

**REPORT TO: THE PORTCHESTER CREMATORIUM JOINT COMMITTEE –
1 DECEMBER 2008**

**REPORT BY: THE ENGINEER AND SURVEYOR,
IN CONSULTATION WITH THE CLERK AND THE
TREASURER**

**PORTCHESTER CREMATORIUM MERCURY ABATEMENT PROJECT –
PROJECT UPDATE**

Purpose

The purpose of this report is to update members of the Joint Committee on the key points arising from a meeting of the Project Review Board on 19 November 2008.

RECOMMENDATION

Members are asked to receive and note the report.

1. Project Review Board

The Review Board has set a series of dates (approximately bi-monthly) for future meetings. Councillor Hugh Mason has been appointed chair.

2. Project Brief

No issues have been identified that require at this stage revision to the project brief.

3. Project Timetable

At this stage the key dates identified in the report to the Joint Committee on the 29 September 2008 require no change, with completion of the project forecast for the end of September 2010. The key dates will be firmed up as part of a detailed project timetable, after appointment of the consultants (expected to take place in January 2009) who will be overseeing the project.

4. Building Extension

(a) Planning consent

Detailed planning permission has now been granted by Fareham BC for the proposed extension to the buildings required to accommodate the abatement equipment.

(b) Building works

Work to progress the building extension project will start following appointment of the consultants. The work will be tendered as a normal building contract.

5. Mercury Abatement Equipment Installation

(a) Expressions of Interest and fact finding visits

Visits have been made to inspect installations at other crematoria carried out by the specialist companies who responded to the advertisement seeking expressions of interest. These visits also provided an opportunity to talk to other client organisations about their experiences both during and after installation and also regarding their procurement methodology.

(b) Evaluation Criteria

A robust Pre Qualification Questionnaire process will to be undertaken before any final recommendations are made as to who should be invited to tender.

6. Appointment of Consultants and Project Management

At the meeting of the Joint Committee on the 29 September 2008 the Engineer and Surveyor reported on progress to engage the retained consultants who will oversee the implementation of the project. Draft tender documentation has been prepared and the detailed process of evaluating information supplied by interested companies continues.

Action is being taken to ensure adherence to the timescale for the appointment of the consultants.

Following appointment, the consultant will attend meetings of the Project Review Board to report directly on progress.

7. Risk Register

At this stage no additional risks have been identified to those set out in the report to the Joint Committee on the 29 September. However, risk owners will now be seeking to confirm target dates and prepare short statements on progress with each action previously identified as part of the ongoing review of the risk register.

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

JH/me
19 November 2008