

# Public Document Pack

## Halls, Cemeteries & Allotments

### Committee Meeting of Witney Town Council



**Monday, 13th September, 2021 at 6.00 pm**

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

You are hereby summonsed to the above meeting to be held in the **Main Hall, The Corn Exchange, Witney** 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.

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the Democratic and Legal Services Officer ( [democracy@witney-tc.gov.uk](mailto:democracy@witney-tc.gov.uk) ) in advance to reserve a seat.

We will continue to observe social distancing and hand sanitiser will be available.

For further information or clarification regarding the meeting contact the Democratic and Legal Services Officer at [democracy@witney-tc.gov.uk](mailto:democracy@witney-tc.gov.uk) Tel: 01993 226071

#### **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 & Legal 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 & Legal Services Officer ([democracy@witney-tc.gov.uk](mailto:democracy@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**

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

##### **3. Minutes (Pages 3 - 6)**

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Minutes held on 12 July 2021;

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. **Committee Work Plan** (Pages 7 - 12)

To consider the report of the Town Clerk.

6. **Burwell Hall - Replacement Heating System** (Pages 13 - 24)

To consider the report of the Project Officer.

7. **Langdale Hall - Request for Outside Seating** (Pages 25 - 26)

To receive and consider the correspondence from tenants ICE Centre requesting that part of the parking adjacent to Langdale Hall is designated as seating with tables and chairs for their licensed events in order to set up an outside space.

8. **Public Halls & 1863 Café Bar Report** (Pages 27 - 30)

To consider the report of the Venue & Events Officer.



Town Clerk

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

**Held on Monday, 12 July 2021**

**At 6.00 pm in the Virtual Meeting Room via Zoom**

**Present:**

Councillor M Jones (Chair)

Councillors:	V Gwatkin J Aitman L Ashbourne	T Ashby O Collins R Smith
Officers:	Adam Clapton Derek Mackenzie Simon Wright	Deputy Town Clerk Halls & Green Spaces Administrator Democratic & Legal Services Officer
Others:	0 members of the public.	

As there was no legislation in place for the Town Council to hold virtual meetings, and because of the ongoing Covid-19 Pandemic, the Halls, Cemeteries & Allotments Committee formed virtually as an Advisory Committee. Any recommendations outside of the current work's programme, budget or policy would require ratification at the Full Council meeting held on 2 August 2021.

**H357 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Liz Duncan.

**H358 DECLARATIONS OF INTEREST**

There were no declarations of interest from members or officers at this juncture.

**H359 MINUTES**

The minutes of the meeting of the Committee held on 24 May 2021 were received.

**Resolved:**

That, the minutes of the Halls, Cemeteries & Allotments Committee held on 24 May 2021 be approved as a correct record of the meeting and be signed by the Chair.

There were no matters arising from the minutes.

**H360 PUBLIC PARTICIPATION**

There was no public participation.

H361 **COMMITTEE WORK PLAN**

The Committee considered the report of the Town Clerk outlining the priorities for the Halls, Cemeteries & Allotments Committee from the recently approved Open Spaces Strategy.

**Resolved:**

That, the priorities be noted.

H362 **TOWER HILL CEMETERY - PEDESTRIAN ACCESS**

The Committee considered the report of the Maintenance & Environmental Services Officer regarding options for the introduction of a new pedestrian access at Tower Hill Cemetery. Clarification was given of the proposed location of the access and ownership of surrounding land.

It was emphasised that the proposal would allow a more convenient access for all site users. The committee noted that the new arrangements would not be a cut through and therefore should be used mainly by those accessing the site. It was requested that appropriate measures be put in place to ask people to show respect when using the area.

**Recommended:**

1. That, the new requested location for the pedestrian access be approved.
2. That, Officers be delegated to requote with contractors for the new path and access point.
3. That, Officers be delegated to agree a communications strategy for the project bearing in mind the negative feedback from the consultation process.

H363 **TOWER HILL CEMETERY - DDI AUDIT ACCESS REQUIREMENTS**

The Committee received the report of the Maintenance & Environmental Services Officer regarding a disability access audit that was conducted at Tower Hill Cemetery.

The Committee discussed the recommendations in the report and in particular options around reducing gradients around the site or the use of steps. It was agreed that Health & Safety on the site was paramount.

After discussion it was agreed that the report should be considered further by officers to look at options to meet the recommendations.

**Resolved:**

That, officers be requested to consider the recommendations of the Audit and provide a list of proposed works at the next meeting.

H364 **WINDRUSH CEMETERY - MEMORIAL GATE REQUEST**

The Committee received the report of the Cemetery, External Contracts & Compliance Officer regarding an application for a memorial gate at Windrush Cemetery.

Councillors indicated that whilst liking the design they were concerned that the gate could give the impression of the site being a memorial area for one person. Members suggested that a bench somewhere on Town Council land would be more appropriate.

Members suggested that elements of the design could be incorporated as part of the bench construction or on a plaque. It was noted that there was an existing policy for benches in cemeteries but no policy was in place for public space and would be part of the Open Spaces Strategy.

It was agreed that the provision of a bench should be supported subject to the requirements of the forthcoming policy on benches in public spaces.

Note: Councillor Thomas Ashby declared a personal non-prejudicial interest at this juncture as his family had an application for a bench pending. Councillor Ashby advised that he would not vote on the proposal.

**Recommended:**

1. That, the application for a memorial gate is not supported;
2. That, the applicant be advised that the Council gives 'in principle, agreement for a memorial bench at Oxlease;
3. That, a policy on memorial benches be created by Officers and brought back to the next meeting of this Committee;
4. That, Officers discuss what might be available with the applicant, the design of any bespoke bench being subject to the new policy for such installations

**H365 WINDRUSH CEMETERY - ANTI SOCIAL BEHAVIOUR**

The Chair outlined concerns that had been received regarding anti-social behaviour and littering at the site.

It was advised that any issues should be reported to Thames Valley Police (TVP) via 101 and that Council Officers were undertaking regular visits to the site. It was further suggested that if issues involving young people were identified then Got 2 B CIC could be involved. It was further noted that a meeting with TVP was scheduled and this issue would be raised then. An update would be provided to members in due course.

**Resolved:**

That, it be noted that officers are undertaking regular inspections of the site and that the matter will be raised with Thames Valley Police.

**H366 CLOSED CHURCH YARDS - GRASS CUTTING**

The report of the Operations & Estates Advisor was received outlining the setting up of a Benefice Environmental group covering the churches of St Mary the Virgin and Holy Trinity Churches that are maintained by Witney Town Council as closed churchyards.

The Committee supported the ambition to achieve Eco Church Status. It was noted that the wild areas would be carefully located and that the project would be communicated to interested parties and residents by both the church and council.

**Recommended:**

That, the proposal for grass cutting at the closed churchyards be supported.

---

The meeting closed at: 6.55 pm

---

Chair

## HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

---

**Date:** Monday, 13 September 2021

**Title:** Committee Work Plan

**Contact Officer:** Town Clerk - Sharon Groth

---

### **Background**

The purpose of this report is to provide an update to Members on the Committee's work plan which includes projects identified as part of the Council's Draft Strategic Plan and Budget Setting agreed in February 2021, as well as the Open Spaces Strategy adopted in June 2021.

This is also an opportune time to consider any future/additional projects to be put forward for the budget setting cycle (November) to prepare a forward plan for 2022 and beyond, to give Officers time to carry out any required research.

### **Current Situation**

Appendix 1 attached lists the current project list – some of which has been budgeted for and is underway – however it should be noted that some of these projects cross reference into the Open Spaces Strategy which should be seen as the overarching plan for the Council and should dictate priorities and timescales.

In the interim, the following updates have been provided by the Operations & Estates Advisor and the Project Officer on the status of current or emerging projects:

#### Windrush Place Allotments

This project is complete although there are a few outstanding snagging issues for the Works Team to complete. The community hub/shed is due to arrive and be constructed on 2 September – this was delayed due to problems sourcing the timber. The site has been well received by the Witney Allotment Association and there has been positive press.

#### Corn Exchange

The tenders have been received and reviewed and subject to Council approval, the tender will be awarded. All tenders were over the Council's budget, hence Council agreed and extra £10,000 of funding to be equally split between the sound and lighting contract and the seating. The seating is also likely to come in over budget and therefore the Working Party is requesting additional funding on top of the £5,000 allocated previously. Officers will look into any other possible sources of funding.

The work should be able to commence before the District Council grant deadline of 1 November.

### Burwell Hall Heating

This will be an agenda item with a full report.

### **Open Spaces Strategy**

During the next two months the Town Clerk, as Strategic Lead, will begin to drill down into the OSS Action Plan in order to establish some clear project plans for implementation by her Officers.

At this stage, as a reminder, attached at appendix 2 is the extract from the OSS - this Committee's priorities.

With regard to IS4 – solutions on access and parking are being investigated and a report is due to come back to the next meeting of this committee.

### **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.

Each project plan will include an environmental impact assessment to ensure that the Council's declaration and environmental issues are taken into account and isn't to the detriment of the Council's ambitious target of carbon neutrality by 2028.

### **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.

A lot of the projects identified have significant costs attached to them and Officers and Councillors should be mindful of not wasting taxpayer's money – but also ensuring the projects have full cost benefit analysis.

### **Financial implications**

There are no financial implications arising directly from this report.

### **Recommendations**

Members are invited to note the report and the status of the various projects agreed. Consideration could also be given to any priorities or forward plan the Committee may wish to put forward for the budget setting cycle for projects in 2022 and beyond.



## HALLS, CEMETERIES & ALLOTMENTS: COMMITTEE WORK PLAN

Project	OSS ref	Year	Est timescale	N/L CODE	Original Budget £	Comment/Update
Corn Exchange - Dampworks	N/A	20/21	2021	4491/104	10000	Earmarked reserve stands at £50k for damp works & lift - would suggest sufficient for 2020/21
Corn Exchange - budget for Lift	N/A	20/21	2022	4491/104	10000	Earmarked reserve stands at £50k for damp works & lift - would suggest sufficient for 2020/21
Corn Exchange Phase 2 Refurb	N/A	20/21	2021		145000	Grant for Seating/Lighting £32k - 25% of project cost. S106 Funding/EMR
Corn Exchange - Cinema Equipment	N/A	21/22	2021			Not currently budgeted for - project in preparation pool
Burwell Hall Boiler - with green credentials	N/A	20/21	2021	4903/800	30000	Project Officer - feasibility report needed for options/grant funding possible
St Mary's Church Boundary Wall Works - <b>Rolling Prog of repairs</b>	N/A	20/21	Rolling	4036/303	10000	Initial spend on structural survey £2,017 - rolling programme/earmarked reserve total £18,983 left
Tower Hill Cemetery - Pedestrian Gate Access from Smith Estate	IS4	21/22			15000	Operations & Estates Officer getting quotes for revised access as agreed in July 2021.
<b>Abandoned Projects/Preparation Pool</b>						
Digital Signage - Corn Exchange, Burwell Hall & Leys		20/21	Abandon	4935/800	6000	Abandon/defer to future year not high priority?
Burwell Hall Patio		20/21	Abandon	4903/800	0	Abandon/defer to future year not high priority - diverted £10k to boiler - <b>carried out in house using works team</b>
Burwell Hall Curtains		20/21	Abandon	4903/800	3000	Abandon/defer to future year not high priority?

This page is intentionally left blank

**PARKS & OPEN SPACES STRATEGY – ACTION PLAN**

**Key Themes:**

<b>PO</b>	<b>Modernising and upgrading our parks and open spaces</b>
<b>SP</b>	<b>Improving and investing in our sporting provision</b>
<b>LP</b>	<b>Improving and investing in our leisure provision</b>
<b>IS</b>	<b>Improving and investing in our infrastructure provision</b>
<b>EE</b>	<b>Working in the most effective and efficient manner</b>

**Committees:**

<b>CBP</b>	<b>Climate, Biodiversity &amp; Planning</b>
<b>HC&amp;A</b>	<b>Halls, Cemeteries &amp; Allotments</b>
<b>P&amp;R</b>	<b>Parks &amp; Recreation</b>
<b>PGF/PSC</b>	<b>Policy, Governance &amp; Finance</b>
<b>SC</b>	<b>Stronger Communities</b>

Reference	Action	Responsible Committee	Who Involved?	Commencement?	Completion?
<b><u>HALL, CEMETERIES &amp; ALLOTMENTS COMMITTEE</u></b>					
IS 4	Seek out a possible solution report to the access and parking issues at the cemeteries (audit recently received)	HC&A	Appointed Consultants	Underway Now	Apr- 21 (report stage)
IS 3	Undertake a full options survey of the unused buildings at the cemeteries	HC&A	Appointed Consultants	Apr-22	Nov-22 (survey stage)
LP 1	Seek out options to increase allotment capacity issues should the additional new plots at Windrush not prove to be sufficient	HC&A	VTC Staff / Association/WODC/OC	Nov-22	Mar-23

This page is intentionally left blank

## HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

---

**Date:** Monday, 13 September 2021

**Title:** Burwell Hall - Replacement Heating System

**Contact Officer:** Project Officer - Nicky Cayley

---

### Background

Burwell Hall is currently served by a gas boiler which heats both the building and provides hot water. The boiler is coming to the end of its life and spare parts are not available. In the light of this and the Council's declaration of a Climate Emergency, Officers have been exploring renewable/green energy solutions to reduce the Council's carbon footprint and provide a reliable replacement for the gas boiler.

### Current Situation

The Project Officer contacted the Climate Action Delivery Manager and the Energy Insights Manager at Oxfordshire County Council. She had an in-depth discussion with the former who explained that the County was not using Ground Source Heat Pumps due to the huge expense of installation. This concurred with what Town Council Officers had established during their research. The County is retrofitting buildings such as schools and libraries with Air Source Heat Pumps and backing these up with boilers. The Climate Action Delivery Manager advised that whilst current funding sources were not open, there would be a new stream of funding coming along at some point this year/next year. However, in order to stand any chance of success in a bid for funding (bearing in mind that the funding will be hugely oversubscribed), the Town Council would need a feasibility study and business case.

With this in mind, the Project Officer began researching how this could be done. She got in touch with Energy Solutions Oxfordshire (ESOx), a not-for-profit organisation that works in association with Oxford Brookes University. Its aim is to make it simple for local businesses to make energy improvements to their premises, decarbonising Oxfordshire's building stock and accelerating the clean energy transition.

After initial discussions with ESOx's Business Development Manager, explaining the requirements for Burwell Hall, the Project Officer sent over a year's worth of energy bills from the last year of operation "pre-Covid" (2019). ESOx has now returned a free -of-charge desktop assessment which is attached to this report. Members will note that at this early stage, the indication is that air source heating would be a good option for the building, with the possibility of adding solar panels.

The next step offered by ESOx would be to commission it to visit the hall and provide a full feasibility study. This would enable the Council to have confidence that any decision it makes regarding replacing the boiler is the best option for the hall, the environment, and its users and also would put it in a good position to bid for the funding when it comes on stream.

### **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.

By replacing the gas boiler with a green energy solution, the Council would be making a significant step towards its goal of becoming carbon neutral. If the project is successful, the Council may wish to roll it out to its other building stock.

### **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.

If the Council chooses to go ahead with a feasibility study, the risk of making an ill-judged decision on this important issue would be reduced as it will be provided with advice by professionals with significant experience in the industry who understand that the Council's aim is to move to cleaner energy provision.

The ESOx report is designed to set out practical steps towards executing on specific projects, containing further analysis of the data already provided and what is gathered on site, and consequently more specific costs applied to what would be a Return-on-Investment estimation for the different projects e.g. Air Source Heat Pumps, PV etc.

The study is part of a process of support which would help the Council get to deployment of solutions.

### **Financial implications**

Members will note that any change to the energy provision for the building is unlikely to provide any financial benefit. The cost of commissioning a feasibility study from ESOx is £1,500.

The Project Officer has looked into other organisations that offer this service, but ESOx is a not-for-profit organisation whilst other services are either commercial or attached to companies wishing to sell their products and therefore not independent.

This will need to be funded from the budget set aside for the replacement heating system – 4903/800, which is £30,000.

### **Recommendations**

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

1. To commission ESOx to carry out a feasibility study for Burwell Hall, for a new heating/hot water system that reduces its carbon footprint and use of fossil fuels, at a cost of £1,500.

This page is intentionally left blank





Energy Solutions Oxfordshire  
**Desktop Diagnosis Report**

**Witney Town Council – Burwell Hall**



**Contact name:** Nicky Cayley  
**Postcode:** OX28 6AG  
**Total site area:** 354m<sup>2</sup>  
**Energy use source:** Electricity & gas

## Introducing this Desktop Diagnosis Report

This report has been produced using the information you provided in our online survey. It gives an initial outline and analysis of your current energy usage, and an idea of the types of improvements we might recommend to improve your energy efficiency, increase comfort, and reduce spending on energy bills.

Our service at Energy Solutions Oxfordshire (ESOX) is focused on developing bespoke, tailored recommendations to improve your premises in a way that works for you – whether it's about addressing a specific issue, improving the comfort of your staff or customers, reducing the costs of your energy bills, or doing your bit to address the climate emergency.

This desktop report is a starting point for the ESOX process, with the next step being for one of our energy experts to come and meet you and take a closer look at your buildings and energy use. This enables us to create a personalised Feasibility Report outlining the ideal ways to optimise your energy efficiency, so that you can decide which measures you'd like to progress. From there we can manage the whole process of implementing improvements for you, and if upfront costs are an issue, we may be able to assist with alternative financing options.

All this means that you can get on with running your business, while we take care of optimising your energy usage to reduce your carbon emissions and your energy bills.

### What's next?

If you're keen to move onto the next step, you don't need to do anything. We'll be in touch shortly to book in your energy assessment. In the meantime, you can also get in touch with us on:

[hello@energysolutionsoxfordshire.org](mailto:hello@energysolutionsoxfordshire.org)

# Potential savings

From the information you provided, we predict that **Witney Town Council** can expect cost savings of:

**£3,041.71**

**total avoided energy costs over 10 years**

This figure is based on years of experience working with organisations in Oxfordshire. We've been combining our expertise from the Low Carbon Hub and Oxford Brookes University's EiE energy team to work with local businesses since 2017, through a programme called OxFutures. During that time, we've delivered over 136 energy assessments and supported the implementation of over 300 recommendations from these audits.

On average businesses who have worked with us see **5-10% energy savings over 10 years** from implementing energy efficiency measures for their premises. Some organisations go way beyond this, with an upper threshold of 20% to 30% reduction.

Based on the information you've given us about your energy bills, this means that by year 10 of implementing improvements, you'll have reduced your annual energy bill from **£7,832.83** to **£7,427.50\***.

*\*Cost estimations based on energy data you supplied, plus taking into account future increases to energy prices.*

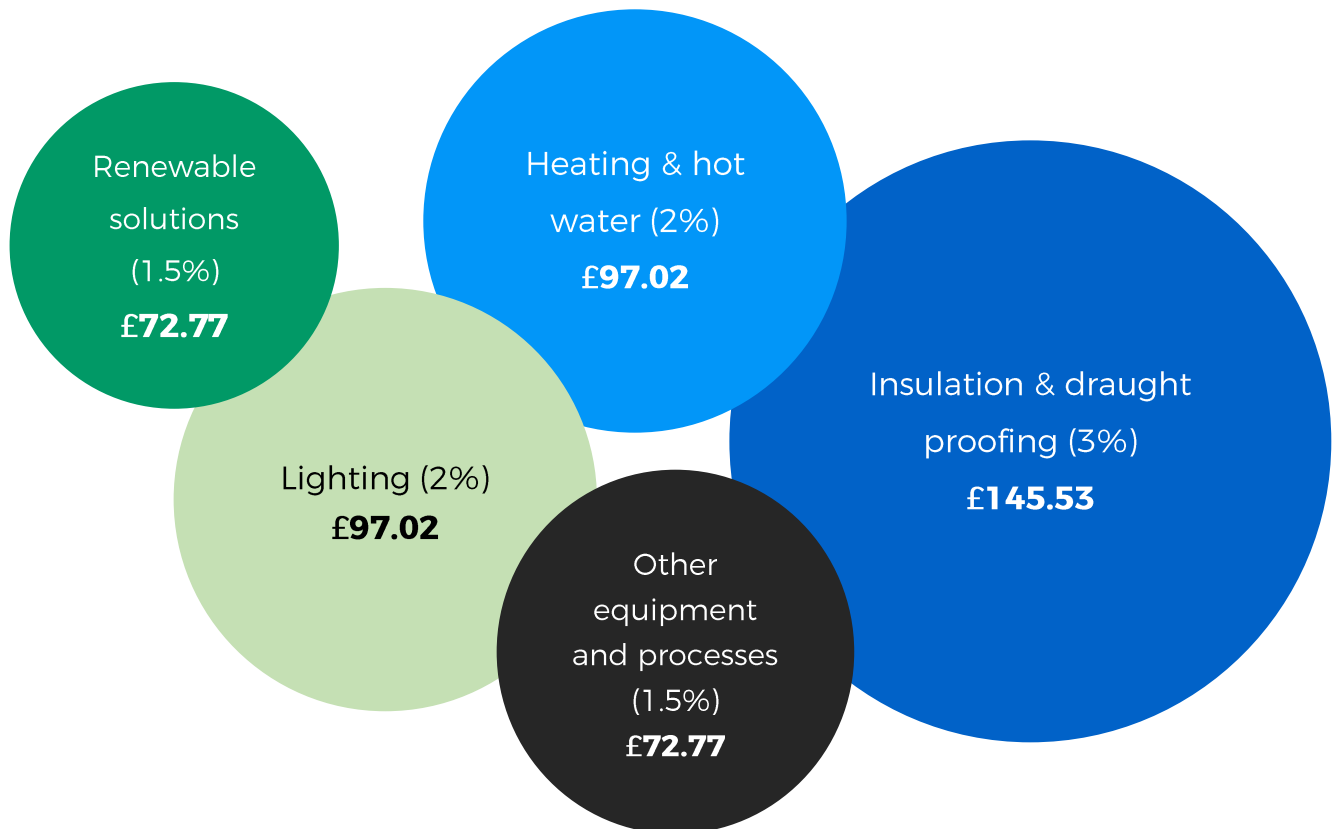
**£7,832.83**  
Your annual energy cost in 10 years' time with no action

**£7,427.50**  
Your annual energy cost in 10 years' time if you make improvements

**>5%**

Your average >5% cost saving on energy can be typically achieved by improving energy efficiency across the below areas:



## Percentage of your total current energy spend



These are estimations based on our work so far, representing a starting point for your organisation. To know the real opportunities for your business we need to come to your premises to perform a full feasibility assessment – the next step in the Energy Solutions Oxfordshire process, which we'll be in touch with you about shortly. This will allow us to determine the specific measures that suit you, whether it's about changing your heating system, swapping to LED lighting, installing loft insulation, or more.

# Your current energy profile

You provided information on your energy usage, including annual kWh consumption, annual costs, and energy tariffs:

	4p (gas)	16p (electricity)	
	 <b>Gas</b>	 <b>Electricity</b>	<b>Totals</b>
Annual energy expenditure (excluding VAT)	£3,148.08	£1,702.95	<b>£4,851.03</b>
Annual kilowatt hours of energy consumption	78,702 kWh	10,130 kWh	<b>88,832 kWh</b>
Annual tonnes of carbon equivalent	14.42 t CO <sub>2</sub> e	2.15 t CO <sub>2</sub> e	<b>16.57 t CO<sub>2</sub>e</b>

## How your annual energy is used



### Units of floor area

<b>354</b>			
total m <sup>2</sup>	£13.70 per m <sup>2</sup>	250.94 kWh per m <sup>2</sup>	46.80 kg CO <sub>2</sub> e per m <sup>2</sup>

# Actions you could take now to get started with reducing your energy usage

In the meantime, here are some ideas from our energy experts to get started straight away with reducing your energy usage through behavioural change, whilst we look into the possibilities for your buildings.



## Make sure you turn everything off when not in use

When we assess businesses, we often see computers, photocopiers, water coolers, fans, vending machines and more that are left switched on constantly – even when there’s no one in building. Making sure these things are switched off when not in use, or when the building is locked-up at the end of the day, is a simple way to reduce wasted energy. Take a look at your existing settings and control options that could enable you to automatically shut down idle, non-critical equipment with minimal effort.



## Reduce overheating

Heating can be up to 50% of annual energy use in organisations – so it’s a large proportion. This can usually be reduced without compromising comfort, simply by ensuring that heating is off (or greatly reduced) when the building is unoccupied overnight or during the weekend. Make sure you’ve checked any settings or timers you have on your heating controls and set the temperature correctly. When the building is in use the ideal temperature range is between 18 and 21°C. When not in use heating can be completely switched off or greatly reduced to between 9 and 12°C.



## Raise energy awareness among your staff and/or customers

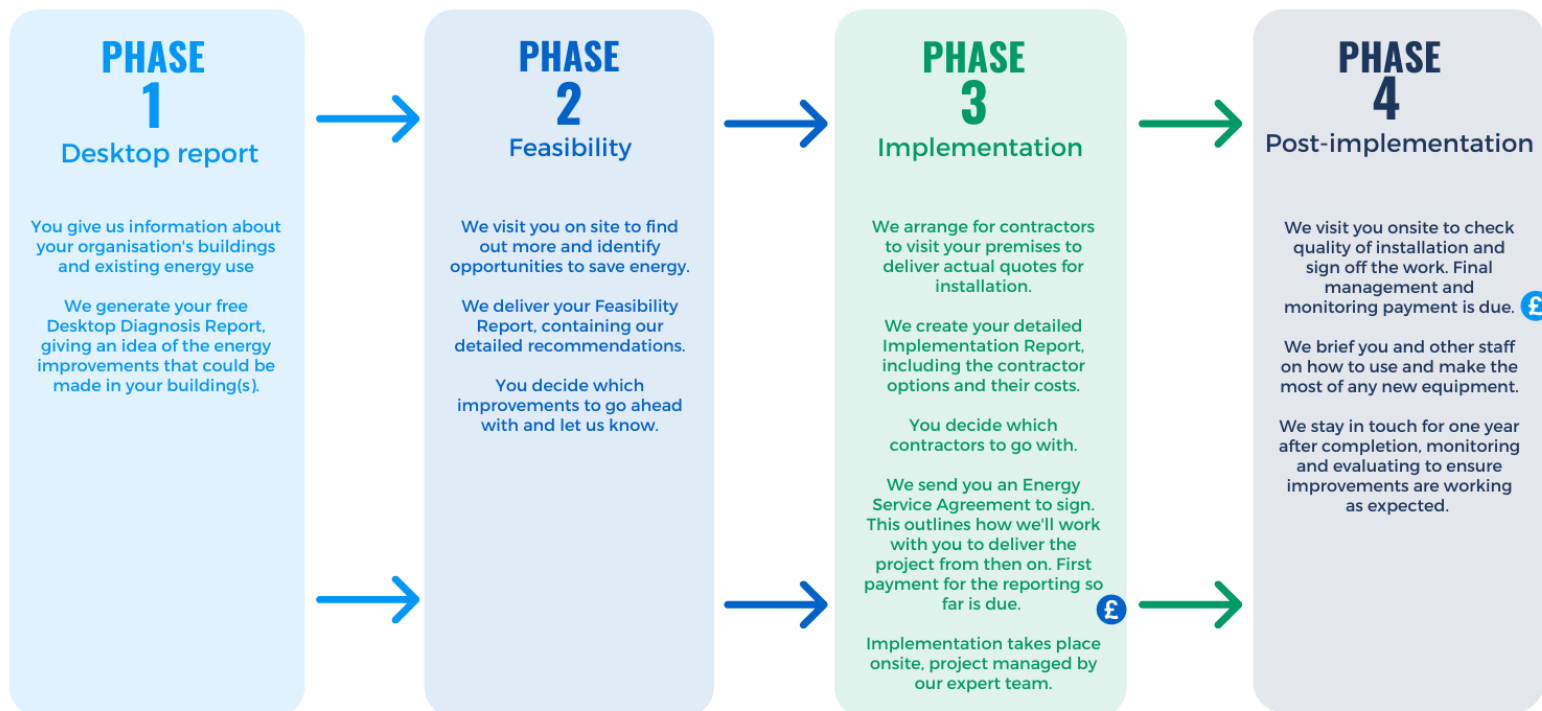
Encourage anyone using your premises (staff, customers, suppliers) to be conscious of their own energy use and to think about how they could reduce it. This could be as simple as providing instructions or communications to keep it ‘top of mind’. For instance, if staff are regularly opening windows and leaving them open this could mean heat is lost. Having a poster close to the window reminding them to shut it when they leave could be a simple way to prevent this.

## Next steps

The best way for you to take action on this initial desktop report and to improve the energy efficiency of your organisation, is to continue on this journey with Energy Solutions Oxfordshire. We can help you make the best energy efficiency improvements for you, in a way that's as simple as possible – helping you save money on your energy bills whilst minimising your carbon footprint.

As we've mentioned previously, the next step is for us to come and see your premises in person and gather detailed information on your buildings and energy usage, as well as your needs and preferences. There is a cost for this next step, and from the assessment we'll develop bespoke recommendations for improving your energy efficiency, which will be delivered to you as a Feasibility Report.

## An overview of the ESOx process



This page is intentionally left blank



# Agenda Item 7

**Sent:** 16 August 2021 09:24

**To:** Sharon Groth <sharon.groth@witney-tc.gov.uk>; Tracy Minns <Tracy.Minns@witney-tc.gov.uk>;

**Subject:** RE: Outside Tables and chairs

Hi Sharon,

The intended use for the car parking space ( near the coffee shop and dry cleaners) is to have two or three tables and chairs in, this will offer an outside space for people to sit at with drinks or to smoke. Tables and chairs would only be there for evening and weekend hall hire. We are more than happy to boarder this area off with some kind of barrier each time we use the space if that is deemed necessary?

I would imagine the end result would look a little like the outside space of the coffee shop next door to the Langdale hall, the corn exchange outside seating area or a bit like the angle inn pub across the road.

The main reason for this is to offer our hall hire users somewhere outside to sit when the weather is nice. We see this as a very low risk to the general public as the hatched area around this side of the building is very rarely driven on during the evenings and would be mostly if not always marshalled by a member of staff.

As previously mentioned it is something that ERS licencing have suggested to help lower the risk of COVID during our larger events. They mentioned that there is no need for a pavement licence as the space is privately owned by WTC, as long as WTC are happy for us to use the space as a seating area as well as parking spaces.

I am more than happy to meet you or anyone from the council to discuses this if that is needed too?

Look forward to hearing from you.

Many thanks.

**Martin Bull**

Langdale Hall  
Witney  
OX28 6AB

On 15/08/2021 16:53 Sharon Groth <[sharon.groth@witney-tc.gov.uk](mailto:sharon.groth@witney-tc.gov.uk)> wrote:

Hi Martin

Can you please give me a bit more information about what this intended use of for? Is this to do with your service users – or is it when you are operating as a function hall? If the latter does this mean that drinks will be taken outside?

I think the issue is that you only have use of this area as your designated parking area – I am taking advice from our professional advisors, but if you can let me have the information above then I will be able to speak to the Council about it.

Kind regards

**Sharon Groth** *FSLCC fCMgr*

Town Clerk and Chief Executive

---

**Sent:** 04 August 2021 13:07

**To:** Sharon Groth <[sharon.groth@witney-tc.gov.uk](mailto:sharon.groth@witney-tc.gov.uk)>; Tracy Minns <[Tracy.Minns@witney-tc.gov.uk](mailto:Tracy.Minns@witney-tc.gov.uk)>;

**Subject:** Outside Tables and chairs

Hi Tracy/Sharon,

We have been in conversation with ERS licensing to help promote use of an outside space given we are a hall that currently dose not offer any outside space to our users. Especially since the COVID pandemic.

We would like to occasionally offer the use of the car parking bay by the tree ( see picture attached) with some tables and chairs placed here to encourage the use of an outside space and not force everyone to be inside at all times while visiting the hall. Is this something the Witney town council would object to us doing?

ERS have said we do not need a pavement license for this to go happen.

Many thanks.

**Martin Bull**

Director

**Inclusive Care & Education (The ICE centre)  
& Langdale Hall Hire**

## HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

---

**Date:** Monday, 13 September 2021  
**Title:** Public Halls & 1863 Café Bar Report  
**Contact Officer:** Venue & Events Officer - Tomas Smith

---

### **Background**

The Corn Exchange, Burwell Hall and 1863 are now operating without restrictions. 1863 has been open in some form from April, being either takeaway only, or outside seating only this has dictated the takings and initially made it heavily reliant on the Weather. The Corn Exchange has continued to be open, but with only limited groups returning. Burwell Hall has proven to be the most resilient due to the smaller nature of attendees from the groups who use the facility.

All staff have been working well and we have a very strong and resilient team who continue to showcase the best the Town Council has to offer.

### **Current Situation**

#### **1863**

1863 café Bar has continued to get busier since reopening in April in line with Government Guidance regarding the pandemic. There is now a strong core group of regulars who ensure the bar is always busy during the opening hours of 10:00 – 16:00. The presence of the tables on the Market Square has proved to be extremely popular and has attracted praise from both our customers but also from other business in Market Square. The consensus is the more people who are attracted to this part of town the better for all the business owners. The café staffing has increased with the addition of new member of staff who joined the Council in July 2021, on a normal week the café is now run on alternate shifts (morning and afternoon) by 2 team members. This ensures cover is in place over lunchtimes as well as allowing for the high standards of customer service, cleanliness, and the standard of our product to be consistently high.

Customers are returning due to word of mouth and so far, this has resulted in a steady increase on daily transactions with the café regularly taking over £150.00 a day.

This is positive and shows the business is moving in the right direction, staffing cost account for approximately £66.50 per day so on average, the cost of staffing the café and any outlay for machine rental and stock are being covered.

Add in the excellent performance which we get for evening events the café should increase its profitability and by doing this fulfil its primary function of providing a wonderful addition to the Hall for the hiring groups as well as encouraging people who may not have been in before to spend time in the hall and in turn learn about who we are and what we do.

### **Corn Exchange**

The Corn Exchange has been the hardest hit with the lockdown, looking at it's occupancy from June to September the Main Hall was at **4.5%** occupancy, and the Gallery Room slightly better on **7.3%**. This is due to the Pandemic, and the hiring groups reluctance to start up again as most of them are larger groups who use the Corn Exchange.

There are a few groups who have continued to hire, two art groups have both continued to attend, although they have stopped for the Summer Holidays, White Feather spiritualist Church and the Redeemed Church have also been in regular attendance. The art groups and Spiritualist Church had been using the main hall at the cost of the Gallery Room during the pandemic and where social distancing was an issue. Now that the restrictions have been lifted, they have returned to their regular rooms. There has also been continued use from the Camden Society and Witney Speakers Club at a two-weekly interval.

NHS Blood Donors have been in 4 times, as well as Mynt Image Markets once a month since July. There has also been monthly Jazz in the Main Hall, although that was running, and still is, at reduced capacity to make sure that the guests who are attending are in a space in which they feel safe.

There have been two Weddings, one just a service in the Gallery Room, the other an exclusive use. Both were very successful and ran smoothly with the exclusive use wedding enabling the bar to perform extremely well on the evening.

There is also the commencement of Buttercross Theatre Company who have a booking 4 days a week starting in September, as well as providing a resident theatre school they are also putting on a Pantomime in December which has already been receiving strong ticket sales. They have been offered a 2-hour rate initially for their bookings as they will be potentially using the hall daily. This rate was offered to bring the Theatre group into the hall and to increase the daily use of the building. We are also going to be welcoming back the Arts Society, Filling Station (monthly Church group) and NHS Complex needs.

## **Burwell Hall**

Although the occupancy at Burwell is low, down to 6% the Hall has continued to be used by several groups since lockdown started easing including, Dancemania, Monkey Music, Tumble Tots, Windrush Martial Arts and Jill Timms dog training school. There have also been a couple of children's birthday parties which have gone ahead with no issues, as well as the May Elections. Groups that are looking to return in September include MS Society, Probus Club, Witney Bridge Club and Witney Spiritualist Church. There are numerous birthday parties and anniversary celebrations lined up throughout September and October.

## **Publicity & Events**

We have been working on the website and day to day updates will be handled by the Administration team, there is increased signage outside the Corn Exchange and as footfall increases so too has the pickup of ticket sales for the upcoming events. We are putting on both a Gary Numan & Kraftwerk night on the 25th of September and a rescheduled Sea Shanty Night on the 2<sup>nd</sup> of October. These were both events that were scheduled to go ahead in 2020 so it's good to get them booked in again. We are selling tickets up to a capacity of 150. There has also been interest from Johnny Coghlan to bring his Quo band back to the Corn Exchange although this has not been confirmed. It is expected the cost of this will exceed the remaining events budget at the Corn Exchange so members are asked to consider if they would like to agree a supplementary amount for the remainder of the year.

## **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**

Described here or as stated in the report above.

- Ongoing operation of the café and importance of groups returning.

## **Recommendations**

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

1. Members are invited to note the Public Halls Report; and
2. Consider a supplementary budget for Town Council organised events at the Corn Exchange in the current year 4141/104 which currently has a balance of £1200 remaining.