

KENILWORTH TOWN COUNCIL

Minutes of the MEETING of the TOWN COUNCIL

commencing at 7.00 pm on 16 April 2026

PRESENT: Councillor J Kennedy (in the Chair).

Councillors: D A T Bailey, A Chalmers, A Dearing, K S Dickson, R G Dickson, N Eaton, A Insley, P Jones, Z Leventhal, A Marsh, A Milton, R Minto, J Payne and M Stevens.

Town Clerk: Miss M Field

Deputy Town Clerk: Miss G Honey

1 member of the Press was present.

A fire and safety brief was displayed on the screen prior to the commencement of the meeting.

TC.776 DECLARATIONS OF INTEREST

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

Councillors R Dickson and M Stevens made a general declaration of interest in relation to any items regarding Warwickshire County Council.

TC.777 MAYOR'S QUESTIONS

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

TC.778 PUBLIC QUESTION TIME

It was NOTED that no questions had been submitted from the public.

TC.779 COMMUNICATIONS AND ANNOUNCEMENTS

The Chair presented details of engagements attended by the Mayor and Deputy Mayor since 24 February 2026 as follows:

Kenilworth Town - Netball Training	27/02/2026
Iftar Dinner Ahmadiyya Mosque	01/03/2026
496 Squadron Parade Night	09/03/2026
Big Iftar Event - Kings High school	10/03/2026
Twinning AGM - Chair Meeting	11/03/2026
Town and Parish Council Appreciation Reception	11/03/2026
Save the Children Charity Fayre	14/03/2026
Murder Mystery Event - Stratford TC	14/03/2026
Opening new Castle Farm Playground	16/03/2026
Leamington Town Council - Civic Dinner	19/03/2026

Exploratory Twinning visit to Castiglione dei Pepoli (Italy)	19/03/2026
Action 21 - 30th Anniversary	24/03/2026
Civic Reception	26/03/2026
Music For Minds - Kenilworth School	28/03/2026
Warwick and Kenilworth Choral Society Concert	28/03/2026
Walk of Witness	03/04/2026
Leamington TC Heritage Walk	14/03/2026

The Chair advised that the Clerk had been contacted by two new Community Flooding Officers for Severn Trent. They are keen to work with us and also participate in local flood forums, and Local Resilience Forum flood groups etc. It was agreed the Clerk will invite the Officers to a briefing session with Members to discuss collaborative working.

Cllr Adrian Marsh advised that he had recently attended the Kenilworth Centre Trustees meeting and provided Members with a written overview of their progress.

Members NOTED this update.

TC.780 APOLOGIES

Apologies received from Cllrs A Randall and A Summers.

TC.781 MEMORIALS AND PETITIONS

Members NOTED the passing of former Councillor and Past Mayor Helen Pavier on 29 March 2026, and that the funeral will be held on Thursday 23 April 2026 which the Chair will be attending. Cllr K Dickson said that Helen served as a councillor for many years and sat on several committees during her time with KTC. Members were sad to learn of her passing but proud she was a part of the Kenilworth community. A one minute silence was held.

TC.782 MINUTES

The Minutes of the Town Council held on 26 February 2026 were moved, seconded, ADOPTED and signed.

MATTERS ARISING

TC. 783 DEVOLVED RESPONSIBILITIES (TC.115, TC.136, TC.164, TC. 196, TC.233, TC.267, TC.305, TC.373, TC.407, TC.440 , TC. 477, TC. 514, TC. 553,TC. 593 and TC. 628) and DEVOLUTION WHITE PAPER (TC.462, TC.488, TC.562, TC.593, TC. 628, TC. 663, TC. 700, TC. 725 and TC. 752)

Cllr R Dickson advised that no further progress had been made whilst awaiting the response from central government in July. The Clerk advised that she would soon be undertaking WALC training on the transfer of assets should this be something the Council explore in the future.

Members NOTED this update.

TC.784 PEDESTRIAN SAFETY AND TRAFFIC ISSUES ON ROADS NEAR KENILWORTH SCHOOL(TC.116, TC.138, TC.166, TC.235, TC.269, TC.307, TC.375, TC.409, TC.441, TC. 478, TC. 515, TC. 554, TC. 594, TC. 629, TC. 664, TC. 701, TC. 726 and TC. 753)

Cllr Z Leventhal presented the published report and advised that the Oakley Road pedestrian

pathway to Kenilworth school was now open. This was seen as a very positive step. The HCAF funding application had also been re-submitted and the group were hopeful of a positive outcome for this. There were no further updates on the Stansfield Grove roundabout nor the residents parking survey.

Members NOTED this update.

- TC. 785 TOWN COUNCIL ACCESSIBILITY GROUP (TC.122, TC.142, TC.240, TC 272, TC.309, TC.346, TC.377, TC.411, TC.442, TC.479, TC.516, TC.555, TC. 595, TC. 630 and TC. 754)

Cllr Z Leventhal advised that, with the exception of monitoring, the group had fulfilled their task. This could therefore be something to discuss and finalise at the upcoming strategy planning day this weekend.

Members NOTED this update.

- TC. 786 CASTLE AND CROSSING (TC.276, TC.314, TC.348, TC.379, TC.412, TC.443, TC.480, TC.517, TC.556, TC. 596, TC. 631 and TC. 755)

Cllr A Chalmers advised that work was ongoing with EH progressing the pathways on their side of the road before further steps could be taken.

Members NOTED this update.

- TC. 787 CASTLE GREEN (TC.460, TC.486, TC.523, TC.561, TC. 601, TC.635, TC. 669, TC. 727 and TC. 756)

Cllr A Chalmers advised that the group will be holding discussions concerning a long term surface solution for the area. Appropriate signage was also being considered along with historical information boards.

Members NOTED this update.

- TC. 788 PUBLIC SPEAKING AT TOWN COUNCIL MEETINGS (TC.296, TC.381, TC.414, TC.445, TC.482, TC.519, TC. 558, TC.598, TC. 728 and TC. 757)

Cllr R Dickson presented the published report. The Clerk advised that as the pilot had ended there was no current policy for public speaking. Cllr R Dickson proposed that the pilot be extended for a period of twelve months to include a further public town council meeting away from Jubilee House. Cllr Marsh commented that any venue would need to be accessible to the public on foot as well as by car.

The Clerk advised that a council meeting cannot be held in premises which are used for the supply of alcohol unless no other room is available free or at a reasonable cost and this would need to be borne in mind.

It was proposed, seconded and, with two abstentions and two votes against, it was:

RESOLVED to extend the pilot for public speaking by twelve months until April 2027. Members further agreed to hold one full Town Council meeting away from Jubilee House at a venue to be agreed with the Clerk.

TC. 789 STRATEGIC WORKSHOP (TC.710, TC. 729 and TC. 758)

Cllrs K Dickson and M Stevens advised that the second strategic workshop was confirmed for 18 April 2026 between 10am and 1pm in the Council Chamber. Cllr Stevens thanked those members who had completed the questionnaire in advance which would serve as vital input on the day. Cllr K Dickson highlighted the opportunities this workshop would allow the Council with a more streamlined approach moving forwards.

Members NOTED this update.

TC. 790 BLUE PLAQUES

Cllr D Bailey presented the published report. He advised that discussions were ongoing with KHAS who had made an alternative suggestion of placing historical interpretation boards around the town rather than focussing on blue plaques. Cllr Bailey suggested this could be a topic discussed at the upcoming strategy workshop when determining the future of this group.

Members NOTED this update.

TC. 791 KENILWORTH REVEALED LAUNCH EVENT

Cllr A Chalmers provided a brief overview of the spring launch event planned for May. This would include talks, guided tours, costumes, horse & cart rides, chanting, scribing and leeches. He asked for any volunteers available to assist on the day to get in touch with him directly.

Members NOTED this update.

STANDING MATTERS

TC.792 BBV (Balfour Beatty Vinci) working in partnership with HS2

Cllr A Marsh had little progress to report. He advised HS2 continued to look at ways to improve their communication with the town. The next forum will take place on 15 May 2026.

Cllr R Dickson added that WCC councillors had recently held a meeting with the HS2 Commissioner who was interested to hear about the long-standing issues involving communication with the town. Members also noted that WCC had recently announced their local nature recovery strategy but it was unclear if BBV had been involved in this.

Members NOTED this update.

TC. 793 FLOOD INCIDENT REPORTING REQUIREMENTS TO WDC

Cllr P Jones advised there had been no recent flooding to report.

Members NOTED this update.

TC. 794 COMMITTEES AND WORKING GROUPS

(i) Community Infrastructure Levy (CIL) Working Group

Cllr K Dickson advised that, after agreed allocations, there remained the sum of £179,353.99 available in the CIL fund. Two applications had been received, the first

was from The Priory Theatre who had requested the sum of £26,818 plus VAT for a new lift to be installed. Cllr K Dickson reminded Members that a briefing had been held with the theatre, who had advised of additional funding sources requiring match funding. As a result it was suggested that the sum of £15,000 be granted.

It was duly proposed, seconded and:

RESOLVED to award the sum of £15,000 to the Priory Theatre from the Community Infrastructure Levy Fund. This will be payable on receipt of a copy invoice and for any publicity to include information relating to this grant.

Cllr K Dickson advised that the second application received was from English Heritage for the sum of up to £6,000 to open the Water Tower to the public. No detailed costings have been provided and therefore any grant would be subject to receiving relevant invoices and the appropriate permissions from Historic England.

It was proposed, seconded and:

RESOLVED to award the sum of up to £6,000 to English Heritage for works required to open the Water Tower to the public. This will be payable on receipt of relevant invoices and the appropriate permissions obtained from Historic England.

(ii) Finham Brook Working Group

The Chair presented the published report. He advised that this was evolving into a community project and it was hoped the group could work with local schools going forwards. The walking trail to encompass the bridges of the brook was being prepared and may be ready to coincide with the Kenilworth Revealed Spring launch in May.

TC.795 UPDATE REPORT FROM WARWICK DISTRICT COUNCILLORS

Members NOTED the published report from WDC Cllr A Firth. In addition, the Chair read out a statement from the WDC Site Officer as follows:

WDC can confirm that the sale of the former Leyes Lane school site has now been successfully completed marking an important step in securing a sustainable future for the site. Responsibility for the site has now formally transferred to the new owners, Homes England and any future enquiries regarding the property its use or development should be directed to leyeslane@homesengland.gov.uk

The hybrid planning application submitted by Homes England is expected to be determined within the next 2 months subject to outstanding matters being resolved.

The Chair further advised that No Mow May sites had been identified around the town and this was publicised on the WDC website.

Cllr R Dickson added that the new play area at Castle Farm was proving extremely popular and issues surrounding the emptying of litter bins had now been resolved.

TC.796 UPDATE REPORT FROM WARWICKSHIRE COUNTY COUNCILLORS

Members NOTED the published report from WCC Cllr T Drew.

Cllr R Dickson advised the St Johns primary school development was no further forward. He further advised of a new Crisis Resilience Fund which would be launched within the next four months to assist those families requiring extra support.

NEW MATTERS AND CORRESPONDENCE

TC. 797 ENGLISH HERITAGE SCHEDULED MONUMENT CONSENT

Members NOTED that the Town Council as owner, have received notification and a copy of a Scheduled Monument Consent application submitted to Historic England for the installation of a bench. Further details are available upon request, from the Clerk.

TC. 798 RECEIPT OF CIL CONTRIBUTIONS

It was proposed, seconded and:

RESOLVED to approve permission for the Mayor to sign the CIL Agreement between Warwick District Council (WDC) and Kenilworth Town Council for CIL contributions of £36,497.39 received by WDC on behalf of this Town Council in the six months up to 31st March 2026.

TC. 799 BORROWELL – APPLICATION FOR REGISTRATION AS HERITAGE ASSET

- (i) Cllr A Chalmers presented a proposal to research and take forward a request to add the well at Borrowell site to the local heritage asset register held by Warwick District Council, and to take advice on nominating the site for the National Heritage List for England via Historic England. Members were very supportive of this action. Cllr Eaton highlighted the issues of the well falling within private ownership and the importance of regularising the position.

It was duly proposed, seconded and:

RESOLVED to research and take forward a request to add the well at Borrowell site to the local heritage asset register held by Warwick District Council, and to take advice on nominating the site for the National Heritage List for England via Historic England, such actions to be delegated to Officers and Cllr A Chalmers.

- (ii) Members NOTED and acknowledged the assistance of Warwick District Council in repairing the wooden railings to the well and assisting the Town Council in preserving Kenilworth's heritage asset and to see that its significance to the town is properly recognised.

TC . 800 EMR MOVEMENTS

Cllr A Marsh presented the published EMR movements for approval. It was duly proposed, seconded and:

RESOLVED to approve the published schedule of EMR movements.

TC. 801 POLICIES

The following policies were presented for approval:

Project Support Grant Policy
Accessibility Statement
Biodiversity policy
IT Policy
Safeguarding Policy

Members discussed the importance of these documents. Cllr K Dickson highlighted some changes already made to the safeguarding policy which reflects updated references to national guidance, procedures and links for reporting concerns to the Warwickshire Safeguarding Board, training being undertaken by the Clerk initially but with scope to roll this out to all councillors and confirming the safeguarding leads nominated as the Clerk and Cllr Alison Insley.

Cllr M Stevens wished to add some additional criteria into the Project Support Grant Policy concerning the environmental grants. Cllr Leventhal also had some further comments on this policy.

After discussion it was proposed, seconded and:

RESOLVED to approve the Accessibility Statement, Biodiversity Policy and IT policy as published. The Safeguarding Policy was approved with the amendments raised above. The Project Support Grant Policy was delegated to the Clerk and Chair of Finance for finalisation and will be brought to the next Finance & General Service Committee Meeting on 21 May 2026 for approval prior to any grant applications being considered.

TC. 802 OFFICER'S REPORTS

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

Members NOTED the published progress report. Cllr R Dickson noted that there was no official opening date yet for the swimming pools, nor an update on the carparking concerns at Abbey Fields.

(ii) Report from Safer Neighbourhood Team

Members NOTED the published progress report. Cllr R Dickson added that WCC Councillors have been allocated £3,000 of grant funds to spend on Community Safety initiatives.

TC. 803 COMMITTEE REPORTS

The Minutes of the Staffing Committee held on 9 March 2026 were moved, seconded, ADOPTED and signed.

TC. 804 STATEMENTS OF EXPENDITURE FOR THE 2025 - 2026 FINANCIAL YEAR

The Statements of Expenditure for the month of February 2026 (Month 11) 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 month of February 2026 (Month 11), be APPROVED.

TC. 805 NOTICE OF MOTIONS

Members NOTED that no motions had been received.

TC. 806 NEXT MEETING

Members NOTED that the Annual Meeting will be held on Thursday 14 May at 7pm at Kenilworth Castle and the next scheduled Meeting of the Town Council will be held on Thursday 4 June 2026 at 7pm in the Council Chamber, Jubilee House.

The Meeting closed at 8:16pm

Signed:.....

Dated:.....