



# *Battle Town Council*



## **MINUTES of SERVICES COMMITTEE MEETING Held on Tuesday 11 February 2014 at The Almonry, High Street, Battle at 7.30pm**

**Present:** Cllr M Kiloh – Chairman  
Cllrs J Gyngell, M Howell, S Pry and D Wilson.

- 1. Apologies for Absence – Cllrs R Bye, J Eldridge and M Palmer.**
- 2. Disclosure of Interest – None**
- 3. Minutes of the Previous Meeting** held on 9 January 2014. Cllr Wilson proposed approval of the minutes, seconded by Cllr Gyngell. This was agreed and they were duly signed.

#### **4. Cemetery Extension**

Cllr Kiloh explained that the purpose of this meeting was to follow up on the cost of a Tier 2 survey and a planning application for next week's full Council meeting. Cllr Kiloh reported that the Assistant Clerk and herself had met with Mr Justin Smith, Cemetery Development Services Ltd (CDSL) to learn of the Environment Agency's requirements and what is involved in making a planning application for the scheme. Cllr Kiloh stated that Mr Smith was very helpful, knowledgeable and experienced in the requirements of the Environment Agency in this very specialised field. Cllr Kiloh reported that she had been in contact with Forest Row Parish Council who had used CDSL in the past and was very satisfied with their work. Cllr Kiloh agreed to contact 2 other referees prior to the meeting of full Council.

#### **Groundwater Audit**

Mr Smith stated that in his view and based on his experience the work that has already been done, was over and above that required for a Tier 1 Groundwater Survey, and only a small amount of additional data may be needed to meet the requirements of a Tier 2 survey. More boreholes would not be required and the work could be completed in a few weeks and not several months as stated by Sevenoaks Environmental Consultancy Ltd. Mr Smith also stated that given the geology of the area it was unlikely that the Environment Agency would have any major objections although it might ask for further information. The cost of the audit would cover all information required by the Environment Agency and he was confident of its approval of the scheme.

#### **Planning Application**

Mr Smith had stated that Environment Agency approval was essential before proceeding with a planning application. This would entail a statement of need, a design and access plan, a flood risk plan and a visual impact statement. Planning officers were also likely to ask for archaeological and ecological surveys but it was likely that some of the costs for these could be reduced by asking the County and District relevant departments for their concerns and requirements relating to the land. If the cemetery was to be consecrated the Diocesan Faculty would also need to be involved.

#### **Costs**

Committee was reminded of the quotation received from Sevenoaks Environmental Consultancy Ltd in the sum of £6,865, excluding VAT, for a Tier 2 Groundwater Risk

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Assessment. CDSL Groundwater Survey is quoted as £1,955 to include flux modelling and receptor analysis to bring work already done up to Tier 2 standard. The quotation for the preparation of a Planning Application was for £5,650, both sums excluding VAT. It was explained that there was no specific budget allocation for the cemetery extension. There was no point in applying for a loan until the Environment Agency approval had been obtained therefore initial fees would need to be covered from Council Reserves. Fees for the planning application and the cost of subsequent works would be covered by a loan from the Public Works Loan Board (PWLB).

It was agreed that the Committees recommendation is:

- to accept CDSL's Groundwater Audit in the sum of £1,955, excluding VAT;
- to form a Working Group open to all Councillors to consider the appointment of a planning consultant and proceed to the following stages;
- Proceed with a planning application
- to apply for a PWLB loan when any additional costs are known, if the Environment Agency approve the scheme;

The meeting discussed the email from Cllr Boryer regarding his and Cllr Fisher's visit to the cemetery on 29 January 2014 and their subsequent observations, and these were noted.

5. Forward Plan – to be discussed at a future meeting.
6. Date of Next Meeting: Tuesday 25 February 2014.

The meeting closed at 8.20pm.

