



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 18 MARCH 2024 AT 2.00 PM

**COLLINGWOOD ROOM, CIVIC OFFICES, CIVIC WAY,
FAREHAM PO14 9SA**

Telephone enquiries to John Haskell, Clerk to the Joint Committee
023 9222 0839

(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

Gosport Borough Council

*Councillor June Cully
Councillor Alan Scard*

Havant Borough Council

*Councillor Lulu Bowerman
(Chairman)
Councillor Liz Fairhurst*

Fareham Borough Council

*Councillor Joanne Burton
Councillor Susan Walker*

Portsmouth City Council

*Councillor Lee Hunt
Councillor Hugh Mason*

AGENDA

Welcome and Introductions

1 Apologies for Absence

2 Declarations of Members' Interests

3 Minutes of the Meeting held on 11 December 2023 (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) Portchester Crematorium Future Improvements Proposals - Further to minute 1014, the officers will update members on the current situation.

b) Any other items.

6 Replacement of Cremators - Update Report (Pages 11 - 14)

The purpose of the attached report from the Property Manager is to inform members on progress with the project to replace the existing cremators at Portchester Crematorium.

RECOMMENDED that the Joint Committee notes the progress report for the period December - February 2024.

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

(a) General Statistical Report attached for December – February 2024

(b) Any other items of topical interest

8 Building Repairs and Renewal Programme (Pages 17 - 18)

Report from the Property Manager attached.

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

9 Crematorium Grounds - General Update (Pages 19 - 20)

A report on Crematorium grounds maintenance generally is attached.

RECOMMENDED that the report be received and noted.

10 Date of Next Meeting - 2pm on Monday 24 June 2024 at Portchester Crematorium

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Agenda Item 3

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF A MEETING of the Joint Committee held in the South Chapel, Portchester Crematorium on Monday 11 December 2023 at 2.00 pm.

Present

Fareham Borough Council

Councillor Joanne Burton
Councillor Susan Walker

Gosport Borough Council

Councillor June Cully
Councillor Alan Scard

Havant Borough Council

Councillor Lulu Bowerman (Chairman)

Portsmouth City Council

Apologies submitted

Apologies for Absence – Councillor Liz Fairhurst (Havant BC); Councillors Hugh Mason and Lee Hunt (Portsmouth CC) & Andy Wannell (Treasurer) all engaged on other Council business, and Ian Cousins (Property Manager) indisposed.

1011 Declarations of Members' Interests (AI 2) – None

1012 Minutes of the Meeting held on 25 September 2023 (AI 3)

RESOLVED that the minutes of the meeting held on the 25 September 2023 be signed as a correct record.

1013 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4) - None

1014 Clerk's Items - Proposed Crematorium at Stubbington (AI 5)

The Clerk reminded members that at the September meeting it was reported, the proposed crematorium at Stubbington had received planning permission and the developer, Mercia Developments Ltd, was focussed on moving the project forward into construction.

Officers had continued dialogue with the developer to explore the opportunities for the new facility to come within the remit of the Joint Committee, and work had been undertaken to develop an outline business case for the Joint Committee to consider at the December meeting. However, in that time, the developer had made it clear that there was a need to secure an operator urgently and had now entered into contract with a private operator – The London Cremation Company who had publicised that it had reached agreement to purchase the land at Brune Lane.

The focus of attention for officers had now moved to understanding the impact of a second privately operated facility within the geographical catchment of the Joint Committee, and the potential mitigating measures that could be pursued to ensure that Portchester Crematorium remained as attractive as possible to the community it served and as the “crematorium of choice” when arranging a funeral.

Members had previously been advised of opportunities to undertake improvements to the South Chapel, redevelopment of the fountain area and other physical improvements. Officers were also revisiting opportunities to enhance and improve the services available to customers, including memorial facilities. While the intention was to phase in the changes gradually, Officers were considering whether there is scope to accelerate the changes, so that they are largely complete before the new facility opens. A report would be presented to the March meeting of the Joint Committee to set out the options for Members, which would include, as suggested during discussion current statistical information relating to population forecasts and death projections.

NOTED

1015 Finance Strategy and Budget for 2024/25 (AI 6)

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer presented the report and drew specific attention to the effects of inflation, utility prices, the long standing fundamental policies upon which the Financial Strategy was based, the assumptions made following grant of planning permission for a new private crematorium and the need to ensure the capital programme financing remained robust.

In response to discussion and questions the point was made that now and in the years ahead it was essential to ensure there was a sufficient capital fund and to maintain the Finance Strategy’s fundamental policies.

RESOLVED (1) that the Finance Strategy 2024/25, attached as Appendix A to the report, be approved;

(2) that the Finance Strategy 2024/25 be sent to the four constituent authorities to note for their information.

1016 Revenue Budget Report - 2024/25 (AI 7)

(TAKE IN REPORT OF THE TREASURER)

In submitting the report the Deputy Treasurer explained the rationale in preparation of the budget and drew specific attention to key areas within the report including funding of the capital programme, the increased costs of the cremators replacement programme, the expected future number of cremations, and the proposed cremation fee increase of £75 equating to 10% from 1 April 2024.

Arising from discussion and questions mention was made of the memorial tree which should be ready to receive memorial leaves at the end of January/February 2024; the staffing and employees budget; improved efficiency had enabled a reduction in gas usage; and that although small changes may be necessary in the future with some individual items overall the report presented a balanced budget.

RESOLVED (a) That the capital works programme as detailed in Appendix D to the report be approved;

(b) That the Joint Committee approves the proposed cremation fees and other charges as set out in Appendices B & C from 1 April 2024;

(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 and the Chief Financial Officer (the Section 151 Officer) of each constituent authority to advise them of the annual payment to be received from the Portchester Crematorium Joint Committee in 2023/24 and 2024/25.

1017 Replacement of Cremators – Update Report (AI 8)

(TAKE IN REPORT OF THE PROPERTY MANAGER)

RESOLVED that the Joint Committee notes the progress report for the period September to November 2023.

1018 Manager and Registrar's Report (AI 9) -

(a) General Statistical Report for September – November 2023

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

Arising from the report mention was made of the developing trend for cremation services provided by 'direct' suppliers including Pure Cremation operating a facility at Andover at which it had carried out some 12,000 cremations during 2022. The Manager outlined the arrangements that were followed in this 'one stop' service. Members were reminded of the 'walk through' service offered at Portchester Crematorium at the start of each day.

RESOLVED that the report be noted.

**(b) Other items of topical interest –
(i) Metals Recycling Charitable Scheme**

The Joint Committee was advised that having sounded out members, on this occasion there had been a majority view to again support nominating the Rowans Hospice to be a recipient under the charitable scheme, the result of which would be known in the new year.

(ii) South & South East in Bloom Competition 2023

RESOLVED that the Joint Committee place on record its thanks to all the staff involved in Portchester Crematorium receiving a gold award in the South and South East in Bloom competition and also being recognised as the overall winner in the cemetery/crematorium category.

1019 Building Repairs and Renewal Programme (AI 10)

(TAKE IN REPORT OF THE PROPERTY MANAGER)

RESOLVED that the contents of the report be noted.

1020 Carbon Reduction – Update Report (AI 11)

(TAKE IN REPORT OF THE PROPERTY MANAGER)

In the Property Manager's absence the Manager and Registrar highlighted some of the key points in the report and in response to questions mention was also made of solar power/lighting, which would require appropriate infrastructure.

RESOLVED that the report be noted.

1021 Crematorium Grounds – General Update (AI 12)

(TAKE IN REPORT)

Members were advised that work on the Fawn sculpture would be completed by the end of the week.

RESOLVED that the report be received and noted.

1022 Date of Next Meeting

RESOLVED that the Joint Committee next meets at 2pm on Monday 18 March 2024 at Portchester Crematorium.

The Meeting concluded at 3.10 pm

Chairman

JH/me
12 December 2023
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Agenda Item 6



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
18 March 2024**

REPORT BY: PROPERTY MANAGER, IAN COUSINS

REPLACEMENT OF CREMATORS – UPDATE REPORT

1. Purpose

1.1 To inform members on progress with the project to replace the existing cremators at Portchester Crematorium.

2. Progress

2.1 The details below cover the period December 2023 to February 2024.

2.2 We have now received and accepted a proposal from Facultatieve Technologies Ltd (FT) for the supply and installation of four new gas cremators and associated equipment.

2.3 We are now reviewing tenders received for the associated building works to allow the existing cremators to be removed, layout changes to be made and the four new gas cremators to be installed.

3. Supply and Installation of new gas cremators

3.1 Working with our professional team we have further developed our requirement for the provision of the new cremators and associated equipment. This takes account of the works required to allow the removal of the existing equipment, provision of new facilities and installation of the new cremator and associated equipment.

3.2 Currently the government is consulting on revised guidance for the control of emissions from cremation for human remains. Our requirement is now based on the guidance in the consultation process which is the best available information currently available.

3.3 To ensure the best long-term performance from the new equipment we have now included for the replacement of the existing abatement equipment. With this change in the requirement, we revisited our original capability assessment and after checks concluded that only our selected supplier could meet all our requirements.

3.4 Each Cremator will also be fitted with a SNCR DeNOx System to reduce the emission of NOx during the cremation process.

3.5 Our requirement remains to replace our existing six cremators with four units which provides sufficient capacity for the number of cremations currently being carried out and allows for some operational flexibility.

3.6 Working with colleagues at the Southampton and Fareham Legal Services Partnership we have selected the Institute of Electrical and Technology Model Form of Contract for this requirement. With terms now agreed with the selected supplier.

3.7 It should be noted that just beyond the reporting period, after consultation with the Chairman, Treasurer and Clerk an award of contract was agreed to Facultatieve Technologies Ltd for the supply and installation of four new gas cremators and associated equipment.

4. Building Contract for works associated with the installation of new gas cremators

4.1 Our professional team have developed a separate requirement for the associated building works to allow for the removal of the existing cremation equipment, preparation of the structure to receive the new cremation equipment and reinstatement on completion. In addition, we are providing a new viewing room as well as hold over facilities to improve our operational efficiency.

4.2 The building requirement has been developed by the professional team into a formal requirement with contract terms developed again in conjunction with Southampton and Fareham Legal Services Partnership. This was issued to several contractors who have previously demonstrated experience of working in difficult and sensitive environments.

4.3 Tenders were issued via the South-East Business Portal with the return due to be reviewed in conjunction with our professional team.

4.4 It should be noted that the supply and installation of the hold facility equipment will be ordered directly by the PCJC and installation will be carried out by a specialist contractor in conjunction with the building works detailed above.

4.5 A small amount of preparation works associated with the roof and asbestos removal will be carried out or has already completed directly to allow works to proceed un-hindered during the construction stage.

5. Programme

5.1 As previously advised the scheme is now based on a programme that splits the programme over two years to allow near normal operation during the busy winter period. Some short shutdown periods are still planned during the works to allow the more complex sections of work to be completed.

5.2 A revised provisional programme of dates for the key activities is set out below.

Phase One - 2024			
Building Works	New plant room access, hold over facility and viewing room. Structural works to allow installation of two new cremators	April to August	
Cremator Works	Removal of four existing cremators. Installation of new abatement and two cremators	May to December	
Phase Two - 2025			
Cremator Works	Removal of remaining two old cremators. Installation of new abatement and two cremators	April to October	
Building Works	Structural works to allow installation of two new cremator.	April to October	

6. Financial Update

6.1 Currently costs remain within the allocated budget of £4.5m agreed at the Joint Committee meeting on the 20th March 2023.

7. Conclusions

7.1 We are currently on programme to deliver the first phase of these works during 2024 subject to obtaining confirmation on dates from all the suppliers involved in the project and obtaining satisfactory tenders for the building works.

Ian Cousins

Property Manager

March 2024

Background List of Documents –

Section 100D of the Local Government Act 1972: Nil

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Agenda Item 7

REPORT TO: PORTCHESTER CREMATORIUM JOINT
COMMITTEE – 18TH MARCH 2024

REPORT BY: MANAGER AND REGISTRAR



STATISTICS

1. MONTHLY COMPARISON

	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>
DEC	246	301	279	224
JAN	348	296	308	257
FEB	412	255	310	295

2. TOTAL CREMATATIONS

	<u>YEAR</u>	<u>TO END FEBRUARY</u>
2021	3264	760
2022	3118	551
2023	3024	618
2024	-	552

3. DISPOSAL OF REMAINS

Ashes received from other Crematoria.....	38
i) Total disposals within grounds.....	192
ii) Remains removed from crematorium.....	549
iii) Retained.....	35
	TOTAL 776

Scattered 26% Removed 74%

4. GAS CONSUMPTION

Total gas consumption (cu.m.).....	64073
Total cremations.....	776
Average gas consumption (cu.m.).....	83

5. OBITUS

	<u>Webcast</u>	<u>Visual Tributes</u>
DEC - 90% (202) used Obitus services	24% (54)	65% (146)
JAN - 95% (243) used Obitus services	29% (75)	69% (177)
FEB - (Information not available at time of report)		

MANAGER & REGISTRAR
6th March 2024

Agenda Item 8

Report to: Portchester Crematorium Joint Committee

Date: 18 March 2024

Report of: Ian Cousins, Property Manager

Subject: Repairs and Renewal Programme



Ref	Item Description	Cost £	Commentary
2106	Staff Area Improvements	10,000	Works on hold whilst Cremator Replacement scheme is in progress.
2108	Signage	20,000	Proposal requested from suppliers.
2113	Roof Repairs / Improvements	49,477	Works completed and final cost received.
2114	Chapel Entrance Resurfacing	30,000	Works programmed to replace defective surface.
2115	External Redecoration	25,000	Works on hold whilst Cremator Replacement scheme is in progress.
2116	Lighting Upgrade	75,000	Works on hold whilst Cremator Replacement scheme is in progress.
2118	Garden Shelter Maintenance	10,000	Investigation works required.
2120	Fountain Removal	75,000	Works in progress.
2121	Cremator Replacement	4,500,000	See Cremator Replacement Report – for an update on progress

Note – This report provides details on the significant projects being undertaken at the Crematorium with any day to day or completed projects omitted.

Recommendation - That the report be noted

Ian Cousins
Property Manager

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Agenda Item 9



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE -
Monday 18 March 2024**

CREMATORIUM GROUNDS – GENERAL UPDATE

The team from Brighstone continue to maintain the grounds to a high standard; weekly tasks are completed in a timely manner affording the staff time to plan their spring maintenance tasks around the crematorium. The ongoing rainfall has been challenging but the team is focused on achieving the tasks that have been scheduled.

Over the past three months the Shrubs have been pruned, the lawns aerated and the first mow of the season has commenced. The team has applied bark mulch to several areas of the borders and the winter bedding and bulbs have started to flower. The waiting area now has a selection of indoor plants that has really brightened the rooms. I would like to offer my thanks to the Grounds staff for their continued performance ensuring the Crematorium grounds remain to the standard it is currently.

Lisa Grinter

West & Education Manager - Portsmouth City Council

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

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