



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 Ordinary Council Meeting of the Beaudesert and Henley-in-Arden Joint Parish Council that took place on Monday, 21st January 2019 at 7.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

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

In Attendance: 11 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.

The Chairman, Cllr Peter Crathorne said that he felt that it was appropriate to pay a tribute to former JPC Cllr Sue Osborne who had sadly passed away on 12th January 2019. Cllr Crathorne invited Cllr Leech to say a few words and he began by saying that Sue had been one of the founder members of the Henley in Arden Community First Responders team. Sue was also involved in many other community organisations, such as the Heritage Centre and the Hub. Sue was renowned for her good humour; lively personality and she was a great friend and colleague who will be sadly missed by many. Her funeral will be held at St Nicholas' Church at 12.30 on 21st February 2019. Cllr Crathorne said that the JPC would be writing a letter of thanks and condolence to the family. There followed a minute's silence.

Public Participation Session

- A Parishioner asked if the JPC would consider supporting and promoting the idea of a monthly street market in Henley. She went on to say that a market would be beneficial to both residents and visitors to Henley. Although she understood that parking was difficult, she suggested that as the train station was only a five-minute walk from the centre of Henley, perhaps a park and ride scheme could be operated. Cllr Crathorne responded and said that he had had an informal conversation with the publicans at the White Swan, who were thinking of turning their car park at the rear into a venue for a monthly market. Cllr Crathorne went on to say that the JPC had recently formed a Tourism Working Party to promote Henley as an attractive venue to visit and they would be reporting to a meeting in due course. A Parishioner went on to say that she had put a post about the idea on Henley Matters.
- A Parishioner said that he felt that users of the buses were speaking highly of the improvements to the newly installed Bus Shelters, although he had been sceptical at first.

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 from Cllr Mike Willmott.

2 Declarations of Interest and Dispensations

Cllrs Peter Crathorne and John Garner declared an interest in Item 12 as they are trustees of the Hub and HWMT, Cllr Jayne Bridges, Bill Leech and David Broadbent also declared an interest in Item 12 as they are also trustees of the HWMT. Cllr Marijana Bainbridge declared an interest in Item 12 as her husband is a trustee of the HWMT.

3 Reports from County Councillor and District Councillor.

County Cllr John Horner:

- County Cllr Horner reported that WCC Officers were considering the budgets for 2019/2020 and a five-year financial plan. Officers said that they had forecasted that an additional £40 to £50 million will need to be saved over the next five years. He went on to say that WCC's discretionary budget had increased over recent years from £236 to £267 million. The increase is largely due to the children's and adult social care budget, however consequently severe pressure was being put on non-social care budgets. He went on to say that the WCC adult social care budget was a lot better than most other authorities as Warwickshire was amongst

the wealthiest top five top Local Authorities. Cllr Horner advised that there would probably be an increase in tax of 5%.

- Cllr Field asked Cllr Horner if a 20mph limit could be introduced in Arden Road under the Safer Routes to School Scheme. Cllr Field agreed to send him as much information as she could regarding potential collisions and any accidents in the area.
- Cllr Broadbent advised that he had contacted Cllr Horner regarding on-going parking issues in Market Way which were becoming an increasing problem.

District Cllr Stephen Thirlwell:

- District Cllr Thirlwell reported that SDC was also considering its budget for 2019/2020 and proposals were currently out to consultation. Cllr Thirlwell advised that an approximate rise of council tax of 1.5% was being considered.
- 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 to a satisfactory conclusion.
- Cllr Broadbent asked Cllr Thirlwell why he had not supported the JPC in their request for SDC to carry out a Community Governance Review which had been carried out recently. Cllr Thirlwell responded and said that he felt that the existing JPC could not decide about whether the parishes should be de-grouped on behalf of a new JPC following the Elections in May. He said that the responses to the consultation with all the residents in Beaudesert & Henley in Arden had been 11 for a Town Council and 25 against, with the Court Leet being counted as one vote. Cllr Thirlwell went on to say that he had considered all the responses to the consultation and his decision had not been taken lightly. Cllr Crathorne advised that all the residents in Beaudesert & Henley in Arden had received a letter and Cllr Harfield said that she and other residents in The Croft had not received any correspondence. Cllr Thirlwell agreed to mention to officers at SDC that some residents had not received a letter. Cllr Jackson asked Cllr Thirlwell why he had not mentioned his concerns in a previous meeting as the matter had been discussed over the years. Cllr Leech asked Cllr Thirlwell if the SDC Core Strategy could be changed as it refers to Henley as a Town.
- Cllr Cornford asked why SDC was taking so long to carry out local searches. Cllr Thirlwell responded and said that SDC was undergoing a change to an electronic system from the current manual system which should help in future.

4 Minutes of the ordinary meeting held on 19th November 2018 to be approved and signed.

It was RESOLVED that the Minutes of the meeting held on 19th November 2018 were confirmed as a true record and signed by the Chairman. This motion was proposed by Cllr Tomlinson, seconded by Cllr Bridges and carried unanimously by all those present at the meeting.

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

- Cllr Field asked if there had been any progress with a meeting about Henley becoming a zero plastics community. Cllr Broadbent responded and said that there had been no progress to date. Cllr Leech advised that there had been a piece uploaded on to the JPC web site. Cllr Crathorne confirmed that he would arrange a meeting with Cllrs Leech, Bainbridge and himself to take this matter forward and a report would be given at the next meeting.
- Cllr Field asked if there had been any response to the letters that had been sent to VASA and the HWMT regarding the Rural Cinema for additional information and the Clerk confirmed she had not heard anything further from either organisation.

6 Report by the Parish Clerk – Gill Bailey

- To Report on the Election Process and the requests received from SDC
The Clerk reported that she had received an email from SDC requesting her to be a local supply point for nomination packs to give to prospective candidates; to be a local collection and checking point for completed nomination forms and to bring completed nomination forms to the SDC offices for formal checking and acceptance. SDC have suggested that completed forms should be delivered to them no later than Wednesday, 27th March 2019. Cllr Crathorne pointed out that this would take extra time and put pressure on the Clerk which the JPC would have to pay for. He asked Cllr Thirlwell if he could make this point to the appropriate officers at SDC as it was their responsibility to manage the Election process.

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

Application no.	Proposal	Address	Submitted by	Comments due by
18/03296/FUL	<p>Demolition of former garage block and erection of dwelling</p> <p>Cllr Broadbent advised that the garage block had been previously owned by Orbit Housing. He advised that it appeared that Orbit were selling off land which had been previously used for social housing and not re-investing into the provision of replacement social housing. Cllr Thirlwell advised that this was a concern of SDC as it was also happening in other areas.</p> <p>Cllr Bainbridge advised that there was a legal requirement to provide at least two parking spaces for each new dwelling and the above application only provided one parking space.</p> <p>Cllr Tomlinson confirmed that the total floor space was 430 square feet, so the proposed unit was very small.</p> <p>Following a discussion, it was agreed that the JPC would support the proposals, however, they would mention in the response to SDC that more parking spaces should be provided.</p> <p>It was RESOLVED that the Clerk use her delegated powers to respond to SDC on behalf of the JPC and she would mention that additional parking spaces should be provided. This motion was proposed by Cllr Cornford, seconded by Cllr Tomlinson and carried unanimously.</p>	Former Garage Block off, Johnson Place, Henley in Arden	Mr G White ELM 14 Ltd	30.01.2019

- **To discuss an approach by Waterloo Housing to develop land off Bear Lane for affordable housing.**

Cllr Tomlinson said that he had prepared a brief report on the JPC Planning sub-committee meeting of 7th January and subsequent events in respect of the proposal by a representative of Waterloo Housing Association to develop an area of land to the East South and West of the coal yard off Bear Lane.

He went on to say that the meeting heard in public session that parishioners considered that a need exists for affordable housing in the joint parishes of Beaudesert and Henley. The need is recognised by the JPC and the emerging NDP. The evidence being current anecdotal, and an independent survey carried out during the public consultation period for the NDP. The question of where and how much of such development should take place is more problematic.

The proposal made by Waterloo is unsatisfactory on a number of counts not least a substantial part of which involved unwelcome incursion into green belt west of the recognised western boundary of Henley's built environment; the elevated position of the properties adjacent to the surrounding countryside; the access; and the unsatisfactory inability to produce a comprehensive site ownership for such a development; all of which breach the SDC core strategy in some measure.

The proposal submitted by Waterloo Housing has now been withdrawn, but there is a continuing threat of development proposals coming forward on the west side of Henley which will breach the built boundary and endanger the green belt and, if allowed to go to fruition, will not only go against the stated wishes of the majority of the population of the joint parishes, but will seriously impact on the infrastructure of the area to the point that it would become overloaded and unable to cope efficiently.

However, that is not to say that controlled development is an inevitable fact, and is necessary to provide housing for the population and growth within the location which is at the heart of the NDP and in the forefront of the planning thinking of the JPC

The Clerk reported that she had received an email from Waterloo Housing confirming that they had received the letter sent to them on behalf of the JPC advising them that they would not support a potential affordable housing development in Bear Lane. Waterloo Housing have considered the matter and felt that it should not proceed, unless something significant changed, which they did not foresee happening.

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 current balances as at 21st January 2019 were Treasurers Account: £306.63 and the Deposit Account was £74,003.16.
 - It was also reported that £9,007.33 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 £496.20 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 Bridges, seconded by Cllr Field and carried unanimously**
 - Cllr Field advised that organising an Affordable Housing Needs Survey for Beaudesert & Henley had also been discussed at the JPC Planning sub-committee on 7th January. Following a discussion, the actual need for affordable housing was debated and it was suggested that potential sites should be investigated first. A discussion took place and if a need were to be found, what would the process be for potential occupiers to register their interest. The Clerk advised that she had recently attended a training course at SDC on Home Choice Plus, which was their housing register and she had forwarded on an email to all members of the JPC about the process to follow.

- A Parishioner asked whether the NDP should re-visit sites for affordable housing because it had been overwhelmingly confirmed by Parishioners that the protection of the Green Belt surrounding Henley was extremely important to them.
- It was proposed that WRCC be contacted to find out the cost and legal requirements if an Affordable Housing Needs Survey were to be carried out. **It was RESOLVED that the Clerk contact WRCC and ask what the cost of an Affordable Housing Survey would be and the legal basis for any decisions in the future so that the JPC could consider any future implications. This motion was proposed by Cllr Field, seconded by Cllr Field and carried by the majority, with two Cllrs against.**
- **To discuss and note the contents of the Internal Audit Report**
 - Cllr Crathorne reported that the Internal Auditor for the JPC had carried out an Audit. He went on to say the following items had been mentioned in the Report:
 - The over-payment to Syclone Design who may have charged the JPC twice for the VAT element of an invoice. Cllr Garner advised that this matter was still being investigated.
 - Tracking the decision to install the Bus Shelters. Cllr Crathorne advised that the Clerk would be reporting on this matter later in the meeting.
 - Approval of the over-spend of expenditure for the WWI celebrations. Cllr Crathorne advised that there would be a report on this matter later in the meeting.
 - The IA Report confirmed that the Clerk's expenses were in order.
 - The IA Report confirmed that there had been recent changes to the Asset Register.
 - The Report acknowledged the fees which would be charged in connection with the Car Parks and Cllr Crathorne confirmed that a fixed fee had been agreed with Thomas Guise, the solicitors carrying out the legal work for the JPC.
 - Cllr Field asked why the JPC had not accepted the quote which had been provided for three Bus Shelters for £12,000, particularly as the JPC had subsequently accepted a quote for approx. £10,000 for two shelters, making this estimate more expensive. Cllr Broadbent advised that the quote of £12,000 for three Bus Shelters did not include the cost of installing the shelters and this had been taken into consideration when the quote had been considered.
 - Cllr Crathorne thanked the Internal Auditor for all his hard work and being so thorough and confirmed that the JPC would learn from the processes which had been identified in his Report.
- **To discuss the increase of the contribution of the JPC towards monitoring the CCTV from £1,926 pa to £1,985 pa for two Cameras.**
 - Cllr Crathorne reported that the JPC had been advised that the cost of the provision of the cameras was going up from £1,926 to £1,985 for a four-year term. He went on to say that day-time coverage was free of charge and the cost of the cameras was for night-time cover.
 - Cllr Cornford pointed out that the camera outside the Butchers may not be functioning for a period of four months or so as work was being carried out and scaffolding erected where one of the cameras was installed.
 - **Following a discussion, it was RESOLVED that the JPC accept the new cost of £1,985 for two cameras on a four-year agreement. This motion was proposed by Cllr Bridges, seconded by Cllr Harfield and carried unanimously.**
- **To approve the overspend of £314.00 on the WW1 Commemoration Project**
 - The Clerk reported that there had been an overspend on the commemoration celebrations for the ending of WWI and she confirmed that she had reported this at the JPC meeting on 19th November. She went on to say that an invoice of £720.00 had been received GS Adams for the electrical work and a further two invoices for £518.40 each from Forest Fireworks for the torches had created an overspend of £314.00. **Following a discussion, it was RESOLVED that the overspend be accepted and paid for by the JPC. This motion was proposed by Cllr Garner, seconded by Cllr Tomlinson and carried by the majority with one Cllr against.**

- **To approve the balance owed of £4,600 on the satisfactory installation & completion of the bus shelters**
 - The Clerk reported that she had received an email from the gentleman who was acting as the liaison between the contractor, the JPC and Cllr Broadbent. She went on to say that the Bus Shelters had been installed, however, there had been several issues identified with the installation and a snagging list had been produced. **It had been suggested that a figure of £500 be withheld until the work had been completed, however, as the list of issues was so long, it was RESOLVED that the balance of the payment of £4,600 be withheld until the work had been completed. It was also agreed that Cllrs Crathorne and Broadbent speak to the contractor and the situation explained to them. These motions were proposed by Cllr Broadbent, seconded by Cllr Tomlinson 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 three matters he wanted to raise;
 - The installation of the Notice Board on the West facing wall of St Johns Church. Cllr Crathorne advised that a contractor had been appointed to design the Notice Board and install a temporary sign with the same information whilst the new Board was being made. He went on to say that this was now an urgent matter and the Clerk was asked to investigate the matter and report back to the JPC.
 - The large Leylandii on the pathway from Milking Lane to School Road. Cllr Crathorne provided photographs of the tree which overhangs the property nearby and completely shrouds the lamppost making the path very dark at night. Cllr Crathorne advised that further information had been received regarding the owner of the land and following a brief discussion, it was agreed that the Clerk write to the owners and request that they remove the tree. An amendment to this proposal was made by Cllr Bainbridge and she asked if the tree could be cut back rather than removed. This amendment to the motion was proposed by Cllr Bainbridge, seconded by Cllr Jackson and carried by the majority with one Cllr against.
 - Cllr Crathorne advised that the tender for the grass mowing and maintenance needed to be reviewed and that neither he, nor Cllr Tomlinson could be involved in the process. Following a discussion, it was agreed that Cllrs Field and Garner support the Clerk and assist her with the contract. The Clerk was requested to send the existing specification to Cllrs Crathorne and Tomlinson so that they could assess whether the existing contract was fit for purpose.
 - **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 Tomlinson, seconded by Cllr Jackson and carried unanimously.**
- **Traffic & Car Park Acquisitions Report**
 - Cllr Cornford reported there had been no further progress with the purchase of The Croft Car Park.
 - **To approve Heads of Terms with SDC regarding Prince Harry Road Car Park**
 - Cllr Cornford advised that Heads of Terms had been received from SDC in respect of the Prince Harry Road Car Park and which were subject to contract. Cllr Cornford went on to say that there had been a slight amendment made under Item 21 on the document 'Landlord's Reservations' 'The Landlord reserves the right to grant an agreement with Lloyds (or some other Bank) to site a mobile bank in the car park at a location to be identified. If the above licence is still in existence, the Landlord will pay to the Tenant the sum of £300 per annum'. Cllr Cornford advised that SDC would receive the sum of £1,500 and Cllr Thirlwell had said that he would utilise this funding for good causes in Henley.
 - Cllr Cornford advised that he had contacted Helen Smith at SDC and requested that she receive confirmation from Tim Stedeford, the SDC Solicitor that he has sent a draft lease to Thomas Guise, the JPC Solicitors. Cllr Cornford indicated that there was an increasing pressure now for Thomas Guise to receive the draft lease. Cllr Cornford requested the Clerk email Tim Stedeford, copying in Helen Smith and Cllr Thirlwell, and ask if a draft lease could be provided as a matter of urgency.
 - The Clerk confirmed that fixed fees had been agreed with Thomas Guise for the legal work they carried out in respect of the Car Parks in Henley.

9. To ratify the updated JPC Media and Social Media Policy (previously circulated and the Clerk added to enable her to administer the JPC Facebook page)

- The Clerk said that she had recently attended a training course and it had been suggested that the Clerk be one of the administrators for a social media site. **It was RESOLVED that the JPC agreed to add the Clerk as an administrator of the JPC Facebook Page. This motion was proposed by Cllr Bridges, seconded by Cllr Broadbent and carried unanimously.**

10. Approval of the Agenda for the Appraisal of the Clerk

Cllr Crathorne advised that he had circulated the document detailing the agenda for the appraisal of the Clerk. He asked if another Cllr would help him carry out the appraisal process and Cllr Cornford volunteered. Cllr Crathorne advised that a Report would be submitted at the March meeting. **It was RESOLVED that Cllrs Crathorne and Cornford carry out the Clerk's appraisal and this motion was proposed by Cllr Bridges, seconded by Cllr Leech and carried unanimously.**

11. To approve the Budget and Request for Precept of £116,600 from SDC for 2019/2020

- Cllr Crathorne uploaded the proposed budget figures on to the screen in order that they were available for members of the public. He went on to say that there was a proposed increase in the precept from £115,000 to £116,600 which took account of the increase in the number of new properties in Beaudesert & Henley, thus leaving the actual amount of the precept for each household unchanged.
- Cllr Crathorne confirmed that the proposed budget figures had been circulated to all members of the JPC and were available on the JPC web site.
- Cllr Field advised that she had looked at the amount of support that the JPC gives to voluntary organisations. Cllr Field went on to say that the JPC had requested that regular financial reports be provided by the Hub and the Library as part of the agreement if the JPC were to provide the funding and the Hub had not provided any Reports, although she acknowledged that the Library had provided three in the last two years.
- Cllr Field asked whether the JPC should be supporting a voluntary organisation when the JPC, nor members of the public, were informed of how the funding was spent.
- Cllr Field proposed that the budget and precept remain the same and the funding proposed to the Hub was withheld until such time as they provided the financial information requested. Cllr Field went on to propose that Cllrs Tomlinson, Harfield, Bainbridge and herself look at the financial information provided by the Hub as they had not been part of the original council who had agreed the funding initially. Cllr Garner asked that this group consider what information would be required in order for the payments to be triggered.
- It was agreed that the next payment of £8,333 would be paid in March as this was the last payment which had been agreed by the JPC for the financial year 2018/2019.
- Cllr Cornford made the point that JPC Cllrs were not professionals in either youth work or library work and would not know how to run either organisation, so they were not able to make a judgement.
- **Following a discussion, it was RESOLVED that the budget and precept remain the same and the funding to the Hub and the Library be withheld until further investigations took place and Cllrs were satisfied that the funding the JPC provided was being used effectively. This motion was proposed by Cllr Field, seconded by Cllr Garner and carried by the majority with two abstentions and two Cllrs who had declared an interest and could not vote.**
- Cllr Crathorne confirmed that he would welcome a dialogue with members of the JPC as the accounts for the Hub were audited by an independent party and submitted to the Charity Commission, who would identify if there had been any irregularities.
- **Following a brief discussion, it was RESOLVED that the JPC request SDC to provide them with a precept of £116,600 for the financial year 2019/2020. This motion was proposed by Cllr Garner, seconded by Cllr Leech and carried unanimously.**

12. To discuss whether refreshments should be provided at the Annual Assemblies on 8th April, and if approved, agree a budget of up to £100.00.

The Clerk advised that it had been suggested that this item be added to the Agenda for this month so that consideration could be given as to whether refreshments should be provided for the Annual Assemblies in April. **Following a discussion, it was RESOLVED that the JPC provide refreshments and ask various community groups if they would like to provide a**

stand advertising their organisation. This motion was proposed by Cllr Field, seconded by Cllr Bainbridge and carried by the majority, with five Cllrs abstaining.

13. To manage the procurement of professional advice in respect of the redevelopment of the JPC web site, together with an IT support package for the Clerk – update

Cllr Crathorne reported that five organisations had submitted quotes for an IT and a support package; they had all be considered and a matrix produced. Out of the five quotes received, they had been reduced to two or three candidates and Cllr Garner, the Clerk and himself would be visiting organisations who had been successful in February.

14. To note progress of the NDP & to ratify submission of the NDP & Evidence Based Reports etc., to go to the Regulation 14 Consultation

- The Clerk said that she had circulated a Report detailing the procedures to go to Regulation 14 to all the JPC Cllrs, together with the Chair of the NDP Steering Group and which is attached to these minutes as an Appendix.
- The Clerk advised that she had met with the Chair of the NDP Steering Group and had gone through the process to go to Regulation 14 with him. She went on to say that the NDP and all the supporting documents would need to be sent out to local PCs and Cllrs, together with a generic list of consultees. The Clerk went on to say that she was liaising with the PA for the Chair of the NDP Steering Group over the logistics for the process.
- The Clerk advised that once she had received consultation responses back and the NDP had taken them into consideration, the JPC would need to look at employing a Planning Consultant to carry out some of the work on the NDP in the future.
- **Following a brief discussion, it was RESOLVED that Regulation 14 be commenced and this motion was proposed by Cllr Garner, seconded by Cllr Field and carried unanimously.**

15. Reports from Councillors – exchange of information only.

- **Cllr Bainbridge** reported that the pathway by The Hawthorns, including the two Bus Stops needed to be trimmed back as it was very overgrown and overhanging the pathway. Cllr Crathorne advised that it was the responsibility of SDC to carry out this work, however, if they refused, he would ask the maintenance contractor to carry out the extra work.
- **Cllr Field** reported that Parishioners were becoming very concerned because there had been a spate of burglaries in Henley. Cllr Field asked the Clerk if she would contact the Clerk for Hockley Heath and ask her if she could provide the JPC with some information about the community led scheme that they had initiated with residents patrolling the streets of Hockley Heath, as their crime rate had dramatically reduced.

16. Items for private session

There were no items for private session.

The meeting closed at 9.25 pm.

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

1. Planning Sub-Committee Meetings – 4th February 2019 commencing at 6.00 pm at the Heritage Centre (*note: this meeting may be cancelled if no planning applications are received*).
2. JPC Ordinary Meeting – 18th February 2019 commencing at 7.00 pm at the Memorial Hall.

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

Signed

Date