

THE TOWN COUNCIL
OF
ROYAL LEAMINGTON SPA
TOWN HALL, THE PARADE,
ROYAL LEAMINGTON SPA
WARWICKSHIRE CV32 4AT
T: 01926 450 906 F: 01926 456 901
E: clerk@leamingtonspatowncouncil.gov.uk
www.leamingtonspatowncouncil.gov.uk

ROBERT NASH ACIS DMS
Clerk to the Town Council

Our Ref: RN/

Date: 4th February, 2019

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held in Meeting Room 5A, Town Hall, Parade, Royal Leamington Spa on **MONDAY 11TH FEBRUARY, 2019 at 6.00 pm.**

The business will be as set out below.

Yours faithfully,

CLERK TO THE TOWN COUNCIL

To Councillors: Janet Alty, Sarah Boad, Judith Clarke, Hayley Grainger, David Greenwood, Daniel Howe, John Knight and Ann Morrison.

(All other Members of the Town Council – Agenda for information only)

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. **MINUTES**

To consider and approve as a correct record the Minutes of the Meeting held on 8TH January, 2019 (Report No. 4)

5. MATTERS ARISING FROM THE MINUTES
6. PROPOSED RELOCATION OF WARWICK DISTRICT COUNCIL OFFICES

To consider a representation by “Leamington Together” referred from the meeting of the Town Council held on 14th January, 2019. (Report No. 6)
7. LILLINGTON LIBRARY - ADDITIONAL OPENING HOURS

To consider the attached Report (Report No. 7)
8. BUDGET MONITORING REPORT

To consider the attached Report (Report No. 8 to follow)
9. NEIGHBOURHOOD PLAN

To consider a Report on progress in relation to the Leamington Neighbourhood Plan.
10. OLD MILVERTON ALLOTMENTS – DAMAGE TO SITE BOUNDARY

Town Clerk to report on damage occasioned to the boundary of the Allotments at Old Milverton Road by contractors working on behalf of Warwickshire County Council.
11. TOWN HALL – COUNCIL CHAMBER ACCESSIBILITY

The Town Clerk will report on limitations to public accessibility for Council meetings and seek the Committee’s instructions on possible alternative accommodation arrangements
12. INSURANCE POLICY RENEWAL

The consider terms of renewal for the Council’s current Insurance arrangements.
13. MAYORAL VISIT TO SALISBURY

The Town Clerk to report on a proposed visit to the City of Salisbury by the Mayor of Leamington.
14. ACCOUNTS

To approve a schedule of accounts arising for payment since the last meeting.

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 8th JANUARY, 2019 AT THE TOWN HALL, PARADE, ROYAL LEAMINGTON SPA

Present: Councillors Ann Morrison (Chair), Janet Alty, Sarah Boad, Judith Clarke, Caroline Evetts (substituting for Cllr Grainger), David Greenwood, Daniel Howe and John Knight.

56. **APOLOGIES**

An apology for absence was received from Councillor Hayley Grainger.

57. **FORMER MAYOR AND COUNCILLOR – ROGER COPPING**

The Committee observed a Minute's silence in respect of Roger Copping, former Town Councillor and a past Mayor of the Town who had recently passed away.

58. **DECLARATIONS OF INTEREST**

There were no declarations at this time.

59. **PUBLIC FORUM**

There were no representations from the public.

60. **MINUTES**

RESOLVED that the Minutes of the Meeting of the Policy and Resources Committee held on 13th November, 2018 are confirmed and signed as a correct record, subject to inserting the word "meetings" in the first sentence of Minute 53 (Christmas Lighting Project).

61. **MATTERS ARISING FROM THE MINUTES**

STAGECOACH PROPOSED SERVICE CHANGES

The Town Clerk reported that following correspondence with Stagecoach it had not been possible to arrange the attendance of the Managing Director at either the Council Meetings in January or March due to his unavailability. In view of the fact that the earliest that such a meeting could now take place was April, the Clerk has suggested to Stagecoach that a mutually convenient date could be found after the election of a new Council in May. This would hopefully facilitate the dialogue with the Company that the Committee desired.

The Committee was aware that since this matter was last considered, Warwickshire County Council had tendered for replacement services, which would be in place from 5 January 2019. Some of the funding for these previously non-subsidised services has been generated by Section 106 agreements from housing developments across the county. In the case of the services within Leamington that had been under threat from the decision by Stagecoach, all would now continue though in many cases with reduced frequency. Councillor Boad referred to the changes to the services currently serving Lillington and Cubbington which would operate every 15 minutes from Sydenham via Leamington and Stud Farm to Crown Way. The service would then split to operate every 30 minutes as per the current service 67 route to Lillington and

every 30 minutes as 67A to Cubbington. She expressed concern at the relatively poor publicity given to the timetable changes via the Stagecoach website.

It was noted that representatives of Stagecoach were to attend a meeting of the County Council Overview and Scrutiny Committee on 16th January.

RESOLVED that the importance of timely and accessible information regarding timetable changes for the new services is brought to the attention of the County Council Overview and Scrutiny Committee.

62. CREATIVE QUARTER

Consideration was given to the Minutes of the Meeting of the Working Group held on 18th December (Report No. 6). The Working Group had initially considered the Draft Masterplan prepared for public consultation by Complex Development Projects, (CDP) and a draft response was recommended to the Committee. The Masterplan outlined several projects to redevelop key assets in the Town aimed principally at regenerating the area of South Leamington, including the Royal Pump Rooms and the Town Hall.

Representatives of CDP had agreed to attend the Council meeting on the 14th January to answer questions about the project.

The Committee endorsed the recommendations of the Working Group as set out in the Report and emphasised the importance of consultation throughout the process with all those groups that would be affected by these proposals. The absence of reference to other Planning documents such as the District Local Plan and Neighbourhood Plan was considered a weakness. It was agreed that a copy of the Council's draft response should be sent to CDP and Warwick District Council prior to the presentation at the Council meeting on 14th January.

RESOLVED

(i) that the draft response to the proposed Master Plan as set out in Report No. 6 is approved for determination by the Town Council at the meeting on 14th January; and

(ii) that a copy of the draft response is sent to CDP and Warwick District Council in advance of the meeting to inform the debate.

63 CHRISTMAS LIGHTING

Town Clerk reported on arrangements for the re- tender of the contract for the provision of illuminations and associated works in Leamington Town Centre and Old Town.

He explained that the duration of this contract would be 4 years and split into two areas:

- the acquisition of the lights; and
- the installation, removal, storage and maintenance of the acquired lights.

The Contract Value is approximately £280,000, with the Town Council agreeing to commit £80,000 over the four year period. The other funding partners were BID Leamington Ltd and Warwick District Council. A significant change from previous contracts was that ownership of the lights will be held by BID Leamington and Leamington Town Council. BID Leamington would be responsible for the area from Clarendon Ave to the Royal Pump Rooms (northern area of Leamington), with

Leamington Town Council owning the lights from the Royal Pump Rooms to Clemens St (old town area of Leamington). The Town Clerk advised that prospective companies would be invited to an open day to assess the scope of the contract and the nature of the area. There would be an opportunity for an elected Member of the Town Council to sit on the evaluation Panel dealing with the tenders.

The Committee endorsed the opportunity for the Town Council to have a more direct role in the provision of Christmas lighting, particularly that part of the scheme outside of the BID area in South Leamington.

RESOLVED

(i) that the Report is welcomed: and

(ii) that Councillor David Greenwood is appointed as the Council's representative on the tender evaluation panel.

64. WARWICKSHIRE PENSION FUND – ANNUAL GENERAL MEETING

Consideration was given to a Report. (Report No. 8) setting out information arising from the Annual General Meeting of Warwickshire Pension Fund held on 22nd November which had been attended by the Town Clerk.

The Committee was advised that the performance of the Pension Fund over the last twelve months had yielded a 6.5% return on its investments providing an additional £150 million in investment income. All three fund managers engaged in the management of the Fund portfolio outperformed their benchmark. The Fund performance compared very favourably with other Local Government Pension Schemes being 22nd of 89 schemes making up the comparison.

The year had seen the introduction of the border to coast Partnership arrangements which allowed Pension schemes to pool their investment resources whilst continuing to retain their autonomy. This arrangement was anticipated to expand in 2019/20. The rates of employer contribution were not increasing in 2019/20 but were due for review as part of the triennial review due in April 2020 which would then fix the rate for a further three years.

RESOLVED that the Report is received and the Clerk thanked for his attendance at the Annual General Meeting.

65. COMMUNITY INFRASTRUCTURE LEVY

The Committee was advised that the District Council is arranging information sharing sessions with Parish and Town Councils in relation to the Community Infrastructure Levy and how it is to be charged and distributed. There were three sessions planned, the last being on 6th March 2019 from 6pm to 8pm at Leamington Town Hall. Invitations had been sent by email to all Councillors.

RESOLVED that Councillors wishing to attend the CIL sessions notify the Town Clerk of their attendance.

66. **DISTRICT OF WARWICK (CIVIL ENFORCEMENT AREA)
(WAITING RESTRICTIONS, ON-STREET PARKING PLACES
AND RESIDENTS' PARKING) (VARIATION C & D) (CONSOLIDATION
ORDER 2019**

Warwickshire County Council was proposing to introduce a variation to the Waiting Restrictions Order to remove Nos. 4-6 Victoria Terrace from eligibility for residents' parking permits. The property was to be converted into a House of Multiple Occupancy.

RESOLVED that the variation to the Waiting Restrictions Order is supported.

67. **LOAN OF FREEDOM OF BOROUGH SCROLL – HENRY TANDEY**

The Town Clerk reported that the scroll recording the award of Freedom of the Borough to Private Henry Tandey and a replica of his Victoria Cross had been on display at the Leamington Art Gallery and Museum since 2015. The Council had now been requested to extend the period of loan of these items for a further three year period. The Committee asked that a notice accrediting the loan to the Town Council is included with the display.

RESOLVED that the loan of the scroll recording the award of Freedom of the Borough to Private Henry Tandey and a replica of his Victoria Cross to Leamington Art Gallery and Museum is extended to December 2021.

68 **ACCOUNTS**

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

RESOLVED that the schedule of accounts in the sum of £15,651.51, including Section 137 expenditure of £453.is approved.

The meeting commenced at 6.00 pm and ended at 7.20 pm.

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON
11TH FEBRUARY 2019**

WARWICK DISTRICT COUNCIL – PROPOSED OFFICE RELOCATION PROJECT

1. **PURPOSE OF THE REPORT**

To consider representations from the group “Leamington Together” regarding the proposed relocation of Warwick District Council from its current offices at Riverside House to new offices at Covent Garden.

2. **BACKGROUND**

- 2.1 At the meeting of the full Council on 14th January 2019, representations were made by members of “Leamington Together” to obtain the support of the Town Council in relation to seeking a delay in the process leading to determination of proposals to construct new offices on the site of the current District Council Car Park at Covent Garden, Russell Street. The full text of the representation read to the meeting is set out at Appendix 1 to this Report.
- 2.2 The Council agreed that the representations made by Leamington Together should stand deferred until the next meeting of this Committee. Representatives of Leamington Together have been invited to attend the meeting to make any further observations that they consider relevant to this matter.
- 2.3 The Committee is asked to consider the following proposition:-

“We are here because we have virtually exhausted all the available channels of communication to express how we feel: we are not being listened to. So we are appealing to you, as our elected Town Council, to represent your electorate and stand with us in asking Warwick District Council to defer the decision on the HQ relocation for one year. This will allow time to plan for the inevitable car park closure and for businesses to prepare, as suggested by the BID and Chamber. Importantly for our supporters, it would also allow time for an independent joint review of the viable and cost effective alternatives to Warwick District Council accommodation needs, so that greater social and environmental equity can be realised and best value guaranteed.”

3. **PROPOSED NEW COUNCIL OFFICES**

- 3.1 The Committee will be aware that since the meeting of the Council on 14th January, the Leader of Warwick District Council has made a statement that the decision concerning the commencement of the Offices Project, including work to demolish the Covent Garden Car Park, has been deferred until July 2019 at the earliest. A copy of the Leader’s full statement is attached at Appendix 2.
- 3.2 The Town Council has also been advised by the Chief Executive Officer of the District Council that the delay in making the final decision to July 2019, at the earliest, provides

the opportunity to engage in constructive dialogue with BID Leamington and the Chamber of Trade as to how a clear message can be conveyed to businesses and their customers about the parking options that are, and will be, available within the town centre and surrounding streets. A revised communications strategy will be firmly based around the recommendations in the final report that the District Council has commissioned to review the current parking displacement strategy and the communications around it.

- 3.3 The relocation scheme remains a key project that the District Council is committed to delivering. Therefore the delay in the process that has been announced is to enable the car park displacement options to be reassessed in the light of recent developments and to facilitate communicate on the parking solutions available within the town centre before any car park closure at Covent Garden.
- 3.4 It should be noted that the delay in the project will mean that, assuming the Council proceeds with this project, work could not now commence until February 2020. This reflects the Council's commitment that the reconstruction of the Car Park at Covent Garden would disrupt only one Christmas trading period. This will also ensure that additional car parking spaces are available following the completion of the Station Approach Development.

4. CONSIDERATIONS FOR THE TOWN COUNCIL

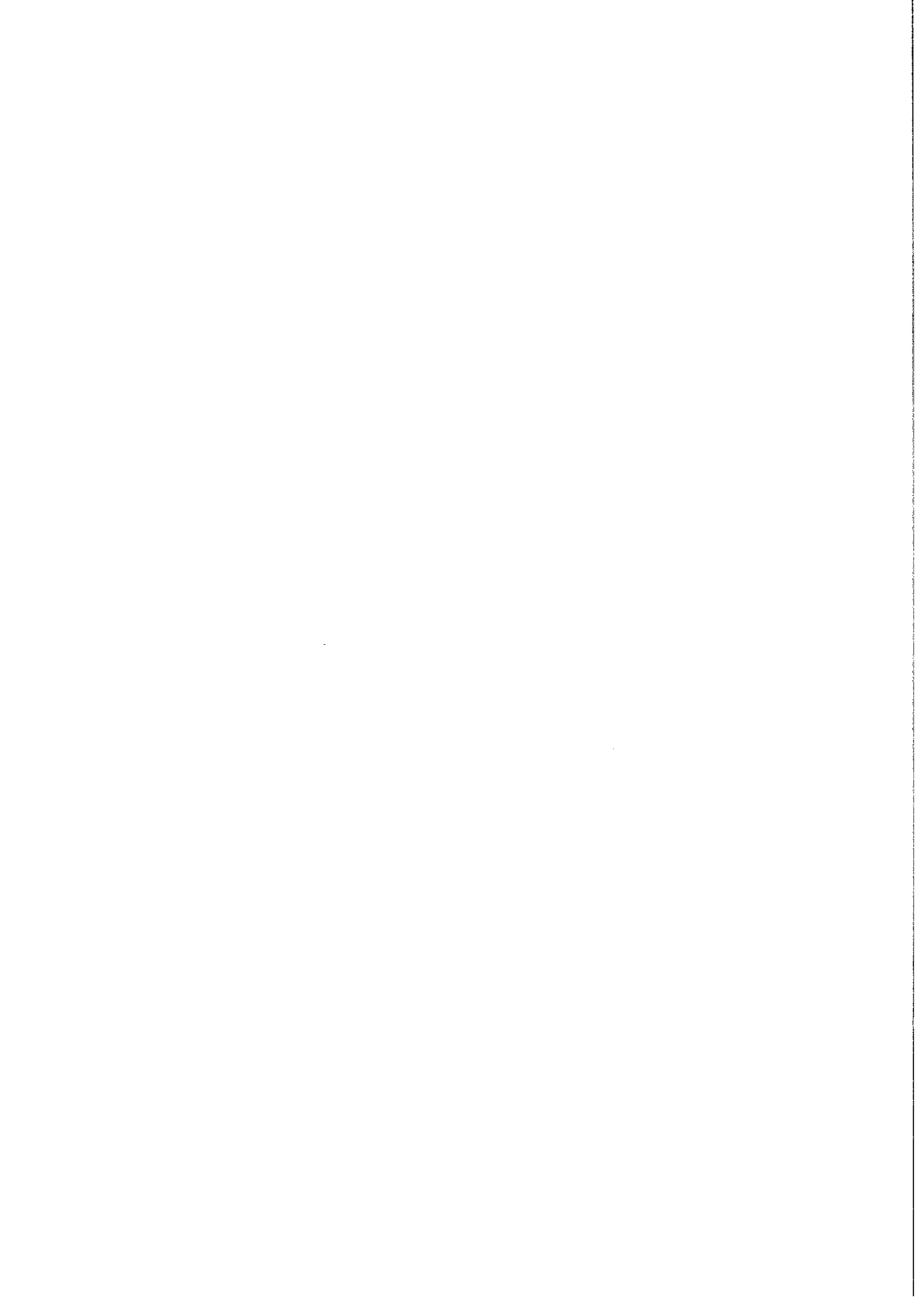
- 4.1 The Committee will be aware of the extensive discussion that has occurred both within Warwick District Council and across the wider community within Leamington regarding the merits of the Office relocation project. Much of this discussion has been documented publicly and is available via the specific link set up on the District Council website https://www.warwickdc.gov.uk/info/20731/council_offices/1161/head_office_relocation
- 4.2 The principal issues raised in the representation by Leamington Together are:-
- Providing for sufficient time to plan for the impact of the closure of the Covent Garden Car Park
 - enabling an independent joint review of the viable and cost effective alternatives to Warwick District Council's accommodation needs
- 4.3 In the case of the impact on car parking resulting from the need to demolish and re-build the Covent Garden Car Park, the delay of six months will enable the District Council to reassess the impact of the loss of these car parking spaces and revisit its displacement strategy. The Committee will be aware that the District Council and BID Leamington jointly commissioned a study to evaluate the impact of the loss of Covent Garden and this will continue to inform the Council's considerations which are aimed at minimising the impact on business. The question for the Town Council therefore is whether there is merit in seeking any further a delay in the process beyond July given the fact that commencement of the project would now in any event not commence until February 2020.

4.4 The question of requesting a further delay to enable a review of “viable and cost effective alternatives to Warwick District Council’s accommodation needs” is one which can only be answered with an understanding of the complexities associated with the financial viability of this proposal. The Committee will be aware that Warwick District is a public authority with a duty to ensure that best value is obtained for its ratepayers. The Covent Garden Project has been subject to detailed financial appraisals which though initially commercially confidential are now publicly accessible. The Committee will therefore need to determine whether the suggestion that the further commissioning of studies to consider alternatives to the current proposal is viable and justified.

5. CONCLUSION

5.1 The Town Council has been requested to consider supporting the representation from “Leamington Together “ to delay the final consideration of the office relocation project by one year to February 2020. The Town Council is not a consultee in this matter and though it has been statutorily consulted on the relevant planning applications for this project, its standing in this matter is confined to that of making representations on behalf of residents of the Town.

5.2 The instructions of the Committee are requested.



Thank you for allowing us to address you this evening.

We are Carrie and Richard Terry, Leamington residents of many years standing. We're here this evening on behalf of Leamington Together, which is a grassroots community campaign comprising both residents and businesses united in their desire to find a better option to the current WDC HQ relocation plan.

We are an issue-based campaign group and **not** party political – our supporters hail from across the political spectrum, and are of all ages and backgrounds from Leamington and the wider District.

We are here on behalf of the people who have signed the petition to stop the development. This petition now stands close to its target of 10,000 signatories – very nearly 20% of the population of L'ton. Those 10,000 signatures have been collected by people who love our town just like you, braving the winter weather at Xmas markets, on doorsteps and in shops at the busiest time of year.

We're also here on behalf of the hundreds of Leamington constituents who attended the public meetings at the Spa Centre in June last year, at the Town Hall in October and then at the Spa Centre in November, and all those families who joined the rally and march to the Riverside site on 17th November. Many of you will have seen this event on ITV and BBC News, as well as the latter's Sunday Politics programme.

Importantly, we are also here on behalf of our many supporters who have shops in the town and fear the loss of their livelihoods. People like our friend Karen Robison at Willow on Warwick Street, a popular gift and homeware shop. Karen has spent the last six years building a business from scratch. Hers and many other businesses will not survive the disruption created by the project unless they are properly supported.

The reality they face is a Council decision in February and closure of the Covent Garden car park in March – that will leave them only four weeks to prepare, and they still have no information. That cannot be right or fair! They simply do not have the financial resources to cope with the inevitable loss of income.

We are here because we, and our supporters, have tirelessly written to our elected representatives on WDC expressing our views; many have not even had the courtesy to respond. The ones that have, have already patently made up their minds, or have had their minds made up for them.

Leamington Together has been running Facebook and Twitter accounts since November of last year, and in this short time we have gained 600 followers and a monthly post reach of 900 people. We have also attracted nearly 56,000 views on Twitter, which shows the depth of feeling and the extent of people's concern.

It has become increasingly obvious to us that people are upset, angry, and want their point of view to be listened to.

Why do we care?

This is our home. Like many of you, our supporters have raised families here, built businesses and contributed in many other ways. We love Leamington's uniqueness, history and green and leafy spaces. We also love the public-spirited generosity of Leamington people. This civic mindedness has bequeathed us buildings such as this one, and still flourishes. People like you, who facilitate local democracy and decision-making, know how crucial it is to listen to the electorate.

Why are we here this evening?

We are here because we have virtually exhausted all the available channels of communication to express how we feel: we are not being listened to. So we are appealing to you, as our elected town council, to represent your electorate and stand with us in asking WDC to defer the decision on the HQ relocation for one year.

This will allow time to plan for the inevitable car park closure and for businesses to prepare, as suggested by the BID and Chamber. Importantly for our supporters it would also allow time for an independent review of the viable and cost effective alternatives to WDC's accommodation needs, so that greater social and environmental equity can be realised and best value guaranteed.

If Covent Garden car park needs replacing, then this should obviously happen as quickly and as safely as possible, once an acceptable parking displacement strategy has been formulated.

This will be an easier and more straightforward task, as well as being less risky and far cheaper, without the additional disruption of the construction of an office and residential scheme. This alternative plan has never been discussed as an option.

One thing is clear: the people of Leamington were not properly consulted about the scheme prior to planning being granted, and many had no idea it was happening and still don't. Our supporters, particularly those who voted for the Leading Group in the District Council, feel particularly angry about this deception. For a £50 million scheme to be imposed on a town like it is, seems a travesty of democracy to many. Their disenchantment will no doubt find a voice in the polling booth in May.

Something that has worried us for some time is that it appears that there is nothing people can do to influence the decision of the Council Executive. This is a group that includes just one Leamington councillor and that is striking autonomous deals with third parties that are set to change the face and composition of our towns with no accountability. That is why our slogan is 'No relocation without representation'.

It really is hard for us to understand how any elected representative would want to leave behind the legacy that this administration seems intent on doing – what a trail of carnage!

As you may know, the plan involves selling the Riverside site, a prime public asset, in a deal brokered by the subsidiary of a private equity company that stands to gain upwards of £4 million. The details are far from transparent. There are real concerns about whether the public is getting best value from the financial arrangements behind this partnership. The values of the development partner seem to be based on profit only, rather than best value to the people of Leamington.

You can only sell Leamington once. Once it's gone, it's gone. Leamington Together maintains that there are better ways of going about this. Let's have a proper independent review and a real public consultation where all the details are provided to the public and the outcome reflects the feedback – not a few photoshopped pictures and generic text paid for by an Executive that has already decided the outcome.

This scheme is a major development, which will change the face of our town. It threatens the very independent businesses that give Leamington its unique atmosphere, and which will take years to recover, if ever. Some have suggested the pain will be worth it – but for whom exactly? Perhaps the few privileged people that can afford the future apartments at full market rates, or the Council if this project finishes on time and to budget, which is highly questionable. One thing is clear: beneficiaries won't include the residents and businesses that have to suffer because of the ill-conceived nature of the project.

Simply put, we are not in the right economic climate to do something so risky without due diligence, including alternative options for these sites being assessed and planned for. If it all goes wrong, we stand to lose the town we love and those councillors who supported it will be accountable. The public will not forgive or forget.

So finally, why YOU?

We have already mentioned the issue of lack of representation. As members of the Town Council, you are obviously people who REALLY care about local democracy and representation, and the importance of giving the people a voice!

YOU are in a unique and important position in that you directly represent the people of Leamington, and only the people of Leamington. That is why we will be submitting a suggested motion to be debated by this Council's Policy and Resources Committee early next month, in good time to be passed to WDC before the Council's final vote on the scheme on 20th February. We therefore ask that you support our submission.

@leamtogether
leamingtontogether@gmail.com

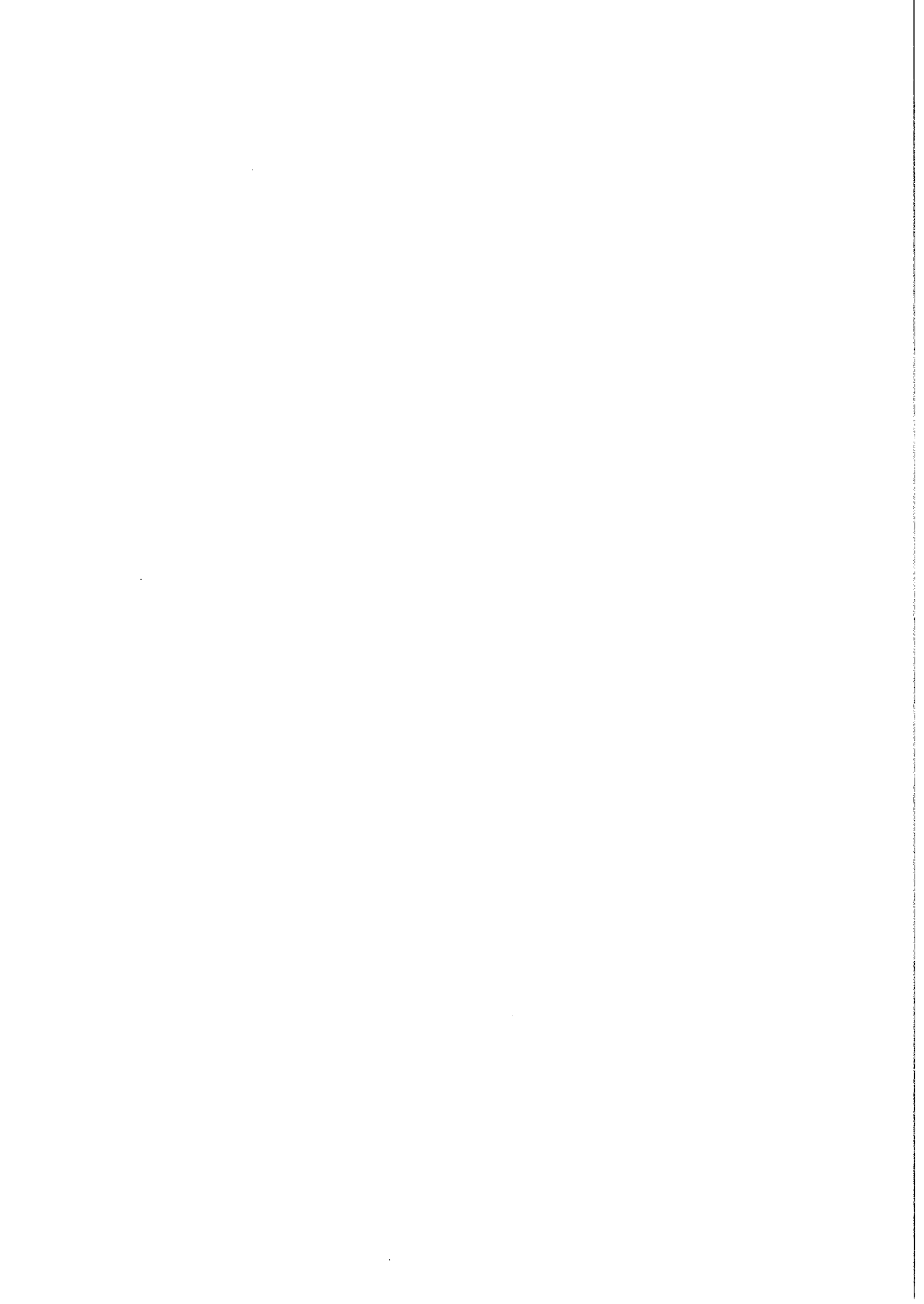
**Statement by Leader of the Council - Cllr. Andrew Mobbs
23rd January 2019**

"I and my fellow Executive members have listened carefully to the concerns and issues raised by town centre businesses, residents, Councillors and our partners such as BID Leamington and the Leamington Chamber of Trade and I now use this opportunity to state that we will postpone the final decision on the Covent Garden redevelopment, the car park closure and HQ relocation until, at the earliest July 2019.

This revised timeline has been agreed with our private sector partners in our LLP joint venture (Public Sector Plc) and is a consequence of the current uncertainty in the economy. I have welcomed the approach from many, but in particular from Councillors Thompson, Stevens and Grainger that town centre businesses should be allowed to prioritise their immediate needs during these uncertain months without the distraction of having to adapt to new parking arrangements and this deferral will allow exactly that.

In addition it will enable the Council to embrace the recommendations from the independent review we commissioned with a local marketing company and work with our partners to adopt a new communications strategy about town centre parking. This will provide greater awareness for the public and businesses of the alternative car parking options that will be in place before the Covent Garden car parks close and the reassurance that the public and business' need around the effectiveness of the displacement plan in maintaining footfall in the town centre.

This is a strong and financially prudent Council and I and my Executive are committed to continuing to provide value for money for the local tax payer. Progressing the Council's HQ relocation plans and redevelopment of Covent Garden site is a major contribution to this priority. The Council's financial strength will enable it to withstand the delay in achieving the projected savings, but I can also reassure members and the public that we will not proceed until we and our LLP partners are certain that the time is right to do so."



REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 11TH FEBRUARY 2019

LILLINGTON LIBRARY - ADDITIONAL 2 OPENING HOURS FUNDED FROM 1ST APRIL 2018 TO 31ST OCTOBER 2018.

1. **INTRODUCTION**

- 1.1 This report covers a shorter timescale in order to provide a direct comparison with the previous year (Apr-Oct). Since composition of the Report, the Town Council has set its budget for 2019/20 and agreed to maintain a contribution of £2306 for the Library subsidy
- 1.2 In October 2011 Warwickshire County Council Cabinet agreed a reduction in opening hours at Lillington Library from 37.5 hours to 20 hours. As a result of a revised staffing model delivered in partnership with Warwick District Council it was possible to increase the opening hours to 30 hours.

The Town Council of Royal Leamington Spa resolved to provide funding to increase the opening hours by a further 3 hours for the period April – September 2012, bringing the total to 33 hours. This was extended to March 2013 later on in the year and has subsequently been annually extended until March 2018. From April 2016 the funding was reduced to 2 hours. The funding for 2 hours enabled us to maintain the extended opening on Monday but reduce it on Thursday. We are now into the third year of this level of funding.

In July 2018 Warwick District Council withdrew the One Stop Shop Service from Lillington Library. Additional funding from Warwickshire County Council enabled the building to remain open for 30 hours with One Stop Shop staff being replaced by Library staff. This provides a consistent service offer across all the opening hours but did mean that local residents now have to travel to Riverside House to access council services. It has impacted on visitor numbers to the library but has enabled us to provide more events across the week.

WCC continues to be grateful for the support of the Town Council and the local elected member, Cllr Sarah Boad.

- 1.3 The current (Jan 2019) hours are:

Mon 9:30 – 12:30, 13:30 – 18:00 **(1.5hrs funded by LTC 16:30-18:00)**
Tue 9:30 – 12:30, 13:30 – 17:30
Wed Closed
Thu 9:30 – 12:30, 13:30 – 18:00 **(0.5hr funded by LTC 17:30-18:00)**
Fri 9:30 – 12:30, 13:30 – 17:30
Sat 9:30 – 12:30
Sun Closed

2. **WHAT WE HAVE BEEN DOING**

- 2.1 Among the events now available at the Library are the following:-

Rhyme Time - Mondays 10:30 - 11:00. Songs and rhymes for 0-2 year olds and parents and carers.

Games and Gossip - Tuesdays 14:00 - 15:30. Board games fun with Scrabble, Monopoly, chess and draughts.

Story Stomp - Thursdays 10:30 - 11:00. Fun session for 2-4 year olds and their parents and carers to follow on from Rhyme Time.

Lego Club - Saturdays 10:30 - 11:30. Creative themed sessions for children to build and create with Lego

In the summer holidays there were the four usual craft sessions for the Summer Reading Challenge and Lillington was one of four libraries in the county chosen to offer a scheme for children who have free school meals. The families would receive a voucher for each child who had free school meals and they would attend the Summer Reading Challenge craft session and receive a free lunch box with a snack meal in it. Only two children took up this offer

There was another successful Summer Reading Challenge presentation by Cllr Sarah Boad on Saturday 8th September.

Lillington Library was used as a venue for the area Year 4 Reading Celebration. Four school teams from local primary schools compete against each other with a project completed at school and a quiz on the day. This event is organised by Schools Library Service and will be held this year with 6 school teams competing.

In February 2019 Wriggle Theatre will be offering their popular dance and creative workshops to parents and children over 2 years old for two Tuesdays 5th and 12th February.

- 2.2 Public computer use remains free for library customers. The withdrawal of charging for this service in 2013 has not resulted in increased sessions, rather there has been a year on year decline in usage.

Since 1st October 2016 Lillington Library has been providing a signposting service on behalf of Warwickshire Police. This appears to have had no impact on library usage as there were no police related enquiries in the period covered by this report.

The number of events and activities across the week has increased with 194 events being delivered onsite in the period Apr-Dec 2018, with 2,779 people attending these events in the same period.

The Service will continue with the on-going programme of promoting the additional hours at Lillington Library until 31st March 2018.

This report brings the usage data up to date to end October 2018

3. **CONCLUSION**

The Library Service will continue to monitor usage during the extended hours of opening and will report back to the Town Council annually, should funding be extended.

If funding is not granted for an extension of the 2 hours of opening then the Service will need to inform customers that from Monday 1 April 2020 the additional 2 hours will cease.

Tracey Baker
28/1/19

Appendix 1

Notes in relation to the tables in Appendix 1

The tables in appendix 1 cover the period :

April– December 2014 when the library was open 35 Mondays and 38 Thursdays

April- December 2015 when the library was open 34 Mondays and 40 Thursdays

April –December 2016 when the library was open 35 Mondays and 39 Thursdays

April-October 2017 when the library was open 27 Mondays and 30 Thursdays

April-October 2018 when the library was open 27 Mondays and 30 Thursdays

Summary

The performance data in Appendix 1 indicates the following for 2018:

Loans (Issues) have declined over the same period last year. Monday's continue to be busier than Thursday.

Visits have decreased across both days.

PN sessions have also decreased with Thursday continuing to be the busiest day in this respect.

APPENDIX ONE

Lillington Library data:

Visits	Mon 4:30-6	Thu 5-7	Mon all day	Thu all day	% of total Mon	% of total Thu
Apr-Dec 2014	609	481	6,080	5,916	10%	8%
Apr-Dec 2015	545	304	6,890	5,149	8%	6%
Visits	Mon 4:30-6	**Thu 5:30-6	Mon all day	Thu all day	% of total Mon	% of total Thu
**Apr-Oct 2016	585	140	6,469	4,295	9%	3%
**Apr-Oct 2017	555	140	5,487	3,698	10%	4%
**Apr-Oct 2018	318	84	4,938	3,450	6%	2%

*Issues	Mon 4:30-6	Thu 5-7	Mon all day	Thu all day	% of total Mon	% of total Thu
Apr-Dec 2014	2,317	1,619	11,288	13,606	21%	12%
Apr-Dec 2015	2,574	1,644	13,712	15,417	19%	11%
*Issues	Mon 4:30-6	**Thu 5:30-6	Mon all day	Thu all day	% of total Mon	% of total Thu
**Apr-Oct 2016	1,439	424	11,850	11,473	12%	4%
**Apr-Oct 2017	1,687	477	11,789	11,076	14%	4%
**Apr-Oct 2018	1,090	277	8,734	8,015	12%	3%

PN Sessions	Mon 4:30-6	Thu 5-7	Mon all day	Thu all day	% of total Mon	% of total Thu
Apr-Dec 2014	195	150	742	1,067	26%	14%
Apr-Dec 2015	119	104	626	910	19%	11%
PN Sessions	Mon 4:30-6	**Thu 5:30-6	Mon all day	Thu all day	% of total Mon	% of total Thu
**Apr-Oct 2016	86	18	624	627	14%	3%
**Apr-Oct 2017	75	19	529	647	14%	3%
**Apr-Oct 2018	60	11	550	562	11%	2%

*Virtual transactions (issues) have not been included - we focused only on transactions where a customer has come into the library.

**Difference in hours for Thursdays for data for 2016/17 onwards, as number of extra hours was reduced from Leamington Town Council.