Kenilworth Town Council

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18 February 2022

NOTICE IS HEREBY GIVEN that a **TOWN COUNCIL MEETING** will be held at **7.00 pm on THURSDAY, 24 FEBRUARY 2022** in the **COUNCIL CHAMBER AT JUBILEE HOUSE** when your attendance is requested.

Town Clerk

DECLARATIONS OF INTEREST

Members are reminded of the utmost importance of making declarations of interest in respect of any of the items appearing on the Agenda below. Declarations should be entered on the form to be circulated with the attendance book, and should be made orally immediately before the item is discussed. Particular care should be taken to ensure that any beneficial or disclosable pecuniary interest has been identified under the provisions of Section 31 of the Localism Act 2011. If the interest is not registered, formal notification of it must be made within 28 days. Members are reminded of the need to also declare predetermination of any matter.

PUBLIC /PRESS ACCESS TO THE MEETING

Any Member of the Public or Press wishing to attend the meeting MUST contact the Clerk on 01926 859155 to discuss and pre-book a seat. Places are limited due to ongoing Covid distancing restrictions.

Unfortunately it is not possible to live-stream the meeting from the Council Chamber and the legislation permitting Councils to hold the meeting remotely has now expired and is not being extended.

AGENDA

1. DECLARATIONS OF INTEREST

2. MAYOR'S QUESTIONS

3. PUBLIC QUESTION TIME

Before the business of the meeting, the public may ask questions in accordance with the following conditions (SO 3.11):

(1). The total time to be no longer than 20 minutes.

(2). Electors of the Town of Kenilworth may submit one question relating to the business of Kenilworth Town Council.

(3). Questions to be submitted to the Mayor at the start of the meeting.

(4). Any questions not dealt with will stand until the next Council meeting.

(5). The answer to questions may be verbal by one or more members of Council.

(6). If answers cannot be given, the matter may be investigated, and an answer given in writing later.

4. COMMUNICATIONS AND ANNOUNCEMENTS

Summary of recent Mayoral Engagements.

Centenary of the Kenilworth War Memorial – short public commemoration service at 11am Saturday 26th February.

5. APOLOGIES

6. MEMORIALS AND PETITIONS

7. MINUTES

To receive the Minutes of the Town Council held on 13 January 2022 **(Enclosure 1),**

8. MATTERS ARISING

(1) WELCOME BACK FUND (TC.546, 564,593,625, 654)

To receive a verbal update from the Task & Finish Group and the Clerk on progress in relation to utilising the fund.

(2) UPDATE ON REFUGEES AT RIVERSIDE HOTEL

To receive a verbal update from Councillor R Dickson.

(3) RESPONSE FROM WDC REGARDING BIODIVERSITY MOTION (TC.673)

To note the response received from WDC and consider the allocation of funds up to £500.00 to assist with options available to improve biodiversity.

(4) CIL PRIORITY TASK AND FINISH GROUP (TC.624)

To receive the following reports and proposals for spending of the CIL funds.

(a) CIL Priority T&F Group report presented by Councillor Barry **(Enclosure 2)**
(b) Proposal to spend up to £27,500 on Clarkes Avenue Bridge Project presented by Councillor Milton **(Enclosure 2A)**

Incorporating supporting documentation :

Kenilworth Cycle Network Site Plan
Kenilworth Cycle Network Series 200 Site Clearance Plan
Kenilworth Cycle Network General Arrangements Plan

(c) Proposal to spend up to £10,000 to commission a feasibility study in order to enhance the Warwick Road between the St Johns Gyratory and the Kenilworth boundary (Leek Wootton) for all highway users and residents while simultaneously extending the 30MPH past the entry to Wilkshire Road possibly creating a self-enforcing 30MPH speed zone. Presented by Councillor Spencer **(Enclosure 2B)**

(5) ENERGY REPORT BRAYES BUNGALOW (TC 475)

Further to the Reports obtained, to consider the formation of a Task and Finish Group to identify options available to this Council.

9. STANDING MATTERS

(1) HS2 LTD

A verbal general update report on any relevant aspects of HS2 and to receive the notes of a recent liaison meeting held, prepared by Councillor K Dickson. **(Enclosure 3**)

(2) UPDATING OF THE TOWN COUNCIL COMMUNITY EMERGENCY PLAN AND FLOOD INCIDENT REPORTING REQUIREMENTS TO WDC.

(i) General Points and Updates.

Including a verbal update from Councillor R Dickson regarding a review of the Community Emergency Plan and work undertaken with Compassionate Kenilworth.

(ii) Flood Incident Reporting to WDC.

The review of any report(s) rendered or now required under the advisory reporting arrangements requested by WDC.

(3) PROJECT WORKING GROUP

a) To receive a report including the latest position on the BLEF Project and the Wayfinding Project.from Councillor J Kennedy. **(Enclosure 4)**
b) To review options identified at **Enclosure 5** and decide upon preference of design regarding the Town Entry Signage.

c) To consider and approve funds of up to £500 for Warwickshire County Council to draw up the chosen design for formal Town Council approval of Town Entry Signage.

d) To consider and approve up to £5000 for the production and installation of the replacement Town Entry signage.

(4) CYCLING DELIVERY WORKING GROUP

To receive a report from the Working Group. **(Enclosure 6)**

(5) COMMUNICATIONS WORKING GROUP

To receive a verbal update report from the Working Group.

(6) CLIMATE WORKING GROUP

To receive a report from the Working Group. **(Enclosure 7)**

(7) TOURISM WORKING GROUP

To receive a report from the Working Group. **(Enclosure 8)**

(8) TOWN CENTRE WORKING GROUP

To receive a written report from the Working Group **(Enclosure 9)**

(9) ABBEY FIELDS MANAGEMENT PLAN

To receive a verbal update from Councillor K Dickson following receipt of feedback from Members regarding the Draft Plan.

(10) UPDATE REPORT FROM WARWICK DISTRICT COUNCILLORS

To receive an update on the recent work of WDC from Councillor John Dearing (Copy at **Enclosure 10)**

(11) UPDATE REPORT FROM WARWICKSHIRE COUNTY COUNCILLORS

To receive a written report on the recent work of WCC from Councillor Drew (Copy at **Enclosure 11)**

10. NEW MATTERS AND CORRESPONDENCE

(1) NOTIFICATION FROM ENGLISH HERITAGE OF PROPOSED WORKS

To note that copies of two notifications of applications to Historic England for Scheduled Monument Consent have been received by the Council (as owner) from English Heritage and shared with the English Heritage Liaison Committee Members. The works are

(i) The installation of additional health and safety signage on the tiltyard and in the outer court.

(ii)The replacement of a timber staircase and balustrading to strong Tower and Saintlowe Tower.

(2) DRAFT 2022-23 CALENDAR

To receive and consider the draft calendar for the Civic Year 2022-2023 attached at **Enclosure 12**

(3) EAR MARKED RESERVES MOVEMENTS

To review and approve the recommended adjustments and movements to the Ear Marked Reserves as set out in **Enclosure 13**

(4) JUBILEE CELEBRATIONS IN KENILWORTH

To receive a verbal update from the Task and Finish Group and to consider and approve the allocation of a budget of up to £5,000 for the event and associated costs, delegated for spending identified by the Task and Finish Group together with the Clerk.

(5) APPROVAL OF SPEND FOR UPGRADING CASTLE PASSES

(a) To consider and approve the allocation of up to £1200 to purchase a card printing machine and associated materials to digitilise the Castle Passes held by Kenilworth residents.
(b) To consider and approve the additional funding of up to £300 for the work and technology required on the website to enable electronic requests to be received and processed.

(6) APPROVAL OF SPEND FOR GRAFFITI CLEANING

To consider and approve the allocation of up to £1200 from the Working Groups Initiative to support the graffiti removal and cleaning work planned within the Town.

11. OFFICER'S REPORTS

(1) MAYOR ELECT

To appoint by resolution a Mayor Designate in accordance with the Council – General Roles Policy at 1.04.

(2) REPORT FROM WDC SITE DELIVERY OFFICER

To receive an update report from WDC Site Delivery Officer for Kenilworth – Wendy Thompson. **Enclosure 14**

12. COMMITTEE REPORTS

To receive the Minutes of the Finance & General Services Committee meeting held on 3 February 2022 (Copy attached at **Enclosure 15**)

13. STATEMENTS OF EXPENDITURE FOR THE 2021 - 2022 FINANCIAL YEAR

To approve by Resolution, the Statements of Expenditure inclusive of Petty Cash Expenditure, for the months of January (Month 10) including trial balance and income and expenditure breakdown (Copy attached at **Enclosure 16**).

14. NOTICE OF MOTIONS

15. NEXT MEETING

To note that the next Meeting of the Town Council will be held in Jubilee House on **Thursday 7 April 2022** at 7.00pm.