



Planning Application

Henley Road Cemetery & Crematorium
55 All Hallows Road, Caversham, Reading RG4 5LP

Proposed Reception and Administration Building

PLANNING, DESIGN & ACCESS STATEMENT

SUSTAINABLE DESIGN AND CONSTRUCTION STATEMENT



1.0 Introduction

This Statement, which has been prepared by Corporate Property Services, is submitted in support of an application on behalf of Reading Borough Council for Planning Permission to construct a new single storey Reception and Administration Building. The development site, Henley Road Cemetery & Crematorium, is owned by Reading Borough Council and operated by the Registration & Bereavement Service.

2.0 Information about the development site

The proposed development site is situated in Henley Road Cemetery & Crematorium, which is located in Caversham (Peppard Ward), a suburb to the north-east of Reading town centre. The approximate Ordnance Survey grid reference for the site is SU726756. The Cemetery site is at the end of All Hallows Road, which is off of the A4155 Henley Road. The land and buildings are Freehold and owned by Reading Borough Council, which also manages the Cemetery and Crematorium.

Henley Road Cemetery is the current burial site for the Borough of Reading but also accepts burials from the wider area. There are currently 25,000 graves for full/coffin burials and 3,000 cremation plots for burial of cremated remains, covering an area of 50 Acres. Large areas of the site consist of traditional style graves with headstones and kerbsets.

The Cemetery also contains 118 Second World War burials, about half of them forming a war graves plot to the right of the main gates.

The Crematorium building, which is built in the Renaissance style, was constructed in 1932 as a dual purpose crematorium and cemetery chapel with associated waiting rooms and offices. The building now consists of one large original Chapel and one small Chapel, which was built in the 1980's.

The Crematorium and Cemeteries Office and Reception is also located on the site in part of the ground floor of the Lodge adjacent to the main entrance of the Cemetery. This is where the administrative staff work and where the cemetery records are maintained, including those of the other Reading cemeteries.

The opening hours for the Cemetery are:

9am to 5pm from October to March and 9am to 8pm from April to September.

The Crematorium is open at the following times:

Monday, Tuesday and Thursday: 8.30am to 5pm, Wednesday: 10am to 5pm and Friday: 8.30am to 4.30pm.

3.0 Site History

Caversham has a population of 23,885 (2011 census) and covers an area of 6.64 km². With the exception of the centre of Caversham and Emmer Green, which were traditional villages, most of the development occurred during the 20th century.

Prior to the First World War, before the present cemetery was established, the site was part of the landscaped grounds of the Caversham Park Estate, which can trace its history back to Norman times, when it was laid out and fenced as a park for the hunting of deer and other game. The park was around 300 acres, oval in shape, and covered the area occupied today by the BBC Monitoring site and the residential area Caversham Park Village. It remained essentially the same size and shape for over 700 years and was owned by numerous aristocratic and military families until the Victorian times, when the freehold was purchased by a rich Industrialist called William Crawshay in 1844.

After the First World War, Caversham Park passed out of individual ownership and in 1921 the estate was sold privately to local investors and split up. The mansion and the park were sold on in 1922 and became The Oratory School. In the 1930's, the school, like others, experienced difficult financial times and pupil numbers fell. By

early in the Second World War other potential uses for the site had been identified, including possible use as a hospital. In 1941 the school sold the entire Caversham Park site to the BBC and moved via Downside to Woodcote just a few miles from Caversham, where it expanded and remains today.

From 1943, Caversham Park has been the headquarters of BBC Monitoring and for over 70 years it has played a major role in the BBC's reporting of world events and had a significant influence on Britain's international policy.

The current cemetery site was used as farm land up until 1924 when it was purchased by Reading Corporation "for the purposes of a cemetery or burial ground".

Henley Road Cemetery was opened in 1927.

4.0 Why is the proposed development necessary

The existing Cemetery Office, which is located in the Lodge just inside the entrance gates to the Cemetery, is too small and not fit for purpose to provide an adequate service to customers or a satisfactory working environment for staff. The customer reception is very unsatisfactory in both size and appearance and can only accommodate two customers at any one time, allowing for little or no privacy. This, coupled with the lack of a waiting room, results in any more than two customers having to wait outside. This is not practical or appropriate given that customers are often recently bereaved.

The current reception space also limits the opportunity to actively promote the sale of memorials to customers with no suitable display space for the current memorial options.

The Crematorium at Henley Road is in competition with newer and more attractive facilities at Easthampstead Park in Bracknell and West Berkshire Crematoria. These crematoria continue to build and invest on their existing buildings, whilst the perception is that Henley Road Crematorium is simply maintained and not improved. In addition, a private company has also recently built a new crematorium in Abingdon, thereby increasing competition. It is essential for Reading Borough Council to offer modern and attractive facilities to encourage bereaved families and funeral directors to choose Henley Road above the competition.

The Registration Service is likely to need to vacate Yeomanry House in the near future, in order to support the disposal of the site to meet the Council's Capital receipt targets. Yeomanry House currently provides accommodation for the birth, death and marriage functions including ceremonial rooms and the Registry Office's Strong room which holds the Registration Service Registers. The current Strong Room has run out of space and the building is not capable of being adapted to provide the required additional floor area. The option to provide a new purpose built Strong Room and Certificate Production Room in the proposed Reception and Administration Building at Henley Road Cemetery & Crematorium is considered to be the most cost effective and viable solution to the problem.

The existing Public Toilet block on the site of the proposed development is in a poor state of repair, not fit for purpose and does not provide a wheelchair accessible facility. It will be uneconomic to refurbish the building and it will require replacement in the near future.

In order to continue to be a viable and worthy option for families in the Reading area and to remain competitive with the new and privately-owned cemeteries and

crematoria in Berkshire and Oxfordshire, Henley Road Cemetery & Crematorium needs to provide a contemporary reception and sales space for its bereaved customers.

5.0 Description of the existing site and buildings

The development site comprises a small plot of land approximately 460 square metres in area, which is currently occupied by a dilapidated Public Toilet Block (17.5 square metres) and a Grounds Maintenance Store (45 square metres). The site is relatively level with no major changes in ground level.

The site is located approximately 35 metres inside the main entrance gates to the cemetery on the eastern side of the main drive, which leads to the Crematorium building.

Immediately to the north of the development site are graves. Further to the north is the Crematorium building, which includes two Service Chapels, Waiting Rooms, Toilets, Offices, the Cremators and a separate Hall of Memory. The building has a gross external floor area of 555 square metres.

Immediately to the east of the site is the Mess Room building (62.5 square metres), which is used by the Grounds Maintenance staff. Further to the east is a War Memorial.

To the south of the site is an access road which serves as an exit to the main car park and adjacent to this road is the Grounds Maintenance Compound which contains several stores and parking space for vehicles.

To the south-west, on the opposite side of the main drive, is the existing Office and Reception, which is part of the ground floor of the Lodge building at the entrance to the Cemetery. The floor area of the Office and Reception is 72 square metres.

The Reading Borough Local Plan classifies the location of the Development site as Zone 4, Wider Urban Area.

The development site is not within a Conservation Area. The only notable feature in the surrounding area is Caversham Park, a Grade II Listed Victorian stately home (rebuilt after a fire in 1850) with surrounding parkland, including areas of landscaped tree planting, woodland and a large pond which is directly to the north of the cemetery.

None of the buildings on the cemetery site have Listed Status and the site is not within the flood plain of the River Thames.

6.0 Relevant Planning History

A search of the Reading Borough Council online planning application pages discloses several records of planning permission being granted for the Cemetery and Crematorium site and they are as follows:

- Application No. 031357 (February 2004): planning permission was granted for the creation of an extension to provide 3,256 additional grave spaces car parking and boundary railings, on land to the west of the current crematorium.
- Application No. 030010 (August 2003): planning permission was granted for an extension to crematorium to provide 3,344 additional

grave spaces and erection of boundary railings.

- Application No. 930318 (November 1993): planning permission was granted for an extension to the office and reception area in the Lodge.
- Application No. 900397 (March 1990): planning permission was granted for the construction of a glazed entrance canopy for the main chapel of the Crematorium.

There are no details of applications prior to 1988 on the system.

7.0 Relevant Planning Policy and Guidance

The following planning policy and guidance is relevant to this application:

Reading Borough Local Development Framework

Core Strategy, Adopted January 2008

The Core Strategy for Reading was adopted by Reading Borough Council on 29th January 2008. This document sets out the overall planning strategy and broad principles for development in Reading.

The following policies are considered relevant to the determination of this planning application.

CS1 Sustainable Construction and Design

CS4 Accessibility and the Intensity of Development

CS5 Inclusive Access

CS7 Design and the Public Realm

CS31 Additional and Existing Community Facilities

CS33 Protection and Enhancement of the Historic Environment

CS36 Biodiversity and Geology

Pre-application discussions have taken place with the Council's Planning Officers in respect of this proposed development and the applicant has sought to address all of the matters raised in the pre-application response.

8.0 What is being proposed

This application proposes the construction of a contemporary single storey building on land adjacent to the junction of the main drive to the Crematorium and the access road from the main car park. The construction will require the demolition of an existing dilapidated and outdated toilet block and grounds maintenance store currently occupying the plot, which are visually and environmentally detrimental to the area.

This work will create a new purpose built reception and administration pavilion that will enhance and complement the existing facilities for customers and staff. The proposed location of the new building is ideally situated opposite the main entrance to the Cemetery.

At the same time the opportunity will be taken to provide a fit-for-purpose General Register Office (GRO) approved Strong Room for the storage of Births, Deaths and

Marriage Certificates and Bonded Stock for the Council's Registrar. New contemporary male, female and unisex disabled toilets will also be incorporated in the new building to replace the existing toilet block.

The proposed development will provide:

- ❖ A more spacious and welcoming reception for customers
- ❖ Facilities to display memorials for sale
- ❖ A more suitable working environment for staff
- ❖ Private meeting rooms to interview customers
- ❖ Modern and sanitary Public Toilets
- ❖ A Strong Room to store Births, Deaths and Marriage Certificates and Bonded Stock for the Council's Registrar
- ❖ A secure Certificate Production Room
- ❖ A Filing Room for Cemetery & Crematorium Records
- ❖ Staff toilet and kitchen facilities

The proposed development will fully meet the aims of the project brief and provide the required spaces for all the activities that are to take place in the new building.

9.0 Loss of existing facilities

There will be no loss of the existing facilities as the proposed development will replace the existing public toilets and Grounds Maintenance Store currently located on the site. The items currently stored in the Grounds Maintenance Store will be relocated in a Store in the Grounds Maintenance Compound.

Options for the existing Cemetery Office when it is vacated are currently being investigated. However, it could be put to other suitable uses including renting out to a local business to provide a coffee or flower shop to cater for visitors to the Cemetery and Crematorium.

10.0 The effect upon visual amenity and the public realm

The proposed development is to be located within the grounds of the Cemetery and will be situated 39 metres inside the main entrance gates, on the right hand side of the main drive leading to the Crematorium. A proportion of the existing grass verge will be maintained between the main drive and the new building.

The new building will be single storey in nature with a flat roof covered with an Extensive Green Roof System that will be no higher than the existing surrounding buildings on the site.

The proposed development will therefore have a minimal impact on the main street scene.

11.0 Impact on neighbouring amenity

The proposed development will not overlook any of the neighbouring residential properties and there is unlikely to be an impact in terms of noise and disturbance, loss of outlook or overbearing effects as required by Policy DM4: Safeguarding Amenity.

12.0 Description of proposed development

The proposed building will consist of a single storey structure with a flat roof built on the site of the existing Public Toilet Block and Grounds Maintenance Store. The new building will have a gross external floor area of 202 square metres.

The flat roof of the proposed building will be covered with an Extensive Green Roof System with native species grasses, hardy wild flower mixtures and perennials and will include rooflights that will provide natural light into the middle of the building.

The external wall finish of the new building will be fair face brickwork with polyester powder coated aluminium framed windows and doors.

The proposed building will consist of the following:

- o Accessible Principal Entrance
- o Reception, Waiting area and Showroom
- o Two private interview rooms
- o Open plan General Office
- o Strong Room for Certificates and Bonded Stock
- o Certificate Production Room
- o Filing Room
- o Staff Toilet and Cloakroom
- o Staff Kitchen
- o Male, Female and Unisex Wheelchair Accessible Public Toilets

The external area to the front of the building will be provided with paving to the principal entrance and also the public toilets on the north elevation.

The new accommodation will comply with the requirements of the DDA and Part M of the Building Regulations.

13.0 Community Involvement and Consultation

The Registration & Bereavement Service have been consulted as part of the design process and the Service Manager has been an active participant in the Design Team meetings. Local Funeral Directors, whose clients use the cemetery and crematorium, have been notified of the proposal via a newsletter and were invited to a meeting to view the plans and discuss the proposed development with the Service Manager. In addition, the General Register Office (GRO), who is responsible for overseeing civil registration in England and Wales, has also been consulted regarding the Certificate Production and Strong Rooms.

There have been no adverse comments about the design or layout of the proposed development from anyone who has been consulted.

As the development is within the grounds of the cemetery and not visible from the All Hallows Road or the private properties along it, none of the local residents have been notified about the proposals. However, it is assumed they will be given the opportunity to view the plans and comment on the proposals via the normal planning application process.

14.0 Design

Following consultation with Registration & Bereavement Service, a number of options were considered at the feasibility stage, which included extending the existing office facility and also extending the Crematorium building. The chosen option was selected as it was considered to achieve the project objectives most effectively.

The proposed reception and administration building will be located adjacent to the main access road inside the entrance gates of the cemetery and will be ideally placed to carry out its intended functions.

The creation of the new building will provide practical and adaptable spaces that will benefit both the administration staff of the cemetery and crematorium and their customers.

The proposed building will comply with the requirements of Approved Document M (Access to and use of buildings) of the Building Regulations. The design will include the following features:

- ✓ Good natural light and ventilation
- ✓ Good thermal and anti-solar gain insulation and shading
- ✓ High security windows and doors linked to a intruder detection system
- ✓ Wheelchair accessible
- ✓ Provide a Strong Room that meets GRO requirements

The proposed building is designed to be fit for purpose, appropriate and accessible by all potential users.

When assessing the potential for redevelopment of this site, the following issues have been considered:

- The impact of the proposed building upon the physical and visual character, and quality of the area.
- Setback from main access road in relation to the existing building lines and setting.
- To ensure that the proposed building will make a positive contribution to Reading, adding quality, variety and interest.
- Development to accord with principles of sustainable design and construction, and to take account of energy conservation and efficiency (see Sustainable Design & Construction Statement below).

14.1. Amount

The proposed building will have a gross floor area of 202 square metres. This compares to a total gross floor area of 68 square metres for the existing reception and office accommodation in the Lodge building.

The new building will be divided into six distinct zones:

- Reception/Waiting Room (floor area of 31 square metres).
- Open Plan Office with Filing Room suitable for six workstations (floor area of 50 square metres).
- Two Interview Rooms (total floor area of 29 square metres).

- Certificate Production Office & Vault (total floor area of 33 square metres).
- Ancillary Spaces (total floor area of 24 square metres).
- Public Toilets (total floor area of 9 square metres).

Please refer to the Proposed Floor Plan.

14.2. Layout

All areas in the proposed building will be accessible from new paving via the main entrance door. An external door at the rear of the building will also provide access for the cemetery and crematorium staff from the existing Mess Room building and associated parking area. The new public toilets will have individual external doors with access from the new paving and the car parking lay-by. Windows in external walls and rooflights will provide a good level of natural daylight and ventilation to all areas.

The new disabled car parking bay has been designed in accordance with SPD: Revised Parking Standards and Design (October 2011) and Approved Document M of the Building Regulations.

Please refer to the Block Plan and the Proposed Floor Plan.

14.3. Scale

The proposed building will be 15.9m long and 15.7m wide with the highest part of the roof (excluding the domed rooflights) being 2.975m high.

The proposed development will not be prominent in terms of bulk and dominance, particularly when considered against the existing building, as the new roofline will be lower than the adjacent Mess Room building (which is to be retained). The development will not be directly visible from All Hallows Road. In addition, the proposed building is at least 36 metres away from the nearest residential property in All Hallows Road and therefore will have no impact on these neighbouring properties in terms of loss of light, loss of outlook or overbearing effects.

Please refer to the Proposed Block Plan and Aerial Photograph.

14.4. Landscaping

The proposed scheme seeks to retain most of the existing shrubbery on the northern edge of the development site of the new building and also part of grass verge along the western boundary. However, where existing shrubs have to be removed as part of the proposed development, a replacement hedge and new areas of low-growing ground cover with shrubs and herbaceous plants will be planted to mitigate the loss.

The flat roof of the proposed building will also be covered with an Extensive Green Roof System with native species grasses, hardy wild flower mixtures and perennials to mitigate the loss of any existing vegetation and enhance the biodiversity of the site.

A new parking bay for disabled drivers will be provided on an area of existing hardstanding on the eastern side of the new building which is accessible from the access road from the main car park. The new parking bay will be linked to the new building by new tarmac paving that will provide pedestrian access to the principal

entrance to the new reception and new public toilets.

14.5. Appearance

The proposed building is to be a contemporary single storey pavilion with a flat roof and the structure has been designed to be no higher than the height of the existing buildings to be demolished on the development site. The facades of the new building will have facing brickwork and floor to ceiling fenestration. The flat roof will have overhanging eaves and an extensive green roof covering.

The development is setback from the main access road leading to the Crematorium in relation to the existing building lines and setting.

Please refer to the Proposed Elevations.

14.6. Use

The new development will provide the required functions of a modern reception and administration building for the cemetery and crematorium site. The Interview Rooms will provide suitable spaces for confidential meetings with bereaved customers. The Certificate Production Room and the Strong Room will produce and store documents to meet the requirements of the GRO. The Showroom area will allow the display and sale of memorials to customers and the office accommodation will provide modern working conditions for the staff.

The loss of the existing outdated public toilets on the site of the new building will be mitigated by the introduction of new public toilets with a wheelchair accessible facility.

The proposed building will be accessible to all and will comply with the requirements of Approved Document M (Access to and use of buildings) of the Building Regulations.

15.0 Accessibility

Visitors to the Cemetery who wish to use public transport can board buses that run between Reading Town Centre and Caversham Park Village with a frequency of between 10 and 20 minutes during the day. Bus stops on both sides of the Henley Road (A4155) are located within walking distance (450metres) of the Cemetery.

The site currently provides good car parking facilities inside the Cemetery for visitors who choose to use a private vehicle to access the site. A new disabled car parking bay will be provided adjacent to the new building for customers who have business to conduct in the new Reception and Administration building.

The proposed development will be built to satisfy the requirements of Sections 1, 2, 3, 4 & 5 of Approved Document M (Access to and use of buildings) of the Building Regulations, which are relevant to disabled persons gaining access to and using buildings other than dwellings.

Pedestrian access to the proposed building will be directly from new paving to be provided on the south, west and north elevations. Dropped kerbs with tactile paving will be provided where necessary at road crossings.

The proposed building will have a level approach to the principal entrance from the new paving which will be firm, level and slip resistant.

The principal entrance will be equipped with an automatic opening door with push

button controls and safety gear to make the building fully accessible to all.

There are no changes in floor level within the proposed building and all doors will have level thresholds. All floor surfaces are to be firm, level and slip resistant.

The development will be equipped with two wheelchair accessible toilets, one for the office staff and one for the public.

The following documents were consulted and used as guidance in the design of the proposed development:

- ✓ Disability Rights Commission Publications
- ✓ Disability Discrimination Act 1995 as amended by the Disability Discrimination Act 2005
- ✓ Building Regulations; Approved Document M, Access to and use of buildings
- ✓ BS 8300 Design of Buildings and their Approaches to Meet the Needs of Disabled People- A Code of Practice

16.0 Transport

The development site is located in Zone 4; Wider Urban Area according to the Revised Parking Standards & Design SPD (adopted October 2011).

The opening hours of the Cemetery are 9am to 5pm from October to March and 9am to 8pm from April to September.

There are bus stops situated on the Henley Road (A4155) at the end of All Hallows Road within walking distance (approximately 450metres) of the application site. Service 23 operates four buses an hour during the day, offering routes west to Caversham/the centre of Reading and east to Caversham Park Village.

The majority of visitors use private vehicles to travel to the site and only a small proportion use taxis or walk/cycle. There are three car parks located within the cemetery grounds.

As the number of private vehicles visiting the site is anticipated to remain fairly static, no additional vehicle parking provision is to be provided apart from one new disabled car parking bay on the existing hardstanding at the rear of the proposed building to comply with the requirements of Approved Document M (Access to and use of buildings) of the Building Regulations.

There will be no increase in the number of office staff and they will continue to use the existing car parking facilities.

The proposed development will comply with the requirements of Policy DM12: Access, Traffic and Highway-Related Matters. The proposals will not have a material detrimental impact on the functioning of the transport network or be detrimental to the safety of users of the transport network, including pedestrians and cyclists. In addition, the proposals will not generate regular movement of heavy goods vehicles (HGVs).

No existing pedestrian or vehicle access points will be affected by the proposal.

Therefore a Transport Impact Assessment is considered to be unnecessary.

The proposed development will include for the provision of one “Sheffield” type bicycle stand equating to two spaces to comply with the requirements of the Revised Parking Standards and Design SPD (Adopted October 2011).

17.0 Ecology

A desktop assessment was undertaken using the Multi-Agency Geographic Information for the Countryside (www.magic.gov.uk) website, which was searched for ecological information regarding the area in and around the development site. The data collected indicates that the site has no specific habitats or features of ecological interest although breeding birds may use certain habitats within the cemetery site (shrubs and mature trees).

The buildings to be demolished have been surveyed externally for bats and evidence of bats and none were found. The buildings are thus considered to have little or no potential to offer shelter to bats within an undetected roost site. See Preliminary Bat Survey Report in Appendix B.

No significant impacts on bats or great crested newt's sites are predicted under The Conservation of Habitats & Species Regulations 2010 and a European Protected Species Licence is not considered to be necessary for the proposal development to proceed.

An Ecology survey is therefore considered to be unnecessary.

18.0 Arboricultural Survey

There are no significant trees of any note immediately adjacent to or within the footprint of development site. However, there are four large trees located to the east of the existing Mess Room Building (which is to be retained), that are considered to be far enough away from the proposed building work to not be at risk of root damage.

An Arboricultural survey is therefore considered to be unnecessary.

19.0 Archaeology and previous land use

A desktop assessment of the historic land use of the development site has been carried out using various internet resources (including the Ordnance Survey) in order to collate existing records of the local area. The records indicate that it is very unlikely that the proposals will have any archaeological implications as the development plot is principally a Brownfield site.

An Archaeological survey is therefore considered to be unnecessary.

20.0 Flood Risk

The Environmental Agency website flood risk map indicates that the site is not within a flood prone area and due to the scale, nature and design of the proposed development (utilising a Green roof) means it will not increase the risk of flooding elsewhere.

A flood risk assessment is therefore considered to be unnecessary.

21.0 SUSTAINABLE DESIGN AND CONSTRUCTION STATEMENT

It is proposed that BREEAM accreditation is not sought for this scheme as the proposed development is a relatively small building in construction terms with a gross floor area of 202 square metres. However, the intention remains to design and build a scheme that achieves maximum thermal efficiency and to create a sustainable building that will comply with the principles of sustainable construction, design and energy efficiency. This Sustainability Statement details the measures to be adopted to achieve an energy efficient development.

Therefore an appropriate approach has been adopted to achieve an energy efficient development by implementing a strategy that focuses on a 'Fabric First' approach, which lowers the building's energy load/demand through the use of energy efficient equipment, high levels of insulation and airtightness.

All new buildings are required to comply with current Building Regulations, which are driving greater levels of energy efficiency. The majority of current projects, commissioned by Reading Borough Council achieve Building Regulations compliance plus approximately a 9-10% improvement. This is frequently achieved without the requirement for sustainable technologies such as photovoltaic/ solar panels. Where appropriate we will review low or zero carbon technologies such as ground source or air source heat pumps, solar thermal and solar photovoltaic panels. This is considered on a project by project basis and chosen carefully with a view to the long term maintenance, operational costs and budget.

With regard to this proposed development the key points are:

- A commitment to low carbon design to reduce the energy requirements.
- Adopting the principles of Building Research Establishment Environmental Assessment Method (BREEAM).
- The use of day lighting to reduce artificial lighting/ electrical use.
- The use of natural ventilation.
- Improved biodiversity as part of the landscape proposals.
- The use of sanitary fittings with low water usage.
- Adoption of 'Soft Landings' approach to maximize building performance and reduce energy use via improved engagement with user/ training, seasonal commissioning of systems and post occupancy evaluation.
- The use of energy efficient equipment/ fittings including lighting.

Through the design process and the incorporation of the above items, it should be noted that the building's energy load is such that providing alternative technologies as part of the project are not economically viable in this instance.

When designing the proposed development, the following key areas of Reading Borough Council's Sustainable Design and Construction policy have been considered in order to use energy, water, minerals, materials and other natural resources appropriately, efficiently and with care and to take account of the effects of climate change.

Note: the Headings and item numbers below refer to Table A5.2: BREEAM – Sustainable Design Checklist.

A. Management

Aim: To recognise and encourage environmentally and socially considerate development.

1. Guidance for Building Users:

Guidance for the non-technical Building User will be provided on completion of the project so Building Users can understand and operate the building efficiently. This will be in the form of a Building Manual in accordance with the Building Regulations (Requirement L1(c) of Part L2A & B – Conservation of fuel and power in buildings other than dwellings).

2. Construction Site Impacts:

The Construction Site shall be managed in an environmentally sound manner in terms of resource use, energy consumption and pollution.

The Main Contractor will be responsible for monitoring, recording and reporting energy, water and transport consumption data resulting from all the construction processes during the Construction Phase, including the transport of construction materials and waste.

The Main Contractor shall ensure all timber used on site for the project is FSC certified (legally harvested and legally traded timber) and implement best practice pollution prevention policies and procedures on site (for noise, air & water).

3. Site Investigation:

Appropriate site surveys and investigations will be carried out prior to commencing work on site, including Soil Investigations, Drainage Survey and Refurbishment & Demolition Survey (in accordance with HSE Guidelines). Any necessary remedial action will be included in the building contract for the development.

4. Stakeholders and Shared Use with the Local Community:

The Registration & Bereavement Services Staff have been fully involved in the design process. In addition, local Funeral Directors have been notified of the proposed development via a newsletter and an exhibition event, with a drawing display. Feedback from the Registration & Bereavement Services Staff, The GRO and other Stakeholders have all been taken into account in the development of the design.

The possibility of shared use of the new building by the local community is not appropriate given the use and location of the development. Nevertheless, the new building is designed to be fit for purpose, appropriate and accessible by all potential users.

5. Crime Prevention:

The safety, wellbeing and security of the public visiting the cemetery is of paramount importance and the site already has crime prevention measures in place, including a CCTV system. In accordance with DCLG Planning Circular 1/2006, Crime Prevention Measures have been considered in the design of this proposal. The existing secure perimeter fencing and gates will be retained and an intruder alarm system will be included in the new building. All windows and external doors will be fitted with security locks and laminated glazing. The design of the building shall follow the principles of Secure by Design to achieve a safe and secure site.

6. *Building Maintenance:*

The future maintenance of the proposed building has been considered by specifying materials, equipment and finishes that are robust, durable and suitable for use with low maintenance characteristics. All equipment that requires regular maintenance is to be easily accessible to allow the task to be performed without undue restriction.

B. Health and Well-being

Aim: To ensure a good quality amenity level is afforded to occupants of buildings.

7. The proposed development has been designed to ensure all users have sufficient daylight, an external view, adequate and appropriate lighting, ventilation, air quality and drinking water.

7.a The proposed development will be provided with a good degree of natural daylighting from windows and rooflights. Suitable artificial lighting for an office environment will also be provided with low energy LED light fittings. Day lighting and controls will be designed to CIBSE standards. Glare is controlled in the south facing rooms by a overhanging eaves to minimise direct sunlight without obscuring the views.

7.b All habitable rooms will have external views and the rooflights will provide added interest to the atmosphere of the spaces. The cill height of the windows will be appropriate for young children and wheelchair users.

7.c The new development is to be naturally ventilated by means of openable high-level windows with trickle vents and also mechanical ventilation in the toilets (in accordance with Part F of the Building Regulations). Rooflights with trickle vents will also be provided. Air conditioning units will not be specified for the proposed development.

7.d Drinking water will be accessible to staff and visitors from the kitchen and water dispensers in the new building.

All water systems will be designed and maintained to control the risk of Legionella.

C. Energy

Aim: To conserve energy and maximise the use of energy efficiency techniques.

8. *CO2 Emissions:*

The design and implementation of the Engineering Services for the proposed development will focus on delivering low energy installations to minimise energy consumption.

In order to maximise energy efficiency and thereby minimise CO² emissions the proposed building has been designed to incorporate the following measures:

- Provide insulation in the external walls, floors and roof, with a greater thickness than that required to comply with the current Building Regulations to reduce heat loss and the consumption of energy. High levels of insulation will keep the building cool in summer and mitigate

the need for air-conditioning.

- Provide windows with sealed double glazed units with Argon filled cavities to reduce heat loss and ensure that the daylight levels are optimised and reduce the need for artificial lighting.
- Provide projecting eaves that will reduce solar gain during the summer months and minimal areas of glazing to the north elevation to reduce heat loss in winter.
- Provide opening windows with trickle vents to provide natural ventilation to mitigate the need for mechanical ventilation and cooling by air conditioning.
- Provide low energy LED light fittings and room occupancy sensors to reduce the consumption and wastage of energy.
- Provide point of use water heaters for the sinks and wash hand basins to reduce the consumption and wastage of energy to heat hot water via long pipe runs.
- Provide a gas fired central heating system with a condensing boiler that will reduce energy consumption and therefore carbon dioxide emissions.
- The new heating system will be linked to the existing automatic Building Management System (BMS), which provides optimum start up times and matches building occupation in order to reduce the consumption and wastage of energy. The system is controlled and monitored externally by RBC Engineers to measure energy consumption.
- Provide a technically advanced radiator system with panels installed in the suspended ceiling grid, which heats rooms more rapidly and achieves a comfort air temperature typically 3 degrees lower than conventional or underfloor heating. This relates approximately to a 15% reduction in heat loads and therefore energy consumption.

All new materials specified for the proposed development will have low levels of embodied energy wherever possible and be capable of being recycled when the building is demolished thereby reducing CO² emissions.

9. Energy from the sun, natural daylighting and controlled natural ventilation:

Due to the scale and nature of the proposed development the use of energy from the sun is not appropriate for this particular development.

For natural daylighting and controlled natural ventilation see Health and Well-being above.

10. Use of energy:

The proposed building will make efficient use of energy by installing insulation in the external walls, floors and roof, with a greater thickness than that required to comply with the current Building Regulations.

Space heating will be provided by an efficient gas fired condensing boiler.

11. Renewable energy sources and decentralised energy:

Due to the scale and nature of the proposed development the use of renewable

energy sources or decentralised energy is not appropriate for this particular development.

D. Transport

Aim: To reduce the need to travel through appropriately located development.

12. Design and Layout:

Measures to reduce the need to travel or promote alternative and sustainable modes of transport such as walking, cycling and the use of public transport are not applicable for this particular development.

The new car parking bays have been designed in accordance with SPD: Revised Parking Standards and Design (October 2011).

13. Public Transport Networks & Local Amenities:

Consideration for public transport networks in terms of the location of the development and proximity to local amenities are not relevant to this particular development.

The proposed development is approximately 450 metres away from the nearest bus stop on the Henley Road (A4155). Service 23 operates four buses an hour during the day, offering routes west to Caversham/the centre of Reading and east to Caversham Park Village.

14. Deliveries:

Consideration for deliveries and the manoeuvring of delivery vehicles is not applicable to this particular development. However, there is an existing dedicated area for deliveries and waste collection.

E. Water Resources and Flooding

Aim: To improve efficiency in the use of water, conserve water resources and minimise vulnerability to flooding.

15. Water Saving Devices:

Water saving devices will be specified on all sanitary appliances installed in the new building. Wash hand basins and sinks will have aerating taps and toilets will have low flush cisterns to help reduce the consumption of water as much as possible. A metered water supply will be connected to the new building.

It should be noted that the new building will produce very little in the way of grey water so the collection, storage and cleaning of this waste water would not be viable.

New external landscape planting will be developed that requires minimum irrigation and rely on rainwater with limited watering rather than a dedicated irrigation system.

16. Areas of potential flooding:

The proposed development will not be located in an area that is vulnerable to potential flooding.

The proposed development will utilise the existing foul and storm water drainage systems connected to the existing buildings.

17. Harvesting and re-use of rainwater:

Due to the scale and nature of the proposed development, measures to incorporate harvesting and re-use of rainwater have not been included as new storm water drainage is minimal and will connect into the existing storm water drainage system. However, it should be noted that the installation of the green roof will reduce the volume of rainwater entering the existing storm water drainage system.

F. Materials

Aim: To retain local character and promote the use of materials with a low environmental impact.

18. Selected Materials:

The facing bricks to be used for the external walls of the proposed development shall be selected to match the bricks used on the existing building and hence retain local character. The use of brickwork will also ensure the long life of the structure.

Materials for the proposed building have been chosen for their high recycled content, long life, low maintenance and the potential to be recycled when the building has reached the end of its useful life, for example, bricks, concrete, aluminium, steelwork, timber and floor coverings.

All timber and engineered boards, such as plywood, used in the construction of the new building shall be FSC certified and other building materials, such as Rockwool Insulation, that have low levels of embodied energy will be specified wherever possible to ensure a low environmental impact.

19. Reusing and Sourcing Materials:

Due to the scale and nature of the proposed development, the opportunity to reuse materials in-situ and reuse existing structures is limited.

The Main Contractor shall ensure all materials used in the construction of the proposed development are sourced responsibly. All new timber supplied through the supply chain shall originate from legal and sustainable sources and independent certification is to be provided.

G. Waste

Aim: To minimise the production of waste and maximise re-use and recycling.

20. Audit of materials present on the site:

The proposed development does not include much in the way of demolition work so the opportunity to recycle or reuse waste materials is very limited. However, there may be an opportunity for the bricks produced by the demolition process to be sold on as second hand bricks or used as hardcore if they are of a suitable quality.

21. Use of construction, demolition waste and recycled materials:

The Main Contractor that will be awarded the building contract will be responsible for ensuring that waste management systems are in place prior to the works

commencing and that they are complied with during the Construction Phase of the Project. The Main Contractor shall also require Subcontractors and Suppliers to assist in waste control and recycling.

22. Storage and recycling of waste:

The existing site already has facilities for the storage, segregation and recycling of waste. The proposed development will not significantly increase the number of staff and therefore there will be no need to expand the existing facilities.

H. Land Use and Ecology

Aim: To retain, protect and enhance wild life habitats and natural features.

23. Wildlife Habitats and Natural Features:

The development site has a large screen of shrubs along its northern boundary. There are also many mature trees located in and around the cemetery site, as can be seen from the aerial photograph. In addition, Caversham Park, which is on the north boundary of the cemetery site, has substantial parkland, including areas of landscaped tree planting, woodland, meadowland and a large pond.

The vast majority of the existing wildlife habitats will be retained and left undisturbed by the construction of the new development. However, where shrubs along the northern boundary have had to be removed as part of the proposed development, a replacement hedge and new areas of low-growing ground cover with shrubs and herbaceous plants will be planted to mitigate the loss. The installation of a green roof on the new building will also enhance the biodiversity of the site.

The Ecology Assessment found no evidence of bats on the development site and therefore the protection of bats is not considered to be an issue as there are no suitable nesting/roosting sites within the existing buildings. No bat licences are therefore required for the scheme.

24. Undeveloped Land:

Consideration not to use previously undeveloped land is not applicable as the site is already developed.

25. Contaminated Land:

A ground investigation survey will be carried out on the development site prior to the works commencing. However, due to the existing and previous land use of the site, the risk of contamination from the land is considered to be low. Should any contamination be discovered, it will be dealt with appropriately.

A refurbishment and demolition asbestos survey will also be carried out on the two existing buildings that will be affected by the proposed development. Any asbestos found by the survey will be removed prior to demolition.

I. Pollution

Aim: To minimise damage to the environment through air, ground/surface water, land, noise or light pollution.

26. Noise, Light and Surface Water Runoff Pollution:

Noise from the proposed development will be minimal and will not affect existing properties in the area. Any noise that is created will be no greater than that produced by the existing development.

The proposed development is adjacent to access roads with minimal traffic flow. The specified construction of the external walls, roof and double glazed windows and doors will mitigate any traffic noise generated by vehicles using the roads.

The transmission of noise between adjacent properties is not applicable to this development.

The noise from air conditioning units and other external plant is also not applicable as they are not to be specified for this particular development.

For Light Pollution see below.

Pollution transported through surface water runoff is not applicable to this development.

27. Light Pollution:

The provision of new external lighting will be minimal. Light fittings will be controlled by photocell and time clock using energy efficient lamps in accordance with the Building Regulations, ensuring low light pollution from the fittings i.e. reflectors and controllers within the fittings to control light output and glare.

28. Refrigerants and Nitrogen Oxide Emissions:

Refrigerants will not be used in any equipment specified for this development.

29. Impact of Flooding:

The proposed development is not within a flood zone and the design of the drainage systems will minimize the risk of flooding elsewhere.

30. Sustainable Drainage Systems (SUDS):

The lack of suitable open space around the building and within the site generally excludes the use of Sustainable Drainage Systems (SUDS).

J. Innovation

Aim: To recognise innovation in the field of sustainability.

Due to the scale of the proposed development, the opportunity to include innovative sustainability measures in terms of a procurement strategy, design feature, management process and technological development is limited.

Regular meetings with the Registration & Bereavement Services Staff, the Project Officer and the Designer have taken place to agree the brief, identify site constraints, understand staff aspirations, highlight key objectives and develop the proposals. The Project Board have been informed throughout the process. Meetings will continue throughout the project to discuss the developing scheme.

31. Sustainable Procurement Strategy:

Reading Borough Council intend to procure the contract for these works from local Contractors and Suppliers that are familiar with the area, which will have the advantages of local resources and expertise and a reduced carbon footprint for the construction work.

The most up to date materials, appliances and equipment will be specified to ensure the new building is as sustainable and energy efficient as possible.

22.0 Conclusion

The proposed development has been designed in accordance with relevant National and Local Planning Policies and guidance in a contemporary style which seeks to respect and improve the appeal and appearance of the local area. The design, location and scale of the new building is such that it would not have an overbearing impact.

In line with Reading Borough Council's Supplementary Planning Document, sustainability and environmental issues have been carefully considered and the measures outlined above will reduce the environmental impact of the various elements of building and to take account of energy conservation and efficiency. It should be noted that providing alternative technologies as part of the project has been investigated but the proposed building's energy load is such that their use is considered to be not economically viable in this instance. However, the materials specified will be low maintenance and recyclable.

The proposed development will be accessible and comply with the requirements of the DDA and Approved Document M of the Building Regulations.

In overall terms, the new building will enhance the site and meet the specific needs of the office staff and visitors to Henley Road Cemetery and Crematorium, whilst successfully making effective use of previously developed land.

23.0 Supporting Documents

This Statement should be read in conjunction with the following drawings and documents:

Site Location Plan	DENS/16/001/01	1:1250 @ A1
Existing Block Plan	DENS/16/001/02	1:500 @ A2
Proposed Block Plan	DENS/16/001/03	1:500 @ A2
Proposed Floor Plan	DENS/16/001/04	1:50 @ A2
Proposed Elevations	DENS/16/001/05	1:100 @ A2
Existing Buildings to be Demolished	DENS/16/001/06	1:50 @ A3
Existing Aerial Photograph	Appendix A	NTS
Map of Existing Cemetery & Crematorium Site	Appendix A	NTS
Photographs of Existing Buildings on Development Site	Appendix A	NTS
Preliminary Bat Survey Report	Appendix B	n/a

APPENDIX A

Existing Aerial Photograph

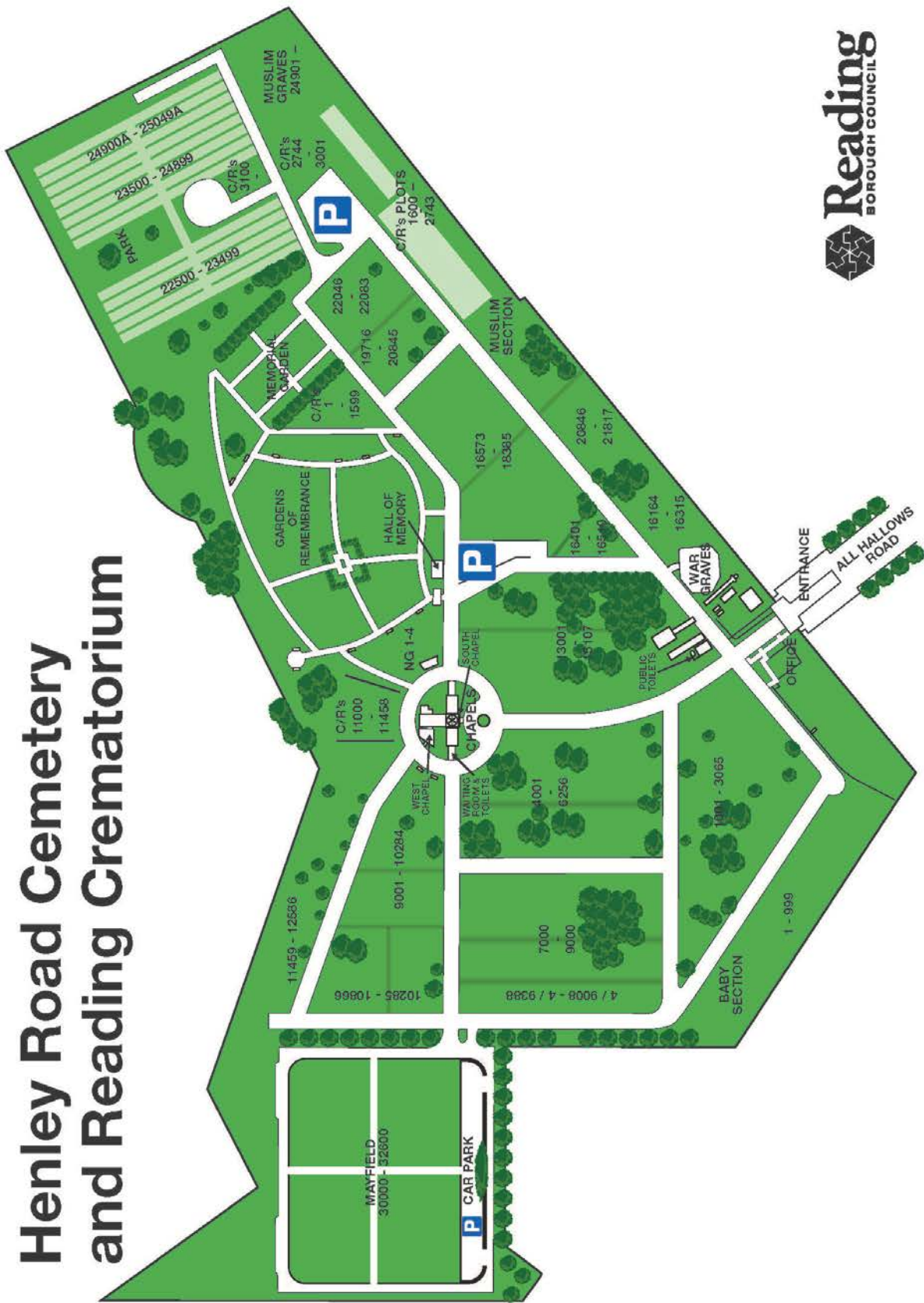
Map of Existing Cemetery & Crematorium Site

Photographs of Existing Buildings on
Development Site

AERIAL PHOTOGRAPH OF PART OF THE CEMETERY & CREMATORIUM SITE



MAP OF THE EXISTING CEMETERY & CREMATORIUM SITE



PHOTOGRAPHS OF EXISTING BUILDINGS ON DEVELOPMENT SITE



View of development site from the South



View of development site from the North West



Toilet Block with Grounds Maintenance Store behind (to be demolished)



Grounds Maintenance Store (to be demolished)



Toilet Block and Grounds Maintenance Store (to be demolished)



Existing Office & Lodge (to be retained)



Existing Mess Room Building (to be retained)

APPENDIX B

Preliminary Bat Survey Report