



STOW ON THE WOLD TOWN COUNCIL

ACTION PLAN FOR 2019/2020

| No | Item | Aims | Objectives | Timescales | Actioned By |
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| Purchase of Youth Club and Beyond | | | | | |
| 1 | Stow Youth Club | To purchase the building, which council currently occupy as a tenant, from Centre 67 charitable trust. Funding via a loan from PWLB over 50 years. | To return the building back to community ownership. Very cost effective and gives another accessible facility for community events/organisations. | ASAP | Council |
| 2 | Building improvements | Short term renovations and repairs and improve insulation. | Make it a more appealing facility to encourage use by the wider community. | Ongoing | Council |
| 3 | Community uses for building | Carry out a survey of the residents. | To find out what the residents would like the building to be used for, for example, a cinema, museum, small business start up units etc | ASAP | Council |
| Cemeteries | | | | | |
| 1 | Paths | Resurface all paths throughout the cemeteries in resin coated material and reinstate edging as appropriate. | Major improvements to pedestrian access and overall appearance of the cemeteries. | December 2019 | Burial Board |
| 2 | Benches, fences & gates | Maintain. | Refurbish all benches, wooden fencing and gates in Millennium & New Cemetery areas. | July 2019 | Burial Board |
| 3 | Lavender | Complete planting from funeral director's car park to main entrance | Improve the look as entering the cemeteries and allotment sites. | April 2019 | Burial Board |
| 4 | Cemetery Rules & Regulations booklet | Review on an annual basis. | To keep up to date and accurate. | Ongoing | Burial Board |
| 5 | Burial fees | Ensure fees are in line with neighbouring parishes and review on an annual basis. | To help recover the majority of costs for upkeep of the cemeteries | February 2020 | Burial Board & Council |
| 6 | Cemetery Meadow | Open up the area for new burials. | More space required as New Cemetery is nearly full. | ASAP | Burial Board |

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| | | | Offer this area for burials with same rules and 7 regulations as New Cemetery therefore allowing a choice of what memorials can be erected. Arrange a plan marking out the plots. | | |
| 7 | Yew trees | Maintain. | Trim yew trees | January 2020 | Burial Board |
| 8 | Garden of Remembrance | Revise layout of area. | Update and revise plot plan taking out the planned shrub areas to allow extra plots for burial of ashes. | December 2019 | Burial Board |
| 9 | Hedges | Maintain. | Cut hedges twice a year. | Ongoing | Burial Board |
| 10 | Memorial Testing | Health & safety. | Arrange for memorials in Victorian Cemetery to be tested after taking advice from ICCM. | Ongoing | Burial Board |
| St Edward's Churchyard | | | | | |
| 1 | Grind tree stumps | | To remove potential trip hazards. | December 2019 | Burial Board |
| 2 | Gates and ironwork fencing including hanging light at main entrance | Rub down and repaint. | Improve the appearance of the churchyard for visitors. | April 2019 | Burial Board |
| Allotments | | | | | |
| 1 | Tenancy agreement | Keep up to date and review on an annual basis. | Good practice. | September 2019 | Parks & Square & Council |
| 2 | Allotment plot fees | To help recover costs associated with the allotments site. | Good practice. | September 2019 | Parks & Square & Council |
| 3 | Spring Gardens Allotments Association | Work in partnership. | To ensure a thriving allotments site for the community. | Ongoing | Parks & Square |
| Planning, Traffic & Parking | | | | | |
| 1 | Planning applications | Comment and respond to all planning applications for the town as a statutory consultee. | Retain the town's heritage and appearance. | Ongoing | Planning, Traffic & Parking |
| 2 | Parking Survey | Carry out an in depth survey based on most recent benchmarking survey results with People & Places. | Results will give evidence for council to use in trying to obtain further parking for the town. | July 2019 | Planning, Traffic & Parking |
| 3 | Neighbourhood Development Plan (NDP) | To encourage and support the NDP steering group to complete the next draft of plan and submit to council for comment. | To get the plan adopted and in place to protect the town in relation to future development. | ASAP | NDP Steering Group & Council |

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| 4 | Road safety | Work with Community Speedwatch/Gloucestershire Road Safety Partnership/Police to reduce excessive speeding in the town. Also to consider whether the purchase of an ANPR camera would be appropriate. | To keep the residents and visitors to the town safe. | Ongoing | Planning, Traffic & Parking |
| 5 | 7.5 tonne weight limit for Sheep Street | Work with GCC/Police to achieve this weight restriction. Help and encourage residents to sign the petition currently being circulated on line and in the town by Stow Traffic Action Committee (STAC). | To get TRO approved which is currently being objected to by the police. | ASAP | Planning, Traffic & Parking |
| 6 | Off street car park | Continue to try to find and achieve a new car park in the town. | To get more off street parking. | ASAP | Planning, Traffic & Parking |
| Affordable & Social Housing | | | | | |
| 1 | Stow Community Land Trust (CLT) | Continue to work with CLT to find land for housing. | To get some affordable housing for the town. | Ongoing | Council |
| 2 | Bromford Housing | Maintain partnership with social housing provider for the town. | Continue to work in partnership in relation to any land they own in the town that might be suitable for affordable/social housing or for car parking. | ASAP | Council |
| King George's Playing Field | | | | | |
| 1 | Private properties that have access to the field via a gate from their garden | Issue licences to all properties that have installed a gate onto field and prevent others from doing similar in the future. | Protection of public asset. | December 2019 | Parks & Square |
| 2 | Entrance gate from Oddington Road | Maintain. | Improve the look of this entrance onto field. | December 2019 | Parks & Square |
| 3 | Dry stone walls | Maintain. | Get a long term plan in place to repair the wall adjacent to Oddington Road. Costs including materials circa £150 per linear metre. | Ongoing | Parks & Square |
| QEII field and Cricket Pavilion | | | | | |
| 1 | Cricket pavilion | No cricket team anymore. | Ensure the maintenance and upkeep of the building working alongside Stow Cricket Club Committee. | Ongoing | Parks & Square |
| 2 | Stone walls | Repairs. | Get a long term plan in place to repair walls. Costs | Ongoing | Parks & |

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| | | | including materials circa £150 per linear metre. | | Square |
| 3 | Benches | Maintain. | To inspect and when appropriate repaint benches on site. | Ongoing | Parks & Square |
| 4 | Private properties that have access to the field via a gate from their garden | Issue licences to all properties that have installed a gate onto field and prevent others from doing similar in the future. | Protection of public asset. | December 2019 | Parks & Square |
| Playgrounds in King George's Field & Spring Gardens Allotments | | | | | |
| 1 | RoSPA play equipment inspections including outdoor gym equipment | Annual inspection to ensure equipment is safe for all who use and action any issues that may arise as a result. | Health and safety. | April 2019 | Parks & Square |
| 2 | 2 weekly checks of play equipment including outdoor gym | Two weekly inspections by CGS to ensure equipment is safe for all who use and action any issues that may arise as a result. | Health and safety. | Ongoing | Parks & Square |
| 3 | Litterbins | John Wise to empty litter bins on a weekly basis. | Keep the areas as litter free as possible. | Ongoing | Parks & Square |
| The young and in particular the youth | | | | | |
| 1 | Youth Club | Club currently suspended at Community Hub and Stow Youth Centre due to lack of members. Current trustees are all standing down so council will work with them to find replacements so that the charity does not have to be disbanded. | Maintain a youth club in the town by working with Centre 67 trustees. | URGENT | Council |
| 2 | What do the young want? | Survey the children and youth in the town. | Work with Cotswold School, Stow Primary School & Centre 67 to ensure that all the children and youth are reached one way or another. Find out what facilities/activities they would like to see in the town. | ASAP | Council |
| 3 | Stow Primary School | Work in partnership. | Maintain a strong partnership between the school/PTFA and council. | Ongoing | Council |

| Visitor Information Centre | | | | | |
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| 1 | Noticeboards | Help visitors to the town. | Maintain and keep information up to date. | Ongoing | Parks & Square |
| 2 | Website | Promote Stow as a great place to visit and stay. | Maintain and keep information up to date and aim is to build on the content of businesses etc working in partnership with VIC staff. | Ongoing | Parks & Square |
| 3 | Town leaflet | Give information about the town to visitors. | Help visitors find their way around the town and to identify the key areas to visit. | Ongoing | Parks & Square |
| 4 | Coaches | Find a way to educate coach drivers to drop off passengers at coach parking space adjacent to police station and then to move Maugersbury Road car park. | Stop them parking up for long periods in the Square/High Street. | URGENT | Planning, Traffic & Parking & Parks & Square |
| 5 | Social Media | Promote Stow as a great place to visit and stay. | Ensure regular postings on Twitter & Facebook. | Ongoing | Parks & Square |
| 6 | CDC/GCC | Work in partnership. | Maintain good communication with CDC tourist officers and in particular GCC staff at library/VIC to ensure a good experience for all visitors and to encourage tourism in the town. | Ongoing | Parks & Square |
| Environment | | | | | |
| 1 | Litter and dog fouling campaigns | Keep the town clean. | Continue to organise working parties on at least an annual basis. Try to identify group of residents who recently did a poster campaign in the town and persuade them to work with council. Engage with Stow Primary School, Stow Brethren, Stow Civic Society and other organisations/volunteers in the town to get involved. | Ongoing | Parks & Square |
| 2 | Pollution | Await data recordings from CDC in relation to new temporary monitor on Unicorn junction after 12 months has passed. | Reduce carbon emissions. | March 2020 | Planning, Traffic & Parking |
| 3 | Litter bins | Replacement. | To arrange a rolling programme to replace all the litter bins in the town to a uniform design/colour with help of Stow Civic Society. | Ongoing | Parks & Square |
| Trees, benches (not elsewhere mentioned) & Grasscutting | | | | | |
| 1 | Tree survey | Carry out comprehensive survey of | Health and safety and to obtain an electronic map | September | Parks & Square |

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| | | all trees in council's ownership. Upload map onto Pear Technology software. | of all trees with advice and action required over the next 5 years. | 2019 | |
| 2 | Lime Trees in Sheep Street | Trim if appropriate. | | December 2019 | Parks & Square |
| 3 | Grasscutting | Cut grass verges (on behalf of GCC), playing fields, greens, St Edward's Churchyard, Cemeteries, part of allotments site etc from March to October | Keep grassed areas tidy. | Ongoing | Council |
| 4 | Benches on shrubbery | To inspect and when appropriate repaint benches on site. | Maintain. | | |
| Council Grants | | | | | |
| 1 | | To promote and publicise council grants and encourage applications especially from new organisations. | To offer financial support to eligible local charities/organisations etc for the benefit of the residents. | May 2019 and then ongoing if appropriate | Council |
| Christmas illuminations | | | | | |
| 1 | Tree lights | Consider putting more lights onto Stocks Green and possibly at the Fountain and Shrubby areas. | Make town attractive during festive season. | Ongoing | Parks & Square |
| 2 | Replacement bulbs for strings of lights | Replace all existing bulbs with LED's. | Energy saving and much more cost effective. | April 2019 | Parks & Square |
| 3 | String of lights on buildings throughout the town | Extend further down Sheep Street etc | Long term aim is to put more strings of lights up on buildings in the town subject to approval of all affected property owners and providing one property is prepared to supply the power. | Ongoing | Parks & Square |
| 4 | Star decorations for St Edward's Hall | Replace all stars with something similar. | Current stars need replacing. | August 2019 | Parks & Square |
| 5 | Donations from businesses towards Christmas lights | Write to business owners to ask them to contribute towards costs of Christmas lights. | Obtain funding from local traders/businesses to help fund Christmas lights. | September 2019 | Parks & Square |
| The Wells | | | | | |
| 1 | | Maintain and keep in good order. | Regular inspections and on annual basis clear the Wells with the help of Stow Civic Society. | Autumn 2019 | Parks & Square |

| Community Engagement | | | | | |
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| 1 | Website | Set up a new website and make more user friendly and easier for public to access information in line with legislation to ensure transparency. | | December 2019 | Council |
| 2 | Social Media | To place more regular posts on Twitter and Facebook | To keep the community informed. | Ongoing | Council |
| 3 | Stow Loop | To extend the list of subscribers | To allow good communication with residents and businesses in the town. | Ongoing | Council |
| 4 | Businesses | Help and encourage businesses to set up a Business Association. | Improve communication between the two parties. | ASAP | Council |
| 5 | Newsletter | To produce a newsletter to include news from council and in longer term other key groups/organisations in the town. | To keep the community informed. | ASAP | Finance & Policy & Council |
| 6 | Stow Times | Continue to take a page in Stow Times for the foreseeable future until a Parish Newsletter can be achieved. | To keep the community informed. | Ongoing | Council |
| The Square | | | | | |
| 1 | Cycle Rack | Purchase bicycle rack and install (with help of GCC) in Square adjacent to disabled bays opposite Stow Pharmacy | To encourage more cyclists to the town. | ASAP | Parks & Square |
| 2 | Old Stocks green including benches | Refurbish benches as required. Keep an eye on stocks and take any appropriate action. | Maintain. | Ongoing. | Parks & Square |
| The Fountain | | | | | |
| 1 | Rose bed, Fountain monument & benches | Regular inspection of area. Rose bushes pruned twice a year and area weeded. Fountain planted with suitable flowers twice a year and benches monitored and maintained as appropriate. | Maintain. | Ongoing | Parks & Square |

| Events | | | | | |
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| 1 | Bonfire event | Continue to organise this annual event and try to make improvements each year. | Community event. | Ongoing | Parks & Square |
| 2 | Christmas Tree lights switch on | Organise an annual event and involve Stow Primary School. Format may change this year but is to be confirmed. | Community event. | August 2019 | Parks & Square |
| 3 | St Edward's Church Tree Festival | To help and support the organisers. | Community event. | Ongoing | Council |
| 4 | Stow Cotswold Festival | To help and support the organisers. | Community event. | Ongoing | Council |
| 5 | Stow Motor Show | To help and support the organisers. | Community event. | Ongoing | Council |
| 6 | Hatwell's Fun Fair | Continue to invite the funfair to the town and review after 3 year commitment has passed. | Community event. | 2020 | Council |
| 7 | Stow Arts Festival | Help and support the group within parameters set down out legislation. | Attract new people to the town. | Ongoing | Council |
| 8 | Any other town events | | Support organisations that wish to run public events for the benefit of the residents. | Ongoing | Council |
| Highways including Public Rights of Way (PROW) | | | | | |
| 1 | Pedestrian access to new Drs surgery | Work with GCC to attempt to get dropped kerbs adjacent to Bus Stop opposite the Bell Inn. To also try to get Back Walls blocked off in the vicinity of the Baptist Church to again reduce the amount of vehicles in the area. | Pedestrian safety. | ASAP | Planning, Traffic & Parking |
| 2 | Highways issues and anything that comes under the remit of CDC | Report any problems to relevant authority and follow up and ensure action is taken. | Working closely with 2 nd /3 rd tier local authorities. | Ongoing | Council |
| 3 | Straw lorries | Work with GCC to see if straw lorries can be covered up to prevent the shedding of the loads and blocking the gullies up in the town. | Stop lorries shedding straw on highways. | Ongoing | Council |
| 4 | Highway road signs | Get GCC to wash down all the road | | Ongoing | Council |

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| | | signs in the town. | | | |
| 5 | Diverting HGV's from the town | Reduce traffic and therefore pollution levels with help of GCC and STAC which will help preserve the numerous historic/listed building in the town and make it easier for pedestrians crossing the roads. | To reduce the number of HGV's coming through the town. | Ongoing | Planning, Traffic & Parking |
| Winter | | | | | |
| 1 | GCC Winter Action Plan | To finalise and adopt policy with GCC/council and review on annual basis. | To strive to keep the town accessible during winter months when the town experiences heavy snow fall. | ASAP | Planning, Traffic & Parking |
| 2 | Town Emergency Plan | Review, amend and readopt after May elections. Then review on an annual basis. | Keep up to date. | Ongoing | Planning, Traffic & Parking |
| 3 | Grit bins | GCC will replenish salt grit at least annually normally in October. Council to replenish from salt grit stocks supplied by GCC inbetween. | Keep filled. | Ongoing | Planning, Traffic & Parking |
| 4 | Snow Warden and Snow Plough operator | Annually appoint a member to act as Snow Warden and at the same time appoint a Snow Plough Operator. | To strive to keep the town operational during heavy snow as detailed in GCC Winter Action Plan. | Ongoing | Planning, Traffic & Parking |
| Good Governance | | | | | |
| 1 | CiLCA | To allow council to use the General Power of Competence. | Clerk to achieve qualification. | April 2019 | Council |
| 2 | Training & staff appraisals | Staff to attend appropriate training courses. All councillors to attend a training session within 6 months of being elected or co opted. All employees to have an annual appraisal of their performance. | Encourage training of staff and councillors and motivate and support all employees. | Ongoing | Council |
| 3 | Policy documents including, Risk Management, Standing Orders & Financial | Keep up to date. | Ensure that all council policies are up to date with current legislation and reviewed as required. Look at a new policy for Investments, Advisors and any other new requirements that may arise. | Ongoing | Finance & General Purpose & Council |

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| | Regulations | | | | |
| 4 | Local Council Quality Award | Work towards Foundation Level. | Good practice. | December 2019 | Council |
| 5 | Insurance | Review annually and ensure that council has all appropriate insurance in place and carry out appropriate risk assessments as necessary. | Maintain cover. | Ongoing | Council |
| Community Payback Team (CPT) | | | | | |
| 1 | | Retain the services and work with the CPT. | Work on all areas owned/maintained by council including St Edward's churchyard and any other community projects requested. | Ongoing | Council |
| Defibrillators | | | | | |
| 1 | | Monthly checks on defibrillator on Stow Pharmacy and Fisher House (carried out by Bromford Manager). | Maintain in good working order. | Ongoing | Council |
| Floral Displays | | | | | |
| 1 | Hanging Baskets in the Square | Put up hanging baskets in May for summer season. | Keep the town attractive. | Ongoing | Parks & Square |
| 2 | 3 x tower planters | Plant twice a year in spring and autumn. Longer term aim to find a more aesthetically pleasing alternative to replace current planters. | Keep the town attractive. | Ongoing | Parks & Square |
| Storage | | | | | |
| 1 | Vacant building adjacent to public conveniences, High Street | Liaise with CDC with intention of leasing vacant building as economically as possible. | Storage for cones, salt grit etc in central location | URGENT | Council |