

Stratford-upon-Avon Town Council
Cemetery Extension Task and Finish Group
Outline Cemetery Development Plan
Draft

This Version:

Version	Authors	Description
0.1	TF Group	Task and finish group input

Review Requirement:

N/A

Previous Versions

Version	Authors	Description
0.0	TL	Initial draft for discussion

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1 Introduction

Stratford-upon-Avon Town Council (the “Town Council”) is the burial authority for the parish of Stratford-upon-Avon (“Stratford”) and currently provides burial services. The only open municipal burial ground is the cemetery located on the Evesham Road. This first opened in 1881 but based upon the current trends, it is expected that the current footprint of the cemetery will be no longer be able to accommodate any further burials beyond 2031.

The Town Council recognised the potential need to extend the capacity of the cemetery some years ago and build up a designated reserve for the purchase of some land to provide extended burial capacity.

Stratford On Avon District Council (the “District Council”) owns some land which is immediately adjacent to the existing Stratford cemetery and is believed to have been earmarked for use as a future burial capacity before the current three tier local government set up for the town came into existence in 1974. The District Council have agreed to sell this land to the Town Council, which itself has approved the purchase of this land using the designated reserve.

However, before the land can be used as a burial site, it must obtain the relevant consents from the local planning authority and the Environment Agency. It will also require works in order to develop it into an extension of the existing cemetery.

In addition to this, the District Council had been renting parts of the proposed cemetery extension land as ‘garden plots’ to residents of Bordon Place. Though these agreements have now be terminated in anticipation of the land being sold to the Town Council with the benefit of vacant position, some of the previous holders of these licences are not happy the situation in terms of both losing the garden plot licences and that the land is unlikely to be used for several years until the additional cemetery capacity is needed.

This document sets out a plan for developing the cemetery extension.

2 Plan Considerations

In order develop the plan for developing the cemetery extension, a number of considerations need to be made:

- When the burial capacity is required. It is anticipated that the capacity will not be needed until around 2031, however time will need to be allowed for consenting and development work.
- Funding development work. Though a designated reserve was created for purchasing the land to enable the cemetery to be extended, there is no funding agreed for developing the cemetery.
- Existing land users. The land is currently used by local residents in a similar fashion to the use of allotments, though they are not designated as such.
- Environmental monitoring to support consent application. Due to the nature of burials, consideration will need to be given to ground water. This will require environmental monitoring to be undertaken and paid for.
- Designing the scheme. Decisions will need to be taken as to how the Town Council wish to see the new burial ground designed and a design company will need to be commissioned to develop plans for a subsequent planning application.
- Gaining the consents. The relevant consents will need to be obtained.

- Developing the land so it is suitable as burial space. Ground and landscape works will need to be undertaken to develop the extension land so that is suitable as use for a cemetery.

3 Outline Plan

Year	Month	Activities	Decisions Required	Funding Requirement
2024	July	Development of outline plan Ask input from the Town Council as to the design of the cemetery at the meeting on 23/07/2024 Ask input from the Town Council on the design of the garden plot scheme at the meeting on 23/07/2024	Agreement of outline plan To be tabled at the Town Council 23/07/2024.	
	August			
	September	Ask for funding from the finance committee Garden plot stakeholder meeting. Receive design input from Town Council. Cemetery Task and Finish Group meeting to discuss Town Council input Draft the design brief for the designer and provide to Town Council on 24/09/2023 Provide update on garden plot scheme to Town Council on 24/09/2024 Tender the designer work	Consultant fees Environment Agency fees Designer fees Legal fees for garden plots process	Consultant fees Environment Agency fees Designer fees Legal fees for garden plots process

Year	Month	Activities	Decisions Required	Funding Requirement
	October	Appoint designer Finalise design brief	Final design brief	
	November	Designer begins on scheme design Finalisation of garden plot scheme and update to Town Council on 26/11/2024 Draft design presented to Town Council Request funding for planning application	Funding for planning application	Funding for planning application
	December	Iteration of the scheme by the designer following Town Council input.		
2025	January	Approval of burial scheme design by Town Council and decision to submit planning application.	Scheme design Planning application preparation	
	February	Appointment of planning consultant Preparation of planning application		Planning consultant fees
	March	Planning application submission.		Planning application fees
	April			
	May	Determination of planning application		
	June			
	July			
	August			
	September			
	October			
	November			
	December			
2026	January			
	February			
	March			
	April			

Year	Month	Activities	Decisions Required	Funding Requirement
	May			
	June			
	July			
	August			
	September			
	October			
	November			
	December			
2027	January			
	February			
	March			
	April			
	May	Town Council Elections		
	June			
	July	Update of development plan		
	August	Prepare start development works tender		
	September	Tender start development works		
	October	Appoint start development works contractor		
	November			
	December			
2028	January			
	February			
	March			
	April	Meaningful start on development works.		Contractor fees
	May			
	June			
	July			
	August			
	September			
	October			
	November			
	December			
2029	January			
	February			
	March			

Year	Month	Activities	Decisions Required	Funding Requirement
2030	April			
	May			
	June			
	July			
	August			
	September			
	October			
	November			
	December			
	January			
	February			
	March			
2031	April			
	May			
	June			
	July	Update of development plan		
	August	Prepare full development works tender		
	September	Tender full development works		
	October	Appoint full development works contractor		
	November			
	December			
	January			
	February			
	March			
	April	Start full development works		Contractor fees
	May	Town Council Elections		
	June			
	July			
	August			
	September			
	October			
	November			
	December			