



# **ALCESTER TOWN COUNCIL**

## **ANNUAL REPORT 2019-20**



# Welcome to Alcester Town Council's 2019-20 Annual Report

This is the report of the Town Council and reflects the activities and services it has delivered from May 2019 to April 2020.

The Council consists of 16 councillors, all elected every four years. Two of the councillors are also Stratford on Avon District Councillors and one a Warwickshire County Councillor. The Mayor is a Councillor elected annually by the members of the Council and acts as Chair of the Town Council.

The parish is divided into three wards, Alcester West, Alcester-Oversley and Oversley Green (see back page for representation).

## The Town Council is responsible for the following:

- Responding to planning applications
- Publication/review of the Alcester Neighbourhood Development Plan
- Maintenance of 6 play areas
- Maintenance of 4 recreational open spaces
- Cemetery on Birmingham Road
- Eric Payne Community Centre- management/hire
- Management of over 130 allotments at 4 sites
- Health & Wellbeing projects and activities
- Issuing grants to local organisations
- Mayor's office, engagements, annual Awards evening and civic events
- Publication of Annual report and quarterly newsletters
- Website maintenance and social media
- Council and committee meetings throughout the year
- All statutory duties of a Town Council

Copies of this report are available to download at [www.alcester-tc.gov.uk](http://www.alcester-tc.gov.uk)

## Alcester Town Council

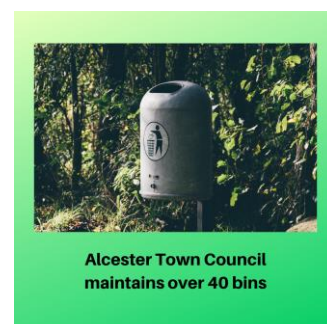
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The office is open between 9am-1pm Monday- Friday



## PRESIDIUM

Presidium of Alcester Town Council (ATC) is the executive committee comprising the Mayor, Deputy Mayor, Immediate Past Mayor and the three Chairs of the Planning, Community Facilities and Community Care Committees.

### Councillor membership:

- Gill Forman (Mayor)
- Kathryn Cargill (Deputy Mayor, Community Care)
- Clive Neal-Sturgess (Planning)
- Tim Forman (Community Facilities)
- Andrew Foster (Immediate past Mayor)

**Committee Clerk:** Vanessa Lowe



Consort to the Mayor of Alcester, Cllr Tim Forman and the Mayor of Alcester, Cllr Gill Forman

### Meetings and purpose:

Presidium meets on the last Tuesday of each month, a week before Full Council to receive reports, discuss issues arising from them and to confirm the Agenda for Full Council.

Presidium acts as a Finance Committee with the Town Clerk reporting and discussing financial details. A report is subsequently made to Full Council. The Town Council received an unqualified report from its external Auditors

with no matters reported which required attention for the year ended April 2019.

The Mayor, the Deputy Mayor and Immediate Past Mayor acted as a Staffing Committee reporting to Presidium and subsequently to Full Council.

The main propositions to Full Council during the year were:

- To agree a renewal lease for Bleachfield Street South Allotments
- To adopt the Data Protection Policy
- To adopt an updated Publication scheme re the Freedom of information Act 2000
- To adopt the Health and Safety Policy
- To adopt the Community Engagement Action Plan
- To adopt the Financial Regulations
- To adopt the Scheme of Delegation
- To adopt the budget for 2020-21 with a precept of £279,620
- To adopt the Discipline and Grievance Policy
- To adopt the Proper use of Email Policy
- To adopt the Strategic Aims and Action Plan
- To adopt the Training and Development Plan

***Cllr Gill Forman, April 2020***

## PLANNING

### Councillor membership:

- Clive Neal-Sturgess (Chair)
- Kathryn Cargill
- Kirsten Forbes
- Mark Cargill
- Mat Hempell
- Mike Bowe (Vice-Chair)
- Tim Forman
- Vaughan Blake

**Committee Clerk:** Sarah Duran



**Meetings:** The Planning Committee met on 15 occasions throughout the year, and considered over 80 Planning applications, all of which are minuted (see the Town Council website). Objections were made on 19 occasions. Site visits were conducted on 2 occasions, and public representation occurred at 6 meetings. Committee members attended 3 Stratford on Avon Area Planning Committee B meetings.

**Please note** that in the parish of Alcester, Stratford on Avon District Council (SDC) is the planning authority and as such process all planning applications and make decisions on each application. Alcester Town Council is a **statutory consultee** in the planning consultation process. It does not make decisions.

### Applications of significance:

SIG Roofspace, Alcester Heath (19/02996/VARY): Variation of Conditions 2, 8, 10 and 15 to amend the plans to include a proposed 21-space staff car park within planning permission reference 17/03089/FUL. Objection was made based on concerns for both the safety of large vehicle movements and cars accessing the site at the times proposed. REFUSAL OF VARIATION

Garages, North of Castle Road (19/02449/FUL)- Demolition of all existing garages and construction of five dwellings, creation of associated parking area and all other associated works : An objection was made as it was considered to



be over development and the car parking was not well designed. The proposal was amended and the objection withdrawn. PERMISSION WITH CONDITIONS

**Alcester Neighbourhood Plan:** A Steering Committee was appointed in 2017, chaired by Wendy Mills, and met on a number of occasions. The plan focusses on five main areas: Housing and the Built Environment, Economy, Transport and Infrastructure, Community, Leisure and Well-being and the Natural Environment; for which working groups were established. Public consultations were held on draft plans, and following comments and amendments, a Submission plan was put forward for independent examination. The Examiner recommended that the plan be put forward for referendum which has now been cancelled due to the Covid-19 emergency.

Once the Plan is adopted by SDC, anyone submitting planning applications must comply with the policies in order that future development respects the needs and character of the town. Alcester will also benefit from additional money that developers will have to provide for local infrastructure and facilities.

*Professor Cllr Clive Neal-Sturgess, April 2020*

## COMMUNITY FACILITIES

### Councillor membership:

- Andrew Foster
- Erick Wilson
- Gill Forman
- Keith Greenaway
- Laura Pusey
- Mike Bowe
- Tim Forman (Chair)

**Committee Clerk:** Jan Rowlatt



Bleachfield Street South Allotments

**Meetings:** Monthly

**Responsibility:** The Facilities Committee is responsible for the Eric Payne Community Centre, four allotment sites, the cemetery, the play areas, litter bins, seat and benches and miscellaneous other facilities in the town.

**Main activities of the year:**

- Maintenance work completed at the Eric Payne Community Centre that included re-decorating the Depot
- Continued maintenance checks for defibrillator at Eric Payne Community Centre

- Allotments inspected to ensure a good standard is maintained
- Allotment judging completed

- Set up a Cemetery working group
- Reviewed the Cemetery Rules and Regulations
- Installed the Commonwealth War Graves notice at the cemetery to highlight the fact that we have first World War graves
- Granted permission for new headstone requests in the cemetery
- Arranged regular inspections of the town's play areas and an annual report from ROSPA for all equipment at the sites
- Purchased new play equipment for Bleachfield Street play area
- Replaced safety surfacing for the swings at Moorfields Park
- Working group established to investigate refurbishment of Collins Way play area
- Organised and completed a survey of the trees in the town and created a maintenance programme for their upkeep
- Replaced dead trees on the Community Orchard
- Granted permission for planting of a WI memorial tree in Centenary Fields
- Replaced broken or damaged litter bins as required around the town
- Supported the Cross-Parish Cycle Way scheme with regular attendance and input to their meetings as well as contributing towards a feasibility study

*Cllr Tim Forman, April 2020*

## COMMUNITY CARE

### Councillor membership:

- Andrew Foster
- Clive Neal-Sturgess
- David Henderson
- Emma Randle
- Gill Forman
- Kathryn Cargill (Chair)
- Kathryn Soares
- Keith Greenaway
- Kirsten Forbes
- Vaughan Blake

**Committee Clerk:** Jenny Theobald



Trip to Stow on the Wold 2019



Repair Café February 2020

**Meetings:** Monthly















**Responsibility:** The Community Care committee is responsible for Older Peoples' Services, Young Peoples' Services, Community Safety and Community Transport. It also oversees projects initiated under ATC's Health and Wellbeing agenda.

**Main activities of the year:**

- Computer group for older residents increasing in numbers and renamed Well Connected
- Repair Café launched to enthusiastic support from residents, now meeting monthly
- Community outings arranged for older residents, including trips to Broadway and Gloucester Docks
- Cyber Crime event held at Malt Mill Lane Community Centre
- Christmas Day lunch held for a third year for isolated residents
- Public drop-in session held with the Environment Agency to review the town's flood defences
- Emergency Action in Event of Flooding session and refresher training held for all flood wardens
- Emergency and Community Flood Plans reviewed and updated
- First Aid training session held for councillors and flood wardens
- Window Wanderland event held, with a very positive response from residents
- Joined Shakespeare's England to increase publicity for Alcester tourism
- Community Allotment continuing and fully subscribed for the coming year
- Wassailing event held at the Community Orchard
- Carers Support Group launched, subsequently broadened to a more general support group and renamed the Cuppa Club
- Research project for Young People's Mental Health carried out in Alcester, online Mental Health Directory created and work started on making an awareness film to be shown in schools. Awareness session held for parents. Accredited Mental Health First Aid training arranged for and attended by young people from secondary schools in Alcester, Henley in Arden and Studley
- Bullying awareness sessions for parents and teachers held at the primary schools, utilising surplus funding from the Young People's Mental Health project
- Radio interview with ATC's Health and Wellbeing Coordinator on BBC Coventry and Warwickshire, talking about Alcester's Health and Wellbeing agenda. Series of shows with Stratford Welcombe Radio in progress
- Stratford RISE have continued to hold outreach sessions at the Depot, Eric Payne Community Centre to support parents and carers of young people in the town
- Successful bid for £5440 from Public Health to fund a series of Parkour sessions for the over 60s – project named 'Alcester – Get A Move On!'
- Award of Community Grants to 15 local organisations and societies

*Cllr Kathryn Cargill, April 2020*

## Alester Town Council Councillors

<b>Alcester West Ward</b>	<b>Alcester Oversley Ward (contd)</b>
 <p>Mark Cargill</p>	 <p>Gill Forman</p>
 <p>Laura Pusey</p>	 <p>Tim Forman</p>
 <p>Emma Randle</p>	 <p>Andrew Foster</p>
 <p>Clive Neal-Sturgess</p>	 <p>Keith Greenaway</p>
 <p>Erick Wilson</p>	 <p>Mat Hempell</p>
<b>Alcester Oversley Ward</b>	
 <p>Vaughan Blake</p>	 <p>David Henderson</p>
 <p>Mike Bowe</p>	 <p>Kathryn Soares</p>
 <p>Kirsten Forbes</p>	
	<b>Oversley Green Ward</b>
	 <p>Kathryn Cargill</p>