



AGENDA PACK

Town Council Meeting 16th April 2024

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| Agenda Item 4 | a) Draft Minutes 9 th February 2024
b) Draft Minutes 27 th February 2024
c) Draft Minutes 12 th March 2024
d) Draft Minutes 27 th March 2024 |
| Agenda Item 5 | Report from OCC Councillor |
| Agenda Item 7 | a) Bank Reconciliation
b) Payments for February
c) Receipts for February
d) Payments for March
e) Receipts for March |
| Agenda Item 8 | a) VAT report |
| Agenda Item 10 | Staff Gift Report |
| Agenda Item 11 | London Oxford Airport Consultation |
| Agenda Item 12 | Cemetery Policy |
| Agenda Item 14 | Meeting Schedule |



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Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216 Website: www.woodstock-tc.gov.uk
Town Clerk: Karen Howe

Minutes of an EXTRAORDINARY meeting of Woodstock Town Council held in The Town Hall, Woodstock on Friday 9th February 2024 at 7pm

CLLrs. present: Nick Manby-Brown (Mayor), Ann Grant, Jo Lamb, Meg Manson and Elizabeth Poskitt

In Attendance:

Chair for the Meeting: Cllr Manby-Brown

Members of the public attended: 0

24/02/01 ETC	1 - Apologies for Absence Apologies were received from the Clerk
24/02/02 ETC	2 - Declarations of Interests Declarations of interest received from: - Cllr Poskitt for all items under Item 4 Planning – Cllr Poskitt is WODC Member for Woodstock.
24/02/03 ETC	3 - Public Speaking and Question Time There were no public speakers or questions.
24/02/04 ETC	4 - Planning To consider the following applications: - a) 23/03406/FUL – 19 New Road, Woodstock Demolition of existing dwelling, erection of a replacement dwelling. It was agreed that the Council has no objections to the application b) 24/00129/HDD – 6 The Ley, Woodstock Erection of part single, part two storey front extension and two storey rear extension It was agreed that the Council has no objections to the application c) 24/00242/FUL – 31 Oxford Road, Woodstock Erection of double garage, single storey link extension and minor alterations (amendments to 23/01186/FUL) It was agreed that the Council has no objections to the application
24/02/05 ETC	5 - Botley West Solar Farm To consider Woodstock Town Council's response to the Phase Two Consultation for Botley West Solar Farm. Item Deferred
24/02/06 ETC	6 - Close Meeting The meeting closed at 7.04pm



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Woodstock Town Council

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Telephone: 01993 811216 Website: www.woodstock-tc.gov.uk
Town Clerk: Karen Howe

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 27th February 2024 at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Linda Addis, Ann Grant, Jo Lamb, Meg Manson and Elizabeth Poskitt

In Attendance: Town Clerk Karen Howe, OCC Cllr A Graham and WODC Cllr J Cooper

Chair for the Meeting: Cllr Manby-Brown

Members of the public attended: 6

	The Mayor opened the meeting by introducing himself and the Clerk and welcomed members of the public. He informed the Council and members of the public that the meeting was being recorded both audio and visual
24/02/07 WTC	1. Apologies for Absence Apologies for absence were received from Cllr's Bailey, Bleakley, M Parkinson, U Parkinson and Spencer-Churchill
24/02/08 WTC	2. Declarations of Interests There were no declaration of interest declared
24/02/09 WTC	3. Public Speaking and Question Time There were three members of the Public that addressed the Council. The first speaker supported the purchase of a sound speaker system for the Assembly Room and other areas. The second speaker had noticed that for some months the item under exclusion of the public and press was the Civic claim yet there had not been any information in the minutes. The Clerk explained that due to the sensitivity of the claim the Council had placed it in the hands of their legal representative and had been advised at this time to keep it confidential. The third speaker urged the Council to be more transparent and was concerned about the reputation of the Council being brought down.
24/02/10 WTC	4. Minutes of Previous Meetings To consider for approval the Minutes of the Town Council Meeting held on Tuesday 3rd January 2024 Decision The minutes of 3rd January 2024 were approved with the following amendment which was to remove the word 'interim' from the heading as the Clerk was now holding a permanent position for the Council.
24/02/11 WTC	5. County and District Councillor's Report To receive the monthly reports from OCC and WODC Councillors <u>County Council Report</u> County Cllr Graham reported on the following: - <ul style="list-style-type: none"> Update on the changes to the S7 bus route. He said he was saddened by the decision of the Stagecoach Company to reschedule their bus timetable due to agreeing not to use the town centre as a turnaround. OCC were not given much time to be consulted on the change but he had looked into the changes and it now seemed there was little that could be done to change Stagecoach's mind. This now means that Woodstock would no longer be served by the S7 bus after 6pm in the evening as from 6th March 2024. This is very disappointing but the S3 would still be running. Cllr Graham suggested to monitor the situation and decide a little later if a campaign would be useful.

	<ul style="list-style-type: none"> • Extension to the Marlborough School. The extension will be started in June 2025 and hopeful completed by the Autumn of 2026. He was aware of the traffic congestion mainly due to parents dropping their children off and that the damage was being caused to the grass verge due to being parked on. Many schools have the same problem. Cllr Graham also mentioned that a footpath has been reinstated and is now being used regularly by school children but the safety aspect of crossing to this path needs to be consider. He suggested that a pedestrian crossing could be lobbied for and requested the Councillors discussed this among the local people and inform him at the next meeting what their opinion is. He did say that Pedestrian Crossings can take some time to achieve. • LED Lighting Cllr Graham said that he was aware of the concerns with the new LED lighting that was being introduced gradually and of the glare that can occur if they are not well positioned/angled or shaded properly. • Parking Scheme The suggestions for parking scheme improvements that were collated by WTC are being considered and he stated that quite a few of them will be implemented in the next six months. <p>Cllr Graham opened the floor to questions.</p> <ul style="list-style-type: none"> • Cllr Parnes thanked Cllr Graham for his prompt action with the enquiry about the temporary closure of Straight Mile. He also expressed his concern that the issue with the S7 bus timetable had not be picked up earlier and that these changed had been made after the feedback regarding the turnaround in the town centre. He felt the changes would lead to people using their cars more. Cllr Graham Agreed • Cllr Lamb said she hoped that the S7 timetable would be open to changes and that less buses in the day would perhaps give the opportunity to lay on more buses in the evenings, so that people did not have to revert back to using their cars. Cllr Graham reiterated on his earlier remark that he felt Stagecoach had made their mind up and that we would probably not be able to change their policy. • Cllr Poskitt commented on the safety aspect outside the Marlborough School and the chicane that is in place and wondered if having a crossing so close would cause more problems. Cllr Graham said this would be part of the program. <p><u>District Councillors Report</u></p> <p>The council received a written report from WODC Cllr's Poskitt and Cooper. Cllr Cooper opened the floor for question</p> <ul style="list-style-type: none"> • Cllr Parnes pointed out that there had been no mention of the results of the Parking Survey carried out on the WODC Hensington Road free Car Park. Cllr Cooper said they were waiting for the conclusion. <p>OCC Cllr Graham and WODC Cllr Cooper left the meeting at this point.</p>
24/02/12 WTC	<p>6. Mayor's & Clerk's Reports</p> <p><u>The Mayor's Report</u></p> <p>The Mayor informed the meeting of the following: -</p> <ul style="list-style-type: none"> • The Council has sent out our third newsletter and the next one is due in two days' time. The subscribers are going up and more cultural events will be included as they come in. • The Antique Valuation day held on the 7th February went very well and £233 was raised for charity which has been passed on to them. JS Arts of Banbury said they would like to come back later on in the summer and hold another Valuation Day. He also thanked Cllr Poskitt for providing tea, coffee and cakes at the event. • Regarding the recent Oxford Mail article, The Mayor was going to read out a statement but changed his mind. He said that the article published on the 7th February, titled "Woodstock Mayor uses public money to pay the staff gifts" will be dealt with in a

	<p>meeting in two weeks' time. He did say that the story was obviously sent by a Councillor because council emails with un-redacted names were sent to the press. This has caused quite a big problem and some of these issue have got to be addressed. The Mayor went on to say that personally he is thinking about taking legal action but has not yet made any decision.</p> <p><u>The Clerk Report</u></p> <p>The Clerk informed that meeting that she has been away due to a family bereavement and went on to report the following: -</p> <ul style="list-style-type: none"> • WTC has to go out to tender for the grass cutting contract and the request for quotes will be sent out within the next few days and hopefully the quotes will be available for the next meeting. <p>Cllr Parnes enquired about the notification of road closures.</p> <p>The Clerk said that a link has been added to the Council's website which links to a mapping system that shows existing and future road closures.</p> <p>Cllr Manby-Brown said that the link would be added to the monthly newsletter as well.</p>
24/02/13 WTC	<p>7. Finance</p> <p>a) To approve and sign the Bank Reconciliation for the period ending 31st January 2024</p> <p>Decision</p> <p>It was resolved to approve the Bank Reconciliation showing the balance of £338,925.36 for the period ending 31st January 2024 and for the Mayor to sign the reconciliation.</p> <p>b) To note the Payments Report for January 2024</p> <p>c) To note the Receipts Report for January 2024</p> <p>d) To note the Summary Cost Centre Report as at 31st January 2024. This report shows actuals compared to budget.</p> <p>The Council agreed to defer Financial Items b) c) and d) of this report until the next meeting</p> <p>e) To note the completion of the 2022/23 audit and the external auditors report.</p> <p>The completion of the 2022/23 audit and the report were noted.</p> <p>f) To approve the creation of the following budgets relating to the £5,071 cost of the October 2022 elections.</p> <ol style="list-style-type: none"> 1) Election Expense Income Budget of £5,071 2) Election Expenses Budget of £5,071 <p>The clerk was asked to provide the council with a copy of the invoice and request a breakdown of the costs from WODC if not on the invoice.</p> <p>Decision</p> <p>It was agreed unanimously to create an income budget of £5,071 and an expenditure budget of £5,071 for election costs.</p>
24/02/14 WTC	<p>8. Woodstock Football Club</p> <p>To approve the payment of £1,500 to Woodstock Football Club as a contribution towards the grass cutting costs for 2022 and 2023.</p> <p>The Clerk explained that the two mentioned payments had not been paid and asked the Councils agreement for £1500 to be paid to the Woodstock Football Club.</p> <p>Decision</p> <p>The council agreed unanimously</p>
24/02/15 WTC	<p>9. Restricted Covenant – 10 Cadogan Park</p> <p>To approve the response to the request regarding the restrictive covenant on 10 Cadogan Park</p> <p>The Council discussed the request and it was decided to delegate a reply to the Clerk with the assistance of Cllr Lamb. The reply would be circulated to Councillor by email for any comments before the reply was sent.</p> <p>Cllr Parnes left the meeting at 7.49pm</p>

<p>24/02/16 WTC</p>	<p>10. PA System To consider the report (copy provided) and the following motion from Cllr Manby-Brown</p> <p><u>Motion</u> That the Council approves the purchase of the SubZero SZPA-815 300W 15" PA System at a cost of £399 inc VAT to be funded from budget code 4929 PA – Outdoor Event</p> <p>The purchase of a PA System was discussed as per the report. During the discussion it was decided to change the budget to be used to the Coronation budget.</p> <p>The council noted the kind donation of £100 from a member of the public towards this equipment and thanks will be related by the Clerk</p> <p>Decision The council agreed the purchase of equipment SubZero SSPA -185 300W-15-PA system at a cost of £399 inc VAT. To be funded from budget line 4990 Coronation surplus budget.</p>
<p>24/02/17 WTC</p>	<p>11. Property To consider the report and the following motion</p> <p><u>Motion</u> WTC agrees when the Council goes out to tender for the management of properties available for rental within the Property Portfolio that two separate contracts are put out to tender. One contract to manage residential properties and one contract to manage the commercial properties.</p> <p>Item Deferred</p>
<p>24/02/18 WTC</p>	<p>12. Exclusion of Press and Public To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as confidential in nature.</p> <p>Proposed by Cllr Poskitt and seconded by Cllr Addis</p> <p>It was agreed unanimously to close the meeting to the public.</p> <p>The recording/filming device was turned off</p>
<p>24/02/19 WTC</p>	<p>13. Civil Claim To receive an oral update on the ongoing Civil Claim</p> <p>Cllr Manby-Brown attended the initial hearing at the Court as it was listed as open to the public but he did not stay for the full duration of the hearing.</p> <p>The Clerk informed the Councillors that the claim was being dealt with through the small claims court.</p>
<p>24/02/20 WTC</p>	<p>14 - Close Meeting The meeting closed at 8.20pm</p>



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Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216 Website: www.woodstock-tc.gov.uk
Town Clerk: Karen Howe

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 12th March 2024 at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Linda Addis, Ann Grant, Jo Lamb, Meg Manson, Sharone Parnes and Elizabeth Poskitt

In Attendance: Town Clerk Karen Howe & WODC Cllr J Cooper

Chair for the Meeting: Cllr Manby-Brown

Members of the public attended: 3

24/03/01 WTC	<p>1 - Apologies for Absence</p> <p>Apologies were received from Cllrs Bailey, Bleakley, M Parkinson, U Parkinson and Spencer-Churchill</p>
24/03/02 WTC	<p>2 - Declarations of Interests</p> <p>Declarations of interest received from: - Cllr Poskitt for Item 11 Planning – Cllr Poskitt is WODC Member for Woodstock</p>
24/03/03 WTC	<p>3 - Public Speaking and Question Time</p> <p>There were no public speakers or questions.</p>
24/03/04 WTC	<p>4 - Minutes of Previous Meetings</p> <p>To consider for approval the following Minutes of the Town Council.</p> <p>a) Minutes of the Extraordinary Town Council Meeting held on 16th January 2024</p> <p>During the item the Mayor remembered that he had not informed the room that the meeting was being recorded.</p> <p>Cllr Parnes asked the Mayor to state that it is video and audio being recorded and also said he was concerned that the Council had not got all the legal requirements in place. The Clerk assured the Council that she had checked the requirements and had already provided this information to Cllr Parnes.</p> <p>The Mayor advised that there were quite a few changes needed to the minutes and that he would sign the minutes after the meeting. The Clerk read through the amendments to the minutes.</p> <p>Cllr Parnes requested that it be minuted that he did not agree with minute 24/01/12 items 7a, 7b and 7c.</p> <p>Decision</p> <p>The minutes of 16th January were approved with amendments as a true record of the meeting and to be signed by the Mayor.</p>
24/03/05 WTC	<p>5 - County and District Councillor's Report</p> <p>To receive the monthly reports from OCC and WODC Councillors</p> <p><u>County Council Report</u></p> <p>There was no County Council report as Cllr Graham was not in attendance.</p> <p><u>WODC Report</u></p> <p>The Council received a written report from WODC Cllr's Poskitt and Cooper.</p> <p>Cllr Cooper opened the floor for questions.</p> <p>Cllr Parnes asked about the status of the Woodstock Swimming Pool and why Chipping Norton has received such a large funding grant recently but the Woodstock pool had not.</p> <p>Cllr Cooper said that WODC does not own the Chipping Norton Lido they are an independent facility which is why they were approved for a grant.</p> <p>Cllr Poskitt added that as she understood it Chipping Norton received this fund as did another pool but she could not remember which one she went on to say this is not government funding it is some other funding</p>

	<p>Cllr Grant asked Cllr Poskitt to explain the item in the report on Lighting at the Bowls and Tennis Club</p> <p>Cllr Poskitt asked in what way.</p> <p>Cllr Grant replied that the report under Bowls and tennis Club Lighting stated 'with conditions which included the lighting only being on if the Courts were not in use.</p> <p>The Clerk said she had meant to amend this typo by removing the word not</p>
24/03/06 WTC	<p>6 - Mayor's Report</p> <p>The Mayor informed the Council that he had nothing to report</p>
24/03/07 WTC	<p>7 - Clerk's Report</p> <p>a) To receive a report regarding gift vouchers given to staff at Christmas. Item Deferred due to report not be issued in time for discussion</p> <p>b) To approve the re-allocation of the payment made towards the cutting of a tree in St Mary from Civic budget to Grass Cutting budget. Item Deferred due to no report available.</p> <p>c) To approve the extension of the existing grass contract until the 31st March to allow for time to send out requests for new quotes. Decision It was agreed that the grass cutting contract would be extended to 31st March 2024.</p> <p>d) To consider the request from a resident to cut the overgrown bushes at the triangle opposite The Crown Inn due to obscuring the view of traffic from the right. The Clerk was advised that this area is looked after by Woodstock in Bloom. It was agreed that the Clerk would contact the group.</p> <p>e) To discuss and approve any actions for the upcoming Town Meeting which is to be held on the 26th March. The Council agreed that a draft Agenda should be published for the Notice Boards and Website, with an invitation for Agenda items to be submitted to the Clerk. As this is a Town meeting it is for the attendees to agree the Agenda.</p> <p>f) To approve the change of date of the Annual Council Meeting from the Tuesday 21st May to Tuesday 14th May – This is to enable the meeting to be held within statutory requirement of no later than 14 days after the election. Decision It was agreed to change the date of the meeting from the 21st May to the 14th May.</p> <p>g) To receive an oral update if needed The Clerk had nothing more to report</p>
24/03/08 WTC	<p>8 - Finance</p> <p>a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 29th February 2024 Decision It was resolved to approve the Bank Reconciliation showing a balance of £340,019.10 for the period ending 29th February 2024 and for the Mayor to sign the reconciliation</p> <p>b) To note the Payments Report for January 2024 Payments of £23,447.94 inc VAT of £2,228.12 for January 2024 were noted.</p> <p>c) To note the Receipts Report for January 2024 Receipts of £1,850.13 inc VAT of £0, for January 2024 were noted.</p>
24/03/09 WTC	<p>9 - Membership of OALC</p> <p>To approve the annual membership to Oxfordshire Association of Local Councils (OALC) at a cost of £757.15 inc VAT of £126.19</p> <p>Decision It was agreed unanimously to approve the annual membership to OALC at a cost of £757.15 inc VAT of £126.19</p>

24/03/10 WTC	<p>10 - Weed Control</p> <p>To approve the quote of £2,484 inc Vat of £414 for the supply and application 3 times a year (Apr, Jul and Oct) of total herbicide for the control of weeds and grass in kerbs, channels, pavements and the control of knotweed in the community woodland and 41 Brook Hill.</p> <p>Proposed by Cllr Addis and Seconded by Cllr Grant</p> <p>Decision</p> <p>It was agreed unanimously to approve the quote of £2,484 inc Vat of £414 for the supply and application 3 times a year (Apr, Jul and Oct) of total herbicide for the control of weeds and grass in kerbs, channels, pavements and the control of knotweed in the community woodland and 41 Brook Hill.</p>
24/03/11 WTC	<p>11 - Planning</p> <p>To consider the following applications: -</p> <p>a) 24/00396/FUL – 7 Cadogan Park Conversion of existing bungalow to create a one and a half storey dwelling with front and rear extensions and associated works It was agreed that the Council has no objections to the application</p> <p>b) 24/00490/HHD – 10 Cadogan Park Demolition of existing rear conservatory. Erection of a two-storey side and single storey rear extension. It was agreed that the Council has no objections to the application</p>
24/03/12 WTC	<p>12 - Request from Cottsway to Suggest Names for New Properties</p> <p>Cottsway have started on the Ryegrass scheme in Woodstock and have asked if WTC would like to put forward suggestions for names for the 4 blocks of apartments that are being built.</p> <p>Item Deferred to the next meeting</p>
24/03/13 WTC	<p>13 - Offer from the Commonwealth War Graves Commission</p> <p>To consider the offer from CWGC to install a sign to let the public know of the war graves in Hensington Road Cemetery.</p> <p>Decision</p> <p>It was agreed that the Council would take up the offer from CWGC to install the signage and it was agreed that the sign should be attached to the wall of the double middle gated of the cemetery.</p> <p>The Clerk was delegated to decide which of the 2 sizes of sign offered would fit best.</p>
24/03/14 WTC	<p>14 - Stagecoach S7 Bus</p> <p>To discuss the change of timetable/route of the S7 Stagecoach bus and to agree any actions. During the discussion Cllr Parnes proposed the following motion which was seconded by Cllr Grant.</p> <p><u>Motion</u></p> <p>That the Council write a letter to the manager of Stagecoach and express its disappointment that it hadn't consulted further with the Town Council prior to the changes being made.</p> <p>During the discussion Cllr Grant suggested that the Council should write on behalf of the residents and that would be a good idea to include in the letter an invite for representative of Stage Coach to speak to the Town Meeting Tuesday 26th March which would give the attendees a chance to explain the problems that had cropped up since the change of timetable.</p> <p>Cllr Poskitt suggested that the letter should not complain about the process and should concentrate on the concerns of the users.</p> <p>Cllr Lamb said she had raised concerns with OCC Cllr Graham including the timings for commuters to return to Woodstock and that the buses should run slightly later in to the evenings to account for commuters.</p> <p>Cllr Poskitt also said the timings in the morning are an issue.</p> <p>Cllr Lamb said that the letter could start with tell Stagecoach the we appreciating them no longer using the Town Centre to turnaround rather than being negative.</p> <p>It was proposed to amend the motion and Cllr Parnes accepted the amendment.</p>

	<p>Decision</p> <p>It was agreed that the Clerk would write to Stagecoach outlining the concerns of those that used their service and offer an invitation to attend the Town Meeting</p> <p>At 7.40pm the Mayor left the meeting and handed over the Chair to Cllr Poskitt.</p>
24/03/15 WTC	<p>15 - Cycle Stands</p> <p>To discuss the recent installation of cycle stands and to agree any actions.</p> <p>During the discussion the Mayor return to the meeting and took back the Chair.</p> <p>During the discussion it was felt that the design of the newly erected Cycle racks was not in keeping with the town.</p> <p>Cllr Manson felt that the ones in Summertown were much better and volunteered to go and photograph them and send them out to Councillors. This would perhaps be useful to write to OCC encouraging them change the racks to something more suitable for our historic town.</p> <p>Cllr Parnes left the meeting during this discussion</p>
24/03/16 WTC	<p>16 - Property</p> <p>To consider the report and the following motion</p> <p><u>Motion</u></p> <p>WTC agrees when the Council goes out to tender for the management of properties available for rental within the Property Portfolio that two separate contracts are put out to tender. One contract to manage residential properties and one contract to manage the commercial properties.</p> <p>Item Deferred</p>
24/03/17 WTC	<p>17 - Exclusion of Press and Public</p> <p>To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as confidential in nature.</p> <p>Proposed by Cllr Addis and seconded by Cllr Poskitt</p> <p>It was agreed unanimously to close the meeting to the public.</p> <p>The recording/filming device was turned off</p>
24/03/18 WTC	<p>18 - Civil Claim</p> <p>To receive an oral update on the ongoing Civil Claim</p> <p>The Clerk informed the Councillors that the necessary papers had been signed and submitted and that there was nothing else to report.</p>
24/03/19 WTC	<p>19 - Close Meeting</p> <p>The meeting closed at 8.10pm</p>



Minutes of an EXTRAORDINARY meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 27th March 2024 at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Ann Grant, Jo Lamb, Meg Manson and Elizabeth Poskitt

In Attendance: Town Clerk Karen Howe & WODC Cllr J Cooper

Chair for the Meeting: Cllr Manby-Brown

Members of the public attended: 4

	The attendees were informed that meeting was being filmed and recorded.
24/03/20 ETC	1 - Apologies for Absence Apologies were received from Cllrs Addis, Bailey, Bleakley, M Parkinson, U Parkinson, S Parnes and Spencer-Churchill
24/03/21 ETC	2 - Declarations of Interests Declarations of interest received from: - Cllr Poskitt for all items under Item 4 Planning – Cllr Poskitt is WODC Member for Woodstock Cllr Grant for Item 4 a) Planning – Cllr Grant is a neighbour of the applicant.
24/03/22 ETC	3 - Public Speaking and Question Time There were no public speakers or questions.
24/03/23 ETC	4 - Planning To consider the response to the following planning and licensing applications: - a) 24/00593/HHD – 22 Brook Hill, Woodstock Erection of an entrance porch and single storey rear side extension to create attached outhouse It was agreed that the Council has no objections to the application but would included comments that the neighbours concerns regarding plumbing noise and hardstanding should be taken in to account. b) 24/00609/HHD – 15 Oxford Road, Woodstock Demolition of extension and erection of the two storey rear extension It was agreed that the Council has no objections to the application c) W/24/00279/PRMA – Blenheim Lodges, Bladon New premises licence It was agreed that the Council has no objections to the application
24/03/24 ETC	5 - Pension Policy To approve Woodstock Town Council pension policy. The Clerk talked the council through this document with her recommendations and explaining that this document can be amended at any time. She also informed the Council that there is a response deadline of the 31 st March and if returned late a penalty charge of £150 would be charged. Decision It was agreed that as the document could be amended at any time that the Council accept the Clerks recommendations and the policy be returned to OCC Pension. It was also agreed that the Clerk would consult the RFO on any items within the policy that may concern her as the only employee signed up at this moment in time to the scheme and that any changes would be brought to Council at a later date for agreement and for OCC to be informed of any amendments agreed. WODC Cllr J Cooper left at this point 7.20 pm

24/03/25 ETC	<p>6 - Grass Cutting Contract</p> <p>To consider the quotes received for the grass cutting/grounds maintenance contract.</p> <p>The Clerk informed the Council that she had attempted to get 3 quotes for the contract but had on received one response.</p> <p>The quote received for a 3 year contract was £10,990 per year excluding VAT with annual prices raised to be agreed.</p> <p>Decision</p> <p>It was agreed to accept the quote from Nigel Pickett for the works at a cost of £10,990 per year excluding VAT for a period of 3 years with annual price increases to be agreed.</p>
24/03/26 ETC	<p>7 - Staff Gifts</p> <p>To receive an oral update</p> <p>Item Deferred to April's meeting</p>
24/03/27 ETC	<p>8 - Exclusion of Press and Public</p> <p>To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as confidential in nature.</p> <p>Proposed by Cllr Manson and seconded by Cllr Manby-Brown</p> <p>It was agreed unanimously to close the meeting to the public.</p> <p>The recording/filming device was turned off</p>
24/03/28 ETC	<p>9 - Cobbles Licence</p> <p>To approve the licence for the renting of the Cobble area to Brotherton's Brasserie for execution/completion.</p> <p>Cllr Lamb suggested that Clause 15 be amended to read: -</p> <p style="padding-left: 40px;">To maintain a policy of third party and third party insurance to a sum of not less than £5,000,000.00 in connection with the exercise of the Rights and to procure the noting of the Licensor's interest on such policy of insurance and further to provide a copy to the Licensor before beginning the exercise of the Rights</p> <p>Decision</p> <p>It was agreed unanimously that the Clerk would amend the wording of Clause 15 and would arrange for the Licensee to initial the change and the Clerk and the Mayor be delegated to seal and sign the amended initialled licence.</p>
24/03/29 ETC	<p>10 - Civil Claim</p> <p>To receive an oral update on the ongoing Civil Claim</p> <p>Due to the Clerk leaving the Council there was concerns about continuity until the case was complete.</p> <p>The present Clerk, although leaving the Councils employment as Clerk, has offered to continue if needed as a casual employee to assist with the Civil Claim until the case is complete.</p> <p>Cllr Grant proposed and Cllr Manby-Brown seconded the following proposal.</p> <p>That the Council approves the employment of the outgoing Clerk on a casual basis to assist with the Civil Claim.</p> <p>Decision</p> <p>It was agreed unanimously to approve the employment of the outgoing Clerk on a casual basis to assist with the Civil Claim.</p>
24/03/30 ETC	<p>11 - Close Meeting</p> <p>The meeting closed at 7.40pm</p>

Report from OCC Councillor Graham for the Meeting on the 16th April

*****OCC News across the county*****

New special schools: The county council is planning two [new special schools](#) in the Didcot area to serve southeast Oxfordshire. One will specialise in educating children with Social, Emotional and Mental Health (SEMH) needs or Autism Spectrum Disorder (ASD) needs. Another special school is due to be built within the Valley Park development, and will specialise in educating children with Profound & Multiple Learning Difficulties (PMLD), Severe Learning Difficulties (SLD) and other needs.

Taking on potholes: OCC is launching a [£7m programme](#) this spring to refurbish nearly 100 roads across the county this spring from 8 April to 3 June. It is the biggest surface dressing programme for 20 years. The £7m is made up of £2.6m from the department for transport and additional budget for highways agreed in the 2024/2025 Lib Dem/Green budget (not supported by the Tories).

Money for cycling and walking: Oxfordshire has been awarded £2.384 million for improving walking and cycling infrastructure. The award will be used for expansion of the school streets programme countywide and projects in Abingdon and Witney.

Tenants welcomed into supported housing: Adults with learning disabilities and autism have moved into new [accommodation](#) in Witney, purchased by OCC. A further four homes are planned, including in Horspath.

*****NEWS IN BRIEF*****

EV chargers: Oxfordshire has won another £3.6m to upgrade [EV infrastructure](#)

Buy loose: Campaign to [reduce food waste](#) launched

*****Updates in the towns and villages*****

Woodstock

Softer replacement bulbs are replacing the white LED ones in the High Street in the coming weeks to be more in keeping.

Have made several visits to the County Museum and the Soldiers of Oxfordshire exhibitions recently.

Bladon

The serious accident on the junction on the 50mph stretch of road between Bladon and Long Hanborough near to the Lower Road junction. Emergency services had to close the road. I have asked the cabinet member to prioritise this for action as this appears to be a recurring accident spot needing attention.

Glympton

Consultation about to start for the approach roads in and out of Glympton on a 30 to 20mph scheme.

Sandford St Martin

Schedule works on the 30 to 20 mph about to start.

Woodstock Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2024		
	Cash in Hand 01/04/2023		275,553.61
	ADD		
	Receipts 01/04/2023 - 31/03/2024		383,766.73
			659,320.34
	SUBTRACT		
	Payments 01/04/2023 - 31/03/2024		317,078.00
			342,242.34
A	Cash in Hand 31/03/2024 (per Cash Book)		342,242.34
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2024	0.00
	Lloyds Corporate Card	31/03/2024	-479.47
	CCLA Public Sector Deposit Fund	31/03/2024	80,000.00
	Instant Access Account (WODC RE	31/03/2024	174,671.43
	Unity Trust	31/03/2024	88,050.38
			342,242.34
	Less unrepresented payments		342,242.34
	Plus unrepresented receipts		
B	Adjusted Bank Balance		342,242.34
	A = B Checks out OK		

Woodstock Town Council
PAYMENTS LIST

Voucher	Cost Centre	Code	Date	Bank	Description	Supplier	VAT Type	VAT	Total	
450	101 4020	Telephone	02/02/2024	Unity Trust	Telephone & Broadband	BT	S	512.73	102.54	615.27
456	101 4000	Staff Wages	05/02/2024	Unity Trust	Payroll Services	KBDR Chartered	S	50.00	10.00	60.00
451	101 4077	HR Consultants	05/02/2024	Unity Trust	HR Support	Peninsula Business	S	145.20	27.42	172.62
455	101 4022	Office Equipment & S	05/02/2024	Unity Trust	Water Cooler Bottles	Eden Springs UK	S	41.24	8.25	49.49
452	201 4400	Hensington Road Cen	05/02/2024	Unity Trust	Repairs to Wall	HR C&P N Smith	X	460.00		460.00
453	305 4201	CC Routine Maintenan	05/02/2024	Unity Trust	Electrical testing repa	Oxford Electrical	S	465.00	93.00	558.00
454	201 4420	Watermeadows Maint	05/02/2024	Unity Trust	Watermeadows - BBC	Future Nature	S	2,840.00	568.00	3,408.00
457	201 4427	OWL Maintenance	05/02/2024	Unity Trust	OWL Greenhouse Glas	Oxford Glass & G	S	101.50	20.30	121.80
458	201 4445	War Memorial	05/02/2024	Unity Trust	Water Lawn Cem	Green Thumb Land	S	19.17	3.83	23.00
465	201 4460	Waste Collection	06/02/2024	Unity Trust	Refund of Invoices	WODC	X	-20.00		-20.00
465	201 4460	Waste Collection	06/02/2024	Unity Trust	Refund of Invoices	WODC	X	-360.00		-360.00
									-380.00	
464	301 4212	TH Insurance & Rates	07/02/2024	Unity Trust	Rates 2023/24	West Oxfordshire	X	992.00		992.00
469	101 4022	Office Equipment & S	09/02/2024	Unity Trust	Copier Usage	Thames Valley Co	S	12.64	2.53	15.17
470	101 4070	Computer System & I	09/02/2024	Unity Trust	Hosting Email & servi	Microshade Busin	S	248.81	49.77	298.58
466	301 4203	TH Alarm (Fire, Secu	09/02/2024	Unity Trust	Fire Alarm Service	Chubb Fire & Sec	S	189.33	37.87	227.20
467	201 4415	Playground Inspectio	09/02/2024	Unity Trust	Playground Inspectio	WODC	S	633.95	126.79	760.74
468	201 4420	Watermeadows Maint	09/02/2024	Unity Trust	Trash Screen Cleanan	Ubico Ltd	S	136.80	27.36	164.16
471	301 4200	TH Routine Maintenan	09/02/2024	Unity Trust	Screws to Repair Ben	Oxon Fastening S	S	0.64	0.13	0.77
472	503 4996	Damaged Deposit	09/02/2024	Unity Trust	Damage Deposit Refu	Wayne Boyes	X	150.00		150.00
473	101 4077	HR Consultants	14/02/2024	Unity Trust	HR Support	Peninsula Business	S	129.74	24.51	154.25
474	101 4000	Staff Wages	16/02/2024	Unity Trust	PAYE	HMRC	X	321.95		321.95
475	101 4000	Staff Wages	16/02/2024	Unity Trust	Staff Wages	RP	X	1,019.75		1,019.75
476	101 4000	Staff Wages	16/02/2024	Unity Trust	Staff Wages	KH	X	906.26		906.26
477	101 4000	Staff Wages	16/02/2024	Unity Trust	Staff Wages	IW	X	592.29		592.29
478	101 4000	Staff Wages	16/02/2024	Unity Trust	Pensions	OCC Pension Fun	X	317.83		317.83
479	310 4110	Fee Park Street	16/02/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	2,658.50	531.70	3,190.20
479	310 4110	Fee Park Street	16/02/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	1,470.00	294.00	1,764.00
479	310 4120	Fee Market Street	16/02/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	431.60	86.32	517.92
479	310 4120	Fee Market Street	16/02/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	960.00	192.00	1,152.00
479	310 4120	Fee Market Street	16/02/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	425.00	85.00	510.00
479	310 4120	Fee Market Street	16/02/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	1,250.00	250.00	1,500.00
479	310 4140	Fees Community Cent	16/02/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	149.18	29.84	179.02
479	310 4140	Fees Community Cent	16/02/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	750.00	150.00	900.00
479	310 4140	Fees Community Cent	16/02/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	425.00	85.00	510.00
479	310 4150	Fees Bowls & Tennis	16/02/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	450.00	90.00	540.00
									10,763.14	
480	305 4208	CC Gas & Electricity	26/02/2024	Unity Trust	Electricity	Kent County Cou	L	617.71	30.89	648.60
481	201 4401	Lawn Cemetery	26/02/2024	Unity Trust	GL Cemetery Turning	P N Smith	X	1,040.00		1,040.00
482	201 4445	War Memorial	26/02/2024	Unity Trust	Garden works War M	David Doherty	X	1,165.00		1,165.00
484	305 4201	CC Routine Maintenan	26/02/2024	Unity Trust	Amplifier Replacem	JD Technical Ltd	X	400.00		400.00
485	305 4208	CC Gas & Electricity	26/02/2024	Unity Trust	Electricity	Kent County Cou	L	91.91	4.60	96.51
486	201 4427	OWL Maintenance	26/02/2024	Unity Trust	OWL Closure Fencing	Acorn Fencing	S	648.00	129.60	777.60
487	301 4209	TH Gas & Electricity	26/02/2024	Unity Trust	Electricity	Kent County Cou	L	858.43	42.92	901.35
488	305 4201	CC Routine Maintenan	26/02/2024	Unity Trust	Light Bulbs	Rachel Peters	X	9.29		9.29
489	201 4415	Playground Inspectio	26/02/2024	Unity Trust	Playground Inspectio	West Oxfordshire	S	798.31	159.66	957.97
490	305 4208	CC Gas & Electricity	26/02/2024	Unity Trust	Gas	Kent County Cou	S	784.78	156.96	941.74
491	301 4209	TH Gas & Electricity	26/02/2024	Unity Trust	Gas	Kent County Cou	S	954.56	190.91	1,145.47
483	201 4460	Waste Collection	26/02/2024	Unity Trust	Bin Emptying Oct 202	West Oxfordshire	S	870.48	174.10	1,044.58
									27,114.58	
									3,785.80	
									30,900.38	
496	101 4059	Bank Charges	29/02/2024	Lloyds Corporate	Bank Charges	Lloyds Bank Corp	X	3.00		3.00
492	101 4022	Office Equipment & S	02/02/2024	Lloyds Corporate	Land Registry Title	Land Registry	X	3.00		3.00
493	305 4201	CC Routine Maintenan	21/02/2024	Lloyds Corporate	Light Tubes	Screwfix	S	7.75	1.55	9.30
494	305 4201	CC Routine Maintenan	22/02/2024	Lloyds Corporate	Light Tubes	Screwfix	S	-7.75	-1.55	-9.30
									6.00	
									0.00	
									6.00	
									27,120.58	
									3,785.80	
									30,906.38	

Woodstock Town Council
RECEIPTS LIST

Voucher	Cost Centre	Code	Date	Bank	Description	Supplier	VAT Type	Net	VAT
239	201 1151	Cemetery Income	01/02/2024	Unity Trust	Cemetery Memorial	Banbury Memorials	E	154.00	
240	101 1200	Interest Received	02/02/2024	Unity Trust	Account Interest	Public Sector Deposit	X	358.00	
242	301 1005	TH Daily/Commercial	05/02/2024	Unity Trust	Town Hall Booking	Blooming Well UK	E	28.00	
241	305 1006	CC Daily/Commercial	05/02/2024	Unity Trust	Community Centre Boc	Stroke Club	E	15.00	
243	301 1005	TH Daily/Commercial	05/02/2024	Unity Trust	Town Hall Booking	Blooming Well UK	E	56.00	
244	301 1005	TH Daily/Commercial	07/02/2024	Unity Trust	Town Hall Booking	Woodstock Literary Sc	E	14.00	
245	305 1006	CC Daily/Commercial	07/02/2024	Unity Trust	Community Centre Boc	Woodstock Music Soci	E	182.00	
246	301 1005	TH Daily/Commercial	09/02/2024	Unity Trust	Town Hall Booking	Private Hire	E	260.00	
247	305 1006	CC Daily/Commercial	12/02/2024	Unity Trust	Community Centre Boc	Private Hire	E	56.00	
248	201 1151	Cemetery Income	12/02/2024	Unity Trust	ERB Transfer		X	40.00	
249	101 4994	VAT Repayment	13/02/2024	Unity Trust	VAT Repayment	HMRC	R		3,751.62
250	301 1005	TH Daily/Commercial	15/02/2024	Unity Trust	Town Hall Booking	Yoga	E	84.00	
254	310 1110	Rent Park Street	16/02/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S	1,300.00	260.00
254	310 1110	Rent Park Street	16/02/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	X	3,250.00	
254	310 1110	Rent Park Street	16/02/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	X	15,900.00	
254	310 1120	Rent Market Street	16/02/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	X	1,050.00	
254	310 1120	Rent Market Street	16/02/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	X	1,270.00	
254	310 1120	Rent Market Street	16/02/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S	1,000.00	200.00
254	310 1140	Rent Community Cen	16/02/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	X	1,062.50	
254	310 1140	Rent Community Cen	16/02/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	X	85.00	
251	201 1151	Cemetery Income	20/02/2024	Unity Trust	Cemetery Interment	Jerrams Ltd	X	980.00	
252	201 1151	Cemetery Income	20/02/2024	Unity Trust	Cemetery Interment	Jerrams Ltd	X	132.00	
253	201 1151	Cemetery Income	20/02/2024	Unity Trust	Cemetery Interment	Jerrams Ltd	X	286.00	
255	301 1005	TH Daily/Commercial	26/02/2024	Unity Trust	Town Hall Booking	Tai Chi	E	72.00	
256	305 1006	CC Daily/Commercial	27/02/2024	Unity Trust	Community Centre Boc	Zumba	E	84.00	
257	305 1006	CC Daily/Commercial	27/02/2024	Unity Trust	Community Centre Boc	Woodstock Solicitors	E	70.00	
Total								27,788.50	4,211.62

Total
154.00
358.00
28.00
15.00
56.00
14.00
182.00
260.00
56.00
40.00
3,751.62
84.00
1,560.00
3,250.00
15,900.00
1,050.00
1,270.00
1,200.00
1,062.50
85.00
25,377.50
980.00
132.00
286.00
72.00
84.00
70.00
32,000.12

PAYMENTS LIST

Vouc	Code	Date	Bank	Supplier	V	
495	101 4022	Office Equipment & Stator	01/03/2024	Unity Trust	Copier Contract Rental CF Corporate Finance X	216.00
497	101 4077	HR Consultants	05/03/2024	Unity Trust	HR Support Peninsula Business Se S	145.20
498	301 4212	TH Insurance & Rates	07/03/2024	Unity Trust	Rates 2023/24 West Oxfordshire Dist X	992.00
504	310 4110	Fee Park Street	08/03/2024	Unity Trust	Monthly Rent- B&B Breckon & Breckon S	438.75
504	310 4120	Fee Market Street	08/03/2024	Unity Trust	Monthly Rent- B&B Breckon & Breckon S	438.75
504	310 4215	Maintenance Park Street	08/03/2024	Unity Trust	Monthly Rent- B&B Breckon & Breckon S	168.00
504	310 4225	Maintenance Market Street	08/03/2024	Unity Trust	Monthly Rent- B&B Breckon & Breckon S	168.00
504	310 4235	Maintenance Town Hall	08/03/2024	Unity Trust	Monthly Rent- B&B Breckon & Breckon S	282.00
504	310 4245	Maintenance Community C	08/03/2024	Unity Trust	Monthly Rent- B&B Breckon & Breckon S	174.00
504	310 4245	Maintenance Community C	08/03/2024	Unity Trust	Monthly Rent- B&B Breckon & Breckon X	86.25
500	101 4022	Office Equipment & Stator	11/03/2024	Unity Trust	Copier Usage Thames Valley Copier S	30.73
501	101 4022	Office Equipment & Stator	11/03/2024	Unity Trust	Water cooler service Eden Springs UK Ltd S	35.10
503	101 4070	Computer System & IT Sup	11/03/2024	Unity Trust	Hosting Email & servic Microshade Business (S	248.81
499	201 4485	Town In Bloom	11/03/2024	Unity Trust	Compost Dr Edwards X	20.00
505	101 4077	HR Consultants	14/03/2024	Unity Trust	HR Support Peninsula Business Se S	129.74
507	101 4000	Staff Wages	18/03/2024	Unity Trust	Staff Wages RP E	1,209.77
508	101 4000	Staff Wages	18/03/2024	Unity Trust	Staff Wages IW E	524.72
509	101 4000	Staff Wages	18/03/2024	Unity Trust	PAYE HMRC E	356.84
510	101 4000	Staff Wages	18/03/2024	Unity Trust	Staff Wages KH E	817.73
511	101 4000	Staff Wages	18/03/2024	Unity Trust	Pensions OCC Pension Fund E	396.69
518	101 4022	Office Equipment & Stator	27/03/2024	Unity Trust	Co-op Purchase Rachel Peters E	5.99
519	305 4204	CC Alarm (Fire, Security)	27/03/2024	Unity Trust	Fire Alarm Service Chubb Fire & Security S	389.09
512	305 4208	CC Gas & Electricity	27/03/2024	Unity Trust	Gas Kent County Council S	610.35
513	305 4208	CC Gas & Electricity	27/03/2024	Unity Trust	Electricity Kent County Council L	593.27
515	301 4209	TH Gas & Electricity	27/03/2024	Unity Trust	Gas Kent County Council S	737.65
514	301 4210	TH Operating Costs (Clean	27/03/2024	Unity Trust	Cleaning Supplies Seldram Supplies S	3.22
516	305 4213	CC Operating Cost (Cleanir	27/03/2024	Unity Trust	Cleaning Supplies Seldram Supplies S	30.79
517	201 4472	Winter Maintenance	27/03/2024	Unity Trust	Salt Bins OCC S	500.00
520	101 4059	Bank Charges	28/03/2024	Unity Trust	Bank Charges Unity Trust X	1.20
523	101 4059	Bank Charges	31/03/2024	Unity Trust	Bank Charges Unity Trust X	40.50
					Sub Total	9,791.14
521	305 4213	CC Operating Cost (Cleanir	18/03/2024	Lloyds Corporate Ca	Defib Pads British Heart Foundati X	59.99
522	101 4059	Bank Charges	26/03/2024	Lloyds Corporate Ca	Bank Charges Lloyds Bank Corporat X	3.00
					Sub Total	62.99
					Total	9,854.13

2024)

'AT Type	Total
	216.00
27.42	172.62
	992.00
87.75	526.50
87.75	526.50
33.60	201.60
33.60	201.60
56.40	338.40
34.80	208.80
	86.25
	2,089.65
6.15	36.88
7.02	42.12
49.77	298.58
	20.00
24.51	154.25
	1,209.77
	524.72
	356.84
	817.73
	396.69
	5.99
77.82	466.91
122.07	732.42
29.66	622.93
147.53	885.18
0.64	3.86
6.16	36.95
100.00	600.00
	1.20
	40.50
932.65	10,723.79
	59.99
	3.00
0.00	62.99
932.65	10,786.78

Woodstock Town Council

5 April 2024 (2023 - 2024)

RECEIPTS LIST

Vouche	Cost	Centre	Code	Date	Bank	Description	Supplier	Net	Total
261	305	1006	CC Daily/Commercial Lettings	01/03/2024	Unity Trust	Community Centre Bool	Woodstock Music Societ	E 224.00	224.00
262	301	1005	TH Daily/Commercial Lettings	01/03/2024	Unity Trust	Town Hall Booking	Blooming Well UK	E 42.00	42.00
260	301	1005	TH Daily/Commercial Lettings	04/03/2024	Unity Trust	Town Hall Booking	Tai Chi	E 28.00	28.00
259	305	1006	CC Daily/Commercial Lettings	04/03/2024	Unity Trust	Community Centre Bool	Stroke Club	E 30.00	30.00
258	201	1151	Cemetery Income	04/03/2024	Unity Trust	Cemetery Interment	Co-op Funeral Care	X 1,960.00	1,960.00
260	301	1005	TH Daily/Commercial Lettings	04/03/2024	Unity Trust	Town Hall Booking	Tai Chi	E 30.00	30.00
263	301	1005	TH Daily/Commercial Lettings	04/03/2024	Unity Trust	Town Hall Booking	Pilates	E 84.00	84.00
264	305	1006	CC Daily/Commercial Lettings	04/03/2024	Unity Trust	Community Centre Bool	Woodstock Jazz	E 105.00	105.00
265	305	1006	CC Daily/Commercial Lettings	04/03/2024	Unity Trust	Community Centre Bool	Zumba	E 63.00	63.00
266	401	1100	Wedding Income	04/03/2024	Unity Trust	Wedding Payment	Wedding Booking	E 300.00	300.00
267	101	1200	Interest Received	04/03/2024	Unity Trust	Account Interest	Public Sector Deposit	X 333.45	333.45
264	503	4996	Damaged Deposit	04/03/2024	Unity Trust	Community Centre Bool	Woodstock Jazz	X 150.00	150.00
268	305	1006	CC Daily/Commercial Lettings	05/03/2024	Unity Trust	Community Centre Bool	Joanne Richards	E 42.00	42.00
269	305	1006	CC Daily/Commercial Lettings	05/03/2024	Unity Trust	Community Centre Bool	Dimensions UK Ltd	E 238.00	238.00
270	301	1005	TH Daily/Commercial Lettings	06/03/2024	Unity Trust	Town Hall Booking	Woodstock Bookshop	E 58.00	58.00
271	201	1151	Cemetery Income	06/03/2024	Unity Trust	Cemetery Memorial	Banbury Memorials	E 308.00	308.00
273	310	1110	Rent Park Street	08/03/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S 1,560.00	1,560.00
273	310	1110	Rent Park Street	08/03/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S 540.00	540.00
273	310	1110	Rent Park Street	08/03/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	E 1,625.00	1,625.00
273	310	1120	Rent Market Street	08/03/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	E 1,050.00	1,050.00
273	310	1120	Rent Market Street	08/03/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	E 55.00	55.00
273	310	1120	Rent Market Street	08/03/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	E 1,270.00	1,270.00
273	310	1120	Rent Market Street	08/03/2024	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S 1,200.00	1,200.00
									7,300.00
274	401	1100	Wedding Income	11/03/2024	Unity Trust	Wedding Payment	Wedding Payment	E 300.00	300.00
272	503	4996	Damaged Deposit	11/03/2024	Unity Trust	Damage Deposit Refund	Damage Deposit	X -150.00	-150.00
275	301	1005	TH Daily/Commercial Lettings	13/03/2024	Unity Trust	Town Hall Booking	Yoga	E 42.00	42.00
276	301	1005	TH Daily/Commercial Lettings	15/03/2024	Unity Trust	Town Hall Booking	Pilates	E 112.00	112.00
277	301	1005	TH Daily/Commercial Lettings	18/03/2024	Unity Trust	Town Hall Booking	Community First Oxon	E 8.00	8.00
279	310	1110	Rent Park Street	21/03/2024	Unity Trust	Council Tax credit	WODC	X 279.63	279.63
278	305	1006	CC Daily/Commercial Lettings	22/03/2024	Unity Trust	Community Centre Bool	Gabrielle Brown	E 170.00	170.00
280	305	1006	CC Daily/Commercial Lettings	28/03/2024	Unity Trust	Community Centre Bool	Lunch Club	E 180.00	180.00
281	101	1200	Interest Received	31/03/2024	Instant Access A	Account Interest	Unity Trust	X 1,189.42	1,189.42
									13,426.50 13,426.50

Please note that the Town Council has underpaid VAT for the last 2 years to the amount of £8499.19.

The VAT element has been incorrectly allocated on income and expenditure on commercial property dating back to VAT quarter ending 30/09/2021.

This was caused by an inadequate handover between RFOs in 2021, and the lack of adequate VAT breakdown from our property agents.

It has taken a lot of work to sort the issue out, and with the help of our accountants. There should be no penalties or interest applied, and the issue will be resolved on the next VAT return.

Purchasing of Gift Vouchers for Staff

This report has been produced in response to the concerns that Cllr Parnes raised during the Council's meeting on the 16th January.

Cllr Parnes raised concerns over the use of public funds for the purchase of 3 x £50 gift vouchers, that were given to the staff as a Christmas gift, and that the purchase was not brought to Council for approval.

This report will clarify that the correct procedure was followed and that no financial regulations have been breached.

I fully accept that Councillors should be checking and where needed challenging the processes of the Council and its staff, and that this should never be prevented from happening.

Procedure Followed for Purchasing of Gift Vouchers

Firstly, the giving of vouchers is allowed and is covered by the HM Revenue & Customs' (HMRC's) Trivial Benefits Scheme. To qualify, gifts cannot be a reward for services, cannot be cash or a cash voucher, cannot be contractual (including under salary sacrifice arrangements), and the cost must not exceed £50 per gift.

The vouchers given did not exceed the £50 limit and were not exchangeable for cash and were given as a Christmas present to staff and was not a reward for services. Please know that reward for service is for example length of service payments or for reaching targets.

When I was asked to authorise the purchase of the gift vouchers I followed the process contained with the Council Financial Regulations, a copy of which is available on the Council's website.

I will refer to the relevant sections below: -

Section 4 Budgetary Control and Authority to Spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Clerk, in conjunction with Mayor or Chairman of the appropriate committee, for any items below £5000.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee.

Clause 4.1 - As the expenditure of £150 is under £5,000 then I with the Mayor are allowed under clause 4.1 to authorise the purchase as long as clause 4.2 is not triggered.

Clause 4.2 – This was not triggered as the budget identified was Staff Wages which has a budget of £77,000 and is currently extremely under spent.

I identified Staff Wages as the appropriate budget based on the fact that should the vouchers have been over the £50 limited then they would have attracted PAYE and would have had to have been reported via a P11D to HMRC.

There has been mention of using the Civic budget for the payment but this is a misunderstanding; had I been at the meeting on the 16th January, I would have not allowed the suggestion of using the Civic budget as I had already identified the salary budget and would have provided the same information as above.

Internal Auditor

Prior to completing this report, I requested advice from our internal auditors Mulberry & Co who after reviewing the details that I provided have confirmed that no financial regulations have been breached.

The auditor did acknowledge that the budget heading chosen (Staff Wages) may not be a detailed enough description to show clearly what it is to be used for and had this issue been brought to their attention during the audit process that they would advise to create an additional budget heading to cover other staff costs.

This advice has been confirmed via email, which was circulated to Councillors when it was received.

Dear Stakeholder,

AIRSPACE CHANGE PROPOSAL - ACP-2023-033¹

CAP 1616 DESIGN PRINCIPLES – STAKEHOLDER ENGAGEMENT

Oxford Aviation Services Limited (OASL), the operator of London Oxford Airport proposes to modernise its air navigation procedures and associated infrastructure. To progress this, we are required to commence a formal Airspace Change Proposal (ACP) process which is regulated and overseen by the United Kingdom (UK) Civil Aviation Authority (CAA).

The purpose of this document is to advise you of an important initial step in our ACP, explained in more detail below. A Glossary is at [Annex A](#) and an abstract of our Statement of Need is at [Annex B](#). Please study its contents and respond if you wish. We welcome all feedback as this will help us to ensure that we take everyone's points of view into account as we develop potential solutions to the issues we have set out in this document.

We are looking to consult with stakeholders in the area within the diagram to the right, predominantly within the yellow area which is approximately 20 miles from the airport. In addition, consultation will take place with other aviation stakeholders in a wider area.

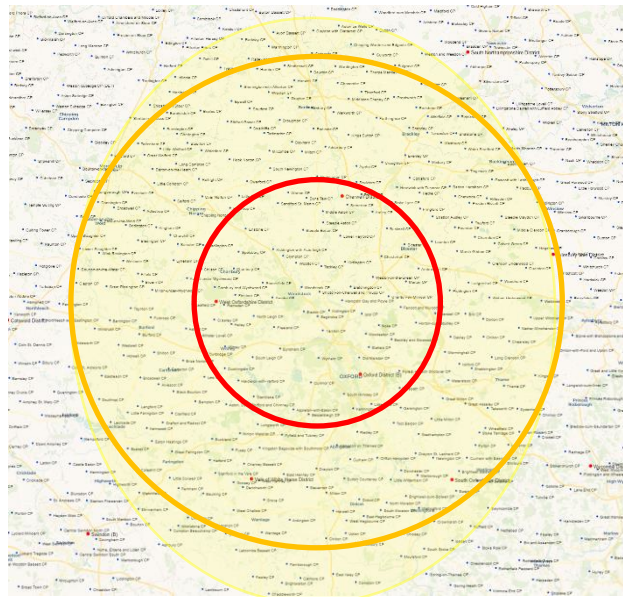


Figure 1 Main Consultation Area (the Red Ring is a 10-mile radius, and the Amber Ring is a 20-mile radius).

If now, or at any point, you no longer consider yourself a Stakeholder in this change process, please advise us. If you can identify someone who has taken over that role or would have an interest, please kindly forward this document with a request that they identify themselves to, us, the Airspace Change Sponsor.

¹ [Link to CAA Portal](#)

Introduction

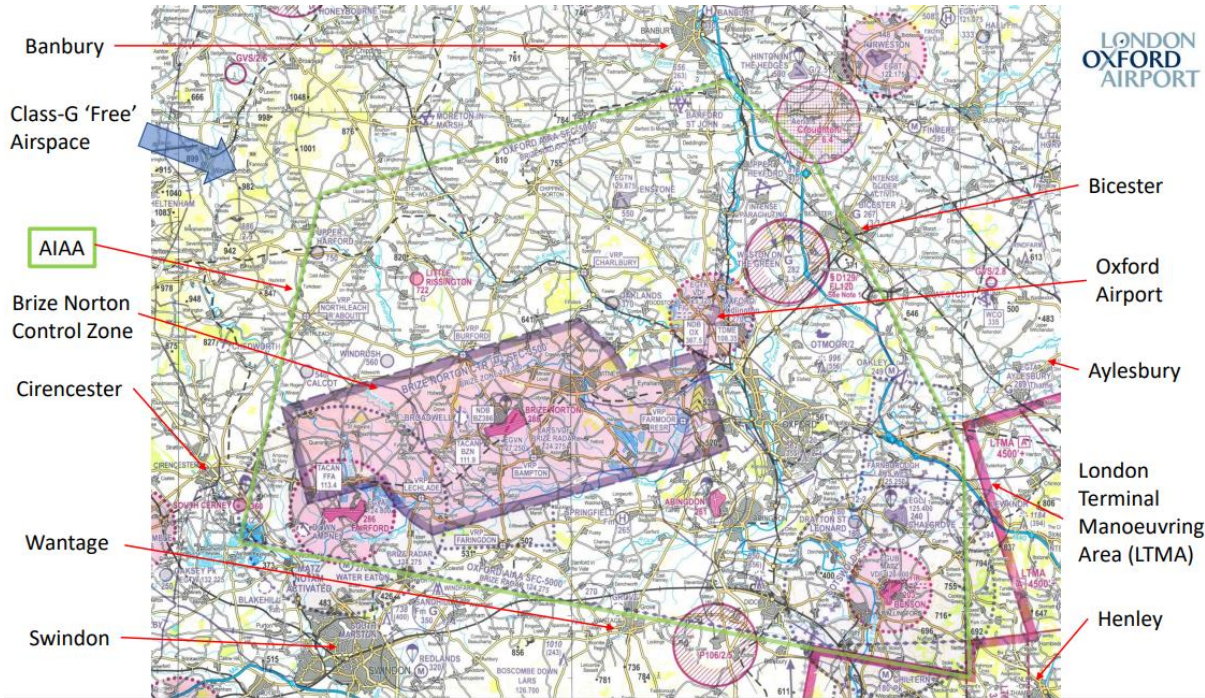
OASL operates London Oxford Airport.

London Oxford Airport (OXF/EGTK - Kidlington) is the primary regional and business aviation airport in the Thames Valley area and is the only civilian airport operating with Radar Surveillance between the larger airports of London Heathrow and Birmingham. A history of the airport can be found here: [History of the Airport](#).

London Oxford Airport is in the heart of one of Europe’s fastest growing regions. The airport lies midway between the capital and the UK industrial heartland of the Midlands. The businesses based at the airport offer ad-hoc air charter, air taxis, the sale of aircraft and helicopters, their support, management, modification, and maintenance.

Current-Day Scenario

London Oxford Airport owns and operates no aircraft itself, but plays host to pilot training schools, aircraft maintenance companies, business aircraft and air taxi operators, with aircraft from two seats to 150 seats. In essence the airport provides facilities, a runway and air traffic services during its opening hours. The airport is open from 06:30 to 22:30 Local Time, seven days a week, and can operate between 06:00 to midnight Local Time where an opening extension has been agreed. Under a Section 106 of the Town and Country Planning Act 1990 agreement, the airport may not open between midnight and 05:59 Local Time for planned movements, see extract from the Section 106 at [Annex C](#). Since 2012, there have been 468 different aircraft types visiting London Oxford Airport. Noise abatement procedures can be found at the following link: [Noise Abatement Procedures](#). The local airspace configuration and some of the other airfield locations are indicated in the diagram below:



Owing to the proximity of Royal Air Force (RAF) Brize Norton to London Oxford Airport, there is an operational agreement in place allowing London Oxford Airport traffic to enter the RAF

Brize Norton Control Zone for the purpose of arrivals to Runway 01 and, where necessary, for departures from Runway 19. RAF Brize Norton and OASL work in close cooperation with each other in order to manage access to the airspace effectively.

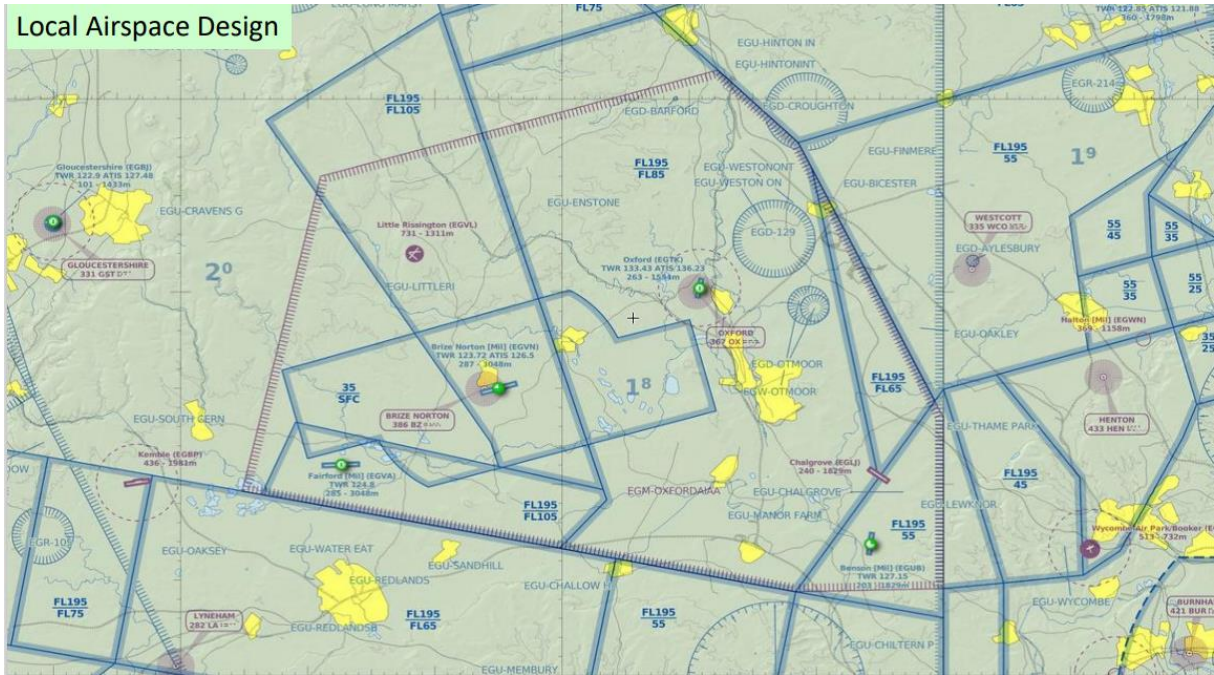
CAP1616 requires the following information to be included as part of the 'current-day' scenario:

- **Airspace Design:** Airspace within the UK is based on an ICAO classification system, see [Annex D](#). London Oxford Airport lies within uncontrolled Class G airspace, where aircraft are not subject to mandatory compliance with air traffic control (ATC) instructions, aircraft can enter, leave, and transit the airspace without ATC permission. Those aircraft under a service agree to follow a set of flight rules.

- **Current Structures.**
 - **Aerodrome Traffic Zone (ATZ).** London Oxford Airport has a Class G ATZ of radius 2 nautical miles (NM), centred at 515013N 0011912W on the longest notified runway (01/19) with an upper limit of 2000ft above ground level (AGL) and a lower limit of the surface. All aircraft require the permission of OASL to enter during the airport's opening hours. This airspace structure is currently the only airspace structure the airport manages other than an Unmanned Aircraft Systems (UAS) Flight Restriction Zone (FRZ) (EGRU117A OXFORD /EGRU117B OXFORD Runway 01/EGRU117C OXFORD Runway 19). The shape of FRZ is constructed by using the airfield's existing ATZ and two Runway Protection Zones with a shape five kilometres by one kilometre starting from the point known as the 'threshold' at the end of each of the airfield's runways. Both zones extend upwards to a height of 2,000 feet above the airfield. An Aerodromes FRZ and RPZ(s) are contiguous irrespective of how mapping tools may portray them. It is illegal to fly any UAS (also known as a drone) at any time within these restricted zones unless you have permission from air traffic control at the airport or, if air traffic control is not operational, from the airport itself (the UK Integrated Aeronautical Information Package (IAIP) Section ENR 1.1 contains information for UAS operators and aerodromes in relation to requesting and granting permission for any unmanned aircraft flight within an FRZ/RPZ).

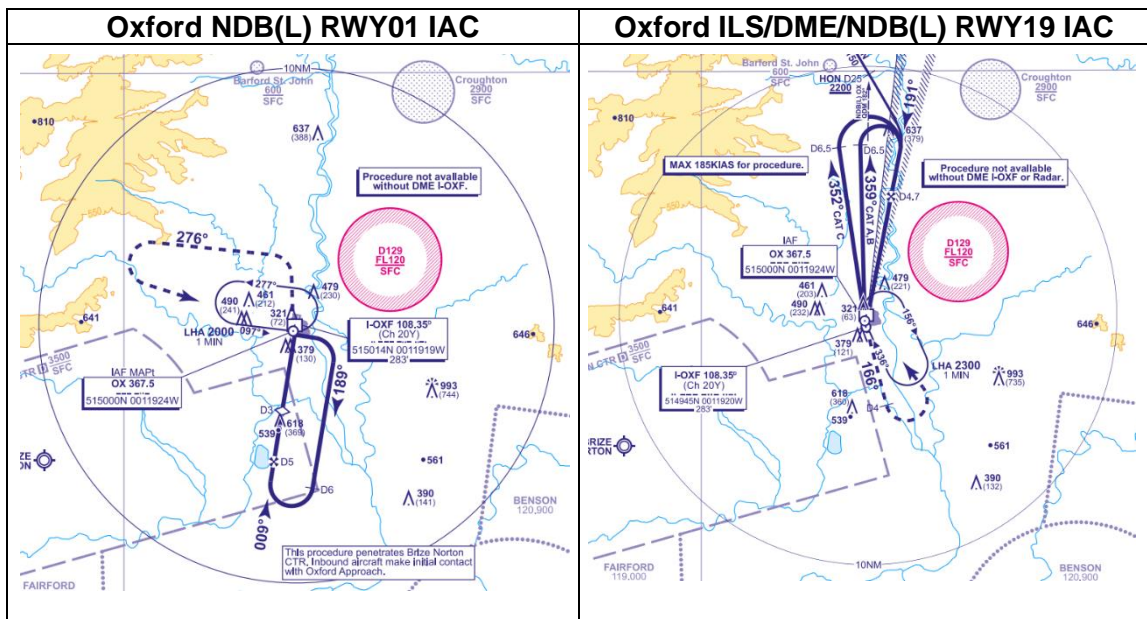
 - **Other Airspace Structures.** There are other airspace structures in the vicinity of London Oxford Airport that are not the responsibility of the airport; these include RAF Brize Norton Control Zone (Class D), D129 Weston on the Green (Parachuting Area and a gliding site at weekends when D129 is not active), RAF Benson Military Air Traffic Zone, Hinton-in-the Hedges (a Parachuting area), and Little Rissington ATZ. There are also smaller airfields that do not have any associated airspace such as Bicester, Enstone, and Turweston. Activity in the locations within this paragraph can influence the routings of aircraft; some pilots do not wish to contact the operating authority and would sooner route around these airspace structures rather than request a transit through this airspace.

Local Airspace Design



In addition, NATS En Route operates within controlled airspace that lies above London Oxford Airport which is described later in this document.

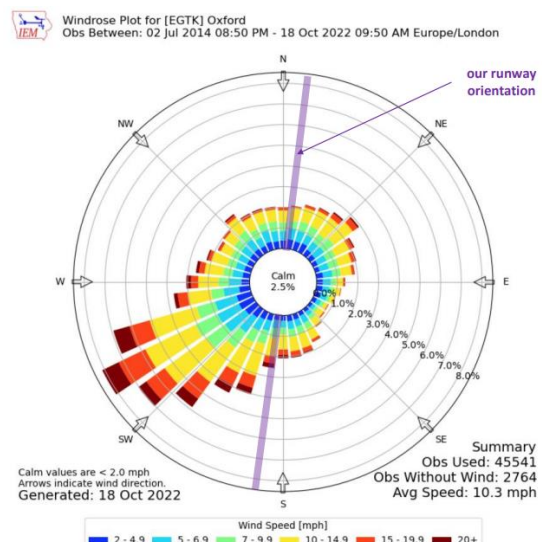
- Routes.** There are no defined routes from/to London Oxford Airport other than the IAPs that are published on the AIP Website. The London Oxford Airport's circuit pattern is described below and can be found here: [Circuit Pattern](#)
- Instrument Flight Procedures.** The Airport has Instrument Approaches to both runways, an Instrument Landing System (ILS) and Non-Directional Beacon (NDB) to Runway 19 and an NDB only approach to Runway 01. Two of the Instrument Approach Charts (IAC) are depicted below:



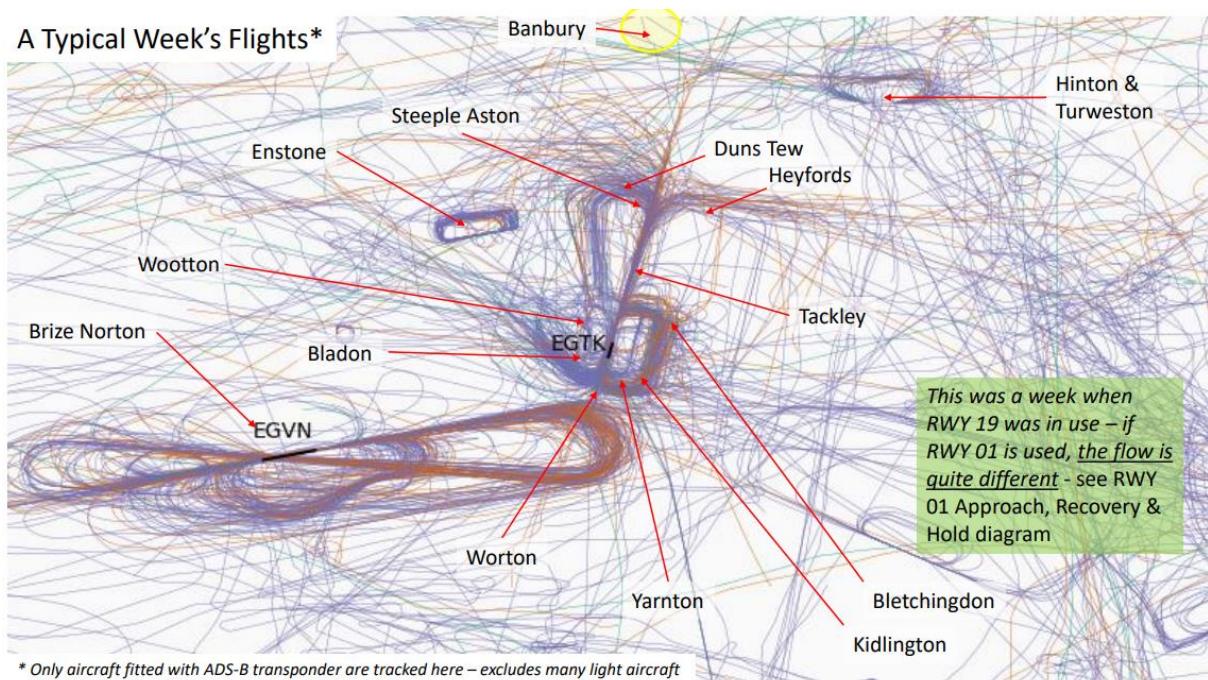
During the published hours of radar (07:30 to 20:00 Local Time), most aircraft are sequenced by our air traffic control officers using heading and level changes utilising UK Flight Information Services to establish on the final approach track on a stabilised approach between 6-8 NMs from the start of the runway in use; these tend to be random tracks based on where the aircraft is arriving from, there are no Standard Arrival Routes (STARs) or Standard Instrument Departures (SIDs). Some training aircraft will undertake the full procedures depicted above during radar hours and these procedures are used outside of radar hours when the Unit operates without radar. There is an instrument hold in the overhead of London Oxford Airport; the lowest holding level at the 'OX' radio beacon in either holding pattern for Runway 01 or Runway 19 is 3500' above sea level with other London Oxford Airport aircraft restricted, when necessary, to 2,500ft above sea level beneath the hold. Many modern aircraft are no longer required to be equipped with the automatic direction finder necessary to carry out NDB approaches as this is older technology. Therefore, some aircraft are not equipped to conduct an Instrument Approach to Runway 01 which typically is used about 30% of the time due to prevailing winds. In addition, fewer pilots are in current practice to fly NDB approaches. The trend has been for more pilots to accept an ILS approach to Runway 19 despite the possibility of a tailwind. Although aircraft can still land safely it brings added workload on the flightdeck and the possibility of reduced margins in terms of the landing distance required. It is, therefore, normally considered best practice to arrange to land into the prevailing wind. If an aircraft is not able to complete and approach once established on the final approach track owing to weather and/or pilot or controller intervention, the pilot would normally initiate a missed approach as detailed within the IACs. This would normally involve a climb to 2,500ft and a turn back into the hold unless bespoke missed approach instructions have been previously provided by air traffic control.

- Flight Behaviours/Patterns.** London Oxford Airport is located within an 'Area of Intense Aerial Activity' (AIAA). The airport's primary aim is to ensure the safety of the airspace for all users, first and foremost. However, the volume of aircraft is not controlled by the airport, it is demand-led and often seasonal and weather-dependent, and the state of the economy. It is always the case that the fairer the weather, the higher the volume of traffic.

- Wind Direction.** Wind direction is key to which runway is being used and, therefore, the aircraft's route on arrival or departure and how noise might be carried on a given day in the local area. The diagram shows the average annual trends for wind direction at Oxford and strength of those winds 70% or so of the time traffic will fly in



from the north and depart to the south. On-airport noise is heard more by the village of Thrupp than Bladon due to the prevailing wind direction.



- Local Area.** The diagram below shows the typical patterns flown in the airspace when Runway 19 is in use at London Oxford Airport, the diagram would be different if Runway 01 was in use:
- IFR Training Routes.** There are IFR training routes primarily by General Aviation training organisations that cross the Oxford AIAA. This training involves both London Oxford Airport-based training organisations and those based at other airports, including Gloucestershire Airport and Cranfield Airport. Most of these aircraft crossing the Oxford AIAA, particularly in the vicinity of London Oxford Airport, will request and Air Traffic Service from OASL. These aircraft will either complete a navigational exercise either including an Instrument Approach at London Oxford Airport or will cross the airspace enroute to another facility. London Oxford Airport-based training organisations will conduct both Instrument Approaches at London Oxford Airport and/or will conduct a navigational exercise following beacons which may include joining the controlled airspace structure, working NATS En Route, or will remain with OASL and/or be handed over to another Air Traffic Service Provider.
- Controlled Airspace.** Diagrams showing the Upper and Lower controlled airspace above London Oxford Airport are depicted below within "Overflight and Operational Diagrams". Some of London Oxford Airport's commercial aircraft join and leave the controlled airspace structure at the following points (other points may be used):

 - DTY

- IXURA
- KENET
- BADIM
- WCO
- SILVA
- CONKO

Aircraft may be vectored in a way that the required joining level is achieved, this may mean that a direct route is not always possible, often due to having to avoid unknown aircraft, that are not communicating with OASL or transponding, causing increased flight time, fuel usage, CO2 and noise.

- **Local Agreements.** By local agreement as a good neighbour, subject to traffic conditions and weather, aircraft being radar vectored are normally not be descended below the following altitudes above sea level:

- 3000 ft within 1 NM of the overhead of Enstone Airfield.
- 3000 ft within 1 NM of Turweston Airfield.
- 3500 ft within 2 NM of the overhead of Weston-on-the-Green gliding site when promulgated as active.
- Aircraft being radar vectored shall not be vectored within 3 NM of Hinton-in-the-Hedges when notified as active with para-dropping.

- **Airspace Usage Survey and Analysis.** London Oxford Airport lies within the Oxford AIAA, a very busy area of Class G airspace used mainly by General Aviation, including light aircraft and gliders, that operate from many light landing strips and airfields located within and around the area, see the London Oxford Airport brief on local airspace, including overflight routes, at this link: [Local Airspace to London](#)

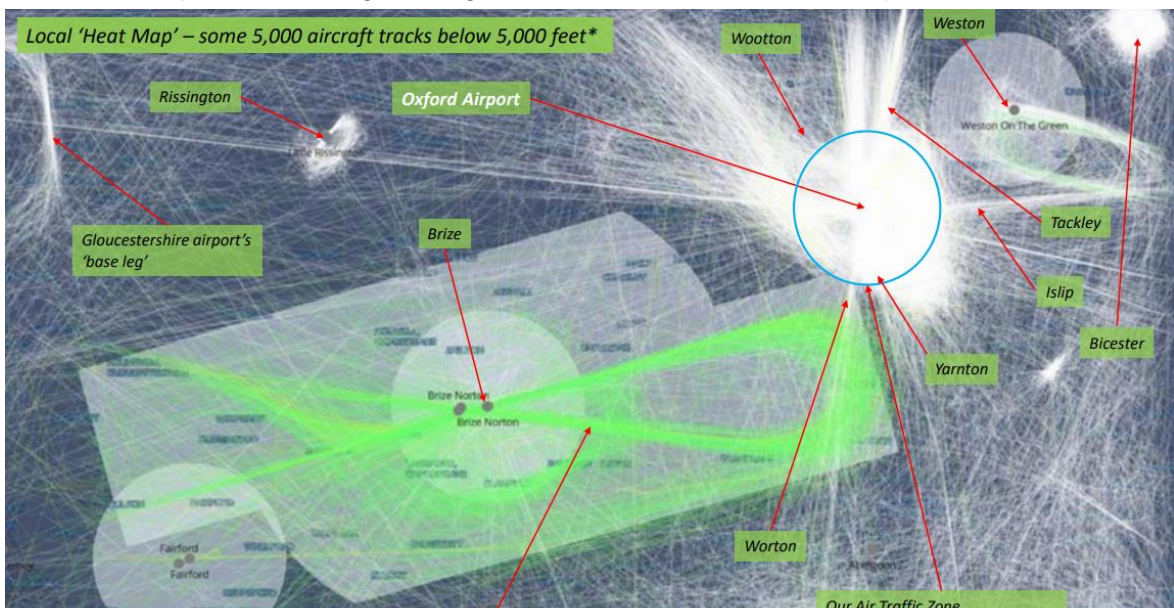


Figure 3 Taken from CAP2359 "Brize Norton CTR / Fairford MATZ / D129 with Military (Green) & Non-Commercial (White) traffic movements, from the CAA's Airspace Analyser Tool." Source CAA.

[Oxford Airport](#). The CAA conducted an [Airspace Classification Review - Cotswold Report in 2021 \(CAP 2235\)](#) in 2021 and published its final report [Airspace Classification Review - Cotswold Region Final Findings Report 2022 \(CAP2359\)](#) in 2022; the findings relating to Oxford can be found at paragraphs 147 to 154 within the report. The diagram above, taken from CAP2359 (paragraph 119) shows 5000 (the maximum the system can display) of the 41643 tracks picked up by the CAA's analyser tool, operating within the year 2019 and at or below FL50. Note that the bright white area to the north-east of the Brize Norton Control Zone is London Oxford Airport and that the airport's movements post Covid-19 have increased since this was produced. CAP2359 also included a Figure (paragraph 152) showing glider tracks crossing the region within the same report, see below:

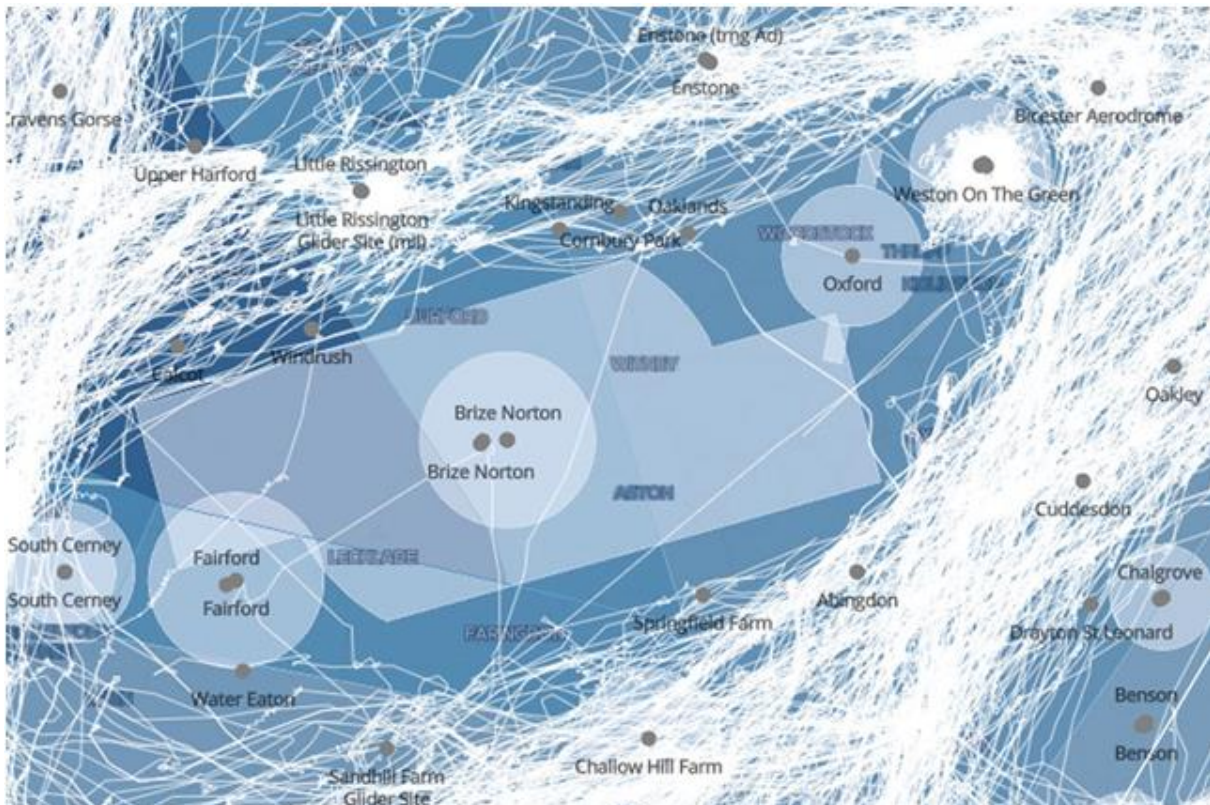


Figure 4. Taken from CAP2359: "Oxford ATZ and surrounding area with glider tracks selected under 5000ft (21st - 29th August 2021) from the CAA's Airspace Analyser Tool." Source CAA.

The avoidance of other aircraft within Class G is the responsibility of the pilot but this is greatly assisted by the employment of electronic conspicuity devices and participation in Air Traffic Control services. Multiple daily Instrument Flight Rule departures and arrivals must be sequenced by vectoring and/or level changes through this busy airspace by a team of highly skilled Air Traffic Control Officers (ATCOs) using the current UK Flight Information Service² rules and relying upon a modern air traffic control radar system. As there are no Standard Instrument Departures or Standard Arrival Routes, all routings joining or leaving controlled airspace are directed to/from the airways joining points by the most efficient route. All the routes are random as the controllers must vector the aircraft away from unknown aircraft making the operation not efficient but maintaining a high level of safety utilising the rules available to the controllers; aircraft are routed from any direction

² The UK Flight Information Services ([CAP 774](#)) details the suite of air traffic services (ATS) which (excluding aerodrome services) are the only services provided in class G airspace within the UK Flight Information Region.

and level below controlled airspace. Most aircraft operate between 1,000ft and 3,000ft, with numbers of aircraft reducing steadily above 3000ft. Choke points to the operation are the 0.4NM gap between D129 Weston on the Green Parachute area and the London Oxford Airport Aerodrome Traffic Zone (ATZ) and the area to the north of the airport between Enstone and Hinton in the Hedges which crosses the instrument approach routings. A survey of unknown aircraft was conducted by air traffic control staff between August and October 2023; this found that in 304 hours surveyed between the hours of 0800-1800, 779 unknown and non-communicating aircraft crossed the Runway 19 final approach track within the ILS approach area (an average of 2.6 per hour), 46% of which were non-transponding³. The peak rate was 36 per hour (92% of which were non-transponding) during an organised gliding competition in which the planned route crossed the Oxford instrument procedures. The main potential safety risk is that of a mid-air collision owing to the number of unknown aircraft that transit the area without contacting Air Traffic Control at London Oxford Airport (these pilots are operating legally under the rules of Class G, they do not have to speak to the Air Traffic Services unit at the airport). There have been many airborne conflicts within this airspace that have resulted in 81 safety events since June 2018 of which 63 were subject to Mandatory Occurrence Reporting, with 41 Air Proximity (AIRPROX)⁴ and 22 Traffic Collision Avoidance System Resolution Advisory (TCAS RA)⁵ events.

- **Current Airspace Users.** The Class G airspace surrounding London Oxford Airport lies within the main General Aviation transit routes, for aircraft that do not wish to join controlled airspace, from the South/South East of England to the North East/North West of England and vice-versa, and helicopters routing from/to the London Heliport at Battersea. This airspace is affected by official events such as London flypasts, aircraft can hold and/or route through the airspace, the Royal International Air Tattoo, which is held at RAF Fairford, the Cheltenham Festival, the Silverston F1 event, including the lead up and the racing weekend, and numerous helicopters transiting the overhead above the airport. The London Oxford Airport operation lies within this airspace and any type of aviation activity can take place within the Class G airspace from gliding to micro lights, to Sports General Aviation, Business Aviation and flying training into/from other airports or training flights across the airspace, and military flying through the area. These activities do not have to contact the OASL and air traffic control and London Oxford Airport is not responsible for them. The current operation at London Oxford Airport consists of:
 - A mixture of Business Aviation (business jet and turbo prop) aircraft from Cessna Citation Jet size up to Boeing B737 BBJ, Airbus A319, or Embraer E195 size.
 - Helicopter traffic (many arriving for maintenance at Airbus Helicopters located at the airport).

³ In air navigation, a transponder is an automated transceiver in an aircraft that either emits a coded identifying signal in response to an interrogating received signal or transmits a signal automatically. Non-transponding means that no signal is being emitted.

⁴ An AIRPROX is a situation in which, in the opinion of a pilot or air traffic services personnel, the distance between aircraft as well as their relative positions and speed have been such that the safety of the aircraft involved may have been compromised.

⁵ TCAS RA is an indication given to the flight crew recommending: a) a manoeuvre intended to provide separation from all threats; or b) a manoeuvre restriction intended to maintain existing separation.

- Flying training for Commercial Pilot's Licence (CPL).
- Flying training for Private Pilot's Licence (PPL).
- Flying clubs and other general/private aviation flying activity

These activities are conducted under both Instrument Flight Rules (IFR) and Visual Flight Rules (VFR) in the local area, primarily within 20NM, not all aircraft are under a service from London Oxford Airport and these aircraft often fly beyond this airspace.

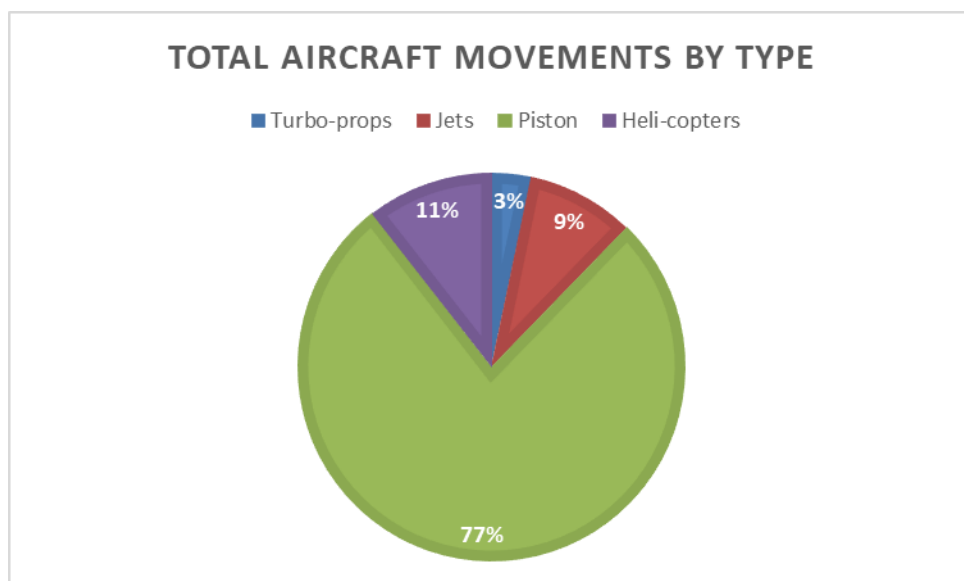
- Some of the other structures and airspace users include:
 - **RAF Brize Norton.** RAF Brize Norton lies to the south and south west of London Oxford Airport and has a Class D Control Zone from ground level to 3,500ft above sea level. RAF Brize Norton is the home to the RAF's transport fleet and operates large military aircraft including the C17, A400, and the A330. Other military aircraft operate from the base at times and also there are some General Aviation civilian flights, both large and small aircraft. RAF Brize Norton provides a Lower Airspace Radar Service generally within 30 NM of Brize Norton below other controlled airspace from 0900 to 1700 Local Time subject to controller capacity. RAF Brize Norton and London Oxford Airport operate extremely closely together under a Local Operating Agreement as all London Oxford Airport's IFR approaches to runway 01 have to transit through this Class D airspace and also some departures from runway 19.
 - **RAF Benson.** RAF Benson lies to the south east of London Oxford Airport and has a Military Air Traffic Zone, which also includes an ATZ. RAF Benson operates Puma and Chinook Helicopters and Tutor aircraft.
 - **Cranfield Airport.** Cranfield has an ATZ and ATC. It is a Procedural unit without no radar but can be busy with General Aviation.
 - **Gloucestershire Airport.** Gloucestershire Airport has an ATZ has ATC. It is a Procedural unit without no radar but is busy with General Aviation, particularly the lighter end.
 - **Weston on the Green (D129).** Weston on the Green has para jumping activity and gliding at the weekends.
 - **Other Surrounding Airfields.** There are several civilian smaller airfields in the vicinity that operate General Aviation aircraft and/or glider aircraft. A description of them and their activity, which can change and London Oxford Airport has no control over, include:
 - **Enstone Airfield.** Enstone Airfield is a General Aviation aerodrome that has safety-com operations. It can have intense CCT operations and some flying training activity. SOHO Farm-

House, an exclusive members club, its situated on the North-Eastern corner of the aerodrome and attracts significant helicopter activity.

- **Turweston Aerodrome.** Turweston Aerodrome is a General Aviation aerodrome that is managed by FISO operation. It can have intense CCT and flying operations on good weather days and is also the base to some helicopter operations. It is situated just to the East of Hinton-In-The-Hedges aerodrome and its associated Parachuting Operation.
- **Silverstone.** Silverstone has helicopter operations, not just for the F1 motor racing. The location is a magnet for General Aviation traffic as a navigation point.
- **RAF Little Rissington.** RAF Little Rissington acts as a satellite airfield for RAF Syerston and is the home to 637 VGS. The site is also used by nearby RAF Brize Norton as a parachute training area and by Joint Helicopter Command for helicopter training. Little Rissington has an ATZ that is active on Sat, Sun and Bank Holidays, 2NM from the surface to 2000ft.
- **Hinton-in-the-Hedges.** Hinton in the Hedges is a small private airfield that hosts a significant Parachute School that routinely conducts Free-Fall skydiving activity from FL120. Other GA aircraft are based there, including some gliding activity.
- **Upper Heyford.** Upper Heyford is a disused USAF Military aerodrome that has ad-hoc flying use, normally associated with the location being used for filming purposes.
- **Bicester Aerodrome.** Bicester Aerodrome is in the process of changing use from a busy gliding operation into a centre for Vintage Motoring activities. Gliding operations have ceased but some General Aviation aircraft still utilise its grass runways. Bicester has just been announced as one of the locations for a Vertiport for eVTOL aircraft.
- **Sywell Aerodrome.** Sywell Aerodrome is a General Aviation aerodrome which can get very busy. Lots of their traffic operates within the Oxford AIAA.
- **Dalton Barracks.** Dalton Barracks is a disused former RAF Airfield that is now occupied by the Army. It has occasional activity with all types of aircraft.
- **Chalgrove Airfield.** Chalgrove Airfield is a former RAF airfield that was closed in 1946. The airfield is primarily used by Martin

Baker for testing Ejection seats and has a Beach King-Air shuttle to its sister operation in Ireland.

- **Oakley Aerodrome.** Oakley Aerodrome is a site of microlight activity, mainly at weekends.
 - **Oaklands Farm Strip.** Oaklands Farm strip is utilised for Micro-light and vintage aircraft; predominantly non-radio and non EC equipped.
 - **Cornbury Park.** Cornbury Park is a private landing site.
 - **Kingstanding.** Kingstanding is a private landing site.
 - **Shotteswell.** Shotteswell is a private landing site.
 - **Edge Hill.** Edge-Hill is a gliding Site located at Shenington Airfield.
 - **Finmere.** Finmere is a gliding site near Milton Keynes.
 - **Princess Risborough.** Princess Risborough is a gliding site.
 - **Other Minor Airfields.** Lastly, there are other minor airfields of Wycombe Air Park, Halton Airport, Elstree Aerodrome, and Denham Aerodrome whose General Aviation traffic calls OASL frequently for a service to the south east of London Oxford Airport.
- **Aircraft Types.** There have been over 468 different aircraft types that have operated from London Oxford Airport since 2012. Most aircraft operated from the airport are light piston-engine General Aviation aircraft. The percentage of aircraft movements by type since 2012 is:



- **Frequency/Number of Movements.** The movements into and from London Oxford Airport between 2018-2023 were as follows:

London Oxford Airport Movement Totals						
Month	2018	2019	2020	2021	2022	2023
Jan	2,012	3,115	4,109	1,677	6,138	3,605
Feb	2,508	3,072	3,524	4,069	4,668	4,904
Mar	2,735	3,382	4,013	5,521	6,660	4,373
Apr	3,123	3,681	478	6,621	6,909	5,277
May	3,618	4,201	1,344	6,448	7,273	5,856
Jun	4,459	3,684	3,830	6,157	7,917	6,391
Jul	4,366	5,428	5,699	6,672	7,629	5,825
Aug	4,239	4,911	4,676	7,171	6,384	5,759
Sep	3,924	4,798	5,509	6,789	6,624	5,105
Oct	3,368	4,912	4,453	5,383	5,646	4,551
Nov	2,860	3,634	4,668	5,700	4,626	4,280
Dec	2,362	3,138	3,622	3,736	3,306	2,502
Total	39,574	47,956	45,925	65,944	73,780	58,428
% Change		+21.18%	-4.24%	+43.59%	+11.88%	-20.81% ⁶

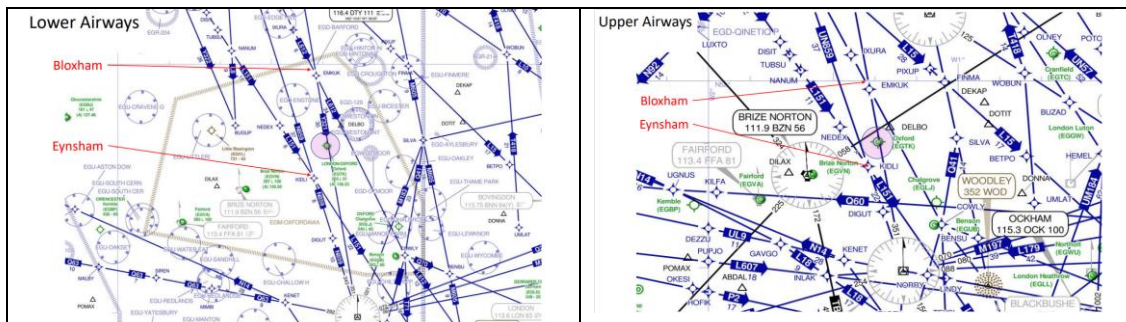
In addition to the above movements, air traffic control also provides a service to aircraft transiting the vicinity of Oxford. Whilst the Lower Airspace Radar Service unit is RAF Brize Norton, the Unit encourages aircraft to contact Oxford where their flight could affect the airport's flight paths. London Oxford Airport has started to record transit aircraft from March 2022, see table 'Transit Aircraft'.

Transit Aircraft		
Month	2022	2023
Jan	No Data	524
Feb	No Data	552
Mar	801	581
Apr	958	833
May	894	1017
Jun	1042	1165
Jul	1175	924
Aug	1049	977
Sep	823	943
Oct	756	703
Nov	570	555
Dec	337	294
Total	8,405	9,068
% Change		+7.3%

- **Typical Altitudes.** Owing to the random nature that aircraft depart and arrive, typical altitudes depend on the weather for aircraft flying under VFR and for IFR aircraft it is dependent on the airways joining level, if joining airways, or the requested transit level otherwise. VFR aircraft would normally operate in the band 1,000ft to 3,000ft with transit or training IFR aircraft operating 1,500ft to 5,000ft. This is all heavily weather and background traffic dependent owing to the nature of the Class G airspace. There is currently no specific level band.

⁶ Following a progressive increase in traffic over the years 2021 to 2022 inclusive, the decrease in 2023 was expected because a major flying training unit at London Oxford Airport had relocated several of its DA40 training aircraft to a fair-weather base in Spain. In addition, 2023 saw an increase in the number of days with rain and/or strong wind that contributed to the reduced numbers.

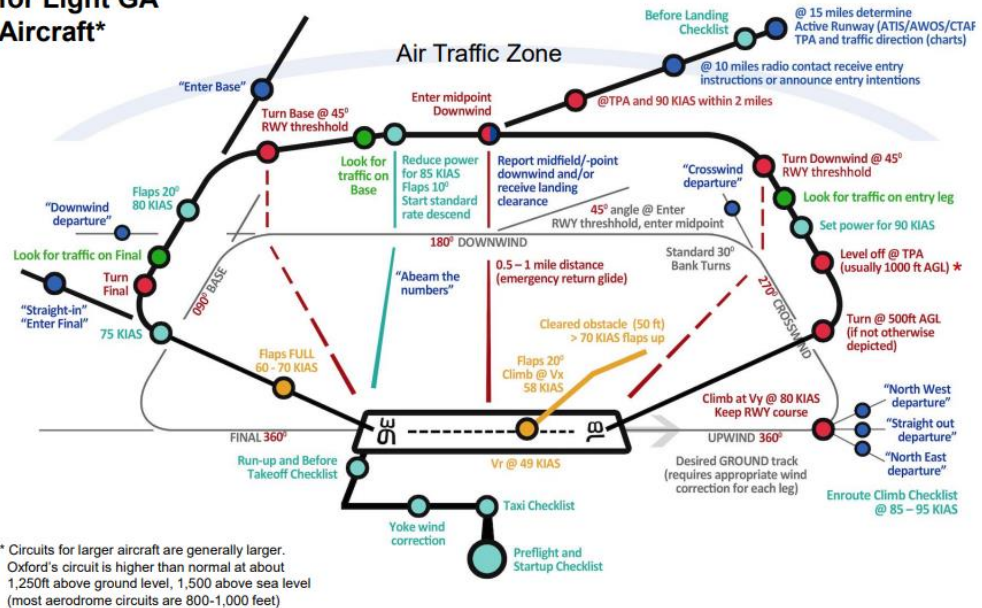
- **Overflight and Operational Diagrams.** Controlled airspace lies above London Oxford Airport that contain both Lower and Upper Airways; this airspace is controlled by NATS En Route:



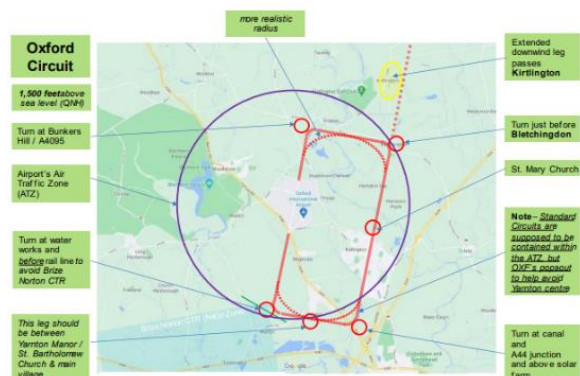
Other overflights beneath controlled airspace would be provided by RAF Brize Norton, the Lower Airspace Service provider, OASL, or NATS En Route Flight Information Services. Where a pilot does not want a service, they are allowed to operate independently.

At London Oxford Airport, a typical Base standard circuit for light GA aircraft is as depicted within the diagram below:

A Typical Standard Circuit for Light GA Aircraft*



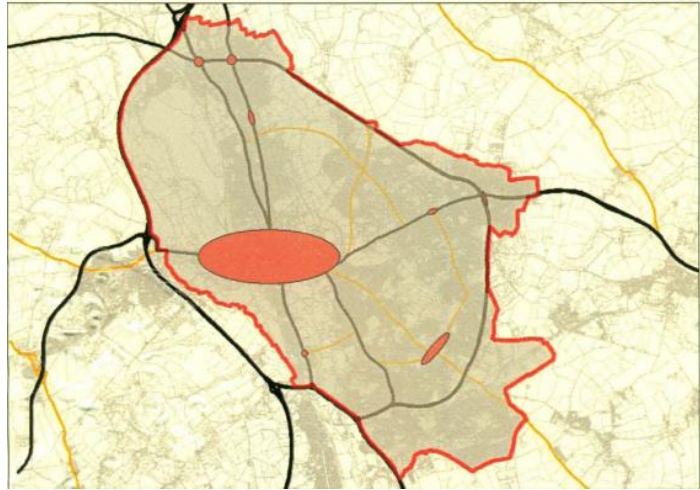
The visual circuit is located to the east of the airport and is above Kiddlington. Owing to the size and type of the aircraft being flown at Oxford, the ATZ does not always contain the aircraft, especially where they must extend further owing to other traffic ahead of them.



- **Local Features below 7,000 feet:**

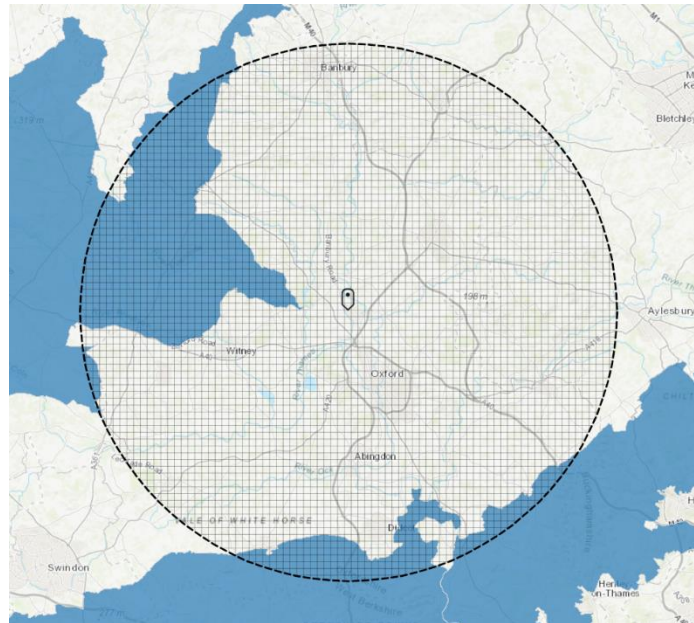
- **Designated areas such as Air Quality Management Areas (AQMA).** The City of Oxford has an AQMA, although the AQMA plan does not specifically mention aviation, this AQMA relates to nitrogen dioxide only. The area lies about 2.8 miles south of London Oxford Airport and is just to the east of the climb out for Runway 19 and the Approach for Runway 01. The visual circuit routinely routes across the northern part of this area but not lower than 1000ft.

Map referred to in The City of Oxford Air Quality Management Area Order 2010

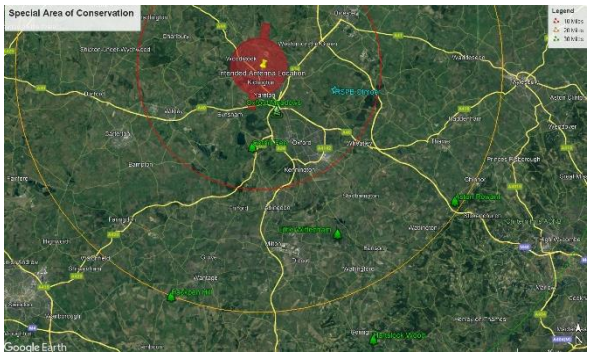


- **National Parks.** There are no national parks within the London Oxford Airport ATZ and none known within the area within which OASL operates.

- **Areas of Outstanding Natural Beauty (AONB).** The eastern part of the Cotswolds is covered within 18km of London Oxford Airport. The next closest AONB are the Chilterns and the North Wessex Downs, the northern most edges of both are just inside the 18km radius from the airport.



- **National Scenic Areas (NSA).** There are no NSAs within the London Oxford Airport ATZ and none known within the area within which OASL operates.
- **Designated Quiet Areas.** There are no known DQAs within London Oxford Airport ATZ and none known within the area within which OASL operates.

- **European sites overflown below 3,000 feet:**
 - **Special Areas of Conservation (SAC) and possible SACs.** There are only two designated SACs close to Oxford inside of 10 miles, see Figure 5 (there are only the two same SACs inside 18km from the Threshold of Runway 01): Oxford Meadows (UK0012845) and Cothill Fen (UK0012889) – which is also a Special Site of Scientific Interest; both SACs are outside of the ATZ and are overflown, a situation that will not change. Oxford Meadows is 4 miles to the south-south-east of the airport and can be overflown by traffic in the visual circuit (both runways) and aircraft departing or executing a missed approach from Runway 19. Cothill Fen is 6.8 miles to the south of the airport, just to the east of the final approach track to Runway 01, and all inbound aircraft to Runway 01 and outbound aircraft from Runway 19 to the south fly close to this SAC. Other SACs are Aston Rowant (UK0030082), Hackpen Hill (UK0030162), Little Wittenham (UK0030162) which are between 15-20 miles from London Oxford Airport and Hartslock Wood (UK0030164) which is about 24 miles from London Oxford Airport. There are no known potential SACs within the area.
 
 - **Special Protection Areas (SPA⁷) and potential SPAs.** There are no SPAs within the ATZ. The closest SPA is the Upper Nene Valley Gravel Pits SPA and Ramsar site⁸ (the south-western extremity of which is over 33 miles (54km) away from the airport. Although it is not unknown for aircraft to manoeuvre over this area, the aircraft are normally under a Basic Service and are not radar monitored by OASL unless they ask for a surveillance service, normally on recovery back to London Oxford Airport. There are no other known sites within the area within which OASL operates. Although not an SPA, there is one Royal Society for the Protection of Birds (RSPB) site 6.5 miles (11 km) from London Oxford Airport; this area is regularly overflown by London Oxford Airport traffic today, primarily by aircraft operating VFR who would be adhering to the CAA's vertical level rules above the ground; aircraft flying an Instrument Approach would normally not be below 1,800 feet in this area.
 - **Ramsar⁹ sites (wetlands of international importance) and proposed Ramsar sites.** There are no Ramsar sites or proposed Ramsar sites within the ATZ. The closest Ramsar site is the Upper Nene Valley Gravel Pits SPA and Ramsar site (the south-western extremity of which is over 33 miles (54km) away from the airport. Although it is not unknown for aircraft to manoeuvre over this area, the aircraft are normally under a Basic Service

⁷ SPAs provide increased protection and management for areas which are important for breeding, feeding, wintering or migration of rare and vulnerable species of birds.

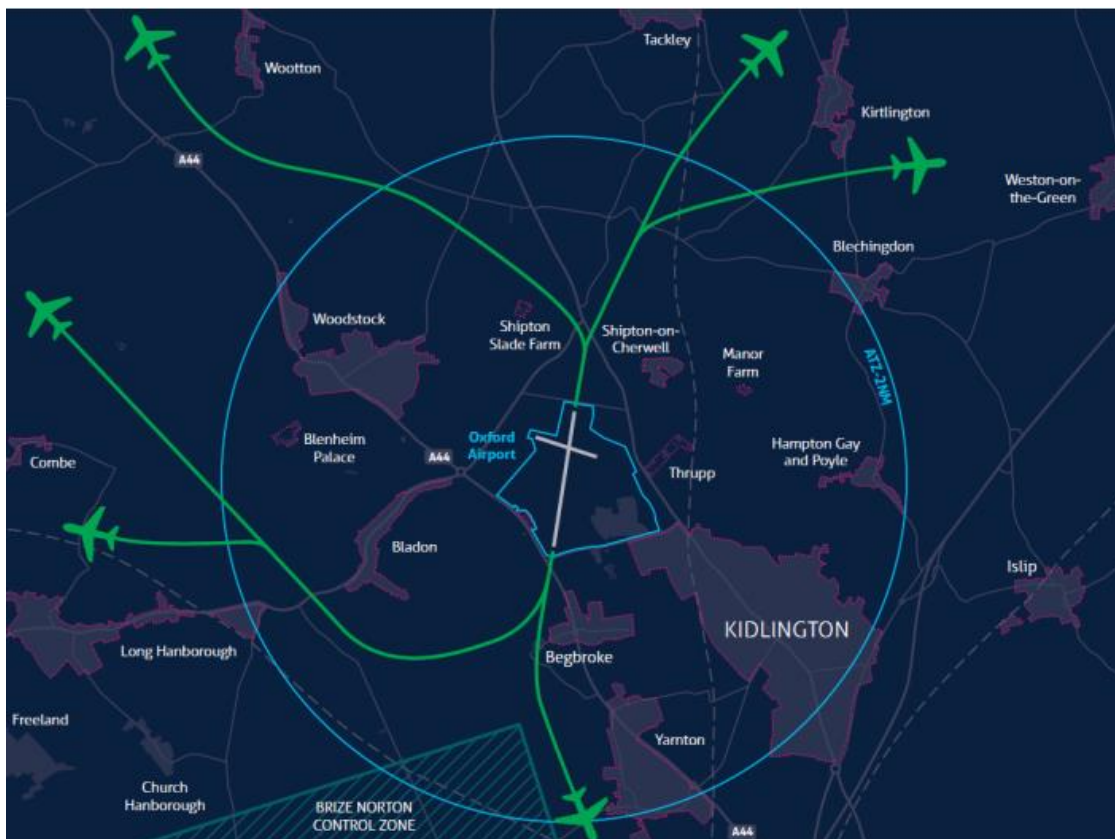
⁸ The SPA and Ramsar site boundaries for the Upper Nene Valley Gravel Pits are identical.

⁹ A 'Ramsar' site is a wetland of international importance designated under the convention of wetlands of international importance, especially as waterfowl habitat.

operating under VFR and are not radar monitored by OASL unless they ask for a surveillance service, normally on recovery back to London Oxford Airport. There are no other known sites within the area within which OASL operates.

- **Compensatory habitat (areas secured to compensate for damage to SACs, SPAs and Ramsar sites).** There are no compensatory habitats within the ATZ and none known within the area within which OASL operates.
- **Environmental impacts relevant to the airspace change proposal including current-day noise and local air quality impacts on people, greenhouse gas emissions, tranquillity and biodiversity.** Data on environmental impacts, including noise and local air quality impacts on people, greenhouse gas emissions, tranquillity and biodiversity have not been required to be captured previously such that this information does not exist. This will be developed to show how things may change dependent on the direction of this ACP. The airport does have recommended routing for VFR aircraft and helicopters promulgated on its website but owing to the nature of the Class G operation, these routings cannot be guaranteed. The noise preferential routes via links and shown below are not mandated and whilst the airport tries to follow them there will be times, primarily for flight safety or airspace efficiency reasons, where aircraft will follow different routes.

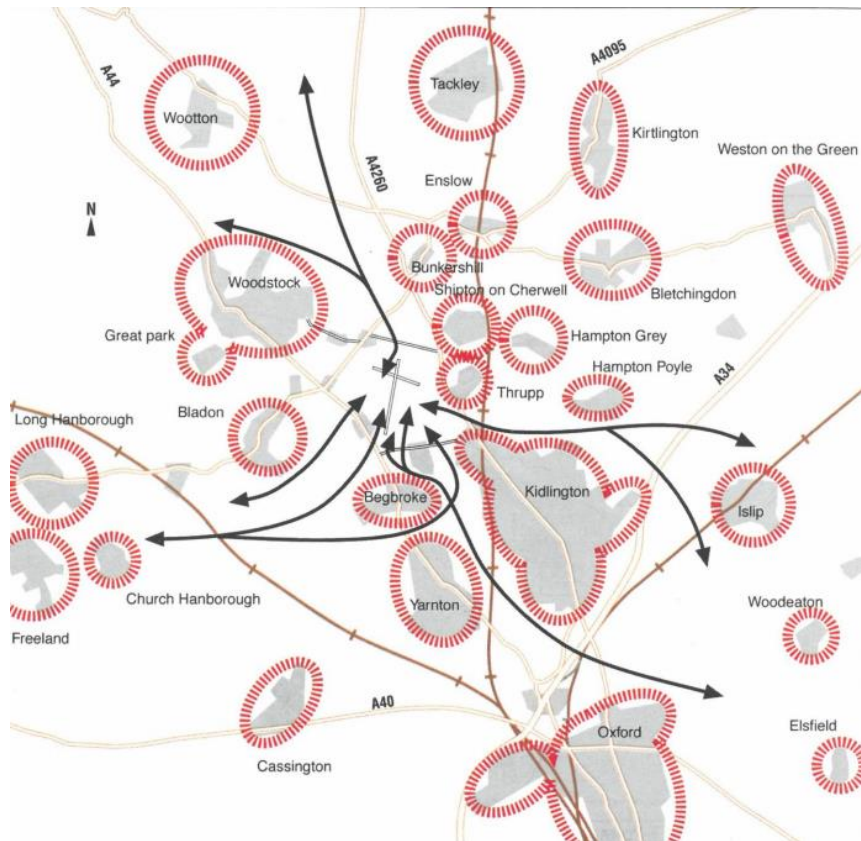
The basic Noise Abatement Recommended paths for Fixed Wing VFR Flights are depicted within the following diagram:



Similarly, the basic Noise Abatement Recommended paths for Helicopter VFR Flights are depicted below:



This is linked to promulgated avoidance of noise sensitive areas for VFR Helicopter operations as depicted in the diagram to the right:



- **Local context:**
 - **Planning agreements, conditions and other relevant agreements (for example, section 106 of the Town and Country Planning Act 1990 agreements).** An extract from London Oxford Airport’s Section 106 agreement is at [Annex C](#). There will be no changes from these conditions because of this ACP.
 - **Noise Action Plans.** Noise Action Plans are available on the London Oxford Airport website at the following link: [Noise Action Scheme](#)
 - **Noise Preferential Routes or Noise Abatement Procedures Relevant to the Airspace Change Proposal.** The current-day noise abatement procedures are available on the London Oxford Airport website at the following link: [Noise Abatement Procedures](#). Several diagrams have been incorporated above within the bullet: “Environmental impacts relevant to the airspace change proposal including current-day noise and local air quality impacts on people, greenhouse gas emissions, tranquillity and biodiversity”.

What is this Airspace Change Proposal About?

At London Oxford Airport, we aim to introduce a 3D Instrument Approach to Runway 01 and, in order to satisfy the regulatory requirement to introduce Required Navigation Performance (RNP) Approaches to airports within the UK to meet the International Civil Aviation Organisation (ICAO) Performance-Based Navigation (PBN) mandate and associated statements within the UK [Airspace Modernisation Strategy](#) (AMS), the airport must introduce RNP Approaches to runways 01 and 19 with associated airspace. In addition, the AMS introduces changes to the provision of Air Traffic Services that can be offered within Class G airspace along with the projected replacement of the ATZ with a Radio Mandatory Zone.

The dimensions of the extant ATZ surrounding London Oxford Airport have been in place for over 40 years with no changes. With the mix of aircraft types now using the airport, coupled with the criteria used to design the IFR procedures, the current ATZ is, arguably, no longer sufficient in size to support airport’s arrival and departure profiles because it does not adequately contain the existing instrument approaches and departures and does not adequately contain aircraft operating within the visual circuit as some aircraft regularly leave the protected confines of the ATZ in order to maintain separation from other air traffic.

Airspace Change Proposal

London Oxford Airport has initiated an Airspace Change Proposal to develop proposals designed to offer a safe operating environment and equitable access for all airspace users and to modernise and contain existing instrument flight procedures.

Changes to UK airspace are legally required to follow the process laid down in the CAP 1616, details of which can be [found online here](#). This seven-step process aims to ensure a fair and transparent dialogue between the Change Sponsor (us) and any affected stakeholders. It also ensures that changes are not arbitrarily applied without full engagement and formal public consultation. The CAA, as an impartial regulator and as part of its decision-making responsibility, will hold Change Sponsors to account and ensure that the Airspace Change Process set out in CAP 1616 is followed correctly.

The CAP 1616 process encompasses seven stages. Each stage is considered separately and sequentially by the CAA based on a pre-agreed timeline. The process is not solution driven and each stage informs the next.



In this instance, the proposal to modernise and contain new instrument flight procedures was presented to the CAA at the outset of this, the first stage of the Airspace Change Proposal process. The CAA agreed that an Airspace Change is an appropriate means by which to take this forward and classified this as being a Level 1 change. All documentation relating to this Airspace Change Proposal can be found on the CAA’s Airspace Portal ([link to CAA Portal page](#)).

Design Principles – Stage 1: Define Step b: Design Principles

The creation of any new airspace or procedures first requires airspace Design Principles to be developed, which are then referred to throughout this process and when developing route options later in the airspace change process. Design principles provide a framework to support the development of the options to address the statement of need and therefore they must be informed by the objectives and intended outcomes as set out in the statement of need. They must also adequately cover the criteria that will be used to inform the subsequent development of design options and design principle evaluation that must be developed by the change sponsor in Stage 2.

CAP 1616 has both Mandatory Design Principles (MDP) which must be used and Discretionary Design Principles which are elective and into which we hope that you will choose to have some input. These are detailed within CAP 1616f at Page 20, “Stage 1 – DEFINE”, Paragraph 2.42.

OASL is keen to engage with stakeholders and is asking for your feedback on the initial draft Design Principles we have set out below. Once we have your feedback, we, the Change Sponsor will submit our final Design Principles document to the CAA for consideration.

OASL will engage with the CAA’s National Air Traffic Management Advisory Committee (NATMAC) members and has also carefully selected a wide range of local stakeholders from an area within a radius approximately 20 miles of London Oxford Airport.

OASL has compiled a set of draft design principles that are set out below. At this stage we are not seeking feedback on the wider airspace change proposal. Stakeholders will have an opportunity to engage regarding specific design/route options later in the Airspace Change process and once any proposal has been developed in greater detail.

OASL would like to understand which elements of the airspace design principles you, as another airspace user or local non-aviation stakeholder, deem as being important and would like considered. As a stakeholder you are now invited to consider the draft design principles. The list is not exhaustive, but you may wish to comment on the following:

- Do you agree with the design principles as proposed?
- Are there any other design principles you would like OASL to consider?

- Would you like the OASL to amend/discount any of its draft design principles?
- Should the OASL prioritise some design principles ahead of others?
- Would you like any more detail to be included in the design principles?

Any additional detail and reasoning behind your feedback is encouraged.

Draft Design Principles

Letter	DP	Rationale
	MDP Safety	The airspace change proposal must maintain a high standard of safety and should seek to enhance current levels of safety.
a	Provide a safe environment for all airspace users	Provide a safely designed airspace structure to ensure the safe operation of all airspace users. Safety is the highest priority, and the airspace must be as safe or safer than today for all stakeholders that are affected by the airspace change.
	MDP Policy	The airspace change proposal should not be inconsistent with relevant legislation, the CAA's airspace modernisation strategy or Secretary of State and CAA's policy and guidance.
b	PANS OPS Compliant Approaches	a. The CAA's published AMS Part 1 (CAP 1711) and Part 2 (CAP 1711A) and any current or future plans associated with it. b. UK Regulation 'Performance-Based Navigation Implementation Rule' 2018/1048 requires an exclusive use of PBN (Article 5) from 6 June 2030 as per Article 7. Aerodromes will, therefore, be required to have RNP approaches with Lateral Navigation (LNAV), LNAV/Vertical Navigation (VNAV) and Localiser Performance with Vertical Guidance (LPV) minima ¹⁰ .
c	Reduce the Workload on Air Traffic Control (ATC)	ATC vector and sequence aircraft throughout the airspace under the rules of UK Flight Information Services to ensure that aircraft are safely and efficiently routed to/from the Airport. Aircraft that are unknown to Oxford cause increased workload and the potentially for safety events. If we could encourage pilots to be in contact with Oxford and/or have some limited from of protected airspace, this would reduce ATC workload and the reliance on tactical intervention.
d	Comply with any containment requirements	Conform to the CAA's Design of CAS Structures Version 2 dated 12 October 2023 (Policy for the Design of Controlled Airspace Structures SARG126 V3.pdf) where controlled airspace is deemed to be required.
	MDP Environment	The airspace change proposal should deliver the Government's key environmental objectives with respect to air navigation as set out in the Government's Air Navigation Guidance 2017
e	Improved profiles for noise and Carbon dioxide (CO ₂)	Aircraft currently arrive from all directions as there are no defined routes to/from Oxford Airport other than for IFR traffic they would be routed to a 6-8 NM final for the

¹⁰ LPV is part of the Mandated UK Regulation but is not supported in the UK.

Letter	DP	Rationale
		required stabilised approach. We should explore the possibility of reducing noise and/or CO ₂ where we can. Where lateral and/or vertical changes to existing tracks are required to achieve improved environmental and operational performance, options should: <ul style="list-style-type: none"> a. Deliver an overall reduction in flight plannable track miles. b. Minimise population numbers newly overflowed. c. Avoid overflying the same communities with multiple routes to and from Oxford Airport.
f	Remove dependence from adjacent ATC structures where possible	Use standard airspace structure where possible (conformity, safety, and simplicity) and conform to the principles of the CAA's Policy for the Design of Controlled Airspace Structures Version 2 dated 12 October 2023 (SARG Policy 126) where controlled airspace is deemed to be required..
g	Meet Future Demand	Design should be capable of accommodating and containing new aircraft both operating at the Airport and within the local airspace.
h	Making best use of fleet capabilities	Facilitate design using modern navigational technology.
i	Consider all aircraft types that operate from the Airport	The Design Principle Improved profiles for noise and CO ₂ above could prevent some of the lighter General Aviation aircraft from being able to follow the most efficient routes such that separate routes may have to be considered.

We would like your feedback on the above draft Design Principles.

Additional Questions

A chance to provide additional feedback.

1. What is your biggest concern, if any, about the Design Principles?
2. Are there any other Design Principles you would like OASL to consider?
3. Are there any draft Design Principles you would like OASL to consider removing/rewording?
4. Should OASL prioritise some design principles ahead of others?
5. Would you like any more detail to be included in the design principles?
6. Would you like a face-to-face meeting to discuss specific questions regarding our proposal? If so, please leave contact details.
7. Please provide additional information you would like to add that we should consider relevant to this stage.

Feedback

All the details of this airspace change proposal are available on the CAA's Airspace Change Portal. The Airspace Change Proposal identification number is [ACP-2023-033](#).

Feedback can be provided in the following ways:

- Email: acp@londonoxfordairport.com
- Letter: Airspace Change Proposal, London Oxford Airport, Langford Lane Kidlington, Oxfordshire, OX5 1RA, United Kingdom
- Word Documentation: see email attachment
- Microsoft Forms Link: [Form](#)

The use of forms or word documentation is not mandatory. We appreciate feedback in your preferred method. We would be grateful if you could respond even where you have no comment.

Please advise if you require further engagement and, if so, your preferred point of contact.

Responses regarding the draft Design Principles must be received by 24 April 2024.

ACP Sponsor

Annexes:

- A. Glossary.
- B. Statement of Need.
- C. Extract from London Oxford Airport Section 106 Agreement.
- D. Classification of Airspace.

GLOSSARY

Acronym	Meaning
ACP	Airspace Change Proposal
AGL	Above Ground Level
AMS	Airspace Modernisation Strategy
ANO	Air Navigation Order
ANS	Air Navigation Service
ANSP	Air Navigation Service Provider
ATC	Air Traffic Control
ATCO	Air Traffic Control Officer
ATM	Air Traffic Management
ATS	Air Traffic Services
ATZ	Aerodrome Traffic Zone
CAA	Civil Aviation Authority
CAP	Civil Aviation Publication
CAS	Controlled Airspace
CAT	Commercial Air Transport
CPL	Commercial Pilot's Licence
DME	Distance Measuring Equipment
DP	Design Principles
GA	General Aviation
GNSS	Global Navigation Satellite System
HATS	Head of Air Traffic Services
HF	Human Factors
ICAO	International Civil Aviation Organisation
IFP	Instrument Flight Procedures
IFR	Instrument Flight Rule
ILS	Instrument Landing System
LNAV	Lateral Navigation
LPV	Localiser Performance with Vertical Guidance
MDP	Mandatory Design Principles
NATMAC	National Air Traffic Management Advisory Committee
NDB	Non-Directional Beacon
NM	Nautical Mile
OASL	Oxford Aviation Services Limited
PBN	Performance-Based Navigation
PPL	Private Pilot's Licence
RAF	Royal Air Force
RMZ	Radio Mandatory Zone
RNP	Required Navigation Performance
SARG	Safety and Airspace Regulation Group
TCAS RA	Traffic Collision Avoidance System Resolution Advisory
UK	United Kingdom
VMC	Visual Meteorological Conditions
VFR	Visual Flight Rule
VNAV	Vertical Navigation

STATEMENT OF NEED VERSION 3 (ABSTRACT)

In response to customer demand and having regard to the changes set out in the recently published Airspace Modernisation Strategy (AMS), London Oxford Airport seeks to define new GNSS based instrument flight procedures along with suitable regulated airspace in order to protect them and to facilitate safer flight conditions for all airspace users.

London Oxford Airport currently serves commercial pilot training, helicopter maintenance and Business Aviation jet traffic; Business Aviation jet traffic has been steadily increasing, supported by our operational expansion in new hangars and Business Aviation jet terminal improvements. These Business Aviation jets range in size from relatively small Cessna Citation Mustang to Falcon 7X, GLEX, G7000, and 737 BBJ size aircraft and customers are requesting modern Instrument Flight Procedures.

ICAO requires airports to implement PBN procedures and the UK State has signed up to this intent. Hence, there is a requirement to develop such procedures and any required associated airspace in accordance with UK CAA containment policy for Instrument Flight Procedures.

In support of the AMS, London Oxford Airport plans to add instrument approach redundancy by developing RNP Instrument Approaches to both runways as part of rationalisation of NDB with the potential for RNAV Substitution as set out within CAP1781, see Additional Information below; RNP's would require 5LNCs. This will potentially require the determination of new airspace volumes appropriate to reasonably protect the large passenger carrying business jet aircraft.

There have been approaches from aircraft operators regarding the commencement of small-scale Commercial Air Transport (CAT) operations at the airport, but controlled airspace may be needed to facilitate this type of operation. We need to understand what the requirements for CAT are before we can decide whether such operations are viable or not.

EXTRACT FROM LONDON OXFORD AIRPORT SECTION 106 AGREEMENT**4. SECTION 106 AGREEMENT****4.1. SECTION 106 AGREEMENT**

In December 2005, a Section 106 agreement was entered into between Cherwell District Council and Oxford Airport which imposed the following restrictions upon the operation of the airport;

No movements are permitted between 23:59 local and 06:00 local except for:

- a) Emergency services.
- b) Air Ambulance.
- c) Any emergency.
- d) Diversion from other airports for weather conditions or temporary emergency restrictions at other airports.
- e) No training circuits between 2300 local and 0700 local.

Except in cases of Emergency, not more than:

- a) 160,000 movements per year (*of any aircraft type/size*).
- b) 500 movements of Stage 2 jets per year (the older, noisier jets).
- c) 2,000 movements of 50 tonne jets per year (typically larger airliner types).

Static testing of jet engines shall:

- a) Only take place in the testing zone (currently Taxiway 'D').
- b) Not take place for more than six hours per day weekdays Mon - Fri between 0700 - 1900 and 3 hours at weekends not before 0900 or after 1700.

Written records of daily movements shall be retained for five years. Every four months the airport will provide records of movements as follows to the Airport Consultation Committee (ACC) and Cherwell District Council:

- a) Total number of movements.
- b) Number of Stage 2 jet movements (if any).
- c) Number of 50 tonne jets (if any).
- d) Separately, the number of movements in the closed period of Emergency Services, Air Ambulance, any emergency, diversions due to weather or temporary emergency restrictions.

CLASSIFICATION OF AIRSPACE

ATS airspace is classified and designated in accordance with the following:

- Class A. IFR flights only are permitted, all flights are provided with air traffic control service and are separated from each other.
- Class B. IFR and VFR flights are permitted, all flights are provided with air traffic control service and are separated from each other.
- Class C. IFR and VFR flights are permitted, all flights are provided with air traffic control service and IFR flights are separated from other IFR flights and from VFR flights. VFR flights are separated from IFR flights and receive traffic information in respect of other VFR flights.
- Class D. IFR and VFR flights are permitted and all flights are provided with air traffic control service, IFR flights are separated from other IFR flights and receive traffic information in respect of VFR flights, VFR flights receive traffic information in respect of all other flights.
- Class E. IFR and VFR flights are permitted, IFR flights are provided with air traffic control service and are separated from other IFR flights. All flights receive traffic information as far as is practical. Class E shall not be used for control zones.
- Class F. IFR and VFR flights are permitted, all participating IFR flights receive an air traffic advisory service and all flights receive flight information service if requested.
- Class G. IFR and VFR flights are permitted and receive flight information service if requested.

The UK does not currently use Class B or Class F airspace.

(ICAO Annex 11: Air Traffic Services, Chapter 2, Section 2.6)

ACP-2023-033 Stage 1b - Design Principles Stakeholder Engagement

Stakeholder Questionnaire

Your Responses

The questions below are designed to help us understand the constraints that should be considered during the CAA CAP 1616 Design Principles step of the Defines Stage 1. Please insert your responses below to each of the following questions; the size of the response box will expand as you type your response. Use as much space as you need. Or alternatively attach additional sheets or documents making it clear which question(s) you are responding to. Save this and any other documents and return them as described in the CAP 1616 Design Principles – Stakeholder Engagement document. If any of the questions are not applicable or relevant, please say so against the appropriate question.

Please complete the following:

About You
1. Full name
2. Email address
3. Phone number
4. Organisation (if applicable)
5. Postal address (Complete if you wish to receive further correspondence by mail)
6. Postcode
Design Principle Feedback
7. Do you agree with the design principles as proposed?
8. Are there any other design principles you would like OASL to consider?

9. Please detail the other design principles you would like OASL to consider	
10. Would you like the OASL to amend/discount any of its draft design principles?	
11. Please detail the draft design principles you would like OASL to amend/discount	
12. Would you like any more detail to be included in the design principles?	
13. What is your biggest concern, if any, about the Design Principles?	
14. Should OASL prioritise some design principles ahead of others?	
15. Please rank the design principles in the order you think they should be considered:	
Design Principle:	Rank (1 to 9)
Provide a safe environment for all airspace users	
PANS OPS Compliant Approaches	
Reduce the Workload on Air Traffic Control (ATC)	
Comply with any containment requirements	
Improved profiles for noise and Carbon dioxide (CO2)	
Remove dependence from adjacent ATC structures where possible	
Meet Future Demand	
Making best use of fleet capabilities	
Consider all aircraft types that operate from the Airport	

Thank you for your cooperation in completing this response document. Your comments will provide a valuable input to aid development of the Design Principles which the options for the London Oxford Airport airspace design can be developed.



Burial Authority:
Woodstock Town
Council

Cemetery Policy
Document

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1.0 Introduction

As a Burial Authority, Woodstock Town Council will comply with the Local Authorities Cemeteries Order 1977 and other relevant statutory instruments.

The council strives to offer a sensitive and professional service to the residents of Woodstock and their relatives.

This Policy Document has been adopted by the council to govern activities within the two cemeteries which it owns and manages. The older cemetery is in Hensington Road, the other is Green Lane Lawn Cemetery.

Please note, the explanatory notes set out in this policy document do not form part of the Rules but have been inserted into the Policy Document in italics so as to explain the provisions and reasons for the Rules.

All graves and will be sold subject to the Rules set out in this Policy Document (which may be amended from time to time by the Council), together with any statutory legislation relating to 1) the provision of the services and 2) the management, regulation and control of Council owned and/or managed cemeteries and crematoria, and issued by central government, and any other competent authority under which the Council is bound to comply.

These Rules apply throughout to all cemeteries owned or managed by the Council.

Administration & General Rules

2.1 The cemeteries are usually open to the public between dawn and dusk every day.

2.2 No photography or filming shall be allowed within the Cemetery except with the consent of the appointed officer. Families or their representative however may photograph an individual Memorial.

Being filmed or photographed within the cemeteries or whilst attending funerals may offend some visitors.

2.3 **Dogs are not allowed** in the cemetery unless they are assistance dogs.

2.4 Dead flowers and wreaths should be removed by the family and placed in the bins provided for this purpose. The Council reserves the right to remove any floral items found 'past their best' within any areas of the Cemeteries.

This allows our staff to keep the cemeteries areas tidy for our visitors.

Refuse Bin Locations

2.5 In Green Lane these are to the left of the cemetery gates as you leave the cemetery. In Hensington Road Cemetery these are situated beside the main double gates. There is both general waste & green waste bins.

Safety

2.6 All persons in the Cemeteries must take all reasonable care in order to protect their own safety. Any children under the age of 16 should be accompanied by a responsible adult.

2.7 Visitors must conduct themselves in a quiet and respectful manner and must keep to the pathways, except when visiting graves.

This will ensure that the Cemeteries are used considerately when being visited and you are requested to remain quiet and respectful.

2.8 Vehicles should not be parked on the verge or the grass areas of the cemetery ground in Green Lane. Parked vehicles shall not obstruct other vehicles or pedestrians and the turning circle must be kept clear at all times. Only authorised vehicles are permitted to enter Cemeteries.

3.0 Burials

3.1 No burial shall take place and no memorial shall be placed or inscription added without the permission of the officer appointed by the council.

3.2 A fully completed interment notice (on the form provided by the council) and the appropriate official certificate must be presented to the administrative staff in the Town Hall (during office opening hours) at least three clear working days before the proposed day of the interment. This is in order that staff can then allocate the plot and arrange for it to be marked for the grave digger.

3.3 A notice of interment shall be given only on the form provided by the Council and must be duly completed in all respects and be signed by the person applying for the interment.

It is a statutory requirement that a burial cannot take place without the consent of the burial authority.

3.4 All fees and payments in respect of an interment shall be paid at the time of application. The invoice will be raised against the person submitting the application.

In usual circumstances this will be the Funeral Director acting on behalf of the bereaved.

3.5 The person responsible for the interment shall make all necessary arrangements with any person intended to officiate at the interment.

3.6 Grave spaces and cremation plots are allocated by town council staff and will usually be allocated in strict numerical order.

3.7 Only graves of single depth are permitted in the Cemeteries due to Environment Agency considerations. Cremation plots can accommodate up to three cremation caskets provided burial rights have been purchased/provided. The Hensington Road Cemetery is full but cremation caskets can still be interred in existing family plots providing burial rights can be provided.

3.8 Upon applying for an interment, the applicant can reserve one plot adjacent to the proposed grave for another family member.

3.9 All reserved plots in the Green Lane Cemetery will be marked. Council grave markers shall only be removed by a council representative.

4.0 Exclusive Rights of Burial

4.1 The Council may grant Exclusive Rights of Burial (ERB's) for a period of no more than 75 years to residents or others with strong Woodstock connections.

4.2 An Exclusive Right of Burial allows the purchaser the right to burial in an allocated grave space. A grave that is subject to an Exclusive Right of Burial may not be opened and no one may be buried there without the owner's permission.

4.3 An Exclusive Right of Burial does not constitute any ownership of land. It is purely the right to have a burial in the allocated grave and any upkeep.

4.4 On the purchase of the ERB a Deed of Grant shall be issued to the person by whom or on whose behalf the said ERB is purchased.

4.5 Proof of ownership is required by production of the grave deed before an interment can take place in a reserved grave space or cremation plot.

4.6 The holder of the Exclusive Right of Burial may surrender his/her right at any time in respect of the grave or grave space where the said right has not been exercised (ie where no burial has taken place and/or no memorial has been placed on the grave). Upon surrender of the reserved plot the Council will:

4.6.1 Require proof of their ownership to the right for burial in that plot, e.g. by production of the Exclusive Right of Burial (ERBO certificate).

4.6.2 The person who has leased the plot from the Council will complete a Surrender Form.

4.6.3 The surrender value refund will usually be 50% of the original purchase price as specified on the Deed of Grant (ERB) and this will be refunded.

4.6.4 The surrendered plot will then be reallocated.

Some people purchase a grave in advance but then later decide it is no longer required. As the grave is unused it is permissible for the Council to sell the right of burial to another person.

5.0 Transfer of Exclusive Rights of Burial

5.1 An Exclusive Right of Burial to a grave space may be transferred by deed or bequeathed by will.

5.2 In cases where the owner of the ERB (the grant holder) is still alive the transfer may be done by completion of a Deed of Assignment. A Deed of Assignment is available from the council office. This form should be completed and signed by the grant holder and the person taking ownership of the said right and submitted to the council office together with the original Deed of Grant. A new deed will then be issued to the new holder of the said right.

5.3 Where the grant holder is deceased, and provided that the Exclusive Right of Burial has not been specifically left to another person, then upon production of a will or letters of administration the Exclusive Right of Burial may be legally transferred to the person in possession of the Letters of Administration or the beneficiary of the residue of the estate under the terms of the grant holder's will.

5.4 In cases where the grant holder is deceased and there is no will or Letters of Administration available then the Exclusive Right of Burial may not be transferred to another person however a further burial in the grave space may be permissible (if there is available depth) subject to the applicant for the burial completing a Statutory Declaration and ensuring that any other person equally entitled counter signs the Statutory Declaration. A statutory declaration must be witnessed by a Solicitor or a Commissioner for Oaths.

This is a legally recognised way of dealing with this issue.

6.0 Register of Burials

6.1 All burials carried out in the Cemeteries are recorded in a Register of Burial. The Registers of Burials are kept in the Administration Office and are available for inspection by appointment on any Working Day at the Administration Office by any person free of charge.

6.2 If requested, searches of the Register of Burials can be made by a member of Woodstock Town Council and a certified copy of an entry or entries relating to any grave space or interment in the Register of Burials will be provided. A fee is payable for this service in accordance with the Table of Fees.

This is a legal obligation of the Burial Authority to keep and maintain records of burials in the Cemeteries and the current legislation permits the Council to charge a fee for a search of the Register of Burials and to provide certified copies of entries of the said register.

7.0 Reserved Plots/Cremation interments

7.1 Before a grave space which is subject to an Exclusive Right of Burial can be opened, the written consent of the owner of the Exclusive Right of Burial, or his or her legal representative, must be submitted to the Administration Office together with the original Deed of Grant. If the original Deed of Grant has been mislaid /lost a sworn Statutory Declaration relating to the loss of the original Deed of Grant will be required.

The Council must be satisfied that the person requesting the burial is the person legally entitled to the Exclusive Right of Burial.

7.2 In cases where the person intended to be interred was the owner of the Exclusive Right of Burial immediately before his death, the Council if requested by the person giving notice of the interment, has the power to order that the grave space be re-opened for the interment of the deceased owner without obtaining the consent of his or her executor or other representative.

The registered grave owner has a legal right to be buried in any grave space they own the rights to.

7.3 All deceased persons brought to the Cemeteries for burial shall be contained in a suitable coffin/caskets. All cremated remains must also be held in a suitable container. The coffin or suitable container must be clearly marked for identification purposes and include the full name and age of the deceased.

To properly respect the deceased and also prevent distress that may be caused to other visitors or staff is essential that the deceased person is properly covered. Cremated remains will only be accepted in a suitable container prior to burial.

7.4 After interment no human remains can be moved or removed without the relevant government permission being produced to the town clerk.

7.5 Memorials in memory, where no cremated remains will be interred a plot can be purchased at the full cost of an Exclusive Right of Burial and a memorial installed, cremated remains can be added at a later date with permission from the ERB holder.

8. Memorial Rules and Guidance

Application for permit to place Memorial upon a grave

- 8.1** No Memorial is to be erected/installed in any of the council cemeteries unless permission has been granted for the same by the appointed officer.

This is essential for the council to manage Memorials placed within the Cemetery.

- 8.2** An application for a permit to carry out Memorial works may be made by any of the following in respect of a grave which is subject to an Exclusive Right of Burial or a Right of Burial :-

8.3.1 the owner of the Exclusive Right of Burial or Right of Burial; or

8.3.2 any person who can satisfy the appointed officer that he or she is a relative of the person buried in the grave, or is acting at the request of such a relative and that it is impractical for him or her or such relative to trace the owner of the said right.

This ensures the correct person is applying for the memorial works and within council rules.

- 8.3** The Memorial application form must be completed fully and include a detailed plan of the proposed Memorial including the dimensions of the same, and details of the proposed fixing method. An application will only be processed upon receipt of the correct fee where applicable.

This ensures our staff can ensure the proposed memorial is within the regulations and will be fixed to an approved industry standard.

- 8.4** The permit application must clearly state the section of the Cemetery in which the grave is situated together with the grave number.

This ensures the Memorial is going on the correct grave and the proper person is authorised to instruct the work. The council reserves the right to request any memorial on the wrong plot be moved accordingly with no cost to the council and the ground made good.

- 8.5** All such applications are to be submitted to the Administration Office. Once checked, and, if agreed by the appointed officer, permission to carry out works will be granted.

This allows for our staff to undertake checks on site to ensure the person fixing the memorial is authorised to do so.

Fixing of Memorials

- 8.6** No works are permitted to be carried out on any grave space except by:

- a Monumental Mason who is accredited to the British Registration of Approved Monumental Masons Scheme (“BRAMM”) or an equivalent scheme or;
- by staff of Woodstock Town Council (and such works may include any works associated with memorial safety inspections and the subsequent temporary making safe of any Memorial)

Basic cleaning/washing down and non-specialist cleaning of a Memorial may be undertaken by any person.

To promote high standards and protect consumers we only allow those registered to the approved national scheme to undertake any works on memorials in our Cemeteries.

Approved masons have the necessary skills to ensure that any memorial they fix or repair will be able to pass a future stability test.

- 8.7** All Memorials (including Memorials being re-fixed after a burial has taken place and those found to be unsafe after Memorial testing has taken place) are to be fixed in line with BS8415:2018 the nationally recognised standard for fixing memorials. This states the minimum requirements for the fixing of Memorials. All costs for this work must be met by the person to whom a permit to place the Memorial was given on his or her heir.

To ensure all Memorials are safe they must be fixed to the recognised approved standards of the day.

- 8.8** The upkeep and maintenance of any Memorial within the Cemetery remains the responsibility of the person to whom permission to place the Memorial was given.

All Memorials remain in the ownership and are the responsibility of the grave owner or person taking over responsibility after the grave owner is deceased.

- 8.9** Any Memorial being fixed or re-fixed must have the grave section and number clearly displayed on its base along with the identification of the memorial mason fixing the memorial.

This helps to ensure the memorial is being placed on the correct grave space and allows our staff to contact a memorial mason should there be any issues with the installation. It also allows memorial masons to subtly display the quality of their workmanship for other visitors.

Operational Times for Memorial Works

- 8.10** The erection of, cutting of inscriptions on, or professional cleaning of Memorials shall be carried out between the hours of 9.00am and 4.00pm Monday to Friday. Works may take place at weekends by request to the appointed officer.

Works can only be undertaken during normal operational hours to ensure safety within the site.

Stability Guarantee Period

- 8.11** All Memorials installed in any Cemeteries from the date of installation must be subject to a 'Guarantee of Conformity' granted by the mason who installed the Memorial. Such a guarantee is given to confirm that the Memorial has been fixed to the best standard set by NAMM at the date of fixing and should last for a minimum of 30 years. If at any point during the life of the Memorial it becomes loose or unstable and this cannot be attributed to ground conditions or disturbance, the mason should, under the terms of the said guarantee, refix the Memorial to the original standard at no cost to the grave owner or the Council.

This is a standard guarantee that must be given to any person arranging a Memorial in any site.

- 8.12** It is a legal requirement that all excavation work should be carried out in accordance with The Construction Regulations 1996 regulation 12. This means that all graves being dug for the interment of the deceased must be shored.

<https://www.legislation.gov.uk/ukxi/1996/1592/contents/made>

9.0 Memorial Safety Testing

9.1 Any memorial purchased and erected on a grave space is owned by the registered grave owner and it is that person or persons who are ultimately responsible for its upkeep and maintenance.

Historically there have been a number of accidents in cemeteries around the UK, some of which have resulted in fatalities, due to memorials being unsafe. Whilst the memorials are the responsibility of the registered grave owner, Woodstock Town Council have a responsibility for ensuring that its sites are safe for both staff to work in and for the public to visit.

Memorial Fixing

9.2 All memorials over 24.5 inches (625 mm) in height must be fixed to, and fully compliant, with the current British Standard (BS8415). This also extends to ANY memorial over 24.5" (625 mm) that is being re- fixed following an interment or removal for any other reason.

9.3 The key requirements are that memorials must be fixed to an approved and suitable foundation (where one is not provided by the Authority) and must be further secured using an approved locking or anchoring system.

9.4 Note that any refixing or repair works to memorials must be completed by a BRAMM (or other equivalent scheme) registered memorial mason. Temporary works to make memorials safe and remove the risk of danger will be undertaken by trained Bereavement Services staff.

Memorial Inspections

9.5 All memorials over 24" in height in all cemeteries will be inspected by trained staff at least once during a rolling 5 year period to assess their safety. This will be done through both a visual assessment and a basic hand test to determine if there is movement in the memorial and to what extent.

The individual undertaking the assessment will make the decision on the memorials overall safety based on a strict risk assessment for which they have been trained.

9.6 Once inspected each memorial will fall into one of three categories, detailed as follows:

- Category 1 – Memorial is unsafe and poses a risk and will require immediate attention to make safe and/or protect from the public.
- Category 2 – Memorial is safe but there are minor concerns and it should be reassessed in 12 months' time to ensure it has not deteriorated further.
- Category 3 – Memorial is Safe and should be re-inspected in 5 years as part of the next round of inspections or as part of any other check that may occur, for example when checking memorials around a planned burial ahead of excavation of the grave.

The Council has a legal obligation to ensure all of its Sites are safe to both visit and work in. In order to be satisfied that this is the case it is essential that Woodstock Town Council carry out regular inspections of Memorials in the Sites in a bid to avoid injury or death to any of its staff or visitors.

9.7 Staff undertaking the inspections will record the details of every memorial and an assessment of its safety using the categories above. These details will be recorded onto the Bereavement Services administration system. The details will include:

- Date of Inspection
- Name of Inspector
- Grave Identification (Section and Number)
- Category of Memorial (1, 2 or 3)
- Details of any Actions Taken

Actions Post Inspection

9.8 Should a Memorial be identified as a Category 1 and fail the inspection staff will need to take immediate action to make that memorial temporarily safe or cordon it off until permanent repairs can be made by the grave owner. These actions will be based on a number of factors and the best solution will be administered by the memorial inspection team based on their assessment of the memorial and the surrounding area. These actions may include:

- Laying the memorial flat – In most cases this will invariably be where a memorial can be laid down on or within an existing kerb set so as not to cause a new trip hazard. A warning sign will be placed near to the memorial.
- Staked and Banded – The memorial will be fastened tight to a wooden post which will act as a temporary support. The banding will also hold a warning notice. The stake and band will be re- inspected every 12 months to ensure neither have deteriorated.
- Monolith Conversion – This involves digging out a depth roughly one third of the overall height of the memorial from the last joint in order that it can be sunk in to the ground and made safe. The memorial will have a suitable material wrapped around the part under the ground and a memorial warning notice will be added to the grave. Due to foundations it may be necessary for the memorial to be moved slightly forward into the grave space to avoid existing foundations.
- Cordoned Off – In some cases it may be necessary to cordon off a particular memorial or an area containing a number of memorials due to their safety. Warning signs will be attached to any cordon placed around a memorial or group of memorials.
- Removal – In extreme cases it may be necessary to remove a memorial from the grave and place into storage if none of the above options are suitable.

All of the above are regarded as 'Temporary Fixes' and should not be seen as a permanent solution to deal with an unsafe memorial and are intended to reduce or remove the risk of a memorial causing harm or damage to someone. Prior to taking any of the actions above the memorial will be photographed and details recorded of any existing damage or issues.

9.9 Large memorials, those over 8' (2.5M) will be visually assessed and if any concerns are recorded the memorial will be cordoned off and if it is safe and possible to do so council staff will carry out works to ensure the memorials are safe. If council staff are not able to make the

memorial safe arrangements will be made for a specialist contractor to undertake an inspection and provide a detailed report including costs and options to make safe.

Informing Grave Owners

9.10 Council staff will endeavour to contact the grave owner where any action has been taken due to a memorial failing a safety inspection. Correspondence will only be sent providing that the grave owner is not recorded as being in the grave or if it is apparent that the registered address no longer exists. For any memorials over 50 years of age no correspondence will be sent but a notice will be left on the grave space for a period of not less than 12 months.

9.11 Any memorial that fails an inspection that has been installed within the previous 6 years we will contact the stone mason directly to request repairs be made to ensure the memorial is fully compliant with BS8415. *The stability guarantee of a memorial is the responsibility of the stone mason and they may provide a longer guarantee period, 6 years is the standard legal period that must be covered by the installation.*

Grave Owners Responsibilities

9.12 The registered grave owner has a responsibility to ensure the memorial is made safe through being properly re-fixed to the current BS8415 standard and works must be undertaken by a qualified and BRAMM (British Register of Accredited Memorial Masons) registered Stone Mason.

Do it yourself repairs by families will not be permitted, memorials must be fixed to the current best standard of the day by a licensed memorial fixer. All costs associated with organising a memorial to be repaired, including the reversal of any works undertaken by the council, remain the responsibility of the grave owner.

9.13 Should grave owners fail to take any action within a reasonable time period then the council will look to apply a semi- permanent solution to the memorial, this will involve either laying the memorial flat or sinking the memorial into the ground (monolith conversion) or other suitable action.

The council need to maintain its sites to a high standard and will always try to avoid taking any action that may impact on the general grounds maintenance of site.

10. Memorial Types & Grave Monuments

10.1 Any headstone must not exceed 3 feet (90cm) in height or 2 feet, 6 inches (75cm) in width including the base and must have a depth of between a minimum of 3" and a maximum of 4"

To ensure safety within the Cemeteries and ensure they do not encroach onto other graves it is essential to prescribe a maximum size for new memorials.

10.2 Memorials made of any type of natural material is permissible in the Cemeteries provided that it complies with the approved BS8415 fixing standard and is fixed to the grave by a registered BRAMM fixer or someone qualified to the same standard.

10.3 Planting trees and shrubs within the cemetery is not allowed and the council reserves the right to take appropriate action to remove any said planting.

10.4 Graves have to be levelled and kept clear of ornaments in order that the grass can be cut. Therefore, all flower holders or grave ornaments should be incorporated within the memorial

or positioned by the headstone or at the head of the grave if no stone is in place. Glass receptacles are not allowed for health and safety reasons and are strictly prohibited.

10.5 Any seats or other external furniture in the cemeteries shall be subject to the council's prior consent. Please refer to the separate policy entitled 'Placement of Memorial Seats'.

10.6 The scale, style and wording of monuments in the cemeteries are subject to specific rules (see section 3) and to the council's policy of 9 June 2009 (Minute WTC/52/09):- style and wording are matters of personal choice by the applicant which the council would not wish to influence unless:-

(a) they do not comply with the council's existing conditions regarding size etc. (see below) and/or

(b) they might cause gross offence;

applications shall be dealt with by the appointed officer except that any applications which could be deemed to cause gross offence shall be submitted to the council.

Unauthorised Memorials

10.7 Should any unauthorised items be placed on or around any grave or any Memorial put in place contravenes the Rules the grave will be photographed, the unauthorised items shall be removed and placed into storage by council staff for a period of up to 1 month, after which they may be destroyed. No notice will be given to the owner of the Exclusive Right of Burial.

Pursuant to the Local Authorities' Cemeteries Order 1977 no tombstone or other memorial may be placed in a cemetery without the permission of the officer appointed for that purpose by the burial authority. If permission has not been granted the burial authority is permitted to remove the memorialisation from the site. It is essential that the burial sections are maintained to the agreed standard for the benefit of all of our visitors. It is unfair for one or two families to furnish their graves with articles outside of the Rules which can cause distress to others when alternative options are available. It is not always possible to notify the grave owner of the need to remove unauthorised memorialisation, particularly if the grave owner has moved and not informed the Administration Office. It is for this reason, we hold any items that are removed and destroy them after 1 month without necessarily giving notice.

10.8 The Council, in its capacity as a burial authority, is legally entitled to recover the cost it may incur in removing any unauthorised Memorial from the person to whose order the Memorial was placed or within two years from the placing of the memorial, from the personal representative of such a person.

All memorials installed within the Cemeteries must be approved by the council by the granting of a permit. If any memorials are erected outside of the Rules or without proper permission they may be removed and destroyed.

Memorial Liabilities and Insurance

10.9 Any memorial placed on a grave space remains the property of the owner(s) of the Exclusive Right of Burial. The owner is therefore responsible for ensuring the memorial remains in a safe condition.

10.10 The Authority can take no responsibility for any damage, accidental or otherwise, to any memorial within its cemeteries. Therefore, any person arranging for the installation of a memorial must consider appropriate insurance that will cover repair or replacement of a memorial should it become damaged in the future.

10.11 *It has to be understood that memorials are exposed to all types of weather and maintenance in and the site. Memorial Masons will fix to the best standards of the day however future occurrences such as bad weather may result in memorials becoming damaged or destroyed beyond repair. Your memorial mason will be able to advise of insurance options available to you.*

11.0 Information for Funeral Directors and Grave Diggers

General

11.1 All funeral directors and grave diggers working in the Woodstock Cemeteries must be approved by the council. Woodstock Town Council will maintain a list of approved contractors. In order to be included on the list applicants should contact the Town Clerk at the Town Hall. They will need to enter into a formal agreement with the council, provide a copy of their insurance and indemnities and agree to comply with the risk assessment that has been drawn up by Woodstock Town Council. After which they will be added to the list. Grave diggers must also provide evidence that they have been adequately trained. A certificate from an appropriate grave digging training course should be provided e.g. A City & Guilds qualification from the ICCM Cemetery Operatives Training Scheme (Training tab – COTS). If the grave digger has been working in this industry prior to formal qualifications being available Woodstock Town Council will take references from other burial authorities for whom they work.

11.2 Funeral directors may sub-contract a grave digger from the approved contractors list.

Grave Digging Requirements

11.3 Funeral directors and grave diggers must ensure that all funerals are undertaken in a safe environment. They have a duty of care and must comply with the council's rules, current legislation and best practice.

11.4 Council staff will fix a marker in the centre of the grave which shall not be removed by anyone other than the grave digger. This indicates the position of the grave for the grave digger who will then comply with current legislation when digging the plot.

11.5 All graves must be carefully dug with due regard to applicable health and safety rules and the sensitivities of other families using the cemetery.

11.6 Care must be taken not to damage any adjacent grave, memorial or floral tribute.

11.7 **All graves in Woodstock cemetery must be shored using timber or mechanical hydraulic systems to comply with legal requirements.**

11.8 The minimum depth for a single depth coffin grave in the Woodstock cemeteries will usually be 5 foot.

11.9 The standard grave space size will be 8 foot long by 4 foot wide.

11.10 Staff from Woodstock Town Council will undertake periodic spot checks to confirm that graves are being dug in the correct location and to the correct dimensions, that shoring is being used and that the environment is safe and also sensitive to visitors to the cemetery.

11.11 Under schedule 2 of The Local Authorities Cemeteries Order 1977 no body shall be buried in a grave in such a manner that any part of the coffin is less than 3 feet below the level of any ground adjoining the grave.

- 11.12** The grave digger must be mindful of the sensitivities of the site. Sometimes it may be necessary to pile grave excavations on adjacent graves if the new grave is situated amongst a populated area of the cemetery. In such cases, in order to avoid upsetting the relatives of adjacent occupied graves, the new grave should not be dug too far in advance of it being needed.
- 11.13** The soil and stone excavated for a grave must be left in a neat pile and covered in green matting. Adjacent graves, turf and memorials must be protected against soiling or damage.
- 11.14** The grave digger will backfill the grave after the interment and subsequently laying turf so as to give a level surface suitable for mowing.
- 11.15** At least twelve inches of top soil must be used to complete the backfilling of a grave.
- 11.16** If any grave or monument in the cemetery is damaged by an agent of Woodstock Town Council or the agents sub-contractors whilst working in the cemetery the agent concerned shall be liable to arrange repairs to a standard approved by the family and cover the costs thereof.

12.0 Information for Stone Masons

- 12.1** Memorials and monuments may be erected on plots where exclusive rights of burial have been purchased.
- 12.2** No memorial may be installed until the memorial has been officially approved by Woodstock Town Council and the appropriate fees have been paid.
- 12.3** Masons working in the Woodstock cemeteries must be on the British Register of Accredited Memorial Masons (BRAMM) or on The Register of Qualified Fixers (operated by NAMM) to ensure that acceptable standards of fixing are maintained. All memorials must be erected in accordance with BS8415 (latest version). The BRAMM Blue Book and the National Association of Memorial Mason's code of working practice inform masons on how to comply with BS8415. (see 8 in section 1 above). The masons must have their own professional and public liability insurance.
- 12.4** Before the erection of any memorial a detailed drawing and description showing the size, type and finish of stone or other material to be used, the sizes of dowells and ground anchor and the wording of any inscription, including type and size of lettering, shall be sent to the town clerk, together with the applicable fees, for approval. Any additional inscriptions also require the approval of the town clerk, who may consult the council. **No liability will be accepted by the town council for orders placed before approval has been obtained.**
- 12.5** The council must be notified of the proposed removal of a headstone in advance.
- 12.6** Headstones must comply with current British Standards (see 8 in section 1) The maximum overall footprint of a headstone or memorial to be placed at the head of a full grave in the Woodstock Lawn Cemetery (inclusive of foundation stone and plinth) shall not exceed the following dimensions:-
- a Height: 3 feet (90cm);
 - b Width: 2 feet, 6 inches (75cm);
 - c Thickness: 4 inches (10cm);
 - d Foundation stone: Must comply with the BRAMM Blue Book or NAMM code of working practice.

- 12.7** The maximum overall footprint of a headstone or memorial to be placed on a cremation plot in the Woodstock lawn cemetery (inclusive of the foundation stone and plinth) shall not exceed the following dimensions:-
- a Height: 2 feet (60cm);
 - b Width: 1 foot, 6 inches (45cm)
 - c Thickness: 4 inches (10cm)
 - d Foundation stone: Must comply with the BRAMM Blue Book or NAMM code or working practice.
- 12.8** The scale, style and wording of monuments in the cemeteries are subject to the council's policy of 9 June 2009 (Minute WTC/52/09):-
- 12.9** style and wording are matters of personal choice by the applicant which the council would not wish to influence unless (a) they do not comply with the council's existing conditions regarding size etc. and/or (b) they might cause gross offence;
- 12.10** applications shall be dealt with by the town clerk except that any applications which could be deemed to cause gross offence shall be submitted to the council;
- 12.11** Memorials should include the name of the memorial masons in an inconspicuous place such as the back of the stone.
- 12.12** If any damage is done to the council's land or premises the cost of repair will be recoverable by the town council from the person responsible.
- 12.13** If any grave or monument in the cemetery is damaged by a memorial mason the mason concerned shall be liable to undertake repairs to a standard approved by the family and cover the costs thereof.
- Further information about the BRAMM Blue Book and the NAMM code of working practice can be sought from the office at the Town Hall**

Meeting Schedule 2024-2025
All Town Council meeting start at 7.00 pm

2024/25	
Tuesday 14 th May	Town Council Annual Meeting
Tuesday 28 th May	Town Council Monthly Meeting
Tuesday 11 th June	Town Council Monthly Meeting
Tuesday 9 th July	Town Council Monthly Meeting
Tuesday 13 th August	Town Council Monthly Meeting
Tuesday 10 th September	Town Council Monthly Meeting
Tuesday 8 th October	Town Council Monthly Meeting
Tuesday 12 th November	Town Council Monthly Meeting
Tuesday 26 th November	Town Council Budget Meeting
Tuesday 11 th December	Town Council Monthly Meeting
Mayors Carols Saturday 7 th , 14 th or 21 st December ?	To be confirmed by the Mayor
2025	
Tuesday 14 th January	Town Council Monthly Meeting
Tuesday 11 th February	Town Council Monthly Meeting
Tuesday 11 th March	Town Council Monthly Meeting
Tuesday 25th March	Annual Town Meeting at CC
Tuesday 8 th April (Easter 20th)	Town Council Monthly Meeting
Tuesday 13 th May	Annual Town Council Meeting

Please note.

Additional meeting may be called to allow transactions of the Council Business.

Please refer to the website or notice boards for any changes and additional meetings

The Annual Town Meeting held at the Community Centre starts at 7.30 pm