

Halls, Cemeteries & Allotments

Committee Meeting of Witney Town Council



Monday, 23rd May, 2022 at 6.00 pm

To members of the Halls, Cemeteries & Allotments Committee - M Jones, V Gwatkin, T Ashby, O Collins, L Duncan, D Enright, D Butterfield and Hiles (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Gallery Room, 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) in advance to reserve a seat.

For further information or clarification regarding the meeting contact the Democratic and Legal Services Officer at 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) **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. Election of Vice-Chair

To elect the Vice-Chair of the Committee for the 2022/2023 municipal year.

4. Minutes (Pages 5 - 8)

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Minutes held on 14 March 2022;

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

5. **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.

6. **Committee Terms of Reference** (Pages 9 - 10)

To review the Committee Terms of Reference (TOR). The current TOR's are attached.

7. **Open Spaces Strategy, Committee Objectives and Work Programme for the Municipal Year** (Pages 11 - 18)

To receive the report/verbal update of the Town Clerk & CEO.

8. **Finance Report** (Pages 19 - 32)

To receive the report of the Town Clerk/CEO.

Halls

9. **Burwell Hall - Heating System** (Pages 33 - 76)

To consider the report of the Project Officer.

10. **Corn Exchange Main Hall & 1863 Cafe Bar Operations** (Pages 77 - 80)

To consider the report of the Venue & Events Officer.

11. **Corn Exchange Working Party** (Pages 81 - 82)

To receive the minutes of the Corn Exchange Working Party held on 16 May 2022

Cemeteries

12. **Tower Hill New Family Ashes Section** (Pages 83 - 86)

To consider the report of the Maintenance & Environmental Services Officer

13. **St Mary's Church Boundary Wall** (Pages 87 - 96)

To consider the report of the Operations & Estates Advisor (to follow).

14. **Windrush Cemetery Archaeological Remains** (Pages 97 - 126)

To consider the report of the Operations & Estates Advisor.

15. **Tower Hill Cemetery 'Wishing Tree'**

To consider a request to erect a plaque marking the tree at the Cemetery from existing budgets, if agreed.

Allotments

16. **Allotments and Schools**

To consider a project helping younger people in particular, and schools, get involved more in growing, understanding, and eating healthy, local foods and the use of Council allotment sites.

17. **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

18. **Major Projects (Pages 127 - 132)**

To receive the report/verbal update of the Town Clerk & CEO.



Town Clerk

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

Held on Monday, 14 March 2022

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor M Jones (Chair)

Councillors:	V Gwatkin	O Collins
	J Aitman	L Duncan
	T Ashby	R Smith
Officers:	Adam Clapton	Deputy Town Clerk
	Sharon Groth	Town Clerk
	Simon Wright	Democratic & Legal Services Officer
Others:	No 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 programme, budget or policy would require ratification at the Full Council meeting held on 11 April 2022.

H110 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Ashbourne

H111 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

H112 MINUTES

The minutes of the meeting of the committee held on 17 January 2022 were received.

The Deputy Town Clerk advised that a meeting had been held with the organisers of the Tea Dance event in the Corn Exchange. Clarification had been given that the event could be preceded by line dancing, operated by a third-party meeting health and safety concerns. The committee considered the current arrangements and agreed that two hours of the four-hour tea dance session could be offered at a subsidised rate.

It was reported that there had been positive feedback in respect of the new access gate and the overall look of the site at Tower Hill cemetery and members expressed their thanks to the works team for their hard work.

Resolved:

That, the minutes of the Halls, Cemeteries & Allotments Committee held on 17 January 2022 be approved as a correct record of the meeting and be signed by the Chair

Recommended:

That, the use of the Corn Exchange for the Line Dancing and Tea Dance events be at a subsidised rate.

H113 PUBLIC PARTICIPATION

There was no public participation.

H114 PUBLIC HALLS REPORT

Consideration was given to the report of the Venue & Events Officer.

Members noted the usage and income figures and it was anticipated that with a continued increase in bookings and being able to use outside seating at the 1863 café/bar, the situation would improve.

The committee considered the introduction of a corkage charge for users bringing their own drinks to events. In supporting the principle of introducing the charge members noted the comparisons with other venues but wanted further clarification of corkage charges implemented by similar types of providers. In addition, it was considered that the cost of bottles purchased from the Café/Bar needed to be factored in.

The Deputy Town Clerk confirmed that the wedding licence issued for the Corn Exchange would be renewed free of charge for another year and that the wedding facilities were being promoted on social media.

Recommended:

1. That, the introduction of a corkage charge at Town Council facilities be supported; and
2. That, delegation be given to the Deputy Town Clerk to finalise the charges with the Venue & Events Officer following comparison with other similar facilities.

H115 CORN EXCHANGE - DECORATION AND DAMP WORKS

The report of the Operations & Estates Advisor was considered.

Members noted that the exterior decoration could be delayed for a couple of years to allow budgets to be allocated for the works.

In respect of damp works members considered the quotes submitted by contractors. It was agreed that Quote 1 provided the best option and would be a permanent solution. Clarification was given that the damp works would not impact on other developments at the Corn Exchange and any internal redecoration needed could be undertaken by the Works Team.

Recommended:

That, Quote 1 as detailed in the confidential appendix to the report be accepted.

H116 CORN EXCHANGE WORKING PARTY

The committee received the minutes of the Corn Exchange Working Party held on 7 March 2022.

The Deputy Town Clerk highlighted an issue that had been raised regarding the side lighting and options for electrical works that may be required. It was noted that whilst there was no specific budget for the works costs may be able to be met from the maintenance budget.

After discussion it was agreed that the issue should be referred to the Corn Exchange Working Party to recommend a way forward.

Resolved:

1. That, the minutes of the Corn Exchange Working Party held on 7 March 2022 be accepted; and
2. That, the issue of side lighting at the Corn Exchange be referred to the Working Party for consideration.

H117 LANGDALE HALL - SIGNAGE REQUEST

The Committee received a request from the ICE Centre for replacement signage at Langdale Hall.

Members expressed support for the new sign and clarification was given that the costs would not be the responsibility of the Town Council.

Recommended:

That the request from the ICE Centre for new signage at Langdale Hall be approved.

H118 WINDRUSH CEMETERY MAPPING

The report of the Operations and Estates Advisor regarding the mapping of existing graves and future layout at Windrush Cemetery was considered.

The committee noted the proposed works and links to potential development in the area that may facilitate a revised access and road layout on the site. The financial implications were also clarified.

After discussion members supported the recommendations in the report.

Recommended:

1. That, the additional sum required to develop a new concept plan for Windrush Cemetery be approved; and
2. That, Officers be authorised to contact the County Archaeologist regarding the possibilities of use for the area of archaeological remains.

The meeting closed at: 6.48 pm

Chair

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Terms of Reference for the Halls, Cemeteries and Allotments Committee

- a) To operate, maintain and control the Corn Exchange, Burwell Hall, Langdale Hall and Madley Park Hall in all matters relative to their use as public halls be it through direct management or via trusteeships;
- b) The operation of such other buildings as the Council may from time to time acquire if so instructed;
- c) To operate and maintain the Cemeteries, burial responsibilities and associated duties, consequential to Statutory or Council requirements, together with the War Memorials;
- d) To carry out the Council's obligations with regard to the Closed Churchyards of St Mary's and Holy Trinity.
- e) To maintain and supervise the Park Road Allotments and oversee the management of Hailey Road, Lakeside, Newland and Windrush Place Allotments whilst leased to the Witney Allotment Association;
- f) The Membership of the Committee shall consist of 6 Members plus the Town Mayor and the Leader of the Council ex officio with voting rights;
- g) The quorum of the Committee shall be 4 Members.

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HALLS CEMETERIES AND ALLOTMENTS COMMITTEE

Date: Monday 23rd May 2022

Title: **Open Spaces Strategy, Committee Objectives and Work Programme for the Municipal Year**

Contact Officer: Town Clerk/RFO – Sharon Groth

BACKGROUND

The purpose of this report is to

- a. review the Open Spaces Strategy Action Plan for areas under the responsibility of this Committee and where necessary review the timescale if commencement of completion dates has slipped; and
- b. give consideration to this Committees objectives/priorities in order for the Town Clerk to come up with a manageable programme of works, so that she can deploy the necessary resources appropriately.

Agenda item 18 – Major Projects –in confidential session may also have a bearing on the Committees objectives and priorities so Members may wish to defer or add to this item after considering this later agenda item.

CURRENT SITUATION

The attached appendix (A) details the projects funded (or not) during the budget setting cycle – and members are asked to prioritise these.

In addition, there are several larger projects where funding has been accumulated over numerous years with funding set aside within the Council’s Earmarked Reserves. In particular:

Memorial maintenance	The council has an obligation to carry out inspections in the cemeteries and closed churchyard and sets aside funds each year in an EMR 318. With the current balance at £34,301 it was agreed during the budget setting cycle to use £10,000 towards the repairs needed at St Mary’s Church on the boundary wall.
Cemetery Access Rd	This relates to Windrush Cemetery and setting aside funds to be able to provide for an internal road when/if the entrance off Cogges Estate is agreed. EMR A/c 327 currently stands at £93,853.

Public Halls	EMR 328 £57,458 for Public Halls and being used towards the phase 2 project of sound, lighting and seating. During the budget setting cycle it was also agreed that £10,000 could be used to part fund Cinema/projector equipment; and EMR 363 £50,000 is for replacement Lift in the Corn Exchange and Damp Works. Damp works have just been completed May 2022, although there will be some decoration works required once the wall has dried out
Madley Park	Contingency for repairs under the Landlords obligation and a small grant remains from the setting up of the Trust to run it. EMR 329 amounts to £20,980.
Towerhill Cemetery	EMR 362 £21,500 set aside to keep these historic buildings in good order, stop them falling into disrepair. £5,000 of which was agreed to appoint professionals to come up with an options appraisal.
Burwell Hall	Committed funds towards the heating £30,000 and £3,000 for curtains under EMR 372
St Mary's Church Wall	As mentioned above £10,000 is being diverted from EMR a/c 318 (Memorial maintenance) towards this projected – therefore the funds currently stand at £35,000. A report is up for consideration at a later agenda item of this meeting.

OPEN SPACES STRATEGY ACTION PLAN

Appendix B provides an extract from the adopted OSS relating to this Committees responsibilities. The Town Clerk doesn't suggest that any of these actions need refining at this stage.

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.

When considering its priorities the committee should be mindful of all resources – financial as well as human resources – and the competing demands from other Committees. There

needs to be a clear programme of works to ensure that the council is realistic in what it can achieve in the next 12 months. Failure to have a plan could result in wasted resources and undeliverable projects.

FINANCIAL IMPLICATIONS

The financial implications are detailed above and also in the attached appendices.

RECOMMENDATIONS

Members are invited to note the report and consider the Committees objectives/priorities for the coming municipal year.

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Capital & Special Revenue Projects 2022/23					Appendix A
Project	OSS Ref	Capital 2022/23	Revenue 2022/23	EMR 2022/23	Comments
Halls, Cemeteries & Allotments					
Childrens memorial garden - Windrush			1500		Agreed
Cemetery unused buildings - Full options survey	IS3			5000	Professional Fees 4059/302 EMR (362) £18k
St Mary's Church Boundary Wall Works -	N/A			10000	Rolling Prog of repairs EMR 318 Memorial Maint divert
TH Cem Access/Signage		2000			
Windrush Cemetery internal layout/roadway		25000			Add into EMR 327
Burwell Hall - Refurb toilets				12000	EMR (328)
Corn Exchange - Cinema Equipment	N/A	10000		10000	Part fund EMR 328/S106
Energy Efficiency		20000			
		57000	1500	37000	

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PARKS & OPEN SPACES STRATEGY – ACTION PLAN

Key Themes:		Committees:				
PO	Modernising and upgrading our parks and open spaces	CBP	Climate, Biodiversity & Planning			
SP	Improving and investing in our sporting provision	HC&A	Halls, Cemeteries & Allotments			
LP	Improving and investing in our leisure provision	P&R	Parks & Recreation			
IS	Improving and investing in our infrastructure provision	PGF/PSC	Policy, Governance & Finance			
EE	Working in the most effective and efficient manner	SC	Stronger Communities			
Reference	Action	Responsible Committee	Who Involved?	Commencement?	Completion?	Comments
<u>HALL, CEMETERIES & ALLOTMENTS COMMITTEE</u>						
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)	Ongoing
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	WTC Staff / Association/WODC/OCC	Nov-22	Mar-23	

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HALLS CEMETERIES AND ALLOTMENTS COMMITTEE

Date: Monday 23rd May 2022

Title: **Finance Report**

Contact Officer: Town Clerk/RFO – Sharon Groth

BACKGROUND

Detailed income and expenditure statements for budgets which are the responsibility of this committee are enclosed. The period to which this report relates is Period 12, 1 April 2021 to 31 March 2022.

CURRENT SITUATION

Most, if not all, the year-end adjustments have now been completed, along with the recharges from Central Support for the administration, Works Department for all the maintenance tasks and service delivery, and Grounds Maintenance costs, applied.

In summary, extracting the depreciation and deferred grants (£126,672) because these are accounting requirements, the bottom line is the actual expenditure and cost of service amounted to £382,709 against a revised budget of £447,504.

A lot of the variances between the actual income/expenditure against original and revised budget are due to the uncertainties around COVID. The halls and café/bar have generated £21,500 more income than anticipated – although costs have been higher but within that budgeted. Cemetery income has been higher than predicted too.

Where possible some of the budget underspends have been rolled over into earmarked reserves for committed expenditure or to provide for a contingency towards bringing the grounds maintenance service in house.

If Members have any questions in particular please email the Town Clerk and she will respond on her return from annual leave.

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.

Proper and sound financial management is necessary as all Councillors are collectively responsible for the budget, particularly expenditure and ensuring it is expended lawfully and in line with the Council's Financial Regulations.

As Town Clerk, the Council's Proper Officer and Responsible Financial Officer it is her job to advise accordingly, in line with Financial Regulations and Statute.

When revising the budgets given the uncertainty around the pandemic at the time, prudence was applied to income generated as part of the Council's risk management.

FINANCIAL IMPLICATIONS

This report forms part of the Council's due diligence and a process in line with its Financial Regulations. The financial implications are detailed above and also in the attached appendices.

RECOMMENDATIONS

Members are invited to note the report.

Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 23rd May 2022 - Agenda Item 8

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Halls, Cemeteries & Allotments</u>										
<u>102</u>	<u>LANGDALE HALL</u>									
1050	RENT RECEIVED	20,000	20,000	20,000	20,302	20,302	0	20,302	0	0
1052	EXPENSES RECOVERED	0	304	0	217	0	0	0	0	0
1058	WATER RECOVERED	900	2,014	900	795	900	0	0	0	0
1059	ELECTRICITY RECOVER	0	7,512	0	0	0	0	0	0	0
1060	INSURANCE RECOVERED	600	598	630	575	575	0	605	0	0
Total Income		21,500	30,429	21,530	21,889	21,777	0	20,907	0	0
4012	WATER RATES	900	900	900	296	900	0	0	0	0
4015	GAS	0	-381	0	0	0	0	0	0	0
4021	TELEPHONE/FAX	160	142	160	179	0	0	0	0	0
4025	INSURANCE	600	598	630	555	555	0	605	0	0
4036	PROPERTY MAINTENANCE	1,000	1,230	1,000	690	1,000	0	1,000	0	0
4038	OTHER MAINTENANCE	1,000	370	1,000	0	1,000	0	1,000	0	0
4048	ENG.INSPEC.(VATABLE)	0	429	450	429	450	0	450	0	0
4059	OTHER PROF FEES	3,000	3,003	1,000	0	1,000	0	1,000	0	0
4491	TFR TO EARMARKED RES	0	600	0	2,000	0	0	0	0	0
4495	TFR FROM EARMARKED R	-1,500	-1,500	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	4,250	1,231	888	234	721	0	853	0	0
4890	O/S O'HEAD RCHG	781	234	160	55	139	0	174	0	0
4892	C/S STAFF RCHG	881	840	706	3,526	3,554	0	4,136	0	0
4893	C/S O'HEAD RCHG	183	218	0	1,018	1,047	0	1,148	0	0
5199	Depreciation Charge to Service	0	14,253	0	13,131	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 23rd May 2022 - Agenda Item 8

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		11,255	22,168	6,894	22,112	10,366	0	10,366	0	0
Movement to/(from) Gen Reserve		10,245	8,261	14,636	(222)	11,411		10,541		
103	<u>BARS</u>									
1000	BAR SALES - DRINK	0	1,561	8,000	15,698	12,500	0	22,500	0	0
1001	BAR SALES - FOOD	0	38	2,000	5,233	4,000	0	25,050	0	0
1002	BAR HIRE CHARGE	0	0	0	392	167	0	504	0	0
1009	CAFE SALES - HOT DRINKS	0	0	6,000	22,866	18,000	0	27,300	0	0
Total Income		0	1,599	16,000	44,189	34,667	0	75,354	0	0
3000	BAR PURCHASES - DRINK	0	1,262	4,000	7,695	7,500	0	11,500	0	0
3001	BAR PURCHASES - FOOD	0	117	1,000	3,464	2,500	0	12,525	0	0
3009	CAFE PURCHASES - HOT BEVERAGES	0	171	1,000	4,529	6,000	0	13,650	0	0
Direct Expenditure		0	1,549	6,000	15,688	16,000	0	37,675	0	0
4001	SALARIES	0	1,229	22,912	31,328	33,400	0	62,227	0	0
4002	ER'S NIC	0	251	1,673	1,892	2,500	0	5,050	0	0
4003	ER'S SUPERANN	0	551	4,972	1,681	2,000	0	6,155	0	0
4007	PROTECTIVE CLOTHING	0	0	100	92	100	0	0	0	0
4042	EQUIPMENT	0	1,710	3,450	3,399	2,750	0	3,000	0	0
4491	TFR TO EARMARKED RES	0	11,350	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	0	0	1,765	8,815	8,886	0	10,339	0	0
4893	C/S O'HEAD RCHG	0	0	0	2,546	2,619	0	2,869	0	0
Overhead Expenditure		0	15,091	34,872	49,751	52,255	0	89,640	0	0

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Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 23rd May 2022 - Agenda Item 8

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>0</u>	<u>(15,041)</u>	<u>(24,872)</u>	<u>(21,250)</u>	<u>(33,588)</u>		<u>(51,961)</u>		
104	<u>CORN EXCHANGE</u>									
1007	CORN EXCHNGE LETTING	40,000	3,503	20,000	23,625	18,000	0	35,000	0	0
1014	EVENTS INCOME	1,000	-102	1,000	829	1,000	0	2,000	0	0
1015	TEA DANCE INCOME	2,500	0	0	171	1,000	0	1,500	0	0
1016	FUNCTION REFRESHMENT	100	0	500	213	250	0	250	0	0
1049	FACILITY HIRE - EQUIP	0	0	0	8	8	0	100	0	0
Total Income		<u>43,600</u>	<u>3,401</u>	<u>21,500</u>	<u>24,846</u>	<u>20,258</u>	<u>0</u>	<u>38,850</u>	<u>0</u>	<u>0</u>
4001	SALARIES	70,619	35,455	42,949	24,998	36,000	0	57,136	0	0
4002	ER'S NIC	4,484	2,117	2,629	1,571	4,576	0	2,500	0	0
4003	ER'S SUPERANN	15,325	5,407	6,264	3,586	6,295	0	6,900	0	0
4007	PROTECTIVE CLOTHING	300	175	200	160	200	0	300	0	0
4008	TRAINING	500	25	500	150	500	0	500	0	0
4009	TRAVELLING	125	0	0	0	0	0	0	0	0
4011	RATES	4,582	0	4,665	1,134	1,260	0	4,665	0	0
4012	WATER RATES	400	435	500	300	500	0	500	0	0
4014	ELECTRICITY	5,000	4,219	5,200	4,826	5,200	0	5,200	0	0
4015	GAS	4,500	2,942	5,200	4,022	5,200	0	5,200	0	0
4016	CLEANING MATERIALS	2,310	839	2,310	1,375	2,310	0	2,310	0	0
4017	CONTRACT CLEAN/WASTE	5,500	2,481	5,500	2,539	3,000	0	3,000	0	0
4018	PHOTOCOPIER COSTS	150	123	150	89	100	0	100	0	0
4020	COPIER RENTAL	700	505	0	0	0	0	0	0	0
4021	TELEPHONE/FAX	1,200	544	600	632	660	0	700	0	0

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Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 23rd May 2022 - Agenda Item 8

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4025	INSURANCE	650	702	650	651	651	0	690	0	0
4028	I.T.	1,400	1,142	1,400	1,296	1,400	0	1,400	0	0
4030	RECRUITMENT ADVT'G	500	0	1,000	0	1,000	0	1,000	0	0
4032	PUBLICITY	6,000	4,843	4,000	228	3,000	0	3,000	0	0
4036	PROPERTY MAINTENANCE	8,000	3,920	5,000	4,677	5,000	0	8,000	0	0
4038	OTHER MAINTENANCE	4,000	2,251	4,000	3,342	4,000	0	4,000	0	0
4042	EQUIPMENT	1,500	105	750	741	1,500	0	1,500	0	0
4043	SMALL TOOLS & EQUIPT	300	98	350	194	350	0	150	0	0
4044	FUEL	25	0	0	0	0	0	0	0	0
4045	LICENCES	1,500	3,069	2,300	1,977	2,300	0	4,000	0	0
4048	ENG.INSPEC.(VATABLE)	0	290	300	290	300	0	300	0	0
4064	HEALTH & SAFETY	0	0	0	28	50	0	100	0	0
4141	EVENTS	2,500	-704	2,000	1,338	2,000	0	8,000	0	0
4142	TEA DANCE COSTS	5,850	0	0	0	1,500	0	6,000	0	0
4143	REFRESHMENT COSTS	300	7	300	0	300	0	300	0	0
4250	BAD DEBTS	0	-82	0	0	0	0	0	0	0
4400	COVID-19 EXPENDITURE	0	298	0	0	0	0	0	0	0
4491	TFR TO EARMARKED RES	10,000	42,595	10,000	15,950	0	0	0	0	0
4495	TFR FROM EARMARKED R	-3,000	-3,000	-1,700	-1,700	-1,700	0	0	0	0
4888	O/S STAFF RCHG	11,358	3,734	3,296	6,455	2,676	0	3,165	0	0
4890	O/S O'HEAD RCHG	2,086	616	595	1,466	514	0	646	0	0
4892	C/S STAFF RCHG	9,691	9,287	10,910	17,629	17,771	0	20,679	0	0
4893	C/S O'HEAD RCHG	3,290	3,906	0	5,091	5,237	0	5,738	0	0
5198	Deferred Grants Released	0	0	0	8,422	0	0	0	0	0

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		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5199	Depreciation Charge to Service	0	31,343	0	53,451	0	0	0	0	0
	Overhead Expenditure	181,645	159,688	121,818	166,906	113,650	0	157,679	0	0
	Movement to/(from) Gen Reserve	(138,045)	(156,287)	(100,318)	(142,061)	(93,392)		(118,829)		
105	<u>BURWELL HALL</u>									
1002	BAR HIRE CHARGE	0	0	0	50	50	0	150	0	0
1005	BURWELL HALL LETTING	27,000	3,061	12,000	19,004	12,000	0	18,000	0	0
1016	FUNCTION REFRESHMENT	0	0	0	387	0	0	0	0	0
	Total Income	27,000	3,061	12,000	19,441	12,050	0	18,150	0	0
4001	SALARIES	47,667	30,142	28,632	24,730	24,000	0	38,090	0	0
4002	ER'S NIC	3,027	2,214	1,753	1,751	1,650	0	3,050	0	0
4003	ER'S SUPERANN	10,344	5,865	4,176	4,143	4,200	0	4,600	0	0
4007	PROTECTIVE CLOTHING	300	0	300	0	300	0	150	0	0
4008	TRAINING	250	25	250	0	250	0	250	0	0
4009	TRAVELLING	125	0	125	0	0	0	0	0	0
4011	RATES	3,100	0	3,150	764	850	0	1,200	0	0
4012	WATER RATES	1,400	628	1,000	317	1,000	0	1,500	0	0
4014	ELECTRICITY	2,700	1,622	2,700	1,120	2,000	0	2,500	0	0
4015	GAS	3,250	2,511	4,000	3,775	4,000	0	4,000	0	0
4016	CLEANING MATERIALS	2,000	610	2,000	435	2,000	0	2,000	0	0
4017	CONTRACT CLEAN/WASTE	3,000	1,399	3,000	1,188	3,000	0	3,000	0	0
4021	TELEPHONE/FAX	800	299	300	199	300	0	300	0	0
4025	INSURANCE	350	345	365	320	320	0	340	0	0

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		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4028	I.T.	2,000	540	2,000	538	1,000	0	1,000	0	0
4030	RECRUITMENT ADVT'G	200	0	200	0	200	0	200	0	0
4032	PUBLICITY	950	48	1,850	0	750	0	1,000	0	0
4036	PROPERTY MAINTENANCE	5,000	1,069	3,000	1,084	3,000	0	5,000	0	0
4038	OTHER MAINTENANCE	2,100	1,493	2,100	2,831	2,100	0	2,100	0	0
4042	EQUIPMENT	2,000	48	1,050	725	1,500	0	1,500	0	0
4043	SMALL TOOLS & EQUIPT	100	78	100	1	0	0	0	0	0
4045	LICENCES	500	499	500	539	539	0	750	0	0
4048	ENG.INSPEC.(VATABLE)	100	143	160	143	160	0	160	0	0
4059	OTHER PROF FEES	150	0	150	6	150	0	150	0	0
4400	COVID-19 EXPENDITURE	0	21	0	0	0	0	0	0	0
4491	TFR TO EARMARKED RES	0	14,800	0	5,650	0	0	0	0	0
4495	TFR FROM EARMARKED R	-1,450	-1,450	-900	-900	-900	0	0	0	0
4888	O/S STAFF RCHG	6,319	9,443	16,518	14,274	13,412	0	15,862	0	0
4890	O/S O'HEAD RCHG	1,161	1,473	2,982	3,378	2,578	0	3,236	0	0
4892	C/S STAFF RCHG	6,872	6,594	9,039	3,588	3,554	0	4,136	0	0
4893	C/S O'HEAD RCHG	2,346	2,786	0	1,018	1,047	0	1,148	0	0
5198	Deferred Grants Released	0	-280	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	4,058	0	4,056	0	0	0	0	0
Overhead Expenditure		106,661	87,023	90,500	75,672	72,960	0	97,222	0	0
Movement to/(from) Gen Reserve		(79,661)	(83,962)	(78,500)	(56,230)	(60,910)		(79,072)		
106	<u>MADLEY PARK COMMUNITY CENTRE</u>									
1060	INSURANCE RECOVERED	375	406	430	376	376	0	400	0	0

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		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income		375	406	430	376	376	0	400	0	0
4025	INSURANCE	375	406	420	376	376	0	400	0	0
4036	PROPERTY MAINTENANCE	2,000	370	2,000	0	0	0	0	0	0
4038	OTHER MAINTENANCE	150	0	150	0	150	0	150	0	0
4048	ENG.INSPEC.(VATABLE)	0	654	700	654	700	0	700	0	0
4059	OTHER PROF FEES	1,000	0	1,300	0	0	0	1,500	0	0
4491	TFR TO EARMARKED RES	0	2,500	0	1,300	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-1,000	-1,000	-1,000	0	0	0	0
4888	O/S STAFF RCHG	1,153	0	13	0	11	0	12	0	0
4890	O/S O'HEAD RCHG	212	0	2	0	2	0	3	0	0
4892	C/S STAFF RCHG	0	0	0	643	711	0	827	0	0
4893	C/S O'HEAD RCHG	0	0	0	204	209	0	230	0	0
5198	Deferred Grants Released	0	0	0	16,189	0	0	0	0	0
5199	Depreciation Charge to Service	0	17,574	0	16,189	0	0	0	0	0
Overhead Expenditure		4,890	21,504	3,585	34,555	1,159	0	3,822	0	0
Movement to/(from) Gen Reserve		(4,515)	(21,098)	(3,155)	(34,179)	(783)		(3,422)		
301	<u>TOWER HILL CEMETERY</u>									
1050	RENT RECEIVED	11,350	11,350	11,350	11,918	11,350	0	11,350	0	0
1060	INSURANCE RECOVERED	345	205	225	190	190	0	200	0	0
1100	BURIAL FEES	3,500	8,065	3,500	6,721	4,000	0	3,500	0	0
1101	GRANT OF RIGHTS	1,500	1,035	350	1,391	1,000	0	1,000	0	0
1102	INTERMENT OF ASHES	3,500	7,466	6,000	5,438	3,500	0	3,000	0	0

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		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1105	MEMORIAL FEES	3,000	3,601	3,000	4,927	3,511	0	3,511	0	0
1106	MEMORIAL PLAQUES	250	389	500	205	0	0	500	0	0
1108	CHAPEL FEES	300	0	0	428	214	0	214	0	0
Total Income		23,745	32,110	24,925	31,217	23,765	0	23,275	0	0
4001	SALARIES	14,231	14,335	7,077	6,548	10,000	0	11,970	0	0
4002	ER'S NIC	1,369	1,373	580	560	820	0	1,200	0	0
4003	ER'S SUPERANN	3,088	3,111	1,536	1,421	2,165	0	2,600	0	0
4007	PROTECTIVE CLOTHING	100	0	100	0	100	0	100	0	0
4011	RATES	2,600	2,943	3,809	3,385	3,385	0	3,555	0	0
4012	WATER RATES	100	70	100	209	209	0	220	0	0
4014	ELECTRICITY	380	380	450	445	450	0	450	0	0
4016	CLEANING MATERIALS	30	0	30	0	30	0	30	0	0
4017	CONTRACT CLEAN/WASTE	2,560	1,360	2,560	1,605	2,560	0	2,560	0	0
4025	INSURANCE	345	205	250	190	190	0	200	0	0
4036	PROPERTY MAINTENANCE	6,000	385	6,000	2,197	6,000	0	6,000	0	0
4038	OTHER MAINTENANCE	0	1,259	0	52	0	0	0	0	0
4040	ARBORICULTURE	3,500	3,500	450	450	0	0	0	0	0
4041	EQUIPMENT HIRE	0	495	0	0	0	0	0	0	0
4042	EQUIPMENT	100	0	100	0	100	0	100	0	0
4059	OTHER PROF FEES	0	2,480	0	0	0	0	5,000	0	0
4064	HEALTH & SAFETY	0	0	0	14	50	0	100	0	0
4110	SUBSIDIZED LETTINGS	200	0	200	0	200	0	200	0	0
4350	PLAQUES PURCHASED	500	444	500	194	0	0	0	0	0
4355	MEMORIAL MAINTENANCE	2,500	430	2,500	550	2,500	0	2,500	0	0

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		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4491	TFR TO EARMARKED RES	0	7,000	0	5,500	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	0	0	-2,500	0	-7,500	0	0
4888	O/S STAFF RCHG	80,811	57,025	61,368	48,080	49,829	0	58,930	0	0
4890	O/S O'HEAD RCHG	14,845	9,512	11,080	10,438	9,577	0	12,023	0	0
4891	AGENCY SERVICES RECHARGE	37,882	32,623	35,588	38,281	39,242	0	39,671	0	0
4892	C/S STAFF RCHG	3,650	3,521	6,885	10,577	10,663	0	12,407	0	0
4893	C/S O'HEAD RCHG	1,787	2,122	0	3,055	3,142	0	3,443	0	0
5199	Depreciation Charge to Service	0	3,305	0	3,877	0	0	0	0	0
Overhead Expenditure		176,578	147,878	141,163	137,627	138,712	0	155,759	0	0
Movement to/(from) Gen Reserve		(152,833)	(115,768)	(116,238)	(106,411)	(114,947)		(132,484)		
302	<u>WINDRUSH CEMETERY</u>									
1100	BURIAL FEES	20,000	21,490	16,500	15,146	9,170	0	9,630	0	0
1101	GRANT OF RIGHTS	20,000	22,894	15,000	18,495	17,000	0	17,500	0	0
1102	INTERMENT OF ASHES	5,000	3,520	5,000	3,023	5,108	0	5,250	0	0
1105	MEMORIAL FEES	5,000	6,308	3,500	6,096	5,200	0	5,500	0	0
1106	MEMORIAL PLAQUES	100	-75	100	0	100	0	100	0	0
Total Income		50,100	54,136	40,100	42,759	36,578	0	37,980	0	0
4001	SALARIES	14,232	14,335	7,077	9,966	10,000	0	11,970	0	0
4002	ER'S NIC	1,368	1,373	580	788	820	0	1,200	0	0
4003	ER'S SUPERANN	3,088	3,111	1,536	2,163	2,165	0	2,600	0	0
4007	PROTECTIVE CLOTHING	100	0	100	0	100	0	100	0	0
4011	RATES	3,660	4,151	3,136	4,773	4,773	0	5,010	0	0

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		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4012	WATER RATES	100	80	274	161	250	0	250	0	0
4014	ELECTRICITY	1,155	2,283	1,750	1,820	1,750	0	2,000	0	0
4016	CLEANING MATERIALS	30	0	30	0	30	0	30	0	0
4017	CONTRACT CLEAN/WASTE	375	1,134	1,000	815	1,000	0	1,000	0	0
4021	TELEPHONE/FAX	200	149	200	0	200	0	250	0	0
4025	INSURANCE	120	112	125	112	112	0	120	0	0
4036	PROPERTY MAINTENANCE	2,700	613	2,000	355	2,000	0	2,000	0	0
4037	GROUNDS MAINTENANCE	100	0	100	0	100	0	1,600	0	0
4038	OTHER MAINTENANCE	770	701	1,350	1,339	1,350	0	1,350	0	0
4041	EQUIPMENT HIRE	0	848	1,000	0	1,000	0	1,000	0	0
4042	EQUIPMENT	1,500	90	1,500	1,024	1,500	0	1,500	0	0
4059	OTHER PROF FEES	0	6,680	0	3,100	6,055	0	5,000	0	0
4064	HEALTH & SAFETY	0	0	0	14	50	0	100	0	0
4350	PLAQUES PURCHASED	500	0	500	0	500	0	500	0	0
4355	MEMORIAL MAINTENANCE	2,000	0	2,000	0	2,000	0	2,000	0	0
4400	COVID-19 EXPENDITURE	0	119	0	0	0	0	0	0	0
4491	TFR TO EARMARKED RES	0	2,000	0	8,000	0	0	0	0	0
4495	TFR FROM EARMARKED R	-700	-700	0	0	-2,000	0	-2,000	0	0
4888	O/S STAFF RCHG	60,641	74,489	110,326	65,509	89,581	0	105,943	0	0
4890	O/S O'HEAD RCHG	11,140	13,971	19,920	13,698	17,217	0	21,615	0	0
4891	AGENCY SERVICES RECHARGE	13,372	11,516	12,563	13,513	14,458	0	14,616	0	0
4892	C/S STAFF RCHG	3,675	3,521	6,885	10,577	10,663	0	12,407	0	0
4893	C/S O'HEAD RCHG	1,787	2,122	0	3,055	3,142	0	3,443	0	0
5199	Depreciation Charge to Service	0	4,988	0	4,978	0	0	0	0	0

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		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		121,913	147,686	173,952	145,760	168,816	0	195,604	0	0
Movement to/(from) Gen Reserve		(71,813)	(93,550)	(133,852)	(103,001)	(132,238)		(157,624)		
303	<u>CLOSED CH'YARDS ST MARYS/HOLY</u>									
1060	INSURANCE RECOVERED	0	0	0	-1,108	4,144	0	0	0	0
1085	INSURANCE CLAIMS RECEIVED	0	5,252	0	0	-5,252	0	0	0	0
Total Income		0	5,252	0	-1,108	-1,108	0	0	0	0
4036	PROPERTY MAINTENANCE	18,983	8,404	25,150	157	25,150	0	11,000	0	0
4040	ARBORICULTURE	8,000	7,000	1,000	0	1,000	0	1,000	0	0
4059	OTHER PROF FEES	2,017	4,007	2,500	0	2,500	0	2,500	0	0
4491	TFR TO EARMARKED RES	0	16,150	0	28,500	0	0	0	0	0
4495	TFR FROM EARMARKED R	-10,000	-10,000	-16,150	-16,150	-16,150	0	-10,000	0	0
Overhead Expenditure		19,000	25,561	12,500	12,507	12,500	0	4,500	0	0
Movement to/(from) Gen Reserve		(19,000)	(20,309)	(12,500)	(13,615)	(13,608)		(4,500)		
305	<u>ALLOTMENTS</u>									
1052	EXPENSES RECOVERED	0	0	0	142	142	0	0	0	0
Total Income		0	0	0	142	142	0	0	0	0
4013	RENT PAID	5	5	5	5	5	0	0	0	0
4036	PROPERTY MAINTENANCE	0	0	500	622	536	0	500	0	0
4037	GROUNDS MAINTENANCE	500	0	500	329	500	0	500	0	0
4888	O/S STAFF RCHG	4,624	727	999	15,346	811	0	959	0	0

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4890	O/S O'HEAD RCHG	849	91	180	3,355	156	0	196	0	0
4891	AGENCY SERVICES RECHARGE	3,077	2,650	2,891	3,110	4,131	0	4,176	0	0
4892	C/S STAFF RCHG	881	840	706	2,644	2,666	0	3,102	0	0
4893	C/S O'HEAD RCHG	183	218	0	764	786	0	861	0	0
5198	Deferred Grants Released	0	0	0	2,715	0	0	0	0	0
5199	Depreciation Charge to Service	0	3,525	0	3,664	0	0	0	0	0
Overhead Expenditure		10,119	8,056	5,781	32,555	9,591	0	10,294	0	0
Movement to/(from) Gen Reserve		(10,119)	(8,056)	(5,781)	(32,413)	(9,449)		(10,294)		
Halls, Cemeteries & Allotments - Income		166,320	130,394	136,485	183,751	148,505	0	214,916	0	0
Expenditure		632,061	636,204	597,065	693,132	596,009	0	762,561	0	0
Movement to/(from) Gen Reserve		(465,741)	(505,810)	(460,580)	(509,381)	(447,504)		(547,645)		
Total Budget Income		166,320	130,394	136,485	183,751	148,505	0	214,916	0	0
Expenditure		632,061	636,204	597,065	693,132	596,009	0	762,561	0	0
Movement to/(from) Gen Reserve		(465,741)	(505,810)	(460,580)	(509,381)	(447,504)		(547,645)		

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 23 May 2022

Title: Burwell Hall - Heating System

Contact Officer: Project Officer - Nicky Cayley

Background

Officers were tasked with looking into a replacement for the existing boiler at Burwell Hall, which is now at the end of its life as replacement parts are not available.

In line with the Council's declaration of a climate emergency and aspiration to achieve carbon neutrality by 2028, a feasibility study into green energy options was commissioned from the non-profit making organisation, ESOx.

Current Situation

The feasibility study is attached to the report for members information. It is clear that in the short term there are some practical and relatively inexpensive steps that could be taken to improve energy usage at Burwell Hall – such as better insulation and better timing of the heating and hot water system.

Members should note the Parks & Recreation Committee appointed Ridge & Partners to undertake a feasibility study for an extension to the Changing Rooms at Burwell Hall at its meeting on 16th May. The two projects will run in conjunction.

Ground Source

In terms of a replacement heating and hot water system, the feasibility study from ESOx recommends the option of a Ground Source Heat Pump.

A ground source heat pump system harnesses the natural heat from underground. Thermal transfer fluid (TTF), a mixture of water and antifreeze flows around a loop of pipe, buried in outdoor space. This loop can either be a long or coiled pipe buried in trenches, or a long loop (called a 'probe') inserted into a borehole. The heat pump increases the temperature, and the heat is used to provide hot water and heating. It needs electricity to run but the idea is that it uses less electrical energy than the heat it produces. The pump is essentially performing the same role as a boiler but uses the ambient heat from the ground rather than burning gas.

With the decarbonisation of the grid, and the fact that the Council's electricity comes from 100% renewable sources (wind, solar, biomass and hydro), a ground source heat pump would be an environmentally sound choice. The Project Officer has obtained a quote for this as attached.

Members should note that this option would be disruptive in terms of hall usage as new radiators would be required throughout the building. If additional changing rooms are added on to the building, the ground source heat pump would be adequate for the additional water and heating requirements.

A Ground source heat pump will need annual servicing and can be expected to last for 25 or 30 years.

The Burwell Hall site is unique in the Council's estate as it is ideal for the siting of a ground source heat pump as it is surrounded by green space.

Air Source

The ESOx report also details an Air Source Heat pump as an option, but Officers have serious reservations about this option. Burwell Hall does suffer vandalism, with people climbing onto the roof and causing damage to the tiles. If an air source unit was mounted on the rear of the hall it would seem very vulnerable to being damaged. The Council would also require planning permission for this option as the hall is not residential. The other negative for air source is that whereas the ground temperature for a ground source pump remains the same year-round (around 10° c), the air temperature can fluctuate significantly in the UK. When it's cold outside the pump has to work significantly harder, meaning it is less energy efficient. A quote has been obtained for the Committee's information.

Fuel Cell CHP Boiler

An option not listed in the ESOx feasibility study is a Fuel Cell CHP boiler. Officers have researched this option further as it is fairly new to the market in the UK. Fuel cell CHP technology generates electricity by taking energy from fuel at a chemical level rather than burning it. It uses a steam reformer to convert methane in the gas supply into carbon dioxide and hydrogen. The hydrogen then reacts with oxygen in the fuel cell to produce electricity. The waste heat in the process is used to heat water. There is no requirement to change the radiators in the hall with this option, so it is significantly less expensive and intrusive. The installation would take around 5 days. The installer has also confirmed that it would be suitable to provide required heat and hot water to any changing room extension. It would reduce the Council's carbon footprint, particularly as the Council's gas supply is 100% green gas, created from waste via anaerobic digestion. The life span of the boiler is around 10 years and would need yearly servicing from the manufacturer. A quote is attached for members' information.

Additional options

In addition to replacing the existing boiler, the Council should consider implementing some easy low costs initiatives such as better insulation to the ceiling, and better scheduling of the heating and hot water provision as detailed in the ESOx report. The heating and hot water should not be running at full capacity when the hall is empty.

Solar panels could be added at a later stage to generate electricity but, like the air source, run the risk of vandalism at Burwell Hall.

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.

All of the options given in this report will improve the Council's carbon footprint. Better use of timed heating and hot water will also reduce energy use.

Attached to this report is a Carbon Reduction Recommendations Report (provided at no cost to the Council via ESOx). Page 2 details the opportunities for Carbon reduction in Burwell Hall. The Fuel Cell CHP Boiler is not included in this as it is not something that ESOx deals with.

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.

The risk associated with this project is that if the existing boiler should fail before a new system has been chosen and implemented, the building would have no heat or hot water. There is no indication of this happening at the moment of writing.

Officers have ensured that when a changing room extension goes ahead, the new systems suggested will be able to provide the heat and electricity required. This has been based on a "mirror image" of the existing provision.

Financial implications

The financial implications are as follows:-

- The Council holds an EMR (372) of £30,000 towards this project
- Within the 2022/23 budget, the Council holds a further £20,000 for energy efficiency improvements in its buildings (4918/800)
- Ground Source Heat Pump - £49, 985.96 (no requirement to add VAT)
- Fuel Cell CHP Boiler - £18, 100.00 (no requirement to add VAT)

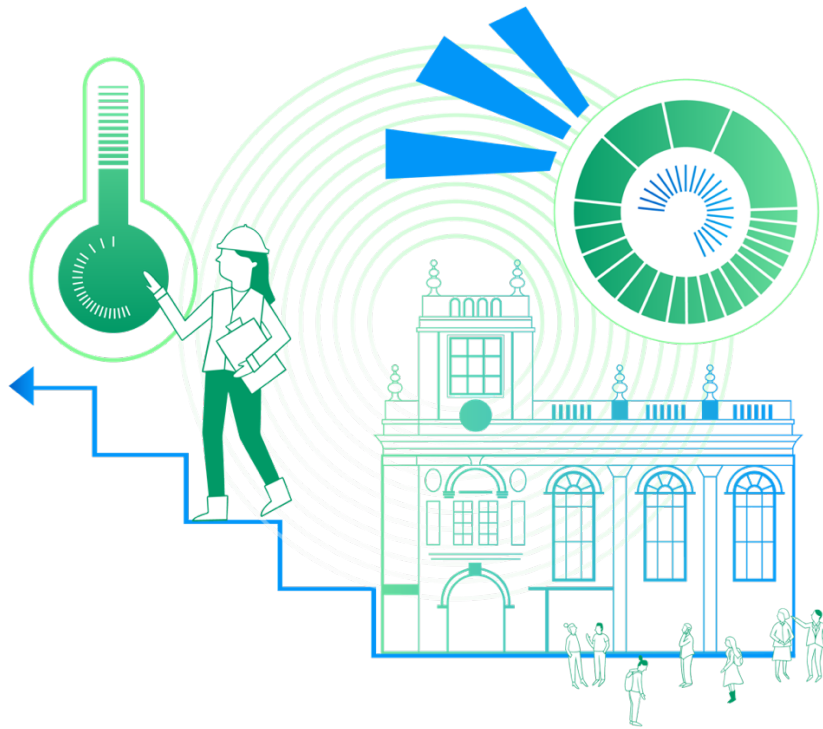
It appears that the Council would be eligible to apply for funding from the FCC Communities Foundation (formerly WREN) as it is within 10 miles of a landfill site (Dix Pit in Standlake) – however this does require third party funding (page 5 in the Carbon Reduction Recommendations Report).

The Salix Phase 3 Public Sector Low Carbon Skills Fund is also due to reopen this year but there are no details available on what this may cover as yet (page 5 in the Carbon Reduction Recommendations Report).

Recommendations

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

1. Which option the Council prefers – Ground Source Heat Pump or Fuel Cell CHP Boiler
2. If the Ground Source Heat Pump is the preferred option, the current budget will not cover the costs and currently there are no grant schemes open for energy improvements. Members could choose to defer the installation and budget the additional funding for 2023/24.
3. If the Fuel Cell CHP boiler is the preferred option, would the Committee like to progress this project or await the planned feasibility study for the changing room extension?



Energy Solutions Oxfordshire **Feasibility Report**

Burwell Hall

Introducing this Feasibility Report

This Feasibility Report has been produced using the information gathered during our virtual visit to your premises. It contains our findings on your existing energy usage, as well as our expert recommendations to improve the energy efficiency of your premises based on the preferences you have expressed to us – reducing the cost of your energy bills, and the carbon emissions your organisation is responsible for.

Company name: Burwell Hall
Contact name: Nicky Cooley
Postcode: OX28 5NP
Total site area: 354m²
Energy use source: Electricity & gas
Main heat source: Yes

Next steps

1. Read and review the suggested improvements in this report.
2. We will call you within the next week to make sure you understand the information in this report, answer any questions you have, and discuss moving forward to the implementation phase.

Our energy recommendations – at a glimpse

The energy reduction recommendations that we have for your organisation are outlined in a snapshot in the table below, and in more detail on the pages to follow.

Type	Recommendation	Annual savings	Cost range
Heating Option A	1. Ground source heat pump	£1,683	£20,000 to £35,000
Heating Option B	2. Air source heat pump (air to water)	£1,170	£15,000 to £20,000
Hot water	3. Timers for hot water heaters	£99	£500 to £700
Heating	4. Zone heating in changing rooms	£548	£600 to £800
Lighting	5. Replace lights with LEDs	£67	£400 to £500
Renewables	6. Solar PV panels	£631	£10,000 to £12,000
Insulation	7. Ceiling insulation	£242	£10,000 to £15,000
Management	8. Additional low & no-cost measures	£322	£0

Please note that the cost ranges and savings are estimated figures. These can be refined based on actual quotations from contractors if you choose to go ahead and continue working with us. Savings also depend on what heating option is chosen and timing of other measures.

ESOX can offer further services. Our fees for each will depend on the measures to be progressed and other details, and can be provided on request.

Bid writing support for funding

There are several funds that Witney Town Council can potentially apply for to progress measures in Burwell Hall. We offer support writing applications and completing technical details.

Implementation support

When funding for measures is secured, ESOX would draft specification letters and invite multiple contractors in our network to provide competitive quotes measures at Burwell hall you would like to progress. We would arrange and conduct contractor site visits for each measure, scheduling and liaising with you. We would collect, validate, and analyse quotes, advising on the benefits and concerns of each.

Installation support

Once contractors are chosen, we can manage the installation of measures, being the main point of contact, scheduling contractors, collecting key documents, and advising you on issues arising. This service also includes verifying completion and performance of measures installed and validating savings over a 12 month period.

Potential savings from the recommendations

Based on the findings from our visit to your premises and information subsequently provided, we are recommending energy efficiency measures which would reduce your kWh usage by:

95%

reduction in energy usage

This would represent the following cost savings for your organisation:

£33,729

total avoided energy costs over 10 years

This is an estimate based on installing a ground source heat pump and other recommendations, which will be further refined based on actual quotes from contractors if you choose to go ahead to the next stage of implementation.

£9,175 - No action

Your annual energy cost in 10 years' time with no action



£4,834 - Implementing all recommendations

Your annual energy cost in 10 years' time if you make improvements

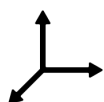
47%

Your current energy profile

Based on information provided, your existing energy consumption is as follows - including annual kWh consumption, annual costs, and energy tariffs.

	4.13p (gas)	15.19p (electricity)	
			Totals
Annual energy expenditure (excluding VAT)	£3,423	£1,737	£5,160
Annual kilowatt hours of energy consumption	77,906 kWh	10,130 kWh	88,036 kWh
Annual tonnes of carbon equivalent	14.27 t CO ₂ e	2.15 t CO ₂ e	16.42 t CO ₂ e

How your annual energy is used



Units of floor area

354 total m ²	£14.58 per m ²	248.69 kWh per m ²	46.38 kg CO ₂ e per m ²
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Measure 1: Heating Option A - Ground source heat pump

Installing a ground source heat pump (GSHP) system would result in the following savings from



avoided energy:

£1,683

per year on energy bills,
based on your current
energy tariff

67,778 kWh

per year of energy

12.12 tonnes

per year of carbon
dioxide equivalent

We estimate a budget between **£20,000 and £35,000** for this measure with an additional service fee if you choose to progress this with support from Energy Solutions Oxfordshire.

Rationale and description

The hall is currently heated by a gas fired boiler. A ground source heat pump system (GSHP) provides the opportunity to heat using a renewable resource of energy whilst reducing your carbon footprint.

How energy use will be avoided

GSHPs run on electricity but produce heat very efficiently, this means that if you put 1kW of electricity into the system you will get more than 1kW of heat energy out; this ratio is called Coefficient of Performance (CoP). Typically a ground source heat pump has a maximum CoP of 4, meaning for 1kW of electricity you will get 4 kW of heat. The actual ratio of 'electricity in' to 'heat out' will change over the course of the year.

Other considerations

Your current Potterton Kingfisher cf150 boiler was no longer manufactured after 1998 and therefore is at least 23 year old. It is a non-condensing boiler with an efficiency rating of 65% and is therefore an inefficient and carbon intensive method of heating the building. In comparison with a heat pump system, for every 1kW of gas into the current heating system you will only get 650W of heat out (at 65% efficiency). The most efficient gas boilers operate at an efficiency rating of around 92 to 94%.

In addition, this building is currently heated when not in use. It is estimated that heating requirements could be reduced by 20% by programming the building to match occupancy. This reduction has been taken into account in savings calculations.

The replacement of the boiler with a GSHP will eliminate the need for gas in the building and make further savings through reduced boiler maintenance. However, the new GSHP will add approximately 10,000 kWh of electricity use or £1,519 per year. This can be reduced by investing in solar PV panels (see measure 6).

A GSHP system has both a heat pump and sub-surface pipework. GSHP pipework can be installed in 1.2 metre trenches about 1 metre down and can either be installed as straight pipes or coiled pipework, depending on a specialist survey. Pipework could be installed in the fields behind the hall and re-covered with grass. This work may also provide the opportunity to improve the drainage in the field.

Read more about GSHPs here:

<https://www.thegreenage.co.uk/tech/ground-source-heat-pumps/>

<https://www.isoenergy.co.uk/ground-source-heat-pump>

Measure 2: Heating Option B - Air source heat pump (air to water)

Installing an air source heat pump system would result in the following savings from avoided



energy:

£1,170

per year on energy bills,
based on your current
energy tariff

64,402 kWh

per year of energy

11.40 tonnes

per year of carbon
dioxide equivalent

We estimate a budget between **£15,000 and £20,000** for this measure with an additional service fee if you choose to progress this with support from Energy Solutions Oxfordshire.

Rationale and description

The site is currently heated by a gas-fired boiler. An air source heat pump system (ASHP) provides the opportunity to heat using a renewable resource of energy whilst reducing your carbon footprint from the heating system.

How energy use will be avoided

ASHPs run on electricity but produce heat very efficiently, this means that if you put 1kW of electricity into the system you will get more than 1kW of heat energy out; this ratio is called Coefficient of Performance (CoP). Typically an air source heat pump has a maximum CoP of 3, meaning for 1kW of electricity you will get 3 kW of heat. The actual ratio of 'electricity in' to 'heat out' will change over the course of the year.

Other considerations

As detailed in measure 1 on page 6, your current boiler is at least 23 year old and only 65% efficiency. An ASHP would eliminate the need for gas in the building and make further savings through reduced boiler maintenance. However, the new ASHP will add approximately 13,500

kWh of electricity use or £2,050 per year. This can be reduced by investing in solar PV panels (see measure 6).

In addition, this building is currently heated when not in use. It is estimated that heating requirements could be reduced by 20% by programming the building to match occupancy. This reduction has been taken into account in savings calculations.

An air source heat pump (ASHP), usually placed outside at the side or back of a property, boosts heat from the air and transfers this to a heating system, reducing overall energy used. ASHPs are compatible with radiators, under floor heating systems or even warm air convectors and hot water. As the heat produced by an ASHP is less hot (50 to 60°C) than that from a conventional boiler (75 to 80°C) a specialist supplier will need to specify radiator sizes for your hall.

For further reading see:

<https://www.greenmatch.co.uk/heat-pump/air-to-water-heat-pump>

Measure 3: Timers for hot water heaters



Changing the programme settings for your two 182 litre hot water tanks to coincide with Saturday football matches would result in the following savings from avoided energy use:

£99

per year on energy bills,
based on your current
energy tariff

3,379 kWh

per year of energy

0.61 tonnes

per year of carbon
dioxide equivalent

We estimate a budget between **£500 and £600** for this measure with an additional service fee if you choose to progress this with support from Energy Solutions Oxfordshire.

Rationale and description

The gas heated hot water tanks are programmed to be heating 364 litres of water continuously. This quantity of water is only required for showers after Saturday football matches in the football season. Programming the hot water to switch on only for these matches will reduce wasted energy. Programming them to turn on 2 to 3 hours prior to when hot water is needed should be sufficient to heat the water and also satisfy Legionella prevention measures for hot water.

How energy use will be avoided

Water tanks, while insulated, continually lose heat. Reducing the time that the tanks are standing hot will save energy.

Other considerations

By switching off the hot water tanks during the week you will no longer have hot water available in the kitchen or toilets. Hot water could be provided by installing a 15 litre under sink hot water heater in the kitchen and to serve the toilets. These can be fitted with timers to turn them off at night. Whilst these heaters use some electricity, as they are low energy, and rarely used, costs and energy use will be reduced.

If under-sink hot water tanks are installed a plumber will need to disconnect kitchen and toilet pipework to the current large hot water tanks to avoid two sources of hot water to these sinks.

Savings for this recommendation are based on your current heating system. The savings will change if a heat pump is installed, which could also provide hot water. We will be happy to recalculate savings based on heating your hot water with a heat pump if required.

Measure 4: Zone heating in changing rooms



Creating a separate heating zone for the changing rooms would result in the following savings from avoided energy use:

£548

per year on energy bills,
based on your current
energy tariff

13,244 kWh

per year of energy

2.43 tonnes

per year of carbon
dioxide equivalent

We estimate a budget between **£600 and £800** for this measure with an additional service fee if you choose to progress this with support from Energy Solutions Oxfordshire.

Rationale and description

The heating zone that includes the reception area, toilets, kitchen and meeting room also includes the radiators in the changing rooms and changing room toilets. The changing rooms are only used once a week on a Saturday, however the space is heated every day in line with the other radiators. Zoning the changing room radiators will allow them to be set to a different heating schedule to the remainder of the building.

How energy use will be avoided

Programming the changing room and changing room toilets to be at a frost setting for all but a few hours on a match Saturday will reduce wasted heat and therefore energy use.

Other considerations

An alternative to zoning is to instruct the caretaker to turn the thermostatic radiators valves on the radiators down to low and back up again before match days. However this is time consuming and may be forgotten.

Savings for this recommendation are based on your current heating system. The savings will change if a heat pump is installed, which uses less energy to heat your building.

Measure 5: Replace lights with LEDs



Replacing your existing light fixtures with energy efficient LED lighting panels and round LED fixtures would result in the following savings from avoided energy use:

£67

per year on energy bills,
based on your current
energy tariff

439 kWh

per year of energy

0.09 tonnes

per year of carbon
dioxide equivalent

We estimate a budget between **£400 and £500** for this measure with an additional service fee if you choose to progress this with support from Energy Solutions Oxfordshire.

Rationale and description

LED lights are more energy efficient using less energy than current fluorescent tubes and compact fluorescent lights (CFLs). Whilst most of your lighting has already been changed to LED, the changing room area is still lit by CFL lighting. Lighting can be upgraded to LEDs that use 50% to 80% less energy and last at least four times longer, reducing maintenance costs. The addition of lighting controls beyond on / off switches, such as absence detectors, will save more energy.

How energy use will be avoided

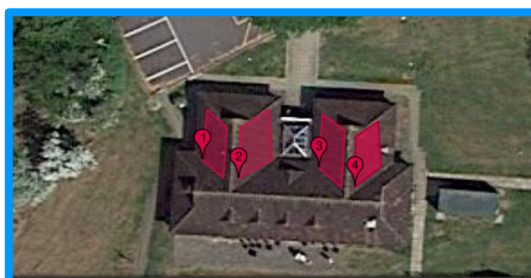
Lights use electricity over time. Each LED will require less energy than the non-LED light replaced; savings are based on the difference in energy between LEDs and the original lights. LEDs last longer reducing maintenance and replacement costs.

Lighting controls will reduce energy use further by turning the lights off when they are not required. This has been identified as a problem in the changing rooms where lights can be left on throughout the week if left on in error on a Saturday.

Other considerations

Contractors will review lights and consider other light characteristics such as angle and 'colour temperature', which alters the tone of the lighting, before providing a quote. Contractors may also recommend alternative lighting options following a site visit.

Measure 6: Solar PV panels



Installing solar PV panels on the rooftop of your premises would result in the following savings from avoided energy use through generating your own energy and income from the Smart Export Guarantee:

£631

per year on energy bills,
based on your current
energy tariff

3,900 kWh

per year of energy

0.71 tonnes

per year of carbon
dioxide equivalent

We estimate a budget between **£10,000 and £12,000** for this measure with an additional service fee if you choose to progress this with support from Energy Solutions Oxfordshire.

Rationale and description

There is sufficient space to install solar PV panels on east and west facing roof of your building to generate electricity from sunlight. In addition to installing an array of solar PV panels on the roof, an inverter is installed indoors to make the electricity compatible with your building's electricity demand. The system includes a meter to record how much electricity is generated and how much is exported to the national grid when not used immediately on site. The solar PV system operates so that generated electricity is used to meet on site demand; any surplus is exported.

How energy use will be avoided

Electricity generated by sunlight and used on site will replace electricity drawn from the National Grid. While the sun shines every day, the amount generated is affected by temperature and cloud cover; weather data is used to estimate performance.

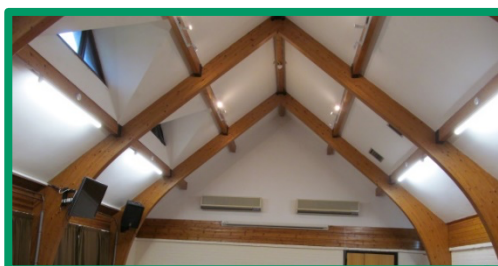
In order to maximise the financial benefit of solar panels most of the generated electricity needs to be used on site rather than exported. For every kWh generated from solar panels that you use on site you will save 15.19p (the day time electricity rate from your supplier). For solar electricity exported back to the National Grid you will receive a maximum of approximately 3.5p per kWh from the Smart Export Guarantee, paid through your electricity supplier.

Other considerations

Based on a desk-top review of your roof and taking into account your concern over possible vandalism if solar was installed on the south facing roof facing the park, we estimate that you could install a 6.5kW solar array generating an estimated 5,200 kWh of electricity per year. We would anticipate 75% or 3,900 kWh of this generation will be used on site with the remainder exported when the hall is not in use.

If the town council's policy is to maximise carbon reduction, we recommend that you make full use of the roof space you have available to install the maximum number of panels the roof will allow, which may include some of the south facing roof also. Some of the electricity would be used on site and some exported, reducing the National Grid's dependence on fossil fuels.

Measure 7: Ceiling insulation



Installing insulation below the ceiling in your main hall would result in the following savings from avoided energy use through retaining heat in your building:

£242

per year on energy bills,
based on your current
energy tariff

5,843 kWh

per year of energy

1.07 tonnes

per year of carbon
dioxide equivalent

We estimate a budget between **£10,000 and £15,000** for this measure with an additional service fee if you choose to progress this with support from Energy Solutions Oxfordshire.

Rationale and description

The ceiling in the main hall is only insulated to 1980s building standards when the building was built. Adding insulation below this ceiling will minimize heat losses in winter, reduce heat gains in summer, improve comfort levels for users and reduce annual energy bills by reducing heating requirements.

How energy use will be avoided

Up to 25% of heat loss from a building is through an uninsulated roof. Increasing roof insulation levels will reduce the cost of heating by retaining the heat in the building for longer.

Other considerations

Internal ceiling insulation is normally installed using insulation board that is cut to fit between the rafters and plastered and painted over.

This measure will require scaffolding and therefore should be scheduled for a period when the hall is closed or less busy.

Savings for this recommendation are based on your current heating system. The savings will change if a heat pump is installed, which uses less energy to heat your building. We will be happy to recalculate savings on this basis if required.

Measure 8: Additional low & no-cost measures

Taking action on low or no-cost actions identified below would result in the following savings from avoided energy use:

£322

per year on energy bills,
based on your current
energy tariff

7,791 kWh

per year of energy

1.43 tonnes

per year of carbon
dioxide equivalent

There is no cost to these measures apart from staff time.

Rationale and description

Ensuring that the building in run as efficiently as possible with energy reduction in mind can reduce carbon and costs whilst retaining a comfortable environment for users. Consider the following actions:

1) Repair the thermostat / check the programmer - During the site visit the thermostat that controls the heating for all areas apart from the main hall was set to 10°C however the temperature in the building was considerably hotter than that - all the radiators were still on. This suggests that the thermostat is not controlling the temperature and the boiler is providing heat to the radiators only based on the scheduled heating times that are set to twice a day. Additionally, the controller (see image) was showing that the heating was not on (absence of red light) however the radiators were still very hot. This may be because the timer had just switched them off. We recommend that a heating engineer reviews these controls, carries out repairs if required and provides clear instructions.



2) Set heating time to match usage - There were no bookings in the building for the morning of the assessment visit however the heating was on, presumably on the 'twice a day' setting. Matching heating times to building usage, reducing the heating to a low setting such as 10 to 12°C between bookings, will reduce energy use.

3) Make use of the ventilation system in the main hall - The ventilation system was not in use and little is known about what this can provide, however using it may be a lower carbon / cost solution than using the air-conditioning in the hall in summer. Review the ventilation system with an HVAC contractor to identify how the use of this system can reduce energy use.



4) Turn off the kitchen hot water boiler when not in use - The hot water boiler is switched on at all times for very little use. Either turn the hot water boiler on in advance of requirement or instruct users to turn it on as required.

5) Take and report gas meter readings - Gas meter readings used by your gas supplier to calculate your bills in 2019 (the data supplied) are based on estimated readings. Reading the meter monthly and reporting the reading to the gas supplier will allow accurate billing and improve understanding of how gas is used throughout the year.

How energy use will be avoided

Energy use will be avoided through stricter control of heating and cooling systems and improved understanding of how energy is used in the building.

Other considerations

Compiling a file of how the heating and cooling systems work in the building and retaining this information for handover to future building managers will ensure that the building continues to operate efficiently through staff changes.

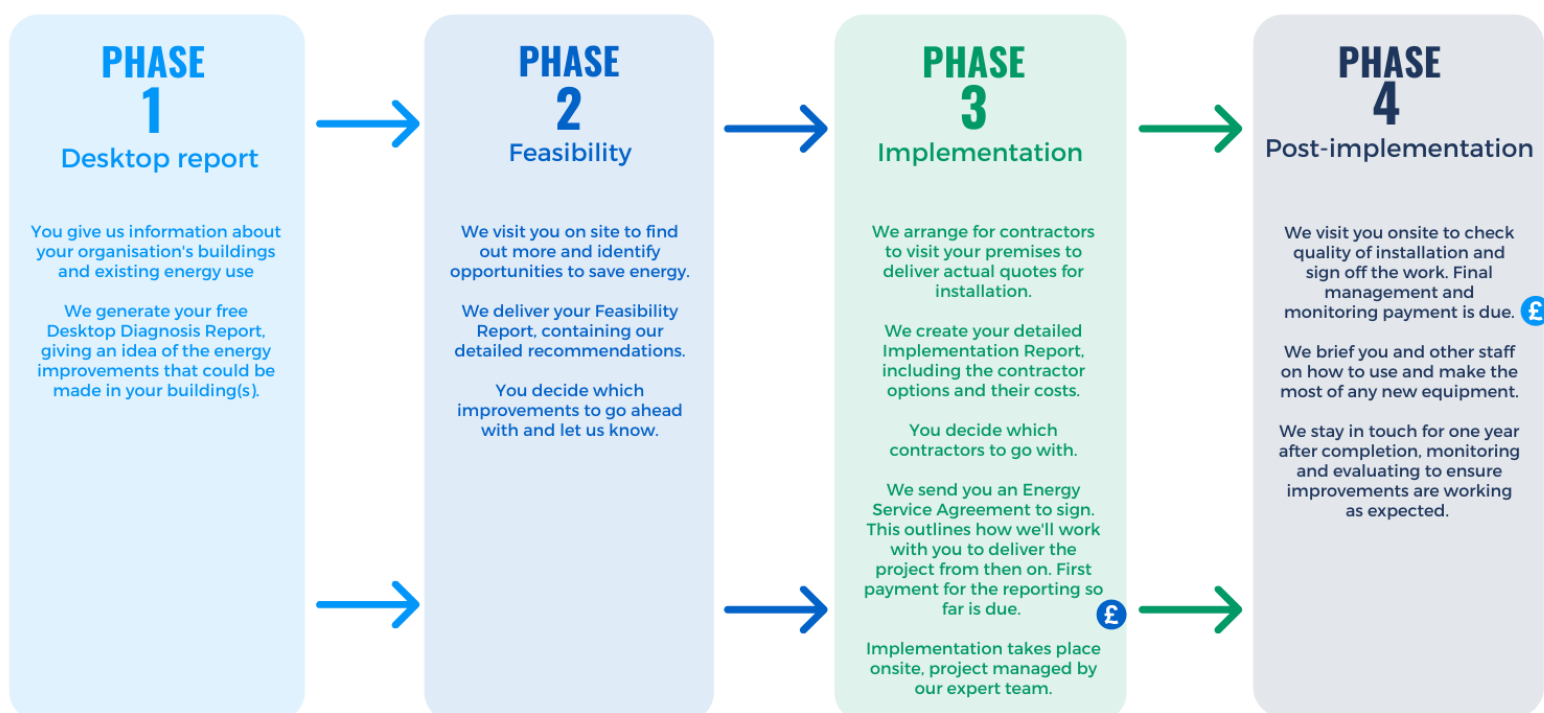
Next steps

The next steps for your energy improvement project are as follows:

- You read and review the information and recommendations in this Feasibility Report.
- Our Business Development Manager, Richard Dorey, will call you within the next week to discuss the report – ensuring you understand the information given, answer any questions you may have, and discuss which recommendations you'd like to proceed with.
- You decide which recommendations you'd like to move forward with. You may be ready to do this during the call with Richard, or you may need to discuss this with other members of your team – in this case Richard will follow up with you afterwards.

An overview of the full Energy Solutions Oxfordshire process is below. You are currently part-way through the second phase – Feasibility.

An overview of the ESOx process



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Carbon Reduction Recommendations Report

for

Witney Town Council

May 2022

CRF UK investment support for Burwell Hall



The ESOx project is funded by the UK Government through the [UK Community Renewal Fund](#), managed within Oxfordshire by Oxfordshire County Council, and with thanks to the Secretary of State for Levelling Up, Housing and Communities.



UK Government



Supported by
**OXFORDSHIRE
COUNTY COUNCIL**

INVESTMENT SUPPORT OVERVIEW

The aim of this report is to summarise the investment advice provided to help Burwell Hall to secure finance and install carbon reduction measures. All recommendations in this report are based on a site visit to the Hall in Jan 2022 and information obtained through conversations with the Project Officer.

Client details

Organisation name	Witney Town Council	Thorney Leys, Witney OX28 5NP
Date of support	May 2022	Main contact: Project Officer

Summary of energy savings measures needing investment

Below is a summary of the measures that require investment. Costs and savings have been estimated using information provided.

Opportunity	Savings (kWh / yr)	Savings (£ / yr)	Cost (£)	Carbon Impact (tCO ₂ e / yr)
Heating - Ground source heat pump	67,778	£1,683	£49,986	12.12
Heating - Air source heat pump	64,402	£1,170	£33,853	11.40
Hot water - Changing timing of hot water heaters	3,379	£99	£500 to £700	0.61
Heating - Zone heating in changing rooms	13,244	£548	£600 to £800	2.43
Lighting - Upgrade to LEDs	439	£67	£400 to £600	0.09
Renewables - Solar PV panels	3,900	£631	£10,000 to £12,000	0.83
Insulation - Ceiling insulation	5,843	£242	£10,000 to £15,000	1.07
TOTAL	91,207 - 94,583 kWh/yr	£2,757 - £3,270/yr	£55,353 - £79,086	16.43 -17.15 tCO₂e / yr

Contextual details

The Town Council was provided with an energy assessment report for the Hall in January 2022. The measures are yet to be implemented and the Town Council applied for CRF UK support for suggestions of suitable grant funding opportunities for these measures, particularly the ground source heat pump.

Recommended investment actions

Below is a summary of the recommended actions to secure investment. Pages 3 to 6 provide details.

1. Obtain at least one quote, but preferably two or three, for the remaining measures being considered. A quote has already been received for the ground source heat pump and air source heat pump.
2. Investigate grant funding opportunities.
3. Prepare and submit your grant funding applications.

4. Consider further investment actions as needed.

INVESTMENT RECOMMENDATIONS

1. Obtain quotes from qualified contractors

We recommend the following actions that will lead to both reduced energy costs and improved comfort for users of the building.

- Install a ground source or air source heat pump to reduce the carbon impact of the building.
- Zone heating for changing rooms and reduce heating times on hot water heaters - Consult plumbers who can provide quotations for installing zoning to this area which is only used once a week.
- Upgrade to LED lighting - Consult lighting contractors about LED replacement lights and absence sensors.
- Install Solar PV panels - The Low Carbon Hub use the following solar installers for their own large non-domestic projects:
 - Joju Solar - <https://www.jojuSolar.co.uk/>
 - R-ECO - <https://www.r-eco.coop/>
 - Noble Green Energy - <https://noblegreenenergy.co.uk/>
 - Darke & Taylor (solar division) - https://darkeandtaylor.co.uk/disciplines_specialisms/energy-solutions/
 - Power Sun - <https://www.powersun.ltd.uk/carbon-zero-services/>
- Consider ceiling insulation - Kirtlington Village Hall installed ceiling board insulation to the interior of the roof of their main hall. You could contact their Chair, Jo Richardson, to find out who carried out this work - chair@kirtlingtonvillagehall.co.uk. Begbroke Village Hall had the following contractor carry out loft insulation work before Christmas - Phillip Skipp, All Seasons Property Services admin@allseasonsweb.co.uk (01604 389 007). This was glass fibre insulation, but this company may also install rigid insulation.

Actions

- Contact general builders or specialist installers to provide an itemised quote covering the above measures.
- Obtain at least one alternative quote from another provider as a comparison.
- Select a contractor to carry out the work.

INVESTMENT RECOMMENDATIONS

2. Investigate grant funding opportunities

There are two grant funding opportunity for Burwell hall:

FCC Communities Foundation

<https://fcccommunitiesfoundation.org.uk/>

Burwell Hall is within 10 miles of a landfill site, so the Council can apply for an FCC grant of between £2,000 - £100,000, which will support community projects. Town Councils are specifically mentioned as eligible.

Salix Phase 3 Public Sector Low Carbon Skills Fund

Notification has just come out of a webinar on 24th May sharing details of Phase 3 of this fund. The webinar link is here:

https://www.eventbrite.co.uk/e/phase-3-public-sector-low-carbon-skills-fund-webinar-tickets-339827231397?aff=ebemoffollowpublishemail&utm_term=Phase+3+Public+Sector+Low+Carbon+Skills+Fund&utm_medium=email&utm_content=follow_notification&utm_source=eventbrite&utm_campaign=following_published_event

No details have yet been published on what technologies this Fund will cover in Phase 3 however, for reference, here is the guidance on Phase 2 of this programme which is now closed. There is no guarantee that Phase 3 will cover the same technologies and Salix funds are generally oversubscribed.

https://www.salixfinance.co.uk/sites/default/files/Phase_2_LCSF_HDP_Guidance.pdf

Actions

- Review the eligibility details for the above funds.
- Note any deadlines and keep in mind some funds are limited and prone to closing without warning.

INVESTMENT RECOMMENDATIONS

3. Prepare and submit your grant funding applications

When the grant funding opportunity has been reviewed, plan your application by collecting relevant information prior to submission. Ideally plan timing of this stage to include any approvals within your organisation as well as someone to act as a proof-reader.

If you have previously applied to these funds unsuccessfully, ensure any feedback is reviewed and incorporated into a new application. Some grant funds will have a 'frequently asked questions section' and a helpline where any questions can be asked.

Finally, if there is insufficient time or expertise within your organisation, consider paying an experienced consultant to prepare the funding application.

We can provide further support by reviewing the application and providing feedback.

Actions

- Plan your submission for grant funding.
- Create a schedule for completing the application, considering collection of information and any approvals required.
- Write the application and ensure the text is edited.
- Contact us if you would like support in reviewing your grant funding application(s) or support finding a consultant to write the bid.

INVESTMENT RECOMMENDATIONS

4. Consider further investment actions

There are a few further actions that you may consider to support the installation of carbon reduction measures at the hall, these include:

Local fundraising activities

Funding can be raised locally through activities such as raffles or events. Crowdfunding solutions can be set up where locals donate towards project outcomes. We can provide further advice on this, if of interest.

Loan finance

If grant applications are not successful Energy Solutions Oxfordshire can help you to identify loan finance providers for energy reduction and generation activities. See

<https://www.energysolutionsoxfordshire.org/how-to-find-financial-support-for-energy-efficiency-upgrades/>

Actions

- Depending on resources and opportunities to engage locally, consider fundraising activities.
- Depending on the response, following application for grant funds, consider the option of loan finance to top up any shortfall in funds.

NEXT STEPS

Installation

When funding is secured, ESOx are happy to support you during installation of the measures, particularly if there are any questions about energy and carbon reduction or issues of performance. There may be a charge for this depending on available support. Please contact us if you have any questions:

<https://www.energysolutionsoxfordshire.org/#contact-us>

Your action progress update

After a number of months, we will ask for an update on your progress against recommendations in this report. Some actions will be completed, some in progress, and others not yet started. Below is an example of how you can indicate your progress (tick one box per row). Information on your progress is extremely important for helping us measure success and helping you secure funds.

Opportunity	Action completed	Partially completed	Not begun but intending to	Not begun, <u>not</u> intending to	Not applicable
Obtain further quotes for heating replacement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Obtain quotes for the remaining measures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Investigate grant funding opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Apply for grant funding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consider further investment actions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Hi Nicky,

Thank you for inviting me to look at the requirements of the Burwell Hall building.

Although we install many heat pumps, in this case I think one would be a poor match to the property. Not only would all radiators need to be replaced with vastly larger ones but the pipes as well would have to be upgraded. You would need 2x 12kw minimum or a 3-phase GSHP which you do have the power for.

The rough cost for an air source solution here is £30,000, for a ground source likely over £50k. Given the price of commercial electricity contracts we are generally steering all but the very well insulated buildings away from electrification for now.

The Vitovalor is capable of running far hotter than a heat pump, it can output up to 80c while heat pumps have a maximum of 55c before you need a "high temperature" heat pump which is appropriately less efficient. Although the fuel cell and built in peak load boiler are capable of these higher temperatures they incorporate intelligent weather compensation to maintain the lowest temperature possible through modulation which increases the run time, maximises generation and comfort.

The Vitovalor is also one of the highest SAP rated appliances, only some high end ground source match it and almost no air source which means it will make the largest difference to a energy performance certificate.

We will use a plate heat exchanger to separate the old radiators and pipework, this means the new equipment is protected against existing corrosion and particles, we will also flush the existing system to maintain the radiators for as long as possible.

The work is expected to be started and finished within a week, the fuel cell side will be commissioned some time after we have completed the installation as it is done by the manufacturer.

VAT of 0% is added as the Vitovalor is a "renewable" product.

The generation of electricity by this unit may at times export to the grid but there is no mechanism by which a commercial owner can be paid for this. At some point in the future it may be advisable to look at battery storage if it turns out that a large amount of free energy is being exported.

Kind regards

Patrick

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HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 23 May 2022

Title: Corn Exchange Main Hall & 1863 Cafe Bar Operations

Contact Officer: Venue & Events Officer - Tomas Smith

Background

The new seating will shortly be installed in the Main Hall and groups had asked if there would be a reduction in hire fee due to the change of available hireable space. 1863 has recently changed its opening times and started serving paninis at lunchtime.

Current Situation

Main Hall

Having looked at the proposed seating and the implications the new layout will have on available space, it is the Venue and events Officers' opinion that there should be no reduction in the hire cost of the hall.

Most groups currently hire the hall with the stage set-up which takes up 5 metres of space from the back wall. The new seating will encroach 3 meters from the entry wall. Taking into consideration the imminent installation of the seating, if the stage is removed and the curtains pushed back, there will be 2 metres of space in addition to the space currently available. Having recently met with the hirer potentially most affected by the new layout, the Venue and Events Officer can confirm they are happy with the solution presented by the removal of the stage and the gain of 2 metres of hireable space.

Therefore, any reduction in hire charge is not relevant.

1863 Café

From the 4th April, Café 1863 extended its opening hours to **Monday – Friday 09:00 – 18:00** and introduced paninis served between **10:00 – 15:00**. So far uptake has been positive with customers and the extended opening having proved especially popular with people who are waiting for groups to start or finish. By having café staff in later there has been a reduction of required caretaking hours for some times in the week and a continued presence of staff which pre café would have been untenable.

Having the option to serve a light lunch has helped sales in what has been a slow period of the day, with the imminent Gala Opening and a concerted push on advertising, the Venue and Events Officer feels that the serving of food is required to drive the viability of the café.

The Venue and Events Officer feels that the café could benefit from opening later on Friday to capitalise on the Fizzy Friday offer. Saturday evening opening might be beneficial, but both these times may interfere with private hire in the arts facility. Friday evening opening could be carried out on an ad-hoc basis (if the café is busy) until 9pm over the coming months if the committee is in agreement.

The café was less busy during the Easter Bank Holiday days, so the decision has been taken by officers to not open on Bank Holidays for the foreseeable future.

Hall Usage Figures

Are attached to this report showing a slightly higher percentage usage over the last period of hire.

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.

- Staffing of bar for the extended opening hours

Recommendations

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

1. That there is no reduction of Main Hall hire charges for non-performance hirers
2. The continued opening of 1863 for longer hours on a Friday

Week commencing	28th Feb	7th March	14th March	21st March	28th March	4th April	11th April	18th April	25th April	2nd May	9th May	16th May	23rd May	30th May					
CORN EX 2021 - 2022																			
Hours booked	34.00	27.00	34.00	40.00	23.00	30.50	12.50	17.00	16.00	54.00	31.00	44.25	31.00	27.00				421.25	Total Hrs
Usage Percentage	45.33	36.00	45.33	53.33	30.67	40.67	16.67	22.67	21.33	72.00	41.33	59.00	41.33	36.00				37.55	Average %
SAME PERIOD 2020 - 2021																			
CORN EXCHANGE																			
Hours booked	0.00	0.00	4.00	8.75	0.00	0.00	0.00	0.00	0.00	17.48	8.50	11.00	17.48	15.00				82.21	Total Hrs
Usage Percentage	0.00	0.00	5.33	11.67	0.00	0.00	0.00	0.00	0.00	23.31	11.33	14.67	23.31	20.00				6.40	Average %
GALLERY 2021 - 2022																			
Hours booked	17.00	25.00	42.47	23.00	15.00	14.00	3.00	16.00	12.50	30.75	39.75	43.50	30.50	22.00				334.47	Total Hrs
Usage Percentage	22.67	33.33	56.62	30.67	20.00	18.67	4.00	21.33	16.67	41.00	53.00	58.00	40.67	29.33				29.76	Average %
SAME PERIOD 2020 - 2021																			
GALLERY 2021																			
Hours booked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	3.00	14.50				18.50	Total Hrs
Usage Percentage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.33	4.00	19.33				0.38	Average %
Burwell Hall																			
MAIN HALL 2021 - 2022																			
Hours booked	49.50	56.00	49.00	45.50	52.98	42.25	28.48	29.25	43.25	52.25	60.00	61.98	45.25	36.75				652.44	Total Hrs
Usage Percentage	66.00	74.67	65.33	60.67	70.64	56.33	37.98	39.00	57.67	69.67	80.00	82.84	60.33	44.20				58.65	Average %
SAME PERIOD 2020 - 2021																			
MAIN HALL																			
Hours booked	0.00	0.00	0.00	0.00	0.00	0.00	4.58	20.67	22.08	36.57	25.67	25.67	21.08	6.58				162.90	Total Hrs
Usage Percentage	0.00	0.00	0.00	0.00	0.00	0.00	6.11	27.56	29.44	48.76	34.22	34.22	28.11	8.78				14.89	Average %
MEETING ROOM 2021 - 2022																			
Hours booked	12.00	14.00	12.00	14.50	17.98	4.00	10.98	12.00	4.00	8.00	16.00	30.98	4.00	17.00				177.44	Total Hrs
Usage Percentage	16.00	18.67	16.00	19.33	23.98	5.33	14.64	16.00	3.57	10.67	21.33	41.31	5.33	22.67				15.15	Average %
SAME PERIOD 2020 - 2021																			
MEETING ROOM																			
Hours booked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	Total Hrs
Usage Percentage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	Average %

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**CORN EXCHANGE WORKING PARTY MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 16 May 2022

At 4.30 pm in the Virtual Meeting Room via Zoom

Present:

Councillor O Collins (Chair)

Councillors:	L Ashbourne	L Duncan
	J Aitman	A D Harvey
Officers:	Nicky Cayley	Project Officer
	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Halls & Green Spaces Administrator
	Tomas Smith	Venue & Events Officer
Others:	Andrew Stone – Drama by Design	

1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

2 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

3 MINUTES

The minutes of the meeting of the Working Party held on 7 March 2022 were received and adopted.

4 AUDIO, LIGHTING AND SEATING UPDATE

The Working Party considered the report of the Project Officer. Confirmation was given that the installation of the audio and lighting was progressing to plan.

In respect of retractable seating it was reported that officers had been made aware of a health & Safety concern and had been advised by the consultants, employed by the town council to provide technical expertise on the project, that a structural survey should be taken in order to guarantee proposed loading calculations on the weight of the seating.. Discussion ensued in respect of legislative requirements, financial implications, timescales, responsibility for the contract and governance issues.

It was agreed that the survey needed to be undertaken and it was confirmed that budget was available once costs were known but this would need to fast-tracked due to timescales as a delegation by the Town Clerk, and to be ratified by the Policy, Governance & Finance Committee. Members requested that a review of the contract be instigated to ensure that all statutory requirements were being met.

The Working Party received a quote in respect of the zoning of lighting in the hall. Members expressed support for the principle of the works but urged caution in light of previous discussions regarding the structural survey. It was suggested and agreed that the lighting be supported and implemented if the survey is satisfactory but if there are issues identified then the matter be reconsidered.

It was noted that the provision of fire alarms had been agreed by the Town Clerk under delegated powers and it was agreed that the implementation also be paused until the survey report is finalised.

Recommended:

1. That, a survey to establish load bearing capacity of the floor be undertaken with the costs being met from contingency funds and subject to approval by the Policy, Governance & Finance Committee;
2. That, officers be requested to review the contract to ensure that all statutory requirements are being met;
3. That, the zoned lighting be agreed subject to a satisfactory survey with the matter being reconsidered by the Working Party if issues are identified in the report; and
4. To note the provision of fire alarms agreed under delegated powers by the Town Clerk.

5 **CORN EXCHANGE SHOWCASE EVENTS**

Consideration was given to the report of the Project Officer. The Venue & Events Officer outlined the proposed activities, in partnership with local organisations, to showcase the facility.

It was suggested that a poetry showcase/open mic event, a performance by Witney Town Band and OXMAT could be included as part of the event. Officers agreed to contact the additional participants and if members had any further suggestions they should let the Venue & Events Officer know. In respect of the opening it was noted that an actress with links to Witney had been approached subject to her availability. After discussion it was agreed that the opening may need to be delayed if she was not available on 22 July.

Note: Councillor Ashbourne left the meeting at 4.55pm

Recommended:

1. That, the proposals for the showcase event be noted and other participants be approached as outlined at the meeting;
2. That, any further suggestions be made directly to the Venue & Events Officer;
3. That, the date for the opening be confirmed once the availability of participants was known

The meeting closed at: 5.11 pm

Chair

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 23 May 2022

Title: Tower Hill New Family Ashes Section

Contact Officer: Maintenance & Environmental Services Officer - Angus Whitburn

Background

It is well known that Tower Hill cemetery is close to capacity and has been for the last few years, available for pre-purchased burials only. The cemetery has a small number of remaining family ashes plots left to but all full interment grave spaces have been purchased. Apart from the possibility of removing paths and finding small spaces for additional graves the final section of Tower Hill cemetery is now ready to mark out and sell for burial, Section 3.

Current Situation

Section info

Section 3 is located below section 9 above the scattering beds in the north end of the upper cemetery. Due to the high level of the bedrock encounter near the bottom of section 9 and parallel in section 8, this section has been designated for family ashes plots only.

Plot Sizes

All current burial plot sizes in Tower hill are set at 2.75m x 1.20m, this is standard across the upper sections of the cemetery. The same plot size is used both for full burial plots and family ashes plots. One problem this does present in not a single family ashes plot has reached capacity since around 1952 when they were first created. The average amount of ashes interments into each plot is around 2, and the capacity of each plot is 8.

It is proposed that a new smaller sized plot of 1.8m x 1.2m be created for section 3 to increase the total amount of grave plots available for purchase in the cemetery. By reducing the plot size it increases the number of plots available in the section and still offers a capacity for ashes interments that is acceptable to purchasers and has never been utilised in the past. The reduced plot size would reduce the maximum capacity from 8 to 6.

Exclusive Rights of Burial

Simply put, the exclusive rights of burial gives a person the right to say who can be buried in a grave. The current exclusive rights of burial for Tower hill cemetery are 75 years. Once expired an owner can repurchase extending the rights for further burials. If they chose not to

extend the rights and there are remaining plots within the grave space the space can be reutilised for burials by the council.

It is proposed that the exclusive right of burial for Tower Hill's family ashes plots be reduced to a period of 30 years. This will open availability to future ashes interments at Tower Hill at an earlier date but still offer an exclusive right of burial period which is acceptable to mourners. This will help reduce the pressure on Windrush cemetery to accommodate all burials in the future and bring forward and extend the useable lifespan of Tower Hill cemetery.

This move would only affect ashes interments as full burials at tower hill are only dug to a single depth so it's not possible to inter any more full burials. It would also not affect anyone's current exclusive rights of burials only those purchasing in the new section and the few last remaining ashes plots. Any future renewal of exclusive rights of burial to extend burial rights would also be set at 30 years.

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.

Although it is a distant future, decisions made now would help to reduce the need to look for more burial grounds. This could be ground that vital green space in the future.

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.

Although from research into surrounding burial grounds, the reduction to 30 years seems fair it could of course receive criticism. For example, although not exclusively applicable those buried at a younger age would natural be mourned for a longer period. But the decision is still with the exclusive right of burial holder to extend those rights again.

Within recommendations made in this report, the council has the opportunity to increase the lifespan of Tower Hill cemetery and make available more burial plots at the present time. And also more plots within an approximate 30-year period. The detriment of not making adjustments at Tower Hill would increase the reliance on Windrush and speed up its usable lifespan.

Financial implications

Described here or as stated in the report above.

- By reducing the plot size, it is increasing the total amount of family ashes plots, thus the sale of more exclusive rights of burial. This will increase the income from burials to the council from tower hill cemetery. This may be useful income to the council as the

operational life of tower hill is reduced year by year but still requires the same level of maintenance and relative expenditure.

- The reduced plot size accompanied by the reduced exclusive rights of burial would also ensure a quicker turnaround of plots, income from burials and further sale of exclusive rights of burial.

Recommendations

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

1. Choose to remain with the current plot size of 2.75m x 1.20m or reduce it to 1.8m x 1.2m for section 3.
2. Set the new period of exclusive rights of burial at Tower Hill to 30 years to help extend the useability of the cemetery or alternatively keep in place the current 75-year period.
3. Consider delegating officers to research if similar alterations at Windrush cemetery are needed and report back to Councillors.

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HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 23 May 2022

Title: St Mary's Church Boundary Wall

Contact Officer: Operations & Estates Advisor - John Hickman

Background

The Council commissioned a structural report on St Mary's boundary wall in December 2019 as the wall appeared to be in very poor repair in some areas, the final report was received in April 2020. The northern wall was highlighted as requiring urgent repair where two car accidents had damaged the wall and piers. These works have been undertaken and completed since the report was issued.

The report noted that overall, the walls do need repair but apart from the localised areas of collapse then, they were structurally stable. The report recommends the following actions on the southern and western walls.

The southern wall is reported as being in a reasonable condition but with a large amount of Ivy growth and damaged capping's that require removing and replacing respectively.

The western wall is the longest and requires the most amount of work, repairs are required on two collapsed sections towards the southern end of the wall, and it is crucial that ivy growth and vegetation are removed from the core of the wall. It is also critical that the tree stumps and other large vegetation are carefully removed as this will cause instability to the wall if allowed to remain and regrow.

The report provides a table of long-term and short-term recommendations and priorities for the maintenance/repair of the wall.

An annual sum was also agreed in 2019 by council to be set aside for the expected repair works to St Mary's boundary wall.

Current Situation

A faculty application has already been started with the Diocese of Oxford for the boundary wall repairs, once the council agrees works to be carried out at this time and contractors selected for the works, the remaining information can be provided to the Diocese to gain the faculty for the work to be undertaken. Further faculties will be required for any other works required after any initial works recommended by council are carried out.

The Operations and Estates Advisor has met with several companies regarding quoting for the repairs to this wall, contractors were requested to provide quotes for the Priority 1 short term recommended works that were required but also to provide costing separately where it made monetary sense to carry out the long-term recommendations whilst carrying out the short-term repairs.

The Operations and Estates Advisor has provided relevant quotes separately and a breakdown of quotes to make comparison easier for councillors in an appendix to this report.

Contractors that have quoted have all quoted differently however it is clear that costs to carry out the priority 1 short term repair works will be substantial.

Contractor 1 has provided a quote to carry out all short term works regardless of priority to both the western & southern wall with each section of the wall costs separated out as in the list of recommendations and priorities.

Contractor 2 has provided a quote to carry out all short and long term works regardless of priority on the western wall only, with each section of the costs separated out as in the list of recommendations and priorities. There is also an additional allowance for 20m of coping stones.

Contractor 3 has provided a quote for all recommended works to southern, western, and northern walls with short-term and long-term works costed separately.

Contractor 4 has provided a quote for the western wall only splitting it into 3 separate areas and covers both short-term and long-term recommendations. There is also an additional allowance for additional stone.

Contractor 5 has provided a quote for all recommended priority 1 works both short-term and long-term recommendations. Risk assessment and method statement at additional cost if chosen for the work.

Contractor 5 has also missed pricing an area of the wall selected at 60m-70m an updated quote to include this area will hopefully be provided in time to include in this report.

Contractor 6 has quoted for priority 1, 2 & 3 works including both short-term and long-term recommendations. Additional amounts would also need to be allowed if required for Plant/Fencing although the works team may be able to provide this/ Scaffold/Welfare.

The Council should also agree to remove the existing tree growth from the wall and the use of Biochemical treatments of vegetation growing from the wall prior to works commencing in order to prevent regrowth of the vegetation within the wall once the wall repairs have been completed. If suitable Biochemicals are not available, then a herbicide will be required instead.

It should also be noted that there will be additional costs for Arboriculturist to remove large trunks/roots and to carry out stump grinding works. Any Treatments of vegetation and any asbestos removal should any be found.

Dependant on works selected to be carried out access to the Henry Box school grounds to undertake the relevant works on their side of the boundary wall and an agreement made with the school regarding the school's iron railings, wall and tree stump require removal and repair respectively.

The Operations and Estates Advisor would advise that due to the sums involved, the Council concentrates on the initial repairs to the wall in the following areas of the Western Wall 10m – 30m and 50m – 80m initially, with other areas being undertaken at later dates when funds are available.

The Operations and Estates Advisor has provided a separate break down of quotes for these areas to make comparison easier for the specified areas.

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 use of biochemicals can have a harmful effect on the environment if not used in line with current legislation and spraying procedures.

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.

Carrying out high priority 1 works will reduce councils' liability for any injury to members of the public should any of the high priority areas collapse at any time.

Financial implications

- As shown on appendix's provide separately to this report.
- The Council has an EMR towards this work which currently stands at £35,000

Recommendations

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

1. Area of works that should be undertaken initially Priority 1 Short Term or other recommendation.
2. Selected contractor to carry out selected works contractor 1,2,3,4,5 or 6.
3. Removal of existing tree growth from wall and Biochemical/Herbicide for treatment of tree stumps and vegetative growth from the wall prior to commencement of works.

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1, Front corner
to Vicarage
gate

Vicarage gate

2- gate to gate

Glebe gate

3- from gate
to The Leys

Area 1;

2 Trees to be removed &
stumps ground

10sqm wall to rebuild

65sqm to repoint

35m of coping to remove,
remove vegetation & re-bed

Area 2;

1 tree to remove & stump
grind

13sqm wall to rebuild

8sqm wall to repoint

Provisional sum to remove
additional root & rebuild wall
& fence to vicarage/school
area

Area 3;

40sqm wall to take down &
rebuild

Propping required

26sqm wall to repoint

Allowance for new stone if
required- provisional sum

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St Marys Church Yard Boundary Wall Repairs

Section	Area	Priority	Contractor One	Contractor Two	Contractor Three	Contractor Four	Contractor Five	Contractor Six
Northern Wall	0-5m		3 N/A	N/A	Short term £584 Long term £5,442	N/A	N/A	Short term £150 Long term £1,657.06
Northern Wall	5m-10m	1 Work has been completed previously		N/A	Short term £5,962	N/A	N/A	N/A
Northern Wall	10m-15m	1 Work has been completed previously		N/A	Short term £7,227	N/A	N/A	N/A
Northern Wall	15m-25m		2 N/A	N/A	Short term £2,658 Long term £12,786	N/A	N/A	Short term £700 Long term £7,989.70
Northern Wall	25m-35m		2 N/A	N/A	Short term £2,658 Long term £4,488	N/A	N/A	Short term £700 Long term £940
Norther Wall	35m-38m		2 N/A	N/A	Short term £792 Long term £3,792	N/A	N/A	Short term £420 Long term £3,207
Southern Wall	0-10M		2 Short Term £1,325		Short term £3,322 Long term £6,977	N/A		Short term £800 Long term £4,487
Southern wall	10m-20m		3 Short Term £480		Short term £1,684 Long term £5,647	N/A		Short term £650 Long term £425
Southern Wall	20m-30m		2 Short Term £565		Short term £4,388 Long term £3,542	N/A		Short term £1,186 Long term £150
Southern Wall	30m-40m		1 Short Term £650		Short term £4,289 Long term £4,116	N/A	All long and short term plus all joints 10m-60m pointed as required. £3,400	Short term £615 Long term £148
Southern Wall	40m-50m		3 Short Term £650		Short term £4,251 Long term £446	N/A		Short term £705 Long term £276
Southern Wall	50m-61m		2 Short Term £1,440		Short term £8,094 Long term £1,096	N/a		Short term £1,328 Long term £500
Western Wall	0-10m		2 Short Term £860	As per recommendations £22,560	Short term £3,324 Long term £3,579	Short term £24,200		Short term £1,926.87 Long term £1,457.15
Western Wall	10m-20m		1 Short Term £580	As per recommendations £17,940	Short term £7,224 Long term £6,988	Included in above	Short and long term £9,900	Short term £2,062.75 Long term £5,482
Western Wall	20m-30m		1 Short Term £720	As per recommendations £16,400	Short term £7,138 Long term £6,877	Included in above	As part of 10m-20m	Short term £4,259 Long term £5,482
Western Wall	30m-40m		3 Short Term £325	As per recommendations £7,160	Short term £1,024 Long term £4,227	Included in above		Short term £800 Long term £810
Western Wall	40m-50m		2 Short Term £310	As per recommendations £14,580	Short term £2,766 Long term £7,942	Included in above		Short term £1,460 Long term £3,459
Western Wall	50m-60m		1 Short Term £8,260	As per recommendations £23,288	Short term £14,224 Long term £7,886	Short term £6,865	Short and long term £10,600	Short term £6,280 Long term £4,606.36
Western Wall	60m-70m		2 Short Term £4,200	As per recommendations £15,260	Short term £4,889 Long term £6,424	Included in above		Short term £6,542 Long term £5,308.56
Western Wall	70m-80m		1 Short Term £9,440	As per recommendations £14,140	Short term £10,446 Long term £1,024	Short term £ 19,285	Short and long term £8,700	Short term £13,566.08 Long term N/A
Western Wall	80m-90m		1 Short Term £4,800	As per recommendations £15,400	Short term £10,548 Long term £1,024	Included in above	Short and long term £2,325	Short term £8,553.50 Long term N/A
Western Wall	90m-100m		2 Short term £4,480	As per recommendations £11,340	Short term £11,446 Long term £1,024	Included in above		Short term £14,141.55 Long term N/A
Western Wall	100m-111m		1 Short Term £6,770	As per recommendations £15,400	Short term £10,667 Long term £1,024	Included in above	Short and long term £3,650	Short term £7,086.80 Long term N/A
Any additional allowance amounts				£0 £6,000 supply of 20m run of coping stones.	Possible additional charges for welfare facilities and security.	£1,500 for additional stone if required.		£0 Additional charges for Plant/fencing/scaffold/welfare Short term £14,786.51 Long term £9,351
Total Cost of works			£45,855 + VAT	£179,468 + VAT	Short term £127,505 + VAT Long term £97,341 + VAT	£51,850 + VAT	£38,575.00 + VAT	Short term £88,719.06 Long term £56,107.12

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Western Wall Section	0-10m	10m-20m	20m-30m	30m-40m	40m-50m	50m-60m	60m-70m	70m-80m	80m-90m	90m-100m	100m-111m	Total for priority 1 short term works only
Contractor 1		£580 Short term recommendations only	£720 Short term recommendations only			£8,260 Short term recommendations only	£4,200 Short term recommendations only	£9,440 Short term recommendations only				£23,200 Plus VAT
Contractor 2		£17,940 Short and long term recommendations	£16,400 Short and long term recommendations			£23,288 Short and long term recommendations	£15,260 Short and long term recommendations	£14,140 Short and long term recommendations				£87,028 Plus VAT
Contractor 3		£7,244 Short term recommendations £6,988 Long term recommendations	£7,138 Short term recommendations £6,877 Long term recommendations			£14,224 Short term recommendations £7,886 Long term recommendations	£4,889 Short term recommendations £6,424 Long term recommendations	£10,446 Short term recommendations £1,024 Long term recommendations				£43,941 Plus VAT £29,199 Plus VAT
Contractor 4	As Part of 0m-40m £24,200 Short term recommendations only	As Part of 0m-40m £24,200 Short term recommendations only	As Part of 0m-40m £24,200 Short term recommendations only	As Part of 0m-40m £24,200 Short term recommendations only	As Part of 40m-70m £6865 Short term recommendations only	As Part of 40m-70m £6865 Short term recommendations only	As Part of 40m-70m £6865 Short term recommendations only	As part of 70m-111m £19,285 Short term recommendations only	As part of 70m-111m £19,285 Short term recommendations only	As part of 70m-111m £19,285 Short term recommendations only	As part of 70m-111m £19,285 Short term recommendations only	£50,350 Plus VAT
Contractor 5		Short and long term recommendations.	Short and long term recommendations.			£10,600 Short and long term recommendations.	?	£8,700 Short and long term recommendations				£29,200 Plus VAT
Contractor 6		£2,062.75 Short term	£4,259 Short term			£6,280 Short term	£6,542 Short term	£13,566.08 Short term				£32,709.83 Plus VAT plus any additional sum for Plant/fencing/scaffold/welfare.

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HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 23 May 2022

Title: Windrush Cemetery Archaeological Remains

Contact Officer: Operations & Estates Advisor - John Hickman

Background

Windrush Cemetery opened in 2004 and is approx. 3 hectares/7.7 acres in size approx. Just under 1/3, 2.1 acres of the site is not to be used for burials and is currently to remain open in character affording views of Witney, this is due to the archaeological remains in this area. An archaeological evaluation of the site was carried out in May 2000 and an archaeological watching brief in June 2003.

The cemetery when originally opened was thought to have sufficient space in the available burial space for an estimated 75 years of interments.

In recent years grave plot sizes at Windrush Cemetery have increased by 1/3 due to ground water issues and stability which has reduced the expected capacity of the available space in the cemetery by approx. 1/3. Interments numbers annually remain approximately the same as in 2004, therefore the burial numbers within this cemetery will have reduced the cemetery to an estimated 50 years of interments.

Current Situation

Currently a small part of the area is maintained as part of the meadow area, with the majority of the area being maintain as monthly cut grass.

The Operations and Estates Advisor has contacted the County Archaeologist to ask if there is any possibility the area could be used for ashes interments, columbarium etc. or if there is anything that can be done to make the area usable for burials.

The County Archaeologist has said that there is the option to undertake a program of archaeological excavation across the area of this Roman settlement to mitigate these remains in advance of burials. Once this has been done there would be no further archaeological constraints to the use of the site as a cemetery, however these types of works can be expensive.

Given the difficulty and cost of finding and purchasing burial land currently the expectation that this will only get more difficult and expensive over time. The Operations and Estates Advisor has contacted several companies advised by the County Archaeologist that provide these types of services, including the company that carried out the original watching brief

regarding quotes to carry this excavation work out for councils' consideration. 4 companies have responded and requested further info which has been provided and will hopefully be providing quotes.

It should be noted that should the council decide, after receiving quotes for the archaeological excavation works, they would like to proceed with these works, then guidance should be sought first from WODC planning to ensure that planning would agree to a change of use for that area of the cemetery.

Two quotes have so far been received from the companies - both are substantial and have been provide as appendices to this report. It is hoped that the other two companies will provide their quotes in the near future.

Given what are liable to be substantial costs to mitigate these remains, the council may wish to look at research other possibilities as to what this area might be used for other than burial, ashes etc. However, given the items raised by the County Archaeologist regarding the depth of these remains etc. it may prove difficult to find many suitable uses.

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.

Extending the life expectancy of the existing cemetery would mitigate the risk of council's liability to find another burial ground for approx. 20 more years.

Financial implications

- As highlighted within the report and appendices.
- There is no budget for archaeological works at Windrush Cemetery.
- The Council holds an EMR (327) for the future internal layout/access roads which currently stands at £93,000.

Recommendations

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

1. Deferring any decisions until the reaming quotes are received.
2. If it wants Officers to continue looking at mitigating the archaeological remains to enable the area to be used for burial.
3. Researching other possible uses for the area.
4. Leaving are area as it is at present including the present maintenance regime.

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John,

Thank you for your email.

The evaluation report shows that the archaeological remains of a Romano British settlement site is located across part of the site. These remains however do not appear to be of national importance but would have required a further programme of archaeological mitigation in the form of a set piece excavation if there was to be any impact on them.

This would have had a further cost implication and I suspect that the cemetery plans were altered to avoid the requirement for this excavation. The evaluation was undertaken to provide a rapid assessment of the potential of the site to contain archaeological deposits and to assess their significance but, due to the limited nature of the evaluation work, did not mitigate the impact of this proposal on these remains.

There would however still be the option to undertake a programme of archaeological excavation across the area of this Roman settlement to mitigate these remains in advance of burials. Once this has been done then there would be no further archaeological constraints to the use of the site as a cemetery. This can however be a fairly expensive option.

The remains were fairly close to the ground surface, less than 300mm in some places, which is likely to affect whether or not ashes can be buried on the site.

Do you know how deep such interments would need to be? Could they be limited to less than 200mm to provide cover for the archaeological remains?

This would be a similar issue with any pathways or roads across the site. It may be possible if the total depth of the impact could be limited to 200mm, including any drainage. We would also however need to consider any indirect impact from compaction of the remains so this is less likely to be an option for a roadway but may be possible for pathways etc.

I assume that any structure to allow above ground interments would need to have footings and so would also impact on any remains. This would also require a formal archaeological excavation ahead of any construction but this would be a more focused and smaller area which may reduce the costs of such archaeological investigation.

There would be no impact on the remains from the scattering of ashes however and so this would not pose any issues archaeologically.

Regards

Richard

Richard Oram
Lead Archaeologist

Archaeology
County Hall
New Road
Oxford
OX1 1ND

Tel 07917 001026

 Save money and paper - do you really need to print this email?

From: john.hickman@witney-tc.gov.uk <john.hickman@witney-tc.gov.uk>

Sent: 24 March 2022 14:24

To: Archaeology - E&E <Archaeology@Oxfordshire.gov.uk>

Subject: Web form contact from: John Hickman

What do you want to contact us about?

What do you want to contact us about?

An archaeological site

Your contact form

First name

John

Last name

Hickman

Email address

john.hickman@witney-tc.gov.uk

Your message

I am the Operations and Estates Advisor at Witney Town Council, we currently own and operate a cemetery at Oxford Hill in Witney before the cemetery open in May 2000 as advised by the CAS an Archaeological Evaluation was carried n May 2000 out on the councils behalf by John Moore Heritage Services in accordance with a written scheme of investigation agreed with the CAS.

The result of that evaluation it was decide that, the layout of the cemetery was designed to limit the potential damage to known archaeological remains on the site. The core area of the remains will be left as

meadow with paths crossing it. This has left the cemetery where approx. 1/3 of the cemetery should not be used for burial.

The question has arisen that given that suitable burial sites etc. are extremely difficult to find and the amount of this cemetery is currently unusable as any form of burial if there was any way this issue could be resolved, by perhaps allowing the area to be used for burial of ashes, the scattering of ashes, above ground interment of ashes within columbarium or similar. Would Witney Town Council also be able to create roadways or footpaths on the

area, or perhaps is it possible that the artefacts could be excavated and removed from site allowing full burials etc. to take place.

Any guidance you could provide would be extremely helpful moving forward as to what the possibilities may be for this area of the cemetery.

Kind regards

John

Sent from: <https://www.oxfordshire.gov.uk/contactus/contact-archaeology>

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