

AGENDA NO: 8

**REPORT TO: THE PORTCHESTER CREMATORIUM JOINT
COMMITTEE**

ON: MONDAY 3RD MARCH 2008

REPORT BY: ENGINEER AND SURVEYOR

1.0 PLANNED MAINTENANCE PROGRAMME - PROGRESS REPORT

1.1 PROGRESS AND FINANCIAL STATEMENT

The schedule below provides the Committee with the progress being made on the planned maintenance programme. (Note: schemes reported as completed at the last Committee have been removed from the schedule).

Ref	Approved Budget	Scheme	Progress Statement	Forecast Expenditure
		<u>Repairs & Renewals Fund</u>		
1.6.04	9,000	Roof insulation to North and South Chapels	South Chapel complete; North Chapel work on site	14,500
1.6.07	3,000	Install Portico to Vestry door	Order placed	5,000
1.7.08	4,000	Renew panels to Cremators	Work complete	4,000
1.8.01	9,000	Treatment North Border Timber Fence	Assessing requirements	9,000
1.8.06	15,000	Granite Covers to Wreath Bays	Assessing requirements	15,000
1.8.10	6,000	Replace North Chapel Catafalque Doors	Assessing requirements	6,000
1.8.15	6,000	Internal/External Redecoration	Assessing requirements	6,000

Ref	Approved Budget	Scheme	Progress Statement	Forecast Expenditure
1.8.16	10,000	Fire Precautions Installation Work Note: excludes schemes with value less than £5,000	Assessing requirements	10,000
		<u>Capital Works Fund</u>		
2.7.02	45,000	Cremator Furnace Relining (Phase 1)	Work complete	45,000
2.8.01	90,000	Cremator Furnace Relining (Phase 2)	Work to commence in April	90,000
2.8.02	40,000	Environmental Protection Act Phase 2	Design Phase commenced (see Report at item 2)	40,000

1.2 RECOMMENDATION

The Committee is recommended to note the contents of this report.

1.3 BACKGROUND PAPERS

Nil

2.0 INSTALLATION OF MERCURY ABATEMENT PLANT

Purpose of the Report

The purpose of this report is to update the Committee on the progress of the scheme to install mercury abatement plant at the Crematorium.

Introduction

The Committee has resolved to install mercury abatement equipment to all six of its cremators. Work has now commenced on this project. An advertisement was placed in the winter 2007 edition of Resurgam inviting expressions of interest from specialist companies interested in tendering for this work. As a result of this advertisement six companies have now been invited to complete a questionnaire prior to the formulation of formal tender documentation. I shall be able to orally update the Committee on the progress of this exercise.

Background

The installation of mercury abatement equipment will require an expansion of the building. At this stage it is not intended to be prescriptive as to the form that this expansion will take. Different building options have been provided for the specialists with a view to ensuring that they have the flexibility to install their particular plant in an effective and efficient manner. Once indicative proposals have been received from the specialist abatement contractors the detailed process of designing the extension can commence. The building proposals will be brought to the June meeting for consideration.

As with past similar works it is intended to let two contracts: one for the building works and one for the specialist abatement works.

Programme

At this early stage it is not appropriate to formulate a detailed programme of works. Once the results of the current exercise with the specialist contractors have been fully evaluated a detailed programme can be produced. As a general indication the general timescale for the works is envisaged as:

Design of building works including necessary approvals	Completed by end August 2008
Completion of specialist contractors tendering process	Early October 2008
Completion of building works procurement process	Early December 2008

Completion of building works	July 2009
Installation of abatement plant	Completed by end February 2010

Finance

A budgetary provision of £1.5m is being made for these works. Once the detailed tendering preparations for the building works are commenced I will be able to update the Committee further on this aspect of the scheme.

Operational Issues

It is my intention that, as with previous works, the minimum of disruption takes place to the normal operation of the crematorium. My expectation of contractors is that the majority of works will take place outside of normal working hours.

Preliminary discussions have been held with the managers of both Southampton and Chichester crematoria to ensure that our planned works do not clash with any works that they may be considering. Once I am in a position to more accurately programme the works at Portchester I shall write formally to the managers concerned.

Conclusion

The works the Committee is embarking on are very complex. At this early stage in the scheme it is not possible to be more precise about the programming or financing of the scheme but it is my intention to update members on the progress of the scheme on a regular basis.

Recommendation

That the report be noted.