



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, 18th July 2016 at 7.00 pm in the Henley-in -Arden Memorial Hall, Station Road, Henley-in-Arden.

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

In Attendance: 7 members of the public

Apologies for absence: The following apologies were received and accepted: Cllrs Bill Leech (Chairman), Cllrs Lorraine Taylor-Green, Jayne Bridges

Cllr Liz Jackson addressed everyone and said that the JPC would like to express a message of solidarity and support following the appalling tragedy in Nice on Bastille Day. It was agreed that the Clerk send a message to the Mayor of Montfort-sur-Risle.

Declarations of Interest and Dispensations:

- The Vice Chair asked if Councillors had any interests to declare and Cllr Peaches Melhuish declared a personal interest in both planning applications that would be discussed as her family owned the properties.

3.1 Public Participation Session:

- The Vice Chair asked if any members of the public would like to raise any issues and Mrs Annette Walker asked if the hedge could be trimmed back and the area cleared at the top of School Road and Barley Close. Mrs Walker also reported that the hedge on Beaudesert Lane by the Churchyard needed to be trimmed back. There was a query over whether this was the council or PCC responsibility and Mr Graham Hindley advised that a volunteer had already carried out this work. Mrs Walker also reported that there was water pooling outside the Co-Op and asked whether the JPC could rectify the situation. County Cllr Perry agreed to mention it to the District Surveyor at Highways to see whether the tarmac needed to be repaired.
- Mr Graham Hindley reported that the light on the Barclays Bank building kept flashing on and off and asked if the JPC could mention it to WCC.
- Mr John Latham raised the concerns of the Mount Steering Group over the comments that Cllr Crathorne had made at the JPC meeting on 20th June which had been reported to them by Cllr Broadbent. Cllr Broadbent was the JPC representative on the Mount Steering Group. Mr Latham also said that the JPC minutes were inaccurate as Cllr Crathorne was not a member of the Group. Cllr Crathorne concurred and said he would request the minutes to be amended to reflect this change.
- Cllr Crathorne went on to say that he stood by the report he had circulated to all members of the JPC and that it was not the intention of the JPC to take over any organisation in Henley. Mr Latham advised that Mr Ray Chamberlain had purchased the Mount land for the benefit of the community and it would be inappropriate for the Steering Group to join any other organisation in the town, such as the HWMT. A frank, robust and open discussion regarding how many members the Mount Steering Group ensued. Mr Latham indicated that there were six current members of the Steering Group and there were a further 20 potential volunteers of the Mount Project. Cllr Cornford advised that the owners

of The Mount were an off-shore company and Graham Wright, the representative in the UK, was seriously ill. The project was overseen by Historic England at the present time. Mr Latham agreed with this point and the Steering Group had involved Mr Chamberlain in any proposal to form a Trust and permission would be required from Historic England. Mr Latham said that he felt very strongly about the project. Cllr Crathorne advised that he still had reservations about the remit of the Mount Steering Group and he was happy to organise a meeting to discuss the matter further.

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

- County Cllr Mike Perry reported :
- He had met with Cllr's Leech and Crathorne, Highways Officers and the Road Safety Team from WCC to look at the options available for traffic calming measures to be installed in Henley.
- WCC was changing the criteria over flashing signs and this would be put forward to the Cabinet in September, so Henley may not qualify.
- They had agreed that a road traffic survey would be carried out along the High Street and this would be paid for by the JPC. The Survey would ascertain the amount of vehicles, the accident ratio's, the speed of vehicles and a breakdown of the size of vehicles.
- A Pelican crossing would be installed by the High School and Arden Road had been selected for the Safer Routes to School scheme and a 20 mph zone had been suggested for the area.
- It had also been suggested that brighter LED lights be installed at the crossing by Barclays Bank, similar to the lights by Henley Bakery.
- Cllr Perry also indicated that he may have some funding available for traffic safety measures in Henley and that the JPC could possibly match fund for traffic calming to be installed. Cllr Crathorne asked Cllr Garner whether there were funds available for the JPC to match fund for a better crossing to be installed by the Nags Head and traffic calming measures to be initiated. Cllr Garner advised that match funding may be possible and there were sufficient reserves. **It was RESOLVED that the appropriate funding be allocated towards this project, this motion was seconded by Cllr Melhuish and carried unanimously.**
- Cllr Perry asked whether the JPC received the SNT Newsletter and advised that there had been incidents of anti-social behaviour in the town, including a stolen digger in Liveridge Hill.
- Cllr Perry reported that the Broadband coverage had been improved significantly in the area.
- He went on to say that over 2,000 members of the public had visited the Library over the last month.
- Following site surveys, it had been agreed that the two foul water drains in Milking Lane were ST responsibility. He went on to say that there was not funding available to divert the water. It had been agreed that the Parishioner who had mentioned the issue could take photographic evidence when there was a substantial amount of precipitation.

- District Cllr Stephen Thirlwell reported :
- The SDC Cabinet had met and agreed that a Strategic Overview should be carried out and the Review would go out to consultation in August, which would be an invitation to gain the views of the community.
- The Local Council Tax Reduction Scheme would also go out to consultation and this would consider the concerns of the minority of members of the public who do not pay Council Tax at the moment.
- The Core Strategy had been adopted and the Special Landscape area and Green Belt had been protected in Henley. However, Developers may still identify areas of land for development and it was important for a NDP to be adopted which would recognise a need for certain types of housing in Henley.

5. Minutes of the ordinary meeting held on 20th June to be approved and signed.

- **It was resolved that the Minutes of the ordinary meeting held on 20th June 2016 were confirmed as a true record and signed by the Vice Chair.**
- Cllr Crathorne requested that the minutes be amended to reflect the fact that he was not a member of the Mount Steering Group as stated in his Property Report, bullet point 5 and it should read that Cllr Broadbent was a member of the Mount Steering Group and not both Cllrs. The minutes were then unanimously approved by those Councillors present at the meeting on 20th June 2016.

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

- The Vice Chair asked if there were any matters that Cllrs wished to raise in respect of the previous minutes and there were no issues mentioned, other than those identified above.

7. Report by the Parish Clerk – Gill Bailey

- The Clerk reported :
 - A thank you card had been received from The Dell Pond group thanking the JPC and Cllr Crathorne for the grant that they had received.
 - The Clerk also requested that the Chairs of the JPC Working Parties submit a small article to be published in the Town Guide. Cllr Liz Jackson requested an approximate word count for the proposed articles and Cllr Garner agreed to find out. Cllr Crathorne advised that the articles could be ratified by email as there would not be a JPC meeting in August.
 - The Clerk mentioned that members of the JPC had been invited to a LGRC Local Council Expo Exhibition on 9th September at Chateau Impney in Droitwich Spa between 9.30 – 4.30 pm and asked if any Cllrs would like to attend. She acknowledged that Cllr Broadbent had agreed to attend and Cllr Crathorne also agreed that he would try to attend also. The Clerk advised that she would be attending.

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 attended a SDC Planning Committee meeting which considered the outline application for Henley College. He went on to advise that the only change was to the Section 106 Agreement and an amount of £530 be given direct to Henley Library and not WCC as suggested. Cllr Broadbent confirmed that there were no residents of Henley at the meeting. Cllr Broadbent advised that he had spoken at the meeting and he had made particular reference to the point that the current land drainage was inadequate and is not fit for purpose. There should be a scheme in place to alleviate flooding at the current flooding point, up-river of the bridge at Blackford Mill on the River Alne. Although this issue is external to the site, it is the cause of the problem and the site surface water needs to be re-routed to enter the River Alne downstream of the Blackford Mill Bridge.

Application no.	Proposal	Address	Submitted by	Comments due by:
16/01505/FUL	Demolition of existing former Golf Club buildings and construction of three dwellings (re-submission of 15/04538/FUL) Cllr Broadbent read out a letter from the applicant which had previously been circulated to Cllrs. Following a discussion, it was agreed to support the proposals as there would be a reduction in the density and improved drainage of the site. Cllr Broadbent thanked the applicant for working with the community to agree an appropriate scheme.	Haven Pastures, Liveridge Hill, Henley in Arden	Mr T Byrne	19.07.2016
16/02120/FUL & 16/02121/LBC	Change of Use from picture framing and restoration premises (Use Class B1) to residential dwelling (Use Class C3) with new two story rear extension and alterations. Cllrs agreed that they had looked at the plans for this application and Cllr	54 High Street, Henley in Arden	Mr & Mrs Melhuish	27.07.2016

	<p>Broadbent recommended that the JPC support the proposals. He said that the proposals and the design would be in keeping with the existing street scene and improve the area.</p> <p>It was RESOLVED that the JPC support both applications and the Clerk should submit appropriate responses. This motion was proposed by Cllr Broadbent, seconded by Cllr Wilmott and carried unanimously. Cllr Melhuish returned to the meeting.</p>			
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9. Reports by Working Parties:

Finance and Asset Councillor: Cllr Garner reported :

- A finance report had been previously circulated, although it had changed since the date that it had been circulated and Bank balances as at 18th July 2016 : Treasurers account: £5,325.24, Deposit account : £75,003.37. A VAT refund of £4,859.55 had been received.
- An invoice from Jon Vale had been received for £1,802.00. The invoices for Planet Exhibitions was for providing plant and materials to assist Cllr Broadbent with the repair of the Jubilee Steps. The invoice for Henley Court Leet was for the JPC share for the 'Over 80s Party' and the invoice to Bainbridge & Co was for the planning application and associated work for the installation of the flag pole at Market Cross. An amount of £1,298.27 was also payable to HMRC for PAYE and NI.
- Cllr Garner requested that he has authorisation to transfer up to an amount of £10,000 from the Deposit account to the Treasurers account to cover JPC expenditure as there would be no scheduled JPC meeting in August.
- **It was RESOLVED that the invoices be paid. This motion was proposed by Cllr Garner, seconded by Cllr Hemus and carried unanimously. It was also RESOLVED that Cllr Garner transfer appropriate amounts from the Deposit account to the Treasurers account to cover expenditure up to a value of £10,000 between now and the September meeting. This motion was seconded by Cllr Cornford and carried unanimously.**

Communications and Events Working Party

- Cllr Melhuish reported :
- That the WP did not have any work in progress at the moment. The Wires across the Street project was progressing, as was the Town Guide and next year's Assemblies could be discussed at a later date.
- Cllr Crathorne advised that the WP had carried out the remit that it had been given, therefore, it was not required any more and was nebulous. He suggested that a task specific group could be formed if needed in the future.
- Cllr Melhuish proposed that the WP was suspended for the present time and then it could be re-assessed when required. She went on to mention the proposed installation of the Christmas Tree and the Clerk advised that she had received a letter from Rev'd John Ganjavi regarding this and other related matters. The Clerk read out the letter which she had just received and agreed to scan a copy and circulate it to Cllrs. The letter received from Rev's Ganjavi is attached to these minutes as an Appendix. Cllr Garner seconded this proposal.
- **Cllr Crathorne proposed an amendment and it was RESOLVED that the Communications and Events WP be closed and task specific groups be set up as and when needed. This motion was seconded by Cllr Wilmott, carried by the majority and Cllr Melhuish abstained.**

Children's Facilities Working Party – Cllr Peter Crathorne – Report previously circulated

- Cllr Crathorne reported that there was a need to prioritise the refurbishment of the Play Area adjacent to the Medical Centre. Three Companies had been approached; Wicksteed, Sovereign and Playforce and had been asked to design a scheme. The schemes would be considered by the WP initially and then a panel of Cllrs, parents and children will receive a presentation from each company and then select the preferred Supplier.
- Cllr Crathorne proposed that the cost of refreshments at the presentation be met by the JPC. **It was RESOLVED that refreshments be purchased by the JPC, this motion was seconded by Cllr Hemus and carried unanimously.**
- Cllr Crathorne also reported that the JPC could apply for an Awards for All Grant towards a project to promote Community Cohesion and suggested that the Grant may be appropriate for funding towards the Big Family Day project which was proposed for 2017. **It was RESOLVED that the JPC applied for the Grant, this motion was seconded by Cllr Hemus and carried unanimously.**

Traffic & Parking – Cllr Peter Cornford – *Report previously circulated*

- Cllr Cornford reported that the WP would be putting together a draft power point presentation of their recommendations and proposals, which would be shown to the JPC at their September meeting. A presentation to the Town could then be given at the same time as the proposals for the Neighbourhood Development Plan, which is expected to be at the end of September/October 2016.

Maintenance & Emergency Planning - *Reports attached and previously circulated*

- Cllr Crathorne confirmed that he had met with a parishioner who had concerns about the height and spread of overhanging trees adjacent to her property in Riverside Gardens. He said that it had been a productive meeting. Cllr Crathorne suggested that consideration could be given to re-designing the Riverlands area, which would also open up the pathway near to Alne Close as well as making the area more aesthetically pleasing. He went on to say that the necessary permissions would need to be sought if the trees were to be felled and/or pruned. Cllr Cornford asked what type of trees they were and Cllr Crathorne responded and said that they were Sycamore, Hawthorne, Alder and Cherry.
- **It was RESOLVED that the JPC goes ahead with this project and the motion was seconded by Cllr Garner and carried unanimously.**

Property Report - Cllr Crathorne – *Report previously circulated*

- **It was RESOLVED that the actions set out in the report be approved. This motion was seconded by Cllr Garner and carried unanimously.**

Emergency Councillor’s Report

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

Neighbourhood Plan Steering Group

- Cllr Liz Jackson confirmed that a NDP meeting had taken place and a Presentation would be given to the Town in September/October.

10. To ratify the adoption of the Model JPC Policies – *previously circulated to members.*

- Complaints Policy & Equalities Policy
- The Clerk advised that most of the JPC policies and procedures were now uploaded on to the JPC web site. However, a complaints policy and equalities policy should also be available and uploaded to the JPC web site once they had been ratified.
- **It was RESOLVED that the above policies were ratified and agreed. This motion was proposed by Cllr Wilmott and seconded by Cllr Crathorne and carried unanimously.**

11. To consider adopting the name of ‘Henley in Arden’ Town Council’ for the Joint Parish Council and request the Clerk to liaise with SDC Update

- The Clerk reported that she and the Chairman had attended a meeting at SDC and they advised that the JPC could change their name to Henley Town Council, so long as members agreed. However, following further contact, SDC retracted this and said that having looked at the Grouping Order and taken further advice from Monitoring Officer, it

appeared that the Grouping Order in place was made under Section 11 of the Local Govt Act 1972 and it prevented the JPC from exercising the ability to call itself a Town Council under Section 245 of the Act.

Section 245 of the LGA 1972 reads as follows:-

(6) The council of a parish [...] which is not grouped with any other parish [...] may resolve that the parish [...] shall have the status of a town and thereupon—

(a) the council of the parish [...] shall bear the name of the council of the town;

(b) the chairman and vice-chairman of the council shall be respectively entitled to the style of town mayor and deputy town mayor;

(c) the parish meeting [...] shall have the style of town meeting.

(7) A resolution under subsection (6) above shall cease to have effect if the parish or community to which it relates ceases to exist.

[(7A) A resolution under subsection (6) shall cease to have effect if the parish has an alternative style (within the meaning of section 17A) by virtue of any of the following—

(a) an order under section 11;

(b) a resolution under section 12A;

(c) an order under section 86 of the Local Government and Public Involvement in Health Act 2007.]

The Clerk advised that she would circulate the email with the details to members and suggested that a feasible way forward is noted below, which would be acceptable to SDC:

1. *The Joint Parish Council could still make a resolution stating its wish to be a Town Council, but subject to the necessary changes being made to give effect to this.*
2. *Consequently, the Joint Parish Council recommending that a Community Governance Review be undertaken that*
 - (a) Asks Stratford DC to dissolve the Grouping Order under S11(4) of the LGA 1972*
 - (b) Establish one parish with two parish wards (so, one Parish Assembly, one Parish Council but 2 parish wards [maintaining local circumstances and connection], separate representation and 2 electoral roles).*

Also, under S12 of the Act the subsequent Re-organisation Order could include supplementary, incidental, consequential and transitional matters, and s20 of the LGA 1992 also has potential effect in terms of dealing with any property, income, rights, liabilities and expenses and any financial relationship between the parties to the Order.

- The Clerk also reported that 74% of the members of the public who had completed the Survey had requested that the JPC change its name to Henley Town Council.
- Cllr Cornford said that he felt that wider exposure should be considered and Beaudesert played an important part in the history of Henley and this should not be forgotten.
- Following a brief discussion, it was agreed that a wider audience should be consulted over this matter and the Clerk would instigate this and look into the project further.

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

- The Clerk reported that she had received an update from Duncan Bainbridge, the Agent acting on behalf of the JPC and the project was making progress regarding the necessary permissions that would need to be in place. The letter received from Rev'd Ganjavi was also mentioned and Cllr Crathorne advised that he would be able to attend any meetings that were necessary to take this project forward. Cllr Liz Jackson said that she felt that it was important for the JPC to be involved and to listen and communicate effectively.

13. Production of a Henley Town Guide, with an insert for JPC Annual Report and Accounts - Update

- It was agreed that a deadline for articles to be submitted was produced and the Clerk would circulate this information.

14. Report by Cllr Crathorne on the future relationship between the JPC and the principal social organisations of the Town - Update

- Cllr Crathorne reported that he had produced a paper which detailed various options for the JPC to consider and which had been discussed at the last meeting. He went on to say that he had updated the report and that he would circulate it to all those Cllrs not on the WP, following the meeting. Cllr Cornford said that Cllr Crathorne had produced a sensible document as the community organisations in Henley did not have a sustainable future in his opinion.
- Cllr Crathorne said that in his opinion, there were three alternative strategies, which he had detailed in his updated report. Cllr Liz Jackson said that she felt that given some of the detail in the report, it was a departure change for the JPC. She went on to say that she had concerns if members did not fully explore all of the options available thoroughly, as it was such a sensitive matter and the JPC needs to be fully aware of the consequences prior to making a decision. However, succession planning for all of the community organisations did need to be considered. It was agreed that this matter be put on the Agenda for further discussion at the JPC September meeting.

15. To agree and approve nominations for Community Assets/Fields in Trust

- Following a short discussion, it was agreed that three Cllrs look at a list of Assets of Community Value and the Clerk would circulate the supporting documents. **It was RESOLVED that Cllrs Garner, Wilmot and Crathorne look at a proposal and consider various ACVs which they thought should be listed, including the sports facilities at Henley College. Cllr Cornford indicated that there was some urgency in proceeding with this matter. This motion was proposed by Cllr Crathorne, seconded by Cllr Wilmot and carried unanimously.**

16. Bus Shelter Review - Update

- Cllr Crathorne reported that he had spoken to Mr John Johnson of Johnson's Coaches and they had been informed that the JPC was considering the maintenance and repair of the Bus Shelters in Henley. The Clerk confirmed that she had received an email from WCC confirming that, according to their records, they were not responsible for maintaining any of the Bus Shelters in Henley. WCC went on to say that their assumption was that the JPC was responsible for maintaining the Bus Shelters. The Clerk also advised that she had obtained some quotations and provided some examples which were circulated. Following a discussion, it was agreed that the Clerk contact WCC for further advice regarding ownership of the Bus Shelters. The Clerk was also requested to send a copy of the email that she had received from WCC to County Cllr Mike Perry, in order that he could also look into ownership of the Bus Shelters.

17. Reports from Councillors – exchange of information only.

- Cllr Crathorne asked if there could be increased communication regarding Cllrs attending the Remembrance Day Parade and Armed Forces Parade and whether there was a requirement for them to march. He said that it would be useful if there was an increased understanding of what was perceived to be the duty of Cllrs when they attend events of this nature. It was agreed that the Clerk would receive clarification prior to each event as and when they occurred.
- Cllr Crathorne suggested that as funding sources would cease since the UK had voted to exit from the EU and many of the large grant funding bodies emanated from the EU, community organisations in Henley would need to give consideration to how they would make up the shortfall in funding in the future. Following a brief discussion, it was suggested that perhaps the precept may need to increase in the future.
- Cllr Melhuish confirmed that both Cllrs Broadbent and Crathorne had received a lot of praise on Facebook.

18. 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 Vice Chair thanked everyone for attending the meeting and confirmed that the next Ordinary JPC meeting was scheduled for Monday 19th September 2016, commencing at 7.00 pm.
The meeting closed at 9.10 pm

Signed as a correct record.

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Date 19th September 2016