



## STOW ON THE WOLD TOWN COUNCIL

### ACTION PLAN FOR 2020/2021

No	Item	Aims	Objectives	Timescales	Actioned By
<b>Council offices</b>					
1	Council offices	New Centre 67 trustees have decided not to sell the building to the council.	Council currently negotiate a new lease with Centre 67. To consider the possibility of building new Council offices as part of any development proposed within the Neighbourhood Plan including pursuing any possible s106 contributions from the Town & Country Planning Act 1990 including Community Infrastructure Levy from Planning Act 2008 under Community Infrastructure Levy Regulations 2010, opportunities or side agreements if appropriate.	Ongoing but essentially ASAP	Council
2	Purchase a suitable building in the town	Ultimate aim is for council to build or purchase new offices.	Continue to make enquiries and look at any suitable properties that come onto the market etc.	Ongoing	Council
<b>Cemeteries</b>					
1	Benches, fences & gates	Maintain.	Refurbish all benches, wooden fencing and gates in Millennium & New Cemetery areas on a rolling programme.	Ongoing	Burial Board
2	Cemetery Rules & Regulations booklet	Review on an annual basis.	To keep up to date, accurate and in line with legislation.	Ongoing	Burial Board
3	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.	April 2020	Burial Board & Council
4	Cemetery Meadow	Open up the area for new burials.	Plot plan to be completed after landscaping scheme is finalised. However, burials can still take place in the interim period in this area.	By March 2021	Burial Board

		Landscaping of area.	Estimates to be sought from landscape design companies.		
5	Yew trees	Maintain.	Trim yew trees.	January 2021	Burial Board
6	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.	March 2021	Burial Board
7	Hedges	Maintain.	Cut hedges twice a year.	Ongoing	Burial Board
8	Memorial Testing	Health & safety.	Periodic testing of all areas in all cemeteries. Clerk to draft a Memorial Testing Policy for consideration.	Ongoing	Burial Board
9	Burial Records	Upkeep of all burial records electronically.	To continue to update new Access burial database and to incorporate all details of graves in Victorian Cemetery too.	Ongoing	Burial Board
10	Stone walls	Maintain.	To monitor and maintain all walls within the cemeteries.	Ongoing	Burial Board
11	Gates and fencing	Maintain.	To monitor and maintain and keep in good order.	Ongoing	Burial Board
<b>St Edward's Churchyard</b>					
1	Yew tree hedge adjacent to Church Walk	Remove	To remove to protect stone wall from being damaged. Will need approval from Diocese and a Faculty.	March 2021	Burial Board
2	Churchyard	To keep the churchyard maintained within council's remit.	To maintain in good order walls, footpaths & trees.	Ongoing	Burial Board
<b>Allotments</b>					
1	Tenancy agreement	Keep up to date and review on an annual basis.	Good practice.	September 2020	Parks & Square & Council
2	Allotment plot fees	To help recover costs associated with the allotments site.	Good practice.	September 2020	Parks & Square & Council
3	Spring Gardens Allotments Association	Work in partnership.	To ensure a thriving allotments site for the community. To arrange an annual meeting with members of the Spring Gardens Allotment Association.	Ongoing	Parks & Square
4	Community Payback Team	Keep the shared areas in good order.	Maintain the trees and hedges on boundary and any other work to improve the look of the site.	Ongoing	Parks & Square
5	Inspection of site	To arrange a walkabout on an annual basis.	Good practice and can identify long and short term projects to ensure improvement and maintenance of the site. Clerk to continue to do quarterly checks of the site with Chairman of Allotments Association to identify any issues in relation to any plots that are not being worked in line with Tenancy Agreement and to take any appropriate	March 2021	Park & Square

action.					
Planning, Traffic & Parking					
1	Planning applications	Comment and respond to all planning applications for the town as a statutory consultee and being mindful of emerging Neighbourhood Plan (NP).	Retain the town's heritage and appearance.	Ongoing	Planning, Traffic & Parking
2	Parking	Produce draft on/off street Parking Strategy to be approved by Council ensuring that any development of land use requirements flowing from the parking strategic plan are reflected in the NP.	Work in partnership with GCC and CDC to improve parking both on and off street. GCC are underway with on street parking strategic plan for the town and results should be received in September 2020. Residents views from NP community questionnaire to be taken into consideration and if appropriate include possible off street car park location(s) within the NP.	March 2021	Planning, Traffic & Parking
3	Neighbourhood Plan (NP)	To encourage and support the NP steering group to complete the next draft of plan.	To get the plan adopted and in place to protect the town in relation to future development noting current Government legislation which says that the earliest the referendum could take place is May 2021 due to Covid-19 pandemic and revised Government legislation. Council to approve a new brief for the NP steering group subject to clear resident guidance in the March 2020 community consultation and for Council to approve a development brief to include a list of sites for possible development. Engage with CDC on site allocation for housing (including affordable), off street parking and new employment opportunities. Council to approve all draft policy documents to be included in the NP. Council to approve draft NP prior to consultation. And finally, for council to approve the final draft prior to handing over to CDC.	ASAP	NDP Steering Group & Council
4	Road safety	Work with Community Speedwatch/Gloucestershire Road Safety Partnership/Police to reduce excessive speeding in the town.	To keep the residents and visitors safe.	Ongoing	Planning, Traffic & Parking
5	7.5 tonne weight limit for	To stop HGV's using this as a cut	Should be rolled out in May 2020. Further discussion	ASAP	Planning,

	Adlestrop Bridge	through via A436 to Stow due to similar new weight restriction on Burford High Street.	needed in relation to enforcing this new weight restriction with GCC.		Traffic & Parking
6	Formalisation of crossing in Park Street adjacent to Indian Restaurant	GCC to carry out a pedestrian count.	If pedestrian count fits GCC criteria to work towards getting a formalised crossing. Currently on hold until footfall returns to a more normal level due to Covid-19 pandemic.	March 2021	Planning, Traffic & Parking
7	Traffic management strategic plan	To improve traffic flow through the town.	Produce a draft plan for approval by Council in consultation with GCC Highways.	Ongoing	Planning, Traffic & Parking
<b>Affordable &amp; Social Housing</b>					
1	Housing	Continue to work with appropriate organisations to find land for building new housing.	To get some affordable housing for the town for local people and key workers.	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.	Ongoing	Council
<b>King George's Playing Field</b>					
1	Private properties that have access to the field via a gate from their garden	Issue licenses to all properties that have installed a gate onto field and prevent others from doing similar in the future.	Protection of public asset.	March 2021	Parks & Square
2	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
3	Trees	Maintain.	To carry out tree works in line with Tree Survey and to proactively manage all the trees in the field.	Ongoing	Parks & Square
4	Horse Fair parking on field	Continue to offer this service for the May & October fairs.	Continue to organise and run for the foreseeable future.	May & October 2020	Parks & Square
<b>QEII field and Cricket Pavilion</b>					
1	Cricket pavilion	No cricket team anymore.	Ensure the maintenance and upkeep of the building working alongside Stow Cricket Club Committee. Lease come to an end in August 2020 so will need to be renegotiated or terminated.	Ongoing	Parks & Square
2	Stone walls	Repairs.	Get a long term plan in place to repair walls. Costs including materials circa £150 per linear metre.	Ongoing	Parks & 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 licenses to all properties that have installed a gate onto field and prevent others from doing similar in the future.	Protection of public asset.	March 2021	Parks & Square
<b>Playgrounds in King George's Field &amp; Spring Gardens Allotments</b>					
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 at King George's Field	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	CGS to empty litter bins on a fortnightly basis.	Keep the areas as litter free as possible.	Ongoing	Parks & Square
<b>The young and in particular the youth</b>					
1	Youth Club	New trustees in place.	Maintain a youth club in the town by working with Centre 67 trustees particularly in relation to getting the senior Youth Club back up and running in Stow Youth Centre.	Ongoing	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
<b>Visitor Information Centre</b>					
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. Ultimate aim to combine this	Ongoing	Parks & Square

			website with council's new website.		
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 and keep information fresh and up to date.	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 Mangersbury Road car park.	Stop them parking up for long periods in the Square/High Street. To obtain photographic evidence and report any coaches that continue to use Digbeth Street which has a weight restriction that includes coaches to police who will enforce.	ASAP	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 tourism 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
7	Signage to Mangersbury Road car park	Continue to work with GCC to improve the signage to long stay car park	Encourage visitors to use this car park rather than take up spaces in the square. Currently on ice due to Covid-19 pandemic.	ASAP	Planning, Traffic & Parking & Parks & Square
<b>Environment</b>					
1	Litter and dog fouling campaigns	Keep the town clean.	Continue to organise working parties on at least an annual basis.	Ongoing	Parks & Square
2	Pollution	Reduce levels in the centre of Stow.	To reduce carbon emissions throughout the town working with GCC/CDC.	Ongoing	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.	Ongoing	Parks & Square
4	Tree planting	To pursue grants on offer for planting of new trees on land owned/maintained by the council.	Good for the environment.	Ongoing	Parks & Square
<b>Trees, benches (not elsewhere mentioned) &amp; Grass Cutting</b>					
1	Lime Trees in Sheep Street/Park Street	Keep trimmed.	Trim and maintain on an annual basis.	December 2020	Parks & Square

2	Grass cutting	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
3	Benches on shrubbery	To inspect and maintain.	Maintain on a rolling programme.	Ongoing	Parks & Square
4	Tree Survey	Tree works.	To work with tree survey and ensure all trees in council's ownership (including St Edward's Churchyard) are regularly monitored and maintained.	Ongoing	Council
<b>Council Grants</b>					
1		To promote and publicise council grants and encourage applications especially from different organisations who have not previously applied for a grant.	To offer financial support to eligible local charities/organisations etc for the benefit of the residents.	Ongoing	Council
<b>Christmas illuminations</b>					
1	Star decorations for St Edward's Hall	Replace brackets on building.	Brackets are in need to replacement.	November 2020	Parks & Square
2	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 2020	Parks & Square
3	Large tree on stocks green	Replace strings of lights that have failed in the tree.	To light up the whole tree once again.	November 2020	Parks & Square
<b>The Wells</b>					
1		Maintain and keep in good order.	Regular inspections and on annual basis to clear the Wells with the help of Stow Civic Society.	Autumn 2020	Parks & Square
<b>Community Engagement</b>					
1	Website	Set up a new website and make more user friendly and easier for public to access information to enable the community to keep up to date with issues and challenges for the town.	Ultimate objective is to combine the VIC website to this new website. To include a link on Homepage of current website for NP information. New website to conform with legislation in relation to transparency and also accessibility legislation that comes	ASAP	Council

			into effect in September 2020.		
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	Quarterly newsletter sponsored by Brio Retirement	To keep the community informed.	Quarterly	Council
6	Stow Times	Send relevant community news and information to Editor.	To keep the community informed.	Ongoing	Council
7	Annual Town Meeting	Council to organise and run between 1 <sup>st</sup> March & 1 <sup>st</sup> June.	To keep the community informed and a statutory requirement.	Annually	Council
<b>The Square</b>					
1	Old Stocks green including benches	Refurbish benches as required. Keep an eye on stocks and take any appropriate action.	Maintain.	Ongoing.	Parks & Square
<b>The Fountain</b>					
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 in good order. Due to heavy rain and flooding of highway the rose bed needs topsoil and work to reinstate to former state.	Ongoing	Parks & Square
<b>Events</b>					
1	Bonfire event	Continue to organise this annual event and try to make improvements each year.	Community event.	November 2020	Parks & Square
2	Christmas Tree lights switch on	Organise an annual event and involve Stow Primary School.	Community event.	December 2020	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 past.	3 year commitment comes to end in June 2020. However, the fair is cancelled due to Covid-19 pandemic so operator asking if he can come to the town in June 2021 and complete the 3 year agreement. Council to discuss and vote at a monthly council meeting. At end of the 3 year commitment the council need to organise a public meeting and invite businesses to come along too.	ASAP	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	VE 75 Year anniversary	Community celebration of this momentous occasion.	Events cancelled due to Covid-19 pandemic. Hoping to combine with VJ Day in August but all hangs in the balance until normality returns to the country.	Possibly August 2020	Parks & Square & Council
9	Any other town events		Support organisations that wish to run public events for the benefit of the residents.	Ongoing	Council
<b>Highways including Public Rights of Way (PROW)</b>					
1	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 <sup>nd</sup> /3 <sup>rd</sup> tier local authorities.	Ongoing	Council
2	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
3	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
<b>Winter</b>					
1	GCC Winter Action Plan	Plan adopted by council working with GCC.	To strive to keep the town accessible during winter months when the town experiences heavy snow fall. Review on an annual basis.	July 2020	Planning, Traffic & Parking
2	Town Emergency Plan	Review and amend and get council to adopt and then review on an	Keep up to date. Maybe consider putting in a new section in relation to another pandemic outbreak inn	ASAP	Planning, Traffic &

		annual basis.	relation to taking care of vulnerable residents etc.		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 in between.	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
<b>Good Governance</b>					
1	General Power of Competence	Council now has a qualified clerk so can use this power.	Council to review criteria and re adopt after May 2023 local elections.	Ongoing	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. To consider changing Standing Orders to include a paragraph that any chair of council or any of its committees should attend a training specific to chairmanship skills. Within 6 months of being elected.	Ongoing	Council
3	Policy documents including, Risk Management, Standing Orders & Financial Regulations	Keep up to date.	Ensure that all council policies are up to date with current legislation and reviewed as required.	Ongoing	Finance & General Purpose & Council
4	Local Council Quality Award	Work towards Foundation Level.	Good practice.	ASAP	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
<b>Community Payback Team (CPT)</b>					
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

<b>Defibrillators</b>					
<b>1</b>		Monthly checks on defibrillator on Stow Pharmacy and Fisher House (carried out by Bromford Manager).	Maintain in good working order.	Ongoing	Council
<b>Floral Displays</b>					
<b>1</b>	Hanging Baskets in the Square	Put up hanging baskets in May for summer season.	Keep the town attractive.	Ongoing	Parks & Square
<b>2</b>	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
<b>3</b>	Stow on the Wold signs at four entrances to the town	To work towards improving floral display under town signs and to apply for a cultivation licence from GCC.	To improve the look of the main entrances to the town.	March 2021	Parks & Square
<b>Storage</b>					
<b>1</b>	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.	Ongoing	Council