

KENILWORTH TOWN COUNCIL

Minutes of the MEETING of the TOWN COUNCIL

commencing at 7.00 pm on 4 June 2026

PRESENT: Councillor A Insley (in the Chair).

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

Town Clerk: Miss M Field

Deputy Town Clerk: Miss G Honey

2 members of the Public were present.

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

Prior to the commencement of the meeting, Dr Ayten Alibaba from the University of Warwick provided a short presentation to members concerning a research project and survey she was conducting regarding HS2 and its Community Impact. Dr Alibaba asked for members to contribute any questions or comments they felt should be included in the survey by 19 June 2026.

TC.807 **DECLARATIONS OF INTEREST**

Councillors K S Dickson, R Dickson, J Kennedy 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.808 **MAYOR'S QUESTIONS**

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

TC.809 **PUBLIC QUESTION TIME**

It was NOTED that a public question had been submitted from Mr M Lines as follows:

My question is about the South Warwickshire Local Plan:

Since the initial March 2025 Consultation, the development of the SWLP has been obscured from public scrutiny. Notwithstanding the fact that the Section 19 Consultation has been deferred for a short period of time, three things were confirmed at Monday's (1st June) Warwick District Council Meeting in the Town Hall:

- 1. There will effectively be no further meaningful public consultation on sites selected.*

2. *WDC (& presumably S-o-A DC) is determined to deliver the Plan, almost certainly without any substantive changes, to Central Government Inspection before the deadline of 31st December 2026.*
3. *The SWLP is not linked and will not be linked to any existing or yet-to-be-developed WCC infrastructure plan.*

With particularly the SG04/KEN.1 site in mind, what will be KTC's position and assessment, when called upon for input to the Inspector of Local Plans?

A second public question relating to the SWLP was also received from Mr P Wall as follows:

Following Warwick District Council's Joint Cabinet decision to defer progression of the South Warwickshire Local Plan Regulation 19 consultation, what specific actions will Kenilworth Town Council now take, during this period of delay, to support residents in ensuring that the serious concerns relating to the proposed allocation of site KEN.1 are properly addressed before any revised plan proceeds?

In particular, will the Town Council commit to seeking clear, evidence-based responses from Warwick District Council and the relevant infrastructure authorities on highway capacity and traffic impacts, school and healthcare provision, drainage and utilities, environmental and Green Belt impacts, and the cumulative effect of development already planned or underway in Kenilworth; and will it publish its own formal position on whether KEN.1 can be considered sound and deliverable without that work being completed?

The Chair invited Cllr Mark Stevens to respond to both questions. Cllr Stevens issued the following response:

"The Reg 19 SWLP consultation will be the last consultation before WDC have to finalise their submission to central government in December this year. If individuals or organisations feel strongly about the latest plan proposed, then their feedback will, this time, be going directly to the Central Government Inspector rather than previous feedback, which went to WDC Planning.

KTC will be making representations, as a Council, with input to this response being drawn from a group of members of this Council and will be prepared in advance of the Reg 19 timeframe. The concerns highlighted in the questions raised cover many of the infrastructure areas of concern, seen with new housing developments and these concerns will be included in any submission by KTC

In terms of timescales, the Regulation 19 "SWLP consultation" has been delayed, following a meeting on Monday this week at WDC and is not expected to start until July, and is likely to run over the summer holidays, although final dates have yet to be released.

In the meantime, Kenilworth Town Council has set up a new, dedicated email address to capture residents' concerns or thoughts, to ensure we take these into account when preparing the Council's consultation response. The email address is kenilworthresidentsSWLPfeedback@kenilworth-tc.gov.uk

Beyond any consultation response made by KTC, we believe it is important for residents to understand that they can submit their own concerns directly about the soundness of the plan during the consultation period.

Please keep viewing the KTC website for any further updates. "

TC.810 COMMUNICATIONS AND ANNOUNCEMENTS

The Chair presented details of engagements attended by the Mayor and Deputy Mayor since 17 April 2026 as follows:

Kings Award Presentation	17/04/2026
Spa Theatre company - Bugsy Malone - Bridge House Theatre	17/04/2026
Warwickshire Singers Spring Concert	18/04/2026
New Hope Counselling 15th Birthday Celebration	18/04/2026
Civic Tour	21/04/2026
Annual Assembly	23/04/2026
Warwick TC Civic Dinner	24/04/2026
Volunteer Sunday Service & Whitnash Civic Lunch	26/04/2026
Carnival Queen Selection	26/04/2026
Opening of the Almanac	29/04/2026
KenFest Bike Ride	01/05/2026
Stratford District Council Black Tie Dinner	01/05/2026
Festival of Scouting - Ragley Estate	02/05/2026
Stratford TC Civic Tour	03/05/2026
Priorsfield School - Kenilworth Revealed Re-launch	08/05/2026
Past Mayors Coffee and Cake	08/05/2026
Kenilworth Talking News Annual Lunch	08/05/2026
Lions Furniture Store - Special Sales Day	09/05/2026
Crackley School - Kenilworth Revealed Re-launch	11/05/2026
Memory Café Opening - St Francis	13/05/2026
Mayor Making	14/05/2026
Stratford TC Mayomaking	15/05/2026
Lord Mayor of Coventry Fundraising Dinner	15/05/2026
Big Fix at the Repair Café	16/05/2026
Dinner with Twinning Association	16/05/2026
Stratford TC Civic Service	17/05/2026
World Bee Day - Kenilworth Library	20/05/2026
Opening Symposium for the One Humanity Project	21/05/2026
Whitnash Mayor Making	21/05/2026
Opening Chess Exhibition - Holiday Inn	23/05/2026
Kenilworth Revealed - Fun Day	24/05/2026
Lions Charity Performance of Witness for the Prosecution	25/05/2026
Salsa Wilder Waters Appeal - Warwick University	27/05/2026

The Chair advised that WDC Media has shared an approach from an Assistant Producer working on a series of BBC Repair Shop on the road looking for projects to be nominated. KHAS / KAAC would like to put forward the coffin of Geoffrey de Clinton for restoration and are seeking KTC endorsement and support, with a view to the Clerk contacting the CE of WDC Chris Elliot for his approval in submitting the nomination. It was duly proposed, seconded and:

RESOLVED for members to support this approach and nomination of Geoffrey de Clinton's coffin for restoration and for the Clerk to contact the Chief Executive of WDC, Chris Elliott, to this effect.

Members NOTED this update.

TC.811 APOLOGIES

Apologies received from Cllrs A Milton, Z Leventhal and A Summers.

TC.812 MEMORIALS AND PETITIONS

Members NOTED the sudden passing of our long standing Internal Auditor, David Phillips on 2 June 2026. Cllr Marsh said that David was a renowned member of the sporting community in Kenilworth and had been heavily involved at Kenilworth Rugby Club in his time, only retiring in his 50s to begin running marathons! Members commented that David was a stalwart of the community and will be sadly missed.

TC.813 MINUTES

The Minutes of the Town Council held on 16 April 2026 were moved, seconded, ADOPTED and signed.

The Minutes of the Town Assembly held on 23 April 2026 were moved, seconded, ADOPTED and signed.

The Minutes of the Annual Meeting held on 14 May 2026 with an amendment that Cllr J Kennedy be added to the list of KTC Champions in relation to Wayfinding were moved, seconded, ADOPTED and signed.

MATTERS ARISING

TC. 814 KENILWORTH REVEALED – Living History Event

Cllr Chalmers presented the published report and advised the event was a great success despite not being able to have the horse and cart due to the heat. He reported that over 200 people attended and thanked all members and volunteers who gave up their time. The refreshment stand was run by the Mayor's Charity, Warwickshire Search and Rescue who raised £146.

Members NOTED this update.

STANDING MATTERS

TC.815 BBV (Balfour Beatty Vinci) working in partnership with HS2

Cllr P Jones advised there was nothing further to add to this report. Cllr Marsh said that his question concerning the coordination of roadworks and impact in the town was still awaiting a response.

Members NOTED this update.

TC. 816 FLOOD INCIDENT REPORTING REQUIREMENTS TO WDC

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

Members NOTED this update.

TC. 817 COMMITTEES AND WORKING GROUPS

(i) Community Infrastructure Levy (CIL) Working Group

Cllr K Dickson presented the published report and advised Members that the Priory Theatre had recently completed the work for their new lift and the money had been drawn down from our CIL funds.

- (ii) Cllr K Dickson presented a CIL Grant application in the sum of £125,000 for a new skate park at Castle Farm. This application had previously been considered by the Finance Committee and a recommendation made to Full Council that this application be approved. If approved this would leave a remaining balance of unallocated money in the sum of £52,849.43.

After a brief discussion Members wished to support the project and it was duly proposed, seconded and:

RESOLVED to award the sum of up to £125,000 for the skate park project from the Community Infrastructure Levy Fund. This will be payable on receipt of copy invoices.

The Clerk will make contact with WDC to arrange for a briefing to take place and for a site visit to involve the Youth Council.

TC.818 UPDATE REPORT FROM WARWICK DISTRICT COUNCILLORS

Cllr K Dickson presented the published report and added that the South Warwickshire Local Plan had been delayed with the regulation 19 consultation taking place in July 2026. Cllr K Dickson asked for any volunteers to begin collating a response on behalf of this Council and residents. Cllrs M Stevens and Z Leventhal (in her absence) volunteered. In addition, a decision had been made at WDC that a pool of resource from WCC concerning independent persons would be utilised rather than specific recruitment for this role.

Cllr R Dickson asked if a team can be formed with WDC concerning the skatepark to monitor the project and budget. The Clerk said that after the briefing had taken place WDC could be approached to discuss a regular reporting arrangement, however, on the basis the CIL application was an internal application, we could not include this as a requirement of the funding agreement.

Members NOTED this update.

TC.819 UPDATE REPORT FROM WARWICKSHIRE COUNTY COUNCILLORS

Members NOTED the published report from WCC Cllr R Dickson. Cllr R Dickson highlighted some aspects of his report including the launch of a Crime and Prevention Programme which allow applications for funding on initiatives to reduce crime in the area. In addition, WCC's decision to cut funding to its Equality Service is being considered by Cabinet and may go out to public consultation.

Members continue to chase for updates on the A46 Stoneleigh Junction project and improvements to the Kenilworth Gate junction.

Members NOTED this update.

NEW MATTERS AND CORRESPONDENCE

TC. 820 RISK MANAGEMENT REVIEW

Cllr A Marsh presented the Risk Management Review alongside the Clerk. Cllr Kennedy asked if any changes had been made. The Deputy Clerk advised of the addition of AI references and Social media threats.

After consideration, it was proposed, seconded and:

RESOLVED unanimously that Kenilworth Town Council adopt the Risk Management Review as published.

TC. 821 FIXED ASSET REGISTER

Cllr A Marsh presented the published Fixed Assets Register and noted that this did not currently include intangible assets such as the Kenilworth Revealed app and our websites. He suggested the Fixed Assets Policy should be revised on next review to include intangible assets in our register.

Cllr K Dickson asked if the Jacobean Oak leg table should have a value added to this. The Clerk explained it did not have a value when it was added to the register so it would not be possible to do this retrospectively.

After consideration it was proposed, seconded and:

RESOLVED unanimously that Kenilworth Town Council adopt the published Fixed Asset Register.

TC. 822 REPORT ON ANNUAL GOVERNANCE STATEMENT AND RETURN OF ACCOUNTS 2025/26

The Town Clerk advised this report references where Members can find the evidence to satisfy themselves that the appropriate controls and arrangements are in place for approving the statements they will be considering later in the meeting. The Town Clerk explained that this document also sets out the process to be followed in relation to the Council's consideration of the Governance Statement and Annual Accounts later in the agenda.

Members NOTED this report.

TC . 823 INTERNAL AUDIT REPORT, REAPPOINTMENT AND AUDIT PROCESSES

Members RECEIVED the report and NOTED that the Internal Auditor had now completed their work and signed the Annual Internal Audit Report without qualification. As part of the rolling review of risk and internal controls policy, the audit checks are carried out quarterly in arrears, with monthly check as/when required.

It was recommended that Phillips and Becker are reappointed on the same terms of reference and that the total remuneration package remains at £250 per quarter.

After consideration, it was proposed, seconded and:

RESOLVED to reappoint Phillips and Becker on the same terms of reference and the same total remuneration package of £250 per quarter.

TC. 824 FORMAL APPROVAL OF THE ANNUAL GOVERNANCE STATEMENT FOR THE FINANCIAL YEAR ENDING 31 MARCH 2026

The Chair presented the Annual Governance Statement for the Financial Year ending 31 March 2026. Members considered the Annual Governance Statement, taking a separate vote on an appropriate response to each of the assertions in turn.

After consideration, it was proposed, seconded and:

RESOLVED unanimously that Kenilworth Town Council approve the responses made to the Annual Governance Statement for the Financial Year ending 31 March 2026.

TC. 825 FORMAL APPROVAL OF THE ACCOUNTING STATEMENTS AND INTERNALLY AUDITED ACCOUNTS FOR THE FINANCIAL YEAR ENDING 31 MARCH 2026

The Chair presented the Accounting Statements and internally audited accounts for the financial year ending 31 March 2026.

After consideration, it was proposed, seconded and:

RESOLVED unanimously that Kenilworth Town Council approve the Accounting Statements and internally audited accounts for the financial year ending 31 March 2026.

TC. 826 CONFIRMATION OF THE EXERCISE OF PUBLIC'S RIGHTS

Members NOTED that the Notice of Appointment of Date for the Exercise of Elector's Rights and supporting statements for the Accounts for the year ended on 31 March 2026 will be from Monday 8 June 2026 until Friday 17 July 2026. Copies of the Notice and associated documentation will be available on both the Website and the Noticeboard from tomorrow.

TC. 827 SIGNATORIES

Cllr A Marsh proposed six signatories to the Town Council accounts and for approving payment schedules. These were as follows:

Cllrs K Dickson and M Stevens as Group Leaders. Cllrs J Kennedy and A Insley as the Former Mayor and Mayor. Finally, Cllr A Marsh as the Chair of the Finance Committee and Cllr N Eaton.

After consideration it was proposed, seconded and:

RESOLVED that Cllrs K Dickson, J Kennedy, M Stevens, A Insley, N Eaton and A Marsh be confirmed as signatories to the Town Council accounts and for approving payment schedules for the current financial year.

TC. 828 POLICIES / STANDING ORDERS REVIEW

Members NOTED the proposed list of Policies and Standing Orders and the recommended timetable for review.

TC. 829 PUBLICATIONS SCHEME

The Chair presented the updated Publication Scheme which provides residents with knowledge regarding the location and accessibility of Council documentation. Cllr K Dickson asked if we can add the agreed Council Strategy into Class 3. This was agreed.

After consideration, it was proposed, seconded and:

RESOLVED unanimously that Kenilworth Town Council approve the updated Publication Scheme with the addition of the Council Strategy into Class 3.

TC. 830 REVIEW OF CODE OF CONDUCT

Members NOTED and REVIEWED the currently adopted code of conduct. The Chair highlighted the importance of Members updating any changes to their Register of Members interests forms.

The Chair shared a communication received from WDC concerning a change in legislation removing the requirement for a local government member's home address to be published in council registers of interest. This is in accordance with Section 32A of the Localism Act 2011.

TC. 831 CHRISTMAS ARRANGEMENTS

Cllr K Dickson advised that a meeting had taken place with the WDC Events Team concerning the Warwick Road Light Switch On Event in the town. WDC had raised some alternative ideas to the event this year which were still under review. A further meeting was scheduled to take place in late June 2026.

TC. 832 TEENAGE MARKET

Members NOTED the published report concerning the introduction of Teen Markets into Kenilworth. There was support for the proposal and a suggestion that this was something the Youth Council could also become involved in.

It was duly proposed, seconded and:

RESOLVED to support the Teenage Market initiative being promoted by WCC and WDC.

TC. 833 SEXUAL ENTERTAINMENTS ESTABLISHMENT POLICY (WDC) REVIEW

Members NOTED that Warwick District Council's SEV policy is currently being reviewed. The current policy was last adopted on 18th March 2021.

After consideration it was proposed, seconded and:

RESOLVED that the Town Council had no additional comments to add to the proposed policy.

TC. 834 OFFICER'S REPORTS

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

Members NOTED the published progress report. Members asked if the Clerk can contact the WDC Officer to request the re-opening of the pathways around the pool, the rear entrance to the childrens play area and the gate from the High Street as soon as possible.

Members were also concerned to note that the WDC funding allocated for the re-opening of the tennis courts was no longer available.

(ii) Report from Safer Neighbourhood Team

Members NOTED the published progress report from Cllr R Dickson.

TC. 835 COMMITTEE REPORTS

The Minutes of the Finance Committee held on 21 May 2026 were moved, seconded, ADOPTED and signed.

TC. 836 STATEMENTS OF EXPENDITURE FOR THE 2025 - 2026 FINANCIAL YEAR

The Statements of Expenditure for the month of March 2026 (Month 12) 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 March 2026 (Month 12), be APPROVED.

TC. 837 STATEMENTS OF EXPENDITURE FOR THE 2026 - 2027 FINANCIAL YEAR

The Statements of Expenditure for the month of April 2026 (Month 1) 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 April 2026 (Month 1), be APPROVED.

TC. 838 NOTICE OF MOTIONS

Members NOTED that no motions had been received.

TC. 839 NEXT MEETING

Members NOTED that the next scheduled Meeting of the Town Council will be held on Thursday 16 July 2026 at 7pm in the Council Chamber, Jubilee House.

The Meeting closed at 8:42pm

Signed:.....

Dated:.....