



The Beaudesert & Henley-in-Arden Joint Parish Council

Working for the Benefit of the Residents of Henley-in-Arden

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IF ANYONE WOULD LIKE A HARD COPY OF THE AGENDA OR MINUTES FOLLOWING THE JPC MEETING AND DOESN'T HAVE ACCESS TO A COMPUTER, PLEASE CONTACT THE CLERK ON 01926 814491 TO REQUEST A COPY.

The Minutes of the Ordinary Council Meeting of the Beaudesert and Henley-in-Arden Joint Parish Council that took place on Monday, 30th September 2019 at 7.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

Present: Cllrs. Ray Evans (Chair), Chris Duffin (Vice-Chair), David Broadbent, Peter Cornford, Sally Harfield, Elaine Field, Liz Jackson, Marijana Bainbridge, Jem Jones, Alistair Price and Roger and Val Hubbocks.

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The Chairman requests all mobile phones are switched to silent mode.

Public Participation Session

- A Parishioner said that he had spoken to Councillor John Horner after the JPC meeting on 16th September, who was very positive about the possibility of Parking Permits. He went on to say that residents in Market Way and Market Close were hopeful that the JPC would back their request for Residents Parking Permits for the area.
- He advised that some non-residents are completely irresponsible parking in the narrow roads that are Market Way and Market Close, regularly in the late afternoon and night, making it impossible for Emergency Vehicles to access Market Way or Market Close, thus potentially putting lives at risk. Irresponsible parking is also an issue where cars are left for days, sometimes weeks, at a time which blocks resident drives. This makes access extremely difficult requiring driving up and down the kerb and multiple reversing manoeuvres. The majority of these non-residents live on the Warwick Road where there is space to park.
- Residents Parking Permits would solve this dangerous situation immediately and would be greatly helped if the JPC could forward the request to Stratford District Council to extend the permits.
- Following a discussion, it was agreed that the Clerk forward all of the relevant correspondence to the SDC Cllr, Matt Jennings.
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- An allotment holder requested that a standpipe be installed at the allotments and Cllr Evans responded and advised that this had been discussed in the previous meeting.

Pause for a few members to allow members of the public to leave the meeting if they wish to do so.

1 **Apologies for absence and acceptance of apologies**

No apologies were received, however, Cllr Jackson left early due to a family emergency.

2 **Declarations of Interest and Dispensations**

Cllr Chris Duffin declared an interest in The Hub@Henley as she was a trustee; David Broadbent declared an interest in Henley War Memorial Trust as he was a trustee and the Neighbourhood Development Plan as he was a member of the Steering Group; Marijana Bainbridge declared an interest in the Memorial Hall, as her husband was a trustee of HWMT and she was on the Memorial Hall Committee and Cllr Roger Hubbocks declared an interest as he had become a member of The Shakespeare Promotion Line Committee.

3 **To receive Councillor Valerie Hubbocks Declaration of Acceptance of Office**

Cllr Val Hubbocks signed her Declaration of Acceptance of Office and handed it to the Clerk, who also signed the document as Proper Officer. Cllr Val Hubbocks was welcomed to the meeting.

4 **Reports from County Councillor and District Councillor.**

- **County Cllr John Horner reported:**
- WCC spent £562 million last year and as he had predicted, expenditure on social care (adult social care, children's care and public health) rose to 68% of the budget from 64% last year.

- Cllr Horner went on to say that Highways accounted for 8% of the Council budget compared to 9% last year and the total spending was approximately 2% higher than last year.
- Cllr Horner advised that the Chancellor's recent statement said that they would be releasing significant funds to local government and he expected Warwickshire to receive £12 million of additional funds for social care and about £5 million for transport. He went on to say that it seemed that Councils may also, if they wish, surcharge council tax by 2% to help with social care costs. There was no indication as to the maximum council tax rise that will be allowed next year before a referendum is required.
 - Cllr Horner advised that Cllr Cornford had received a letter from the PCC regarding speed concerns on the A3400. The PCC had indicated that he received many concerns regarding the perceived excessive speed of vehicles and currently the Government is reviewing all matters in respect of road safety.
 - The PCC advised that any engineering options along the A3400 would be a matter for WCC to consider. Enforcement is based on evidence and WCC work with the Police and rely on casualty/collision data. Mobile camera-based enforcement regularly takes place in various locations along the A3400.
 - He went on to say that WCC are planning to install average speed cameras across the County, however, they will be in locations which have evidence-based casualty histories. However, the actual success of average speed cameras in deterring speed has not been formally evaluated and there is no appetite for individual PC's to fund cameras in Warwickshire as it is felt that it would lead to an ad-hoc patchwork of cameras across the County and variations in technical specification and reliability.
 - Cllr Horner suggested that if the JPC could make a commercial case for the installation of average speed cameras to be installed and build a case for the reduction in speed.

District Cllr Matt Jennings reported:

- Please see attached Report as an Appendix.

- 5 Minutes of the Ordinary meeting held on 15th July to be approved and signed.**
It was RESOLVED that the Minutes of the JPC ordinary meeting held on 15th July 2019 were confirmed as a true record and signed by the Chairman. This motion was proposed by Cllr Jones, seconded by Cllr Duffin and carried unanimously by all those present at the meeting.
- 6 Matters arising from the minutes of the previous meeting and not on the agenda.**
 There were no matters arising
- 7 Reports by the Parish Clerk – Gill Peacock**
- The Clerk reported that she has some spare copies of the presentation that Bill Robinson Carried out a while ago and asked if any Cllrs did not have a copy and would like one
- 8 To note the Council's responses to planning applications & note minutes of JPC Planning Sub-Committee**

Application no.	Proposal	Address	Submitted by	Comments due by
19/01589/FUL	New dormer to rear of existing roof & associated works	214 Warwick Road, Henley	Mr M Woods	01.10.2019
19/02488/FUL	First Floor Side Extension over single storey side extension	19 Glenhurst Road, Henley	Ms H Laming	02.10.2019
19/02404/FUL	Single storey extension to rear & side	9 Mount Road, Henley	Mr Barron	04.10.2019
19/02340/FUL	Retrospective application to retain awning/canopy	The Butchers Social, 97 High Street, Henley	Mr M Bullard & R Hertinshall	07.10.2019

- **19/01589/FUL - Following a discussion, it was RESOLVED that the Clerk would respond to SDC on behalf of the JPC and object to the application as the dormer window is excessive in size and overlooks the garden next door. The Window also contravenes the separation distances and it was also felt the site would be overdeveloped**

- **19/02488/FUL** - Following a discussion, it was **RESOLVED** that the Clerk would respond to SDC on behalf of the JPC and they supported the application as the extension roof is subservient to the existing windows and the applicant has followed planning advice.
- **19/02404/FUL** - Following a discussion, it was **RESOLVED** that the Clerk would respond to SDC on behalf of the JPC and they supported the application as the proposals were in keeping with existing planning legislation.
- **19/02340/FUL** Following a discussion, it was **RESOLVED** that the Clerk would respond to SDC on behalf of the JPC and they supported the application.

- **To approve the addition of Cllr Peter Cornford on to the JPC Planning Sub-Committee.**
- Cllr Roger Hubbocks called into question whether it was appropriate for Cllr Cornford to join the planning committee because he was a partner at an Estate Agents business, dealing with commercial and domestic properties. Cllrs Broadbent, Bainbridge and Duffin said that all Cllrs have the integrity to declare interests and that Cllr Cornford had a great depth of knowledge and experience to impact.
- **Following a discussion, it was RESOLVED that Cllr Cornford joins the JPC Planning Sub-Committee. The above motions were proposed by Cllr Duffin, seconded by Cllr Bainbridge and carried by the majority, with two Cllrs abstaining and one Cllr objecting.**

9. Finance Sub-Committee

- **To note the Schedule of recent Payments and Bank Balances** (*previously circulated*)
- Cllrs noted the Finance Report, attached as an appendix.
- The Clerk confirmed that the current balances as at 30th September 2019 were Treasurers Account: £62,435.18 and the deposit Account was £45,514.21.

10. To discuss requesting WRCC to carry out an up to date Housing Needs Survey – Update

The Clerk reported that she had contacted a member of the NDP Steering Group requesting information on whether there was any progress to date and she had not received a response. Cllr Broadbent agreed to find out what the latest position was and report back.

11. Maintenance & Emergency Planning Working Party

- Cllr Jones advised that the working Party had been walking around the two parishes and identifying what work needed to be done on a priority basis; trees, paths, hedges and general maintenance. He went on to say that there were sixteen pages of work required so far and the WP would upload all the information on the JPC web site, together with a prediction of when the work would be carried out.
- Cllr Jones also mentioned that there was a group of volunteer Maintenance Marshalls working with the WP and they met regularly.
- Cllr Jones asked how the maintenance budget had been worked out by the previous JPC.
- Cllr Jones requested the Clerk to see whether she could find a copy of the Tree Report which had been carried out in 2014 and she agreed that she would look for the report.

12. To propose proceeding with the purchase of The Croft Car Park & the Clerk to sign the lease.

- **To request SDC to hold the lease on the Prince Harry Road Car Park in abeyance.**
- **To hold in abeyance any proposed agreements with LPS.**
- Cllr Cornford said that his concerns are with the idea that the JPC is going to manage a Public use Car Park, if so how and drawing on what experience and expertise?
- He went on to say that there are liabilities and Risks. If there is a large insurance claim for personal injury, damage to a car, Acts of Nuisance and the JPC insurers deem the JPC in the management of the Car Park were negligent, are we as councillors liable, and if the JPC's reserves are eaten into, because of paying the excess on an insurance Claim, Business Rates, Insurance Premiums, Cleaning, weeding, lighting, white lining and Dispute Resolution, what good causes will be affected due to less money being available to support them e.g. The Library, The Sport Fields, the Memorial Hall, the Court Leet and Guild Hall, the Heritage Centre and the Hub to name but a few.
- In addition the proposal will increase the demand on the Clerk's time, more committee meetings, more agendas and of course more minutes, so will there be a need to rent offices for the Clerk in the town and to employ an assistant to help the Clerk with an ever increasing work load.

- Do we increase the Precept to plug the financial hole, thus asking every precept payer to support a car park that has no direct benefit to most of them? Social Organisations in the Town need the support of the JPC in order to benefit the Whole community.
 - Cllr Cornford said that you should not Cherry Pick. An overall vision to improve parking for tourists and visitor's in general is needed, that in turn helps the Retail business, so the town does not end up just a dormitory with an odd charity shop.
 - The two car parks may make little money for the JPC. It is an untried model and after just a year the charging regime will be reviewed based on regular feedback. The Car Parks must be a success for the Town as a whole. Revenue may increase and if so, it can be used to help back the very urgent need for average speed cameras down the High Street. Once shopper know they can park in the Croft Car Park as there will be spaces available whenever they go in; stopping car parking outside One Stop can then be rigorously enforced. If you do that now, One Stop will lose trade, so it will have to review its viability on Henley High Street. The residence of Henley & Beaudesert are not enough in number to keep One Stop and The Co-op viable. They will in time be lost to the Town.
 - With charging starting in the Station Car Park, where is a good place to park all day if catching a train. The Croft Car Park. On Friday, there were 34 empty spaces in the Station Car Park and the Croft was full. On Monday, 31 spaces were available in the Station Car Park and the Croft had four empty spaces at 4.30 pm on a wet and windy day.
 - Cllr Cornford asked all the Councillors to stop and think long and hard about this resolution. The consequences of it being passed, have both financial impact on the JPC and a risk to Councillors as well as the loss of the vision of achieving a comprehensive solution to Parking, shopping, Tourism and traffic speed on the High Street. Cllr Cornford asked all the Cllrs to reject the resolution, let the Clerk execute the documents in her possession and then move on to phase two: High Street traffic speed and stopping cars parking outside One Stop. He suggested that the JPC show some leadership and make what some people feel is a difficult decision.
 - Cllr Cornford made the observation that although he had not been present at the JPC meeting on 16th September when the car parking situation had been discussed, when reading both the Chair's Report and the Clerk's Report of the meeting, he felt that there were significant differences.
 - The Chair re-iterated the history of the car park situation and the decision-making process that the previous JPC undertook. He went on to say that the residents had spoken at the JPC meeting on 6th September and he would try to make future processes open and transparent for everyone to access.
 - A Parishioner asked if a timetable for events in respect of the Car Parks would be published and the Chair agreed that it would be.
 - Cllr Broadbent asked if he could put forward an amendment to the current proposals and that all three Car Parks in Henley; the Croft, Prince Harry Road and the Northern Car Park come under the management of LPS and the JPC proceed with all three Car Parks as previously agreed. This motion was proposed by Cllr Broadbent, seconded by Cllr Cornford and not carried; four Cllrs for and six against.
 - **It was RESOLVED that the JPC proceeds with the purchase of the Croft are Park and the Clerk to sign the lease, to request SDC to hold the lease on the Prince Harry Road Car Park in abeyance and to hold in abeyance any proposed agreements with LPS. This motion was proposed by Cllr Evans, seconded by Cllr Field and carried by the majority; six Cllrs to four against.**
 - Cllr Cornford consequently handed in his resignation as a JPC Cllr to the Clerk and wished the JPC well in their endeavours. He left the meeting.
13. **To discuss all the JPC Working Parties are dismantled and amalgamated into a new Sub-Committee comprising of all Cllrs, headed Town Welfare. The responsibilities of the Sub-Committee to include Allotments, Parking and Traffic, Maintenance & Emergency Planning, Children's Facilities, Tourism and Grants.**

- **To propose that a Cllr steps forward to Chair the new Sub-Committee and that the Cllr calls for, and appoints, representatives from the JPC, to act as specialists in each category to advise, carry out research and report back to the full JPC.**
- Cllr Evans said that his idea would be to form three JPC Sub-Committees; the planning sub-committee, the finance sub-committee and Town Welfare sub-committee which would amalgamate the current JPC Working Party's. There would be agenda's and minutes for each sub-committee, and they would be open and transparent, with members of the public being invited to each meeting. He went on to say that he felt that Working Party's did not work and were not accountable, although the JPC would still rely on outside expertise as it would be needed.
- Cllr Jones proposed an amendment to the resolution to retain the current structure of the Working Party's and ensure that future Reports are comprehensive.
- **Following a robust discussion, it was RESOLVED that individual Working Party's continue, however, a Report from each would be forthcoming regularly, which would be open and transparent and there would be no justification if a Working Party did not have anything to report. This motion was proposed by Cllr Jones, seconded by Cllr Bainbridge and carried unanimously.**

14. Children's Facilities Working Party Report

- Cllr Field reported that this item had been discussed in the finance meeting and she had received a further quote from Sutcliffe Play.
- Cllr Field reported that she had received a quote from Mr Michael Carter who was the MD of Sports & Play Consulting. She went on to say that the Play Area was well used, however, there was a limited attraction to the area currently and it needed to be improved. Following a discussion, it was agreed to defer this item.

15. Tourism Working Party Report

- Cllr Field reported that the Tourism WP had not met recently, however, they had met with several businesses in the Town and set up communication links between them all.
- Cllr Bainbridge asked for a vote of thanks to be given to all members of the Music Festival Committee and said that it had been a hugely successful event.

16. To discuss whether the JPC can promote a voluntary group to redevelop the Henley Railway Station buildings.

- Cllr Duffin said that he had attended some training run by ACoRP (Association of Community Rail Partnerships) who were keen for the JPC to adopt the Railway Buildings in Henley. Cllr Duffin went on to say that she would be interested in heading up a JPC Working Party to take this project forward. Cllr Price advised that ACoRP would be prepared to help and advise with such a project and the Railway Buildings were an intrinsic part of the fabric of Henley. Cllr Duffin said that there were other elements to the proposal, such as promoting other transport links like Bus Services.
- **Following a discussion, it was RESOLVED that the JPC would support the project but not form another Working Party and Cllr Field said that there needed to be a statement of intent. These motions were proposed by Cllr Jones, seconded by Cllr Duffin and carried by all the Cllrs who could vote.**

17. To discuss and approve the following policies:

- JPC Risk Assessment
- Social Media & Media Policy
- Model Publication Scheme
- Complaints Procedure
- Equality Policy
- Filming & Recording of Meetings Protocol
- Members Code of Conduct
- Record Retention & Disposal Policy
- Community Engagement Policy
- Data Protection Policy
- JPC Councillor Device Policy
- JPC Privacy Notice

- The Clerk confirmed that she had sent copies of the above policies to Cllrs Jones and Duffin who had reviewed them all and confirmed that they should be approved. **Following a brief discussion, it was RESOLVED to approve the above policies. This motion was proposed by Cllr Jones, seconded by Cllr Duffin and carried unanimously.**

18. To discuss the production of the JPC Annual Report & Accounts.

The Chair advised that he was working on a draft of the JPC Annual Report and Accounts and he would be requesting the Chairs of each sub-committee and Working Party to submit an article for inclusion.

19. To note progress of the NDP – Update.

The Clerk reported that she had not heard anything from the NDP Steering Group, and she would contact a member of the Group to ascertain the current situation. Following a discussion regarding CIL payments, the Clerk agreed to circulate the slides of a presentation to assist Cllrs.

20. To discuss Cllrs creating their own JPC email addresses.

The Clerk advised that it would be prudent for all JPC Cllrs to have separate email addresses and keeping personal emails from JPC emails in future. Following a discussion, it was agreed that the Chair help Cllrs to create a new email address if they requested assistance.

21. Reports from Councillors – exchange of information only.

- No Reports were received.

22. Items for private session

There were no items for private session.

The meeting closed at 9.35 pm

Signed

Dated