



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

The Minutes of the Council Meeting of the Beaudesert and Henley-in-Arden Joint Parish Council that took place on Monday 19th October 2015 at 7.15 pm in the Baptist Church Hall, High Street, Henley-in-Arden.

Present: Cllrs. Bill Leech (Chairman), Liz Jackson (Vice-Chair), David Broadbent, Heather Hemus, Linda Jackson, John Garner, Peaches Melhuish, Peter Cornford, Peter Crathorne.

In Attendance: 17 members of the public.

Apologies for absence: The following apologies were received and accepted : County Cllr. Mike Perry, SDC Cllr. Stephen Thirlwell, Cllr Mike Wilmott, Cllr Lorraine Taylor-Green, Cllr Jayne Bridges.

Declarations of Interest and Dispensations:

- 2.1 Cllr Melhuish declared an interest in Item 9 and Planning Application: 15/00567/FUL as she is a near neighbour to the proposed site.
- 2.2 There were no written requests for dispensations for DPI.
- 2.3 There were no requests for dispensation.

3.1 Public Participation Session:

- **Carsina Goodman** requested that the minutes for last month be altered to reflect the fact the Chair had said that Henley looked scruffy. Cllr Leech responded by saying that Mrs Goodman's comment would be minuted.
- **Anna Best** asked why the street cleaning carried out by SDC only seemed to be carried out twice a week. She went on to say that part of the reason that Henley flooded in 2007 was because the drains were blocked and she was concerned that this situation may happen again. Cllr Leech responded and said that the JPC was in discussions with SDC regarding this issue. Cllr Leech went on to say that he did feel that Henley was scruffy and the JPC would make maintenance a priority.
- **Les Goodman** requested that the contact details for the Clerk be printed on the Agenda in the future. Cllr Leech responded and said that he would ensure that the Clerk's details would be included on the next Agenda.
- **Les Goodman** asked if the Chair could confirm that the members of JPC who were involved with outside bodies as well as the JPC would have no involvement with the process for Community Grants and Mini-Grant. The Chair advised that this is correct. Cllr Crathorne said that there would be a discussion about the grants given by the JPC and that it would be part of the process.
- **Elaine Field** asked if there had been any progress on the JPC arranging a Parish Assembly. Cllr Leech responded and advised that it was the intention of the JPC to hold an Assembly in November and he would confirm the date when he had made contact with the organisers of the events to be held at the Baptist Church Hall.
- **Fred Dowling** said that he had concerns about the closure of Warwickshire College and the loss of the sports facilities. Cllr Leech responded and said that he had received a letter from former Cllr Nick Haycock regarding the same issue and asked if Mr Dowling would be able to add his comments later on in the meeting as this item was on the agenda.
- **Hetion Patel** introduced himself as a new resident in the Village of Henley in Arden. Cllr Leech welcomed Hetion on behalf of the JPC. Carsina Goodman said that Henley was a Market Town. Cllr Leech said that the JPC were in the process of trying to make Henley's

status as a Town official and were waiting on the responses to the NDP questionnaire regarding this matter.

- **Stuart Hemus** said that the dog bin at the end of High Street by Mill Court had disappeared. Cllr Broadbent responded and said that he had spoken to the developers about replacing the bin but nothing had materialised to date. Cllr Broadbent requested the Clerk write to the developer requesting they return/replace the dog bin.

The Chairman thanked the public for their contribution to the meeting.

4. Reports from County Councillor and District Councillors.

No Reports had been received as their apologies were recorded earlier in the meeting.

5. Minutes of previous meetings

It was resolved that the Minutes of the meeting held on 21st September be approved with the following alteration to include the reference that the Chair had said that Henley was 'scruffy'.

Proposed Cllr. Broadbent, seconded Cllr. Garner. Passed unanimously

6. Matters arising from the minutes of the meeting held on 21st September 2015

- Cllr Melhuish said that the comments that Carsina Goodman had made regarding the Chair saying that Henley was scruffy were correct. Cllr Leech said that he had made the comment in the public part of the last meeting. Cllr Crathorne responded by advising that as he had been the minute taker at that meeting, it was his understanding that Councillors requested if they would like a specific remark mentioned in the minutes and as this had not occurred he had not recorded the remark.
- Cllr Leech confirmed that he had tried to contact Gordon Trinder to organise an available date for the Parish Assembly but had not received a response to date. Elaine Field asked if there would be one or two Assemblies and Cllr Leech said that the JPC preference would be to hold just one to incorporate both Parishes. Cllr Leech went on to say that the JPC would contact other Joint Parish Councils to find out what they did.

4.1.3 Cllr Leech said that Network Rail had agreed to tarmac the new parking area at the Railway Station after the work had been completed. He requested the Clerk to contact Network Rail to request that they carry out this work, as agreed. Cllr Cornford said that the car park at the Station was full most days. Cllr Crathorne said that there had been a misunderstanding with Mr Calcutt between the managers and the lessee over the fact that the lessee had been given information about the termination of the lease in writing by hand.

4.2.2 Cllr Leech reported that he had not heard from the SDC Conservation Officer regarding his attendance at a JPC meeting.

- Cllr Crathorne reported on his meeting with the CCTV Forum and said that they were liaising with both WCC and SDC regarding the CIL Funding that housing developers now had to provide with regards to providing additional cameras in the area. Cllr Crathorne said that a visit to the CCTV headquarters had been suggested and he was waiting for dates. Cllr Crathorne advised that the three monthly report had errors in the information provided and it would be loaded on to the web site when the correct version had been received.
- Cllr Leech confirmed that the Clerk was looking into the maintenance issues regarding Birdcage Walk with SDC and would report back when she had some further information.
- Cllr Crathorne asked if the Clerk had received any information from the previous Clerk regarding the up to date financial position of the JPC, according to the requirement of the Local Government Act 1972 s115(1).

Beaudesert & Henley in Arden Neighbourhood Development Plan

- David Jackson, Chair of the Neighbourhood Development Steering Group reported that :
- 800 Questionnaires had been delivered to all residents in Beaudesert & Henley
- SDC confirmed that 240 responses had been received by them to date, which was an excellent response as the consultation period is just over half way.

- Residents who wish to have their say can still respond – the deadline is 31st October
- SDC should send out Questionnaires if residents request a copy as they are tracked by them.
- Following the consultation period, SDC will provide a detailed report
- Following the report, a draft NDP will be sent out for consultation
- Following the consultation, there will be a referendum – Spring 2016
- The NDP will help to shape the future of Beaudesert & Henley over the planned period until 2031
- Cllr Cornford said that he was concerned that the business community had no voice. David responded and said that the local businesses had been invited to a consultation meeting for this purpose earlier in the year. David also said that the directive from SDC was to send out the Questionnaires to householders only.
- The intention was to invite the local business community to a further meeting so that they had a say in the prosperity and future of Henley and surrounding areas.
- Cllr Crathorne said that in his opinion, the business community need to have a voice because it would be impossible to progress the NDP without the support of local businesses.
- The Clerk was requested to add the support of the local business community to the agenda for the next meeting.
- Cllr Melhuish asked if traffic/parking had been mentioned in the Questionnaire. David responded and confirmed that both issues had been raised a number of times.
- David confirmed that he was liaising with the education community and there was scope to identify the needs of the community in the NDP.

7. Report by the Parish Clerk including the Financial Report and schedule of recent payments

The Clerk introduced herself and said that she was delighted to commence her new appointment and welcomed any concerns that residents had. She said that the JPC had received a letter from the Royal British Legion regarding their attendance at the Remembrance Day Service on 8th November and the majority of Cllrs would be in able to attend the Parade. She said that she had been acquainted with various concerns already and that she would make the on-going issue of maintenance a priority.

The Clerk also reported that the bank balances on 19th October 2015 were:

- **Current Account £2,274.30**
- **Deposit Account £85,612.46**

The following list of payments were approved:

- | | |
|---|-----------|
| • Royal British Legion | £25.00 |
| • Jon Vale Gardens | £778.20 |
| • RC Window Cleaning | £50.00 |
| • SDC | £2,311.20 |
| (CCTV - held over from last meeting; we're being chased for this) | |
| • SDC | £1,006.08 |
| • T Mousley & Son | £180.00 |

Proposed Cllr. Melhuish Seconded: Cllr. Garner. Passed unanimously

8. Review of the Committees and Working Parties

8.1 Financial and Asset Working Party

Cllr Garner reported that he would attend a meeting with the Clerk in order that the accounting process for the JPC could be taken forward. It was resolved that the Finance and Asset Working Party be dissolved and that Cllr Garner be appointed as the Cllr responsible for monitoring the affairs originally allocated to the Finance and Asset WP.

8.2. Communications and Events Working Party

There was no written report from this Working Party, however Cllr Melhuish gave a verbal report:

- The JPC was trying to arrange for the planning documents to be accessed from the library and she hoped to report back at the next meeting.
- The JPC would encourage the markets to come back to Henley, together with charitable and community events.
- Facebook was not joined to the JPC and currently run separately, although there was a link to the web site so that members of the public could access the JPC agenda. She said that there were a lot of rules and regulations which the Council would have to adhere to and she was investigating a way forward if the JPC would like to pursue the use of Facebook.
- Cllr Crathorne said that whilst Facebook is a really good idea, there needs to be a communication process in place for those residents who don't have access to a computer.
- Cllr Crathorne suggested that the JPC could provide a regular article for the Henley Focus each month. The Communications & Events WP agreed to look into this suggestion and report back to Council next month. He requested that the rules for Working Parties in the matter of written reports to the JPC should be observed.
- It was agreed that the Clerk look into an appropriate policy document in respect of Facebook and the C & E WP would consider the proposal as it would benefit both the JPC and the community.
- Cllr Melhuish agreed to look into communication and social media and whether it would be possible to submit an article to Henley Focus. A member of the public advised that the JPC used to submit an article for Henley Focus and it would help with communicating with those who do not have access to a computer.
- Cllr Jackson said that the same article could also be submitted to Henley News Online.

Proposed: Cllr. Crathorne Seconded: Cllr. Melhuish. Passed unanimously

8.3. Children's Facilities Working Party

Cllr Crathorne advised that he had circulated a report which is attached to these minutes and the CFWP recommends that the JPC approve the following resolutions :

- Approval is given to the attached outline report and the suggestions for future action set out in it.
- That the consultations with the external organisations set out in the attached report are approved.
- That the Henley Duck Pond Project is approved for further investigation acknowledging that there is an estimated cost of £300.00 that could be made available from the business funding reserves to seed its launch.
- That consideration will be given to incorporating into the Council's annual budget a properly funded maintenance plan and a ten year savings fund for renewal of the three play areas that are the responsibility of the JPC, in addition the WP is asked to prepare an estimated cost of such provision.
- That Cllr Cornford stands down from the WP.

Proposed: Cllr. Linda Jackson: Seconded: Cllr. Hemus. Passed unanimously

8.4. Traffic and Parking Working Party

Cllr Cornford reported :

- That the JPC had agreed a small budget to progress the issue of parking and traffic in and around Henley.
- Permissions would be required from both London Midland and Network Rail to produce a survey about parking at the Railway Station.
- The WP would liaise with suggested questions for the survey.
- It would take two to three weeks to collate evidence and the WP would report back to Council once completed.
- Cllr Crathorne suggested that the WP should carry out a survey of the staff in offices in Henley to ascertain their issues and needs, which would also give an overview of the situation.

8.5. Standing Orders Working Party

Cllr Crathorne proposed that this Working Party had completed its work and should be dissolved. Cllr Liz Jackson suggested that this action may be a bit premature and that the WP should

continue to look at the current Standing Orders and the Clerk would also have an input into the production of an up to date document. The WP was also asked to review the Mini-Grants procedure with the Clerk. It was agreed that the Clerk liaise with Cllr Crathorne to take these matters forward.

8.6. Emergency Planning Working Party

Cllr Crathorne reported that there did not appear to be a record of who was on the Parish Emergency Team, although he felt that there was a requirement for Volunteers. He said that he had received three Volunteers already and was in the process of looking for more. The Emergency Planning procedures would be prepared for the next meeting and would be utilised for a number of serious issues which may arise in Henley in the future.

Maintenance

Cllr Crathorne reported the following :

- He had circulated a Maintenance Report and it was available on the JPC web site.
- T Mousley & Sons, Tree Surgeons and Consultants had prepared a Report for consideration. The Report was a combined survey including concerns from residents.
- The estimated cost of the work required was £5,010.00 and would include work on the most urgent items, together with removal of the logs from the river.
- The branches which are breaking off in Prince Harry Road would cost an additional £1,000.
- It was suggested that there be a maintenance budget in the future so that the most urgent items of maintenance could be dealt with.
- He would be meeting with the Clerk and Jon Vale on Monday, 26th October with the view that the JPC could prioritise what was most urgently required, including work on both Birdcage Walk and Milking Lane.
- As Henley in Arden is in a Conservation area, planning permission is required for any work required on trees and he would visit residents who had requested that work be carried out on certain trees to explain the situation. The Tree Surgeon was not able to justify the work that was requested on the trees.
- T Mousley & Sons will clear away all the rubbish.
- Work on the trees by the river was carried out in April, however, the contractor did not remove the logs when the work was completed. The Environment Agency has requested that the logs be removed from the river.
- The level of maintenance required by residents needs to be taken into consideration in the future, which would include the play areas.
- The JPC should seek value for money and tenders will be sought for significant works required.
- Cllr Jackson enquired about the two trees near the Medical Centre and Cllr Crathorne reported that he had met with the Manager and they had agreed that as the tree was on their land, it was their responsibility to maintain it. Cllr Crathorne also said that following a meeting it was agreed that it was the owner's responsibility to maintain the tree by the fence near the Medical Centre as the tree was within the boundary.
- It was resolved that the works agreed should go out to tender and the JPC receive three quotations after the funds had been identified from the budget.

9. To consider the Council's responses to the following substantial planning application(s) and to review the planning applications report.

Application No	Proposal	Address	Applicant
15/03102/FUL	Proposal for the erection of a new dwelling at the rear of dwellings; Sunnyside and Ferndale.	Sunnyside & Ferndale New Road Henley-In-Arden B95 5HY	Mr Craig Fullerton

9.1. Cllr. Hemus reported that the plans had been amended slightly and it was suggested that a further comment be submitted stating that council objected strongly to the proposals as the footprint is still too large and it is overdevelopment.

Proposed: Cllr. Hemus Seconded: Cllr Cornford. Passed unanimously.

15/02834/FUL Ground & First Floor 153 High Street A & J Hunter
Rear Extension

9.2. Cllr. Hemus reported that the JPC had objected and their comments were recorded on the SDC web site.

15/02580/FUL Demolition- Build Coal Yard, Bear Lane Mrs J Howe
Nursery & 3 Houses

9.3 Cllr. Cornford declared an interest in this application. Cllr Hemus reported that the JPC had received amendments to the application. It was suggested that the JPC submit a further comment re-affirming the Council's previous concerns.

Proposed: Cllr. Hemus Seconded: Cllr Melhuish. Cllr Cornford abstained. Carried.

The Cemetery Application:

Cllr. Hemus advised that the determination date for this application is 31st October and it would be referred to the SDC Planning Committee. It was noted that there was mis-information in the application and there were Badgers present on the land.

Cllr. Hemus suggested that the council should submit a further objection to the Cemetery project in the strongest possible terms as there was no proven need for the next 20 years.

Proposed: Cllr. Hemus Seconded: Cllr Jackson. Cllr Melhuish abstained. Carried.

Cllr Cornford advised that the proposals for 3 High Street will not change the frontage and the applicant is re-submitting a fresh application. It was agreed that the Clerk write to the applicant acknowledging receipt of his letter and that he had made constructive changes to the original proposals.

Proposed: Cllr. Cornford Seconded: Cllr Jackson. Carried unanimously

Matters arising from previous meetings and new matters for consideration.

15/016 To consider moving the Town Boundary signs to new positions.
Cllr Broadbent suggested that the JPC would need to know what the costs would be prior to making a decision. It was agreed to place this item on the agenda for next month.

15/017 To report on response from SDC regarding Town Status.
Deferred until the results of the NDP Questionnaire are known.

15/030 To consider a maintenance programme for all the overgrown trees shrubs and borders, etc.

It was agreed that this item had been dealt with previously

15/041 To consider the Community Grants and Mini-Grants Programmes.

- Cllr Crathorne reported that a small group of Cllrs need to look at the procedures and simplify them. Cllr Jackson said that she felt that the focus should be on timescales. Cllr Melhuish said that she felt that the procedures should not affect the existing organisations that received grants and that the Standing Orders WP should re-assess the situation. Cllr Leech suggested that the Clerk liaise with a further two Cllrs to take this matter forward. Following a discussion, it was agreed that Cllrs who were involved with a group that may request a grant should not be part of the decision making process, however they could be part of the group of Cllrs who researched the process.
- Cllr Crathorne said that the Community Grants should be available from the next financial year but the mini-grants could be applied for at any time.
- It was agreed that the Clerk put forward a proposal as a matter of urgency and she would liaise with Cllrs Cornford, Melhuish and Jackson.
- Proposed: Cllr. Leech Seconded: Cllr Cornford. Cllr Crathorne voted against this proposal.

15/042 To report on potential options for parish office location.

A brief report was given by the Chairman outlining the best option was to have a JPC presence at The Heritage Centre each Monday morning from 1st January 2016 and that the Clerk would work the remainder of the time from home. As the decision to sign an Agreement was made at the last JPC meeting, an Agreement has been prepared in accordance with the Joint Parish Council's requirements.

15/050

To consider the closure of Warwickshire College.

Cllr Leech reported that Warwickshire College intend to close in July 2016. He said that he had received a letter from Nick Haycock, who had suggested that the site could be used for a Hotel, which he felt was badly needed in Henley.

Fred Dowling said that there were some wonderful sports facilities at the Collage and it would be a shame to lose them and that a Hotel may be a good idea. Cllr Broadbent advised that he had spoken to Warwickshire College and there was no need for a Hotel in Henley. Cllr Hemus suggested that the JPC approach Warwickshire College to try and keep it as an educational facility. Cllr Crathorne read a letter that he had received from Carol Shipman and that the possibility of a Sixth Form may be a way forward, which would reduce the current commute for youngsters attending Sixth Form. Cllr Cornford said that the number of students at the College had reduced from 950 to 350 and there were transportation issues to and from the College. Cllr Cornford confirmed that the application excluded the sports facilities and that they were considered to be valuation neutral by the College. Cllr Jackson said that if the College were to go, it would reduce the traffic problems at the cross roads.

Cllr Broadbent said that the proposal to have 43 properties for the elderly would create employment in the Town.

Cllr Crathorne said that the sporting facilities were used at a high level and if the facilities were to go they would be missed. He said that apparently the operational costs were £10,000 per annum. It was resolved that Cllrs Cornford, Garner and Broadbent meet with Henley in Arden War Memorial Trust and Warwickshire College to assist in devising a plan to preserve the sporting facilities for Henley. Proposed: Cllr. Cornford Seconded: Cllr Garner. Carried unanimously.

15/051

To Note De-Registration of Henley Together as a Political Party

The Clerk read out a letter that the JPC had received from the Electoral Commission confirming that the Party had been removed from the Great Britain register of political parties and the de-registration date was 29th September 2015.

Reports from Councillors – exchange of information only.

Cllr Cornford said that he had been asked about the parking situation outside the cottages by the traffic lights in Warwick Road and whether residents need a permit. Cllr Crathorne responded and said that the parking areas were designated for anyone to use but that this will be discussed with Cllr Perry as part of the consultation by the Traffic and Parking WP to see if this could be changed. He confirmed that he would respond to the resident.

Items for private session

There were no items to be discussed in private session.

To confirm the date and time of the next meeting

The Clerk confirmed that the next meeting is scheduled for Monday 16th November 2015 – commencing 7.15 pm.

Signed as a correct record.

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Date 16th November 2015