



The Beaudesert & Henley-in-Arden Joint Parish Council

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

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The Minutes of the Council Meeting of the Beaudesert and Henley-in-Arden Joint Parish Council that took place on Monday, 19th March 2018 at 7.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

Present: Cllrs. Bill Leech (Chairman), Liz Jackson (Vice-Chair), John Garner, Peter Crathorne, Peter Cornford, Jayne Bridges, David Tomlinson, David Broadbent, Sally Harfield, Mike Wilmott, Peaches Melhuish, Elaine Field, District Cllr Stephen Thirlwell and County Cllr John Horner

In Attendance: 9 members of the public.

The Chair introduced Simon Turner from Syclone Designs who gave a brief talk about upgrading the JPC web site. Mr Turner said that the new JPC web site would be more user driven and would be easier to access from a variety of methods, such as computer, lap top, tablet or phone. He went on to say that the work would take between 3-5 days to upgrade the web site. It was agreed that the JPC consider his proposals when they had received a copy of his proposals and the quote for how much it would cost.

Public Participation Session

- A Parishioner asked whether there were any plans to repair/maintain the gravel pathway by the Riverlands. Cllr Crathorne responded and said that it was the intention of the JPC to look at this area when the weather cleared up. Cllr Crathorne went on to say that the path was laid around 10 years ago and needed to be repaired and maintained.
- A Parishioner said that she was concerned about the JPC submission in response to the planning application at Warwickshire College following their meeting with the Developers and the Extraordinary JPC meeting held in December. She went on to say that the JPC had commented that the access/entrance on the A3400 was dangerous and she felt that it was more of a problem when you exited the site as you couldn't see when traffic was travelling along the road and it was poor information to suggest that it was more of an issue the other way round.
- She also mentioned that she had concerns that the JPC would support the removal of specific species of trees. She said there seemed to be many trees which were disappearing in the area. Cllr Broadbent responded and said that he and Cllr Tomlinson had spoken at the SDC Planning meeting and the reason that the JPC had said that they would support the removal of the trees was that they felt that it may help to prevent an accident if they were removed. She also said that larger vehicles such as ambulances would have some difficulty travelling up the narrow road by the side of the proposed development and there was no mention of this issue in the JPC script.
- She also mentioned that the footpaths coming from the College site to Henley were full of debris and members of the public had to walk in the gutters beside the road.
- She also mentioned that there was a high proportion of elderly residents in Henley who did not have computer access and asked if the JPC minutes could be posted on the notice boards.
- Cllr Broadbent advised that the Warwickshire College application had been subject to a number of conditions which were incorporated in the permission, one of which was to look at the junction on the A3400 and since the SDC Planning meeting, representatives of the JPC had asked to be involved in the Highways decisions and he felt that the safety of members of the public were of paramount importance. Cllr Crathorne advised that he will look at the pathway that had been mentioned running along the Stratford Road, albeit the responsibility of SDC. He went on to say that perhaps the installation of a kerb might help, and this could be mentioned in the Section 106 discussions.
- Cllr Broadbent advised that there was funding available to upgrade the Bus Stop and the pavements in the area as part of the existing Section 106 agreement.
- Following a discussion about hard copies of the JPC minutes being available to members of the public, it was agreed that a copy of the minutes be lodged in the Library.
- A Parishioner said that she had concerns regarding the Market Cross and said that she felt that the drilling and vibration when the Flag Pole socket was installed could have contributed towards the cracks in the monument. Cllr Leech confirmed that there had not been any drilling and the socket hole was excavated by hand. The Parishioner went on to say that she had always had a very high regard for the Market Cross and she would try and protect it. Cllr Broadbent confirmed that the JPC had the same regard for the monument.

Commencement of the Council Meeting

1 To welcome an additional Cllr on to the JPC

The Chair welcomed Cllr Field as a member of the JPC and confirmed that Cllr Field had joined the Planning WP, the Grants WP and the Finance WP.

2 Apologies for absence and acceptance of apologies

There were no apologies.

3 Declarations of Interest and Dispensations

Cllrs Peter Crathorne, Jayne Bridges, John Garner and David Broadbent declared an interest regarding the following item (JPC Community Grants) in respect of the HWMT as they are Trustees. Cllrs Peter Crathorne and John Garner also declared an interest in respect of the Hub@Henley as they are Trustees. Cllr Sally Harfield declared an interest in Henley in Bloom as she is on the committee and the Croft as she is on the management committee and lives in the development. Cllr Jackson also mentioned that her husband, David Jackson, had recently become Chair of the HWMT.

4 To Present & Ratify the JPC Community Grants

- Cllr Jackson reported that the JPC Grants WP had met and had looked at all the well deserving organisations in Henley who had applied for a community grant and met the criteria to benefit from a supplement in their funding.
- Cllr Jackson advised that the analysis of the grants process was available on the JPC web site and had been uploaded on to the screen for everyone to see. She advised that Henley High School had applied for a grant and had been unsuccessful as they did not meet the criteria as it was a statutory organisation.
- Cllr Jackson advised that several mini grants had been awarded to various organisations who had applied for a grant.
- Full details of the Grants Analysis are detailed on Appendix A which is attached to these minutes.
- A brief discussion took place about the decision analysis and Cllr Crathorne confirmed that the Grants WP had looked at every aspect of each application received. Cllr Garner advised that Henley in Bloom, although they received sponsorship, would have to consider the purchase of a new vehicle to assist with the watering of plants.
- A Parishioner asked for clarification regarding the difference between a main grant and a mini grant. Cllr Leech advised that there was a more stringent set of criteria to adhere to with a main grant and they were awarded once a year. Mini grants were for smaller amounts of up to £500 and could be applied for throughout the year.
- A Parishioner also suggested that the amounts that had been awarded to The Hub@Henley and the Library should also be included in the awards. Cllr Jackson advised that the awards to both organisations sits outside the grants process.
- **It was RESOLVED that the JPC 2018 Grant Applications, Decision Analysis, as detailed in Appendix A be approved. This motion was proposed by Cllr Melhuish, seconded by Cllr Cornford and carried by all the Cllrs who had not declared an interest previously.**
- The Chair of the Christmas Lights Committee thanked the JPC for their grant. Cllr Leech responded and thanked the Chair and his team for all their hard work over the years and the continuing success of the Christmas Lights is an immense credit to the Committee.
- Cllr Jackson went on to say that the Grants WP had deliberated long and hard about whether the JPC awarded a grant to Own Books and as they covered a wider area than just Henley going as far as Coventry and the application was mainly to assist with travelling expenses, the Grants WP had felt that they could not assist with funding this year. She went on to say that the JPC had supported Own Books in previous years.
- **It was RESOLVED that the JPC mini grants be approved. This motion was proposed by Cllr Jackson, seconded by Cllr Wilmott and carried by all the Cllrs who had not declared an interest previously.**

Pause for a few members to allow members of the public to leave the meeting if they wish to do

5 Reports from County Councillor and District Councillor.

Cllr Horner reported:

- Cllr Leech congratulated Cllr Horner on his recent TV appearance on Midlands Today.

- Cllr Horner advised that WCC had increased their precept by 4.99%, which was broken down as 2% for social care for people over the age of 18 and 2.99% for general expenditure.
- He went on to say that there was a large increase in social care costs which needed to be addressed and which would continue to be the case for several years to come.
- Trading Standards have continued their drive against illegal cigarette sales and obtained the conviction of a local retailer for selling contraband.
- Cllr Horner confirmed that he had spoken to the Solihull Leader regarding shared costs, specifically regarding transport issues along the border with Warwickshire. The Solihull Leader seemed to indicate that each transport authority should only deal with its own area, so Solihull would not be able to offer any assistance to Parishes along their border with Warwickshire. However, the Solihull Leader went on to say that if there were any specific issues relating to any developments along the border, he would be willing to take these issues further. Cllr Horner asked if there were any specific concerns to let him know.
- Cllr Horner advised that the Arden Chairs/Clerks meeting had been postponed to 29th March.
- Cllr Horner advised that he had obtained the speed data that WCC and the Police had collated following a Speed Survey on the A4189 and there was some disparity between the WCC and Police analysis of the data. He went on to say that he felt that this puts a question mark over the data produced by Speed Surveys in different localities in the area.
- Cllr Horner advised that he had written to WCC Highways planning to request that the A4189 and A3400 be included in their submission for Major Road Network (MRN) status as it would mean that there may be some central government funding available for improvements. However, he had received a response advising that if these roads were designated MRN routes it would encourage additional traffic to utilise them as Sat Navs directed drivers to use these routes. Cllr Horner said that he disagreed with this and had responded accordingly.
- A Parishioner asked about the bollard that was lying on the pavement on High Street outside One Stop. The Clerk responded and said that Highways had advised that they would remove it. She went on to say that she would contact Jeff Morris directly with regard to replacing the bollard in due course.
- A Parishioner also asked if something could be done with regards to completing the road surface and pedestrian crossing on the Warwick Road. Cllr Horner agreed to mention both items to Highways.

Cllr Thirlwell reported:

- There would be a 1% increase in the District Council Tax which would be sent to each household in the area this week.
- SDC Planning had been advised of the Appeal Decisions in respect of the enforcement notices issued regarding Brookside, Hungar Hill in Henley. The requirements of the notices are to cease the use of the land for the storage, maintenance and repair of motor vehicles which are not necessary for the purposes of agriculture and are not incidental to the enjoyment of the dwelling. The period for compliance is three months and the Appellant was to pay the legal costs involved.
- Cllr Thirlwell advised that the City of Birmingham Council had advised that they were short of 30,000 new houses in their area. The Chief Executives for the West Midlands Area had suggested that Stratford District Council could possibly provide 10,000 new dwellings and may make a formal request. Cllr Thirlwell advised that SDC could not provide 10,000 new dwellings as there was not enough space in the area and they would not be prepared to erode the Green Belt.
- Cllr Thirlwell advised that SDC had engaged a new Dog Warden who was a local person and would be helping parishes and towns in the area and had more enforcement powers.

6 Minutes of the ordinary meeting held on 15th January and the Extraordinary meeting held on 19th February 2018 to be approved and signed.

It was RESOLVED that the Minutes of the Ordinary meeting held on 15th January 2018 was confirmed as a true record and signed by the Chair. This motion was proposed by Cllr Crathorne, seconded by Cllr Harfield and carried unanimously by all those present at the meeting. **It was RESOLVED that the Minutes of the Extraordinary meeting held on 19th February 2018 was confirmed as a true record and signed by the Chair.** This motion was proposed by Cllr Cornford, seconded by Cllr Garner and carried unanimously by all those present at the meeting.

7 Matters arising from the minutes of previous meetings and not on the agenda.

There were no matters arising from the minutes.

8 Report by the Parish Clerk – Gill Peacock

- **The Clerk reported:**
- She had received a Temporary Road Closure in Beaudesert Lane and Alne Close commencing on 28th March from 9.00 am to 16.00 hrs and the works should be completed within one day.
- During the last two months, she had attended a webinar session with the new External Auditors, CIL training, the SLCC Conference; a memory stick was available with all the sessions for Cllrs. She went on to say that she had also attended a Planning Drop in Session in respect of the Development Requirements Supplementary Planning Documents Consultation.

9 To review & Discuss items on the planning applications report

Cllr Broadbent reported that the updated Planning Applications spread sheet was available on the JPC web site and a copy was available to view on screen.

- Planning Application: 17/03771/FUL – The Elms, 14 High Street, Henley in Arden Extension and alteration to 'The Elms' to create a townhouse; the erection of 3 mews houses to the rear; construction of detached double garage, new vehicular accesses and all associated works.
- Cllr Broadbent confirmed that the JPC had submitted a response supporting the application in principle but mentioning the JPC had concerns about the storage of refuse bins and the availability of visitor parking.
- Cllr Broadbent advised that a neighbour had submitted an objection which would be uploaded on to the SDC web site. The neighbour expressed concerns regarding the impact of the row of town houses to the rear of the proposed development as he felt that the scheme was too intensive for the space available. He had requested that if permission were granted that the height of the town houses be reduced to two storeys. He was also concerned with the conservation of the existing street scene and the changes to the appearance of the building, together with the proposed access arrangements.
- Following a discussion regarding the above proposals, it was agreed that Cllrs Broadbent and Tomlinson submit a further response to the Clerk so that she could send additional comments in to SDC, Planning.
- **It was RESOLVED that a further response would be submitted to SDC in respect of Planning Application 17/03771/FUL regarding concerns over the roof height of the proposed dwellings at the rear overlooking the properties in St John's Close and Rose Avenue and the number of allocated parking spaces. This motion was proposed by Cllr Broadbent, seconded by Cllr Bridges and carried unanimously.**
- To discuss the possible formation of a JPC Planning Sub-Committee
- Cllr Field asked why the Planning WP meetings were held during the day and Cllr Broadbent advised that if a Planning Sub Committee were to be formed it would mean that agenda and minutes would need to be recorded which would all take up the time of the Clerk. He said that the Planning spread sheet was uploaded on to the JPC web site if anyone wished to see any of the current or historical applications.
- The Clerk advised that she had been approached by several Parishioners who had asked if it would be possible for the JPC to hold separate planning meetings so that planning was more accessible to members of the public. Cllr Field asked if applicants were involved in the process. Cllr Melhuish responded and said that Cllrs Broadbent and Tomlinson visited application sites regularly and Cllr Jackson advised that there was also a Planning Protocol document available on the JPC web site which explained the process the JPC adhered to.
- Cllr Crathorne advised that if an application were controversial in nature or over five dwellings, a JPC Extraordinary meeting would be held. He went on to say that SDC had a legal obligation to advise near neighbours of any proposed applications as well as posting site notices on the nearest lamp posts.

- Cllr Cornford advised that the JPC were only statutory consultees and that only SDC, Planning made the decisions.

10 Reports and Recommendations by Portfolio Holders

- **Finance and Assets (Monthly)**
 - **To note the Schedule of recent Payments and Bank Balances and to approve any further invoices listed on the Finance Report**
 - Cllr Garner confirmed that the Finance Report had been uploaded to the JPC web site and circulated to Cllrs, attached to these minutes as Appendix B. The current balances as at 19th March 2018 were Treasurers Account: £1,869.14 and the Deposit Account was £75,002.95.
 - Cllr Garner reported that he had transferred a total of £11,006.98 from the deposit account to the current account to cover the payments. The JPC had also received allotment receipts totalling £400.00 to date and a contribution of £80.00 towards tree maintenance
 - Cllr Garner reported that there were two payments requiring approval; for Jon Vale for £463.20 for general maintenance and Thomas Guise in respect of the acquisition of the Croft Car Park. Cllr Cornford pointed out that the JPC had received an undertaking from Taylor Wimpey to pay £1,000 towards the legal costs in this respect and he requested that the payment to Thomas Guise be delayed until after he had spoken to the Solicitor at Thomas Guise. He agreed to advise Cllrs and The Clerk following his conversation.
 - Cllr Garner confirmed that there was also a payment due to the Heritage Centre for £300.00.
 - **It was RESOLVED that the Finance Report be approved and the payment to Thomas Guise would be pending appropriate arrangements.** This motion was proposed by Cllr Garner, seconded by Cllr Melhuish and carried unanimously.
- **To Adopt the revised JPC Financial Regulations (previously circulated)**
 - Cllr Field advised that she had been looking through the NALC Model Financial Regulations and she confirmed that broadly speaking the JPC complied with most of the suggested wording in their own Financial Regulations. However, one of the suggestions in the NALC procedures was to have a three-year budget forecast and she wondered whether the JPC would consider this? Cllr Garner responded and said that the tenure of the present JPC would come to an end next year, so it would be appropriate to carry out a forecast beyond that time.
 - Cllr Crathorne said that he felt that budget forecasting could be considered alongside the issues of the sustainability of the JPC as an organisation and could be looked at every six months.
 - The Clerk reported that the JPC had an Internal Audit recently and it had been pointed out that the JPC should tighten up their contracts process and Expenses policy. The amended Financial Regulations addressed these issues. **It was RESOLVED that the amended Financial Regulations be approved.** This motion was proposed by Cllr Crathorne, seconded by Cllr Broadbent and carried unanimously.
- **To ratify the appointment of an Internal Auditor for the financial year 2018/2019**
 - Following a brief discussion, it was agreed to ask the present Internal Auditor whether he would be happy to continue for a further year. The Clerk agreed to make the approach and send a formal letter. **It was RESOLVED that the present IA be approached, and this motion was proposed by Cllr Garner, seconded by Cllr Jackson and carried unanimously.**
- **To discuss & ratify expenditure on the necessity to prepare for the GDPR (General Data Protection Regulations)**
 - The Clerk reported that she had received a quotation from the company who carried out the payroll services on behalf of the JPC, for DPO services at a cost of £700.00 pa. She went on to say that the Local Public Advisory Service was offering the same service for Parish Councils at a cost of £150.00 pa, with a visit incurring an extra cost. Following a brief discussion, it was agreed to defer this item until the next JPC meeting pending further information and so that specific sums could be placed on the Agenda.

- **To discuss the Internal Audit Report & the requirement to undertake an annual Bank Reconciliation (two independent Cllrs)**
- The Clerk reported that she had recently met with the Internal Auditor and she had circulated his Report to JPC Cllrs. The Clerk suggested that Cllrs Jackson and Cornford carry out an annual reconciliation.
- Cllr Garner responded and suggested that the Cllrs who carried out a reconciliation would need to have access to the JPC finance system and he suggested that as Cllr Field already had access to the JPC accounting package, she may be prepared to carry out this function. Cllr Field agreed that she would be prepared to look at the Bank Reconciliation monthly.
- It was also agreed that all Cllrs looked at the JPC Bank Balances etc., each month when the Finance Report was produced. Cllr Garner said although it was a suggestion to carry out a Bank Reconciliation regularly, it was not a legal requirement. The Clerk also advised that she carried out a Bank Reconciliation monthly when she received the JPC bank statements.
- **To Report on the financial status & activities of Henley Library & the Hub@Henley**
- Cllr Garner advised that as part of the ongoing financial support to both Henley Library and the Hub@Henley, it had been agreed that they submit an annual Report to the JPC. Please see Reports attached to these minutes, as Appendices C and D. Cllr Garner advised that Judith Lindley was available at this meeting to answer any questions.
- Mrs Lindley advised that the footfall of visitors to the Library had fallen in 2015/2016 but had risen in 2017. She went on to say that the children's summer borrowing had dropped in 2017 and this seems to be the case in other areas and more children need to be encouraged to use the Library. Cllr Wilmott said that there had been numerous computer issues when he had volunteered at the Library and asked if this was still the case. Mrs Lindley responded and said that they were mostly resolved and were more reliable.
- Mrs Lindley said that the biggest challenges for the Library in 2018 were the retention of volunteers and recruiting and training new volunteers. Cllr Crathorne congratulated Mrs Lindley, the Directors and the Library team for all their hard work.
- Cllr Crathorne reported that the Report for the Hub@Henley had been circulated to all JPC Cllrs. He went on to say that the Hub was open five days a week between 9.00 am and 9.00 pm and between 150 – 170 members of the public from babies through to seniors attended various clubs and events. This represents an 80% occupancy rate.
- Cllr Crathorne advised that the Youth Club was changing; various members of paid staff, together with volunteers, were working and supporting the young people in the community regarding drug issues and their sexual health, reducing teenage pregnancy in Henley.
- Cllr Crathorne advised that he and Cllr Leech had attended the CCTV meeting recently and they were pleased to note that Henley was bottom of the league with antisocial behaviour which he attributed to the help and support available to the youngsters by professionals at the Youth Club. He went on to advise that other parishes and towns in the area were troubled by antisocial behaviour and they did not have facilities for the young, with youth services being further diminished in the area.
- Cllr Crathorne advised that the Hub staff were very grateful for the funding they received from the JPC and would also be fund raising themselves during the coming months. The wish of the Hub was to become a centre of excellence in the community. Cllr Broadbent said that he would give the Hub is total support.
- **Maintenance & Emergency Planning, including the consideration of expenditure associated with the actions to be taken (Monthly)**
- **Property Management Delivery Report** *(previously circulated)*
- Cllr Crathorne advised that the Property Report had been uploaded to the JPC web site and circulated to Cllrs.
- Cllr Crathorne advised that he had also circulated an Emergency Cllr's Report on the recent cold spell, which had also been uploaded on to the JPC web site and is attached to these minutes as Appendix E.
- Cllr Tomlinson advised that the recent bad weather had curtailed addressing most of the ongoing maintenance issues.

- Cllr Crathorne said that he recommended the purchase of an additional three grit bins in Station Road; one by the Henley Memorial Hall, one to be placed on the steep path to Chestnut Drive and the third one at the junction of Brookend Drive and New Road at an approximate cost of £300.00. Cllr Crathorne agreed to advise the Clerk of the precise costs of the grit bins so that she could add it to the Agenda for approval at the next JPC meeting.
- Cllr Crathorne advised that the JPC had received a request to install a further four grit bins on Camp Lane. Cllr Crathorne had agreed to offer residents in Camp Lane support and help with the purchase of rock salt.
- It was also agreed to add the pathways on both sides of the road coming into Henley from Warwickshire College on to the Property Report for clearance.
- **It was RESOLVED that the actions set out in the attached Property Report and Emergency Cllrs Report submitted by the Maintenance Cllrs and the expenditure be approved.** This motion was proposed by Cllr Crathorne, seconded by Cllr Broadbent and carried unanimously.
- **Dementia Friendly Report – Update**
Cllr Crathorne reported that the project was progressing with more people wanting to become involved and gaining support. He went on to say that he would be organising a visit to the SDC Communities Department and would report back to the next PC meeting.
- **Traffic & Parking & Car Park Acquisitions Working Party – Update and to agree to hold a Town Meeting to discuss options (previously circulated)**
 - Cllr Cornford reported that it was his intention to make a presentation at the Annual Assemblies which was scheduled for 9th April. He went on to say that the Rev. John Ganjavi had agreed to attend the event as Negotiator for the evening.
 - Cllr Cornford advised that he was in the process of formulating a Business Plan which would be submitted to SDC in order that they could approve the transfer of the lease on the Prince Harry Road car park to the JPC, which was currently held by them under a Section 106 Agreement obligation. He went on to say that the Business Plan was necessary so that SDC could ratify the transfer at their next Cabinet meeting. It was also a requirement that the JPC take over the management of The Croft and Prince Harry Road Car Parks in Henley and have management influence over the Northern Car Park.
 - Cllr Crathorne said that he had concerns that the businesses in Henley were not aware of the proposals for the car parks and asked if they had been informed. A Parishioner who owned a business on the High Street advised that he had approached 33 businesses in Henley and it appeared that they were not aware of any of the proposals and did not agree with them.
 - Cllr Cornford responded and said that he was under the impression that most of the businesses in Henley were generally supportive of the proposals.
 - There was a robust discussion regarding when the Presentation should be carried out at the Assemblies and the format. It was agreed after some discussion and time that the presentation should form part of the JPC's contribution towards the Assemblies.
 - Cllr Jackson said that the JPC would be supporting both businesses and residents.
 - **It was RESOLVED that the actions suggested in the verbal report of the Traffic, Parking & Car park Acquisitions WP are approved and that Cllrs Cornford, Garner and Crathorne should meet to prepare a leaflet for residents and another for businesses to share the position reached by the Council over the acquisition of the Croft Car Park and the plans for a consolidated system to better manage parking on the High Street and surrounding roads.**
 - **The leaflet will also promote the presentation as part of the parish council's contribution to the Parish Assemblies on the 9th April.**
 - This motion was proposed by Cllr Wilmott, seconded by Cllr Melhuish and carried unanimously.
- **Children's Facilities Working Party (Riverlands Play Area) – Update**
Cllr Jackson reported that two quotations had been received for a topographical survey of the Riverlands area. Whilst it was understood that an amount of £2,000 had been approved at a previous JPC meeting for the topographical survey, the two quotations received were for £980.00 and £650.00 plus VAT. Following a discussion, it was agreed that the Clerk instruct the company who had quoted £650.00 plus VAT.

11 To finalise the details for the Annual Assemblies incorporating a Town Meeting to discuss Car Parking proposals in Henley.

- Cllr Crathorne suggested that the Car Park acquisitions presentation be incorporated within the JPC Annual Assemblies and questions could be invited from the floor. Cllr Melhuish said that she felt that the acquisition of the car parks in Henley was such an important

- subject, she was concerned that members of the community would feel that the JPC were hiding this subject within a meeting.
- It was agreed that a summary of the events taking place at the Annual Assemblies could be circulated to all the houses in Henley which would raise awareness amongst the residents and businesses in Henley.
 - **A further discussion was held, and it was RESOLVED that the Annual Assemblies would follow the pattern established last year and that the Clerk would prepare the relevant paperwork. It was also agreed that Henley-in-Arden War Memorial Trust would organise an exhibition and all the prominent local voluntary organisations had been invited. The exhibition would open at 6.00pm and residents could then meet and talk to the exhibiting organisations before and after the Assemblies.**
 - **It was agreed that further publicity using all avenues open to the council would be used to advertise the Assemblies as a matter of urgency.**
 - These motions were proposed by Cllr Crathorne, seconded by Cllr Wilmott and carried by the majority with one against.
- 12 To discuss & ratify expenditure on publicising the necessity to remove dog refuse at a cost of £250.00 – previously circulated & on the JPC web site**
- Cllr Field reported that details regarding her suggestion for the removal of dog refuse had been uploaded on to the JPC web site and had been circulated to Cllrs.
 - Cllr Field advised that she had been in contact with the new SDC Dog Enforcement Officer, Phil Rafferty. As Mr Rafferty was known to her, she had suggested that she meet with him to discuss dog fouling issues in Henley. Cllr Field asked for this item to be deferred and she would report back to the next JPC meeting.
- 13 To consider the Report on the Sustainability of Community Activities currently supported by HWMT and how the JPC might impact on it – Update**
- Cllr Crathorne advised that Cllr Field had indicated an interest in becoming involved in the Evaluation Group. The Evaluation Group was set up to make recommendations to the council regarding the best way to support the HWMT.
 - Cllr Jackson advised that her husband David Jackson had recently been voted in as the new HWMT Chair.
 - **It was RESOLVED that Cllr Elaine Field should be added to the Evaluation Group (presently Cllr Peter Crathorne and Bob Morgan the internal auditor).** This motion was proposed by Cllr Crathorne, seconded by Cllr Bridges and carried unanimously.
- 14 To discuss the cracks in the Market Cross and engaging an expert on how to manage the scheduled monument – Update**
- The Clerk reported that she had tried to get in touch with Historic England but had not received a response. It was agreed that she try to contact Historic England again to see whether they would be prepared to meet with her and Cllr Tomlinson.
 - Cllr Leech confirmed that no drilling or mechanical support was utilised with the installation of the Flag Pole and the socket was excavated by a professional volunteer.
 - **Following a brief discussion, it was RESOLVED that qualified consultants are asked to quote and make recommendations to investigate and restore the monument in consultation with Historic England.** This motion was proposed by Cllr Crathorne, seconded by Cllr Cornford and carried unanimously.
- 15 To receive an update on the following premises as ACVs - Warwickshire College Sports Hall and Sports Field.**
- Cllr Crathorne showed a photograph of the Sports Pavilion as it is currently and photographs of what it could become on the screen so that everyone could see how it could look if the building were to be upgraded. He went on to say that a resident in Henley had been assisting with the project and had made a significant contribution.
- 16 To discuss the purchase of three replacement Bus Shelters for Henley – Update**
- Cllr Broadbent reported that following the last JPC meeting the Clerk had been asked to enquire whether the quote received from English Heritage had included installation of the shelters. The Clerk had confirmed that the quote did not include installation and installation would need to be provided by a separate contractor.
 - Cllr Broadbent went on to say that since the last JPC meeting, a member of the community had been looking at the costings of replacement Bus Shelters and he had received a new

quote, costing £9,200 for the two High Street Shelters. The quote had been circulated to all Cllrs on 9th March.

- Cllr Broadbent also reported that one of the conditions of the granting of the planning permission for the Warwickshire College site was an amount of funding provided by the Developers to upgrade the Bus Shelter opposite the College site.
- The Clerk requested that this item be deferred until further information was available and she was able to submit precise figures to be included on the next Agenda.

17 Reports from Councillors – exchange of information only.

There were no reports from Cllrs.

18 Items for private session

There were no items for private session.

To confirm the date and time of the next JPC Meetings:

1. **Beaudesert & Henley in Arden – Annual Assemblies – 9th April 2018**
2. **Open Access Meeting which will be held on Monday, 23rd April 2018, commencing at 10.00 am in the Heritage Centre**
3. **JPC Ordinary meeting and Annual meeting which will be held on Monday, 21st May 2018, commencing at 7.00pm in the Memorial Hall**

PLEASE NOTE THAT IF ANYONE WOULD LIKE A HARD COPY OF THE DRAFT MINUTES FOLLOWING THE JPC MEETING AND DOESN'T HAVE ACCESS TO A COMPUTER, PLEASE CONTACT THE CLERK ON 01926 814491 TO REQUEST A COPY.

The meeting closed at 10.05 pm

Signed

Dated