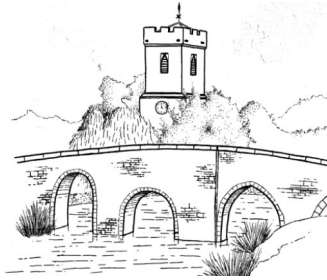


BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



To all Members of the Parish Council

You are hereby summoned to attend a Meeting of the Parish Council to be held at the Parish Council Meeting Room, Bramley Way, on Monday 27th October 2025 @ 7.30 pm to transact the following business

22bs October 2025

Elisabeth Uggerløse
Clerk to the Parish Council

AGENDA

- 1. To receive** and accept apologies
- 2. To receive** any Declaration of Interest on Items on the Agenda
 - i.** All members of the Council are respectfully reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 28th February 2022, effective from 1st May 2022, and reviewed in May 2025, if any matter arises during the meeting in which they have declared an Interest, which could be personal or prejudicial, they should declare so and leave the room.
 - ii.** Written requests for Dispensations for DPI should be received by the Clerk no more than 24 hours prior to the meeting.
Dispensations will be granted as appropriate.
- 3. To approve** Minutes of the Parish Council held on Monday 29th September 2025
- 4. Public Forum** questions from members of the public. Please be aware that, although members of the public can raise any question, Council will only be able to respond to issues relating to the business to be transacted at the meeting. Approx. 15 minutes in total; 3 minutes per person.
(Public Participation at Council Meeting Guidance Notes apply). Please note that this is the **only** opportunity members of the public have to raise issues as, once the meeting has started, all discussions are limited to the Council and Officers.

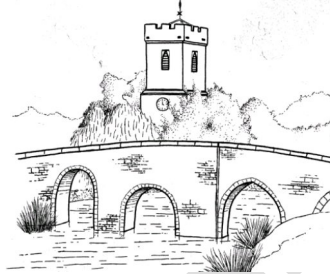
5. **To receive** report from County Councillor
6. **To receive** report from District Councillors
7. **To receive** Clerk's Report
8. **To consider** Reports from the Parish Council's Committees
 - i. **Communications Strategy WG**
 - ii. **Facilities Committee-** Recommendations circulated
 - iii. **Methodist Church Lease WG** – verbal report
 - iv. **Youth WG** – verbal update
9. **To consider** refresher governance training for Councillors and staff together to ensure clarity and confidence in applying Standing Orders, the Code of Conduct and the Scheme of Delegation in practice
 Have contacted WALC who over 3 x 2 hour sessions on each subject, via Zoom, at £160 per session. Awaiting costs of face to face.
 Please note it is essential, if approved, that **all** Councillors attend
10. **To consider** New mobile street trading consent for a Pizza Van "Luca loves Pizza" – report circulated
11. **To receive** report from, Warwickshire Police Community Speed Watch - circulated
12. **To consider** the following planning applications
 - i. **25/02335/OUT Alston Properties Ltd., Glendale Nurseries, Bidford Road, Broom B50 4HP**
 Outline planning permission with all matters reserved except access for the demolition of existing buildings and development of commercial units in a mix of Class E(g)(Offices, Research and Development and Light Industrial Processes) Class B2 (General Industrial) and B8 (Storage and Distribution) uses, car parking, hard and soft landscaping and associated works
 Link to application
<https://apps.stratford.gov.uk/eplanningv2/AppDetail/Index/20da8481-6d6e-cafb-67de-08de018e9691?route=/Home>
 - ii. **DISC/00397/25 Roger Thatcher, Moor Hall, Wixford, B49 6DL Related Application Reference 24/02839/LBC**
 An application has been received for the discharge of condition attached to the above permission dated 16 June 2025.
 Link to application
<https://apps.stratford.gov.uk/EPlanningv2/AppDetail/Index/e198f08e-ba05-c158-eb3e-08dcff02e3a0?route=/Home>
Being consulted as neighbouring parish
13. **To approve**
 - i. September 2025 accounts - circulated
 - ii. October 2025 payments – circulated

Due to the sensitive nature of this item, the Council may resolve to exclude the public (Public Bodies (Admissions of Meetings Act) 1960 s1(2))

14. To consider appointment as Bidford Village Market Supervisor

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Minutes of the Parish Council Meeting held on Monday 29th September 2025 @ 7.30 pm
at the Parish Council Meeting Room, Bramley Way.

PRESENT

Chairman Cllr. Williams

Cllrs Barry, Cullum, Haberton, Ho, Hopcraft, Lewis, Moore and
Paterson

In attendance: Mrs E. Uggerløse, Clerk to the Parish Council
Mrs G Miller, Deputy Clerk

Also present County Cllr Brown, District Cllr Fleming and Pemberton
8 members of the public

1. TO RECEIVE ANY APOLOGIES

Apologies received, and accepted, from Cllr Hiscocks

2. TO RECEIVE ANY DECLARATION OF INTEREST IN ITEMS ON THE AGENDA

- i. All members of the Council are respectfully reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 28th February 2022, effective from 1st May 2022, if any matter arises during the meeting in which they have declared an Interest, which could be personal or prejudicial, they should declare so and leave the room.
Cllr Barry declared an interest in Item 8i) Communities Committee Report – Village market
Cllr Moore declared a non pecuniary interest in item 8ii) Facilities Committee Report – her grandchildren play football with Bidford FC
- ii. Written requests for Dispensations for DPI should be received by the Clerk no more than 24 hours prior to the meeting.
None requested

3. TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 18TH AUGUST 2025

Cllr Paterson proposed they be approved and signed as accurate
RESOLVED by Full Council that they be signed by the Chairman

Standing Orders were suspended for the Public Forum

4. PUBLIC FORUM

Standing Orders were reinstated

5. TO RECEIVE REPORT FROM COUNTY COUNCILLOR

- i. **Highways** looking at how to improve local issues. There have been some changes at County Council which may delay this
- ii. **County Cllr Grants** these have been awarded. Regrettably, there were quite a number of them, 5 of them awarded to Bidford groups, so he was unable to identify recipients
- iii. **Devolution** meetings and discussion ongoing but decision has to be made by 28th November, when it has to be presented to Government

6. TO RECEIVE REPORT FROM DISTRICT COUNCILLOR

- i. **Planning** Following the recent decision by the Planning Inspectorate to allow the appeal for the development at Borden Hill, which resulted in the district's land supply being reduced to just above the required 5 years, to just over 2 years. This will mean reverting to the situation of 7 years ago, allowing "open season" for developers.
Although Councillors will do their best to limit the expansion, it has to be borne in mind, this will not be easy
- ii. **Housing** –waiting list is still in excess of 5000 which will take, at least, a year to clear. 100 people a week are being added to the list – hoping to get a number of additional affordable and social housing in the proposed new developments
- iii. **Cllr retribution** There have been some incidents of members of the public attacking councillors. Awaiting advice as to how best to deal with this concerning issue

7. RECEIVE CLERK'S REPORT

Verbal report

- i. **DPI** clarification was required as an update, having spoken to the Monitoring Officer. These should only be considered in the even Council is unable to reach a resolution due to not being quorate.
- ii. **Community Champion** there are some funds available at District Council to employ a "person". Discussions taking place between Bidford, Meon Valley and Shackleton as to what their needs are. Discussion are continuing but youth would appear to appeal to all, at present. The settlements are being asked if they would like to contribute financially to secure a "extra day" – the contract would be underwritten by SDC

RESOLVED to note

8. TO CONSIDER THE REPORTS AND RECOMMENDATIONS FROM THE PARISH COUNCIL'S COMMITTEES

- i. **Communities Committee** Minutes and Resolutions are attached to these Minutes of which they form an integral part.
- ii. **Facilities Committee** Minutes and Resolutions are attached to these Minutes of which they form an integral part.
- iii. **Quarterly review** – verbal report on bank reconciliation
All appeared in order and all concerns raised were satisfactorily answered
- iv. **Youth WG** – verbal update
Progress being made. Stakeholders identified and a meeting with them being organised
- v. **Report** from Parish Council representatives to the Crawford Hall
Nothing to report as had not been invited to any meeting

9. TO RECEIVE CLERK'S REPORT ON THE ANNUAL GOVERNANCE AND ACCOUNT RETURN (AGAR)

Incorrect date for the Notice of Public Rights – an extra day was given: 31 days instead of 30 days

Misunderstanding as the Council had not carried out its quarterly bank reconciliation. However, when Clerk explained that a full set of accounts, including bank reconciliation, was considered by Council every month, this was accepted. It should be noted that quarterly bank reconciliation is now taking place.

RESOLVED to note

10. TO CONSIDER THE PURCHASE OF ID BADGES AND CLOTHING WITH PARISH COUNCIL BADGE FOR THE USE OF COUNCILLORS AND STAFF AT PUBLIC EVENTS

Following a short discussion, where the issue raised by District Cllr about Council retaliation, it was

RESOLVED by 6 votes in favour, 2 against and 1 abstention to try name badges and await for advice from principal authorities for further ID

11. TO CONSIDER THE FOLLOWING GRANT APPLICATIONS

i. **Barton Village Fund**

To contribute to purchase of tree, repair/replacement of lights and decorations and annual Carol Singing event

Cost : Estimated £400 to 500

Request £400

Following a short discussion it was unanimously

RESOLVED to grant the full amount asking them to fully publicise the events so that it reaches all the Parish

ii. **Broom Christmas Lights**

To cover erection, decoration and removal of tree and insurance
Cost £680

Request £550

Following a short discussion it was

RESOLVED by 7 votes in favour and 2 against to award the full amount

12. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS

i. **Hincks, 10 Crompton Avenue B50 4DG**

Single storey rear extension to form ground bedroom and bathroom

Link to application

<https://apps.stratford.gov.uk/eplanningv2/AppDetail/Index/6b603fb7-6cda-c6cd-8b24-08dddf29684f?route=/Home>

RESOLVED No Objection

ii. **25/02192/FUL Mr Verney Cull, 7 The Leys B50 4DN**

Proposed erection of timber framed residential outbuilding

Link to application

<https://apps.stratford.gov.uk/eplanningv2/AppDetail/Index/9ed844b5-0c13-c452-ca70-08ddef6fe70d?route=/Home>

RESOLVED by 6 votes in favour and 2 against to object for the following reasons:

- Height – it is 0.8 metres high
- Potential noise in residential area
- Does not appear to be subservient to existing building

13. TO APPROVE

i. August 2025 accounts – circulated

Cllr query why Car Park Income was stated as “0”. Clerk to raise the question and revert.

RESOLVED to approve by 7 votes in favour and 2 abstentions

ii. September 2025 payments – circulated

Clerk advised that no payment due to Shakespeare Patrol

Total payment £ 33410.99

RESOLVED to approve payment

Due to the sensitive nature of this item, the Council may resolve to exclude the public (Public Bodies (Admissions of Meetings Act) 1960 s1(2))

14. TO CONSIDER STAFF UPDATE

Report had been circulated

After some discussion it was

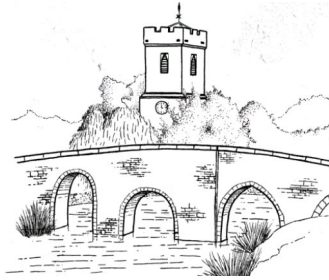
RESOLVED to note the reduction of hours for the Admin Assistance for a period of 6 months to manage the Community Fridge and the Market

The meeting closed at approx. 9.45 pm

PC Mins. Sept. . 25 draft

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Item 8i) COMMUNITIES COMMITTEE

Minutes of the Communities Committee Meeting held on Wednesday 17th September 2025 @ 10.30 pm at Bidford Community Library

PRESENT Cllrs Cullum, Ho (Chair) and Lewis

Apologies Cllrs Barry, Haberton

In attendance Mrs Gina Miller, Deputy Clerk to the Parish Council
Miss Hilary Wren, Admin. Assistant to the Parish Council

Also present No members of the public present

1. TO RECEIVE AND ACCEPT APOLOGIES

Cllrs Barry and Haberton sent apologies, which were **accepted**.

2. TO RECEIVE DECLARATION OF INTEREST ON ITEMS ON THE AGENDA

- i. All members of the Council are respectfully reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 28th February 2022, effective from 1st May 2022, if any matter arises during the meeting in which they have declared an Interest, which could be personal or prejudicial, they should declare so and leave the room.
Councillor Cullen declared an interest in the Market, due to booking stalls for the B50 craft group.
- ii. Written requests for Dispensations for DPI should be received by the Clerk no more than 24 hours prior to the meeting.
Dispensations will be granted as appropriate.
None received

3. PUBLIC FORUM

No members of the public present.

4. Memorial Stone Planters

Cllr Ho confirm that the stone planters have been done and were in place for the VJ Day celebrations. She thanked Grant for his excellent workmanship and Limebridge contractors for their assistance in getting these in place and planted up in time for the VJ Day celebrations.

As part of this project the two original planters that were at the war memorial were moved to the edge of the Anglo Saxon car park on a temporary basis. It was **unanimously agreed** that these look really good in their new position and that, with agreement from Full Council, the office should approach Stratford District Council for permission to keep these in place.

RESOLVED by Full Council to note

5. Bidford in Bloom

It was **unanimously agreed** that the office should set up a first meeting of the Bidford in Bloom working group, to ensure protocol is followed in choosing a Chair and inviting stakeholders

RESOLVED by Full Council to note

6. Gazebo's and Tables for the Market

It was **confirmed** that these have been purchased and we await delivery. This item is now completed

RESOLVED by Full Council to note.

7. New Years Firework Display.

It was confirmed that a Working Group has been set up to organise the New Years Firework Display. This consists of Cllr Moore for the Parish Council and representatives of the Bidford Juniors FC who are more than happy to manage this on the day.

RESOLVED by Full Council to note

8. Brass Plaques

It was **confirmed** that the Brass Plaques have been installed in the school grounds and this item is now completed.

RESOLVED by Full Council to note

9. The Market Working Group

As we are not quorate to vote on the Market, it was **agreed** to hold an extraordinary Communities Committee Meeting on Friday 26.9.25 at 10:30am in the Library to discuss this item.

RESOLVED by Full Council to note

10. Christmas Tree Festival

It was **agreed** that the Parish Council would like a tree at the festival, and that Cllr Lewis will take the lead on this project.

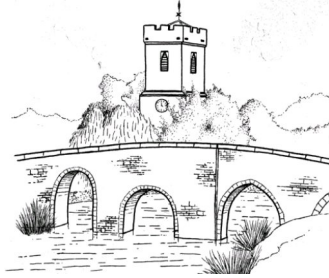
RESOLVED by Full Council to note

11. The next meeting of the Communities Committee was scheduled for Wednesday 19th November at 10:30am in the Library.

RESOLVED by Full Council to note

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



ITEM 8i) COMMUNITIES COMMITTEE – EXTRA ORDINARY MEETING

Minutes of the Communities Committee Extraordinary Meeting held on Friday 26th September 2025 @ 10.30 pm at the meeting room at the Fire Station.

PRESENT Cllrs Cullum, Haberton, Ho (Chair) and Lewis

Apologies Cllr Barry

In attendance Mrs Gina Miller, Deputy Clerk to the Parish Council
Miss Hilary Wren, Admin. Assistant to the Parish Council

Also present No members of the public present

1. TO RECEIVE AND ACCEPT APOLOGIES

Cllr Barry sent apologies, which were **accepted**.

2. TO RECEIVE DECLARATION OF INTEREST ON ITEMS ON THE AGENDA

- i. All members of the Council are respectfully reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 28th February 2022, effective from 1st May 2022, if any matter arises during the meeting in which they have declared an Interest, which could be personal or prejudicial, they should declare so and leave the room.
Councillor Cullen declared a non-pecuniary interest in the Market.

- ii. Written requests for Dispensations for DPI should be received by the Clerk no more than 24 hours prior to the meeting.

Communities Committee Extraordinary Meeting 26th September 2025

Dispensations will be granted as appropriate.
None received.

3. PUBLIC FORUM

No members of the public present.

4. The Minutes of the Communities Committee held on Wednesday 16th July 2025 were **unanimously approved.**

5. The Village Market

A report was circulated before the meeting regarding the many advices we have received regarding road closures and safety measures needed for the Market (attached). This includes Vehicle Mitigation measures and the possible relocation of the market. After some discussion the following was agreed:

- i. It was **unanimously agreed** that the Market should continue in 2026 , from February to December, in the High Street.

RESOLVED by Full Council to note

- ii. It was **unanimously agreed** that the Parish Council Surgery should continue to take place at the market – and Full Council should give consideration to whether the times of the Council Surgery could be increased to the full 4 hours of the Market (9am – 1pm)

RESOLVED by Full Council to approve the continuation if the monthly surgery at the market and to increase the hours

- It was **agreed** by 3 votes to 1, that we should allow shared stall space, but that all bookings should go directly through The Market Manager.

There was a very lengthy discussion which included counter proposals:

Pay full amount for shared with no discount

Only 1 vote in favour

- Shared stall but pay the full amount and one stallholder has the “lead – named person”

2 votes in favour

RESOLVED by Full Council by 5 votes in favour and 3 against, not to allow sharing

- iii. The following Fees for the stalls for 2026 were discussed and agreed:

Individual bookings £25 (currently £22) **agreed 3 votes to 1**

Block book 6 markets £130 (currently £115) **unanimously agreed**

Communities Committee Extraordinary Meeting 26th September 2025

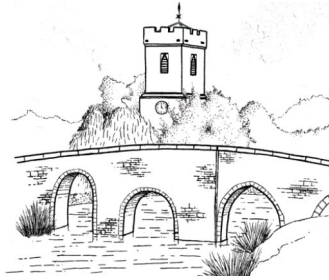
Block book 11 markets £200 (currently £180) **unanimously agreed**
RESOLVED BY Full Council by 7 votes in favour 1 against and 1
abstention

- iv. The Market Supervisor's contract for 2026 was discussed and it was **unanimously agreed** that the contract should be offered to the current contractor being below the threshold for putting it out for tender. As this is a sensitive issue, to be considered in close session.
- v. Road Closure Barriers were discussed, and following the advice received it was **unanimously agreed** that we should look at vehicles blocking the road. Further investigation will take place regarding liability and insurance and will be reported at the next communities committee meeting.
RESOLVED unanimously by Full Council to approve the use of vehicles as a security barrier

- 6. It was **unanimously agreed** that a plaque, commemorating Ian Warmington ('Fred') who led the Royal British Legion Parades in Bidford on Avon for many years, should be purchased and attached to the benches by the memorial; costs not to exceed £100
RESOLVED unanimously by Full Council to approve the plaque and a cost not able £100

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



FACILITIES COMMITTEE

Minutes September 2025

Minutes of the Facilities Committee Meeting held on Monday 22nd September 2025
@ 5.00 pm at the Parish Council Meeting Room.

PRESENT Cllrs Hiscocks – Chairman
Hopcraft, Moore and Paterson.

In attendance Mrs Elisabeth Uggerloese, Clerk to the Parish Council

Also present 1 member of the public

1. TO RECEIVE AND ACCEPT APOLOGIES

None

2. TO RECEIVE DECLARATION OF INTEREST ON ITEMS ON THE AGENDA

- i. All members of the Council are respectfully reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 28th February 2022, effective from 1st May 2022, if any matter arises during the meeting in which they have declared an Interest, which could be personal or prejudicial, they should declare so and leave the room.
None declared

1. Written requests for Dispensations for DPI should be received by the Clerk no more than 24 hours prior to the meeting.
Dispensations will be granted as appropriate.
None received

Item 8ii) Facilities Comm Mins. Sept. 2025

Standing Order were suspended

3. PUBLIC FORUM

Standing Orders reinstated

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 21ST JULY 2025

Cllr Paterson proposed they be accepted as accurate and signed by the Chairman

RESOLVED to accept the Minutes which were signed by the Chairman

5. TO RECEIVE UPDATE FROM THE SPORTS PAVILION WG

Chairman gave verbal report. WG had met and it has been agreed that stakeholders and Cllrs should visit nearby Football and Cricket Clubs to obtain information as to how best to progress our local clubs.

Next meeting will be arranged once this information was collated

RESOLVED to note

RESOLVED by Full Council to note

6. TO RECONSIDER REQUEST FROM BUSINESS TO LOOK INTO THE POSSIBILITY OF THE PARKING TIME IN THE VILLAGE CENTRE CAN BE EXTENDED FROM 60 TO 120 MINUTES

As resolved by Full Council at its August meeting. It should be noted only the area in the village centre is being considered.

After a short discussion when it was agreed there had been no support from other businesses, it was unanimously

RESOLVED to recommend the period remain at 60 minutes

Following a short discussion, it was

RESOLVED by Full Council that the period remain at 60 minutes

7. TO CONSIDER COST OF REPAIR TO THE FOOTBALL PITCHES AT DUGDALE SPORTSFIELD AND THE BIG MEADOW: THEY HAVE SUFFERED FROM THIS YEAR'S DROUGHT AND ARE UNPLAYABLE. TO SCARIFY, CLEAR OF WEEDS AND RESEED BOTH AREAS WILL COST UP TO £6,000

Quotes were received on the morning of the meeting and had been circulated.

Cost for Dugdale £3,000

Cost to Big Meadow - £2,950

It was clarified that the Parish Council owns the land at Dugdale and leases the Big Meadow and it, therefore, has a duty of care, to ensure the pitches are playable.

RESOLVED to recommend approval at Full Council

Item 8ii) Facilities Comm Mins. Sept. 2025

It was clarified that the seeds were not scattered but drilled into the ground so it will not be affected by any potential flood.

The area will continue to be available by other users

RESOLVED by Full Council to approve by 8 votes in favour and 1 abstention

8. TO CONSIDER REQUEST FROM RESIDENT TO REQUEST A SPEED REDUCTION ON THE WIXFORD ROAD (END OF WATERLOO ROAD TO WIXFORD)

The current speed is 60 mph: the maximum reduction is to 50 mph and the cost will be £8 – 10,000, to be funded by the Parish Council or from the County Councillor allocated funds

This road does not have a pavement and there are other, safer ways of accessing Broom from Bidford, and vice versa, such as, Victoria Road and Damson Way and then the footpath to Jackson Meadow.

After a short discussion it was unanimously

RESOLVED not to recommend this to Full Council as the reduction from 60mph to 50mph is too small at a cost of £8-10k

RESOLVED by Full Council by a unanimous vote not to proceed with the speed reduction

9. TO CONSIDER REPORT REGARDING SPEEDING CONSIDERS IN THE VILLAGE - INCLUDES

- i. Background
- ii. Items to note
- iii. Items to consider
- iv. Items to approve

The Clerk advised that the WCC Officer referred to in the Report (Minor Works) is no longer working at WCC and suggested it may be a good idea to use him as a Consultant, subject to agreeable terms, to help Council audit speed in the village and propose adequate measure to reduce this.

RESOLVED to enquire as to the cost of Consultant and, if acceptable, recommend Council contract him to help plan speed reduction in Bidford

The Clerk advised Graham Stanley would offer his services for free, paying for expenses.

Query raised whether all the items on the report were considered and the reply was that they had and it was proposed all the issues be considered by Council together with Graham Stanley as the expert

RESOLVED by Full Council, by a unanimous vote, to ask the assistance of Graham Stanley to review speeding in the village

**10. TO CONSIDER CARRYING OUT A SPEED SURVEY OF BIDFORD HIGH STREET
WITH A VIEW TO REDUCING THE SPEED TO 20MPH**

3 sites have been identified

- i. No 94 (Bidford Computers)
- ii. No 17 – Pharmacy
- iii. No 12 – Old Beans

Cost £720 for 2 x weeks

It was agreed that a speed survey was not required for the west end of the High Street.

RESOLVED to recommend speed survey for the east side of the High Street at a cost of £480

It was reiterated at the meeting that it was not necessary for a speed survey on the west end of the High street

RESOLVED by Full Council by 8 votes in favour and 1 against to approve speed surveys at No 17 and 12 High Street (east end)

**11. TO CONSIDER AND APPROVE THE ALLOTMENT DOCUMENTS, CIRCULATED,
AND TO NOMINATE THE CLERK AS DELEGATED REPRESENTATIVE OF THE
PARISH COUNCIL, AS RECOMMENDED BY THE NATIONAL ALLOTMENT
ASSOCIATION**

RESOLVED to recommend approval of documents (Constitution, Management and Tenants Agreements) and appoint the Clerk as the delegated representative of the Parish Council

RESOLVED by Full Council to approve the documents and appoint the Clerk as the delegated representative of the Parish Council.

12. TO RECEIVE VERBAL UPDATE ON BIG MEADOW

Full review to take place at the October meeting, to be able to assess the full season.

Numbers of vehicles using the Big Meadow should be available from Smart Parking. Clerk will be able to supply income (car park fees) and expenditure (Security)

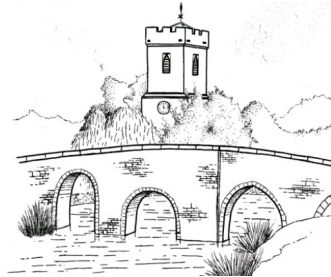
Clerk has requested WCC to advise if it is possible to have electronic signage by the roundabout indicating if the Big Meadow car park is full to avoid traffic chaos

RESOLVED to note

RESOLVED by Full Council to note

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



ITEM 8I) COMMUNICATION STRATEGY RECOMMENDATIONS

To all Members of the Communications Working Group: Cllrs: Barry, Haberton Paterson

A meeting has been arranged on Monday 6th October 2025 @ 4.00 pm at Bidford Community Library

Items to be considered:

1. Parish Website – Shaun, web master will be attending this part of the meeting
Recommendation to note work in progress
2. Gov. Emails
Recommendation to note Clerk working with Parish Online to set these up at a cost of £260 p.a.
3. Breakthrough training condensed version for Cllrs. - circulated
Recommendation to approve
4. Becky Walsh feedback
Recommendation to note survey sent to Cllrs with request they send directly to Becky Walsh by 1st November
5. Grey Areas

Comms Strategy WG Recommendations Oct. 2025

6. Terms of Reference for working groups to be discussed and agreed at full council
(FYI Gina is working on this to bring to Full Council in October)
Recommendation to note Deputy Clerk is working on this applying Best Practice
7. Newsletter
Recommendation to note work in progress

Section 3: Communications and Community Engagement Strategy

3.1 Introduction

The Strategy outlines the specific goals and objectives that BPC wants to achieve through effective community engagement, with residents generally as well as with specific audiences within the community. This will enable better alignment between BPC's communications efforts and its wider organisational and strategic goals.

The Strategy sets out which audiences BPC is seeking to engage with at different times. This allows for the creation of content and messaging that resonates with each audience and therefore is likely to help boost engagement with that audience.

The Strategy is designed to inform and help officers determine the type of content that could be created and shared through each of the council's communications platforms. The Strategy aims to establish a consistent council voice and tone across all of its communications platforms.

This ensures that all communications are linked more positively and consistently to the work of the council and help to build brand recognition as well as trust with residents and the wider community.

The Communications and Community Engagement Strategy also seeks to define how BPC can build relationships with its social media followers and engage with them through comments, likes, and shares. This in turn helps to build a community around BPC's social media brand.

Finally, the Communications and Community Engagement Strategy helps to track and measure the success of BPC's communication outputs. On social media, for example, this includes tracking engagement, followers, and click-throughs to determine the effectiveness of social media efforts at different times and for different purposes.

The Strategy also sets out tracking and measuring effectiveness on the council's other digital engagement platforms, including its website and e-newsletter.

3.2 Goals and Objectives

Communications and community engagement goals

Taking into account the purpose of the Strategy, and following the workshop held with councillors and officers, we propose the council creates **four overarching communications and community engagement goals**, that sit across everything the council does in relation to its public-facing communications:

1. **Inform, educate and signpost:** Communicate in an inclusive, accessible way in order to build stronger awareness of who we are as a council (our people) what we do (our facilities, services and council priorities) and how we do it (demonstrating the council's approach, transparency and value for money). Offer a seamless customer service experience by signposting BPC's facilities and services, as well as services provided by Stratford-upon-Avon District Council and the County Council and other public sector and third sector organisations. This will include signposting to information and resources such as the council's website.
2. **Reach, listen and respond:** Increase the council's reach across its digital and analogue methods of communications. Build sustainable long-term engagement and convey the council's tone of voice by responding as appropriate to questions and feedback from the community, especially on social media where appropriate, in order to provide a platform for residents to voice their concerns or offer suggestions for improvement. Take the pulse of the community through the seeking of proactive and regular feedback and through online and offline annual surveys.
3. **Update, champion and celebrate:** Where resources allow, act as a conduit for the sharing of information relevant to the community and celebrate the work and successes of the council, as well as of individuals and organisations across the Bidford-on-Avon community.
4. **Measure success and adapt:** Use results of strategic listening exercises as well as platform-specific analytics, and any other relevant information, to measure the success of engagement and reach and identify areas for improvement, including engagement by demographic. This can help to ensure that digital communications efforts are effective and aligned with the council's overall goals and objectives.

S.M.A.R.T. communications objectives

Based on the goals set out above, we propose the following as starting-point communications S.M.A.R.T. objectives.

Goal

SMART Objectives

(Specific, Measurable, Achievable, Relevant, Time-bound)

Inform, educate and signpost

1. Ensure so far as is reasonably practicable, and in the context of officer time and resource, that every communications channel contains at least two signpost content pieces per calendar month, relating to both BPC's services and priorities, as well as those from Stratford-upon-Avon District Council and the County Council and elsewhere.
2. Through more regular signposting and educating across all communications channels, aim to reduce requests to the council relating to services provided by either Stratford-upon-Avon District Council and the County Council or other public bodies by 10% within a 12 month period.
3. On the council's website and social media, post at least 1 video per month with the aim of 'humanising' the council and the important role its people have in supporting the community. This could be a simple look at the work of the council, 'meet a member of the BPC officer team' or 'meet a councillor'. BPC could consider carrying out one live 'Question and Answer' or feedback live video.
4. Aim to generate at least 20 click throughs to the BPC website per month across all of the council's social media platforms by end of December 2025.

Reach, listen and respond

1. Carry out appropriate strategic listening exercises on an annual or bi-annual basis, such as a Bidford-on-Avon Parish Council Community Survey, in both print and digital formats, to better understand to community's views and attitudes to the work, services and priorities of the council, and in order to track change in these views and attitudes over time. Link this to the provision of an Annual Report to showcase achievements of the council and to report back to the community on the work of the town council.
2. Through a concerted campaign, aim to sign up at least 400 residents to a new e-newsletter system by the end of 2025, which

would represent roughly 5% of all local residents.

**Measure success
and adapt**

1. Identify a demographic that the council is getting low engagement with, and once a month create at least one piece of content designed to reach and engage with that group and disseminate through the council's communications channels.
2. Use website and social media analytics to identify the best times of day for communication with different audiences on each social media channel, and adapt content plan based on these findings.

**Update, champion
and celebrate**

1. Share at least 3 posts from public sector, third sector and local organisations on social media per month, either for wider community benefit or to celebrate success.
2. Create or re-use at least 1 post on social media per week celebrating or showcasing a council service or project per month, linking into the council's priorities, explaining not just what is happening but why and how it is taking place.

3.3 Key Audiences

During the workshop carried out with officers and councillors, it was identified that, as well as seeking to convey messages to the whole community throughout the year, BPC wishes to create content specifically designed to engage with the following audiences:

- **Demographic groups:**

- Teenagers and younger demographics;
- Families, both those with young children and teenagers;
- Prospective volunteers;
- People who have recently moved into the parish;
- Commuters;
- Older and elderly residents;
- Local groups and organisations;
- The business community;
- Vulnerable members of the community
- Hard to reach groups and members of the community;

3.4 Key Messages for the whole community

BPC needs to consider how, in conjunction with the identified communications objectives above, its communications output and core messages can effectively and appropriately target specific audiences. It is also important to remember that targeting is likely to change depending on the time of the year or topic.

In the workshop, we specifically discussed ensuring we communicate:

1. Who We Are, What We Do & How We Help

Clearly explain the role of the parish council, its responsibilities, and its limitations. Highlight the services, initiatives, and support the council provides to improve community life. Communicate the services and facilities BPC provides to the Bidford-on-Avon community, the facilities operated and the events run, as well as those run by other organisations within and around our community, such as Stratford-upon-Avon District Council and the County Council. Also ensuring the council sets expectations as to what it does and what it cannot do through careful expectation management, as well as demonstrating its value for money.

2. Positive, Open & Engaging Communication

Share successes, be honest about challenges, and keep residents informed about council decisions. Ensure messages are clear, accessible, and relevant to different community groups. Share who Officers and Members are, whilst demystifying the roles that Officers and Members have. Communicate BPC's strategic aims and objectives.

3. Encouraging Participation & Community Involvement

Actively invite residents to engage with the council, attend meetings, volunteer, and contribute ideas. Provide easy ways for people to get involved in shaping their community.

4. Building Stronger Connections & Positive Relationships

Strengthen ties between the council, residents, local organisations, and businesses. Foster collaboration, celebrate community achievements, and ensure the council is approachable and visible.

We propose that a reasonably significant proportion of communications output should convey these 'core' messages. This is known as 'evergreen' content and it should form a key part of the council's mix of communications output.

We understand that, at any given time, the council will also wish to communicate a range of topical and time-sensitive content, such as information relating to current council activities and actions, meetings and events and local matters and issues.

In any given period of time, we recommend at least 20-30% of communications output reflects, in a clear, inclusive and accessible way, some or all of the three core messages

identified above. The remaining 70-80% can therefore be 'topical' in nature, such as news, community content, forthcoming events, urgent information such as flooding, TTROs etc.

Both topical and evergreen content creation and output should be communicated in differentiated ways. For example using an appropriate mix of articles, video, infographics, photographs and other engaging content to build awareness and engagement.

Repetition of messages is important to turn the messages into a narrative. This is most effectively achieved by ensuring that core messages are repeated and built upon in volume and done so over a sustained period of time.

3.5 Communications Channels Proposals

BPC already uses a range of communication methods, both online and offline, to reach and engage with the community. However, we suggest that, in order to achieve the identified communications goals and objectives, consideration should therefore be given to the following suggested enhancements:

- **Creation of a visual 'brand identity' for the council** - the council currently lacks a coherent 'brand' and there is an inconsistency. From our observation of the council's existing communications channels, it does not have a clearly-identifiable logo or other core brand assets, such as a cohesive colour scheme or visual scheme of brand identity that would ordinarily run through all council communication outputs. We recommend the council explores creating a visual brand identity, to ensure its communication outputs are easily recognisable when received by residents and other audiences. This could extend, for example, to branded workwear and clothing for relevant staff, to make it clearer such people are representing the council. We have set out further detail on branding in 3.7 below.
- **Social media enhancements** - enhancing the two existing channels (Facebook and Instagram) even further in order to boost reach and engagement, through increased use of video and increased use of communicating the core messages identified. Consider (once or twice per year) the use of geo-targeted adverts to run on both platforms to promote specific projects and events to social media users who don't yet follow the council's official pages on either Instagram or Facebook. The council also needs to agree its position on whether to utilise X effectively (formerly Twitter), or whether to use that platform no longer.
- **Engagement improvements on the website** - using video to communicate the role people play in the council and use of more visual content to even more effectively convey the council's core messages and priorities. There are also more general communications opportunities with the current or a future website, which we detail in the Action Plan.
- **Creation of a Parish App** - more and more parish and town councils provide 'apps' to provide direct updates to their residents, which positions the council as being at the

centre of the community it serves.

- **Creation of a digital newsletter delivered to residents' inboxes** - We recommend creating an digital newsletter system for the council, whereby residents can independently sign up to hear from the council by providing their name and email address. This would enable the council to reach even more people directly to their inbox, without a significant drain on officer time. We will support the council to carry out a campaign (in the Action Plan) to encourage residents to subscribe and to then to help the council to send out newsletter-style and one-off news-style content using this system, including promoting the council's core messages.
- **Physical noticeboards** - consider how these could be even better utilised, and elsewhere in the community, to boost people's awareness of who the town council is and what it does.
- **Enhanced programme of in-person engagement** - create a programme of in-person engagement with local organisations and schools (for example), where councillors in particular showcase the work of the council and demystify the role they play as volunteers. We also suggest building on the existing framework for councillor surgeries in the local market, as a way to showcase the work of the council.

3.6 Approach to two-way engagement

We recommend BPC approaches two-way engagement and responding to questions using the following guiding principles:

1. **Carry out an annual or bi-annual listening exercise:** BPC should carry out a regular (annual or bi-annual) Community Survey, to better listen and being seen to listen to the needs of all the community. This should be carried out in print and digital formats, and should be used to inform and update the council's priorities as appropriate. Over time, this can also be used to track change in views and opinions.
2. **Carry out a "Know Your Council" campaign** to clarify council functions and differentiate between town, district, and county councils. Include both digital and in-person elements.
3. **Be led by this Strategy and relevant policies:** BPC should ensure policies outline how engagement will take place. This should include the tone and language used. Civility and respect issues should also be taken into account, as well as the council's policy on dealing with abusive behaviour.
4. **Monitor social media channels:** BPC should proactively monitor their social media channels regularly to identify public questions and comments. This can be done by setting up alerts and notifications for specific keywords and phrases.
5. **Respond in a timely manner:** It's important for BPC to respond to questions and

comments from the public in a timely manner. Ideally, responses should be provided within one to two working days. The council should ensure that the information they provide in response to questions and comments is accurate and helpful. If they don't know the answer to a question, they should acknowledge this and commit to finding out the answer. If a question or issue raised on social media requires follow-up action, the council should make sure that this is done in a reasonably timely manner. They should also keep the person who raised the issue informed of any progress or updates if this is relevant.

6. **Use a conversational tone:** When responding to questions and comments on social media, BPC should use a conversational tone that is friendly and approachable, and consistent across each of the council's social media brands. This helps to build trust and rapport with the public.
7. **Encourage feedback and participation:** The council should encourage proactive feedback and participation from the public on social media by asking questions, running polls or signposting to surveys and consultations, and inviting comments on their posts. This helps to build engagement and a sense of community on social media.

3.7 Branding and consistency of approach

Branding, at a surface level, includes the council's visual branding assets, such as its logo, its colour scheme and choice of fonts, and how these are each used to make the organisation recognisable to its users and target audiences.

Going deeper, the concept of brand identity, in council terms, includes communicating an council's values, purpose and key messages, all of which can very much apply to the work of a parish council such as Bidford Parish Council.

We will assist the council with creating a set of brand guidelines, for use by council officers when creating communication outputs. Such guidelines can also be useful for councillors when communicating they are part of the council as a body, rather than as members of any particular group.

The overriding benefit to doing this is to communicate, visually, through the entirety of the council's communications, who the council is, what it's for and to build brand loyalty and positive engagement over a sustained period of time.

We will also help the council by creating templates for standard communication formats (e.g., press releases, newsletter templates and social media posts) to ensure brand consistency across the council's communication outputs. All of these assets will utilise the council's existing logo.

3.8 Next Steps

Following our proposals above for communications goals, audiences to engage with, messages to communicate and enhancements to communications channels, we have set out below our **Recommendations and Next Steps** in relation to creating and implementing a communications strategy for the council.

Subject to the council requesting any changes or additions to the Recommendations and Next Steps, we will work with BPC officers to create a **Communications Action Plan** for the coming calendar or civic year.

The Communications Action Plan will include a timeline for communications activities, including channels, audiences and messages, and enable the council to begin to consider communications campaigns for its important events and its strategic priorities.

This will also include a grid of what communications will take place and when, and what those communications should look and feel like. We will support the council to implement the Communications Action Plan by providing advice and access to training and toolkits through our Council Hive service.

3.9 Key Recommendations

Below are a series of recommendations to the council, in order to bring the strategy to fruition and to enable us to work with BPC officers to create a Communications Action Plan. Where relevant, these recommendations link to the communications goals we have set out in this document.

Recommendations in relation to communications activities

Communications Goal	Proposed Action	Notes to Explain the Action
Inform, Educate, and Signpost	Post two signposting content pieces monthly on each platform (services, news, updates)	Include signposting content from Stratford-upon-Avon District and County Council.
	Post one video monthly (council activities, "meet the team")	Explore live Q&A options quarterly.
	Boost social media posts with "evergreen" content on BPC's responsibilities	Focus on BPC's core messages.
	Showcase BPC's people - especially councillors and the role they play as volunteers serving their community	Consider options such as 'Meet the councillor' or 'Interview with your councillor' in both print and digital communications.

Reach, Listen, and Respond	Launch Bidford-on-Avon Parish Council Community Survey (print and digital options)	Use feedback to inform council priorities.
	Monitor and respond to social media comments and questions	Ensure timely responses within 1-2 working days.
	Engaging with under-represented groups	Council to consider how to engage under-represented groups such as elderly residents, young people or those without digital access. Could include more printed and household-delivered materials, engagement with local organisations such as schools, groups and associations.
	Engaging with partners and communicating shared achievements	Council to consider how collaborate more effectively with local organisations, charities, businesses and other external partners for shared initiatives and feed the output of this work into the Communications Action Plan.

	Use current and emerging technology to improve customer service engagement	Hold "Virtual Town Hall" meetings on specific themes or topics, to encourage resident engagement. Consider use of chatbots on the council's website to provide automated responses in relation to the council's core services and signposting to those provided elsewhere.
Update, Champion, and Celebrate	Share posts from public/third sector organisations on social media	Collaborate with local organisations for content.
	Create a plan for weekly social media content to promote on council services, linking to BPC's core purposes and mission	Highlight "why" behind projects.
Measure Success and Adapt	Monthly analytics review (engagement, clicks, responses)	Adjust content timing and type based on findings.
	Agree S.M.A.R.T. goals for tracking reach and engagement with the council's communications channels	Agree medium and long-term goals for trackable communication metrics and analytics, such as increase in social media followers, engagement with website and

		digital newsletter, etc
	Identify low-engagement demographics and tailor content for them	Rotate demographic focus.

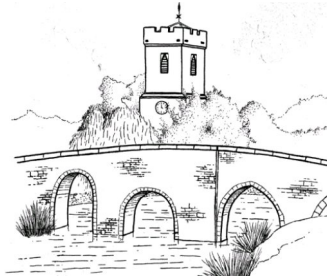
Additional recommendations for the council

Proposed Action	Notes to Explain the Action
Designate a Lead Officer for Communications and Community Engagement at BPC	We recommend designating a Communications Officer function within an existing role (or appointing a new role), in order for the council to have more strategic oversight over its public communications and engagement processes and outputs, as well as messaging and manage community feedback loops.
Creation of Council Brand Guidelines	Breakthrough Communications will develop brand guidelines, covering visual identity, tone, and language.

Create standard templates for core communication outputs across print and digital platforms.	Create templates for the council's core communication outputs, including refreshing the look and feel of the new digital newsletter if desired.
Create a Communications Action Plan for 2025/6 Civic Year	Taking into account all recommendations and proposals, create a Communications Action Plan for the council for implementation in the 2025/6 Civic Year.
Communications and Community Budget and Resources for 2025/6 (as well as any specific budget virements or additions to the 2024/5 budget)	Consider whether the proposed 2024/5 budget takes into account these recommendations, and what changes may need to be made.

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



ITEM 8II) FACILITIES COMMITTEE RECOMMENDATION

To all Members of the Facilities Committee of the Council:
Cllrs. Hiscocks, Hopcraft, Moore and Paterson

You are hereby summoned to attend a Facilities Committee Meeting Committee to be held in the Parish Council Meeting Room, Bramley Way, on Monday 20th October 2025 at 5.00 pm to transact the following business.

15th October 2025

Elisabeth Uggerløse
Clerk to the Parish Council

AGENDA

- 1. To elect** a Chairman for this meeting – Cllr Hiscock, chairman, had sent his apologies so Cllr Moore was elected to chair this meeting
- 2. To receive** and accept apologies
Cllrs Hiscocks and Hopcraft had sent their apologies which were accepted. Although the meeting was not quorate, as only recommendations to Full Council would be made, it was agreed to proceed with the meeting.
- 3. To receive** declaration of Interest on Items on the Agenda
 - i. All members of the Council are respectfully reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 28th February 2022, effective from 1st May 2022, and reviewed in May 2025, if any matter arises during the meeting in which they have

Facilities Comm Agenda October 2025

declared an Interest, which could be personal or prejudicial, they should declare so and leave the room.

None

- ii. Written requests for Dispensations for DPI should be received by the Clerk no later than 24 hours prior to the meeting.

Dispensations will be granted as appropriate.

None requested

4. **To approve** the Minutes of the meeting held on 22nd September 2025
Cllr Paterson proposed they be approved as being accurate and they were signed by the Chairman
5. **Public Forum** - questions from members of the public. Please be aware that, although members of the public can raise any question concerning any issues, the Committee will only be able to respond to issues relating to the business to be transacted at the meeting. Approx. 15 minutes in total; 3 minutes per person. (Public Participation at Council Meeting Guidance Notes apply). Please note that this is the **only** opportunity members of the public have to raise issues as, once the meeting has started, all discussions are limited to the Council and Officers.
No members of the public present
6. **To review** Big Meadow Summer 2025
Figures of the number of vehicles entering the Big Meadow had been supplied by SmartParking. However, members of the Committee requested a more detailed report which has been requested but not received.
Following a short discussion on the figures, the
Recommendation is for Council to note the figures and that the Facilities Committee will hold a meeting to solely consider all aspects of the Big Meadow
7. **To consider** adoption of Broom Coppice – report circulated
It was agreed to
Recommend to Full Council that a survey be sent to Broom residents for them to vote on their preference:
 - i. To take on the site and create a Public Open Space
 - ii. To take on the site and create an Environmental and Wildlife Protected site
 - iii. Not to take on the site
8. **To consider** Kings Lane (Broom) Bridle ay Clearance and Gate installation – report circulated
Recommendation is to approve the clearing at a cost of £480 and install bollards at a cost of £180 per bollard

9. To consider Dugdale Sportsfield Tree work – report circulated

After some discussion, the

Recommendation is:

- i. Diseased trees to be removed and replaced
- ii. Southern boundary lime trees – to postpone any canopy lift for a year as 3 metres appears to be rather drastic
- iii. Northern boundary – oak tree to shape the tree to make it safe as do not wish to have this, healthy tree felled
- iv. Northern and Southern boundaries – some newly planted trees (7) have died. Before having them replaced, have the site inspected to see if there is any reason for this – ask WCC as they planted the trees.

10. To consider where in the village speed checks should be considered as a starting point to the “Village Speed Review”

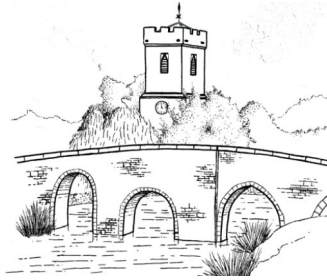
Having contacted Graham Stanley (Consultant) his recommendation before any measures are considered, is to establish where there is speeding/perception of speeding by having a speed survey

Recommendation is to survey the following:

- i. Salford Road (before the built up area)
- ii. Victoria Road – around Burnell Close
- iii. Waterloo Road – just past the industrial estate
- iv. Tower Hill

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



BIG MEADOW – REVIEW/UPDATE

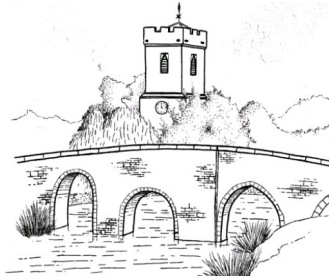
1. CAR PARK INCOME	2025	2024
• Aoril	£2845	£787
• May	£7169	£14422.15
• June	£4573.46	£13198
• July	£5973.02	£12897
• August	£6592.73	£8669
• September	<u>£2160</u>	<u>£1532.75</u>
	£29456.52	£51487.90
2. SECURITY GUARDS		
• 2024-	£15,498	
• 2025	£13,392	
3. NET INCOME		
• 2024 -	£35989.90	
• 2025 -	£16,064.52	

It should be noted that these figures show only the income from car park fees and the cost of 2 x security guards on weekends.

It does not include the cost of leasing and maintaining the Big Meadow

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



BROOM COPPICE SITE – PROPOSED ADOPTION

Our inspection of the site revealed the naturalization of the site with dense undergrowth fallen trees and low tree canopies. There are no visible signs of substantial wildlife occupation.

It was noted that the site has been considerably flooded in recent times.

To allow public access to the site and designate it as a POS considerable remedial works may be required. Walkways through the site could be created to allow safe public access. Some tree removal may also be required along with ground debris and trip hazards being removed.

As a guide to creating a POS for the site we estimate a cost of £1,500 + VAT

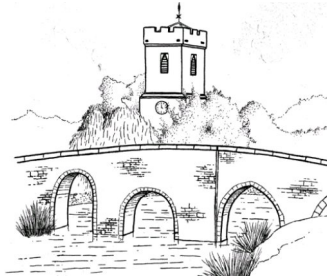
A further annual cost of maintaining the walkways with two site visits per year would be approximately £600.00 per annum

To designate the site as an environmental and wildlife protected site, we recommend a post and rail fence is installed over the entire river side boundary of the site, circa (75 metres) to discourage public access. Alternately, a suitable hedge planting on the river side boundary to discourage access to the site. Suitable signage could be installed stating the site is a wildlife sanctuary and is not to be disturbed.

To enhance the wildlife sanctuary bat and bird boxes could be installed on trees and hibernacula's installed within the site to accommodate amphibians and reptiles from the nearby pond and river as well as small rodents. As a guide to creating an environmental and wildlife sanctuary for the site we estimate a cost of fencing or hedge planting the frontage and supplying wildlife accommodation would be circa £3,500 + VAT

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



KINGS LANE BRIDLEWAY CLEARANCE AND GATE INSTALLATION

Clearaance Works

A comprehensive inspection of the entire length of the bridle way has been undertaken. Based on this assessment, we propose to clear the overburden of trees and bushes to a height of 3.5 metres. The surface of the bridle way will be cleared to a width of 3 metres, ensuring safe and unobstructed passage. All resulting arisings from the clearance will be processed into woodchip, which will remain onsite.

The charge for the clearance works will be £480.00 plus VAT.

Bridle Way Gate Installation

We propose to supply and install a new bridle way gate at the northern end of the bridle way. This installation will include a section of post and rail fencing, aligned with the existing garden fence of the last house, effectively securing the bridle way from unauthorised vehicle access. The new fencing will comprise a four-rail post and rail section, matching the existing field boundary fencing and filling the gap adjacent to the new gate.

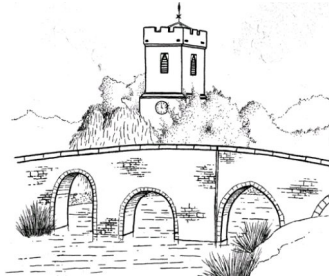
The charge for the supply and installation of the gate and fencing will be £850.00 plus VAT.

As an alternative, two wooden bollards 150mm square and 1 metre high could be installed at the site to prevent vehicles from accessing the bridle way our

charge for the supply and installation of two substantial bollard will be £180.00 plus VAT

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



DUGDALE SPORTSFIELD TREE WORK

Having inspected all the trees on all the boundaries of the Dugdale playing field we offer the following remedial works specification and quotation:-
We offer to carry out the following works in a single operation.

Northern boundary of the playing field the two badly diseased willow to be completely felled to prevent any further potential damage or injury.
Next to the willow is a large oak tree leaning over the field and is at a dangerous angle due to its large size and its proximity to the maintained part of the field.
This tree will be felled for public safety.
Further along the northern boundary is another large willow showing extensive signs of disease in the canopy and trunk and this will be felled for public safety.

On the western field boundary there is a sizable dead prunus tree to be felled.

On the southern boundary several large lime trees have very low canopies over hanging the maintained part of the field which is a potential hazard to the public
The trees will have a canopy lift to 3 metres, and the tree's base growth is to be removed.

The above specification is to remove five trees which are a hazard in a public open space

Our charge to fell the trees and remove all the arisings from site for recycling will be £1850.00 plus VAT

Our inspection also noted that seven recently planted trees on the northern and southern boundaries are dead and need replacing.
We offer to replace the seven dead trees and if you wish more trees to compensate for the removal of the five felled trees

Facilities Comm Oct. 2025 – Item8) Dugdale Sportsfield Tree Work

Our charge to supply and plant new trees with tree stakes and guards will be £135.00 per tree.

If this quotation is acceptable, we will endeavour to carry out the felling and removal of arising in late October or early November while the field surface is still firm for vehicle access

Replacement tree planting will be in November onwards



WARWICKSHIRE CSW NEWSLETTER

An update from Road Safety Officer Gary Strain, based at
Rugby Police Station

October 2025

CSW results for 2025 so
far this year and into 2026



**WARWICKSHIRE
POLICE**

Speed Thresholds are 10% + 2mph so if speeding motorist is doing 35 mph in a 30 mph , this is recordable so 35 mph and above or 46mph in a 40 mph area.

GENTLE REMINDER

**Welcome to new CSW Groups
Princethorpe, Napton, Stockton, Long Marston,
Loxley, Ullenhall, Chadwick End, Baddesley
Clinton, Rugby, Woodloes Park Warwick , and
more still joining or enquiring to start especially
in the North of the County.**



Welcome all Warwickshire Community Speed Watch Groups and their Leads.

Firstly, apologies for my delay in publishing this newsletter. I am hopeful that you will be impressed by the new look and presentation of some of your facts and figures that you have sent into the CSW inbox, and some new sections.

Gary Strain Road Safety Officer





**WARWICKSHIRE
POLICE**

	Number of Sessions	Total Session Hours	Total NIL Returns	Monthly Vehicle Total	Monthly Speeding Vehicle Total	Monthly Speeding Vehicle %
JAN	35	36:03:00	2	7,270	240	3.30%
FEB	35	33:13:00	2	6,914	201	2.91%
MAR	69	68:47:00	4	13,122	562	4.28%
APR	65	62:13:00	3	11,811	543	4.60%
MAY	82	75:58:00	9	19,864	754	3.80%
JUN	79	78:35:00	6	19,698	774	3.93%
JUL	79	77:52:00	7	16,541	715	4.32%
AUG	72	73:23:00	9	14,587	702	4.81%
SEP	53	52:57:00	1	12,578	456	3.63%
OCT	2	1:48:00	0	181	10	5.52%
NOV	0	0:00:00	0	-	0	0.00%
DEC	0	0:00:00	0	-	0	0.00%



Service



Pride



Compassion



Learning

Sessions YTD	Session Hours YTD	NIL Returns YTD	Vehicle Count YTD	Speeding Vehicle Count YTD	Speeding Vehicle % YTD
571	560:49:00	43	122,566	4957	4.04%

Community Speed Watch Data for 2025 to present day

Summary Table and Bar Chart

Volunteer Activity Growth

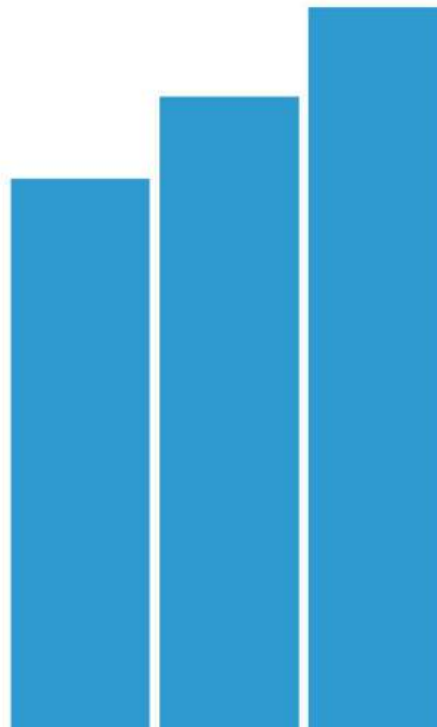
Volunteer sessions are projected to increase in 2025 compared to 2024, reflecting greater community involvement.

Vehicle Monitoring Increase

Vehicles monitored are expected to rise to over 163,000 in 2025, indicating enhanced traffic monitoring efforts.

Speeding Incident Trends

Speeding incidents are forecasted to reach 6,596, generating warning letters, showing consistent safety concerns, and more CSW sessions need to continue.



2025: A Year of Progress and Learning

Growing the Team

Our CSW volunteer team has grown to five dedicated members who help process submissions and send warning letters.

Although we've had some changes due to illness and career moves, the current team is working well and sharing helpful ideas to improve how we work.

Challenges in Processing Data

About 15% of the vehicle reports we receive cannot be processed.

Common issues include mismatches in vehicle make, model or colour, and difficulties reading number plates.

We do not currently have a way to record these problems, which makes it harder to improve accuracy.

How You Can Help

The CSW form asks for two or three vehicle details (make, model, colour). If you can safely record more details, it increases the chance of a successful match. Even small changes — like noting if a car is silver or grey — can make a big difference.

We are looking at updating the form to encourage more detail where possible. If we do not ask, we will not get.

Looking Ahead

We'll explore ways to log discrepancies to help improve future processing. We will continue sharing feedback with CSW teams to support learning and consistency. Your efforts are making a real difference — thank you for your continued support

Thought for the day

“Alone we can do so little; together we can do so much.”

— Helen Keller American author and lecturer.



What do you think

Have you or your group ever wondered why there is such a large difference in percentages of speeders or vehicles in different months over the year?

Weather and Road Conditions

In winter months (January, February), poor weather and icy roads often make drivers more cautious, so fewer speeders are recorded.

In summer months (June, July, August), dry roads and better visibility can lead to higher speeds.

School Terms and Holidays

During school holidays, traffic patterns change. Fewer school runs can mean faster driving on quieter roads.

Term time often sees more congestion, which naturally slows vehicles.

What do you think Continued

Number and Location of Sessions

More sessions in high-risk areas will capture more speeding vehicles. For example, May had 82 sessions and a large vehicle count, so speeding numbers were higher overall.

Seasonal Behaviour

Longer daylight hours in spring and summer encourage more travel and sometimes faster driving. In darker months, drivers may slow down due to visibility or weather concerns.

Size of the CSW group and coping during holidays and illnesses

We always say that the bigger the Group, the longer a Group will last or survive, so if you need help in succession planning, or volunteer recruitment, just ask me for help.

I can assist in posters or different social platforms to advertise on.



You may be aware that in early 2025, I trained over 100 cadets in using the Ultralyte and Bushnell speed devices. I did offer to utilise these cadets to various CSW groups, but unfortunately, either due to Cadet Leader or number of cadets availability issues, this has not come to fruition.

I will continue to drive this forward and hope to offer them again in early 2026 Please advise me if you would like the uniformed cadets to join your group on a session or two.

Would you like your local SNT officers to join you on sessions, or would you like me to join you on occasions?

Please tell me what you would like to happen in 2026, or how I can try and improve things for you all.

Bushnell or Ultralyte 20/20 1000 speed devices, which is best for CSW and could it be losing you team members?

Bushnell speed gun is generally easier to use than the Ultralyte 20/20 device for several practical reasons:

1. Simplicity of Operation Bushnell: Works like a point-and-shoot device. Volunteers simply aim at the vehicle and press the trigger to get a speed reading.

Ultralyte 20/20: Requires precise alignment with the vehicle's number plate and often involves more steps, aiming through a scope and hitting the number plate with the laser accurately.

2. Weight and Handling Bushnell: Lightweight and ergonomically designed, making it comfortable for extended roadside use.

Ultralyte 20/20: Heavier and bulkier, which can be tiring for volunteers during long sessions.

Bushnell and case and batteries normally cost around £200 from various shopping outlets online.

Let me know your thoughts or suggestions please.

Top reasons why DRS submitted are not always processed

- 1. Handwriting is illegible**
- 2. Any crossing outs should be one line through it and not a complete cover up of what was originally written**
- 3. No speed limit or incomplete road name or location, and total of vehicles passing the site during the session.**
- 4. Make model and colours not matching PNC**
- 5. No times completed, type of camera.**

“Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has.”

— Margaret Mead (Author)

For information of all CSW Groups



I am currently dealing with around four complaints per week from innocent members of the public, with regards to warning letters being sent to them.

Please ensure you get the correct VRM, make, or model or colour, and any other detail, eg company logo

Please do not check any apps like vehicle checker or Gov UK for MOT, or no tax

It is the integrity of your group, and Warwickshire Police. I have to apologise to individuals via email after checking handwritten DRS sheets, and check on ANPR cameras in case the VRM has been cloned or ghost plates.

It is time consuming. I look at my inputters making mistakes too.

So please try to get it right, first time, every time. Thank you very much.

Gary



Service



Pride



Compassion



Learning

What to do if you have a speed concern about a road in your area, report it!

Use the CRS on the Warwickshire Road Safety portal, by clicking on this link

<https://warksspeedconcerns.org/>

Once the grading has been done, we can then decide what to do, and a site risk assessment

Could your village benefit from a visual deterrent to speeding motorists, then we just might be able to help you. Ask your local SNT officers to collect our van and book it out?

We have an old speed camera van that can be utilised for speed concerns. Please ask your PCSOs or PCs to contact me to book them out and collect the vehicle.

Why People Volunteer for Community Speed Watch (CSW)

Warwickshire



Motivations:

- Protecting their community from speeding dangers
- Feeling empowered to take local action
- Personal satisfaction from making a difference

Benefits:

- Sense of purpose and achievement
- Social connection and teamwork
- Recognition from neighbours and authorities

Challenges:

- Weather and time commitment
- Occasional negative public reactions
- Limited enforcement power, only an educational tool in driver education.

"I joined CSW because I was tired of seeing cars fly past my children's school. Now I feel like I'm doing something about it."
Volunteer Warwickshire CSW.



Service



Pride



Compassion



Learning

Abuse or threats towards you or the CSW
Group
You do not have to put up with it.

If you are verbally abused or
threatened whilst engaged on a
CSW Session, and you wish to
formally complain about it, use
the Warwickshire police portal

[https://www.warwickshire.police
.uk/ro/report/asb/asb-v3/report-
antisocial-behaviour/](https://www.warwickshire.police.uk/ro/report/asb/asb-v3/report-antisocial-behaviour/)

And let Gary know too please.



**Do you have
any questions,
complaints or
concerns,
then
..... Want
new
locations?.....
New ideas?**

NEW JUST IN

The WRSU and Op Snap and the Council are also looking at Op Park Safe outside Warwickshire Schools so watch out for more news on this.



Training on either the Ultralyte speed gun or the Bushnell speed gun can be carried out by Gary Strain or any of the PCSO SPOCs,

Just contact Gary on gary.strain@warwickshire.police.uk



Please make a note in your diary or calendar

CSW meet up and greet, coffee and cakes, and discussions together with Warks Road Safety Partnership and PCC Mr Seccombe. Guest speaker Dr Leanne Savigar-Shaw (She/Her)

**Associate Professor in Policing
FHEA, PhD, MSc, BSc**

Arrangements are in hand for Thursday 19th February 2026 between 11 am and 4 pm. Invitations will be sent out soon.

At the CSW meeting and discussion in February 2026, I would like a CSW Group or Lead to actually present a few facts and figures on their group, to other CSW Groups.

They could share Excel spreadsheets, ideas, and suggestions on what works for them.

I just need some voluntary CSW Lead or CSW Groups prepared to stand up and talk please.

Just let me know if you are interested.

PLEASE continue to let me know when your group is operating in October, November and December.

IMPORTANT MESSAGE

Thank you for your continued efforts and dedication.



Your presence at the roadside is invaluable, and without your commitment, Warwickshire's roads would not be as safe as they are today.

We truly appreciate everything you do. On behalf the entire team, please accept our sincere thanks for your hard work and support.

We will review and compare the 2025 figures with 2024 at the end of December 2025, and your contribution will play a vital role in that analysis. Some site and location reviews will be carried out too.

THANK YOU ALL VERY MUCH

Gary Strain Road Safety Officer



Service



Pride



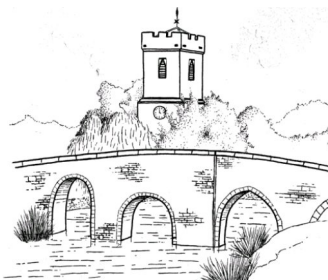
Compassion



Learning

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



ITEM 10 - LICENSING

**Subject: [Consultation] New mobile street trading consent for a Pizza Van
"Luca loves Pizza"**

Dear All

Reference: 25/01330/STCON Mr Jason FIRTH Trading as Luca Loves Pizza

The Licensing Team have received an application to trade as a mobile Pizza Van within Zone 3 of the district. Zones 1 and 2 cover the town centre and outskirts of Stratford on Avon town. Zone 3 covers the remainder of the district as per the attached plan.

The application seeks to allow trading during the following times:

Monday to Sunday 09:00 – 23:00hrs

Comments from the applicant:

With regards to trading days and times. Whilst we have selected everyday we do not currently plan to work all of them. . This is only as a just in case. I am well known in the area after my work at various private events and may be called upon in other parts of the district. I am engaged in regular private work and now see the need to have a trading consent in place to enable work in zone 3

If the applicant is successful there will be a condition to cover obtaining written permission from the landowner (where private land) as well as having to abide by the highway code/parking restrictions before trading.

If you have any objection to the grant of this application, please provide full and clear reasons by email before 5pm on Monday 3rd November 2025

Item 10 – Licensing