Kenilworth Town Council

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24 November 2023

NOTICE IS HEREBY GIVEN that a **TOWN COUNCIL MEETING** will be held at **7.00 pm on THURSDAY, 30 NOVEMBER 2023** 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.

CIVILITY & RESPECT

Councillors and council staff have the right to carry out their civic duties and work without fear of being attacked or abused. The use of aggressive or abusive language (including raising of voice, swearing, shouting or in writing) which threatens or intimidates councillors or council staff is totally unacceptable.

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.

Mayoral Engagements 14 October – 26 November

Royal Leamington Civic Service – 15/10/23
Warwickshire Young Carers AGM – 24/10/23
Mayor's Civic Reception – 26/10/23
Kenilworth Arts Festival -Michael Mansfield QC talk – 29/10/23
Coventry & Warwickshire Community & Voluntary Action (CAVA) AGM – 30/10/23
Dedication of the Field of Remembrance – 04/11/23
Roundtable Fireworks at the Castle – 04/11/23
2 minutes Silence at War memorial Armistice Day – 11/11/23
Remembrance Sunday at War Memorial – 12/11/23
Visit of 4th Kenilworth Beavers to the Council Chamber – 13/11/23
Opening of the Warm Hub at St Francis Church – 14/11/23
Kenilworth Business Expo – 17/11/23
Side by Side Theatre production at Spa Centre – 17/11/23
Kenilworth Allotments Presentation Evening – 17/11/23
WDC Reception for Local Parishes – 17/11/23
Opening of Talisman Theatre – 18/11/23
Warwick and Kenilworth Choral Society Concert – 18/11/23
Myton Hospice Charity High Tea – 20/11/23
Wreath Laying at Abbey End Memorial – 21/11/23.
High Street Christmas Lights Switch on – 24/11/23.
Tastelife UK Charity Gala – 25/11/23
Warwick Road Christmas Light Switch-on – 26/11/23

Event Announcements

High St Lights Switch On – Friday 24 November 5pm – 8pm
Warwick Road Lights Switch On – Sunday 26 November 1pm (Market) 4pm Entertainment 6pm Lights Switch On, 7pm finish.
Free car parking in WDC Car Parks - Saturdays 2 December and 16 December 2023
Small Business Saturday – 2 December 2023 incl Shop Window Competition
Christmas Market – Talisman Square 16 December 10am – 4pm
Carols at the Castle – 16 December 6pm
Carol Service at St Nicholas Church – 17 December 6.30pm
Boxing Day at the Castle – hosted by the Mayor 26 December 10am – midday
Duck Race – Ford / Abbey Fields- midday on Boxing Day (subject to weather)

5. APOLOGIES

6. MEMORIALS AND PETITIONS

7. MINUTES

To receive the Minutes of the Town Council held on 19 October 2023 **(Enclosure 1)**

8. MATTERS ARISING

(1) CHERRY ORCHARD (TC.37,TC.71 and TC.98)

To receive an update on progress and timetable from Councillor James Kennedy.

(2) DEVOLVED RESPONSIBILITIES (TC.115)

To confirm the representatives on the Task and Finish Group and receive an update on the timetable for resuming discussions with WCC and WDC.

(3) REVIEW OF EMERGENCY PLAN(TC.73 and TC.100)

To receive an update from the Working Group following receipt of the new template.

(4) PEDESTRIAN SAFETY AND TRAFFIC ISSUES ON ROADS NEAR KENILWORTH SCHOOL(TC.116)

To receive an update from Cllrs R Dickson, A. Insley, Z. Leventhal and M. Stevens.

(5) BUSINESS AND VISITOR ECONOMY FORUM– TASK AND FINISH GROUP(TC.102)

To receive an update on the proposal and plan of action from the Task and Finish Group, including the possibility of setting up a Working Group.

(6) COMMUNICATION STRATEGY – TASK AND FINISH GROUP (TC.53 and TC.103)

To receive an update on the recommendations of the Task and Finish Group.

(7) NEW ALLOTMENT LEASE AND RENT (TC.117)

To consider and approve the recommendation from the Task and Finish Group for setting the rent for KATA for the next five years, and to advise the sum to be included within the newly drafted lease.

Task and Finish Group proposal is a staged increase in rent over three years, following signing of the new lease.
Year 1 - £1750
Year 2 - £2150
Year 3 - £2500

(8) PROPOSAL FOR A SCOPING EXERCISE AS TO A TOWN COUNCIL ACCESSIBILITY GROUP (TC.122)

To receive and consider the findings of a scoping exercise as to the feasibility, nature and cost (if any) of establishing a Town Council Accessibility Group comprising

councillors and local residents with lived experience of disability and/or expertise in accessibility, with a view to enabling the Town Council to make or seek improvements to the accessibility of Kenilworth for people with disabilities. (**Enclosure 2**)

(9) CLIMATE & ECOLOGY BILL(TC.126)

To receive an update on the response received from Sir Jeremy Wright KC MP.

9. STANDING MATTERS

(1) BBV (Balfour Beatty Vinci working in partnership with HS2)

A general update report on any relevant aspects of HS2 and contact with BBV.
To note that the HS2 A46 Main Compound temporary extension planning application has been granted.

(2) FLOOD INCIDENT REPORTING REQUIREMENTS TO WDC

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

(3) COMMITTEES AND WORKING GROUPS

(i) To receive any updates available on the work being undertaken by the Working Groups.

(ii) To consider and approve by resolution, a proposal from the **Climate Working Group, in conjunction with Bee Friendly Kenilworth** regarding Verges:

(a) Contact and engage with residents on proposed sites for wildflower verge planting (£300 consultation funding previously approved). Can only choose verges where there is sufficient grass after 1m cut at the road edge and possibly more at junctions.
(b) To approve funding of up to £3,000 from the Working Groups Initiative budget for an initial 5 identified sites (approx. £500 / site based on planting costs for area outside Jubilee House)

i) Next to the Kenilworth sign on Birmingham Road / Beehive Hill junction
ii) Coventry Road as you enter Kenilworth
iii) Leamington Road as you enter Kenilworth
iv) Rouncil Lane (Kestrel Barn)
v) John O'Gaunt Road / Percy Road triangle

(c) To use seed mix similar to previously approved Bee Friendly Warwick list (low-growing, reduce potential tidiness concerns)
(d) To ensure that KTC insurance cover is adequate to cover all volunteers involved in this planting activity
(e) To monitor the progress of the planting
(f) To consider follow-on planting and make proposals in due course

(4) UPDATE REPORT FROM WARWICK DISTRICT COUNCILLORS

To receive an update on the recent work of WDC from WDC Councillor R Hales (**Enclosure 3)**

(5) UPDATE REPORT FROM WARWICKSHIRE COUNTY COUNCILLORS

To receive a written report on the recent work of WCC from WCC Councillor J Cooke. (**Enclosure 4)**

10. NEW MATTERS AND CORRESPONDENCE

(1) POLICIES REVIEW

To consider and approve by resolution the adoption of the following policies reviewed and recommended by the Standing Order and Policies Working Group at **Enclosure 5**

Community Forum
Sickness and absence
Training & Development
Community Engagement

(2) SOUTH WARWICKSHIRE LOCAL PLAN

To note the attached communication from Warwick District Council. (**Enclosure 6**)

(3) MINI MAYOR

To discuss and decide upon whether to take forward the appointment of a Mini-Mayor to the Council.

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11. OFFICER'S REPORTS

(i) PROGRESS REPORT/UPDATE ON KENILWORTH LEISURE CENTRE REDEVELOPMENTS

To receive a report from WDC officers at **Enclosure 7.**

(ii) REPORT FROM SAFER NEIGHBOURHOOD TEAM

To receive a report / recent statistics from the Kenilworth Safer Neighbourhood Team **Enclosure 8**

12. COMMITTEE REPORTS

To receive the minutes of the English Heritage Liaison Meeting held on 16 November 2023 **(Enclosure 9**)

13. STATEMENTS OF EXPENDITURE FOR THE 2023 - 2024 FINANCIAL YEAR

To approve by Resolution, the Statements of Expenditure inclusive of Petty Cash Expenditure, for the months of October (Month 7) including trial balance and income and expenditure breakdown (Copy attached at **Enclosure 10**).

14. NOTICE OF MOTIONS

Councillor Andrew Milton to move that:

This council recognises the positive contribution that many different groups of people make to our town and that this goes beyond the definition of 'electors' to include residents of all ages, including those under the age of 18, and Kenilworth-based business owners/managers, volunteers and students.

This council values their views and their contributions and wishes to give them a voice.

Therefore this council resolves:

to review our procedures for public questions and to bring forward proposed changes to allow non-electors to submit and ask questions.

15. NEXT MEETING

To note that the next Meeting of the Town Council will be held in Jubilee House on **Thursday 11 January 2024** at 7.00pm.