

Report to: Portchester Crematorium Joint Committee

Date: 21 June 2021

Report of: Ian Cousins Property Manager

Subject: Report on the Repairs and Renewal Programme



Ref	Item Description	Cost £	Commentary
2003	Book Room Refurbishment	29,867	All works completed and final account agreed.
2004	South Chapel New Curtains	12,000	Quotation obtained for these works which are due to be carried out this Summer / Autumn.
2005	Conservatory Redecoration	6,000	Quotations obtained and revised budget agreed. Works instructed and being programmed for Summer / Autumn.
2006	Water Feature Feasibility	5,000	A report will be brought to a joint committee meeting later this financial year.
2007	Groundsman Building Repairs	6,000	These works are now planned for Spring / Summer 2021.
2101	Chapel multi-media system	81,430	All works completed and final account agreed.
2104	Cremator Area Security Works	23,628	All works completed and final account agreed.
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	We have developed a brief for the proposed works as detailed below in Appendix A. Your comments are invited prior to the obtaining of formal quotations.
2108	Signage	20,000	A market testing exercise has now been completed and a detailed requirement is now being developed.

2109	North Chapel Enhancement Programme	17,500	New item to improve facilities based on experience after installation of the multi-media system. Order now placed for works and awaiting dates based on material availability.
2110	South Chapel Flooring	10,000	New Item to replace flooring to the Chapel area and Lobby

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

Appendix A

Item 2107 – Brief for Waiting Room Refurbishment

Your comments are invited on the proposed brief.

The Requirement – To carry out a full refurbishment of the finishes to the South and North Chapels Waiting Rooms.

Background – Due to Coronavirus restrictions these waiting rooms have been out of use for over a year and the general finishes are now in a poor condition. We would like to take this opportunity during lower use in the summer to carry out works to improve and update the facilities for all users.

The Works – The majority of waiting room users stand up so we plan to review the layout, provide more space for standing, less fixed seating and but with some loose seating and tables. We plan to introduce an information screen showing details on the facilities at the Crematorium, any news such as Britain in Bloom awards and possibly rolling news. This will be installed within a feature wall to provide a focal point and a link to the finishes in Chapels. The walls will be finished in a plain colour to complement the other new finishes. We would upgrade the lighting to energy saving light fittings and replace the flooring with a harder wearing wood effect material like that recently used in the book room. We will continue to provide drinking water with the existing water coolers retained in the new arrangements.