



# 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](mailto: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, 18<sup>th</sup> April 2016 at 7.00 pm in the Henley in Arden Memorial Hall, Station Road, Henley-in-Arden.**

Present: Cllrs. Bill Leech (Chairman), Liz Jackson (Vice-Chair), John Garner, David Broadbent, Peaches Melhuish, Peter Crathorne, Mike Wilmott, , District Cllr Stephen Thirlwell and County Cllr Mike Perry.

In Attendance: 8 members of the public.

Apologies for absence: The following apologies were received and accepted: Cllr's Heather Hemus, Linda Jackson, Peter Cornford, Lorraine Taylor-Green and Jayne Bridges.

Declarations of Interest and Dispensations:

- The Chair asked if Councillors had any interests to declare. No interests were declared.

### **3.1 Public Participation Session:**

- Mr Graham Hindley mentioned the sadness in the passing of Rosemary Furze who had been a JPC Councillor some time ago and was a prominent member of the Town. He advised that her funeral would take place on 19<sup>th</sup> April at Oakley Crematorium and the wake would be held in the White Swan afterwards. He said that everyone was welcome to attend. Cllr Leech asked if someone could write an obituary and Mr Hindley responded by saying that he had requested a member of the community to write a piece.
- Mr Chris Milsom pointed out that the steps by the Jubilee Play Area needed to be repaired. He said that it was the responsibility of WCC. Cllr Crathorne responded and said that due to the budget cuts, WCC did not have the funding available and it was the responsibility of the JPC as there were health and safety implications. He went on to say that the Community Payback Team had carried out some work previously. Mr Milsom advised that WCC owned the land. Cllr Crathorne disagreed as the Jubilee Play Area was part of The Mount and the JPC owned this land. Cllr Crathorne confirmed that he had previously looked at the Deeds for the land that the JPC owned. However, Cllr Crathorne agreed to check the Deeds again. Cllr Leech asked whether they may be something in previous minutes which would give the JPC a definitive decision and it was agreed that there should be some information recorded seven or eight years ago. The Chair thanked members of the public for their contribution.
- Mr Milsom went on to say that the area that needed to be repaired was part of a public footpath. Cllr Broadbent confirmed that he had started to carry out some repair work and WCC had advised that they would pay for any machinery that was required; however the work should be carried out by volunteers. Mr Milsom said that once the JPC start carrying out this work they will have to continue doing so. Cllr Crathorne said that he felt the health and welfare of the citizens of Henley were a top priority and as it was a health and safety issue, the JPC had a duty to carry out maintenance work. Cllr Leech requested County Cllr Mike Perry to see whether he could look into the situation on behalf of the JPC.
- Mr Milsom requested that some of the wording on the third page of the agenda headed 'Wires across the High Street Project' – fifth line of the first paragraph be deleted 'The wires could also be used by the Christmas Lights organisation to fill in the present void in the centre of the town, which residents have suggested should be filled'. Mr Milsom advised that he felt it was a misleading statement as the gap had been filled in last year. Cllr Leech agreed to alter the statement.

#### **4. Reports from County Cllr Mike Perry and District Councillor Stephen Thirlwell.**

- District Cllr Stephen Thirlwell requested that the minutes of the 21<sup>st</sup> March be revised to reflect the following comment 'the Inspector was minded to declare the Core Strategy sound subject to the consultation' instead of 'District Cllr Thirlwell advised that the Inspector had advised that the re-submission of the Core Strategy was sound and would go out to consultation on 31<sup>st</sup> March'.
- District Cllr Thirlwell reported that he had been in touch with the Environmental Health Department at SDC about businesses in Henley who may be contravening regulations. District Cllr Thirlwell said that an alternative approach to refuse collection may be provided in certain instances. Cllr Leech said that the JPC would welcome his assistance and direction on how to progress matters.
- District Cllr Thirlwell confirmed that the first Neighbourhood Development Plan in the District had been submitted by Long Compton and was about to go before the SDC Cabinet. He said that the NDP was very good and he would commend it to the JPC as it would carry more weight when the Core Strategy is adopted. Cllr Leech responded and said that Nicholas Butler of CPRE had been giving him updates as he had helped to write the document. Cllr Leech went on to say that it was a very useful document and thanked Cllr Thirlwell for his guidance.
- County Cllr Mike Perry advised that he had been at the Wootten Wawen PC meeting. He went on to report that the WCC had given out grants of between £5-£35,000 to small businesses whose turnover was under £100,000.
- Cllr Perry confirmed that he had been approached by the owner of a property in Milking Lane about the amount of water in the Lane. He had attended a site meeting with Richard Barnard of WCC and whilst WCC maintained the Lane there was no actual drainage in the Lane. He advised that the water runs off from the gardens at the top and there does not appear to be any solution to the issue.
- Cllr Perry advised that there had always been a gap in the wooden barriers that had been erected on the Redditch Road and now the gap had been cleared and the barriers angled.
- Cllr Perry advised that notice had been served on the New Age Travellers in the Town, however when it had gone to Court it had been found that the Judge had a prejudicial interest and so a new Judge had to be appointed. Cllr Perry went on to say that he felt that the two PCSO's who had been present with the officer from WCC when the Court Order had been presented to the Travellers had not supported the officer.
- Cllr Perry advised the JPC to speak to Bryn Patefield at WCC, as a courtesy; prior to the erection of the flag pole socket at the Market Cross as he felt that WCC owned the land and Highways had adopted it. He went on to say that that there may be health and safety implications of the flag pole were to injure a member of the public. He said it was a similar situation with the Christmas Tree which was planned to be installed in December. Cllr Perry advised that on Highways searches, the area was maintained by the public purse. He said that there needs to be a definitive answer to who owns the land as the JPC would not want to contravene Highways regulations. Cllr Perry asked if this item had been raised at previous meetings and the Chair confirmed that it had been. Cllr Leech went on to say that the JPC had taken advice from Historic England and SDC and Cllr Broadbent confirmed that he had spoken to a senior planning officer at SDC. Cllr Leech advised that he always understood that the JPC owned the land as the Market Cross was value at £600.00 on the JPC Asset Register.
- Cllr Perry also mentioned that the banners across the High Street were required to be 6m above the ground. He advised that the Music Festival had had placards and posters around the Town and had been criticised by members of the public regarding the health and safety implications. It was agreed that the JPC liaise with Cllr Perry over this matter.
- Mr Malcolm Coulter advised that he had complained to WCC twice regarding the obstruction of the traffic lights and he had not received an answer, despite having obtained two reference numbers. Cllr Perry responded and said that he would look into the matter.
- Cllr Perry confirmed that WCC were looking at the business case over a six month period for joining a Combined West Midlands Authority, as the District Council had done.
- Sally Harfield requested to speak to Cllr Perry regarding the upkeep of the two motorway islands on the M40. Ms Harfield said that she had reported this to WCC and that the islands were a disgrace and overgrown with weeds and ragwort. She went on to say that it gave a very bad impression when approaching Henley. Cllr Melhuish responded and said that it may be Solihull Council who are responsible not WCC. Ms Harfield confirmed that she had received an acknowledgement from WCC.
- Cllr Perry confirmed that he had looked at the Jubilee Steps with Mr Les Goodman and there was a soak-away by the wooden gate, but had seen no evidence of a drain. Cllr Broadbent

advised that there was a drain and he had cleared away a lot of debris from the drain cover. He went on to say that all the water emanating from Lodders field through a natural causeway at the rear of the area was running off and collects at the bottom of the steps. He re-iterated what he had said earlier and that WCC had agreed to pay for the machinery and not the labour. Cllr Broadbent advised that he had arranged to replace the hard-core on the steps and although WCC had originally taken responsibility for the area, they no longer did so and would only assist the JPC. Cllr Broadbent said that he was confident that it was JPC land. Cllr Liz Jackson suggested that a site meeting could be arranged with Cllr Perry and Cllr Broadbent. Both Mr Milsom and Mr Hubbocks advised that WCC had repaired the area in the past and Cllr Perry confirmed that he did not know whether WCC had carried out work in the past. Cllr Perry advised that he had spoken to Richard Barnard at WCC and his opinion was if the area was walkable and manageable, WCC probably would not carry out any work.

**5. Minutes of the meeting held on 21<sup>st</sup> March to be approved and signed.**

- **It was resolved that the Minutes of the meeting held on 21<sup>st</sup> March 2016 were confirmed as a true record and signed by the Chair, subject to the amendment requested by District Cllr Thirlwell mentioned above.** The minutes were then unanimously approved by those Councillors present.

**6. Matters arising from the minutes of the meetings held on 21<sup>st</sup> March 2016**

- The Chair read out the minutes of the 21<sup>st</sup> March and no one wished to make any comments on any matters arising.

**7. Report by the Parish Clerk – Gill Bailey**

- The Clerk reported that it had been a routine month and she was working on updating the policies that needed to be uploaded to the JPC web site, such as the Standing Orders, Financial Regulations and Complaints Policy.
- The Clerk also advised that the Annual Parish Council Meeting would be held on 16<sup>th</sup> May 2016 and everyone was welcome.

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

- Cllr Broadbent reported that there as a planning spread sheet which had been updated with all of the current and past applications. Cllr Broadbent went on to say that the JPC had to consider two current applications; one for 20 Mount Road which was a retrospective application and he felt that as the applicant had the property up for sale, he was trying to obtain permission so that everything was in order prior to selling. The other application was for 4 Camp Lane, which he planned to look at shortly, although he felt that there would not be any issues.
- Cllr Broadbent also confirmed that the JPC had submitted a planning application for the installation of a flag pole base at the Market Cross, following a meeting with the senior planning officer at SDC.
- Cllr Leech also advised that the JPC had been represented by the Clerk at the SDC Planning Committee in respect of the application for 6 Brook End Close. The Clerk responded and said that although she had prepared a script siting relevant policies, she felt that the planning committee had looked at the application and could find no reason to refuse it.
- Cllr Thirlwell was asked his opinion and he said that as the applicant for 6 Brook End Close had made modifications to the window making it smaller and higher and that one neighbour who would have been affected wrote in support, the Committee could find no fault with the application. He said that although the JPC had responded to the original application and that had been correct, perhaps the JPC could deliberate further if an amendment to an application was submitted. He went on to say that the officer would telephone the Clerk if they did not agree with the comments that the JPC had submitted.

**9. Reports by Working Parties:**

**Finance and Asset Councillor:**

### **To note the Schedule of recent Payments and Bank Balances.**

- Cllr Garner reported that the JPC Bank Balances as at 18<sup>th</sup> April were Current Account: £3,640.30 and Deposit Account: £63,628.10.
- Cllr Garner confirmed that there were no small payments that had been made since the last meeting. There were also a number of payments which required the approval of the JPC – all as detailed in Appendix A.
- Cllr Garner also advised that the Clerk would be taking over the finance and had access to the bank accounts on a read only basis. She had also undertaken training on the JPC accounting system.
- Cllr Liz Jackson asked about the payment to Network Rail and Cllr Garner confirmed that it was an annual charge levied on the JPC for the water pipe under Bear Lane. Mr Hubbocks confirmed that it was for the rental of the water pipe to the allotments.
- Cllr Garner advised that there was also a document which analysed performance against budget on the JPC web site. He went on to confirm that income had exceeded expenditure by £9,623.70 and that as the previous council had set a deficit budget, the JPC had saved a total of £13,068.14 against this budget. Cllr Crathorne thanked Cllr Garner and said that the document he had produced was most helpful.
- Cllr Garner also advised that the JPC were updating the Risk Assessment and that the JPC had identified the need for the Clerk to purchase a fire proof cabinet and an external hard drive to back up her computer. Cllr Melhuish asked if there had been a fire proof cabinet in Forward House and Cllr Garner responded saying that there had not been any fire proof cabinets as there had been a sprinkler system.
- Cllr Garner advised that the JPC had awarded grants and a summary had been included on the JPC web site. The Grants WP had requested accounting information from the Evergreens which had now been provided and therefore payment of the grant would be made. The Grants WP had also recommended that the grant application submitted by Henley High School for a Theatre Company to carry out a performance at the School had been awarded a mini grant of £500.00.
- **It was RESOLVED to approve the larger payments and pay a mini grant of £500 to Henley High School.** This motion was proposed by Cllr Garner, seconded by Cllr Melhuish and carried unanimously.
- Cllr Liz Jackson asked if there had been any applications for mini grants and Cllr Melhuish responded by saying that one application had been received late and they had been advised to apply for a mini grant.
- Cllr Crathorne confirmed that it had been suggested that a Cllr respond directly to the applications that had been received from both primary schools in Henley. The Grants WP had agreed that a grant could not be awarded to a statutory body, however, it had been suggested that a Cllr contact both primary schools to see whether the JPC could help in any other way. Cllr Crathorne was asked if he would represent the JPC and make contact with each primary school and he agreed to this, although he pointed out that it would be after he came back from holiday. It was agreed that the Clerk send a holding email out to each primary school advising them of that Cllr Crathorne will be in contact with them shortly.
- Cllr Crathorne asked the JPC to approve the amendments to the mini grant process, as detailed on the attached document. He went on to say that the application would be received by the Clerk and then she would make a decision as to which Cllrs to forward it on to. Cllrs would then make a recommendation to the next JPC meeting and funds could be released sooner. Cllr Melhuish said that the Grants WP was a designated small group of Cllrs.
- Cllr Crathorne said that he felt that the Grants WP should be dis-banded and Cllr Garner advised that as a number of Cllrs had an interest in the applications that had been received, the WP could be terminated.
- Cllr Liz Jackson said that she felt that each applicant should be assured of consistency and perhaps the application should be reviewed by a smaller group of Cllrs initially to ensure fairness and transparency. Cllr Melhuish asked what the purpose of dis-banding the WP was. Cllr Crathorne asked if Cllrs could vote on the amendments to the mini grants procedure.
- Cllr Liz Jackson put forward a counter proposal that a small sub-group be set up to review all mini grants and that the members of the existing Grants WP should be the same.

- **It was RESOLVED to approve the counter proposal which Cllr Liz Jackson put forward.** This motion was seconded by Cllr Melhuish and carried by the majority 4/3.

### **Communications and Events Working Party**

- Cllr Melhuish advised that no official report had been prepared; however, she advised that the flag pole socket had been installed. Cllr Broadbent advised that as the JPC had been short of time he had met with a senior planner at SDC and received advice on how best to progress the installation of the socket. A retrospective application had been submitted and photographs had been sent. Cllr Broadbent advised that he had received confirmation from the case officer that the installation of the socket had been done well. Cllr Broadbent asked for thanks to be recorded to John Shepherd and the White Brick Company who had provided labour free of charge and also Norman Kench for all his support.
- Cllr Melhuish confirmed that the flag was being stored in a cover in the Guild Hall garden. Cllr Liz Jackson asked if everything had been organised for Thursday and Cllr Leech responded and said that the Deputy Lord Lieutenant of Warwickshire would be attending, together with a group of children from the Primary Schools, representatives from the Court Leet, the Town Cryer and the BBC may also cover the event.

### **Children's Facilities Working Party – Report attached to the minutes**

- Cllr Liz Jackson reported that a WP meeting had been postponed due to work commitments and therefore there was nothing new to report.

### **Traffic & Parking – Verbal Report**

- In the absence of Cllr Cornford, Cllr Crathorne read out a Report which is attached to these minutes. He confirmed that members of the JPC had met with representatives of Taylor Wimpey, SDC, Network Rail and London Midland and that overall there had been a meaningful and positive set of discussions. Cllr Crathorne went on to say that when a deliverable concept and plan has been concluded, a Town meeting will be called so that a full discussion can take place.
- Cllr Crathorne also advised that the JPC had received 600 surveys back and that the Youth Club had delivered all of the surveys, free of charge, so long as they could advertise on the rear of the survey document. He said that a strategy document was on-going. Cllr Leech advised that it was a long term plan over the next five years.

### **Neighbourhood Plan Steering Group**

- Cllr Leech confirmed that a NDP meeting would be held later in April and that the Steering Group would take Cllr Thirlwell's recommendations forward.

### **Maintenance & Emergency Planning – Reports attached and previously circulated**

#### **Property Report**

- Cllr Crathorne confirmed that the attached Report had been emailed to Cllrs and placed on the JPC web site.
- Cllr Crathorne requested that a motion be passed to join the CPRE and it was confirmed that this had already been resolved.
- Cllr Crathorne reported that most of the daffodils on the left of the Stratford Road heading towards Stratford needed to be replaced.
- Cllr Crathorne reported that following a meeting with the maintenance contractor and the Clerk, it would be appropriate to extend his contract until 31<sup>st</sup> March 2017 as it would be the beginning of a new year and would also be in line with the budgeting year. Cllr Liz Jackson asked if this would be enough time to re-visit the existing contract and Cllr Crathorne went on to say that this would give the JPC plenty of time to look at the contract and make any amendments or adjustments that were necessary.
- **It was RESOLVED that the maintenance contractor's contract be extended until 31<sup>st</sup> March 2017 and that the actions set out in the report were approved. This motion was proposed by Cllr Crathorne, seconded by Cllr Garner and carried unanimously**

## Emergency Councillor's Report

- Cllr Crathorne reported that the Emergency Team had filled a further 95 sand bags and some had been stored at the Black Swan, with the remainder being stored in the JPC garage. Cllr Crathorne requested that an email be sent to the Team to thank them all for their hard work.
- Cllr Melhuish asked how many Team Members there were and Cllr Crathorne responded and said that there were eight fit, young and enthusiastic active volunteers at the moment, with a further two members who lived alongside the river and who had agreed to monitor the course of the river in the event of a flood.

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

### To approve revisions to the Parish Clerk's Contract of Employment

- Cllr Garner reported that the Clerk's Contract of Employment has been previously circulated to members of the JPC and they had made one or two revisions to the Clerk's contract of employment. Cllr Garner advised that the Clerk's notional hours were now 20 and she was paid pro-rata. Cllr Garner advised that the Clerk had agreed to these amendments.
- **It was RESOLVED that the revisions to the Clerk's contract of employment be made. This motion was proposed by Cllr Garner, seconded by Cllr Jackson and carried unanimously**

### To reconfirm 'Wires across the High Street and additional Christmas Lights'

- Cllr Leech advised that the JPC had received a revised quote for £2,760.50 for the above project and a copy was attached to the agenda and was on the JPC web site. Cllr Leech asked for re-confirmation and agreement to go ahead. He went on to say that three companies in the Town had agreed to provide the Christmas decorations and one company had agreed to provide the Christmas Tree, all free of charge. If the project was to get the go ahead from the JPC, all of the formal permissions would be sought, such as planning permission from SDC, WCC, Highways, Conservation, etc., Cllr Leech advised that he had received sixty emails from members of the public giving their support for the project, although he did agree that some members of the community were against the project. Cllr Jackson advised that there were a number of organisations in favour. Cllr Melhuish advised that the main concern for organisations in the Town was cost and, however, the mini grants would provide the funding. Cllr Melhuish advised that leaflets and posters would be placed in strategic places and Cllr Perry requested further detail to ensure that they do not obscure traffic signs, lights etc. Mr Hubbocks advised that there should not be any posters or leaflets placed on the traffic lights. Cllr Melhuish suggested that not many organisations would turn down free publicity and asked if the posters and leaflets were available would the Music Festival be interested? Cllr Perry said that he could not commit to anything.
- **It was RESOLVED that the JPC proceed gaining all the necessary permissions and a budget was agreed of £5,000 subject to gaining the following consents :**
  - Owners of nearby premises
  - SDC – Planning and Conservation
  - WCC – Highways
- **This motion was proposed by Cllr Crathorne, seconded by Cllr Melhuish and carried unanimously.**
- Cllr Thirlwell advised that once a planning application is submitted, SDC Planning will write to all of the statutory consultees, as well as the owners of nearby premises.
- Cllr Melhuish advised that the JPC insurance documents would need to be checked and any additional insurances required, will be added, which needs to be taken into consideration and be within the budget. Cllr Leech advised that he was hopeful that a member of the community would submit the planning application.

### To approve future maintenance of the Market Cross

- Cllr Leech advised that the Market Cross was included on the current JPC Asset Register and it was the responsibility of the JPC to maintain it. Cllr Leech confirmed that he had met and discussed the maintenance of the Market Cross with Historic England and there was a lot of moss on the monument. Cllr Leech suggested that the maintenance of the Market Cross be added to the maintenance contractor's schedule of work.
- Cllr Crathorne suggested that the JPC could contact WCC, Highways to establish who was responsible for maintaining the Market Cross. Cllr Crathorne advised that Mr George Matheou has been maintaining the Market Cross and has the key. He went on to say that he had tried to contact Mr Matheou. Mr Milsom advised that Mr Matheou had been away on holiday. Cllr Crathorne said that he would like to establish the situation as Mr Matheou was a volunteer and Cllr Perry said that he had done a lot for the Market Cross. Cllr Crathorne advised he would keep the JPC informed.

#### **To approve the production of a Town Guide incorporating JPC Annual Report and Accounts**

- Cllr Leech advised that he had attended meetings with Alison Brown, who had produced the Alcester Town Guide; copies of the Guide were handed out to those who wished for a copy. Cllr Leech advised that 25% of the advertising space had been sold, including the back page. He went on to say that he would be attending an editorial meeting next month. Cllr Melhuish advised that a lot of businesses in Henley advertise in the Alcester Town Guide. Cllr Crathorne advised that when the Guide is published it would incorporate the JPC Report and accounts, when they had been approved by Grant Thornton.
- Cllr Melhuish pointed out that advertising could be sold to local businesses, mostly in Henley and canvassing within a ten mile radius, at no cost to the JPC, saving on producing the Annual JPC Report and accounts. Cllr Leech advised that whilst the Report and Accounts will be at no cost, there would be distribution costs, one copy to each household, with 500 copies being distributed to local Estate Agents, with advertising costs covering the cost of production. Cllr Broadbent asked whether Henley Focus could distribute the Guide or possibly the Youth Club. Cllr Leech advised that Henley Focus was not distributed to every household in Henley.
- **It was RESOLVED that the Henley Town Guide be produced along the lines of the Alcester Town Guide, costs to be met by advertising, excluding distribution costs. This motion was proposed by Cllr Garner, seconded by Cllr Melhuish and carried unanimously.**

#### **To approve nominating Community Assets under the Localism Act 2011**

- Cllr Crathorne requested members of the JPC to think about whether they would like to register some of the assets in Henley as Assets of Community Value (ACV) such as the sporting facilities and some of the public houses. Following a brief discussion, it was agreed that Cllr Crathorne look into the proposal and report back to Council.

#### **To consider Discussion Paper on the timing for future JPC Meetings – May 2016 – April 2017**

- Cllr Crathorne advised that he had prepared a Discussion Paper in respect of the above, which had been previously circulated to members of the JPC and was on the JPC web site. He went on to say that now the JPC had been in office for twelve months, it had been more than hectic on occasion, particularly with regards to planning. He said that with the inevitable expansion of the Town and improvements to housing in the Town, and if the number of JPC meetings were to be reduced, it may be a stronger argument for forming a planning sub-committee.
- Cllr Crathorne said originally he was thinking of bi-monthly meetings but following a discussion with the Clerk; felt that more meetings were required with a Summer recess in August, as people were away on holiday and Winter break in December, as it was so near to Christmas. Instead of holding a meeting in October, there could be a Town meeting which would engage members of the community and discuss topics such as the amount they are prepared to pay for general maintenance and how much funding they would like the JPC to put back into the community. Cllr Crathorne said that the JPC had received grant applications totalling £71,000, so there was a clear need identified. The JPC had so far given grants of up to £25,000; however, if more were to be given then there would be a cost effect on the precept.

- Cllr Crathorne said that there had been a meaningful discussion regarding traffic and parking last year after a JPC meeting.
- Cllr Crathorne went on to say that there could also be a training event in February, when it could be an opportunity to talk about longer term aims for the JPC, including a plan to discuss the meetings schedule.
- Cllr Crathorne said that no decision needed to be made at the present time; however this needed to be included at the Annual Parish Council meeting next month.
- Cllr Crathorne went on to say that Reports from a WP needed to be in writing, received and circulated seven days prior to the JPC meeting; this would streamline the discussion, including more narrative description and a resolution, changed only by amendments which should be part of a substantive resolution. The member presenting the report should assume that they had been read in advance of the JPC meeting and be prepared to answer questions since the report had been written only.
- Cllr Crathorne said that the JPC could continue as in the past with planning meetings in-between.
- Cllr Leech thanked Cllr Crathorne and agreed that he had produced some good ideas. Cllr Broadbent endorsed this view.
- Cllr Wilmott said that he felt if a planning sub-committee were to be formed, this would seem like a backward step. He said that most planning applications could be dealt with efficiently in the main and the planning WP would take note of any concerns then the portfolio holder and two Cllrs could report at the next meeting. Cllr Perry responded by saying that there had been an incident in the past where a member of the community had become aggrieved as he did not feel that he was heard. Cllr Wilmott advised that he had seen the gentleman concerned.
- Cllr Thirlwell advised that members of the community had a right to speak about a planning application prior to the JPC making a decision. He went on to say that most concerns were from people who live in the vicinity of the application site. It was pointed out that comments can be submitted on line, however, Cllr Thirlwell pointed out that a JPC meeting is a good forum for members of the community to have their say.
- Cllr Broadbent advised that he would go and discuss an application with neighbouring properties and a meeting was required, he would suggest one be convened.
- Cllr Melhuish suggested re-publishing the planning protocols, although members of the community are aware that they can contact the JPC directly and can request sight of the JPC policies and protocols. Cllr Liz Jackson said that she felt that the planning protocols still work, although they could be re-visited.
- Cllr Leech said that he felt it was important that submission of comments from the JPC are the most efficient way of responding to applications.
- Cllr Melhuish suggested that the designated planning Cllr be put on to the web site.
- **It was RESOLVED that the planning protocols be re-visited by the full JPC and a more user friendly document produced by Cllr Broadbent for submission to the JPC web site. This motion was proposed by Cllr Liz Jackson, seconded by Cllr Broadbent and carried unanimously.**
- Cllr Leech said that Cllr Crathorne's suggestion of dropping the JPC meetings for August and December could be discussed at the Annual Parish Council Meeting and that extra meetings can be held at any time. Cllr Liz Jackson said that she was supportive of dropping the August and December meetings. Cllr Jackson said that more residents need to be involved in the JPC meetings and to reach the wider community.
- Cllr Melhuish asked if it would be an idea to extend the public participation session. Cllr Crathorne said that the agenda could be more widely publicised. Cllr Jackson suggested a light agenda which was more focused. However, the Clerk may need more time to prepare the agenda and it should not be a paper churning exercise. With regards to the written reports, the JPC could run through the salient points.
- It was agreed that more discussion was needed.
- Cllr Leech thanked everyone for their participation and he said that it was a very valuable discussion document. He went on to say that all Cllrs seemed to be supportive of the ideas; however, it was a topic for the Annual Parish Council meeting next month. Amendments would need to be included prior to making a proposal. Cllr Crathorne undertook to revise the discussion document and present it as a proposal at the Annual Parish Council Meeting.

- Cllr Crathorne asked members of the JPC how they would feel about holding the Annual Assemblies on a Saturday and it could incorporate a Town gathering, including representatives from organisations in the Town, who may be able to take the opportunity to recruit new members and there could be a programme of events, with each organisation having their own table. Cllr Melhuish said that she felt more members of the community would attend. Cllr Crathorne said that if the event was held in the High School, there could be facilities laid on for the children to play whilst their parents were involved in the event. Cllr Liz Jackson said that she felt that the previous format did not work well.
- Cllr Crathorne said that the JPC could pay for the Hall of the School for the event. It was agreed that the timescale to put on such an event would be difficult due to time constraints this year; however, this could be discussed as a possibility for next year.
- It was agreed that the Annual Assemblies would be held on 31<sup>st</sup> May 2016 in the Memorial Hall, commencing at 7.00 pm.
- Cllr Crathorne summarised and asked if the Clerk could prepare an agenda and as each Assembly was almost identical, she could try and avoid duplication. It was agreed that Cllrs would organise refreshments. Cllr Melhuish asked if the Annual Assemblies next year could come under the umbrella of the Communications and Events WP.
- Cllr Crathorne said that next year the Assemblies could be a day event and a little bit of time could be spent reflecting the discussions. He thanked everyone for exploring different possibilities and Cllr Leech agreed that everyone had taken on board his suggestions.

#### **To approve Terms of Reference for the Street Audit Working Party**

- Cllr Crathorne advised that the terms of reference for the above WP had been previously circulated to all members of the JPC and was on the JPC web site.
- **It was RESOLVED that the Terms of Reference for the Street Audit Working Party be approved. This motion was proposed by Cllr Crathorne seconded by Cllr Liz Jackson and carried unanimously.**

#### **Reports from Councillors – exchange of information only.**

- Cllr Crathorne asked if businesses and organisations in the Town donated something to the JPC when and should it be declared. He suggested that this issue should be incorporated in a policy to make it clear and transparent.
- Cllr Crathorne said that he had attended a meeting with Warwickshire College and in his opinion there had been little interest in any proposals put forward. He recommended that the JPC keep a 'watching brief' only. He went on to say that there had been insufficient information provided for the HWMT or the JPC to engage with their members to ensure that the facilities would be of value to the community in the future. However, he thought that it was a good idea to register the facilities as an ACV. Cllr Broadbent agreed with this proposal.
- Cllr Broadbent agreed to update the JPC on the work that he had carried out at the Jubilee Steps. Cllr Crathorne re-stated that due to the budget cuts WCC would only assist volunteers with their work on public footpaths. Cllr Broadbent requested any volunteers who would be prepared to help to get in touch with him.
- Cllr Melhuish confirmed that she had moved house out of the Henley area. She went on to say that some residents of Henley had been making enquiries about whether she could still stand as a Cllr and she confirmed that following information provided by SDC that she could remain a Cllr for the JPC.
- Cllr Liz Jackson asked if a search could be carried out to provide a definitive answer as to who owned the land which the flag pole was sited. She agreed to request a Land Registry search.
- Cllr Crathorne advised that Cllr Broadbent would be acting Emergency Planning Officer whilst he was away and he will provide Cllr Broadbent with all of the contacts etc.,

#### **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 thanked everyone for attending the meeting and confirmed that the next JPC meeting was scheduled for Monday 16<sup>th</sup> May 2016 – commencing at 7.00 pm and it would incorporate the Annual Parish Council Meeting.

The meeting closed at 9.05pm

Signed as a correct record.

.....

Date 16<sup>th</sup> May 2016