



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

The Minutes of the Ordinary Council Meeting of the Beaudesert and Henley-in-Arden Joint Parish Council that took place on Monday, 18th March 2019 at 7.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

Present: Cllrs. Peter Crathorne (Chairman), Liz Jackson (Vice-Chair), John Garner, Bill Leech, Jayne Bridges, Peter Cornford, David Tomlinson, Elaine Field, Sally Harfield, Marijana Bainbridge and District Cllr Stephen Thirlwell.

In Attendance: 8 members of the public.

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.

Public Participation Session

- A Parishioner requested to speak about his planning application: 18/02244/FUL in respect of a new dwelling at the rear of 225a High Street. He went on to say that the JPC had raised the issue of the boundary when they commented on the previous application and he confirmed that he had updated the application with a Certificate D and published this in the Stratford Herald. He thanked the JPC for being so fastidious in their approach to the application. He advised that there were two further points that the JPC had made 'the proposal utilises much of the site from the dominant property at 225 High Street which is in a Conservation Area'. The new proposals will be smaller than some of the other dwellings in Prince Harry Road and he gave examples. Regarding the size comparison with other houses further back in Prince Harry Road, he said that his proposals will be smaller than most and again gave examples. It will also have a larger garden than all the properties on that side of the road (approx. 110 sqm). He said that the JPC had also commented on the style and design and they have deliberately set back the proposal from the main road, where building currently is so that it will not dominate the street scene or be a dominant feature. There are also other dwellings on Prince Harry Road with full cladding frontages plus a mixture of wood and render. There are also numerous dwellings which already exist in Henley within the Conservation Area with the same design. He asked if the JPC would support his application. The Chair thanked him for his comments and said that the application would be discussed later in the meeting.
- A Parishioner advised that he had sent two Reports to the Clerk and Cllr Crathorne and neither had been circulated to all the members of the JPC and he asked why. Cllr Crathorne responded and said that the Reports had been circulated to the Traffic & Car Park Acquisitions WP and he would investigate distributing them to all the members of the JPC.
- A Parishioner asked to speak about planning application 19/00377/FUL and said that she would like to highlight the parking issues which would be exacerbated if the application were to be granted as there were already issues in this respect in Prince Harry Road. She went on to say that there would be a loss of wildlife in the area because it was an ecological habitat, particularly for hedgehogs. She also felt that there would undoubtedly be a loss of privacy for near neighbours.

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

- 1 Apologies for absence and acceptance of apologies**
Apologies were received and accepted unanimously from County Cllr John Horner and Cllrs Mike Willmott and Cllr David Broadbent.
- 2 Declarations of Interest and Dispensations**
Cllr Marijana Bainbridge declared an interest in respect of Planning Application 19/00484/FUL as her husband was involved in the proposals. Cllr Liz Jackson declared an interest in Planning Application 18/02663/REM as she is a near neighbour to the proposed development.

3 Reports from District Councillor Stephen Thirlwell

- Cllr Thirlwell reported that SDC had approved a 1.5% increase in the Council Tax which equated to an extra £2.05 per household on a Band D property.
- Cllr Thirlwell advised that the SDC Cabinet would look at the recommendations that a Report on the Urban Capital Grant Scheme had made at their first meeting of the new SDC in June 2019.
- Cllr Thirlwell confirmed that SDC was not taking as long to carry out local searches and had been working on reducing the backlog.
- Cllr Thirlwell advised that the issues which had been identified by SDC Enforcement Officers at Brookside/Hungar Hill were still on-going and had not been resolved.
- Cllr Thirlwell confirmed that the SDC Peer Challenge Review which had been undertaken two years ago had questioned how SDC were progressing with some of the observations they had made. Cllr Thirlwell advised that they were very complimentary about SDC working with stake holders and partners, particularly in respect of the Cllrs induction programme regarding new Cllrs taking office in May. SDC had also been praised for opening some of their training events to parish and town councils in the area.

4 Minutes of the ordinary meeting held on 18th February 2019 to be approved and signed.

It was RESOLVED that the Minutes of the meeting held on 18th February 2019 were confirmed as a true record and signed by the Chairman. This motion was proposed by Cllr Garner, seconded by Cllr Tomlinson and carried unanimously by all those present at the meeting.

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

There were no matters arising.

David Jackson, Chair of the NDP Steering Group requested to speak through the Chair and said that he wished to express his concerns regarding planning application 18/02663/REM. He went on to say that the railway line was the natural boundary and 94% of residents had expressed that view in a questionnaire they completed within the NDP process. He advised that the proposals fall out-with the protected area of Henley.

6 Report by the Parish Clerk – Gill Peacock

- The Clerk reported that Nomination Packs for prospective candidates were available and the closing date for her receiving the documents was 26th March.
- The Clerk also reported that the closing date for the main JPC Grant applications was 15th March and she had forwarded on all the documentation on to the JPC Grants WP.
- The Clerk reported that the closing date for receipt of the Grass Mowing and Maintenance contract tenders was 22nd March and she had sent out eighteen packs to interested parties to date.
- The Clerk advised that the Internal Auditor had recently carried out an IA and she had circulated the Report to all Cllrs. The Report mainly mentioned updating the JPC Policies, which she was looking into.
- The Clerk also mentioned that she had received the two JPC flags and the top of the flagpole from Cllr Leech and was looking for volunteers to raise the flagpole and flags on three dates during 2019. Cllrs Tomlinson and Cornford agreed to carry out this duty with the assistance of Cllr Broadbent on his return from holiday.

7 To note the Council's responses to planning applications & note minutes of JPC Planning Sub-Committee

Application no.	Proposal	Address	Submitted by	Comments due by
18/03528/FUL	Loft conversion to include ensuite and bedroom	45 Meadow Road, Henley	Miss S Zagurskas	01.04.2019

Submission of reserved matters (layout, scale, appearance & landscaping) pursuant to Outline planning permission 15/03517/OUT for the demolition of existing workshops and the erection of 8 no. detached dwellings with associated parking and turning head and landscaping	Mayfield Farm, Bear Lane, Henley in Arden	Mr M Downes, Avaro Midlands Ltd	26.03.2019
Demolition of existing orangery and erection of a two-storey side extension	Clover Bank, Stratford Road, Wootton Wawen	Mr P Shanley	26.03.2019
Demolition of existing garage and office and construction of 1 new dwelling	Land at rear of 225A High Street, Henley	Mr M Jennings	28.03.2019
Demolition of existing factory & office. Erection of 9 townhouses and apartments, new vehicular access to Prince Harry Road and associated site works.	221 High Street, Henley	Mr J Clifford – F Goldsmith and Co Ltd	29.03.2019

- **18/03528/FUL – Following a discussion, the JPC RESOLVED to submit a response of No Objection. This motion was proposed by Cllr Tomlinson, seconded by Cllr Bridges and carried unanimously.**
- **18/02663/REM - Following a discussion, the JPC RESOLVED to object to the application, due to the following material planning considerations:**
 - **The JPC object to the design of the dwellings as they are lacking in imagination and creativity, given the opportunity provided for the potential of a design of high-quality houses.**
 - **The plans show a potential road access into Green Belt land to the East and North of the site and it should be removed.**
 - **There is an unacceptable discrepancy between the original outline red edged plans (150A) and those presented in the application as the extension protrudes to the East of the site (Original Outline Plan Ref: 266/7660/150A).**
 - **No screening is being provided on the Eastern boundary according to the plans which have been provided.**
 - **The turning point to the East and North allows direct access into the Green Belt.**
 - **The JPC feel that nothing has fundamentally changed since the previous application was submitted.**
 - **The above response was proposed by Cllr Tomlinson, seconded by Cllr Bainbridge and carried unanimously by those Cllrs who could vote.**
 - **19/00484/FUL - Following a discussion, the JPC RESOLVED to submit a comment of ‘No Representation’ and this motion was proposed by Cllr Cornford, seconded by Cllr Tomlinson and carried unanimously by those Cllrs who could vote.**
- **18/02244/FUL - Following a discussion, the JPC RESOLVED to object to the application, due to the following material planning considerations:**
 - **The proposals are out of keeping with the Conservation Area and the design is inappropriate.**
 - **There is too much massing on site.**
 - **The above response was proposed by Cllr Tomlinson, seconded by Cllr Jackson and carried unanimously.**

- **19/00377/FUL - Following a discussion, the JPC RESOLVED to object to the application, due to the following material planning considerations:**
 - **There are too many units proposed in the application;**
 - **The ridge heights are too high;**
 - **The Velux windows proposed are not appropriate and are out of keeping with the Conservation Area on the High Street;**
 - **The JPC are disappointed that integrated affordable housing is not included in the proposals.**
 - **The above response was proposed by Cllr Cornford, seconded by Cllr Bainbridge and carried by the majority.**
- The Clerk requested members of the JPC Planning Sub-Committee to respond to application 19/00635/TREE which she had forwarded on 11th March.

8 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 (*previously circulated*)**
 - Cllr Crathorne confirmed that the Finance Report had been uploaded to the JPC web site and circulated to Cllrs, attached to these minutes as an Appendix. He went on to say that the details of the payments and balances were available to see on screen. The Clerk confirmed that the current balances as at 18th March 2019 were Treasurers Account: £1,799.73 and the Deposit Account was £62,002.46.
 - It was also reported that £3,000 had been transferred from the current account to the deposit account to cover any invoices outstanding. There was one invoice requiring approval; Jon Vale Gardens for £380.57 and Cllr Crathorne confirmed that the work specified in the invoice had been carried out.
 - **It was RESOLVED that the Finance Report and the payments set out in the Report be approved; this motion was proposed by Cllr Garner, seconded by Cllr Cornford and carried unanimously.**
 - **To ratify the appointment of an Internal Auditor for the financial year 2019/2020**
 - Following a brief discussion, it was agreed to defer the decision to appoint an IA until the first meeting after the new JPC is elected. **It was RESOLVED that the decision be presented at the first meeting of the new JPC in May.**
 - **To discuss a mini grant application from the Parenting Project for £250.00**
Following a discussion, it was **RESOLVED** that a payment of £250.00 be awarded to the Parenting Project. This motion was proposed by Cllr Bridges, seconded by Cllr Cornford and carried unanimously.
 -
 - **Maintenance Property Management Delivery Report & Emergency Planning, including the approval of expenditure associated with the actions to be taken set out in the Report (*previously circulated*)**
 - **Cllr Crathorne advised that there were no emergencies to report.**
 - **Cllr Crathorne reported the following:**
 - The JPC agreed to supervise the removal of the Board and appoint a suitable carpenter to design it and make the protective shelf. However, he had been looking at the proposed wording and it was suggested that this be amended to reflect the current situation regarding the management of the joint parishes by the JPC.
 - Cllr Crathorne advised that the Clerk had written to Henley High School requesting an urgent meeting over concerns regarding the metal bridge access to the Skateboard Park. There are continuing concerns over the ongoing deterioration on the deck of the bridge. It was suggested that the JPC work with the Hub to try and find a resolution as there was an opportunity to install a bridge which is more aesthetically pleasing.
 - The footpath on both sides of the road from the traffic lights towards Stratford. It was agreed that the Clerk request that the maintenance contractor clear both sides of the pavement and Cllrs Tomlinson and Crathorne confirmed that they would meet him on site. Cllr Thirlwell also agreed to speak to SDC Street Scene and ask them if they could investigate the situation.
 - It was also agreed that the Clerk contact a painter and decorator to request a quote for painting the Market Cross railings.
 - **It was RESOLVED that the actions set out in the Property Report, which is attached as an Appendix and the expenditure identified be approved. This motion was proposed by Cllr Field, seconded by Cllr Tomlinson and carried unanimously**

9 Traffic & Car Park Acquisitions Working Party Report

- Cllr Cornford reported that the above WP Report had been circulated to all Cllrs and uploaded on to the JPC web site. Cllrs noted the contents of the Report and agreed to discuss the current situation in Private Session as there was commercially sensitive information to report.

10 Children's Facilities Working Party Report

- to approve the spend of £4,340.50 for outdoor gym equipment per quote from Sunshine Gyms
- To discuss the option of installing the zip wire as Phase One of the Riverland's Development at the cost of approximately £8,000.

Following a brief discussion, it was agreed that Cllr Field provide a further a further two quotes for the above equipment and report back to the next JPC meeting in April.

11 Tourism Working Party Report

- The two Reports below had been circulated and uploaded on to the JPC web site.
- **To discuss the potential to expand the Car Parking provision at Henley Railway Station**
 - Following a brief discussion, Cllr Cornford reported that the potential to expand the car parking provision at Henley Station was still at the exploratory stage and he would report back in due course.
- **To discuss the need for an improved town website in addition to the JPC web site.**
 - Following a brief discussion, the above Report was noted, and it was agreed that Cllrs would liaise with HWMT regarding the provision of the town site.

12 Report of the Clerk's appraisal. To agree the payment of a merit pay award of an extra increment to point 29 from 28 on the scale at an extra cost of £354.00 pa (plus any approved extra hours worked) in recognition of her service to the JPC and the community. This should be a fixed point pending further appraisals.

- Cllr Crathorne reported that the above document had been uploaded on to the JPC web site and circulated to all Cllrs. **It was RESOLVED to award the Clerk a merit payment of £354.00 pa from 1st April 2019. This motion was proposed by Cllr Field, seconded y Cllr Bridges and carried unanimously.**

13 Report of IT Working Party & considerations of their recommendations to appoint HTDL at a cost of £1,900 plus VAT and £xxx per annum support package.

- Cllr Crathorne reported that the cost of the support package if HTDL were appointed would be £720.00 pa, however, as this cost was not on the agenda, a decision would be deferred to the next meeting. **It was RESOLVED that the JPC appoint HTDL to redesign the JPC web site at a cost of £1,900 plus VAT. This motion was proposed by Cllr Leech, seconded by Cllr Field and carried unanimously.**

14 To discuss requesting WRCC to carry out a Housing Needs Survey.

The JPC Planning Sub-Committee recommends that a Housing Needs Survey be carried out. To approve the expenditure of no more than £275.00 for delivery of the survey to each household in Beaudesert & Henley. Note the preparation & analysis is at no cost to the JPC.

Following a brief discussion, **it was RESOLVED that no further action would be taken at this time. This motion was proposed by Cllr Leech, seconded by Cllr Bridges and carried by the majority with three Cllrs against.**

15 To discuss the response to John Barnes in respect of his proposals regarding an affordable housing scheme and public open space within Bear Lane.

JPC Planning Sub-Committee recommends that the JPC decides not to engage any further with Mr J Barnes.

- Following a brief discussion, **it was RESOLVED that the Clerk write to Mr John Barnes to advise him that the JPC would not engage any further with him. This motion was proposed by Cllr Cornford, seconded by Cllr Tomlinson and carried unanimously.**

16 To discuss the JPC grants process – update

- It was agreed that this item had been covered by the Clerk earlier in the meeting, however, she advised that she had received several applications for JPC Grants, and she had forwarded copies to all the members of the Grants WP.

17 To note progress of the NDP

- The Clerk reported that she had received several responses to the Regulation 14 Consultation, including one from SDC which said that there did not seem to be any maps included marking areas which should be protected. She went on to say she had met with members of the NDP Steering Group and Cllr Leech to see whether this issue could be resolved. SDC had also advised that they would be making additional comments in April. Once they had been received, the Clerk confirmed that she would meet with members of the WP again to incorporate any changes that were necessary.

18 Reports from Councillors – exchange of information only.

- Cllr Liz Jackson reported that the signage on Henley Golf Club were very large and asked if the Clerk could contact the SDC Enforcement Officer. Cllr Crathorne also requested the Clerk to contact the SDC Enforcement Officer regarding the signage for various houses which were for sale at the end of Arden Road, which were inaccurate.
- Cllr Bainbridge reported that the manhole cover on Warwick Road was loose and made a terrible noise. Cllr Crathorne advised that this matter had been brought up at the SDC/WCC Quarterly meetings, but no resolution had been found. It was agreed that the Clerk write to WCC, Highways and request them to contact ST as a matter of urgency.
- Cllr Bridges advised the meeting that it would be the last one she would be able to attend as she was in Peru on 29th April. She wished all the Cllrs that were re-standing good luck.
- Cllr Crathorne suggested that there was a plan to handover to the new JPC in May and requested the Clerk to contact the Chair of each Working Party to assist her with preparing a plan to be presented to the April meeting.

19 Items for private session

Cllr Crathorne advised that under Section 1, Sub Section, 2 of the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, it was felt advisable in the public interest, if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information 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. **It was RESOLVED that the Traffic & Car Park Acquisitions Report would be dealt with under Private Session and this motion was proposed by Cllr Garner, seconded by Cllr Tomlinson and carried unanimously.**

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

1. Annual Parish Assemblies – 8th April 2019 commencing at 6.00 pm in the Memorial Hall
2. JPC Ordinary Meeting – 29th April 2019 commencing at 7.00 pm at the Memorial Hall.

The meeting concluded at 10.10 pm

Signed

Dated