



THE TOWN COUNCIL
OF
ROYAL LEAMINGTON SPA
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STEPHEN MARKS
Clerk to the Town Council

Our Ref: SM/TC/Jan23

Date: 05th January 2023

To: all members of Royal Leamington Spa Town Council

Dear Councillor,

You are summoned to a meeting of the **TOWN COUNCIL OF ROYAL LEAMINGTON SPA** to be held in the **COUNCIL CHAMBER**, Town Hall, Parade, Royal Leamington Spa on **THURSDAY 12th JANUARY 2023 at 6.00 pm.**

The business will be as set out below.

Yours faithfully,

S Marks

CLERK TO THE TOWN COUNCIL

Emergency Procedure - At the commencement of the meeting, the emergency procedure for the Town Hall will be announced.

AGENDA

1. **APOLOGIES FOR ABSENCE**

To receive apologies.

2. **DECLARATIONS OF INTEREST**

Members of the Council to declare any interest they may have in items identified for discussion at the Meeting, in accordance with the Code of Conduct.

3. **PUBLIC FORUM**

To receive representations from members of the public in accordance with the Council's Standing Orders. Notification of participation in the public session should be submitted in writing to the Town Clerk prior to commencement of the meeting.

4. **MINI HOLLAND PROJECT**

pp4-6

To consider report number 4 and receive an update on the Mini Holland project being led by Warwickshire County Council.

5. **COUNTY AND DISTRICT COUNCILLOR FORUM**

To receive updates from County and District Councillors in respect of those organisations.

6. **RECRUITMENT**

pp7-8

To consider recruitment to the vacant Deputy Town Clerk Post

7. **KINGS CORONATION**

p9

To consider matters associated with the King's Coronation.

8. **BUDGET AND PRECEPT 2023/24**

pp10-16

To consider report No. 8 regarding the Town Council Budget for 2023/24 and the related precept.

9. **NOTICE OF MOTION**

To consider the following notice of motion from Cllr Sarah Boad:

“Council notes

1. that the Community Infrastructure Levy receipt now stands at £141,000.

2. the motion passed in June 2020 with its commitment to active travel and facilities for cyclists.

Council reaffirms its support for cycling as a means of transport all over Leamington Spa and asks the CIL working group to meet as soon as possible to recommend the allocation of funds for secure cycle parking in the town centre and in neighbourhood shopping centres.

It also asks the CIL working party to consider allocating funds for speed reduction measures if there are funds remaining.

It resolves to invite representatives of Stagecoach to the next Full Council meeting to discuss improvements to local bus services.

The Town Council commits itself to working with the County and District Councils to achieve these aims.”

10. **UPDATES FROM MAYOR AND REPRESENTATIVES ON EXTERNAL BODIES**

To receive and consider any updates from the Mayor and the Town Councils' representatives on external bodies. (pp17-19)

11. **WARM HUBS / COST OF LIVING**

p20

To receive an update on WDC's work on cost of living.

12. **TRAINING AND DEVELOPMENT POLICY**

pp21-24

To consider report number 12 regarding a training and development policy.

13. **ANNUAL PARISH MEETING**

p25

To consider arrangements

14. **MINUTES OF COUNCIL AND COUNCIL COMMITTEES**

pp26-49

i) To confirm as a correct record the Minutes of the Meeting of the Town Council held on 10th November 2022

ii) To receive and note the following Minutes:
Cultural & Community Committee 03Oct22
Planning 12Oct22, 03Nov22
Policy & Resources Committee – 13Oct22, 16Nov22.

15. **PAYMENTS** p50
To consider report No. 14 regarding payments, including any items required for approval.

16. **DEFIBRILLATOR** p51

17. **EXCLUSION OF PRESS AND PUBLIC**

To consider making the following resolution

“That in view of the confidential nature of the business about to be transacted (confidential / personal matters), it is advisable in the public interest that the press and public be excluded from the meeting and they are instructed to withdraw”.

18. **CONSIDERATION OF REASON FOR ABSENCE**

To consider confidential report No. 18.

REPORT TO A MEETING OF ROYAL LEAMINGTON SPA TOWN COUNCIL TO BE HELD ON 12TH JANUARY 2023

AGENDA ITEM 4 – MINI HOLLAND FEASIBILITY STUDY

1. Purpose of the Report

To enable the Town Council to receive further information about the Mini Holland Feasibility study and consider its support for the progression of the work.

2. Background

The Town Council is aware that Warwickshire County Council is leading on a piece of work known as a Mini Holland study. This is a feasibility study to begin to identify possible improvements to travel and transport infrastructure in the town, including improvements to cycling and walking infrastructure.

3. Overview

- 3.1 WCC's Senior Transport Planner attended the meeting of the Town Council's Policy & Resources Committee in September 2022 and delivered a presentation on the Mini Holland scheme and its principles. Since then, WCC and its appointed consultants Atkins have undertaken work on the feasibility study. This has included a series of workshops with local stakeholders.
- 3.2 WCC's Senior Transport Planner has provided the written update attached at Appendix A and will attend the meeting to provide further information and updates.
- 3.3 The County Council will be seeking support from partners for the mini holland feasibility study, in order that it can be submitted to central government with a view to seeking to secure further funding for the more detailed exploration of travel infrastructure options.

Leamington Spa Mini-Holland scheme.

Author: Dan Morris, Senior Transport Planner

Date: 20th December 2022

Purpose

To consider a request from Warwickshire County Council (WCC) to support the submission of their Mini-Holland Development Programme feasibility study to the Department of Transport, and to support the objectives within the study that will focus on transformative change within the town centre area.

Mini Holland

On 5th August 2021, Transport Planning officers submitted an Expression of Interest to the DfT, supported by Cllr Izzi Seccombe, Cllr Wallace Redford, Chris Elliott (WDC), Matt Western MP and the Town Council of Royal Leamington Spa, to participate in the Department's Mini-Holland program, putting Leamington Spa forward as a target location to transform the town to make it safer for walking and cycling.

On 11th March 2022, the DfT revealed that the expression of interest for Leamington Spa demonstrated a high level of ambition and was considered suitable for feasibility funding, with an amount of £78,947 allocated to WCC to progress with an outline study. The transport consultants Atkins, were contracted to support WCC with this feasibility study.

What is a mini-Holland?

'Mini Holland' is the name of an approach to transform cities and towns to make them safer for walking and cycling. This is achieved using high quality, Dutch-style infrastructure such as redesigned junctions, segregated cycle lanes on busy roads and measures to reduce the amount of traffic using residential streets.

Successfully pioneered in the outer London suburbs, in areas less well-served by public transport, Mini-Holland schemes aim to make places as cycle and pedestrian friendly as their Dutch equivalents.

Successful Mini Hollands bring many benefits. Through making walking and cycling easier, safer and more pleasant, they help to reduce car dependency by making walking and cycling the more viable choice. This in turn can lead to improved air quality, safer roads, less congestion, a more vibrant community, and a more active population with multiple public health benefits.

How will we develop a mini-Holland scheme for Leamington Spa?

Using work already completed for Warwickshire's Local Cycling and Walking Infrastructure Plan as a foundation, the Mini-Holland feasibility study will look at how we can connect Leamington's town centre to the wider cycling networks whilst making the town centre as permeable as possible for active travel whilst still accommodating public transport links and options for essential car users.

The feasibility study will explore the potential within the town centre for creating better:

Placemaking : a better experience for those who live, work and visit the town

Streets : reducing through-traffic, reducing pollution and creating space for other modes

Active Travel : Making Royal Leamington Spa as walking and cycling friendly as it's Dutch equivalent, whilst attracting new and less experienced cyclists.

The feasibility study will focus on the following objectives, to ensure Royal Leamington Spa becomes:

Stronger

- Enhance the shopping experience
- Support retail, businesses, jobs and tourism growth
- Tackle congestion through a shift to walking, cycling and public transport

Safer

- Create a safer environment for all road users
- Enhance personal and perceived safety of streets
- Reduce the number of streets with high volumes of traffic

Greener

- Improve air quality & reduce traffic noise
- Improve access to green spaces
- Reduce carbon footprint & support sustainable housing development

Fairer

- Improve access to jobs & education
- Provide more low-cost travel choices for all (Equality)
- Improved health for residents creating a 'healthy town'

By making changes to the infrastructure in the town we will be able to make improvements to the District as a whole and influence the travel behaviour change that is needed to create change elsewhere in the County. Leamington's Mini-Holland scheme will significantly improve the walking and cycling infrastructure within the town centre, whilst also making improvements to public spaces that has the potential to increase time spent in the town.

Introducing improvements to active travel infrastructure will make travelling around town by foot or cycle easier for all ages and abilities, lower congestion on the roads and increase footfall in areas to boost local business. Improving the cycling infrastructure and facilities in key locations of the town will make cycling safer and more accessible for all, which will encourage people to cycle instead of drive for shorter journeys.

The feasibility study will look at what is possible within the town centre, by producing some concept ideas for sample streets, providing a snapshot of what 'transformative change' could look like in the town. Where road infrastructure changes are proposed, the study will need to outline how any motor traffic displacement caused by re-purposing the town centre roads is managed, whilst also looking at how we accommodate motor vehicles that need to serve the town centre or access the town centre by people with limited mobility needs.

REPORT TO A MEETING OF ROYAL LEAMINGTON SPA TOWN COUNCIL TO BE HELD ON 12TH JANUARY 2023

AGENDA ITEM 6 – RECRUITMENT

1. Purpose of the Report

To consider recruitment to the Deputy Town Clerk role.

2. Background

The Town Council's Deputy Town Clerk post is currently vacant. The process of recruitment has begun. The Town Council's staffing committee met on the 15th December to consider the relevant processes. The Town Council is asked to delegate authority to the Town Clerk to appoint to the role.

3. Key Points

3.1 The Deputy Town Clerk role became vacant on 01st January 2023.

3.2 The Deputy Town Clerk Job Description was reviewed and updated in late 2022, with final consideration at the meeting of the Town Council on 10th November 2022. This review included the updating of the job description content and the change of the job title from Democratic Support Officer to Deputy Town Clerk.

3.3 Advertising of the role will take place in early 2023 for approximately 4 weeks. It is intended that this will include:
-Advertising through Warwickshire and West Midlands Association of Local Councils (WALC) who will circulate it to their mailing list, promote it on their website and social media.

-Advertisement through the Town Council's own social media.

-Advertising through www.wmjobs.co.uk which advertises a range of vacancies, many of which are local government or associated organisations.

3.4 Shortlisting of applications received will be undertaken by the Town Clerk and 2 members of the staffing committee.

3.5 Interviews will be undertaken by the Town Clerk and 2 members of the staffing committee.

4. Delegation of authority to appoint

In order to avoid the need to convene a formal meeting of the staffing committee or to bring the matter to a meeting of the Town Council, it is recommended that the Town Council approve/confirm the delegation of authority to the Town Clerk to appoint to the Deputy Town Clerk role, following the recruitment process.

5. **Timescales**

Timescales are uncertain as they are likely to be dependent on the availability / notice period of the successful candidate. However it is hoped that an appointment can be made by the end of February with a start date to be determined with the successful applicant subsequently.

6. **Recommendations**

- i) That the Town Council notes the proposed process for recruitment to the Deputy Town Clerk role.
- ii) That the Town Council delegates authority to the Town Clerk to appoint to the Deputy Town Clerk role.

REPORT TO A MEETING OF ROYAL LEAMINGTON SPA TOWN COUNCIL TO BE HELD ON 12TH JANUARY 2023

AGENDA ITEM 7 – KING’S CORONATION

1. Purpose of the Report

To consider activity to mark the King’s Coronation.

2. Background

The King’s Coronation will take place on Saturday 6th May 2023 .

3. Issues

- 3.1 The Town Council has provisionally included a sum of £10k in the draft budget for 2023/24 (item also on this agenda). Initial thoughts were to work in partnership with local organisations including Warwick District Council and Leamington BID to deliver an event to mark the coronation, similar to the approach to the Queen’s Jubilee celebrations.

However Warwick District Council has informally indicated that it is unlikely to be able to contribute any staff capacity to support such an event. It may be able to allocate some funding.

Similarly Leamington BID is going to face difficulty in providing staffing support due to the timing of its renewal vote in early 2023.

- 3.2 The timing of the coronation is very challenging. Local elections take place on 4th May and much work will be required to prepare for the new municipal year and the induction / support of any new Councillors on the Town Council.
- 3.3 The Town Council’s Deputy Town Clerk post is currently vacant and although it will hopefully be filled by May, there will inevitable be a period of high workload for other staff in early 2023 and a period of settling in for a new appointee.

4. Options:

The Town Clerk is looking at options in relation to delivering an event relating to the King’s Coronation, including using an event manager to organise and deliver an event. More information will be provided to the Town Council at the meeting.

REPORT TO A MEETING OF ROYAL LEAMINGTON SPA TOWN COUNCIL TO BE HELD ON 12TH JANUARY 2023

AGENDA ITEM 8 – BUDGET & PRECEPT 2023/24

1. Purpose of the Report

To enable the Town Council to consider and agree its budget for the 2023/24 financial year and to identify the budget requirement to be met from the precept.

2. Background

The Town Council is required to set its budget and advise Warwick District Council (WDC) of the precept requirement. This is to enable the District Council to calculate the level of Parish Precepts (known as special expenses) and to accordingly set the level of Council Tax for the new financial year beginning on the 1st April 2023. Warwick District Council has now written to the Town Council asking that it advises WDC of the town council precept (as a lump sum amount) by Friday 13th January 2023. The Town Council therefore needs to agree its budget for 2023/24 and the amount required from the precept at this meeting.

The Town Council's Policy & Resources committee considered the process / timescales for setting the budget at its meeting on 13th October 2022. It then considered the draft budget in detail at its meeting on 16th November 2022 and again at its meeting on 15th December 2022. This provided opportunities for the political groups to raise budget issues and proposals through their representatives on the committee.

Through this process, the Policy & Resources Committee has prepared a draft budget that it has recommended to the Town Council for adoption. This is attached at appendix A.

3. Key Points for 2023/24

3.1 The budget has largely been prepared on the basis of nil growth with the exception of known / likely inflationary increases (salaries being the most significant) or indeed minor decreases to reflect likely spend. Due to current economic conditions, inflationary pressures are greater this year than previously. Efforts have been made to identify actual / likely increases in costs but this is not always possible this far in advance of the start of the new financial year. Some minor amendments to budget descriptions are included to better reflect the nature of the budget line. Some key points are identified below, while further notes / commentary are included in Appendix B.

3.2 Tax Base

Warwick District Council has written to each town and parish council indicating the number of properties used to calculate the Council Tax for the 2023/24 financial year.

In writing to town / parish councils, WDC has noted: *Please be aware that due to the current economic conditions, there has been a general increase in the number of dwellings being subject to Council tax support or other related discount. This may result in smaller than expected growth, and in some cases, a reduction in the tax base compared to last year.*

For the Leamington Spa town area the number of relevant properties for the 2023/24 financial year is 17226.33, which is an increase from 17,000.07 in 2022/23. This means that the lump sum precept will be shared across a slightly higher number of properties in the town and will affect the precept level at Band D accordingly. This change is reflected in the draft budget which is at **Appendix A**.

- 3.3 A provision of £10k has been included for the Kings Coronation. There is very limited capacity to deliver a significant event and partners including WDC and the BID have indicated that they will have no / very limited staff capacity to contribute.
- 3.4 The draft budget as it currently stands would be a total of £451,709 and would require a total precept of **£442,519** (compared with £421,770 in 22/23).

This is a 4.92% increase on the total precept sum of 2022/23.

This is a 3.54% increase in the precept for a Band D property. (£25.69 vs £24.81)

(Note: the discrepancy in the above percentage rises is due to the increase in the council tax base from 17,007.07 to 17226.33, and thus the sharing of the total precept sum across a slightly larger number of properties).

This would be an increase of £0.88 per ‘band D’ property for the 2023/24 year.

- 3.5 For information, attached at Appendix C is a list of parish precepts in the Warwick District Area. This shows that the precept for Leamington Spa is very much at the lower end of the spectrum in comparison to other towns/parishes in the district.
- 3.6 Should there be any further budget proposals, members and political groups are encouraged to explore these with the Town Clerk to ensure that any related implications (staffing / delivery / capacity) can be identified and thus considered fully during the meeting.

4. **Recommendations**

- i) That the Town Council considers the information provided in this report, including the proposed 2023/24 budget as developed and recommended by the Policy & Resources Committee.
- ii) That the Town Council approves a budget for the 2023/24 financial year.
- iii) That the Town Council agrees the lump sum amount that will be required through the precept, in order that Warwick District council can be advised of this amount.

Appendix A – Draft Budget 2023/24

RLSTC DRAFT BUDGET 2023/24 (12Jan23)			Expected		projected under / over spend (-)	Draft 2023/24	Notes
2021/22	2022/23	Expendi ture to 30/10/22	out-turn 22/23				
1. Member Allowances	18000	18000	8,333	18,000	0	18000	
2. Employee Salaries	153000	159,000	87,041	163,000	-4000	171,000	Anticipated salary cost increases
3. Mayoral Transport							
Uniform	300	300	0	300	0	300	
Fuel	450	450	110	200	250	300	reduce to reflect likely costs
Sundries	50	50	114	50	0	150	
Garage Rental	565	565	360	565	0	650	increase to reflect poss costs
Lease Charges	3027	3900	2389	4,100	-200	3700	
4. Civic Expenses							
Regalia Maintenance	350	350	0	0	350	350	
Town Hall Mayoral Roll Board	390	390	130	260	130	250	reduce to reflect likely costs
Mayoral Photograph	325	325	240	325	0	325	
Civic Service	250	250	0	150	100	250	
Remembrance Service	1400	1000	247	700	300	1000	
Annual Parish Meeting	250	250	80	80	170	250	
Civic Regalia - Purchase	1000	1000	0	1,000	0	1000	
Civic Dinner	1500	1500	536	1,500	0	2000	reflect increasing costs
Civic Activity	500	500	121	500	0	500	
5. Administrative Expenses							
Insurance	2414	2500	2,460	2,460	40	3500	
Stationery / miscellaneous	550	550	210	550	0	550	
WALC / NALC Membership	2550	2560	2558	2,558	2	2650	
Audit fees	1350	1400	1240	1,240	160	1400	
Office equipment renewal	500	500	220	500	0	500	
Photocopying & Printing	650	500	141	500	0	500	
Postage	900	500	0	250	250	350	reduce to reflect likely costs
Staff training & memberships	1300	1200	583	1,000	200	1000	reduce to reflect likely costs
Member training	500	500	90	250	250	1500	training for new Cllrs
Web Site hosting	700	700	336	672	28	750	
Council Meetings - Room Hire	1000	1300	650	1,300	0	1000	
Minute Binding etc	200	200	0	0	200	200	
Payroll Agency	1400	1450	855	1,465	-15	1600	
Banking charges	900	750	179	350	400	800	
I.T. equipment, repair and support	1250	1,250	0	1,250	0	1,250	maintain to create reserve for equipment renewal
Mobile phone costs	325	350	170	325	25	350	
Software costs	750	750	132	300	450	1,000	anticipate additional licences
Accountancy software	1000	1,400	993	993	407	1,100	reduce to reflect likely costs
Website redesign	4000	2,500	0	0	2500	0	fund from reserve
HR Support	500	500	0	0	500	500	
6. Property and Asset Maintenance							
Town Hall - Annual Rent	9050	9300	6871	9,170	130	10300	
Town Hall - Maintenance Charge (inc. NNDR)	15520	15,520	6692	11,500	4020	15,520	Inc allowance for essential building maintenance
Telephones & Broadband	500	560	370	560	0	600	
Asset maintenance	0	1500	1506	2,000	-500	3000	war memorial
Telephone Kiosk - Clarendon Avenue	500	0		0	0	0	Combined into asset maintenance budget
War Memorial	0	0		0	0	0	Combined into asset maintenance budget
Lillington Highway Signage	500	0		0	0	0	Combined into asset maintenance budget

7. Mayor's Award	300	300	272	272	28	500	increase to reflect costs
8. Twinning (not LITS)	400	400	89	289	111	400	
9. Grants and Community expenditure							
Citizens Advice Bureau	20000	20000	0	20,000	0	20000	
Christmas Lighting	20000	20000	0	20,000	0	20000	
Leamington in Bloom	3000	3,000	2095	3,000	0	3,000	
Leamington International Twinning Society (LITS)	3000	3000	3000	3,000	0	3500	Request from LITS to increase
Community Grants	50000	45000	24719	45,000	0	45000	
Climate Change	0	5000	0	5,000	0	5000	
Blue Plaques	1800	2500	366	1,500	1000	2000	reduce to reflect likely costs
Tree Planting and Maintenance	16500	20000	0	20,000	0	20000	
Guided Walks - History Group	500	500	0	500	0	500	
District Shopmobility Scheme	26000	26000	13000	26,000	0	26000	
Social Cohesion Fund	10300	10300	1754	9,254	1046	9254	Proposed reduce (Children's centres -£7500) & Lillington Library - £ 1754
Neighbourhood Development Plan	2000	500	30	30	470	300	reduce to reflect likely costs
Projects Budget	6000	6000	0	6,000	0	6000	For projects identified / developed in year.
10. Elections	18000	20000	0	0	20000	20000	To be added to elections reserve
11. Allotments	5800	5800	4717	5,800	0	10310	amended to reflect allotment rental spend
12 Budget Options					0	0	
Planter maintenance	500	0	0		0	0	0 moved to property and assets
Queen's Platinum Jubilee		10,000	10000			0	0 One off
Kings Coronation						10,000	
BUDGET TOTALS	414,266	434,370	Underspend / Overspend		28802	451,709	
Less Projected Income	2000	100	less projected income			9190	Interest / allotment income
Budget requirement before reserves	412,266	434,270	Budget requirement before reserves			442,519	
Less Contribution from reserves	0	12500	Less Contribution from reserves (if any)			0	
Budget requirement from Precept	412,266	421,770	Budget requirement from Precept			442,519	
Projected Precept at Band D	£23.94	£24.81	Projected Precept at Band D			£25.69	
Total budget as % of 21/22		104.85%	Total budget as Percentage of 2022/23			103.99%	
Precept (Band D) as % of 21/22		103.63%	Precept (band D) as % of 2022/23			103.54%	
Earmarked Reserves at 31 March 2022		281,877					
Earmarked - Comm Infrastructure Levy		31382					
Platinum jubilee		10000					
Future elections		50000					
IT & Website		6000					
O/S allotment grants		7600					
One off accommodation costs		5000					
Adjusted / general reserves		171,895					

Appendix B - Notes / commentary on draft budget:

The commentary and notes below provide supporting / explanatory information on various aspects of the budget. The numbering used in the text below reflects the numbering used for budget headings in the draft budget for ease of use.

2. Salaries

The expenditure on salaries represents a significant proportion of the Town Council's spending. As is usual, the salary increase for 2023/24 is subject to national negotiations. At the time of writing, the salary increase for 2023/24 is not yet known. Therefore the increase in the salary budget is a best estimate of likely salary increases for 23/24.

The increase also takes into account the national salary award for 22/23, which was only recently announced in early November 22. Due to the current economic circumstances this proved to be higher than was anticipated when the 22/23 budget was set. This has had to be reflected in the salary budget.

3. Mayoral Transport

An increase for garage rental costs has been included in anticipation.

4. Civic Expenses

- Civic Dinner budget has been increased to reflect rising costs and discussion regarding the format of the Civic Dinner by Policy & Resources Committee.

5. Administrative expenses

- Insurance agreement needs to be updated and costs are being sought. Provision for an increase is included in the draft budget.
- Cllr training budget increased in case of new members elected
- Postage – reduced to reflect more use of electronic communication / payments

6. Property & Asset maintenance

- Increase to pay for cleaning of war memorial
- Increase ref office rent – confirmation being sought.

7. Mayors Awards

- Increase to reflect costs

9. Grants and community expenditure

- Twinning – reflects a request from LITS to increase slightly.
- Blue plaques – reduction to reflect costs

11. Allotments

Budget amended to reflect total costs (inc rents) – offset by incoming rents identified in income.

12. King's Coronation

Proposed budget of £10k to contribute to a partnership event in the town to celebrate the coronation.

Appendix C

Parish and Town Council Precepts

The table below gives the additional precept requested by each Parish and Town Council in the Warwick District area and the corresponding amounts of Council Tax applicable to dwellings in valuation Band D.

Parish and Town Council	Precept 2021/22 £	Precept 2022/23 £	Band D Equiv. £
Baddesley Clinton	3,500	3,500	31.26
Baginton	15,967	17,178	54.26
Barford, Sherbourne & Wasperton	54,236	56,948	59.70
Beausale, Haseley, Honiley & Wroxall	7,500	7,500	22.00
Bishops Tachbrook	125,000	134,840	55.25
Bubbenhall	18,000	18,000	57.50
Budbrooke	30,600	36,700	42.48
Burton Green	18,595	19,350	28.06
Bushwood	0	0	0.00
Cubbington	51,390	54,960	36.21
Eathorpe, Hunningham, Offchurch, Wappenbury	15,518	15,116	45.68
Hatton	14,200	14,384	15.43
Kenilworth	183,928	204,280	20.71
Lapworth	22,664	22,900	22.91
Leek Wootton	18,331	20,137	38.56
Norton Lindsey	10,000	10,000	44.44
Old Milverton & Blackdown	7,500	7,500	46.34
Radford Semele	33,604	35,574	33.52
Rowington	20,430	20,430	35.94
Royal Leamington Spa	412,266	421,770	24.81
Shrewley	7,903	5,904	13.87
Stoneleigh & Ashow	17,709	18,352	40.76
Warwick	502,569	561,187	44.79
Weston-under-Wetherley	11,000	11,000	57.27
Whitnash	234,409	284,394	79.57
Total Warwick District Council Area	1,836,819	2,001,905	951.32
Average			35.50

REPORT TO A MEETING OF ROYAL LEAMINGTON SPA TOWN COUNCIL TO BE HELD ON 12TH JANUARY 2023

AGENDA ITEM 10 - UPDATES FROM MAYOR AND REPRESENTATIVES ON EXTERNAL BODIES

1. **Purpose of the Report**

To receive and consider any updates from the Mayor and the Town Council's representatives on outside bodies.

2. **Introduction / overview**

- 2.1 The Town Council has a number of representatives on external bodies. An important part of that role is to provide feedback to the Town Council on the activities of those bodies and any key matters arising.

Updates will be provided at regular intervals through the year to the Town Council or the relevant committee.

Where there is an update in relation to an external body, the Town Council representative will be asked to provide a short written summary for inclusion in a report. This can then be supported by a short verbal update at the meeting if required. It should be noted that there may not be a significant update for each external body at every meeting, depending on the nature and timing of their activities and meetings.

At its meeting on 10th November 2022, the Council also agreed to receive a brief update from the Mayor at each meeting.

3. **Updates**

3.1 *Mayor's Update (Cllr Nick Wilkins)*

First of all I would like to say happy New Year and I hope u all had a good festive season.

So since the last meeting I've been very busy thank you to those who attended the civic dinner was a great evening with a special thank you to the town council staff for making it run smooth. The pj day were a huge success still waiting for some donations to come through visiting about 20 locations in 1 day and seeing some puzzled faces in town maybe it was the sight of the mayor, mayoress , scrooge (the high sheriff) and the director of the LWS walking up town in our pjs. We have also had money raised for us by the Bach choir and rotary club and a few others

My charity the LWS night shelter have also received some great news they have now moved addresses to the Methodist church on Radford road so on the 16th of December they started allowing rough sleepers overnight again

I'm now on the home stretch of my mayoral year thank you for all your support I've done around 125 appointments but still got a lot to do

3.2 *Christmas Lights Event Working Group (Cllrs S Rasmussen and A Stevens).*

3.3 *Warwickshire Association of Local Councils (Cllr S Boad)*

The Board continues to meet regularly. A new director from North Warwickshire has recently been appointed.

There is an in-person session planned for February aimed at those interested in being a parish councillor - 4 years ago there was a lot of interest, and success in getting people elected. Details will be circulated shortly.

There is a session on the cost of living crisis and what parish councils can do to help residents. This is on January 10th and details of how to register have already been circulated.

There will be a Warwick District meeting on Zoom shortly - date will be circulated in due course.

3.4 *Leamington Chamber of Trade (Cllr J Clarke)*

The Town Council understands that the Leamington Chamber of Trade has ceased to exist.

3.5 *Warwickshire Pension Fund (Town Clerk)*

The draft results of the 2022 pension fund valuation have now been published. The Town Council is assessed as part of a pool of similar employers – town and parish councils

The intention of the pool is to minimise contribution rate volatility which would otherwise occur when members join, leave, take early retirement, receive pay rises markedly different from expectations, etc. Such events can cause large changes in contribution rates for very small employers in particular, unless these are smoothed out - for instance by pooling across a number of employers.

The draft 2022 valuation has led to the Town Council's likely employer contribution rate reducing very slightly from 21.1% (for years ending 31Mar21, 31Mar22 and 31Mar23) to 21.0% (for years ending 31Mar24, 31Mar25 and 31Mar26.)

Funding position – the funding position for the Parish and Town Council pool of the Warwickshire Pension Fund (which includes Leamington Spa Town Council) has moved from a position of 100% funding level (at the time of last valuation) to a position of 111% as at 31March 2022. This is obviously a strong position although it should be noted that there remains much market uncertainty and it is of course not an indicator of future performance.

3.5 *Leamington International Twinning Society- Executive Committee (Cllr A Stevens)*

This information was reported to Policy & Resources Committee in December 2022. I attended a virtual meeting of LITS on December 14th 2022. Feedback on the visit from Bruhl in October was generally positive. An incoming visit from Sceaux is scheduled for April 21st – 25th 2023 with plans for the itinerary in progress.

Alternatives to Warwick School as a venue for the civic dinner are currently being investigated.

An outgoing visit to Bruhl is scheduled for September 15th – 19th 2023 which coincides with the 50th anniversary of the signing of the twinning charter between Leamington and Bruhl. It was hoped to replicate as far as possible in current circumstances the highly successful 40th anniversary trip to Bruhl in 2013. On that occasion the LITS party were joined on the coach by music students (and their teacher) from Myton School who took part in a joint concert with students from a secondary school in Bruhl. LITS have been approached recently by the now Head of Music at Myton regarding the possibility of a similar arrangement this year with the school conducting all the admin. There was unanimous consensus amongst the committee that this was a welcome enquiry in terms of cost and viability, and in line with LITS's objective to facilitate stronger cultural links with young people in our partner towns. (It was noted that although technically in Warwick, a large number of pupils from Myton live in Leamington).

LITS have requested an increase of £500 to the current £3,000 allowance from the TC to cover the cost of the customary civic dinner during an incoming visit. A fresh interpretation of the rules means that the TC is no longer able to claim VAT back on the cost of a dinner with the result that LITS is now out of pocket by around £500 at a time when the hospitality sector is struggling itself with the aftermath of Covid and other external factors.

Two possible dates were agreed for this year's AGM: February 24th and March 3rd.

The latest copy of "Gemini" was posted to members recently.

3.6 *Leamington Spa Transformation Board (Cllr S Rasmussen)*

A further meeting of the Transformation Board took place on 30th November. The board discussed further the review of the vision for the Town and engagement to inform it. Noted the Mini Holland project progress and the WDC plan to develop a Supplementary Planning Document in relation to Old Town Regeneration during 2023.

3.7 *Creative Quarter Partnership Board*

The Creative Quarter Partnership Board has now been turned into a project delivery board consisting of WDC reps and its project delivery partners. The Town Council will therefore not have a representative on this project board. Oversight of the Creative Quarter will become part of the remit of the Leamington Spa Transformation Board, as was intended when the board was established.

4. **Recommendations**

That Council notes the updates provided and receives any further comments from its representatives on external bodies.

REPORT TO A MEETING OF ROYAL LEAMINGTON SPA TOWN COUNCIL TO BE HELD ON 12TH JANUARY 2023

AGENDA ITEM 11 – WARM HUBS / COST OF LIVING

1. Purpose of the Report

To provide an update from WDC regarding their work on warm hubs / cost of living.

2. Overview

- 2.1 At its meeting on 10th November 2022, the Town Council considered information from WDC regarding their work on warm hubs and cost of living support for the community. Specifically the Town Council considered a request from WDC for a financial contribution to their approach to warm hubs / cost of living support.
- 2.2 Broadly WDC was working with community groups to identify ways in which they could be assisted to support local communities with cost of living challenges. A financial contribution from partners would provide resources to enable this community provision to be provided and expanded / enhanced.
- 2.3 At its meeting on 10th November 2022, the Town Council **resolved:**
that the Town Council contributes £6k (six thousand pounds) to WDC from its projects budget to support the cost of living / warm hubs work, on the condition that the Town Council's contribution is recognised / identified appropriately and that WDC reports back to the Town Council at regular intervals.
- 2.4 The agreed contribution has been paid to WDC. The Town Clerk has arranged a meeting with WDC officers to obtain feedback from WDC on the work undertaken and this information will be provided to Town Councillors once obtained.
- 2.5 In the meantime, information about the warm hubs / cost of living support can be found at:
https://www.warwickdc.gov.uk/info/20845/cost_of_living_support
https://www.warwickdc.gov.uk/directory/23/warm_hubs_in_warwick_district/category/335

REPORT TO A MEETING OF ROYAL LEAMINGTON SPA TOWN COUNCIL TO BE HELD ON 12TH JANUARY 2023

AGENDA ITEM 12 – TRAINING AND DEVELOPMENT POLICY

1. **Purpose of the Report**

To consider and adopt a Training and Development policy

2. **Background**

- 2.1 At its meeting on 3rd February 22 the Policy & Resources Committee received a report on the Town Council's current policies and key documents. Within that report was a recommendation that the Town Council's key policies and documents should be the subject of a rolling programme of review to 'ensure the Town Council maintains a comprehensive and up to date suite of policy and procedure documents to assist the smooth operation of its activities'. This recommendation was approved by the committee.

This report considers a draft Training and Development Policy.

3. **Training and Development**

- 3.1 The ability of the Town Council to operate effectively and in accordance with relevant legislation, guidance and good practice is very much dependent on the knowledge and skills of those involved in working on behalf of the Town Council, particularly elected members and staff but also volunteers where relevant.
- 3.2 The proposed policy seeks to recognise the importance of training and development to the organisation as well as describe how relevant training and development will be identified and provided.

4. **Draft Policy**

A draft Training and Development Policy is attached at Appendix A. This was considered by the Town Council's Policy & Resources Committee on 15th December 2022 and the committee

Resolved that it be recommended to the Town Council that the Training and Development Policy is adopted

5. **Recommendations**

- i) That the Council considers the draft Training & Development Policy.
- ii) That the Council adopts the Training & Development Policy.



Royal Leamington Spa Town Council Training & Development Policy (DRAFT)

January 2023

1. Introduction & Purpose

Royal Leamington Spa recognises that the people working on its behalf are its biggest asset, whether they are elected Councillors, employees or volunteers. Having access to the right skills and knowledge is critical to the professional and effective operation of the Town Council. Therefore, the Council is committed to providing appropriate training to help individuals fulfill their roles effectively and thus help the Council to achieve its objectives.

2. New staff / volunteer

New staff (and formal volunteers) will be taken through a structured induction process as part of starting their new role. This will look to familiarise them with relevant aspects of the Town Council generally as well as the specific requirements of their role. As part of this process, learning and development needs will be discussed, and any specific training requirements identified and addressed.

3. Councillors

An induction pack will be provided to all new Councillors, with a range of information generally about local councils and about Royal Leamington Spa Town Council specifically. Induction training will also be arranged, which new Councillors are expected to attend / participate in. Councillors will be given the opportunity to identify any further training needs / interests relevant to their role. Councillors will routinely be advised of any suitable training / development opportunities that may arise.

4. Identifying training needs

In addition to induction processes, training needs will be identified in a number of additional ways. It will be considered as part of the following processes:

- Annual appraisals
- Action / service planning
- Team meetings
- One to one meetings / discussions
- Changes to roles / responsibilities
- Skills audits

Should individuals identify training needs in other ways, they should discuss this with the Town Clerk in the first instance.

5. Consideration of training needs

A variety of factors will be taken into account when considering training needs / requests, including:

- Legal / health and safety requirements
- Requirements of the role
- Benefits to the Town Council, including contributing to the Town Council's stated objectives and service plans
- Benefits for individual development
- Availability of effective methods of learning / training
- Cost / resource requirements

Staff / Cllrs should not commit to undertake training until the appropriate approval has been given.

6. Methods of training / learning

The Town Council recognises that there are a wide variety of methods of training / learning, including:

- Formal training sessions (face to face and virtual), including those available through the Town Council's membership of the local association of local councils.
- Training courses and qualifications, including sector specific qualifications
- On the job training
- Mentoring
- Shadowing
- Reading / researching
- Attendance at networking meetings / briefings
- Conferences / seminars
- Annual membership / subscriptions to relevant organisations

Ordinarily, training that is agreed is beneficial to the trainee and Town Council will be funded by the Town Council and (for staff) undertaken in work time. However, in some circumstances, consideration will be given to whether alternative arrangements are more suitable (e.g. where there is more benefit to the individual or training is beyond that required by the Council.)

Should training be requested that is not a direct requirement of the role, the circumstances will be considered and a decision made by the Town Clerk or involving Councillors (staffing committee / Policy & Resources committee) where appropriate.

7. Resources

The Town Council is committed to resourcing training and development appropriately, subject to consideration of costs (financial and other), need for training, benefits to Council and staff, and value for money. As part of its annual budget setting process, the Town Council will identify a sum for both member and staff training. This will consider any training already identified or any future anticipated training needs. Other budget considerations will relate to memberships / subscriptions and resources for learning materials / publications. Should a learning / development need arise that exceeds available resources, this will be analysed in more detail and consideration of additional resources given through the Town Councils usual decision making processes.

8. Monitoring and review

Records of training will be kept by the Town Clerk to ensure effective monitoring, review and future planning of training and learning needs and activity.

Anyone undertaking substantial training will be expected to report on progress / effectiveness either to the Town Clerk (in the case of other staff) or to the staffing committee in the case of the Town Clerk.

REPORT TO A MEETING OF ROYAL LEAMINGTON SPA TOWN COUNCIL TO BE HELD ON 12TH JANUARY 2023

AGENDA ITEM 13 – ANNUAL PARISH MEETING

1. Purpose of the Report

To consider arrangements for the annual parish meeting.

2. Background

The Annual Parish / Town meeting is not a meeting of the Town Council. It is a meeting of local government electors for the relevant parish area. It must take place between 1st March and 1st June. It is chaired by the Chair of the Town Council.

3. Meeting 2023

- 3.1 The Council provisionally set a date for the meeting of Tues 14th March. However there is an issue with room / venue availability and therefore this will probably need to be revised.

The Council has also agreed that the focus of the meeting will be the work of the Leamington Transformation Board, subject to input from WDC and WCC.

The Town Clerk will explore dates and room availability and report to the meeting.

**MINUTES OF THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA
HELD ON 10th NOVEMBER 2022, TOWN HALL, LEAMINGTON SPA.**

PRESENT: Councillors Nick Wilkins (Chair), Janet Alty, Alan Boad, Sarah Boad, Julija Boulton, David Brunson, Will Bryce, Judith Clarke, Bill Gifford, Jennifer McAllister, Louisa Radice, Susan Rasmussen, Ruggy Singh and Amanda Stevens.

Officers: Town Clerk

Absent: Cllr Jade McGhee

55. APOLOGIES FOR ABSENCE
Cllr Mubarik Chowdry.

56. DECLARATIONS OF INTEREST

Cllr S Boad declared a non-pecuniary interest in item 7 as a Warwickshire County Councillor.

Cllr B Gifford declared a non pecuniary interest in item 7 as a Warwickshire County Councillor.

57. PUBLIC FORUM

None.

58. UPDATE FROM FUNDED ORGS

Julie Robinson of Citizens Advice South Warwickshire (CASW) gave a verbal update supplementing the written information submitted previously. CASW continues to work with local partners and to amend its ways of working to meet customer demand, using face to face and telephone / electronic support. However demand is high and the current circumstances are challenging.

There followed discussion and a number of questions.

Julie Joannides from Barnardos and representatives of the Parenting Project gave a verbal update to supplement the written information provided.

The Town Council funding enables the Counselling service (up to 18 weeks) to be provided to Leamington residents. It is delivered through (but is a separate service from) the children and families centres which are commissioned by Warwickshire County Council.

Lillington Library – had provided some written information.

Resolved

- i) That the visitors are thanked for their attendance and contributions.
- ii) That the information provided is received and noted.

59. COST OF LIVING / WARM HUBS

SM introduced the work that Warwick District Council is doing and what it is trying to achieve to support communities over the winter. It is looking to co-ordinate activity to ensure a joined up approach. It is looking to identify financial resources that can be provided to local groups and organisations to support communities over the coming winter.

A member of WDC's Community Wellbeing Team attended the meeting to answer questions.

It was noted that the Town Council should receive suitable recognition for any financial contribution. Kate Cliffe from WDC noted that WDC is trying to co-ordinate the activity across a range of partner organisations.

Resolved that the town council contributes £6k (six thousand pounds) to WDC from its projects budget to support the cost of living / warm hubs work, on the condition that the Town Councils contribution is recognised / identified appropriately and that WDC reports back to the Town Council at regular intervals.

Cllrs A Boad and S Boad left the meeting.

60. COUNTY AND DISTRICT CLLR FORUM

Cllr Gifford noted:

WCC – Kenilworth 2 Leamington cycle route – progress is being made

Electric Vehicle charging from lampposts is being trialled.

Arts council has given significant funding to the Warwickshire Library service.

WDC – work is ongoing through the Transformation Board.

61. LOCAL TRANSPORT PLAN 4 CONSULTATION

The Council considered Warwickshire County Council's current consultation on the Local Transport Plan.

A number of comments were made:

-A network of new cycle routes should be developed, in addition to making existing routes safer.

-Safe cycling routes are welcomed but must be supported by safe and secure cycle parking / storage at relevant locations.

-Public transport access between Leamington and Stratford is poor.

-While the strategy identifies key strategies and objectives, it is unclear how these will be prioritised and resourced. It risks being something of a 'wish list'.

-Freight strategy - should seek to minimise damage to communities caused by the movement of freight vehicles.

Resolved that the Town Clerk sends these comments as a response to the consultation from the Town Council.

62. MEETING ROOMS

Resolved that meeting room 5 is used for future committee meetings.

63. UPDATES FROM REPS ON EXTERNAL BODIES

Noted the Christmas Lights event took place and was very popular.

Creative Quarter

Cllr Rasmussen noted that the Creative Quarter is an attempt to regenerate the town, especially the old town. Various activities over a number of sites. Much still confidential.

Town Hall is being progressed and is likely to be done in phases.

Work has started on Spencer Yard and United Reform Church.

Footbridge idea is being explored.

Options for Court street car park area and Stoneleigh Arms being explored.

Leamington Transformation Board. Instigated by WDC to co-ordinate things across the town – made up of reps of all three tiers of local government. Independent chair is now in place. Also appointed a further independent board member whose role is to link with local groups / organisations.

Work will take place on a revised Town Centre Vision to act as a focus for the work of the board.

Leamington Chamber of Commerce has ceased to operate.

Resolved

- i) that the updates are noted.
- ii) that the Mayor provides a short report to each Town Council meeting.
- iii) that the Annual Town assembly meeting be used to explore the vision for the town, subject to discussions with WDC.

The Mayor noted:

Leamington Lights switch on was a very good event.

The Civic Dinner would take place in the coming weeks – information had been circulated.

2nd December – Mayor's pyjama day to generate monies for charity.

64. MINUTES OF COUNCIL AND COMMITTEES

Resolved

- i) that the minutes of the meeting of the Town Council on 29 September 22 are approved as a correct record.
- ii) that the minutes of the following meetings are received and noted:
Planning 01Sept22, 22Sept22
Policy & Resources Committee 08Sept22

65. FINANCE / PAYMENTS

Resolved

- i) that the Council notes the information regarding the national pay award and the implications for the Town Council's 2022/23 budget and future 2023/24 budget setting
- ii) that the following payments are made.

Cheque / Electronic payment	Payee	Details	Amount	VAT	Total
Electronic	Warwick District Shopmobility	3rd Quarter grant	£6,500.00	£0.00	£6,500.00
Electronic	Warwick District Council - invoice 83274466	Contribution to Leamington Christmas Lights	£20,000.00	£0.00	£20,000.00
Cheque	RBL Poppy Appeal	Wreath for Remembrance Sunday	£30.00	£0.00	£30.00
					£0.00
Electronic	Citizens Advice South Warwickshire	Grant	£20,000.00	£0.00	£20,000.00
Electronic	Barnardo's	Grant - Children's Centres / counselling service	£7,500.00	£0.00	£7,500.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
			£54,030.00	£0.00	£54,030.00

66. REVIEW OF JOB DESCRIPTION – DEMOCRATIC SUPPORT OFFICER

The Town Council considered report number 12 regarding the review of the Democratic Support Officer job description.

Resolved that the Democratic Support Officer job description is updated as described and the job title changed to Deputy Town Clerk.

67. EXCLUSION OF PRESS AND PUBLIC

Resolved that in view of the confidential nature of the business about to be transacted (confidential staffing matters), it is advisable in the public interest that the press and public be excluded from the Meeting and they are instructed to withdraw.

68. CIVIC OFFICER ROLE

The Town Council considered confidential report number 14 regarding the Civic Officer job description and grading.

Resolved:

- i) That the amendments to the Civic Officer Role are approved, including the change of the job title to Civic & Communications Officer
- ii) That the amendments to the salary as recommended by the Staffing committee are approved.

The meeting concluded at approximately 19 53.

**MINUTES OF A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE HELD
AT THE TOWN HALL ON 3rd OCTOBER 2022**

Present: Councillors Will Bryce (Vice Chair), Jennifer McAllister, Judith Clarke, Susan Rasmussen, Ruggy Singh and Nick Wilkins

Katherine Geddes (Democratic Support Officer)

13. **APOLOGIES**

Apologies received from Councillors David Brunson, Amanda Stevens, Louisa Radice and Jade McGhee.

14. **DECLARATIONS OF INTEREST**

Councillor Stevens declared a non-pecuniary interest as the Town Council representative on Leamington International Twinning Society and on Leamington in Bloom.

Councillor McAllister declared a non-pecuniary interest as the Town Council representative on the Leamington Blue Plaques Group.

15. **PUBLIC FORUM**

There were no representations from Members of the Public

16. **KATH KIMBER-McTIFFIN – WRIGGLE DANCE THEATRE**

Kath delivered a 10-minute presentation on the work of her group. Founded in 2010 by co-directors Kath Kimber-McTiffen and Lucy Knight, Wriggle Dance Theatre is a registered charity specialising in producing high quality dance performances for young children and their families. They also reach other less engaged audiences by making their works adaptable and accessible.

Wriggle Dance Theatre presents national touring shows in traditional spaces such as theatres and schools. It also delivers an outreach programme in non-traditional spaces such as libraries and care homes.

The project for which the group received a grant in January 2021 was “Dancing Jukebox Gems” which was an outdoor professional dance performance for older & vulnerable adults. It began life as a 10-minute doorstep performance during the Covid 19 lockdowns to lessen social isolation and loneliness. This developed into the care homes project.

The group partnered with Orbit Housing and toured to Landor House, Rene England House and Queensway Court, reaching a total of 44 residents. The performance was a 50-minute tour through the music of the 1950s, 60s and 70s. Each performance involved three performers and residents could sing, dance or just watch.

The performances aided the homes’ reminiscence sessions as residents recalled dancing and socialising in their younger years.

Following the presentation, queries were made regarding:

- Participation of children/young people in this project – children and young people were not the target audience for this project but some of the care home residents grandchildren who were there took part as well.

- Annual projects – the group does not deliver an annual project but rather works on a project-to-project basis.
- What is next? – A filmed theatre show for families to do a national tour with interactive seating which can go into non-technical locations and to include slime and other child-friendly activities.

Kath Kimber-McTiffin was thanked for her attendance and presentation. She left the meeting at 6:16pm.

17. **TOWN TWINNING MATTERS**

Mrs Karen McQueen presented an Update from LITS:

Members from the Bruhl Twinning Association due to arrive in Leamington Spa on Saturday 8th October and stay until Wednesday 12th October. 25 visitors are expected and 5 new LITS members will be hosting for the first time.

There will be an official welcome at the Town Hall with the Mayor on the Saturday evening when the visitors arrive at around 6pm. A Dinner will be held at Warwick School on the Sunday evening – 62 people due to attend.

A visit to Helen's Manor in Much Marcle in Herefordshire is scheduled for the Monday morning followed by a visit to Ross-on-Wye. On the Tuesday there is a tour of the Pump Rooms & Art Gallery and Jephson Gardens in the morning then a trip to the real tennis courts on Bedford Street. A farewell will take place at Radford Semele Village Hall on the Wednesday morning. Some Bruhl members have come to Leamington Spa separately and will make a longer holiday in the UK after the visit to Leamington Spa.

There are 55 members of LITS signed up currently and there will be a push for new members via the LITS website and social media in the autumn. Also, to be promoted is the Young Person's Fund which is the LITS charity arm. Young people can apply for funds for cultural visits to the twinned towns.

Dates have been agreed for the visit from Sceaux Twinning Association in April 2023 which will be after Easter but before the local elections. 50th anniversary of the twinning with Bruhl is September 2023 – LITS members will be visiting there on the weekend of the 16th/17th September. Bruhl will return the visit in the Spring of 2024.

Following the update, queries were made concerning the following:

- Mayoral powers – The Mayors of Bruhl and Sceaux are elected officials who serve for a set term and have more powers than the Mayor of Leamington Spa which is a more ceremonial role. Warwick District Council has more of the same sorts of decision-making powers than the Town Council. Expectations should be managed as to what can realistically be delivered by the Town Council.
- Naming a location in town for 50th anniversary – Warwick District Council have been approached about the possibility of naming a location after Bruhl to mark the 50th anniversary of the twinning with Leamington Spa and will help with twinning matters where capacity allows.

RESOLVED that the Update is received and noted.

Karen McQueen was thanked for her attendance and left the meeting at 6:35pm.

18. **MINUTES**

RESOLVED that the Minutes of the Meeting of the Cultural and Community Committee held on 13th June 2022 are confirmed and signed as a correct record.

19. **MATTERS ARISING FROM THE MINUTES**

Grant no's 3 and 8 from the meeting held on 13th June 2022 (Brunswick Hub Long Covid Support Project and In the Moment Musical Exchanges) provided the additional information as requested which was shared with members and agreed unanimously to proceed with the grants on this basis.

20. **COMMUNITY GRANTS**

The committee considered the community grant applications received and resolved that the following grants were awarded:

No.	Applicant	Project	Amount Requested	Amount Awarded
1	Sydenham Primary School	SPLAT! Children's Community Arts Festival	£2,000.00	£2,000.00
2	Friends of Leamington Station	Leamington Station Garden – retaining strips	£1,780.00	£1,780.00
3	Warks & Northants Air Ambulance	Funding for one mission (restricted to Leamington Spa)	£1,700.00	£1,700.00
4	Entrust Care Partnership	Dance group for disabled children	£1,730.00	£1,730.00
5	Time 4 Hope	Time 2 Be Connected - online counselling sessions for parents of children with severe disabilities	£2,000.00	Funding to be granted subject to the provision of further information requested.

21. **BLUE PLAQUES GROUP UPDATE**

The committee considered and noted the update report in relation to Blue Plaques.

- William Heynes – Plaque delivered to the Town Hall and was installed on 27th September at 11 Percy Terrace by Pinners. Plaque was unveiled by the

Mayor and Mr Jonathan Heynes (son) on 28th September at the property. Attendance was very good and a short presentation on the life of Mr Heynes was given by Mr Tony Merrygold of the Jaguar Daimler Heritage Trust following the reception in the Council Chamber after the unveiling.

- Christopher & Janey Ironside – Listed Building Consent submitted to WDC for the Plaque to be installed at 11 Lansdowne Circus. Once granted, the Plaque will be ordered and a date of either 6th or 7th December is pencilled in for an unveiling. Virginia Ironside has offered a kind donation of £100 towards the costs.
- Camouflage Unit – Special Interest Plaque cannot be housed on the Regent Hotel as no response received from owners over six months of queries. WDC/CDP have responded positively to suggestion that the Plaque could go on the frontage of the Old Dole Office in Spencer Yard as part of the Creative Quarter works there. This property is not scheduled for works in the short term which gives an opportunity for research into any possible external funding opportunities.
- Other current shortlisted nominees are Eleanor Velsaco Thornton, Rosa Newmarch, Donald Healey, William Browne and Fred Mulley. The owner of the property for the proposed Plaque for Sir John Hicks has declined to house the Plaque due to ongoing health issues.
- Another possibility which requires more research is a Special Interest Plaque at the real tennis club in Bedford St.

22. LEAMINGTON IN BLOOM UPDATE

The Committee considered and noted the written report provided.

- Trees of Jephson Gardens leaflet printed and now available via the TIC, the Town Hall and the Glass House (next print could have a separate key)
- HEiB judges tour took place on 13th July. Excellent weather and a smooth journey to each designated location on the tour. Ended at the Glasshouse Restaurant in Jephson Gardens. Locations on the tour included The Holt, Eagle Recreation Ground, Shrubland St Primary School and St Mary's allotments. The HEiB Awards were given out on 22nd September in Birmingham. No attendance from Leamington in Bloom due to illness but Leamington received a sixth consecutive Gold Award in the small city category.
- LiB has stalls at Art in the Park and Ecofest which were both well-attended events (although the extreme hot weather affected the shift cover for the stall at Art in the Park). The new gazebo was very effective although next year will need a banner saying 'Leamington in Bloom' as the RLSTC logo attracted some "council" related queries which were redirected to the WDC stalls.
- Commercial & Retail Competition - Thirty businesses across town have been recognized for their floral efforts in 2022 and will be receiving Highly Commended, Bronze, Silver or Gold awards. Recipients will receive framed certificates and be invited to the presentation reception. This to be held in the Mayor's Parlour on Wednesday 19th October at 6pm.

- Photographic Competition - 42 entries were received under the theme of “Landmarks of Leamington”. LiB members will judge the entries and choose three winners and eleven more runners-up which will all feature in next year’s LiB calendar. The first, second and third winners will receive prizes of £50, £35 and £20 respectively and certificates at the presentation reception
- Jubilee Tree update - It was reported to the DSO on 19th July that sadly the Jubilee Tree on Newbold Comyn had been attacked by vandals and now only has two branches left at the top. Jon Holmes has advised leaving it in place as it will bush out eventually but never recover fully. He has kindly offered a like for like replacement to be planted at the edge of the same field which LiB has accepted.

23. **STREET TREES UPDATE**

The Street Trees list for Leamington for Winter 2022 has been received from WCC Forestry and will be forwarded to all members following this meeting. It shows which works have been carried out this year, which are still to be done and which cannot be done (with explanation). All members can send the DSO new street tree planting and maintenance suggestions for inclusion in next year’s list from 1st – 30th November 2022.

The Tree Officer for Leamington has requested the Town Council considers allocating half of next year’s Tree budget to planting 14 trees in the Prospect Rd/Grosvenor Rd area to replace trees lost and to fit in with scheduled WCC Highways works in this area. Members requested more information on this item before a recommendation is made to Council – the DSO to invite the Tree Officer to attend the next Cultural & Community Committee on 7th November 2022 to give further detail.

Other streets to be concentrated on in Winter 2022 are Alexandra Rd and Greatheed Rd. This will be to replace lost trees in existing improved tree pits.

The meeting commenced at 6.00 pm and ended at 7:25pm.

THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA

MINUTES OF THE MEETING OF THE PLANNING MEETING HELD ON 12th OCTOBER 2022.
THE MEETING TOOK PLACE VIRTUALLY VIA ZOOM.

Present: Councillors Jennifer McAllister (Chair), Amanda Stevens, Ruggy Singh, Nick Wilkins, Julija Boulton and David Brunson

Apologies: Councillors Janet Alty and Mubarak Chowdry

76 DECLARATIONS OF INTEREST AND REQUIREMENTS FOR DISPENSATIONS

Councillor McAllister declared a non-pecuniary interest in application W/22/1232LB as the Town Council member representative on the Leamington Blue Plaques Group.

Councillor Wilkins declared a non-pecuniary interest in application W/22/1522 as a member of the consultative group on this project.

77. PUBLIC FORUM

No representations.

78. MINUTES

The Minutes of the Planning Committee held on 27th September 2022, having been circulated, were considered.

RESOLVED that the Minutes of the Meeting of the Planning Committee held on 27th September 2022 are confirmed and signed as a correct record.

79. MATTERS ARISING

The Democratic Support Officer gave brief updates on the current status of the following extant holding objections:

- W/21/2166 – Demolition of The Waterside Inn and erection of a split level 4 and 45 storey apartment building comprising 42 residential homes – concern from Canal & Rivers Trust re scale and massing, visual impact on character and appearance of the canal conservation area, objection from Environmental Health requiring additional information on the noise assessment report and odour report and recommended conditions on air quality, lighting and land contamination, objection from the LLFA on insufficient information provided, concerns from Open Space around no Section 106 contribution and also about hedging, planting, pathways, boundary treatments, lighting and harm to local views. Also, objection from Landscape on scale, height and massing, does not preserve the appearance of the area, inadequate replacement trees proposed, objection from Conservation in terms of development being overbearing and dominant at 5 storeys, WCC Infrastructure requires Section 106 contributions for education and libraries and Warwick Town Council concurs with the Town Council's grounds for objection.

Members agreed to resubmit their objection with the original grounds plus support for the objections/concerns now submitted from Conservation, Environmental Health, WCC Landscaping, the Canal & Rivers Trust and the

LLFA. This was done on 22nd April. WCC Highways objection submitted on grounds of shared access with McDonalds.

One additional support comment from a Leamington resident.

No objection from CCTV. Sports and Leisure request for S106 contribution of £81375. Tree Officer objection to loss of arboricultural assets and inability to replace them. Contract Services no objection although car park will need to be made wider to enable a turning circle for the refuse vehicle as shared access road with McDonalds. Canal and Rivers Trust withdrawn objection. LLFA maintains objection.

Tree Officer has withdrawn his objection, updated flood risk assessment submitted, no objection from Fire and Rescue, comments and questions from Green Space on the landscape masterplan and WCC Landscape maintains its objection.

- W/22/0232 – Land south of Chesterton Gardens – 200 dwellings (appearance, landscaping, layout and scale. 18 additional resident objections registered, Landscape objection on layout, planting, hedging and trees, Highways object on lack of information provided, Stage 1 Road Safety Audit required, issues with visibility splays where Public Right of Ways cross the access road, proposed cycleways are dangerous and inadequate, road usage issues, bus stop locations require adjustment and more drawings of waste collection lorry splays required. Stagecoach Buses state they will not provide any bus routes through this development due to lack of access and investment proposed. 4 new resident objections and an objection from Cllr Will Roberts (WDC).

Now there are also objections from 2 other WDC Councillors, 3 residents and the British Horse Society. Stagecoach have reiterated their original objection from 2016 to the allocation of this site in the Local Plan. A resubmitted objection from the Town Council on the grounds of supporting the comments of Landscape and Highways with an additional comment recording concern about the lack of any future proposed bus routes through this development was made as agreed on 1st April 2022.

30 further resident objections submitted, Environmental Health has requested more information on noise mitigation measures, WCC Landscaping objects on grounds of requiring adjustments to plans and required improvements to tree info, 1 resident support comment.

6 further resident objections registered and discharge of condition re. noise levels

No further updates.

- W/22/1277 – 89 Buckley Road – erection of side and rear extension – no response as yet from case officer re confirmation of no. of bedrooms. Case officer has confirmed 3 bedrooms in new uploaded floor plans. Was a 2 bed house so does not require any additional off-road parking spaces.

80. **PLANNING APPLICATIONS**

Consideration was given to a schedule of planning applications (Report No. 6).

RESOLVED that no objections are raised to the planning applications in the schedule (Report No. 6), with the exception of the following which were discussed in greater detail:

<u>W/22/0818</u>	<u>Mr R Dahiya</u>	<u>Change of use from 3 bed dwelling</u>
<u>(Use Class C3) to 3 bed House in Multiple Occupation (HMO) (Use Class C4) 75 Kennan</u>		
<u>Avenue, Leamington Spa, CV31 3HZ</u>		<u>75 Kennan Avenue CV31 3HZ</u>

RESOLVED that no objection is raised - the Town Council would appreciate confirmation of the location of the bins and cycle storage on-site.

W/22/1522 Warwick District Council Installation of a 6m CCTV column and camera at the Eagle Recreation Ground Recreation Ground Eagle Street Leamington Spa

RESOLVED that no objection is raised

In accordance with the Council's Code of Conduct, Councillor Wilkins, having declared a non-pecuniary interest in the above item by reason of being a member of the consultative group on this project, remained in the meeting and took part in the discussion thereon.

W/22/1188LB Mr A Goy One of the 4 original chimneys on the building has previously been removed. The proposal is to reinstate this chimney (replicating the design and materials of the existing chimneys) in order to allow the fitment of a flue liner to support the addition of a multi-fuel burner on the ground floor family room of the house. An additional wood burner will also be fitted in the ground floor study room which will involve the fitment of a flue liner to an existing chimney serving this room 26 Avenue Road CV31 3PQ

RESOLVED that no comments are made

W/22/1232LB Royal Leamington Spa Town Council Display of blue plaque on frontage of property 11 Lansdowne Circus CV32 4SW

RESOLVED that no objection is raised

In accordance with the Council's Code of Conduct, Councillor McAllister, having declared a non-pecuniary interest in the above item by reason of being the Town Council member representative on the Leamington Blue Plaques Group, remained in the meeting and took part in the discussion thereon.

W/22/1509 Complex Development Projects Proposed change of use from Nursery (Use Class E) to Learning Institution (Use Class F1) for provision of private education and associated external alterations 5A Spencer Street CV31 3NE

RESOLVED that no objection is raised

W/22/1456LB Ms Judy Hall Reroofing Seaforth House 8 Warwick New Road CV32 5JF

RESOLVED that no comments are made

W/22/1545 Specsavers Optical Stores Ltd Proposed display of replacement fascia sign to front elevation, with halo illuminated logo and letters Specsavers 69 Parade CV32 4BA

RESOLVED that an objection is raised on the following ground:

1. The proposed secondary sub-lettering on the fascia is not in line with the WDC Guidance for Shopfronts and Advertisements for the Parade. Logos are also not permitted at fascia level

W/22/1210 Proposed conversion of detached garage into self-contained one bed residential unit Flat 1 96 Radford Road CV31 1LE

RESOLVED that an objection is raised on the following grounds:

1. Overdevelopment of the site and out of keeping with the streetscene
2. Lack of amenity space for future residents
3. Insufficient off-street parking spaces shown

The Town Council also notes a lack of a proposed EVCP point and queries whether the bedroom size meets minimum requirements.

81. DETERMINATION OF PLANNING APPLICATIONS

Consideration was given to a Report (Report No. 9) containing details of planning applications in which the Planning Authority had arrived at a decision contrary to the observations and decisions of this

RESOLVED that there were no Planning Determinations on this occasion.

82. PLANNING APPEAL NOTIFICATIONS

Application No: W/22/0394TC

Applicant: Freshwave Facilities Limited

Site: Verge adjacent to MKM Building Supplies Junction of Juno Drive/Queensway CV31 3RG

Description: Prior approval for the erection of an 20.0m telecommunications monopole, 4no. equipment housing cabinets and associated ancillary works.

83. PLANNING APPEAL DECISIONS

There were none.

84. TREE PRESERVATION ORDERS

TPO No: 573 Site: 9 Elm Bank Close Lillington CV32 6LR

Tree Evaluation Method for Preservation Orders score: 20 (TEMPO suggests that a tree with a score of 16 or more definitely merits a Tree Preservation Order)

Notes: The mature tree is of very attractive open-grown form and good vigour and overall structure. The tree is readily visible as a magnificent feature in the landscape from a wide range of public viewpoints because of its scale and mass, it stands around 22m tall and has a radial crown spread of up to 9m over the owner's garden. We understand that there is pressure to prune the tree, and without the benefit of the TPO the work that is to be undertaken cannot be controlled and might damage the tree's overall form and appearance. Excessive removal of leaf area would simply promote vigorous new growth, and so any gain that might have been achieved from the pruning would, in all likelihood, be quickly reversed as the tree replaced the lost leaf area with new growth. The tree is a mature English Oak.

RESOLVED that the Tree Preservation Order is noted.

85. WDC PLANNING COMMITTEE

No representations were required at the WDC Planning Committee meeting held on 11th October 2022.

The next scheduled WDC Planning Committee meeting is due on 8th November and the DSO will be in touch if any Town Council representations are required.

86. LICENSING APPLICATIONS

No current live licensing applications in Leamington Spa.

87. AOB

There was none.

The meeting commenced at 6:00pm and concluded at 6:39pm.

THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA

MINUTES OF THE MEETING OF THE PLANNING MEETING HELD ON 3rd NOVEMBER 2022.

THE MEETING TOOK PLACE VIRTUALLY VIA ZOOM.

Present: Councillors Jennifer McAllister (Chair), Amanda Stevens, Ruggy Singh, Nick Wilkins, Mubarik Chowdry, Julija Boulton and David Brunson

Apologies: Councillor Janet Alty

76. DECLARATIONS OF INTEREST AND REQUIREMENTS FOR DISPENSATIONS

There were none.

77. PUBLIC FORUM

No representations.

78. MINUTES

The Minutes of the Planning Committee held on 12th October 2022, having been circulated, were considered.

RESOLVED that the Minutes of the Meeting of the Planning Committee held on 12th October 2022 are confirmed and signed as a correct record.

79. MATTERS ARISING

The Democratic Support Officer gave brief updates on the current status of the following extant holding objections:

- W/21/2166 – Demolition of The Waterside Inn and erection of a split level 4 and 45 storey apartment building comprising 42 residential homes – concern from Canal & Rivers Trust re scale and massing, visual impact on character and appearance of the canal conservation area, objection from Environmental Health requiring additional information on the noise assessment report and odour report and recommended conditions on air quality, lighting and land contamination, objection from the LLFA on insufficient information provided, concerns from Open Space around no Section 106 contribution and also about hedging, planting, pathways, boundary treatments, lighting and harm to local views. Also, objection from Landscape on scale, height and massing, does not preserve the appearance of the area, inadequate replacement trees proposed, objection from Conservation in terms of development being overbearing and dominant at 5 storeys, WCC Infrastructure requires Section 106 contributions for education and libraries and Warwick Town Council concurs with the Town Council's grounds for objection.

Members agreed to resubmit their objection with the original grounds plus support for the objections/concerns now submitted from Conservation, Environmental Health, WCC Landscaping, the Canal & Rivers Trust and the LLFA. This was done on 22nd April. WCC Highways objection submitted on grounds of shared access with McDonalds.

One additional support comment from a Leamington resident.

No objection from CCTV. Sports and Leisure request for S106 contribution of £81375. Tree Officer objection to loss of arboricultural assets and inability to replace them. Contract Services no objection although car park will need to be made wider to enable a turning circle for the refuse vehicle as shared access road with McDonalds. Canal and Rivers Trust withdrawn objection. LLFA maintains objection.

Conservation maintains objection on grounds of overbearing impact on the Canal Conservation Area, LLFA has no objections subject to conditions.

- W/22/0232 – Land south of Chesterton Gardens – 200 dwellings (appearance, landscaping, layout and scale. 18 additional resident objections registered, Landscape objection on layout, planting, hedging and trees, Highways object on lack of information provided, Stage 1 Road Safety Audit required, issues with visibility splays where Public Right of Ways cross the access road, proposed cycleways are dangerous and inadequate, road usage issues, bus stop locations require adjustment and more drawings of waste collection lorry splays required. Stagecoach Buses state they will not provide any bus routes through this development due to lack of access and investment proposed. 4 new resident objections and an objection from Cllr Will Roberts (WDC).
Now there are also objections from 2 other WDC Councillors, 3 residents and the British Horse Society. Stagecoach have reiterated their original objection from 2016 to the allocation of this site in the Local Plan. A resubmitted objection from the Town Council on the grounds of supporting the comments of Landscape and Highways with an additional comment recording concern about the lack of any future proposed bus routes through this development was made as agreed on 1st April 2022.
30 further resident objections submitted, Environmental Health has requested more information on noise mitigation measures, WCC Landscaping objects on grounds of requiring adjustments to plans and required improvements to tree info, 1 resident support comment.
6 further resident objections registered and discharge of condition re. noise levels
No further updates.

80. **PLANNING APPLICATIONS**

Consideration was given to a schedule of planning applications (Report No. 6).

RESOLVED that no objections are raised to the planning applications in the schedule (Report No. 6), with the exception of the following which were discussed in greater detail:

<u>W/22/0463</u>	<u>TPP Syndicates Limited</u>	<u>Demolition of cadet hut</u>
<u>and storage building; erection of a building consisting of six residential flats and basement</u>		
<u>cadet facilities, parking areas and all associated works (Please note amended description</u>		
<u>and design)</u>		
	<u>Land adjacent, 9 Clarendon Place CV32 5QL</u>	

RESOLVED that the Town Council acknowledges and appreciates attempts made by the applicant to address concerns raised about the application during the process.

No objection subject to no objection from Conservation, Environmental Health and WCC Highways. The Town Council would like to see the inclusion of EVCPs on the plans and a Section 106 contribution towards green spaces

as the proposed development is lacking the required amenity space for future residents

W/22/1546 GSK Developments Demolition of existing building
and erection an apartment building comprising 8 units 16 Cross Street CV32
4PX

RESOLVED that the Town Council is supportive of an appropriate redevelopment of this brownfield site but would like to reiterate its objection to this application on the following grounds:

1. Overdevelopment of the site
2. Negative impact on the neighbours' amenity in terms of loss of light and overlooking
3. Holding objection until comments are received from Conservation, Environmental Health and WCC Highways

The plans do not appear to be much altered from the application W/22/0125 which was refused earlier this year

W/22/1618 Wareing and Co Demolition of an unlisted
building within a Conservation Area, retaining existing substation 85
Bedford Street CV32 5DN

RESOLVED that no objection is raised

W/22/1601 GeeBee Investments Ltd Application for a
change of use from a 3 bed dwelling (use class C3) residential to 3 bed House in Multiple
occupation (use class C4) 7 Limeview Gardens CV32 7DX

RESOLVED that no comments are made. The Town Council supports the comments of Private Sector Housing re an additional light/window to the third floor window

W/22/1602 GeeBee Investments Ltd Application for a
change of use from a 3 bed dwelling (use class C3) residential to 3 bed House in Multiple
occupation (use class C4) 8 Limeview Gardens CV32 7DX

RESOLVED that no comments are made

W/22/1578 Stansgate Planning Proposed single
storey rear extension, air source heat pump and enclosure of front porch 23
Freemans Close CV32 6EZ

RESOLVED that no comments are made

81. DETERMINATION OF PLANNING APPLICATIONS

There were none.

81. PLANNING APPEAL NOTIFICATIONS

(enforcement notification)

Application No: ACT0185//18
Applicant: B&R Khera Ltd
Site: Thomas James Hotel 45-47 Bath Street CV31 3AG

Description: Without Listed Building Consent, the removal of 15 historic timber window frames from the rear elevation and replacement by the installation of a uPVC window frames.

83. PLANNING APPEAL DECISIONS

There were none.

84. TREE PRESERVATION ORDERS

There were none.

85. WDC PLANNING COMMITTEE

8th November Committee meeting has two Leamington Spa applications on the Agenda for further discussion and 9th November Committee meeting has 1 Leamington Spa application on the Agenda for further discussion.

These have been sent out on Referrals to members – please contact the DSO by 12pm on Friday 4th November to be registered to speak.

86. LICENSING APPLICATIONS

No current licensing applications called in for discussion

87. AOB

- Coventry City Council HMO DPD consultation – to note and discuss the potential for future development and application of similar policies in Leamington Spa, particularly in light of the emerging Joint Local Plan.

The DSO outlined the draft policies within this document to members, underlining how much more specific and area pertinent they are relating to the wards in Coventry most affected by the exponential growth of HMOs.

- Cllr Boulton requested an update on the status of William Walsgrave House in Leamington – the DSO to request this from WDC Development Manager.

The meeting commenced at 6:00pm and concluded at 6:44pm.

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 13th OCTOBER 2022, 6PM AT LEAMINGTON SPA TOWN HALL

Present: Councillors, Sarah Boad (Chair) , Alan Boad, Will Bryce, Mubarik Chowdry, Judith Clarke, Jennifer McAllister, Ruggy Singh, Nick Wilkins.

Officers: Town Clerk

37. Apologies for Absence

Apologies were received from Cllr Bill Gifford (Cllr J McAllister substituting) and Cllr Jade McGhee .

38. Declarations of Interest

Cllr S Boad declared a non pecuniary interest in item 7 as a county councillor.

39. Public Forum

No representations / questions from the public.

40. Minutes

Resolved that the Minutes of the Meeting of the Policy and Resources Committee held on 08th September2022 (Report No.4) are confirmed as a correct record.

41. Matters Arising from the Minutes

Noted that the new electric car had been received and was in use.

42. Community Safety

The committee received a presentation from WDC's Community Safety Officer, who provided feedback on the anti spiking initiative that the Town Council had supported financially and wider community safety activity.

The South Works Community Safety Partnership had worked together to address spiking concerns. £2k funding from the Town Council had enabled the purchase of 15,000 StopTops (lids for drinks to prevent drink spiking) which are available to drinkers. Distributed to local venues at a pubwatch meeting. Positive feedback received from the 17 venues – further information will be made available by the Community Safety Officer in due course. Training has also been provided to bar / club staff as part of the 'Good Night Out' initiative.

Drink spiking incidents have reduced significantly following the initiative. Funding from Office of the Police and Crime Commissioner for the current year. – will invest some of that money in more StopTops.

Safer Streets funding – round 3 of home office funding. Secured £50k. CCTV on Tachbrook road. More emergency contact points – Brunswick street, court street. Linked to CCTV control room. Street marshalls and street pastors.

Resolved that the information received is noted and the Community Safety Officer is thanked for his attendance and input.

43. Local Transport Plan 4 consultation

The committee considered report number 7 regarding Warwickshire County Council's current consultation on its draft Transport Plan.

It was noted that the Town Council had responded to previous consultations on this strategy and related projects / initiatives. It was agreed that the political groups would submit any comments to the Town Clerk by the end of October.

Resolved that the consultation be considered by the Town Council at its meeting in November and that political groups identify any possible comments / responses to the consultation for consideration by the Town Council.

44. Budget Setting 2023/24 – Process / Timeline

The committee considered report number 8 regarding a process and timeline for setting the Town Council's budget for 2023/24.

The likely date of the King's coronation was noted.

Resolved that the identified budget setting process and timescale is noted.

Cllr Wilkins left at approximately 18:45.

45. Concessionary Parking Days

Resolved that 6th November and 03rd December are requested as the dates for free parking in WDC car parks in Leamington Spa.

46. Budget / finance monitoring

The committee considered report number 10 and related appendices regarding budget and financial matters.

Resolved that the committee notes the information provided regarding budget monitoring / financial matters.

47. Payments

The committee considered a schedule of payments arising

Resolved that the following payments are approved

Cheque No / Electronic Payment	Payee	Details	Amount	VAT	Total
Cheque	Old Milverton Allotments Assoc	Grant payment - previous grant award.	£318.75		£318.75
Electronic	K Geddes	Expenses reimbursement - blue plaque event	£86.90		£86.90
Electronic	Warwick District Council	Printing - blue plaque inv 83273404	£48.00	£9.60	£57.60
Electronic	K Sangha	Lib Photo prize	£50.00		£50.00
Electronic	P Evans	Lib Photo prize	£35.00		£35.00
Electronic	B Erdos	Lib Photo prize	£20.00		£20.00
Electronic	Pinners	Blue plaque installation Inv 25357	£137.38	£27.48	£164.86
Cheque.	S Marks	reimbursement refreshments Twinning reception	£88.95		£88.95
Electronic	Plyvine Catering	Deposit for civic dinner - Inv 2176	£447.00	£89.40	£536.40
Electronic	K Geddes	Expenses reimbursement - LiB presentations.	£74.85		£74.85
	TBC	Temp event licence - civic dinner	TBC		£0.00
					£0.00
					£0.00
					£0.00
			£1,306.83	£126.48	£1,433.31

Noted that allotments payments approved in July will also be paid.

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 16th NOVEMBER 2022, 6PM AT LEAMINGTON SPA TOWN HALL

Present: Councillors Alan Boad, Mubarak Chowdry (Chair), Judith Clarke, Bill Gifford, Ruggy Singh, Amanda Stevens.

Officers: Town Clerk

48. Apologies for Absence

Apologies were received from Cllr Sarah Boad (Cllr Amanda Stevens substituting), Cllr Will Bryce and Cllr Nick Wilkins.

Absent – Cllr McGhee

49. Declarations of Interest

Cllr Gifford declared a general non pecuniary interest as a WDC and WCC Cllr.

50. Public Forum

No representations / questions from the public.

51. Minutes

Resolved that the Minutes of the Meeting of the Policy and Resources Committee held on 13th October 2022 (Report No.4) are confirmed as a correct record.

52. Matters Arising from the Minutes

Local Transport Plan 4 consultation was considered by Council on 10th November.

53. Budget / finance monitoring

Noted significant sum of CIL (Community Infrastructure Levy) funds received. CIL working group will be considering possible spend, with a view to making recommendations to Town Council.

Noted £6k allocated to WDC for warm hubs by Town Council on 10th November 22.

Resolved that the financial information provided is noted.

54. Budget 2023 / 24

The committee considered report number 9 regarding the draft budget for 2023/24.

The Town Clerk noted a proposed civic dinner budget of £2k instead of £1500 was included in the draft budget.

There was some discussion about the format / purpose of the Civic Dinner. It was agreed that this should be considered further in due course to clarify the issues for the benefit of staff.

There was discussion regarding a possible event to mark the coronation of King Charles 3rd. Proposals included an outdoor screen to show the coronation service, possibly with seating or picnic blankets. It was noted that Town Council staff would have very limited capacity to deliver the event, especially with elections in such close proximity. Further discussion with WDC and Leamington BID would need to take place re nature of any event. It was agreed that a sum of £10k be added to the draft budget as a contribution to such an event.

The cleaning of the war memorial was discussed. It was agreed that a further £1k increase to the assets budget is included in the draft budget.

Noted could use projects budget for any activity to mark the Bruhl 50th twinning anniversary.

Resolved that the following amendments are made to the draft budget:

£10,000 added as a contribution to an event to commemorate the Kings Coronation.

The assets budget is increased to £3,000.

55. Climate change working group

Suggested Director of Climate Change also invited to full council.

Resolved agreed the approach to the climate change working group.

56. Allotments

Resolved that the following allotment grants are approved

(1) Binswood Allotment Society

£1800 for water provision. Will need to provide information about the works.

£1500 for community hut and butterfly garden

(2) Campion Hills Allotments

£750 for clearance / tidying and various environmental improvements (water storage, composting and soil improvement measures)

(3) Cliffe Allotments

£400 for hedge cutting subject to a quote being provided and written request for the grant being provided.

(4) Old Milverton Allotments

£1290 for boundary hedge cutting and tree felling.

57. Finance & Payments

REPORT TO A MEETING OF ROYAL LEAMINGTON SPA TOWN COUNCIL TO BE HELD ON 12TH JANUARY 2023

AGENDA ITEM 15 – PAYMENTS

1. Purpose of the Report

To consider any finance issues including payments for approval. A schedule of payments due will be circulated.

REPORT TO A MEETING OF ROYAL LEAMINGTON SPA TOWN COUNCIL TO BE HELD ON 12TH JANUARY 2023

AGENDA ITEM 16 – DEFIBRILLATOR (TOWN HALL)

1. Purpose of the Report

To enable the Town Council to consider matters associated with the defibrillator at the Town Hall.

2. Background

The Town Council owns and is responsible for the defibrillator in the red phone box at the top of the Parade. This involves regular checks to make sure it is operational and replacement of consumable items.

It is understood that the Town Council assisted / supported the installation of the defibrillator at the Town Hall, which was funded by the Leamington Round Table, but the previous Town Clerk made it clear that the Town Council was not responsible for the ongoing checking of that Defibrillator. However it is unclear who was / is responsible.

3. West Midlands Ambulance Service

The Town Council was recently contacted by the West Midlands Ambulance Service (WMAS). They were asking that the defibrillator at the top of the parade is registered with their recording system – thus enabling it to be incorporated into their governance arrangements and for them to better monitor its status.

They also enquired about the defibrillator at the Town Hall. They acknowledged the feedback that the Town Council has not been responsible for its checking, but they remain keen that a 'guardian' organisation is identified for the defibrillator. The Town Clerk is seeking to identify any historic arrangements for the upkeep of the defibrillator.

Following recent checks, it seems that some of the consumables for the Town Hall defibrillator are out of date. The Town Clerk has ordered replacements to hopefully enable the defibrillator to be returned to operational status. However this leaves the matter of the long term 'guardianship' of the defibrillator unresolved.

Given the defibrillator is attached to WDC's building, the Town Clerk has approached WDC about taking responsibility for the defibrillator. However, WDC has indicated that it does not wish to do so.

Any further information will be reported to the Town Council at the meeting and can be used to inform a way forward.