

Kenilworth Town Council

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Mr G D Symes
Town Clerk

15 October 2010



Kenilworth

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a **GENERAL SERVICES COMMITTEE MEETING** will be held in the Council Chamber, Southbank Road on **THURSDAY 21 OCTOBER 2010**, following the Planning Committee Meeting when you are requested to attend.

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. In the event of your interest being Prejudicial, you are reminded that you should leave the Chamber during discussion of the matter.

AGENDA

1. SUBSTITUTE MEMBERS

To receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Clerk, together with the name of the Councillor for whom he/she is acting.

2. DECLARATIONS OF INTEREST

3. APOLOGIES

4. MINUTES

To note the Minutes of the Meeting held on 26 August 2010, which were received by the Town Council on 9 September 2010. (Copy attached at Enclosure 1).

5. MATTERS ARISING

- (1). NOTIFICATION OF SERVICES OR PROJECTS AFFECTING DISTRICT OPERATED FACILITIES SITUATED WITHIN KENILWORTH (CLOSURE OF KENILWORTH SWIMMING POOL AND OTHER MAJOR DISTRICT OPERATED FACILITIES) (GS.227).

To note that an acknowledgement dated 28 September 2010 was received from the Chief Executive of WDC. He is consulting with colleagues and will update you once these are complete.

- (2). ROAD WORKS IN KENILWORTH ARISING FROM WORKS BY UTILITIES AND KINDRED SERVICE COMPANIES (GAS ALLIANCE WORKS – UPDATE) (GS.212, TC.616 and GS.223)

To note that the response from WCC regarding planned works by utilities companies was circulated on 29 September 2010 and included advice that the Gas Alliance had sent the County a new programme listing a further 23 sites in Kenilworth. Further details would follow and include the items listed below.

Details of the Gas Alliance works necessitating the temporary closure of the slip road off Manor Road/A429 Coventry Road between for 5 days from 12 October onwards were circulated on 11 October 2010.

The additional advice that the Gas Alliance was conducting works on the A429 Coventry Road between 12 October and early December was circulated on 12 October 2010. The works affecting the highway are due to complete by 27 November, with traffic lights operating as required; these will be lifted on 6 November 2010 and 26 November due to the Kenilworth Castle Bonfire and Christmas Lights events respectively.

WCC advised that British Telecom (Open Reach) broadband works were ongoing but that there were no known major electricity works planned for the town.

- (3). SCOPE AND REMIT OF THE GENERAL SERVICES COMMITTEE (GS.213, GS.220 and TC.653).

To note that it is intended to submit a progress report, or final report and recommendations, to the Town Council scheduled for Thursday 18 November 2010.

STANDING MATTERS

6. KENILWORTH CEMETERY - PERIODIC REPORT (2009 onwards - GS.18, GS.29, GS.47, GS.61, GS.71, GS.75, GS.76, GS.87, GS.89, GS.97, GS.99, GS.110, TC.321, GS.122, GS.137, GS.153, GS.174, GS.194 and GS.224).

A written update report (to be issued prior to the meeting) from Councillor Mrs Blacklock on the current situation.

7. KENILWORTH WEBSITE - PERIODIC REPORT (GS.134, TC.453, GS.150, GS.161, GS.195, GS.210, GS.220, GS.225, TC.566, TC.588 and TC.618)

A short situation report.

8. NEW MATTERS

- (1). SHOP WINDOW COMPETITION (PRIDE IN PRESENTATION) (GS.127, GS.138, GS.173, GS.197 and GS.211)

An update from the Chair on the forthcoming competition.

- (2). COMMUNITY AND HOSPITAL INFORMATION EXCHANGE (CHIEF)

To note the report from Councillor Mrs Blacklock on the presentations given on 6 September 2010 to Warwick Hospital CHIEF group members. (Copy attached at Enclosure 2).

9. NEXT MEETING

To note that the next meeting is scheduled for Thursday 20 January 2011.

Minutes of the Meeting of the
GENERAL SERVICES COMMITTEE

Commencing at 8.00pm on Thursday 26 August 2010

PRESENT: Councillor Mrs P M Cain (in the Chair).

Councillors Mrs A Blacklock, Mrs U S Durrant, Mrs D R Harrison, J E Hatfield, Mrs S V Howell, G R Illingworth and D J Shilton.

Councillor N J Vincett was in attendance (to GS.220 only).

Town Clerk: Mr G D Symes
Mrs M Gormley

No members of the press or public were present.

GS.215 SUBSTITUTIONS

It was confirmed that no notices of substitution had been received.

GS.216 DECLARATIONS OF INTEREST

Councillor G R Illingworth	Item GS.225 Personal	Member of WDC
Councillor D J Shilton	Item GS.225 Personal	Member of WDC

GS.217 APOLOGIES

Councillors R I G Davies (personal) and S C Harrison (indisposed).

GS.218 MINUTES

The Minutes of the Meeting held on 17 June 2010, which were received by the Town Council on 29 July 2010, were NOTED.

GS.219 VARIATION IN ORDER OF BUSINESS

The Chair advised that Councillor Vincett was in attendance for the discussion of Item 8, the scope and remit of the General Services Committee. As he had other commitments, she suggested that this item be brought forward for immediate discussion. It was:

RESOLVED that Standing Order 2.16 be suspended so that the order of business be varied, on the grounds of expediency, to discuss immediately Item 8, the Scope and Remit of the General Services Committee.

GS.220 SCOPE AND REMIT OF THE GENERAL SERVICES COMMITTEE (GS.213).

The Chair advised that since the last meeting, she and other Members had looked further into the rationale of this Committee. Although the Committee met regularly much of its work was repetitive, whilst timelines for responses to material from external bodies

often meant that the Committee was unable to handle them in the available timeframe.

Overall, it was necessary to stand back and review both what was the Committee's purpose and how it should proceed in the future. For instance, should it retain its current somewhat limited role, effectively 'reinvent itself' with a wider role and dedicated working parties or, perhaps, given how circumstances continued to change, consider whether it was still required.

If change was thought appropriate, then this should be put to the full Council, along with options and recommendations, so that Standing Orders, extant policy, mandated tasks and related aspects could be reviewed. After a summary of some options and the practical issues they invoked, the matter was then put to Members for an open discussion.

A long review ensued during which the full raft of potential options, sub-options and detailed issues emerged, with Councillor Vincett offering a raft of points for consideration arising from the various views expressed. In summary, the main thrusts and suggestions were:

- Include all seventeen council Members on the Committee.
- Meet at fortnightly/monthly intervals.
- Subsume within the Town Council (TC) but increase frequency of TC to monthly or 10 meetings (plus the annual) per civic year. If this was done, to perhaps incorporate an additional agenda item covering 'Questions to the Leader' to pick-up pressing issues.
- Widen its remit to include items currently with the TC or with other committees/groups and linked bodies, including items such as Twinning and Street Pride. This would include all the various Standing Items, including those on the current agenda.
- Take on responsibility for recurring items currently with the Town Council or Planning, but reporting upwards on all overarching or pressing matters.
- Act as a training body, particularly if working parties were set-up.

If any of these measures were considered appropriate, then a trial session/period should be conducted with a view to fully introducing approved changes in the 2011 - 2012 civic year, by which time there were likely to be new Members who needed to rapidly acquire and/or consolidate their knowledge.

The constraints imposed by meeting statutory requirements and dates were highlighted and noted.

Overall, it was concluded that the most effective way forward was to suggest to the Town Council that the General Services Committee should be disbanded and its activities subsumed within the main Town Council. Allied to this, the Town Council might wish to consider more frequent meetings, probably ten plus the annual, to give greater frequency whilst still meeting mandated requirements. If adopted, then the format of the Town Council agenda would need to be reviewed and, possibly expanded to cater for such items as 'Questions to the Leader.'

The recommendation would need to be further refined outside of the meeting so that it could be presented to the full Council in an articulated form with options, recommendations and timelines.

It was:

RECOMMENDED that, subject to the provision of developed proposals from this Committee, the Town Council should review the future of the General Services Committee with a potential view of consolidating its function within a revised and expanded Town Council meeting structure.

MATTERS ARISING

GS.221 WARWICKSHIRE'S RIGHTS OF WAY AND RECREATIONAL HIGHWAY STRATEGY - SECOND RIGHTS OF WAY IMPROVEMENT PLAN (GS.199 and GS.207).

As agreed, Councillor Illingworth formally presented his review of the County Council's Draft Rights of Way and Recreational Highway Strategy Public Consultation document, along with a draft response, the latter had been circulated in hard copy prior to the meeting.

The key points were:

- The Committee had responded in great detail to the recent consultation on the WCC Rights of Way Improvement Plan and had received a meticulous response to the points we had made, which was greatly appreciated. It was clear that a number of the issues which were raised would have been better placed as responses to the present consultation had the Council known that it was imminent. Accordingly, it would be repetitious to reiterate that information and it was requested that it be read across to the current consultation as appropriate.
- It appeared unusual that the timing of the consultation on the Strategy was such that it was following the issue of the draft Plan. Logically, but not knowing the driving factors, it would have been expected that the Strategy would precede the Plan and this might have led to this Committee giving more logical answers to the consultations.
- In summary and general terms, the Strategy was supported and there were few additional comments. It was opportune that Kenilworth enjoyed relatively easy access to open countryside, whilst the town was very fortunate in having numbers of volunteers who, working in conjunction with WCC, take an active interest in maintaining and improving that access.
- In response to specific questions within the survey, other than Question 4 which was covered by the foregoing comments, the points raised were:
 - Q1. The Draft Strategy makes little comment about the issues arising from multi-user routes, other than with regard to surfacing in Policy RW5d. Conflicting demands between different users such as dog walkers, cyclists, as well as the disabled (including mobility scooters) and horse riders, can lead to misunderstandings and ill feelings, which need to be managed and resolved.
 - Q2. There are errors in Policies RW5a and RW5b where the reference to path widths should be to Policy RW5c.
 - Q3. If there is to be closure of the Definitive Map in 2026 every effort must be made to ensure that it is as complete as possible by that date, which must involve tapping into the knowledge of local communities. (Although possibly outside the scope of this particular consultation, this must include routes in the urban areas as well).

Members were unanimous in their support of the draft response and it was:

RESOLVED that WCC be advised of this Council's comments on the *Warwickshire's Rights of Way and Recreational Highway Strategy - Second Rights of Way Improvement Plan* by the deadline of 27 August 2010.

(Post Meeting Note. The response to WCC was submitted on 27 August 2010).

GS.222 BRAYES AND OTHER BUS STOPS IN KENILWORTH (GS.164, GS.172, GS.183 and GS.208).

Members NOTED, with regret, the WCC advice that due to funding constraints all projects like the hard standing at the Beehive Hill bus stop had been either cancelled or placed on indefinite hold.

It was also NOTED that correspondence was ongoing regarding the routing of the 540 bus service via the Castle, with an update pending from the County Council, but that this arrangement was not yet in place.

GS.223 GAS ALLIANCE WORKS – UPDATE (GS.212 and TC.616)

Following his comprehensive report to the Town Council on 29 July 2010, Councillor Illingworth advised that the work on Abbey Hill was almost complete, with the traffic lights about to be removed. Work continued on Upper Spring Lane and Dalehouse Lane; the road closures and restrictions at these locations had not yet been lifted. These updates were NOTED.

Councillor Shilton observed that residents and businesses, having undergone several years of almost uninterrupted disruption caused by Severn Trent and the Gas Alliance were hopeful that, whilst such works were essential and beneficial, there would now be a period of relief. However, he had heard that both the telecommunications industry and the electricity distribution network providers had plans in hand for this area.

No details were known by Members of any new major works by service providers; nonetheless, it was felt that further enquiries needed to be made and this would be undertaken outside of Committee.

STANDING MATTERS

GS.224 KENILWORTH CEMETERY – PERIODIC REPORT (See listing at GS.194 for earlier items prior to the current civic year; GS.209).

Councillor Mrs Blacklock provided a comprehensive update to Members on the current situation. The main points covered were:

- a. The newly seeded area in what was previously the dell now looked attractive; there was no evidence of subsidence or further drainage issues.
- b. The wild flower meadow had proved to be a great success and no adverse comments had been received. This regime might be extended next year at the lower end of the cemetery.

c. She had attended a meeting earlier in the day with the WDC Environmental Health (EH) department, who now control the site. They had a very positive attitude and provided a very encouraging update on planned works. These included planting by the sub-station, where shrubs, young trees and a mix of other items were funded to the value of £1500. It was also advised that the former dell would provide a cremation interment area, with low level memorials allowed.

d. The EH department had enquired whether the Town Council might be willing to provide £200 (Two hundred Pounds) funding towards a project to plant spring bulbs such as crocuses. If pursued, this suggestion would need to go to the Finance Committee for consideration.

e. There was a possibility that a small wetland area might be created to cater for future drainage/flood alleviation issues. In response to queries it was confirmed that the Archer Road flooding problems had been resolved and that the wetland area would support the measures already undertaken.

f. Future plans took into consideration biodiversity and sustainability issues. An owl box and various bird boxes were already in-situ.

g. An article was being submitted to the community magazine to highlight the improvements being undertaken in the cemetery.

Councillor Mrs Blacklock was thanked for her highly encouraging report, which was then NOTED.

GS.225 KENILWORTH WEBSITE - PERIODIC REPORT (See listing at GS.195; thereafter GS.210, GS.220, TC.566, TC.588 and TC.618).

Following the establishment of the Web Site Management Team by the Town Council it was considered that the role of this Committee would change in that area, probably fundamentally. Furthermore, with the scope, remit and continued existence of the Committee in its present form under scrutiny, it was difficult to forecast exactly what would be required in the longer term for this and other standing reviews.

However, for the website, it was suggested that, if required or considered appropriate, the co-opting of a member to the Web Site Management Team might be one way forward. This would need to be followed up separately with the Web Site Management Team, although a choice of representative would be required; the suggestions were Councillors Mrs Cain or Davies. In the absence of Councillor Davies, the recommendation of Councillor Mrs Cain found universal favour.

The Chair advised that she would follow-up in this regard after the meeting so that feedback could be incorporated along with item GS.220.

(Post Meeting Note. The Chair advised subsequently that there would be no need to include a Web Site Management Team co-option recommendation with the suggestions regarding the future of the General Services Committee).

NEW MATTERS

GS.226 SUSPENSION OF STANDING ORDERS TO ALLOW DISCUSSION OF AN ITEM NOT INCLUDED ON THE AGENDA

The Chair advised that Councillor Mrs Harrison wished to raise the issue of the closure of the Swimming Pool, background details of which had been circulated electronically. Due to the interest and concern this matter had created it was:

It was duly moved and

RESOLVED that Standing Order 2.15 be suspended to allow inclusion of an item not included on the agenda.

GS.227 CLOSURE OF KENILWORTH SWIMMING POOL AND OTHER MAJOR DISTRICT OPERATED FACILITIES

Councillor Mrs Harrison explained that electors had brought to her attention that the swimming pool was closing for up to 3 months for refurbishment. At the time she was unaware of the upgrade work, so made further enquiries. There were notices in the pool, but there was no information in the Library or, at that point, on the WDC website.

Enquiries with the District ascertained that it was not their policy to advise the Town Council of such work and that, other than a result on enquiries to them, WDC members were also not aware of the timeline.

Given the nature of resident's requests, Councillor Mrs Harrison had been embarrassed at being unable to respond to their enquiries and concerns. She felt that, whilst she was delighted that the work had survived the budget cutbacks, it would be prudent and highly desirable for Town Council Members to be at least aware of what was planned.

A lengthy discussion ensued, with Members supporting the thrust of her concerns, although Councillor Mrs Blacklock noted that the work was included in the WDC budget.

Although a District item, it was a matter that affected a major facility within the town. Accordingly it was felt that the Chief Executive WDC be requested to advise this Council through the Town Clerk, of the core details whenever works affecting major WDC facilities were planned so that Members were able to familiarize themselves with what was intended.

It was

RESOLVED that the Chief Executive WDC be requested to provide the Town Clerk with advance information covering the basic details of any projects or large works affecting their major facilities in the town.

GS.228 NEXT MEETING

Members NOTED that the next full General Services Meeting was scheduled to be held on Thursday 21 October 2010 following the Planning Committee meeting.

The meeting closed at 9.25pm.

Signature

Date

INITIALS

CHIEF: COMMUNITY AND HOSPITAL INFORMATION EXCHANGE

Feedback from meeting held on 6th September 2010.

As usual, there were two presentations:

1. Pain Services

We began with quite a philosophical discussion about the nature and definition of 'Pain'. The rule-of-thumb is to treat acute pain as simple pain and chronic pain as complex pain. The NHS takes on responsibility for patients with medically unexplained pain and untreatable pain; our talk was about this category.

Warwick like other hospitals has Pain Clinics to help people with pain, which has no obvious solution, where evidence-based diagnosis and treatment does not appear relevant:

- a. There is an Acute Pain Service for In-patients, a team of 2 consultants and 3 nurses. They are specialists and monitoring the levels of pain and the effects of different approaches to it is a major part of their work.
- b. The Back Clinic for out-patients with serious low back pain; also known hopefully as the Back In Action clinic. The staff are multi-disciplinary ie, physiotherapists and psychologists well as specialist nurses and doctors. The main purpose is to streamline the management of such patients and to reach the best possible outcome for each one.
- c. The Chronic Pain Clinic, offering support rather than cure to people whose pain has no known cause. Symptoms can be relieved, a whole range of treatments is available and complementary therapies are sometimes recommended too.

Cancer pain is of course managed by the cancer teams and the Palliative Care specialists; we heard briefly about the significant advances in techniques and protocols for the control of patients' pain.

2. Hospital Strategy

A review is under way to revise/ refresh the current Plan for the future development of Warwick Hospital. We did a SWOT analysis using the same headings as those in the Questionnaire sent to members of the Trust and patients' groups; our comments matched closely with the verdicts from the returned questionnaires eg that the Appointment Booking system is the weakest area, needing radical changes before it can meet the standards expected.

The hospital is becoming more 'popular' - more patients than predicted are choosing to have their treatment at Warwick. This is particularly true for cancer, for maternity and for orthopaedics. We agreed that the public perceptions of Warwick Hospital have changed - for the better - and overall its reputation is good.

The Key Service Developments were outlined for us; the next major expenditure will be in the Theatres, all of which must be refurbished in 2011.