



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr E Cooper**

Tel: 01582 708540

Town Clerk: **Clare Evans**

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28th October 2024

To: Members of the New Cemetery Sub-Committee

Cllrs: J Carroll, D Jones, T McMahon, A Slough, D Taylor

(Copies to other Councillors for information)

Notice of Meeting

You are hereby summoned to a Meeting of the **Proposed New Cemetery Sub-Committee** to be held at the Council Offices, Peel Street on **Monday 4th November at 7.00pm.**

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](#)

Clare Evans
Town Clerk

***THIS MEETING MAY BE
RECORDED¹***

AGENDA

1. ELECTION OF CHAIR

Members are invited to elect a Chair for New Cemetery Sub-Committee for 2024/25.

2. ELECTION OF VICE CHAIR

Members are invited to elect a Vice Chair for New Cemetery Sub-Committee for 2024/25.

3. APOLOGIES & SUBSTITUTIONS

4. QUESTIONS FROM THE PUBLIC

¹ *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.

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 - 7

To approve the Minutes of the meeting held on 12th June 2023.

Recommendation: To approve the Minutes of the meeting held on 12th June 2023

7. PROPOSED NEW CEMETERY SUB COMMITTEE FINANCIAL UPDATE

In accordance with Members instructions from the meeting held on 12th June 2023, officers gave The CDS Group (CDS) instructions to proceed with the reinstatement of the monitoring wells, replacement of the pipework and inspection covers, Groundwater Monitoring Visits (For 12-months), detailed flux modelling and the production of the T3 Assessment. For the total value of £10,470.00 + VAT.

CDS attended the site on 29th June to reinstate the monitoring wells, unfortunately, they were only able to service / reinstate BH2. The other two locations have collapsed and are inoperable. The EA have requested the additional monitoring data and would likely be expecting to see monitoring information from across the site, especially the upper and lower levels of the site (BH1 & BH3).

On 30th June, officers discussed the town council's options with CDS, and they were as follows:

1. To instruct CDS to continue monitoring the single monitoring well, whilst also attempting to contact the EA to determine if they would accept a single borehole running the risk of the EA rejecting the data and having to start the 12-months monitoring again!
2. Or to instruct CDS to redrill and install the inoperable wells, meaning the town council would be able to supply the EA with a full set of monitoring data.

**Houghton Regis Town Council
New Cemetery Sub-Committee
Minutes of the meeting held on
12th June 2023 at 5.30pm**

Present: Cllrs: J Carroll
Y Farrell
T McMahon
C Rollins
C Slough

Officers: Clare Evans Town Clerk
Louise Senior Head of Democratic Services

Apologies: Cllr: A Slough

Also present: Cllrs: P Burgess
M Herber
D Jones

NC154 ELECTION OF CHAIR

Members were invited to elect a Chair for New Cemetery Sub-Committee for 2023/24.

Nominated Cllr Carroll Proposed by: Cllr McMahon
Seconded by: Cllr Carroll

Nominated Cllr A Slough Proposed by: Cllr Farrell
Seconded by: Cllr C Slough

Members requested a recorded vote:

Members in favour of Cllr Carroll: Cllr McMahon and Cllr Carroll.

Members in favour of Cllr A Slough: Cllr C Slough, Cllr Farrell and Cllr Rollins.

Accordingly, Cllr A Slough was elected as the Chair of the Proposed New Cemetery Sub-Committee.

NC155 ELECTION OF VICE CHAIR

Members were invited to elect a Vice-Chair for New Cemetery Sub-Committee for 2023/24.

Nominated Cllr Carroll Proposed by: Cllr McMahon
Seconded by: Cllr Carroll

Nominated Cllr Farrell Proposed by: Cllr Slough
Seconded by: Cllr Rollins

Members requested a recorded vote:

Members in favour of Cllr Carroll: Cllr McMahon and Cllr Carroll.

Members in favour of Cllr Farrell: Cllr C Slough, Cllr Farrell and Cllr Rollins.

Accordingly, Cllr Farrell was elected as the Vice-Chair of the Proposed New Cemetery Sub-Committee.

NC156 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr A Slough (Cllr C Slough substituted).

NC157 QUESTIONS FROM THE PUBLIC

None.

NC158 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

NC159 MINUTES

To approve the Minutes of the meeting held on 15th August 2023.

Resolved: To approve the minutes of the meeting held on 15th August 2023.

NC160 COMMITTEE FUNCTIONS & TERMS OF REFERENCE

In accordance with Standing Order 4.j.iv. Council was required to review its delegation arrangements to committees and sub-committees.

These arrangements were set out in the Committee Functions & Terms of Reference. This document set out the system of delegation to the Committees, Sub Committees and Working Groups of the Council.

Members received the extract from the approved Committee Functions & Terms of Reference which related to this committee.

Members received, and noted, this report.

NC161 PROPOSED NEW CEMETERY SUB COMMITTEE FINANCIAL REPORT 2023/24

Members were advised that this Sub-Committee had no direct revenue budget available to utilise. Any agreed spend was drawn from Ear Marked Reserve 348, Cemetery (EMR 348). As of 1st April 2023 this EMR had a balance of £77,491. This EMR was also used to fund the purchase of new ashes vaults in the Garden of Remembrance at the existing Houghton Regis Cemetery.

Members received this report for information.

NC162 MOTION FOR CONSIDERATION

In accordance with approved Standing Orders the following motion had been submitted. A report was attached giving consideration to this motion.

From Cllrs; Jimmy Carroll proposer of the motion and Tracey McMahon seconder of the motion.

Motion.

To instruct the Clerk and Chair of the Proposed New Cemetery Sub Committee of Houghton Regis Town Council to:

- 1. To open negotiations with Central Bedfordshire Council regarding land owned by Central Bedfordshire Council at Grendall Lane Houghton Regis for its suitability as a future Cemetery for the town of Houghton Regis.*
- 2. To proceed and complete the T3 investigations at the Grendall Lane site subject to Central Bedfordshire Council as land owner. To fund the investigations of the Grendall Lane from EMR 348 and general reserves up to £20,000.*
- 3. To contact CDS cemetery consultants to inform them of the change of motion by the Proposed New Cemetery Sub Committee as to Grendall Lane and to continue with the investigations into the Grendall Lane possible cemetery site.*

Members highlights that the initial investigation had not reached completion, and felt that without complete data, an informed decision could not be reached.

Resolved: To agree the Motion as proposed.

NC163 PREVIOUS SITE OPTIONS

Depending on the outcome of the debate under Agenda Item 9, members were invited to consider previous options including:

- Windsor Drive
- Land off Woodside Link / Frogmore Road

Members received the previously prepared Agenda report (meeting date 16th November 2020) plus the CDS Summary of Key Issues.

Both these sites were within the ownership of CBC. It was not known at present whether they were still available for consideration.

Please note that the costs indicated in the agenda report and attachment are from 2020.

Members highlighted that both of the suggested alternative sites had been listed in the

Neighbourhood Plan that had been agreed at Town Council.

The Chairman closed the meeting at 6.04pm

Dated this day of

Chairman

DRAFT