



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

**STEPHEN MARKS**  
Clerk to the Town Council

Our Ref: SM/P&R

Date: 11 June 2021

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held on **THURSDAY 17<sup>th</sup> JUNE 2021** in the Annex at the Royal Pump Rooms, Leamington Spa, commencing at 6.00 pm.

The business will be as set out below.

Yours faithfully,

**CLERK TO THE TOWN COUNCIL**

To Councillors: Alan Boad, Sarah Boad, Will Bryce, Mubarik Chowdry, Judith Clarke, Bill Gifford, Jade McGhee, Louisa Radice and Susan Rasmussen

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

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**AGENDA**

1. APOLOGIES FOR ABSENCE
2. ELECTION OF CHAIR OF POLICY & RESOURCES COMMITTEE
3. ELECTION OF VICE CHAIR OF POLICY & RESOURCES COMMITTEE
4. DECLARATIONS OF INTEREST

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

5. PUBLIC FORUM

Town Clerk will report any representations made to the Committee prior to the meeting.

6. MINUTES pp.3-5  
To consider and approve as a correct record the Minutes of the Meeting held on 26<sup>th</sup> April 2021 (Report No.6)
7. MATTERS ARISING FROM THE MINUTES
8. CYCLING & WALKING INFRASTRUCTURE CONSULTATION pp.6-7  
To consider the attached Report (Report No 8)
9. CONCESSIONARY PARKING DAYS p.8  
To consider the attached Report (Report No.9)
10. MAYORAL CAR pp.9-10  
To consider the attached Report (Report No.10)
11. STREET COLLECTIONS POLICY CONSULTATION pp.11-13  
To consider the attached Report (Report No.11)
12. WORK PROGRAMME 2021/22 pp.14-15  
To consider the attached report (Report No 12)
13. PAYMENTS  
To approve a schedule of accounts arising for payment – schedule to be circulated.

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 26<sup>th</sup> April 2021**

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

**Present:** Councillors Sarah Boad (Chair), A Boad, Will Bryce, Mubarik Chowdry, Louisa Radice and Susan Rasmussen.

Officers: Stephen Marks, Town Clerk

**92. Apologies for Absence**

Apologies were received from Cllr J Alty, Cllr B Gifford and Cllr J Clarke (also from Cllr McAllister who was due to substitute for Cllr Gifford).

**93. Declarations of Interest**

**94. Public Forum**

There were no representations from members of the public.

**95. Minutes**

**RESOLVED** that the Minutes of the Meeting of the Policy and Resources Committee held on 18<sup>th</sup> March 2021 (Report No.4) are confirmed as a correct record.

**96. Matters Arising from the Minutes**

No matters arising were identified.

**97. Future Meetings**

The committee discussed the report relating to future meeting arrangements and the inability to continue with remote meetings beyond 6<sup>th</sup> May 2021.

The Committee was happy in principle for the delegation of some items / decisions being delegated to the Town Clerk, recognising the potential risks if the Council or its committees were not able to meet.

**Action:** Town Clerk to prepare a paper to the Town Council in relation to delegation.

The Committee discussed the government consultation / call for evidence in relation to Local Authority Remote Meetings

**RESOLVED** that the proposed consultation responses be submitted to the government's consultation / call for evidence.

**98. Protocol for Representatives on Outside Bodies**

The committee discussed the report provided and the draft Protocol for Representatives on Outside Bodies. It was noted that the District Council are keen to involve the Town Council in various partnership work streams. It was noted that the

Council may wish to consider its protocols for appointing to outside bodies in the future.

**RESOLVED** that it be recommended to Council that the Protocol for Representatives on Outside Bodies be adopted.

**99. Update from Outside Bodies / Town Council Representatives**

Creative quarter update – Cllr Rasmussen had provided a written update and spoke briefly, noting further that:

- The Creative Quarter Partnership Board is not a constituted board in a legal sense.
- It is currently meeting fortnightly as there is much going on at the moment.

Cllr Rasmussen was thanked for her update report, which was noted.

**100. Green Shoots Fund Update**

The Town Clerk updated the committee, noting that:

The Green Shoots Fund had advised that funding for activity on a 3<sup>rd</sup> party's land was eligible in principle, subject to written evidence of permissions etc.

Initial conversations with partner organisations had taken place but more detailed work would be required in order to get necessary permissions in place.

The possibility of securing funding for additional street tree provision was being explored.

It was agreed that there was more work to be done before a bid could realistically be submitted and that it is likely to be more appropriate to bid for a later round of funding.

It was noted that a separate group was still exploring options in relation to the viaduct / Bath Street.

**101. Budget Monitoring**

The current budget situation was noted, having been considered at previous meetings. Final accounts for the year will be reported to full Council.

**102. Payments**

**RESOLVED** that the Schedule of payments be approved. It was noted that the payment identified as cheque 106735 would actually be paid by Direct Debit which had now been set up.



**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 17<sup>th</sup> JUNE 2021**

**CYCLING AND WALKING INFRASTRUCTURE CONSULTATION**

1. **Purpose of the Report**

To consider Warwickshire County Council's Current consultation in relation to Cycling and Walking Infrastructure.

2. **Introduction / overview**

- 2.1 Warwickshire County Council is currently undertaking a consultation exercise to inform the development of a Local Cycling and Walking infrastructure plan. Given the Town Council's strong focus on active and sustainable travel, both in the context of its corporate objectives and the recently adopted Leamington Spa Neighbourhood Plan, this is an important strategy for the Town Council and the town. The consultation runs until Friday 9<sup>th</sup> July.

3. **Format of the consultation**

- 3.1 The consultation is focussed on **identifying specific cycling and walking infrastructure issues at specific locations**. This includes identifying problems / concerns and potential solutions or improvements, but also seeks views on facilities / infrastructure that currently work well.

The consultation uses an interactive mapping system (Commonplace), whereby individuals can identify specific issues at specific locations or can agree with comments already made by others. The interactive map can be found at <https://warwickshirelcvip.commonplace.is/>

Members will see that there are already a significant amount of comments about walking and cycling infrastructure in Leamington Spa.

- 3.2 The specific questions asked are:

- Where is the location that you are commenting on?
- What are you commenting on? (Select from road / pavement / existing cycle route / junction / crossing / gate or barrier / no cycle parking / other)
- Overall how do you feel about this location? (choose smiley / non smiley face)
- Are there any problems or issues at this location that you wish to raise? (select from list)
- How could cycling and walking conditions be improved at this location? (select from list)
- Thinking about walking or cycling, are there any things that work well at this location? Please tell us below.

**The committee is invited to identify any specific issues / proposals at specific locations in Leamington Spa which can be fed into the consultation exercise.**

#### 4. **General Comments**

4.1 Although the consultation focusses on infrastructure at specific locations, WCC's Transport Planning Team have indicated that they welcome more general comments in relation to Walking and Cycling infrastructure. It is suggested that the following comments could be made in response to the consultation:

4.2 *Leamington Spa Town Council welcomes the proposed development of a Local Cycling and Walking Infrastructure Plan, acknowledging the potential benefits that improved cycling and walking infrastructure could achieve in relation to health and wellbeing, accessibility, environmental improvement and economic prosperity.*

*It is hoped that the plan results in a clear strategic approach to cycling and walking infrastructure in Leamington Spa that partners can work together to implement and which will genuinely see a step change in local infrastructure to support and achieve increased levels of active / sustainable travel.*

*The Town Council is exploring the use of its own resources (Including Community Infrastructure Levy receipts) to determine how best it can contribute to local infrastructure in the town. The Town Council would welcome the opportunity to engage with WCC and other partners once the results of the current consultation have been collated and analysed, to identify where the Town Council might be able to effectively contribute to improving cycling and walking infrastructure.*

#### 5. **Community Infrastructure Levy (CIL)**

The committee will be aware that the Town Council has been receiving Community Infrastructure Levy Funding and that it has agreed to develop specific proposals for the use of those funds.

While this will be considered in further detail by the CIL working group and subsequently at relevant committee / Council meetings, this WCC consultation exercise offers an excellent opportunity to gain community intelligence and to identify specific infrastructure improvements.

The Town Clerk will liaise with WCC's Transport Planning Team and other relevant partners to ensure that the intelligence gained from this exercise and the resulting infrastructure proposals are considered further in terms of the Town Councils own investment in infrastructure.

#### 6. **Recommendations**

- i) That the committee notes the current consultation and the intention of WCC to develop a Local Cycling and Walking Infrastructure Plan.
- ii) That committee members identify any specific locations in the Town where there are walking / cycling infrastructure issues and agree any comments to be fed into the consultation.
- iii) That the committee agrees (or otherwise amends) the general comments identified in paragraph 4.2 for submission in response to the consultation.

**CONCESSIONARY PARKING**

1. **Purpose of the Report**

To consider the offer of 2 days free parking in Warwick District Council car parks in the town.

2. **Introduction / overview**

2.1 As in the previous year, Warwick District Council (WDC) has written to Town Councils to offer two days of free car parking in District Council operated car parks in their town during the current financial year.

2.2 The committee is reminded that when considering this matter last year, it identified the following days/dates for the free parking - Friday 8th May (VE/VJ celebrations) and Sunday 15th November (activation of Christmas Lighting).

2.3 WDC would ideally like a month's notice to put the necessary arrangements in place.

3. **Recommendation**

3.1 That the committee considers the offer made by WDC and identifies two days that it would request that parking in WDC car parks in Leamington Spa be made free of charge.



**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 17<sup>th</sup> JUNE 2021**

**MAYORAL CAR**

1. **Purpose of the Report**

To consider options in relation to the Mayoral Car.

2. **Introduction / overview**

- 2.1 The Town Council currently leases a Mayoral Car to enable the Mayor / Deputy Mayor to undertake their duties. The vehicle is a Toyota Prius hybrid. The existing 3 year lease is due to expire on 16th September 2021. As such consideration needs to be given to options at the end of the lease.

3. **Use of the Mayoral Car**

- 3.1 The use of the Mayoral Car has inevitably been limited during the Covid 19 pandemic as mayoral engagements have been significantly reduced. However as we emerge from the pandemic we anticipate a return to normal levels of activity and we are already seeing a significant increase in invitations for mayoral engagements.

4. **Options**

Contact has been made with the existing vehicle provider who have advised of the options available.

4.1 *Informal extension*

An informal extension can be used to add up to 3 months to an existing agreement. It can be applied on a monthly basis or as a block of 2-3 months. During the extension period the monthly rentals will remain the same and the contract mileage is increased on a pro-rata basis. Maintenance will continue to be included and any services / MOTs would need to be completed. There is no additional administration cost for extending the agreement informally.

4.2 *Formal Extension*

A formal extension can be applied to the agreement for either 6, 9 or 12 months. During the extension period the monthly rentals payments will remain the same and the contract mileage is increased on a pro-rata basis. If the vehicle agreement includes a maintenance plan, the maintenance element will continue along with the extension.

We are only able to apply for one formal extension for the agreement. There is no additional administration cost for extending the agreement formally.

It is possible to combine an informal and formal extension together. We can take the informal extension first and then have a formal extension applied after, however, the maximum extension term is still 12 months.

#### 4.3 *New lease on new vehicle*

A price for a new lease vehicle was requested from the existing provider for the purposes of comparison.

The cost for a new equivalent vehicle (Toyota Prius Hybrid) is:

- Initial rental - £826.32
- Initial maintenance payment - £42.66
- 35 monthly rentals (inc maintenance) of £275.44 (£9640.40)

Total cost (3 years) - £10509.38

(Annual cost equivalent = £3503.13)

This compares to current monthly costs of £252.25 which equates to £3027 annually. (All costs exclude VAT.)

#### 4.4 *Alternative vehicle*

This would need to be explored in more detail.

### 5. **Considerations**

#### 5.1 *Practicalities*

It is understood that the Town Council has previously considered a move from a petrol/hybrid vehicle to a fully electric vehicle. At that time the inability to charge a fully electric vehicle was identified as a major/fundamental obstacle to this approach. The situation in this regard remains essentially the same.

#### 5.2 *Finance*

The Town Council has budgeted for the ongoing (current) costs of the Mayoral Car in its budget for 2021/22 and will need to consider the same when budgeting for 2022/23. Extending the existing lease adds nothing to the current monthly costs. A new equivalent vehicle would be more expensive, as shown in 4.3.

#### 5.3 *Other*

The use of the Mayoral Car is inextricably linked to the employment of a member of staff. Therefore any significant changes in practices in relation to the use of the Mayoral car would need to be well thought through and fully consider any implications for staffing.

### 6. **Recommendations**

- i) That the committee considers the current situation regarding the Mayoral Car.
- ii) That the lease of the current Mayoral Car be extended for 12 months to enable a return to 'normal' levels of mayoral engagements and a more detailed consideration of future arrangements.

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 17<sup>th</sup> JUNE 2021**

**STREET COLLECTIONS POLICY CONSULTATION**

1. **Purpose of the Report**

To consider Warwick District Council's consultation on a proposed Street Collections Policy, which runs until Friday 2<sup>nd</sup> July.

2. **Introduction / overview**

2.1 As part of its Licencing function, Warwick District Council (WDC) is updating its Policy on Street Collections (i.e. charitable collections which take place in the street / public places).

2.2 WDC notes that '*Street collections are those people with collecting tins or buckets on the high street or at the street fayre or other charity event. Their collecting tins will clearly show the charity that they are collecting for, and each collector should be registered with the charity in some way. They are asking for cash donations and would ask you to place your donation directly into the collecting tin.*'

2.3 WDC states that following in relation to the purpose of having a policy on this issue:

*Policies help to provide clear guidance to all about what should be taken into account when making and determining an application for a charitable collection. They ensure that as a Council, we treat all applications in the same way, and they advise applicants and officers of our minimum required standards. They outline how we interpret the law involved, set minimum standards for applicants to achieve and where applicable include timeframes and restrictions.*

*Central to our policies is a desire to ensure that members of the public and the charity sector are protected from people acting fraudulently and that we can have confidence that those collections taking place within the district are well organised.*

2.4 Purpose of the consultation – WDC is seeking views on the proposed policy to ensure that it is fit for purpose, and to strike a balance between the needs of the charity sector to collect money and the needs of residents and visitors to our district to enjoy our open spaces without feeling overwhelmed by collectors.

3. **Street Collections Policy Content**

3.1 The full draft policy document will be circulated and can be found at [https://www.warwickdc.gov.uk/info/20009/licensing/1696/house\\_to\\_house\\_and\\_street\\_collections\\_policy\\_consultation](https://www.warwickdc.gov.uk/info/20009/licensing/1696/house_to_house_and_street_collections_policy_consultation)

However, for ease the following sections from the policy have been extracted, to identify some of the key points / requirements of the draft policy:

*2.2 Warwick District Council will allow only one collection to take place in any given area per day. The collection areas are defined as Leamington Spa, Whitnash, Warwick and Kenilworth town centres and 'Rural' is defined 'any other Village' inside the boundary.*

*2.7 No collection shall be made in any street or public place to the obstruction or annoyance of any person in such street or public space.*

*2.8 Warwick District Council will allow no more than 1 collection per calendar year (January to December) for any one organisation or individual.*

*2.9 Collections are booked on a first come, first served basis. This is to ensure that all charities whether large or small, have equal access to popular collection dates.*

*2.10 Where more than one organisation applies for a permit for the same date at the same time, then preference will be given to the more local organisation in order for the proceeds to benefit the local communities. Priority will be given to charities based in and around Warwickshire.*

*2.12 Written notice must be provided to us as either part of the application or prior to the collection, confirming details of all person(s) taking part in the collection. You must provide the collectors, name, address and date of birth, this is to enable us to check the suitability of the collectors and for enforcement.*

*2.14 Warwick District Council will restrict the number of people collecting monies (at any one time) to six per area.*

#### *Collectors behaviour*

*2.16 Failure to comply with the Street Collection Regulations may result in future applications for a permit being refused. A copy of the regulations are attached as Appendix 1.*

*2.17 No collector shall importune any person to the annoyance of such person.*

*2.24 A collector shall not carry or use any collecting box, receptacle or tray which does not display prominently the name of the charity/fund for which they are collecting for, nor carry or use any box or other receptacle(s) which are not duly numbered.*

*2.25 No payment or reward shall be made or given to any collector directly or indirectly, or to any person connected with the promotion or conduct of a collection, 100% of the monies collected must be given to the society/charity for which the collection was obtained for.*

#### *Registered charities and charitable organisations*

*2.29 Warwick District Council will consider applications from registered charities and a registered charity number will need to be provided on the application form.*

*2.30 Should the collection be on behalf of a registered charity then a letter of authority will be required which must accompany the application from the organisation.*

*2.31 Should a non-registered organisation wish to submit an application, then they will have to provide information with regard to the charitable purpose (i.e. Relief of poverty, advancement of health or saving of lives) and show they benefit the public.*

*2.33 Exceptions to this policy may be made for collections such as the Royal British Legion's Poppy Appeal and Santa collections within the District and when natural disasters have occurred such as a tsunami or earthquake.*

*3.1 No collection of money shall be made in any street or public place within Warwick District unless the person, society, committee or other body of persons responsible for such collection have obtained a permit from Warwick District Council for such a collection.*

*3.8 There is no fee for a Street Collection permit*

*3.22 No collection shall be made except upon the day and between the hours stated in the permit*

4. **Consultation survey**

The consultation survey does not ask any specific questions, other than simply asking respondees to identify any comments they have on the Street Collections Policy.

5. **Recommendation**

- i) That the committee notes Warwick District Council's current consultation on the draft Street Collections Policy and the content of the draft policy.
- ii) That the committee identifies and agrees any comments that it wishes to make in response to the Street Collections Policy consultation.

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 17<sup>th</sup> JUNE 2021**

**WORK PROGRAMME 2021/22**

1. **Purpose of the Report**

To identify items / matters for consideration by Policy & Resources Committee in 2021/22.

2. **Introduction / overview**

2.1 In order to enable the committee to manage its work programme / meetings for 2021/22, it is asked to consider and identify any key matters that it wishes to consider during the coming year.

3. **Draft Work Programme**

3.1 A series of items have been identified for the committee to consider and add to as appropriate.

<b>Topic / subject</b>	<b>Comments / notes</b>
Climate change	Consider local approach to climate change and how the Town Council can best contribute / address climate change.
Corporate objectives	To consider / review the Town Council's corporate objectives and make recommendations to Council.
Policy review	To consider the Town Council's suite of policies and identify any gaps / updates required.
Website redesign	Following consideration by Communications Working Group
Community Infrastructure Levy (CIL)	To consider the TC's use of CIL funds (following consideration by CIL working group)
Allotments	Receive updates from Allotment Societies and consider grant awards (via Allotment Sub Committee)
Projects Funding	Consider the use of the projects funding identified in the 2021/22 Town Council budget.
Partnership working	To consider any matters arising from the TC's engagement with partner organisations.
Parade	Consider input into any activities / consultation associated with the future of the Parade.

<b>Routine Items</b>	
Budget monitoring	To enable regular monitoring of budget spend
Consultations / issues arising	To consider responses to relevant consultations / other matters that arise
Budget setting	To consider the following years budget and make recommendations to Council
Annual local authority salary awards	Following national salary negotiations.
Payments	To approve payments

4. **Recommendations**

That the committee considers and identifies any additional matters that it wishes to include in its work programme.