ENCLOSURE 1

KENILWORTH TOWN COUNCIL

Minutes of the MEETING of the TOWN COUNCIL commencing at 7.01 pm on 16 January 2025

PRESENT: Councillor A Chalmers (in the Chair).

Councillors: D A T Bailey, A Dearing, K S Dickson, R G Dickson, N Eaton, A Insley, P J Jones, J Kennedy, A Marsh, A W Milton, J Payne (from TC. 439), A Randall, M Stevens and A Summers.

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

One Member of the Public was present. One Member of the Press was present.

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

TC.432 DECLARATIONS OF INTEREST

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

TC.433 MAYOR'S QUESTIONS

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

TC.434 PUBLIC QUESTION TIME

The Chair read out a question received from Mr Malcolm Graham as follows:

"The Clock Tower and the Globe Water feature in Abbey End are two major features in the Town Centre and are maintained I understand under contracts managed by the District Council .

The Clock has spent nearly a year out of order and to a lesser extent the Globe has also spent a large period-not working. Instead of being of benefit to the street scene they are, by being out of service, more often to its detriment which is a shame.
Would the Town Council please consider at least seeking to undertake the management of those contracts on behalf of the District to ensure the constant monitoring of the maintenance of these features so that they are kept in working order in the future and thus improve the Town Centre Street scene."

The Chair invited the Group Leaders to respond. Cllr J Kennedy responded as follows:

"Thankyou for your question. I think all of us on the Council are as frustrated as you are that the clock does not work, and so far WDC have not been able to fix it.

In November 2023 the Council set up a task and finish group to consider whether KTC

INITIALS .....

might want to take over some functions in the town which are currently the responsibility of WDC or WCC. This followed a meeting with the previous administration on this council with the chief executives of both WDC and WCC back in 2022. The group agreed to come up with some options for further consideration, the management of the clock tower and the globe water feature being at the top of the list.

We planned to meet with the CE of WDC to consider these proposals late last year. The meeting has twice been postponed for reasons outside our control and we have another date for 31st January and the management of the clock tower and water feature remains our top priority."

Cllr A Marsh added that a clock should be set to midnight when it is in need of fixing and Members agreed this should be raised with WDC to ask they consider this.

TC.435 COMMUNICATIONS AND ANNOUNCEMENTS

(i) The Chair presented details of engagements attended by the Mayor and Deputy Mayor since 4 December 2024 as follows:

Shop Window Competition	07/12/2024
Christmas Market	14/12/2024
Opening of the Indian Ark	08/12/2024
Spring Playgroup - Scout & Guide Centre	13/12/2024
Lions Carol Concert	14/12/2024
Schools Carol Concert at the Castle	15/12 2024
WAVERLEY - Christmas Dinner	18/12/2024
Lions Panto - Priory Theatre	18/12/2024
Newlands Care Home Decoration Judging	20/12/2024
Judging the Corporate Ducks	20/12/2024
St Nicholas Church Carols by Candlelight	22/12/2024
Hosting Boxing Day at the Castle	26/12/2024
Boxing Day Duck Race	26/12/2024

(ii) Cllr A Marsh advised that a consultation has been launched on 'Strengthening the standards and conduct framework for local authorities in England'. A link to which can be found here - Strengthening the standards and conduct framework for local authorities in England - GOV.UK

The consultation is open to all local authorities, councillors and members of the public, closing on 26 February 2025. This will be shared on our website and social media platforms and Cllr Marsh encouraged all Members to respond to this.

Members NOTED these updates.

TC.436 APOLOGIES

Cllrs Z Leventhal and R Minto.

TC.437 MEMORIALS AND PETITIONS

It was NOTED there were no Memorials or Petitions to report.

TC.438 MINUTES

INITIALS ……..……

Cllr K Dickson advised an amendment was required at TC.420. The CIL figure quoted was incorrect and should read £199,539.46.

With the above amendment, the Minutes of the Town Council held on 05 December 2024 were moved, seconded, ADOPTED and signed.

MATTERS ARISING

TC. 439 PUBLIC UPDATE FROM WDC (TC.398)

The Leader of Warwick District Council, Cllr Ian Davison, reported that he had attended an earlier private briefing with Town Councillors and had made a series of commitments to them in respect of various issues relating to the service charge paid, attendance at upcoming WDC Local Plan events and liaison with the Events Team at WDC.

Cllr Davison reported that development plans for both previous school sites were moving forwards with consultants being appointed to assist. Cllr R Dickson asked when residents could expect to see the relevant planning applications being made. Cllr Davison couldn't commit to a timescale for this and explained it will be some time before developments commence. This is due to WDC's time being spent on the development of Abbey Fields Swimming Pools and the Land East of Kenilworth.

Cllr Davison advised that the final funding required for completion of the Swimming pools had now been secured.

Members NOTED this update.

TC.440 DEVOLVED RESPONSIBILITIES (TC.115, TC.136, TC.164, TC. 196, TC.233, TC.267, TC.305, TC.373 and TC.407)

Cllr J Kennedy advised that the meeting that had been arranged with WDC and Warwick Town Council for the end of November 2024 and then 10 January 2025 had been re-arranged for 31 January 2025.

Members NOTED this update.

TC.441 PEDESTRIAN SAFETY AND TRAFFIC ISSUES ON ROADS NEAR KENILWORTH SCHOOL(TC.116, 138, 166, 235, 269, 307, 375 and 409)

(i) Cllr J Kennedy presented the published report and advised that work to commission a traffic survey outside the school was progressing and the results were expected in early March 2025.

Work has been completed at Knowle Hill with a dropped kerb and 'slow' signs being installed. Work will continue to investigate installing a path between Fairway Rise and Crewe Lane and progress was being made with WCC on this.

Work has not yet begun on the installation of a roundabout at the junction of Stansfield Grove and enquiries were being made about the reason for the delay.

Cllr R Dickson asked about WCC commissioning a parking survey amongst local residents. Cllr Kennedy advised that WCC Cllr Drew was pursuing this and reminding WCC of their commitment in this regard.

(ii) Cllr J Kennedy made a proposal to delegate the task of selection of the appropriate consultant for the traffic survey to members of the Task & Finish Group to comprise Cllr Leventhal, Cllr Kennedy, the Town Clerk and one other volunteer from the T&F Group, with a view to progressing the study as soon as possible. It was duly seconded and:

RESOLVED to delegate the task of selection of the appropriate consultant for the traffic survey to members of the Task & Finish Group to comprise Cllr Leventhal, Cllr Kennedy, the Town Clerk and one other volunteer from the T&F Group, with a view to progressing the study as soon as possible.

Members NOTED this update.

TC. 442 TOWN COUNCIL ACCESSIBILITY GROUP (TC.122, TC.142, TC. 240, TC. 272, TC. 309, TC. 377 and TC.411)

Cllr K Dickson advised that the Town Council had received the loan of a hearing loop which the Group hoped to be able to test over the course of the following week. The Town Clerk advised that a formal proposal will be brought to the next Finance & General Services Meeting for funding consideration.

Members NOTED this update.

TC. 443 CASTLE AND CROSSING (TC.276, 314, 379 and 412)

The Chair presented the published report and encouraged Members to complete the survey and share this wherever possible. A further report will be brought to the next Town Council meeting following a review by English Heritage and WCC.

Members NOTED this update.

TC. 444 AUGMENTED REALITY PROJECT (TC.321, 380 and 413)

The Chair presented the published report and advised that the project had been re-branded to 'Kenilworth Revealed'. A selection process to award the tender had been completed and a proposal to award the contract to the preferred supplier would take place later in this meeting.

Members NOTED this update.

TC. 445 PUBLIC SPEAKING AT TOWN COUNCIL MEETINGS (TC.296, 381 and 414)

Cllr R Dickson advised no further progress had been made.

Members NOTED this update.

TC. 446 CLOSURE OF LLOYDS BANK /NEED FOR COMMUNITY BANKING HUB (TC.301, 382 and 415)

Cllr J Kennedy advised that the Group Leaders and Town Clerk had received an email from Cash Access UK which he shared as follows:

"We have identified a property and are in negotiations with the landlord for the Permanent Banking Hub. This would then progress into legals. When the lease is signed, I would be able to reveal the location. The building works on the new Permanent Banking Hub are

currently planned to start in July and all being well, we are hopeful of a potential September/October opening, as long as we don't hit any unexpected delays.

We are also actively seeking a Temporary Hub to open in the meantime, in March, whilst we progress towards the Permanent Hub, as above."

Members NOTED this update.

TC. 447 CHERRY ORCHARD (TC.37, TC.71, TC.98, TC.135, TC.383 and TC.416)

Cllr J Kennedy provided a verbal update. He advised the draft management plan from WCC was almost complete, however, this required a final discussion between WCC and WDC who share ownership of the land. WCC also hoped to plant trees in one area of the land this season and create a new volunteer group going forwards.

Members NOTED this update.

TC. 448 450th ANNIVERSARY OF ELIZABETH 1 VISIT TO KENILWORTH (TC.320, 384 and 417)

Cllr J Kennedy provided a verbal update. He advised that The Guardian had published an article announcing the new art installation at Kenilworth Castle in celebration of the 450 Anniversary. The next group meeting will be on 30 January 2025 when the Project Team will be discussing the communication plan and the souvenir brochure.

Cllr Kennedy asked for further Members to join the Group. Cllrs Dearing, Marsh and Chalmers volunteered.

Members NOTED this update.

TC. 449 CLIMATE AND NATURE BILL (TC.430)

Members NOTED that a letter was written to Sir Jeremy Wright MP and the published response received.

TC. 450 BIRMINGHAM AIRPORT – OBJECTION TO PLANNING APPLICATION (TC.394)

Cllr M Stevens advised that he had attended Solihull Metropolitan Borough Council Planning Committee Meeting to represent the Town Council's views on Birmingham Airports Night Flying planning application. Despite many objections, a decision was made to approve the application.

Members NOTED this update.

STANDING MATTERS

TC. 451 BBV (Balfour Beatty Vinci working in partnership with HS2)

Cllr A Marsh presented the published report. He advised the recent BBV event was attended by 69 residents and the most pressing concern was displaced traffic. A further drop in event will be taking place in March 2025.

Cllr Marsh advised that National Highways are working with their haulier network and Google to reduce the number of lorries in the area during the upcoming road closures. The A46 will be closed for consecutive weekends during February and a further 19 day closure

will take place during April or May.

Cllr R Dickson added that St Johns gyratory will be signalised during the A46 closures but it is not yet clear if Thickthorn roundabout will also have traffic signals installed to manage the flow of traffic.

Members NOTED this update.

TC.452 FLOOD INCIDENT REPORTING REQUIREMENTS TO WDC

Cllr P Jones advised that Finham Brook had flooded along its length in recent days, however, all Kenilworth properties had avoided flooding from the recent heavy rainfall.

Members NOTED this update.

TC.453 COMMITTEES AND WORKING GROUPS

(i) CLIMATE EMERGENCY WORKING GROUP

Cllr M Stevens presented the published report and added that there had been a delay in tree planting this year as there was a wait in scanning at all appropriate sites.

Cllr Insley asked who would be responsible for the trees once these had grown. Cllr Stevens advised these would be added to the WCC register.

Members NOTED this update.

(ii) CIL WORKING GROUP

Cllr K Dickson presented the published report. She advised that the costs for the feasibility study for the Castle Crossing were borne by WCC and therefore the allocated CIL funds of £25,000 needed to be returned. It was therefore duly proposed, seconded and:

> RESOLVED that the sum of £25,000, originally granted for the Castle Crossing feasibility study, will be returned to the CIL fund on the basis this cost has been borne by WCC.

Members NOTED this update.

(iii) TOWN DEVELOPMENT WORKING GROUP

Cllr J Kennedy provided a verbal update. He advised that a meeting had taken place in December 2024 with WCC transport planning officers which had gone very well. They had produced a report which provides solutions for reducing traffic flow in the town centre, and a strategy for taking forward this Council's aspirations to create a new public space. This would ideally involve facilitating a stakeholder workshop and bringing in external advice. Details of any cost involved will be brought to the next Finance and General Services Meeting/Town Council Meeting for approval.

Cllr A Marsh asked if a data analysis had taken place for traffic in the town centre. Cllr Kennedy advised the report contained an analysis and this will be shared by the Clerk.

Cllr R Dickson advised that he had made contact with the owners of Talisman Square

to obtain a timetable for any works following approval of their planning application. Unfortunately no response had yet been received.

Members NOTED this update.

TC.454 UPDATE REPORT FROM WARWICK DISTRICT COUNCILLORS

Members NOTED the published report from WDC Cllr R Hales.

TC.455 UPDATE REPORT FROM WARWICKSHIRE COUNTY COUNCILLORS

Members NOTED the published report from WCC Cllr J Cooke and briefly discussed the format and source of WCC reports going forwards.

Members NOTED this update.

NEW MATTERS AND CORRESPONDENCE

TC. 456 DRAFT CALENDAR

The Mayor presented the published draft calendar. The Clerk advised there had been one suggestion received to move the date of the August Planning Committee Meeting from 14th to 21st August. The Clerk welcomed any other suggestions and confirmed an updated draft will be available at the next Town Council Meeting.

Members NOTED this update.

TC. 457 BUDGET AND PRECEPT FOR 2025-2026

Members discussed and considered the provision for the remainder of the current financial year, including any associated budget adjustments and the likely end-of-year scenario.

Members considered and agreed the main budget figures for the Financial Year 2025 - 2026 and reviewed the outline future planning requirements beyond that point.

Cllr J Kennedy presented and proposed the published budget as discussed at the recent Finance & General Services Committee. Cllr Kennedy thanked the Clerk for the published Reserves Report which demonstrated that this Council will reach the baseline for reserves quicker than anticipated should the £20,000 budgeted reserves be required.

Cllr K Dickson suggested an amendment to the proposed budget in reducing the planned transfer of £20,000 from general reserves, to £10,000. This will necessitate an increase to the proposed precept to £27.86 to maintain a balanced budget, and the Precept Amount to be declared to WDC be £291,815. This is on the basis that there is increased uncertainty about the future roles for Town Councils due to the English Devolution White Paper, and WCC's recent communication on their wish to create a unitary authority in the first wave of submissions. These developments may result in Kenilworth Town Council incurring unplanned costs over the next 2-3 years and beyond. This amendment was seconded by Cllr J Payne.

Members discussed the position of this Council and the necessity to react to an issue as it is presented. Cllr J Kennedy therefore accepted the amendment. It was duly proposed, seconded and, with the amendment accepted above:

RESOLVED that Kenilworth Town Council approve provision for the remainder of the current financial year, including any associated budget adjustments and the likely end-of-year scenario, and, approve the main budget figures for the Financial Year 2025 – 2026 and review the outline future planning requirements beyond that point.

Members considered and agreed the setting of the precept for the financial year 2025-2026.

After a brief discussion and the amendment above duly accepted, it was proposed, seconded and:

RESOLVED unanimously that Kenilworth Town Council adopts a budget based on submitted figures, amounting to a total spend of £326,015. As per the amendment, the precept for the financial year 2025-2026 is set at £27.86 per household (Band D). The balance of funding for any adopted budget, beyond that provided by the precept, and other identified income, will be drawn from the General reserves at a sum of £10,000.

TC. 458 APPLICATION FOR SCHEDULED MONUMENT CONSENT

Members NOTED that a Scheduled Monument Consent application was submitted to Historic England on 20 December 2024 for the installation of additional signage for the Kenilworth Castle audio guide. Further details and documentation are available from the Clerk.

TC. 459 NHS CONSULTATION – REHABILITATION BEDS

Members NOTED that a public consultation into the future locations of 35 community rehabilitation beds in South Warwickshire following approval from the ICB Board is underway.

The consultation will run from Monday 6th January 2025, to Friday 14th February 2025 and the public are being asked to give their views on two potential options for the locations of the community rehabilitation beds. Details of options and how to participate in the consultation are within the published enclosure.

TC. 460 CASTLE GREEN – CAR PARK OPTIONS

Cllr J Kennedy advised that Castle Green is a designated Village Green under the ownership of this Council. This includes the carpark that falls to the north side of the Castle. A management review is required and Cllr Kennedy proposed setting up a Task & Finish Group to consider legal and financial options moving forwards.

Cllrs R Dickson, A Chalmers and (in her absence, later confirmed) Z Leventhal volunteered to form this group.

It was therefore duly proposed, seconded and:

RESOLVED to form a Task & Finish Group consisting of Cllrs R Dickson, A Chalmers and Z Leventhal to consider the legal and financial options available to this Council in the future management of the Village Green.

TC. 461 REVIEW OF CHARGES

Cllr R Dickson advised that it had been some time since the Castle Pass costs had been

reviewed. Both materials and staff costs had increased and this should be reflected. In addition, the costs for use of the Council Chamber should be reviewed to ensure the Council were charging appropriately for use of this asset.

Cllr R Dickson advised that the Policies Working Group would review both sets of charges and report back to the next Town Council meeting.

Cllr K Dickson added that the budget for 2025-26 had been set on the basis a higher level of income would be received from these sources and higher staffing costs should be recouped wherever possible.

It was duly proposed, seconded and:

RESOLVED that a review of the following charges be undertaken (to be brought back to the Town Council meeting on 27 February 2025)

(a) Castle Pass – administration charge
(b) Hire of the Council Chamber

TC. 462 DEVOLUTION WHITE PAPER

(i) Members NOTED that a Devolution white paper has been issued English Devolution White Paper - GOV.UK and a Joint Statement from Leaders of North Warwickshire Borough Council, Nuneaton and Bedworth Borough Council, Stratford-on-Avon District Council and Warwick District Council regarding the Government's devolution white paper has been published.

(ii) Cllr K Dickson advised that the position and role of Town & Parish Council's will change should a new unitary authority be formed. It was important that those closest to residents should help model and shape any new authority, and Members should have an opportunity to suggest what the Town Council would like from this. A letter should therefore be sent to the Minister with copies shared to WDC, WCC and our local MP.

Members were supportive of this suggestion. It was recognised that there had been no consultation on this process so far and potential huge cost implications for this Council.

The Leader of this Council, Cllr J Kennedy, welcomed comments from Members to be submitted to the Clerk following which a letter would be drafted and sent. It was duly proposed, seconded and:

RESOLVED for the Leader of this Council to compile and compose a letter to the Minister of State for Local Government and English Devolution.

TC. 463 APPROVAL OF AWARD OF CONTRACT TO PREFERRED CONTRACTOR – ABBEY FIELDS AUGMENTED REALITY PROJECT

Cllr J Kennedy proposed suspending Standing Orders to take this item out of order and it be considered at the conclusion of the meeting.

It was duly proposed, seconded and:

RESOLVED to suspend Standing Orders to take this item out of order and consider it at the conclusion of the meeting.

Cllr J Kennedy proposed that in accordance with the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting for the duration of the following item on the basis that the information disclosed will be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The proposal was seconded by Cllr A Insley and it was duly:

RESOLVED that, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting for the duration of the item on the basis that the information disclosed will be prejudicial to the public interest by reason of the confidential and commercially sensitive nature of the business to be transacted.

TC. 464 COMMUNITY SPEEDWATCH REVIEW /UPDATE

Members NOTED that Community Speedwatch have shared a review of the work carried out by volunteers during 2024. Cllr J Kennedy thanked Mr Garsed for his report and for the work carried out. It was hoped this information will be used by WCC And Warwickshire Police who are responsible for safety on our roads.

TC. 465 OFFICER'S REPORTS

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

Members NOTED the published progress report.

(ii) Report From WDC Site Delivery Officer

Members NOTED and thanked the WDC SD Officer for the published interim report.

Cllr J Kennedy raised a concern about the ongoing development of the Land at Thickthorn with regard to the new Community Centre. There was currently no suggestion of how this facility will be brought forward and this was an opportunity for this Council to have some input. Cllr Kennedy suggested a letter was sent to the Deputy Chief Executive of WDC and an invitation extended to discuss the matter.

Members were supportive of this. Cllr R Dickson said this new Community Centre may become an asset of the Town Council moving forwards. It was duly proposed, seconded and:

RESOLVED for a letter to be sent to the Deputy Chief Executive of WDC, inviting him to discuss and engage with this Council on the development of the Community Centre at Thickthorn.

(iii) Report from Safer Neighbourhood Team

Members NOTED the published report and statistics from the Kenilworth Safer Neighbourhood Team.

(iv) Mayor Elect

Cllr K Dickson was pleased to nominate Cllr J Kennedy as the Mayor Elect for the forthcoming year. It was proposed, seconded and:

RESOLVED that Cllr J Kennedy be appointed as Mayor Elect.

TC. 466 COMMITTEE REPORTS

The Minutes of the Finance & General Services Committee held on 19 December 2024 were moved, seconded, ADOPTED and signed.

TC. 467 STATEMENTS OF EXPENDITURE FOR THE 2024 - 2025 FINANCIAL YEAR

The Statements of Expenditure for the months of November and December 2024 (Months 8 and 9), including supporting documentation, trial balance and income and expenditure breakdown, were proposed and seconded. Following this it was:

RESOLVED that the Statements of Expenditure and supporting material for the months of November and December 2024 (Months 8 and 9), be APPROVED.

TC. 468 NOTICE OF MOTIONS

None.

TC. 469 NEXT MEETING

Members NOTED that the next scheduled Meeting of the Town Council will be held in Jubilee House on Thursday 27 February 2025 at 7pm.

The Meeting closed at 8:49pm.

Signed:……

Dated:…….