

## **PORTCHESTER CREMATORIUM JOINT COMMITTEE**

MINUTES OF THE MEETING of the Joint Committee held in the North Chapel Waiting Room, Portchester Crematorium on Monday 25 March 2019 at 2.00 pm.

### **Present**

#### **Fareham Borough Council**

(Apologies submitted)

#### **Gosport Borough Council**

Councillor June Cully  
Councillor Kathleen Jones

#### **Havant Borough Council**

Councillor Tim Pike (Vice Chairman)  
Councillor Leah Turner

#### **Portsmouth City Council**

(Apologies submitted)

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

Councillors Simon Martin (Chairman) and Keith Evans (Fareham BC) – both engaged on other council business, and Councillors Dave Ashmore and Jeanette Smith (Portsmouth CC) – both engaged on other council business.

**812 Declarations of Members' Interests (AI 2) – None**

**813 Minutes of the Meeting held on 10 December 2018 (AI 3)**

**RESOLVED that the minutes of the meeting held on the 10 December 2018 be signed as a correct record.**

**814 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4) – None**

**815 Clerk's Items (AI 5) - Recycling of Metals Charitable Scheme**

The Clerk reported that the Institute of Cemetery and Cremation Management had again invited nominations for an award under the metals recycling scheme to local or national charities that had death or bereavement as their core function. He advised on recent previous local recipients of awards and also explained that three requests from other national organisations asking to be considered had been received. Members expressed the general view that nominations for awards should continue to be made to local organisations. The Clerk in accordance with usual practice would carry out consultation with members to finalise a nomination when the next round of nominations was sought later in the year.

**RESOLVED that in the current round the Rowans Hospice be nominated for an award under the metals recycling scheme.**

**816 Development Plan 2019 – 2024 (AI 6)**

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

In submitting his report, the Clerk explained that the Plan reviewed and revisited the previous Development Plan approved in March 2017. The Clerk highlighted the main changes and additions to the document, and arising from consideration the following main points arose –

- Paragraph 3.4 relating to the current lease of the crematorium land from Fareham BC to the Joint Committee until December 2020. Arrangements would be made for Portsmouth’s Estates officer to act on behalf of the Joint Committee in negotiating terms with Fareham;
- Paragraph 12.2 relating to the Garden of Contemplation and the need for the continued operation of the water feature to be re-assessed and consideration given to options for the possible re-modelling of the area;
- The inclusion of various references to the successful and welcomed upgrading and refurbishment of the North Chapel;
- The statistical information indicating that locally, whilst the total number of cremations (Portchester and The Oaks combined) had increased, the number of burials had remained static;
- Paragraph 16.4 – The Property Manager had commissioned a consultant on preparation of a report on utilising waste heat and hoped to be in a position to report to the next meeting;
- Paragraph 17 – The Horticultural Consultant and the Manager and Registrar re-assured members regarding the availability of space within existing shrub borders for the disposal of cremated remains without the need at this stage to create new shrub beds, as explained within section 17 of the Development Plan

**RESOLVED (1) that the Portchester Crematorium Joint Committee Development Plan 2019 - 2024 be approved and adopted;**

**(2) that the Development Plan be next reviewed in 2 years’ time.**

**817 Building Works Programme (AI 7)**

(TAKE IN REPORT OF THE PROPERTY MANAGER)

In presenting his report the Property Manager explained that two small residual items were awaiting completion on the North Chapel scheme. A letter had been received from the Diocese complementing the scheme and also asking for the curtains control button to be relocated, which was in hand.

The Property Manager also advised that in respect of the Garden of Contemplation, (as mentioned in the Development Plan), he would be seeking options for the possible re-modelling of the area. Specific mention was also made of work on the office refurbishment (planned for May 2019) and the future refurbishment of the Reception area.

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

**818 Manager and Registrar's Report (AI 8)**

**(a) General Statistical Report**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

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

**(b) Public Comments Register**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

**RESOLVED that the report be noted.**

**(c) Other Items –**

The Manager and Registrar advised that it had been reported to him that 3 bouquets from 2 separate funerals had 'gone missing' over the previous weekend from the North Chapel floral bays area. He would be reporting the incident to the Police.

**Noted.**

**819 Horticultural Consultant's Report (AI 9)**

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In submitting his report the Horticultural Consultant drew specific attention to the work to be carried out during August 2019 to the large poplar trees. In doing so there would be a need to close off some of the pathways for short periods of time.

**RESOLVED that the report be received and approved.**

**820 Date of Next Meeting (AI 10)**

**RESOLVED that Joint Committee next meet at 2pm on Monday 24 June 2019 in the North Chapel Waiting Room, Portchester Crematorium**

The meeting concluded at 2.35 pm

Chairman  
JH/me  
26 March 2019  
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