



STRATFORD-UPON-AVON TOWN COUNCIL

COMMUNITY, WELLBEING AND PLACE COMMITTEE

30 June 2026

Meeting commenced: 6.30pm Meeting ended: 8.10pm

Minutes

Present
Councillors:

Cleeve	McNaught Barrow
Fojtik	Rashwan
Harding	Rolfe
Hunter (Chair)	Vos

Clerk: Town Clerk and Chief Officer
Press: None
Public: None

1	Apologies Apologies were received from Councillor Smith and accepted for the reason given. Councillor Rolfe arrived 7pm.
2	Appointment of Chair and Vice Chair for the Municipal year 2026/27 It was proposed, seconded and unanimously RESOLVED That Councillor Hunter be appointed as Chair for 2026/27. It was proposed, seconded and unanimously
3	RESOLVED That Councillor Fojtik be appointed as Vice Chair for 2026/27.

4	Declarations of Interest Councillor McNaught Barrow – Minute 15 Councillor Cleeve – Minute 17, as a Trustee of the Arts House Councillor Harding – Minute 17, as his partner was one of the applicants	
5	To receive written requests for dispensation for disclosable pecuniary interests There were no dispensations granted.	
6	To grant any requests for dispensation as appropriate None received.	
7	Public Participation There was no public participation.	
8	To approve the Minutes of the Civic Heritage & Events Committee held on 31 March 2026 and the Community Services and Environment Committee held on 21 April 2026 It was Proposed, Seconded and	
a	RESOLVED	That the Minutes of the Civic Heritage & Events Committee held on 31 March 2026 be approved.
b	RESOLVED	That the Minutes of the Community Services and Environment Committee held on 21 April 2026 be approved.
9	To approve the draft notes of the Climate Change Working Group - 27 April and 8 June 2026 It was Proposed, Seconded and	
	RESOLVED	That the Notes of the Climate Change Working Group held on 27 April and 8 June 2026 be received.
10	To approve the draft notes of the Market Forum held on 9 June 2026 It was Proposed, Seconded and unanimously	
	RESOLVED	That the Notes of the Market Forum held on 9 June 2026 be received.

11	To approve the draft notes of the Website, Social Media and Newsletter Panel held on 14 April, 12 May and 9 June 2026	
	RESOLVED	That the Notes of the Website, Social Media and Newsletter Panel held on 14 April, 12 May and 9 June 2026 be received.
12	To note the new Terms of Reference for the Committee	
	In receiving these new Terms of Reference, it was considered their operation be monitored throughout the first year before moving to an annual review.	
	RESOLVED	That the Terms of Reference be noted.
	Town Clerk and Chief Officers Report	
13	Review of Civic Events 2026	
	The Committee received and noted a report providing an overview of civic events delivered during 2026 to date.	
	Shakespeare's Birthday Celebrations The Committee noted that the Birthday Celebrations had once again been highly successful, attracting significant visitor numbers and benefiting from favourable weather. The Town Council had led the organisation of the Birthday Parade with financial support from the District Council. Members noted that this was the penultimate year of the District Council's agreed funding contribution and agreed that a letter should be submitted to the District Council to ascertain their future support, pending Local Government Review. The Committee welcomed the success of the Community Grant Programme, funded through Warwickshire County Council and Stratford Town Trust, which supported community-led performances, workshops and activities as part of the celebrations. Members noted that the event had been delivered safely, although the introduction of enhanced Hostile Vehicle Mitigation measures had increased both costs and operational complexity. A number of operational improvements had been identified through post-event reviews, including the need to commence planning earlier and secure additional qualified personnel for future events. Officers advised that opportunities to secure external funding would continue to be explored and it was agreed that Slate Events be approached to assess the feasibility of supporting this.	

	Shakespeare Service The Committee noted that the annual service had been held successfully at Holy Trinity Church. Mayor Making and Civic Service The Committee noted the successful Mayor Making Ceremony, together with the well-attended Civic Service at Holy Trinity.
	Armed Forces Day Members noted the revised arrangements this year for a short service at the Garden of Remembrance with the Royal British Legion (Stratford Branch), which had originally been intended to be organised by the Legion. The Town Clerk advised that the event had been well received; however, the Town Council had undertaken the majority of the organisation and met the associated costs. It was agreed that these arrangements would be reviewed in advance of next year's event. Councillors also reported that the Armed Forces Day event on the Recreation Ground had been well attended and well received. Mayor's Bowl Match The Committee noted that the annual Mayor's Bowl Match would take place on 9 July 2026. Heritage Open Day The Committee supported arrangements, similar to previous years, with Councillors providing guided tours of the Town Hall. An email would be arranged for adequate cover Remembrance Sunday The Committee noted that planning for the annual Remembrance Sunday commemorations would shortly commence. The Town Clerk reminded Councillors that last year, following police advice, the cost of Hostile Vehicle Mitigation had increased and that the Council had previously resolved that these costs should be met from the Community Infrastructure Levy (CIL), as the expenditure supported the permitted use of CIL for the operation and maintenance of infrastructure, and accorded with Government guidance that infrastructure should be interpreted broadly to include essential safety and security measures supporting the effective functioning of the town centre. Accordingly, it was

	RESOLVED	That the report be noted.
	RECOMMENDED	That Council approves the continued use of Community Infrastructure Levy (CIL) funding for the provision of Hostile Vehicle Mitigation at all Town Council events where it is required, recognising that it provides essential infrastructure to ensure the safe and effective operation of the town centre during major events.
14	Free Use of Town Hall The Committee considered a report regarding requests for the continued free use of the Town Hall for community initiatives. a) Citizens Advice Following a six-week trial use of the Committee Room on Tuesday mornings to provide outreach advice services for residents, Citizens Advice had requested that the arrangement continue. The sessions had operated with minimal impact on Town Hall operations, generally occupying a single room for a few hours each week, with no significant operational issues identified. Some concern was expressed regarding safety issues, which the Town Clerk agreed to investigate. Subject to those matters being addressed, the Committee supported the continuation of the initiative for a further six months, on the proviso that, where the Town Hall was required for a paid booking, an alternative venue or arrangement would be considered.	
	RESOLVED	That, subject to the above, the agreement with Citizens Advice be extended for a further six months in the first instance.
15	b) Mayor's Use of the Town Hall The Committee considered a request for the free use of the Town Hall for two community initiatives proposed by the Mayor: a monthly Community Soup Lunch promoting healthy eating and a Christmas Reading event for children. Members noted the community benefits of both initiatives, with the Soup Lunch requiring minimal staffing, while the Christmas Reading would incur additional staffing costs as it would be held outside normal office hours. It was also noted that these events were intended as community initiatives rather than the Mayor's traditional charity fundraising events.	

	RESOLVED	That free use of the Town Hall and associated costs be approved.
16	Climate Change and Biodiversity Initiatives The Committee considered a report seeking approval of the application form for the Climate Change Small Awards Grant Scheme, which would provide grants of between £25 and £500 to support town-based activities addressing climate change and biodiversity. Members noted that the introduction of the Small Awards Grant Scheme had originally been recommended by the Climate Change Working Group and subsequently referred to Committee previously. Members noted that the Town Clerk and Responsible Financial Officer had reviewed the revised application form and considered it suitable for implementation, subject to the inclusion of two additional grant conditions and a minor change to wording on payments: • Any grant funding not utilised for the approved purpose must be returned to the Town Council. • The Town Council reserves the right to request copies of receipts or other evidence of expenditure to demonstrate that the grant has been used in accordance with the approved application. Following discussion of the process and the form, Members agreed that the application form was proportionate to the level of grant funding available and that the additional grant conditions represented good financial governance. There was some clarification of the process involved for getting grants approved and in order to expediate matters, it was	
	RESOLVED	That the application form for the Climate Change and Biodiversity Grant Scheme, as set out in the Appendix to the report, be approved That delegated authority be granted to the Climate Change Working Group to consider and determine grant applications, and to approve the allocation of funding from the approved Climate Change and Biodiversity Grant Scheme budget, in order to expedite the decision-making process.

17	Community Grant Application – Stratford Climate Group <i>In accordance with Minute 4 above, Councillor Harding took no part in the discussion and voting on this item.</i> Consideration was given to an application for a grant from the Climate Change and Biodiversity Grant Scheme budget to Stratford Climate Group for a screening of the People’s Emergency Briefing. Following consideration and a request to confirm that no additional sponsorship had been secured, it was	
	RESOLVED	That £500.00 be awarded from Climate Change and Biodiversity Grant Scheme budget for the project.
18	Dual Purpose Bins- New Procedure The Committee considered a report reviewing the procedure for considering requests for new dual-purpose litter/dog waste bins and grit bins. Members noted that the current approval process could result in lengthy delays and considered a proposal to delegate authority to officers to approve future requests, following consultation with the relevant Ward Member, subject to budget provision and any necessary permissions. Councillors were reminded that sufficient funding had already been identified within the Community Infrastructure Levy (CIL) budget and that the revised procedure would improve efficiency whilst maintaining appropriate oversight. Accordingly, it was.	
	RESOLVED	That the revised procedure, as set out in the Appendix to the report, be approved and delegated authority be granted to officers to determine future requests in consultation with the relevant Ward Member
19	Exclusion of the public and press	
	RESOLVED	<i>To pass the following resolution:</i> <i>“The press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s1. sub section 2”</i>

20.	Avon Mooring Following discussion of the report. Councillors instructed the Town Clerk to investigate the possible lease of the land and to report back to this Committee.
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Chair: