KENILWORTH TOWN COUNCIL

Minutes of the MEETING of the TOWN COUNCIL commencing at 7.03 pm on 3 September 2026

PRESENT: Councillor A Insley (in the Chair).

Councillors: D A T Bailey (from TC. 867), K S Dickson, R G Dickson, N Eaton, Z Leventhal, A Marsh, A Milton, A Randall, M Stevens and A Summers.

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

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

One member of the press was present.

Prior to the commencement of the meeting, the Chair of the Kenilworth Youth Council provided a verbal update of their progress including their presence on social media, the results of their recent survey and their research into starting different projects and collaborations.

TC.866 DECLARATIONS OF INTEREST

Councillors K S Dickson, R Dickson and A Milton 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.867 MAYOR'S QUESTIONS

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

TC.868 PUBLIC QUESTION TIME

It was NOTED that no public questions had been submitted.

TC.869 COMMUNICATIONS AND ANNOUNCEMENTS

The Chair presented details of 25 engagements attended by the Mayor and Deputy Mayor since 16 July 2026 including an art exhibition and a local PCSO 'walk n talk' event.

The Chair advised that TheKenilworthCentre will hold their Annual General Meeting on Wednesday 30th September 2026, at 7:30 pm where members and the public can find out more about what they have done recently and hear their plans for the next 12 months.

In addition, Warwick District Council is relaunching its Cost-of-Living Fund to help community groups deliver vital support to households who are facing cost of living

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pressures. Applications open on Wednesday 2 September for not-for-profit organisations, including school Parent Teacher Associations, to apply for grants of up to £3,000 for local projects which can provide practical help such as food and household essentials, access to services, financial guidance, health and wellbeing support or school holiday activities.

Consultations

Warwick District Council is seeking the views of residents and businesses on proposed options to update and modernise its Smoke Control Areas (SCAs) across the district. Responses to be submitted to http://www.warwickdc.gov.uk/smokecontrolareas by 5 October 2026. Councillors can submit individual responses if they wish to.

Warwick District Council invites completion of a questionnaire to give feedback about the skate area improvements. Consultation ends Friday 9 October.
Castle Farm skate park improvement questionnaire

Members NOTED this update.

TC.870 APOLOGIES

Apologies received from Cllrs A Chalmers, A Dearing, P Jones, A J Kennedy, J Payne and R Minto.

TC.871 MEMORIALS AND PETITIONS

There were no memorials or petitions to note.

TC.872 MINUTES

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

MATTERS ARISING

TC. 873 SWLP CONSULTATION (TC.818 and TC. 847)

Cllr M Stevens provided an update by advising that a consultant from Blackbox had been instructed and an excellent draft report prepared. This had been shared with Members and any comments should be made by 10:30am the following morning. A second response compiled with English Heritage will also be finalised.

It was duly proposed, seconded and:

> RESOLVED to APPROVE delegation to the Task and Finish Group (Cllrs A Marsh, Z. Leventhal and M Stevens) of any final amendments and the submission of the final response (encompassing Blackbox and English Heritage) to the Regulation 19 Consultation.

Cllr Leventhal said there is likely to be additional work needed on planning applications in the future and it would be prudent to consider what resources were required for these. Cllr R Dickson asked if our responses could be shared with the Leek Wootton and Guys Cliffe Parish Council once these were published.

TC. 874 UPDATES ON CHARITIES WITH MEMBERS NOMINATED AS TRUSTEES (TC.856)

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(i) Williams Edwards Educational Charity

Cllr K Dickson advised that draft accounts were now prepared and these would now be going to the auditors for final approval.

(ii) Kenilworth United Charities

There was no further update.

(iii) Edwards Coat & Gown Charity

Cllr K Dickson advised that progress was awaited on the closing down of this charity.

TC. 875 REQUEST FOR WCC BENCH TO BE ADOPTED (TC.859)

Cllr M Stevens referred to WCC Cllr Drew's request for the Town Council to adopt a bench on Dencer Drive, but also explained that this was part of a wider opportunity to review and provide more benches within the town. A debate took place concerning the implications of accepting responsibility for existing benches (with no current owner) including costs, maintenance and resource availability. It was proposed, seconded and (with two abstentions):

RESOLVED to accept ownership of the proposed bench at Dencer Drive, and for the office to undertake a review of current and future proposed benches in the town to be brought back to the next General Services Committee Meeting.

TC. 876 PEDESTRIAN SAFETY AND TRAFFIC ISSUES ON ROADS NEAR KENILWORTH SCHOOL (TC.116, TC.138, TC.166, TC.198, TC.235, TC.269, TC.307, TC.344, TC.375 TC.409, TC.441, TC.478, TC.515, TC.554, TC. 594, TC.629 TC.664 and TC.701)

Cllr Leventhal advised that the WCC HCAF funding application had been approved so there was now a total of £50,000 to spend on improvements outside of Kenilworth School. She advised that design work was in progress.

Members NOTED this update.

TC. 877 CASTLE GREEN (TC.460, TC.486, TC.523, TC.561, TC. 601, TC.635 and TC. 669)

Cllr Leventhal advised that progress had been made, however, there were still some points to consider including signage and a long term surface solution. The Task & Finish group would arrange a further meeting and report back to full council.

Members NOTED this update.

TC. 878 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. 666)

Cllr Leventhal advised that the stakeholders had met in July. WCC had issued a public notice in respect of the new proposed puffin crossing which had been through all road and safety audits. English Heritage were working on their pathway designs and a public event was being arranged for 15 October 2026 at the Castle for all to see the new plans. The Clerk advised there was also a briefing meeting to be held with English Heritage on 10 September

and all members were welcome to attend.

Members NOTED this update.

STANDING MATTERS

TC.879 BBV (Balfour Beatty Vinci) working in partnership with HS2

Cllr A Marsh confirmed that no further meetings had taken place but he had received a formal response to his question concerning coordination of roadworks and congestion. It was advised that WCC were the party responsible. Members asked the Clerk to write to the WCC Portfolio Holder for Transport to invite them to a meeting to discuss ongoing coordination involving HS2.

Members NOTED this update.

TC. 880 FLOOD INCIDENT REPORTING REQUIREMENTS TO WDC

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

Members NOTED this update.

TC. 881 COMMITTEES AND WORKING GROUPS

(i) Community Infrastructure Levy (CIL) Working Group

Cllr K Dickson advised that there had been no movement in respect of payments or drawdowns. She advised that English Heritage had requested an extension of time to June 2027 to drawdown the allocated funds for the pathways project. It was duly proposed, seconded and:

RESOLVED to APPROVE a request from English Heritage regarding an extension to complete their project until June 2027.

(ii) Climate & Nature Group

Cllr M Stevens presented the published report and advised that the Finham Brook Trail is complete and is ready to be published. He advised that Cherry Orchard had now officially been designated a local wildlife site.

Members NOTED this update.

TC.882 UPDATE REPORT FROM WARWICK DISTRICT COUNCILLORS

Cllr A Milton presented the published report and highlighted the changes to the Local Government Reorganisation process.

Members NOTED this update.

TC.883 UPDATE REPORT FROM WARWICKSHIRE COUNTY COUNCILLORS

Members NOTED the published report from WCC Cllr Tracey Drew. Cllr M Stevens advised there were two current consultations including the Warwick Road cycle route and the A429 Coventry Road cycle route which all were welcome to respond to.

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INITIALS .....

Cllr R Dickson advised that work was delayed at the Stansfield Grove roundabout and this led to members agreeing to write to the WCC Portfolio Holder, WDC Enforcement and site Officers to press the importance of this and to request accountability for the multiple delays.

Cllr R Dickson provided further updates on the ongoing construction work at St Johns School, approval of a new early years provision at Brambles nursery, the repainting of Custard Corner, re-paving outside of Costa Coffee and ongoing discussions with West Midlands railways to improve the station waiting rooms and toilets. Cllr Dickson also noted the ongoing library review by WCC and members agreed for the Mayor to write to WCC to express the Town Council's support and appreciation for the library service in the town.

It was duly proposed, seconded and:

RESOLVED for the Mayor to write to WCC to express this council's support and appreciation for the library and its activities.

Members NOTED these updates.

NEW MATTERS AND CORRESPONDENCE

TC. 884 POLICIES / STANDING ORDERS REVIEW

Cllr R Dickson presented the following policies for approval:

Freedom of Information and Document Retention Policy
Removable Media Policy
Thermal Imaging Camera policy

After discussion, it was proposed, seconded and

RESOLVED to APPROVE the following policies as published:

Freedom of Information and Document Retention Policy
Removable Media Policy
Thermal Imaging Camera policy

TC. 885 COST OF LIVING WORKSHOP – FEEDBACK TO COUNCIL

Cllr K Dickson presented the published information concerning the recent Cost of Living Workshop run by Warwickshire County Council on 24 July. Members agreed to update this council's website with the latest information and links to where residents can find grant opportunities and access to local community groups.

Members NOTED this update.

TC. 886 COVENTRY CITY COUNCIL LOCAL PLAN- MODIFICATIONS CONSULTATION

Members NOTED that further to the submission of the Coventry City Council Local Plan for examination to the Secretary of State on 9th September 2025, the Council is now consulting on the Main Modifications to the Plan. These are changes to the Plan which the appointed Planning Inspectors consider necessary to make the plan sound, and the Council has invited the Inspectors to recommend these changes, in accordance with Section 20 7c of the Planning and Compulsory Purchase Act 2004.

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This consultation is focussed specifically upon the Main Modifications and associated updates to the Policies Map, Sustainability Appraisal (including Habitats Regulations screening), and the Equalities and Health Impact Assessment.
The consultation runs from Wednesday 19th August 2026 to 11.59pm on Thursday 1st October 2026. Consultation Homepage

TC. 887 EXTERNAL AUDIT REPORT 2025-26 NOTICE OF CONCLUSION OF AUDIT

Members NOTED that in accordance with the Accounts and Audit Regulations 2015 and the Local Audit and Accountability Act 2014 the Annual Governance & Accountability Return for the year ended 31 March 2026 was certified without qualification or opinion by the External Auditor Moore.

In addition, the Notice of Conclusion of Audit together with the certified AGAR (Sections 1, 2 & 3) have been published on the Noticeboard at Jubilee House and the Town Council website since 14 August 2026.

TC. 888 LIME BIKES

Cllr M Stevens recalled the recent Lime Bikes briefing attended by Members to learn more about the scheme and how this could blend into the Kenilworth community. Members were in favour of supporting this initiative and it was therefore proposed, seconded and:

RESOLVED to write to the principal authorities (Warwick District Council) giving support for this initiative.

TC. 889 PAY SETTLEMENT 2026-27

Members NOTED that the new employee pay scales for 2026-2027 have now been approved and it is recommended that this Council notes the new increase in pay for employees. There was no need to formally agree to the pay increase as it is an existing contractual obligation. The increase in Salary should be back dated to April 2026, and paid in the next salary payments.

TC. 890 OFFICER'S REPORTS

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

The Clerk advised that the final report was WDC would now be provided by November 2026. Cllr K Dickson advised that many issues surrounding the swimming pool remained outstanding including the fencing, duck feeding platform and pavilion enhancements. Members agreed for the Clerk to write to the Chief Executive of WDC/Greenspaces team to request an update in our capacity as stakeholders for the Abbey Fields Management Plan.

(ii) Report from Safer Neighbourhood Team

Members NOTED the published progress report from Cllr R Dickson. Cllr R Dickson added that Kenilworth and Rural West SNT will be holding an upcoming residents drop in session on 30 September 2026, and the Mayor reported on her recent involvement with the SNT's 'Walk and Talk' session in the town.

(iii) Update from WDC Site Delivery Officer

Members NOTED that no report was available.

TC. 891 COMMITTEE REPORTS

No Committee Reports are available.

TC. 892 STATEMENTS OF EXPENDITURE FOR THE 2026 - 2027 FINANCIAL YEAR

The Statements of Expenditure for the month of July 2026 (Month 4) 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 July 2026 (Month 4), be APPROVED.

TC. 893 NOTICE OF MOTIONS

Members NOTED that no motions had been received.

TC. 894 NEXT MEETING

Members NOTED that the next scheduled Meeting of the Town Council will be held on Thursday 22 October 2026 at 7pm in the Council Chamber, Jubilee House.

The Meeting closed at 8:34pm

Signed:……

Dated:…….

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INITIALS ……