KENILWORTH TOWN COUNCIL

Minutes of the MEETING of the TOWN COUNCIL commencing at 7.02 pm on 11 April 2024

PRESENT: Councillor A Dearing (in the Chair).

Councillors: D A T Bailey, A Chalmers, K S Dickson, R G Dickson, N A Eaton, A Insley, A J Kennedy, Z L Leventhal, A J G Marsh, A W Milton, R Minto, M L Stevens, A Summers.

Town Clerk: Miss M Field
Deputy Town Clerk: Miss G Honey

3 Members of the Public were present.

The fire and safety brief was displayed on the screens prior to the commencement of the meeting.

TC.226 DECLARATIONS OF INTEREST

TC. 254	Progress report/ update on Kenilworth leisure centre redevelopments	Councillor R Dickson	Member of Everyone Active
TC. 254	Report from Safer Neighbourhood Team	Councillor R Dickson	P&CC candidate
TC. 252	Request for Grant Funding – Kenilworth Croquet Club	Councillor A Dearing	Member of KCC

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

TC.227 MAYOR'S QUESTIONS

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

TC.228 PUBLIC QUESTION TIME

Mr C Peacock has submitted the following question which he read out:

"With speed bumps now in place along the Leek Wootton road, may I request KTC asks Warwickshire Highways to take similar urgent action on the A 452 between the Texaco and Thickthorn roundabouts?"

The Chair invited Cllr K Dickson to respond.

Cllr K Dickson thanked Mr Peacock for his question and advised that the Planning Committee had recognised this section of road as an issue for residents of the nearby Thickthorn development, with no pavement existing on the right hand side of the road. Cllr K Dickson said this was an issue for Warwickshire County Council to consider and it was also a designated A road so this may impact the speed limit assigned. However, Cllr K Dickson was happy to propose this Council writes to WCC to highlight the issue, in particular speed of traffic but also inaccessibility for pedestrians and cyclists entering and leaving the new housing estate.

The proposal was seconded and Members:

RESOLVED for the Mayor to write to WCC Highways….

TC.229 COMMUNICATIONS AND ANNOUNCEMENTS

The Chair presented details of engagements attended by the Mayor and Deputy Mayor since March 2024 along with announcements as follows:

Engagements

Warwick TC Charity Quiz	01/03/2024
New Vicar Installation Service - St Nicholas	04/03/2024
Visit to Warwickshire Fire & Rescue	06/03/2024
Safeline 30th Anniversary - Ballroom Warwick	08/03/2024
Reception of Appreciation for Parish and Town Councils - WDC	08/03/2024
International Women's Day - Milk and Mocha	08/03/2024
7th Kenilworth Rainbows and Brownies Promise Ceremony	11/03/2024
Raising Flag on Commonwealth Day	11/03/2024
Kenilworth Twinning AGM	12/03/2024
Kenilworth Mayoral Civic Dinner	16/03/2024
Compton Verney 20th Birthday	20/03/2024
WKCS - Mendelssohn's Elijah - St Nicholas Warwick	23/03/2024
Plastic Free Awards presentation	26/03/2024
High Sheriff Awards Ceremony	26/03/2024
Walk of Witness	29/03/2024
Civic Tour & Award of Merit Presentation	10/04/2024

Announcements

Town Assembly - Thursday 18 April 7pm Jubilee House
Annual Meeting - Friday 17 May 7.30pm Kenilworth Castle
Eco Fayre - 18 May, Kenilworth Methodist Church
Nature Watch Week - May half term week

Members NOTED this update.

TC.230 APOLOGIES

Cllrs P Jones, J Payne, A Randall

TC.231 MEMORIALS AND PETITIONS

It was advised and NOTED that there were no matters under this heading.

TC.232 MINUTES

The Minutes of the Town Council held on 29 February 2024 were moved, seconded, ADOPTED and signed.

MATTERS ARISING

TC.233 DEVOLVED RESPONSIBILITIES (TC.115, TC.136, TC.164, TC. 196)

Cllr R Dickson advised that contact had been made with Warwick Town Council who were interested in arranging a meeting. A proposed date of 13 May 2024 had been put forward for discussing this matter further.

Members NOTED this update.

TC.234 REVIEW OF EMERGENCY PLAN (TC.73, 100, 137, 165 and 197)

Cllr R Dickson provided a verbal update and advised little progress had been made as it was proving difficult to establish emergency places of refuge given the recent changes to Castle Farm Leisure Centre and Kenilworth School.

Members NOTED this update.

TC.235 PEDESTRIAN SAFETY AND TRAFFIC ISSUES ON ROADS NEAR KENILWORTH SCHOOL(TC.116, 138 and 166)

Cllr Z Leventhal provided a verbal update and advised a letter had been sent to the WCC Portfolio Holder on 14 March 2024 following the last meeting. Whilst this had been acknowledged at the time, no formal follow up response had been received. Cllr Leventhal asked the Town Clerk to follow this up and express disappointment at the time taken for a response to be provided.

Cllr Leventhal advised that the Cycling group were due to meet with WCC Officer Alison Kennedy on 26 April 2024, where the cycle related issue surrounding the school would be emphasised.

Members NOTED this update.

TC.236 MINI MAYOR (TC.151 and 168)

The Chair presented the published report and proposed the scheme go ahead with each Deputy Mayor to decide if they wish to participate in the scheme for their Mayoral Year. Members were enthusiastic to support this proposal with confirmation this will be at the discretion of the incoming Mayor.

It was therefore proposed, seconded and:

> RESOLVED to launch a Mini Mayor scheme which will proceed each year only at the discretion of the incoming Mayor. The scheme to follow the process as set out in the enclosure.

TC. 237 CLEAN AIR DAY (TC. 171)

Cllr Z Leventhal presented the published report and summarised the plans for the day. The

event has been received approval from WDC following the SAG meeting and all elements were now in place to proceed. Cllr Leventhal encouraged Members to attend and provide their support on the day and also to share the details amongst their contacts and networks to encourage public attendance.

Cllr Leventhal requested the sum of £1,000 to provide additional support now that confirmation has been received the event can proceed. This was alongside the group's enquiries with local organisations on further funding opportunities. Cllr K Dickson queried whether the Town Council funding would be a contingency. Cllr Insley advised the funding was needed to secure bookings until further funding could be sourced but this couldn't be a guarantee. Cllr Leventhal added they had sought funding from WDC and would do everything possible to minimise the cost to the Town Council.

It was therefore proposed, seconded and:

> RESOLVED to APPROVE additional funds of £1,000 to cover activities/entertainment for Clean Air Day 2024 from the Working Group Initiatives Budget.

TC. 238 WELCOMING NEW RESIDENTS TO KENILWORTH (TC.179)

Cllr R Dickson provided a verbal update. He advised that the drafting of the proposed leaflet was taking longer than anticipated but the group did hope to come underbudget for printing costs thanks to competitive quotes from local printing firms. The draft leaflet will be shared with Members.

Members NOTED this update.

TC. 239 WARWICKSHIRE COUNTY COUNCIL RIGHTS OF WAY (TC.214)

Cllr J Kennedy confirmed that a small group had drafted and submitted a response to this survey on behalf of the Town Council. They had received assistance from the Kenilworth Footpath Preservation Group and the main issue related to the replacement of kissing gates to allow easier access around the area.

Members NOTED this update.

TC. 240 TOWN COUNCIL ACCESSIBILITY GROUP (TC.122 and TC.142)

Cllr Z Leventhal provided a verbal update and advised the group hoped to meet again soon to take forward the outcome of the scoping exercise and bring formal recommendations to the next Town Council meeting. She advised an informal request had also been received from Cllr R Minto to join the group which was accepted. Cllr Minto added his thanks.

Members NOTED this update.

TC. 241 REQUEST FOR FUNDING – FRIENDS OF TALISMAN SQUARE (TC.220)

Cllr Z Leventhal provided a verbal update and advised all plants that were to be rehomed have now been removed from Talisman Square and placed into new planters purchased with the Town Council's funding. Further funding support had been received from Kenilworth Lions and donations of compost received from local business owners.

Cllr Leventhal passed on her huge thanks to the volunteers involved alongside Town Council

staff and those Officers at WDC and WCC.

Cllr K Dickson added that Clean Air Day taking place on 16 June 2024 was also National Garden Scheme Open Day and Station Road would be taking part in this initiative.

Members NOTED these updates.

STANDING MATTERS

TC. 242 BBV (Balfour Beatty Vinci working in partnership with HS2)

Cllr J Kennedy thanked Cllr R Dickson for his written report and commented that some Members had also recently attended a HS2 site visit and all Members had been invited to an online briefing with HS2 representatives. Both proved useful and thanks goes to BBV for their open communication.

Cllr R Dickson added that all community groups should be encouraged to apply for HS2 community funds whilst available for local projects.

Members NOTED this update.

TC.243 FLOOD INCIDENT REPORTING REQUIREMENTS TO WDC

Cllr Z Leventhal confirmed there were no notable floods to report.

Members NOTED this update.

TC.244 COMMITTEES AND WORKING GROUPS

(i) CLIMATE EMERGENCY WORKING GROUP

Cllr M Stevens presented the published report. He advised an incorrect date had been reported for the Kenilworth School Eco-Fayre. This was taking place on 18 April 2024. Cllr Stevens also advised that sub groups had been formed which would result in swifter action being taken and issues brought to Town Council for approval much more quickly.

Members NOTED this update.

(ii) TOWN DEVELOPMENT WORKING GROUP

Cllr J Kennedy provided a verbal update and advised the group had not met again since the last meeting. They did, however, note a request from the CIL Working Group within their report that a feasibility study is conducted in the Town Centre and they confirmed this could be explored further.

Members NOTED this update.

(iii) CIL WORKING GROUP

Cllr K Dickson presented the published report and also thanked Cllr Kennedy for his comments above. Cllr K Dickson commented that there are changes that can be made in the town and it was important to involve other agencies to ensure a correct approach and consultation. Cllr K Dickson advised the amount of CIL money due to be received would be reported later in this matter.

Cllr R Dickson said that Kenilworth School had not yet been paid the full amount of their grant and the Clerk would be chasing this.

Members NOTED this update.

TC.245 UPDATE REPORT FROM WARWICK DISTRICT COUNCILLORS

Cllr J Kennedy acknowledged the published report from WDC Cllr Aizlewood. He advised that WDC had now moved out of Riverside House and their new customer services facility has opened at the Pump Rooms. In addition, the WDC Biodiversity Action Plan had been approved and a suggestion made this is brought to a future Town Council meeting to consider how we can get involved.

Cllr K Dickson added a notice received earlier today from WDC advising the footpath between the construction area and the lake would be closed between 15 April and 26 April for the construction of a new footpath.

Members NOTED these updates.

TC.246 UPDATE REPORT FROM WARWICKSHIRE COUNTY COUNCILLORS

The Chair presented the published report from WCC Cllr T Drew.

Cllr R Dickson thanked WCC Cllr Drew for her report and asked if the Town Council could send our congratulations to the Kenilworth candidates for the Warwickshire Youth Council and Friends of Warwickshire Youth Council, and to invite them to attend one of our upcoming meetings.

Cllr R Dickson provided an update on the St John's Primary School expansion by advising a new planning application was likely following a traffic survey being conducted. Cllr R Dickson further reported there was currently no new date for completion of the A46 bridge construction, nor had further steps been taken by WCC on recent WCC Councillor comments at the Children & Young People's Overview & Scrutiny Committee. The Town Clerk confirmed the investigation was due to conclude in mid-May.

Members NOTED these updates.

NEW MATTERS AND CORRESPONDENCE

TC.247 RECEIPT OF CIL CONTRIBUTIONS

Cllr J Kennedy advised it was necessary to grant permission for the Mayor to sign the CIL Agreement between Warwick District Council (WDC) and Kenilworth Town Council for CIL contributions of £85,846.14 received by WDC on behalf of this Town Council in the six months up to 31st March 2024.

It was duly proposed, seconded and:

RESOLVED to grant permission for the Mayor to sign the CIL Agreement between Warwick District Council (WDC) and Kenilworth Town Council for CIL contributions of £85,846.14 received by WDC on behalf of this Town Council in the six months up to 31st March 2024.

TC. 248 ARRANGEMENTS FOR TOWN ASSEMBLY

The Chair advised that that the date of 18 April 2024 has been set as the date for the 2024 Town Assembly meeting. Members are invited to attend in their capacity as Electors at 7pm in the Council Chamber at Jubilee House.

The Mayor will host the meeting and has invited various Groups and Organisations within the Town to attend the Meeting and to stay afterwards for refreshments and to network and share in celebrating the successes of the town. The Mayor will also present two Award of Merit certificates following the conclusion of the meeting.

Cllr A Insley asked how the meeting was publicised. The Town Clerk advised two public notices are made along with information on our website.

Members NOTED this update.

TC. 249 EAR MARKED RESERVES MOVEMENTS

Cllr R Dickson presented the published report advising on the recommended adjustments and movements to the Ear Marked Reserves. He explained the movements related to money unspent being moved to a specific reserve so it could continue to be held for the same purpose.

It was duly proposed, seconded and:

RESOLVED to APPROVE the recommended adjustments and movements to the Ear Marked Reserves as published.

TC. 250 POLICIES REVIEW

Cllr R Dickson presented the published Grievance & Disciplinary, Data Protection, Equality Diversity & Inclusion and Complaints policies. He explained these policies came from a review with the aim of streamlining our policy list. Cllr N Eaton added that these policies brought us in line with best practise as advised by WALC.

After consideration it was proposed seconded and:

RESOLVED that Kenilworth Town Council approve the published Grievance & Disciplinary, Data Protection, Equality Diversity & Inclusion and Complaints policies

TC. 251 REPORT FROM REPRESENTATIVES

(i) KENILWORTH INSTITUTE TRUST FUND

Members NOTED this report.

TC. 252 REQUEST FOR GRANT FUNDING – KENILWORTH CROQUET CLUB

Members considered a request for £250.00 from Kenilworth Croquet Club as part of a RUCIS bid, and to give an indication as to whether this will be approved once the next year's funding applications are considered.

Cllr R Dickson spoke in favour of the application advising the basis of being successful in a RUCIS grant and the nominal sum being requested.

It was therefore proposed, seconded and, with one abstention, Members:

RESOLVED to APPROVE a request for £250.00 from Kenilworth Croquet Club as part of a RUCIS bid once the next year's funding applications are considered.

TC. 253 REQUEST FOR FUNDING – SPEED MONITORING ON VILLIERS ROAD

Members considered a request for funding received from residents on Villiers Road to fund a speed monitoring survey being conducted by Warwickshire County Council at a cost of £216 (excl vat).

Whilst being sympathetic to the position of those residents, Members felt the granting of such an award does not fall within the responsibility of the Town Council. Members considered the risk of exposing this Council to future applications by setting a precedent. Further, it was considered this was a WCC provision which directly allowed residents to fund a speed survey, and there was no implied intention the Town Council should fund this.

Members suggested residents could approach the local speed watch monitoring group for assistance and advice. In addition, Members were keen to contact WCC directly to establish their criteria for such surveys and clarify the advice being given to residents.

It was therefore proposed, seconded and, with two abstentions, Members:

RESOLVED to REFUSE a funding request from residents on Villiers Road to fund a speed monitoring survey being conducted by Warwickshire County Council at a cost of £216 (excl vat).

TC. 254 OFFICER'S REPORTS

(i) Progress report/update on Kenilworth Leisure Centre Re-Developments

Members NOTED the published progress report and asked if the old photographs of Abbey Fields be removed and replaced with an artists impression of the new development.

Cllr R Dickson added there were some snagging issues at Castle Farm however these had been reported to Everyone Active and WDC.

(ii) Report from Safer Neighbourhood Team

Members NOTED the published report and statistics from the Kenilworth Safer Neighbourhood Team along with the recent addendum from PC51 Mark Finch as follows:

Four men are starting long jail sentences after they were convicted of targeting cash machines across the region. Two of these were in Warwickshire.

Two of the gang admitted their involvement in a burglary at a shop in Leyes Lane, Kenilworth in September 2023. CCTV caught them arriving in a car before they used crowbars to force entry to the shop and then used an angle grinder to cut open the cash machine. The sparks from the angle grinder caused a fire that spread to a neighbouring shop; this caused more than £1million of damage.

One of the gang admitted his part in a burglary at petrol station in Wellesbourne in October 2023. Offenders used a fire extinguisher to force entry to the store and then used crowbars and cutting equipment to remove the cash machine.

Cllr R Dickson requested details on staffing data be included in future reports and Cllr Milton requested data on a monthly basis in order that any trends could be easily identified. The Town Clerk will feed this back to the SNT.

Cllr J Kennedy asked if the Town Council's thanks could be passed to Warwickshire Police for their speed and efficiency in bringing a prosecution against those responsible for the Tesco burglary and fire.

(iii) Report from WDC Site Delivery Officer

Members NOTED the report from WDC Site Delivery Officer for Kenilworth – Becky Burridge.

TC. 255 COMMITTEE REPORTS

Cllr M Stevens presented the published Minutes of the Staffing Committee Meeting held on 22 February and 12 March 2024.

Both Minutes were moved, seconded, ADOPTED and signed.

TC. 256 STATEMENTS OF EXPENDITURE FOR THE 2023 - 2024 FINANCIAL YEAR

The Statements of Expenditure, inclusive of Petty Cash Expenditure, for the month of February 2024 (Month 11), including supporting documentation, trial balance and income and expenditure breakdown, was proposed and seconded. Following this it was:

RESOLVED that the Statements of Expenditure and supporting material (inclusive of petty cash expenditure) for the month of February 2024 (Month 11), including supporting material be APPROVED.

TC. 257 NOTICE OF MOTIONS

Councillor Richard Dickson moved that:

- the new Kenilworth Scout & Guide Centre was opened at the end of February 2024 after the old building at Castle Farm was closed and demolished more than two years ago;
- since 2021 the Scout & Guide groups that used to meet at Castle Farm have been meeting at temporary venues across Kenilworth;
- during this exceptional time period the Scouts and Guides have continued to serve the town's residents, e.g. by parading on Remembrance Sunday and delivering 1,000s of Christmas cards;
- the Scouts and Guides have also had to find temporary accommodation for all their Gang Show costumes, sets and props and other equipment which had previously been stored at what is now known as Kenilworth Gate;
- design and planning of the new Centre required a huge amount of work from the volunteer Scout & Guide leaders working with Warwick District Council and its project team, Kier construction and the Scout Association lawyers to agree the terms of a new lease, and
- the strength of Scouts and Guides groups in Kenilworth is, and has been for many decades, an important factor in the strength of community life in the town, helping hundreds of young people to develop new skills and a sense of purpose, responsibility and teamwork. The groups also provide lots of volunteering opportunities for young and adult leaders in Kenilworth.

Therefore this Council resolves to:

1. expresses its congratulations and thanks to Kenilworth Scouts & Guides (both their leaders and young people) for their success in getting their new Centre opened and for all that they do for hundreds of young people and their families in our town, and

2. asks the Mayor to write to Kenilworth Scouts & Guides accordingly.

Cllr A Milton was in support of this proposal and echoed the points made by Cllr R Dickson. He said that this Council should be mindful that when we are recognising individuals or groups we are doing so for the town as a whole. The Scouts and Guides have a widespread impact with longevity and commitment from so many of those involved.

It was therefore proposed, seconded and:

RESOLVED for the Mayor to write to express this Council's congratulations and thanks to Kenilworth Scouts & Guides (both their leaders and young people) for their success in getting their new Centre opened and for all that they do for hundreds of young people and their families in our town.

TC. 258 NEXT MEETING

Members NOTED that the next scheduled Meeting of the Town Council will be held in Jubilee House on Thursday 13 June 2024 at 7pm.

The Meeting closed at 8:37pm.

Signed:……

Dated:…….