

**HOUGHTON REGIS TOWN COUNCIL**  
**Environment & Leisure Committee**  
**22<sup>nd</sup> July 2019 at 5.00pm**

Present: Councillors: T McMahon Chairman  
D Abbott  
Y Farrell  
S Goodchild  
A Slough

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

Public: 0

Absent: Councillors: D Dixon-Wilkinson  
R Morgan

**9993 APOLOGIES**

None.

**9994 QUESTIONS FROM THE PUBLIC**

None.

**9995 SPECIFIC DECLARATIONS OF INTEREST**

None.

**9996 NEW AREA OF EXISTING CEMETERY – TENDER CONSIDERATION**

Members received a report which enabled members to consider;

1. The tender submissions relating to the landscaping and layout works associated with the development of the new area within the existing cemetery;
2. The desirability of appointing a CDMC to support the project;
3. To confirm a budget for the central design feature;
4. To provide guidance for the drafting of regulations and pricing structure for the new area;
5. To confirm a budget for initial memorialisation features.

Members agreed to consider recommendations 1 – 3 en-bloc  
Proposed by: Cllr Abbott; seconded by: Cllr Goodchild  
All in favour

Members were requested to appoint a councillor to attend a meeting with the contractor. It was requested for Cllr Slough to attend in her role as Vice-Chair of the Environment and Leisure Committee.

Members voted on recommendation 4.

Proposed by: Cllr Goodchild; seconded by: Cllr Farrell.  
All in favour.

Members compared designs and agreed to delegate the choice of memorialisation to the Chair, Vice-Chair and the Town Clerk. Members noted that having a piece of commemorative artwork in the cemetery supports the 20:20 vision of displaying art work within the town.

Members voted on recommendation 5.

Proposed by: Cllr Goodchild; seconded by: Cllr Abbott  
All in favour.

Members raised concerns over the practicability of a cost neutral cemetery and suggested costings would normally include the cost of the land. However, the existing cemetery land was transferred to Houghton Regis Town Council at no cost. Members were advised that various entombment options were available at varying costs. It was explained to members that the cost of grant of exclusive entombment would be for a fixed period, at the end of which families would have the option to extend.

Members requested that a subsidy level comparison be prepared by the Town Clerk showing figures for 25%, 50% and 75% in order to help members determine a reasonable cost for the new area.

An amendment to recommendation 6 was proposed.

The officer recommendation 6 read:

To request that regulations and associated pricing structure be developed for subsequent approval which aims to establish a cost neutral situation for the new area within the existing cemetery;

The amendment to recommendation 6 was proposed to read:

*To request that regulations and associated pricing structure be developed for subsequent approval which aims to establish a reasonable cost for the new area within the existing cemetery;*

Proposed by: Cllr Abbott seconded by: Cllr Goodchild

Accordingly, the amendment was carried and became the substantive motion.  
All in favour

Members discussed memorialisation costs, maintenance fees, interment fees and possible term length.

Concerns were raised regarding updated contact details for renewal. Members were advised that the onus would be on the guardian of the casket to ensure their contact details were up to date. The terms and conditions would reflect this.

Members voted on recommendation 7.

Proposed by: Cllr Abbott; seconded by: Cllr Goodchild  
All in favour.

- Resolved:**
- 1. To approve Contractor C as the preferred contractor to deliver the landscaping and layout works associated with the development of the new area within the existing cemetery, subject to formal interview;**
  - 2. To accept Option 2 as the preferred paving surface due to reduced maintenance liabilities and higher durability;**
  - 3. To appoint a Construction Design and Management Consultant for the project**
  - 4. To appoint a member to attend the formal interview with the contractor;**
  - 5. To confirm a budget of up to £10,000 for the central design feature and for delegated authority to be given to the Chair, Vice Chair and Town Clerk to agree the feature so that it can be delivered as part of the installation;**
  - 6. To request that regulations and associated pricing structure be developed for subsequent approval which aims to establish a reasonable cost for the new area within the existing cemetery;**
  - 7. To confirm a budget of up to £10,000 for memorialisation options to be installed.**

The Chairman declared the meeting closed at 5.57pm

Dated this 17<sup>th</sup> day of September 2019

Chairman