



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, 19th September 2016 at 7.00 pm in the Henley-in -Arden Memorial Hall, Station Road, Henley-in-Arden.

Mr David Jackson, Chair of the Neighbourhood Plan Steering Group gave a PowerPoint presentation on the benefits of producing a Neighbourhood Development Plan. Mr Jackson took questions from the floor. He went on to say that the NDP Steering Group would present their findings to a Town meeting, which will give residents a further opportunity to give their feedback on the policies proposed in the Plan. A consultant will then take the policies and findings and work them into a draft Plan. Once this has been completed, it will be published on the JPC web site for further feedback. It is anticipated that a referendum be held in the Spring of 2017 and hopefully adopt the Plan.

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

In Attendance: 12 members of the public

Apologies for absence: The following apologies were received and accepted: Cllrs Peter Cornford, Linda Jackson, Lorraine Taylor-Green and Peaches Melhuish.

Declarations of Interest and Dispensations:

- The Chair asked if Councillors had any interests to declare and no one declared any interests.

3. Public Participation Session:

- The Chair asked if any members of the public would like to raise any issues and Mrs Ginny Matheou representing Henley in Bloom said that many people had complimented them on their displays this year. She went on to thank the JPC for their help and support, particularly Cllr Broadbent. However, she said that no one had advised Henley in Bloom of the removal and re-positioning of the 'Welcome to Henley' signs and the group would have appreciated this being mentioned. Mrs Matheou passed round photographs of various 'Welcome' signs in the vicinity and said her concern was that the signs in Henley are lost at the moment.
- Mr Alan Jones said that the developers had erected a fence at the Mill which was a condition of their planning application. He went on to say that the contractors had erected the pillars for the fence adjacent to some trees and had damaged the roots when they had poured concrete into the holes. Mr Jones said that the planning officer had said that the trees would probably not last very long and would die off. Cllr Leech asked if Cllr Broadbent could take a look at the situation and report back to the JPC.
- Mr Alastair Price referred to various articles in HNOL regarding the illegal parking outside One-Stop and the Co-Op. He went on to ask if the JPC would consider erecting pillars with chains linked between them along this area of the High Street. He went on to say that padlocks could be fixed in between the chains and both the Co-Op and One Stop were agreeable. He went on to say that if a red line were painted along this stretch of the High Street that would also deter people from parking. Cllr Leech advised that this proposal would be discussed later on the agenda; however, the JPC would have to consult with WCC, Highways. Mr Price questioned whether the JPC had the authority to go ahead and erect the pillars and chains and Cllr Perry responded and said that the JPC did not have this kind of authority. Cllr Perry said that the High Street was in a Conservation Area and members of the public enjoyed the heritage of the Town. Planning permission for this kind of proposal would also need to be sought and there was a danger that a precedent would

be set for this kind of work to be carried out in other areas. Members of the JPC agreed that the situation was frustrating and Cllr Leech advised that the JPC was trying to find a solution but needed the support of WCC, Highways.

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

- **County Cllr Mike Perry reported :**
- He had visited the overhanging trees that had been reported to him by the Clerk in Milking Lane and which were affecting some of the properties in Yew Tree Gardens. He went on to say that as this was a Bridle path, WCC were responsible for maintenance of the Lane. He agreed to contact the parishioners who had complained.
- A Flood Management Grant of £5,000 was available if there were any projects which would fit the criteria.
- The SNT bulletin had mentioned various incidents of anti-social behaviour in the Town.
- Flu vaccines were available for parishioners over 65 and some children.
- The bus services which run in Henley had changed their routes and the details were available on provider's web sites.
- The Arden Community Forum would be held on 22nd September and as usual members of the public could vote for one of three priorities. Cllr Leech advised that speeding had been highlighted and a linked article would be mentioned in HNOL.
- The County Cllr Community Grant of up to £5,000 was also open to appropriate schemes and would close on 7th October. Grants of £1,000 are usually awarded to community organisations.
- Funds were also available for early years learning projects for children aged 0-5 and Cllr Jackson asked whether this could include play areas. Cllr Crathorne responded and advised that it would be an educational grant.
- Riverhouse School was still in special measures and this was an on-going situation.
- The Fire and Rescue service would have some of their funding cut and would have to make savings of £5.5m by 2020. He went on to say that there had been 281 incidents which had been attended by the service during the last year.
- The 2016 Music Festival over the August Bank Holiday had been a great success and he thanked the JPC for their note of thanks. Cllr Leech advised that the JPC had offered on-going support to the 2017 Music Festival committee and talks were on-going.
- **District Cllr Stephen Thirlwell reported :**
- Stratford Area was 6th in the Re-cycling league table and he thanked everyone for all of their efforts.
- SDC was undertaking additional work on the Core Strategy and reserved sites, which had been a condition imposed by the Inspector in his report. Reserved sites would only be used if SDC were not in a position to meet their target for their five year land supply.
- The Boundary Commission was undertaking a review of constituencies with a view to reducing the number of MP's from 650 to 600. He went on to say that there were 2 MP's at the present time covering the Stratford Area and the proposal would be to have 4 MP's covering Rugby & Southam, Alcester, Evesham and South Warwickshire and Warwick & Stratford upon Avon. Members of the public can submit their views to the Boundary Commission if they wished.
- SDC undertakes a Customer Satisfaction Poll and selects random members of the electorate and requests their views. He said that in 2014, SDC had achieved 75.7% satisfaction on service; however, the Poll had resulted in both planning and environmental health being areas in need of improvement.

5. Minutes of the ordinary meeting held on 18th July and the extraordinary meeting of 29th August 2016 to be approved and signed.

- **It was resolved that the Minutes of both of the above meetings were confirmed as a true record and signed by the Vice Chair and Chair.**
- The minutes were then unanimously approved by those Councillors present at the meetings on 18th July and 29th August 2016.

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

- The Chair asked if there were any matters that Cllrs wished to raise in respect of the previous minutes and there were no issues mentioned.

7. Thanks Recorded to Mr Brian Jackson for winding up the Church Clock and his many years' service to the community

- Cllr Leech said that Mr Brian Jackson had looked after the Town Clock for a number of years and the JPC felt that, as the Clock would be automated soon, it would be a good time to mark the contribution that Mr Jackson had made to the Town and his long years of service to the community. He went on to say that the JPC would like to invite Brian and his wife Val and make a presentation to him at a future meeting. **Cllr Crathorne proposed that the Clerk purchase a suitable gift for Mr Jackson, this motion was seconded by Cllr Broadbent and carried unanimously.**

8. Report by the Parish Clerk – Gill Bailey

- The Clerk reported :
- The JPC had instigated the successful removal of fly posting in the Town. However, there was a need for a larger JPC Notice Board situated outside the Old Police Station. Cllr Crathorne said that the JPC Notice Board in Beaudesert Lane was also in need of replacement. It was agreed that Cllr Crathorne and the Clerk liaise over suitable Notice Boards and would report back to the JPC in due course.

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

Application no.	Proposal	Address	Submitted by	Comments due by / decision
16/01391/FUL	<p>Demolition of existing children's day care centre & erection of 6 dwellings (4 semi-detached houses, 1 terraced house & 1 maisonette).</p> <p>Cllr Broadbent reported that there was only one comment regarding this application on the SDC web site and stated that the garage of one of the dwellings was too high and requested a reduction in height. He said that if anyone wished to see paper copies of the plans they were available to view.</p> <p>Cllr Jackson stated that when this application had been submitted last year, there were issues with density and access. Cllr Hemus responded and said that the letter on the SDC web site had said that the planners had taken neighbours' concerns into consideration. Following a discussion, it was agreed that the Clerk look for the minutes which mentioned last year's application and circulate the comments that the JPC had made to members of the Planning WP. Cllr Broadbent would look for the plans in storage. This motion was proposed by Cllr Crathorne, seconded by Cllr Garner and carried unanimously.</p>	Little Nutkins, Cherry Orchard, Henley in Arden	Mr & Mrs Howe	21.09.2016

10. To Ratify the Planning Protocol document (previously circulated)

- The Clerk advised that the Planning Protocol had been previously circulated to members of the JPC. Cllr Jackson thanked everyone for the work that they had put in to producing the document. She went on to say that it was a very important document and she would like to see further clarification included in the Protocol on when all of the members of the JPC were consulted on planning applications. She said that at the present time, the JPC Planning WP responded to most applications and if the development was for more than 5 dwellings, all members of the JPC were consulted. **Following a robust discussion, it was RESOLVED that Cllr Jackson re-draft the Planning Protocol document and circulate it to all members for their agreement prior to it being ratified and uploaded to the JPC web site. This motion was proposed by Cllr Bridges, seconded by Cllr Garner and carried unanimously.**

11. Reports and Recommendations by Portfolio Holders

- **Finance and Assets** - Cllr Garner reported :
 1. The Finance Report had been circulated and uploaded on to the JPC web site.
 2. Balances in the Treasurers Account: £1,961.51 and Deposit Account: £67,002.93.
 3. There were three larger payments requiring approval – SDC for the CCTV cameras for £1,926.00, Came and Company for the JPC insurances, amounting to £2,002.98 and Jon Vale for on-going maintenance for £1,826.70 (incl VAT), totalling £5,755.68. Cllr Garner requested authorisation to transfer £9,000 to cover these payments and any further payments due before the next JPC meeting..
 4. **It was RESOLVED that these actions be carried out. This motion was proposed by Cllr Garner, seconded by Cllr Jackson and carried unanimously.**
 5. Cllr Garner reported that the Christmas Lights Committee had held a fundraiser in the Memorial Hall to raise funds for the Christmas celebrations. The cost of the Memorial Hall would be £80.00 and he felt that it would be a nice gesture if the JPC were to pay for the Hall on behalf of the Christmas Lights Committee. **It was RESOLVED that payment be made for use of the Memorial Hall. This motion was proposed by Cllr Garner, seconded by Cllr Hemus and carried unanimously.** Cllr Garner agreed to liaise with Mr Duncan Bainbridge regarding payment.
 6. Cllr Crathorne said that he had previously circulated a document on the future of social organisations in the Town and how they could develop their relationship with the JPC. Cllr Crathorne proposed that Cllr Garner look at the various scenarios in the document and produces a cost analysis for each one and the implications for each householder. **This motion was proposed by Cllr Crathorne, seconded by Cllr Wilmott and carried unanimously.**

- **Children's Facilities** – Cllr Jackson reported :
 1. Members of the WP were looking at the redevelopment of the Play Area near to the Medical Centre. Two quotes had been received and they were waiting on a third quote. She went on to say that it was an ambitious project and once all three quotes had been received the WP would consult with the community and the children and choose a preferred supplier.
 2. The WP was considering facilitating a Family Festival in 2017 and was looking into funding and grants that were available to help support the event. The proposal was that it would be a large event with entertainment for all the family and the WP was looking to expand their volunteers. If anyone was interested to contact herself or a member of the WP.
 3. Cllr Leech reported that he had recently attended a SCAN meeting where he was informed that there may be restrictions in respect of developing a Play Area if there was a covenant in place. Cllr Jackson responded and said that usually the intent of the covenant was to restrict the development of a Play Area to use as an open space and consents had been received in the past to expand the Play Area.
 4. **Following a discussion, it was RESOLVED that a formal partnership with the Hub@Henley Community Centre be formed and that a Big Family Festival take place in June/July 2017. Funding had been identified for community celebrations and an application could be made to the Community Celebration Lottery fund on behalf of the JPC, in conjunction with the Hub as it was a registered charity. In addition, the Hub@Henley's funding consultant could help put together a proposal for an application. It was also agreed that the Children's and Facilities WP would benefit from expansion with two additional Cllrs, together with some residents and trustees from the Hub. This motion was proposed by Cllr Crathorne, seconded by Cllr Bridges and carried unanimously.**

- **Traffic & Parking Working Party**
 1. Cllr Crathorne gave a PowerPoint presentation.
 2. **It was RESOLVED that the presentation which had been viewed as part of the JPC meeting be approved and be presented to a Town meeting to be held on a date set by the Chair and the Clerk for early November 2016. The date will be published on a leaflet which will be included in the Town Guide and the JPC Report and Accounts and which will then be circulated to all households in the Town. This motion was proposed by Cllr Crathorne, seconded by Cllr Bridges and carried unanimously.**
 3. Cllr Jackson said that she felt if there was more appropriate signage to the Croft Car Park that may help in the short term. Cllr Crathorne responded and said that

there was a maximum size for a sign as it would be in a Conservation Area and would be erected on a listed building. Mr Simon Jary if signage was considered it would be helpful if the number of parking spaces available could be displayed. Cllr Crathorne responded and said that this would be cost prohibitive.

4. Cllr Thirlwell suggested that if the JPC were to manage the car parks in Henley, they look into a charging regime which would generate income to assist with enforcement. Cllr Jackson said that consideration could be given to having the first two or three hours free and then producing a charging structure.
5. Cllr Crathorne said that the JPC would look at contracting out this aspect.
6. Cllr Perry said that the Music Festival had organised parking at the primary schools free of charge and perhaps the schools could be utilised at the weekends.
7. Cllr Bridges asked if consideration could be given to building under the Medical Centre car park instead of on top, although she agreed it would be a lot more expensive. She went on to congratulate the Traffic & WP for all of their hard work. Cllr Crathorne agreed that there were a number of issues and the JPC could arrange for a park and ride scheme if that was appropriate.

• **Maintenance & Emergency Planning** – Cllr Crathorne reported :

1. He had circulated a full report to members of the JPC prior to the meeting.
2. Two large Bird Cherry trees were situated close to the bungalows in Riverside Gardens and residents had requested that they be reduced in height. The trees are not in a Conservation area and are on a small triangle of land which is owned by the JPC. An estimate has been obtained for £470.00. Cllr Crathorne asked the JPC if they would consider accepting this quote as it would be for the benefit of a small number of residents.
3. Cllr Crathorne also requested the JPC to consider disposing of this small area of land in the future. Cllr Thirlwell responded and said that the land used to be larger; however, half had been sold to a resident in the area.
4. A number of residents had complained about an infestation of Japanese Knotweed along the banks of the River Aine in the Riverlands. He went on to say that he had been in contact with Anthony Lovell, who was an expert in the treatment of the weed. Mr Lovell said that treatment of the weed would cost around £1,000 in the first year as each stem would need to be injected. Mr Lovell would inspect the area every three months and he was confident that this would be an effective method of eradication. Cllr Crathorne advised that the weed was also growing in some of the adjacent gardens at 40 & 41 Riverside Gardens and eradication could be undertaken at the sametime.
5. Cllr Bridges agreed to write an appropriate article for HNOL.
6. A meeting had been arranged for all of the allotment holders for the 30th September at the Black Swan at 7.00 pm and all Cllrs were invited to attend.
7. Residents had raised concerns regarding Ullenhall Brook and had requested help in identifying the riparian owners of the stream running alongside New Road and Warwick Road under the bridge into Littleworth Field. Informal contact had been made with some of the residents in Glenhurst Road and it was suggested that a letter be sent to try and organise a management plan with all of the costs shared between the residents. This would also include the JPC as they owned Littleworth Field.
8. A number of residents had complained about the amount of overgrowth overhanging the boundary fence on the pathway to the Jubilee Play Area. Cllr Crathorne said that he had also been in touch with the son of one of the residents who lives on the corner of Chingley Bank and when the JPC remove the leylandii, the hedgerow could be dealt with at the same time at a cost of £100.00.
9. A number of residents had complained about six Sycamores which were large and could cause subsidence at the rear of some of the residences at Chingley Bank. The proposal would be remove the Sycamores and replace them with smaller species in consultation with the residents who are affected. Once the Sycamores were removed, the logs could be used for a play area in the woods. An estimate had been obtained and the cost could be up to £500 per tree. Three estimates would be obtained.
10. Several residents have raised concern over the pool by the Medical Centre, although work that can be undertaken is limited as it is a protected site.
11. Cllr Crathorne also advised that an infestation of Himalayan Balsam had also been discovered and it may be possible for volunteers to pull up the weed.
12. **Following a full and comprehensive report, it was RESOLVED that an immediate programme for the eradication of both the Japanese Knotweed and the Himalayan Balsam be commenced as soon as possible. The works as**

detailed in Item 2 above is undertaken at a cost of £470.00, excl VAT. Three estimates are obtained for the removal of the six Sycamores at Chingley Bank, replacing them with smaller species. It was further agreed that the pool by the Medical Centre is improved following further consultation with residents and undertaking advice from the appropriate agencies. This area being added to the on-going maintenance programme for Jon Vale.

13. It was also RESOLVED that the actions as specified in the Property Report be undertaken.

14. To date there have been no emergencies.

- **Neighbourhood Plan Steering Group**

1. This item was largely covered in a presentation given earlier by David Jackson.

2. It was agreed that the Clerk call a Town meeting for early November to discuss the forthcoming JPC budget, the Neighbourhood Plan and traffic and parking. The Clerk agreed to contact Duncan Bainbridge to agree a suitable date.

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

- Cllr Leech reported that at a recent WCC, Highways meeting, representatives had mentioned the height of both the railings and the flower boxes and suggested that they could be lowered. Cllr Leech advised that the JPC had been in touch with Historic England and the proposal would be to reduce the height of the railings and place the flower boxes at ground level.
- The Chair of Henley in Bloom, Sheila Davis, agreed to meet with representatives of the JPC to discuss a way forward.
- Cllr Perry advised that the railings had originally been erected to protect an ancient monument and Cllr Jackson said that the JPC did not want to encourage vandalism.
- Cllr Leech said that every option would be looked into and Historic England, WCC Highways and Henley in Bloom would be consulted.
- It was agreed that Cllrs Crathorne, Bridges and Leech investigate all possibilities and report back following consultation with the appropriate authorities. Health and safety, maintenance and planting would also be considered.

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

- The Clerk reported that the project was moving forward and she was in regular contact with Mr Bainbridge, the agent acting on behalf of the JPC.

14. Production of a Henley Town Guide, with an insert for JPC Annual Report and Accounts – update

- Cllr Leech reported that the Town Guide had been produced and handed out copies to everyone. He said that the Guide had been produced at no cost to the JPC.
- Cllr Leech asked that a special vote of thanks to the Editor, Brian Twigg, be recorded for producing such an excellent Guide. It was RESOLVED that a vote of thanks be sent to Brian Twigg. This motion was proposed by Cllr Leech, seconded by Cllr Garner and carried unanimously.
- Cllr Leech asked the Clerk if there had been any progress with regards to receiving the audited accounts and the Clerk responded by saying that the External Auditors had advised that they should be sent out by the end of September.
- Once the accounts have been received, they will be inserted into the Town Guide and delivered by the Post Office.

15. To discuss the CCTV cameras located in Henley and the JPC's contribution towards the CCTV cameras & payment of the invoice (£1,926.00 per annum).

- Cllr Leech advised that he and Cllr Crathorne would be attending a meeting to discuss the contract for the next three years with SDC. The fee is for 24 hour coverage. During the day coverage is free and the fee of £1,926.00 is for coverage from 10.00pm to 6.00 pm.
- Cllr Crathorne advised that they had asked for a report and breakdown from SDC in respect of the suspected incidents in the Town but this had not been forthcoming.
- Cllr Leech requested the Clerk to ask the Clerk at Shipston on Stour if they had opted out of the scheme.

- It was **RESOLVED** that Cllrs Leech and Crathorne enter into discussions with SDC regarding the next three years contract for CCTV provision from 2017-2020. The outcome will be reported back to the JPC prior to making a decision regarding their engagement into a further contract period. This motion was proposed by Cllr Crathorne, seconded by Cllr Garner and carried unanimously.

16. 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 (this would establish one parish with two parish wards which would maintain local circumstances and connection and have separate representation and 2 Electoral roles).

- The Clerk reported that she had received the results of the survey that had been conducted over the last few months and the statistics for Henley becoming a Town were overwhelming – the total votes to become a Town Council were 86% and to remain as the JPC, 14%. The total votes for Henley in Arden Town Council were 74% and for Beaudesert & Henley Town Council 26%.
- The Clerk went on to say that both Cllr Leech and herself had visited SDC and the only way forward was by undertaking a Community Governance Review which would be considered by the SDC Audit and Standards Committee on 26th September which will then make a recommendation to full Council on 24th October to commence a CGR. A consultation period will then ensue between 24th October and 17th February 2017 with a Reorganisation Order coming into effect soon afterwards.
- Cllr Crathorne said that if successful, a CGR would stop the division between Henley and Beaudesert and Cllr Leech said that in essence, there is no difference between a Town and Parish Council and the JPC could have undertaken to change the name themselves if a Grouping Order had not been in place.
- **Following a brief discussion, it was RESOLVED that the Clerk recommend to SDC that a Community Governance be undertaken. This motion was proposed by Cllr Garner, seconded by Cllr Bridges and carried unanimously.**

17. To discuss the possibility of requesting that railings are installed on the High Street outside the Co-Op and One Stop to prevent motorists parking outside.

- Following a brief discussion, it was agreed to refer this item to the Traffic & Parking Working Party.

18. Seymour Fieldhouse Homes - the reduction of Trustees nominated by the three parishes of Henley in Arden, Ullenhall and Wootton Wawen from six Trustees to three.

- Cllr Leech advised that the JPC had received a request from Seymour Fieldhouse Homes to reduce the six nominated trustees of the three parishes of Henley, Ullenhall and Wootton Wawen to three. **Following a brief discussion, it was RESOLVED that the nominated Trustees of Seymour Fieldhouse Homes reduce their Trustees from six to three. This motion was proposed by Cllr Bridges, seconded by Cllr Garner and carried unanimously.**

19. To discuss proposed Traffic & Speed Survey

- Cllr Crathorne reported that the Survey would be carried out over a twenty-four hour period and measured the speed of traffic and the amount of large vehicles. The cost of each monitoring point would be £297.92, including VAT. Cllr Jackson asked whether there should be one or two monitoring points. Following a brief discussion, it was **RESOLVED** that one Survey would be sufficient and that this item should be under the remit of the Traffic and Parking WP. This motion was proposed by Cllr Crathorne, seconded by Cllr Hemus and carried unanimously.

20. To agree and approve nominations for Community Assets/Fields in Trust – Update

- Cllr Crathorne advised that there was nothing new to report.

21. Bus Shelter Review - Update

- Cllr Crathorne proposed that the Clerk and himself obtain quotes for the replacement/refurbishment of the three Bus Shelters in Henley and arrange site visits, where applicable. This motion was seconded by Cllr Bridges and carried unanimously.

22. Reports from Councillors – exchange of information only.

- Cllrs had nothing new to report.

23. Items for private session

Under Section 100(A) of the Local Government Act 1972, in view of the (special)(confidential) nature of the business about to be transacted, it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under paras 1 and 11 of Part 1 Schedule 12A of the above Act, that the public be temporarily excluded and they are instructed to withdraw. There needs to be a resolution at the meeting for items to be discussed in private session.*

- There were no items for private session.

To confirm the date and time of the next JPC meeting on Monday 17th October 2016 commencing at 7.00pm in the Memorial Hall Committee Room.

The meeting closed at 10.00 pm

Signed as a correct record.

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Date 17th October 2016