Kenilworth Town Council

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27 August 2026

NOTICE IS HEREBY GIVEN that a **TOWN COUNCIL MEETING** will be held at **7.00 pm on THURSDAY, 3 SEPTEMBER 2026** in the **COUNCIL CHAMBER AT JUBILEE HOUSE** when your attendance is requested.

Town Clerk

DECLARATIONS OF INTEREST

Members are reminded of the utmost importance of making declarations of interest in respect of any of the items appearing on the Agenda below. Declarations should be entered on the form to be circulated with the attendance book, and should be made orally immediately before the item is discussed. Particular care should be taken to ensure that any beneficial or disclosable pecuniary interest has been identified under the provisions of Section 31 of the Localism Act 2011. If the interest is not registered, formal notification of it must be made within 28 days. Members are reminded of the need to also declare predetermination of any matter.

CIVILITY & RESPECT

Councillors and council staff have the right to carry out their civic duties and work without fear of being attacked or abused. The use of aggressive or abusive language (including raising of voice, swearing, shouting or in writing) which threatens or intimidates councillors or council staff is totally unacceptable.

PUBLIC SPEAKING

A maximum of 15 minutes is set aside at the start of this meeting for local residents of any age, a local business, a local community group or local public body in Kenilworth to present their ideas for enhancing community life in the town.

KENILWORTH YOUTH COUNCIL – Chair, Vice Chair and Communications Officer will deliver a report on their meetings and activities.

AGENDA

1. DECLARATIONS OF INTEREST

2. MAYOR'S QUESTIONS

3. PUBLIC QUESTION TIME

Before the business of the meeting, the public may ask questions in accordance with the following conditions (ref SO 3.10):

(1). The total time to be no longer than 20 minutes.

(2). Electors of the Town of Kenilworth may submit one question relating to the business of Kenilworth Town Council.

(3). Questions to be submitted to the Mayor at the start of the meeting.

(4). Any questions not dealt with will stand until the next Council meeting.

(5). The answer to questions may be verbal by one or more members of Council.

(6). If answers cannot be given, the matter may be investigated and an answer given in writing later.

4. COMMUNICATIONS AND ANNOUNCEMENTS

25 Mayoral Engagements were undertaken by the Town Mayor and Deputy Mayor since 16 July 2026.

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

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.

Warwick District Council invites completion of a questionnaire to give feedback about the skate area improvements. Consultation ends Friday 11 September.
Castle Farm skate park improvement questionnaire

5. APOLOGIES

6. MEMORIALS AND PETITIONS

7. MINUTES

To receive the Minutes of the Town Council held on 16 July 2026 **(Enclosure 1).**

8. MATTERS ARISING

(1) SWLP CONSULTATION (TC.818)

(i) To receive an update on the appointment of the Planning Consultant and to note the draft planning response produced on behalf of this Council and residents.

(ii) To receive an update on the draft heritage response being prepared by Kenilworth Town Council jointly with English Heritage.

(iii) To approve by Resolution, 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 (i) and (ii) above) to the Regulation 19 Consultation.

(2) UPDATES ON CHARITIES WITH MEMBERS NOMINATED AS TRUSTEES

To receive any updates from the following Charities:

(i) William Edwards Educational Charity
(ii) Kenilworth United Charities
(iii) Edwards Coat and Gown Charity

(3) REQUEST FOR WCC BENCH TO BE ADOPTED

To give further consideration to 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. To consider the various costs associated with the adoption.

To decide by Resolution whether Kenilworth Town Council are happy to have ownership of the proposed bench at Dencer Drive, and any further benches in the town that are provided by WCC Councillors, residents and organisations.

(4) 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)

To receive a verbal update from the Task and Finish Group.

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

To receive a verbal update from the Task and Finish Group and set a timescale for review and recommendations of outstanding issues.

(6) 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)

To receive a verbal update from the Task & Finish Group.

9. STANDING MATTERS

(1) BBV (Balfour Beatty Vinci) working in partnership with HS2

An update on any relevant aspects of HS2 and contact with BBV.

(2) FLOOD INCIDENT REPORTING REQUIREMENTS TO WDC

The review of any report(s) rendered or now required under the advisory reporting arrangements requested by WDC.

(3) COMMITTEES AND WORKING GROUPS

To receive any updates on the work being undertaken by the Committees and Working Groups.

(i) Community Infrastructure Levy (CIL) Working Group

To consider a request from English Heritage regarding an extension to complete their project. (**Enclosure 2)**

To receive the latest CIL Income and Expenditure report (**Enclosure 3)**

(ii) Climate and Nature Group

To receive a report from the Climate and Nature Group **(Enclosure 4)**

(4) UPDATE REPORT FROM WARWICK DISTRICT COUNCILLORS

To receive a written report on the recent work of WDC from Councillor Andrew Milton. (**Enclosure 5)**

(5) UPDATE REPORT FROM WARWICKSHIRE COUNTY COUNCILLORS

To receive a written report on the recent work of WCC from Councillor Tracey Drew. **(Enclosure 6)**

10. NEW MATTERS AND CORRESPONDENCE

(1) POLICIES / STANDING ORDERS REVIEW

To consider and approve by resolution, the review and adoption of the following policies at **Enclosure 7.**

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

(2) COST OF LIVING WORKSHOP – FEEDBACK TO COUNCIL

To receive feedback and consider any actions necessary following participation in the Cost of Living Workshop run by Warwickshire County Council on 24 July (Notes from Workshop at **Enclosure 8**)

(3) COVENTRY CITY COUNCIL LOCAL PLAN- MODIFICATIONS CONSULTATION

To NOTE 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.

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

(4) EXTERNAL AUDIT REPORT 2025-26 NOTICE OF CONCLUSION OF AUDIT

i. To **NOTE** 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.

ii. 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.

(5) LIME BIKES

Following the Members' briefing on the Lime Bike Scheme in August, to discuss the opportunities outlined for the Town, and consider approving by Resolution to write to the principal authorities giving support for this initiative.

(6) PAY SETTLEMENT 2026-27

To NOTE 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 is 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.

11. OFFICER'S REPORTS

(i) PROGRESS REPORT/UPDATE ON KENILWORTH LEISURE CENTRE REDEVELOPMENTS

No report available. Final report anticipated from WDC Officers in October / November 2026.

(ii) REPORT ON POLICE / SAFER NEIGHBOURHOOD TEAM

To receive a report from Councillor R Dickson / recent statistics in relation to the Kenilworth Safer Neighbourhood Team, (**Enclosure 9**) and link to the Warwickshire Police website - Kenilworth | Your area | Warwickshire Police | Warwickshire Police

(iii) UPDATE FROM WDC SITE DELIVERY OFFICER

No report available.

12. COMMITTEE REPORTS

13. STATEMENTS OF EXPENDITURE FOR THE 2026 - 2027 FINANCIAL YEAR

To approve by Resolution, the Statements of Expenditure inclusive of Petty Cash Expenditure, for the month of July (Month 4) including trial balance and income and expenditure breakdown (Copy attached at **Enclosure 10**).

14. NOTICE OF MOTIONS

15. NEXT MEETING

To note that the next Meeting of the Town Council will be held in Jubilee House on **Thursday 22 October 2026** at 7.00pm.