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# NOTICE OF MEETING

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**PORTCHESTER CREMATORIUM JOINT COMMITTEE**

**MONDAY, 20 MARCH 2023 AT 2.00 PM**

**NORTH CHAPEL - PORTCHESTER CREMATORIUM, PO16  
8NE**

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))

## **Membership of the Joint Committee - 2022/23:**

### **Gosport Borough Council**

Councillor Alan Durrant  
Councillor Alan Scard

### **Fareham Borough Council**

Councillor Joanne Burton  
(Chairman)  
Councillor Susan Walker

### **Havant Borough Council**

Councillor Lulu Bowerman  
Councillor Tim Pike

### **Portsmouth City Council**

Councillor Lee Hunt  
Councillor Steve Pitt

## **AGENDA**

**Welcome and Introductions**

**1 Apologies for Absence**

**2 Declarations of Members' Interests**

**3 Minutes of the Meeting held on 12 December 2022 (Pages 5 - 8)**  
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.

(a) Recycling of Metals Charitable Scheme - Update

**6 Capital Programme Addition 2022/23 and 2023/24 (Pages 9 - 10)**

The purpose of the attached report from the Treasurer is to recommend an addition to the approved capital programme to meet the cost of essential works that were found necessary during a recent full service of the cremators.

**RECOMMENDED that the rebrick of cremators is added to the capital works programme as detailed in Appendix A to the report, and the revised programme be approved.**

**7 Obitus Optional Charges 2023/24 (Pages 11 - 14)**

The purpose of the attached report from the Treasurer is to set out for approval the pricing for optional products available from Obitus for web casting and tribute services.

**RECOMMENDED that the proposed optional charges as set out in Appendix A to the report be approved from 1 April 2023.**

**8 Manager and Registrar's Report (Pages 15 - 16)**

**(a) General Statistical Report attached for December - February 2023**

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

**9 Building Repairs and Renewal Programme (Pages 17 - 18)**

Report from the Property Manager attached

**RECOMMENDED that the contents of the report be noted and approved.**

**10 Horticultural Consultant's Report (Pages 19 - 20)**

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

**RECOMMENDED that the content of the report be noted**

**11 Development Management Plan 2023 - 2028 (Pages 21 - 46)**

The purpose of the attached report from the Clerk is to submit for the Joint Committee's approval the Development Management Plan for the period 2023 -2028.

This Plan reviews and revisits the previous Development Plan approved in March 2021. The Joint Committee has previously agreed the Plan should be reviewed at 2 yearly intervals.

**RECOMMENDED**

**(1) that the Portchester Crematorium Joint Committee Development Management Plan 2023 - 2028 be approved and adopted.**

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

**12 Portchester Crematorium Replacement Cremators Programme (Pages 47 - 50)**

Before considering this item the Joint Committee will be asked to consider passing the following –

**RECOMMENDED that under the provisions of Section 100A of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985, the press and public be excluded from the meeting during consideration of the Appendix to the report because it contains 'exempt information' as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.**

The purpose of the attached report by the Property Manager is to update members of the results of the further work undertaken by the Joint Committee's consultants into the replacement of the cremators at Portchester Crematorium and make recommendations for the procurement strategy.

An appendix to the report, containing exempt information, will be circulated separately.

**RECOMMENDED that the Joint Committee agrees the procurement strategy for the provision of new cremators as set out within the Exempt Appendix A.**

**13 Date of Next Meeting – Monday 26 June 2023**

**The next meeting of the Joint Committee will be at 2pm on Monday 26 June 2023 at Portchester Crematorium**

# Agenda Item 3

## PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF A MEETING of the Joint Committee held in the North Chapel, Portchester Crematorium on Monday 12 December 2022 at 2.00 pm.

### Present

#### Fareham Borough Council

Councillor Joanne Burton (Chairman)  
Councillor Susan Walker

#### Gosport Borough Council

Apologies submitted

#### Havant Borough Council

Councillor Lulu Bowerman  
Councillor Tim Pike (Vice Chairman)

#### Portsmouth City Council

Councillor Steve Pitt

**Apologies for Absence (AI 1)** – Councillors Alan Durrant, Alan Scard and standing deputy June Cully (Gosport BC); Councillor Lee Hunt (Portsmouth CC).

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

**962 Minutes of the Meeting held on 26 September 2022 (AI 3)**

**RESOLVED** that the minutes of the meeting held on the 26 September 2022 be signed as a correct record.

**963 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4)**

#### **Minute 952 – Proposed crematorium development , Lee-on-the-Solent**

Members were advised by the Treasurer of current progress on the proposal for a crematorium facility to serve the Gosport area. As agreed at the Joint Committee in September, a meeting had taken place with the developers and officers now had a clearer understanding of the proposal and related matters and its possible timescale, which was explained to members. In response to points raised by members it was explained that the officers would need to undertake further work, including on the helpful comments made, and would report back to the Joint Committee.

#### **NOTED**

**964 Clerk's Items (AI 5)** - None

**965 Finance Strategy and Budget for 2023/24 (AI 6)**

(TAKE IN REPORT OF THE TREASURER)

**RESOLVED (1) that the Finance Strategy 2023/24, attached as Appendix A to the report, be approved;**

**(2) that the Finance Strategy 2023/24 be sent to the four constituent authorities to note for their information.**

**966 Revenue Budget Report - 2023/24 (AI 7)**

(TAKE IN REPORT OF THE TREASURER)

In submitting the report the Deputy Treasurer drew specific attention to key areas within the report including the effects of inflation, utility price increases, and the recommendation that the scheme of fees and charges should apply from 1 January 2023.

(Within Appendix C to the report the following textual amendments were noted - that the percentage figure for a walk through cremation should be 9.8%; and that age 16 should read 18).

**RESOLVED (a) That the capital works programme as detailed in Appendix D to the report be approved;**

**(b) That the proposed cremation fees and other charges as set out in Appendices B & C to the report be approved from 1 January 2023;**

**(c) That the proposed revenue account estimates as set out in Appendix A to the report be approved;**

**(d) That the Joint Committee writes to the Leader of each constituent authority to advise them of the annual payment to be received from the Portchester Crematorium Joint Committee in 2022/23 and 2023/24.**

**967 Portchester Crematorium Carbon Reduction Plan 2022 (AI 8)**

(TAKE IN REPORT OF THE PROPERTY MANGER AND THE  
CREMATORIUM MANAGER)

In presenting this report the Property Manger highlighted the key elements of the Plan and in response to questions envisaged that in terms of timescale Short Term could be taken as 12-18 months, and Medium Term up to 3 years, with the Plan document being reviewed during the 2025/26 financial year. In response to points raised by members about carbon offsetting it was explained that the officers would be looking at suggestions made, including a voluntary offsetting scheme, local 'greening' initiatives and the continuing development of accredited schemes and those through the Environment Agency. A further report would be brought forward.

**RESOLVED that the report be approved.**

**968 Manager and Registrar's Report (AI 9) -  
General Statistical Report for September – November 2022**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In submitting the Manager highlighted the continuing popularity of the use of Obitus multimedia system. In respect of the web casting element the company had now developed an option that would allow the visual tribute to be webcast as part of the service. This should be operational within the next couple of months.

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

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

(TAKE IN REPORT OF THE PROPERTY MANAGER)

In submitting his report the Property Manager highlighted particularly the aim to bring forward to the next meeting details of the scheme to replace the present water feature facility. Reference was also made to progress on the cremator replacement programme. In response to a question about inflation and lead in times for projects the Property Manager outlined the tender and procurement process and contractual obligations.

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

**970 Horticultural Consultant's Report (AI 11)**

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In submitting his report Ashley Humphrey, the Horticultural Consultant, drew particular attention to the completed wood sculptures, which members were invited to view.

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

**971 Date of Next Meeting (AI 12)**

**The next meeting of the Joint Committee will be at 2pm on Monday 20 March 2023 at Portchester Crematorium.**

The meeting concluded at 2.48 pm.

Chairman

JH/me  
13 December 2022  
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# Agenda Item 6

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## Report to Portchester Crematorium Joint Committee

*Date:* 20 March 2023

*Report of:* Treasurer to the Joint Committee and Manager and Registrar

*Subject:* CAPITAL PROGRAMME ADDITION 2022/23 and 2023/24

### INTRODUCTION

1. The 5 year capital programme, from 2022/23 to 2026/27, was approved at the 12 December 2022 meeting of the Joint Committee.
2. A full service of the cremators was completed in January 2023 by Facultative Technology where it was found that a rebrick of two of our five cremators is essential to ensure our operational running until we replace the cremators. We currently still have over 3000 cremations a year and we will have another winter period before any replacement is completed. The costs for these works including unreclaimable VAT is :

No 1 Cremator	£81,245
No 3 Cremator	£81,245

### RECOMMENDATION

- (a) That the Rebrick of Cremators is added to the capital works programme as detailed in Appendix A, and the revised programme be approved.

APPENDIX A

CAPITAL PROGRAMME AND FINANCING

Capital Programme	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000
North Chapel Enhancement	20				
Cremator Area Security	10				
Office Extension improvements	20				
Staff Area improvements		10			
Waiting Room Refurbishment	30				
Signage	20				
Chapel Entrance Road resurfacing	30				
Roof Repairs / Improvements	25				
Cremator Replacement Feasibility	50				
Cremator Rebrick	81	81			
Lighting Replacement / Upgrades		75			
External Redecoration		25			
Bulk Store for Grounds Maintenance		15			
Garden Shelter Refurbishment		10			
Garden Memorial Installations		50			
Garden of Contemplation Design		40			
Cremator Replacement		1,500	1,500		
Site Improvements			500	500	
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>286</b>	<b>1,806</b>	<b>2,000</b>	<b>500</b>	<b>0</b>
<b>Funded by:</b>					
<b>Capital Works Fund</b>					
Opening Balance at 1.4.2022	-3,049	-3,153	-1,672	-53	278
Contribution	-235	-265	-275	-275	-275
Application	131	1,746	2,000	500	0
Balance of Fund	-3,153	-1,672	-53	278	3
<b>Repairs and Renewals Fund</b>					
Opening Balance at 1.4.2022	-130	-35	-45	-100	-100
Contribution	-60	-70	-55		
Application	155	60			
Balance of Fund	-35	-45	-100	-100	-100
<b>Total Funding</b>	<b>286</b>	<b>1,806</b>	<b>2,000</b>	<b>500</b>	<b>0</b>

# Agenda Item 7



## Report to Portchester Crematorium Joint Committee

*Date:* **20 March 2023**

*Report of:* **Treasurer to the Joint Committee**

*Subject:* **OBITUS OPTIONAL CHARGES 2023/24**

### **SUMMARY**

Following on from the Joint Committee meeting held on 12 December 2022, further details of supplier pricing and additional optional products available for web casting and tribute services have been received from Obitus. The complete set of products offered and fees chargeable are set out in Appendix A to this report, with introduction from 1 April 2023 proposed.

### **RECOMMENDATION**

That the Joint Committee approves the proposed optional charges as set out in Appendix A from 1 April 2023.

Product Name	Product Description	PCJC Charge inc VAT
<b>TRIBUTES</b>		
Single Photo	A picture of the deceased that can be shown on your venue's screens throughout the service, or at a selected time.	Free
Basic Slideshow	Photo slideshow of up to 25 photos with simple transitions that can be set to loop. This option does not include music.	£45
Music Tribute (Formerly Pro Tribute)	A beautifully crafted Tribute of up to 25 photos, timed to a chosen piece of music with fade transitions.	£75
Themed Tribute	Choose from a range of curated themes and have up to 25 photos professionally edited and timed to a chosen piece of music. Coming later this year - The new Tribute will launch with 12 lifestyle themes to choose from, with the options expanding over time.	£95
Bespoke Tribute	Coming later this year. - A professionally crafted bespoke tribute for the service by Obitus in-house media team. Families and arrangers will have access to a "bespoke concierge" to create something unique and personal.	£400

<b>EXTRAS</b>		
Extra Single Photo	A surcharge for any additional holding images beyond the Single Photo.	£13
Tribute Download	A downloadable version of the Music or Themed Tribute to keep forever.	£11
Extra Tribute Photos	For each extra 25 photos on a visual tribute.	£25
Extra Work Charge	A fee that is applied to any of the standard products for additional work outside the norm, e.g. adding a video to a Tribute.	£25
Family Supplied Tribute	Family Supplied video/photo Tribute used as received with basic quality checks performed by the Obitus team.	£25

<b>STREAMING</b>		
Live & On Demand	A professionally live streamed service so that people can still watch and pay their respects virtually. With Live & On Demand, families can share the secure link with others to watch as it's happening with the option to view online for a further 28 days. A downloadable file is also available. Live Only version available upon request for £22.	£54

<b>KEEPSAKES</b>		
DVD or USB	A one-of-a-kind memento to keep forever. A DVD or USB Keepsake copy of the service, Tribute or both, in a personalised grey linen case.	£55
<b>EXTRAS</b>		
Blu-Ray or Audio CD	A Blu-Ray or Audio CD keepsake copy of the Live Stream/ Tribute or both, wrapped in a premium grey linen covered box that is personalised to the deceased. (Available upon request).	£55
Second Copies	Any additional copies of a DVD or USB keepsake can be bought at a reduced price.	£28
<b>BUNDLES</b>		
Obitus Bundle 10% saving vs individual sale price	Single Photo Music Tribute Livestream - Live & On Demand 1 x Keepsake item (choose from DVD or USB) Coming later this year - by order the bundle there will be a 10% saving against the individual sale price.	£165
<b>Services for Young People</b>		
Live & On Demand, Single Photo and Basic Slideshow	For young people under the age of 18, we offer free Live & On Demand Streaming, a Single Photo and a Basic Slideshow of up to 25 photos. Alternatively, the value of these products can be credited against a more premium option if preferred.	Free

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# Agenda Item 8

REPORT TO: PORTCHESTER CREMATORIUM JOINT  
COMMITTEE – 20<sup>TH</sup> MARCH 2023



REPORT BY: MANAGER AND REGISTRAR

## STATISTICS

### 1. MONTHLY COMPARISON

	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>
DEC	277	246	301	279
JAN	331	348	296	308
FEB	303	412	255	310

### 2. TOTAL CREMATIONS

	<u>YEAR</u>	<u>TO END FEBRUARY</u>
2020	3478	634
2021	3264	760
2022	3118	551
2023	-	618

### 3. DISPOSAL OF REMAINS

Ashes received from other Crematoria.....	41
i) Total disposals within grounds.....	227
ii) Remains removed from crematorium.....	611
iii) Retained.....	59
	<b>TOTAL 897</b>

Scattered 27%                      Removed 73%

### 4. GAS CONSUMPTION

Total gas consumption (cu.m.).....	53070
Total cremations.....	897
Average gas consumption (cu.m.).....	59

### 5. OBITUS

	<u>Webcast</u>	<u>Visual Tributes</u>
DEC - 94% (261) used Obitus services	23% (64)	59% (164)
JAN - 92% (283) used Obitus services	25% (78)	71% (219)
FEB - (Information not available at time of report)		

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**Report to: Portchester Crematorium Joint Committee**

**Date: 20 March 2023**

**Report of: Ian Cousins Property Manager**

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



Ref	Item Description	Cost £	Commentary
2006	Water Feature Feasibility	8,750	Proposals and a report for the Joint Committee have been delayed whilst the Cremator Replacement is progressed.
2106	Staff Area Improvements	10,000	Works on hold whilst Cremator Replacement scheme is developed.
2107	Waiting Room Refurbishment	45,000	Works instructed – Start date awaited from the contractor
2108	Signage	20,000	Development is on-going with this requirement
2112	Feasibility into Cremator Replacement	28,000	See Cremator Replacement Report – for further details – Item now complete
2113	Roof Repairs / Improvements	25,000	Most of the work is on hold whilst the cremator replacement scheme is developed. Some minor work is currently in hand to deal with urgent issues.
2114	Chapel Entrance Resurfacing	30,000	Works instructed – Start date awaited from the contractor
2115	External Redecoration	25,000	Quotations to be obtained
2116	Lighting Upgrade	75,000	Works on hold whilst Cremator Replacement scheme is developed.
2117	Bulk Store for Grounds Maintenance	15,000	Works now complete but awaiting final account

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Agenda Item 9

2118	Garden Shelter Maintenance	10,000	Programmed for 2023 / 2024
2119	Garden Memorial Installation	50,000	Programmed for 2023 / 2024
2120	Garden of Contemplation Design	40,000	Programmed for 2023 / 2024
2121	Cremator Replacement	3,000,000	See Cremator Replacement Report – for further details

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**

*Jan Cousins*  
**Property Manager**  
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# Agenda Item 10



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE -  
Monday 20 March 2023**

**REPORT BY: THE HORTICULTURAL CONSULTANT**

## **CREMATORIUM GROUNDS – GENERAL UPDATE**

It has been a busy time in the grounds coping with the winter storms, leaf fall and recent cold weather.

The bulb borders and rose beds have been mulched with manure. This feeds the plants and keeps the pH correct and builds resilience in the plants which reduces the need for chemical treatments for pests and diseases.

We have now completed the annual bark mulching of one third of the interment areas. This is carried out to keep the pH levels balanced, conserve water and suppresses weeds.

The extension to the grounds compound in the southeast corner of the main car park was completed in January. This is a big improvement as we no longer have materials taking up valuable parking spaces while operations such as mulching are undertaken.

The spring bulbs are now showing in the lawns. I am reviewing these areas and will organise replanting where needed as some areas are looking sparse. The replanting will take place in the autumn.

Aeration of the lawns has been completed and grass cutting has recommenced.

The grounds are looking good and Brighstone the grounds contractor continues to provide an excellent service which I am very pleased with.

*Ashley Humphrey,*  
Horticultural Consultant

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

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# Agenda Item 11



## **Portchester Crematorium Joint Committee**

## **Development Management Plan 2023–2028**

**City of Portsmouth**

**Borough of Gosport**

**Borough of Fareham**

**Borough of Havant**

## **Portchester Crematorium Development Management Plan – 2023 to 2028**

### **1.0 Introduction and Purpose of Plan**

- 1.1 Portchester Crematorium was opened on 27 September 1958 and is now one of two crematoria in south east Hampshire. It is managed by a Joint Committee of 8 Councillors, 2 from each of the four constituent authorities of Fareham, Gosport, Havant and Portsmouth. This Plan revisits and reviews the previous Development Plan approved in March 2021. Earlier Development Plans have been produced and reviewed periodically since 1992.
- 1.2 The Plan seeks to look at medium term developments in the period up to 2028, and in the longer term beyond 2028, and to set out the Joint Committee's intended course of action. **Emboldened typeface has been used throughout the text to indicate the current and future intentions of the Joint Committee.**
- 1.3 The Plan has been prepared in the following sections –
2. Key Progress since the previous Development Plans.
  3. Local authorities' cremation responsibilities.
  4. The role of the private sector.
  5. Portchester Crematorium's Aims and Objectives.
  6. Standards of Service and Working Practices.
  7. Developments in Technology and Crematorium Web Site.
  8. Multi Cultural and Secular Services.
  9. Memorials Policy.
  10. Fees and Charges Policy.
  11. Financial Policies.
  12. Repairs, Maintenance and Capital Works.
  13. Cremation Trends.
  14. Population Trends.
  15. The Chapels.
  16. Environmental Issues.
  17. The Grounds and Long Term Strategy for the Disposal of Ashes.
  18. Medical Referee and Medical Examiner

### **2.0 Progress Since the Previous Development Plans**

- 2.1 The current Development Management Plan covering the period to 2026 was approved by the Joint Committee in March 2021 and built upon previously approved Plans. The Joint Committee has agreed that the Development Plan should be reviewed every two years.
- 2.2 Some key features highlighted in previous plans are –
- That cremations were averaging over 4,000 a year in 1996. Cremations are now averaging 3,300 following the opening of crematoria firstly at Hedge End and more latterly at Havant.

- That even with population growth there has been more than sufficient cremator capacity at Portchester. Even with future changes to cremator equipment there should continue to be more than sufficient capacity.
  - The existing two chapels adequately serve on most occasions the requirements of funeral services.
  - Major refurbishments were undertaken of the South Chapel during 2015 and the North Chapel during 2018.
  - A major upgrade of video, web casting and audio technology in 2020, and refurbishment of the Book of Remembrance Room in January 2021.
  - New separate waiting rooms for mourners was built to the east of the Crematorium and linked to it by two covered ways (porte-cochere's) and came into use in the summer of 2004.
  - Land in private ownership to the north of the Crematorium grounds has been laid out and opened in 2002 as the 'Portchester Memorial Gardens'.
  - The provision of a garden of contemplation.
  - The remodelling and refurbishment of the garden pond and waterfall.
  - Difficulties that could arise with car parking in Upper Cornaway Lane when both the car park within the grounds and an overflow car park were full were addressed in 2004/2005 by building an extension to the overflow car park to provide an additional 43 car spaces.
  - The completion during 2012 of an extensive project to install cremator abatement equipment to meet updated environmental standards and during the life of the Plan the cremators will be replaced (see section 12).
- 2.3 The key features of the 2021 Plan have again been included within this document and progress with initiatives is indicated within each of the relevant sections.

### **3.0 Local Authorities' Cremation Responsibilities**

- 3.1 A local authority's powers to provide cremation facilities flow from the Cremation Acts 1902 and 1952, and Section 214 of the Local Government Act 1972. Under the 1972 Act a local authority has power to provide cemeteries and crematoria within or outside its area.
- 3.2. In the case of Portchester, the Fareham, Gosport and Havant Borough Councils together with Portsmouth City Council decided in the 1950's to provide a crematorium. The authorities used powers in the Local Government Act 1933, now superseded by the 1972 Act.

- 3.3. The four local authorities entered into an agreement delegating their powers to a joint committee comprising councillors from each authority. That agreement has been revised and revisited over the years, most recently as a result of the Local Government Act 2000. The Local Authorities (Functions and Responsibilities) Regulations 2001 make the provision of crematoria an Executive function (applicable to Portsmouth, Havant and Fareham) except for an authority (Gosport Borough Council) operating "alternative arrangements". This means that except for Gosport the representatives from Portsmouth, Fareham and Havant on the joint committee must be Executive Members.
- 3.4 The Crematorium is built on land owned by Fareham BC and leased to the 4 local authorities. The current lease ran until December 2020 and arrangements have been agreed for a new 20 year lease.
- 3.5 The Joint Committee decides the overall policy for the provision of Crematorium facilities, including approving capital and maintenance works programme, the consideration and approval of accounts, and setting the scale of fees and charges.
- 3.6 Crematorium staff are employees of the Joint Committee. They are responsible to the Manager and Registrar for the day-to-day running of all aspects of the Crematorium.
- 3.7 Although most of the cremations undertaken are in respect of those who lived in the area of the four local authorities, funerals also come from the immediate hinterland.

#### **4.0 The Role of the Private Sector**

- 4.1. The private sector has a significant role in the disposal of the dead, whether it is directly in the provision of cemeteries and crematoria or through funeral directors. In addition there are ancillary services such as monumental masons, florists and other death related businesses.
- 4.2 The nearest crematoria to Portchester are The Oaks operated by Southern Co-operatives at Bartons Road, Havant (on the Havant/East Hampshire border) which opened in Autumn 2013; Wessex Vale at Hedge End (privately owned); Southampton (local authority managed), and Chichester (privately owned).
- 4.3 Portchester has a privately owned Memorial Garden located immediately to the north of the Crematorium grounds. This private facility, whilst having very little effect on the day to day running of Portchester, does however offer bereaved families a greater choice in the way they dispose of cremated remains and how they are remembered by way of memorials. Although, inevitably there is a cost implication to this. Ideally, because of the lack of available ground within the Crematorium in which to bury ashes it would be desirable if greater numbers of remains were taken from the Crematorium for disposal elsewhere. Even so the trend to remove remains to scatter or bury



elsewhere than at the Crematorium is still upwards, and this aspect is dealt with in more detail in Section 17.

- 4.4 The relationship the Crematorium has with funeral directors and other 'bereavement services' is little different from any other local authority running commercial services. Virtually all of the ancillary services are in the private sector and consideration has to be given at all times to their commercial interests when considering the service that the Crematorium aims to provide.
- 4.5 The Competitions and Markets Authority published in December 2020 the outcome of its investigation into funeral directors and crematoria services. Much of the focus of its decisions was on the role and practices of funeral directors, the overall cost of funerals, and the way in which the public engaged with purchasing a funeral. Requirements placed upon crematoria operators to make available pricing information are already met in full by Portchester Crematorium. **The Joint Committee will keep under review the decisions of the CMA.**

## **5.0 Portchester Crematorium's Aims and Objectives**

- 5.1 The Joint Committee is committed to the maintenance of high standards in relation both to staff performance and to the maintenance, repair and improvement of the fabric of the Crematorium and its assets.
- 5.2 **The Joint Committee will therefore continue and adhere to the following general policies:**
- (a) Seek to maintain, and where possible, enhance the beauty of the grounds, as an area for quiet contemplation;
  - (b) Keep the grounds open to the public subject only to such restrictions as may be necessary in the interests of security;
  - (c) Seek to ensure that all works to the fabric are of high quality in keeping with an atmosphere of dignity and reverence appropriate to the purpose of the establishment;
  - (d) Adhere to staff recruitment and training policies which will ensure that all members of staff reflect both in appearance and behaviour the high standards both express and implied in the Code of Cremation Practice of the Federation of Burial and Cremation Authorities, to which the Joint Committee is fully committed;
  - (e) Seek to promote the practice of cremation as an alternative to burial by ensuring that the Crematorium is an open and welcoming place whose staff understand the needs of the bereaved.

## **6.0 Standards of Service and Working Practices**

- 6.1 Historically Portchester has always strived to provide the best quality of service it can, both through its buildings and the quality of staff it employs. For example, in recent years both chapels have undergone major refurbishment and a new multi-media system has been provided.
- 6.2 The current experienced Manager & Registrar took up post in February 2020 following retirement of the previous manager. The staff work flexible hours which means the provision of the service can be maintained throughout the day with no breaks. **The Joint Committee will keep the staffing arrangements under review.**
- 6.3 As a member of the Federation of Burial and Cremation Authorities, Portchester undertakes to abide by their Code of Practice (*a copy of which is attached at Appendix 1*).
- 6.4 Separately, the Institute of Cemetery and Crematorium Management in its 'charter for the bereaved' lays down minimum standards that the public are entitled to expect from any establishment dealing with the disposal of the dead. A copy of the charter is available to the public either through the office or on the ICCM web site at [www.iccm-uk.com](http://www.iccm-uk.com). Under this charter Portchester undertakes an annual best value assessment by way of a questionnaire on all areas of the charter, and is ranked alongside similar establishments.
- 6.5 **The Joint Committee will continue to ensure the Crematorium buildings are open for inspection by the public in addition to the more regular tours that may be conducted.**
- 6.6 **The Joint Committee will continue to participate in the ICCM Recycling of Metals Scheme, whereby nominations are sought to distribute surplus funds to suitable local or national death related charities.** The ICCM scheme criteria requires that 'the core function of the charity should be bereavement related or a definable element/function of the charity should be bereavement related providing support or a service to the bereaved or their family.'
- 6.7 From 2020 Portchester Crematorium had to respond, along with all other crematoria, and the funeral industry to the Coronavirus Pandemic. For Portchester this meant implementing the government's emergency legislation and subsequent regulations and guidance. This brought with it many changes to the arrangements for services and the number of persons allowed to attend. Additionally, the Hampshire wide Pandemic Emergency Plan was activated. **The Joint Committee will keep under review the actions necessary to ensure that the Crematorium and its staff continue to remain ready to meet and deal with this or any future emergency.**

## **7.0 Developments in Technology and the Crematorium Web Site**

- 7.1 Over the years technology has moved at a pace. The Joint Committee has kept under review developments in technology. This has now led to a further updating of previous video, audio and web casting provision. The new Orbitus Multi Media system should meet the standards expected for modern services, which are explained in more detail in paragraph 8.2 below.
- 7.2 The Crematorium website and its modern image is an integral part of the service that Portchester can offer. Books of Remembrance can be viewed digitally through the internet. In addition to the general information that may be viewed on the website, hard copies of information leaflets and brochures are also available. A separate computer based system has operated for several years allowing funeral directors to book services 'on-line'.
- 7.3 **The Joint Committee will continue to keep under review the way in which technology and the web site can be further developed in the interests of an efficient and effective, yet caring, service to the bereaved.**

## **8.0 Multi Cultural and Secular Services**

- 8.1 Both chapels at the Crematorium are designated as non denominational although there is a removable cross in both reflecting the largely Christian nature of funerals. There is a greater trend for a less Christian type of service and more secular and humanist services. The cross in each chapel is easily removed for these services if requested. There are other Christian symbols on the building most notably on the stack and front and rear external walls of the South Chapel. These are part of the original structure and there has been no objection to these. **The Joint Committee will continue to keep under review the wishes of mourners.**
- 8.2 Secular services at present do not present a problem as the nature and style of the services conducted in the chapels is generally outside the direct control of the Crematorium staff and is more to do with officiants, family and funeral directors. Generally these services tend to take no longer than a "standard" Christian service but are generally more complex and personalised in nature. For many years the Crematorium had facilities for the playing of all forms of recorded media and these have been expanded and upgraded over the years when the need arose. In 2020 the Orbitus Multi Media system was installed and work undertaken to upgrade both the South and North chapel music control rooms. This system replaced the previous audio and visual equipment and significantly improved the range of audio visual and web casting services available to families. **The range of provision and equipment will be kept under review.**
- 8.3 It has become noticeable over the last twenty-five years that the number of services held in church (prior to a short committal in the Crematorium chapel) has declined markedly. This trend is also a consideration with secular services as there is very little scope for any style of service to be held anywhere other than at the Crematorium. With the decline in the number of

church committal services this is not anticipated to be a problem as the Crematorium is already managing this decline effectively. The opportunity has been taken to extend the length of services to 45 minutes, thereby ensuring so far as possible that services where there are large groups of mourners do not adversely impact on following services. In recent years there has also been a move to 'walk through' funerals, where no mourners are in attendance. These usually take place at the beginning of each day.

8.4 **The style of service does not really affect the running of the Crematorium in any meaningful way. This will be kept under review by the Joint Committee to consider whether it may be necessary to provide extra services, although this has always been done over the years to reflect changes in technology and society.**

8.5 Whilst the Crematorium is available to serve the whole community and has a range of paper and web site publications to support the services it provides, **the Joint Committee will nevertheless keep under review whether to carry out an equalities impact assessment of the Crematorium's activities including use of local citizens' panels or focus groups to check the Crematorium is being responsive to the needs of service users.** This is in the light of arrangements which were introduced during 2016 for the logging of public comments. The Joint Committee will continue to monitor these public comments on a regular basis.

## 9.0 **Memorials**

9.1 The Joint Committee has maintained a consistent policy against the provision of permanent memorials although these are sometimes desired by families at the time of bereavement. Although some private crematoria see the sale of such memorials as a valuable addition to their income the Joint Committee has taken a long term view not to sacrifice the simple beauty of the gardens for the sake of the increased income that would arise. **The Joint Committee will continue this policy unless and until there is sound evidence that it no longer represents the considered views of the wider community.** With the availability of the privately owned Portchester Memorial Gardens to the north of the Crematorium families have been encouraged to make use of these facilities. Funeral directors are asked to advise families that when a permanent memorial is desired it is more appropriate for cremated remains to be interred in that setting or a cemetery.

9.2 Invariably from time to time plaques, ornaments and other objects do tend to be left within the grounds. **The Joint Committee will continue the long established management policy that it should be left to the Manager and Registrar to decide when and for how long such personal objects should be allowed to remain within the grounds before removal.** From December 2015 the Joint Committee agreed that the frequency of clearance be every 3 months; a decision revisited and reaffirmed by the Joint Committee in December 2019. Material cleared is kept in an open air storage facility for 3 months for collection by families or disposed of dependent upon circumstances.

9.3 Whilst there is a policy of not allowing individual memorials throughout the gardens at the location of scattered ashes, in September 2022 the Joint Committee agreed to the provision of a 'memorial tree' in the area close to the Book of Remembrance Room. This tree, which will be in keeping with the natural established gardens, will allow 240 leaves to be engraved, and be a low cost affordable memorial option. **The Joint Committee will also oversee the provision of metal wall art and post box memorials at suitable locations.**

## **10.0 Fees & Charges Policy**

10.1 The Joint Committee sets the level of fees that are charged. The present policy requires a fee to be charged for all cremations where the deceased is over the age of 18.

10.2 The fee that is charged covers use of the chapel irrespective of whether a funeral service takes place in the chapel, except for 'walk through' funerals where a reduced fee is paid. In any event, for practical purposes all cremations that are to take place are received into the Crematorium through one of the chapels. The main reason for this is that if a separate charge was made for provision of a chapel there would be nothing to stop families and funeral directors asking and expecting a double slot or greater to be granted. At present the provision of a double time slot is left to the discretion of the Manager and Registrar, who takes into account all reasons why the request has been made and whether to grant such times. The primary reason for this is that during busy times the allowance of double time slots may cause inconvenience and distress to other families wishing to arrange funerals. **The Joint Committee will continue with this policy.**

10.3 Medical Referees fees are included in the cremation fee, and unless and until there are legal changes involving the role of medical referees this arrangement will continue. During the life of this Plan the role of medical referees will change given the introduction of medical examiners as part of the Coroners Service, as explained in Section 18.

10.4 The cremation fees, including those for 'walk through' funerals, set (usually annually) by the Joint Committee have no provision for variation to meet, for example, specific circumstances, and there are no plans to alter this. **However, the Joint Committee will continue to keep this arrangement under review because in coming years it may be desirable to have some variance in the way fees and charges are levied.**

10.5 Whilst at present it is considered unnecessary to contemplate most of these, circumstances in coming years may make it necessary to consider some or all of the above suggestions.

10.6 Charges are also made for entries into the Book of Remembrance, organist and use of organ, viewing of funeral service over the internet, and scattering

ashes from other crematoria. **The Joint Committee will continue to review all of its charges on no less than an annual basis.**

## **11.0 Financial Policies**

- 11.1 The Joint Committee is in a strong financial position and able to meet all planned expenditure from income. Since 1996 the Joint Committee has been in a position to make an annual surplus which has been distributed to each of the constituent authorities. This surplus is effectively recognition of the significant original investment by each of the authorities in the Crematorium. The payment to each of the authorities also assists them indirectly to support their own cemeteries and bereavement services.
- 11.2 A comprehensive Finance Strategy is in place which provides a clear overview of the Joint Committee's financial framework and is aimed at providing added assurance to the Committee and to the constituent authorities that sound and effective arrangements are in place to manage the Crematorium's finances. **The Finance Strategy will be reviewed by the Joint Committee each December for incorporation into the budget setting process.**
- 11.3 A Capital Works Fund exists to fund future major works including works to the fabric of the building. The 5 year capital programme from 2022/23 to 2026/27 was approved in December 2022. The programme is set out as being fully funded from the existing Capital Works Fund balance of £3,048,600 at 1 April 2022 plus annual contributions over the life of the programme totalling £1.25m. This demonstrates that the programme is heavily reliant on continued revenue contributions to the Capital Works Fund so that the programme of work can be fulfilled along with required reactive capital expenditure for mechanical equipment to maintain the crematory function.
- 11.4 A forecast of income and expenditure, extracted from the approved revenue budget, is attached (see *Appendix 2*).
- 11.5 **The Joint Committee re-affirms the following long standing policies:-**
1. Sufficient reserves and provisions will continue to be made to ensure that:
    - (a) no precept will be required from the constituent authorities within the foreseeable future and;
    - (b) all anticipated capital works can be funded from revenue income.
  2. that an optimum annual surplus be available for re-distribution to each of the constituent authorities.

## **12.0 Repairs, Maintenance and Capital Works**

- 12.1 As a result of the ongoing maintenance programme, the buildings are in good condition. No exceptional requirements are foreseen at the present time, other than those outlined in the maintenance programme.
- 12.2 The Joint Committee agreed in September 2022 that during 2023/24 a replacement cremator programme will be undertaken. Approval has already been given to proceed with the option for natural gas cremators and authority given to obtain tenders. **The Joint Committee will continue to receive regular reports on all aspects of capital and revenue works including any operational implications arising from the major project for the cremator replacement programme.**
- 12.3 The Garden of Contemplation, close to the South Chapel, includes a water feature which in recent years has required extensive attention additional to the normal maintenance cycle. **The continued operation of the water feature and future of this area has been re-assessed and consideration has been given to options for re-modelling of the area, a detailed programme for which will be considered by the Joint Committee with the aim of it being undertaken during the life of the Development Plan.**
- 12.4 **A review and upgrading of directional, informative and related Signage within the Crematorium precincts and gardens (including the location of scattered ashes) will be undertaken to ensure that it meets current principles in assisting visitors.**

## **13.0 Cremation Trends**

- 13.1 Following the opening of the Crematorium in 1958 the number of cremations performed annually grew steadily, from under 2,000 per year to over 4,000 in the 2013 calendar year. This was well within the operational capacity of the cremator installation of some 5 - 6,000 per annum.
- 13.2 There are currently an average of 13 funerals each day. Generally funerals do not normally have to be booked more than one week in advance. Timing adjustments could create further spare capacity though depending on its extent, this could have some adverse effects on the standard of service provided.
- 13.3 Since December 2013 the operating environment of Portchester Crematorium has significantly changed with the opening of the Oaks, a private crematorium on the Havant/East Hampshire border. Cremation numbers at Portchester have fallen but have remained stable over the past 9 years with only minor fluctuations that are to be expected, as set out in paragraph 13.6 below. Considered reductions in revenue were allowed for in each of the budgets since the new crematorium opened. The impact on revenue income to the crematorium has been closely monitored throughout the period. Although factors such as weather conditions and flu epidemics can affect numbers there is no sign of a marked and permanent increase. The growth in our

catchment area may help in maintaining the number of funerals at Portchester. **The Joint Committee will continue to keep under review the number of cremations being undertaken.**

- 13.4 During 2022 details emerged of a proposal by a private developer to seek planning permission for a crematorium at Lee-on-the-Solent/Stubbington. **The Joint Committee will keep this proposal under review and consider how to respond to the financial and operational impact should this development materialise.**
- 13.5 Nationally the trends in cremation from 1970 to 2021 indicate that the percentage of cremation to burials for those years has been steadily increasing year on year. In 1970 the percentage was 55.4% of cremations to burials, and by 2021 the figure had risen to 78%.
- 13.6 Locally the table below gives a comparison of the burials in the 4 local authority areas covered by the Joint Committee and the percentage relationship of cremation at Portchester to burial. These figures are a guide only as they do not take into account funerals that may be undertaken from outside of the 4 areas, nor the number of cremations at The Oaks.

	<b>Cremations at Portchester</b>			<b>Burials Portsmouth, Havant, Gosport, Fareham Local authority cemeteries</b>	
	Number	Percentage	Percentage	Number	Percentage
2010	3,851	(83%)		816	(17%)
2011	4,015	(84%)		761	(16%)
2012	3,975	(83%)		819	(17%)
2013	4,248	(85%)		752	(15%)
2014	3,356	(82%)		723	(18%)
2015	3,329	(83%)		671	(17%)
2016	3,355	(84%)		640	(16%)
2017	3,334	(84%)		622	(16%)
2018	3,329	(85%)		600	(15%)
2019	3,179	(84%)		588	(16%)
2020	3,478	(85%)		610	(15%)
2021	3,264	(84%)		625	(16%)
2022	3,118	(85%)		553	(15%)

- 13.7 As with any new crematoria, the number of cremations undertaken can be expected to rise gradually after its opening. This has been the case at the Oaks, with the most recent figures being 1,542 cremations in 2017, 1,917 in 2019, 2,230 in 2020, and 2,236 in 2021.

#### **14.0 Population Trends (Appendices 3 & 4)**

- 14.1 Population projections for South East Hampshire\* for the period up to 2039, indicate that in respect of the four local authority areas –



- (a) The population is projected to increase from the 2023 figure of 551,706 as follows –

2023	-	551,706
2025	-	554,914
2027	-	558,256
2029	-	561,435
2031	-	564,526
2033	-	567,289
2035	-	569,852
2037	-	572,320
2039	-	574,595

- (b) The population profile in the period between 2023 and 2039 is projected to increase by 8,853 in the upper age range (85+).

- 14.2 The death projections for each local area show the following actual and projected deaths for the four local authority areas –

2020	-	5,531 (actual)	2033	-	6,011
2021	-	5,683 (actual)	2035	-	6,157
2023	-	5,419	2037	-	6,289
2025	-	5,509	2039	-	6,391
2027	-	5,613	2041	-	6,470
2029	-	5,733	2043	-	6,548
2031	-	5,870			

- 14.3 On the assumption that average national trends both in respect of cremation and burial continue to apply in the Joint Committee's area, and given the provision of the crematorium in Havant, the conclusion is that there will be sufficient cremator capacity at Portchester for at least the next 15 years.

[\*Source – 2018 based Subnational Population Projections, Office of National Statistics]

## 15.0 The Chapels

- 15.1 The South chapel has a seating capacity of about 80, but with standing can accommodate well over 100 persons. The smaller North chapel, since refurbishment, now has individual chairs for about 50. Both are served with well appointed waiting rooms, incorporating toilet provision in a separate building linked to the chapels by a covered walkway. The capacity of the Chapels is in line with the Department of the Environment Guidance Notes on the Siting and Planning of Crematoria issued in April 1978. Sometimes overflows occur in the south chapel but this happens infrequently. Funeral directors are usually aware when a high attendance is likely. In the response to a review of crematoria provision the government responded<sup>1</sup> that the current guidance on numbers is that it no longer met all communities needs.

<sup>1</sup> Crematoria Provision and Facilities – Government (MHLG) response to review dated 8 April 2019

- 15.2 Occasionally the number of mourners attending a funeral exceeds the sitting and standing capacity within the South Chapel, which has continuous fixed pews, to seek to provide maximum seating capacity. The North Chapel now has individual chairs which can facilitate them being moved to create a smaller more intimate atmosphere if required. Demountable external loudspeakers to relay the service can be installed outside the South Chapel on those limited occasions when the number of mourners exceeds capacity.
- 15.3 The design and décor of the South Chapel through a high quality scheme of refurbishment was undertaken during the summer of 2015 and completed in late autumn 2015. Upgrading and refurbishing the North Chapel with a similar high quality and successful scheme was undertaken and completed during autumn 2018. **The Joint Committee will explore as part of a scheme for the area of contemplation the possibility of expanding the capacity of the South Chapel.**

## **16.0 Environmental Issues including Carbon Reduction Plan**

- 16.1 As a matter of principle the Joint Committee seeks to minimise the environmental consequences of its operation commensurate with the need of providing a facility sensitive to the needs of its clients. The buildings have been developed at different stages but always in a manner sympathetic to the original design. **The Joint Committee consider it important that any works continue to be carried out in a manner sympathetic to the original design and are considered acceptable to the public.** Environmental considerations can be very complex and in this development plan it is only considered practicable to outline in the broadest terms the environmental issues that the Joint Committee can reasonably influence.
- 16.2 The crematorium is a major consumer of both gas and electricity and during the life of this development plan the spending on these commodities is estimated at £337,300 in 2022/23 and £480,000 in 2023/24.
- 16.3 Most of the energy consumed is in relation to the prime purpose of the crematorium i.e. the cremation process, and the energy used is largely determined by the regulatory requirements that govern this. The Manager and Registrar routinely monitors and reports to the Joint Committee on gas consumption.
- 16.4 In December 2022 the Joint Committee agreed a set of plans to reduce the Crematorium's carbon emissions, which in summary include –
- (1) As part of the replacement of crematorium equipment during 2023/24 a revised working procedure will be investigated to reduce energy consumption including the use of hold over facilities.
- (2) In the short term continuing to implement energy saving measures by –
- Installation of low energy lighting;

- Investigating the recovery of energy from waste heat in the cremation process;
- Exploring government funding options for energy savings in the buildings;
- Encouraging the grounds maintenance contractor to purchase further electric hand tools to replace petrol hand tools.

(3) In the medium term to stop unnecessary carbon emissions and investigate the installation of electric vehicle charging points.

(4) Implementing energy saving measures by –

- Undertaking a site assessment for the installation of solar electricity panels to the buildings and car parks;
- Developing plans for energy efficiency improvement to the buildings;
- Looking at options to harvest wastewater for toilets and watering of the grounds;
- Understanding whether a revised grounds maintenance procedure could limit unnecessary energy use.

(5) ‘Carbon Offsetting’ where it’s not possible to eliminate or reduce carbon emissions. To achieve this it is intended to monitor the market, accreditation schemes and any regulations in the offsetting market with the plan to bring forward a scheme in the long term.

**(6) The goal set by the Joint Committee is to be carbon neutral by 2030. The Joint Committee will continuously review progress on the initiatives set out above; areas that still require a reduction in emissions will be examined and further projects investigated.**

16.5 In respect of the flue gasses the Joint Committee has provided high quality computer controlled cremation and monitoring equipment to ensure that it fully meets the requirement of the Environmental Protection Act. To ensure that the equipment is maintained to a high standard the principle has been adopted of engaging the original suppliers on a long-term rolling contract. Flue gas emissions are determined by a number of factors. This includes the "what goes in must come out" principle and this is an area that is largely outside the direct control of the Joint Committee.

16.6 The buildings are heated by a combination of systems largely brought about by the incremental development of the buildings. **When suitable opportunities arise consideration will continue to be given by the Joint Committee to issues of sustainability and possible rationalisation of these systems to achieve both environmental and cost benefits.** The buildings are largely insulated to accord with modern requirements and whenever appropriate the opportunity is being taken to upgrade the building’s insulation.

## **17.0 The Grounds and Long Term Strategy for the Disposal of Remains**

- 17.1 At the present time an average of 72% of ashes are removed from the crematorium for scattering elsewhere. This is a trend that appears to be on the rise not only locally but nationally. This means that the remaining 28% (currently some 870 cremations) are scattered within the grounds by placing them beneath the surface and into the soil directly.
- 17.2 Taking a snapshot of the current diary, most of these scatterings are in existing locations with other family members and as such would always have to be scattered within the current layout of the garden. The current risk assessment is in place to ensure that the grounds are able to take the number of scatterings that the Crematorium requires without causing detrimental effects on the soil structure.
- 17.3 Any extension to the existing areas used for scatterings at the present time is not considered necessary as the majority of disposals take place within the existing layout. The trend for removals coupled with the ever increasing demand for repeat scatterings means that the demand for 'new' positions will continue to diminish and as such would render any extensions under-utilised. **The Joint Committee will keep under review the level of remains that are so removed.**
- 17.4 When the Poplar tree on the lawn had to be felled it left a space that looks like a small bed. The potential has been developed for this area to become a 'babies garden' scattering area that would only be for the ashes of NVF's, stillbirths or children up to age of 12 months. As it has been the area of a tree on the lawn there will have been no scatterings in the area. Work will be needed to remove tree roots and leave an area of soil that looks like a new bed in the lawn.
- 17.5 The disposal of cremated remains is carried out within the shrub borders. This does have a cumulative adverse effect on the condition of the soil (by increasing the alkalinity of the soil) and plants grow less well. The effect can be to some extent ameliorated by the use of pine bark mulch and top dressing (this is acidic so can help to redress the soil ph).
- 17.6 Over the last 18 years the shrub beds have been mulched with bark; the new bark now being placed on a third of the shrub beds annually, thus allowing access to visitors throughout the year. The mulch has improved the aesthetic appearance of the borders and also conserves moisture, to the benefit of shrubs and trees and appears to be an effective method of re-acidifying the soil.
- 17.7 The possibility has been considered of adding soil to the more requested scattering areas, mainly around the pond to provide additional capacity and improve soil structure. New scatterings in the border area at the back of the pond have been suspended to try and rest it and currently only repeat scatterings are allowed. Ways to extend the life of the area in general have been considered with the possibility of adding more soil which would require

the removal of all shrubs in this area to carry out the work. There would be a need to rotovate the existing soil (without removing any soil), and top up with additional soil. The area would benefit from new planting as it is looking very tired after the loss and decline of many of the shrubs and bushes already there.

- 17.8 The ground maintenance regime has a greater emphasis on shrub pruning, which is allowing more room around plants for remains to be placed. However, there will come a time, possibly in the next 6 to 10 years, when the remains will become an unacceptably dominant part of the soil structure. In the medium term this can be helped by the creation of new shrub beds. **The Joint Committee will keep under review the need to maintain good soil conditions both for the disposal of remains and for the requirements of the planting and will take appropriate measures to ensure a balance is maintained.**
- 17.9 The Joint Committee has in recent years reviewed its car parking facilities and this has included consideration of parking provision for cars and other means of transport. Car parking is provided, both within the Grounds (capacity for 68 cars) and an overflow car park in Upper Cornaway Lane (capacity 73). Car parking for the disabled has been provided in the Grounds. **Whilst it is appropriate to consider cars as the primary means of transport to the Crematorium the need to provide space for alternative and more environmentally friendly means of transport will be kept under review by the Joint Committee.**
- 17.10 **The Joint Committee will periodically monitor car parking arrangements to ensure that it is being managed in the most efficient and effective way, and will investigate the installation of electric vehicle charging points.**

## **18. Medical Referee and Medical Examiner**

- 18.1 The Government's intention is to work towards commencing implementation plans for the statutory medical examiner system from April 2023. In a statement they have said: "The medical examiner system will introduce an additional layer of scrutiny of the cause of death by the medical practitioner, improving the quality and accuracy of the medical certificate of cause of death and thereby informing the national data on mortality and patient safety. The medical examiner system will increase transparency and facilitate discussions with the bereaved about any concerns they may have, providing new levels of scrutiny to improve detection of criminal activity or poor practice. After the statutory medical examiner system has been introduced, all non-coronial deaths will be scrutinised by a medical examiner, for both burials and cremations."
- 18.2 In November 2022 we received the following update on the Implementation of the medical examiner system from the Burial, Cremation and Funeral Sector Policy Team at the Ministry of Justice: "We will keep the current medical referee role for a transitional period following the implementation of the

statutory medical examiner system. We will provide further clarity on when the transitional period will begin and its duration as soon as we can. We want to reassure you that there will be no sudden cliff edge and we will continue to work with the sector on the implementation of the reforms to the death certification process.” The existing role of medical referee would be retained for a transitional period following implementation of the statutory medical examiner system, in order to ensure continuity and to provide the opportunity for any necessary consequential changes to be identified.

- 18.3 The last update from the ICCM in November 2022 was that they continue to work with allied organisations on the Deceased Management Advisory Group (DMAG) to ensure that the transition to the new medical examiner system is as seamless as possible.

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### ***Appendices***

1. Federation of British Cremation Authorities Code of Practice
2. Annual Estimates of Expenditure & Income for 2022/23 and 2023/24
3. Population Projections for South East Hampshire
4. Death Statistics and Projected Deaths

JH/me  
March 2023



## THE FEDERATION OF BURIAL AND CREMATION AUTHORITIES

### Code of Cremation Practice

#### 1. CONDUCT

The cremation of a human body is a highly emotional occasion for those taking part in the service. This must never be forgotten by the staff of the Crematorium, who must combine to create and maintain a dignified atmosphere of reverence and respect throughout the entire proceedings.

#### 2. STAFF

The greatest care must be taken in the appointment of members of the Crematorium staff, any one of whom may, by conduct or demeanour, detract from the atmosphere of reverence which it is endeavoured to create. All staff employed in the operation of cremators must be suitably trained in the technical and ethical procedures and certified as specified in Process Guidance Note 5/2 (12) or any subsequent Guidance that may be issued by the relevant Government Department.

#### 3. PRIOR TO COMMITTAL

A coffin and its contents brought to the crematorium, whether for a service prior to cremation, a planned cremation without a service, or for a service prior to burial, shall be brought into the crematorium building through an appropriate\* entrance. If the coffin and its contents are to be cremated, the coffin shall be transferred directly to the crematory in the normal manner.

*\*Note: Where the crematorium offers more than one entrance for receiving the deceased, they must be designed for the required purpose and be suitable for the dignified reception of coffins. The entrance should be visible to the public, should be sufficiently wide enough for clear access, e.g. double doors, and where it enters the crematory directly, it should pass through two sets of double doors. The Cremation Authority must obtain the prior, informed, written consent of the Applicant for Cremation for the use of whichever entrance is required.*

#### 4. AFTER COMMITTAL

- (a) A body shall not be removed from the Crematorium after the Service of Committal except for a lawful purpose.
- (b) Subject to receiving the necessary Authority to Cremate, the coffin and its contents shall be put into the cremator, as soon as practicable, exactly as they have been received on the catafalque. A body not cremated on the same day as the coffin is received at the Crematorium may only be retained on the written consent of the Applicant for cremation and in circumstances deemed necessary by the Cremation Authority, including impacts on the environment. All bodies retained at the crematorium will be accommodated in secure and sanitary conditions within the building.
- (c) Once a coffin with its contents has been placed in the cremator, it shall not be touched or interfered with until the process of cremation is completed. On completion, the whole of the Cremated Remains/Ashes, which is all the material left in the cremator following cremation less any metals, shall be collected and shall be disposed of in accordance with the instruction received.

#### 5. CORRECT IDENTITY

- (a) No coffin shall be accepted at any Crematorium unless it bears adequate particulars of the identity of the deceased person contained therein. If a coffin is encased, the cover and the coffin must bear adequate identity of the deceased person.
- (b) Every care must be taken to ensure correct identification throughout the whole proceedings from the moment the coffin is received onto the catafalque until the final disposal of the Cremated Remains/Ashes.

#### 6. SEPARATELY CREMATED

Each deceased person given to the care of the Cremation Authority shall be cremated separately. Exceptions may be made for instance in the case of mother and baby or twin children providing that the next of kin has made a specific request in this regard.

#### 7. COFFIN COVERS

When a re-useable cover is used to encase a coffin, signed authority must be given by the Applicant for the cremation authorising its use and consenting to its subsequent removal from the Crematorium.

#### 8. METAL RESIDUES

Any metal found amongst the Cremated Remains/Ashes shall be disposed of in accordance with the directions of the Cremation Authority or Higher Authority.

#### 9. CREMATED REMAINS/ASHES

The utmost care shall be taken to ensure that the Cremated Remains/Ashes, following their removal from the cremator, shall be kept separate and suitably identified. The Cremated Remains/Ashes shall be placed in a separate container awaiting final disposal. If the Cremated Remains/Ashes are to be disposed of in a Garden of Remembrance, this shall be conducted with reverence and respect. Cremated Remains/Ashes to be conveyed by a carrier service should be placed in a suitably labelled robust container and dealt with according to recommendations laid down by the Federation of Burial and Cremation Authorities.

#### 10. CREMATORS AND ANCILLARY EQUIPMENT

Cremators and all other ancillary equipment used in the Crematorium shall be kept in good repair and maintained in accordance with manufacturers' recommendations, and the requirements of the current guidance Notes issued under the Environmental Protection Act 1990 or subsequent legislation.

#### 11. STATUTORY REGULATIONS

All cremations shall be carried out according to the provisions of the Cremations Acts and the Regulations made thereunder and any subsequent legislation.

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## APPENDIX 2

### REVENUE BUDGET FOR THE YEAR ENDING 31 MARCH 2024

	Actual 2021/22 £	Base Estimate 2022/23 £	Revised Estimate 2022/23 £	Base Estimate 2023/24 £
<b>EMPLOYEES</b>				
SALARIES	216,891.61	234,800	241,100	258,600
SALARIES OVERTIME	9,835.00	5,000	5,000	5,000
AGENCY STAFF	11,354.89	0	0	0
NATIONAL INSURANCE	19,512.87	20,000	21,000	24,300
SUPERANNUATION	45,775.18	51,000	56,000	60,200
FIRST AID ALLOWANCE	0.00	200	0	200
STAFF TRAINING	0.00	1,000	1,000	1,000
<b>TOTAL EMPLOYEES</b>	<b>303,369.55</b>	<b>312,000</b>	<b>324,100</b>	<b>349,300</b>
<b>PREMISES</b>				
R & M OF BUILDINGS	16,842.46	13,700	13,700	13,700
REPAIRS AND RENEWALS	98,454.98	100,000	100,000	100,000
R & M OF FIXED PLANT	83,351.49	85,000	85,000	85,000
R&M OF GROUNDS	76,960.25	75,000	78,000	75,000
R&M OF GARDEN IMP.SCHEME	1,600.00	1,500	1,500	1,500
ELECTRICITY	49,815.91	75,000	100,000	150,000
GAS	72,059.09	110,600	237,340	330,000
RENTS - GENERAL PAYABLE	13,223.28	13,500	13,500	13,500
NATIONAL NON-DOMESTIC RATES	169,344.00	199,000	188,160	199,000
WATER CHARGES - SUPPLY (PWC)	-18,070.63	0	0	0
SEWERAGE & ENV. CHARGES (SWS)	28,975.00	10,000	5,000	5,000
FIRE PRECAUTION APPLIANCES	806.86	700	700	700
CONTRACT CLEANING	16,475.61	25,000	25,000	25,000
CLEANING MATERIALS	905.05	1,100	1,100	1,100
REMOVAL OF WREATHS	10,215.01	12,000	12,000	12,000
<b>TOTAL PREMISES</b>	<b>620,958.36</b>	<b>722,100</b>	<b>861,000</b>	<b>1,011,500</b>
<b>SUPPLIES AND SERVICES</b>				
FURNITURE & EQUIPMENT PURCHASE	10,994.48	5,000	5,000	5,000
MATERIALS (OPERATIONAL)	169.25	100	100	100
FURNITURE & EQUIPMENT MAINTENA	5,127.20	18,400	10,000	10,000
FURNITURE & EQUIPMENT SA	630.00	1,300	1,000	1,000
PROTECTIVE CLOTHING & UNIFORMS	633.01	1,600	1,600	1,600
LAUNDRY	0.00	100	100	100
BOOKS AND PUBLICATIONS	0.00	400	400	400
EXTERNAL PRINTING	1,932.20	3,000	2,000	2,000
STATIONERY	3,339.92	2,500	3,500	3,500
BOOK OF REMEMBRANCE	18,411.90	20,000	20,000	20,000
MEMORIALS CARDS	5,148.59	5,000	5,000	5,000
CONSULTANTS FEES	1,786.75	1,500	1,500	1,500
ADMIN.EXPENSES - FAREHAM	35,216.27	24,000	25,000	24,000
ADMIN.EXPENSES - PORTSMOUTH	13,210.80	13,000	13,800	13,000
MEDICAL REFEREES FEES	54,594.00	59,400	59,400	59,400
ORGANISTS FEES	0.00	100	100	100

ENVIRONMENTAL LICENSE	772.00	800	800	800
PEST CONTROL	619.69	500	500	500
GRAPHIC DESIGN	0.00	500	500	500
POSTAGES	1,211.23	1,200	1,200	1,200
TELEPHONES	2,616.67	4,000	4,000	4,000
COMPUTER SOFTWARE	3,217.71	5,000	12,500	12,500
WEB CAST SERVICES	78,992.00	75,000	80,000	85,000
SUBSISTANCE EXP - EMPLOYEES	6.40	700	700	700
COURSES/CONFRENCES (EMPLOYEES)	0.00	1,000	0	0
GRANTS AND SUBSCRIPTIONS	1,887.80	1,500	1,500	1,500
MISC INSURANCES - PREMIUM	16,822.49	18,500	20,900	23,500
ADVERTISING	0.00	500	500	500
NON RECLAIMABLE VAT	37,725.74	50,000	50,000	50,000
BANK CHARGES	1,534.48	2,000	2,000	2,000
SPECIAL EXPENDITURE	91.85	500	500	500
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>296,692.43</b>	<b>317,100</b>	<b>324,100</b>	<b>329,900</b>
<b>CAPITAL FINANCING COSTS</b>				
DEPRECIATION	391,241.00	396,000	400,000	400,000
<b>TOTAL CAPITAL FINANCING COSTS</b>	<b>391,241.00</b>	<b>396,000</b>	<b>400,000</b>	<b>400,000</b>
<b>SPECIAL EXPENDITURE</b>				
CONTRIBUTION TO CAPITAL FUND	157,600.00	235,000	235,000	265,000
PENSION INTEREST COSTS	61,000.00	75,000	75,000	75,000
CONTRIBUTION TO R & R FUND	78,510.66	100,000	60,000	70,000
PAY TO CONSTITUENT AUTHORITIES	720,000.00	680,000	680,000	680,000
<b>TOTAL SPECIAL EXPENDITURE</b>	<b>1,017,110.66</b>	<b>1,090,000</b>	<b>1,050,000</b>	<b>1,090,000</b>
<b>GROSS EXPENDITURE</b>	<b>2,629,372.00</b>	<b>2,837,200.00</b>	<b>2,959,200</b>	<b>3,180,700</b>
<b>INCOME</b>				
CONTRIB.FROM GARDEN IMP.FUND	0.00	-1,500	-1,500	-1,500
CAMEO TMAC INCOME	-9,041.38	0	0	0
SALES	-5,778.27	0	0	0
SALE OF MEMORIAL CARDS	-6,453.34	-7,000	-6,000	-7,000
CREMATION FEES	-1,895,200.00	-2,123,500	-2,132,500	-2,320,500
BOOK OF REMEMBRANCE	-50,346.65	-55,000	-55,000	-55,000
ORGANISTS FEES	-1,195.85	-2,000	-2,000	-2,000
WEB BROADCASTING	-32,066.70	-70,000	-80,000	-92,500
VISUAL TRIBUTES	-43,024.12	0	0	0
MISCELLANEOUS FEES & CHARGES	-12,528.00	-7,000	-12,000	-27,000
INTEREST ON INVESTMENTS	-23,084.93	0	-95,000	-100,000
BANK INVESTMENT ACCOUNT	0.00	-200	-200	-200
RETURN ON PENSION FUND ASS	-43,000.00	-50,000	-50,000	-50,000
CAPITAL CHARGE - ASSET RENTS	-391,241.00	-396,000	-400,000	-400,000
MOVEMENT ON PENSIONS RESERVE	-18,000.00	-25,000	-25,000	-25,000
EXP.FINANCED FROM RESERVES	-98,411.76	-100,000	-100,000	-100,000
<b>GROSS INCOME</b>	<b>-2,629,372.00</b>	<b>-2,837,200</b>	<b>-2,959,200</b>	<b>-3,180,700</b>

## Population Projections for SE Hampshire, 2023 -2039

## APPENDIX 3

AREA TOTAL	Age Bands		Total
	0-84	85+	
2023	535,647	16,059	551,706
2025	538,053	16,861	554,914
2027	541,098	17,158	558,256
2029	542,994	18,441	561,435
2031	544,464	20,062	564,526
2033	544,544	22,745	567,289
2035	545,868	23,984	569,852
2037	547,915	24,405	572,320
2039	549,683	24,912	574,595

Portsmouth	Age Bands		Total	Havant	Age Bands		Total
	0-84	85+			0-84	85+	
2023	213,644	4,441	218,085	2023	125,632	4,795	130,427
2025	214,589	4,537	219,126	2025	127,002	5,004	132,006
2027	215,872	4,597	220,469	2027	128,454	5,047	133,501
2029	216,868	4,842	221,710	2029	129,517	5,412	134,929
2031	217,766	5,212	222,978	2031	130,413	5,876	136,289
2033	217,983	5,915	223,898	2033	130,996	6,613	137,609
2035	218,461	6,214	224,675	2035	131,900	6,973	138,873
2037	219,032	6,300	225,332	2037	132,991	7,096	140,087
2039	219,305	6,447	225,752	2039	133,989	7,269	141,258

Gosport	Age Bands		Total	Fareham	Age Bands		Total
	0-84	85+			0-84	85+	
2023	82,587	2,467	85,054	2023	113,604	4,536	118,140
2025	82,436	2,539	84,975	2025	114,026	4,781	118,807
2027	82,293	2,581	84,874	2027	114,479	4,933	119,412
2029	82,005	2,786	84,791	2029	114,604	5,401	120,005
2031	81,650	3,103	84,753	2031	114,635	5,871	120,506
2033	81,178	3,576	84,754	2033	114,387	6,641	121,028
2035	80,974	3,824	84,798	2035	114,533	6,973	121,506
2037	80,973	3,901	84,874	2037	114,919	7,108	122,027
2039	81,021	3,974	84,995	2039	115,368	7,222	122,590

*Source: 2018 based Subnational Population Projections, Office for National Statistics (latest available)*

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## APPENDIX 4

### Actual Deaths

Deaths	2003	2005	2007	2009	2011	2013	2015	2017	2019	2020	2021	2022
Portsmouth UA	2,002	1,738	1,706	1,612	1,706	1,728	1,732	1,766	1,772	1,754	1,941	1,793
Fareham	1,026	979	964	1,083	1,091	1,196	1,126	1,180	1,105	1,328	1,325	1,278
Gosport	816	817	802	777	766	843	829	801	866	914	925	805
Havant	1,291	1,219	1,221	1,219	1,258	1,359	1,320	1,374	1,345	1,535	1,492	1,551
<b>Total</b>	<b>5,135</b>	<b>4,753</b>	<b>4,693</b>	<b>4,691</b>	<b>4,821</b>	<b>5,126</b>	<b>5,007</b>	<b>5,121</b>	<b>5,088</b>	<b>5,531</b>	<b>5,683</b>	<b>5,427</b>

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### Projected Deaths

Deaths	2023	2025	2027	2029	2031	2033	2035	2037	2039	2041	2043
Portsmouth UA	1,748	1,763	1,782	1,804	1,835	1,867	1,900	1,932	1,958	1,979	2,002
Fareham	1,337	1,375	1,412	1,453	1,498	1,540	1,587	1,627	1,654	1,673	1,693
Gosport	888	900	921	943	967	996	1,025	1,047	1,063	1,075	1,085
Havant	1,446	1,471	1,498	1,533	1,570	1,608	1,645	1,683	1,716	1,743	1,768
<b>Total</b>	<b>5,419</b>	<b>5,509</b>	<b>5,613</b>	<b>5,733</b>	<b>5,870</b>	<b>6,011</b>	<b>6,157</b>	<b>6,289</b>	<b>6,391</b>	<b>6,470</b>	<b>6,548</b>

Source: 2018 based Subnational Population Projections, Office of National Statistics

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# Agenda Item 12



**REPORT TO: THE PORTCHESTER CREMATORIUM JOINT COMMITTEE –  
20 MARCH 2023**

**REPORT BY: PROPERTY MANAGER, IAN COUSINS**

## **CREMATORS REPLACEMENT**

### **1. Purpose**

1.1 The purpose of this report is to update members of the results of the further work undertaken by the Joint Committee's consultants into the replacement of the cremators at Portchester Crematorium and makes recommendations for a procurement strategy.

### **2. Recommendation**

**That the Joint Committee agrees the procurement strategy for the provision of new cremators as set out within the Exempt Appendix A, to be circulated.**

### **3. Background**

3.1 The Joint Committee at the meeting on the 26 September 2022 considered a comprehensive report on the result of a feasibility study by our consultants into the replacement of the cremators at the crematorium.

3.2 The report contained a comparison of proven technologies including natural gas, Bio LPG gas, and electric. There was also a comparison of new technologies, none of which were suitable for the crematorium's current requirements.

3.3 The Joint Committee unanimously approved –

- (a) proceeding with the option for the supply and installation of four natural gas cremators;
- (b) giving authority to work with the professional team to design and then obtain tenders for further consideration by the Joint Committee;
- (c) allocating a budget of between £3m and £4.5 m for these works.

## **4. Investigations**

4.1 The Joint Committee's consultants have now carried out a detailed investigation into the agreed option to install four gas cremators within the existing crematorium building.

4.2 A building survey has been completed and this information used to evaluate the data provided by cremator manufacturers who supply to the UK market.

## **5. Requirement**

5.1 Several important requirements have been identified for the new gas cremators for Portchester Crematorium and these are listed below.

5.2 Firstly, that sufficient capacity is provided by the new equipment to accommodate the average number of cremations completed during the peak winter period within the normal working hours.

5.3 That any works required take place within the constraints of the existing building due to the planning restrictions on the development of crematoria.

5.4 The new cremators can utilise the existing mercury abatement equipment installed in 2012 to meet updated environmental standards.

5.5 That new equipment is run as efficiently as possible both in terms of energy and carbon emissions. A key requirement will be the inclusion of a facility to allow holding over cremations for a period of up to 48hours after a service.

5.6 The inclusion of a system or equipment that can make use of waste heat either directly or by conversion into a form that can be reused on site.

5.7 Crucially the new cremators would need to be installed whilst the site remains open for both services and to carry out the cremations.

5.8 We also need to be mindful of the budget available versus the cost of not just the cremators, but also the associated works.

## **6. Results**

6.1 Our engagement with the limited number of cremator manufacturers who supply the UK market with gas cremators has shown that whilst they can meet most of our key requirements, we may have to accept a degree of compromise on certain points.

6.2 With the limitation of planning restrictions and the space available within our building may preclude some manufacturers from supplying our requirement for four or even three cremators. It has been suggested by our consultants that rather install four cremators we adopt a longer working day at times of peak demand such as during the peak winter months.

6.3 Initial discussions from some manufacturers is that their equipment will not be compatible with our existing mercury abatement equipment.



6.4 Whilst technically possible to recover energy from waste heat, further work is required into the practicalities of installing this equipment within the constraints and arrangement of the existing building.

6.5 Cremator equipment is supplied either as 'packaged units' which are inserted into the building fully or partial constructed or as 'flat pack' units that are assembled on site. The arrangements of the site and the requirement to remain operational whilst the works are undertaken would suggest that the 'flat pack' arrangement would best meet our needs.

6.6 Initial discussions show various specifications and costs for the new equipment which we need to understand in greater detail.

6.7 Separately the recent planning application for a new crematorium at Brune Lane, Stubbington is estimated by our consultants to reduce demand at Portchester by around 1,000 cremations per annum. The reduced number could be successfully handled by three cremators.

## **7. Conclusion**

7.1 Our investigations have only identified a limited number of suppliers that are able to supply gas cremation equipment and with a smaller number providing their units in a 'flat pack' format to meet our requirements.

7.2 After informal and then a formal engagement with the market we make a recommendation on a procurement strategy for the supply and installation of new cremators, as set out within the Exempt Appendix A, to be circulated.

Ian Cousins  
**Property Manager**

March 2023

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

CDS Group - Phase 2 and 3 Feasibility Study into Cremator Replacement at Portchester Crematorium. Dated January 2023

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