ENCLOSURE 28

KENILWORTH TOWN COUNCIL

Minutes of the Meeting of the

ENGLISH HERITAGE LIAISON GROUP

held in the Council Chamber, Jubilee House on 20 March 2025, at 2.30pm

PRESENT: Councillor A G Chalmers (in the Chair)

Councillors: A M Dearing (from EH.67), K Dickson, A J Kennedy.

M Bulford, K McDonald (English Heritage).

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

EH.63 SUBSTITUTE MEMBERS

K McDonald was substituting for Scott Elson (English Heritage)

EH.64 DECLARATIONS OF INTEREST

Cllrs J Kennedy and A Dearing confirmed their membership of English Heritage. Cllr A Chalmers confirmed his membership of Welsh Heritage.

EH.65 APOLOGIES

Cllr M Stevens.

EH.66 MINUTES

The minutes of the English Heritage (EH) Liaison Working Party Meeting held on 17 October 2024, which were approved by the Town Council on 5 December 2024 were NOTED.

MATTERS ARISING

EH.67 GENERAL EH UPDATES INCLUDING CHANGES TO STAFFING ARRANGEMENTS

M Bulford gave an overview regarding EH staffing. The company were restructuring staffing roles which will mean a change in line reporting at Kenilworth. This should be noted in preparation for the next meeting of this committee.

The Castle outlined some of the successful events held over the last few months including the Fireworks event, Christmas, Carols at the Castle and Boxing Day. The latter was one of the most successful that had been held with the event attracting over 2000 visitors. Events

coming up included the Big Brick Build at Easter, Knights Tournament in August, the Two Castles Run in June and the Half Marathon in September.

M Bulford was pleased to report the Castle had recently won a Gold Award from the Green Impact Award Scheme due to steps taken to reduce their carbon footprint. A Green Impact Volunteer had recently been recruited alongside further volunteer roles covering community engagement.

These updates were NOTED.

EH.68 ESTATE GROUNDS MAINTENANCE

M Bulford advised that significant work had recently been undertaken to conserve and re-decorate the aviary. The birds had been temporarily re-homed and would either return or new occupants would be found.

Plans to re-house the Trebuchet Balls had temporarily stalled, however, an individual plan was being progressed for one of these to be lent to the Abbey Museum. There was a discussion about other possible locations around the town, however, it was agreed this would be re-visited when staffing had been confirmed and settled at the site towards the end of the year.

This update was NOTED.

EH. 69 REVIEW OF CASTLE PASS SCHEME

The Town Clerk advised that the price for a castle pass will increase to £6 per pass from 1 April 2025 due to rising costs of administering these. New forms will be provided to account for this. The number of passes recently applied for had decreased slightly over the past 12 months but this was not significant.

This update was NOTED.

EH.70 KENILWORTH CASTLE CONSERVATION MANAGEMENT PLAN

M Bulford advised there was nothing further to add than his maintenance update near the start of this meeting.

This update was NOTED.

EH. 71 CASTLE CROSSING PROJECT

The Town Clerk advised that the Town Council had commissioned WCC to complete a detailed plan which will involve their Road Safety Team and a full audit of the area.

Cllr J Kennedy said that WCC had recently launched a new funding source called the Highways Community Action Fund which could be considered for match funding for this project. The Clerk advised she had made contact with WCC to enquire whether the crossing project may be eligible for this funding. Cllr Chalmers volunteered to take the lead on progressing an application to the WCC fund for completion of the crossing, should the design be approved by WCC Road Safety Team.

M Bulford said that EH may apply for CIL funding to complete the design work for the pathway connection to the Castle. Implementation funding will then need to be considered.

This update was NOTED.

EH. 72 450th ANNIVERSARY OF QUEEN ELIZABETH VISITING KENILWORTH (1575)

Cllr J Kennedy advised that a meeting was due to take place next week where the memorial brochure will be finalised. The banners for Warwick Road had been agreed and the Town Clerk was awaiting designs for new material on the hoardings at Abbey Fields. The communications plan was also being finalised and this will be coordinated with WDC and EH.

M Bulford advised that the art installation at the Castle will be in place between July and October. The Castle will also be creating new interpretation panels, interactive 'look throughs', a family sensory trail, community engagement and educational activities.

The Castle will also be playing host to a popular live radio show during May where the 450th celebrations can be highlighted.

This update was NOTED.

NEW MATTERS

EH. 73 VE 80 EVENT

The Chair advised of ongoing arrangements for VE Day which will include local school choirs, poetry and memory readings, lighting of the beacon and the air cadet band will also be approached. M Bulford confirmed the castle can provide a PA system and gazebo's again if required.

A general discussion took place on what can be offered for children. The castle may be able to create some activity sheets.

This update was NOTED.

EH.74 BOXING DAY ARRANGEMENTS

The Town Clerk advised the usual bookings would be made in the coming months and plans put in place. M Bulford advised the castle would be happy to agree to the usual arrangements.

This update was NOTED.

EH. 75 OTHER EH EVENTS AND ANY FUTURE PLANS

The Chair provided a brief update on the augmented reality project affecting Abbey Fields and shared recent diagrams of the re-created Abbey. He advised that filming was due to take place on 3 May 2025.

This update was NOTED.

EH. 76 DATE OF NEXT MEETING

The next meeting of the English Heritage Liaison Group is to be held in the Council Chamber at Jubilee House at a date to be confirmed.

The meeting concluded at 4:22pm.

Signed ……..……..

Dated ……..…..……..

Distribution:

External: Mr M. Bulford, Mr S. Elson, Ms K McDonald
Internal: A. Chalmers, K Dickson, A. Dearing, J. Kennedy, M. Stevens *(All by email).*