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# Halls, Cemeteries & Allotments Committee Meeting of Witney Town Council



**Monday, 9th November, 2020 at 6.00 pm**

To members of the Halls, Cemeteries & Allotments Committee - M Jones, J Aitman, L Ashbourne, T Ashby, O Collins, L Duncan, V Gwatkin and J King (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Virtual Meeting Room via Zoom** for the transaction of the business stated in the agenda below.

## Admission to Meetings

All Council meetings are open to the public and press unless otherwise stated.

Admission to this meeting will be online by virtue of The Local Authorities & Police & Crime Panels (Coronavirus)(Flexibility of Local Authority & Police & Crime Panels Meetings)(England & Wales) Regulations 2020.

Zoom login details of this meeting will be published on the Council's website prior to the meeting.

## Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

## Agenda

### 1. Apologies for Absence

To consider apologies and reasons for absence.

Committee Members who are unable to attend the meeting should notify the Democratic Services Officer ([nicky.cayley@witney-tc.gov.uk](mailto:nicky.cayley@witney-tc.gov.uk)) **prior to the meeting**, stating the reason for absence.

**Standing Order 30(a)(v)** permits the appointment of substitute Councillors to a Committee whose role is replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have confirmed to the Proper Officer **before** the meeting that they are unable to attend.

### 2. Declarations of Interest

***the meeting will adjourn for this item***

Members of the public may speak for a maximum of **five minutes** each during the period of public participation, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda.

### 3. Minutes (Pages 5 - 10)

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Minutes held on 14 September 2020;

b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress any item).

4. **Public Participation**

**The meeting will adjourn for this item**

Members of the public may speak for a maximum of **five minutes** each during the period of public participation, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda.

5. **Operational Report** (Pages 11 - 12)

To receive and consider the report of the Operations & Estates Officer.

6. **Public Halls Report** (Pages 13 - 16)

To receive and consider the report of the Venue Manager.

7. **Request to run a Cinema in the Corn Exchange** (Pages 17 - 20)

To receive and consider the report of the Venue Manager.

8. **Cemeteries & Closed Churchyards** (Pages 21 - 28)

To receive and consider the report of the Operations & Estates Officer.

9. **Review of the Council's Cemetery Regulations** (Pages 29 - 44)

To receive and consider the Regulations relating to the management and operation of the Council's Tower Hill and Windrush Cemeteries.

10. **Allotments** (Pages 45 - 48)

To receive and consider the report of the Operations & Estates Officer.

11. **Financial Report**

Members are referred to appendix b of agenda item 11a where the actual expenditure to date (1 April to 30 September) against budget can be reviewed.

a) **Revised revenue budget 2020/21 and base revenue budget for 2021/22** (Pages 49 - 56)

To receive and consider the report of the Town Clerk/RFO (TO FOLLOW) and the Draft Revised Revenue Budget for 2020/21 and Draft Budget for 2021/22 (ENCLOSED).

b) **Schedule of proposed Fees and Charges 2021/22** (Pages 57 - 60)

During Budget Setting Cycle the Council reviews its Fees and Charges for the various facilities and services it operates.

Attached is the schedule of charges in respect of the assets and services which fall under the responsibility of this Committee. As agreed by Full Council on 12 October 2020 increases have been limited to 1½% (and rounded accordingly).

The Committee is RECOMMENDED to approve (or amend as necessary) the:

- i. Burials Fees & Charges
- ii. Public Halls Fees & Charges

c) **Revised Capital and Special Revenue Projects Programme 2020/21** (Pages 61 - 62)

To receive and consider the report of the Town Clerk/RFO relating to an update on the Capital & Special Revenue Projects Programme for 2020/21

d) **Revenue Growth Items and Capital/Special Revenue Projects Programme 2021/22 and beyond**

To receive and consider the report of the Town Clerk/RFO relating to items identified during the course of the year for inclusion as Revenue Growth Items in the Council's Revenue Budget as well as items for the Capital/Special Revenue Projects Programme 2021/22 and beyond – TO FOLLOW.

12. **Exclusion of Press and Public**

To consider and if appropriate, to pass the following resolution:

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

13. **Request to Sub-Let Langdale Hall** (Pages 63 - 64)

To receive and consider the request from the Council's tenant to sublet the top floor of the Langdale Hall and carry out the necessary works in order to make it accessible, in conjunction with the Officer's confidential verbal report.



Town Clerk

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# Agenda Item 3

## HALLS, CEMETERIES & ALLOTMENTS COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Monday, 14 September 2020

At 6.00 pm in the Virtual Meeting Room via Zoom

### Present:

Councillor M Jones (Chair)

Councillors:	J Aitman	O Collins
	L Ashbourne	L Duncan
	T Ashby	V Gwatkin
Officers:	Nicky Cayley	Democratic Services Officer
	Adam Clapton	Office Manager
	Sharon Groth	Town Clerk
	John Hickman	Operations & Estates Officer
	Tomas Smith	Venue Manager
Others:	no members of the public.	

### H269 APOLOGIES FOR ABSENCE

There were no apologies for absence.

### H270 DECLARATIONS OF INTEREST

There were no declarations of interest in matters to be discussed at the meeting.

### H271 MINUTES

The Committee received and considered the minutes of the meeting held on 6 July 2020.

There were no matters arising from the minutes to be discussed at the meeting.

**RESOLVED:** that the minutes of the meeting held on 6 July 2020 be agreed and signed by the Chair as a correct record.

### H272 PUBLIC PARTICIPATION

There were no members of the public present for this item.

### H273 OPERATIONAL REPORT

The Committee received and considered the report of the Operations and Estates Officer.

**RESOLVED:** that the report be noted.

H274 **PUBLIC HALLS REPORT**

The Committee received and considered the report of the Venue Manager. He advised that in the light of the implementation of "The Rule of 6", the staff would be contacting all bookers to discuss their options.

The Office Manager advised that a "Lighting Up" policy for the Corn exchange would be going to the Policy, Governance and Finance Committee on 28 September.

**RESOLVED:** that the report be noted.

H275 **TOWER HILL & WINDRUSH CEMETERIES, ST MARY'S CLOSED CHURCHYARD**

The Committee received and considered the report of the Operations and Estates Officer which included revisiting requests for an additional pedestrian access at Tower Hill Cemetery. An additional 2 people had also requested this via the Chair.

There followed a discussion on whether this would benefit enough people to justify spending the money on the proposed entrance. The Operations and Estates Officer advised that at a minimum the cost would be £14 - £15k. Permission would also be needed to create an entrance/exit onto the footpath and the cycle barriers would need to be removed. Members wondered if a consultation could be done to ascertain the need for this.

It was decided that if permission could not be obtained to open up the wall onto the footpath, the project could not go any further anyway so this should be the starting point. If permission was granted then consideration could be given to a resident's survey and a budget.

**RESOLVED:** that the report be noted and:

1. that the Operations and Estates Officer researches what permissions would be needed to open up the cemetery wall in terms of the footpath on the other side;
2. that once the issues of permission was resolved, if it was possible to go ahead, thought be given on how to gauge residents' opinion on the proposal;
3. that if it is possible to go ahead, some thought be given to a budget for inclusion next year.

H276 **ALLOTMENTS**

The Committee received and considered the report of the Operations and Estates Officer. A member asked when the new allotment site at Windrush Place would be ready and the Operations and Estates Officer replied that the work should be started fairly soon.

Another member reported that she had observed fly tipping into the ditch at the Newland Allotment site by a plot holder.

**RESOLVED:** that the report be noted and that the Operations and Estates Officer contacts the Allotment Association to remind Newland plot holders not to fly tip into the ditch.

H277 **RENEWABLE ENERGY SOURCES FOLLOW UP**

The Committee received and considered the report of the Compliance and Environment Officer, concerning electric heating solutions, Burwell Hall and green energy.

**RESOLVED:** that the report be noted and:

1. that an infrared heater be installed in one of the offices in the Town Hall;
2. that a green gas supplier is selected for the renewal of the contract;
3. that the Compliance and Environment Officer brings back a time frame and accurate pricing for the proposed works at The Leys depot and Burwell Hall to the next meeting, so that it could be included in the 2021/2 budget.

H278 **FINANCE REPORT**

The Committee received the report of the Town Clerk. She asked members to ensure they brought to her attention any projects they may wish to see during the next fiscal year for the budget setting process. A member suggested that she would like to see the chapel at Tower Hill Cemetery being used more for the community. The Operations and Estates Officer asked which one she was referring to, as one was full with items being stored and had no floor, lighting or water and the other was consecrated and used as a chapel for funerals. Members wondered if the consecrated chapel could have some toilets added on. The Operations and Estates Officer explained that this would involve a new cesspit and as the chapel was surrounded by graves this would be difficult.

**RESOLVED:** that the report be noted and that the following possible project be considered for the budget setting process in the next cycle of meetings: -

- Refurbishment of the consecrated chapel at Tower Hill Cemetery with possibility of adding toilet facilities.

H279 **MINUTES OF THE CORN EXCHANGE WORKING PARTY**

The Committee received and considered the minutes of the Corn Exchange Working Party held on 7 September 2020.

**RESOLVED:** that the minutes be noted and the recommendations contained therein approved.

H280 **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

H281 **PARK ROAD ALLOTMENT GARDENS**

Members received a confidential verbal update from the Town Clerk.

**RESOLVED:** as per the confidential minutes.

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The meeting closed at: 7.15 pm

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Chair



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## HALLS, CEMETERIES AND ALLOTMENTS COMMITTEE

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<b>Date:</b>	Monday 9 <sup>th</sup> November 2020
<b>Title:</b>	Progress on improvements & repairs since last meeting
<b>Contact Officer:</b>	Operations and Estates Officer – John Hickman

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### Background

The purpose of this report is to update Members on the progress of improvements and repairs since the last meeting, using the Council's own direct workforce or its contractors.

### Halls

The works team have

- installed foot openers on doors within the Corn Exchange, Burwell Hall and Town Hall.
- fitted new door guards in both Town hall and Burwell Halls.
- carried out repairs to the Town Hall notice board following vandalism.
- repair works to walls in Corn Exchange from bar electrical work
- carried out repairs to the toilet floor in 51a Market Square and the toilet refitted.

Contractors have been contacted regarding quotes for 51A Market Square shop window frames repairs.

### Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

### Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

### Financial Implications

All works detailed above have been covered from existing budgets.

### Recommendations

This report is for information and Members are invited to note the report:

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## HALL, CEMETERIES & ALLOTMENTS COMMITTEE

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**Date:** 9<sup>th</sup> November 2020  
**Title:** Public Halls Report  
**Contact Officer:** Venue Manager – Tomas Smith

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### Background

We have had a busier time in the halls of late with the returning of some groups and more importantly the opening of our new café/bar 1863. Staff have continued to work hard and have been diligently cleaning all rooms thoroughly in line with current Government Guidance.

### Current Situation

#### Covid-19 Lockdown

Regrettably, the implementation of the Covid-19 national lockdown from 4<sup>th</sup> November has resulted in a full closure for the Public Halls until 2<sup>nd</sup> December. The legislation on Community Centres/Halls is as follows:

#### *Community Centres*

*18 (9) A person who is responsible for a community centre or hall must ensure that the community centre or hall is closed except where it is used—*

*(a) to provide essential voluntary activities or urgent public support services (including the provision of food banks or other support for the homeless or vulnerable people, blood donation sessions or support in an emergency),*

*(b) for the purposes of education or training,*

*(c) for the purposes of support groups, or*

*(d) for the purposes of— (i) childcare provided by a person registered under Part 3 of the Childcare Act 2006, or (ii) supervised activities for children.*

#### 1863 Café/Bar

The café opened with no official fanfare on Wednesday 22<sup>nd</sup> October. It has been such hard work getting to the point of opening and everyone involved has been completely dedicated to get us to this point during the ongoing pandemic.

Opening during a time like no other proved challenging with the council having to work with the restrictions of the pandemic and the safety of the customers and existing hirers at the forefront of all that we are trying to achieve. The main hurdle to overcome was running the safest operating procedure possible while at the same time making the running of the café a viable pursuit. To that extent, officers worked hard to make sure the public had the best opportunity to enjoy our wonderful new café in the safest and most comfortable manner possible.

The café opened twice a week, for 6-week trial period opening on a Monday and Tuesday, the consecutive days to enable continuity for customers. An outdoor seating area was implemented but sadly, there has been little success due to the change of season bringing colder and wetter weather. The people we speak to all indicate that they want to be able to sit indoors in some capacity due to the weather or to be able to wait inside to collect a takeaway.

For the above reason, officers have held several meetings on this subject and will be proposing 5-day hot drink takeaway service to the Corn Exchange Working Party when lockdown restrictions permit.

#### Staffing

All public halls staff have continued to work hard during these uncertain times ensuring that they were kept clean and covid secure.

Due to the lockdown, with no bookings, the caretaking and cleaning staff will be redeployed where possible to assist the Works Team, take time off and reduce hours where practical. As the buildings will be closed officers will be working from home answering telephone and email enquiries and working on the long-term projects, events and website production.

Long-term staffing of the 1863 Café/Bar will be considered as part of the 2021-22 budget-setting process and, as with all staffing matters will be referred to the Personnel Sub-Committee by the Town Clerk. Additional staffing will ensure the Council can run the bar during the week and at events while still being able to maintain adequate caretaking cover for the hoped-for increase of events throughout 2021.

#### Website

The website is imminently able to go live following agreement by the Corn Exchange Working Party on the following domain name: [www.cornexchangewitney.org.uk](http://www.cornexchangewitney.org.uk)

We will just have to wait for this to be completed and registered and we can get started, within the site we can advertise all our events, our facilities as well as using it as a perfect showcase for potential hirers. It will be packed full of content and information about the history of the hall, location, and information about facilities as well as advertising our upcoming events.

### Other Corn Exchange Development

We are trying to arrange a time to discuss the tender of the retractable seating and other aspects of the future refurbishment. We have contacted Oxford Arts Consultants but at this time we have no date booked in the diary. Officers will continue to work on the requirements to the best of our ability to move this project forward.

### **Environmental impact**

Having declared a Climate Change Emergency Councillors should have due regard to the environmental impact of any decisions they make regarding its facilities and services it operates.

### **Risk**

In decision making Councillors should consider any risks to the Council and any action it can take to limit or negate its liability.

### **Financial implications**

There are no direct financial implications from this report however, the committee should note there will be further loss of income due to the Covid-19 lockdown due to the reduction of bookings and closure of 1863 from 4<sup>th</sup> November.

### **Recommendations**

Members are invited to note the report.

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## HALL, CEMETERIES & ALLOTMENTS COMMITTEE

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**Date:** 9<sup>th</sup> November 2020  
**Title:** Corn Exchange – Request to run a Cinema  
**Contact Officer:** Venue Manager – Tomas Smith

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### Background

The Council has received a request from Mr Richards (former Cinema Operator of the Screen on the Square) to run a cinema in the Corn Exchange, initially as a response to the temporary closure of Cineworld. The request is attached as Appendix A.

### Current Situation

**National events have overtaken this request, but the Committee may wish to still consider it for when the Covid-19 lockdown ends, and restrictions are removed enough to permit this to take place.**

Officers have met with Mr Richards to discuss, and the proposal is that the Town Council would run screenings as its own events with Mr Richards providing the technical support. Mr Richards would provide the projector, screen, and sound. We would then look to run the event and ensure the covid guidelines are being adhered to throughout the duration of the showing.

Initially this will be a matinee twice a month on a Saturday or Sunday primarily targeting the older residents of Witney as both entertainment and a chance to gather if not mingle in a safe space. It was also discussed about the benefit of such a service when it came to supporting younger children in the school holidays.

If the operation were successful it could be feasible to increase the number of showings per week as well as marketing the cinema to a wider audience.

Mr Richards would not look to hire or pay rates to use the main hall at the Corn Exchange, instead he would propose to implement a profit share business model with himself initially paying for the hire of the film, we would then sell tickets and any money made after breaking even would be divided 50 – 50. It is important to consider the need for us to safely manage the event if it is being classed as a Town Council event. We would require 3 members of staff on duty, one to run the café, one to deliver drinks and one to ensure social distancing etc is being followed and the event is safely attended as well as deep cleaning the hall after the event as our cleaner doesn't work at weekends.

Members should also bear in mind that Town Council-run screenings are in the long-term business plan for the Corn Exchange.

### **Environmental impact**

There is no perceived environmental impact regarding this proposal.

### **Risk**

In decision making Councillors should consider any risks to the Council and any action it can take to limit or negate its liability.

Obviously COVID-19 has many risk factors for the Council to take account of and implement secure measures so that business can operate safely – having a duty of care to its staff and the general public. With this goes reputational risk.

There would also be a financial risk that this might not be a viable business opportunity and would have some irrecoverable costs associated with it.

### **Financial implications**

- The associated cost of operating the cinema without a guaranteed return, including;
  - Implementation of Covid-19 secure measures,
  - Caretaking and Bar staff,
  - Compliance Officers' time in ensuring the event is Covid-19 compliant.
- The cafe/bar could be open during the performances, with 100% profit coming back to the Town Council once operating costs were taken out.

Whilst it is hoped that this operation could be run from existing Council budgets – and would present an opportunity to receive some income from the café/bar – this is not certain, because Officers are unsure of the confidence in the public to operate such a facility at this stage.

### **Recommendations**

Members are invited to note the report and consider the following:

- To decide in principle about the return of the cinema at the Corn Exchange when national Covid-19 measures allow, on the basis as put forward by Mr Richards.

**From:** John Richards [REDACTED]  
**Sent:** 09 October 2020 15:54  
**To:** Sharon Groth <[sharon.groth@witney-tc.gov.uk](mailto:sharon.groth@witney-tc.gov.uk)>  
**Subject:** Request to run part time Cinema in Corn Exchange

### **Request to run part time Cinema in Witney Corn Exchange**

Dear Sharon

I'm writing to request that you put to the Council on my behalf the idea of allowing me to run a part cinema at the Corn Exchange during these bleak days of covid restrictions.

I would use my own extensive professional cinema equipment and run it on profit shared basis, therefore there would be no cost to the Town Council.

I feel this would be a golden opportunity for the council to respond in a positive way to the closure of Cineworld and bring a glimmer of light to the people of Witney during these dark and oppressive days.

I would appreciate if you could pass on this email on to the following members of the council with hope that my request could be put on the agenda for the full council meeting on October 12th as a matter of urgent business.

Councillor Joy Aitman  
Councillor Harry Eaglestone  
Councillor Duncan Enright

Kind regards

John Richards

#### Office Note

This request was received too late for consideration at the Full Council meeting on 12<sup>th</sup> October so was referred to the Halls, Cemeteries & Allotments Committee meeting to be held on 9<sup>th</sup> November 2020.

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## HALLS, CEMETERIES AND ALLOTMENTS COMMITTEE

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**Date:** Monday 9<sup>th</sup> November 2020  
**Title:** Cemeteries and Closed Church Yards Update  
**Contact Officer:** Operations and estates Officer – John Hickman

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### **Background**

The purpose of this report is to update Members on the progress of improvements and repairs since the last meeting.

### **Closed Church Yards**

#### **T583**

Cedar of Lebanon in St Marys Churchyard will have been felled by the time of this meeting weather permitting. Some sections will, it is hoped, have been saved to make benches. St Mary's church are also hopeful that some sections of the tree can also be saved to make furniture for both inside and outside the church.

#### **Entrance Pillars Arch and Wall Repairs.**

The diocese has now responded to the faculty application for these works. They have requested additional information to be provided before issuing a faculty for the works. Hopefully this will be resolved soon and the works can be commissioned.

#### **St Marys Boundary Wall Survey**

Due to time constraints the Operations and Estates Officer has still to study this report and draw up a works program to deal with the issues raised.

#### **Topple Testing St Marys and Holy Trinity**

Officers are still waiting additional information from the contractors for these works and also for a faculty to be provided from the diocese of Oxford.

#### **Tower Hill Cemetery**

The works team have now cleared the lower area of section 9 and are levelling and seeding it in preparation for ashes interments in future years.

## **Topple Testing**

The 5 year Topple Testing is now due to be carried on the memorials the Operations and Estates Officer will be requesting quotes in the near future, however consideration is being given to training works staff and Cemeteries Officer to be able to carry these tests out in house.

## **New Access From Smiths Estate.**

Additional access and Footpath from Smiths Estate. The Operations and Estates Officer has been in contact with Sanctuary Housing Association who state the footpath is not theirs and also with Highways, Highways have responded and asked for photos and plans which were provided on the 7<sup>th</sup> October however no response has been received since, the Operations and Estates Officer has chased this up on 26<sup>th</sup> Oct however we are still awaiting a response from Highways.

## **Windrush Cemetery**

### **New Permanent Access**

The Current access was only meant to be a temporary, with a new access being constructed when the Cogges link road was put in. However, as the new link road was not constructed and houses are being built around the cemetery the opportunity to install the permanent access to the cemetery has now presented itself. Currently the plans for the new housing do not show any new access to the cemetery.

A report has been prepared for the Planning Committee on 3<sup>rd</sup> November by the Office Manager, copy attached for information – although as this Committee has responsibility for the Cemeteries, Members should give consideration to the re-siting of access, as explained in the Officer Managers report.

### **Wildflower Meadow**

Wildflower Meadow Area an initial 200sqm area is being seeded with Yellow Rattle on 2<sup>nd</sup> November, if this is successful further areas will be seeded in future years, hopefully using hay from the initial section seeded to reduce the cost of further seed. Continental Landscapes have carried this work out at no additional cost to WTC.

### **Ground Water Risk Assessment**

The Operation and estates Officer has started studying the ground water risk assessment that was carried out to assess the changes that are required to the current grave digging processes.

## **Topple Testing**

The 5 year Topple Testing is now due to be carried on the memorials the Operations and Estates Officer will be requesting quotes in the near future, however consideration is being

given to training works staff and Cemeteries Officer to be able to carry these tests out in house.

### **Environmental impact**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

### **Risk**

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Memorial testing is part of the Council's responsibilities under Health & Safety and has a duty to protect its staff and visitors to its Cemeteries.

### **Financial Implications**

The Council budgets for memorial testing every year and has an earmarked reserve for these works as it can prove costly.

Members will be aware from previous reports that there currently is no budget provision for the access from Smiths Estates- however the necessary permissions are yet to be established.

With regard to the access to Windrush Cemetery, there is only a limited earmarked reserve of £68,853, and it is unlikely that this would cover the costs of the creation of a new access road and internal scheme. The Planning Committee have been asked to consider this and submit a Section 106 request as part of its response on the outline planning application for houses adjacent to the cemetery.

If the Council has to bear the cost of any new access, Members should consider adding to the earmarked reserve – and Officers would suggest that no less than £20,000 per annum is set aside for the next two to five years prior to, or on completion of the development, whichever comes first.

### **Recommendations**

Member are invited to note the report and consider the creation of a new vehicular access into the Windrush Cemetery.

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## Climate, Biodiversity & Planning Committee

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**Date:** 3<sup>rd</sup> November 2020

**Title:** Windrush Cemetery Access – supplementary report to planning Application 20/02654/OUT

**Contact Officer:** Office Manager (Adam Clapton)

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### Background

The Committee should be aware of the historic context of a development on the Witney East Strategic Area, in relation to access at Windrush Cemetery. Future internal development of the site is a matter for the Halls, Cemeteries and Allotments Committee, but discussion on outline planning application 20/02654/OUT should take place regarding access before a response is submitted by the Town Council.

As part of negotiations to purchase agricultural land at Cogges for the creation of Windrush Cemetery in 2001-2002 a licence was drawn up granting the Town Council temporary access across a piece of land (1m wide), retained by the landowner inside the very edge of the boundary adjacent to Oxford Hill, until such time a permanent access would be provided to the south. Delivery of the permanent access was expected through the creation of a Cogges Link Road to the west of the site which would also unlock the development of land to the east for housing. The license, as part of the Heads of Terms, stated that once the permanent access had been delivered, the Oxford Hill access would be closed. The license is attached as Appendix A.

As a point of note, the planning application for the Cemetery only considered the proposed access at the time of i.e. Oxford Hill. It was not concerned whether this was a temporary or permanent access, and as stated in later correspondence, the provision of a new access off of the Cogges Link Road would be subject to a further planning application by the Town Council.

Separate archived correspondence states that Oxfordshire County Council had an agreement with the landowners that they would provide an entrance to the southern end of the site when the Cogges Link Road was built.

A proposed deed plan dated 8 January 2002 is attached as Appendix B and clearly shows the 1m 'ransom strip' marked. A picture of the final envisaged plan of the whole site showing the new permanent access and cemetery layout is attached as Appendix C.

### Current Position

Subsequently, the Cogges Link Road was never realised, and the Oxford Hill entrance remains the only vehicular access onto the site. The terms of the licence have been in abeyance during the intervening years and discussion should take place now as to whether they are still effective in conjunction with planning application 20/02654/OUT. If yes, what bearing this may have on access to the cemetery on completion of the development needs to be established.

The Town Council raised the issue of new access to the cemetery in its Witney East pre-planning response to West Oxfordshire District Council in 2019 but no discussion has ensued and there is no mention of this on the outline plans. The Council's solicitor contacted the landowner's representatives in 2016 regarding the current situation, no reply was forthcoming.

The Oxford Hill access has always been thought of as 'temporary' and this has delayed the mapping of further burial plots and installation of a pedestrian footpath from the entrance of Cogges Hill Road to the cemetery. Since opening, there have been a small number of accidents in this vicinity, but many more near misses, given the 50-mph speed limit heading into Witney from the A40 slip road. Improvements have been made to the infrastructure based on this access, particularly for pedestrians, including a bus stop on the slip road eastbound and a traffic island etc.

Based on the submitted plans 20/02654/OUT there may be an opportunity to create a spur road into the cemetery near the proposed community centre should the Council wants to/or has no choice but to install a new access to the cemetery.

### **Environmental Impact**

A second access to the cemetery would result in the loss of vegetation at the southern end of the site but should the Oxford Hill access be closed; this would mean additional planting in that area.

Moving the entrance to the south of the site while improving safety, would result in more traffic entering Cogges Hill Road (and this housing area) to enter the Cemetery.

### **Risk**

There are several potential risks, most likely through inaction at this stage. The Council must secure long-term vehicular access to the cemetery for the future to avoid reputational damage, emotional distress to residents and an increased financial burden to the taxpayer.

### **Financial Implications**

Following the opening of the Cemetery in 2004, substantial provision was made in the Council's earmarked reserves for the eventual creation of a new entrance and the internal roadway. However, over time this reserve was used for other improvements and expansions of burial areas, which now leaves an earmarked reserve of £68,853. It is unlikely that this would cover the costs for the creation of a new access road and internal scheme. The committee should bear this in mind when making any Section 106 requests as part of the Council's planning response.

If the Council has to bear the cost of any new access, Members should consider adding to the earmarked reserve – and Officers would suggest that no less than £20,000 per annum is set aside for the next two to five years prior to, or on completion of the development, whichever comes first.

### **Recommendations**

That the report is noted; and,

1. Witney Town Council seeks legal advice on the historic agreements and licenses concerning access to Windrush Cemetery at the earliest opportunity; and,

2. The committee considers the current vehicular access to Windrush Cemetery and whether new access is required on the southern boundary, this recommendation being presented to the Halls, Cemeteries & Allotments Committee on 9 November for information; and;
3. A final observation response, including Section 106 requests is formulated at the Climate, Biodiversity and Planning Committee meeting on 24<sup>th</sup> November and submitted to West Oxfordshire District Council; and,
  - a. That any budgetary implications towards this project are agreed prior to Full Council on 14 December 2020 when the 2021-22 budget will be finalised.

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## WITNEY TOWN COUNCIL



### INFORMATION AND REGULATIONS WHICH APPLY TO TOWER HILL CEMETERY AND WINDRUSH CEMETERY – WITNEY

These regulations are made in accordance with and in addition to The Local Authorities' Cemeteries Order 1977 and the Local Government act 1972. A copy of which can be seen by prior appointment at the Town Hall. The Council may from time to time make alterations in the foregoing information subject to future statutory Regulations or other Regulations made by the Council

The Town Council provides and maintains two cemeteries within Witney. Tower Hill Cemetery is located at Tower Hill and Windrush Cemetery is located at Oxford Hill.

#### ACCESS

##### Public Access

The whole of the cemetery will be open to the public under certain regulations and restrictions. All visitors to the cemeteries must keep on the roads or the paths, except whilst visiting a grave. Visitors must not stand or sit on the gravestones. Any person found conducting himself or herself in a noisy or disorderly manner will be expelled from the cemetery.

Children under the age of 10 years will not be permitted, except in the company of, and under the care of, their parent or other responsible adult.

Cycles may be brought into the cemetery but should not be ridden in any part of it.

##### Dogs

Dogs must be kept under close control at all times upon a short lead. All faeces must be cleared up and taken from the site by the person who is in control of the dog.

## Vehicles

Access by vehicles beyond the car parking area may be restricted and will be dependant upon the attendance of Town Council staff on site. It will also be prevented whilst a funeral is in progress to avoid any disturbance to the bereaved family.

## General

Visitors or people attending funerals shall not interrupt the cemetery staff in their duties. Nor will they attempt to employ such staff to identify graves or plots or execute any private work whatsoever within the cemetery.

People shall not be allowed to distribute pamphlets, business cards, or any other advertisement within the cemetery.

## **INTERMENT PROCEDURES**

### **NOTICE OF BURIAL**

Notice of burial must be provided at least two full working days (exclusive of Saturdays, Sundays, and all public and statutory holidays) prior to the day of interment by telephone to the Town Hall during office hours. The notice must be complete and include the dimensions of the coffin, or the size of the grave to be prepared, together with the date and time for the interment. Any alterations to the size of the grave required after receipt of the original instruction may incur an additional cost.

The Council may limit the number of burials, which may take place on any one day and to vary the requirements of this regulation if warranted by exceptional circumstances.

### **TIMES OF BURIAL**

Funeral processions shall arrive at the cemetery in accordance with the time specified in the notice given for interment. The Funeral Director shall be responsible for any delay caused by arrival at the cemetery after the time specified in the notice given for interment.

The time must be agreed with the Town Council and shall be within the times indicated below:

	<u>All Year</u>
Burial times: Monday to Friday	11.00am – 3.00pm
Ashes interment times: Monday to Friday	10.00am – 3.00pm

except for Bank and Council holidays.

Burials will not normally be permitted outside the above hours and days, except upon receipt of instruction from the Coroner or Medical Officer that immediate interment is necessary. In these circumstances, or on occasions when a funeral party arrives late at the grave side, special charges may apply in order to recover any additional administration and overtime costs.

Whenever it is found necessary for a Funeral Director to postpone a funeral until a day later than that for which notice has been given, notification of the postponement must be given to the Town Council before 10.00am on the day originally scheduled for the funeral.

### **THE GRAVE SITE**

Grave plots cannot normally be selected due to progressive working patterns and because, at busy times of the year, plots can be prepared in advance. The position of every grave plot shall be determined by the Town Council.

During the preparation of the grave, soil will be kept on the adjacent plot(s) and removed upon interment.

Reservation of an adjacent plot for future burial can only be guaranteed if the exclusive rights of burial for the reserved plot are purchased at the time of arranging the initial burial.

If a previous reservation of a grave plot has been purchased it will be necessary to supply the Town Council with the details of the reservation and grave number as a matter of urgency.

Exclusive Rights of burial are purchased for a period of 50 years at Windrush Cemetery and 75 years at Tower Hill Cemetery, from the date of burial or, in the case of a reservation, from the date of purchase and will be conveyed by Deed of Grant to the purchaser of the grave/ashes plot itself. Such Deed only conveys the right to decide who shall be interred and the right to erect an approved memorial (with the exclusion of areas detailed below). The land remains in the ownership of the Town Council. Grave plots for future burial can be reserved at any time by purchasing the exclusive rights of burial for the plots.

Specific areas may be designated within the cemetery for stillbirths, babies and children, which will be available for applicants to use if they so wish.

The Council reserves the right to designate certain areas within the cemeteries for the burial of ashes, where the type of memorial that may be subsequently erected is restricted.

Due to the nature of the ground conditions, only single depth graves are available at Tower Hill Cemetery. Single and double depth graves are available at Windrush Cemetery. No grave shall be deepened after the first interment.

### **INTERMENTS**

The Registrar's or Coroner's Certificate for Burial (or in the case of a still-born child, a certificate in accordance with the Births and Deaths Act, 1926) must be produced and be given to the Works Foreman or such other employee of the Town Council authorised to receive it at the time of burial. No funeral will take place without a disposal certificate.

Before cremated remains can be interred, a Certificate of Cremation must be produced and be given to the Works Foreman or such other employee of the Town Council authorised to receive it at the time of interment.

Interments may take place with or without the services of a Clergyman or Minister of religion. However the interment must take place with due reverence to the occasion.

No Funeral Director, nor any person, shall be permitted to remove coffin lids or sides from a coffin at any interment within the cemetery for any reason whatsoever.

No grave or plot for ashes remains, in which the exclusive right of burial has been purchased, shall be re-opened without the production of the Deed belonging to such grave or plot. If the Deed cannot be produced by reason of it being lost or mislaid, then a Statutory Declaration, or other evidence of such loss satisfactory to the Town Council must be produced, by the Owner or a person authorised to exercise the right.

Only human remains may be interred in the Cemeteries (plus any small articles that can be reasonably contained in a standard coffin or casket).

### **VAULTS**

Vaults may be permitted at the discretion of the Town Council. When permitted these must be constructed under the direction of a funeral director, and at the full expense of the executors. The Funeral Director must ensure that there is full co-operation with Town Council staff at all times and that there is no inconvenience. Special charges may apply in certain circumstances to compensate for damage or excessive administration costs, etc.

### **COMMON BURIALS**

Exclusive Rights for common burials undertaken by West Oxfordshire District Council under the National Assistance Act 1948 within the Windrush Cemetery cannot be purchased. Flowers may be placed on and around the grave on the day of burial. After the burial, withered flowers and wreaths will be removed by the Town Council staff. The graves will be left unmarked on the surface and no form of grave identification, memorial, flowers, plants or vases are permitted. A second burial may occur at a later date using the remaining space in a double-depth burial plot.

### **MUSLIM BURIALS**

Witney Town Council provides for the burial of persons of the Muslim faith at Windrush Cemetery. The Muslim section can accommodate burials for adult, children and babies.

For all interments a wooden coffin or casket must be used. Graves within the Muslim section are orientated in accordance with religious requirements and are excavated to a depth sufficient for one interment only. The notice and times for burials are detailed within these regulations.



## **CREMATED REMAINS**

Interment plots for cremated remains are available at Tower Hill Cemetery and Windrush Cemetery.

### **Tower Hill Cemetery**

Unmarked plots are only available at Tower Hill Cemetery for one or two caskets and are in the vicinity of the memorial wall in Section 10. Please note that with the unmarked ashes plots no memorial can be permitted in this area.

Family ashes plots are also available, which will accommodate up to 8 caskets in Section 2. Memorials are permitted to be installed upon the family plots, subject to the general memorial regulations.

### **Windrush Cemetery**

Marked plots are available at Windrush Cemetery for one or two caskets in the ashes section. Restricted memorials are permitted to be installed upon the ashes plots, subject to the general memorial regulations.

### **General**

Cremated remains can be interred in any grave plot (including graves designated as children's graves), provided that at least one burial has taken place and that no further burials will take place in it. Exclusive rights of burial must be held for the grave.

Ashes may be scattered at the cemeteries with the permission of the Town Council at an approved date, time and location.

## **GREEN BURIALS – WOODLAND AND MEADOW**

### **General**

Grave plots especially designated for green burials are available at Windrush Cemetery only. These will be unmarked plots within small glades of native trees or meadow grass areas. Families will be provided with a small plan, which will show the precise location of a grave plot, when the plot is purchased/reserved. Please note that with the green burial plots no memorial or garden can be permitted within this area.

It is important to ensure that relatives are fully aware of the restrictions relating to memorials and floral tributes before they commit to a green burial, as the Town Council will not permit exhumation, unless it is decreed under the direction of a court order.

The dressing of trees is not permitted and this includes scarfs, ribbons, wind chimes, ornaments, tinsel etc.

Wreaths, cut flower and other tributes are not permitted after the initial three months following burial to preserve a natural setting.

Specially designed tree guards can accommodate single (48mm x 90mm in size) and double (98mm x 90mm in size) memorial plaques if required. These must be purchased through the Town Council. The tree guards will be located within the Cemetery grounds and are not restricted to the exclusive use of green burials.

Grass mowing shall be carried out at specific times to promote the spread and vitality of wild flowers. This will encourage a species rich grass land. The frequency of this operation will be two cuts per annum. Grass on the green burial plots will not be permitted to be cut by family members, as this will detract from the grass land management plan.

Preferably, coffins should be constructed from rigid soft wood but, if requested, veneered chipboard, Willow, Wicker, bamboo and specially manufactured cardboard and papier-mâché coffins are also acceptable. Shrouds are not permitted.

To prevent harmful chemicals from entering the soil and ground water systems it is important that bodies are not embalmed before burial. This only applies to the green burial areas.

#### Woodland Burials

Woodland grave plots are set in small glades, which will be delineated by suitable native hardwood trees e.g. Quercus robur (English Oak), Fraxinus excelsior (Common Ash) etc. A memorial tree guard will be located within each glade section of 18 plots to enable a memorial plaque to be purchased and fitted if required (see note above in general information for green burials) in memory of those persons buried within the glade. The Town Council will carry out the tree planting at suitable intervals within each glade and in accordance with good horticultural practice. The Town Council will maintain the trees within the glades and no further management costs will be payable by families. The planting of trees upon each individual grave plot is not permitted.

Informal drifts of woodland grass seed mixtures will be sown by the Town Council on each individual woodland grave.

#### Meadow Burials

Informal drifts of wild flower meadow grass seed mixtures will be sown by the Town Council on each individual meadow grave.

### **RELIGIOUS SERVICES**

A chapel is available at Tower Hill Cemetery for a short religious service prior to interment. There is seating for 50 persons, but larger groups can be accommodated if some members of the congregation are willing to stand.

## **MUSICIANS**

No musicians accompanying a funeral shall be permitted to play within the cemetery without prior permission from the Town Council.

## **FUNERAL CORTEGES**

All funeral corteges whilst within the cemetery shall be strictly subject to the direction of the Town Council staff.

## **CEMETERY MAINTENANCE**

Town Council staff, or contractors, will maintain the grounds within the cemeteries but plot owners are responsible for the maintenance of memorials and memorial gardens within the area of the plot and are subject to the general memorial regulations.

Flowers and wreaths may be placed on and around the grave on the day of the funeral. After the funeral, withered flowers and wreaths will be removed by the Town Council staff. The grave will be consolidated, levelled and seeded or turfed during the proceeding months with the exception of areas, which are covered by approved memorial gardens. This can take up to 15 months to complete and is dependent upon the weather conditions.

## **EXHUMATION**

Exhumations are very rare and tend to be traumatic occasions. To arrange an exhumation for both buried and cremated remains a Home Office Exhumation Licence must be obtained. It is an offence to exhume any human remains without first obtaining the necessary lawful permissions. Exhumations licences will contain certain conditions that must be observed. If the human remains are buried in Consecrated grounds within the cemetery, permission from the church must also be obtained. An Environmental Health Officer must be present at the exhumation of a body to ensure that there is no threat to public health.

The Town Council does not undertake this service for families, however Funeral Directors can assist and advise families in respect of this matter.

## **MEMORIALS**

### **General**

Approved designs of memorials are permitted in the Lawn Sections of the cemetery, provided that Exclusive Rights to the grave have been purchased and permission to place and maintain a memorial has been granted. No memorial is allowed to be erected on a grave in respect of which the exclusive right of burial has not been purchased.

For double memorials or use of a single memorial across two graves Exclusive Rights must be purchased for both graves and any memorial provided as such without permission will be removed.

The Council does not permit memorial canopies, ledgers, cover slabs or kerb surrounds of any kind (stone, wooden, plastic or otherwise) on or around the grave or plot.

A natural stone cross which otherwise conforms to the permitted sizes may be fixed to a plinth base not exceeding the overall permitted dimensions.

The scale of fees and charges in respect of memorials and the sizes permitted are available upon request from the Town Hall.

No type or form of memorial is permitted upon grave plots in the Woodland or Meadow Burial Sections at the Windrush Cemetery or within the unmarked ashes section at Tower Hill Cemetery.

Temporary memorials or forms of identification such as metal/plastic name plates or wooden crosses are permitted during the initial twelve month period.

In the interests of safety, any glass items including vases found in the cemetery at any time will be removed without notification for disposal.

Approved memorials can be erected at any time following an initial 12 month period to ensure that consolidation of the grave is complete. An approved memorial may be erected immediately upon an ashes plot where this is permitted.

No mason, or other person, shall within the cemetery, be permitted by themselves or any agent, to solicit orders, exhibit designs or distribute business cards. Nor shall they ask for, or attempt to obtain from an employee of the Town Council, either directly or indirectly, information as to the grave or plot owners.

### Approval Procedures

Permission to place and maintain a memorial may be granted upon application, for an initial period of 30 years. This period may, however, be renewed after the initial 30 year period, every 5 years following a safety inspection and, if necessary, after remedial repairs have been carried out by the grant owner and by a Council approved memorial mason.

If rights of tenure are not renewed at this time, a reminder will be sent to the last recorded address of the grant owner. If there is no response, the tenure would be deemed to be abandoned and the memorial may have to be removed by the Council if it becomes unstable or unsafe. It is important that grant owners notify the Town Clerk of any change of address.

The Council has the power to remove unauthorised memorials in accordance with article 14 of the Local Authorities Cemeteries Order.

## **SPECIFICATION OF MEMORIALS**

### **Safety and Stability**

In the interests of safety and stability, monolithic memorials (a single vertical headstone) with one third of their length buried and tamped into the ground are preferred. Certain other designs of lawn memorial may be considered, but all memorials must be constructed and installed in accordance with the latest version of the National Association of Memorial Masons Recommended Code of Working Practice. The memorial mason must be registered with the Town Council and as such is obliged to provide a safety guarantee to the grant owner, which will guarantee against poor workmanship in respect of construction and installation, excluding subsidence, for a period of 30 years.

The grant owner must be responsible for ensuring that a memorial is in good order and repair.

The Town Council shall make reasonable efforts to communicate with the owner, by giving written notice by post, when repairs are necessary. If the owners do not make such repairs within the specified period after the issue of such a notice the Town Council shall be at liberty to remove the memorial.

Notwithstanding the foregoing, the Town Council is authorised to take whatever action is necessary, with regard to a memorial in circumstances that are considered to be a risk to the safety of employees or the general public. Such actions may include (but are not limited to) removal, the laying down, supporting and sealing off of the memorial area, and to include the erection of warning notices in the area. The Town Council may recover the cost thereby incurred from the person responsible for such work.

Under no circumstances, if any memorial is removed, laid down or supported by the Town Council (in accordance with this regulation) will compensation of any kind be payable by the Town Council for the loss or damage to the memorial.

### **Size Restrictions**

All memorials must be placed within a designated area and within the detailed measurements (see diagrams attached) at the head of a plot and no part of the memorial must protrude beyond it.

### **Forms of Memorial which may be Permitted**

All memorials of whatever description, admitted into the cemetery, or permitted to be erected or placed therein, shall be so erected or placed and remain at the sole risk of the owner thereof. The Town Council shall not be held responsible for any damage or breakage, which may occur to the same. Masons should clearly inform clients of the above and advise of available insurance covers.

## Headstones and Lawn Memorials

The component parts of a memorial shall be of natural quarried stone and headstones must be fixed in alignment with adjacent headstones, i.e. the back should be 90mm from the head of the plot.

The section and grave number must be inscribed upon the reverse side of all memorials at the base and it must be visible after the memorial has been installed. With the owner's (or authorised person's) written consent, the mason's name can be permitted to be inscribed in a space no bigger than 20mm wide x 75mm long upon the reverse at the base of the memorial.

Names of the deceased and approved inscriptions shall be permitted on the rear of the headstone. Etching shall not exceed 21cm length x 30cm height.

No memorial or part of a memorial may be removed from the Cemetery without the prior approval of the Town Council. Any memorial removed in the process of opening a grave shall be removed at the risk and expense of the person requiring the grave to be opened.

## Memorial Garden and Flowers

A small memorial garden may be created and maintained by the grant owner, provided that it does not extend beyond the designated area and the natural growth shall not exceed four feet in height. All other grave space is to be left clear and undisturbed and no mounds shall be allowed to be raised (except those formed by the Council immediately following interment). This garden may include a stone vase or vases. Placing markers to show the boundary of any grave or placing vases on the turf other than those in permitted areas cannot be allowed as this would obstruct the regular grass cutting needed to maintain the cemeteries. Glass vases or containers are not permitted at any time.

Where in the opinion of the Council, any garden is neglected so as to be detrimental to adjacent graves and the general appearance of the Cemetery, the Council reserves the right, after due notice where possible, to level off such garden and reseed/turf.

The Council reserves the right to dig up and remove any garden necessary for the purpose of allowing the grave to be used for additional interments at the risk and expense of the person requiring the grave to be opened.

No trees shall be permitted to be planted within a memorial garden. Trees may be planted at the discretion, and with authorisation of the Town Council in designated areas within the cemetery. All such trees must be planted with good horticultural practice.

Where flowers have been placed in a memorial vase, or a vase, which is an integral part of a headstone, the person responsible for the placing of such flowers will remove them when they are dead. Such refuse will be neatly placed in the receptacles provided for the purpose. If such refuse is not removed, then the Town Council, at its discretion, may so remove it.

## Arrangements for Fixing, Alterations and Maintenance of Memorials

### New Memorials

A completed standard Town Council application form signed by the grave owner and the monumental mason must be submitted to the Town Clerk for approval. The form must show full details of the memorial to be installed indicating the dimensions, the materials, and the proposed inscription in English or accompanied by a certified English translation and the method of fixing. Although the specifications do permit a wide range of memorial designs, the Town Council does reserve the right to reject any design or inscription, which is, in its opinion, is improper or undesirable.

A Bishop of the Church of England (if he wishes to exercise it) has, as respects the Consecrated part(s) of the Cemetery, the right (in certain circumstances) to object to, and to procure the removal of, any inscription on a memorial. The right is quite independent of the required approval of the Town Council as mentioned above.

After the application has been approved in writing and a minimum period of twelve months has elapsed since the interment, the memorial mason may book an appointment indicating the time and date for the memorial to be installed at the cemetery. At least 24 hours notice is required to ensure that the Works Foreman or his authorised deputy can attend with the relevant paperwork.

Upon arrival at the cemetery, the mason should make contact with the Works Foreman or his authorised deputy before work commences. The memorial can then be checked against the application. If there are any alterations or omissions, the mason will not be permitted to install the memorial.

All vehicles conveying memorials to the cemetery shall proceed by the main road therein to the nearest point to that where the work is to be executed.

No memorial shall be altered or interfered with after it has been erected in the cemetery according to the designs submitted to, and approved in writing by the Town Council.

### Additional Inscriptions

An application for an additional inscription must be approved in an identical manner to that which is described for new memorials. 24 hours notice must be given prior to removal of a memorial or part thereof and again prior to its eventual return.

### Repairs and Maintenance

If a mason is instructed by the grant owner to repair or maintain a memorial, 24 hours notice must be given prior to arrival at the cemetery.

### General Safety and Tidiness

All persons at work in the cemeteries in connection with graves, memorials or otherwise shall comply with the provisions of the Health and Safety Act, comply with all reasonable directions and requirements of the Town Council staff or nominated representative, only work during normal working hours of Town Council staff. All surplus materials must be removed from site to leave the area clean and tidy.

Memorial masons must be currently registered under the Town Council's Memorial Mason Registration Scheme and all work must be in accordance with the latest versions of the NAMM Recommended Code of Working Practice. A list of approved memorial masons can be obtained from the Town Council.

Memorials shall not be permitted to be fixed in unsuitable weather, nor whilst the ground is in an unfit state.

### **Cautionary Note**

Any memorial erected or placed, or inscription or lettering made or cut without the approval of the Town Clerk or without an appointment duly made in the appropriate manner may be removed from the Cemetery. The Town Council may recover the cost thereby incurred from the person responsible for the placing of such a memorial. Registration of the mason may be withdrawn following an investigation.

Under no circumstances will any action taken by the Town Council under this regulation give rise to any claim for compensation by the owners of such memorial.

### **CONCLUSION**

The Town Council hopes that you will excuse bringing these matters to your attention at this time but it is felt that you would prefer to be properly advised to avoid any misunderstanding or further distress.

The Clerk of the Council and her staff will be pleased to render whatever help or advice is needed and enquiries can be made personally, by telephone, or in writing to:

Mrs S. Groth  
Town Clerk  
Witney Town Council  
Town Hall  
Market Square  
Witney  
Oxon  
OX28 6AG

Tel: 01993 704379  
Fax: 01993-771893

Email: [townclerk@witney-tc.gov.uk](mailto:townclerk@witney-tc.gov.uk)



## **MEMORIAL SIZES**

Memorials shall not exceed those dimensions detailed below and the total height of any memorial should not exceed 111cm from the surface of the foundation slab to the highest point of the memorial. Foundation slab sizes are standardised for all designs. Exclusive Rights must be purchased in all cases:

<b>SECTION</b>	<b>HEADSTONE</b>	<b>BASE STONE</b>	<b>STANDARD FOUNDATION SLAB SIZE</b>
BABIES LAWN	60cm H x 50cm L x 50-75mm T	50cm L x 26cm D x 150mm T	60cm L x 36cm D x 50mm T
CHILDRENS LAWN	60cm H x 50cm L x 50-75mm T	50cm L x 26cm D x 150mm T	60cm L x 36cm D x 50mm T
ADULTS LAWN	Single Memorial: 90cm H x 60cm L x 50-100mm T	Single Memorial: 75cm L x 30cm D x 225mm T	Single Memorial: 90cm L x 45cm D x 50mm T
ADULTS LAWN Memorial Spanning two graves	Single Memorial: 90cm H x 60cm L x 50-100mm T  Double Memorial: 90cm H x 90cm L x 50-100mm T	Single Memorial: 75cm L x 30cm D x 225mm T  Double Memorial: 105cm X 30cm D X 225mmT	Single Memorial: 90cm L x 45cm D x 50mm T  Double Memorial: 120cm L x 45cm D x 50mm T
ASHES – WINDRUSH CEMETERY ONLY	Sloping Desk Tablet Only Standard Size  102mm back – 50mm front H x 46cm L x 46cm D		51cm L x 48cm D x 50mm T
FAMILY ASHES TOWER HILL CEMETERY ONLY	90cm H x 60cm L x 50-100mm T	75cm L x 30cm D x 225mm T	90cm L x 45cm D x 50mm T

L = Length    D = Depth    T = Thickness                      H = Height

## **MEMORIAL VASES**

A memorial vase in natural quarried stone, not exceeding 30cm (length) x 30cm (depth) x 30cm (height) including the base, may be sited within the area which would have been allowed for a foundation slab if a headstone assembly had been erected.

## **MEMORIAL GARDEN**

A memorial garden sited on a family ashes plot or an adult lawn grave plot up to a maximum size of 90cm (length) x 45cm (depth) in front of the foundation slab is permitted if a headstone has been erected. For a baby or child's lawn grave plot the maximum size is 60cm (length) x 36cm (depth) in front of the foundation slab is permitted if a headstone has been erected.

The maximum size of a garden without a headstone erected on a family ashes plot or an adult lawn grave plot is 90cm (length) x 90cm (depth) and this must be sited at the head of the grave area. For a baby or child's lawn grave plot the maximum size is 60cm (length) x 72cm (depth) and this must be sited at the head of the grave area.



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## HALLS, CEMETERIES AND ALLOTMENTS COMMITTEE

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**Date:** 9<sup>th</sup> November 2020  
**Title:** Allotments Update  
**Contact Officer:** Operations and Estates Officer – John Hickman

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### **Background**

The purpose of this report is to update councillors on the current position regarding the allotments.

### **Lakeside Allotments.**

The Operation and Estates Officer has not been able to process a number of applications for retrospect permission that have been received for structures in excess of the agreed 2.5m x 3m at this site.

Lakeside allotment association representatives have requested the trees to the boundary with the Oxford Witney Hotel and the Lakeside flats are reduced, these are mostly willow that will require pollarding every few years. These works will be carried out soon at a cost of £4,950. The works team will also need to assist with these works as not all works required to the ditch and other shrubs will be carried out by the tree surgeons. The associated cost will be taken from the earmarked reserve held for the improvement to allotments.

The Operations and Estates has yet to access the costs associated to constructing 3 times composting bays at Lakeside.

### **Hailey Road Allotments.**

The Operations and Estates Officer has not been able to process the application for retrospect permission for a large poly tunnel more than the 2.5m x 3m agreed max size has been received due to time constraints.

The Allotment Association has been informed of council's decision to provide Hailey Road Allotments Mantis compost tumblers at a cost off £399 each along with 2 x composting Daleks at a cost of £21.50 each. The operations and Estates Officer is still waiting to hear from the Allotment association that they are in agreement with this in order that the items can be ordered.

### **Newland Allotments**

The Allotment Association has been informed of council's decision to provide Newland Allotments Mantis compost tumblers at a cost off £399 each along with 2 x composting Daleks

at a cost of £21.50 each. The operations and Estates Officer is still waiting to hear from the Allotment Association that they agree with this in order that the items can be ordered.

### **Windrush Place Allotments**

Initial ground works for Water, roadways and footpaths at Windrush Place Allotments has commenced.

There is now a hold up whilst a discrepancy with the boundary is addressed. It would appear the boundary hedge has been planted in an incorrect location meaning that the boundary fence cannot be installed on the correct boundary line unless the hedge is lifted and moved to the correct location. The incorrect boundary line reduces the size of the allotments that were supposed to be provided and will reduce the size of several allotments. Witney Town Council has been asked if they are willing to accept the reduced size of the allotments and the adjusted boundary or if the original boundary is to be maintained, the matter is currently with the Town Councils solicitors for guidance.

The Operations and estates Officer has recently met with the new Chair of the Allotment Association and the future Windrush Place Allotment representative to discuss what was agreed with the previous allotment association chair regarding what would be provided etc. on the site and to update them on progress. The previous chair of the allotment association did not want any sheds provided at the site for the allotments however the new chair has now requested these are provided one shed per allotment.

Originally it was thought that a communal building would be provided in the form of a portable structure for the allotments however the future Allotment association representative for this site feels he has sufficient contact and goodwill with the Consortium that they will try to get the consortium to donate the allotment association one of their site portable buildings for use as a communal building.

A further meeting will be held with the chair of the Allotment Association and the allotment association site representative on 10<sup>th</sup> November 20.

### **Environmental impact**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

The Committee has already taken the decision to assist the allotment holders with their composting but is waiting for confirmation from the Allotment Association before ordering the equipment.

### **Risk**

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

**Financial implications**

The costs associated to the Tree works at Lakeside Allotments, £4,950 and shed at the new Windrush Allotments will be met from the earmarked reserve the Council holds in respect of new and improvements to existing allotments.

**Recommendations**

Members are invited to note the report.

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**WITNEY TOWN COUNCIL**  
**Halls, Cemeteries and Allotments Committee**  
**Revised Budget 2020-21 and Estimate for 2021-22**

<i>Halls, Cemeteries &amp; Allotments</i>		<u>Last Year 2019-20</u>		<u>Current Year 2020-21</u>			<u>Next Year</u>
		Budget	Actual	Total	Actual YTD	Projected	<u>2021-22</u> Agreed
<b>102</b>	<b><u>LANGDALE HALL</u></b>						
1050	RENT RECEIVED	17000	17678	20000	0	20000	20000
1052	EXPENSES RECOVERED	0	77	0	0	0	0
1058	WATER RECOVERED	880	0	900	0	900	900
1060	INSURANCE RECOVERED	600	1031	600	0	598	630
	<b>Total Income</b>	18480	18786	21500	0	21498	21530
4012	WATER RATES	880	844	900	400	900	900
4021	TELEPHONE/FAX	0	356	160	78	160	160
4025	INSURANCE	600	523	600	598	598	620
4036	PROPERTY MAINTENANCE	500	-1001	1000	1230	1230	1000
4038	OTHER MAINTENANCE	500	1996	1000	0	1000	1000
4048	ENG.INSPEC.(VARIABLE)	0	0	0	429	429	450
4059	OTHER PROF FEES	1000	4526	3000	500	3000	1000
4491	TFR TO EARMARKED RES	0	2777	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-1500	-1500	-1500	0
	<b>Total Expenditure</b>	3480	10021	5160	1735	5817	5130
	<b>NET COST to the Council</b>	15000	8765	16340	-1735	15681	16400
<b>103</b>	<b><u>CORN EXCHANGE: CAFÉ/BAR 1863</u></b>						
1000	BAR SALES - DRINK	0	0	0	283	1500	8000
1001	BAR SALES - FOOD	0	0	0	0	0	2000
1009	CAFE SALES - HOT DRINKS	0	0	0	0	0	6000
	<b>Total Income</b>	0	0	0	283	1500	16000
3000	BAR PURCHASES - DRINK	0	0	0	588	1000	4000
3001	BAR PURCHASES - FOOD	0	0	0	-5	-5	1000
3009	CAFE PURCHASES - HOT BEVERAGES	0	0	0	0	0	1000
	<b>Direct Expenditure</b>	0	0	0	583	995	6000
4001	SALARIES	0	0	0	0	11413	0
4002	ER'S NIC	0	0	0	0	1436	0
4003	ER'S SUPERANN	0	0	0	0	900	0
4042	EQUIPMENT	0	0	0	572	1691	2250
	<b>Overhead Expenditure</b>	0	0	0	572	15440	2250
	<b>NET COST to the Council</b>	0	0	0	-872	-14935	7750

**WITNEY TOWN COUNCIL**  
**Halls, Cemeteries and Allotments Committee**  
**Revised Budget 2020-21 and Estimate for 2021-22**

<i>Halls, Cemeteries &amp; Allotments</i>		<u>Last Year 2019-20</u>		<u>Current Year 2020-21</u>			<u>Next Year</u>
		Budget	Actual	Total	Actual YTD	Projected	2021-22 Agreed
<b>104</b>	<b>CORN EXCHANGE</b>						
1007	CORN EXCHNGE LETTING	40000	41432	40000	1485	4000	20000
1014	EVENTS INCOME	750	2304	1000	0	0	1000
1015	TEA DANCE INCOME	2500	3008	2500	0	0	0
1016	FUNCTION REFRESHMENT	100	47	100	0	0	500
1019	OTHER EQUIPMENT HIRE	0	0	0	0	0	0
	<b>Total Income</b>	43350	46791	43600	1485	4000	21500
4007	PROTECTIVE CLOTHING	300	380	300	145	300	300
4008	TRAINING	500	480	500	0	500	500
4009	TRAVELLING	125	20	125	0	0	0
4011	RATES	4400	4370	4582	0	0	4665
4012	WATER RATES	350	398	400	216	400	500
4014	ELECTRICITY	4500	5261	5000	734	4000	5200
4015	GAS	4000	3438	4500	456	4500	5200
4016	CLEANING MATERIALS	2200	1971	2310	594	2310	2310
4017	CONTRACT CLEAN/WASTE	5500	2440	5500	2381	5500	5500
4018	PHOTOCOPIER COSTS	100	216	150	65	150	150
4020	COPIER RENTAL	700	739	700	349	700	700
4021	TELEPHONE/FAX	1200	883	1200	273	1200	1200
4025	INSURANCE	630	613	650	702	702	650
4028	I.T.	1400	974	1400	815	1400	1400
4030	RECRUITMENT ADVT'G	500	154	500	0	500	500
4032	PUBLICITY	4500	1347	6000	3233	6000	3000
4036	PROPERTY MAINTENANCE	10000	-14390	8000	1958	8000	5000
4038	OTHER MAINTENANCE	4000	4229	4000	617	4000	4000
4042	EQUIPMENT	2850	1786	1500	105	1500	1500
4043	SMALL TOOLS & EQUIPT	150	410	300	30	300	150
4044	FUEL	0	7	25	0	0	0
4045	LICENCES	1500	3432	1500	3069	1635	1500
4048	ENG.INSPEC.(VARIABLE)	0	0	0	290	290	300
4050	VEHICLE MAINTENANCE	0	68	0	0	0	0
4059	OTHER PROF FEES	0	450	0	0	0	0
4141	EVENTS	2500	262	2500	13	1500	2000
4142	TEA DANCE COSTS	5850	4669	5850	0	0	0
4143	REFRESHMENT COSTS	300	62	300	7	100	300
4250	BAD DEBTS	0	82	0	-82	-82	0
4400	COVID-19 EXPENDITURE	0	0	0	298	500	0
4491	TFR TO EARMARKED RES	10000	57971	10000	10000	10000	10000
4495	TFR FROM EARMARKED R	-3500	-3500	-3000	-3000	-3000	0
	<b>Total Expenditure</b>	64555	79222	64792	23268	52905	56525
	<b>NET COST to the Council</b>	-21205	-32431	-21192	-21783	-48905	-35025

**WITNEY TOWN COUNCIL**  
**Halls, Cemeteries and Allotments Committee**  
**Revised Budget 2020-21 and Estimate for 2021-22**

	<i>Halls, Cemeteries &amp; Allotments</i>	<u>Last Year 2019-20</u>		<u>Current Year 2020-21</u>			<u>Next Year</u>
		<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual YTD</u>	<u>Projected</u>	<u>2021-22</u>
							<u>Agreed</u>
<b>105</b>	<b>BURWELL HALL</b>						
1005	BURWELL HALL LETTING	27000	21743	27000	1244	3000	12000
1016	FUNCTION REFRESHMENT	0	21	0	0	0	0
1052	EXPENSES RECOVERED	0	250	0	0	0	0
1060	INSURANCE RECOVERED	0	23930	0	0	0	0
	<b>Total Income</b>	27000	45944	27000	1244	3000	12000
4007	PROTECTIVE CLOTHING	300	464	300	0	300	300
4008	TRAINING	250	240	250	0	250	250
4009	TRAVELLING	125	31	125	0	0	125
4011	RATES	3000	2946	3100	0	0	3150
4012	WATER RATES	1300	551	1400	309	1000	1000
4014	ELECTRICITY	2000	1476	2700	291	1500	2700
4015	GAS	2100	3551	3250	982	3250	4000
4016	CLEANING MATERIALS	1250	1636	2000	366	2000	2000
4017	CONTRACT CLEAN/WASTE	2500	1476	3000	1333	3000	3000
4021	TELEPHONE/FAX	500	326	800	84	800	180
4025	INSURANCE	310	302	350	345	345	365
4028	I.T.	1000	0	2000	148	500	2000
4030	RECRUITMENT ADVT'G	200	154	200	0	200	200
4032	PUBLICITY	500	48	950	48	950	950
4036	PROPERTY MAINTENANCE	7250	2249	5000	453	5000	3000
4038	OTHER MAINTENANCE	2100	2028	2100	168	2100	2100
4042	EQUIPMENT	2000	216	2000	48	1500	1500
4043	SMALL TOOLS & EQUIPT	100	0	100	78	100	100
4045	LICENCES	500	466	500	499	499	500
4048	ENG.INSPEC.(VATABLE)	100	0	100	143	143	160
4059	OTHER PROF FEES	150	0	150	0	150	150
4250	BAD DEBTS	0	104	0	0	0	0
4491	TFR TO EARMARKED RES	0	32130	0	0	0	0
4495	TFR FROM EARMARKED R	-4500	-4500	-1450	-1450	-1450	0
	<b>Total Expenditure</b>	23035	45894	28925	3845	22137	27730
	<b>NET COST to the Council</b>	3965	50	-1925	-2601	-19137	-15730

**WITNEY TOWN COUNCIL**  
**Halls, Cemeteries and Allotments Committee**  
**Revised Budget 2020-21 and Estimate for 2021-22**

<i>Halls, Cemeteries &amp; Allotments</i>		<u>Last Year 2019-20</u>		<u>Current Year 2020-21</u>			<u>Next Year</u>
		<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual YTD</u>	<u>Projected</u>	<u>2021-22</u>
							<u>Agreed</u>
<b>106</b>	<b>MADLEY PARK COMMUNITY CENTRE</b>						
1060	INSURANCE RECOVERED	350	355	375	0	406	430
	<b>Total Income</b>	350	355	375	0	406	430
4025	INSURANCE	350	355	375	406	406	420
4036	PROPERTY MAINTENANCE	2000	0	2000	0	2000	2000
4038	OTHER MAINTENANCE	150	120	150	0	150	150
4048	ENG.INSPEC.(VARIABLE)	0	0	0	654	654	700
4059	OTHER PROF FEES	300	0	1000	0	1000	300
4491	TFR TO EARMARKED RES	0	2000	0	0	0	0
	<b>Total Expenditure</b>	2800	2475	3525	1060	4210	3570
	<b>NET COST to the Council</b>	-2450	-2120	-3150	-1060	-3804	-3140

**WITNEY TOWN COUNCIL**  
**Halls, Cemeteries and Allotments Committee**  
**Revised Budget 2020-21 and Estimate for 2021-22**

	<i>Halls, Cemeteries &amp; Allotments</i>	<u>Last Year 2019-20</u>		<u>Current Year 2020-21</u>			<u>Next Year</u>
		<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual YTD</u>	<u>Projected</u>	<u>2021-22</u>
							<u>Agreed</u>
<b>301</b>	<b><u>TOWER HILL CEMETERY</u></b>						
1050	RENT RECEIVED	11350	11350	11350	8513	11350	11350
1060	INSURANCE RECOVERED	345	207	345	0	205	225
1100	BURIAL FEES	5000	8370	3500	2840	3500	3500
1101	GRANT OF RIGHTS	2000	2725	1500	90	350	350
1102	INTERMENT OF ASHES	5500	6100	3500	4504	7000	6000
1105	MEMORIAL FEES	4000	4485	3000	2182	3000	3000
1106	MEMORIAL PLAQUES	500	-20	250	297	297	500
1108	CHAPEL FEES	250	500	300	0	0	300
	<b>Total Income</b>	28945	33717	23745	18426	25702	25225
4007	PROTECTIVE CLOTHING	100	115	100	0	100	100
4011	RATES	2305	2519	2600	1763	2940	3809
4012	WATER RATES	100	60	100	34	100	100
4014	ELECTRICITY	380	472	380	74	300	450
4016	CLEANING MATERIALS	30	14	30	0	30	30
4017	CONTRACT CLEAN/WASTE	2560	1160	2560	680	2560	2560
4025	INSURANCE	345	207	345	205	205	250
4036	PROPERTY MAINTENANCE	14000	652	6000	85	6000	6000
4038	OTHER MAINTENANCE	0	7	0	0	0	0
4040	ARBORICULTURE	0	0	3500	3500	3500	0
4042	EQUIPMENT	100	17	100	0	100	100
4043	SMALL TOOLS & EQUIPT	0	25	0	0	0	0
4044	FUEL	0	50	0	0	0	0
4059	OTHER PROF FEES	1360	1361	0	0	0	0
4110	SUBSIDIZED LETTINGS	200	0	200	0	100	200
4350	PLAQUES PURCHASED	500	201	500	268	268	500
4355	MEMORIAL MAINTENANCE	2500	0	2500	0	2500	2500
4491	TFR TO EARMARKED RES	0	15500	0	0	0	0
4495	TFR FROM EARMARKED R	-8000	-8000	0	0	0	0
4891	AGENCY SERVICES RECHARGE	35753	34704	37882	17794	35588	35588
	<b>Total Expenditure</b>	52233	49064	56797	24403	54291	52187
	<b>NET COST to the Council</b>	-23288	-15347	-33052	-5977	-28589	-26962

**WITNEY TOWN COUNCIL**  
**Halls, Cemeteries and Allotments Committee**  
**Revised Budget 2020-21 and Estimate for 2021-22**

	<i>Halls, Cemeteries &amp; Allotments</i>	<u>Last Year 2019-20</u>		<u>Current Year 2020-21</u>			<u>Next Year</u>
		<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual YTD</u>	<u>Projected</u>	<u>2021-22</u>
							<u>Agreed</u>
<b>302</b>	<b><u>WINDRUSH CEMETERY</u></b>						
1100	BURIAL FEES	15500	19010	20000	15040	20000	16500
1101	GRANT OF RIGHTS	13000	24404	20000	15934	20000	15000
1102	INTERMENT OF ASHES	4000	3410	5000	2990	5000	5000
1105	MEMORIAL FEES	4000	5100	5000	3938	5000	3500
1106	MEMORIAL PLAQUES	100	-5	100	0	0	100
	<b>Total Income</b>	36600	51919	50100	37902	50000	40100
4007	PROTECTIVE CLOTHING	100	67	100	0	100	100
4011	RATES	3250	3552	3660	2491	4150	3136
4012	WATER RATES	274	69	100	37	100	274
4014	ELECTRICITY	1070	1789	1155	471	1155	1070
4016	CLEANING MATERIALS	30	14	30	0	30	30
4017	CONTRACT CLEAN/WASTE	375	474	375	648	1000	1000
4021	TELEPHONE/FAX	270	384	200	80	200	270
4025	INSURANCE	170	112	120	112	112	125
4036	PROPERTY MAINTENANCE	2000	1294	2700	202	2700	2000
4037	GROUNDS MAINTENANCE	100	84	100	0	100	100
4038	OTHER MAINTENANCE	770	1121	770	90	1200	1350
4040	ARBORICULTURE	350	350	0	0	0	0
4041	EQUIPMENT HIRE	0	144	0	848	1500	1000
4042	EQUIPMENT	1500	1948	1500	75	1500	1500
4043	SMALL TOOLS & EQUIPT	0	11	0	0	0	0
4044	FUEL	0	50	0	0	0	0
4059	OTHER PROF FEES	0	0	0	4200	4200	0
4350	PLAQUES PURCHASED	500	0	500	0	500	500
4355	MEMORIAL MAINTENANCE	2000	0	2000	0	2000	2000
4400	COVID-19 EXPENDITURE	0	0	0	119	500	0
4491	TFR TO EARMARKED RES	0	2700	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-700	-700	-700	0
4891	AGENCY SERVICES RECHARGE	12621	12251	13372	6281	12563	12563
	<b>Total Expenditure</b>	25380	26414	25982	14954	32910	27018
	<b>NET COST to the Council</b>	11220	25505	24118	22948	17090	13082
<b>303</b>	<b><u>CLOSED CH'YARDS ST MARYS/HOLY</u></b>						
4036	PROPERTY MAINTENANCE	1000	356	18983	0	18983	10000
4040	ARBORICULTURE	0	0	8000	0	8000	0
4059	OTHER PROF FEES	0	0	0	4007	6868	2500
4491	TFR TO EARMARKED RES	0	10000	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-10000	-10000	-10000	0
4801	INS.CLAIM PENDING	0	1622	0	0	0	0
	<b>Total Expenditure</b>	1000	11978	16983	-5993	23851	12500
	<b>NET COST to the Council</b>	-1000	-11978	-16983	5993	-23851	-12500

**WITNEY TOWN COUNCIL**  
**Halls, Cemeteries and Allotments Committee**  
**Revised Budget 2020-21 and Estimate for 2021-22**

<i>Halls, Cemeteries &amp; Allotments</i>		<u>Last Year 2019-20</u>		<u>Current Year 2020-21</u>			<u>Next Year</u>
		Budget	Actual	Total	Actual YTD	Projected	2021-22 Agreed
<b>305</b>	<b>ALLOTMENTS</b>						
1052	EXPENSES RECOVERED	0	362	0	0	0	0
	<b>Total Income</b>	0	362	0	0	0	0
4013	RENT PAID	5	5	5	5	5	5
4036	PROPERTY MAINTENANCE	0	-5	0	0	0	0
4037	GROUNDS MAINTENANCE	500	4222	500	0	500	500
4891	AGENCY SERVICES RECHARGE	2905	2819	3077	1446	2891	2891
	<b>Total Expenditure</b>	3410	7041	3582	1451	3396	3396
	<b>NET COST to the Council</b>	-3410	-6679	-3582	-1451	-3396	-3396
	<b>Halls, Cemeteries &amp; Allotments - Income</b>	<b>154725</b>	<b>197874</b>	<b>166320</b>	<b>59340</b>	<b>106106</b>	<b>136785</b>
	<b>Expenditure</b>	<b>175893</b>	<b>232109</b>	<b>205746</b>	<b>65878</b>	<b>215952</b>	<b>196306</b>
	<b>OVERALL NET COST</b>	<b>-21168</b>	<b>-34235</b>	<b>-39426</b>	<b>-6538</b>	<b>-109846</b>	<b>-59521</b>

**WITNEY TOWN COUNCIL**  
**Halls, Cemeteries and Allotments Committee**  
**Revised Budget 2020-21 and Estimate for 2021-22**

<i>Halls, Cemeteries &amp; Allotments</i>	<u>Last Year 2019-20</u>		<u>Current Year 2020-21</u>			<u>Next Year</u>
	<i>SUMMARY</i>	Budget	Actual	Total	Actual YTD	Projected
102 LANGDALE HALL	15000	8765	16340	-1735	15681	16400
103 CORN EXCHANGE: CAFÉ/BAR 1863	0	0	0	-872	-14935	7750
104 CORN EXCHANGE	-21205	-32431	-21192	-21783	-48905	-35025
105 BURWELL HALL	3965	50	-1925	-2601	-19137	-15730
106 MADLEY PARK COMMUNITY CENTRE	-2450	-2120	-3150	-1060	-3804	-3140
301 TOWER HILL CEMETERY	-23288	-15347	-33052	-5977	-28589	-26962
302 WINDRUSH CEMETERY	11220	25505	24118	22948	17090	13082
303 CLOSED CH'YARDS ST MARYS/HOLY	-1000	-11978	-16983	5993	-23851	-12500
305 ALLOTMENTS	-3410	-6679	-3582	-1451	-3396	-3396
<b>OVERALL NET COST</b>	-21168	-34235	-39426	-6538	-109846	-59521



## WITNEY TOWN COUNCIL

### SCHEDULE OF BURIAL CHARGES

*SOME OF THE CHARGES LISTED BELOW ARE SUBJECT TO THE CHILDREN'S FUNERAL FUND FOR ENGLAND AND CAN BE RECLAIMED ACCORDINGLY*

#### **1. Internments**

- a) Foetal remains pre 24 weeks gestation
- b) Baby in baby plot
- c) Under 18 yrs if using Child size Grave Double depth
- d) Under 18 yrs Second burial in existing double depth Child size grave
- e) Double depth grave Adult size grave
- f) Second burial in existing double depth grave Adult size grave
- g) Internment of ashes for person
- h) Burial in single depth grave at Tower Hill Cemetery

#### **2. Purchase of Exclusive Right of Burial**

(75 years at Tower Hill/50 years in Windrush Cemetery)

- a) Exclusive right of burial for baby
- b) Exclusive right of burial for child under 18 years of age
- c) Exclusive right of burial for person over 18 years of age
- d) Exclusive right of burial for family ashes plot (Tower Hill only)
- e) Exclusive right of burial for ashes plot

#### **3. Use of Tower Hill Chapel (Includes VAT)**

#### **4. Memorials and Memorial Inscriptions**

- a) For the right to erect an approved memorial - baby
- b) For the right to erect an approved memorial
- c) For the right to place a desk tablet 18' x 18' only (Windrush Cemetery)
- d) For each additional inscription (to include moving of headstone if required)
- e) For the replacement of an existing memorial

#### **5. Memorial Plaques on Wall of Remembrance at Tower Hill Cemetery**

- a) Reservation of plaque space on memorial wall
- b) Single/Double plaque including fixing

#### **6. Transfer of Exclusive Right of Burial Deed**

#### **7. Charge for Late Arrival at Cemetery** (Per hour or part thereof)

#### **8. Administration Charge for Burial Searches**

	2020-21	2021-22 1.50%
	no charge	no charge
	£ 220.00	£ 223.00
	£ 325.00	£ 330.00
	£ 205.00	£ 208.00
	£ 645.00	£ 655.00
	£ 410.00	£ 416.00
	£ 142.50	£ 145.00
	£ 475.00	£ 482.00
	£ 178.50	£ 181.00
	£ 262.50	£ 266.00
	£ 525.00	£ 533.00
	£ 345.00	£ 350.00
	£ 190.00	£ 193.00
	£ 105.00	£ 107.00
	£ 55.00	£ 56.00
	£ 160.00	£ 162.00
	£ 137.50	£ 140.00
	£ 66.00	£ 67.00
	£ 25.00	£ 25.00
	£ 35.00	£ 35.50
	£ 105.00	£ 107.00
	£ 25.00	£ 25.00

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<b>WITNEY TOWN COUNCIL</b>			
<b>SCHEDULE OF PUBLIC HALL CHARGES</b>	<b>20-21</b>	<b>21-22</b>	
	<b>INC VAT</b>	<b>1.5% Rounded</b>	
<b>Corn Exchange - Vatable</b>			
<b>The Main Hall - Weekday</b>			
Group 1 is a charity or local organisation	£ 127.50	£ 1.91	£ 129.50
Group 2 is non charitable events	£ 188.50	£ 2.83	£ 191.50
Group 3 is commercial and sales	£ 300.00	£ 4.50	£ 304.50
<b>The Main Hall - Weekend</b>			
Group 1 is a charity or local organisation	£ 162.50	£ 2.44	£ 165.00
Group 2 is non charitable events	£ 245.00	£ 3.68	£ 248.50
Group 3 is commercial and sales	£ 387.50	£ 5.81	£ 393.50
<b>The Gallery Room - Weekday</b>			
Group 1 is a charity or local organisation	£ 56.00	£ 0.84	£ 57.00
Group 2 is non charitable events	£ 82.50	£ 1.24	£ 83.50
Group 3 is commercial and sales	£ 125.00	£ 1.88	£ 127.00
<b>The Gallery Room - Weekend</b>			
Group 1 is a charity or local organisation	£ 77.50	£ 1.16	£ 78.50
Group 2 is non charitable events	£ 107.50	£ 1.61	£ 109.00
Group 3 is commercial and sales	£ 142.50	£ 2.14	£ 144.50
<b>Refundable Damage Deposit from £50 to £300</b>			
<b>Burwell Hall - Not Vatable</b>			
<b>The Main Hall - Week Day</b>			
Group 1 is a charity or local organisation	£ 46.00	£ 0.69	£ 46.50
Group 2 is non charitable events	£ 72.50	£ 1.09	£ 73.50
Group 3 is commercial and sales	£ 92.50	£ 1.39	£ 94.00
<b>The Main Hall - Weekend</b>			
Group 1 is a charity or local organisation	£ 66.50	£ 1.00	£ 67.50
Group 2 is non charitable events	£ 102.50	£ 1.54	£ 104.00
Group 3 is commercial and sales	£ 132.50	£ 1.99	£ 134.50
<b>The Meeting Room - Week Day</b>			
Group 1 is a charity or local organisation	£ 30.50	£ 0.46	£ 31.00
Group 2 is non charitable events	£ 41.00	£ 0.62	£ 41.50
Group 3 is commercial and sales	£ 51.00	£ 0.77	£ 52.00
<b>The Meeting Room - Weekend</b>			
Group 1 is a charity or local organisation	£ 41.00	£ 0.62	£ 41.50
Group 2 is non charitable events	£ 56.00	£ 0.84	£ 57.00
Group 3 is commercial and sales	£ 76.50	£ 1.15	£ 77.50
<b>Refundable Damage Deposit from £50 to £250</b>			
<b>Wedding Charges - Corn Exchange Only</b>			
The Gallery Room (Ceremony - 2 hours)	£ 235.00	£ 3.53	£ 238.50
The Main Hall (Ceremony - 2 hours)	£ 321.00	£ 4.82	£ 326.00
The Gallery Room (Exclusive Use of building - 2 hours)	£ 403.00	£ 6.05	£ 409.00
The Main Hall (Exclusive Use of building - 2 hours)	£ 403.00	£ 6.05	£ 409.00
All day (Exclusive Use of building)	£ 1,000.00	£ 15.00	£1,015.00
<b>Equipment Hire per session</b>			
Projector & Screen	£ 10.00		£10.00
Flipchart	£ 5.00		£5.00
Moving/extending stage	£ 30.00		£30.00
Kitchen use	£ 10.00		£10.00
Additional hire for running over session time (per hour) [if over 2 hours a full 4 hour charge will be applied]	£ 25.00		£25.00

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**WITNEY TOWN COUNCIL**  
**HALLS, CEMETERIES AND ALLOTMENTS 09/11/2020**

<b>Revenue Growth Items &amp; Capital/Special Revenue Projects Programme 2020/21 and beyond</b>				
	<i>N/L CODE</i>	<b>Original</b>	<b>Actual/ Revised</b>	<b>Comments</b>
		<b>Budget</b>	<b>Budget</b>	
Corn Exchange - Dampworks	4491/104	10000	10000	Earmarked reserve stands at £50k for damp works & lift - would suggest sufficient for 2020/21
Corn Exchange - budget for Lift	4491/104	10000	0	
Digital Signage - Corn Exchange, Burwell Hall & Leys	4935/800	6000	0	Abandon/defer to future year not high priority?
Burwell Hall Boiler	4903/800	15000	15000	Needed - C&E Officer research green alternatives
Burwell Hall Patio	4903/800	10000	0	Abandon/defer to future year not high priority?
Burwell Hall Curtains	4903/800	3000	0	Abandon/defer to future year not high priority?
St Mary's Church Boundary Wall Works - Rolling Prog of repairs	4036/303	10000	10000	Initial spend on structural survey £2,017 - rolling programme/earmarked reserve total £18,983 left
War Memorial - Additional panel to add further inscriptions	4976/800	4000	225	Agreed not to progress - nominal spend for L Harris inscription only
		68000	35225	

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

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