



DRAFT MINUTES OF THE FULL TOWN COUNCIL MEETING

Date: Wednesday 22nd July 2026

Time: 7:00 pm

Venue: Committee Room, North Warwickshire Borough Council Civic Suite, Council House, South Street, Atherstone, Warwickshire, CV9 1DE.

Councillors: J Chambers (Chairman), S Bishop, K Barnett, R Collins, T Short, G Short, M Thomas, M Short and O Dipple.

In attendance: J Turner (Locum Clerk and RFO) and N Coggins (Office Administrator).

Guests: Cllr Ray Jarvis.

Members of the Public/Press: None

1. Apologies: To receive and approve reasons for absence.

Apologies were received from Cllr D Wright, Cllr G Chamberlain, Cllr D Wilkinson and Cllr C Evans.

2. Declarations of Interests and Dispensations: To receive Declarations of Interests and consider grant of dispensations of which written notice has been received by the Clerk.

No declarations were received.

3. Public participation: Residents are invited to give their views and question the Town Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman.

There were no members of the public present. Cllr R Jarvis spoke about the state of the cemetery grounds and the need for this to be rectified as it was not a good reflection on the Town. The Chair advised Cllr R Jarvis to submit all other requests through to the Clerk so that these can be responded to accordingly. The Chair advised Cllr R Jarvis it is best practice to raise questions in advance through the Clerk for future meetings.

4. Reports from External Organisations (for information only)

a) Warwickshire Police: To receive a verbal report, if present.

No report was provided.

b) County and Borough Councillors (for information only): To receive verbal reports from County and Borough Councillors, if present.

Cllr R Jarvis provided an update on the Local Government reorganisation. Atherstone will be in the South area of the new Unitary Authority and there was not much more information available. Cllr R Jarvis also provided an update on the leisure centre which was currently undergoing a soft strip-out at this present time. It will be demolished towards the end of August.



5. Minutes: To approve the minutes of the Town Council meeting held on the 24 June 2026 and to note the Clerks report.

RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record with an addendum on item 14 to remove Cllr G Chamberlain and replace with Cllr O Dipple. There was also an addendum to item 4b to read that there was 'funding for all three Atherstone Wards available.' This was further unanimously agreed. The Clerk will make the amendments and then the Chair will sign the minutes as a true and accurate record. The Clerks report was noted with no issues raised. Cllr J Chambers expressed thanks to the Clerk and Office Administrator for stepping up amid the staff absences and ensuring the Council can continue as usual.

6. Planning:

a) To consider new applications:

Reference	Address	Details	ATC comment
2026/0504/ADV59-61	Long Street Atherstone CV9 1AZ	Display of 4No. Non illuminated fascia signs to front and rear. 1No. Projecting sign to front and 1No. Projecting sign to rear. Window vinyls to front & rear elevations (Retrospective).	No comments were raised.
2026/0498/DOC	Atherstone Leisure Complex Long Street Atherstone CV9 1AX	Discharge of condition 3(a) (Archaeological report) of permission 2026/0180/FUL (Demolition of existing Memorial Hall and the erection of a replacement twostorey leisure building with associated landscaping works and parking)	No comments were raised.
2026/0499/DOC	Atherstone Leisure Complex Long Street Atherstone CV9 1AX	Discharge of condition 7 (Bat Survey) of permission 2026/0180/FUL (Demolition of existing Memorial Hall and the erection of a replacement twostorey leisure building with associated landscaping works and parking)	No comments were raised.
2026/0377/HH47	47 Ratcliffe Road Atherstone CV9 1LF	Erection of shed fronting North Street.	No comments were raised.
PAP/2025/0549	Land To The East And South West Of Whittington Lane Grendon	Outline residential development (up to 1440 dwellings) with	The Council considered this application and the scale of the development.



		elderly housing provision (up to 100 bed/unit); a service centre including a mix of uses; demolition and re-use of existing redundant buildings at Whittington Cottages, Whittington Farm and Whitley Farm; canal side retail unit; the provision of a Primary School; provision of formal and informal open space, green infrastructure and landscaping; provision of access points from the A5, Whittington Lane, and Holly Lane (via the H1 Allocation to the east); solar energy and battery storage provision; and supporting infrastructure and utilities with Access to be considered (appearance, landscaping, layout and scale reserved)	It was noted that Cllr C Jones had done a lot of work on this for the pre-application and had submitted a number of proposals to the Council. The Council would like to submit a detailed response to this development in the similar ilk of the work done by Cllr C Jones already. RESOLVED: It was unanimously agreed to submit the response based on comments circulated by Cllr J Chambers at the meeting. Cllr J Chambers will send the Clerk the response, who will then submit this prior to the deadline.
2026/0510/DOC	Britannia Works Coleshill Road Atherstone CV9 2AA	Discharge of condition 15 (Method Statement) of Permission PAP/2025/0500 (Application for variation of condition (2) of Planning Permission PAP/2022/0401 dated 08/09/2022 for "Variation and removal of conditions of Planning Permission PAP/2019/0180 - Variation conditions - 2, 4, 13, 21 and 24 Removal - 7, 9 and 10, relating to plans and works and listed building requirements", relating to plans and works and listed building requirements)	No comments were raised.



2026/0537/HH	51 Church Walk Atherstone CV9 1PP	Single storey rear extension incorporating a garage conversion & replacement of car port roof.	No comments were raised.
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7. Committees, Working Groups and Representations (for information only)

a) To receive written/verbal reports from working groups.

Cllr M Short provided an update from the Open Spaces Working Group as below:

“The Anker Meadows project continues to progress slowly. This week two working group members met at the former 3M factory for discussions with a representative of the new owners, with regard to improving access to their land. We found the meeting useful and quite positive and are looking forward to a continuing dialogue.

On the day after the council meeting we will be talking to Merevale Estates to find out about progress with their BNG plans and how they can fit in with our own aspirations. Our clerk has contacted the other remaining landowner, in the hope of opening discussions with them.

Unfortunately, our preferred contractor for the development of the copse and clump was unable to tender for the work, so we are waiting for further recommendations of more local contractors. This work and the planting of the Miyawaki forest, whose precise location I am still discussing with the relevant Borough and County officers, are planned for October, so decisions may need to be made during our summer break, if this timing is to be realised.

The gate to the Merevale allotments has been desperately in need of welding. The Deputy Clerk made arrangements for repairing it, and this has now been done.”

Cllr S Bishop provided an verbal update from the Arcade Working Group. Thanks was given to the Office Administrator for her assistance in dealing with a flood that had occurred in the toilets. The Council were reminded that all tenants should be locking the toilets after use. There was no damage to Unit 6. Thanks was given to Cllr G Chamberlain for his help. The insulation works were now completed and the heating works were well underway.

b) To receive reports from Town Councillors.

Cllr K Barnett stated that he would arrange with the two other Councillors to go and judge the allotments. The Office Administrator would provide maps of the plots to assist with the judging.

c) To receive the Town Mayor's Report.

A written report was received by the Mayor and Deputy Mayor as below:



“Since the last meeting, the Mayor and Deputy Mayor have attended a range of local events and activities across Atherstone, with a focus on community life, public spaces, local businesses, schools, culture and opportunities for young people.

Civic Theme and Opportunities for Young People

We are beginning to take forward our civic theme for the year, with a particular focus on young people, volunteering, parks, open spaces and the canal-side environment.

The aim is to explore how the Town Council and local partners can work with young people to build confidence, skills, pride in place and a stronger sense of responsibility for the public spaces they will inherit.

As part of this, we are arranging an initial meeting at the end of this month with representatives from DWP, NWBC and CAVA. The purpose of the meeting is to discuss youth opportunities, partnership working and possible small, practical ways of involving young people in positive community activity.

Community and Civic Engagement

During the past month, we have attended a number of local events and activities which show the strength and variety of community life in Atherstone. These have included:

- Atherstone Choral Society Summer Concert;*
- the opening of the new Poundstretcher store;*
- Armed Forces Day at Westwood Road Recreation Ground;*
- TQEA Summer Fayre;*
- TQEA dress rehearsal, attended by the Deputy Mayor;*
- the launch of Atherstone Paddleability Club.*

These events showed the important role played by local organisations, volunteers, schools, businesses and public spaces in bringing people together and supporting pride in the town.

Armed Forces Day and Westwood Road Recreation Ground

The Armed Forces Day event at Westwood Road Recreation Ground, organised by the Borough Council, was a welcome opportunity to see the potential of this open space for larger community events.

It also raised some useful practical learning points about access, promotion, site layout and facilities. The Mayor has asked the Borough Council whether it would be possible to share any learning or feedback from the organisation of the event, so that this can help inform future community use of Westwood Road Recreation Ground.

Local Businesses and Town Centre Activity

The Mayor was pleased to attend the opening of the new Poundstretcher store in Atherstone. It was encouraging to hear that around 15 local people had been recruited to work in the store, to see a positive response from residents and see renewed life in the town centre.

Culture, Schools and Community Life



It was a pleasure to attend the Atherstone Choral Society Summer Concert and the TQEA Summer Fayre. The Deputy Mayor also attended the TQEA dress rehearsal. Events such as these show the importance of local cultural groups, schools, parents, volunteers and young people in sustaining community life. They also provide useful examples of how young people can be involved in positive shared activity.

Atherstone Paddleability Club

The launch of Atherstone Paddleability Club at Ruby's Yard was a good example of how local outdoor assets, voluntary effort and partnership support can create inclusive opportunities for children, young people and adults who may otherwise face barriers to taking part in outdoor activity.

In my capacity as Deputy Mayor, I was delighted to be invited to the Paddleability Open Day and to share some time on the water with a group of people, some of whom were trying out canoeing and paddle-boarding for the first time. We were in the safe hands of a well trained and very helpful team of instructors and helpers. A great time was held by everyone and who minds a bit of cold canal water on your body when its 30 degrees in the shade? The event was well supported and showed the wider value of Atherstone's canal-side environment as a community asset.

Next Steps

Over the coming month, the Mayor and Deputy Mayor will continue to:

- develop the discussion with local partners about young people, public spaces and volunteering;*
- explore small, practical youth-led community initiatives;*
- learn from recent local events, including Armed Forces Day;*
- support and promote local civic and community events;*
- focus the Mayoral year on Atherstone's organisations, public spaces, volunteers and community life."*

d) To receive an update on the WCC Hackathon.

Cllr T Short provided an update. The date would now be in September and it is hoped to have this date finalised next week. Most of Atherstone Town Council's role would be in promoting and facilitating this workshop and identifying possible groups that could apply for those grants. It was noted that all Borough and County Councillors should be invited.

8. Financial Matters: To note the Finance Report from the RFO and consider the following:

a) To approve the Bank Reconciliation to 30/06/2026.

RESOLVED: It was unanimously agreed to approve the bank reconciliations of all three accounts along with the bank statements for all accounts.

b) To receive the annual budget monitoring report as at 30/06/2026.

The report was noted.

c) To ratify payments made under delegated authority.



RESOLVED: It was unanimously agreed to ratify payments totalling £3,177.13.

d) To approve the payment schedule.

RESOLVED: It was unanimously agreed to approve the payment schedule of contractual payments totalling £20,206.78.

e) To consider the report on the Town Council's prospective ethical banking choices and to agree any associated actions.

The Council considered the report.

RESOLVED: It was unanimously agreed to open a CCLA Public Sector Deposit Fund to sit alongside the Council's Unity Trust Bank Accounts.

f) To consider the quotation report on St Mary's Playground.

The Council considered the report which detailed the specification for the development of St Mary's Playground which encompassed public consultation, thoughts of the RFO and Open Spaces Working Group. The Council has £60,000 held in an earmarked reserve for this purpose. Cllr J Chambers stated that the Council has approached the Borough and County Councillors and only Cllr K Barnett had responded so far, with an offer of funding to help in this area of deprivation. The Council were looking to put items in that captured the essence of Atherstone and wanted Ward Councillors assistance with this. The Council had already identified four suppliers who are all reputable to tender for this award. The evaluation panel will be chosen in September's meeting.

RESOLVED: It was unanimously agreed to approve the specification for the project to go out to tender to the four specified companies, subject to the thoughts of Eleanor Evans at North Warwickshire Borough Council.

9. Atherstone Town Council's Strategic Priorities for the 2026/2027 Civic Year: To review progress against the 2026/2027 goals and objectives.

The Council received an update on its seven strategic priorities. Six priorities had either been completed or were actively progressing. The Local Council Award Scheme Silver Award had been achieved in June 2026. The first medium-term financial plan would be presented in September, while £80,000 had been earmarked for the St Mary's Playground project and the tender specification was being considered by the Open Spaces Working Group. The priorities were added to Microsoft Planner and the Clerk will add Councillors to this so they can see which tasks are outstanding and what has been achieved.

Progress was also reported on the River Anker footpath, the Arcade lease and the Council's communications and civic theme. No material progress had been made on the cemetery extension, which required an allocated lead and revised delivery programme.

Cllr R Jarvis stated that the planning officer had not received the documentation required from the Town Council with regards to the Cemetery Extension. Cllr J Chambers stated that this was not the case and the Clerk confirmed he would look into this.

10. To consider Atherstone Town Council's response to the Local Plan Consultation.



The Chair invited Cllr K Barnett and Cllr R Jarvis to speak on the local plan consultation. Cllr K Barnett confirmed that the report would be further amended after this consultation and then sent for another consultation prior to the end of the year.

Cllr J Chambers stated that the Council should submit a one page document that highlights the points that had already been made by the Town Council and this would be circulated via email and the Clerk would then assemble the comments to send on behalf of the Town Council.

RESOLVED: It was unanimously agreed to submit the one-page document subject to further refinements via email. The Clerk will then submit the final response.

11. To receive an update on the Local Government Re-organisation.

The update that was circulated was noted. Cllr J Chambers invited Cllr R Jarvis and Cllr K Barnett to speak on this item. It was agreed to keep this as a standing item on the agenda. It was noted that the Town Council supported the North/South idea and this will be circulated on social media.

12. Items for future meetings.

No items received from Town Councillors.

13. Closed Session: To consider moving into a closed session and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, where publicity would be prejudicial to the public interest in the due to the confidential nature of the business to be discussed for the below items.

RESOLVED: It was unanimously agreed to exclude the public and press for the below agenda items.

14. The Arcade: To receive and approve any legal documentation pertaining to the lease for Restore Collective.

The Council considered the draft Heads of Terms drafted by the Council's Solicitor as well as comments from Restore Collective. The following amendments were proposed:

- To remove/waive the service charge and make Restore Collective responsible for arranging their own cleaning and waste arrangements. The current service charge was for the cleaner, opening/closing of the Arcade and waste removal and it was noted that Restore Collective would not require any of this as it is not relevant to the upstairs space.
- To change the requirement for the property to be used solely for office purposes to a community space whether that be commercial, charitable, wellbeing, community and educational activities.
- Addition of a 'Community Benefit Clause' which will detail that the use for the premises would be for the whole community and not precluded or restrict use to one group of people.
- For the tenant to pay the proportion of building's insurance.
- The area of responsibility will begin from the stairway, which is the only designated fire exit. The issues have come that the stairway can become sometimes blocked and this must be communicated to all hirer that the space on the stairs and bottom of stairs should be kept clear.
- The fire exit on the first floor is not suitable due to the Town Council's Fire Risk Assessor stating it is only suitable for 60 people. Restore Collective have stated that they would be willing to install a metal staircase, as their own cost, as a better means of a fire escape. To remove section 8.5.
- To give the tenants permission to hire out the space on a short-term, non-contractual basis. Restore Collective need to be able to let it out to other groups due to the permitted activities without prior consultation of the Town Council's Officers.



- Restore Collective wanted clarity on repairing costs and responsibilities. The Town Council would only expect them to carry out work in their premises. There is no expectation for any other tenants to pay for any internal or external repairs.
- The Town Council need to ensure the EPC is achieved before any agreement is struck.
- The Town Council need to turn the water back on and carry out a legionella test before the property is handed over.
- Health and safety responsibilities need to be determined within the Heads of Terms in line with the Town Council's Fire Risk Assessment and policies and procedures.
- Term of 20 years was agreed and confirmed by the RFO that this was a suitable term.
- There was a need for a clause to return the building back to its original state.
- There was a need to obtain the Town Council's permission for any internal alterations.

RESOLVED: It was unanimously agreed to form a small steering group of Cllr S Bishop, Cllr J Chambers, Cllr K Barnett and the Town Clerk to get these issues resolved and to negotiate the agreement with Restore Collective and their trustees before reporting back to the September Full Council meeting, where formal sign off is targeted.

Cllr O Dipple left the meeting at 8:45pm.

15. Atherstone Common Plots – To receive an update.

The Clerk's report was noted and Cllr J Chambers spoke to this item. Advice had been obtained from The Open Spaces Society as well as advice from an experienced legal professional and one legal company. The issue hinges on the status land based on the enclosures act 1865, section 11.

RESOLVED: It was unanimously agreed to carry on with the recommendations as outlined in the report, including the specific delegated authority to the Clerk to enact these actions.

16. CCTV Working Group – To receive an update and a report from the working group.

The Council noted the update from Cllr G Short. The recent meeting was very productive and there was a lot of items to be progressed across all partners. It was noted that the Council needed a representative on the working group.

RESOLVED: It was unanimously agreed to appoint Cllr R Collins to the working group.

The meeting was closed by the Chair at 21:04.