



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
26 JUNE 2017**

REPORT OF: THE ENGINEER AND SURVEYOR

SUBJECT: NORTH CHAPEL REFURBISHMENT

1.0 Purpose of this Report

- 1.1 To seek the Committee's approval to proceed with a scheme to refurbish the Crematorium's North Chapel. Issues requiring approval include:
- Concept scheme design
 - Appointment of consulting personnel
 - Budget provision

2.0 Introduction

- 2.1 At the last meeting of the Joint Committee a report was received advising that RBA Architects Ltd, (RBA), had agreed to produce a concept design for refurbishing the North Chapel. RBA were the architect engaged on the successful refurbishment of the South Chapel.

3.0 Concept Design

- 3.1 RBA have been invited to attend the meeting to present their concept design and to enable members to ask questions on any aspect of the design before this is progressed further.

- 3.2 In summary the concept design includes the following works:

- (i) Removal of the existing ceiling in order to increase the volume of the chapel and create a more spacious appearance. Works would include cladding the existing hidden roof trusses.
- (ii) Improving the natural light levels by the provision of new high level windows, with "obscure" glazing, in the side walls.
- (iii) Introduction of low energy feature lighting similar to that used in the South Chapel.
- (iv) Introducing wooden cladding to the walls. This would be similar to that used in the South Chapel and would create a significant unifying theme.

- (v) Improvement to the heating and ventilation by the introduction of air conditioning to replace the existing under floor heating.
- (vi) 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
- (vii) Possible reconfiguration of the curtains in the committal area

4.0 Appointment of consulting personnel

- 4.1 It is recommended that subject to the normal checking process that RBA, the main designers responsible for the South Chapel, be appointed to implement this project. They have already offered to work on the same terms and conditions that applied to the South Chapel refurbishment.
- 4.2 The lighting consultant used on the South Chapel has moved to another company and RBA have indicated a wish to use the same person on this scheme. It would therefore be necessary to engage a different company namely artec3 in order to achieve the same person working on this project.
- 4.3 It is necessary to appoint a “Principal Designer” in respect of the requirements of the Construction (Design and Management) Regulations. This role is separate from that of the main design and on a job of this nature can be undertaken by RBA as an additional role.
- 4.4 There is an element of structural work design work required at the design stage and it is proposed that this is undertaken by a specialist structural engineer as a separate design service.

5.0 Budget Provision

- 5.1 RBA have engaged the services of a quantity surveying company on the Joint Committee’s behalf in order to provide an initial budget figure. They estimate the cost of the scheme to be £205,000 excluding VAT and professional fees. This cost can be met within the Committee’s finances.

6.0 Other Matters

- 6.1 The works to the South Chapel were awarded following a tendering procedure. It is my intention to present a report to the September meeting of the Joint Committee on the procurement process to appoint a main contractor. This will include the possibility of a negotiated tender process.
- 6.2 The services of Fareham’s Building Control Service were previously utilised for the South Chapel and it is recommended that the same procedure be adopted on this project.

7.0 Recommendations

- 7.1 That RBA Architects Ltd be thanked for the presentation of their proposals for the refurbishment of the North Chapel and that the design principles be approved.
- 7.2 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.
- 7.3 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.
- 7.4 That authority be given for the scheme to be supervised by Fareham Borough Council's Building Services.
- 7.5 That authority be given to appoint artec3 as lighting consultants.
- 7.6 That authority be given to appoint RBA Architects Ltd as "Principal Designer" in respect of the requirements of the Construction (Design and Management) Regulations.
- 7.7 That authority be given to appoint a specialist structural engineer as a separate design service.

Terry Garvey
Engineer and Surveyor

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