

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the North Chapel Waiting Room, Portchester Crematorium on Monday 19 September 2011 at 2.00 pm.

Present

Fareham Borough Council

Councillor Leslie Keeble

Gosport Borough Council

Councillor Dennis Wright

Havant Borough Council

Councillor David Collins (Chairman)

Councillor Leah Turner

Portsmouth City Council

Apologies submitted

Apologies for Absence (AI 2)

Councillors Keith Evans (Fareham BC), Peter Edgar (Gosport BC), Lynne Stagg and Hugh Mason (Portsmouth City Council) engaged on other council business, and Terry Garvey (Engineer & Surveyor).

426 Declarations of Members' Interests (AI 1) – None.

427 Minutes of the Meeting held on 20 June 2011 (AI 3)

RESOLVED that the minutes of the meeting held on the 20 June 2011 be signed as a correct record.

428 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4)

(a) Minute 422 – External car park – use for Park and Stride Scheme

The Clerk reported that following the Joint Committee's decision it had not yet proved possible to settle a legal agreement and indemnity for use of the external car park for a park and stride scheme. Additionally, part of the car park was being used as a works compound in connection with the mercury abatement project currently taking place at the Crematorium.

In the circumstances the officers had concluded that it would not be appropriate for a park and stride scheme to commence until after the project was completed.

This would also allow additional time in which hopefully to resolve the legal aspects of the scheme.

NOTED

429 Clerk's Items (AI 5)

(a) Proposed Crematorium at Bartons Road, Havant

The Clerk referred to recent media reports that a proposal had been formulated by Southern Co-operatives to build a crematorium off Bartons Road, Havant, although the site identified was within the East Hampshire District Council area. Subject to planning permission it was understood Southern Co-operatives was looking to have the new crematorium operational in 2013.

The media reports had referred to the proposal having been brought forward 'to take the strain off Portchester Crematorium'.

The Manager and Registrar emphasised to the Joint Committee that the present level of cremations, in the region of 4,000 annually, placed no strain on Portchester Crematorium and that there were always funeral slots available. In his opinion if there was any strain it was on some funeral directors who might be seeking to undertake a high level of funerals without having sufficient resources in place, and in turn having to schedule funerals later than would normally be expected. The timing of funerals was also dependent upon the wishes of the bereaved.

The Crematorium's Development Plan indicated that Portchester had the capacity to deal with up to 6,000 funerals annually, and on that basis was therefore working at 2/3rds capacity.

Following a general discussion it was

RESOLVED that the Clerk writes to each of the four constituent authorities drawing attention to this proposal emphasising that Portchester Crematorium is not 'under strain' and is perfectly capable of dealing in a short time scale with all funeral requests.

430 Appointment of Vice-Chairman 2011/12 (AI 6)

RESOLVED that Councillor Dennis Wright (Gosport BC) be appointed vice chairman for the 2011/12 municipal year.

431 Portchester Crematorium Joint Committee – Annual Report - 2010/11(AI 7)

(TAKE IN REPORT OF THE CLERK)

RESOLVED the annual report for the 2010/11 financial year be noted and received and it be sent for information to each constituent authority.

432 Engineer and Surveyor's Report - Planned Maintenance Programme - Progress Report (AI 8)

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

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

433 Manager and Registrar's Report (AI 9)

(a) General Report

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

RESOLVED that the report be received and noted.

(b) Any other items of topical interest - None

434 Cremation of Coffins that Exceed the Standard Size (AI 10)

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

RESOLVED that the report be received and noted

435 Horticultural Consultant's Report (AI 11)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

Mr Ashley Humphrey, who it was proposed should take on the role of Horticultural Consultant, was introduced to the Joint Committee.

RESOLVED that the report be received and approved.

436 Crematorium Mercury Abatement Project – Project Review Board Report (AI 12)

(TAKE IN REPORT OF PROJECT BOARD)

The Deputy Engineer and Surveyor updated members and explained that the project was currently two weeks behind schedule; that Spelthams had agreed to undertake the role of principal contractor whilst both this company and FT worked in tandem on their respective elements of the project, and that the sub-station works had now been installed but were not yet operational.

RESOLVED that the report be received and noted.

437 Grievance and Disciplinary Appeals Committee – Appointment of Representatives (AI 13)

RESOLVED that Councillors Hugh Mason, Dennis Wright and Leah Turner be appointed to serve on the Appeals Committee with Councillors Dave Collins, Peter Edgar and Leslie Keeble as standing deputies.

438 Appointment of Medical Referee and Deputy Medical Referee (Exempt Item) (AI 14)

Before considering this item the Joint Committee passed the following resolution –

RESOLVED that the public be excluded from the meeting during this item of business because it is likely that if members of the public were present there would be disclosure to them of ‘exempt information’ within paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

(TAKE IN REPORT OF THE CLERK)

The Clerk advised the Joint Committee of the retirement of Dr Denis Hilton the present Medical Referee and the arrangements to appoint a successor and make provision for the appointment of a further deputy medical referee.

The Clerk reported on correspondence received as a result of his letter to each of the deputy medical referees.

RESOLVED (1) that Dr Denis D Hilton be thanked for his more than 42 years of service to the Joint Committee and the Committee’s very good wishes be extended to him upon his retirement from his post as Medical Referee;

(2) that the Joint Committee nominates Dr David G Atchison as Medical Referee to the Joint Committee;

(3) that the Clerk to the Joint Committee after consultation with the Manager and Registrar, Chairman of the Joint Committee and the Medical Referee, be authorised to submit for approval to the Ministry of Justice the name of one doctor to be nominated for appointment as a deputy medical referee.

439 Horticultural Consultancy Arrangements (Exempt Item) (AI 15)

Before considering this item the Joint Committee passed the following resolution –

RESOLVED that the public be excluded from the meeting during this item of business because it is likely that if members of the public were present there would be disclosure to them of ‘exempt information’ within paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972

(TAKE IN REPORT OF THE CLERK)

The Clerk advised that the purpose of his report was to advise the Joint Committee that Portsmouth City Council, which provides the Crematorium horticultural consultancy service on a recharge basis, had undertaken a review of its Parks Division. The report contained recommendations for the proposed future arrangements.

RESOLVED that the recommendations contained within the exempt report be approved and that (in summary) –

(1) That the revised arrangements submitted by Portsmouth City Council to continue providing horticultural consultancy services be accepted in the sum of £9,450 per annum (2011/12);

(2) That Ashley Humphrey be appointed Horticultural Consultant to the Joint Committee, with effect from 18 August 2011;

(3) That Roger Young be re-designated Horticultural Adviser, to work in accordance with the remit set out in paragraph 14 of the report, with effect from 18 August 2011;

(4) That the Joint Committee places on record its thanks to Roger Young for the significant contribution he has made as Horticultural Consultant since April 2003 and welcomes his wish to continue to assist the Crematorium and looks forward to the working arrangements now proposed.

440 Date of Next Meeting (AI 16)

RESOLVED that it be noted that the next meeting will be at 2pm on Monday 12 December 2011 in the Civic Offices, Portsmouth

The meeting concluded at 2.45 pm, following which members toured the Crematorium.

Chairman

JH/me
20 September 2011
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