

STRATFORD-UPON-AVON TOWN COUNCIL

18 November 2025

Town Clerk's Open Report

Agenda Item 11

1) BT Adopt a Kiosk Scheme

- **To consider the Maintenance and Future Use of the Town Council owned kiosks**

Background

The Town Council has, under the BT Adopt a Kiosk Scheme, successfully adopted four traditional red telephone kiosks located at:

- Shipston Road
- Corner Of Baker Avenue/ Masons Road
- Corner of Justins Avenue/Birmingham Road
- Main Street, Tiddington (currently used as a Book exchange but no formal agreement can be traced)

These kiosks were taken into Town Council ownership circa 2020 and are included within the Council's insured assets. However, since their adoption, no maintenance or improvement work has been undertaken on them by the Town Council.

Current Position

Following an inspection carried out by the Open Spaces Team, it was noted:

- Tiddington (Main Street) – Good maintenance order – currently used as book exchange
- Shipston Road, Baker Avenue/Masons Road and Justins Avenue/Birmingham Road - These kiosks are in disrepair. They have been cleared of rubbish and temporarily secured to prevent further access pending Council decisions regarding their future use.

Financial Implications

An initial indication suggests a cost of approximately £1,000 per kiosk for a full restoration, including materials, labour, and specialist paintwork.

However, where safe and practical, it is envisaged that the Open Spaces Team will carry out the work, reducing external labour costs.

It is therefore recommended that an initial budget of £2,000 be set aside to cover:

- Specialist paint (red and black) for internal and external application
- Primer, filler, and replacement fixings
- Repairs to damaged joints, hinges, and glazing
- Replacement signage and general refurbishment materials

This will enable restoration of the kiosks to a high standard in the first instance, with future maintenance costs to be built into annual budgets

Options

To rectify the current situation and ensure the preservation and safety of these assets, the following actions are recommended:

- a) That the Town Council sets aside an annual budget for repair and maintenance of the kiosks, which includes making safe standard, repairs, repainting, glazing replacement, and signage renewal.
- b) That an agreement is formalised with the community users of the Tiddington kiosk to ensure safe use and maintenance responsibilities are met.
- c) That an exercise is undertaken to gauge community or organisational interest in adopting or managing the kiosks for suitable alternative uses and that the Town Clerk in connection with the relevant Ward Councillor be granted delegated authority to agree their future use.

2) Adoption of Telephone Kiosk – Corner of Sheep Street and High Street, Stratford-upon-Avon

- **To consider the purchase and adoption of the BT Red Telephone Box for a £1 and its future use.**

Background

The red telephone kiosk located opposite the Town Hall had been currently scheduled for removal by BT.

BT have agreed to put the removal task on hold until 20 November 2025 to allow the Town Council time to consider adoption under the “Adopt a Kiosk” scheme.

This kiosk was not included in the District Council’s [recent consultation](#) regarding BT Payphones Proposed Removal (April 2025). BT have stated that its intended removal was in line with the Universal Service Obligation, whereby consultation is only required where the kiosk is the last at site and no others are located within 400m. As this kiosk was not last at site due to another being located at Rother Street/Wood Street, consultation was not required.

Further Information

The BT “Adopt a Kiosk” scheme allows local authorities and community organisations to take ownership of unadopted telephone kiosks for a fee of £1.00. Once adopted, the Council assumes responsibility for ongoing maintenance, insurance, and safety checks.

If approved, BT will issue an adoption contract for signature and return. Once completed, the kiosk could be retained as a heritage feature and potentially repurposed for community use. Examples of alternative uses include a visitor information point, mini-library, art gallery, or housing for a defibrillator.

However, it is understood that the power supply has already been removed for this one. It is also noted that in high footfall areas there is some concern regarding their use as an open facility, which could be subject to misuse or abuse.

Financial Implications

To purchase under BT’s “Adopt a Kiosk” Scheme is £1.00. However, there would need to be a budget determined for insurance, refurbishment and maintenance checks.

Options

To proceed with the Adoption of the Kiosk or not.

3) Neighbourhood Development Plan (NDP)

- **To set up a Working Group to review the NDP and to consider the use of Community Infrastructure Levy to fund this.**

Background

At a recent meeting of the Planning Consultative Committee, Members considered a proposal from Avon Planning Services regarding the progression of a revised Neighbourhood Development Plan for Stratford-upon-Avon. Councillors expressed their satisfaction with the proposal and recognised that associated costs would be incurred as work advances.

The Committee unanimously recommended that a dedicated Working Group, led by the Planning Consultative Committee, be established to take the NDP forward. It was further recommended that Avon Planning Services be engaged on a time and materials basis, subject to a capped value to be determined by the Working Group, with a subsequent recommendation to be submitted to the Finance Committee for approval.

Minute 83. Neighbourhood Plan

Councillors were happy with the proposal put forward from Avon Planning Services. Work on the NDP would incur costs to consider proposals going forward.

It was Proposed, Seconded and unanimously

RECOMMENDED

To take to full Town Council that a Working Group, led by the Planning Consultative Committee (PCC), be established to progress the Neighbourhood Development Plan (NDP). Furthermore, it was recommended to engage Avon Planning Services on a time and materials basis, subject to a capped value to be agreed by the Working Group, with a subsequent recommendation to be submitted to the Finance Committee for approval.

Financial implications

As Government grant support for NDPs and reviews is no longer available, this review requires funding.

Since the above meeting, clarification has been sought that CIL money can fund this review as the NDP would ensure it remains current with national and local planning policy and reflects ongoing development within the parish. As the Plan provides the framework for local CIL spending decisions, its review represents an appropriate and justified use of CIL funds.

The Consultant has indicated that a fixed quote for the NDP review cannot be provided at this stage, as the full scope of the project is currently unknown. Costs could potentially be estimated by breaking the work into phases or specific tasks, but the overall effort remains uncertain.

It is hoped that the Working Group could carry out as much work as possible but external consultants may be required where specialist expertise or independent input is needed. In addition, he advised that experience shows that the level of support required from consultants can vary depending on the PCC's skills, time, and resources. Some groups need only technical guidance, while others require more hands-on support.

The Working Group could be asked to consider both the financial implications and the project timetable in detail. This would include reviewing anticipated consultancy fees, community engagement costs, and any expenditure related to evidence gathering or technical support.

Initial estimates suggest that the overall cost of progressing the project may be in the region of £30,000, though this figure would be refined once the scope of work and delivery phases are agreed

Options

To approve the establishment of a Working Group led by the Planning Committee and use of CIL funding, defer the review, decide not to progress the NDP at this stage, or not to fund via CIL.

4) Community Infrastructure Levy - Garden of Remembrance

- **To consider the use of Community Infrastructure Levy**

At Community Services and Environment Committee held on 7 October 2025 the following matter was considered and a recommendation is before Council for consideration

Minute 24 - To consider Community Infrastructure Levy funds for the replacement of the path in the Garden of Remembrance

Following routine inspections, the Open Spaces Foreman had reported that the path surface in the Remembrance Garden had become uneven in several areas due to wear, weathering, and minor subsidence. The uneven surface now posed a potential trip hazard, particularly concerning given the vulnerability of many visitors.

In accordance with the Council's duty of care to maintain safe and accessible public open spaces, remedial works are considered necessary to mitigate health and safety risks and improve accessibility for all users, including wheelchair and pushchair access.

It was proposed that Community Infrastructure Levy (CIL) funds be used to replace the path, as this qualified as an improvement to public open space infrastructure.

It was proposed, seconded and

RECOMMENDED

That Community Infrastructure Levy funds be used for the replacement of the path in the Garden of Remembrance.

The Town Clerk to confirm the procurement process and report to Council for ratification.

Options

To approve the use of CIL for this project or defer for the time being.

5) UK Town of Culture 2028

- **To seek Council support to explore a bid for the new UK Town of Culture competition, in collaboration with the Strategic Partnership.**

Background:

The [UK Town of Culture competition](#), has just been recently launched and aims to celebrate small and medium-sized towns for their cultural contribution to the national story. The winning town receives £3.5 million for a cultural programme in 2028. Shortlisted towns receive £60,000 to develop their bids.

Applications are judged on three main criteria:

- Your story – the town's unique identity.
- Culture for everyone – inclusive cultural programming.
- Making it happen – delivering a successful programme.

Options

To support the proposal to explore a BID or decline to participate.

6) Terms of Reference – Committees

- **To receive and adopt the Terms of Reference for Finance and Audit, Civic Heritage and Events and Community Services and Environment Committee.**

In accordance with the Terms of Reference for Council to receive and adopt the Terms of Reference of all Standing Committees. All committees with the exception of Personnel (which meetings in December) have been reviewed and are attached as an Appendix).

Town Clerk
12 November 2025