



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, 16th May 2016 at 7.30 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, Heather Hemus, Peter Crathorne, Peter Cornford, Mike Wilmott, Lorraine Taylor-Green, Jayne Bridges and County Cllr Mike Perry.

In Attendance: 9 members of the public

Apologies for absence: The following apologies were received and accepted: District Cllr Stephen Thirlwell and Cllr Linda Jackson.

Declarations of Interest and Dispensations:

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

3.1 Public Participation Session:

- Sylvia Doyle who is a neighbour of Henley in Arden College and asked if she could speak about planning application: 15/03669/OUT. Ms Doyle said that she had concerns regarding the width of the Lane leading to her property and the amount of traffic that would be generated from the proposed scheme. She went on to say that the number of dwellings planned had also increased significantly. She said that the application did not specify the number of flats that would be included within Arden House and that with the revised scheme; it felt as if the developers were trying to fit in as many dwellings as possible into the site. The original plans specified that the dwellings would have garden spaces and green areas, however the revised plans had condensed the size of the gardens and the appearance of the development had an urban feel rather than rural.
- Ms Doyle also questioned the turning areas for larger vehicles servicing the dwellings and she felt that there was no room for a car and an emergency vehicle if they were traversing up or down the un-adopted lane by the side of the College. The lane is also used as a public footpath. Ms Doyle went on to say that the developers did not seem to have taken note of what the JPC had said in respect of their response to the previous application. She questioned whether Henley had the capacity for occupiers of the proposed dwellings to access essential services within the Town. She said that more traffic would be generated by the scheme and there was a dangerous junction when leaving the College. Ms Doyle said that she appreciated Henley would have to find more housing, however, there were schemes which had been granted planning permission already, as well as infill sites.
- Cllr Liz Jackson said that she felt that the JPC had to be cautious over the density of development and should promote open green belt land. She went on to say that this was an Outline application and did not appear to be viable from the statistics that had been given. Ms Doyle said that the developer would be looking for a reasonable return on their investment.
- Ms Doyle said that there was still a three storey block included in the application and she hoped that this included a basement as both she and the JPC had a strong objection to a building of this size as it would be visible from the surrounding properties and area.
- Cllr Bridges said that she understood Ms Doyle's concern regarding the turning circle for large vehicles and the points that she had made.
- Mr Warren Harding, who was also a neighbour of the College, said that he endorsed Ms Doyle's comments. Mr Warren advised that he had not been sent any correspondence

from RCA, the developers regarding the revisions and amendments to the proposed development. He went on to say that the developer had not improved the lane alongside the development and he felt that safety officers would find it unacceptable. He said that he felt that the only safe way through the development would be through the Sports Pavilion. Mr Harding said that when a full application is submitted, the width of the lane should be measured as it was not safe. Cllr Bridges responded by saying that it was not just emergency vehicles that would have difficulty traversing the lane and you would not be able to fit 2 four x four vehicles side by side.

- Cllr Perry advised that the Highways Authority was a statutory consultee and they would look at the health and safety issues alongside access/egress to the site. Cllr Perry said that they would carry out a site visit and would make their own observations and they do not always accept what the developers say. Cllr Perry agreed to talk with the Highways Authority and would report back to the Planning WP. Ms Doyle pointed out that the developer had said in the previous application that they owned the lane and that the Highways Authority had submitted a response of No Objection.
- Cllr Perry advised that the Highways Authority would have to check the safety aspect out. He went on to say that there must be a simpler way of gaining access to the site and Mr Harding responded by saying that alternative routes were not financially viable and it was green belt land. Ms Doyle said that there was a tarmacked area by the Sports Pavilion and access would be much safer if this route were to be considered.
- Cllr Leech said that the planning application would be discussed later on in the meeting, however, he felt that the JPC Planning WP would be supportive of the comments that both Ms Doyle and Mr Harding had made. It was suggested that there should be a unified approach from everyone. Mr Harding said that he was concerned over the width of the lane and the safety of the public using it, such as Ramblers and Walkers. He said that as there were more proposed units, he considered that it was overdevelopment of the site. Mr Harding also suggested that if the access route were to be via the Sports Pavilion this would be a much safer access/egress route for vehicular traffic.
- Ms Sheila Davis introduced herself and said that she was the new Chair of Henley in Bloom. She said that she had been a visitor to Henley for eight years and had lived in the Town for eighteen months. Ms Davis said that she would like the opportunity to raise awareness of Henley in Bloom through modern media channels.
- Cllr Crathorne said that he was the Maintenance Officer for the JPC and to please feel free to contact him if she needed any help. Cllr Crathorne confirmed that the JPC grass cutting contract had been increased. Cllr Garner thanked Ms Davis for her introduction and Cllr Leech said that the JPC was very supportive of the Organisation and wished her well.
- Mr Stuart Hemus asked if there had been any progress regarding the missing dog waste bin outside the renovated office on the corner of High Street and Millfield Court. Cllr Crathorne advised that it was going to be replaced as part of a garden development and the developers had also re-set the bench which was located near to the development.

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

- The Clerk confirmed that no Report had been received from District Cllr Stephen Thirlwell.
- County Cllr Mike Perry advised that Karen Watkins, WCC had written a letter to the planning officer regarding the retrospective removable flagpole and ground sleeve at the Market Cross. The letter asked whether the JPC had the appropriate insurances in place, the JPC will be responsible for all future maintenance and that the flagpole sleeve base has been installed in accordance with the appropriate specifications. Cllr Leech assured Cllr Perry that it had. The Clerk advised Cllr Perry that the JPC had not received a copy of the letter he had referred to.
- Cllr Perry reported that WCC do have responsibility for the upkeep of the two motorway islands on the M40. He went on to say that funds would probably not be available for a substantial amount of work; however, the area is strimmed on a regular basis. Cllr Perry said that sponsorship may be a possibility.
- Cllr Perry advised that it was the WCC AGM on 17th May and the business case for the Combined Authority had been completed. He went on to say that it was likely that WCC would become a non-constituent member in the same way as SDC, although that may mean that WCC are excluded from deliberations. There is also a fund of £460m to go towards the infrastructure.
- Cllr Perry reported that the Stratford Registration Office was moving from Winton House, Church Road, Stratford to Stratford Library.

- Cllr Perry advised that drivers could be fined up to £1,000 if they refused to stop when requested by Lollipop people. He said that over 100 letters had already been sent out asking members of the public to comply. He went on to say that he had tried to install a Lollipop person at Arden Road but had been unsuccessful. However, it was pointed out that Keith Hickingbotham was doing a fantastic job with moving traffic along. Cllr Perry also said that he was trying to introduce a 20 mph limit around Arden Road under the Safer Routes to School Scheme.
- Cllr Perry advised that he had spoken to Richard Barnard at WCC and further work may be possible to resolve the issues.
- Cllr Broadbent asked if Cllr Perry had received the email that he had sent regarding the Tennis Club and whether funding towards wheelchair access would be possible. He went on to say that it would cost approx. £2,500 to provide a wheelchair ramp. Cllr Perry said that he had a County Cllr Fund available of £5,000 however, that was to cover projects in his entire area and he would probably only consider grants of up to £1,000. Cllr Perry went on to suggest that Cllr Broadbent contact VASA. The Clerk confirmed that she would send Cllr Broadbent the contact details.

5. Minutes of the meeting held on 18th April to be approved and signed.

- **It was resolved that the Minutes of the meeting held on 18th April 2016 were confirmed as a true record and signed by the Chair.** The minutes were then unanimously approved by those Councillors present at the meeting on 18th April.

6. Matters arising from the minutes of the meetings held on 18th April 2016

- The Chair asked if there were any matters that Cllrs wished to raise in respect of the above minutes and Cllr Liz Jackson asked if a site visit could be organised to look at the repairs necessary to the Jubilee Play Area. Cllr Broadbent confirmed that he was in the process of carrying out repairs so that it was in a good condition and members of the public could access the facilities. Cllr Broadbent confirmed he had diverted the water run-off to a natural drainage channel and had repaired the steps. He anticipated that the works would be completed within two months. Cllr Perry confirmed that it was unlikely that WCC could help with funding. Cllr Crathorne responded by saying that it was a public footpath and well used. Cllr Bridges asked about the insurance implications if the repairs were not carried out and Cllr Cornford said that B&HJPC had a duty of care and if the JPC owned the land, adequate insurance would cover a claim.
- Cllr Liz Jackson suggested that a Planning WP meeting be held so that the current Planning Protocol document could be looked at and Cllr Melhuish suggested that a verbal update could be given at the next meeting.

7. Report by the Parish Clerk – Gill Bailey

- The Clerk reported that it had been a busy month and she had been working on updating all of the policies that needed to be uploaded to the JPC web site, such as the Standing Orders, Financial Regulations, Asset register, Risk Assessment, Model Publication Scheme, Media Policy and Code of Conduct.
- The Clerk also advised that she and Cllr Garner were in the process of completing the documentation to be submitted for the Annual Accounts for Beaudesert & Henley in Arden to the Internal and External Auditor. This included the Annual Account Statement, the Balance Sheet, Reconciliation Statements for both the Treasurers and Business Accounts and an Income v Expenditure Budget vs. Actual Statement, copies of which were available on the JPC web site. Hard copies were also available to members of the public.
- The Clerk also reported that the balances on the JPC Bank Accounts were: Treasurers Account: £4,360.05 and the Business Account: £80,000. She went on to say that there was one invoice for approval for Jon Vale Gardens, for an amount of £1,296.97
- The Clerk also reported that there were a number of smaller payments that had been made, the details of which were available on the JPC web site under the heading Finance Report and attached to these minutes. A number of Grants had also been made. **It was RESOLVED that these payments be made. This motion was proposed by Cllr Garner, seconded by Cllr Crathorne and carried unanimously.**
- Cllr Liz Jackson queried the amount of £50.00 to RC Windows and the Clerk responded and advised that this was for cleaning the Bus Shelters. Cllr Crathorne confirmed that he was trying to arrange a meeting with RC Windows to ascertain the nature of his contract.

- The Clerk also said that it had been quiet at the start of the month in respect of planning but there had been above an average amount of applications received in the latter part of the month.

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

Application no.	Proposal	Address	Submitted by	Comments due by / decision
15/03669/OUT	Outline Application with all matters reserved for the redevelopment of Henley in Arden College to a Care Village for over 55’s (Occupancy restricted to people aged 55 or above) utilising the existing college access from Stratford Road. To include; the conversion of Arden House to self-contained apartment dwellings (C3), the erection of a care home with communal facilities (communal lounges, dining room, laundry, consulting rooms) (C2), and the erection of self-contained dwellings (C3) (up to 45 dwellings total). Also to include, landscaped open space, footpaths, car parking and any other necessary facilitating and enabling works.	Henley-in-Arden College, Stratford Road, Henley in Arden	RCA Regeneration	17.05.16

- Cllr Broadbent reported that there was a planning spread sheet which had been updated with all of the current and past applications.
- Cllr Broadbent said that further investigations need to be carried out regarding the revised plans submitted for Henley College, following the comments from members of the public.
- **Following a robust discussion, it was RESOLVED that the JPC object to the revised plans submitted by RCA for the following reasons:**
 - 1. The number of dwellings had been increased significantly;**
 - 2. The Developers had not addressed the issues with traffic along the un-adopted lane which runs alongside the proposed development;**
 - 3. The JPC would like assurances that the Sports Facilities are kept in perpetuity for the benefit of the community;**
 - 4. Henley College is within Green Belt Land, therefore, it does not fit in with current policy guidelines;**
 - 5. The JPC would request the Developers to hold a further public consultation and the likely impact on the Town.**
- **This motion was proposed by Cllr Liz Jackson, seconded by Cllr Melhuish and carried unanimously.**
- Cllr Broadbent reported that the JPC had received applications: 16/01368/FUL: Mount View and 16/00941/LBC: 107 High Street and the JPC response was one of No Objection.
- Cllr Hemus reported that application 15/03102/FUL: Sunnyside & Ferndale was going to Appeal. She advised that the applicants had made small changes and had removed the garage and agreed to erect a fence. **It was RESOLVED that the Clerk responds to the Appeal and re-iterates the JPC’s original comments as there were no significant changes. This motion was proposed by Cllr Hemus, seconded by Cllr Broadbent and carried unanimously.**

9. Reports by Working Parties:

Finance and Asset Councillor:

- Cllr Garner reported that the Clerk had previously given the Finance Report .

Communications and Events Working Party

- Cllr Melhuish reported that no official report had been prepared; however, she advised that the proposal to prepare a Town Handbook, incorporating the JPC Annual Report and Accounts

were to go ahead. Cllr Leech reported that the next step would be to organise an Editorial Team.

Children's Facilities Working Party – Verbal Report

- Cllr Liz Jackson reported that a WP meeting had been organised for 10th June and she had invited a Playground Consultant to attend

Traffic & Parking – Verbal Report

- Cllr Cornford reported that members of the JPC had met with representatives of Network Rail in respect to the on-going parking issues. A WP meeting had been organised for 23rd May.
- Cllr Cornford advised that it was a difficult and complicated brief to find a resolution to the traffic and parking problems in Henley and he felt that a Town meeting should be called in Autumn/Winter to update the public. He went on to confirm that this issue should be brought forward in the Neighbourhood Development Plan.

Neighbourhood Plan Steering Group

- Cllr Leech confirmed that a NDP meeting had been in April.

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 reported that work would need to be undertaken to the un-let allotments. He went on to say that some strimming had already been carried out, however, work was required by Jon Vale Gardens. Cllr Bridges suggested that carpet is a good way of keeping weeds at bay.
- Cllr Crathorne thanked Nick Haycock for all his hard work and support and it had been suggested that an Allotments Meeting be organised by the JPC to try and form an Allotments Association. Cllr Crathorne requested a budget for refreshments.
- **It was RESOLVED that a budget of £50.00 be authorised. This motion was proposed by Cllr Cornford, seconded by Cllr Crathorne and carried unanimously.**

Emergency Councillor's Report

- Cllr Crathorne reported that there had been no emergencies during the month.

Matters arising from previous meetings and new matters for consideration.

10. To approve the appointment of Duncan Bainbridge as Agent for the JPC in respect of the 'Wires across the High Street and additional Christmas Lights' Project

- Cllr Leech requested approval for the above project. Cllr Liz Jackson asked why an Agent was required and Cllr Leech responded and said that several permissions were required. Cllr Melhuish also confirmed that approval for a budget had already been ratified at the April JPC meeting.
- Following a discussion, it was agreed that the Clerk have delegated responsibility to meet with Mr Bainbridge and establish what his role would be and the costs implications.
- **This motion was proposed by Cllr Bridges, seconded by Cllr Melhuish and carried unanimously.**

11. Production of a Henley Town Guide incorporating JPC Annual Report and Accounts

- Cllr Leech reported that most of the advertising had been sold and there were only two or three spaces left. He confirmed that it would be a forty page booklet with a print run of 7,000; 500 copies would be distributed to local Estate Agents, 500 copies would go to Stratford Tourist Office, 500 copies would go to the Heritage Centre and 500 copies would go to the Guild Hall. The JPC Annual Report and Accounts could be inserted into the back pages.
- Cllr Leech advised that an Editorial Committee was required to progress the project and he requested authority for this proposal. **It was RESOLVED that an Editorial Team be**

formed. This motion was proposed by Cllr Bridges, seconded by Cllr Melhuish and carried unanimously.

- Cllr Liz Jackson asked when the accounts should be received back from the External Auditors and the Clerk responded and said they should be returned in September/October.

12. To consider the amount of reporting detail for the Minutes of JPC meetings

- Cllr Liz Jackson said that she felt that the Clerk did a good job reporting the detail in the minutes. Cllr Cornford said that he felt the minutes should mainly consist of the decisions that are made. Cllr Melhuish said that she felt the minutes were more appealing and Cllr Jackson said that it was useful to have a written record.
- **Cllr Crathorne put forward a proposal that the minutes record the decisions that the JPC make with a small amount of reporting detail. He went on to say that a full account of the Public Session should also be included.**
- A full and frank discussion took place. Cllr Liz Jackson put forward an amendment to the proposal as she said that she felt it was too prescriptive and the minutes should be a user friendly document that wasn't too formal. Cllr Bridges pointed out that the JPC was a formal Organisation in the Town. **It was RESOLVED that the Clerk had discretion to include the amount of content of the minutes, which included all the key principles and decisions made at the meeting. This motion was proposed by Cllr Liz Jackson, seconded by Cllr Melhuish and carried by seven votes to two against, with two abstentions.**

12. To approve the nomination of a Trustee of the Seymour Fieldhouse Almshouses

- Cllr Leech reported that the Clerk had received a letter from Seymour Fieldhouse Homes advising that a vacancy had arisen for a Trustee from Henley for the Almshouses in Wootton Wawen. Mr Malcolm Coulter advised that it was the final move in a scheme to submit to the Commissioners to cut down on the number of trustees, however, the Organisation was still short of one. Mr Coulter confirmed that the trustee needed to be a resident in Henley. **It was RESOLVED that Cllr Leech be nominated. This motion was proposed by Cllr Bridges, seconded by Cllr Melhuish and carried unanimously.**

14. Reports from Councillors – exchange of information only.

- Cllr Crathorne asked if members of the JPC could look at the social institutions, such as the HWMT and the Library and the age of the trustees to ensure sustainability in the future. It was agreed that this be an agenda item and Cllr Crathorne submit a paper for discussion.
- Cllr Leech advised the meeting that the Annual Parish Assemblies would be held at the Memorial Hall on 31st May, 2016, commencing with Beaudesert Parish Assembly at 6.30pm and followed by Henley Parish Assembly at 7.30 pm

15. 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 Ordinary JPC meeting was scheduled for Monday 20th June 2016 – commencing at 7.00 pm.

The meeting closed at 9.30 pm

Signed as a correct record.

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Date 20th June 2016