

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
13 SEPTEMBER 2010**

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

PORTCHESTER CREMATORIUM MERCURY ABATEMENT PROJECT – PROJECT UPDATE

Purpose

1. The purpose of this report is to provide an update summary on the current progress of the project.

RECOMMENDATION

Members are asked to receive and note the report.

Meetings of the Project Board

2. The Project Board has met on one occasion since the last meeting of the Joint Committee – on the 21 July. This meeting was attended by Adrian Parker, from the Joint Committee's consultants Parker Torrington. He will also attend future meetings to report first hand on progress with the project. A further meeting is scheduled for the 13 September and an update will be given to the Joint Committee. In addition there are separate meetings between Terry Garvey, the Engineer and Surveyor, and Mr Parker.

Specialist Abatement Contractors

3. Detailed consideration has been given to finalising the short list of specialist companies to be invited to tender for the mercury abatement project, prepared following previous advertisement for expressions of interest.

Tender Documentation

4. The consultants have been responsible for the research and preparation of the mercury abatement specification and tender documentation. These documents together with a quality evaluation matrix will be distributed to the short list of contractors, with a six weeks period allowed for their return.
5. The Portsmouth City Council In-Tend system will be used for the despatch and secure return of the tenders for the works.

Project Timetable

6. The consultants have now undertaken an evaluation of the programme for this project, including identifying key milestones. The programme, which has a tight timescale, now indicates completion of the project during February 2012.
7. **Risk Register** The consultants have built upon the risk register previously prepared by the Project Board.

Building Works

8. To accommodate the mercury abatement equipment it is necessary to undertake building works to provide the 'envelope' which will house the abatement equipment. The PCC In-Tend system will be used for the despatch and receipt of tenders. This will be undertaken following selection of the abatement contractor to ensure that the 'envelope' will accommodate the abatement equipment.

Utility Services

9. The Project Board has agreed that certain preliminary works should be undertaken outside the main building works contract.

Publicity and Signage

10. The Project Board has discussed the arrangements to publicise why work is being undertaken at the Crematorium, and has agreed that -
 - a question/answer leaflet be produced for public use and distribution to funeral directors;
 - an article be prepared for publication in each authority's magazine to coincide, so far as possible, with the commencement of works on site;
 - signage be displayed on site explaining why building and other works are taking place.

Background List of Documents –

Section 100D of the Local Government Act 1972: *None*

JH/me

2 September 2010