



THE TOWN COUNCIL
OF
ROYAL LEAMINGTON SPA
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STEPHEN MARKS
Clerk to the Town Council

Our Ref: SM/TC/Mar21

Date: 25 February 2021

Dear Councillor,

You are summoned to a meeting of the **TOWN COUNCIL OF ROYAL LEAMINGTON SPA** on **THURSDAY 04th March 2021 at 6.00 pm.**

The meeting will be held remotely via Zoom and can be joined as follows:

Join Zoom Meeting

<https://us02web.zoom.us/j/83795336140?pwd=Y1pkVU01K21ZTERaL3YxSUILaFJUQT09>

Meeting ID: 837 9533 6140
Passcode: 656518

The business will be as set out below.

Yours faithfully,

CLERK TO THE TOWN COUNCIL

To All Members of the Council

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. **TOWN CENTRE PROJECTS** pp4-6
To consider the attached report (Report No 4) and receive an update from Warwick District Council.
5. **COUNTY AND DISTRICT COUNCILLOR FORUM**
To consider any items of relevance raised by members of the County Council and District Council.
6. **RISK REVIEW** pp7-13
To consider the attached report (Report No 6)
7. **NOMINATION / APPOINTMENT OF MAYOR FOR 2021/22** pp14-16
To consider the attached report (Report No 7)
8. **MEETING ARRANGEMENTS AND CALENDAR OF MEETINGS 2021/22**
To consider the attached report (Report No 8) pp17-20
9. **AUTOMATED PAYMENTS** pp21-22
To consider the attached report (Report No9)
10. **LOCAL TRANSPORT PLAN CONSULTATION** pp23-26
To consider the attached report (Report No 10)
11. **CASUAL VACANCY** p27
To consider the attached report (Report No 11)
12. **MINUTES OF COUNCIL AND COUNCIL COMMITTEES** pp28-48
- (i) **Planning Committee**
To receive the Minutes of the Meetings of the Planning Committee held on 7th Jan and 28th Jan 2021. (Reports Nos 12a and 12b).
- (ii) **Cultural and Community Committee**
To receive the Minutes of the Meeting of the Cultural and Community Committee held on 11th Jan 2021. (Report No 12c)
- (iii) **Policy and Resources Committee**
To receive the Minutes of the Meetings of the Policy and Resources Committee held on 04th February 2021 (Report No. 12d)
- (iv) **Council**
To confirm as a correct record the Minutes of the Council meeting held on 14th January 2021 (Report No 12e).
13. **ACCOUNTS** p49
To consider and approve a schedule of invoices arising for payment since the last meeting. (Schedule of payments to be circulated)
14. **SUMMARY OF PAYMENTS** pp50-51
To receive and note a summary of all payments made during December 2020 and January 2021 (attached)

15. **EXCLUSION OF PRESS AND PUBLIC**

“That in view of the confidential nature of the business about to be transacted (confidential staffing matters), it is advisable in the public interest that the press and public be excluded from the Meeting and they are instructed to withdraw”.

16. **CONFIDENTIAL REPORT FROM STAFFING COMMITTEE**

To receive a report from the Staffing Committee in relation to confidential staffing matters.

Agenda Item 4 – TOWN CENTRE PROJECTS

1. **Purpose of the Report**

To receive a presentation / update from Warwick District Council in relation to a range of Leamington Spa Town Centre projects and programmes.

To consider and agree a Town Council representative for the Cultural Quarter Partnership Board.

2. **Background**

- 2.1 Town Councillors will be aware that a wide range of projects and programmes of work have been developed in relation to Leamington Town Centre and that there have been a number of significant developments in recent weeks / months. Although separate projects / programmes, there are strong linkages across them, as well as with wider activity in the Town.

These projects / programmes include:

- Future High Streets Fund
- Creative Quarter
- Commonwealth Games
- Wayfinding
- Sustainable Movement Network

Cllr Andrew Day, leader of Warwick District Council will attend the meeting to provide an update to the Town Council.

3. **Current Engagement**

The Town Council is already engaging with these projects in a number of ways, including:

Future High Streets Fund (FHSF) – Cllr Clarke was nominated by the Town Council to be the representative in relation to Future High Streets Fund and has attended recent meetings / briefings. The Town Clerk is also attending some relevant meetings and maintaining contact with WDC officers.

Creative Quarter - The Democratic Support Officer is attending officer Stakeholder Forum meetings in relation to the Creative Quarter.

Cllr Rasmussen was identified by the Town Council (12Nov20) as representative in relation to the Creative Quarter Cross Party Reference Group, replacing a previous representative who is no longer a Councillor. However, it is now understood that this group is no longer part of the current Cultural Quarter governance arrangements.

Commonwealth Games - Officers have met with WDC officers managing the Commonwealth Games programme.

Planning committee – The Town Council’s planning committee received a presentation (28Jan21) by representatives of the Commonwealth Games organisers.

The committee will also consider (as a consultee) any formal planning applications relating to these projects.

Wayfinding Project – The Town Clerk has attended meetings with WDC and other stakeholders.

4. **Town Council Representation**

Warwick District Council has indicated that they would like to work closely with the Town Council and other stakeholders to develop these projects / programmes further and ultimately see their successful delivery / implementation for the benefit of Leamington Spa and its communities.

This includes having formal Town Council representation on relevant boards and groups which make up the formal governance arrangements for these programmes.

Future High Streets Fund - At its meeting on 14Jan21 the Town Council agreed that Cllr Clarke would be its representative in relation to the Future High Streets Fund and relevant governance structures.

Creative Quarter Partnership Board - Warwick District Council has requested that the Town Council identify a member to be its representative on the Creative Quarter Partnership Board (CQPB). The terms of reference for the Board are attached as Appendix A. The Board is currently meeting every fortnight but it is understood that it will eventually meet approximately once every quarter. As noted earlier in this report, Cllr Rasmussen was identified by the Town Council (12Nov20) as representative in relation to the Creative Quarter Cross Party Reference Group. However, it is now understood that this group is no longer part of the current Cultural Quarter governance arrangements.

5. **Recommendations**

i) That the Town Council receives and notes an update from Warwick District Council on various Town Centre projects and programmes.

ii) That the Town Council agrees a representative to represent the Town Council on the Creative Quarter Partnership Board.

Appendix A:

Creative Quarter Partnership Board

Project Board members

Cllr Andrew Day (WDC - Chair)

Cllr Richard Hales (WDC)

Bill Hunt (WDC)

Ian Harrabin (CDP)

Alan Heap (PM)

Leamington Town Council (TBC)

Purpose

The Creative Quarter Partnership Board (CQPB) is the key decision making body for the programme (subject to approval by the Executive and Planning process). It provides strategic and operational oversight for the programme and projects. It approves reports to be submitted to Executive and Planning Committee. It also aims to support the delivery of the programme and projects by the Creative Quarter Team. It provides feedback on emerging projects.

It will meet on a quarterly basis in addition to any meetings required for specific purposes. Meetings will be minuted.

REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 04TH MARCH 2021

Agenda Item 6 – RISK REVIEW

1. Purpose of the Report

To consider the Council's current arrangements for managing risk and ensuring continuity of its business operations.

2. Introduction

- 2.1 The Council is required to periodically review arrangements to ensure that all risks arising from its activities and internal processes are appropriately managed. The Annual Governance and Return of Accounts statement required as part of the auditing of activity undertaken at the close of each financial year requires the Council to complete the following statement:-

“ We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover, where required.”

- 2.2 The methods of managing most risks faced by the Council are through its Standing Orders, Financial Regulations and Insurance arrangements. This report assesses the effectiveness of these measures and identifies any other issues which the Council may need to address.

3 Insurance Arrangements

- 3.1 The Council currently maintains an all risks insurance policy with Zurich Municipal which supplies insurance products to a wide range of organisations including local Councils. The Council's Policy, which was renewed with effect from the 25th March 2021, provides for the following levels of cover for the Council's principal risks:-

Public Indemnity	£15 million
Employers' Liability	£10 million
Libel & Slander	£1 Million
Fidelity Guarantee (employees & members)	£500,000
Personal Accident	£500,000

- 3.2 The Council entered into a 3 year agreement with Zurich from 25th March 2020, with cover being reviewed and renewed annually during this 3 year period.
- 3.3 Whenever the Council is responsible for events that carry a risk greater than that specified within the insurance policy, separate indemnity is arranged through the Insurers.

4. **Procedural Safeguards**

- 4.1 All Council activity is regulated by the Council's Standing Orders and Financial Regulations and these documents are provided to every Member upon election. They are reflective of legislative requirements and changes and as such are periodically reviewed to ensure compliance. The Council last undertook a review of these documents in May, 2015 and any changes were incorporated into new documents issued to newly elected Councillors in May 2019. It is intended to review these documents again in the forthcoming year.
- 4.2 Other risks faced by the Council are largely managed through appropriate oversight by the relevant Committee of the Council and adherence to recommended good practice by Officers. As a larger Local Council and member of the National Association of Local Councils, the Town Council benefits from direct access to advice available from the Legal Department of NALC. This ensures that in those instances where professional legal assistance is needed it is accessible within reasonable time frames at minimal cost.
- 4.3 Financial risk represents potentially the single most significant risk to the Council. For example misappropriation of funds or the failure to maintain adequate balances to meet the Council's on-going revenue spending commitments. These risks are managed both through the Council's Financial Regulations, Standing Orders and Insurance. They are identified along with other operational risks in the summary at Appendix 1.
- 4.4 Security of Data integrity, particularly in the light of changes to legislation, remains an important area of risk and this is also emphasised in the measures in the audit of risks at Appendix 1.

5. **Newly emerging / apparent Risks**

Since the last review of risk, the Town Council has dealt with two significant changes to its operations:

5.1 Covid-19

The Covid 19 pandemic has caused great disruption to the Town Council's activities, as it has to many organisations and the whole community. The impacts of the pandemic and the resulting restrictions introduced by the government have been many and varied, ranging from the inability to attend / arrange a number of events, through to having to fundamentally change the way the Council arranges its activities to ensure it can continue to meet and transact its business.

The Council has responded to this in a number of ways, following / considering national legislation and relevant guidance as appropriate. This includes:

- Introduction of remote meetings to enable the council and its committees to continue to meet and conduct business.
- Amendments to IT systems and processes to enable working from home.
- Amending the format of events to adhere to Covid requirements or cancelling events where the risks were deemed too significant

- Addressing Covid related requirements to ensure safe working environments for staff.

The Covid-19 situation continues to pose a risk to the Council. For example there is uncertainty as to whether remote meetings will still be permissible beyond 7th May when current legislative provision 'expires'.

The Council will continue to monitor the situation and amend its operations to ensure adherence to Covid19 legislation and regulations as well as better resilience to Covid19 related disruption. These changes will enhance the resilience of the Town Council's operations more generally.

5.2 New Town Clerk

During the pandemic the Town Council appointed a new Town Clerk, following the retirement of the of the previous Town Clerk who had worked for the Council for many years.

The transition between two Town Clerks posed a significant risk to the Town Council and its operations, given the loss of knowledge and experience of a long standing, key employee.

The Town Council has sought to manage this risk through:

- Undertaking a rigorous recruitment exercise (with external support) to appoint a suitable candidate.
- Providing support to the new Town Clerk to enable him to settle in.
- Providing access to training and professional development / support.

Organisations with small staffing teams will inevitably be heavily reliant on a small number of individuals, especially in a role such as that of Town Clerk. The Town Council will seek to minimise this risk through ensuring a shared knowledge of internal processes across staff and Councillors, as well as documenting systems and processes in such a way that they can be taken on by others in the event that key members of staff become unavailable.

6.0 Recommendation

- 6.1 The Council is recommended to approve the methodology for review of the risks faced by the Council and the measures for controlling them set out at Appendix 1.

Item 6 Risk Review 04Mar21 – Appendix 1

Area of Activity/Risk	Severity of Risk	Who is exposed	How currently Managed	Additional Measures	Action	When
Organisational						
Statutory compliance – Council Decisions & Policies	Low	Council, Members; Officers	Consideration of legal position and adherence to standing orders. Direct access availability to Legal advice through NALC	None	Renewal of Membership of Annual subscription to NALC	May 2021
Loss of Data/Data Protection	Medium/High	Council; Service users; Members of the Public	Cloud storage for electronic files. Data stored on site. Security of Data	Improved access to cloud storage for staff. Compliance with General Data Protection Regulations	Further IT improvements Ongoing review	Feb / March 2021 & ongoing review. Ongoing
Failure of Business Support Systems	Medium	Council; Service users	IT improvements identified and implemented during 2020/21. Remote access to electronic files implemented. Website hosted externally by Intouch CRM	IT reviewed and enhancements planned. Further budget allocated. Review of website	Implement further improvements (hardware and software) Assess and identify improvements	Feb / March 2021 & ongoing review. 2021/22
Theft/Loss of Civic items	Low	Council Mayor and elected Members	Theft/total loss of civic items - insured for replacement cost.			

Area of Activity/Risk	Severity of Risk	Who is exposed	How currently Managed	Additional Measures	Action	When
Organisational effectiveness	Low	Council; Officers	Internal Audit Review	Internal Auditor undertakes assessment of Council Governance and adherence to regulatory framework including compliance with Code of Conduct and S.O's Support to staff – training / access to advice etc	Review as necessary as part of Internal Audit. Provide access to training / professional advice.	On-going Ongoing
Loss of / unavailability of key staff.	High	Council Members Staff	Holidays co-ordinated / aligned with relevant activities.	Greater spread of knowledge / information across staff team.	Team meetings to share information. Shared access to records / information.	Ongoing
Covid related restrictions / issues	Medium	Council Members Staff Public	Monitoring of Covid regulations and guidance.	Continued monitoring of guidance and adherence to good practice.	Respond to evolving situation and regulations.	Ongoing
Financial						
Non compliance with Standing orders/Financial Regulations	Medium	Council	Periodic review of standing orders by elected Members. Internal Auditor review	Review of Council Minutes to ensure legal powers are available and are correctly recorded and applied.	Review to be undertaken in conjunction with Audit each year and reported to full Council	On-going
Theft/fraud	High	Council Members of Staff	Regular scrutiny of financial records and compliance with proper arrangements for the approval of expenditure	Periodic review of the effectiveness of internal control procedures	Internal Auditor considers any areas for selective review and reports to Policy and Resources	On-going

Area of Activity/Risk	Severity of Risk	Who is exposed	How currently Managed	Additional Measures	Action	When
Budgetary Control	Low	Council	Budgeting and monitoring Reports (Policy and Resources Committee) Periodic Cash book reconciliations approved	None	Continue with current monitoring procedures	On-going
			Fidelity Guarantee against fraud through Insurance policy	None	Limits reviewed annually	March 2022
Injury/loss to recipient of a service	High	Employees Members of Public	Public liability indemnity £15 million; Employers Liability £10 million	Members are made aware of the levels of indemnity and their relationship to the services provided and level of risk.	Periodic Reports to Policy and Resources/Council	On going and whenever activity changes
			Completion of risk assessment for specific events initiated by the Town Council	Annual appraisals identify training and development needs of employees involved when conducting risk assessments	Any training / development considered as part of annual Training Plan and budget.	On-going
Interruption of Cash Flow	Low	Council Employees Members Members of Public	Cash book reconciliation. Authority for RFO to transfer monies between accounts Periodic budget monitoring by Policy and Resources Committee	Review arrangements for initiating transfer to ensure continuity in cash availability	Council's reserve Cash balances to be reported regularly.	On-going.

Area of Activity/Risk	Severity of Risk	Who is exposed	How currently Managed	Additional Measures	Action	When
Inadequate resources to cover unplanned expenditure	Low	Council	Maintenance of reserves at suitable levels	Review of reserves		Budget setting Oct-Jan 2021/22
Council Members (Democratic)						
Defamation	Low	Council Members individually	Libel and Slander indemnity added to Policy 2009 now £1 million	Review compliance with Code of Conduct principles periodically through Member training and appraisal	Review procedures for compliance periodically.	On-going
Compliance with Code of Conduct reporting arrangements	High	Council Members individually	Completion of signed acceptance of Office and Registration of Interests. Provision of Copy of Code and guidance from Monitoring officer through Council Handbook Member attendance at Training seminars	Periodic review of Members Registration of Interests to record changes in personal circumstances Assessment of feedback from previous training	Reminder at least once every two years to be sent to members to view Registered Interests declaration. Training audit to be reviewed prior to elections	On-going. Completed April 2019 On-going thereafter

REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 04TH MARCH 2021
Agenda Item 7 – NOMINATION / APPOINTMENT OF MAYOR FOR 2021/22

1. Purpose of the Report

To consider the process for nomination of Mayor and Deputy Mayor 2021/22.

2. Background

2.1 At the Council Meeting held on 28th July, 2011 it was agreed that the Council's appointment procedure for the position of Mayor and Deputy Mayor should be as follows:

(a) the preferred arrangement for consideration for appointment of Mayor and Deputy Mayor is length of service as a Town Councillor; and

(b) that the policy for consideration for appointment as Mayor is amended to a minimum of two years' service as an elected Member of Royal Leamington Spa Town Council (previously three years).

2.2 There are no specific regulations to be followed in determining the most acceptable arrangement for the nomination of candidates for the position of Mayor. Most Local Authorities have regard to a system which ranks Members according to their years' service as a Member of the Council with Members reverting to the bottom of the list in the year immediately following that in which they have served as Mayor. There are variations within this, most notably a requirement that members must serve a minimum term of office, before becoming eligible to be considered for election to the Mayoral position.

2.3 The usual convention is that the appointed Deputy Mayor in any year will succeed to the position of Mayor the year following his/her election.

2.4 The position of Mayor is synonymous with that of Chairman of the Council. All local authorities must by law elect a Chairman as the first item of business at the first meeting of the Council each municipal year. With the exception of the responsibilities associated with charring meetings of the full Council, the role of Mayor is however entirely ceremonial and representative.

3. Appointment process

The Council has previously considered a list of Councillors, indicating their length of service etc. when considering the preferential order of members of Council for consideration as Mayor. This has been updated and is provided as Appendix 1 to the Report. The Council is not bound to follow the strict order of priority and any nomination must obtain the agreement of the nominee before being formally moved as a proposal at the Annual meeting of the Council in May.

4. Current Year

4.1 The current year has undoubtedly been an exceptional one, due to the impact of the Covid 19 pandemic and the resultant restrictions that have been introduced to address it. This has

meant that the events and activities that the Mayor would ordinarily undertake have been greatly limited and very different from an 'ordinary' year.

While great effort has been made to make the best of the situation, through undertaking Mayoral activity and engagements in a different (often remote) way (in accordance with Covid19 restrictions in place at any given time), the current Mayor has inevitably had very limited opportunity to engage with the community, attend events and raise monies for the mayoral charities.

In addition, the Deputy Mayor has had very little opportunity to support the Mayor, attend events or to familiarise himself with the role and associated protocols. The engagement of officers (notably the Civic Officer) with the Deputy Mayor has also been limited due to fewer events and Covid19 restrictions.

5. **Proposal for 2021/22**

Due to the extraordinary events of the current year and its impacts on the activities of the Mayor and Deputy Mayor, it has been suggested that the current Mayor and Deputy Mayor could continue in their roles for a further municipal year (2021/22). This would hopefully enable them to experience a more 'normal' year in those roles, assuming the current Covid restrictions can be relaxed in the coming months. It would also enable a more normal / managed transition between Mayors in the lead into the 2022/23 year.

This has been discussed with group leaders. This would of course be subject to formal process / decision making at the Council's annual meeting in May.

6. **Covid19 Situation**

Although the Covid19 situation appears to be improving, notably with the roll out of vaccinations, it is impossible to tell at this stage how quickly we will see a return to normality and the resumption of the same type and level of mayoral engagements.

However, it is hoped that in the coming months the situation will improve. This would provide the Mayor with an opportunity to undertake more engagements and community activities, as well as enabling the Deputy Mayor to be more involved and gain experience with Mayoral activities and protocols. This would also provide some continuity for officers at a time that continues to be challenging in terms of the routine operations of the Council.

7. **Summary**

The Town Council is asked to consider the situation regarding the nomination of Mayor and Deputy Mayor for the year 2021/22, taking into consideration the disruption to 2020/21 caused by the Covid19 pandemic and the issues raised in this report.

8. **Recommendation**

That the Town Council considers the process for the nomination of Mayor and Deputy Mayor for 2021/22.

**MAYORAL APPOINTMENT (MAY 2021)
SCHEDULE OF YEARS SERVICE
ROYAL LEAMINGTON SPA TOWN COUNCIL**

Priority	Councillor	Appointments	First Elected	Years' Service as Town Cllr	Years since last appt Mayor
1	Sarah Boad	Mayor 1994/95	2002*	19	27
2	Judith Clarke	Mayor 2013/14	2011	10	8
3	Amanda Stevens	Mayor 2015/16	2011	10	6
4	Janet Alty		2015	6	-
5	Alan Boad	Mayor 1992/93	2002*	3	29
6	Susan Rasmussen	Deputy Mayor 2019/20	2019	2	-
6	Navdeep Kaur Atwal		2019	2	-
6	Julija Boulton		2019	2	-
6	David Brunson		2019	2	-
6	Will Bryce	-	2019	2	-
6	Mubarik Chowdry	-	2019	2	-
6	Jennifer McAllister	-	2019	2	-
6	Louisa Radice	-	2019	2	-
6	Nick Wilkins		2019	2	-
16	Bill Gifford	Mayor 2019/20 and 2001/02	2002*	15	2

* Note: Councillors Alan Boad, Sarah Boad and Bill Gifford were appointed Town Councillors for a one year period following the establishment of the Town Council in 2002.

REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 04TH MARCH 2021

Agenda Item 8 – MEETING ARRANGEMENTS AND CALENDAR OF MEETINGS 2021/22

1. Purpose of the Report

To consider a number of issues relating to future meeting arrangements.

To agree a calendar of meetings for 2021/22.

2. Background / context

Due to the Covid19 pandemic, all meetings of the Town Council and its committees etc. have been held remotely using the Zoom platform for some time now and continue to do so. The Town Council is able to meet remotely due to regulations¹ introduced by the government. These regulations apply to meetings that are required to be held or are held, before 07 May 2021.

A number of organisations, including the National Association of Local Councils (NALC), are pressing the government to extend these regulations beyond the 7th May 2021. However, at the time of writing, there is no indication that the regulations will be extended. Therefore it is necessary to consider the implications, should the Town Council not be able to meet remotely from the 7th May 2021 onwards.

1. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel meetings (England and Wales) Regulations 2020 – 04April 2020, and Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Amendment) Regulations 2020 – 01August2020

3. Issues / risks

Although it appears that progress is being made in respect of the Covid19 pandemic, with reports of declining case numbers and the roll out of the vaccination programme, it is unclear to what degree face to face meetings will be feasible or practical from 7th May onwards.

There are various issues to consider:

- Small meeting room may not be large enough to enable social distancing for committee meetings. The Town Council may have to use the Council Chamber (or other suitable larger rooms) for some of its committee meetings, as well as full council. This may have budgetary implications relating to room hire costs as well as practical implications relating to room availability.

- Cllrs / staff may not feel comfortable attending face to face meetings.
- Covid related risk assessments and arrangements will need to be put in place, depending on the restrictions, regulations and guidance at any given time.
- Public attendance at face to face meetings will need to be managed in accordance with Covid requirements.

It is possible that the government will introduce / extend regulations to enable remote meetings to continue beyond 7th May. Should this happen, it is suggested that remote meetings remain the default option for the Town Council until it can review the situation in the context of the changing Covid19 situation.

4. Key Meetings

4.1 Annual meeting of the Town Council

The Town Council is required to hold its annual meeting on any day in May (as it is not an election year). According to the current calendar, the Annual Council meeting was originally scheduled for Saturday 15th May 2021.

The Town Council could hold its Annual Meeting in early May, before the expiry of the regulations (6th May) allowing remote meetings. This would ensure that the meeting could be held remotely and that this key meeting could be undertaken effectively whilst minimising the associated risks.

The opportunity to do this is very limited. Due to other issues / events in the first week of May, notably a bank holiday weekend, local elections (6th) and a possible annual meeting of Warwick District Council (5th), the only real date when this would be possible is Tuesday 4th May. It is therefore advised that the Annual meeting of the Town Council be held on 4th May.

In addition to the business that has to be conducted at the Annual Meeting, further consideration will be given to what other business should be also conducted at the meeting, depending on the Covid situation closer to the time.

4.2 Annual Parish (Town) Assembly meeting

The Annual Parish Assembly meeting must be held between 1st March and 1st June. By convention the Town Council convenes this meeting and if present, the Chair of the Town Council must preside. (The vice chair must preside in the chair's absence. If both are absent the meeting elects someone to preside).

The current calendar identifies the date for this meeting as Tuesday 13th April. However this is in the Easter Holidays. A suggested date is 22nd April, which avoids the Easter Holidays. The meeting would be held remotely.

The meeting would be used as an opportunity to update attendees on the activities of the Mayor / Town Council and to give attendees the opportunity to raise any key issues with the Town Council.

4.3 Remote Meetings

As identified, the ability to continue with remote meetings beyond 6th May 2021 is dependent upon the relevant legislation. The situation in this regard will be monitored and may change to allow remote meetings beyond that date. Given the uncertainty regarding the Covid situation it is proposed that Town Council and its committees should continue to meet remotely / virtually while the legislation allows it. This position can then be reviewed as the Covid19 situation evolves.

5. **Summary**

Currently meetings of the Town Council and its committees will need to be held face to face from 7th May 2021 onwards. This may change and the situation will be monitored.

This report proposes meeting dates / arrangements to best manage risks associated with the uncertain Covid 19 situation in the coming months.

6. **Recommendations**

- i) That the Town Council note the current situation regarding meeting arrangements, in particular the situation regarding legislation allowing remote / virtual meetings.
- ii) That the Annual meeting of the Town Council takes place on Tuesday 4th May 2021.
- iii) That the Annual Parish Assembly meeting be convened on 22nd April 2021.
- iv) That the Calendar of meetings provided at Appendix 1 be adopted in principle for the 2021/22 year, but that this be reviewed should it become necessary, for example due to changing Covid situation and requirements regarding meeting management.

Item 8 – Meeting Arrangements – Appendix 1 Meeting Calendar.

To be circulated.

REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 04TH MARCH 2021

Agenda Item 9 – AUTOMATED PAYMENTS

1. Purpose of the Report

To seek approval for the payment of a number of regular bills and expenses by automatic electronic payment / Direct Debit.

2. Background

The Town Council already pays a number of its regular bills / payments by Direct Debit. In accordance with the Council's Financial Regulations, such payments need to be approved / renewed by Council at least every two years.

3. Payment by Automated Means

Payment by Direct Debit (or other automated means) is currently used by the Town Council for a range of services. This is an efficient method of making these regular payments, ensuring that they are paid in a timely fashion and requiring limited administrative time and resource.

The sums involved tend to be consistent throughout the year, although some may vary depending on the nature of the service. (E.g. telephone charges may vary depending on actual service use during that period).

It is proposed that the regular payments identified in table 1 in paragraph 4 are made routinely via automated means such as Direct Debit payments.

The Town Clerk monitors payments made by this method, ensuring that invoices received are accurate and match up with payments / transaction on bank statements.

As is currently the case, all payments made will subsequently be reported to the next suitable meeting of Council and / or Policy & Resources committee, in order that a full record of transactions / payments made can be seen, considered and monitored.

4. Proposed regular payments

It is proposed that the payments listed in Table 1 below are made (or continue to be made) by automated payment mechanisms. Many of these are already paid by automated payments, some will need to be set up.

Table 1 – Payments to be made by Automated Means

Payment / service	Current provider / recipient	Current frequency
Salaries	Staff	Monthly
Member allowances	Members	Quarterly
Tax & NI	HMRC	Monthly
Pension contributions	Warwickshire Pension Fund	Monthly
Town Hall offices - rent	Warwick District Council	Quarterly
Town Hall Offices -service charges	Warwick District Council	Quarterly
Business Rates – Town Hall Office	Warwick District Council	Monthly
Business Rates – Mayor’s Parlour	Warwick District Council	Monthly
Broadband	Entanet International / CityFibre	Monthly
Web / email hosting	In Touch CRM	Quarterly
Telephone	BT	Quarterly
Mobile Phone contracts	TescoMobile	Monthly
Garage Rental	Warwick District Council	Monthly
Mayoral Car – Lease Charges	Toyota & Lexus Fleet Services	Monthly
Fuel (for mayoral car)	All Star Business Solutions	Ad hoc
Payroll Processing service	SD Worx	Monthly
Banking Charges	HSBC	Monthly
Software charges / subscriptions	Okapi Technology (Spa Computers)	Monthly
Printing / copier charges	Midshire Business Systems	Quarterly

Note: The Town Clerk liaises with the Council’s payroll provider to identify / approve relevant salary payments each month.

5. Recommendation

That the regular payments identified in Table 1 be approved for payment by automated means, such as Direct Debit.

REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 04TH MARCH 2021

Agenda Item 10 – LOCAL TRANSPORT PLAN KEY THEMES CONSULTATION

1. Purpose of the Report

To consider the current consultation in relation to the ‘Warwickshire Local Transport Plan – Key Themes’.

2. Introduction / overview

2.1 At its meeting on 4th February, Policy & Resources Committee considered the Local Transport Plan Key Themes consultation. It was agreed that the consultation should be considered by the Town Council at its meeting on 4th March. It was also agreed that the Town Clerk should invite Councillors, via their groups, to feed any key comments back to the Town Clerk to incorporate into this report, to inform the Council’s consideration of the consultation. This was done on 18th Feb 21.

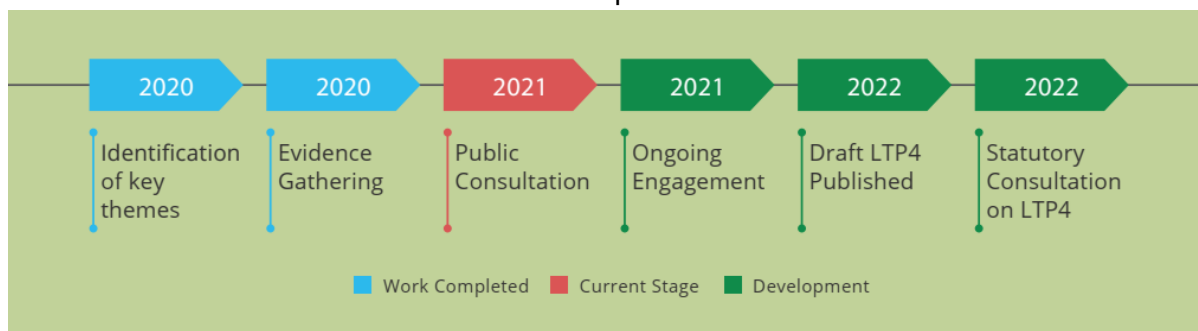
2.2 The Local Transport Plan (LTP) is a strategic document which sets out the transport needs, challenges, priorities and objectives for an area. It is produced by the Highways Authority for the relevant area.

The current [Warwickshire Local Transport Plan](#) covers the period from 2011-2026 and is referred to as LTP3. However, Warwickshire County Council has taken the decision to update / refresh the plan in advance of 2026. This process will create a 4th revision of the plan which will be known as LTP4 and which will shape the approach to Transport Strategy over the next decade or so.

3. Consultation – Key Themes

3.1 The development of the new Local Transport Plan (LTP4) is at an early stage. WCC has identified four key themes which will underpin the new LTP4 and is currently consulting on those key themes. <https://ask.warwickshire.gov.uk/insights-service/ltp-themes/>

3.2 The results of the current consultation will be used to create a fuller draft of the refreshed LTP4, which will be subject to another public consultation exercise, currently anticipated later in 2021. An indicative timescale for the production of LTP is shown below.



4. **Aim and four key themes**

The main aim for the LTP4 is to: *“Manage and maintain Warwickshire’s transport network in a safe, sustainable and integrated way”*.

In this context, the four proposed key themes identified for the Local Transport Plan are:

- The environment
- The economy
- Place
- Wellbeing

The key elements of these themes, as identified in the LTP consultation document are summarised below. The full consultation can be found at

<https://ask.warwickshire.gov.uk/insights-service/ltp-themes/>

The consultation brochure will also be circulated.

4.1 The Environment

Under the theme of environment the specific challenges listed below have been identified:

- *Noise pollution* – noting the key contributor of transport to this problem.
- *Loss of habitat and wildlife* - specifically the impact of transport infrastructure.
- *Flooding and water management* – noting the potential contribution of transport infrastructure to flooding, as well as the vulnerability of transport systems should flooding occur.
- *Air quality* – noting the major role of transport in relation to poor air quality in the county.
- *Climate change* – noting the declaration of a Climate Emergency in Warwickshire in 2019 and the key role of transport in managing carbon emissions.

4.2 The Economy

Under the theme of economy the specific challenges listed below have been identified:

- *Impact and recovery from Covid-19*
- *Brexit*
- *Changing and flexible work patterns*
- *Internet based working and shopping*
- *Productivity and competitiveness*
- *Access to education, training and skills*
- *Access to workforce, materials and markets*

4.3 Place

Under the theme of Place the specific challenges listed below have been identified:

- *Regional connections*
- *National and International Connections*
- *Access between rural and urban areas*
- *Public Space and Improvement of Place and Character*
- *Rural isolation*

- *Housing growth and development*

4.4 Wellbeing

Under the theme of wellbeing the specific challenges listed below have been identified:

- *Access to Health and Social Care*
- *Security and safety*
- *Transport related pollution*
- *Road safety*
- *Social inclusion*
- *Mental health*
- *Supporting active lifestyles*

5. **The Consultation Survey**

The consultation survey asks respondents whether they agree that the four themes (Environment, Economy, Place & Wellbeing) should be one of the themes used in developing the Local Transport Plan, choosing one of the following responses:

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree
- Don't know / not sure.

It then asks respondents to rank various issues relating to each of the four themes numerically in order of importance.

It then goes on to ask respondents to rate the importance of a series of possible actions for each theme, identifying them as one of the following:

- Not at all important
- Of some importance
- Important
- Very important
- Extremely important
- Not sure / don't know

The survey can be found at [Local Transport Plan \(LTP\) - Key themes consultation - Warwickshire County Council - Citizen Space](#) and a copy will be circulated to Councillors.

The survey lends itself more to an individual response, rather than a group / organisational response. It is suggested therefore that The Town Council consider any general comments it wishes to make on the consultation document, including whether it agrees with the four themes identified.

Members can of course complete the survey individually should they wish.

6. **Summary**

The Warwickshire Local Transport Plan is an important strategic plan. It relates very strongly to a number of key themes that have been identified by Leamington Spa Town Council within its corporate objectives or other plans / policies including:

- Maintaining / enhancing the character of the town
- Vibrant town centre
- Improving the environment
- Addressing health and wellbeing
- Deprivation and equality
- Sustainable travel
- Climate change

The current consultation relates primarily to the four key themes identified and whether they are an appropriate basis for further development of the LTP4. There will be further consultation on a more detailed draft plan in due course.

7. **Recommendation**

That Council considers the consultation on the Local Transport Plan Key Themes and agrees its response to the consultation.

REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 04TH MARCH 2021

Agenda Item 11 – CASUAL VACANCY

1. Purpose of the Report

To report the recent resignation of a Town Councillor and thus the creation of a casual vacancy.

2. Casual Vacancy

2.1 Councillor Amy Evans tendered her resignation from the Town Council on 22nd February 2021. According to section 87 of the Local Government Act 1972 this had the effect of creating a 'casual vacancy' in the Brunswick ward.

2.2 In this event, the Council must give public notice of the casual vacancy as soon as is practicable.

This was done on 23rd February with the publication of the [Notice of Casual Vacancy](#) on the Town Council's website. Physical notices have also been placed on the notice board outside the Town Hall and in the Foyer of the Town Hall. Links to the notice have also been published on the Council's Twitter and Facebook feeds.

3. Filling a Casual Vacancy

3.1 Election – An election to fill the vacancy will be held if, no later than Monday 15th March 2021, a request for such an election is made in writing to the Returning Officer, Riverside House, Milverton Hill, Royal Leamington Spa CV32 5HZ by ten local government electors for the said Brunswick Ward.

3.2 Co-option

If an election is not requested, the Town Council will need to fill the vacancy by co-option.

4. Next Steps

Warwick District Council will advise the Town Clerk if the Returning Officer has received the relevant requests to hold an election to fill the vacancy on the Town Council by 15th March 2021. If so, the District Council will arrange for such an election to take place on Thursday 6th May. If not, the Town Council will need to progress the necessary arrangements for a co-option.



THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA
MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON
7th JANUARY 2021.
THE MEETING TOOK PLACE VIRTUALLY VIA ZOOM.

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

Apologies: Councillor Janet Alty

100. DECLARATIONS OF INTEREST AND REQUIREMENTS FOR DISPENSATIONS

There were none.

101. PUBLIC FORUM

No representations were made.

102. MINUTES

The Minutes of the Planning Committee held on 17th December 2021, having been circulated, were considered.

RESOLVED that the Minutes of the Meeting of the Planning Committee held on 17th December 2021 are confirmed and signed as a correct record.

103. PLANNING APPLICATIONS

Consideration was given to a schedule of planning applications (Report No. 6).

RESOLVED that no objections are raised to the planning applications in the schedule (Report No. 6), with the exception of the following which were discussed in greater detail:

W/20/1681 Mr M Panejar Change of use of part of residential rear garden to business office and the erection of a single storey office building with associated boundary treatment. NB this building does not serve the occupiers of 45 St Margaret's Rd but is intended to be used by the owner of this site who lives at a different address Land to the rear of 45 St Margaret's Road CV31 2NX

RESOLVED that an objection is raised on the following grounds:

Negative impact on the rear of the existing property at 45 St Margaret's Road in terms of loss of privacy, overlooking and possible noise.

The Town Council queries where people using this building will park and would like reassurances that people accessing this proposed building will have no impact on surrounding neighbours.

W/20/1538 Linford Properties (Leicester) Ltd Application for conversion of upper floors into 2 no. flats. 35-37 Parade CV32 4BL

RESOLVED that no objection is raised subject to no objection from Conservation and Environmental Health.

The Town Council notes the proposed removal of a fire escape from the rear of the property and assumes this will be addressed by building regulations to ensure adequate means of escape for future residents in the event of a fire.

The Town Council supports the approach of a sensitive and appropriate conversion of this town centre property into residential usage.

W/20/1539LB Ltd Application for conversion of upper floors into 2 no. flats.
35-37 Parade CV32 4BL

RESOLVED that no objection is raised subject to no objection from Conservation and Environmental Health.

The Town Council notes the proposed removal of a fire escape from the rear of the property and assumes this will be addressed by building regulations to ensure adequate means of escape for future residents in the event of a fire.

The Town Council supports the approach of a sensitive and appropriate conversion of this town centre property into residential usage.

W/20/1804 Mr Saikhon Application for conversion of house to 2 no. 2 bed
apartments and alterations to ground floor shop 130 Cubbington Road CV32 7AH

RESOLVED that an objection is raised on the following grounds:

Lack of adequate and required off-road parking provision for 2no. 2 bed flats. The parking to the front of the property cannot be guaranteed for future residents' use and whilst the property is within walking distance of the town centre as noted, residents would in all likelihood travel to other destinations and provision for car parking needs to be addressed more robustly. There are also issues about residents using the front four spaces (which is effectively the pavement) potentially reversing onto a busy road, causing highway and pedestrian safety issues. One of the spaces is unusable anyway as there are lampposts and a bin blocking it currently.

The Town Council supports the comments of the Environmental Health officer regarding the requirement for a noise insulation scheme to ensure future residents are not affected by noises from either retail shop located below.

W/20/1679 Mr & Mrs Penton Erection of proposed two storey rear extension and
proposed front porch extension 6 Range Meadow Close CV32 6RU

RESOLVED that no objection is raised. The ridge line of the roof of the proposed extension runs continuously from the ridge line of the existing dwelling. To have a set down in the ridge line of the proposed extension would be preferable to ensure the subservience of the proposed extension.

W/20/1687 Ms T Hartley Erection of proposed single storey side and rear extension 148 Radford Road CV31 1LQ

RESOLVED that no objection is raised.

W/20/1549 Linford Properties (Leicester) Ltd Application for conversion of upper floors into 6 no. flats. 35-37 Parade CV32 4BL

RESOLVED that no objection is raised subject to no objection from Conservation and Environmental Health.

The Town Council notes the proposed removal of a fire escape from the rear of the property and assumes this will be addressed by building regulations to ensure adequate means of escape for future residents in the event of a fire. Also noted is a lack of cycle storage for a 6 flat property which would be warranted for future residents.

The Town Council supports the approach of a sensitive and appropriate conversion of this town centre property into residential usage.

W/20/1550LB Linford Properties (Leicester) Ltd Application for conversion of upper floors into 6 no. flats. 35-37 Parade CV32 4BL

RESOLVED that no objection is raised subject to no objection from Conservation and Environmental Health.

The Town Council notes the proposed removal of a fire escape from the rear of the property and assumes this will be addressed by building regulations to ensure adequate means of escape for future residents in the event of a fire. Also noted is a lack of cycle storage for a 6 flat property which would be warranted for future residents.

The Town Council supports the approach of a sensitive and appropriate conversion of this town centre property into residential usage.

104. DETERMINATION OF PLANNING APPLICATIONS

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

RESOLVED that on this occasion there were no Determinations to be considered.

105. PLANNING APPEAL NOTIFICATIONS

There were none.

106. PLANNING APPEAL DECISIONS

The following Planning Appeal Decisions were noted:

Application No: W/20/0716 & W/20/0717LB
Applicant: Mr Shalbinder Malle
Site: 28 Kenilworth Road CV32 6JE

Description: Two storey extension to existing HMO creating 2 no. two bedroom apartments at the rear of the property
Decision: Dismissed

Application No: W/20/0801
Applicant: Fin McCarthy
Site: 5 Cubbington Road CV32 7AA
Description: Erection of a front boundary wall gate, piers and railing
Decision: Dismissed

Application No: W/20/0466
Applicant: WM Morrison Supermarkets plc
Site: Morrisons Old Warwick Road CV31 3NT
Description: Erection of 3 no. structures comprising MOT test pod, wheel repair pod and car body repair centre with associated advertisements
Decision: Dismissed

Application: W/20/0467
Applicant: WM Morrison Supermarkets plc
Site: Morrisons Old Warwick Road CV31 3NT
Description: Display of signage comprising of external vinyls on the side and rear facing elevations of the car body repair centre structure
Decision: Dismissed

Application No: W/20/0121
Applicant: Mr George Scott
Site: 129 Warwick New Road CV32 6AB
Description: Single storey rear extension
Decision: Allowed

107. TREE PRESERVATION ORDERS

There were none.

108. AOB

There was none.

The meeting commenced at 6:00pm and concluded at 6:43pm. .

Signed

Dated



THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA
MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON
28th JANUARY 2021.
THE MEETING TOOK PLACE VIRTUALLY VIA ZOOM.

Present: Councillors Jennifer McAllister (Vice Chair), David Brunson, Mubarik Chowdry, Amanda Stevens, and Nick Wilkins. Also present for the Public Forum: Councillors Judith Clarke and Sarah Boad.

Apologies: Councillors Janet Alty and Julija Boulton (Chair)

Absent: Councillor Navdeep Kaur Atwal

109. DECLARATIONS OF INTEREST AND REQUIREMENTS FOR DISPENSATIONS

There were none.

110. PUBLIC FORUM

Sam Rosillo and Annabel Graham from Atkins Global attended the meeting to update the Planning Committee on the proposed plans for the Commonwealth Games Bowls Competition at Victoria Park in summer 2022. Using a detailed map of the site, the following overview was given:

- Works to transform the venue into the centre for the Commonwealth Games Bowls Competition would begin in early June 2022 with the site subsequently being decommissioned and cleared by mid-August 2022. All structures put in place will be temporary and the site will be returned to its previous condition after the Competition has finished.
- Parking would be suspended in Archery Road during this period as the temporary spectator stands for the greens would encroach onto the road here. Alternative temporary parking locations are currently being explored with Warwick District Council for residents who may be affected by this. Use of the Princes Drive car park will be solely for official Commonwealth Games traffic.
- An accessible shuttle bus would travel to and from Riverside House car park for blue badge holders. No road closures are planned as the majority of visitors are expected to use public transport or walk to the site.
- Projected visitor numbers are 2500/session with two sessions a day over nine days. Facilities provided within the 'red line' part of the site will be available for public use including toilets and refreshments.
- Victoria Park is to remain open and accessible to the public as much as possible. However, from the time that the park is locked down prior to the works starting for the Competition access will only be via Princes Drive. The Riverside Walk will be closed to the public as part of the risk assessment for the event.

There then followed an opportunity for members to ask questions and these covered the possibility of The Commonwealth Games Organising Committee exploring how

best to partner with the Leamington Spa Shopmobility scheme to provide a better service for those with mobility issues to access the Competition, the logistics of providing those residents in and around the Archery Road area who will be affected by the suspension of parking there with temporary parking permits for other areas, the accessibility of the park to other visitors and the situation regarding onsite parking availability.

Sam and Annabel were thanked for their representation and they left the meeting at 6:30pm. Councillors Clarke and Boad also left the meeting at this juncture.

111. MINUTES

The Minutes of the Planning Committee held on 7th January 2021, having been circulated, were considered.

RESOLVED that the Minutes of the Meeting of the Planning Committee held on 7th January 2021 are confirmed and signed as a correct record.

112. PLANNING APPLICATIONS

Consideration was given to a schedule of planning applications (Report No. 6).

RESOLVED that no objections are raised to the planning applications in the schedule (Report No. 6), with the exception of the following which were discussed in greater detail:

W/20/2134 Complex Development Projects Ltd Extensions, alterations
and change of use to office space (Use Class E) United Reform Church Spencer Street,
no 5 and Old Dole Office Spencer Yard CV31 3NE

RESOLVED that The Town Council is very much in support of a sympathetic and robust redevelopment of this key location within the Creative Quarter.

No objection to this application, subject to no objections from Conservation, Highways and Environmental Health. Recent comments and proposed conditions from Ecology regarding the provision of further bat surveys, additional appropriate lighting and pollution control measures are supported.

The Town Council mentioned within its formal response to the CDP consultation prior to Christmas 2020 that some degree of public access to the URC is important and we would like to see the inclusion of a cafe so the people of Leamington who are not involved in the creative industries have the opportunity to use this iconic heritage building as well.

The Town Council also notes the comments of the immediate neighbour regarding rain flooding the shared access driveway and hopes provisions will be made to prevent this impacting the neighbour during and following development works.

W/20/2135LB Complex Development Projects Ltd Internal and external
alterations for creation of new office space United Reform Church Spencer Street CV31
3NE

RESOLVED that The Town Council is very much in support of a sympathetic and robust redevelopment of this key location within the Creative Quarter.

No objection to this application, subject to no objections from Conservation, Highways and Environmental Health. Recent comments and proposed conditions from Ecology regarding the provision of further bat surveys, additional appropriate lighting and pollution control measures are supported.

The Town Council mentioned within its formal response to the CDP consultation prior to Christmas 2020 that some degree of public access to the URC is important and we would like to see the inclusion of a cafe so the people of Leamington who are not involved in the creative industries have the opportunity to use this iconic heritage building as well.

W/20/1782 Mrs P Kumari-Reynolds Proposed erection of single storey porch extension, first floor side extension and single storey rear extension. Revised fenestration 84 Lillington Road CV32 6LE

RESOLVED that no objection is raised - the Town Council notes the lack of a setback in the roofline for this proposed development which means the extension is not distinctly subservient to the original building. However, the size of the plot and the location of the building within the plot reduces the impact this has on this particular property.

W/20/1784 Mr A Seebooa Proposed erection of two storey side extension, single storey rear extension and new porch entrance to front. New garage/shed to rear garden 12 Parklands Avenue CV32 7BA

RESOLVED that no objection is raised.

W/20/1813 Mr B Dhillon Erection of proposed part single storey side extension, conversion of existing single storey side garage and stores 5 Lime Avenue CV32 7DE

RESOLVED that no objection is raised

W/20/1785 Mr & Mrs Murphy Erection of a pitch roof to front elevation; a single storey rear/side extension; application of render to front, rear and side elevations; insertion of two rooflights in rear roofslope of garage; new windows and doors 9 Almond Avenue CV32 6QD

RESOLVED that no objection is raised

W/20/1477 Mrs F Franklin Removal of existing wooden boundary fence and erection of a brick boundary wall with a metal gate. Erection of a single storey rear extension 21 Gulistan Road CV32 5LU

RESOLVED that no objection is raised

W/20/1802 Mr Andrew Givens Erection of a garden room in the grounds of a care home James Hirons Home 53 Lillington Road CV32 6LD

RESOLVED that no objection is raised - the Town Council supports this application as it would provide a safe, innovative and pleasant place for residents to use during the Covid 19 situation (and afterwards)

W/20/1859 Jonsigns Ltd Display of 3 no. sets of built-up halo illuminated letters. Re-cladding of 1 no. existing projector sign and frosted vinyl to windows 49 Bath Street CV31 3AG

RESOLVED that no objection is raised.

The Town Council notes this building has been painted black which is very much out of keeping with the other property frontages on Bath Street and High Street, and it has a harsh, negative effect on the street scene in the Conservation Area. Could the current owners be asked to return the shop front to cream so it better complements surrounding properties?

113. DETERMINATION OF PLANNING APPLICATIONS

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

RESOLVED that on this occasion there were no Determinations to be considered.

114. PLANNING APPEAL NOTIFICATIONS

The following Planning Appeal Notifications were noted:

Application No: W/20/1170
Applicant: Mr R Mobed
Site: 2 Adelaide Road CV31 3PW
Description: Infill of service wing roof

Application No: W/20/0987
Applicant: Bass Partners Ltd
Site: The Grist Mill Chesterton Drive CV31 1YS
Description: Change of use of first floor from residential dwelling to 5 bed House in Multiple Occupation

Application No: W/20/1337
Applicant: Mr M Burgess
Site: 39 Northumberland Road CV32 6HF
Description: Erection of proposed two storey side extension with ridge height to match existing and single storey flat roof garage extension to front

Application No: W/20/1321
Applicant: Mr M Burgess
Site: 39 Northumberland Road CV32 6HF
Description: Erection of proposed rear stair tower

115. PLANNING APPEAL DECISIONS

The following Planning Appeal Decisions were noted:

Application No: W/20/0170
Applicant: Mrs K Kandola
Site: Eversleigh Nursing Home 2 & 4 Clarendon Place CV32 5QN

Description: External works for car parking and landscaping
Decision: Dismissed

Application No: ACT/565/18 (enforcement notice)
Applicant: Mr Haralabos (aka Harry) Angelidis
Site: 41 Clemens Street CV31 2DP

Description: The breach of planning control as alleged in the notice is: without planning permission, the erection of fencing, trellis, fixed furniture and planters on the Land. The requirements of the notice are: Permanently remove from the Land the unauthorised fencing, trellis, furniture and planters in their entirety. Permanently remove from the Land all resulting waste and materials.
Decision: Dismissed

Application No: W/19/1197
Applicant: Ms Jagir Gill
Site: 89 Shrubland Street CV31 2AR
Description: Use of building for House in Multiple Occupation.
Decision: Dismissed

Application No: ACT/386/19
Applicant; Ms Jagir Gill
Site: 89 Shrubland Street CV31 2AR
Description: The breach of planning control as alleged in the notice is, without planning permission, the change of use from a dwelling house (Class C3) to a 7-bedroom House in Multiple Occupation (Sui Generis). The requirements of the notice are Permanently cease the use of the land as a 7- bedroom House in Multiple Occupation (Sui Generis) and for any other multiple occupation use; and Reinstate the land to its former use as a single dwelling house (Class C3)

116. TREE PRESERVATION ORDERS

There were none.

117. AOB

Members were reminded about application W/20/1669 – 2 Woodcote Road CV32 6PY – being considered at the upcoming WDC Planning Committee on 2nd February 2021. This Committee registered an objection and members had been asked if they wished to represent this view at the meeting. Councillor Brunson agreed to do so with the application site being in his ward. The DSO to register Councillor Brunson to speak.

The meeting commenced at 6:00pm and concluded at 7:24pm.

Signed

Dated

MINUTES OF A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE HELD ON 11th JANUARY 2021

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

Present: Councillors David Brunson, Jennifer McAllister, Judith Clarke, Amy Evans, Louisa Radice, Amanda Stevens, Julija Boulton and Nick Wilkins (substituting for Cllr Bryce).

Also, Town Clerk Mr Stephen Marks and Chair of Leamington International Twinning Society, Mrs Karen McQueen.

39. **APOLOGIES FOR ABSENCE**

Councillor Will Bryce

40. **DECLARATIONS OF INTEREST**

Councillor Amanda Stevens declared a non-pecuniary interest as the Town Council member representative on Leamington in Bloom (agenda item 8) and Councillor Amy Evans declared a non-pecuniary interest as a member of the Green Party with an interest in the Warwickshire Climate Alliance (agenda item 7).

41. **PUBLIC FORUM**

There were no representations from Members of the public

42. **TOWN TWINNING MATTERS**

Karen McQueen (Chair of the Leamington International Twinning Society) was welcomed to the meeting and gave a verbal update on the work of the group since 5th October 2020:

- Online meetings via Zoom took place between Sceaux, Bruhl and Leamington Spa in the three weeks leading up to Christmas 2020 which included presentations on Christmas traditions in each of the towns. Between thirty and forty people attended each meeting which included breakout groups. More such sessions are planned which will be on a pick or mix basis – members can join whichever sessions appeal to them based on topic e.g. a literature discussion group. This approach has resulted in more contacts being made than through the usual more formal meetings.
- New website has been launched – www.learmtwinning.org.uk. Payments can now be made online which has helped streamline memberships.
- AGM is due in March 2020. Current membership is circa 50 people.
- There is a planned visit to Sceaux from 9th to 13th April 2021 (this is under review due to the ongoing Covid 19 restrictions). A tripartite get together is planned here in 2022 if possible. A Bruhl contingent is due to visit Leamington from 9th – 13th October 2021 but again this is under review.

RESOLVED that the Update is received and noted. The Society was congratulated on staying in touch with both its own members and the twinning associations in Sceaux and Bruhl so effectively during the pandemic.

Karen McQueen was thanked for her attendance and left the meeting.

43. **MINUTES**

RESOLVED that the Minutes of the Meeting of the Cultural and Community Committee held on 2nd November 2020 are confirmed and signed as a correct record.

44. **MATTERS ARISING FROM THE MINUTES**

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

1. Central England Lipreading Support Trust – this project cannot go ahead currently due to the ongoing lockdown situation. The organisation has been asked to report back in early March with an update. Funding has not been released.
2. St John’s Youth & Community Garden – this Committee required the group to provide written evidence that they had the necessary permissions in place for this project to go ahead. This was provided on 6th January 2021 and the funding has subsequently been released.
3. Saturday Friendship Group – this Committee required a more detailed and specific breakdown of costs and what the £2000 requested would be funding. This information was received from the group on 13th October 2020 and the funding was released.
4. Arts Uplift CIC – this project can still not go ahead and is now planned to take place in April 2021. The group has been asked to provide an update in early March 2021. Funding has not been released.
5. Art in the Park – this project was allocated funding in January 2020 for outreach work. The event did not take place in Jephson Gardens as usual but there was a virtual festival held over the same weekend in early August 2020. The organisers had requested they be allowed to utilise the funding to pay the costs for the virtual festival instead. They had provided a breakdown of those costs. Members agreed that this could occur but asked that should there be a recurrence of this outcome in 2021, they be informed in advance.

RESOLVED that the update on these grant applications is noted.

45. **COMMUNITY GRANTS**

Consideration was given to a schedule of applications for grants under the Community Grant Fund. Individual applications had been uploaded to the Council website and were considered by the Committee prior to the meeting. Following consideration of the applications it was

RESOLVED that the following Grants are approved:-

Applicant	Project	Amount Requested	Amount Awarded
Entrust Care Partnership	Lean on Me – a listening ear service for parents caring for a disabled child/children	£2000	£2000
Wriggle Dance Theatre	Dancing Jukebox Game – outdoor professional dance performance for older and vulnerable adults	£2000	£1000
Clapham Terrace Primary School	Mural Project - creation of several unique, high quality art murals on the boundary	£1920	Unsuccessful

	wall of the school by canal bridge no 38		
Warwickshire Climate Alliance	A Creative Approach to Climate Change - writing/drawing/painting competition for school pupils in Leamington to raise awareness of the effects of climate change	£1500	Unsuccessful
Coventry Artspace	Leamington Spa Soundwalks - a programme of ECHOES.app soundwalks created by local artists and community groups available for people taking socially distanced exercise in Leamington's parks	£1896	Unsuccessful
Motionhouse	'Live from Leamington' - 3 live streamed 1 hour rehearsals and Q and A sessions aimed at the local community	£2000	Unsuccessful
Art in the Park	Outreach - pre-recorded artists workshops on knitting, felting and painting focussing on key groups such as care homes, schools and community groups	£2000	£1000
Migrant Family Support	You Can! 5 week online course to provide intensive support to help young people into work, education or training	£1795	£1375
Coventry Arts Collective	Take 5 Final Show - final show at Art in the Park of the results of an artist development course, including workshops and talks.	£1750	£1100
All Saints Parish Church	Urquhart Room Refurbishment - replacement commercial dishwasher	£1626.81	£1626.81
Leamington Chamber of Trade	New website development	£2000	£750
Leamington Music Festival	Music Festival and Winter Season - promotion of 20+ concerts and education programme in Leamington	£2000	£2000

2 nd Warwick Sea Scouts	New HQ Kitchen - 6 burner range cooker and large refrigerator	£1883.63	£703.13
Pangaea Sculptors Centre CIC	Camp -Do We Go Around the Houses or Do Houses Go Around Us? Three month public sculptural installation and exhibition proposed for Jephson Gardens	£2000	Unsuccessful

Note: In accordance with the Council's Code of Conduct, Councillor Evans, having previously declared a non-pecuniary interest in the application by the Warwickshire Climate Alliance, left the meeting whilst discussion of this application took place. She did not take part in the voting thereon.

46. **LEAMINGTON IN BLOOM**

A short report on the activities of the Leamington in Bloom group since 2nd November 2020 was considered and noted. The item on the Gateway Planters was discussed by members and it was agreed that Warwick District Council Green Spaces team be asked to provide a quote for continuing to plant up and maintain the Planters.

Note: In accordance with the Council's Code of Conduct, Councillor Stevens, having previously declared a non-pecuniary interest in this item, left the meeting whilst discussion of this application took place.

47. **TREES**

Jason Tombs from WCC Forestry Service had sent through answers to queries raised by this Committee at its previous meeting:

- Tree maintenance has been carried out in Leamington in 2020 in Haddon Rd, Gresham Avenue, Buckley Rd, The Crest and other parts of Lillington – this work had been funded from the Warwick Urban Highways Budget which also covers Warwick and Kenilworth. Some additional trees were also planted in Leamington in 2020 using this particular budget.
- Other contractors can plant trees in the town. They require a street works licence, the ability to scan the ground, Risk Assessments, method statements and £10 million of public liability insurance. They would also need to be able to source all materials and agree locations and species selection with WCC.

Members were thanked for sending in their tree planting and maintenance suggestions. these were collated and sent to the WCC Forestry section on 27th November 2020. The list was acknowledged and included for ongoing works.

The Town Council will consider allocating an additional £2500 for tree planting in this financial year at the Council meeting to be held on 14th January 2021. This funding would come from funds which will be unspent in other budget lines due to Covid 19.

The DSO had received a completed Planting list from the WCC Forestry section for 2019/20 which will be disseminated to members.

The meeting commenced at 6.00 pm and ended at 8:24pm.

Signed

Date.....

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 04th FEBRUARY 2021

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

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

Also present for part of meeting: Cllr McAllister

Officers: Stephen Marks, Town Clerk

67. Apologies for Absence

Apologies were received from Cllr Alty

Tributes to Mota Singh

The chair noted the sad death of Mota Singh. Mota was a former Town Councillor and Mayor of Leamington Spa, as well as holding many other significant roles.

A minute's silence was held in tribute.

Several members of the Town Council spoke in tribute to Mota Singh, noting his contribution to the local community over many years.

68. Declarations of Interest

Councillor A Boad declared a non pecuniary and non-prejudicial interest as a member of Warwick District Council in relation to Agenda Item 6

Councillor B Gifford declared a non-pecuniary interest as a member of Warwick District Council in relation to Agenda Item 6 and as a member of Warwickshire County Council in relation to Item 7.

Councillor S Board declared a non-pecuniary interest as a member of Warwickshire County Council in relation to Agenda Item 7 – Local Transport Plan

69. Public Forum

There were no representations from Members of the public.

70. Minutes

Resolved that the Minutes of the Meeting of the Policy and Resources Committee held on 16th December (Report No.4) are confirmed as a correct record.

71. Matters Arising from the Minutes

No matters arising were identified.

72. **Future High Streets Fund**

The committee received an update on the Future High Streets Fund from Warwick District Council (WDC) Officers Guy Collier and Martin O'Neill. Key points included:

The Future High Streets Fund (FHSF) was a central government fund, intended to help rejuvenate town centres.

Having previously developed proposals and a business case, WDC found out in late December that they had been offered an in principle grant award of £10million.

The bid included a number of projects:

- Town Hall – creative hub.
- Spencer Yard / creative quarter.
- Sustainable movement project
- Confidential projects

As the grant award was less than the £14.5million sum requested in the bid, further work was needed to refine the proposals or secure the remaining funding from elsewhere. WDC is in discussion with its partners to inform a further submission to central government by 26th Feb 2021.

WDC welcomes the Town Council's input into the formal governance of the programme.

It was noted that the Town Council should consider future updates on these and related projects.

The committee thanked Mr Collier and Mr O'Neill for their presentation.

At this point Cllr McAllister left the meeting.

73. **Warwickshire Local Transport Plan – Key Themes Consultation**

The Committee considered the report No 7 in relation to the Local Transport Plan Key Themes consultation.

It was noted that the themes in the transport plan were very broad and had links to a range of the Town Council's own objectives and aspirations.

Resolved that the consultation be considered by the Town Council at its meeting on 4th March, in advance of the 18th March consultation deadline.

74. **Neighbourhood Plan Update**

The committee considered report number 8 regarding the Neighbourhood Plan.

A number of key points were raised.

The issue of whether the Town Council itself can proactively campaign for a yes vote needs clarification.

Due to the ongoing Covid situation it will be difficult to engage with the community face to face. We will need to maximise use of other forms of communication.

Need to build on the enthusiasm that was achieved during the creation of the plan.

The Neighbourhood Plan Steering Group will meet on 23rd February.

75. **Banking arrangements**

The Town Clerk provided a verbal update. It was intended to establish electronic banking arrangements with the current provider. It was noted that the Triodos Bank account opened previously will be closed, as it does not meet the Council's needs.

76. **Insurance renewal**

The committee considered report No 10.

Resolved that the Council's insurance policy be renewed in accordance with the three year arrangement previously approved.

77. **Allotments – Campion Hill**

The Town Clerk advised that further enquiries were still being made in respect to the issue reported by Campion Hills Allotments Association. The item will be brought back to the committee in the future if necessary.

78. **Budget Monitoring**

The committee considered the update provided and noted the situation.

79 **Payments**

The committee considered a schedule of payments.

Resolved that the schedule of payments are approved.

The meeting conclude at 19:12.

**MINUTES OF A MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA HELD ON
14th JANUARY 2021**

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

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

Stephen Marks (Town Clerk)

There were no members of the public present.

66. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Amy Evans.

67. DECLARATIONS OF INTEREST

The following declarations were made:-

Cllr S Boad – declared a non-pecuniary interest as a member of Warwickshire County Council in relation to item number 8 - Street Trees

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

68. PUBLIC FORUM

Professor Wyn Grant addressed the meeting in the capacity of chair of Friends of All Saints Parish Church Leamington. He noted that the group would like to identify new trustees and potentially a new chairperson and sought the assistance of Town Councillors in raising this issue through their networks.

It was noted that All Saints Parish Church was a wonderful building and contributed much to the local community.

Action: Town Clerk to circulate information to be provided by Professor Grant to all Town Councillors for their consideration and sharing with networks as appropriate.

69. COUNTY AND DISTRICT COUNCILLOR FORUM

Cllr S Boad reported on the following:

A new lateral flow Covid testing centre had been established in Pound Lane, Lillington. Covid tests are available for people who don't have symptoms. Have done approx. 5000 tests thus far. The public can just turn up but are encouraged to book ahead.

Current pedestrianisation of the parade. Temporary changes were made in June to assist with social distancing. At the time it was not anticipated that Covid restrictions would be required for so long.

The current view of WCC is to leave the current arrangements in situ for the time being before a further more formal review, likely to be at the end of February.

It was noted that there was not an intention to make any of the arrangements permanent, without first undertaking a proper consultation with stakeholders.

A number of comments were made, particularly in regards to ensuring accessibility of the parade to those with mobility issues, including the potential for bus access to the parade to be considered and in relation to air quality implications of the current arrangements for surrounding streets.

RESOLVED:

That the Town Council is happy for the current arrangements on the Parade to stay as they are for now, but welcomes the indication that there will be a more formal review of the arrangements by WCC and looks forward to having more structured input into that review.

Cllr Gifford reported on the following Warwick District Council Matters:

WDC will be removing the local 'bring' recycling centres in the coming weeks. This was related to the new joint waste / recycling service with Stratford District Council.

70. EXTERNAL AUDITOR REPORT / ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

The Town Council considered report No. 5

RESOLVED:

- (i) That the Council noted the outcome of the external review of the Council's Annual Governance & Accountability Return for the year ended March 2020.

71. REVENUE BUDGET 2021/22

The Town Council considered report No. 6 relating to the development of a budget for 2021/22.

Cllr S Boad proposed the recommendations as printed in the report. This was seconded by Cllr A Boad.

RESOLVED

That the recommended budget for 2021/22, as set out in report 6 is approved.

That the revenue budget for the Council for the financial year 2021/22 is £414,266

That Warwick District Council is advised that the total budget requirement to be met from the precept is £412,266

63. IT & COMMUNICATIONS EQUIPMENT

The Town Council considered report No. 7

Cllr S Boad proposed the recommendations as printed, seconded by Cllr J Alty.

RESOLVED:

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

64. STREET TREES

The Town Council considered report No. 8

RESOLVED:

- i) That the Council note the update provided in relation to street trees in the town.
- ii) That the Council allocates a further £2,500 for street tree planting in the current financial year.
- iii) That the Cultural & Community Committee continues to liaise with WCC's Forestry service to clarify and refine the processes relating to street tree maintenance and planning.

65. MINUTES OF COUNCIL AND COUNCIL COMMITTEES

(i) Planning Committee

RESOLVED that the Minutes of the Meetings of the Planning Committee held on 5th November, 26th November and 17th December. (Reports Nos 9a, 9b and 9c) are received.

(ii) Cultural and Community Committee

RESOLVED that the Minutes of the Meeting of the Cultural and Community Committee held on 2nd November 2020 (Report No 9d) are received.

(iii) **Policy and Resources Committee**

RESOLVED that the Minutes of the Meetings of the Policy and Resources Committee held on 19th November and 16th December 2020 (Report Nos 9e and 9f) are received.

(iv) **Council**

RESOLVED that the Minutes of the Council meeting held on 12th November 2020 (Report No 9h) are confirmed as a correct record.

66. ACCOUNTS

RESOLVED:

That the schedule of invoices arising for payment since the last meeting be approved.

67. SUMMARY OF PAYMENTS

RESOLVED:

That the summary of payments during October and November is noted.

68. FUTURE HIGH STREETS FUND

The Town Council considered report number 12, including the request from Warwick District Council for a representative to engage with the Future High Streets Fund programme and any related governance arrangements.

Cllr Boulton nominated Cllr Clarke. This was seconded by Cllr Alty.

Cllr McAllister nominated Cllr Radice. This was seconded by Cllr Gifford. Cllr Radice indicated she did not wish to be considered.

RESOLVED:

That Cllr Clarke be the nominated Town Council representative in relation to the Future High Streets Fund programme.

69. EXCLUSION OF PRESS AND PUBLIC

SB proposed and NW seconded that the Council pass the resolution identified.

RESOLVED:

“That in view of the confidential nature of the business about to be transacted (confidential staffing matters), it is advisable in the public interest that the press and public be excluded from the Meeting and they are instructed to withdraw”.

70. UPDATE FROM STAFFING COMMITTEE

The chair of the staffing committee updated the Council on current staffing matters. The Staffing Committee meets on 27th January and a report will be brought to a future Council meeting.

The meeting closed at 19:16

Item 13 Accounts

Schedule of Payments to be circulated.

January 2021 - Summary of Payments						
Cheque No	Payee	Details	Amount	VAT	Total	Section 137 Expenditure
	Warwick District Council	NNDR Parlour	£162.00		£162.00	
	Warwick District Council	NNDR Office	£536.00		£536.00	
	Warwick District Council	Garage Rental	£42.47	£8.49	£50.96	
	HSBC	BACS Charges	£15.81		£15.81	
	SD Worx	Payroll summary December	£24.17	£4.83	£29.00	
	InTouchCRM	Inernet hosting	£137.97	£27.59	£165.56	
	Entanet International	Broadband Charges	£19.99	£4.00	£23.99	
	BT	Quarterly phone charges	£69.69	£13.94	£83.63	
	Toyota & Lexus Financial Services	Car leasing charges	£252.25	£50.45	£302.70	
106677	Okapi Technology	Software charges	£26.40	£5.28	£31.68	
106678	cancelled		£0.00		£0.00	
106679	Midshire Business Systems	Printing / copying charges	£66.26	£13.25	£79.51	
106680	cancelled		£0.00		£0.00	
106681	St John's Parochial Church Council	Community Grant	£2,000.00		£2,000.00	£2,000.00
106682	Warwick District Mobility Ltd	Third quarter grant	£6,500.00		£6,500.00	£6,500.00
106683	Entrust Care Partnership	Community Grant	£2,000.00		£2,000.00	£2,000.00
106684	Wriggle Dance Theatre	Community Grant	£1,000.00		£1,000.00	£1,000.00
106685	Leamington Art in the Park CIC	Community Grant	£1,000.00		£1,000.00	£1,000.00
106686	Migrant Family Support	Community Grant	£1,375.00		£1,375.00	£1,375.00
106687	Coventry Arts Collective Ltd	Community Grant	£1,100.00		£1,100.00	£1,100.00
106688	Leamington All Saints PCC	Community Grant	£1,626.81		£1,626.81	£1,626.81
106689	Leamington Spa Chamber of Trade	Community Grant	£750.00		£750.00	£750.00
106690	Leamington Music	Community Grant	£2,000.00		£2,000.00	£2,000.00
106691	2nd Warwick Sea Scouts	Community Grant	£703.13		£703.13	£703.13
	Warwick District Council	Offices - quarterly rental and service charges	£3,671.48		£3,671.48	
	Employees + Councillors	Salaries and allowances	£10,114.08		£10,114.08	
	HMRC	Tax & NI December	£2,974.41		£2,974.41	
	SD Worx	Payroll charges	£121.50	£24.30	£145.80	
106692	Post Office Ltd (Warwick District Council)	Christmas lights contribution	£20,000.00		£20,000.00	
106693	Post Office Ltd (Warwick District Council)	Printing costs - various	£58.28	£11.65	£69.93	
			£58,347.70	£163.78	£58,511.48	£20,054.94