



**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](mailto:clerk@leamingtonspatowncouncil.gov.uk)  
[www.leamingtonspatowncouncil.gov.uk](http://www.leamingtonspatowncouncil.gov.uk)

ROBERT NASH ACIS DMS  
Clerk to the Town Council

Our Ref: RN/

Date: 24<sup>TH</sup> December, 2019

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held in Room 5, Town Hall, Parade, Royal Leamington Spa on **MONDAY 6<sup>th</sup> JANUARY, 2020 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, Alan Boad, Will Bryce, Mubarik Chowdry, Judith Clarke, Bill Gifford, Louisa Radice and Susan Rasmussen

(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 2<sup>nd</sup> December, 2019 (Report No. 4)

5. MATTERS ARISING FROM THE MINUTES

(i) LILLINGTON SIGNAGE

To note the response from Warwickshire County Council regarding the grant of approval for works to provide new place signage at Lillington.

(ii) RAILWAY BRIDGES – PIGEON CONTROL MEASURES

Town Clerk to report on the complaint made to Network Rail.

6. CLIMATE CHANGE TASK AND FINISH GROUP

To consider the Minutes of the meeting of the Climate Change Task and Finish Group held on 20<sup>th</sup> November, 2019 (Report No. 6).

7. REVENUE BUDGET 2020/21

To consider the attached Report (Report No. 7)

8. FUTURE HIGH STREET FUND

Town Clerk to report on the Future of the High Street Fund Stakeholder Workshop held on 18<sup>th</sup> November. Report No 8 herewith.

9. COMMUNITY INFRASTRUCTURE LEVY

To consider the attached Report (Report No. 9)

10. 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  
2<sup>nd</sup> DECEMBER, 2019 AT THE TOWN HALL, LEAMINGTON SPA**

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

Also present: Councillors David Brunson, Jennifer McAllister and Amanda Stevens.

47. **DECLARATIONS OF INTEREST**

Councillors Sarah Boad and Bill Gifford declared non pecuniary interests in Lillington Library (Agenda item 8) as members of Warwickshire County Council.

48. **MINUTES**

Consideration was given to the Minutes of the Meeting held on 9<sup>th</sup> September, 2019 (Report No. 4).

**RESOLVED** that the Minutes of the Meeting of the Policy and Resources Committee held on 7<sup>th</sup> October 2019 are confirmed and signed as a correct record.

49. **MATTERS ARISING FROM THE MINUTES**

(i) **LILLINGTON SIGNAGE**

The Chair referred to the successful outcome of discussions with representatives of the County Council Highways Department to locate new entry signs to Lillington Ward. The County Council had now confirmed in writing that it would agree to the erection of these signs on the highway, subject to the Town Council being responsible for all costs incurred in the erection and maintenance of the signs and future liability. Lillington History Society was presently preparing a revised estimate for the cost of the signs and a possible contribution by the Town Council would be considered as part of the budget for 2020/21.

**RESOLVED**

(i) that Warwickshire County Council is provided with confirmation that the Town Council will be responsible for all future costs of maintenance and liabilities arising from the provision of new signage on the highway at Lillington;

(ii) that the costs of purchasing and erecting the signs, subject to consideration of a request by Lillington History Society, is considered as part of the budget proposals for 2020/21.

(ii) **RAILWAY BRIDGES – PIGEON CONTROL MEASURES**

The Town Clerk reported that Councillor Alty had forwarded a link to case law arising in 2000 in which a local authority had obtained judgment against the authority responsible for railway infrastructure for failure to prevent public nuisance arising from pigeons roosting under a railway bridge. The Court had found in the Council's favour and held that Railtrack Ltd could have prevented pigeons from roosting and thus remedied the nuisance and damage arising to property and inconvenience to the public.

It was noted that whilst Network Rail (the successor authority to Railtrack) had undertaken work to prevent pigeons roosting under the railway bridges, in some cases this was inadequate and the problems associated with pigeons fouling the footway, particularly at Lower Avenue, were continuing. It was noted that Warwick District Council was seeking funding from the Coventry and Warwickshire Local Enterprise Partnership to upgrade facilities in connection with the 2022 Commonwealth Games. It was therefore important that the condition of routes into the Town from the Railway Station were suitably addressed.

**RESOLVED**

- (i) that the relevance of the case law in respect of responsibility for managing conditions beneath the Railway bridges is drawn to the attention of Network Rail; and
- (ii) that this matter is brought to the attention of the Project Manager for the Commonwealth Games, Warwick District Council.

(iii) **BUSINESS RATES REBATE**

The Town Clerk reported that the Town Council' challenge to the rating valuation for the accommodation occupied at the Town Hall had been rejected on the grounds that the rateable value had not changed. If the Council wished to further challenge this decision it would need to submit new evidence no later than 6<sup>th</sup> March, 2020.

**RESOLVED** that a further challenge is made to the Valuation of the Council's accommodation at the Town Hall within the available time frame.

50. **CLIMATE CHANGE TASK AND FINISH GROUP**

Consideration was given to the Minutes of the meeting of the Climate Change Task and Finish Group held on 21<sup>st</sup> October (Report No. 6).

The Council noted the sustained progress being made by the Task and Finish Group. This had led to the development of an Action Plan with responsibilities allocated to the respective Committees. A final Report was anticipated in February 2020.

Reference was made to the opportunities arising to plant trees and the advice and support now available through the Warwickshire Tree Wardens.

**RESOLVED** that the Minutes of the meeting of the Climate Change Task and Finish Group held on 21<sup>st</sup> October are received and actions therein noted.

51 **REVENUE BUDGET 2020/21**

Consideration was given to a Report (Report No. 7), regarding the anticipated expenditure within the budget for 2019/20 and the proposed budget for 2020/21.

The Town Clerk reported that since the completion of the Report, Warwick District Council had confirmed that the tax base to be used to calculate the Parish Precept had declined due to a variety of factors including an increase in the number of exempt dwellings and the number of dwellings eligible for single person discounts. This will increase the Town Council precept for any level of expenditure.

The following areas were discussed and financial provisions amended where appropriate:-

Lillington Highway Signage

It was noted that the Lillington History Society had suggested that the cost of manufacturing and installing new signs was in the region of £4,000 to which the Society was committed to contributing no less than £1,000 and helping to seek other funding sources for the balance. It was proposed that the Town Council contribution is increased to £2,000.

Community Grants

The current provision for Community Grants was £45,000. The Chair referred to opportunities for local Councils to contribute to initiatives to identify and overcome loneliness in the community. She suggested that the Cultural and Community Committee might wish to consider setting aside a specific sum from within the Community Grant Fund to assist applications dealing with the issue of loneliness.

All Saints Church – Labyrinth Project

Councillor Alty outlined a proposal for introducing a labyrinth on land within the boundary of the All Saints Parish Church. The project comprised contributions from a variety of local people and benefited from the support of the Church Council. Whilst the costs were significant – in excess of £330,000 – it was hoped that the Town Council could make a contribution which would engender support from others. Councillor Alty commended the proposal as labyrinths were regarded as having health benefits and presently there were no others in the West Midlands. It was agreed that the proposal merited further consideration but in its present form lacked the detail necessary to determine a source of funding.

**RESOLVED**

(i) that the Report (Report No. 7) is approved as the basis for a draft budget to be considered at the next meeting of this Committee, subject to increasing the provision for highway signage at Lillington to £2,000;

(ii) the Cultural and Community Committee is invited to consider the allocation of specific funding for projects dealing with loneliness;

(iii) that further consideration is given to a budgetary contribution for the Labyrinth Project, subject to submission of a business case and details of anticipated expenditure, income and a project timescale.

(iv) that the draft budget is circulated to all group leaders for discussion by the respective groups prior to the meeting on 6<sup>th</sup> January, 2020.

52. **LILLINGTON LIBRARY**

The Committee considered the latest Report (Report No. 8) from the County Library Service in relation to the activity associated with the additional opening hours that are funded at Lillington Library by the Town Council. The funding provided by the Council enabled an additional two hours of operation each week.

It was noted that whilst the numbers using the library services during the hours subsidised by the Town Council were relatively light in relation to the activity throughout the remainder of the day, the number of visits remained significant and justified continuation of the subsidy.

**RESOLVED** that the Report (Report No.8) is received.

*Councillors Sarah Boad and Bill Gifford, having previously declared non-pecuniary interests, remained in the meeting and took part in the discussion of the above item.*

53. **ALLOTMENTS SUB-COMMITTEE**

Councillor Rasmussen referred to the discussions that had taken place with representatives of Allotment Associations at the meeting of the Allotments Sub-Committee. The opportunity had been taken to explore measures to promote sustainable practices particularly stopping the use of harmful pesticides and weed-killers. Following approval of applications for grant funding, a joint proposal had been submitted by three Allotment Associations to apply the remaining fund balance for weed suppressant material. The Campion Hills Allotment Association had declined to take part in the use of this material but had subsequently sought assistance with funding for the purchase of materials to assist the harvesting of rainwater at the site.

**RESOLVED** that grants are awarded to Allotment Associations in 2019/20 as follows:-

(1) **Cliffe Allotments**

Purchase of new sheds	£495
-----------------------	------

- (2) Old Milverton Allotments
- |                        |      |
|------------------------|------|
| Boundary hedge cutting | £750 |
| Gravel boards          | £300 |
- (3) Campion Hills Allotments
- |                        |        |
|------------------------|--------|
| Site Clearance work    | £1,200 |
| Water butts & pipework | £450   |
- 4) Binswood Allotment Society
- |                   |       |
|-------------------|-------|
| Fencing Repairs   | £360. |
| Occasional Tables | £388  |
| Skip Hire         | £500  |
- 5) Joint Scheme- purchase of weed suppressant material to be shared between members of Cliffe Allotments, Old Milverton Allotments and Binswood Allotment Society £1350.

54. **FUTURE HIGH STREET FUND**

The Town Clerk reported on the Stakeholder Workshop held on 18<sup>th</sup> November also attended, by Councillor Rasmussen on the application by Warwick District Council to the Future of the High Street Fund

Warwick District Council had been successful with its expression of interest to the Future of the High Street Fund for Leamington Spa Town centre. As a result, a business and economic case for a proposal to utilise a share of the funds is now being prepared. The Fund had been set up by Government to help Local Authorities bring forward proposals that invigorate and sustain the High Street. The fund will allocate a total of £1 billion across the UK; individual projects were likely to be successful if they are in the region of £5-10 Million each.

The Stakeholder workshop had explored various ideas around the main themes contained in the District Council's expression of interest and these would now need to be evaluated and worked up into a single project for submission to the Government by March 2020. A further workshop would be held with Stakeholders to confirm the details of the final project bid.

**RESOLVED** that the Report is noted and that details of future stakeholder engagement are circulated to Members of the Council.

55. **BRITISH TELECOM – NOTIFICATION OF PROPOSED REMOVAL OF PUBLIC PAYPHONES**

The District Council had been notified that British Telecom was proposing to remove the following public payphones:-

Near Southway /St. Margaret's Road, Leamington Spa  
Junction of Shrubland Street, Brunswick Street, Leamington Spa

The proposed removal of these facilities was justified on the basis that too few calls were being made from them. However in the case of Brunswick Street, the phone had been used on 498 separate occasions in the last 12 months which contrasted with the number of calls made from many of the other locations proposed for removal across Warwick District. It was a matter of concern to the Council that the notice from British Telecom dated 18<sup>th</sup> September had not been sent to the Town Council until 25<sup>th</sup> November. This had precluded the opportunity for members of the Council to consult more widely on the potential impact of the removal of this facility.

**RESOLVED** that an objection is raised to the removal of the public payphone facility at Brunswick Street on the grounds that the impact of its removal on residents of the Brunswick Ward has not been fully investigated.

56. **ACCOUNTS**

A schedule of accounts of accounts arising for payment was circulated and a copy is attached to the signed Minutes.

**RESOLVED** that the schedule of accounts in the sum of £24,346.51, including £8,059 under Section 137 of the Local Government Act 1972, is approved.

The meeting commenced at 6.30 pm and ended at 8.05 pm.



**MINUTES OF A MEETING OF THE CLIMATE CHANGE TASK AND FINISH GROUP  
HELD ON 20<sup>th</sup> NOVEMBER 2019 AT THE TOWN HALL, LEAMINGTON SPA**

Present: Councillors Janet Alty, David Brunson, Will Bryce, Mubarik Chowdry, Jennifer McAllister, Louisa Radice, and Susan Rasmussen.

Robert Nash (Town Clerk)

22. **DECLARATIONS OF INTEREST**

There were no declarations at this time.

23. **GREEN BUSINESS RECOGNITION SCHEME**

Angela Owen was in attendance for this item.

Angela outlined the objectives of the Clean-up Britain Campaign which was a not for profit National Campaigning Group dedicated to raising public awareness of litter and its consequences on the environment. In Leamington the Group had launched a local campaign under the banner "now or never" which aimed to influence attitudes toward litter through behavioural change. The campaign was directed at all sections of society where the message about the damage caused by litter can be conveyed including local schools and business.

The campaign had promoted the Green Business Recognition scheme which provided businesses with a check list of actions. Various levels of award recognised the contribution that business can make to both litter prevention and material waste avoidance with the level of award reflecting the number of actions undertaken.

<https://www.itsnowornever.org.uk/green-businesses/>

Angela outlined some of the initiatives introduced in Leamington to encourage behavioural change including the targeting of cigarette smokers through the provision of cigarette "ballot boxes" and portable ash trays to encourage responsible disposal of cigarette remains.

The Working Group noted that almost all the measures set out in the Business Recognition scheme could be introduced at little or no additional cost as this was much about changing working practices and attitudes. Those areas which related to Council activities were being addressed through the Climate Change Group's Action Plan. Reference was made to the role of enforcement in dealing with litter in public places and whilst powers existed for Councils to prosecute offenders, there was appreciation that this was unlikely to have a significant impact on public attitudes to the problem.

Angela was thanked for her attendance and it was agreed that she be invited to future meetings of the Group.

Action: Town Clerk

24. **ACT ON ENERGY**

An invitation had been extended to a representative of Act on Energy to attend the meeting but although a positive response had been received, no one was in attendance. It was therefore agreed that a further invitation is made to the next meeting.

Action: Town Clerk

25. **MINUTES**

**RESOLVED** that the Minutes of the meeting of the Climate Change Task and Finish Group, held on 21<sup>st</sup> October, 2019 are confirmed as a correct record.

26. **FOLLOW UP ON ACTIONS ARISING**

The following actions arising from the last meeting were discussed:-

Local Planting schemes/Biodiversity

Details of practices employed by Rotherham Borough Council had now been circulated to all Members by Cllr Bryce.

Allotments

The Town Clerk reported that the meeting of the Allotment Sub-Committee on 11<sup>th</sup> November had considered the issue of invasive weed killers such as glycol sulphates. Councillor Rasmussen indicated that this had resulted in a positive response from several of the Allotment Associations and a bid was to be made to the Town Council for use of additional funding for a scheme to purchase weed suppressant material that would obviate the need for chemical based weed killers. If approved, this would be reflected in the Action Plan.

It was noted that this initiative was confined to the four allotments that are owned/managed by the Town Council. Similar opportunities should be extended to those other allotment sites that are in private ownership.

Action: Town Clerk to write to St Mary's and New Binswood Allotment Associations

Energy Efficiency

The points discussed relating to measures to improve energy efficiency among homes in Leamington would need to be deferred to the next meeting to await further discussion with Act on Energy.

Action: Town Clerk

The measures being considered in relation to the Town Hall had been further explored in correspondence with the Energy Efficiency team at Warwick District Council and information relating to both energy performance, water consumption, and future energy audits to address high consuming elements of use are included in the response attached to these Minutes. The Action Plan would be updated to reflect this information.

Action: Town Clerk

27. **CLIMATE CHANGE ACTION PLAN**

The Action Plan previously agreed had been circulated. The changes agreed earlier would be incorporated into a revised version. It was suggested that the availability of existing cycle routes could be better publicised via a cycleway Directory specifically for routes into and around Leamington. This would be investigated and reported to the next meeting.

Action: Town Clerk

Following the last meeting, information relating to the following matters had been obtained:-

The planting of trees by Warwick District Council in furtherance of the commitment by the Leader to plant a tree for each resident during his term of office was currently being considered by Officers but no decision had yet been made in terms of locations.

The criteria for community grants had been initially considered by the Cultural and Community Committee and a further report, including provision for measures to improve energy efficiency/minimise carbon output, would be considered at the next meeting.

28. **CLIMATE CHANGE AS A SOCIAL ISSUE**

At the last meeting it had been agreed that all members would contribute ideas as to what the town council can do practically to support those in Leamington's super output areas/more deprived wards make changes and improvements to reduce everyday impacts of climate change, and ideas as to how the town council could most effectively communicate with residents in these areas about this such as attendance at community forums and mother and baby groups.

As only two responses had been received it was agreed that these are circulated to the Group and the item be included on the Agenda for the next meeting.

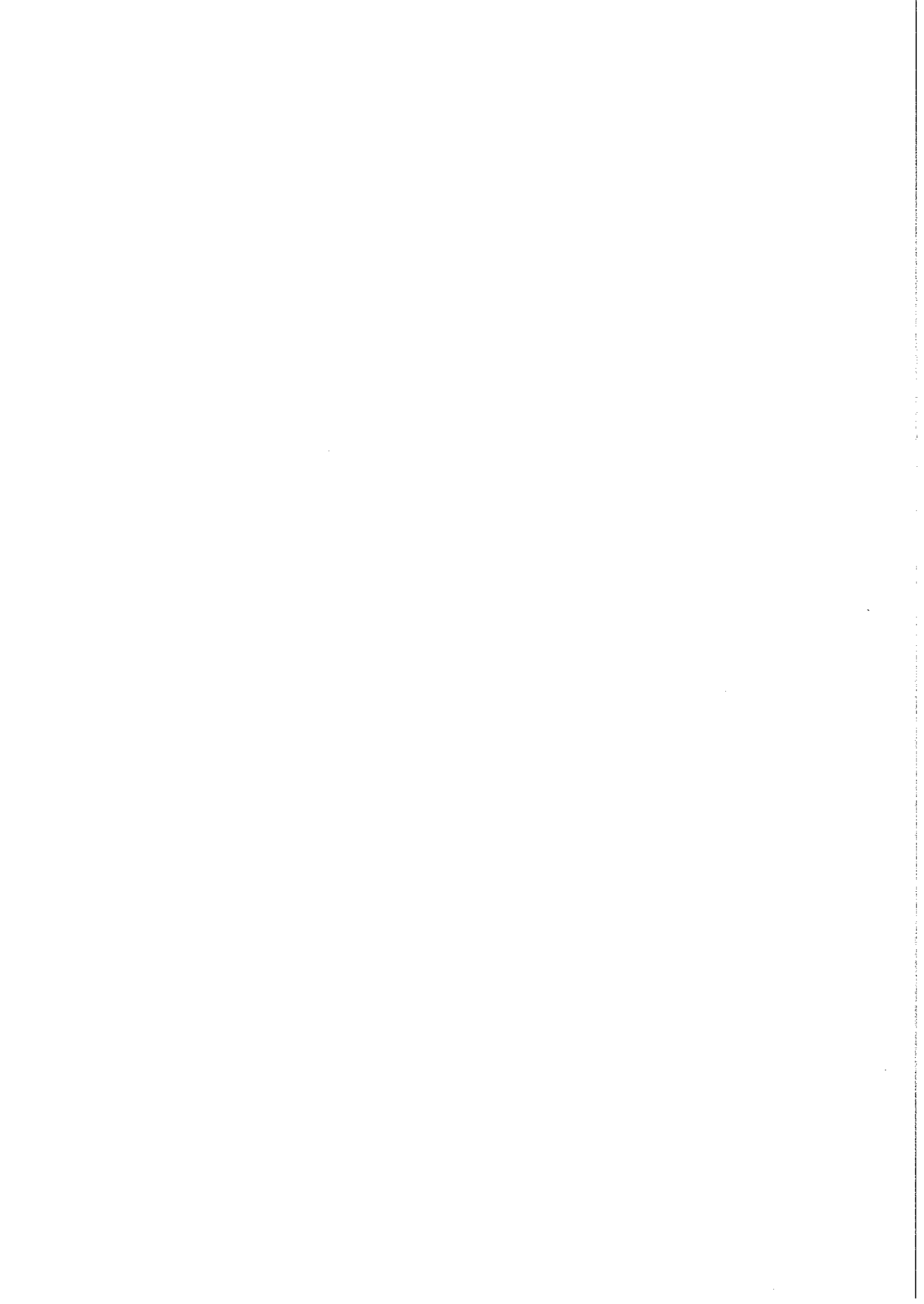
~~Action: All Members to consider and respond to RN for next meeting.~~

29. **NEXT MEETING**

Thursday 9<sup>th</sup> January 2020 commencing at 6.30 pm.

~~Action: All Members to note.~~

The meeting commenced at 6.30 pm and ended at 8.05 pm.



DRAFT BUDGET 2019/2020		Expenditure		Projected	Notes
	2019/20	01/11/19	Out-turn 19/20	Under/over spend	
					2020/21
<b>1. Member Allowances</b>	18000	12,339	18,000	0	18000
<b>2. Employee Salaries</b>	150520	91,098	154,200	-3680	157,700 3% allowance for 2020 salary settlement
<b>3. Mayoral Transport</b>					
Uniform	300	0	300	0	300
Fuel	450	182	350	100	450
Sundries	100	0	50	50	50
Garage Rental	425	276	470	-45	500
Lease Charges	3027	1766	3,027	0	3027
<b>4. Civic Expenses</b>					
Regalia Maintenance	350	0	0	350	350
Town Hall Mayoral Roll Board	390	0	390	0	390
Mayoral Photograph	325	240	240	85	325
Civic Service	350	0	350	0	250
Remembrance Service	1200	225	1,200	0	1400
Annual Parish Meeting	350	198	200	150	250
Civic Regalia - Purchase	500	0	0	0	2400
Civic Dinner	1300	0	1,300	0	1500 Proposed increase to assist with meeting increasing hire costs
Civic Visits	400	313	500	-100	500
Contingency	300	0	0	300	0
<b>5. Administrative Expenses</b>					
Insurance	2300	0	2,341	-41	2350
Office Stationery	550	250	500	50	550
W.A.L.C. Membership	2433	2430	2,430	3	2500
Audit fees	1100	1070	1,070	30	1100
Office equipment renewal	800	0	800	0	500
Photocopying	600	307	600	0	650
Postage	900	469	800	100	900
Staff training	500	0	0	500	300
Member training	1000	490	1,000	0	500
Web Site hosting	500	323	500	0	600
Council Meetings - Room Hire	900	565	900	0	1000
Minute Binding etc	200	0	200	0	200
Payroll Agency	1300	633	1,300	0	1300
BACS	270	124	270	0	270
I.T. equipment repair and support	250	180	250	0	1,250 New PC purchase
Staff recruitment - consultancy support	750	0	0	750	1500
<b>6. Property and Asset Maintenance</b>					
Town Hall - Annual Rent	8623	6461	8,658	-35	8870 2% allowance for RPI
Town Hall - Maintenance Charge (inc. NNDR)	9980	6285	8,850	1130	13,900 Allowance for increase arising from essential building maintenance
Telephones & Broadband	400	267	400	0	450
Telephone Kiosk - Clarendon Avenue	0	0	0	0	2600
War Memorial	400	0	0	400	0

DRAFT BUDGET 2019/2020	Expenditure		projected under/over spend		Notes
	2019/20	01/11/19	Out-turn 19/20	2020/21	
7. Mayor's Award	200	281	281	-81	300
8. Twinning (not LITS)	800	1,065	1,065	-265	400
<b>9. Grants and Section 137 expenditure</b>					
Citizens Advice Bureau	20000	20,000	20,000	0	20000
Christmas Lighting	20000	20,000	20,000	0	20000
Leamington in Bloom	2500	2148	2,250	250	3,000
Leamington International Twinning Society (LITS)	3000	3000	3,000	0	3000
Community Grants	45000	26191	45,000	0	45000
Blue Plaques	400	495	495	-95	900
Tree Planting and Maintenance	16500	0	16,500	0	16500
Street Furniture (inc. Grit Bins)	200	0	0	200	0
Music in the Park	2500	0	0	2500	0
Guided Walks - History Group	500	480	480	40	500
District Shopmobility Scheme	26000	13000	26,000	0	26000
Social Cohesion Fund	10015	2734	10,234	-219	10300
Neighbourhood Development Plan	2000	542	1,000	1000	2000
10. Elections	18000	0	18,000	0	18000
11. Allotments	5800	1676	5,800	0	5800
<b>12 Budget Options</b>					
Lillington Highway Signage					2000
Labyrinth Project					To be agreed
VE Day celebrations					3,000
<b>TOTALS</b>	<b>385,458</b>				<b>405,382</b>
Less Projected Income	2,500		less projected income	3,200	
Underspend/Overspend	5,082		Underspend	3,427	
Budget requirement before reserves		<b>377,876</b>	Budget requirement before reserves		<b>398,755</b>
Less Contribution from reserves		0	Less Contribution from reserves (if any)		0
<b>Total budget requirement from Precept</b>		<b>377,876</b>	<b>Total budget requirement from Precept</b>		<b>398,755</b>
Projected Precept at Band D		£22.04	Projected Precept at Band D		£23.37
Budget as % of 18/19		98.67%	Budget as Percentage of 2019/20		105.53%
% Precept increase		104.51%	Precept as % of 2019/20		106.02%
Reserves (Balances) at April 2018		£218,375	Reserves (Balances) at April 2019		£218,833
			Allocations against reserves		
			TedX Conference		£500
			Elections		£66,000
			Adjusted Reserves at 31/03/2020		£152,333

## **Future High Streets Fund: Stakeholder Workshop 1 - Notes**

18<sup>th</sup> November 2019 at Leamington Spa Town Hall

---

### **Attending**

#### *Warwick District Council*

Dave Barber  
Philip Clerk  
Martin O'Neil  
Guy Collier  
Cllr. Alan Rhead

#### *Stakeholder*

Sidney Syson – Leamington Society  
Cllr. Susan Rasmusson – Leamington Town Council  
Robert Nash – Leamington Town Council  
Stacey O'Connor – Warwickshire County Council/ Coventry and Warwickshire Local Enterprise Partnership  
Sunny Parekh – Warwickshire County Council  
Bill Waring – Waring and Co  
Aaron Corsi – Warwickshire County Council  
Jo Handford – University of Warwick  
Georgina Middleton – Leamington Old Town Traders  
Kristi Naimo – Arc  
Steph Kerr – Leamington Spa Business Improvement District  
Sarah James – Royal Priors

### **Discussion points and questions (from first open discussion)**

- Importance of determining how market failure can be demonstrated; why couldn't the market deliver the proposal? What evidence is there for market failure?
- Need to be clear on why housing may not be an element of proposal (high number of residents in town centre) but affordable housing for creatives may be an issue.
- Question: can existing schemes (currently being delivered) be considered as part of any match funding? One to raise with MHCLG.
- What has WDC done to assess Value For Money on other schemes we are working on (eg: Commonwealth Games)?
- Need to give more consideration to how we assess both monetarised and non-monetarised benefits of anything that goes into bid?
- Key challenge: how do we increase footfall in town centre without increasing vehicle emissions?
- Key challenge: How do get more people in and out of the town centre?
- What evidence do we need to make case?
- There are many different users of town centre, not just shoppers but all the people who work and deliver to the town centre.

- What can be done to involve partners such as within the automotive industry as we consider our bid (for example low emission vehicles)?
- Electric mobility solutions - example of Milton Keynes
- Make sure that the bid includes some “quick wins”.
- How bold should we be? We need to be visionary.

### **Closing comments**

Key initial priorities:-

- Talking to the funder.
- Further engagement with key stakeholders.
- Internal communications within Warwick District Council – different departments and councillors.
- Will reconvene stakeholder group as appropriate.

### **Outputs from group discussions:**

#### **Group 1**

*Proposals*

#### Geographic Focus:

- Victoria Bridge and surrounding area
- Link to existing investment
- Key localized challenges
  - Links. Role of river as feature/ barrier?
  - Affordability
  - Lack of active space

#### Possible Actions

- Re-route traffic
- Improve traffic flow to enhance
- Performance/ cultural/ experience at heart
- Relocate key organisations?
- Cultural piazza?
  - What is the digital offer?
  - How/ should we support existing offer?

#### Key Questions

- Who is the town centre for?
- What economic sectors should be prioritized?
- What does the future high street look like?
- Is there a role for charging infrastructure?
- Electric vehicles only for deliveries?

#### **Group 2**

*Opportunities*

Broadband: Capacity (High Speed)  
Especially for creative industries



Electricity: especially for creative industries

Parade: Pedestrianisation? Or bus only?  
Central waste/ delivery depot

District heating system for Leamington Town Centre

Bath St/ Clemens St/ High St: Strategic re-think  
What are main journey? Local?  
Commission work: Transport modelling?  
Links with wider Park and Ride/ Park and Stride initiatives?

Cycle lanes and parking.

Housing: Evidence needed for why not part of FHSF bid.

Space for creative industries  
Affordability  
Live/ work

Parking.

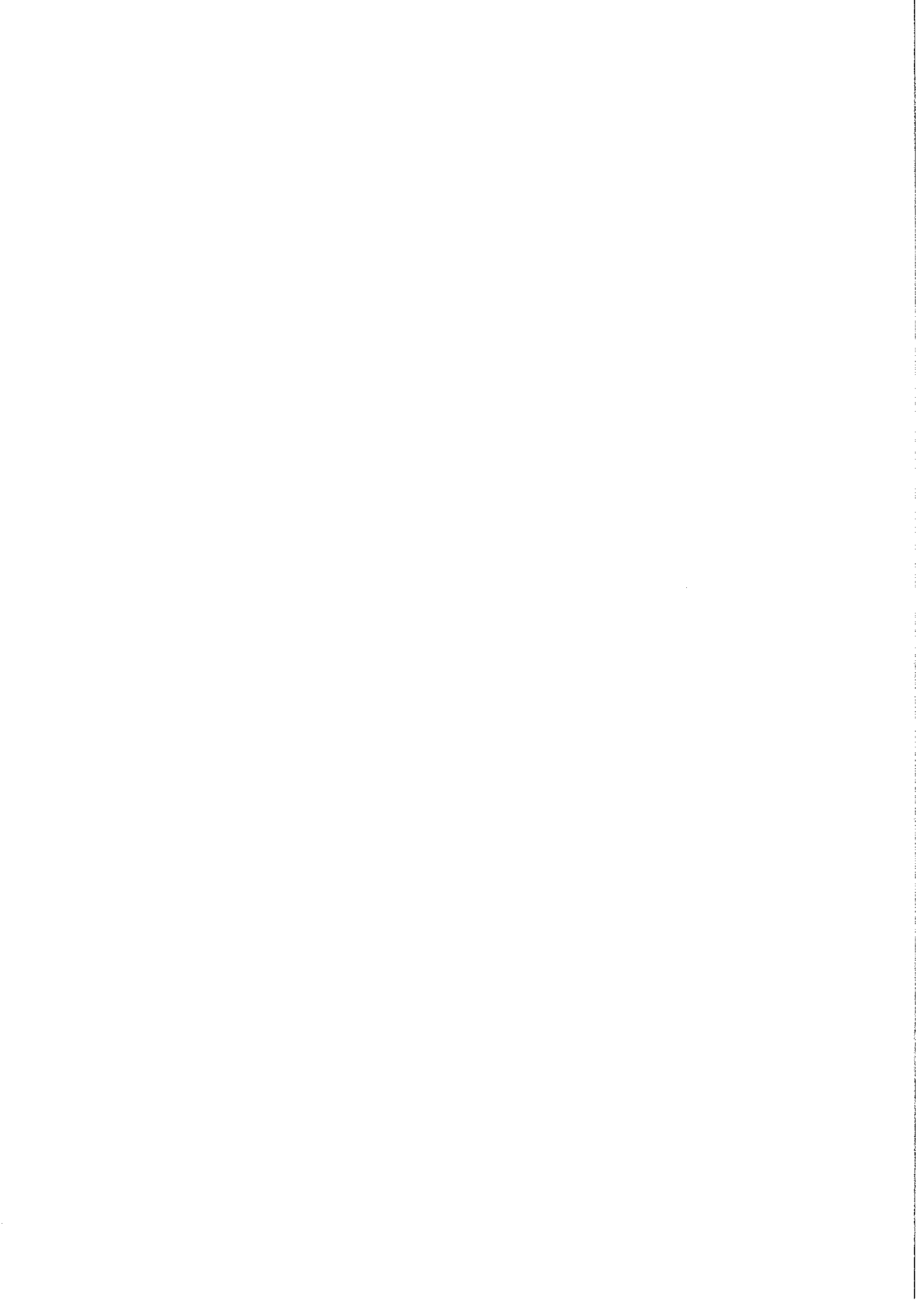
### **Group 3**

#### *Aspirations*

- Safe cycle ways into the town centre – connected to existing plans for Warwick and Kenilworth. Joined up approach.
- Making the high street an experience to visit.
- Target audience.
- Town Hall transformation – viable.
- Transport transformation – WCC need to engage.
- Transport hub and bike hire.
- Riverside opportunities – tourism and leisure.

#### *Now*

- Target audience – creatives.
- Easy gains – CDP, Mill Street, investment as match.
- Grow on office space – can demonstrate value for money and commercial failure.
- Business willing to contribute to convert.
- Digital connectivity.
- (Pedestrian) town square
  - Shared spaces
- List of key sites – of future significance.
- Showcasing riverside walks.
- Power and digital connectivity.



**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE  
HELD ON 6<sup>TH</sup> JANUARY 2020**

**COMMUNITY INFRASTRUCTURE LEVY**

**1. PURPOSE OF THE REPORT**

To consider the Council's policy in relation to the use of funding allocated by the Community Infrastructure Levy.

**2. INTRODUCTION**

2.1 The Community Infrastructure Levy (CIL) is a levy which allows local authorities to fund infrastructure by charging on new development in their area. Money raised will go towards the costs of infrastructure projects within Warwick District. The levy was introduced by the government through the Planning Act 2008 and the CIL Regulations 2010 (as amended).

2.2 Warwick District Council has completed the necessary consultation exercises and has undergone a successful CIL Inspection which has been formally adopted by the Council with effect from 18th December 2017. CIL takes the form of a tariff calculated on the basis of floor-space and is only payable for certain types of development in certain locations. For example, no CIL is payable by a developer in respect of social housing development. Full information is contained in the District Council's charging schedule (adopted 15th November 2017).

2.3 The definition of 'infrastructure' for the purposes of CIL includes:

- Roads and other transport facilities
- Schools and other educational facilities
- Flood defences
- Medical facilities
- Open spaces
- Sports and recreational facilities

The revenue from the levy must be used for supporting the development of an area by 'funding the provision, replacement, operation or maintenance of infrastructure'.

**3. PARISH AND TOWN COUNCILS**

3.1 The Committee will be aware that the CIL Regulations require the charging authority to pass on a meaningful proportion of CIL to Town and Parish Councils in which the development takes place. In places where there is no Neighbourhood Plan, this sum is 15% of CIL receipts from the development within their administrative area up to a maximum of £100 per Council Tax dwelling per annum. This rises to 25% where a Neighbourhood Plan is in place.

3.2 Following the completion of a refurbishment of property at Clemens Street, the Town Council has received notification of payment of £4,452 as the calculated proportion of CIL receipts owed to this Council. These funds have now been received and will be separately accounted for within the Council's accounts for the financial year 2019/20.

- 3.3 A Parish and Town Council must use its CIL receipts in accordance with the CIL Regulations to support the development of the local Council's area, or any part of that area, by funding:
- (a) the provision, improvement, replacement, operation or maintenance of infrastructure, or
  - (b) anything else that is concerned with addressing the demands that development places on an area

The Town and Parish Council is responsible for spending CIL Funds as defined above, within 5 years of their receipt. Should this not occur, the District Council may recover the charge unless the Town or Parish Council requests approval to hold the CIL funds for longer than the 5 years specified in the Regulations. If a Town or Parish Council does not wish to receive some or all of its CIL funding, it must write to the District Council informing it of the decision.

This Council also has certain other obligations under the Regulations concerning the appropriate accounting and reporting arrangements for CIL receipts. These include:-

- Keeping separate accounts and records of the receipt and expenditure of the CIL contributions
- Recording all invoices, receipts etc relating to any expenditure of the CIL contribution for a period of at least 7 years
- Complying and facilitating Warwick District Council's compliance with all statutory and contractual requirements
- Showing the CIL contribution in its accounts as a restricted fund
- Publishing via the website (or that of the charging authority) the amount of CIL received and spent within the area.

#### 4. **ISSUES FOR CONSIDERATION**

- 4.1 The receipt of monies via CIL represents a new source of income for this Council. The Committee will appreciate that this revenue must be spent in accordance with the CIL Regulations as set out in paragraph 3.3 above.
- 4.2 The Regulations require the Town Council to carefully consider whether the expenditure proposed from CIL revenue addresses the extra demand on infrastructure and services that are caused by development within Leamington Spa. CIL cannot be used as a replacement for routine revenue expenditure and any expenditure not incurred in accordance with the Regulations can be reclaimed by the charging authority.
- 4.3 The Town Council has embarked on the production of a Neighbourhood Plan and this has facilitated consultation with stakeholders and members of the public across a range of priorities, including infrastructural projects, which will benefit the Town over the life of the Plan. The Draft Plan specifically identifies a number of potential schemes against which CIL funding will be prioritised:-

## **Town Council Supporting Action – Community Infrastructure Levy (CIL)**

Where Community Infrastructure Levy (CIL) is made available to the Town Council consideration will be given to contributing towards the following when compliant with Warwick District policy:

- **Development of a transport interchange at the Railway Station and improvements to the subway from the Railway Station.**
- **Environmental improvements to Bath Street and adjacent streets.**
- **Cycling infrastructure, in particular completion of the Kenilworth to Leamington (A452), Warwick to Leamington (A445) and Cubbington to Leamington (B4453) cycle routes.**
- **Junction improvements as set out in Policy RLS14 of this NDP.**
- **Improved signage and way marking.**
- **Physical improvements to enhance the appearance and safety of the Old Town gateway around Bath Street/Clemens Street/High Street**

*Extract from Royal Leamington Spa Neighbourhood Plan – Regulation 16 Submission Draft November 2019*

- 4.4 The Town Council has therefore established a robust process for allocating the funds it will receive through developer contributions via CIL. The Committee will appreciate that not until the Neighbourhood Plan passes through a referendum and receives approval as a “made” Plan will the Council benefit from the higher CIL contribution of 25% of CIL receipts.
- 4.5 It will be for the Council to decide on the prioritisation of expenditure on the above projects. The amount of CIL will be limited as the opportunities for new development set out in the District Local Plan are relatively few. However, the Council will have regard to the long term growth and resulting infrastructural needs when developing plans for spending this source of funding. It may take some time for sufficient funds to accumulate to make a significant contribution to those projects listed as supporting actions. There will also be opportunities which allow for the delivery of other infrastructure projects, possibly identified by both Warwickshire County Council and Warwick District Council, where there is an impact on Leamington Spa.
5. **RECOMMENDATION**
- 5.1 The Committee is asked to note the receipt of the first CIL contribution payable to this Council. The Council will be responsible for determining the specific projects that will be supported by application of this funding.
- 5.2 The Royal Leamington Spa Neighbourhood Plan has identified a number of projects in relation to road and transport infrastructure that represent suitable use of CIL funding. At present, with the exception of the Kenilworth to Leamington Cycle route, these projects are not supported by other funding partners. It will be necessary therefore that the Council enters into discussion with the relevant Authorities and funding partners, if CIL monies are to be prioritised to these competing objectives.

