



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 26 SEPTEMBER 2022 AT 2.00 PM

**COLLINGWOOD ROOM
CIVIC OFFICES
CIVIC WAY, FAREHAM, PO14 9SA**

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

(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)

Membership of the Joint Committee - 2022/23:

Gosport Borough Council

Councillor Alan Durrant
Councillor Alan Scard

Havant Borough Council

Councillor Lulu Bowerman
Councillor Tim Pike

Fareham Borough Council

Councillor Joanne Bull (Chairman)
Councillor Susan Walker

Portsmouth City Council

Councillor Lee Hunt
Councillor Steve Pitt

AGENDA

1 Apologies for Absence

2 Declarations of Members' Interests

3 Minutes of the Meeting held on 27 June 2022 (Pages 5 - 10)
Attached.

4 Matters Arising from the Minutes not specifically referred to on the Agenda

5 Clerk's Items

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

6 Portchester Crematorium Carbon Footprint Report 2021/2022 (Pages 11 - 16)

The purpose of the attached report from the Property Manager and the Crematorium Manager is to provide a carbon footprint base line to compare with future years to monitor progress in reducing carbon emissions

RECOMMENDED that the contents of the report be noted.

7 Feasibility Study into Cremator Replacement (Pages 17 - 22)

The purpose of the attached report by the Property Manager is to inform members of the results of a feasibility study into the replacement of the cremators at the Crematorium.

Before considering this item the Joint Committee will be asked to pass the following resolution –

RECOMMENDED that the public be excluded from the meeting during consideration of the appendix to the report because it is likely that if members of the public were present there would be disclosure to them of 'exempt information' within paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

RECOMMENDED

(1) that the Joint Committee approve proceeding with the option for the supply and installation of four natural gas cremators;

(2) that authority be given to work with the professional team to design and then obtain tenders for further consideration by the Joint Committee;

(3) that a budget as set out in the exempt appendix to the report be allocated for these works.

8 Crematorium Grounds - Provision of a Memorial Tree (Pages 23 - 26)

The purpose of the attached report by the Manager and Registrar is to advise members on options for the provision of a form of memorial additional to the Book of Remembrance.

RECOMMENDED that the option for provision of a memorial tree in the area close to the present Book of Remembrance Room be approved, and added to the Capital Programme for 2002/23.

9 Building Repairs and Renewal Programme (Pages 27 - 28)

Report from the Property Manager attached.

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

10 Manager and Registrar's Report (Pages 29 - 30)

(a) General Statistical Reports attached for June – August 2022

(b) Any other items of topical interest

11 Horticultural Consultant's Report (Pages 31 - 32)

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

RECOMMENDED that the report be received and noted.

12 Date of Next Meeting

The next meeting of the Joint Committee is scheduled for Monday 12 December 2022 at 2pm at Portchester Crematorium

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Agenda Item 3

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF A MEETING of the Joint Committee held in the North Chapel at Portchester Crematorium on Monday 27 June 2022 at 2.00 pm.

Present

Fareham Borough Council

Councillor Joanne Bull
Councillor Susan Walker

Gosport Borough Council

Councillor Alan Durrant
Councillor Alan Scard

Havant Borough Council

Councillor Lulu Bowerman
Councillor Tim Pike

Portsmouth City Council

Councillor Lee Hunt
Councillor Steve Pitt

Welcome and Introductions

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 Andy Wannell (Treasurer)

936 Appointment of Chairman (AI 2)

RESOLVED that Councillor Joanne Bull (Fareham Borough Council) be appointed chairman for the municipal year 2022/23.

(Councillor Joanne Bull in the Chair)

937 Appointment of Vice-Chairman (AI 3)

RESOLVED that Councillor Tim Pike (Havant Borough Council) be appointed vice-chairman for the municipal year 2022/23.

938 Declarations of Members' Interests (AI 4) – None

939 Minutes of the Meeting held on 21 March 2022 (AI 5)

RESOLVED that the minutes of the meeting held on the 21 March 2022 be signed as a correct record.

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

941 Clerk's Items (AI 7)

The Clerk mentioned that he had been advised that a private development company - Mercia Crematoria had outline proposals to develop as a crematorium part of land adjoining Brune Lane currently forming part of Lee-on-the-Solent Golf course. The scheme was at an early stage and the officers would need to consider the implications of such a development as details became clearer.

The Joint Committee's officers considered it important to keep the proposal under review, and it might be necessary to seek external professional advice to ensure the Joint Committee was able to respond positively to any future planning application if and when submitted.

Some members indicated there had already been a degree of public consultation on the proposal.

NOTED

942 Annual Return for the Financial Year Ended 31 March 2022 (AI 8)

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

The Deputy Treasurer highlighted key points within the report after which it was -

RESOLVED that the Annual Return for the financial year ending 31 March 2022 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 2022 and Balance Sheet as at 31 March 2022 be noted.**

943 Portchester Crematorium Joint Committee – Annual Report – 2021/22 (A9)

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

Arising from consideration of the report members raised the following matters –

- The grant of a new 20 year lease from Fareham BC (para 7k) – this was still to be completed, and the Clerk explained that at present the Joint Committee was holding over on the terms of the existing lease.
- Action Plan to mitigate and reduce the crematorium’s carbon footprint (para 7c) – a number of points were highlighted which are covered in minute 944 below.

RESOLVED that the annual report for the 2021/22 financial year be received and approved and it be sent for information to each constituent authority.

944 Portchester Crematorium Environmental & Climate Change Action Plan

Arising out of consideration of the Annual Report under minute 943, the following main points were mentioned -

- Preparation of an Action Plan to mitigate and reduce the crematorium’s carbon footprint (reported to the Joint Committee on 21 March 2022),
- the appointment of a consultant who is investigating alternative cremation processes and fuel types before proposals are brought forward for consideration by the Joint Committee;
- Benchmarking a crematorium’s ‘carbon footprint’ against other crematoria was not currently undertaken but an industry wide ‘best practice’ might perhaps be developed;
- A need for members to be advised of the current level of the crematorium’s carbon footprint;
- The future provision of solar panels at the crematorium;
- The use of ‘waste energy’, which had been the subject of past investigation. At that time the investigation had shown that it could only be used on site in limited circumstances;
- The opportunities for harvesting rainwater should be explored;
- The provision of sustainable planting;
- The current arrangements that had been made for the recycling of floral tributes;
- The introduction and use by gardening staff of electric vehicles;
- Portsmouth City Council has an energy consultancy team that could be asked to assist.

RESOLVED that the officers bring forward to the December 2022 meeting a report containing proposals for inclusion within a Climate Change Action Plan.

945 Crematorium Service Times (AI 10)

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

During consideration of this item, and in response to questions, the Joint Committee was advised that –

- Portchester Crematorium, even with a change to 45 minute service times, would still have more than enough capacity for the number of cremations currently undertaken. Any suggestion that families had to wait was incorrect, and each day Portchester is able to accommodate even at short notice funeral services, subject to funeral directors availability and family wishes.
- At present there was no difference in the cost of a 45 minutes or 30 minutes service.
- Each December the Joint Committee reviews the level of fees charged for cremations and related services as part of the budget setting process.
- ‘Walk Through’ funerals, where no mourners are present, are held at the start of each working day.
- ‘Committal’ services, which follow on from a church service elsewhere, whilst short in nature, currently still occupy a 30 minutes slot.
- Because of forward bookings by some funeral directors, the extension of service times to 45 minutes might not be fully implemented for about 4 weeks.

RESOLVED that all service times be extended to 45 minutes for a trial period of 6 months.

946 Building Repairs and Renewal Programme (AI 11)

(TAKE IN REPORT OF THE PROPERTY MANAGER)

In submitting the report the Property Manager drew specific attention to the appointment of a consultant who was undertaking a feasibility study and review of the water feature area close to the Book of Remembrance Room, including pedestrian flows and the wider area generally and its relationship with landscape planting. Following the meeting members had the opportunity to visit the area.

RESOLVED that the contents of the report be noted.

**947 Manager and Registrar’s Report (AI 12) -
General Statistical Report for March – May 2022**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

Arising from consideration of the report, and in response to questions, the Manager and Registrar advised the Joint Committee –

- That any suggestion that families had to wait some weeks for a funeral was incorrect. Portchester is able to accommodate even at short notice funeral services, subject to funeral directors availability and family wishes. Statistical information showed that each day there were unused ‘slots’ available.
- Although currently 69% of remains were removed in some cases these would be held by families who would bring the ashes back subsequently to the crematorium for scattering.

- The method by which the operating efficiency of the cremators was maintained, and that an average cremation took 90 minutes.
- Portchester did not undertake bariatric cremations.

RESOLVED that the report be received and noted.

948 Horticultural Consultant's Report (AI 13)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

Arising out of consideration of the report and in response to a question, members were reminded of the Joint Committee's long standing policy on the removal of memorials and other items left in the gardens of remembrance.

Mention was also made of the contractual arrangements with Brighstone Landscapes and the decision of the Joint Committee on the 21 March 2022. This extended the contract until the 1 January 2028 by approving the 5 year extension option within the current contract.

RESOLVED that the report be received and noted.

949 Dates of Future Meetings (AI 14)

RESOLVED that the Joint Committee meets at 2pm on the following dates in 2022/23, at Portchester Crematorium –

**Monday 26 September 2022
Monday 12 December 2022
Monday 20 March 2023
Monday 26 June 2023**

The meeting concluded at 3.25 pm.

Chairman

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Agenda Item 6



**REPORT TO: THE PORTCHESTER CREMATORIUM JOINT COMMITTEE –
26 SEPTEMBER 2022**

**REPORT BY: THE PROPERTY MANAGER AND
THE CREMATORIUM MANAGER**

PORTCHESTER CREMATORIUM CARBON FOOTPRINT REPORT 2021 / 2022

1. Purpose

1.1 The purpose of this report is to provide a carbon footprint base line to compare with future years to monitor progress in reducing carbon emissions.

RECOMMENDATION - That the content of this report be noted.

2. Background

2.1 The Climate Change Act 2008 defined the UK's approach to reducing emissions and preparing for climate change. It set a statutory target to reduce UK Greenhouse Gas (GHG) Emissions by at least 80 percent when set against 1990 levels by 2050. In 2019 by way of secondary legislation the target was changed to at least 100 percent.

2.2 To deliver this change the constituent authorities of the Joint Committee have all implemented plans to reduce their carbon emissions

2.3 Gosport Borough Council Climate Change Strategy states that all of the Council's own operations (Scope 1 and 2) to be carbon neutral by 2050.

2.4 In 2019 Portsmouth declared a local climate emergency and committed to reducing Portsmouth Scope 1,2 and 3 emissions to net zero by 2030.

2.5 Havant Borough Council's Strategic Objective on Climate is to achieve net zero carbon for all council services by 2050 whether delivered directly or through partnerships.

2.6 Fareham Borough Council has declared a commitment to work towards becoming carbon neutral by 2030.

3. Methodology

3.1 This report has been prepared using the guidance set out in the HM Government *Environmental Reporting Guidelines*¹ as this has been created for use in the legislative reporting within the UK. As it is based on the Greenhouse Gas (GHG) Protocol *Initiative Corporate Accounting and Reporting Standard*², elements of this document have also been included.

3.2 Emission data has been obtained by multiplying the Crematorium's activity data with the conversion factors³ developed by the UK Department for Environment, Food and Rural Affairs (Defra) and the Department for Business, Energy & Industrial Strategy (BEIS).

3.3 Carbon emissions are shown in tCO₂e (tonnes of carbon dioxide equivalent). This is a measure of how much gas contributes to global warming, relative to carbon dioxide. The carbon dioxide equivalent of a gas is calculated by multiplying its mass (in tonnes) by the gas' global warming potential (GWP) over 100 years.

4. What has been calculated

4.1 The organisational boundary determines the operations included within the carbon footprint calculation. The operational boundary determines the emissions that are direct (come from sources associated with the Crematorium) and indirect (are a consequence of the Crematorium's activities but occur at sources elsewhere owned or controlled by other entities).

4.2 There are two options for setting the organisational boundaries, the equity share⁴ or the control approach. As Crematorium is calculating the emission for the delivery of its operations, the control approach has been used.

1 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/850130/Env-reportingguidance_inc_SECR_31March.pdf

2 <https://ghgprotocol.org/>

3 <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

4 Under the equity share approach, a company accounts for GHG emissions from operations according to its economic interest, which reflects the Company's rights for any risks and rewards.

5. Operational Boundary

4.3 The Operational Boundary is set by categorising the emissions as direct or indirect. To help delineate emission sources and improve transparency, three 'scopes' are defined for reporting purposes.

- **Scope 1** – These are all **direct** emissions from the activities on site. For example, the gas used in the cremation process.
- **Scope 2** – These are **indirect** emissions. For example, the emissions from electricity generation for power and lighting used at the Crematorium.
- **Scope 3** – These are any other **indirect** emissions from the activities of the organisation, occurring from sources that are not owned or do not control such as fuel used in grounds maintenance activities.

The diagram below shows the inclusions within the Operational Boundary.

	Scope 1- Direct Emissions	Scope 2- Energy - Indirect Emissions	Scope 3 - Other Indirect Emissions
	Fuel Combustion by Natural Gas primarily used in the cremation process and some for heating	Consumption of purchased: Lighting / Heating / Electricity	
	Fugitive Emissions -		Water supply and treatment
			Waste Disposal
			Procurement (products/services)
			Fuel consumption from Grounds Maintenance
			Employee Commuting
	Key	Emissions in scope	Emissions not in scope

5. Exclusions

5.1 It has not been possible to include all emissions within Scope 3, for water supply, water disposal, waste disposal, fuel consumption for grounds maintenance activities and these have been omitted due to non-availability of relevant data.

5.2 Also with Scope 3, procurement emission associated with work undertaken by third parties as part of a contract arrangement with the Council. This can range from contractor work to purchasing of equipment. Procurement data has been excluded from this report due to the current financial reporting method and the fact that no legal obligation is placed on suppliers to provide this information unless required as part of the contract. Any information currently held is not in a format that can be easily converted into carbon emissions at the current time.

5.3 Fugitive emissions are those that are not physically controlled but result from the unintentional release of GHG pressurised equipment. For the Crematorium these would apply to refrigerants such as those used in air conditioning. It has not been technically feasible to include fugitive emissions.

6. Data Quality

6.1 The quality of the data used is important to ensure accurate reporting. All data has been obtained from the utility billing process.

7. Summary of Results

Type	Item	2020 / 2021		2021 / 2022	
		tCO2e	% of Total Emissions	tCO2e	% of Total Emissions
Scope 1	Site Gas - Cremation and heating	490.65	86%	492.27	88%
Scope 2	Site Electricity - Lighting and Power	77.75	14%	67.62	12%
	Total	568.4		559.89	

8. Scope 1 Emissions

8.1 Scope 1 covers the direct emissions from the Crematorium which is from natural gas used in the cremation process and heating. The results show a similar level of gas use to the previous year 2020 / 2021.

9. Scope 2 Emissions

9.1 Scope 2 covers the indirect emissions associated with the production of electricity used at the Crematorium. The data shows a significant reduction in the carbon emission which is due to lower use and a greater use of renewable energy generation by UK electricity network.

10. Conclusion

10.1 The carbon footprint of the Crematorium last year, 2021 / 2022 was 559.89 tCO₂e which is a reduction of 8.51 tCO₂e over the previous year. Various projects such as the replacement of inefficient lighting and equipment have supported this reduction.

10.2 Improvement in obtaining data will allow more information to be provided for Scope 3 emissions in future reporting.

Ian Cousins, Property Manager
Victoria Hatton, Crematorium Manager

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

14 September 2022

Agenda Item 7



**REPORT TO: THE PORTCHESTER CREMATORIUM JOINT COMMITTEE –
26 SEPTEMBER 2022**

REPORT BY: PROPERTY MANAGER IAN COUSINS

FEASIBILITY STUDY INTO CREMATOR REPLACEMENT

1. Purpose

1.1 The purpose of this report is to inform members of the results of the feasibility study into the replacement of the cremators at Portchester Crematorium.

2. Recommendations

2.1 That we proceed with option one for the supply and installation of four natural gas cremators.

2.2 That we work with the professional team to design and then obtain tenders for further consideration by members.

2.3 That a budget as set out in the exempt appendix is allocated for these works.

2. Background

2.1 The existing six cremators were installed in 1989 with the Environmental abatement equipment installed in 2012.

2.2 The number of cremations currently undertaken can be comfortably undertaken with the five operational cremators.

2.3. Whilst the existing equipment remains reliable due to the efforts of the site staff and our maintenance contractor Facultatieve Technologies replacement parts are becoming difficult to source and therefore the continued operation of these units in the longer term is unsustainable.

3. New Technology

3.1 Whilst most crematoria still utilise gas for the cremation process some sites have now adopted electric cremation. The fundamental remains that the process of cremating by gas or electric will generate carbon emissions so we have explored some of the new technology entering the market to understand if any will be suitable for our requirements.

3.2 Hydrogen has the potential to offer a solution for cremation in the future and whilst development is more advanced in the transportation sector it has yet to be developed for the cremation market. Its distribution and safety requirements make this a challenging product to handle and currently no UK crematorium operate using this fuel.

3.3 Microwave cremation is a new and exciting emerging technology. Trials have been undertaken but no commercial approved equipment is yet available.

3.4 Alkaline Hydrolysis which is also known as Resomation. Whilst this technology is being used in the USA and Canada the first UK site now has planning and water authority approval. Its operation is a very different process from Cremation and the UK's populations acceptance of this technology is unknown.

3.5 Natural Organic Reduction or Composting. Whilst used in the USA we have yet to see a facility set up in the UK. The process is very different from the Cremation process and would require a very different facility from what we currently have at Portchester. The public acceptance of this technology is again unknown.

3.6 Green (Bio) Gas is produced during the breakdown of organic material such as food waste and is referred to as anaerobic digestion. Plants have been developed to exploit this gas and these can be connected directly to the national grid. Whilst technically you could also have an on-site plant this would require a significant amount of space, so the alternative is to purchase a green tariff directly from the grid. Based on current rates this option is hugely expensive and should be treated as an 'offsetting' scheme rather than a route to reducing emissions.

3.7 Whilst one of the above options may in the future provide an opportunity to significantly reduce carbon emission at this time none of the above technologies are appropriate for our requirements.

4. Proven Technology

4.1 We have three technologies that have the potential to successfully deliver the level of cremation currently undertaken at Portchester Crematorium - Natural Gas, Bio LPG Gas and Electric all of which are discussed further below.

5. Natural Gas Cremation

5.1 This option would require four cremators which will fit into the existing space.

5.2 Due to familiarity with this type of equipment the requirement for staff training will be reduced.

5.3 These units have a supported life of between 15 and 20 years which is within the period that the gas network will continue to be maintained.

5.4 The installation of these units will be quicker and a lower cost than the alternatives. Subject to final design a phased process of installation will limit the shut-down period required. We may also be able to utilise the existing abatement equipment.

5.5 For maximum efficiency these units should be run continuously. With the provision of facilities within the building to hold coffins post service a programme of cremations can be implemented to achieve savings in both energy use and carbon emissions.

5.6 A key benefit of this technology is the re-use of waste energy from each cremation process with the introduction of energy recovery.

6. Bio LPG Cremation

6.1 This product is an eco-propane, chemically identical to LPG and therefore technically could be used as a fuel in the cremation process. Generated as co-product in the production of bio diesel from oil seed rape.

6.2 The cremation process would be very similar in both operation and result to the existing natural gas cremation. Maintenance cost would also be similar.

6.3 The product would need to be delivered by road tankers directly to storage tanks constructed on site with space and security implications.

6.4 Based on current market rates the cost of fuel per cremation would be more than double the existing natural gas cost.

7. Electric Cremation

7.1 This type of equipment is larger than the existing and the available space can only accommodate three electrical cremators. We have explored the option to construct an extension for an extra cremator and found that the requirements of the 1902 Cremation Act restrict any extension within 200 yards of residential dwellings. Therefore, due to the proximity of nearby properties three is the maximum number of this type of cremators that we can provide.

7.2 The cremation process also takes longer at 2 to 2.5 hours per cremation and with the lower number of cremators we will not be able to accommodate the existing numbers within the normal working day. Whilst longer hours are an option this wouldn't allow for any maintenance time or unplanned disruption. A more intensive and longer staff training period would be required with the change in technology.

7.3 Whilst initial maintenance costs will be lower than gas cremators the medium and longer maintenance costs are unclear at this time.

7.4 Works to install this equipment would be extensive and this would result in significant disruption during the works with investigation required into the provision of alternative facilities for the duration of the works.

7.5 A significant increased power supply would be required for this equipment which until discussions have been had with the local electricity distribution company remain unclear in terms of available capacity, timeframe, or cost. It should also be considered that the supply of electric cremators is limited with only a small number of suppliers.

7.6 The key benefit of this option is the reduction of circa 50% in the CO₂ emissions with a significant reduction in NO_x emissions over the existing arrangements.

8. Energy Costs

8.1 In the current climate energy costs continue to be volatile but based on August 2022 gas prices with four cremations per unit each day we calculate that the cost for average cremation would be as follows.

Natural Gas (2.65p/kWh) - £17.00 per cremation

Bio LPG Gas (8.4p/kWh) - £40.32 per cremation

Electric Grid (12.5p/kWh) - £15.00 per cremation

Whilst the cost difference is negligible between Gas and Electric but for Bio LPG Gas it would be significantly more expensive.

To limit our exposure to the effects of changes in energy costs we continue to purchase via contracts that allow us to fix our costs for periods of time. Currently this is for 12 months but this will be reviewed again at the next renewal.

9. Lower CO₂ not Zero CO₂

9.1 By nature of the cremation process with whatever of the three technologies is considered they all generate CO₂ in the cremation process.

9.2 The production of CO₂ varies but on average it is considered that Natural Gas Cremation generates 122kg and Electric Cremation 56.89kg.

9.3 It should be noted regardless of fuel used just the body and coffin in the average cremation produces 26.9kg of carbon.

10. Finance

10.1 As detailed in Appendix D of the Revenue Budget 2022 / 2023 Report dated 13th December 2021 a budget of £3.5million is allocated for Cremator Replacement and Site Improvements.

10.2 Further details on the funding of this work are provided in the Exempt Appendix A - Finance Update.

11. Options

11.1 Last year 2021/2022 Portchester was in the top ten of the busiest crematoria in the United Kingdom providing a critical service to a population of over 500,000 across the four constituent authorities and at one of the lowest costs.

Set out below are details of options for new natural gas or electric cremators, or the option of an alternative site.

11.2 Option One – Installation of four natural gas cremators

- (i) Provide four in number new natural gas cremators as a medium-term solution whilst new technology develops, and the market matures.
- (ii) Provide facilities for the holding of coffins on site in accordance with legal requirements to allow the efficient use of the cremation equipment.
- (iii) Investigate energy recovery from the cremation process.
- (iv) Develop a plan for investment in the longer term to further reduce carbon emission to include looking again at zero carbon generating new technologies.

With several suppliers of this type of equipment to the UK market a possible timescale would see further investigations and design completed by spring 2023. Procurement and appointment over the summer with works commenced towards the end of 2023.

With the inclusion of facilities to hold coffins on site and provision of energy recovery further steps can be taken to reduce carbon emissions.

This proposal allows for new technologies to be fully developed by the industry, tried, and then tested at smaller sites before they are adopted in the longer term to provide further reductions in the carbon emissions.

11.3 Option Two – Installation of three electric cremators

- (i) Provide three in number new electric cremators.
- (ii) Investigate the provision of alternative cremator facilities
- (iii) Understand that the number of cremations slots available would be reduced at peak times and that these services would need to be carried out elsewhere.

This option provides a significant reduction in the carbon emission but doesn't achieve the net zero objectives of some authorities. The downside is the lack of capacity to accommodate the current level of demand with customers forced to use alternative Crematorium sometimes outside the local area.

11.4 Option Three – A New Crematorium Site with electric cremators

- (i) Develop plans for a new crematorium site elsewhere.
- (ii) Inclusion of four in number electric cremators
- (iii) Development to include modern facilities to meet all customers' requirements.

Whilst this option allows services to be continued on the existing site whilst a new fully electric cremator site is developed it comes with risks associated with the identification of a site, the permission and development process alongside the continued operation of the existing cremation equipment.

12. Conclusion

12.1 By the nature of the age of the cremators we do not have a do-nothing option. If we are to continue to deliver this critical service, we need to update our equipment.

12.2 All the constituent authorities have set objectives to reduce carbon emissions over the coming years but the cremation process by its very nature generates carbon. We can reduce our emissions but with current technology we cannot achieve a zero-carbon cremation.

12.3 The replacement of this equipment whilst continuing to deliver over 3000 per year cremations on site will be disruptive and this will be particularly difficult for the electric option.

12.4 Our recommendation is based on ensuring that Portchester Crematorium can continue to reliably deliver for the 500,000 residents of the constituent authorities at their own time of bereavement.

Ian Cousins
Property Manager

16 September 2022

Background List of Documents – Section 100D of the Local Government Act 1972:

CDS Group - Phase 1 Feasibility Study into Cremator Replacement at Portchester Crematorium. Dated June 2022

Agenda Item 8



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE -
Monday 26 September 2022**

REPORT BY: THE MANAGER AND REGISTRAR

CREMATORIUM GROUNDS - PROVISION OF MEMORIAL TREE

Purpose

1. The purpose of this report is to advise members on options for the provision of a form of memorial additional to the Book of Remembrance.

Recommendation

That the option for provision of a Memorial Tree in the area close to the present Book of Remembrance Room be approved, and added to the Capital Programme for 2022/23.

Background

2. At the meeting of the Joint Committee on 9 December 2019 there was a review of the gardens and grounds clearance policy. Following consideration and discussion about possible suggestions for ways of creating a permanent memorial, members agreed that the Book of Remembrance should continue to be promoted as the primary means of memorial, but officers investigate a proposal for an alternative means of memorial in more detail, for the Joint Committee to consider at a future meeting.
3. There has been a delay in looking at this because the pandemic didn't allow the time needed, but we are now able to progress it.
4. As we put a great emphasis on the scattering gardens being shared areas with no individual plots or locations and no one person or family taking ownership of a space we feel it is important to maintain this concept with any memorial options.
5. We are not a formal memorial gardens - people have that option with Portchester Memorial Gardens next to us where plots can be purchased, marked out with individual memorial niches, columbarium memorials, kerb blocks and plaques. We would like to offer something different but also in keeping with the natural beauty of the Gardens of Remembrance that we strive to maintain with the regulations that we have in place.

Options for Consideration

6. We have looked for options that are shared memorials that can appear more in keeping with the natural surroundings as opposed to some of the more formal ornate memorial options such as the large granite sanctums or barbican towers that we feel we should avoid.

Option 1 – A Memorial Tree

7. One option we would like to consider is a memorial tree. The tree concept is in keeping with our natural established gardens and it is a shared memorial that would include 240 leaves to be sold as plaques for engraving. The trees are a low-cost affordable memorial option to generate income with a small 6ft x 6ft footprint. Granite or cor-ten steel trunks. All trees come installed with granite, glass, UK slate or acrylic leaves. The trees could be placed within the grounds in neutral areas, not within any of the areas or borders where we scatter ashes, to avoid people taking ownership of it as an individual memorial at a place where their loved one has been scattered.

Example of Mulberry Tree – Cor-ten Steel



Option 2 – Metal Wall Art

8. This option is to have metal wall art such as a tree or frieze that is made to hold plaques for engraving and is a shared memorial. They are aluminium or steel and are designed to support ceramic plaques - a perfect material for long-lasting inscriptions. The plaques can feature a design in the background such as a flower, including a poppy. This could be worth considering as we do have a large military community in our area. With this option there is the opportunity to have the frieze designed as a bespoke piece just for Portchester Crematorium. For example, a crematorium in Yorkshire with a history of the railways has a train and after discussing some of the history in our area the company produced the example below as Portchester Frieze showing how ships could be incorporated. It is possible to have more than one design to allow for multiple images.

Example of Frieze



Option 3 – Post Box Memorial

9. This option is a new concept that allows for a post box to be used as a memorial. This allows people to post handwritten notes or letters to lost loved ones that can help people struggling with bereavement and grief to feel that sense of connection and helping to reduce stress, anxiety and depression. The envelopes are designed to be bespoke to Portchester Crematorium and are fully recyclable and contain biodegradable paper so the messages and notes can be composted/recycled to help the environment.

Financial Provision

10. The estimated cost of providing a memorial tree with a steel trunk is £11,000 plus VAT. This expenditure would need to be added to the Capital programme for 2022/23, with the funding being met by the Capital Works Fund. An income budget for this initiative will be assessed and included in the Base Budget for 2023/24, which will be reported to the Joint Committee in December.

Conclusion and Recommendation

11. We recommend that the option for a memorial tree could be incorporated satisfactorily into the grounds close to the present Book of Remembrance Room, whilst still maintaining the regulations that do not permit any personal or memorial items within the areas where ashes are scattered. Plaques purchased by families would be for a lease period with an option to renew. If not renewed the applicant would have the option to take the plaque away and keep it at the end of the agreed lease period, with the space then being used by another applicant purchasing a new plaque.

*Victoria Hatton
Manager and Registrar*

*Background List of Documents –
Section 100D of the Local Government Act 1972 –*

Memorial Tree - more information and pictures are available on the website on the following link <https://www.columbaria.co.uk/our-products/memorial-trees/>

Metal Wall Art - Picture examples of the standard rose gardens, plaques and trees can be seen on the following link <https://www.columbaria.co.uk/latest-products/#plaques>

Post Box Memorial - more information can be seen on the website on the following link <https://www.columbaria.co.uk/latest-products/>

VH/ September 2022

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Report to: Portchester Crematorium Joint Committee

Date: 26 September 2022

Report of: Ian Cousins, Property Manager

Subject: Report on the Repairs and Renewal Programme



Ref	Item Description	Cost £	Commentary
2006	Water Feature Feasibility	5,000	Feasibility study received and currently being reviewed.
2105	Office extension and improvements	16,880	Final account now agreed.
2106	Staff Area Improvements	10,000	Scope and requirement to be reviewed in conjunction with item 2112
2107	Waiting Room Refurbishment	30,000	Tender process underway
2108	Signage	20,000	Development is on-going with this requirement.
2109	North Chapel Enhancement Programme	17,500	Works are completed and snagging underway. Final account to be agreed.
2111	Security Improvements	7,500	Works complete with final account awaited.
2112	Feasibility into Cremator Replacement	50,000	For further information please see separate report.
2113	Roof Repairs / Improvements	25,000	Works being reviewed alongside Cremator Replacement and Fountain Feasibility Study.
2114	Chapel Entrance Resurfacing	30,000	Quotations being obtained for the required works.

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Agenda Item 9

2115	External Redecoration	25,000	Works delayed until Spring 2023.
2116	Lighting Upgrade	75,000	Works delayed until Spring 2023.

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 10

REPORT TO: PORTCHESTER CREMATORIUM JOINT
COMMITTEE – 26TH SEPTEMBER 2022



REPORT BY: MANAGER AND REGISTRAR

STATISTICS

1. MONTHLY COMPARISON

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
JUN	239	295	216	240
JUL	262	209	204	229
AUG	256	214	239	252

2. TOTAL CREMATIONS

	<u>YEAR</u>	<u>TO END AUGUST</u>
2019	3179	2166
2020	3478	2564
2021	3264	2178
2022	-	2078

3. DISPOSAL OF REMAINS

Ashes received from other Crematoria.....	49
i) Total disposals within grounds.....	217
ii) Remains removed from crematorium.....	470
iii) Retained.....	34
	TOTAL 721

Scattered 32% Removed 68%

4. GAS CONSUMPTION

Total gas consumption (cu.m.)..... 57696

Total cremations.....721

Average gas consumption (cu.m.)..... 80

5. OBITUS

	<u>Webcast</u>	<u>Visual Tributes</u>
JUN - 91% (219) used Obitus services	29% (70)	66% (159)
JUL - 91% (209) used Obitus services	22% (51)	74% (169)
AUG - 91% (229) used Obitus services	24% (61)	73% (184)

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Agenda Item 11



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE -
Monday 26 September 2022**

REPORT BY: THE HORTICULTURAL CONSULTANT

CREMATORIUM GROUNDS – GENERAL UPDATE

The Gardens are looking extremely good. However the summer bedding plants are now coming to the end and will be replaced in early October with bedding plants and bulbs. The Dahlias and Cannas will be re-used in the bulb border.

Late Summer pruning has been completed so that access into the borders is maintained.

We have noticed an intermittent leak on the pond; this may be on the waterfall. To trace the leak we will switch off the pump for a couple of days to see if water is still lost. Once we have confirmed where the leak is it will be repaired.

The in-bloom results have been delayed as the awards ceremony was due to be held on the day of the late Queen's funeral. When I receive the results I will update members.

The Joint Committee in December 2021 considered a report about tree sculpture carvings and the outcome of a tree survey, and approved a course of action. The tree sculptor, Chris Baines, has now carried out a lot of work off site and will be on site and working in the grounds at the end of the month and into October. Photographs are set out overleaf - I think you will agree they are impressive.

Brighstone the grounds contractor continue to provide an excellent service and I am very pleased with their performance.

Ashley Humphrey,
Horticultural Consultant

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

