

STRATFORD-UPON-AVON TOWN COUNCIL

COMMUNITY SERVICES & ENVIRONMENT COMMITTEE MEETING

21 April 2026

TOWN CLERK'S OPEN REPORT

COMMUNITY SERVICES

1. To consider a request for litter bin Dale Avenue, Orchard Hill Ward

- To consider the provision and location of a litter bin.

A resident has approached the Council requesting the installation of a bin in the area for the benefit of local residents and visitors. A verbal report was presented at the previous meeting; however, in the absence of the Ward Members, Councillors raised concerns regarding the proposed location and it was agreed to liaise with the Ward Members further. An update will be provided at the meeting.

Approximate costs would be £144.13 + VAT to install a bin with lid, £172.57 per annum to empty a bin.

2. To consider a request for Grit Bins, Hattaway Ward

- To consider the provision of Grit bins.

At the time of agenda despatch, Councillor Coles has approached the Town Council to request grit bins for The Chancery, a new development within her ward.

To expedite matters and noting that sufficient Community Infrastructure Levy funding is available, it is proposed that delegated authority be granted to approve expenditure for an appropriate number of bins in advance of the next meeting. Officers, in consultation with the Ward Member, will undertake the necessary research prior to any commitment.

3. To review the Burial Rules and Regulations Policy

- To review and confirm the Burial Rules and Regulations Policy at Appendix 1.

This Policy was considered at the previous committee meeting, where Councillors requested further work on the policy to address suggested amendments and identified anomalies.

The revised document has since been circulated to Councillors on two occasions in advance of this meeting, and they have been invited to contact the relevant officer should any further information be required.

4. Review of closing time at Cemetery

The Cemetery Caretaker has proposed a minor amendment to the current seasonal opening hours.

At present, the cemetery is open to the public between 8:00am – 7:30pm from 1 March to 30 September, and 8:00am – 4:30pm from 1 October to 28 February.

However, it has been noted that during the month of March, light levels remain poor towards the later part of the day, with the cemetery becoming increasingly dark by 7:30pm. This results in reduced visibility across the site and raises concerns in relation to safety and accessibility for visitors.

In light of this, the Caretaker has recommended that the 4:30pm closing time be retained for the month of March, with the extended 7:30pm closing time commencing instead from 1 April.

It is proposed that reasonable exceptions be made for key occasions such as Easter and Mother's Day, with any extended hours clearly advertised in advance.

Members are asked to consider and approve, amend or reject this amendment to the cemetery opening hours.

ENVIRONMENT

5. To consider a Small Awards Grant application form

To consider a request from the Climate Change Group Meeting held on 24 November 2025, Minute 6 – Small Awards Grant. It is a recommendation from the Climate Change Working Group to approve the scheme. (Appendix 2)

This item was deferred from the previous meeting to allow further work on the application form, which has now been completed and is presented for consideration.

The Town Clerk is also seeking guidance on whether the Town Council is required to comply with the UK Government Subsidy Control Act 2022, specifically in relation to Minimal Financial Assistance declarations. A verbal update will be provided at the meeting.