



# The Beaudesert & Henley-in-Arden Joint Parish Council

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

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**The Minutes of the Council Meeting of the Beaudesert and Henley-in-Arden Joint Parish Council that took place on Monday, 17<sup>th</sup> October 2016 at 7.00 pm in the Henley-in -Arden Memorial Hall, Station Road, Henley-in-Arden.**

**Members of Beaudesert & Henley in Arden Joint Parish Council warmly welcomed the Police and Crime Commissioner for Warwickshire, Philip Seccombe.**

- PCC Seccombe introduced himself and gave an overview of his role as PCC.
- He said that he works with communities, partnership organisations and promotes effective communication between the various stakeholders.
- The PCC has a budget of £100m and sets his own precept, trying to achieve a balance between the judicial service and value for money.
- He said that he was in the process of finalising the Warwickshire Police and Crime Plan, which had four main objectives; a Victims & Survivors Charter, an efficient & effective Police Force, protecting the public from harm and preventing and reducing crime.
- He said that all of the minutes from his weekly meetings were available on the PCC web site, which highlights the good and the bad and his work is scrutinised by the Independent Audit Commission and the Trust, Integrity & Ethics Committee.

Present: Cllrs. Bill Leech (Chair), Liz Jackson (Vice-Chair), David Broadbent, Peter Crathorne, Heather Hemus, Peter Cornford, Lorraine Taylor-Green and Peaches Melhuish, District Cllr Stephen Thirlwell and County Cllr Mike Perry.

In Attendance: 24 members of the public

**1 Apologies for absence and acceptance of apologies:**

The following apologies were received and accepted: Cllrs John Garner, Jayne Bridges, Linda Jackson and Mike Wilmott.

**2 Declarations of Interest and Dispensations**

The Chair asked if Councillors had any interests to declare and Cllr Liz Jackson said that she would like to declare an interest in Planning Application 16/02333/FUL as she had received a neighbour notification from SDC. Similarly Cllr Peter Cornford declared an interest in the same planning application as he acts for the land agent in a professional capacity.

**3 Public Participation Session**

- Mr Graham Hindley reported that the Perspex on the JPC Notice Boards was in need of replacement, particularly the Notice Board in Beaudesert Lane. Cllr Crathorne responded and said that the JPC were currently looking at replacing the Notice Boards with larger ones.
- The present operator of the Coal Yard, Mr Calcutt said that in his view the proposed offices as stated in Planning Application 16/02333/FUL were not required. Mr Brian Craddock said that he had some land next to the workshops at the end of Bear Lane and he had not been notified by SDC that there were development proposals on the site. He went on to say that his family had owned the land for over 70 years and he was surprised that he and other adjoining land owners had not been notified. Cllr Leech responded and said that the JPC was only a statutory consultee and it was SDC who sent out neighbour notifications. District Cllr Thirlwell agreed to take this matter up with SDC.

**4 Reports from County Councillor and District Councillor.**

- County Cllr Mike Perry reported :
- Following his enquiries into the ownership of the trees in Milking Lane, half were the responsibility of WCC and half SDC. He advised that Cllr Thirlwell would speak about this aspect in his report.
- Parishioners had requested that double yellow lines be placed outside the car park next to the Doctors Surgery on both sides and around the bend in Prince Harry Road as members of the public double parked and access to the car park was restricted. Double yellow lines were subject to a vigorous consultation period. He went on to say that WCC had agreed to install elderly crossing signs and a broken white line. He had also agreed to look into whether a one way system could be introduced.
- He had visited both primary schools in Henley and spoken about the Safer Routes to School campaign and he would try and introduce a 20 mph system in Arden Road/Meadow Road. He mentioned that the voluntary one way system which was in operation was working well. Cllr Crathorne responded that the JPC had requested that a speed survey be carried out in November.
- WCC had been highly commended for their Apprentice Awards Scheme.
- The WCC Adult Social Care & Health Overview & Scrutiny Committee was looking into the prevention of potential trip hazards on footpaths.
- A Disabled Parking Bay had been designated outside 3 Beaudesert Lane.
- A superfast Broadband box had been installed in William James Way.
- **Cllr Stephen Thirlwell reported :**
- SDC had a duty to maintain and clear the pathway along Milking Lane and charged Orbit Housing with this responsibility. Cllr Thirlwell advised that he had written to Orbit requesting that they carry out appropriate maintenance.
- Confirmed that the Planning Inspector would carry out his examination in public in respect of the Community Infrastructure Levy (CIL) to be introduced by SDC on 19<sup>th</sup> December 2016.
- The SDC Cabinet had agreed to go out to tender for the stallholders of the Market in Stratford and a new contract would be introduced in October 2017.
- He advised that the Boundary Commission was undertaking a review of constituencies with a view to reducing the number of MP's from 650 to 600 and had requested that the SDC Cabinet ask the Boundary Commission to re-evaluate the new boundaries they were proposing.

**5 Minutes of the ordinary meeting held on 19<sup>th</sup> September 2016 to be approved and signed.**

**It was resolved that the Minutes of the above meeting was confirmed as a true record and signed by the Chair.** The minutes were then unanimously approved by those Councillors present at the meeting on 19<sup>th</sup> September.

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

Cllr Crathorne reported that two trees had died at 1 High Street at the Mill due to the concrete which had been used to install the fence. He suggested that he liaise with the JPC Planning Working Party over this matter.

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

The Clerk reported that she was going to be away on holiday in November and that if there were any emergencies they could contact Cllr Crathorne in the first instance.

**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 he had updated the Planning Spread sheet which was available to view on the JPC web site. He went on to say that the Co-Op had submitted two applications for advertising panels – see below – the JPC had responded and said they had no objections. Cllr Broadbent declared a personal interest in Planning Application 16/02555/FUL as he knew the applicants.

Application	Proposal	Address	Submitted	Comments due
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no.			by	by / decision
16/03059/ADV	1 Non-Illuminated Projector, x1 Non-Illuminated Logo, x1 Non-Illuminated Acrylic Letters and x4 Non-Illuminated Wall Mounted Aluminium Panels	108 High Street, Henley in Arden	Co-Op	17.10.2016
16/03062/LBC	Replacing existing fascia with non-illuminated logo and letters and new non-illuminated projector	108 High Street, Henley in Arden	Co-Op	17.10.2016
16/02555/FUL	Change of use for siting of 3 Caravans. <b>Following a discussion, it was RESOLVED that the JPC object to the application because they felt that it was excessive development, would have an impact on the green belt, it was not a sustainable location as there were no immediate amenities and may set a precedent. This motion was proposed by Cllr Hemus, seconded by Cllr Melhuish and carried unanimously.</b>	Hill Cottage, Liveridge Hill	G Sweeney /J Moses Mrs Howe	21.10.2016
16/02333/FUL	Redevelopment of site and erection of office building & 3 Dwellings. <b>Following a discussion, it was RESOLVED that the JPC object to the application. Material planning considerations were stated as follows; the proposed development is outside the railway line which is considered the natural boundary line recognised for development in the emerging NDP and Henley in general, the CS has shown that Henley has met its housing need and further dwellings are not required, the site is already considered to be over developed and there would be additional highways issues involved with access/egress from the site if planning permission were to be granted, the site is on brownfield land is not considered to be an appropriate site for re-development. This motion was proposed by Cllr Hemus, seconded by Cllr Melhuish and carried unanimously.</b>  Cllr Broadbent said that a hard copy of all of the plans were available if anyone would like to view them.	Calcutts Coal Yard, Bear Lane		26.10.2016

9 **To Ratify the Planning Protocol document (previously circulated)**

Cllr Liz Jackson reported that she was in the process of updating the document and requested that this item be deferred until the next meeting.

10 **Reports and Recommendations by Portfolio Holders**

• **Finance and Assets**

1. The Clerk reported that in the absence of Cllr Garner, she would give the Finance Report. The balance on the Treasurers Account was £2,059.27 and on the Deposit Account £101,003.00. She went on to report that she was looking into appropriate savings accounts with a view to transferring some of the funds from the deposit account to a savings account in order to achieve a better interest rate.
2. The Clerk went on to seek approval to pay the invoice received from Jon Vale which had been previously circulated. **It was RESOLVED that the invoice be paid, this motion was proposed by Cllr Melhuish, seconded by Cllr Crathorne and carried unanimously.**
3. The Clerk also reported that at the last JPC meeting it had been agreed that the sum of £80 be paid for the use of the Memorial Hall for the Christmas Lights Committee fundraiser. She went on to say that the Christmas Lights Committee had requested that this sum be returned to the JPC and reported at the next JPC meeting and in Henley Focus.
4. Cllr Crathorne reported that he had circulated two reports and a draft report on the responses to the discussion paper on the future of Henley organisations to Cllrs. He went on to say that he had a meeting with

representatives from Henley in Bloom later in the week. If the JPC were to approve the proposals, it would have an impact on the level of precept requested and affect the JPC budget for 2017/18. He went on to say that the proposals would be presented to the Town at the meeting on 31<sup>st</sup> October and this would produce some ideas about a good way forward. **He proposed liaising with both Cllr Garner and the Clerk to produce a cost analysis and the amount which would be needed to supplement the current precept. It was RESOLVED that a cost analysis be produced. This motion was proposed by Cllr Melhuish, seconded by Cllr Hemus and carried unanimously.**

- **Children's Facilities**

Cllr Liz Jackson reported that she was waiting for the third estimate from a company who was quoting to upgrade the Play Area near to the Medical Centre. She would report progress at the next JPC meeting in November.

- **Traffic & Parking**

Cllr Cornford advised that the meeting on 31<sup>st</sup> October was an opportunity for the Traffic and Parking WP to present their proposals to the Town. The JPC had approved the presentation at their meeting on the 19<sup>th</sup> September, although the Question and Answer session might be expanded. Cllr Liz Jackson asked if the meeting would be publicised and Cllr Crathorne advised that he had prepared a poster which would be circulated to promote the event. It was agreed that the poster would be hand delivered to all dwellings and businesses on the High Street. Cllr Melhuish suggested that a copy could be given to the children of the Primary Schools so they could take them home in their school bags. Cllr Leech agreed to send a broadcast out on HNOL and Cllr Melhuish agreed to put a piece out on the JPC Facebook page.

- **Maintenance & Emergency Planning**

1. Cllr Crathorne reported that a full report will be circulated as usual prior to the meeting and had been uploaded to the JPC web site. To date there have been no emergencies.
2. He went on to report that the Tree Surgeon had advised removing the two Maples which would preserve the existing trees in the Jubilee Play Area.
3. The Japanese knotweed had been treated and the Contractor would visit every three months to ensure that the weed had been eradicated.
4. He went on to say that a group of enthusiastic residents had agreed to form a Working Party to tidy up the pool by the Medical Centre and he had circulated the terms of reference for the proposed Working Party. Cllrs Bridges and Broadbent had agreed to assist with the project.
5. A successful meeting of the allotment holders had been held on 30<sup>th</sup> September and 38 out of 42 allotments had been let. The allotment holders had requested that the JPC continue to maintain the area and Nick Haycock was commended for all of his hard work in improving the overall appearance of the plots. The allotment holders had agreed to form an allotments association.
6. Cllr Broadbent advised that the trees in Prince Harry Road needed to be cut back and the Clerk agreed to contact WCC and request that this work be carried out.
7. Cllr Crathorne reported that Cllr Leech, the Clerk and he had attended a meeting with WCC Highways on 3<sup>rd</sup> October and the notes had been circulated.
8. **It was RESOLVED that the actions noted in the Property Report be approved. This motion was proposed by Cllr Crathorne, seconded by Cllr Cornford and carried unanimously.**
9. **It was RESOLVED that a Working Party be formed of residents and Cllrs to advise on the management of the area known as the Riverlands Medical Centre. This motion was proposed by Cllr Crathorne, seconded by Cllr Liz Jackson and carried unanimously.**

- **Neighbourhood Plan Steering Group** – no Report had been received, however a Presentation to the Town had been organised and a date set for 7<sup>th</sup> November 2016.
- Cllr Liz Jackson questioned the paper that had been produced on the future of social organisations in Henley and whether the suggestions were achievable and sustainable in the future. Cllr Crathorne responded by saying that the organisations were struggling, both with existing volunteers and resources. It was agreed to discuss the implications of the paper at a future meeting and following the Presentation on 31<sup>st</sup> October.

**11 Discussion on proposed modifications & enhancement of the Market Cross Railings and surrounding area.**

- Cllr Leech reported that he had attended a meeting with Cllr Crathorne, the Clerk and representatives from WCC, Highways earlier in the month and they had commented on the reduced visibility that was caused by the existing railings and flower boxes. Cllr Crathorne suggested that the railings could be made more unobtrusive.
- Cllr Leech went on to say that Historic England were not keen on the flower boxes and the moss that was evident on the steps of the Market Cross. Cllr Leech advised that Historic England, the SDC Conservation Officer and WCC Highways would have to be consulted if the height of the railings were to be reduced.
- Cllr Liz Jackson said that she would have concerns if the railings were to be reduced because of potential anti-social behaviour.
- **Following a discussion, it was RESOLVED that a meeting be organised with Henley in Bloom to review the issues. Cllr Crathorne to undertake this. This motion was proposed by Cllr Leech, seconded by Cllr Crathorne and carried unanimously.**

**12 'Wires across the High Street and additional Christmas Lights' Project – Update**

The Clerk reported that representatives from the JPC and herself had attended two pre-application meetings; with WCC Highways and the SDC Conservation Officer. She had received confirmation from Bainbridge & Co, the Agents acting on behalf of the JPC that a planning application had now been submitted to SDC.

**13 To discuss and ratify the Bequest given to the Town by Ms Gwen Knight.**

The Clerk read out an excerpt from the Will of Miss Knight and advised that she had previously circulated it to all Cllrs.

- Cllr Melhuish said that from the wording in the Will it was for the JPC and the Clerk to decide where the funds were spent, however, she acknowledged that the activities of both Henley in Bloom and the Christmas Lights Committee were mentioned specifically. Whilst Henley in Bloom appeared to be in a good position financially this year, perhaps a planter in memory of Miss Knight could be dedicated to her.
- Cllr Liz Jackson suggested that the JPC could work jointly with both Henley in Bloom and the Christmas Lights Committee.
- **Following a discussion, it was RESOLVED that the Clerk make contact with representatives from both Henley in Bloom and the Christmas Lights Committee requesting that they put forward their recommendations for a permanent memorial for Miss Knight. This motion was proposed by Cllr Leech, seconded by Cllr Taylor-Green and carried unanimously.**

**14 To discuss the JPC's wish to recommend to SDC that a Community Governance Review be carried out which would request SDC dissolve the Grouping Order under S11(4) of the LGA 1972 – Update**

The Clerk reported that SDC had advised that their Audit and Standards Committee had agreed to recommend to the Council meeting on 24 October that a Community Governance Review be commenced with final recommendations being put to the SDC Council meeting on 27 Feb 2017.

**15 Proposed Traffic & Speed Survey – Update**

Cllr Crathorne said that a Speed Survey would be carried out in November and there would be wires across the street from Naya, the Indian Restaurant, which would record the speed of vehicles travelling along the High Street for 24 hours over a seven day period. The Traffic & Parking Working Party were asked to investigate a Speed Watch Scheme in Henley.

**16 To ratify the Terms of Reference for the Internal Auditor.**

The Clerk reported that Terms of Reference for the JPC Internal Auditor had been circulated to all Cllrs and asked if they would like to make any amendments or whether they would be content to ratify the document. **It was RESOLVED to ratify the Terms of Reference for the JPC Internal Auditor. This motion was proposed by Cllr Cornford, seconded by Cllr Melhuish and carried unanimously.**

**17 To agree and approve nominations for Community Assets/Fields in Trust – Update**

Cllr Crathorne requested that this item be deferred to a future meeting.

**18 Bus Shelter Review – Update**

The Clerk reported that she had made contact with Johnsons Buses and was in the process of organising a meeting with representatives to discuss how to manage this project. This matter to be reported under the maintenance report in future meetings.

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

- Cllr Cornford confirmed that correspondence had been received from a Parishioner requesting the JPC to consider the installation of a Cycle Rack near to the One Stop Shop. He requested that this request be given consideration under the remit of the Traffic and Parking Working Party. All Cllrs agreed to this request.
- Cllr Leech said that it was nice to see Cllr Cornford on the way to recovery after his recent stay in Hospital.
- Cllr Crathorne suggested that the discussion paper on the future of the social organisations in Henley be placed on the Agenda for next month.
- Cllr Leech confirmed that the JPC Annual Report & Accounts had been printed and would be distributed shortly.

**20 Items for private session – There were no items for Private Session.**

**To confirm the date and time of the next JPC meeting on Monday 28<sup>th</sup> November 2016 commencing at 7.00pm in the Memorial Hall Committee Room.**