation to burials for those years and various other cremation comparisons. These show the national rate is now at around 76%.
- 13.5 Locally the table below gives a comparison of the burials in the 4 local authority areas covered by the Joint Committee and the percentage relationship of cremation at Portchester to burial. These figures are a guide only as they do not take into account funerals that may be undertaken from outside of the 4 areas, nor the number of cremations at The Oaks.

<b>Cremations at Portchester</b>			<b>Burials Portsmouth, Havant, Gosport, Fareham Local authority cemeteries</b>	
2001	4,211	(82%)	931	(18%)
2002	4,248	(83%)	854	(17%)
2003	4,372	(83%)	870	(17%)
2004	4,134	(83%)	877	(17%)
2005	3,987	(84%)	798	(16%)
2006	3,993	(84%)	758	(16%)
2007	4,000	(85%)	699	(15%)
2008	4,117	(85%)	711	(15%)
2009	4,087	(86%)	671	(14%)
2010	3,851	(83%)	816	(17%)
2011	4,015	(84%)	761	(16%)
2012	3,975	(83%)	819	(17%)
2013	4,248	(85%)	752	(15%)
2014	3,356	(82%)	723	(18%)
2015	3,329	(83%)	671	(17%)
2016	3,335	(84%)	640	(16%)

- 13.6 Following the opening of the Oaks Crematorium at Havant, the number of cremations in future years at Portchester is hard to predict, as explained in paragraph 13.3 above. Although factors such as weather conditions and flu epidemics can affect numbers there is no sign of a marked and permanent increase. The growth in our catchment area may help in maintaining the number of funerals at Portchester.

#### **14.0 Population Trends**

- 14.1 Set out in *Appendix 4* are estimates of population projection and age profile for the period up to 2031. This indicates that in respect of the four local authority areas –

- (a) The population is projected to increase from the 2015 figure of 533,200, as follows –

2017	-	539,400
2019	-	545,000
2021	-	550,200
2023	-	555,800
2025	-	561,800
2027	-	567,800
2029	-	573,700
2031	-	579,300



- (b) The population profile in the period between 2015 and 2031 is projected to increase by 9,700 in the upper age range (85+).

- 14.2 The death projections (*set out in Appendix 5*) for each local area show the following actual and projected deaths for the four local authority areas –

2013	-	5,126 (actual)	2025	-	5,035
2015	-	5,007 (actual)	2027	-	5,136
2017	-	4,877	2029	-	5,258
2019	-	4,897	2031	-	5,398
2021	-	4,923	2033	-	5,555
2023	-	4,967	2035	-	5,727

- 14.3 On the assumption that average national trends both in respect of cremation and burial continue to apply in the Joint Committee's area, and given the provision of the crematorium in Havant, the conclusion is that there will be sufficient cremator capacity at Portchester for at least the next 15 years.

## **15.0 The Chapels**

- 15.1 The south chapel has a seating capacity of about 80, but with standing can accommodate well over 100 persons. The smaller north chapel has seating for about 40. Both are served with well appointed waiting rooms, incorporating toilet provision in a separate building linked to the chapels by a covered walkway. The capacity of the Chapels is in line with the Department of the Environment Guidance Notes on the Siting and Planning of Crematoria issued in April 1978. Sometimes overflows occur in the south chapel but this happens infrequently. Funeral directors are usually aware when a high attendance is likely and will then suggest to the bereaved that a church service should be held before the committal. Any chapel extension could result in a loss of intimacy which would arguably outweigh any gain.
- 15.2 Occasionally the number of mourners attending a funeral exceeds the sitting and standing capacity within the South Chapel. Since the opening of both chapels the availability of continuous fixed pews, rather than individual chairs, has provided maximum seating flexibility. It also means that following a service seat rows do not have to be 'straightened' thereby possibly delaying the start of the following service. Demountable external loudspeakers to relay the service can now be installed outside the South Chapel on those limited occasions when the number of mourners exceeds capacity.
- 15.3 In September 2013 the Joint Committee approved a report detailing measures to develop and enhance the services provided at Portchester. This included proposals for improving the design and décor of the South Chapel through a scheme of refurbishment. Detailed design plans for this work were approved by the Joint Committee in June 2014. Work on site was undertaken during the summer of 2015 and completed in late autumn 2015.
- 15.4 **During the life of this Development Plan the Joint Committee will also consider proposals for a scheme to refurbish the North Chapel.**

## **16.0 Environmental Issues**

- 16.1 As a matter of principle the Joint Committee seeks to minimise the environmental consequences of its operation commensurate with the need of providing a facility sensitive to the needs of its clients. The buildings have been developed at different stages but always in a manner sympathetic to the original design. It is considered important that any future works abide by this principle and that they are considered acceptable to the public. Environmental considerations can be very complex and in this development plan it is only considered practicable to outline in the broadest terms the environmental issues that the Joint Committee can reasonably influence.
- 16.2 The crematorium is a major consumer of both gas and electricity and during the life of this development plan the spending on these commodities is estimated at £109,000 in 2016/17 and £109,000 in 2017/18.
- 16.3 Most of the energy consumed is in relation to the prime purpose of the crematorium i.e. the cremation process, and the energy used is largely determined by the regulatory requirements that govern this. The Manager and Registrar routinely monitors and reports to the Joint Committee on gas consumption.
- 16.4 The Joint Committee successfully completed the installation of equipment to remove mercury from the flue gasses. One of the issues associated with mercury removal is the regulation of flue gas temperatures. At an early stage in the research process for the project it was thought an opportunity may exist to utilise waste heat in the heating of the buildings thus minimising the overall consumption of gas. **It is anticipated that part of the heating of the Crematorium buildings will be achieved through the process of utilising waste heat, at an appropriate time.**
- 16.5 In respect of the flue gasses the Joint Committee has provided high quality computer controlled cremation and monitoring equipment to ensure that it fully meets the requirement of the Environmental Protection Act. To ensure that the equipment is maintained to a high standard the principle has been adopted of engaging the original suppliers on a long-term rolling contract. Flue gas emissions are determined by a number of factors. This includes the "what goes in must come out" principle and this is an area that is largely outside the direct control of the Joint Committee.
- 16.6 The buildings are heated by a combination of systems largely brought about by the incremental development of the buildings. **When suitable opportunities arise consideration will continue to be given by the Joint Committee to issues of sustainability and possible rationalisation of these systems to achieve both environmental and cost benefits.** The buildings are largely insulated to accord with modern requirements and whenever appropriate the opportunity is being taken to upgrade the building's insulation.

- 16.7 The crematorium does have large roof areas that could be used to trap the sun's energy and convert this to useful energy. This is a field that has developed considerably in recent years and shows possible potential for energy savings. This is an option that has been examined in the past and will continue to be kept under review. **Within the timescale of this development plan it is proposed to consider investigating the possibilities for utilising "alternative" technologies to generate electricity on the site. The Joint Committee will continue to review environmental aspects of the Crematorium's operations.**

## **17.0 The Grounds and Long Term Strategy for the Disposal of Remains**

- 17.1 At the present time an average of 63% of ashes are removed from the crematorium for scattering elsewhere. This is a trend that appears to be on the rise not only locally but nationally. This means that the remaining 37% are scattered within the grounds. The current risk assessment is in place to ensure that the grounds are able to take the number of scatterings that the Crematorium requires without causing detrimental effects on the soil structure.
- 17.2 The remaining 37% (some 1,200 cremations) are scattered within the grounds by placing them beneath the surface and into the soil directly. Taking a snapshot of the current diary, most of these scatterings are in existing locations with other family members and as such would always have to be scattered within the current layout of the garden. Approximately 20% of the 1,200 scatterings per annum are what would be termed new locations. This equates to fewer than 250 scatterings. At the present time there are areas of the garden that are able to take these scatterings and are relatively under-utilised.
- 17.3 In the opinion of the Manager and Registrar any extension to the existing grounds at the present time is not necessary as the majority of disposals have to take place within the existing layout. He believes that the trend for removals coupled with the ever increasing demand for repeat scatterings means that the demand for 'new' positions will continue to diminish and as such would render any extensions under-utilised. **The Joint Committee will keep under review the level of remains that are so removed.**
- 17.4 The disposal of cremated remains is carried out within the shrub borders. This does have a cumulative adverse effect on the condition of the soil (by increasing the alkalinity of the soil) and plants grow less well. The effect can be to some extent ameliorated by the use of pine bark mulch and top dressing (this is acidic so can help to redress the soil ph). This problem was recognised by the Joint Committee in earlier Development Plans and as a result, steps were taken to acquire an extension to the grounds to increase the area available for the disposal of cremated remains. With the number of disposals being on average 23 per week this is a reduction from previous levels.
- 17.5 Over the last 12 years the shrub beds have been mulched with bark; the new bark now being placed on a quarter of the shrub beds annually, thus allowing

access to visitors throughout the year. The mulch has improved the aesthetic appearance of the borders and also conserves moisture, to the benefit of shrubs and trees and appears to be an effective method of re-acidifying the soil.

- 17.6 The ground maintenance regime has a greater emphasis on shrub pruning, which is allowing more room around plants for remains to be placed. However, there will come a time, possibly in the next 6 to 10 years, when the remains will become an unacceptably dominant part of the soil structure. In the medium term this could be helped by the creation of new shrub beds. For example, the area in the lawn around the large Poplar *Trichocarpa* tree could be the preferred option. This area becomes extremely wet during the winter months and drainage would need to be provided. The tree itself has canker which slowly kills the branches and if at some future stage it has to be felled consideration could be given to the site being cultivated and a new shrub bed created, subject to the ground conditions being suitable. In the meantime additional soil has been placed to cover and protect exposed roots which has been overseeded with grass, giving the tree a boost and helping extend its life. **The Joint Committee will keep under review the need to maintain good soil conditions both for the disposal of remains and for the requirements of the planting and will take appropriate measures to ensure a balance is maintained.**
- 17.7 The Joint Committee has in recent years reviewed its car parking facilities and this has included consideration of parking provision for cars and other means of transport. Car parking is provided, both within the Grounds (capacity for 68 cars) and an overflow car park in Upper Cornaway Lane (capacity 73). Car parking for the disabled has been provided in the Grounds. **Whilst it is appropriate to consider cars as the primary means of transport to the Crematorium the need to provide space for alternative and more environmentally friendly means of transport will be kept under review by the Joint Committee.**
- 17.8 The Manager and Registrar will consider staff transportation during the lifetime of this development plan with the objective of minimising the environmental impact of the travel to work journey.
- 17.9 **The Joint Committee will periodically monitor car parking arrangements to ensure that it is being managed in the most efficient and effective way.**

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### **Appendices**

1. Federation of British Cremation Authorities Code of Practice
2. Annual Estimates of Expenditure & Income for 2016/17 and 2017/18
3. Cremation Trends 1970 – 2015
4. Population projection and age profile
5. Actual and projected deaths in south east Hampshire

JH/me. February 2017

## THE FEDERATION OF BRITISH CREMATION AUTHORITIES CODE OF CREMATION PRACTICE

### 1. CONDUCT

The cremation of a human body is a highly emotional occasion for those taking part in the service. This must never be forgotten by the staff of the Crematorium, who must combine to create and maintain an atmosphere of reverence and respect throughout the entire proceedings.

### 2. STAFF

The greatest care must be taken in the appointment of members of the Crematorium staff, any one of whom may, by conduct or demeanour, detract from the atmosphere of reverence which it is endeavoured to create. All staff employed in the operation of cremators must be suitably trained in the technical and ethical procedures and certificated as specified in the Secretary of State's Guidance Notes of the Environmental Protection Act 1990 or any subsequent legislation made thereunder.

### 3. AFTER COMMITTAL

- (a) A body shall not be removed from the Crematorium after the Service of Committal except for a lawful purpose.
- (b) Subject to receiving the necessary Authority to Cremate, the coffin and its contents shall be put into the cremator, as soon as practicable, exactly as they have been received on the catafalque. A body not cremated on the same day as the coffin is received at the Crematorium may only be retained on the written consent of the Applicant for cremation and in circumstances deemed necessary by the Cremation Authority, including impacts on the environment. All bodies retained at the crematorium will be accommodated in secure and sanitary conditions within the building.
- (c) Once a coffin with its contents has been placed in the cremator, it shall not be touched or interfered with until the process of cremation is completed. On completion the whole of the Cremated Remains shall be collected and shall be disposed of in accordance with the instruction received.

### 4. CORRECT IDENTITY

- (a) No coffin shall be accepted at any Crematorium unless it bears adequate particulars of the identity of the deceased person contained therein. If a coffin is encased, the cover and the coffin must bear adequate identity of the deceased person.
- (b) Every care must be taken to ensure correct identification throughout the whole proceedings from the moment the coffin is received on to the catafalque until the final disposal of the Cremated Remains.

### 5. SEPARATELY CREMATED

Each coffin given to the care of the Cremation Authority shall be cremated separately.

### 6. COFFIN COVERS

When a re-useable cover is used to encase a coffin, signed authority must be given by the Applicant for the cremation authorising its use and consenting to its subsequent removal from the Crematorium.

### 7. METAL RESIDUES

Any metal found amongst the Cremated Remains shall be disposed of in accordance with the directions of the Cremation Authority or Higher Authority.

### 8. CREMATED REMAINS

The utmost care shall be taken to ensure that the Cremated Remains, following their removal from the cremator, shall be kept separate and suitably identified. The Cremated Remains shall be placed in a separate container awaiting final disposal. If the Cremated Remains are to be disposed of in a Garden of Remembrance, this shall be conducted with reverence and respect. Cremated Remains to be conveyed by a carrier service should be placed in a suitably labelled robust container and dealt with according to recommendations laid down by the Federation of British Cremation Authorities.

### 9. CREMATORS AND ANCILLARY EQUIPMENT

Cremators and all other ancillary equipment used in the Crematorium shall be kept in good repair and maintained in accordance with manufacturers' recommendations, and the requirements of the current guidance Notes issued under the Environmental Protection Act 1990 or subsequent legislation.

### 10. STATUTORY REGULATIONS

All cremations shall be carried out according to the provisions of the Cremations Acts and the Regulations made thereunder, and any subsequent legislation.

Issued May 2005

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## APPENDIX 2

### REVENUE ACCOUNT FOR THE PERIOD ENDING 31 MARCH 2018

	Actual 2015/16 £	Base Estimate 2016/17 £	Revised Estimate 2016/17 £	Base Estimate 2017/18 £
<b>EMPLOYEES</b>				
SALARIES	196,789.92	197,000	199,000	201,000
SALARIES OVERTIME	3,148.90	5,000	3,500	3,500
NATIONAL INSURANCE	11,645.14	12,000	17,000	17,000
SUPERANNUATION	37,218.57	37,200	37,700	40,000
FIRST AID ALLOWANCE	192.00	400	200	200
STAFF ADVERTISING	0.00	0	800	0
<b>TOTAL EMPLOYEES</b>	<b>248,994.53</b>	<b>251,600</b>	<b>258,200</b>	<b>261,700</b>
<b>PREMISES</b>				
R & M OF BUILDINGS	23,211.78	25,000	25,000	25,000
REPAIRS AND RENEWALS	244,985.48	115,000	115,000	115,000
R & M OF FIXED PLANT	86,505.77	75,000	85,000	85,000
R&M OF GROUNDS	68,147.95	70,000	70,000	70,000
R&M OF GARDEN IMP.SCHEME	0.00	1,500	1,500	1,500
ELECTRICITY	34,106.75	36,000	36,000	36,000
GAS	69,101.38	93,000	73,000	73,000
RENTS - GENERAL PAYABLE	11,554.04	11,500	11,500	11,500
NATIONAL NON-DOMESTIC RATES	134,589.00	137,000	135,700	188,200
WATER CHARGES - SUPPLY (PWC)	833.09	2,000	1,000	1,000
SEWERAGE & ENV. CHARGES (SWS)	400.26	500	500	500
FIRE PRECAUTION APPLIANCES	360.90	400	400	400
CONTRACT CLEANING	0.00	0	0	0
CLEANING MATERIALS	213.22	400	400	400
TOILET REQUISITES	5,080.27	5,000	5,000	5,000
REMOVAL OF WREATHS	7,884.00	8,000	8,000	8,000
<b>TOTAL PREMISES</b>	<b>686,973.89</b>	<b>580,300</b>	<b>568,000</b>	<b>620,500</b>
<b>SUPPLIES AND SERVICES</b>				
FURNITURE & EQUIPMENT PURCHASE	2,920.88	3,000	3,000	3,000
MATERIALS (OPERATIONAL)	99.62	100	100	100
FURNITURE & EQUIPMENT MAINTENA	8,018.84	6,000	6,000	6,000
FURNITURE & EQUIPMENT SA	0.00	0	1,300	1,300
PROTECTIVE CLOTHING & UNIFORMS	1,292.12	1,600	1,600	1,600
LAUNDRY	12.75	500	100	100
BOOKS AND PUBLICATIONS	333.20	1,000	500	400
EXTERNAL PRINTING	3,194.77	3,500	3,000	3,000
STATIONERY	1,307.81	2,500	1,500	1,500
BOOK OF REMEMBRANCE	21,954.11	25,000	23,000	23,000
MEMORIALS CARDS	7,322.46	5,000	6,200	5,000
CONSULTANTS FEES	8,722.00	1,500	1,500	1,500
ADMIN.EXPENSES - FAREHAM	20,251.63	20,000	20,000	20,000
ADMIN.EXPENSES - PORTSMOUTH	11,556.19	9,500	9,500	9,500
MEDICAL REFEREES FEES	58,320.00	58,600	55,800	55,800
ORGANISTS FEES	15,287.98	17,000	16,000	16,000
EXTERNAL AUDIT FEES	2,040.00	1,000	0	0

PEST CONTROL	462.43	500	500	500
GRAPHIC DESIGN	440.56	0	500	500
POSTAGES	1,209.49	1,200	1,200	1,200
TELEPHONES	3,677.55	3,000	3,000	4,000
COMPUTER SOFTWARE	4,189.17	5,000	5,000	5,000
WEB CAST SERVICES	980.00	0	1,000	1,000
SUBSISTANCE EXP - EMPLOYEES	773.26	700	700	700
COURSES/CONFRENCES (EMPLOYEES)	426.00	500	500	500
GRANTS AND SUBSCRIPTIONS	2,679.20	3,500	3,000	2,500
MISC INSURANCES - PREMIUM	33,518.99	30,000	16,000	17,000
ADVERTISING	135.10	500	500	500
NON RECLAIMABLE VAT	48,708.46	50,000	50,000	50,000
BANK CHARGES	1,317.52	1,200	1,200	2,000
SPECIAL EXPENDITURE	0.00	0	0	0
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>261,152.09</b>	<b>251,900</b>	<b>232,200</b>	<b>233,200</b>

#### **CAPITAL FINANCING COSTS**

DEPRECIATION	334,253.00	335,000	335,000	335,000
<b>TOTAL CAPITAL FINANCING COSTS</b>	<b>334,253.00</b>	<b>335,000</b>	<b>335,000</b>	<b>335,000</b>

#### **SPECIAL EXPENDITURE**

CONTRIBUTION TO CAPITAL FUND	350,000.00	350,000	350,000	350,000
PENSION INTEREST COSTS	65,000.00	110,000	110,000	110,000
CONTRIBUTION TO R & R FUND	103,187.49	80,000	100,000	80,000
PAY TO CONSTITUENT AUTHORITIES	500,000.00	500,000	520,000	540,000
<b>TOTAL SPECIAL EXPENDITURE</b>	<b>1,018,187.49</b>	<b>1,040,000</b>	<b>1,080,000</b>	<b>1,080,000</b>

#### **GROSS EXPENDITURE**

<b>2,549,561.00</b>	<b>2,458,800.00</b>	<b>2,473,400</b>	<b>2,530,400</b>
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#### **INCOME**

CONTRIB.FROM GARDEN IMP.FUND	0.00	-1,500	-1,500	-1,500
CAMEO TMAC INCOME	-26,136.54	0	0	0
SALE OF MEMORIAL CARDS	-7,889.23	-8,000	-8,000	-8,000
CREMATION FEES	-1,767,700.00	-1,780,000	-1,792,000	-1,856,000
BOOK OF REMEMBRANCE	-54,160.85	-55,100	-54,200	-54,200
ORGANISTS FEES	-38,005.02	-45,000	-45,000	-38,000
WEB BROADCASTING	-1,150.00	-2,000	-2,000	-2,000
COSTS RECOVERED	0.00	0	0	0
MISCELLANEOUS FEES & CHARGES	-6,799.00	-7,000	-7,000	-7,000
INTEREST ON INVESTMENTS	-3,194.84	0	-3,500	-3,500
BANK INVESTMENT ACCOUNT	-287.04	-200	-200	-200
RETURN ON PENSION FUND ASS	-41,000.00	-50,000	-50,000	-50,000
CAPITAL CHARGE - ASSET RENTS	-334,253.00	-335,000	-335,000	-335,000
MOVEMENT ON PENSIONS RESERVE	-24,000.00	-60,000	-60,000	-60,000
EXP.FINANCED FROM RESERVES	-244,985.48	-115,000	-115,000	-115,000

#### **GROSS INCOME**

<b>-2,549,561.00</b>	<b>-2,458,800</b>	<b>-2,473,400</b>	<b>-2,530,400</b>
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# FACTS AND FIGURES 1970-2015

Year	Operating Crematoria	New Crematoria	Deaths**	Cremations	Percentage
1970	206	2	638,834	353,957	55.41
1980	220	1	644,684	420,717	65.26
1990	225	0	629,629	438,066	69.58
1991	225	0	634,339	441,108	69.54
1992	226	1	622,410	437,000	70.21
1993	227	1	646,477	453,045	70.08
1994	228	1	616,719	434,223	70.41
1995	229	3*	649,635	445,574	68.59
1996	230	1	640,081	445,934	69.67
1997	234	4	633,635	446,305	70.44
1998	238	4	633,062	439,145	69.37
1999	240 <sup>(1)</sup>	3	635,785	444,169	69.86
2000	242	2	611,960	437,609	71.51
2001	242	0	605,835	428,383	70.71
2002	243	1	609,943	437,124	71.67
2003	244	1	615,177	442,538	71.94
2004	245	1	588,753	424,835	72.16
2005	248	3	586,829	424,684	72.37
2006	250	2	576,211	416,881	72.35
2007	253	3	578,716	417,920	72.22
2008	253	0	583,754	422,853	72.44
2009	256	3	563,741	413,870	73.41
2010	260	5*	565,776	413,780	73.13
2011	265	5	556,434	413,845	74.37
2012	266	1	572,962	425,784	74.31
2013	270	5*	580,086	436,280	75.20
2014	273	3	573,904	429,254	74.80
2015	277	4	606,543*	462,916	76.32*

\* Includes replacement of existing crematorium

\*\* Source: Office for National Statistics. Crown copyright material is reproduced with the permission of the Controller of HMSO and the Queen's Printer for Scotland.

+ Provisional figures as at 15th April 2016

<sup>(1)</sup> Arnos Vale crematorium closed in 1998

## CREMATION COMPARISONS

### CREMATORIA carrying out the HIGHEST NUMBER of cremations in 2015

ELTHAM .. .. .	3,960
BOURNEMOUTH .. .. .	3,582
AMERSHAM .. .. .	3,552
WORTHING .. .. .	3,361
PORCHESTER .. .. .	3,329
NEWCASTLE UPON TYNE .. .. .	3,302
BELFAST .. .. .	3,219
SOUTH ESSEX .. .. .	3,192
BIRKENHEAD .. .. .	3,190
RUISLIP .. .. .	3,183

### COUNTIES carrying out the HIGHEST NUMBER of cremations in 2015

SCOTLAND .. .. .	(27 crematoria) 38,547
LONDON .. .. .	(24 crematoria) 37,613
WALES .. .. .	(14 crematoria) 22,776
WEST MIDLANDS .. .. .	(12 crematoria) 21,545
GREATER MANCHESTER .. .. .	(14 crematoria) 20,121
ESSEX .. .. .	(10 crematoria) 17,968
YORKSHIRE (WEST) .. .. .	(11 crematoria) 16,434
KENT .. .. .	(8 crematoria) 14,442
MERSEYSIDE .. .. .	(6 crematoria) 13,206
HAMPSHIRE .. .. .	(6 crematoria) 12,301

### CREMATORIA having the highest percentage INCREASES on previous full year\*

TYNEMOUTH .. .. .	512.12%
WEST NORWOOD .. .. .	119.79%
HAVANT .. .. .	40.97%
LICHFIELD .. .. .	32.80%
LEATHERHEAD .. .. .	30.61%
BLACKPOOL .. .. .	29.55%
MARGAM .. .. .	29.52%
WEAR VALLEY .. .. .	25.76%
HENDON .. .. .	24.91%
STOURPORT (Wyre Forest) .. .. .	24.09%

### CREMATORIA which have carried out MOST cremations since date of opening

GOLDERS GREEN (1902) .. .. .	333,431
LONDON (City of) (1904) .. .. .	266,668
MANCHESTER (Chorlton-cum-Hardy) (1892) .. .. .	252,391
NEWCASTLE UPON TYNE (1934) .. .. .	250,276
ENFIELD (1938) .. .. .	243,422
BOURNEMOUTH (1938) .. .. .	243,271
EDINBURGH (Warriston) (1929) .. .. .	236,629
ELTHAM (1956) .. .. .	225,117
RUISLIP (1958) .. .. .	225,088
NOTTINGHAM (1931) .. .. .	223,966

\*In some cases figures may not reflect a genuine increase in cremation numbers. Increases may have been experienced as a result of the closure or restricted operations of neighbouring crematoria whilst abatement and/or refurbishment works were carried out. Figures may also merely reflect a return to normal levels of operation following completion of similar works.

### CREMATORIA carrying out the MOST (recorded) CATHOLIC CREMATIONS in 2015

ST HELENS .. .. .	679	MANCHESTER (Chorlton-cum-Hardy) .. .. .	314
THORNTON (Crosby) .. .. .	535	ELTHAM .. .. .	300
WARRINGTON .. .. .	534	RUISLIP .. .. .	300
GLASGOW (Maryhill) .. .. .	340	WEST NORWOOD .. .. .	293
BIRKENHEAD .. .. .	323	PRESTON .. .. .	280

### List of the first ten and the last ten CREMATORIA to be opened in Great Britain

WOKING, Surrey .. .. .	1885	RUGBY (Rainsbrook Cemetery & Crematorium), Warwickshire .. .. .	April 2014
MANCHESTER (Chorlton-cum-Hardy) .. .. .	1892	NORTHWICH (Vale Royal Crematorium), Cheshire .. .. .	July 2014
GLASGOW (Maryhill) Scotland .. .. .	1895	ALFRETON (Amber Valley Memorial Park & Crematorium) .. .. .	January 2015
LIVERPOOL (Anfield) Merseyside .. .. .	1896	ABINGDON (South Oxfordshire Crematorium & Memorial Park) .. .. .	January 2015
HULL, East Yorkshire (replaced in 1961) .. .. .	1901	COUNTRESTHORPE (South Leicester Memorial Park & Crematorium) .. .. .	February 2015
DARLINGTON, Durham (replaced in 1959) .. .. .	1901	WAVENEY (Waveney Memorial Park & Crematorium), Suffolk .. .. .	November 2015
LEICESTER, Leics. .. .. .	1902	ORMSKIRK (West Lancashire Cemetery & Crematorium) .. .. .	February 2016
GOLDERS GREEN, London .. .. .	1902	ST ASAPH (Denbighshire Memorial Park & Crematorium) .. .. .	May 2016
BIRMINGHAM (Perry Barr) West Mids. .. .. .	1903	CRATHES (Baldarroch Chapel & Crematorium), Aberdeenshire .. .. .	May 2016
LONDON (City of) (replaced in 1974) .. .. .	1904	WENGBOROUGH (Nene Valley Crematorium) .. .. .	September 2016

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# Population Projections for SE Hampshire, 2015-2031

## APPENDIX 4

AREA TOTAL	Age Bands								Total
	0-4	5-14	15-29	30-44	45-64	65-74	75-84	85+	
2015	30,900	59,400	111,000	96,800	134,800	53,400	32,800	14,100	533,200
2017	30,400	61,300	111,200	95,500	137,800	55,300	33,000	14,900	539,400
2019	30,600	62,300	110,700	95,800	139,100	55,900	35,000	15,600	545,000
2021	31,000	62,800	109,300	98,000	138,900	56,400	37,600	16,500	550,200
2023	31,200	62,700	109,300	100,300	137,200	55,600	41,900	17,500	555,800
2025	31,300	62,500	110,400	101,300	135,600	57,600	44,400	18,700	561,800
2027	31,200	62,300	112,000	101,900	133,700	61,100	46,000	19,600	567,800
2029	31,100	62,700	113,200	102,200	131,600	64,700	46,700	21,500	573,700
2031	31,000	63,100	114,900	101,700	129,700	67,800	47,400	23,800	579,300

Portsmouth	Age Bands								Total
	0-4	5-14	15-29	30-44	45-64	65-74	75-84	85+	
2015	13,500	23,500	55,700	41,800	46,800	16,000	9,500	4,300	211,100
2017	13,300	24,600	56,300	41,800	48,100	16,300	9,600	4,400	214,400
2019	13,400	25,200	56,300	42,200	48,800	16,600	10,000	4,500	217,100
2021	13,500	25,600	55,500	43,500	49,000	16,800	10,600	4,600	219,100
2023	13,600	25,600	55,700	44,400	48,600	16,700	11,800	4,900	221,400
2025	13,700	25,500	56,800	44,600	48,400	17,500	12,500	5,100	224,200
2027	13,600	25,500	58,100	44,900	48,100	18,700	12,800	5,400	227,100
2029	13,600	25,600	59,200	44,900	47,700	19,900	13,100	5,800	229,900
2031	13,600	25,800	60,400	44,600	47,400	21,000	13,300	6,400	232,500

Gosport	Age Bands								Total
	0-4	5-14	15-29	30-44	45-64	65-74	75-84	85+	
2015	5,000	10,000	15,500	15,600	22,100	8,800	5,300	2,200	84,500
2017	4,800	10,200	15,300	15,100	22,700	9,300	5,200	2,400	85,000
2019	4,700	10,100	15,200	14,900	22,900	9,600	5,600	2,500	85,500
2021	4,700	10,100	15,100	14,900	22,800	9,800	6,000	2,700	86,100
2023	4,700	9,800	15,100	15,100	22,500	9,700	6,800	2,900	86,700
2025	4,700	9,600	15,100	15,200	22,100	10,100	7,400	3,000	87,300
2027	4,700	9,500	15,100	15,200	21,700	10,700	7,800	3,200	87,900
2029	4,600	9,500	15,100	15,200	21,200	11,400	8,000	3,500	88,500
2031	4,600	9,500	15,100	15,100	20,800	11,900	8,200	3,900	89,100

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	Age Bands								
<b>Havant</b>	0-4	5-14	15-29	30-44	45-64	65-74	75-84	85+	Total
2015	6,700	13,600	21,100	19,600	33,500	14,700	9,500	4,100	122,600
2017	6,600	14,000	20,700	19,200	34,000	15,200	9,500	4,400	123,600
2019	6,600	14,200	20,500	19,300	34,100	15,300	10,000	4,700	124,600
2021	6,700	14,300	20,200	19,800	33,800	15,400	10,700	4,900	125,700
2023	6,800	14,300	20,000	20,400	33,200	15,100	11,800	5,200	126,900
2025	6,800	14,300	20,100	20,800	32,600	15,600	12,400	5,600	128,100
2027	6,800	14,300	20,200	20,900	32,100	16,400	12,800	5,800	129,200
2029	6,700	14,400	20,300	21,000	31,500	17,200	13,000	6,400	130,400
2031	6,700	14,500	20,500	20,900	30,800	17,900	13,100	7,000	131,500

	Age Bands								
<b>Fareham</b>	0-4	5-14	15-29	30-44	45-64	65-74	75-84	85+	Total
2015	5,800	12,300	18,800	19,800	32,300	14,000	8,500	3,500	115,000
2017	5,700	12,600	18,900	19,300	33,000	14,400	8,700	3,700	116,400
2019	5,800	12,700	18,700	19,400	33,400	14,400	9,500	4,000	117,800
2021	6,000	12,800	18,500	19,700	33,300	14,500	10,200	4,300	119,300
2023	6,100	12,900	18,400	20,400	32,800	14,100	11,400	4,600	120,700
2025	6,100	13,000	18,400	20,700	32,400	14,500	12,100	4,900	122,200
2027	6,200	13,000	18,600	20,900	31,800	15,300	12,500	5,200	123,600
2029	6,100	13,200	18,600	21,100	31,200	16,200	12,600	5,800	124,900
2031	6,100	13,400	18,900	21,100	30,600	17,000	12,700	6,500	126,200

**Source: 2014 based Subnational Population Projections, Office for National Statistics via NOMIS**

## Actual Deaths

Deaths	1993	1995	1997	1999	2001	2003	2005	2007	2009	2011	2013	2015
Portsmouth UA	2,213	2,210	2,204	2,152	1,961	2,002	1,738	1,706	1,612	1,706	1,728	1,732
Fareham	1,025	1,034	1,019	1,065	1,050	1,026	979	964	1,083	1,091	1,196	1,126
Gosport	763	789	858	793	803	816	817	802	777	766	843	829
Havant	1,248	1,304	1,251	1,263	1,277	1,291	1,219	1,221	1,219	1,258	1,359	1,320
Total	5,249	5,337	5,332	5,273	5,091	5,135	4,753	4,693	4,691	4,821	5,126	5,007

**Sources:** *Vital Statistics 1991-2009 via Nicola Waterman Spreadsheet*  
*ONS - Deaths registered by area of usual residence, UK - 2010-2015*

## Projected Deaths

Deaths	2017	2019	2021	2023	2025	2027	2029	2031	2033	2035	2037
Portsmouth UA	1,600	1,597	1,574	1,577	1,586	1,611	1,639	1,673	1,712	1,748	1,795
Fareham	1,170	1,185	1,200	1,220	1,250	1,283	1,323	1,369	1,419	1,472	1,521
Gosport	814	815	834	844	860	882	904	933	964	1,002	1,039
Havant	1,293	1,299	1,314	1,325	1,340	1,360	1,391	1,423	1,461	1,505	1,548
Total	4,877	4,897	4,923	4,967	5,035	5,136	5,258	5,398	5,555	5,727	5,903

**Sources:** *2014 based subnational population projections, Office for National Statistics*

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**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –  
20 MARCH 2017**

**REPORT OF: THE ENGINEER AND SURVEYOR**

**SUBJECT: BUILDING WORKS REPORT**



**2015/16**

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
1502/3	South Chapel – refurbishment	Works completed	205,000	205,000	Nil	Works completed. Retention money authorised for release.
1510	Crematory/Committal areas	Ongoing	9,000	9,000	0	Works to locate suitable flooring product are continuing

**2016/7**

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
1701	Roofing Programme	Ongoing	60,000	5,000	-55,000	Initial inspection and cleaning carried out and no major issues identified. Further inspections will be undertaken in 2017/18
1702	External Redecoration	Ongoing	60,000	27,000	-33,000	Phase one works completed. Further works to be undertaken in 2017/18.
1703	Paving Works cleaning and repointing	Ongoing	40,000	40,000	0	Works held following tests on trial area. Completion planned for 2017/18
1705	Internal Redecoration – Charge & Cremation Room	Ongoing	3,000	3,000	0	Works in conjunction with item 1510

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
1707	Water Feature Review	Ongoing	4,000	4,000	0	Various options to be investigated and proposals provided.
1708	Review compliance with Disability Discrimination Act and provide new accessible door to the office reception	Ongoing	4,000	4,000	0	New Door ordered

Note

Items previous reported as completed are not shown  
Schedule of additional works for 2017/18 in preparation

*Terry Garvey*  
**Engineer and Surveyor**

# Agenda Item 10

REPORT TO: PORTCHESTER CREMATORIUM JOINT  
COMMITTEE – 20<sup>TH</sup> MARCH 2017

REPORT BY: MANAGER AND REGISTRAR



## STATISTICS

### 1. MONTHLY COMPARISON

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
DEC	269	261	288	-
JAN	357	343	304	340
FEB	290	336	302	297

### 2. TOTAL CREMATIONS

	<u>YEAR</u>	<u>TO END FEBRUARY</u>
2014	3356	647
2015	3329	679
2016	3355	606
2017	-	637

### 3. DISPOSAL OF REMAINS

Ashes received from other Crematoria.....	37
i) Total disposals within grounds.....	319
ii) Remains removed from crematorium.....	558
iii) Retained.....	48
TOTAL	925
Scattered 36%	Removed 64%

### 4. GAS CONSUMPTION

Total gas consumption (cu.m.).....	71007
Total cremations.....	925
Average gas consumption (cu.m.).....	76

**JAMES CLARK**  
**MANAGER & REGISTRAR**  
**1<sup>ST</sup> MARCH 2017**

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# Agenda Item 11



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE**  
**Monday 20<sup>th</sup> March 2017**

**REPORT BY: THE HORTICULTURAL CONSULTANT**

## **CREMATORIUM GROUNDS – GENERAL UPDATE**

The grounds continue to look good as we enter spring.

The large Atlantic Cedar in the car park has been delivered and will be planted during March.

Some tree works are to be carried shortly consisting of the removal of a conifer near the Brian Kidd summer house. This conifer was poorly positioned when planted, resulting in growth blocking the footpath and the root system lifting the block paving. It is not a particularly attractive tree and because it is in a grass area nobody seems to leave flowers by it. Unless requests are received I do not intend planting a replacement tree near this location.

The spring bedding plants are looking good as are the crocuses and daffodils in the grass areas.

Weekly grass cutting has commenced this month and will continue throughout the summer.

The grounds contractor continues to perform very well and I am pleased with the quality of their work.

Grounds contract procurement process - An update will be given at the meeting following the decision taken at the meeting in December 2016.

*Ashley Humphrey*  
Horticultural Consultant

*Background List of Documents –*  
*Section 100D of the Local Government Act 1972 - None*

AH/jh  
6 March 2017

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