



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 18 SEPTEMBER 2017 AT 2.00 PM

**TOURNERBURY ROOM,
CIVIC CENTRE PLAZA
HAVANT**

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

(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)

Membership of the Joint Committee - 2017/18:

Gosport Borough Council

Councillor Alan Scard
Councillor June Cully

Havant Borough Council

Councillor David Guest
Councillor Tony Briggs

Fareham Borough Council

Councillor Keith Evans
Councillor Susan Bell

Portsmouth City Council

Councillor Frank Jonas
(Chairman)
Councillor Robert New

AGENDA

- 1 Apologies for Absence**
- 2 Declarations of Members' Interests**

3 Minutes of the Meeting held on 26 June 2017 (Pages 5 - 10)

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.

(a) Metals Recycling Scheme – Charitable Nomination

6 Building Works Programme (Pages 11 - 12)

Report from the Engineer and Surveyor attached.

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

7 North Chapel Refurbishment (Pages 13 - 14)

The purpose of the attached report from the Engineer and Surveyor is to update members on the progress of the North Chapel Refurbishment scheme.

RECOMMENDED that the recommendations set out in the report be approved.

8 Manager and Registrar's Report (Pages 15 - 16)

(a) General Report attached

(b) Monitoring Register of Public Comments

(c) Any other items of topical interest

9 Horticultural Consultant's Report (Pages 17 - 18)

A report from the Horticultural Consultant on grounds maintenance generally is attached.

10 Retirement of Engineer and Surveyor & Deputy Engineer and Surveyor to the Joint Committee (Exempt Item)

Before considering this item the Joint Committee will be asked to pass the following resolution –

RECOMMENDED 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 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

The purpose of the attached report from the Clerk is to advise that Terry Garvey, the Engineer and Surveyor, and Mark Pam, the Deputy Engineer and Surveyor to the Joint Committee will both be retiring on the 31 December 2017, and to report on future advice & reporting arrangements to the Committee.

11 Portchester Crematorium Grounds Maintenance Contract (Pages 19 - 22)

Before considering this item the Joint Committee will be asked to pass the following resolution –

RECOMMENDED that the public be excluded from the meeting during consideration of the appendices to the report 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.

The purpose of the attached report from the Clerk is to advise on the tenders received and a recommendation for the provision of horticultural grounds maintenance services when the current contract ends on the 31 December 2017.

RECOMMENDED that the report be received and noted.

12 Date of Next Meeting - Monday 11 December 2017 at 2pm, in Portsmouth

JH/me
6 September 2017
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Agenda Item 3

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Town Hall, Gosport on Monday 26 June 2017 at 2.00 pm.

Present

Fareham Borough Council

Councillor Keith Evans

Gosport Borough Council

Councillor Alan Scard

Councillor June Cully

Havant Borough Council

Councillor Tony Briggs

Portsmouth City Council

Councillor Frank Jonas

Apologies for Absence (AI 1)

Councillor David Guest (Havant BC), Councillor Susan Bell (Fareham BC); Stephen Kerr, Deputy Clerk, and Mark Pam, Deputy Engineer & Surveyor.

730 Appointment of Chairman (AI 2)

RESOLVED that Councillor Frank Jonas (Portsmouth City Council) be appointed Chairman for the 2017/18 municipal year.

(Councillor Frank Jonas in the Chair)

731 Appointment of Vice-Chairman (AI 3)

RESOLVED that Councillor Susan Bell (Fareham Borough Council) be appointed Vice Chairman for the 2017/18 municipal year.

732 Declarations of Members' Interests (AI 4) – None

733 Minutes of the Meeting held on 20 March 2017 (AI 5)

RESOLVED that the minutes of the meeting held on the 20 March 2017 be signed as a correct record.

734 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 6)

(a) Minute 722 – Recycling of Metals Scheme – Charitable Nomination

It was noted with pleasure that the Rowans Hospice had been awarded £5,000 under the metals recycling scheme operated by the Institute of Cemetery and Cremation Management.

735 Clerk's Items (AI 7) - None

736 Annual Return for the Financial Year Ended 31 March 2017 (AI 8)

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer presented the report and in doing so drew specific attention to and highlighted various sections of the Annual Return.

RESOLVED (1) that the Annual Return for the financial year ending 31 March 2017 be approved and signed as appropriate, as follows -

(a) Section 1 - Accounting Statements for Portchester Crematorium Joint Committee;

(b) Section 2 - Annual Governance Statement;

(2) that the Income and Expenditure Statement for the year ended 31 March 2017 and Balance Sheet as at 31 March 2017 be noted.

737 Portchester Crematorium Joint Committee – Annual Report - 2016/17 (AI 9)

(TAKE IN REPORT OF THE CLERK TO THE JOINT COMMITTEE)

RESOLVED that the annual report for the 2016/17 financial year be noted and received and it be sent for information to each constituent authority.

738 North Chapel Refurbishment (AI 10)

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

The Engineer and Surveyor reminded the Joint Committee that at the last meeting a report was received advising that RBA Architects Ltd had agreed to produce a concept design for refurbishing the North Chapel. RBA was the architect engaged on the successful refurbishment of the South Chapel.

Robert Benn, of RBA Architects Ltd, gave members a presentation on progress and the concept design scheme of refurbishment works, the main points of which were –

- Removal of the existing ceiling in order to increase the volume of the chapel and create a more spacious appearance by realigning the ceiling into the roof space. Works would include cladding the existing three hidden roof trusses, and finishing the ceiling in a light colour.
- Improving the natural light levels by the provision of new high level windows, with “obscure” glazing, in the side walls.
- Introduction of low energy feature lighting similar to that used in the South Chapel.
- Introducing wooden cladding to the walls. This would be similar to that used in the South Chapel and would create a significant unifying theme.
- Improvement to the heating and ventilation by the introduction of air conditioning to replace the existing under floor heating.
- Removal of the wooden pews and their replacement with linked individual chairs. This could enable the chapel seating to be reconfigured to provide an intimate space more appropriate to smaller funerals
- Possible reorientation of the catafalque in the committal area.

Following the presentation, and in response to questions from members the following main points arose –

- Giving consideration to retaining some or all pews either as existing or in a new style ‘pew’ formed by linking individual chairs, whilst still seeking to provide the opportunity for seating to be re-configured, as and when mourners may require it.
- The possibility that large seasonal photographs of the gardens could be displayed, to create a ‘link’ between the chapel and the grounds themselves. Mention was made that the waiting rooms might be a suitable alternative if members wished to pursue this suggestion.

Mr Benn was thanked for his presentation, after which he withdrew from the meeting.

The meeting was advised that budgetary provision was available for this project. A further report on progress with the project, detailed costings and procurement arrangements would be brought to the next meeting.

RESOLVED (1) That RBA Architects Ltd be thanked for the presentation of their proposals for the refurbishment of the North Chapel and that the design principles, taking into account the observations and comments of members, be approved.

(2) That RBA Architects Ltd be appointed to progress the design scheme on appropriate terms and conditions to be settled by the Engineer and Surveyor after consultation with the Clerk to the Joint Committee and the Treasurer.

(3) That financial provision of £205,000 plus professional fees and VAT for the estimated cost of implementing the scheme be made in the Joint Committee's budget for 2017/18.

(4) That authority be given for the scheme to be supervised by Fareham Borough Council's Building Services.

(5) That authority be given to appoint artec3 as lighting consultants.

(6) That authority be given to appoint RBA Architects Ltd as "Principal Designer" in respect of the requirements of the Construction (Design and Management) Regulations.

(7) That authority be given to appoint a specialist structural engineer as a separate design service.

739 Building Works Programme (AI 11)

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

In presenting his report the Engineer and Surveyor advised members that the schemes referenced 1708 (Disability Discrimination Act work) and 1801 (resurfacing of car park and main entrance) had now been completed.

RESOLVED that the contents of the report be noted.

740 Manager and Registrar's Report (AI 12)

(a) General Statistical Report

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In presenting his report the Manager and Registrar drew specific attention to the increasing popularity of early morning 'walk through' funerals.

RESOLVED (a) that the report be received and noted.

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

The Manager and Registrar reported that since March 2017 the following main comments had been received -

- A person complaining that memorials were being left in the gardens in contravention of the crematorium regulations was advised these were removed periodically;
- Various complimentary remarks regarding the appearance of the gardens;

- A person complaining that dead flowers had not been removed from the gardens was advised this was the first week following Mothers' Day and gardeners were working to clear flowers;
- A request for the pond to be cleaned had been noted;
- A complimentary remark regarding the display of the Books of Remembrance;
- A person commenting that the appearance of the North Chapel was depressing was advised that plans were under consideration for refurbishment;
- A comment of thanks for the web-link for a funeral service and the quality of the sound and vision.

RESOLVED that the report be noted with interest.

741 Grievance and Disciplinary Appeals Committee – Appointment of Representatives (AI 13)

RESOLVED that Councillors Susan Bell, Alan Scard and Frank Jonas be appointed, (together with Councillors Keith Evans and Tony Briggs as standing deputies) to serve on the Appeals Committee, as agreed on 14 June 2010 under minute 360.

742 Horticultural Consultant's Report (AI 14)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In submitting his report the Horticultural Consultant reported on progress with the procurement programme being undertaken by Portsmouth City Council for the new grounds maintenance contract from January 2018.

In accordance with the Joint Committee's previous decision on 12 December 2016 under minute 717, expressions of interest had been invited and a number of companies had responded. These were subsequently sent pre – qualification questionnaires (PQQ).

The PQQ's had now been evaluated by Portsmouth City Council's Procurement Service, and the Horticultural Consultant in consultation with PCC had now finalised a select list of contractors. These companies would shortly be sent tender documents for completion and return during August, after which they would be evaluated.

A report would be made to the Joint Committee on the 18 September after which a formal award of a new contract would be made on the basis of the outcome of the evaluation process.

RESOLVED that the report be received and approved.

743 Dates of Future Meetings (AI 15)

RESOLVED that the Joint Committee meets at 2pm on a rotating basis on the following dates in 2017/18, at the venues indicated –

Monday 18 September 2017 (Havant)
Monday 11 December 2017 (Portsmouth)
Monday 19 March 2018 (Fareham)
Monday 25 June 2018 (Gosport)

The meeting concluded at 2.55 pm

Chairman

JH/me
26 June 2017
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**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE -
18 SEPTEMBER 2017**

REPORT OF: THE ENGINEER AND SURVEYOR

SUBJECT: BUILDING WORKS REPORT



2015/16

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
1510	Crematory/Committal areas	Works commenced	9,000	9,000	0	Existing tiles to be patch repaired. Works to be undertaken in conjunction with item 1705

2016/7

Ref	Item Description	Status	Budget £	Anticipate d Cost £	Variation £	Commentary
1705	Internal Redecoration – Charge & Cremation Room	Works commenced	3,000	3,000	0	Works in conjunction with item 1510
1707	Water Feature Review	Completed	4,000	4,800	800	Following new maintenance works the existing feature is now operating satisfactorily

2017/18

Ref	Item Description	Status	Budget £	Anticipate d Cost £	Variation £	Commentary
1801	Part resurfacing of car park and main entrance	Completed	40,000	20,100	-19,900	

1802	North Chapel refurbishment	Feasibility	205,000	205,000	0	See separate report
1803	Office refurbishment	Feasibility	4,000	4,000	0	Scoping meeting anticipated for October
1804	Roofing Programme	Works identified	500	2,000	1,500	Minor works only identified
1805	External decoration	Completed	33,000	0	-33,000	Continuation item from 2016/7. No further works needed.
1806	Paving Works cleaning and repointing	Ongoing programme	2,000	2,000	0	Continuation from 2016/7. No major works identified

Note - Items previous reported as completed are not shown

Recommendation – That the report be noted

Terry Garvey
Engineer and Surveyor

Agenda Item 7



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
18 SEPTEMBER 2017**

REPORT OF: THE ENGINEER AND SURVEYOR

SUBJECT: NORTH CHAPEL REFURBISHMENT

1.0 Purpose of this Report

1.1 To update the Committee on the progress of the North Chapel Refurbishment scheme.

2.0 Introduction

2.1 At the meeting of the Joint Committee on 26 June 2017 a report was received setting out a preliminary design concept and advising on logistical issues to enable the project to proceed. This included the appointment of RBA Architects Ltd, (RBA), to head a design team together with other appropriate professional support.

3.0 Scheme progress

3.1 RBA have held preliminary discussions with artec3 the lighting consultants who have raised some issues regarding the proposal to introduce natural lighting at a high level. They are concerned on a number of practical issues and have been requested to investigate a lighting scheme where the proposed windows are omitted as well as with the proposed windows. They believe that the best environment could be achieved without the windows and that this would have the additional advantage of reducing both construction and consultancy costs.

3.2 At the Joint Committee's meeting in June some questions were asked about the removal of the existing pews as part of the refurbishment scheme. Since then the Manager and Registrar has sought the opinion of various funeral celebrants who conduct funeral services in the North Chapel. This shows a clear majority in favour of replacing the pews with linked seating.

3.3 I have discussed the procurement of a main building contractor with Portsmouth City Council's procurement section and they have agreed to assist the Joint Committee with this work. This work is a replica of the process adopted for the appointment of a contractor on the previous works to the South Chapel.

4.0 Recommendation

4.1 That the report be noted.

**Terry Garvey
Engineer and Surveyor**

Agenda Item 8

REPORT TO: PORTCHESTER CREMATORIUM JOINT
COMMITTEE – 18TH SEPTEMBER 2017



REPORT BY: MANAGER AND REGISTRAR

STATISTICS

1. MONTHLY COMPARISON

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
JUNE	263	268	256	267
JULY	279	281	271	255
AUG	265	220	257	243

2. TOTAL CREMATIONS

	<u>YEAR</u>	<u>TO END AUGUST</u>
2014	3356	2327
2015	3329	2351
2016	3355	2273
2017	-	2295

3. DISPOSAL OF REMAINS

Ashes received from other Crematoria.....	50
i) Total disposals within grounds.....	264
ii) Remains removed from crematorium.....	467
iii) Retained.....	34
TOTAL	765

Scattered 36% Removed 64%

4. GAS CONSUMPTION

Total gas consumption (cu.m.).....	65460
Total cremations.....	765
Average gas consumption (cu.m).....	85

JAMES CLARK
MANAGER & REGISTRAR
1ST SEPTEMBER 2017

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Agenda Item 9



REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE
Monday 18th September 2017

REPORT BY: THE HORTICULTURAL CONSULTANT

CREMATORIUM GROUNDS – GENERAL UPDATE

The grounds continue to look good as we approach the end of summer.

Sadly I have to report a break in at the garage used by the contractor. This required a replacement door to be fitted. The contractor lost £3,320 of equipment consisting of hedge cutters, strimmers and some battery powered equipment used around the chapel. The Police were informed and a crime number issued.

The old door has been strengthened for now with additional bolts and a bar across the front to make it more difficult for criminals to break in.

The bedding displays have looked really good this year despite some more plant thefts, which have been reported to the Police. In the last couple of weeks the Zinnias in the conservatory bed suffered a fungal attack. A lot of plants were lost but prompt fungicide treatment by Brighstone prevented this being a total loss.

The In Bloom judging went very well and I will arrange for members to be informed of the result when we receive it.

I have ordered two types of cyclamen and some anemone bulbs for planting during the autumn under some of the trees.

Brighstone the grounds contractor continues to work well and I am very pleased with their work.

Ashley Humphrey
Horticultural Consultant

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

AH/jh
1 September 2017

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Agenda Item 11



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
18 SEPTEMBER 2017**

**REPORT BY: THE CLERK TO THE JOINT COMMITTEE
In consultation with
THE TREASURER AND
THE HORTICULTURAL CONSULTANT**

**PORTCHESTER CREMATORIUM –
PROVISION OF HORTICULTURAL SERVICES
FOR GROUNDS MAINTENANCE**

Purpose

1. To report on the outcome of the tender process for the provision of horticultural and grounds maintenance services from 1 January 2018.

RECOMMENDATION

Members are asked to consider this report and -

- (a) Decide to whom to award the contract for horticultural and grounds maintenance services from 1 January 2018 taking into account the evaluation of the tenders received, as set out in the attached exempt appendix 1; and**
- (b) Subject to the decision on the award of contract authorise Portsmouth City Council on behalf of the Joint Committee to enter into the contract and complete the necessary legal documentation.**

Background

2. The Joint Committee in December 2016 resolved that –
 - (a) Tenders be invited for a 5 year contract (with option for the Joint Committee to agree a 5 years extension) for future horticultural and grounds maintenance services to commence on 1 January 2018 and the Horticultural Consultant be authorised to finalise in consultation with Portsmouth City Council a select list of contractors to be invited to tender;
 - (b) Tenders be evaluated by Portsmouth CC, taking into account the weighting criteria set out in the report, and a report on tenders received and a recommendation as to the award of contract be made to the Joint Committee in September 2017.

3. The Joint Committee agreed that a 5 year contract with option for the Joint Committee to extend for a further 5 years would allow the contractor a degree of certainty with which to forward plan with regard to investment in plant and equipment required to deliver the contract to the high specification required. The contract would also include provision to allow a degree of sufficient flexibility to take into account any future scheduled work and specification changes that may become necessary.
4. The contract provides for annual uplift in accordance with CPI.
5. The decision to invite tenders followed consideration of a comprehensive report to the Joint Committee in September 2016 setting out the options and likely costs to provide a local authority 'in house' service versus provision by an external provider. This aspect is further explained from paragraph 16 below, and in the exempt appendix 2 attached.

Procurement Arrangements and Tender Specification

6. Portsmouth City Council undertook the procurement process during spring and summer 2017 for the new contract, which it will enter into on behalf of the Joint Committee. The Horticultural Consultant and Portsmouth CC have previously advised the Joint Committee that the existing detailed contract specification of works required minimal amendment only to reflect minor variations that had occurred during the life of the present contract.

The Grounds Maintenance Contract and Specification

7. The proposed (and present) contract has a very detailed specification of the works that are required and in summary includes –
 - The nature and frequency of the works to be carried out;
 - Health and safety requirements;
 - Responsibility for planting and maintaining lawns, bedding plants, bulbs, shrubs, roses and trees, and internal plant displays;
 - Responsibility for cleaning and clearing paths, litter bins and wreaths, and the garden of contemplation water feature;
 - Provision of tools, plant and machinery;
 - Appointment of a supervisor and staff and their working hours.

Select List Tenderers

8. The Joint Committee was advised at the meeting in June 2017 of the outcome of the evaluation process. This followed a general invitation to those expressing an interest in being considered for the work and having completed a Pre-Qualification Questionnaire (PQQ). As a result five companies were included on a select list and invited to tender, as set out in the attached exempt appendix.

The Tenders Received

9. Four tenders were received – one company chose to withdraw and not make a submission. Details of the 4 tenders are set out in the attached exempt appendix 1 together with the evaluation of each tender, its value and observations/comments by PCC Procurement.
10. The recommended tender offering best value following the evaluation process is in the sum of £61,293.

Award of Contract

11. Following the decision to award the contract there is a requirement under the procurement regulations to allow a short 'stand still' period for any legal challenge, before the contract with the successful bidder can be completed.

Estimate Provision and 2017/18 Budget

12. The Joint Committee was advised in December 2016 that the projected out-turn cost of providing the grounds maintenance service for 2016/17 (based on a previous 3 year average) would be £64,000. Members were further advised that future costs were far from certain as they would be subject to the outcome of the procurement process.
13. The approved 2017/18 Revenue Budget includes £79,000. This comprises meeting the anticipated cost of the grounds maintenance contract of £65,000, other grounds maintenance related supplies of £2,500 and for the re-charge by Portsmouth City Council which is now approximately £12,000. This re-charge includes management of the contract by the Horticultural Consultant, arboricultural consultancy and the sourcing of plants, materials and other services not forming part of the grounds maintenance contract.
14. In 2016/17 the total grounds maintenance related expenditure was £79,196, broken down as follows – Grounds Maintenance Contract (£62,014); other grounds related supplies not covered by the contract (£5,314); Re-charge from Portsmouth CC (£11,868).
15. It will be seen therefore that the value of the preferred bid (£61,293) is in line with the current budget.

Provision by Local Authority Direct Service Organisation

16. As mentioned in paragraph 3 above, at the Joint Committee meeting in September 2016 members were advised that the officers had considered whether it would be in the Joint Committee's overall interests for the present horticultural grounds maintenance contract to be delivered by a contractor or whether the same level and quality of service could be provided by an arrangement delivered by one of the four constituent authorities.

17. Members were asked whether the Joint Committee should either –
- (a) Invite tenders for future grounds maintenance, including settling interim arrangements pending the start of a new contract; or
 - (b) Provide the grounds maintenance service through a direct service organisation on a permanent basis.
18. The report to the Joint Committee in September 2016 included details of the likely costs an ‘in house’ service would incur, and the relevant part of that report is attached as exempt appendix 2, to remind members of the costs reported at that time.
19. Members were also told at that time that future costs were far from certain as they would be subject to procurement of a standalone contract, which would bear a risk of price increases.
20. In the event the Joint Committee decided that for the longer term tenders be invited from external providers.

Conclusion

21. The Joint Committee has previously considered whether the horticultural and grounds maintenance contract should be carried out by a direct service organisation or by an external contractor, and chose to invite tenders which would carry with it the risk of price increases.
22. The tender recommended for acceptance following evaluation by Portsmouth City Council’s Procurement Team and the Joint Committee’s Horticultural Consultant is in line with expectation, given there would in any event be a price increase over the existing contract, to take account of various price increases during the life of that contract including the introduction of the National Living Wage.
23. Members are therefore asked to consider the detail of this report and the attached exempt appendix 1 and make a decision.

John Haskell
Clerk to the
Joint Committee

Andy Wannell
Treasurer to the
Joint Committee

Ashley Humphrey
Horticultural Consultant

Exempt Appendices –

1. Procurement Report dated 7 September 2017 on the tender process.
2. Extract from Report to the Joint Committee on 19 September 2016 on Future Grounds Maintenance.

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

JH/me
6 September 2017