

Burial Space Working Group – Terms of Reference

Name: Burial Space Working Group

Background

At the Neighbourhood Plan Continuity Committee (NPCC) meeting held on 17 May 2016, it was minuted and resolved to form a working group to consider all the facts / arguments for additional burial space within Thame and establish the next steps.

This was largely triggered by the fact that land at Site C has been found to be suitable for burial space, following an investigation and policies as required by the Thame Neighbourhood Plan. At the same time the Communities, Leisure and Recreation Committee were being kept informed of next steps following the successful planning application for change of use of land at Priest End for Burial Space. Over time, various other suggestions have been made for additional burial space, including options for St Mary's Churchyard to be extended into Church Meadow. Other completely separate sites have been suggested.

Members

Cllr David Bretherton (Chair of Infrastructure Delivery Plan Working Group) or delegate

Cllr Helena Fickling (in a general Councillor capacity)

Cllr Linda Emery (in a general Councillor capacity)

Councillor vacancy

Town Clerk / Asset Manager

Neighbourhood Plan Continuity Officer, as required

Church representative, as required

Additional Councillors and community members to be invited as and when their expertise or input is required.

Secretarial support (agendas, meeting notes, circulation of information) is provided by Town Clerk / Asset Manager

Quorum is four members of the group, including two Councillors and one officer.

Goals

To ensure that there is sufficient burial space within Thame.

Activities

Working group to establish more detail, but to include:

1. To work with relevant organisations to monitor and support the provision of a new cemetery at Site C, including agreeing responsibility for management thereof as a joint No 1 priority.
2. To establish the latest short, medium and long term burial needs (of all types) in Thame.
3. To work with relevant organisations to monitor and support the transition of the additional square of Church Meadow (beyond the Dovecote) into an extension of St Mary's Churchyard, whenever timescales and other developments allow, as a second priority.
4. To work with relevant organisations to monitor and support the transition of additional space in Church Meadow (beyond the Ha-Ha) into an extension of St Mary's Churchyard, as a third priority.
5. To identify any other options for additional burial space, if necessary.
6. If management of any burial site becomes the responsibility of Thame Town Council, to implement relevant processes, rules and charges.

Deliverables

A fully operational cemetery at Site C.

An extended St Mary's Churchyard.

A formal review of short / medium / long term burial space needs, of all types.

Scope / Jurisdiction

The Group is required to:

- only work on projects within (or impacting on) Thame civic parish
- provide an update report to each meeting of the Neighbourhood Plan Continuity Committee and to contribute to the Neighbourhood Plan Monitoring Report.

Guidance from the Council / Parent Committee

Provided at initial resolution (Items 18 at NPCC meeting of 17 May 2016), and in initial discussion on 19 July 2016. Terms of Reference reviewed at NPCC meeting of 12 January 2021.

Resources and Budget

The Group will be allowed use of Town Council meeting rooms, administration resources and officer time as required. Any funding authorisation is to be sought from the parent Committee or Full Council, in conjunction with the Infrastructure Delivery Plan Working Group as necessary.

Governance

Decisions to be agreed mostly by consensus, but where necessary a majority vote of those present, with Chairperson's casting vote if necessary.

Additional Notes

- Methods of work (e.g. consultations, press releases, surveys, studies, progress reports, letters etc) are entirely up to the Working Group to decide.
- The Group will communicate through email, phone and meetings, both formally and informally.
- Relevant documentation is stored in the Neighbourhood Plan Continuity Committee folder on the Town Council IT data store, plus in member's e-mail folders.
- The group will meet at a frequency required to ensure progress as required.
- Sub-groups (with other nominated members) can be created as necessary to progress specific items.
- The Working Group's work is ongoing by nature, but its longevity will be determined by the parent Committee.

These Terms of Reference may be reviewed and changed as necessary by the Working Group in the light of additional information, with significant changes requiring authorisation by the parent Committee.