



The Beaudesert & Henley-in-Arden Joint Parish Council

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

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IF ANYONE WOULD LIKE A HARD COPY OF THE AGENDA OR MINUTES FOLLOWING THE JPC MEETING AND DOESN'T HAVE ACCESS TO A COMPUTER, PLEASE CONTACT THE CLERK ON 01926 814491 TO REQUEST A COPY.

The Minutes of the Ordinary Council Meeting of the Beaudesert and Henley-in-Arden Joint Parish Council that took place on Monday, 21st October 2019 at 7.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

Present: Cllrs. Ray Evans (Chair), Chris Duffin (Vice-Chair), David Broadbent, Marijana Bainbridge, Jem Jones, Roger and Val Hubbocks, District Cllr Matt Jennings and County Cllr John Horner.

In Attendance: 12 members of the public.

Photographing, reporting, recording, filming or transmitting the proceedings of a meeting may occur and therefore all persons participating in the meeting should be aware that such recording, reporting or filming may take place. Members of the public attending the meeting (but are not participating in the meeting) who do not wish to be filmed or photographed in the meeting must state this at the start of the meeting.
The Chairman requests all mobile phones are switched to silent mode.

Public Participation Session

- A Parishioner thanked the JPC Maintenance WP for clearing the area around the Grit Bin in Beaudesert Lane.
- A resident in The Croft said that all residents had received a letter from the Chair of the Management Company who looked after the common areas of the Croft and they had been advised that it was the intention to erect barriers on the boundary of the Croft and the Croft Car Park. Cllr Evans responded and asked if the resident would like to wait until this was discussed later in the meeting.
- A Parishioner thanked Cllr Bainbridge particularly for clearing the pathway from School Road to Barley Close.

Pause for a few members to allow members of the public to leave the meeting if they wish to do so.

1 Apologies for absence and acceptance of apologies

Apologies were received and accepted from Cllrs Elaine Field & Sally Harfield.

2 Declarations of Interest and Dispensations

Cllr Chris Duffin declared an interest in The Hub@Henley as she was a trustee; David Broadbent declared an interest in Henley War Memorial Trust as he was a trustee and the Neighbourhood Development Plan as he was a member of the Steering Group; Marijana Bainbridge declared an interest in the Memorial Hall, as her husband was a trustee of HWMT and she was on the Memorial Hall Committee and Cllr Roger Hubbocks declared an interest in Item 15 as he had become a member of The Shakespeare Promotion Line Committee.

3 Reports from County Councillor and District Councillor.

- In the absence of County Cllr John Horner, the Clerk read out a report that she had received, and which had been circulated to all of the JPC Cllrs., which was attached to the minutes as an appendix.
 - **District Cllr Matt Jennings reported:**
 - Stratford-on-Avon District Council have declared a 'Climate Emergency' with councillors pledging to take local action to contribute to national carbon neutral targets through the development of practices and policies, with an aim to being carbon neutral in the District by 2030. SDC have set up a new Climate Emergency 'Task & Finish Group' has been organised by SDC's Overview and Scrutiny Committee.
 - Cllr Jennings went on to say that the Group is currently exploring practical steps SDC can take and how it can team-up with residents, partners and local businesses to tackle Climate Change. It is the intention that the Group will make a series of recommendations between now and Christmas before submitting its final report in January.
 - Recent environmental initiatives have included:
 - Installing Electric Vehicle charging points at car parks

- Efforts to maintain the District Council's position as one of the top 10 performing local authorities in England for the percentage of household waste sent for reuse, recycling and composting
 - Joining a nationwide water bottle refill scheme to cut plastic waste
- Cllr Jennings requested that if anyone had any ideas, that they should get in touch and let him know your thoughts and he would be at the Climate Change & the Local Community meeting if anyone wished to speak to him.
- Cllr Jennings said that SDC were hosting a Service Fair in Elizabeth House with over 20 service areas being represented, so if anyone would like to know more about what SDC delivers, they would be more than welcome.
- Stratford was hosting a Victorian Market on 6th, 7th and 8th December and there would be about 300 stalls with gift ideas, food and street acts.
- Cllr Jennings confirmed that he was continuing to liaise with WCC, Parking Management regarding the provision of a residents parking scheme in Market Way.
- **County Cllr John Horner reported:**
- The LGA had estimated that if nothing significant changes the English County Councils will, by 2025, be spending their entire budgets on social care and nothing else and there will still be many people who are not eligible for government support due to means testing of savings. He went on to say that ultimately there will have to be tax rises, but if we can keep people living independently in their own homes for as long as possible then we will minimise the burden on the state. In order to keep people independent as they grow older, we need to make provision and encourage downsizing in the communities in which they live. Parish Councils can, through Neighbourhood Development Plans, make provision for housing that is suitable for local elderly people. In this way the older person moves into a manageable home and their larger house is freed up for families to move into the area. WCC is hoping to set up a rural pilot development in order to prove the context and hopes parishes will come forward with suggested sites.
- Cllr Horner said the other major issue facing everyone is climate change. Very often everyone agrees someone should do something but, in the end, no one does anything. At the last WCC meeting, all the political groups in the chamber supported the declaration of a climate emergency and a committee was formed to come up with ideas. In the meantime, we can all make a small contribution to reducing greenhouse gasses by making sure we put all our food waste in the green bin for composting rather than the grey bin for landfill. Sending rubbish to land fill results in the county being charged a landfill tax and this means less money to be spent on other services. The food waste breaks down in the rubbish heap and produces methane gas and this is a much more powerful greenhouse gas than carbon dioxide. Cllr Horner said that he had a few free small waste food caddies to hand out to be used in the kitchen and then emptied out in the green bin. Cllr Horner went on to say that he had been advised that even if you might not use the green waste service for garden waste you should use the green bin for food waste. If anyone did not have a green bin, then these can be obtained by telephoning Stratford on Avon District Council. If SDC do decide to charge for the green bin service as an extra fee over the general council tax they have said they will provide special food bins to be put out for collection to anyone who does not pay for a green bin service

4 Minutes of the ordinary meeting held on 30th September 2019 to be approved and signed. It was RESOLVED that the Minutes of the JPC ordinary meeting held on 30th September 2019 were confirmed as a true record and signed by the Chairman. This motion was proposed by Cllr Duffin, seconded by Cllr Broadbent and carried unanimously by all those present at the meeting.

5 Matters arising from the minutes of previous meetings and not on the agenda.
There were no matters arising.

6 Report by the Parish Clerk – Gill Peacock

- The Clerk said she had received a letter from the Royal British Legion regarding the Remembrance Day events. She asked for confirmation from Cllrs who would be able to attend.
- The Clerk went on to ask Cllr Broadbent if he would be prepared to retrieve the flag from the offices of John Earle and raise the flag on Saturday, 9th November to the afternoon of Monday, 11th November. Cllr Broadbent responded and confirmed that he would ensure the flag was flying on the dates suggested.

- The Clerk confirmed that she had received an email from came & Company, the JPC insurers regarding The Croft Car Park. She went on to say that the Public Liability section of the Ecclesiastical policy provides automatic cover at no additional premium for all land that is either owned by the JPC or is their responsibility to maintain due to the terms of a lease/licence or other legal document. In the event that someone sustains an injury due to a defect with the land and it can be proven that the JPC is legally liable for the incident, the policy will respond to any resultant claim.
- She went on to say that this means there is no need to inform Came & Company when new land is acquired unless cover is required to insure any assets on the land, such as fencing and gates, against loss or damage. If such cover is required, the Clerk should get in touch with Came & Company.

7 To discuss the formation of additional JPC Sub-Committees; Car Parks & Employment.

- The Chair confirmed that the previous JPC had a Car Park Acquisitions and Parking Working Party and that he felt it would be more appropriate to create a JPC sub-committee which would have agenda's and minutes for each meeting, and which would be open to the public. **It was RESOLVED that a Car Parks & Parking sub-committee be formed. This motion was proposed by Cllr Evans, seconded by Cllr Jones and carried by the majority, with one abstention.** Cllr Evans was asked what the timing for the first meeting would be and he responded and said that it would more than likely be January 2020.
- Cllr Jones said that he felt that all JPC Cllrs should attend the meetings.
- The Clerk confirmed that she would be leaving the JPC on 31st December and she had prepared a job advert, which had been circulated to all Cllrs and this had been submitted to both focus and HNOL. She went on to say that she had also prepared a Job Description and Person Specification.
- **The Clerk suggested that an Employment Working Party be formed, and it was RESOLVED that Cllrs Evans, Chris Duffin, Roger Hubbocks and David Broadbent be members. This motion was proposed by Cllr Evans, seconded by Cllr Duffin and carried unanimously.**

8 To note the Council's responses to planning applications & note minutes of JPC Planning Sub-Committee

Application no.	Proposal	Address	Submitted by	Comments due by
19/02639/FUL	Proposed 1.5 storey pitched roof extension to existing garage/outbuilding to provide secure vehicle storage and room over.	Arden Grange, Buckley Green Lane, Buckley Green, Beaudesert.	Mr G Norman	25.10.2019
19/02016/FUL	Single storey extension to the rear of existing garage. Re-roof existing garage.	77 Meadow Road, Henley	Mr T Chopra	29.10.2019

- **19/02639/FUL – Following a discussion, it was agreed by the majority, with one against that the Clerk respond to SDC using her delegated powers with a comment of No Representation.**
- **19/02016/FUL - Following a discussion, it was agreed unanimously that the Clerk respond to SDC using her delegated powers with a comment of No Representation.**

9. Finance Sub-Committee

- **To note the Schedule of recent Payments and Bank Balances (previously circulated)**
- Cllrs noted the Finance Report, attached as an appendix.
- The Clerk confirmed that the current balances as at 21st October 2019 were Treasurers Account: £14,551.08 and the Deposit Account was £84,516.60.
- Cllr Evans said that the JPC had paid for a new Finance Package from Edge IT and the Clerk would embark on training shortly.

10. Update on the Beaudesert & Henley in Arden NDP & the request for WRCC to carry out an up to date Housing Needs Survey.

- Cllr Broadbent reported that he had received emails from David Jackson, the Chair of the NDP Steering Group who confirmed that they are finalising an updated draft of the NDP following the first Regulation 14 Consultation process carried out by SDC. Through that process, several amendments were identified as being necessary to the NDP in order to increase the chances that it will pass through the examination phase without challenge by the Examiner. He went on to say that it is intended that the updated NDP be sent out for a refreshed Regulation 14 Consultation process following which it will then be progressed to the formal examination phase and final public consultation in readiness for a referendum during the first half of 2020.
- David Jackson also said that he felt the housing needs process was a JPC initiative and he suggested that the JPC be given responsibility for advancing that, liaising with the Steering Group as necessary.
- Cllr Broadbent agreed to liaise with the Clerk regarding the Housing Needs Survey.
- Cllr Evans also reported that there would be benefits to the community because some future developments would be subject to Community Infrastructure Levy (CIL) payments at 25% if there is an NDP or 15% if not.

11. Maintenance & Emergency Planning Working Party

- Cllr Jones reported that since the last meeting, various maintenance tasks had been completed and that the Maintenance WP met every fortnight on a Monday at 4.00 pm.
- Cllr Jones also said that the JPC had asked WCC and SDC if the JPC could carry out tasks which they were not able to do. He went on to say that WCC had confirmed that they were reviewing their current policy on verge management if the JPC would like to create a wildflower verge/meadow.
- Cllr Jones confirmed that he had found a Tree Survey that had been carried out some years ago which would help to maintain the flora & fauna in the parishes.
- Cllr Jones asked if the Clerk could arrange a meeting with members of the Community Payback Team to review progress to date. The Clerk agreed that she would liaise with the JPC and the Community Payback Team.
- Cllr Jones requested the Clerk for a copy of the Maintenance Contractors schedule of work.

12. Car Parks in Henley - Update.

- Cllr Evans reported that a timetable in respect of the Car Parks had been uploaded on to the JPC web site. He went on to give a little bit of the history of the Car Parks situation over the previous years.
- Cllr Evans confirmed that he and the Clerk had met with the JPC Solicitor and they had agreed that the purchase of The Croft would go ahead as there had been some pressure by the present owners advising that there were alternative parties who wished to purchase The Croft and if it was sold, then the JPC would have no control over the ownership.
- Cllr Evans advised that there would be no changes to the demise of The Croft, and it would be added to the JPC Asset Register.
- Cllr Evans said that the JPC had agreed to instruct Peter Lowe, who was a consultant in car park strategies and following meetings and liaising with him, the JPC consider a business plan and would publish their proposals in respect of The Croft.
- Cllr Evans also said that he, Cllr Jones and the Clerk had met with a representative from SDC regarding the Prince Harry Road Car Park and asked if it would be possible to hold the lease on Prince Harry Road car park in abeyance, which they agreed would not be a problem.
- Cllr Evans confirmed that it was very important that visitors to the Medical Centre could continue to have free car parking at the Prince Harry Road Car Park for the duration of their visit.
- Cllr Evans advised that he had been in contact with LPS, who owned the Northern Car Park and asked if they would be prepared to manage the Croft Car Park only and they had declined saying that due to economies of scale, that they would not be able to do that.
- The JPC had agreed to contact independent car parking companies to tender for the management of the Croft Car Park, initially and then Prince Harry Road in the future.
- Cllr Jones advised that there was a restrictive covenant on The Croft, and it had to be a Car Park in perpetuity.
- A resident in the Croft advised that all residents in the development had received a letter from the Chair of the Management Company who had responsibility for the common areas in The Croft. He went on to say that the letter had said that it was the intention to install barriers on the boundary of The Croft and the Croft Car Park preventing vehicles from using the space in The Croft as a

turning circle if the Croft Car Park was full. He said that he felt that the JPC should be aware of the situation and Cllr Evans thanked him for attending the meeting.

13. Children’s Facilities Working Party Report

- In the absence of Cllr Field, it was agreed to defer this item until the next meeting.

14. Tourism Working Party Report

- In the absence of Cllr Field, it was agreed to defer this item until the next meeting.

15. To discuss whether the JPC can promote a voluntary group to redevelop the Henley Railway Station buildings – update

- Cllr Evans reported that Fraser Pithie, Secretary, Shakespeare Line Promotion Group had given two presentations at JPC meetings. Although internally the Station Buildings were in poor repair, the fabric of the buildings was intact. However, the project should be taken forward by volunteers from the community.
- Cllr Duffin advised that she had attended a training course recently and there was funding available for a project of this nature and it could be made into a community hub, which may be of particular benefit to the elderly. Cllr Duffin said that she was very keen to take this project forward and the JPC would need to join the Association of Community Rail Partnerships (ACoRP) as a ‘Station Adopter’ so as to gain access to the advice and expertise of the nationally recognised body that exists to support communities and their railway.
- Cllr Evans went on to say that it was more than likely that rail traffic would increase significantly in the future.
- **Following a discussion, it was RESOLVED that the JPC help to set up a voluntary organisation to take the project forward. This motion was proposed by Cllr Broadbent, seconded by Cllr Duffin and carried unanimously.**

16. To discuss the production of the JPC Annual Report & Accounts - update.

- Cllr Evans reported that the document would include a summary of the accounts of the JPC and it would be an informative document which would be delivered to every household in Beaudesert & Henley in Arden and include pictures and graphics.
- Cllr Evans requested a short report from the Chairs of each JPC Working Party or Sub-Committee by 15th November.
- Cllr Evans said that he had met with some of the Traders in Henley and they were all eager to attract more visitors to Henley and the JPC was encouraging the production of a new Town Guide, which would give a brief history of the area and a map with all of the businesses in Henley.

17. Reports from Councillors – exchange of information only.

- There were no reports received.

18. Items for private session

There were no items for private session.

The meeting closed at 8.35 pm

Signed

Dated