



**THE TOWN COUNCIL  
OF  
ROYAL LEAMINGTON SPA**  
TOWN HALL, THE PARADE,  
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**STEPHEN MARKS**  
Clerk to the Town Council

Our Ref: SM/TC/Jan21

Date: 07<sup>th</sup> January 2021

Dear Councillor,

You are summoned to a meeting of the **TOWN COUNCIL OF ROYAL LEAMINGTON SPA** on **THURSDAY 14<sup>th</sup> JANUARY, 2021 at 6.00 pm.**

The meeting can be joined as follows:

**Join Zoom Meeting**

<https://us02web.zoom.us/j/85208224495?pwd=QXNiT3dmMVZ2aFd3MWxMYmV5N1JTdz09>

**Meeting ID: 852 0822 4495**

**Passcode: 009760**

The business will be as set out below.

Yours faithfully,

**CLERK TO THE TOWN COUNCIL**

To All Members of the Council

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**AGENDA**

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

Members of the Committee are invited to declare any interest they may have in items identified for discussion at the Meeting.

3. **PUBLIC FORUM**

To receive representations from members of the public in accordance with the Council's Standing Orders.

4. **COUNTY AND DISTRICT COUNCILLOR FORUM**

To consider any items of relevance raised by members of the County Council and District Council.

5. **EXTERNAL AUDITOR REPORT / ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**  
To consider the attached report (Report No 5) pp3-5
6. **REVENUE BUDGET 2021/22**  
To consider the attached report (Report No 6) pp6-11
7. **IT & COMMUNICATIONS EQUIPMENT**  
To consider the attached report (Report No 7) pp12-15
8. **STREET TREES**  
To consider the attached report (Report No 8) pp16-17
9. **MINUTES OF COUNCIL AND COUNCIL COMMITTEES**
  - (i) Planning Committee pp18-30  
To receive the Minutes of the Meetings of the Planning Committee held on 5<sup>th</sup> November, 26<sup>th</sup> November and 17<sup>th</sup> December. (Reports Nos 9a, 9b and 9c).
  - (ii) Cultural and Community Committee pp31-35  
To receive the Minutes of the Meeting of the Cultural and Community Committee held on 2<sup>nd</sup> November 2020 (Report No 9d).
  - (iii) Policy and Resources Committee pp36-42  
To receive the Minutes of the Meetings of the Policy and Resources Committee held on 19<sup>th</sup> November and 16<sup>th</sup> December 2020 (Report Nos 9e and 9f).
  - (iv) Council pp43-47  
To confirm as a correct record the Minutes of the Council meeting held on 12<sup>th</sup> November 2020 (Report No 9h).
10. **ACCOUNTS**  
To consider and approve a schedule of invoices arising for payment since the last meeting. (Schedule of payments to be circulated)
11. **SUMMARY OF PAYMENTS**  
To receive and note a summary of all payments made during October and November. pp48-49
12. **FUTURE HIGH STREET FUND**  
To follow
13. **EXCLUSION OF PRESS AND PUBLIC**  
To pass the following resolution:  
  
*“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”.*
14. **UPDATE FROM STAFFING COMMITTEE**  
To receive a verbal update from the Staffing Committee in relation to confidential staffing matters.

## **REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 14<sup>TH</sup> JANUARY 2021**

### **Agenda Item 5 – ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**

#### **1. PURPOSE OF THE REPORT**

To advise the Council of the outcome of the external review of the Council's Annual Governance & Accountability Return for the year ended March 2020.

#### **2. BACKGROUND**

Each year the Council is required to complete a Statement of its Governance arrangements to accompany the Annual Return of accounts that is submitted to its external auditors. This is a requirement of the Accounts and Audit Regulations 2015.

The Council's External Auditor is PKF Littlejohn LLP.

#### **3. COMPLETION OF AUDIT**

3.1 The Council received notification of the completion of the audit on 11<sup>th</sup> November 2020.

This included the External Auditor Report and Certificate 2019/20. This certificate is attached at Appendix A. It includes the following statements from the auditors:

*On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.*

*Other matters not affecting our opinion which we draw to the attention of the authority: None*

#### **4. SUBSEQUENT ACTIONS**

The Accounts and Audit Regulations 2015 (SI 2015/234) as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) set out what actions must be taken at the conclusion of the review. In summary, these are:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 November, which must include publication on the Council's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.

- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

The above actions were completed through public notice on the Council's website on 25<sup>th</sup> November and can be seen at

<https://www.leafingtonspatowncouncil.gov.uk/Budget-and-Audit-of-Accounts.aspx>

## **5. RECOMMENDATION**

The Council is asked to note the outcome of the external review of the Council's Annual Governance & Accountability Return for the year ended March 2020.

## Item 5 – Appendix A

### Section 3 – External Auditor Report and Certificate 2019/20

In respect of **Royal Leamington Spa Town Council WA0163**

#### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

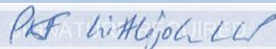
#### 3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature



Date

10/11/2020

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## **REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 14<sup>TH</sup> JANUARY 2021**

### **Agenda Item 6 – REVENUE BUDGET AND PRECEPT 2021/22**

#### **1. Purpose of the report**

To enable the Council to consider and agree its revenue Budget for the 2021/22 financial year and to identify the budget requirement to be met from the Precept.

#### **2. Introduction**

- 2.1 The Town Council is required to set its budget by early January. This is to enable Warwick District Council (WDC) 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. 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 15<sup>th</sup> January 2021. The Town Council therefore needs to agree its budget and the amount required from the precept at this meeting.

#### **3. Key points for 2021/22**

##### **3.1 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 2021/22 financial year. For the Leamington Spa town area this figure is 17,221.67, which is a small increase from 17,065.58 in 2020/21. This change is reflected in the draft budget.

##### **3.2 Staff Salaries**

The expenditure on salaries represents a significant proportion of the Town Council's spending. A revised salary budget has been included in this version of the draft budget. This reflects the salaries of existing personnel and their positions on the relevant salary scales. It also reflects the indications from central government through the recent Spending Review that 'pay rises in the public sector will be restrained and targeted in 2021-22', with pay rises to be 'paused' for many public sector staff including local government, subject to some caveats / exceptions.

##### **3.3 Underspends**

Due to the Covid19 Pandemic, some areas of budget are showing as likely underspends for the current year. Possible use of those funds is considered in other items on this agenda, with any remaining underspend at the end of the current financial year proposed to be added to reserves / balances. The final amount of any underspend and its implications for balances / reserves will be identified at the year end.

#### 4. **Development of the budget**

The process undertaken to develop the draft budget is summarised below:

- Identification of any likely required changes to the budget, for example, relating to removal of one off expenditure from the current year or known / likely increases in costs.
- Consideration of an initial draft budget (with supporting information) by the Council's Policy & Resources Committee at its meeting on 19th November 2020.
- Further revision of the draft budget based on the discussions and recommendations of the Policy & Resources Committee (19<sup>th</sup> Nov 20)
- Circulation of revised budget to Policy & Resources committee, including political group leaders, to enable further consideration by the respective groups.
- Consideration of a revised draft budget by the Council's Policy & Resources Committee at its meeting on 16<sup>th</sup> December 2020.
- Recommendation by the Policy & Resources Committee of a draft revenue budget for 2021/22 to the Town Council for consideration at its meeting on 14<sup>th</sup> January 2021.

#### 5. **Draft Budget**

- 5.1 As a result of the process described in paragraph 4, the Council's Policy & Resources Committee devised the attached draft revenue budget (Appendix A) at its meeting on 16<sup>th</sup> December 2020 and made the following resolution based on its discussions:

*that the draft Town Council budget for 2021/22 be amended accordingly and recommended to Council for approval.*

- 5.2 Key aspects of the draft budget include:

- Total budget of £414,266
- Precept requirement of £412,266
- Projected precept (Band D equivalent) of £23.95, which constitutes an increase of approximately 1.95% from 2020/21.

Attached at Appendix B is a commentary which provides supporting information for the key changes made to the budget.

#### 6. **Recommendations**

(i) That the Council consider the draft budget recommended by its Policy & Resources Committee at its meeting on 16<sup>th</sup> December 2020.

(ii) That the Council approves a budget for the 2021/22 financial year.

(iii) That the 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.

## Item 6 Appendix A – Draft Budget

DRAFT BUDGET 2021/22						
	2020/21	Expenditure 30/10/20	Out-turn 20/21	projected under / over spend (-)	2021/22	Notes
<b>1. Member Allowances</b>	18000	11,710	18,000	0	18000	
<b>2. Employee Salaries</b>	157700	93,125	157,700	0	153,000	
<b>3. Mayoral Transport</b>						
Uniform	300	0	300	0	300	
Fuel	450	0	150	300	450	
Sundries	50	10	50	0	50	
Garage Rental	500	297	510	-10	565	
Lease Charges	3027	1766	3,027	0	3027	Lease due to expire during 2021/22
<b>4. Civic Expenses</b>						
Regalia Maintenance	350	192	192	158	350	
Town Hall Mayoral Roll Board	390	0	390	0	390	
Mayoral Photograph	325	0	325	0	325	
Civic Service	250	0	0	250	250	
Remembrance Service	1400	25	1,400	0	1400	
Annual Parish Meeting	250		0	250	250	
Civic Regalia - Purchase	2400	0	2,400	0	1000	Reduced provision
Civic Dinner	1500	170	170	1330	1500	
Civic Visits	500	0	0	500	500	
<b>5. Administrative Expenses</b>						
Insurance	2350	2,414	2,414	-64	2414	Insurance costs fixed for 3 yrs
Office Stationery	550	0	500	50	550	
W.A.L.C. Membership	2500	2484	2,484	16	2550	
Audit fees	1100	240	1,240	-140	1350	
Office equipment renewal	500	0	350	150	500	
Photocopying & Printing	650	135	300	350	650	
Postage	900	0	800	100	900	
Staff training & memberships	300	0	0	300	1300	Inc. CiLCA training.
Member training	500	80	500	0	500	
Web Site hosting	600	414	552	48	700	
Council Meetings - Room Hire	1000	314	600	400	1000	
Minute Binding etc	200	0	200	0	200	
Payroll Agency	1300	625	1,300	0	1400	
BACS & Electronic banking	270	113	270	0	900	Extra costs for electronic banking.
I.T. equipment repair and support	1250	123	1,250	0	1,250	
Mobile phone costs					325	
Software costs					750	
Accountancy software					1,000	
Website redesign					4,000	
Staff recruitment - consultancy support	1500	2500	2,500	-1000	500	
<b>6. Property and Asset Maintenance</b>						
Town Hall - Annual Rent	8870	6589	8,786	84	9050	
Town Hall - Maintenance Charge (inc. NDR)	15520	8507	15,520	0	15,520	Inc allowance for essential building maintenance
Telephones & Broadband	450	251	450	0	500	
Telephone Kiosk - Clarendon Avenue	2600	0	0	2600	500	Reduced - allowance for maintenance included
War Memorial	0	0	0	0	0	
Lillington Highway Signage	1500	2,369	2,369	-869	500	Reduced - allowance for maintenance included



<b>7. Mayor's Award</b>	300	0	300	0	300	
<b>8. Twinning (not LITS)</b>	400	0	0	400	400	
<b>9. Grants and Section 137 expenditure</b>						
Citizens Advice Bureau	20000	20,000	20,000	0	20000	
Christmas Lighting	20000	1,540	20,000	0	20000	
Leamington in Bloom	3000	1910	3,000	0	3,000	
Leamington International Twinning Society (LITS)	3000	0	0	3000	3000	
Community Grants	55000	29754	55,000	0	50000	
Blue Plaques	1800	0	495	1305	1800	
Tree Planting and Maintenance	16500	16500	16,500	0	16500	
Guided Walks - History Group	500	500	500	0	500	
District Shopmobility Scheme	26000	13000	26,000	0	26000	
Social Cohesion Fund	10300	0	7,500	2800	10300	(Children's' centres -£7500) & Lillington Library -£ 2800
Neighbourhood Development Plan	2000		1,000	1000	2000	Referendum - Marketing/publicity costs
Projects Budget					6000	For projects identified / developed in year.
<b>10. Elections</b>	18000	0	18,000	0	18000	
<b>11. Allotments</b>	5800	925	5,800	0	5800	
<b>12 Budget Options</b>				0		
Planter maintenance					500	
VE Day celebrations	3000	20	20	2980	0	One off - thus removed.
<b>TOTALS</b>	<b>417,402</b>		<b>Underspend/Overspend</b>	16288	<b>414,266</b>	
<b>Less Projected Income</b>	3,200		less projected income	2,000		Reduced to reflect interest rates
<b>Underspend/Overspend</b>	<b>3,427</b>					
Budget requirement before reserves		<b>410,775</b>	Budget requirement before reserves		<b>412,266</b>	
Less Contribution from reserves		10,000	Less Contribution from reserves (if any)			
<b>Total budget requirement from Precept</b>		<b>400,775</b>	<b>Total budget requirement from Precept</b>		<b>412,266</b>	
<b>Projected Precept at Band D</b>		<b>£23.48</b>	<b>Projected Precept at Band D</b>		<b>£23.94</b>	
<b>Budget as % of 19/20</b>		<b>108.71%</b>	<b>Budget as Percentage of 2020/21</b>		<b>100.36%</b>	
<b>% Precept increase</b>		<b>106.55%</b>	<b>Precept as % of 2020/21</b>		<b>101.95%</b>	
<b>Reserves (Balances) at April 2019</b>		<b>£218,833</b>	<b>Reserves (Balances) at April 2020</b>		<b>£142,333</b>	

## **Item 6 Appendix B**

### **Commentary on draft budget**

The commentary below provides supporting / explanatory information for any notable changes to last year's budget contained in the draft budget as recommended to Council by Policy & Resources Committee.

The numbering in the text below reflects the numbers used for budget headings in the draft budget, for ease of reference.

Commentary / Supporting Information:

#### **2. Employee Salaries**

The draft budget allocation for salaries shows a reduction from 2020/21. This is based on further calculations and reflects a number of factors:

- Salary of new Town Clerk at a lower point in the salary band compared to predecessor.
- No essential car user allowance for new Town Clerk.
- Anticipate very limited % salary increases / possible pay freeze for 2021/22 (with some exemptions), based on government statements.

#### **3. Mayoral Transport**

- Garage Rental - Increase allowed for garage rental costs, based on informal advice from WDC ref possible costs for 2021/22.
- Lease charges - Current 3 year lease for mayoral car expires in September. Any changes to the lease at the end of this period may have financial implications and will need to be considered in detail.

#### **4. Civic Expenses**

- Reduction in the budget line for 'Civic Regalia – Purchase' from £2400 (2020/21) to £1000 for 2021/22, as it is understood this was a significant increase, presumably for one off purchase.

#### **5. Administrative expenses**

- Insurance – costs fixed for 3 yrs from 2020/21.
- WALC (& NALC) membership – increase for anticipated rise in costs
- Audit fees - increase for anticipated rise in costs
- Staff training & memberships – increase relating to new Town Clerk, notably Certificate in Local Council Administration (CiLCA) training and registration fees.
- BACS & Electronic Banking – increase for potential costs associated with move to electronic banking arrangements.
- Mobile phone costs – proposed budget for mobile phone costs.
- Software costs – new ways of working during the current year have resulted in adoption of new software for which there will be ongoing licensing costs – notably Zoom (for meetings), Microsoft sharepoint (cloud hosting of files) and Microsoft Office 365. Virus software also incurs regular costs.
- Accountancy software – to enable revision of finance arrangements to meet business needs.
- Website redesign – the redesign of the Town Council's website has been identified as a future action.

- Staff recruitment – consultancy support – this item was identified in 2020/21 specifically to support the appointment of a new Town Clerk. This has been reduced significantly, retaining a small budget for any further specialist advice required.

#### **6. Property and Asset Maintenance**

- Increases in relation to the Town Council offices in the Town Hall, including provision for maintenance.
- Telephone Kiosk – Clarendon Avenue. A reduced amount for maintenance is included.
- Lillington Highway Signage – Moved to property and asset maintenance and a reduced amount of £500 included for maintenance costs.

#### **9. Grants and Section 137 expenditure**

- Community grants – slight revision to community grants budget, taking into consideration use of reserves for last financial year and scale of applications considered this year.
- Inclusion of a 'Projects Budget' – to provide resources for project initiatives that are identified / brought forward during 2021/22. It was noted that clear project proposals would need to be identified and provided to the Policy & Resources Committee.

#### **12 Budget Options**

- VE Day Celebrations – was one-off, thus to be deleted
- Planter maintenance – responsibility taken on during the year.

**Income** – projected income has been reduced to reflect interest rates.

## **REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 14<sup>TH</sup> JANUARY 2021**

### **Agenda Item 7 – IT & Communications**

#### 1. **Purpose of the report**

To enable Council to consider further investment in IT and Communications infrastructure.

#### 2. **Introduction**

- 2.1 The Covid Pandemic situation has forced the Town Council (along with many organisations) to consider their I.T. and communications infrastructure, to enable them to continue to work effectively. Some key improvements have been put in place over recent months.

Even after the current pandemic situation is resolved, being able to work effectively and efficiently, both from our office base and from other locations will be of great benefit.

#### 3. **Actions already taken**

- 3.1 Cloud system – files are now stored in ‘the Cloud’ enabling access remotely. Software such as Zoom is being used effectively for meetings and other communication.
- 3.2 New Laptop – the Town Clerk’s PC has been replaced with a new laptop, which is now synced with files stored in ‘the cloud’. This enables effective working from office or home/remote location for the Town Clerk and effective access to virtual meetings.
- 3.3 A business mobile phone has been purchased and a monthly contract entered into. This has enabled the office landline to be diverted to the LSTC mobile phone during recent Covid lockdown and enabled outgoing business calls to be made.

#### 4. **Current Situation**

Current IT arrangements have recently been reviewed. Some key points are summarised below:

- 4.1 The 2 PCs in the office are 6+ and 4+ years old respectively. This is quite old in IT terms. They are using Microsoft Office 2016 software.
- 4.2 The new laptop is now using Microsoft Office 365 software. This is provided on a monthly subscription model, rather than an one-off purchase. This means the software is constantly updated, assisting compatibility and security.
- 4.3 Other Town Council staff are currently working from home, using their own I.T. equipment. While files can be accessed from the ‘cloud’ and emails also accessed

remotely, this is not as efficient as using Town Council provided and managed equipment. It also requires staff to use / provide their own equipment, which isn't subject to any support / maintenance arrangements. It also means security issues cannot be managed as effectively as with LSTC provided equipment.

- 4.4 Telephone contact - While working from home, officers can be contacted by email. However, telephone contact is more difficult with only one single mobile phone available. This means officers potentially being asked to use their own personal telephones / mobiles to receive and make work telephone calls. This is also the case when based in the office but when working at events or off site.
- 4.5 Social media - The Town Council remains keen to raise its profile and awareness of key issues, including through the effective use of social media. It has increased its social media output in recent weeks, both with its own messaging and amplifying communications from partner organisations where appropriate. Staff leading on social media activity are having to use their own personal equipment (mobile phone) for the purposes of taking photos / videos, uploading to social media and managing social media content.
- 4.6 I.T. Security  
A number of further, enhanced security options have been identified by our I.T. supplier. These will need to be assessed in more detail to understand their benefits and implications.

## 5. **Future working arrangements**

Although the current work from home situation has been forced on us by the Covid pandemic, it is likely that working flexibly will continue to feature in the way that we operate in the future. This could be due to ongoing Covid restrictions in 2021 or simply due to flexible working arrangements (on a regular or occasional basis) to meet the needs of the Town Council and it's staff.

## 6. **Summary / Proposals**

It is proposed that the following actions are taken to further improve I.T and communications capacity.

- 5.1 Replacement of 2 PCs in the office with 2 further laptops (and relevant peripheral equipment), enabling the Democratic Support Officer and Civic Officer to work effectively in the office, at home or at any other suitable remote location. This will also achieve increased security as work undertaken will be with LSTC equipment.
- 5.2 Move to Microsoft Office 365 licenses for all staff.  
This will enable consistency of software across the staff. It will ensure regular software updates are made. It will also enable access to data / information to be managed and controlled more effectively through an improved system of folder / file permissions for different staff members. This is important from a Data Protection / Information Governance perspective.
- 5.3 Further review of IT issues, including:

security issues  
members email system  
relevant training

- 5.4 Purchase of two further mobile phones for staff (and associated contracts), enabling them to make business telephone calls without having to use their personal phones and enabling them to undertake duties associated with the Town Council's social media output.

6. **Financial implications:**

6.1 Laptop purchases

Depending on final specification, each laptop is likely to cost in the region of £600 - £750 each. This includes a 3 year support package and set up / installation costs. Some peripheral equipment may be required for operational / health and safety reasons.

6.2 Software costs

Microsoft Office 365 – monthly licence costs are approx. £10 per month per user. For 3 officers, this would be in the region of £360 per annum in total.

Anti – virus software. Approx £90 per annum.

Zoom – Approx £150 per annum.

These costs have been incorporated into the draft budget for 2021/22 which is a separate item on this agenda.

- 6.3 Mobile phone purchases – anticipated in the region of £300 (total) for 2 new mobile phones. Also any peripheral equipment such as tripod for taking photos / video for social media.

- 6.4 Mobile phone contracts – anticipated total cost of £300 per annum for 3 mobile phone contracts. This has been incorporated into the draft budget for 2021/22.

- 6.5 The purchases of hardware (new laptops, mobile phones and peripheral eqpt) can be undertaken using existing budgets from the current financial year, using a portion of the underspend experienced due to the Covid pandemic. This provides an opportunity to significantly improve the IT equipment within current budgets. It is anticipated that this will be achievable with expenditure up to the value of £2,500.

7. **Policy & Resources Committee**

Policy & Resources Committee considered IT & Communication issues at their meetings on 8<sup>th</sup> October and 16<sup>th</sup> December. At the meeting on 16<sup>th</sup> December the committee resolved:

*that it is recommended to Council that the IT & Communications improvements identified be approved and implemented.*

8. **Recommendations**

- i) That the Council notes the issues raised in the report regarding IT & Communications arrangements and infrastructure.
- ii) That the Council approves the purchase of IT & Communications equipment (2 x laptop computers, 2 x mobile phones and associated peripherals) from underspends within the current year's budget.

## **REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 14<sup>TH</sup> JANUARY 2021**

### **Agenda Item 8 – STREET TREES**

#### 1. **Purpose of the report**

To update Council on the situation regarding street trees and to consider the allocation of any additional funding for tree planting in the current year.

#### 2. **Background / context**

##### 2.1 The Town Council works in conjunction with Warwickshire County Council's Forestry Service on street trees in the town.

This involves a financial contribution from the Town Council of £16,500 per annum, made up of £10,000 for street tree maintenance and £6,500 for planting of new street trees.

The identification of potential new street trees is co-ordinated by the Democratic Support Officer working with the Town Council's Cultural & Community Committee. These can be identified directly by residents or via Town Councillors. There is then liaison with Warwickshire County Council to consider proposals in more detail. A range of factors is considered before a tree is approved / planted, including suitability, constraints, exact location, type of tree and of course availability of funds.

#### 3. **Current Situation**

##### 3.1 It is understood that due to the timing of invoices being received from WCC, the invoices in relation to tree maintenance work (£10k) and tree planting (£6.5k) in the 2019/20 financial year, were in fact paid in the current (2020/21) financial year. Therefore technically this year's Town Council budget for tree maintenance and planting has already been spent.

##### 3.2 Planting

Warwickshire County Council's Forestry service has indicated that they can undertake some additional tree planting in the remaining part of the current 2020/21 financial year, but would need additional funding from the Town Council to do so.

The Democratic Support Officer / Cultural & Community Committee have collated a list of potential new street tree locations.

##### 3.3 Tree maintenance

Warwickshire County Council has advised that it has not been able to undertake the anticipated tree maintenance work in the current 2020/21 year for various reasons, including staffing issues. It intends to undertake this work in 2021/22. This will actually mean that the Town Council's budget for street tree maintenance is re-



aligned with the timing of the actual work taking place. (subject to the inclusion of the street tree element in the budget for 2021/22.)

The Cultural & Community Committee has identified a number of issues / questions that it wishes to seek clarification from WCC's Forestry Service. It has also agreed to request that the WCC forestry service provide an annual feedback report on street tree activity in the town and attend a meeting of the Cultural & Community Committee to present the report. This should enable clarification of the processes involved to ensure they are clear to all parties and inform future street tree activity.

#### 4. **Summary**

Due to timing of invoicing, payments for tree maintenance work (£10k) and tree planting (£6.5k) in the 2019/20 financial year, were in fact paid in the current (2020/21) financial year. Therefore technically this year's Town Council budget for tree maintenance and planting has already been spent.

The WCC Forestry Service has been unable to undertake its usual street tree maintenance activity in Leamington Spa this year but plans to do so in 2021/22.

The Cultural & Community Committee is seeking further information / dialogue with WCC's Forestry Service.

The WCC Forestry Service has indicated that they can undertake further street tree planting in the current financial year, but would need additional funding for this purpose. Due to underspends in the current financial year (related to Covid impacts on activities), the Town Council could allocate additional funding from within its current year's budget.

#### 5. **Recommendations**

- i) That the Council note the update provided in relation to street trees in the town.
- ii) That the Town Council consider whether it would like to allocate additional funding for planting of street trees in the remainder of the current 2020/21 financial year. If so the sum of £2,500 is suggested and can be funded from anticipated underspends in the current year's budgets.
- iii) That the Cultural & Community Committee continues to liaise with WCC's Forestry service to clarify and refine the processes relating to street tree maintenance and planning.

## Agenda Item 9a

### THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA

#### MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 5<sup>th</sup> NOVEMBER 2020. THE MEETING TOOK PLACE VIRTUALLY VIA ZOOM.

Present: Councillors Julija Boulton, Jennifer McAllister, David Brunson, Mubarik Chowdry, Amanda Stevens, Janet Alty and Nick Wilkins

Apologies: Councillor Navdeep Kaur Atwal

#### **73. DECLARATIONS OF INTEREST AND REQUIREMENTS FOR DISPENSATIONS**

Councillor Alty declared a non-pecuniary interest in application W/20/1360 as she knows the owner of 35 St Mary's Road CV31 1JP which is a neighbouring property to the applicant property.

#### **74. PUBLIC FORUM**

No representations were made

#### **75. MINUTES**

The Minutes of the Planning Committee held on 15<sup>th</sup> October 2020, having been circulated, were considered.

**RESOLVED** that the Minutes of the Meeting of the Planning Committee held on 15<sup>th</sup> October 2020 are confirmed and signed as a correct record.

#### **76. 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:

W/20/1527                      Rowley Construction & Property Services Ltd                      Change of use from retail storage to 3 no. residential flats with the addition of a second floor and alterations to shop fronts                      15-17 Clemens Street CV31 2DW

**RESOLVED** that no objection is raised, subject to no objection from Environmental Health and confirmation that the issues raised by Environmental Health on the previous application (W/20/0840) have been satisfactorily resolved.

W/20/1548                      Mr Kandola                      Variation of condition 2 (plan numbers) to allow for improved pedestrian visibility and retention of existing garage and removal of condition 4 (removal of garage prior to occupation) to allow for retention of garage of permission W/19/0729                      29 Grosvenor Road CV31 2NN

**RESOLVED** that no objection is raised

W/20/1464 JPP Application for new vehicular access point, fencing and internal remedial works for site security Shires Gate Trade Park Unit 1 Tachbrook Park Drive CV34 6SA

**RESOLVED** that no objection is raised, subject to no objection from Highways

W/20/1492 Mr E Shanmugasundaram Change of use of ground floor retail (A1) to restaurant/takeaway (A3/A5) and extractor flue at the rear 4 The Shopping Centre St Margaret's Road CV31 2NT

**RESOLVED** that no objection is raised, subject to no objection from Environmental Health

W/20/0738 Jenny Whitford Change of use from single dwelling (C3) to children's day nursery (E) for up to 22 children 46 Westlea Road CV31 3JJ

**RESOLVED** that a holding Objection is raised until comments are received from Highways. We have concerns around lack of parking and a drop-off/pick-up area for parents, highway safety issues and negative impact on the neighbours' amenity if cars being to park in numbers opposite a T junction.

W/20/1372 Sumra Proposed replacement of rear garden retaining wall and fence following demolition of existing. Proposed replacement of existing vehicle access gate with new automated gate 15 Church Hill CV32 5AZ

**RESOLVED** that no objection is raised, subject to no objection from Conservation

W/20/1606 Turnbrook Ltd Partial demolition, and external and internal alterations to to facilitate conversion of existing hotel to 27 residential apartments together with associated car parking and landscaping works Falstaff Hotel Warwick New Road CV32 5JQ

**RESOLVED** that an objection is raised on the following grounds:

1. Overdevelopment of the site, deficiency in proposed on-site parking spaces and deficiency in residents' amenity space provided.
2. Comments required from Highways and Conservation.

The Town Council supports a redevelopment of this site for residential use but is concerned to see no financial contribution or affordable housing is proposed. This means the redevelopment would make no contribution to mitigate the impacts on infrastructure it would have. Disappointing to see no mention of consideration of the Neighbourhood Plan.

W/20/1136 Mr D Koursaris Proposed demolition of existing chalet bungalow and erection of 3 no. detached dwellings 274 Cubbington Road CV32 7AX

**RESOLVED** that an objection is raised on the following grounds:

1. Overdevelopment of the site in terms of height, size and massing.
2. On-site parking provision deficiency
3. Support the comments of the LLFA in terms of requiring the submission of an appropriate drainage strategy
4. Support the comments of the Landscaping officer in terms of requiring the submission of a tree and hedge survey and proposed planting details
5. Support the comments of the Ecology officer in terms of a requiring the submission of a satisfactory scheme for biodiversity enhancements

The Town Council also notes the lack of street scene context in the street scene and 3D drawings submitted. If neighbouring properties are not shown, it becomes impossible to judge the proposed buildings in relation to those properties.

W/20/1669      A Parker      Demolition of existing dwelling and construction of 6 no. new apartments with associated car parking, bin store and landscaping works. Proposals include removal of existing TPO'd tree and details of replacement tree planting.      2 Woodcote Road CV32 6PY

**RESOLVED** that the objection submitted to application W/19/1842 is maintained – points 1 - 4. Holding objection on points 5-7 until comments are received from Highways, the LLFA and Landscape.

Very little attempt seems to have been made to address issues raised on the previous application.

W/20/1207      Spitfire Bespoke Homes Ltd      Part demolition of existing buildings, retention of Huntley Lodge frontage to Northumberland Road and retention of existing substation. Erection of 3 no. detached dwelling houses, together with access from Northumberland Road and associated engineering and landscaping works      Huntley Lodge 47 Northumberland Road

**RESOLVED** that no objection is raised, subject to no objection from Conservation.

The Town Council notes and appreciates the effort made by this applicant to submit a Building for Life 12 assessment as highlighted and supported in the Leamington Spa Neighbourhood Plan.

W/20/1360      Mr W Stuart      First floor extension to the rear      56 Chesham Street C V31 1JS

**RESOLVED** that no objection is raised, subject to the minimum separation distances having been met to 54 Chesham Street and 35 St Mary's Road.

The Town Council would like to highlight the poor quality of the drawings and plans submitted for this application - they were not very legible on screen.

**In accordance with the Council's Code of Conduct, Councillor Alty, having declared a non-pecuniary interest in the above item by reason of knowing the owner of 35 St Mary's Road CV31 1JP which is a neighbouring property to the applicant property, did not take part in the discussion thereon.**

## **77. DETERMINATION OF PLANNING APPLICATIONS**

Consideration was given to a Report (Report No. 7) containing details of planning applications in which the Planning Authority had arrived at a decision contrary to the observations and decisions of this Committee.

**RESOLVED** that the determinations in the Report are noted.

## **78. PLANNING APPEAL NOTIFICATIONS**

The following Planning Appeal notifications were reported:

Application No: W/20/0170  
Applicant: Eversleigh House Nursing Home  
Site: 2-4 Clarendon Place CV32 5QN  
Description: External works to provide car parking and landscaping

Application No: W/20/0466  
Applicant: WM Morrison Supermarkets plc  
Site: Morrisons Old Warwick Road CV31 3NT  
Description: Retrospective application for the erection of 3 no. structures comprising MOT test pod, wheel repair pod and car body repair centre (resubmission of W/19/2163)

Application No: W/20/0801  
Applicant: Mr Finbarr McCarthy  
Site: 5 Cubbington Road Lillington CV32 7AA  
Description: Erection of a front boundary wall with gate piers and railing

Application No: W/20/0716  
Applicant: Mr S Malle  
Site: 28 Kenilworth Road CV32 6JE  
Description: Construction of two storey rear extension to provide 2 no. 3 bedroom apartments (resubmission of W/19/1139)

Application No: W/20/0717LB  
Applicant: Mr S Malle  
Site: 28 Kenilworth Road CV32 6JE  
Description: Construction of two storey rear extension to provide 2 no. 3 bedroom apartments

Application No: W/20/0775  
Applicant: Mr & Mrs P Lightfoot  
Site: 10 Almond Avenue CV32 6QD  
Description: Demolition of existing single storey side wing, erection of a two storey side extension, erection of a single storey front extension, single storey rear extension and front porch

**RESOLVED** that the Report is noted.

## **70. PLANNING APPEAL DECISIONS**

Appeal Reference No: APP/T3725/C/20/3252367  
Applicant: L Vraitch  
Site: 115 Brunswick Street CV31 2EF

Description: The appeal was made against an enforcement notice issued by Warwick District Council. The breach of planning control as alleged in the notice is: Without planning permission, the change of use from a dwellinghouse (C3) to a House in Multiple Occupation (Class 4)

The requirements of the notice are (i) Permanently cease the use of the Land as House in Multiple Occupation (Class C4) and for any other multiple occupation (ii) Reinstate the Land to its former use as a single dwelling house (Class C3)

The period for compliance with the requirements is six calendar months.

Decision: Dismissed

Appeal Reference No: APP/T3725/F/20/3253269

Applicant: Mr Shalbinder Malle

Site: 64 Bath Street CV31 3AE

Description: The contravention of listed building control alleged in the notice is the removal of historic timber panelled front door, door frame and fanlight and its replacement by the installation of a uPVC door set and decorative glass fanlight. The requirements of the notice are 1. Permanently remove the uPVC door set and fanlight in their entirety from the land; and 2. Install a replacement painted solid timber door, frame and glazed fanlight sized to fit the historic structural aperture.

Door to be with top, bottom and lock rail, latch and hinge stile, lower raised fielded panel and upper glazed panel. The door, frame and fanlight above to match in style and proportion to that of the historic door, frame and fanlight.

The period for compliance with the requirements is six calendar months.

Decision: Dismissed

## **71. TREE PRESERVATION ORDERS**

There were none.

## **72. AOB**

There was none.

## Agenda Item 9b

### **MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 26<sup>th</sup> NOVEMBER 2020.** **THE MEETING TOOK PLACE VIRTUALLY VIA ZOOM.**

Present: Councillors Julija Boulton, Jennifer McAllister, David Brunson, Bill Gifford (substituting for Cllr Chowdry), Amanda Stevens, Janet Alty and Nick Wilkins

Apologies: Councillor Mubarik Chowdry

Absent: Councillor Navdeep Kaur Atwal

#### **82. DECLARATIONS OF INTEREST AND REQUIREMENTS FOR DISPENSATIONS**

Councillor Alty declared a non-pecuniary interest in application W/20/1360 as she knows the owner of 35 St Mary's Road CV31 1JP which is a neighbouring property to the applicant property.

#### **83. PUBLIC FORUM**

No representations were made

#### **84. MINUTES**

The Minutes of the Planning Committee held on 5<sup>th</sup> November 2020, having been circulated, were considered.

**RESOLVED** that the Minutes of the Meeting of the Planning Committee held on 5<sup>th</sup> November 2020 are confirmed and signed as a correct record.

#### **85. 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:

W/20/1531 Ms J Auila Proposed erection of single storey side and rear extensions. Resubmission of previous application W/20/1197 8 The Close CV31 2BL

**RESOLVED** that no objection is raised.

W/20/1575 Hancock Town Planning. Conversion of first, second and third floors form Class A2 office to provide three one-bedroom flats. Estate House 4 Euston Place CV32 4LN

**RESOLVED** that no objection is raised, subject to no objection from Conservation and the removal of parking permits for future residents. The Town Council would also like to see electric vehicle charging points installed on this site.

W/20/1576LB Hancock Town Planning. Conversion of first, second and third floors form Class A2 office to provide three one-bedroom flats. Estate House 4 Euston Place CV32 4LN

**RESOLVED** that no objection is raised, subject to no objection from Conservation and the removal of parking permits for future residents. The Town Council would also like to see electric vehicle charging points installed on this site.

W/20/1537                      Mr G Matharu                      Retrospective application for retention of lightwells and basement windows – resubmission of previous application W/19/1828  
9 Leicester Street CV32 4TG

**RESOLVED** that no objection is raised, subject to no objection from the Conservation officer

W/20/1805LB.                      Sureway Property Services Ltd                      Changes to the interior layout to reduce the number of flats on the middle floor from 3 one bedrooms to 2 two bedroom flats. There is no change to the external elevations, windows etc. In association with NMA submitted for W/19/1142  
4 Portland Street CV32 5HE

**RESOLVED** that no objection is raised, subject to no objection from the Conservation officer and that the Unilateral Undertaking not to provide on-street parking permits for future occupants is applied again to this application as it was to the previous application.

W/20/1524                      Mr P Kunner                      Proposed erection of single storey rear extension, and two storey side extension incorporating existing single storey side element  
20 Avonlea Rise CV32 6HT

**RESOLVED** that no objection is raised

W/20/1491                      Mr & Mrs McCarthy                      Single story front extension, replacement porch, new windows and doors and external render and cladding  
27a Kenilworth Road CV32 6JD

**RESOLVED** that no objection is raised, subject to submission of a bat survey as requested

W/20/1510                      Cocker                      Two Storey Rear Extension and front open porch  
28 Freemans Close CV32 6EZ

**RESOLVED** that no objection is raised, subject to submission of information as requested by the Ecology officer

W/20/1545                      Mrs Catherine Jackson                      Proposed erection single storey flat and pitched roof rear extension. Proposed extension to existing side dormer  
29 Woodcote Road CV32 6PZ

**RESOLVED** that an objection is raised on the following ground:

This proposal has the effect of creating a flat roofed extension on the property which is not in line with the Residential Design Guide and constitutes a poor quality design solution.

W/20/1502                      Mr S Burden                      Two storey front extension & single storey rear extension  
38 Warren Close CV32 6LA



**RESOLVED** that no objection is raised

W/20/1707 N/a Reserved Matters application pursuant to condition 1 of planning permission W/17/1518 for details of appearance, landscaping, layout and scale in respect of Phase 3 for the construction of three commercial units (Use Class B1 [Use Class E from 01.09.2020], B2, B8) with ancillary offices, associated infrastructure, car and cycle parking, drainage infrastructure, boundary treatments, landscaping and other ancillary works Spa Park Tachbrook Road CV31 3HH

**RESOLVED** that no objection is raised subject to the issues raised by the Environmental Health officer being resolved satisfactorily

W/20/1360 Mr W Stuart First floor extension to the rear 56 Chesham Street CV31 1JS

**RESOLVED** that no objection is raised as the amended plans submitted meet the minimum distance separation required.

**In accordance with the Council's Code of Conduct, Councillor Alty, having declared a non-pecuniary interest in the above item by reason of knowing the owner of 35 St Mary's Road CV31 1JP which is a neighbouring property to the applicant property, did not take part in the discussion thereon.**

#### **86. DETERMINATION OF PLANNING APPLICATIONS**

Consideration was given to a Report (Report No. 7) containing details of planning applications in which the Planning Authority had arrived at a decision contrary to the observations and decisions of this Committee.

**RESOLVED** that the determinations in the Report are noted.

#### **87. PLANNING APPEAL NOTIFICATIONS**

The following Planning Appeal notifications were reported:

Application No: W/20/0121  
Applicant: Mr George Scott  
Site: 121 Warwick New Road CV32 6AB  
Description: Erection of single storey rear extension (retrospective application)

Application No: W/19/1197  
Applicant: Ms J Gill  
Site: 89 Shrubland Street CV31 2AR  
Description: Change of use from dwelling (C3) to 7 bed House in Multiple Occupation (sui generis) (retrospective)

**RESOLVED** that the Report is noted.

#### **88. PLANNING APPEAL DECISIONS**

#### **89. TREE PRESERVATION ORDERS**

There were none.

#### **90. AOB**

The Warwick District Council HMO licensing and planning permission consultation survey is now available online at:

[https://www.warwickdc.gov.uk/info/20163/private\\_housing/179/houses\\_in\\_multiple\\_occupati  
on/3](https://www.warwickdc.gov.uk/info/20163/private_housing/179/houses_in_multiple_occupati<br/>on/3)

HMO licensing and planning permission have legally been two separate pieces of legislation and one could not be used to enforce the other. However, this situation has changed following Government guidance, case law and specialist Counsel's opinion and WDC feel that there are now two options for resolving the conflict between HMO Licensing and planning permission which they are consulting on.

All members to be sent the link to complete the survey before the deadline of 8<sup>th</sup> January 2021.

## Agenda Item 9c

### THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA

#### MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 17<sup>th</sup> DECEMBER 2020. THE MEETING TOOK PLACE VIRTUALLY VIA ZOOM.

Present: Councillors Julija Boultone, Jennifer McAllister, David Brunson, Mubarik Chowdry, Amanda Stevens, Janet Alty, Navdeep Kaur Atwal and Nick Wilkins

Apologies: Councillor Julija Boultone (left the meeting at 6:08pm due to technical difficulties)

#### **91. DECLARATIONS OF INTEREST AND REQUIREMENTS FOR DISPENSATIONS**

There were none.

#### **92. PUBLIC FORUM**

One member of the public, Kiran Singh, was present in the meeting until 6:55pm. No representations were made.

#### **93. MINUTES**

The Minutes of the Planning Committee held on 26<sup>th</sup> November 2020, having been circulated, were considered.

**RESOLVED** that the Minutes of the Meeting of the Planning Committee held on 26<sup>th</sup> November 2020 are confirmed and signed as a correct record.

#### **94. 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:

W/20/1887                      GB Investments & Cancilla Construction Ltd                      Demolition of two houses of multiple occupation and construction of five storey purpose built student accommodation consisting of 17 apartments totalling 54 bed spaces and associated external works                      3 Wise Terrace CV31 3AS

**RESOLVED** that an objection is raised on the following grounds:

1. The size, bulk and massing of the proposed development is overdevelopment of the site which is not in line with Local Plan Policy BE1f) nor with Neighbourhood Plan Policies RLS1 2), RLS3 c) and RLS 15 b)
2. The proposal does not create a sufficiently active frontage to the canal thus having a negative impact on the Conservation Area
3. Potential for overlooking from existing adjacent properties, having a negative impact on future residents' amenity
4. Lack of sufficient on-site parking provision as per WDC Parking Standards

SPD - the experience of Althorpe Street suggests that trying to prevent student parking in surrounding streets is very challenging.

5. HMO calculation of 40.77% far exceeds the 10% threshold in Local Plan Policy H6a)

Holding objection until comments are received from WCC Highways in terms of access, highway safety and parking.

The Town Council would like to see more cycle parking provision on site and better cycle access to the towpath. Also support the comments of the Police Designing out Crime Officer with regard to the development being built to the minimum standard that complies with Secured By Design (New Homes 2019) Silver and this being made a condition of this application.

W/20/1764 Indigo Brain Architecture Change of use of a ground floor garage/workshop and 2 no. first floor apartments to a 3 bedroomed dwelling 8 Eastfield Road CV32 4EX

**RESOLVED** that a holding objection is raised on the following grounds:

Support the comments of the Ecology officer in requiring a bat survey to be submitted prior to determination of the application, and to support the comments of the Health and Community Protection officer with regard to the issues raised around the location and possible adverse impacts on the proposed development of the electricity substation.

The Town Council also notes the possibility of overlooking the neighbours' amenity space from the proposed terrace space.

W/20/1626 Ms Ellie Seymour Erection of single storey wrap around extension to side and rear of existing dwelling to create additional living space 27 Kelvin Road CV32 7TF

**RESOLVED** that an objection is raised on the following grounds:

The WDC Residential Design Guide states that a single storey flat roofed extension should not be introduced to the side of semi detached dwellings - this design does not concur with this.

W/20/1589 Mr & Mrs Martin Proposed demolition of single storey lean to utility room and erection of side/rear single storey extension, minor internal alterations and revision to fenestration 3 Acacia Road CV32 6EF

**RESOLVED** that no objection is raised - it would be preferable if the design could be reconfigured so it was not in breach of the 45 degree line any longer.

W/20/1685 Mr M Hurst removal of existing front boundary wall and gates and construction of a new wall, piers and wrought iron railings/wrought iron gate to a total overall height of 1.7m. 40 Northumberland Road CV32 6HB

**RESOLVED** that no objection raised subject to no objection from the Conservation officer

**RESOLVED** that no objection is raised - the Town Council is supportive of this application as it will enable more activities for a larger number of participants to take place at Foundry Wood.

#### **95. DETERMINATION OF PLANNING APPLICATIONS**

Consideration was given to a Report (Report No. 7) containing details of planning applications in which the Planning Authority had arrived at a decision contrary to the observations and decisions of this Committee.

**RESOLVED** that the determinations in the Report are noted.

#### **96. PLANNING APPEAL NOTIFICATIONS**

There were none.

#### **97. PLANNING APPEAL DECISIONS**

The following Planning Appeal Decisions were noted:

Application No: W/20/0980  
Applicant: Mr Jas Pangli  
Site: 9 Camberwell Terrace CV31 1LP  
Description: Renovating an existing basement by increasing the ceiling height, introducing a new lightwell as means of fire escape and reinstating a smaller existing lightwell.  
Decision: Dismissed

Application No; W/19/2006  
Applicant: Sureway Property Services Group  
Site: Unit 1 Moss Street CV31 2DA  
Description: The application sought planning permission for a 32 bed HMO (in association with 15 bed HMO previously approved under reference W/15/0994 dated 10 August 2015) following demolition of existing commercial buildings on land at the rear of 1-3 Althorpe Street at Unit 1, Moss Street, Leamington Spa, Warwickshire CV31 2DA without complying with a condition attached to planning permission Ref W/15/2154, dated 30 December 2016. The condition in dispute is No.15 which states that: “The building hereby permitted shall be used solely as a student hall of residence and ancillary purposes thereto, being occupied solely by persons enrolled in a full time course of higher education.” The reason given for the condition is: “A condition (15) restricts the development to use as a students’ residence to reflect the on-site parking provision made.”  
Decision: Dismissed

Application No: W/19/1949  
Applicant: Mr Steven White  
Site: Garage 22 St Mary’s Terrace CV31 1JT  
Description: Conversion of existing storage into residential dwelling  
Decision: Dismissed

Application No: W/20/0247

Applicant: Mr Patrick O'Sullivan

Site: 3-5 Mill Street CV31 1ES

Description: Subdivision of 3 and 5 Mill Street to create two separate dwellings, single storey extensions to the rear, dormers within rear roof slope, application of render to front elevation, insertion of windows at first floor level to front elevation, new front boundary wall with railings

Decision: Dismissed

Application No: W/20/0775

Applicant: Mr & Mrs Lightfoot

Site: 10 Almond Avenue CV32 6QD

Description: Porch and single storey extension to front, two storey side extension and single storey rear extension

Decision: Allowed

## **98. TREE PRESERVATION ORDERS**

There were none.

## **99. AOB**

- Members were reminded that the deadline on the WDC consultation on HMO Licensing/Planning Permission was 8<sup>th</sup> January 2021 and to complete the online survey if they had not already done so.
- All Planning Committee members had been sent an electronic invitation by Rajinder Reddy of WDC Planning Enforcement to a Planning Enforcement training session on either 18<sup>th</sup> or 25<sup>th</sup> January 2021. The session on the 18<sup>th</sup> January was now full. If any members did wish to attend the session on 25<sup>th</sup> January, they were asked to contact the Democratic Support Officer (DSO) and she would pass any more names onto Rajinder. Councillor McAllister commented that both sessions were scheduled to take place during the day when she would be at work and would find it difficult to attend although she would like to. This point to be raised with Rajinder by the DSO.
- Members were informed of an online consultation running between 16<sup>th</sup> and 23<sup>rd</sup> December by Aldi regarding their proposal to build a new store on the site of the old Mothercare unit on the Leamington Shopping Park. This store would then replace the existing store on Queensway. This Committee will have the opportunity to comment further when the planning application comes through.

## Agenda Item 9d

### **MINUTES OF A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE HELD ON 2<sup>nd</sup> NOVEMBER 2020**

The meeting was held remotely in accordance with the Coronavirus Act 2020.

Present: Councillors David Brunson, Jennifer McAllister, Judith Clarke, Louisa Radice, Amanda Stevens and Will Bryce

#### 27. **APOLOGIES FOR ABSENCE**

Apologies - Councillor Julija Boulton.

Absent – Councillor Amy Evans

#### 28. **DECLARATIONS OF INTEREST**

Councillor Amanda Stevens declared a non-pecuniary interest as a member of and walk leader for the Leamington History Group (agenda item 12)

#### 29. **PUBLIC FORUM**

There were no representations from Members of the public

#### 30. **TOWN TWINNING MATTERS**

Mrs Karen McQueen (chair of the Leamington International Twinning Society) sent apologies, having nothing further to report since the previous meeting of this Committee on 5<sup>th</sup> October 2020. She will have an update to share at the meeting scheduled for 11<sup>th</sup> January 2021.

#### 31. **MINUTES**

**RESOLVED** that the Minutes of the Meeting of the Cultural and Community Committee held on 5<sup>th</sup> October 2020 are confirmed and signed as a correct record.

#### 32. **MATTERS ARISING FROM THE MINUTES**

(i) To note progress on requests for further information on those grant applications deferred on 5<sup>th</sup> October.

1. Central England Lipreading Support Trust – this Committee required confirmation that the proposed lipreading course could go ahead at the Brunswick Hub in January 2021. The organisation has a Trustee meeting on 4<sup>th</sup> November 2020 where it will be decided if this course can go ahead in person as planned.
2. St John's Youth & Community Garden – funding to be released to the group once confirmation of necessary permissions has been received by the Town Council. No response from the group to date. Reminder sent on 28<sup>th</sup> October 2020. Response required by start of January 2021.
3. Saturday Friendship Group – this Committee required a more detailed and specific breakdown of costs and what the £2000 requested would be funding. This

information was received from the group on 13<sup>th</sup> October 2020 and this Committee agreed by a 6 member majority to release the funding.

4. Arts Uplift CIC – unfortunately, this project cannot now go ahead as planned at Augustus House due to the tightened Covid 19 restrictions. The group will provide an update at the start of January 2021. Funding has not been released.

**RESOLVED** that the update on additional information requested on these grant applications is noted.

### **33.LEAMINGTON SINGS – EXCEPTIONAL GRANT REQUEST**

A grant application has been made to this Committee to provide funding for a virtual Christmas concert to take place in Leamington Spa. The application has been submitted as a joint endeavour between Heartbreak Productions and David Clargo of Leamington Sings, and the proposed project would result in a Christmas concert of music and readings being streamed live from Spencer Yard on Sunday 20<sup>th</sup> December 2020 at 6pm - free of charge, secular and open to all.

Most of the traditional Christmas events have been cancelled this year in Leamington Spa and this project is submitted as an attempt to fill the gap left. The Committee is asked to provide £825 to fund professional fees of a choir conductor, a music conductor, an accompanist and 3 performers. The choir would otherwise consist of local volunteers and BID Leamington has been approached to provide the costs for the technical aspects of the concert.

Support for this project was expressed followed by discussions regarding the deliverability of this project, given that a new national lockdown for England was announced on 31<sup>st</sup> October 2020. This lockdown will encompass November 2020 thus impacting the ability of Leamington Sings to hold in-person rehearsals as planned.

**RESOLVED** that Leamington Sings be required to confirm that the rehearsals and the performance on 20<sup>th</sup> December 2020 could take place virtually if necessary. Also, that if this is confirmed, that any unspent grant monies be returned to the Town Council.

### **34.COUNCIL OBJECTIVES**

The Committee considered a report on the Town Council objectives relevant to this Committee and was asked to confirm satisfaction with associated actions highlighted within:

- i) The Committee agreed that, given the current public health situation and the upcoming lockdown, the creation of new projects which could be delivered in Leamington Spa to coincide with Coventry City of Culture 2021 should be readdressed in the New Year. It was also agreed that it would be helpful to know if Warwick and/or Kenilworth have any planned projects of a similar nature and that, given the increasing time constraints in delivering anything on a significant scale, it would be best to approach City of Culture to discover if the Town Council could participate in or complement any outreach projects they have planned.



**ACTIONS:** Democratic Support Officer (DSO) to contact Coventry City of Culture to ascertain if there are any proposed outreach projects, and to contact Warwick and Kenilworth Town Councils to find out if those authorities have any plans to connect with City of Culture in 2021.

- ii) It was agreed that an annual review of the Community Grants Scheme will be undertaken and delivered to this Committee by its March meeting. This review to include locations, types, amounts, issues and areas for development. Should any gaps be identified, appropriate engagement should be carried out with local groups/CAVA/Community Forums to establish how the grant funding can be better advertised and made more accessible to more groups where appropriate.  
**ACTIONS:** DSO to deliver annual grants funding review as agreed and lead on any ensuing community engagement efforts.
- iii) It was agreed that an annual feedback report from the Forestry Service at Warwickshire County Council be requested and delivered to this Committee (to include up to date and ongoing expenditure and achievements for that year to date).  
**ACTIONS:** Report to be requested and then delivered in person by the WCC Arboricultural Officer or via the DSO.
- iv) Members agreed that new tree locations/tree issues would be flagged up to the DSO by the October meeting of this Committee on an annual basis. Leamington Spa residents can also contact the Town Council office to request a tree or report any tree issues – this will be advertised via the Town Council website and social media feeds and on posters.  
**ACTIONS:** Committee members to send through new tree requests or flag up tree issues to the DSO by the October meeting of this Committee every year. When any residents raise any tree issues or request new trees, the relevant ward member will be informed by the DSO.
- v) Members concurred that when the Warwickshire CAVA Information Days resume, an officer will attend the event for Warwick District and that an officer should attend the WDC Community Forum meetings more regularly to share information and ensure the Town Council is well informed of local issues.  
**ACTIONS:** A Town Council officer to attend and participate in the CAVA Information Days for Warwick District, and a Town Council officer to attend the WDC Community Forum meetings whenever possible.

**RESOLVED** that this Committee confirms satisfaction with the actions proposed to support these Town Council Objectives

### **35. LEAMINGTON CREATIVE QUARTER**

Members noted the resumption of the Creative Quarter Stakeholder Group and welcomed Town Council officer representation on it.

Consideration was given to a report of the latest Creative Quarter consultation on proposed plans for the Spencer Yard area including the United Reform Church, the

Old Dole Office and the Nursery building as well as the outdoor courtyard space. Members noted the extensive architectural changes proposed to all three buildings and agreed to complete the online survey which Complex Development Projects has organised as a two-week initial consultation on the plans. Once the results of the survey are collated and considered, any changes will be made to the proposed plans in conjunction with guidance from WDC Planning officers.

The online survey will run from 2<sup>nd</sup> - 16<sup>th</sup> November 2020 (it will not be possible to distribute hard copies of the survey in public buildings around Leamington Spa on this occasion due to the lockdown). It was also noted that any outline planning application for this site will come to the Town Council's Planning Committee for consideration therefore there will be a further opportunity for the Town Council to submit a response at that point.

**ACTIONS:** Committee members to consider and complete this online consultation and return any additional comments to the DSO by 9am on 11<sup>th</sup> September 2020. Any comments submitted by then to be collated into a formal response by this Committee on behalf of the Town Council. This response to be circulated to all members by 5pm on 12<sup>th</sup> November for confirmation by 9am on 16<sup>th</sup> November. Agreed response to be submitted to CDOP before the consultation deadline.

**RESOLVED** that this Committee welcomes the resumption of meetings of the Stakeholder Group for the Leamington Creative Quarter and notes all the relevant dates for responses to the ongoing consultation.

### 36. **LEAMINGTON IN BLOOM**

A short report on the activities of the Leamington in Bloom group since the previous meeting of this Committee was considered and noted. Many thanks were given to the members of the Leamington in Bloom group for all their ongoing hard work to maintain as many of their regular activities as possible this year, and congratulations were given on the receipt of special recognition certificates from Heart of England in Bloom and the Royal Horticultural Society.

*(Councillor Bryce entered the meeting at 7pm)*

### 37. **TREES**

The DSO reported on the current situation with the tree programme in Leamington Spa with the Forestry section at WCC. Gavin Callard (Arboricultural Officer) is on long term leave and another officer will be covering some of his duties in his absence. Teresa Llewellyn (Administrator – Forestry Section) had provided an update on the situation in Leamington Spa the main points of which are as follows:

- No additional street tree maintenance works and tree planting works (as funded by the Town Council) have been carried out in town this year
- WCC had got out of sync with their invoicing of tree works and the work that had been carried out in 2019/20 has been paid for now from the 2020/21 budget as previously agreed.

- WCC intend to implement the planned tree works for 2020/21 in the winter of 2021/22.

Members expressed disappointment at the situation and hoped that the schedule of tree works would resume as expected in 2021/22. All allocated monies have been spent on this project for this financial year. Members raised various issues on which clarification will be sought:

- What street tree maintenance has taken place so far in Leamington Spa in 2020?
- Can other contractors plant street trees in the town if WCC agrees locations?
- Does WCC plant and maintain street trees in the town from their own budgets as well as from the funding the Town Council provides?

**ACTIONS:**

- i) The DSO to seek answers to the queries as listed above from the WCC Forestry Section and report back at the next scheduled meeting of this Committee
- ii) Committee members to send new tree location requests and any tree maintenance issues to the DSO. These will then be tabulated and sent on to the Forestry section to be actioned next year.

**RESOLVED** that the lack of progress in 2020 with this project is noted and that all members of this Committee will return any proposed new street tree locations and/or any street tree maintenance issues to the DSO.

**38. BUDGET 2021/22**

The Committee considered a draft budget estimate for expenditure to date and projected expenditure to year end on Cultural & Community project areas in 2020/21. It was agreed to request that in the 2021/22 Budget all funding levels remain the same in 2021/22 as in 2020/21 (the additional £10,000 taken from reserves to help support projects which alleviate loneliness and isolation for residents to be reappraised once the final community grant funding round is concluded in January 2021).

## Agenda item 9e

### **MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 19<sup>th</sup> NOVEMBER, 2020**

This meeting was conducted remotely in accordance with the provisions of the 2020 Coronavirus Regulations

Present: Councillors Sarah Boad (Chair), Janet Alty, Alan Boad, Will Bryce, Mubarik Chowdry, Judith Clarke, Bill Gifford, Louisa Radice and Susan Rasmussen.

Officers: Stephen Marks, Town Clerk

#### **46. Apologies for Absence**

None

#### **47. Declarations of Interest**

Councillor S Boad declared a non-pecuniary interest as a member of Warwickshire County Council.

Councillor B Gifford declared non-pecuniary interests as a member of Warwickshire County Council and as a member of Warwick District Council.

#### **48. Public Forum**

There were no representations from Members of the public.

#### **49. Minutes**

**RESOLVED** that the Minutes of the Meeting of the Policy and Resources Committee held on 8<sup>th</sup> October 2020 (Report No.4) are confirmed as a correct record.

#### **50. Matters Arising from the Minutes**

Banking arrangements were discussed and it was noted that there had been a decision to explore an ethical banking option. Agreed to explore further next year.

The Town Clerk confirmed that the response to Warwickshire Fire & Rescue Service's consultation had been submitted.

**RESOLVED** that the Warwickshire Fire & Rescue service be invited to attend a future meeting.

IT - The Town Clerk confirmed the purchase of one new laptop and related software had taken place.

#### **51. Strategic Objectives**

This item had been included to provide context to the discussion ref budgets. It was noted that the actions to deliver the objectives had been considered further at the meeting of Policy & Resources Committee on 2<sup>nd</sup> March 2020.

It was noted that it had been very difficult to implement many of the actions, given the pandemic situation.

It was agreed that the objectives would be used as a basis for consideration of the budget.

52. **Community Infrastructure Levy**

The meeting considered the report on Community Infrastructure Levy (CIL). It was noted that walking / cycling could be a key element of our approach.

**RESOLVED** that a task and finish group be established, made up of one Councillor from each political group, to consider further the Town Council's use of CIL. Meeting to take place in the new year and report back to the committee in due course.

53. **Allotments**

The meeting considered the report on allotments, including the minutes of the allotment sub-committee meeting of 12<sup>th</sup> October 2020.

**RESOLVED** that the minutes of the allotment sub-committee meeting on the 12<sup>th</sup> October 2020 be noted.

**RESOLVED** that grants are awarded to Allotment Associations in 2020/21 as follows:

- |       |   |          |
|-------|---|----------|
| (i)   | Binswood Allotment Society - To help improve recycled, rainwater provision, linked to the development of an environmental strategy. |          |
|       |   | £1700    |
| (ii)  | Campion Hills Allotments - To have an east to west pathway so to maintain the network of paths more easily.                         | £1,100   |
| (iii) | Old Milverton Allotments - Perimeter hedge cutting and purchase of new strimmer.  | £1068.75 |
| (iv)  | Cliffe Allotments - Replacement of heavy gateposts and 2 x new sheds  | £1435.   |

It was noted that several members of the committee would like to visit the allotment sites when the circumstances allowed.

54. **Budget monitoring**

The meeting considered Report no. 9 Budget Monitoring.

The committee agreed that further budgets for tree planting could be considered by Full Council.

The committee noted the update in relation to Children's Centre services and the Town Council funding and was supportive of the payment being made to Barnardo's, as previously considered and approved by the Town Council when setting the budget.

The committee supported the proposal that the Town Clerk bring forward more proposals relating to IT / Communications improvements.

**RESOLVED** that a donation should be made to the Royal British Legion from the balance of the budget for the Remembrance Event, which unfortunately had not taken place in the usual format and scale due to the Covid pandemic situation.

55. **Revenue Budget 2021/22**

The meeting considered the report on Revenue Budget 2021/22 including the first draft of the budget and the supporting information provided. A number of aspects of the draft budget were discussed and a number of proposals made:

It was agreed that consideration should be given to utilising underspends from the current year to replenish reserves, subject to any other use for the underspend being agreed in the current financial year, rather than automatically being carried forward.

Planters – It was noted that the Town Council had agreed to take on the upkeep of a number of planters and it was suggested a budget of £500 be included for this purpose.

Community grants – agreed to wait until the deadline for the final round of community grants is reached to inform the budget for next year.

Suggested reduce HR consultancy support budget to £500.

Town Clerk to clarify further the likely insurance costs, changes to building costs etc

Website – consider possible budget for renewal of website.

Town Clerk to identify any additional budgets required for operational reasons and provide supporting information.

Remove VE celebration budget as it was only required as a one-off.

Amend the Lillington signage budget to cover maintenance.

**RESOLVED**

(i) That the draft budget be amended in accordance with the specific proposals and issues discussed.

(ii) That the revised draft budget is circulated to committee members, including the group leaders, to enable further consideration by the respective groups.

(iii) That a further draft is considered by Policy & Resources committee at its meeting on 16<sup>th</sup> December 2020, to enable it to make a recommendation to the meeting of the Town Council in January 2021.

56. **Payments**

**RESOLVED** that the schedule of payments is approved.

## Agenda item 9f

### **MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 16<sup>TH</sup> DECEMBER, 2020**

This meeting was conducted remotely in accordance with the provisions of the 2020 Coronavirus Regulations

Present: Councillors Sarah Boad (Chair), Janet Alty, Alan Boad, Will Bryce, Mubarik Chowdry, Judith Clarke, Bill Gifford, and Louisa Radice.

Officers: Stephen Marks, Town Clerk

#### **57. Apologies for Absence**

Apologies were received from Cllr Rasmussen

#### **58. Declarations of Interest**

Councillor A Boad declared an interest as a member of Warwick District Council in relation to Agenda Item 7 - WDC Parking Charges Proposals, and took no part in the discussion on that item.

Councillor B Gifford declared an interest as a member of Warwick District Council in relation to Agenda Item 7 - WDC Parking Charges Proposals, and took no part in the discussion on that item.

#### **59. Public Forum**

There were no representations from Members of the public.

#### **60. Minutes**

**Resolved** that the Minutes of the Meeting of the Policy and Resources Committee held on 19<sup>th</sup> November 2020 (Report No.4) are confirmed as a correct record.

#### **61. Matters Arising from the Minutes**

Allotments – The Town Clerk reported that he had received a request from Binswood Allotment Society for permission to use a portion of a grant previously awarded to them by the Town Council for a different purpose (purchase of equipment) from that originally requested, due to a change of circumstances. The request had been circulated to the members of the allotment sub-committee.

**Resolved** – That the request from Binswood Allotments Society to amend their use of a portion of a previously awarded grant be approved.

#### **62. Health and Wellbeing Strategy**

The committee considered report No. 6 in relation to the current consultation on the draft Warwickshire Health and Wellbeing Strategy. The draft Strategy was discussed and the following key points were identified in response to the consultation.

The Town Council supports the 3 long term strategic objectives identified in the strategy, namely:

Healthy People  
Strong Communities  
Effective Services

Along with the 3 priority areas identified for focus over the next 2 years:

- Help our children and young people have the best start in life
- Help people improve their mental health and wellbeing, particularly around prevention and early intervention in our communities
- Reduce inequalities in health outcomes and the wider determinants of health

The Town Council is particularly encouraged by the emphasis within the strategy on creating places that contribute to health and wellbeing, including through healthy and active environments and strong communities. The Town Council notes that this is well aligned with its own strategic objectives.

Specifically the Town Council would like to see significant emphasis on the following issues:

- Supporting the wellbeing of pre-school children, particularly noting the role of health visitors in this.
- Addressing the issue of Diabetes and its prevention.

**Resolved** – That the Town Clerk respond to the consultation on behalf of the Town Council with these comments.

### **63. WDC Parking Charges**

Cllrs A Boad and B Gifford did not participate in this discussion.

The committee considered report No. 7 regarding Warwick District Council's proposed changes to parking charges for 2021/22. Various aspects of the proposals were discussed and the following key points agreed:

That the Town Council opposes the proposed increases in car parking charges for Leamington car parks for 2021/22, based on concerns about the potential impact on businesses in the town centre, particularly in the context of the Covid pandemic and its impacts. The Town Council feels that parking charges should be maintained at current levels for a further year to aid economic recovery.

Sunday Charges – The Town Council opposes the proposed charging structure for Sundays, suggesting instead a £1 charge for all day parking in the Leamington Car Parks identified.

The Town Council opposes the introduction of charging at Newbold Comyn. It is concerned that visitors to Newbold Comyn may park instead in nearby residential streets. It also wishes to see residents and visitors using Newbold Comyn for active recreation, thus contributing to community health and wellbeing and fears that the introduction of car parking charges may have a negative effect on this.



The Town Council noted that it welcomes the free parking provided by WDC during the month of December.

**Resolved** – that the Town Clerk feed this response back to Warwick District Council.

**64. IT & Communications**

The Town Clerk updated the committee on issues relating to I.T. & Communications. The Town Clerk had identified a number of further proposed improvements to IT & Communications infrastructure.

Cllr Bryce noted that the Communications Working Group had considered some aspects of this and were supportive of improvements being made.

Cllr Alty proposed and Cllr Gifford seconded that it be recommended to Council that the proposed improvements be approved.

**Resolved** – that it is recommended to Council that the IT & Communications improvements identified be approved and implemented.

**65. Budget monitoring**

The committee considered report No 9. in relation to the current year's budget and noted the current position. It was noted that any alternative use of predicted underspends would be considered by Council in January 2021.

**Resolved** – that the report is received and noted.

Consideration was given to a schedule of payments arising since the last meeting. The Town Clerk noted the grant contribution to Barnardo's had previously been approved by Council during the budget setting process.

Cllr S Boad proposed and Cllr Alty seconded that the schedule of payments be approved.

**Resolved** - that the schedule of payments (attached) is approved

**66. Revenue Budget**

The committee considered a revised iteration of the draft budget for 2021/22, amended following discussion at its meeting on 19<sup>th</sup> November and further information gathered and analysis undertaken since.

Cllr A Boad proposed and Cllr B Gifford seconded that:

A further £5,000 be added to the Community Grants budget, increasing it to £50,000 from the £45,000 in the draft budget; and

that a sum of £6,000 be included in the budget for 'projects', which would enable project ideas that emerged during the year to be considered, developed and implemented.

This would result in a budget requirement from precept of £412,266.

The committee discussed the process for allocating the proposed 'projects' budget and agreed that any project proposal would need to be adequately considered, supported by appropriate justification and would be considered by the committee.

**Resolved** – that the Community Grants Budget be increased in the draft budget by £5,000 to a value of £50,000 and that a budget of £6,000 be included for projects.

**Resolved** – that the draft Town Council budget for 2021/22 be amended accordingly and recommended to Council for approval.

**Agenda item 9g**

**MINUTES OF A MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA  
HELD ON 12<sup>th</sup> NOVEMBER 2020**

*This meeting was held remotely in accordance with the provisions of the Coronavirus Regulations 2020*

**PRESENT:** Councillors Susan Rasmussen (Chairman), Janet Alty, Navdeep Atwal, Alan Boad, Sarah Boad, David Brunson, Will Bryce, Mubarik Chowdry, Judith Clarke, Bill Gifford, Jennifer McAllister, Louisa Radice, Susan Rasmussen, Amanda Stevens and Nick Wilkins.

Stephen Marks (Town Clerk)

There were no members of the public present.

**57. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Amy Evans.

**58. DECLARATIONS OF INTEREST**

The following declarations were made:-

Cllr S Boad – declared a non-pecuniary interest as a member of Warwickshire County Council.

Cllr B Gifford declared non-pecuniary interests as a member of Warwickshire County Council and Warwick District Council.

Cllr A Boad declared an interest as a member of Warwick District Council, specifically in relation to item 6. Cllr A Boad did not take part in the discussion on item 6.

**59. PUBLIC FORUM**

There were no members of the public present.

**60. COUNTY AND DISTRICT COUNCILLOR FORUM**

Cllr S Boad advised the Council that:

-WCC will be delivering a leaflet to every house in CV31 and CV32 postcodes this week, relating to Covid support.

-Some WCC services were being amended following the new national Covid restrictions.

-Visits to waste / recycling centres can be booked.

-Library services are offering click and collect and home delivery as well as electronic books.

-WCC will be delivering food parcels to very vulnerable people. – telephone number to phone for support.

The Covid19 test centre in Court Street, Leamington Spa was discussed. It was noted that there appeared to be significant spare capacity at the site.

**RESOLVED** – that the Town Clerk write to the Warwickshire Director of Public Health enquiring about spare capacity and whether testing of asymptomatic people could be introduced or random sampling of school students.

Cllr Gifford advised the Town Council that a proposal for a cycle route along the Emscote Road corridor was considered by WCC's Cabinet. It was noted that cycling provision was the most popular resident response to the Leamington Spa Neighbourhood Plan.

Cllr A Boad advised the Town Council of the following Warwick District Council matters:

- Waste collection contract was being pursued jointly with Stratford District Council.
- WDC is looking to work more closely with Stratford DC on a range of issues.
- The first meeting of the Climate Change Citizen's Inquiry was due to take place.
- WDC has responded to the government's consultation on changes to the planning system.
- Newbold Comyn masterplan is due to be considered by WDC's Cabinet.

Their ensued discussion regarding Town Council representation on local groups and it was noted that external organisations seeking a Town Council representative should approach the Town Clerk in the first instance and the Town Council should then consider its representation.

## **61. UNITARY AUTHORITY DISCUSSIONS**

The Council considered and noted the report (Report No 5)

It was noted that development of unitary proposals is likely to take some time.

The Town Clerk advised that Warwickshire County Council have invited Parish / Town Councils to be part of a working group.

Cllr S Boad proposed and Cllr J Alty seconded that the Town Council be represented by the Town Clerk on the working group.

### **RESOLVED:**

- (i) That the Town Council note the summary provided regarding unitary authority discussions.
- (ii) That the Town Council continue to engage with local discussions regarding potential unitary authorities and consider further updates as appropriate
- (iii) That the Town Clerk be asked to contact WCC to indicate his willingness to represent the Town Council on WCC's working group of town / parish councils.

## **62. CREATIVE QUARTER - UPDATE**

The Council considered report No 6 regarding the Creative Quarter.

Cllrs A Boad and B Gifford left the meeting for this item.

A number of comments were made and points raised:

- Town Councillors had fed comments to the Democratic Support Officer to feed into the recent consultation on the creative quarter.
- Access from the river to Spencer Yard is important.
- Entrance to the site is key.
- Pedestrian / cycling safety is important.
- Keen to make most of history of that part of the town.
- Plans not clear about whether the United Reform Church will be open to the public or sold for office space.
- It would be good to retain an auditorium space.
- It is challenging to find an economically viable use for the site.
- Encouraging that specific proposals are being developed.

In summary:

The Town Council welcomes the development of specific proposals for the site.

Access is a key issue for the site.

There are some reservations about the loss of features of the United Reform Church.

The Town Clerk will pass these comments to the Democratic Support Officer to feed into the consultation.

Cllr J Clarke proposed and Cllr J Alty seconded that Cllr S Rasmussen be the Town Council's representative on the Creative Quarter 'Cross Party Reference Working Group'.

**RESOLVED** - that Cllr S Rasmussen be the Town Council's representative on the Creative Quarter 'Cross Party Reference Group'.

### **63. CLIMATE EMERGENCY CITIZENS' INQUIRY**

Councillor Rasmussen advised that she had been asked to join a Climate Change Oversight Group by WDC. This group would have oversight of the development of the Climate Emergency Citizen's Inquiry and is made up of reps from various organisations.

WDC is developing a Citizen's Assembly to inform its local climate change activities and approach. Invitees to join the assembly will be selected randomly and the intention is to have a group which is representative of the local population.

WDC will develop web pages on the Climate Programme that will be updated regularly.

There followed further discussion regarding protocols for identifying Town Council representation on partnership groups.

Cllr Rasmussen advised that she would inform WDC that she will represent Clean Air Leamington on the Climate Change Oversight Group.

It was re-iterated that requests for Town Council representation should be sent to the Clerk and considered by the Town Council.

It was identified that the Town Council's governance arrangements / documents should be updated, which would assist in clarifying these matters. It was suggested that, in due course, a working group be established for this purpose.

**64. COVID 19 UPDATE**

The Town Council considered the report (Report No 8).

It was noted that the Covid19 situation had been discussed earlier in the meeting.

The Town Clerk noted that with much regret the formal Annual Remembrance Sunday event had been cancelled after consideration of the Covid19 situation. It is hoped that a more fitting event will be possible next year. The Mayor had however attended to lay a wreath and it was noted that the approach taken was most appropriate in the difficult circumstances.

It was noted that the Town Council will continue to assist with the Covid19 efforts where appropriate – including through providing grant funding to relevant local organisations and through promoting relevant Covid19 messages through social media channels.

Cllr Stevens thanked the Civic Officer, Cllr Rasmussen and Father Wilson for a very effective Civic Service.

Cllr Chowdry noted and commended the increased output on social media in recent weeks.

Cllr Chowdry left the meeting at this point.

**65. MINUTES OF COUNCIL AND COUNCIL COMMITTEES**

(i) Planning Committee

**RESOLVED** that the Minutes of the Meetings of the Planning Committee held on 3rd September, 24th September and 15th October 2020. (Reports Nos 9 (a) 9 (b) and 9 (c)) are received.

Cllr A Boad declared an interest as chair of local planning committee

(ii) Cultural and Community Committee

**RESOLVED** that the Minutes of the Meeting of the Cultural and Community Committee held on 5<sup>th</sup> October 2020 (Report No 9 (d)) are received.

(iii) Policy and Resources Committee

**RESOLVED** that the Minutes of the Meetings of the Policy and Resources Committee held on 10<sup>th</sup> September and 8<sup>th</sup> October 2020 (Report no.9 (e) and 9 (f)) are received.

(iv) Council

**RESOLVED** that the Minutes of the Council meeting held on 17<sup>th</sup> September 2020 (Report No 9 (h)) are confirmed as a correct record

65. **ACCOUNTS**

Consideration was given to a schedule of invoices arising for payment since the last meeting.

**RESOLVED** that the schedule of invoices is approved for payment.

The meeting began at 6pm and finished at 19:37

Signed.....

(Chairman)

Date.....

## Agenda item 11 – Summary of Payments October

Cheque No	Payee	Details	Amount	VAT	Total	Section 137 Expenditure
	Warwick District Council	NNDR - Parlour	£162.00		£162.00	
	Warwick District Council	NNDR - Offices	£536.00		£536.00	
	Warwick District Council	Garage Rental	£42.47	£8.49	£50.96	
	British Telecom	Phone charges	£58.87	£11.77	£70.64	
	Toyota & Lexus Financial Services	Car Leasing Charges	£252.25	£50.45	£302.70	
	Warwick District Council	Quarterly rental - offices	£2,196.48		£2,196.48	
	Warwick District Council	Quarterly service charges	£1,475.00		£1,475.00	
	HSBC	BACS payments	£17.16		£17.16	
	In Touch CRM	Internet Hosting	£137.97	£27.59	£165.56	
	Entanet International Ltd	Broadband charges	£19.99	£4.00	£23.99	
	Employees + Councillors	Salaries and allowances	£10,212.28		£10,212.28	
106642	Warwick District Council	Leamington in Bloom printing	£569.22	£113.84	£683.06	£569.22
106643	Warwick District Council	Room hire - Leam in Bloom	£32.50	£6.50	£39.00	£32.50
106644	RBL Poppy Appeal	Remembrance Sunday Wreath	£25.00		£25.00	
106646	K Geddes	Expenses reimbursement (Leam in Bloom)	£42.00		£42.00	£42.00
106647	Warks & Northants Air Ambulance	Community Grant	£1,700.00		£1,700.00	£1,700.00
106648	Royal Leamington Bach Choir	Community Grant	£2,000.00		£2,000.00	£2,000.00
106649	The Myton Hospices	Community Grant	£1,908.00		£1,908.00	£1,908.00
106650	Marie Curie	Community Grant	£540.00		£540.00	£540.00
106651	Time 4 Hope	Community Grant	£2,000.00		£2,000.00	£2,000.00
106652	Friends of Leamington Station	Community Grant	£1,150.00		£1,150.00	£1,150.00
106653	NW Active Community Foundation	Community Grant	£1,980.00		£1,980.00	£1,980.00
106654	Age Uk Coventry & Warwickshire	Community Grant	£2,000.00		£2,000.00	£2,000.00
106655	Castel Froma Neuro Care	Community Grant	£1,745.00		£1,745.00	£1,745.00
106656	Leamington History Group	Community Grant	£2,000.00		£2,000.00	£2,000.00
106657	St Peter Apostle Church	Community Grant	£2,000.00		£2,000.00	£2,000.00
106658	The Friends of Christchurch Gardens	Leamington in Bloom Grant	£200.00		£200.00	£200.00
106659	Age Uk Coventry & Warwickshire	Leamington in Bloom Grant	£200.00		£200.00	£200.00
106660	Friends of Leamington Station	Leamington in Bloom Grant	£200.00		£200.00	£200.00
	HMRC	Tax&NI - September	£5,184.88		£5,184.88	
	Warwickshire County Council	Pension contributions Oct	£2,429.47		£2,429.47	
			<b>£43,016.54</b>	<b>£222.64</b>	<b>£43,239.18</b>	<b>£20,266.72</b>



