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# NOTICE OF MEETING

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**PORTCHESTER CREMATORIUM JOINT COMMITTEE**

**MONDAY, 20 SEPTEMBER 2021 AT 2.00 PM**

**NORTH CHAPEL, PORTCHESTER CREMATORIUM**

Telephone enquiries to John Haskell, Clerk to the Joint Committee  
023 9222 0839

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(NB This Agenda should be retained for future reference with the Minutes of this meeting.

The agenda, minutes and non-exempt reports are available to view on-line at [www.portchestercrematorium.org](http://www.portchestercrematorium.org))

*Information with regard to public access due to Covid precautions*

- Attendees are encouraged to undertake a lateral flow test before attending.
- Attendees are requested to wear a face covering while moving around the Chapel.
- Although no longer a requirement attendees may choose to keep social distance, and take opportunities to prevent the spread of infection.
- Hand sanitiser is provided at the Chapel entrance.

## **Membership of the Joint Committee - 2021/22**

### **Gosport Borough Council**

Councillor Kathleen Jones  
Councillor Alan Scard

### **Havant Borough Council**

Councillor Lulu Bowerman  
Councillor Tim Pike

### **Fareham Borough Council**

Councillor Ian Bastable  
Councillor Simon Martin

### **Portsmouth City Council**

Councillor Dave Ashmore  
Councillor Hugh Mason

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## **A G E N D A**

### **Welcome and Introductions**

**1      Apologies for Absence**

**2      Appointment of Chairman**

It is the policy of the Joint Committee to adopt a rotating basis for the appointment of chairman and vice chairman. The Chairman for the 2021/22 municipal year should therefore be appointed from one of Portsmouth's representatives.

**3      Appointment of Vice-Chairman**

The Vice-Chairman should be appointed from one of Fareham's representatives as it will be Fareham's turn to act as Chairman for the 2022/23 municipal year.

**4      Declarations of Members' Interests**

**5      Minutes of the Meeting held on 21 June 2021 (Pages 5 - 8)**

Attached

**6      Matters Arising from the Minutes not specifically referred to on the Agenda**

**7      Clerk's Items**

The Clerk to the Joint Committee will report on any matters requiring attention.

(a) Competition and Market Authority Funerals Order 2021 – Update

**8      Coronavirus Covid-19 Response – Update (Pages 9 - 10)**

The purpose of the attached report from the Clerk and the Manager & Registrar is to update members on the current situation now that most legal restrictions to control Covid-19 have been lifted, and the way in which Portchester Crematorium has responded.

**RECOMMENDED that the current arrangements and action taken be noted.**

**9      Manager and Registrar's Report (Pages 11 - 12)**

**(a) General Statistical Report attached for June - August 2021**

**(b) Any other items of topical interest**

**10 Building Repairs and Renewal Programme (Pages 13 - 14)**

Report from the Property Manager attached.

**RECOMMENDED that the Joint Committee notes the contents of the report.**

**11 Water Fountain – Proposed Feasibility Study (Pages 15 - 18)**

The purpose of the attached report from the Property Manager is to explain that officers have looked further at the water feature; the requirement to provide an improved solution and the need to examine options generally and for this area in particular.

**RECOMMENDED that the proposal to examine options to update and improve facilities at the crematorium, as outlined in paragraph 6 of the report be approved, with the cost for the initial feasibility design works of £7,500 being funded from the Repairs and Renewals Programme for 2021/22, and that in due course a further report on the outcome be considered by the Joint Committee.**

**12 Horticultural Consultant's Report (Pages 19 - 24)**

A report from the Horticultural Consultant on grounds maintenance generally is attached.

**RECOMMENDED that the report be received and noted.**

**13 Date of Next Meeting – Monday 13 December 2021**

**The next meeting of the Joint Committee will be at 2pm on Monday 13 December at Portchester Crematorium, and items to be considered will include the Finance Strategy and Budget for 2022/23 and a Report on the Revenue Budget for 2022/23**

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# Agenda Item 5

## PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF A VIRTUAL REMOTE MEETING of the Joint Committee held on Monday 21 June 2021 at 2.00 pm.

### Present

#### **Fareham Borough Council**

Apologies submitted

#### **Gosport Borough Council**

Councillor Alan Scard

#### **Havant Borough Council**

Councillor Lulu Bowerman  
Councillor Tim Pike

#### **Portsmouth City Council**

Councillor Dave Ashmore

### **Welcome and Introductions**

The Clerk to the Joint Committee explained the arrangements for the holding of this virtual remote meeting. This was taking place to allow the members to receive and comment upon various monitoring reports.

New members were welcomed to the meeting and officers serving the Joint Committee and members were introduced.

### **Apologies for Absence (AI 1)**

Apologies were submitted on behalf of Councillors Ian Bastable and Simon Martin (Fareham BC), Kathleen Jones (Gosport BC), Hugh Mason (Portsmouth CC); and Victoria Hatton (Crematorium Manager).

### **891 Appointment of Chairman (AI 2)**

In Councillor Hugh Mason's absence it was –

**AGREED to hold over until the next meeting the appointment of chairman for the municipal year 2021/22.**

### **892 Appointment of Vice-Chairman (AI 3)**

In the absence of Fareham BC's members it was –

**AGREED to hold over until the next meeting the appointment of vice-chairman for the municipal year 2021/22.**

In the absence of a chair and vice chair it was -

**AGREED that Councillor Dave Ashmore be chairman for the meeting.**

**(Councillor Dave Ashmore in the chair)**

**893 Declarations of Members' Interests (AI 4) – None**

**894 Minutes of the Meeting held on 22 March 2021 (AI 5)**

**AGREED that the minutes of the meeting held on the 22 March 2021 be noted.**

**895 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 6) – None**

**896 Clerk's Items (AI 7)**

The Clerk mentioned that he had circulated to new committee members background briefing papers about the crematorium and recent joint committee decisions. In response to a later question he undertook to provide new members with a copy of the Joint Committee's approved current financial strategy and budget.

**897 Annual Return for the Financial Year Ended 31 March 2021 (AI 8)**

**(TAKE IN REPORT OF THE TREASURER TO THE JOINT COMMITTEE)**

In submitting this report the Deputy Treasurer advised members that the Joint Committee's account would now be consolidated within each of the 4 local authorities' individual accounts, and were therefore submitted for information. Particular attention was drawn to the revised budget which it had been necessary to approve in September 2020 in response to the pandemic, and various capital improvements that had been undertaken including the book of remembrance room and installation of the Obitus multimedia system. Mention was also made that arising from response to the pandemic the scheduled internal audit had been postponed until summer 2021.

**AGREED that the Annual Return for the financial year ending 31 March 2021 be received and signed as appropriate, as follows -**

- (a) Section 1 - Accounting Statements for Portchester Crematorium Joint Committee be approved and signed;**
- (b) Section 2 - Annual Governance Statement be approved and signed;**
- (c) That the Income and Expenditure Statement for the Year ended 31 March 2021 and Balance Sheet as at 31 March 2021 be noted.**

**898 Portchester Crematorium Joint Committee –  
Annual Report – 2020/21 (A9)**

(TAKE IN REPORT OF THE CLERK TO THE JOINT COMMITTEE)

In submitting this report the Clerk drew particular attention to section 7(j) – the Competition and Markets Authority Funeral Directors and Crematoria Services Market Investigation. He said that the Funerals Order giving effect to the CMA's decision was published on the 16 June. Those parts relating to crematoria would come into force in mid-September. Under the Order there was a requirement for each crematorium operator to provide the CMA with timely periodic financial information on the number of cremations and revenue received for each type of service conducted. This was in addition to publicising a detailed breakdown of price information, which Portchester already provided.

In considering the report, members referred specifically to the response of the crematorium to the pandemic, and again echoed grateful thanks to staff for their action and way in which they had responded.

**AGREED that the annual report for the 2020/21 financial year be received and sent for information to each constituent authority.**

**899 Building Repairs and Renewal Programme (AI 10)**

(TAKE IN REPORT OF THE PROPERTY MANAGER)

In submitting the report the Property Manager drew specific attention to the Brief being prepared for the Waiting Rooms Refurbishment. Members indicated support for the works envisaged, and the Property Manager would now be seeking estimates for the scheme.

**AGREED that the contents of the report be noted.**

**900 Manager and Registrar's Report (AI 11) -  
General Statistical Report for March – May 2021**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

**AGREED that the report be received and noted.**

**901 Horticultural Consultant's Report (AI 12)**

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In the absence of the Horticultural Consultant, Dave Stribling presented the general update on the Crematorium grounds. Particular mention was made the South East in Bloom judging would be taking place on the 15 July. He would also arrange to circulate for members information photographs of the grounds.

**AGREED that the report be received and noted.**

## **902 Dates of Future Meetings (AI 13)**

In settling dates, the Clerk advised that, subject to operational requirements, arrangements could hopefully be made following a future meeting for those members who wish, to visit the crematorium's technical facilities.

**AGREED that the Joint Committee meets at 2pm on the following dates in 2021/22, at Portchester Crematorium –**

**Monday 20 September 2021**

**Monday 13 December 2021**

**Monday 21 March 2022**

**Monday 27 June 2022**

The meeting concluded at 2.28 pm.

Chairman

JH/me  
21 June 2021  
106210621m.doc



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –  
MONDAY 20 SEPTEMBER 2021**

**REPORT BY: CLERK TO THE JOINT COMMITTEE, and  
THE MANAGER AND REGISTRAR**

## **PORTCHESTER CREMATORIUM CORONAVIRUS COVID-19 RESPONSE – UPDATE**

### **1. Purpose**

1.1 The purpose of this report is to update members on the current situation now that most legal restrictions to control Covid-19 have been lifted, and the way in which Portchester Crematorium has responded.

### **2. Recommended that the current arrangements and action taken be noted.**

### **3. Background**

3.1 The Joint Committee at its meeting on the 28 September 2020 received a comprehensive report on the action taken by Portchester Crematorium in responding to Parliament's' emergency legislation in March 2020 and subsequent government regulations and guidance on dealing with Coronavirus.

3.2 In summary, the key steps taken by the Crematorium at that time included –

- Limiting the number of mourners at each service, with a requirement since August 2020 attendees wear face coverings;
- A prohibition on singing and chanting or the playing of instruments that are blown;
- Cleaning and sanitising between each service pews, chairs, doors and hard surfaces;
- Test and Trace recording including QR signage to allow mourners to 'log' attendance at the crematorium;

### **4. Situation since the 19 July 2021**

Most legal restrictions to control COVID-19 were lifted from the 19th July 2021. Advice on the effect of this was circulated to funeral directors and is publicised on the Crematorium's web site, with the following changes being introduced at the Crematorium -

**Service Attendance** – As there is no longer a need to stay 2 metres apart from people the limit previously imposed on the number of people that can attend a funeral service has been lifted. Hand sanitisers are available, and cleaning and sanitising is carried out after every service.

**South Chapel** – Families are being advised that at maximum capacity the South Chapel seats 80 people, allowing for 5 people to a bench or 48 people allowing 3 people to a bench, without being overcrowded. This is so that families can make a personal choice on attendance, bearing in mind government advice for the public to exercise caution and consider the risks over gatherings in an enclosed indoor space with limited ventilation and fresh air.

**North Chapel** - The maximum capacity is 48 people, allowing for 4 seats in each row or 36 people, allowing for 3 people to a row, without being overcrowded.

**Face Coverings** – The advice given is that as the chapels are an enclosed indoor space with limited ventilation and fresh air, and may be crowded with people from multiple households, mourners attending services should continue to wear face coverings when gathered in the chapel.

**Singing** – Although this is no longer prohibited the risk of passing or catching Covid-19 is greatest where risk factors overlap, for example in crowded indoor spaces where people are singing and raising their voices. Families have been asked to consider this when making a personal choice on music and singing at a service.

**The Book of Remembrance Room** is open with some restrictions in place on the number of visitors allowed in the room at any one time and with a one-way flow to enter and exit the room and follow social distancing.

**The Garden of Remembrance** is open with the public being asked to be respectful of others when visiting, and make space for other people to keep their distance if they want to.

**Test and Trace** – This continues to operate including QR signage.

**Crematorium Office** – This is now open again to members of the public.

.....  
*John Haskell*  
*Clerk to the Joint Committee*

.....  
*Victoria Hatton*  
*Manager & Registrar*

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

JH/me  
7 September 2021

# Agenda Item 9

REPORT TO: PORTCHESTER CREMATORIUM JOINT  
COMMITTEE – 20<sup>th</sup> SEPTEMBER 2021



REPORT BY: MANAGER AND REGISTRAR

## STATISTICS

### 1. MONTHLY COMPARISON

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
JUN	262	239	295	216
JUL	256	262	209	204
AUG	241	256	214	239

### 2. TOTAL CREMATIONS

	<u>YEAR</u>	<u>TO END AUGUST</u>
2018	3329	2366
2019	3179	2166
2020	3478	2564
2021	-	2178

### 3. DISPOSAL OF REMAINS

Ashes received from other Crematoria.....	88
i) Total disposals within grounds.....	186
ii) Remains removed from crematorium.....	443
iii) Retained.....	30
	<b>TOTAL 659</b>
Scattered 30%	Removed 70%

### 4. GAS CONSUMPTION

Total gas consumption (cu.m.).....	58705
Total cremations.....	659
Average gas consumption (cu.m.).....	89

### 5. OBITUS

	Webcast	Visual Tributes
JUN - 91% (197) used Obitus services	40% (86)	38% (82)
JUL - 90% (185) used Obitus services	45% (92)	40% (82)
AUG – Data not available at time of writing report		

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**Report to: Portchester Crematorium Joint Committee**

**Date: 20 September 2021**

**Report of: Ian Cousins, Property Manager**

**Subject: Report on the Repairs and Renewal Programme**



Ref	Item Description	Cost £	Commentary
2004	South Chapel New Curtains	12,000	Works ordered and arrangements are being made to carry out these works.
2005	Conservatory Redecoration	6,000	Works ordered and arrangements are being made to carry out these works.
2006	Water Feature Feasibility	7,500	See separate report.
2007	Groundsman Building Repairs	6,000	Works currently in progress.
2105	Office extension and improvements	15,000	Works programmed for 2021 / 2022 financial year.
2106	Staff Area Improvements	10,000	Works programmed for 2021 / 2022 financial year.
2107	Waiting Room Refurbishment	30,000	Proposals now being developed after receipt of members' feedback at the last meeting.
2108	Signage	20,000	Work is in progress on a new improved and colourful site map as part of this project.
2109	North Chapel Enhancement Programme	17,500	Works have been delayed with timber supply issues, but it remains our plan to carry out these works this financial year.
2110	South Chapel Flooring	10,000	Works ordered and arrangements are now being made to carry out these works.

2111	Security Improvements	7,500	These works involve further works to update and improve security. Orders have now been placed and arrangements are being made to carry out these works.
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Note – This report provides details on the significant projects being undertaken at the Crematorium with any day to day or completed projects omitted.

**Recommendation - That the report be noted**

*Ian Cousins*  
**Property Manager**

# Agenda Item 11



**REPORT TO: Portchester Crematorium Joint Committee**  
**20 September 2021**

**REPORT OF: Ian Cousins Property Manager**

**SUBJECT: Update on Water Feature Feasibility Study**

## **1.0 Purpose of this Report**

1.1 To update the Committee on the water feature feasibility study.

## **2.0 Introduction**

2.1 As part of our programme of repairs and renewals we have looked further at the water feature and the requirement to provide an improved solution.

## **3.0 The Existing**



3.1 The fountain was constructed in 2003 as part of the development that included flower bays for the chapels, a purpose-built room for the books of remembrance (book room) and the construction of waiting areas.



- 3.2 The flowers bays form part of a covered way around a large open courtyard which contains the water feature. This covered way also provide access to the book room. The covered way has glazing to the fountain side with access points from the east and west near the book room. The immediate area around the fountain has benches and small amount of planting.
- 3.3 Water is pumped up through the centre of the fountain which is a large concrete structure with water then running down across a large rough textured surface then cascading down into trough to be recycled back into the system.



#### **4.0 Operation**

- 4.1 In recent years, we have encountered problems with the reliability of the pump and the plant. The water quality has not been acceptable with a mouldy / green appearance occurring over prolonged periods.
- 4.2 Whilst the reliability in the last twelve months has improved the plant is of an age that will require further work in the next few years. The discoloration of the water is a more significant issue and despite the best efforts to improve the operation / treatment to eliminate this fault the water frequently remains discoloured.
- 4.3 We have multiple factors leading to this discolouration occurring including:
- Large quantity of nearby vegetation, trees, grass, shrubs etc
  - Large surface area with only a thin film of water across it.
  - High temperatures causing evaporation.
  - High temperatures generating mould growth.
  - Windy weather resulting in water loss.
  - Rough texture of the large surface area of the fountain retaining debris.
  - The capacity of the system to sufficiently treat the water.
- 4.4 All these factors are exacerbated when the plant is non-operational due a fault and it can take a considerable amount of time to get the water quality back to an acceptable quality.



## **5.0 Improvements**

- 5.1 We have taken this opportunity to look again at the provision of water feature in this area and its use / attractiveness to visitors.
- 5.2 Compared to other areas of the Crematorium visitor don't spend time in this area due to various reasons including:
- Limited access points.
  - The poor appearance of the fountain.
  - Conflicts with exit routes from the chapels.
  - Limited planting and seating.
- 5.3 We have considered the provision of a different form of water feature, a piece of art, alongside improved seating and planting but our existing scope doesn't include the access issues or proximity to the chapel exits.

## **6.0 Next Step**

- 6.1 We propose that existing scope is extended to look at options to update and improve facilities to meet the changing requirements of all users of the Crematorium.
- 6.2 The revised scope will include the but would not be limited to the fountain area, chapels, flower bays and areas adjoining the recently refurbished book room. We will also consider the provision of a sculpture, a memorial tree alongside the option for a water feature.

## **7.0 Costs**

- 7.1 At this point we propose a revised budget of £7,500 for initial feasibility design works. This will be funded by the funds set aside for Repairs and Renewals Programme and these costs will be added to the Programme for 2021 / 22.

## **8.0 Recommendation**

- 8.1 **That the proposal to examine options to update and improve facilities at the crematorium, as outlined in paragraph 6 of the report be approved, with the cost for the initial feasibility design works of £7,500 being funded from the Repairs and Renewals Programme for 2021/22, and that in due course a further report on the outcome be considered by the Joint Committee.**

**Ian Cousins**  
**Property Manager**

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# Agenda Item 12



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

**Monday 20 September 2021**

**REPORT BY: THE HORTICULTURAL CONSULTANT**

## **CREMATORIUM GROUNDS – GENERAL UPDATE**

This year started with unseasonal cold and wet weather and the summer has continued to be mixed with high volumes of rain. However, I believe the gardening staff have continued to provide a first class service completing all scheduled tasks plus additional works as required and the grounds have continued to look good all through the year.

The unseasonably wet weather we have experienced has caused problems with excessive grass and shrub growth and the staff have been at full stretch to keep both grass and shrub growth under control. We have however only received a couple of complaints where the public could not get into a shrub bed to place floral tributes due to the excessive growth, and these were remedied very quickly.

The works to thin the crown on the sycamore tree bordering the neighbour on Upper Cornaway Lane has been completed and the resident has thanked us for the works.

The summer bedding was planted week commencing 24<sup>th</sup> May and has looked good all summer. I have attached some photos of the bedding and other areas of the gardens below.

We continue to receive enquiries about missing shrubs and trees from the gardens. These we will endeavour to replace in the autumn but may not be with the original variety or in the exact location stated on the register. Sometimes we have to change the shrub type as trees have grown and caused shade areas where once they were in sunlight, or adjust location due to old tree roots.

The winter bedding is due to be delivered and planted week commencing 18<sup>th</sup> October. A planting list is included at the end of this report.

I will shortly be reviewing the grounds for any shrub and rose replacements that are required for this autumn.

Below is a selection of photos of the bedding and grounds as requested at the last meeting.

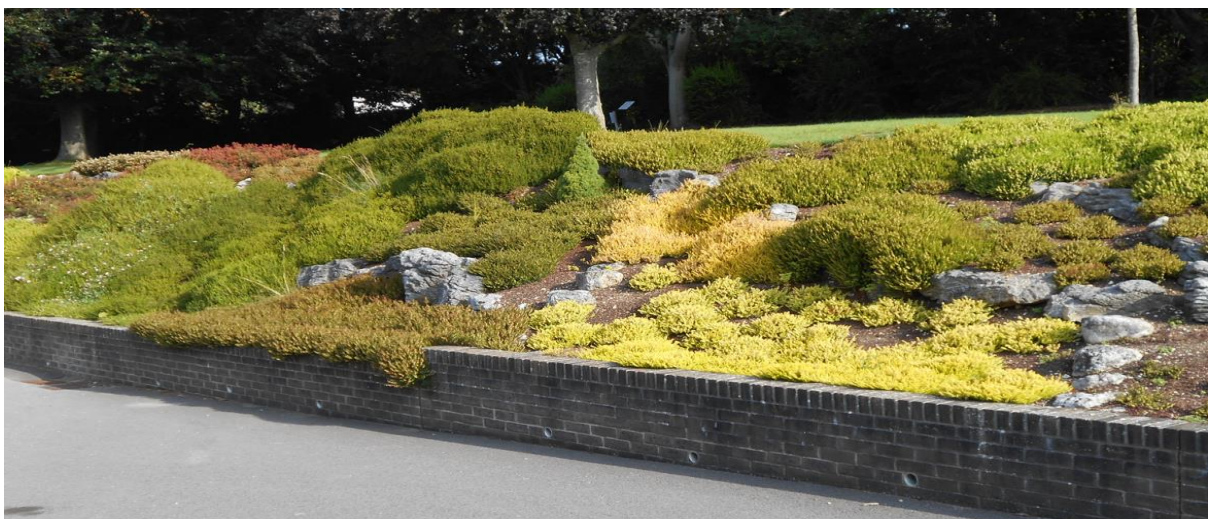
**Report compiled by  
Dave Stribling,**

Parks & Allotments,  
Directorate of Culture, Leisure, & Regulatory Services  
Portsmouth City Council - Tel 02392 834770  
Email [dave.stribling@portsmouthcc.gov.uk](mailto:dave.stribling@portsmouthcc.gov.uk)

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





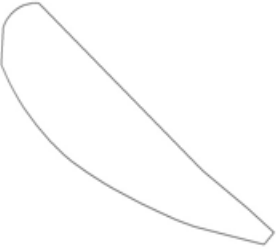

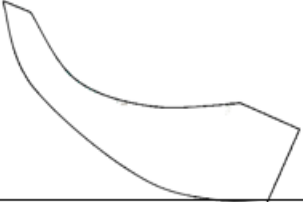







# 2020/21

## Portchester Crematorium

	<p><b><u>CAR PARK ISLAND BED</u></b></p> <p>Myosotis <u>Nena</u> Blue</p> <p>Polyanthus Crescendo Yellow</p> <p><b>Bulbs:</b> Tulip Double Carlton red</p>	<p>1296</p> <p>144</p> <p>750</p>	<p>MC9-6</p> <p>9CM</p> <p>10+cm</p>
	<p><b><u>WAITING ROOM BED</u></b></p> <p>Polyanthus crescendo Yellow</p> <p><b>Bulbs:</b> Tulip Lily flowered Pretty Woman</p>	<p>360</p> <p>250</p>	<p>9 cm</p> <p>10+cm</p>
	<p><b><u>CONSERVATORY BED</u></b></p> <p>Polyanthus crescendo mixed</p> <p><b>Bulbs:</b> Tulip Fringed Solstice</p>	<p>1152</p> <p>750</p>	<p>9 cm</p> <p>10+cm</p>
	<p><b><u>WAITING ROOM BORDERS</u></b></p> <p>Wallflower <u>bedder</u> mixed</p> <p>Bulbs: Tulip Single early Darwin Holland Beauty</p>	<p>108</p> <p>100</p>	<p>AC6-6</p> <p>10+cm</p>

	<p><b><u>Crematorium Planters</u></b></p> <p>Polyanthus crescendo mixed</p> <p>Cyclamen <u>Persicum</u> mixed</p> <p>Hyacinth Delft Blue</p>	<p>36</p> <p>108</p> <p>50</p>	<p>9cm</p> <p>9cm</p> <p>16+cm</p>
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