



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Councillor Y Farrell**  
Town Clerk: **Clare Evans**

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8<sup>th</sup> July 2022

**To: Members of the New Cemetery Sub-Committee**

**Cllrs: J Carroll, Y Farrell, M Kennedy, R Morgan, A Slough, S Thorne**

**(Copies to other Councillors for information)**

## Notice of Meeting

You are hereby summoned to a Meeting of the **New Cemetery Sub-Committee** to be held at the Council Offices, Peel Street on Monday 18<sup>th</sup> July 2022 at **6.00pm** at the Council Offices, Peel Street, Houghton Regis.

Members of the public who wish to attend the meeting may do so in person or remotely through the meeting link below.

To attend remotely through Teams please follow this link: [MEETING LINK](#)

Please follow this guidance if attending the meeting remotely [LINK](#)

**Clare Evans**  
Town Clerk

**THIS MEETING MAY BE  
RECORDED<sup>1</sup>**

## AGENDA

### 1. ELECTION OF CHAIRMAN

Members are invited to elect a Chairman for the New Cemetery Sub-Committee for 2022/23.

### 2. ELECTION OF VICE CHAIRMAN

Members are invited to elect a Vice Chairman for the New Cemetery Sub-Committee for 2022/23.

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<sup>1</sup> *Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session.*

*The use of images or recordings arising from this is not under the Council's control.*

### 3. APOLOGIES & SUBSTITUTIONS

### 4. QUESTIONS FROM THE PUBLIC

In accordance with approved Standing Orders 1(e)-1(l) Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

The total period of time designated for public participation at a meeting shall not exceed 15 minutes and an individual member of the public shall not speak for more than 3 minutes unless directed by the chairman of the meeting.

### 5. SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of any such interest.

Members are invited to submit any requests for Dispensations for consideration.

### 6. MINUTES

Pages 4 - 6

To approve the Minutes of the meeting held on 19<sup>th</sup> July 2021.

**Recommendation: To approve the Minutes of the meeting held on 19<sup>th</sup> July 2021.**

### 7. COMMITTEE FUNCTIONS & TERMS OF REFERENCE

*Page 7*

Members will find attached the Terms of Reference which relates to this committee.

*This report is provided for information.*

### 8. GRENDALL LANE - UPDATE

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To provide an update to members on the ground water monitoring progress made to date.

Members are advised that Mr Darryl Kelly, CDS, will be attending the meeting to present his findings to members and to respond to any queries made.

**Recommendation: 1. To recognise the significant works that are likely to be required to enable Grendall Lane to be brought into use**

**as a cemetery and to determine at this time that these works are financially inhibitive for the Council and as such further investigations into this site will cease;**

- 2. To notify Central Bedfordshire Council, as landowner, of this position;**
- 3. To continue to search for alternative sites and to present any options to CDS for a preliminary assessment to enable initial consideration by the council.**

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**Houghton Regis Town Council  
New Cemetery Sub Committee  
Minutes of the meeting held on  
19<sup>th</sup> July 2021 at 6.00pm**

Present: Cllrs: S Thorne Chairman  
J Carroll  
Y Farrell  
R Morgan (Remote attendance)  
A Slough

Officers: Clare Evans Town Clerk

Apologies: Cllr: M Kennedy

Also present: Cllr: E Cooper  
S Goodchild  
D Jones  
T McMahon  
P Hamill (CBC)

**NC132 ELECTION OF CHAIRMAN**

Members were invited to elect a Chairman for the New Cemetery Sub-Committee for 2021/22.

Nominee: Cllr S Thorne Proposed by Cllr Y Farrell  
Seconded by Cllr J Carroll

No other nominations were received. On being put to the vote, Councillor Thorne was duly appointed as Chair of the New Cemetery Sub Committee for the municipal year 2021 - 2022.

**NC133 ELECTION OF VICE CHAIRMAN**

Members were invited to elect a Vice Chairman for the New Cemetery Sub-Committee for 2021/22.

Nominee: Cllr J Carroll Proposed by Cllr Y Farrell  
Seconded by Cllr S Thorne

No other nominations were received. On being put to the vote, Councillor Carroll was duly appointed as Vice Chair of the New Cemetery Sub Committee for the municipal year 2021 - 2022.

**NC134 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr Kennedy.

Cllr Morgan attended the meeting remotely. Accordingly, he took part in the discussion but did not vote.

**NC135 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**NC136 QUESTIONS FROM THE PUBLIC**

None.

**NC137 MINUTES**

To approve the Minutes of the meeting held on 1<sup>st</sup> February 2021.

**Resolved: To approve the minutes of the meeting held on 1<sup>st</sup> February 2021.**

**NC138 COMMITTEE FUNCTIONS & TERMS OF REFERENCE**

Members noted the Terms of Reference which relates to this committee.

**NC139 OPTION FOR A SHARED SITE WITH DUNSTABLE TOWN COUNCIL (DTC)**

Members were advised of a possibility for a joint facility in Dunstable (Cottage Bottom) which had arisen from discussions with CBC and DTC.

Members give this option consideration. Some concerns were expressed relating to:

- Site location in Caddington
- Site some distance from Houghton Regis
- Accessibility of the site by public transport from Houghton Regis
- Localist highway concerns
- Combined predicted burial numbers may put this site into a high risk category for the Environment Agency (EA)
- It was disappointing that a site did not come through during the planning process for the strategic growth areas

Members were advised that no officer consideration had been given as to how a joint facility would work as this was considered premature at this stage.

Members expressed a keenness to be kept up to date with progress on the Cottage Bottom site but felt that due to the reasons stated that this was not a suitable site for a joint facility between HRTC and DTC.

**NC140 FEEDBACK FROM THE ENVIRONMENT AGENCY (EA)**

Members were advised that feedback from the EA on the land at Grendall Lane had been received.

CDS had advised that the EA has agreed with the proposed monitoring plan, thoughts on zoning of burials and cutting off / rerouting of land drains. Their feedback highlighted that the site would require significant works to make it suitable.

It was confirmed that the T2 on this site had been completed and that the next step would be for a T3 monitoring study to be completed. This would involve onsite boreholes which would be monitored over a 12 month period. The cost of this would be £13,750 - £16,750, dependent on the depth of the boreholes required.

It was confirmed that this decision would be communicated out to residents.

It was felt that this Sub Committee did not need to meet again until the T3 work had been completed unless any other issue arose in the meantime.

**Resolved: To proceed with the T3 investigation into the land at Grendall Lane and to fund this from EMR 348, Cemetery.**

**The Chairman closed the meeting at 6.40pm**

**Dated this            day of**

**Chairman**

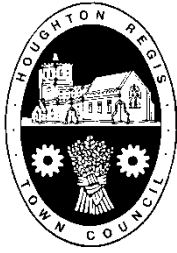
## **Proposed New Cemetery Sub Committee (reporting to Town Council)**

### Functions

1. To consider any matters referred to it by the Town Council or any other Committee
2. To consider and determine matters surrounding the development of a new cemetery for Houghton Regis, including but not restricted to:
  - Environmental matters
  - Policy matters
  - Visual impact matters
  - Design matters
  - Public consultation matters
  - Future operation and management of the cemetery
3. To commission specialist services such as may be deemed appropriate in progressing options for future cemetery provision.
4. To report and to make such recommendations to Town Council as appropriate.

### *Terms of Reference*

- The Proposed New Cemetery Sub Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Proposed New Cemetery Sub Committee shall consist of 6 members. The quorum shall be half of its members (three).



## NEW CEMETERY SUB-COMMITTEE

## Agenda Item 8

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<b>Date:</b>	<b>18<sup>th</sup> July 2022</b>
<b>Title:</b>	<b>GRENDALL LANE - UPDATE</b>
<b>Purpose of the Report:</b>	<b>To provide an update to members on the ground water monitoring progress made to date.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

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### 1. RECOMMENDATION

- 1. To recognise the significant works that are likely to be required to enable Grendall Lane to be brought into use as a cemetery and to determine at this time that these works are financially inhibitive for the Council and as such further investigations into this site will cease;**
- 2. To notify Central Bedfordshire Council, as landowner, of this position;**
- 3. To continue to search for alternative sites and to present any options to CDS for a preliminary assessment to enable initial consideration by the council.**

### 2. BACKGROUND

On 19<sup>th</sup> July 2021 this Sub Committee agreed the following:

*To proceed with the T3 investigation into the land at Grendall Lane and to fund this from EMR 348, Cemetery.*

This work has been partially completed. However, CDS have been in contact with some preliminary thoughts and concerns.

The advice in Sections 3 and 4 has been provided by CDS.

### 3. ISSUES FOR CONSIDERATION

Following the results of the groundwater monitoring (Appendix A) undertaken to date, the shallower water table in the northern half of the site would preclude the site from being developed into a cemetery in its current form as the site would breach the statutory guidelines for cemeteries.



This would only leave the steeper southern sector of the site, which in our view, would, in its current form, be too steep for burials to take place. Therefore, without significant remedial works the site in its current form is not considered to be suitable to be developed into a cemetery.

Moving forward, there are options which can be further considered which could potentially overcome the issues identified:

1. Dewatering

- a. A series of deep land drains, pumping chambers and treatment plants could be installed on site to manage and lower the water table.
- b. This would require an environmental permit from the EA and permission to discharge treated water from the LLFA/drainage board into the adjacent ditch.
- c. Long term, there would be requirement for ongoing maintenance of the pumping chamber and treatment works.
- d. The cost of such work is likely to be significant, potentially in the region of £500k to £1million for the drainage works alone.
- e. We would consider the likelihood of getting approval for such a scheme to be low.

2. Land Raising

- a. Due to the shallow nature of the groundwater identified in the northern part of the site, consideration could be given to land raising to provide the required unsaturated zone thickness.
- b. Soils could be imported onto the site under the CL:aire protocol, and given the numerous developments taking place in the area could be economical to source.
- c. The volume and height of the land raise would need to be assessed in greater detail to understand its impact.
- d. Land drains running beneath the site would still need to be removed.
- e. The EA are unlikely to object to such a proposal, however planning would be more difficult to obtain and would be the key issue.

Alternatively, if the scale and associated risk of the works identified above are considered to be too great, CDS could assist in undertaking a detailed land search within the confines of Houghton Regis parish to assess whether there are any parcels of land elsewhere which would be more suitable. A budget figure of between £6000 - £10000 is recommended depending on the scale and extent of the assessment.

Moving forward, our recommendation would be to undertake a summary report of the works to date and provide greater detail of the proposed concept remedial solutions in a report to the EA. This can then be submitted for pre-app advice to gauge the EA positions and preference with regards to this site.

To date we have an agreed sum of money of £1200 to provide an updated T3 assessment report, this can be completed but would benefit from undertaking the additional works listed below to provide a more meaningful assessment and remedial recommendations

- Topographic survey of the site to provide detailed burial zonal plans and remedial measure assessment - £825.00 exc VAT.

- Remedial measure design work – concept designs to provide the EA with a greater understanding of the concept proposals - £2250.00 exc VAT.

#### 4. OPTIONS FOR CONSIDERATION

It is opportune for CDS to contact the council to report on interim findings. As members can see significant concerns have been expressed and the long solutions identified not only appear costly but also do not deliver a perfect solution.

Members are requested to consider the long term suggested solutions and to decide if there is an appetite to undertake such a high cost project. Should members feel that the long term project is affordable and right for the community it is suggested that the suggestion from CDS to undertake additional works, including a topographic survey and some remedial measure design work should be supported.

However, should members feel that the long term project is unaffordable and not right for the community, members are requested to consider the suggestion from CDS of undertaking a detailed land search at a cost of £6,000 - £10,000. Members however may feel that the council (with support from CDS) has already explored possible sites within the parish and that this is an expense which is unlikely to identify any other possible sites.

#### 5. COUNCIL VISION

##### **Aspirations**

- A2 To effectively and proactively **represent** our community
- A4 To develop a new **cemetery**
- A5 To ensure the **council** is fit for purpose and efficient in its delivery of services

#### 6. IMPLICATIONS

##### **Corporate Implications**

- Implications for other committees – to notify E&L Committee

##### **Legal Implications**

- There are no legal implications arising from the recommendations

##### **Financial Implications**

- There are no financial implications arising from the recommendations

##### **Risk Implications**

- Service delivery – the council will continue to be unable to offer new body burials within the parish
- Reputation – see Press Contact

##### **Equalities Implications**

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good

relations in respect of nine protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This project / issue does not discriminate.

### **Climate Change Implications**

- There are no climate change implications arising from the recommendations

### **Press Contact**

The decision relating to this agenda item should be communicated to the press, via the website and social media.

## **7. CONCLUSION AND NEXT STEPS**

This was a difficult recommendation to reach. The Council has recognised the importance of being able to offer residents a body burial facility and has committed considerable time and expense to investigating options and opportunities. The more detailed investigation works authorised to be carried out on Grendall Lane appeared to be the last opportunity to create a new burial site. However, the nature of the area would require such significant works to make this facility feasible that the cost significantly outweighs the benefit. It is with much regret and sadness that this recommendation was reached.

## **8. APPENDICES**

**Appendix A:** Results of Grendall Lane groundwater monitoring to date

Grendall Lane - Groundwater Monitoring Results

Where water levels are above ground enter as a positive number, where they are below ground enter as a negative value.

Add data and results along these rows, graph will update

	Date	03/08/2021	08/10/2021	29/11/2021	21/12/2021	14/01/2022	07/02/2022	04/03/2022	29/03/2022	13/04/2022	09/05/2022
115	BH1	-13.66	-13.91	-12.31	-12.315	-10.68	-11.63	-10.42	-10.33	-11.98	-12.88
106	BH2	-3.95	-4.26	-3.04	-3.05	-2.41	-2.77	-2.31	-2.26	-3.05	-3.28
100	BH3	-1.01	-1.13	-0.73	-0.72	-0.56	-0.65	-0.46	-0.53	-0.9	-0.86

	Date	03/08/2021	08/10/2021	29/11/2021	21/12/2021	14/01/2022	07/02/2022	04/03/2022	29/03/2022	13/04/2022	09/05/2022
	BH1	101.34	101.09	102.69	102.685	104.32	103.37	104.58	104.67	103.02	102.12
	BH2	102.05	101.74	102.96	102.95	103.59	103.23	103.69	103.74	102.95	102.72
	BH3	98.99	98.87	99.27	99.28	99.44	99.35	99.54	99.47	99.1	99.14

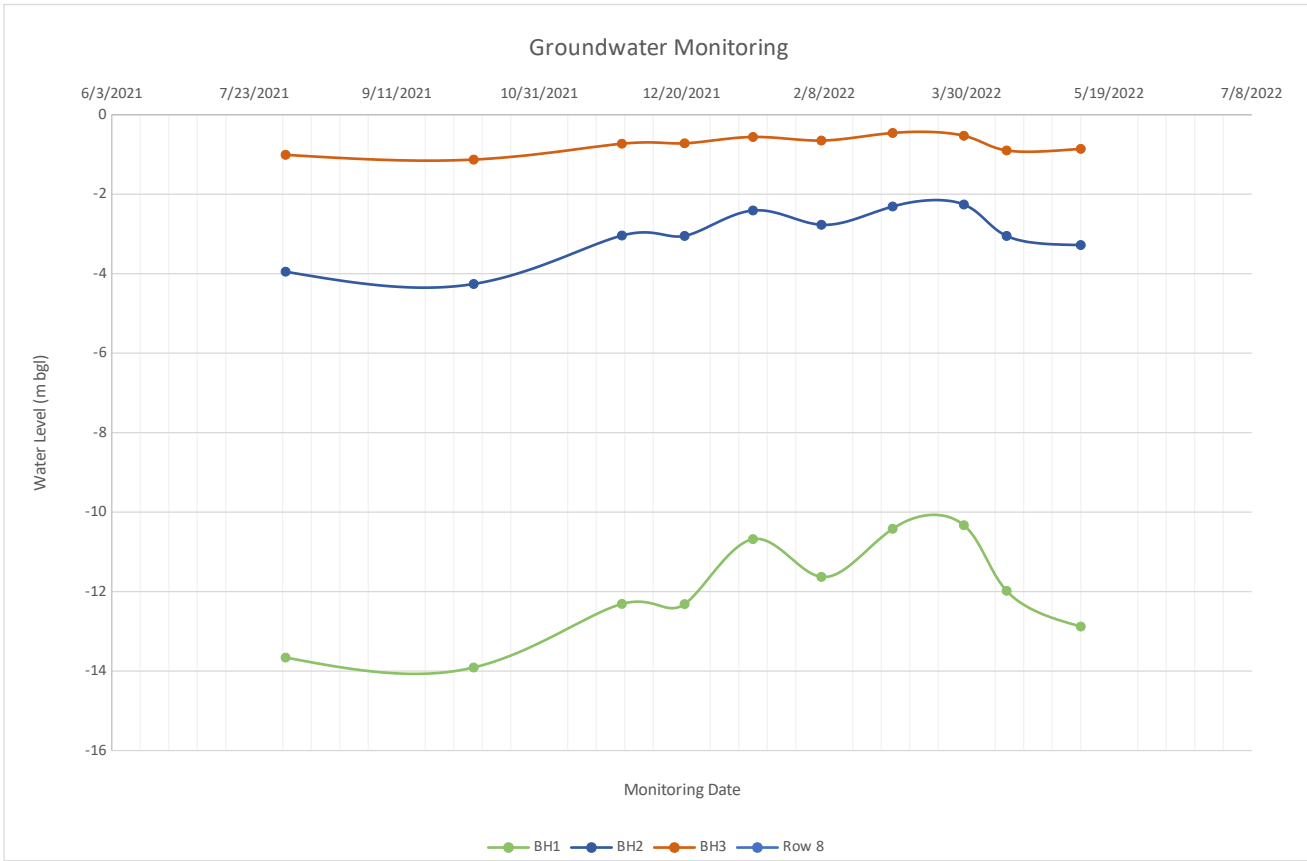


Chart Title

