ENCLOSURE 1

KENILWORTH TOWN COUNCIL

Minutes of the MEETING of the TOWN COUNCIL

commencing at 7.00 pm on 08 April 2021

PRESENT: Councillor R G Dickson (in the Chair).

Councillors: R J Barry, A G Chalmers, M F Coker, S A Cooke, A M Dearing, J A Dearing, K S Dickson (until TC.466), T J Drew, A J Firth, G D Hyde, P J Jones, A J Kennedy, A W Milton.

Town Clerk: Miss M S Field.
Deputy Town Clerk: N A Eaton

Seven members of the public and one member of the media were present.

This meeting was held remotely.

VISIT OF CHAIR OF WARWICKSHIRE COUNTY COUNCIL

The Chair of Warwickshire County Council, Councillor Alan Cockburn joined the meeting to meet and update Members and outlined the challenges facing WCC during his year as Chair.

TC.449 DECLARATIONS OF INTEREST

TC.457	CIL (COMMUNITY INFRASTRUCTURE LEVY) APPLICATIONS RECEIVED	Councillor A Dearing	Personal; Patron of Talisman Theatre
TC.457	CIL (COMMUNITY INFRASTRUCTURE LEVY) APPLICATIONS RECEIVED	Councillor J Dearing	Personal; Patron of Talisman Theatre
TC.457	CIL (COMMUNITY INFRASTRUCTURE LEVY) APPLICATIONS RECEIVED	Councillor K Dickson	Personal; Patron of Talisman Theatre
TC.457	CIL (COMMUNITY INFRASTRUCTURE LEVY) APPLICATIONS RECEIVED	Councillor R Dickson	Personal; Patron of Talisman Theatre
TC.462	HS2 LTD UPDATE	Councillor A Dearing	Personal; Employee Known
TC.462	HS2 LTD UPDATE	Councillor J Dearing	Personal; Employee Known

Councillors A M Dearing, J A Dearing, K S Dickson, R G Dickson, A J Kennedy, A W Milton, made a general declaration of personal interest in relation to any items regarding Warwick District Council.

TC.450 MAYOR'S QUESTIONS

It was NOTED that no questions had been submitted to the Mayor.

TC.451 PUBLIC QUESTION TIME

It was NOTED that no public questions had been submitted.

TC.452 COMMUNICATIONS AND ANNOUNCEMENTS

The Chair made the following announcements –

Since the last Town Council meeting, and despite the continuing restrictions in place because of COVID-19, your Mayor has been out and about

97. *received my Pfizer COVID-19 vaccination at The Warwickshire GC, thanked all NHS staff and community volunteers (with chocolates) and encouraged others to get vaccinated too*
98. *promoted online donations to Kenilworth Lions when it was announced that the 2020-21 Duck Race that had been rearranged for Easter Bank Holiday Monday had been cancelled*
99. *took part in the annual Kenilworth Fairtrade Group coffee morning*
100. *promoted online International Women's Day*
101. *delivered the Mayor's monthly message at the end of February and March to Kenilworth Nub News by video*
102. *took part along with many other local civic leaders in a Regional Royal Navy Briefing*
103. *joined with the COVID-19 Support Kenilworth group volunteers to visit two local residents to wish them a happy 65th wedding anniversary*
104. *took part with the Mayor of Leamington in an online quiz with other Mayors organised by the Mayor of Coleshill, coming a respectable 7th out of 14 teams*
105. *took part in the Kenilworth Twinning Association AGM with representatives also from Bourg la-Reine and Roccalumera*
106. *attended in person the National Day of Reflection event for COVID-19 organised in the churchyard by St Nicholas church*
107. *presented Saji Mathew with a Mayor's Award Certificate of Appreciation to thank him for all his work in Kenilworth, and*
108. *sent eight Mayor of Kenilworth Congratulations cards to local fundraisers, a sports competition winner and the new High Sheriff of Warwickshire. Members NOTED this update.*

The annual Civic Service will be held online at 10.00am on 18 April
This will involve several members of the community and aims to be as inclusive as possible to people of all faith and none.

The Town Assembly will take place remotely on Monday 26 April at 7pm.
The Annual Meeting (Mayor Making) will take place remotely at 7pm on Tuesday 4 May.

The Chair noted a recent BBC1 Programme on the Kenilworth Neighbourhood Plan, featuring local resident, Frazer Pithie.

The Chair reported on communication concerning the setting up of the "Kenilworth Recovery Group", which has a principle aim of attracting visitors by rail. Local train services are due to resume on 26 April.
Members AGREED that the Mayor will write to West Midlands Trains and WCC, requesting clarification on how we can be involved in this Group and who will be convening and providing admin support at any meetings.

Members NOTED this update.

TC.453 APOLOGIES

Councillors: J A Cooke (Other Business), K S Dickson (from TC.466, Other Business), P Austin (unable to access Meeting on the evening).

TC.454 MEMORIALS AND PETITIONS

Members considered a Petition received by the Mayor in relation to withdrawal of the barrow-cleaning service in the Town. This had approximately 1040 signatures, was also sent to Councillor A Rhead, Portfolio Holder for Environment & Neighbourhood at WDC and requested reinstatement of this service.

Members agreed that this matter had already been considered (TC.295 refers). The Town Council was not in a position to take on the cost of a barrow-cleaning service in 2021/22. The matter would be kept under review.

The Mayor will formally respond to the petition in terms set out above.
Members NOTED this update.

TC.455 MINUTES

The Minutes of the Town Council held on 25 February 2021 were moved, seconded, ADOPTED and signed, subject to minor typographical amendment.

MATTERS ARISING

CIL (COMMUNITY INFRASTRUCTURE LEVY) APPLICATIONS RECEIVED

TC.456 Members considered an Application from Brambles Pre-school for CIL funding support in the sum of £30,000.00.

Detailed discussion took place on the role of CIL funding and the need for it to benefit the whole community. Some Members felt that an award would not benefit sufficient members and children of the community, and were disappointed that no match funding or joint funding with other organisations had been pursued. Others Members indicated that they felt that this was an appropriate use of the Town's Council CIL funds.

It was proposed and seconded that an award of £30,000.00 be made from the Town Councils CIL funds. A vote duly took place on this proposal, resulting in a tie (6 Members for, 6 against, 2 abstentions). The Chair therefore used his casting vote against the proposal and it was:

RESOLVED that an Application from Brambles Pre-school for CIL funding support in the sum of £30,000.00 be refused.

TC.457 Members considered an application from Talisman Theatre, for CIL funding support in the sum of up to £100,000.00

Detailed discussion took place. Members were in general support, noting that this application satisfied a need across the Town, including working with young people.

However, Members were also keen to ensure that all other necessary funding was in place prior to making any financial commitment. They also noted that the application included a contingency. This would not be considered unless required, for which a separate application will be considered. Consequentially, it will be subtracted from the amount requested, on a calculated pro rata basis.

It was duly proposed, seconded and:

> RESOLVED unanimously that pursuant to an Application from Talisman Theatre, CIL funding support in the sum of up to £ £90,909.09 be approved. Any financial support will be conditional upon all other required funding for the project being in place.

TC.458 CIL – CONSULTATION (TC.391)

Councillor A Chalmers gave a verbal update on behalf of the Task and Finish Group, regarding the process and timescale for the Consultation.

It is proposed to conduct the survey between 01 June – 30 June, with an extension if required to mid July.

Black Spiral had been engaged to produce a draft survey by 23 April, which will be circulated to Members, with a final draft being presented to Finance and General Services on 27 May for approval.

Members NOTED this update.

TC.459 REVIEW OF POLICY

Councillor R Barry gave a report from the Task and Finish Group, concerning their consideration of draft Town Council Policies and Procedures. It was proposed, seconded and:

> RESOLVED that Kenilworth Town Council adopts the published Working Groups Initiatives Policy and revised Grit Bin Policy.

TC.460 EAR MARKED RESERVES MOVEMENTS

Councillor R Barry, Chair of Finance and General Services, detailed recommended adjustments and movements to the Ear Marked Reserves as published. These have been agreed with the Town Clerk (Responsible Finance Officer).

It was proposed, seconded and:

> RESOLVED that Kenilworth Town Council approves the published adjustments and movements to the Ear Marked Reserves.

TC.461 WARWICK ROAD – PEDESTRIAN SAFETY SCHEME PROPOSALS

Members NOTED information received from Warwickshire County Council regarding the consultation for the works to Warwick Road together with the proposed 20mph speed limit. It has been agreed to extend the Public Consultation until the 16th of April 2021.

STANDING MATTERS

TC.462 HS2 LTD UPDATE

Councillor J Kennedy reported on the recent forum and the public meeting held regarding Canley viaduct.

Councillor M Coker reported on the recent contractors meeting at Burton Green and will keep pressing for a similar meeting regarding Crackley Gap.

Members NOTED this update.

TC.463 UPDATING OF THE TOWN COUNCIL COMMUNITY EMERGENCY PLAN AND FLOOD INCIDENT REPORTING REQUIREMENTS TO WDC.

There was no update to the Emergency Plan.

Councillor A Milton confirmed that no reportable floods had taken place.

Members NOTED this update.

PROJECT WORKING GROUP

TC.464 Councillor J Kennedy summarised the published report on the BLEF Project.

Members NOTED this update.

TC.465 Councillor A Dearing gave a verbal update on the Wayfinding Project.

Potential issues regarding the procurement and support required from WDC were briefly raised and the Clerk will make further enquiries with WDC.
After consideration, it was proposed, seconded and:

> RESOLVED that Kenilworth Town Council approves and adopts the published final versions of the Audit and Implementation Strategy documentation for the Wayfinding Project.

Councillors A Dearing and R Barry were congratulated on the very professional work that had been completed on this project.

TC.466 CYCLING DELIVERY WORKING GROUP

Councillor A Milton summarised the published report. He highlighted a proposal to consider funding for initial design works to enable an existing footbridge across the Railway line to be shared with cyclists.

After consideration, it was proposed, seconded and:

> RESOLVED that Kenilworth Town Council approve spend of up to £5,000 from the Working Groups Initiatives Budget to complete the design and consultation stage for modification of the footbridge across the railway line between Farmer Ward Road and Clarkes Avenue, in order for it to be used as a shared pedestrian and cyclists route.

TC.467 COMMUNICATIONS WORKING GROUP

Councillor A Firth presented the published report from the Working Group. She drew Members attention to a proposal to consider funding to improve the Town Council website provision.

After consideration, it was proposed, seconded and:

> RESOLVED that Kenilworth Town Council approve spend of up to £4,000 for converting and upgrading the current Town Council Website (Kenilworth Web), to harmonise with the design and accessibility of the adjoining Visit Kenilworth Site.

TC.468 CLIMATE WORKING GROUP

Councillor J Dearing summarised the published report. He outlined a proposal to consider funding towards Kenilworth Naturewatch week.

After consideration, it was proposed, seconded and:

> RESOLVED that Kenilworth Town Council approve spend of up to £500 from the Working Group Initiatives budget on miscellaneous expenses for the Kenilworth Naturewatch week, including set-up of stall, promotional materials, fees for Warwickshire Wildlife Trust leaders.

Councillor J Kennedy updated the meeting on recent progress regarding the no mow regime and confirmed that 5 areas in Park Hill had been agreed with WDC, which will not be mowed in order to improve biodiversity. Members NOTED this update.

TC.469 TOURISM WORKING GROUP

Councillor A Dearing gave a verbal update report on behalf of the Tourism Working Group and confirmed that the 3 trails have been circulated for comment. The Group will also look at any edits required in relation to reprinting the Visitor Guide and updating.

Members NOTED this update

TC.470 ABBEY FIELDS MANAGEMENT PLAN

Councillor J Kennedy reported that there had been no further formal update on the plan, which was expected to be produced imminently.

Members NOTED this update.

TC.471 UPDATE REPORT FROM WARWICK DISTRICT COUNCILLORS

Councillor J Dearing summarised the published report.

Members NOTED this update.

TC.472 UPDATE REPORT FROM WARWICKSHIRE COUNTY COUNCILLORS

Members NOTED the published report submitted by Councillor J Cooke.

NEW MATTERS AND CORRESPONDENCE

TC.473 NOTIFICATION FROM ENGLISH HERITAGE OF PROPOSED WORKS

Members NOTED that a copy of a notification of application to Historic England for Scheduled Monument Consent has been received by the Council (as owner) from English Heritage and shared with the English Heritage Liaison Committee Members. The works are Replacement of steps and fencing; infill of erosion.

TC.474 UPDATE ON SOLIHULL LOCAL PLAN

Members NOTED that Solihull Metropolitan Borough Council has now published all representations received as part of the Regulation 19 representation period. These can be viewed via their online database.

TC.475 BRAYES BUNGALOW UPDATE WORK

Members considered energy efficiency works to Brayes bungalow, following receipt of the Energy Performance Certificate. The Deputy Town Clerk pointed out the relative merits of designated works and the difficulties in obtaining quotes for some of those works.

After consideration it was proposed, seconded and:

> RESOLVED that, having due consideration to the Energy Performance Certificate, Kenilworth Town Council approve spend of up to £4,000 on Brayes Bungalow, to improve LEDs, thermostat and higher rated storage heaters.

TC.476 TOWN CENTRE WORKING GROUP

Councillor M Coker presented the published report from the Working Group. He outlined a proposal to hold an Open Day event in the Town at the end of May and suggested that funding be approved to facilitate this.

After consideration, it was proposed, seconded and:

> RESOLVED that Kenilworth Town Council delegates authority to the Town Centre Working Group to continue the investigation of holding a Town Open Day with the assistance of the Clerk. To facilitate this, expenditure up to £500 from the Special Projects EMR is approved, being delegated to the Clerk in consultation with Chair of Finance and General Services.

TC.477 OFFICER'S REPORTS

None

TC.478 COMMITTEE REPORTS

None

TC.479 STATEMENTS OF EXPENDITURE FOR THE 2020 - 2021 FINANCIAL YEAR

The Statements of Expenditure, inclusive of Petty Cash Expenditure, for the month of February (Month 11), including supporting documentation and trial balance, was proposed and seconded. Following this it was:

> RESOLVED that the Statement of Expenditure and supporting material (inclusive of petty cash expenditure) for the month of February 2021 (Month 11), including supporting material be APPROVED.

TC.480 NOTICES OF MOTIONS

None

TC.481 NEXT MEETING

Members NOTED that the Annual Meeting of the Council in May will be held on Tuesday 04 May at 7.00pm, remotely. The next scheduled Meeting of the Town Council will be held in Jubilee House on **Thursday 17 June 2021** at 7.00pm (subject to confirmation).

The Meeting closed at 9.08 pm.

Signed: ….……..……

Dated: ……