



THE TOWN COUNCIL
OF
ROYAL LEAMINGTON SPA
TOWN HALL, THE PARADE,
ROYAL LEAMINGTON SPA
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ROBERT NASH ACIS DMS
Clerk to the Town Council

Our Ref: RN/

Your Ref:

10TH October 2013

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held in Meeting Room 5A, Town Hall, Parade, Royal Leamington Spa on **WEDNESDAY 16TH OCTOBER, 2013 at 6.30 pm.**

The business will be as set out below.

Yours faithfully,

CLERK TO THE TOWN COUNCIL

To Councillors: Mrs S.E. Boad, W.L. Gifford, D.A. Greenwood, S. Ingleby, J. Knight, S. Lytton, A. Morrison and A. Wilkinson

(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 the Minutes of the Meeting held on 3rd September, 2013 (Report No. 4)

5. **MATTERS ARISING FROM THE MINUTES**

6. TOWN CENTRE ACTION PLAN (Minute 29)

To consider the attached Report (Report No 6)

7. TOWN COUNCIL OBJECTIVES 2013/14

To consider the attached Report (Report No. 7)

8. WARWICKSHIRE AND WEST MIDLANDS ASSOCIATION OF LOCAL COUNCILS – AGM – 13TH NOVEMBER 2013

To note arrangements for the Annual General Meeting to be held on 13th November at Shire Hall at 7.30 pm and agree as follows:-

(i) Appointment of Representative to WALC County Committee
(Present appointment Councillor John Knight)

(ii) Submission of Resolution

To consider any resolution which falls within the remit of the Association and which affects local Councils

9. STREET NAMING

To consider suggested street names proposed by Warwick District Council as follows:-

Development off Queensway:-

“Buckingham”

“Sovereign”

“Monarch”

10. WARWICKSHIRE PENSION FUND

To note the arrangements for the AGM of Warwickshire Pension Fund on 28th November 2013 and appoint a representative of the Town Council

11. PROPOSED PUFFIN CROSSING AND BUS STANDS – A425 OLD WARWICK ROAD

To consider the proposal by Warwickshire County Council to install a Puffin pedestrian crossing and improve existing bus stops on the A425 near Leamington Spa Railway Station

12. ACCOUNTS

To approve a schedule of accounts for payment.

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 3rd SEPTEMBER 2013 HELD AT THE TOWN HALL, PARADE, LEAMINGTON SPA

Present: Councillors Ann Morrison (Chairman), Sarah Boad, Judith Clarke (substituting S. Ingleby), Bill Gifford, David Greenwood, John Knight and Alan Wilkinson.

Apologies for absence were received from Councillor Sue Ingleby

25. DECLARATIONS OF INTEREST

The following declarations of non-pecuniary interest were made:
Warwick District Council – Housing Strategy Review

Councillors Gifford and Wilkinson declared interests in the above item by virtue of being Members of Warwick District Council.

26. PUBLIC FORUM

There were no members of the public present.

27. MINUTES

RESOLVED that the Minutes of the Meeting of the Policy and Resources Committee held on 30th July 2013 are confirmed and signed as a correct record, subject to recording the following amendments:

Apologies for absence from Councillor John Knight
Olwyn Ditchburn (Action for Children) among those in attendance.

28. MATTERS ARISING FROM THE MINUTES

(i) Warwickshire Children's Centres (Minute 17)

It was noted that the closing date for responses had now elapsed with some 1500 replies received to the consultation document. A report was no being compiled for consideration by the Cabinet of the County Council in September.

(ii) Warwick District Mobility Ltd

The Chairman reported that work was now being progressed, both through meetings of the Trustees and informal groups to identify key steps to introduce financial options which would benefit the long term future of the Scheme. Further reports would be made to the Committee periodically.

29. TOWN CENTRE ACTION PLAN

The Town Clerk reported that following discussion with the Town Centre Manager, a meeting had been arranged with the Consultant for 10th September, 2013. The Committee noted that establishing a realistic time-frame was important for the success of the Project and that lessons could be learned from the slippage experienced with the Warwick Town Centre Plan.

RESOLVED that a report on the outcome of the meeting on 10th September is made to the next meeting of the Committee.

30. COMMUNITY GOVERNANCE REVIEW

Consideration was given to a Report (report No. 7) concerning a potential response to the Community Governance Review announced by Warwick District Council. A map indicating potential amendment to the Parish boundary was also included and a copy is attached to the Minutes.

The Town Clerk outlined the rationale for the review which has arisen primarily as a result of changes to District Ward boundaries and electoral arrangements arising from the Periodic Review conducted by the Local Government Boundary Commission. This had resulted in the anomalous position of Leamington being divided into 8 Wards of two Councillors each at District elections compared with 11 Wards of between one and two Councillors each for Parish (Town) elections. This arrangement resulted in inconsistent levels of representation between District and Parish Councillors and Town Wards for Parish elections which did not relate to local community identities and ties. The proposed position was therefore one which was likely to lead to confusion of voters.

The Committee endorsed the principal recommendations in the Report noting that in a limited number of cases the boundary between the Parish of Leamington Spa and the Parishes of Old Milverton and Blackdown, Cubbington and Whitnash should be amended to regularise anomalies that presently existed. The Committee also recognised the importance of establishing an appropriate level of representation to a degree of equality in the Councillor/elector ratio between the new Wards of the Parish. This would help to balance the workload of Councillors and help the Council operate more efficiently.

RESOLVED that the following submission is made to the Community Governance Review:-

- (i) The boundary between Leamington Spa is amended as follows:-
 - (a) the area comprising Range Meadow Close and Hopton Crofts, presently located in the Parish of Old Milverton and Blackdown is transferred to Leamington Spa (Area 1 on Map)
 - (b) The area presently to the North east of South View Road comprising in part the residential areas of Kelvin Road, Stirling Avenue and Leicester Lane are transferred from Cubbington Parish to Leamington Spa Parish (Area 2)
 - (c) The boundary between Leamington and Whitnash Parishes is redrawn from the southern extremity of Sydenham Estate to the point where it meets the railway line (Area 3)
 - (d) The boundary line between Leamington and Old Milverton Parish is redrawn to include both the former and present sites of North Leamington Community School in the Parish of Leamington Spa (Area 4)
- (ii) that the following Ward Structure and electoral arrangements are implemented at the next District and Parish elections:-

Ward	No of Members	Electorate (2012)	Ratio: Councillor/Electors
Brunswick	3	4692	1:1564
Clarendon	3	4663	1:1554
Crown	3	4480	1:1493
Leam	3	4140	1:1380
Manor *	3	4429	1:1476
Milverton	3	4560	1:1520
Newbold	3	4498	1:1499
Sydenham	3	4441	1:1480
* includes electors currently in Cubbington Parish			
8	24	35903	

31. HOUSING STRATEGY REVIEW

Consideration was given to a letter from the Housing and Strategy Development Officer (Warwick District Council) announcing the commencement of preparation of a new Housing Strategy for the District for the period 2014-2017. A Seminar to help inform the process and obtain wider input was planned for the 19th September, 2013 to which invitations would be circulated.

The Committee endorsed the three principal areas of the Strategy and

RESOLVED that the following were priorities for the future:-

- (1) There is an under supply of affordable housing at the entry level of the Housing market
- (2) Arising from the introduction of restrictions in benefit entitlement in the Welfare Reform Act 2012, there is now an increasing demand for 1 bedroom accommodation which is presently unmet in Warwick District
- (3) The Strategy needs to recognise the impact of extremely high private sector rent levels and the impact this has on achieving sustainable supply of housing
- (4) Consideration should be given to the needs of accommodation for the elderly to ensure that this group are provided with sufficient options to remain living in the Community.

Note: In accordance with the Council's Code of Conduct, Councillors Gifford and Wilkinson declared non-pecuniary interests in the above item, remained in the meeting and took part in the voting and discussion.

32. ACCOUNTS

Consideration was given to a schedule of accounts arising for payment since the last meeting had been circulated at the meeting and a copy is filed with the Minutes.

RESOLVED that the schedule of accounts and the following expenditure under Section 137 of the Local Government Act 1972 is approved for payment:-

Policy & Resources Meeting – 3 September 2013

Warwick District Council – Band Performances	£1940
Signs Express (Warwick) – Making of Signs	£15.00

The meeting commenced at 6.30pm and ended at 7.35 pm

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE
HELD ON 16TH OCTOBER, 2013**

TOWN CENTRE ACTION PLAN

1. INTRODUCTION

- 1.1 The Committee will be aware that discussions have commenced with Warwick District Council to explore the options for collaboration between the Town and District Councils in relation to developing a Town Centre Action Plan.
- 1.2 The Town Council has previously resolved that a jointly prepared Action Plan represents a suitable and relevant approach to delivering neighbourhood planning in Leamington Spa as envisaged in the Localism Act. The alternative option of developing a distinct Plan for the Town, through designating Leamington as a Neighbourhood Plan Area, was seen as unnecessarily resource intensive and potentially conflicting with the processes of consultation taking place for the District Local Plan and the Town Centre Action Plan. There were also concerns that designating the Town as a single area was also unrealistic in terms of the distinct differences that exist between different parts of the Town.
- 1.3 Two meetings have now taken place with Officers of the District Council, the latest having been attended by Councillors Morrison, Gifford and Wilkinson together with David Butler, Town Centre Business Manager, and Georgia Siora, Warwick Economics and Development, a local Consultancy engaged by the District Council.
- 1.4 The meeting explored the common themes that exist in terms of a Neighbourhood Plan and Town Centre Action Plan and provided an opportunity for the Town Council to influence the Town Action Plan process at an early stage.

2. MEETING OUTCOMES

- 2.1 There was recognition that resources available to the District Council are presently heavily committed to the District Plan process but that certain efficiencies could be achieved through developing the Action Plan and District Plan in parallel.
- 2.2 Defining the area for the planning process was important and emphasis was placed on ensuring that areas outside of the defined Town Centre and BID areas would not be overlooked either as part of the Town Centre Action Plan, or in a separate Plan if undertaken later. The Town Council was asked to broadly outline some key principles which it wished to see included in the process:-
 - Inclusivity through appropriate consultation of appropriate stakeholder groups
 - Providing mechanisms to overcome a local sense of powerlessness
 - Incorporating influence at key stages in the plan process
 - Strengthening the relationships between existing tiers of local government

- Recognising the unique retail offer in Leamington Town centre through its mix of independent and multiple retailers
- Avoidance of repetition in consultation exercises
- Ensuring that key stakeholders and the public are informed of what is happening
- A defined, but not protracted, timescale
- A role for the Town Council in the process

2.3 It was agreed that the project plan structure should be agreed taking account of these principles and including the identification of resources, defined responsibilities and a timescale. A draft structure would be prepared and circulated by Georgia in due course.

3. RECOMMENDATION

3.1 The Report is for the Committee's information and no decision is required.

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TOBEHELD
ON 16TH OCTOBER 2013**

TOWN COUNCIL OBJECTIVES 2013/14

1. INTRODUCTION

- 1.1 The Council has previously resolved to prepare a Policy Statement which will outline its key objectives to be achieved within a specified time-frame. This statement was originally intended to indicate the general direction of Council Policy rather than be policy specific document.
- 1.2 At the Council meeting on 17th September 2013, it was agreed, subject to certain minor amendments that the Policy Document contained at Appendix 1 be adopted and that this Committee considers identifying a responsible Committee for each policy objective and where appropriate the relevant resources needed to ensure implementation.
- 1.3 A revised Policy Statement, taking into account the above decision of Council, is set out at Appendix 2. This is very much an outline at this stage and will need further work.

2. RECOMMENDATION

- 2.1 The Committee's observations are requested.

**ROYAL LEAMINGTON SPA TOWN COUNCIL
OBJECTIVES FOR 2013/14**

Royal Leamington Spa Town Council recognises the unique features of the town and strives to maintain and improve it as a place to work, live and play. We recognise that we are fortunate to represent a lively town, with its many and diverse groups and cultural activities. We aim to preserve and enhance the special character of Leamington Spa Town Centre. We aim to promote a healthy and active interest in activities and arts in the town, and to engage with all residents to find out their views. We support vibrant communities and voluntary involvement in the town. We want to keep our town green and clean.

***WORKING FOR A THRIVING & LIVELY TOWN
Specifically we want;***

to develop collaborative working arrangements with Warwickshire County Council and Warwick District Council, especially in relation to Town Centre development, and planning in particularly deprived neighbourhoods

- by working with the Town Centre Development Manager, to ensure the views of this Council are heard
- by considering plans for specific wards
- through working with BID Leamington, the RLS Chamber of Trade, Old Town Business Association and other organisations such as the Leamington Society
- by maintaining Leamington Town Centre as a place to shop, and a place to meet friends

to respond to WDCs Local Plan with a detailed argument for how we want to see Leamington develop

- by highlighting the need for new housing for all and specially social housing
- by emphasising the need for employment opportunities for all our community
- by emphasising that we do not want any Sexual Entertainment Venues in the town
- by acknowledging the history of the town
- by promotion of transport for all, that includes public transport, cycling and pedestrian traffic
- by promoting social cohesion
- in active promotion of community safety

to engage with local residents to ascertain views on planned developments

- to find ways of getting residents views, including through the use of social media
- messages everywhere *-we want to hear from you*
- by working with local organisations to preserve and promote historical aspects of the town
- by working with WDC to develop a policy on HIMOs
- through engaging with existing groups, such as residents' associations, Warwickshire University etc.

to support and develop all aspects of civic life, particularly through the offices of the Mayor and Deputy Mayor

- by planning how to celebrate in 2014 the 200th anniversary of the Pump Rooms
- by engaging with the Event Management Officers of WDC in planning events in Leamington
- by supporting and promoting vibrant community and voluntary action, through our Culture and Community committee
- by our support to music, arts
- through our support to the Blue Plaque scheme
- promotion of cultural links and understanding through our Twin Town Agreements and Friendship links with other nations.

to promote equality for all, and particularly in the more socially deprived wards in the town

- by continued support to CAB
- by celebrating our cultural diversity
- by supporting Warwick District Shopmobility, and to advise on its long term financial Viability

to support our policies to maintain positive ecological action

- by encouraging pedestrians and cyclists, and discouraging over-use of cars
- through our support to Transition Towns and Fair Trade
- keeping our town green and clean
- by our street tree planting programme
- through our support to Leamington in Bloom
- active support for Allotment Societies and those wishing to establish new Allotment sites

to promote the work of the Town Council

- by more active promotion of those activities we support financially eg Music in the Park
- by promoting in all media the groups and activities we fund, eg more posters in prominent places to advertise events, *Funded by Leamington Town Council*
- posters in the Town Hall which promote the Town to visitors.
- to work with the Tourist Information Service and Leamington BID to promote the town and its activities and events to visitors, and examining signage within the town

to ensure that all expenditure of this Council is consistent with these objectives

- through rigorously examining all applications for grants
- scrutinising all expenditure and income

Appendix 2 – Town Council Objectives 2013-14

Objective	Delivered through	Delivered by (Committee)	Additional Resources Needed
<p>To develop collaborative working arrangements with Warwickshire County Council and Warwick District Council, especially in relation to Town Centre development, and planning in particularly deprived neighbourhoods</p>	<ul style="list-style-type: none"> - by working with the Town Centre Development Manager, to ensure the views of this Council are heard - by considering plans for specific wards - through working with BID Leamington, the RLS Chamber of Trade, Old Town Business Association and other organisations such as the Leamington Society - by maintaining Leamington Town Centre as a place to shop, and a place to meet friends 	<p>Policy and Resources</p>	<p>None</p>
<p>To respond to WDCs Local Plan with a detailed argument for how we want to see Leamington develop</p>	<ul style="list-style-type: none"> by highlighting the need for new housing for all and specially social housing - by emphasising the need for employment opportunities for all our community - by emphasising that we do not want any Sexual Entertainment Venues in the town - by acknowledging the history of the town - by promotion of transport for all, that includes public transport, cycling and pedestrian traffic - by promoting social cohesion - in active promotion of community safety 	<p>Council Policy and Resources</p>	<p>None</p>
<p>To engage with local residents to ascertain views on planned developments</p>	<ul style="list-style-type: none"> to find ways of getting residents views, including through the use of social media - messages everywhere -we want to hear from you - by working with local organisations to preserve and promote historical aspects of the town 	<p>Council Planning Committee Forward Plan</p>	<p>Possible additional investment needed in developing interactive survey facilities via the website and social media</p>

Appendix 2 – Town Council Objectives 2013-14

Objective	Delivered through	Delivered by (Committee)	Additional Resources Needed
To engage with local residents to ascertain views on planned developments	<ul style="list-style-type: none"> - by working with WDC to develop a policy on HILMOS - through engaging with existing groups, such as residents' associations, Warwickshire University etc. 		
To support and develop all aspects of civic life, particularly through the offices of the Mayor and Deputy Mayor	<ul style="list-style-type: none"> - by planning how to celebrate in 2014 the 200th anniversary of the Pump Rooms - by engaging with the Event Management Officers of WDC in planning events in Leamington - by supporting and promoting vibrant community and voluntary action, through our Culture and Community committee - by our support to music, arts - through our support to the Blue Plaque scheme - promotion of cultural links and understanding through our Twin Town Agreements and Friendship links with other nations. 	Cultural and Community	<p>No funding identified for anniversary event</p> <p>Other items in this category met within promotional budget and/or Section 137 provisions</p>
To promote equality for all, and particularly in the more socially deprived wards in the town	<ul style="list-style-type: none"> by continued support to CAB - by celebrating our cultural diversity - by supporting Warwick District Shopmobility, and to advise on its long term financial viability - by encouraging pedestrians and cyclists, and discouraging over-use of cars - through our support to Transition Towns and Fair Trade - keeping our town green and clean - by our street tree planting programme - through our support to Leamington in Bloom - active support for Allotment Societies and those wishing to establish new Allotment sites 	Policy and Resources	
To support our policies to maintain positive ecological action	<ul style="list-style-type: none"> - by encouraging pedestrians and cyclists, and discouraging over-use of cars - through our support to Transition Towns and Fair Trade - keeping our town green and clean - by our street tree planting programme - through our support to Leamington in Bloom - active support for Allotment Societies and those wishing to establish new Allotment sites 	Policy and Resources Cultural and Community	None
		Allotments Sub - Committee	

Appendix 2 – Town Council Objectives 2013-14

Objective	Delivered through	Delivered by (Committee)	Additional Resources Needed
<p>To promote the work of the Town Council</p>	<p>by more active promotion of those activities we support financially e.g. .Music in the Park</p> <ul style="list-style-type: none"> - by promoting in all media the groups and activities we fund, e.g. more posters in prominent places to advertise events, Funded by Leamington Town Council - posters in the Town Hall which promote the Town to visitors. - to work with the Tourist Information Service and Leamington BID to promote the town and its activities and events to visitors, and examining signage within the town 	<p>Cultural and Community</p>	<p>Possible additional budgetary provision required in this area to enhance media exposure</p>
<p>To ensure that all expenditure of this Council is consistent with these objectives</p>	<p>through rigorously examining all applications for grants</p> <p>-scrutinising all expenditure and income</p>	<p>Cultural and Community</p> <p>Policy and Resources</p>	<p>None</p>

