



The Beaudesert & Henley-in-Arden Joint Parish Council

Working for the Benefit of the Residents of Henley-in-Arden

Clerk : Gill Bailey email : clerk@henley-in-arden-pc.gov.uk

Tel: 01564 795499 or 01926 814491

I HEREBY GIVE NOTICE that an Ordinary General Meeting of Beaudesert and Henley-in-Arden Joint Parish Council will take place on Monday, 18th April 2016 at 7.00 pm in the Memorial Hall Committee Room, Station Road, Henley-in-Arden.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the Meeting as set out hereunder.

Signed:

Gill Bailey
Parish Clerk and RFO

Dated: 13th April 2016

Photographing, reporting, recording, filming or transmitting the proceedings of a meeting may occur and therefore all persons participating in the meeting should be aware that such recording, reporting or filming may take place. Members of the public attending the meeting (but are not participating in the meeting) who do not wish to be filmed or photographed in the meeting must state this at the start of the meeting.

The Chairman requests all mobile phones are switched to silent mode.

- 1 Apologies for absence and acceptance of apologies**
- 2 Declarations of Interest and Dispensations**
The Council will receive disclosures of personal and prejudicial interests from Members on matters to be considered at the meeting. The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of the meeting that has not been disclosed under this item, the member must immediately disclose it. Members may remain in the meeting and take part fully in discussions and voting unless the interest is prejudicial. Dispensations received in writing to the clerk, or verbally at the meeting will be considered.
- 3 Public Participation Session**
Members of the public are invited to give their views on items on this agenda including planning applications, or raise issues for future consideration at the discretion of the Chairman. No decisions will be made in this part of the meeting. The Public Participation Session is a general forum for open discussion.
- 4 Reports from County Councillor and District Councillor.**
- 5 Minutes of the meeting held on 21st March 2016 to be approved and signed.**
- 6 Matters arising from the minutes of the meeting held on 21st March 2016 not on the agenda.**
- 7 Report by the Parish Clerk – Gill Bailey**
- 8 To consider the Council's responses to substantial planning application(s) and to review the planning applications report.**

9 Reports and Recommendations by Portfolio Holders

- Finance and Assets
- Communications and Events
- Children's Facilities
- Traffic & Parking
- Maintenance & Emergency Planning
- Neighbourhood Plan Steering Group

10 Matters arising from previous meetings and new matters for consideration.

- To approve revisions to the Parish Clerk's Contract of Employment.
- To reconfirm "Wires across the High Street and additional Christmas Lights".
- To approve future maintenance of the Market Cross.
- To approve the production of a Town Guide incorporating JPC Annual Report and Accounts.
- To approve nominating Community Assets under the Localism Act 2011
<https://www.stratford.gov.uk/community/assets-of-community-value.cfm>
<http://www.legislation.gov.uk/ukpga/2011/20/part/5/chapter/3/enacted>
- To consider Discussion paper on the timing of parish council meetings May 2016 - April 2017.
- To approve Terms of reference for the Street Audit Working Party.

11 Reports from Councillors – exchange of information only.

12 Items for private session

Under Section 100(A) of the Local Government Act 1972, in view of the (special)(confidential) nature of the business about to be transacted, it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under paras 1 and 11 of Part 1 Schedule 12A of the above Act, that the public be temporarily excluded and they are instructed to withdraw.
There needs to be a resolution at the meeting for items to be discussed in private session.*

To confirm the date and time of the next JPC meeting on Monday 16th May 2016 commencing at 7.00pm in the Memorial Hall Committee Room.



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Joint Parish Council

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Wires across the High Street project

The Communications and Events Working Party has recommended that 3 Catenary wires are installed across the High Street in the central area. The first will run from Henley Bakery to Head Turners, the second from MPA to Henley Pharmacy, and the third from Henley Co-op to Barclays Bank. When installed they can be used to promote major events in the town such as: Court Leet Day, the Music Festival, Scouts Firework Display, HADS Productions, etc.. The wires could also be used by the Christmas Lights organisation to fill in the present void in the centre of the town, which many residents have suggested should be filled.

Subject to receiving all the necessary permissions and planning approvals, the contractors would be instructed to follow similar specifications to those in Stratford Town Centre.



The Christmas Lights in Stratford 2013



Quotation

Quotation Ref: 5110

Bill Leech
Henley in Arden Community

21 March 2016

Ref: 5110-HA-Cross st features-BL-21-03-16

Please find as follows our quotation to carry out the work as detailed below.

Works Required:

1: Supply and install the following items

Description:	Quantity:	Price:	Total:
Supply & Install 4 x hole galv fixing plate c/w 12mm eyebolt	12	£38.00	£456.00
Supply & install new 8mm Catenary wire C/W d shackles, tensioners rope grips per metre	135	£4.90	£661.50
Install & de install cross st features	3	£256.00	£768.00
Prelims - Lodging	2	£100.00	£200.00
Supply & install external power supply C/W time clock control	3	£225.00	£675.00
Total (Ex VAT):			£2,760.50

Proposed to use galv 4 bolt fixing plate with eyebolt connection as per Stratford's installed eyebolts
Assumed catenary wires & eyebolts installed on one visit & the features at another visit

Risk Assessments and method statements will be supplied upon receipt of a purchase order.

If you require any further information or assistance please do not hesitate to contact me.

Robert Chapman



Charlestown Ltd, Watkin's Yard, Hall Road, Eccleshill, Bradford, West Yorkshire, BD2 2DU
VAT Reg. No. 813 7323 46 Company Reg: 4680474
Tel: 0800 0734197 Fax: 01274 636843 E-mail: info@charles-town.co.uk WWW: www.charles-town.co.uk



Photo Historic England 2016



Photo Historic England 2016



Circa 2000

Beaudesert and Henley-in-Arden Joint Parish Council

Street Audit Working Party Approved 18th April 2016

1. Introduction

The Council may form or disband a Working Party who will carry out tasks as defined by Council with Specific Terms of Reference.

2. The Role of Working Party:

- a. To tackle issues as directed by the Council in the appendix to these terms.
- b. The terms to be task specific and time limited.
- c. To examine an issue in detail, read reports and related materials, examine options.
- d. To take advice for the Council on a *pro bono* basis.
- e. To act as experts and/or liaise with experts.
- f. To make recommendations to Council.
- g. To explain the recommendations, reasons and options to Council.
- h. To answer questions from the Council.
- i. No funding or monies to be spent or committed and no grant applications to be made without prior Council endorsement.

3. Working Party relationship with the Council:

- a. The Council must approve the specific task as set out in the appendix to these terms and such tasks will give the Working Party clear direction regarding objectives, scope and outcome. The Working Party will only consider items approved by the Council who may add agreed tasks at any time.
- b. The role of the Council is to question and challenge the recommendations of the Working Party, in order to be satisfied that the recommendations made justify the decision made by the Council.
- c. The Working Party must provide the Council with as much information as it requires ensuring it can make a properly informed decision on recommendation. Such information will be reported in writing to the parish clerk at least 7 days before the date of the Council meeting that will be considering the report.

4. Operations of the Working Party:

- a. A Working Party will not have a Budget.
- b. The number of Councillors on a Working Party to be decided at the time of the Working Party appointment but must consist of at least 3 Councillors.
- c. The Reporting Councillor of the Working Party is to be appointed by the Council at the time of the Working Party appointment. The Reporting Councillor will also be responsible for ensuring that the required written reports are prepared.
- d. The quorum is 2 Councillors.
- e. Co-option of non-councillor members of the Working Party to be approved by Council.
- f. Decisions of the Working Party shall require a majority vote.

5. Application of Council Standing Orders and the Code of Conduct:

- a. A Working Party will not be required to meet in public, but may do if they so choose, in which case the statutory three days notice shall be given.
- b. Standing Orders are not applicable, no minutes are required but a written report on any activity and progress will be prepared to examine options and make recommendations to the Council.
- c. The Code of Conduct applies to all members of the Working Party.

6. Notification of meetings:

All Members of Council are to be informed of any meetings of any Working Party and are permitted to attend and ask for any relevant Working Party documentation. A Councillor should notify the Reporting Councillor of his/her intention to attend a Working Party meeting. Electronic communication will be used wherever possible.

APPENDIX

- 1. To investigate and advise the council on all aspects of improving the Street Scene along Henley High Street by making recommendations for the council's decision at Full Council Meetings.
- 2. To carry out actions authorised by the council.
- 3. The reporting Councillor shall be

These terms were approved at the Council meeting held on 18th April 2016 Signed