



STOW ON THE WOLD TOWN COUNCIL

ACTION PLAN FOR 2021/2022

No	Item	Aims	Objectives	Timescales	Actioned By
Council offices					
1	Council offices	Take out new 5 year term lease with Centre 67 for use of Stow Youth Centre for offices.	In hand with Centre 67 and Council solicitors.	ASAP	Council
2	Purchase a suitable building in the town	Ultimate aim is for council to build or purchase new offices.	To consider the possibility of building new Council offices as part of any development proposed within the emerging 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 and any opportunities or side agreements if appropriate. Continue to make enquiries and look at any suitable properties that come onto the market in the town centre area etc.	Ongoing	Council
Cemeteries					
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 & Exclusive Right of Burial booklets	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 2021	Burial Board & Council

4	Cemetery Meadow	Open up the area for new burials. Landscaping of area.	Plot plan to be completed after landscaping scheme is finalised. Landscaping has been put on ice during pandemic as budget transferred to other more important needs. However, burials can still take place in the interim period in this area.	By March 2022	Burial Board
5	Yew trees	Maintain.	Trim yew trees on an annual basis.	January 2022	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 2022	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
St Edward's Churchyard					
1	Yew tree hedge adjacent to Church Walk	Remove.	CDC Tree Officer has approved the removal of these yews as they are causing damage to the adjacent stone wall. Will be removed at the same time as the wall is repaired. Will need approval from Diocese and possibly a Faculty.	Ongoing	Burial Board
2	Churchyard	To keep the churchyard maintained within council's remit.	To maintain in good order walls, footpaths & trees.	Ongoing	Burial Board
3	Churchyard stone wall adjacent to Church Walk	To repair damaged wall.	Structural Survey completed and being taken forward by the Burial Board. This will be a very high cost to the council and funding will need to be considered along with any necessary planning permission, Faculty, PROW closure and other permissions that may be needed.	Ongoing a priority	Burial Board & Council
Allotments					
1	Tenancy agreement	Keep up to date and review on an annual basis.	Good practice.	September 2021	Parks & Square & Council
2	Allotment plot fees	To help recover costs associated with the allotments site.	Good practice.	September 2021	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 and Council when social distancing allows.	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. Due to pandemic the Community Payback Team is unable to come to the town and will resume when social distancing measures allow.	Ongoing	Parks & Square
5	Inspection of site	To arrange a walkabout on at least 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 action.	Ongoing	Parks & Square
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, CDC & Neighbourhood Plan Steering Group (NPSG) to improve parking for both on and off street. GCC were underway with on street parking strategic plan for the town but it was cancelled due to onset of pandemic. Residents' views from NP community questionnaire taken into account and NPSG are working on a draft Access & Parking Plan which will go to the Planning, Traffic & Parking Committee for comment and ultimately Council for approval.	Ongoing	Planning, Traffic & Parking/NPSG
3	Neighbourhood Plan (NP)	To encourage and support the NPSG to complete the next draft of plan.	To get the NP adopted and in place to protect the town in relation to future development. Noting that work continues despite the pandemic. Engaged with landowners/agents on potential	ASAP	NPSG & Council

			<p>development sites. Engaged with CDC on site allocation for housing (including affordable), off street parking and new employment opportunities. Engage with GCC on highways issues. 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.</p>		
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 Adlestrop Bridge	To stop HGV's using this as a cut through via A436 to Stow due to similar new weight restriction on Burford High Street.	Installed and still issues which are being monitored by GCC and liaising with Council.	Ongoing	Planning, 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.	Unknown	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
8	Accessibility in town centre	Improve accessibility for residents and visitors to the town	Council commissioned an Accessibility Survey of the town centre and a report has been received. Once social distancing measures are lifted a working party will do a walkabout and look at any issues that have been raised in the report and will report back to the Planning, Traffic & Parking Committee to assess and to identify what needs doing and who will fund the improvements. There is £5,000 in the budget should it be needed.	March 2022	Planning, Traffic & Parking
9	Softening of Street Scene	Softening of street scene and reducing pollution affects in the Square, Sheep Street & Park Street	To consider planting trees, shrubs and flowers to soften the street scene and if appropriate working with GCC Highways.	March 2022	

Affordable & Social Housing					
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.	Chamberlayne House is scheduled for redevelopment in Summer 2021 and will produce 18 homes of various sizes.	Ongoing	Council
King George's Playing Field					
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 2022	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 2021	Parks & Square
5	Wildflowers	Help encourage wildlife and the environment.	Plant an area of the playing field working with Cotswold National Landscape to achieve. Partly funded via grant from this organisation.	March 2021	Parks & Square
QEII field and Cricket Pavilion					
1	Cricket pavilion	No cricket team anymore.	Cricket Club lease expired. To set up a working party consisting of residents and members of Council to ensure the maintenance and upkeep of the building and to come up with a plan as to what the building should be used for with the aim of this group being granted a short term lease from council to run the pavilion and related activities. Council hope that a cricket team can be formed in the future and resume playing on the site.	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 working with donors if known.	Ongoing	Parks & Square
4	Private properties that have access to the field via a gate from their property onto QEII playing field	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 2022	Parks & Square
5	Wildflower planting	Help encourage wildlife and the environment.	Plant an area of the playing field working with Cotswold National Landscape to achieve. Partly funded via grant from this organisation.	March 2021	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 2021	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
The young and in particular the youth					
1	Youth Club	New trustees in place.	Subject to pandemic the Junior youth club due to start in April 2021 and the hope that the Seniors can return in the Summer of 2021. Work with trustees to ensure that the Youth Club thrives.	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 and PTFA.	Ongoing	Council

Visitor Information Centre					
1	Noticeboards at Maugersbury Road and Shoppers car parks, Fosseyway	Help visitors to the town.	Maintain and keep information up to date. To purchase a new noticeboard for pedestrian entrance to Shoppers Car Park adjacent to Tesco.	Ongoing	Parks & Square
2	Website	Promote Stow as a great place to visit and stay.	Due to pandemic the website updates have ceased. Clerk to work on moving this site over to the company that built the new Council website or possibly combining with Council new website.	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 and keep information fresh and up to date. New updated version to be printed during this financial year.	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. 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 Maugersbury Road car park	Continue to work with CDC/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. Sign survey is required.	ASAP	Planning, Traffic & Parking/Parks & Square
Environment					
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. To produce a strategic plan for all areas owned/maintained by Council.	Ongoing	Parks & Square
Trees, benches (not elsewhere mentioned) & Grass Cutting					
1	Lime Trees in Sheep Street/Park Street	Keep trimmed.	Trim and maintain on an annual basis and pollard every 3 years – the latter scheduled for 2021.	2021	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
Council Grants					
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
Christmas illuminations					
1	Star decorations on St Edward's Hall	Replace brackets on building.	New brackets manufactured and will be installed on St Edward's Hall.	November 2021	Parks & Square
2	Donations from businesses towards Christmas lights	Write to business owners to ask them to contribute towards costs of Christmas lights.	Requests for funding ceased due to pandemic and hopefully can be resurrected when trade returns to some sort of normality.	September 2021	Parks & Square
3	Over road decorations	New decorations for December 2021 season.	A 3 year lease has been taken out for two new design over road decorations for Church Street and Digbeth Street.	November 2021	Parks & Square

The Wells					
1		Maintain and keep in good order.	Regular inspections and at least every other year to clear the Wells with the help of Stow Civic Society. Community Payback Team when they return to the town to continue to keep ditches cleared along both sides of Well Lane too until respective landowners take up their riparian responsibility.	Ongoing	Parks & Square
Community Engagement					
1	Website	New more user friendly website.	New website launched in early 2021 and conforms to regulatory legislation. Continue to improve and build on the information available on the site.	Ongoing	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. Circulation list severely curtailed since GDPR.	Ongoing	Council
4	Businesses	Help and encourage businesses to set up a Business Association.	Improve communication between the two parties. Sadly, setting up a Business Association was a non starter despite a lot of work carried out by the Council. Then the pandemic came.	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. Current suspended publishing due to lockdowns.	Ongoing	Council
7	Annual Town Meeting	Council to organise and run between 1 st March & 1 st June.	To keep the community informed. No Annual Town Meeting took place in 2020 and unsure about 2021 due to social distancing measures which may not be possible to adhere to due to numbers who attend.	Annually	Council
8	New noticeboard	Replace old unsafe noticeboard on St Edward's Hall	Apply for Listed Building planning consent to erect a new noticeboard to replace existing one which is not fit for purpose and unsafe for staff to access.	ASAP	Council
The Square					
1	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 in good order.	Ongoing	Parks & Square
Events					
1	Bonfire event	Continue to organise this annual event and try to make improvements each year.	Community event. 2020 event cancelled due to pandemic. Hope that 2021 can go ahead subject to pandemic restrictions at that time.	November 2021	Parks & Square
2	Christmas Tree lights Switch On	Organise an annual event and involve Stow Primary School.	Community event. 2020 event cancelled due to pandemic. Hope that 2021 can go ahead subject to pandemic restrictions at that time.	December 2021	Parks & Square
3	St Edward's Church Tree Festival	To help and support the organisers.	Community event. 2020 event cancelled due to pandemic.	Ongoing	Council
4	Stow Cotswold Festival	To help and support the organisers.	Community event. 2021 cancelled and planned for July 2022.	Ongoing	Council
5	Stow Motor Show	To help and support the organisers.	Community event. Last year's cancelled due to pandemic.	Ongoing	Council
6	Hatwell's Fun Fair	Continue to invite the funfair to the town until 3 year agreement has been fulfilled.	3 year commitment came to end in June 2020. However, the fair was cancelled due to pandemic so operator asked if he could instead come to the town in June 2021 and complete the 3 year agreement. Council approved but is subject to any pandemic restrictions in place at that time. At end of the 3 year agreement the Council will organise a public meeting and invite businesses to come along and have their say alongside residents.	June 2021	Council
7	Stow Arts Festival	Help and support the group within parameters set down out legislation.	Attract new people to the town. 2020 events cancelled due to pandemic and currently consulting as to whether 2021 events should go ahead if possible.	Ongoing	Council
8	Remembrance Parade	Annual parade and church service in St Edward's Church	Last year's cancelled due to pandemic. Work with Stow RBL to organise and help towards funding the event within the constraints of Council's spending powers.	November 2021	Council

9	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	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
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 throughout the town.	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 buildings 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	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 a regular basis.	July 2020	Planning, Traffic & Parking
2	Town Emergency Plan	Review and amend and get council to adopt and then review on an annual basis.	Review is very overdue. Maybe consider putting in a new section in relation to vulnerable residents during current or any possible new pandemics.	ASAP	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 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

Good Governance					
1	General Power of Competence	Council has a qualified clerk so can use this power and had three quarters of its membership elected in May 2019.	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. In line with Standing Orders all members must attend a training course within 6 months of being elected or co opted.	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 Award Scheme	Work towards Quality Gold Level.	Good practice. Council to achieve Foundation level in 2021.	May 2021	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 and amend if appropriate.	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. Currently not coming to the town due to the pandemic. Will return once social distancing measures are substantially eased.	Ongoing	Council
Defibrillators					
1		Monthly checks on defibrillator on Stow Pharmacy and Fisher House (carried out by Bromford Housing 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
3	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 2022	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. Still chasing CDC on a decision on this.	Ongoing	Council