



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
25 September 2023**

REPORT BY: PROPERTY MANAGER, IAN COUSINS

**REPLACEMENT OF CREMATORS –
UPDATE REPORT AND REQUEST FOR DELEGATED AUTHORITY**

1. Purpose

1.1 To inform members on progress and request delegated authority for the award of contracts for the construction works to allow for the installation of new cremators and associated equipment.

2. Progress

2.1 The details below cover the period June to August 2023.

2.2 The majority of surveys have now been completed with some information still being received by the design team.

2.3 Discussions with the potential supplier of cremator equipment have provided options to meet our operational requirements.

2.4 Works to develop a requirement for the building work have continued but have yet to be concluded whilst survey information is received and the options for cremator equipment are considered.

3. Scope of works

3.1 A new emissions limit for NOx will be introduced in January 2027 and we have included additional equipment in our design to meet this requirement.

3.2 We have used space within the building to provide a new hold over facility to allow us to run the cremation equipment at maximum efficiency as part of plans to minimise carbon emissions and energy consumption. This facility will allow us to hold coffins on site prior to cremation for a period normally no longer than 48hours.

3.3 The layout changes proposed have allowed us to include a viewing room for those wishing to see the 'charging' of the cremator. This will allow us to improve our service and offer a dedicated private space.

3.4 The design now includes the facility for the future provision of waste heat energy recovery from the cremation process for both heating and hot water.

3.5 Investigation into the option to convert waste energy into electricity has shown that whilst this is technically feasible the equipment required could not be accommodated within the existing structure and would require an extension to the building. This would be operationally difficult but would also be impacted by the planning restriction on the site. Therefore, we have been unable to progress this option.

4. Programme

4.1 Design development continues as information is received. A key area has been the supply and installation method for the cremator equipment. Options proposed have shown the work being completed in a single programme of works or as a split programme with work in the spring, summer, and autumn of the next two years. Whilst this would increase the duration of the works it would allow near normal operation during the busy winter period.

4.2 A provisional programme of dates for the key activities is set out below.

Activities	Period
Procurement of cremators	September / October 2023
Procurement of building works	October to January 2023
Works to commence	March / April 2024
Target completion date	December 2024 or October 2025

5. Financial Update

5.1 At present our only financial commitment for this project is the agreed costs for our appointed consultants CDS, including the larger professional team and the additional building surveys required to complete the design work.

5.2 We are still targeting delivery of this project within the budget of £3 - £4.5m agreed at the Joint Committee meeting on the 20th March 2023. However, market conditions remain difficult with significant price increases being seen in both labour and materials costs.

6. Delegated Authority

6.1 At the meeting on the 20 March 2023 the Joint Committee considered a report and exempt appendix and gave authority to negotiate with the company mentioned to supply replacement cremators and associated equipment within the overall budgetary provision for this work.

6.2 The Joint Committee also resolved that authority to settle and approve the terms and conditions of the contract with the company be delegated to the Property Manager in consultation with the Treasurer and the Clerk, and after consultation with the Chairman of the Joint Committee.

6.3 Based on the current programme it is requested that a similar delegation to settle and approve terms be put in place for an award of contract for the construction works to allow for the installation of new cremators and associated equipment.

6.4 This request is made to ensure we meet timescales required, secure suppliers and service at appropriate times to deliver these works. The award of further contract(s) will be subject to the Joint Committee's procurement rules.

6.5 Members of the Joint Committee will be advised periodically between meetings of any significant matters upon which delegated approval is due to be taken.

7. Conclusions and Recommendations

7.1 Investigations have shown that works to install the new equipment may take longer than the original projections and so options for programming the works are being considered.

7.2 Delegated authority is requested for an award of contracts on this project to allow us to maintain the programme and ensure we obtain commitment from suppliers and contractors to deliver this requirement.

RECOMMENDED (1) that the progress report for the period June to August 2023 be noted;

(2) that authority to settle and approve the terms and conditions of the contract for the construction works to allow for the installation of new cremators and associated equipment be delegated to the Property Manager in consultation with the Treasurer and the Clerk, and after consultation with the Chairman of the Joint Committee.

Ian Cousins
Property Manager
September 2023

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

Nil