

KENILWORTH TOWN COUNCIL

Minutes of the MEETING of the TOWN COUNCIL

commencing at 7.00 pm on 16 July 2026

PRESENT: Councillor A Insley (in the Chair).

Councillors: D A T Bailey, A Chalmers, K S Dickson, R G Dickson, N Eaton, P Jones, A Milton, J Payne, 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.

Four members of the public were present. 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 creation of their survey and hosting a stand at the upcoming Teenage Market.

TC.840 **DECLARATIONS OF INTEREST**

TC. 855	KTSCC - Grant Application	Cllr D Bailey	Applicant Known
TC. 855	KTSCC - Grant Application	Cllr P Jones	Member

Councillors K S Dickson, R Dickson, 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.841 **MAYOR'S QUESTIONS**

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

TC.842 **PUBLIC QUESTION TIME**

It was NOTED that no public questions had been submitted.

TC.843 **COMMUNICATIONS AND ANNOUNCEMENTS**

The Chair presented details of engagements attended by the Mayor and Deputy Mayor since 28 May 2026 as follows:

KENFEST Cheque Presentation	03/06/2026
Kenilworth Show	06/06/2026
Opening the Air Ambulance Shop	12/06/2026
Lions Grand Show	13/06/2026
Kenilworth Town End of Season Event	13/06/2026
2 Castles 10k	14/06/2026
Mayor or Warwick Charity Football Match	16/06/2026
Afternoon Tea with Mothers Union	18/06/2026
Crackley Hall School Assembly	19/06/2026
Teddy Bears Picnic	20/06/2026
Thomas Heran Relaunch	20/06/2026
Raising the Armed Forces Flag	22/06/2026
Clinton School Assembly	22/06/2026
Park Hill School Assembly	22/06/2026
Thorns Yr 1	22/06/2026
St Nicholas School Assembly	23/06/2026
Decision Makers Event - Youth Summit – Warwick University	23/06/2026
St Augustines KS1	24/06/2026
Priorsfield School Assembly	25/06/2026
Kenilworth Artists - Warwick Open Studios	25/06/2026
St Johns School Assembly	26/06/2026
Kenilworth Artists - Warwick Open Studios - Family and Friends	26/06/2026
Armed Forces Day – Warwick	27/06/2026
Kenilworth Carnival	27/06/2026
Lions Changeover Dinner	27/06/2026
Kenilworth Carnival Grand Draw	28/06/2026
Choral Evensong @ St Mary's Church	28/06/2026
Talk by Viv Mills	29/06/2026
Sea Cadets AGM	01/07/2026
Civic Reception	02/07/2026
Warwick and Kenilworth Choral Society Summer Concert - St Nicholas	04/07/2026
Kenilworth Manor Summer Party	04/07/2026
Bicycle Bus Celebration	05/07/2026
Warwickshire Singers Summer Concert	05/07/2026
Warwickshire Search & Rescue water safety training 10th Kenilworth Guides	06/07/2026
Brownies Tour of Abbey with Kenilworth Revealed	06/07/2026
Dresden Kenilworth Church Twinning Quiz	07/07/2026
Opening of Abbey Fields Swimming Pool	08/07/2026
Kenilworth Soroptimist Business Meeting	09/07/2026
Asian Food Fair	11/07/2026
Picnic at Castle	11/07/2026
Waverley Care AGM	14/07/2026

The Chair further shared the announcement received from Central Government relating to a two unitary authority for Warwickshire.

Members NOTED this update.

TC.844 APOLOGIES

Apologies received from Cllrs A Dearing, A J Kennedy, Z Leventhal, A Marsh and R Minto.

TC.845 MEMORIALS AND PETITIONS

There were no memorials or petitions to note.

TC.846 MINUTES

The Minutes of the Town Council held on 4 June 2026 were moved, seconded, ADOPTED and signed.

MATTERS ARISING

TC. 847 SWLP CONSULTATION (TC.818)

Cllr M Stevens provided an update by advising that a response had been prepared and submitted to WDC in relation to the proposed Regulation 19 consultation prior to the WDC Cabinet meetings this week. Unfortunately, this had not yielded the results hoped for and attention will now turn to submitting a further response to the formal consultation which begins on 21 July 2026. Cllr Stevens proposed a spend of up to £6,000 funding support to engage the services of a consultant to advise on site and delivery infrastructure to form a part of the Town Council's response.

Members were in favour of this proposal. It was duly seconded and:

RESOLVED to APPROVE a spend of up to £6,000 to engage the services of a Consultant to ensure that issues relating to a key site and infrastructure delivery, especially transport capacity, healthcare provision, secondary education capacity, utility infrastructure and the protection of Kenilworth's historic environment are properly addressed within the response. The engagement of this professional assistance would also be used on updating the Town's Neighbourhood Plan and in relation to any other long-term implications or documentation for Kenilworth.

STANDING MATTERS

TC.848 BBV (Balfour Beatty Vinci) working in partnership with HS2

Cllr P Jones advised there was little to report aside from the extension of the closure of Cromwell Lane. Cllr R Dickson added that WCC are undertaking a mapping exercise for HS2 lorries in correlation to a rise in pothole reports.

Members NOTED this update.

TC. 849 FLOOD INCIDENT REPORTING REQUIREMENTS TO WDC

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

Members NOTED this update.

TC. 850 COMMITTEES AND WORKING GROUPS

(i) Community Infrastructure Levy (CIL) Working Group

Cllr K Dickson presented the published report and advised the only change had been the inclusion of CIL income.

TC.851 UPDATE REPORT FROM WARWICK DISTRICT COUNCILLORS

Cllr A Milton provided a verbal update in the absence of a written report. He confirmed the successful opening of Abbey Fields Swimming Pools and the recent decision by Central Government confirming there will be two unitary authorities covering Warwickshire moving forwards. This means that elections scheduled for May 2027 would be for the appointment of a shadow cabinet, and existing members would have their terms extended for one year. Cllr Milton advised that this week WDC and SDC had moved to the next stage of the SWLP with the approval of the formal Regulation 19 consultation beginning on 21 July until 8 September 2026. This consultation will focus on whether the SWLP is technically sound. At this stage it is unclear how this progression will affect existing applications, ie, the current planning application for land east of Rouncil Lane.

Members NOTED this update.

TC.852 UPDATE REPORT FROM WARWICKSHIRE COUNTY COUNCILLORS

Cllr M Stevens presented the published report and highlighted WCC Councillor Grant schemes, the Tour of Britain, the Teen Market and ongoing Highways initiatives including speed surveys on Bridge Street and the ongoing delay to the Stansfield Grove roundabout.

Cllr R Dickson added that an element of work will begin at St Johns Primary School to increase their SEN provision, however, for the time being, this would not be on the level originally planned for.

Members NOTED this update.

NEW MATTERS AND CORRESPONDENCE

TC. 853 POLICIES / STANDING ORDERS REVIEW

Cllr N Eaton presented the following policies for approval:

Health & Safety Policy
Digital & Social Media Policy
Flag Flying Policy
Fixed Assets Policy
Scheme of Delegation (New Policy)
Financial Regulations – updated to reflect the separation of Finance & General Services Committees

Cllr K Dickson asked if the Flag Flying Policy can include provision to fly the pride flag for the month of June.

After discussion, it was proposed, seconded and

RESOLVED to APPROVE the following policies:

Health & Safety Policy
Digital & Social Media Policy
Flag Flying Policy
Fixed Assets Policy
Scheme of Delegation (New Policy)
Financial Regulations – updated to reflect the separation of Finance & General Services Committees

The Flag Flying policy to be amended to include provision to fly the pride flag for the month of June.

TC. 854 ANNUAL REVIEW OF INTERNAL CONTROLS

The Clerk advised that this was an annual review that was appropriate for governance purposes.

It was duly proposed, seconded and:

RESOLVED to APPROVE the Annual Review of Internal Controls.

TC. 855 APPLICATION FOR FUNDING (RUCIS GRANT)

An application has been received from Kenilworth Tennis Squash and Croquet Club for an associated Rucis grant in the sum of £150. This is for squash and racquetball facilities improvement.

There was support for the application and it was duly proposed, seconded and:

RESOLVED to APPROVE the application for Kenilworth Tennis Squash and Croquet Club for a grant in the sum of £150 for squash and racquetball facilities improvement.

TC. 856 REPORTS ON CHARITIES WITH MEMBERS NOMINATED AS TRUSTEES

(i) Williams Edwards Educational Charity

Members NOTED the published report. Cllr R Dickson raised a concern that the charities annual report and accounts had not yet been filed. Cllr K Dickson advised that the Trustees were conscious of this and that a new accountant had needed to be appointed to undertake this work. This would be completed imminently.

(ii) Kenilworth United Charities

The published report was NOTED.

(iii) Edwards Coat & Gown Charity

Cllr K Dickson advised that this charity was still in the process of being disbanded.

These items will be included on the next agenda to note any further progress.

TC. 857 KINGS HILL MASTERPLAN AND DESIGN CODE SUPPLEMENTARY PLANNING CONSULTATION

Members NOTED that, in accordance with the requirements of Regulation 14 of the Town and Country Planning (Local Development) (England) Regulations 2012 (as amended), notice has been provided by Warwick District Council that the Kings Hill Masterplan and Design Code SPD was adopted on **10 June 2026**.

The SPD and a summary of the main issues raised during consultation and changes made to the SPD can be viewed online at: www.warwickdc.gov.uk/KingsHillSPD

TC. 858 WCC COUNCILLORS GRANT FUND

Members NOTED that the WCC Councillors Grant Fund is now open and applications for this financial year must be submitted by 26 July 2026. A discussion ensued as to whether this Council intended to make an application. The criteria was shared and any specific enquiries can be directed to WCC Councillors R Dickson and M Stevens.

TC. 859 REQUEST FOR WCC BENCH TO BE ADOPTED

Members considered a request from Warwickshire County Council officers and WCC Councillor Tracey Drew to adopt a bench that it is intended will be provided at Dencer Drive, opposite the junction with Cornhill Grove. The Town Clerk added that this request was since expanded for the Town Council to adopt any bench purchased by WCC Councillors or residents.

Members engaged in a healthy discussion and raised concerns regarding the unknown liability this would expose the Council to on a financial and resource basis. It was agreed that Members would defer a decision on this matter until the next Council meeting and ask Officers to research the associated cost and resource required in the meantime.

TC. 860 KENILWORTH 1847

Cllr A Chalmers presented the concept of expanding on the Kenilworth Revealed project, originally with an idea to mark the occasion of the first train into the town, and latterly to recognise 100 years since the suffragette movement. Members asked Cllr Chalmers to draft a fully costed proposal of any intended project on this matter and its relevance to the Town Council's agreed strategy.

TC. 861 OFFICER'S REPORTS

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

Members NOTED that one final report will be prepared by WDC Officers in readiness for the next Town Council meeting in September. Cllr Randall enquired about the re-opening of the tennis courts. Cllr R Dickson advised this would be going before the WDC Cabinet in September.

(ii) Report from Safer Neighbourhood Team

Members NOTED the published progress report from Cllr R Dickson. Cllr R Dickson added the Kenilworth and Rural West SNT will be holding an upcoming residents drop in session.

(iii) Update from WDC Site Delivery Officer

Members NOTED that no report was available.

TC. 862 COMMITTEE REPORTS

The Minutes of the General Services Committee held on 25 June 2026 were moved, seconded, ADOPTED and signed.

Cllr K Dickson presented an opportunity to purchase a memorial postbox, as discussed at the General Services Committee, at a significantly lower cost than originally anticipated. Members were in agreement to take this opportunity. It was duly proposed, seconded and, with one abstention:

RESOLVED to approve the spend of £100 for a memorial postbox.

TC. 863 STATEMENTS OF EXPENDITURE FOR THE 2026 - 2027 FINANCIAL YEAR

The Statements of Expenditure for the months of May and June 2026 (Months 2 and 3) 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 May and June 2026 (Months 2 and 3), be APPROVED.

TC. 864 NOTICE OF MOTIONS

Members NOTED that no motions had been received.

TC. 865 NEXT MEETING

Members NOTED that the next scheduled Meeting of the Town Council will be held on Thursday 3 September 2026 at 7pm in the Council Chamber, Jubilee House.

The Meeting closed at 8:38pm

Signed:.....

Dated:.....