



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

Our Ref: SM/TC/Jul21

Date: 15th July 2021

Dear Councillor,

You are summoned to a meeting of the **TOWN COUNCIL OF ROYAL LEAMINGTON SPA** to be held in the **COUNCIL CHAMBER**, Town Hall, Parade, Royal Leamington Spa on **THURSDAY 22nd JULY at 6.00 pm.**

Members of the public wishing to attend are asked to contact the clerk to clarify the meeting arrangements and Covid related protocols.

The business will be as set out below.

Yours faithfully,

CLERK TO THE TOWN COUNCIL

To All Members of the Council

Emergency Procedure - At the commencement of the meeting, the emergency procedure for the Town Hall will be announced.

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
Members of the Council 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. **UPDATE ON COMMONWEALTH GAMES 2022**
To receive an update / presentation from Warwick District Council representatives.

5. **COUNTY AND DISTRICT COUNCILLOR FORUM**

6. **MINI HOLLANDS DEVELOPMENT PROGRAMME & CYCLE SCHEMES** pp3-4
To consider report No. 6

7. **UPDATES FROM REPRESENTATIVES ON EXTERNAL BODIES** pp5-6
To consider the report No. 7

8. **COVID / OPERATIONAL UPDATE**
To receive a verbal update

9. **BOUNDARY REVIEW** pp7-8
To consider report No. 9

10. **CIVIC HONOURS COMPETITION** pp9-12
To consider report No. 10

11. **MINUTES OF COUNCIL AND COUNCIL COMMITTEES** pp13-28
 - i) To confirm as a correct record the Minutes of the Meeting of the Town Council held on 10th June 2021. (Report No 11)

 - ii) To receive the Minutes of the following Committees (11b)

Policy & Resources Committee – 17th June 21

Planning Committee – 13th May 21, 9th June 21

12. **PAYMENTS**
To consider any payments requiring approval

Report No. 06

REPORT TO THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA, TO BE HELD ON 22nd JULY 2021

'MINI HOLLANDS' DEVELOPMENT PROGRAMME & CYCLE SCHEMES

1. Purpose of the Report

To consider a request from Warwickshire County Council to support:

- An expression of interest in a programme to develop options for improving the walking and cycling environment in Leamington Spa.
- A bid for capital funding for walking and cycling infrastructure projects

2. Mini Hollands Development Programme

- 2.1 Warwickshire County Council's Transport Planning team has contacted the Town Council to advise that it is anticipating submitting an expression of interest to central government to participate in a 'Mini Hollands Development Programme'. This would see additional revenue funding being provided by central government to enable further work to explore and develop options to improve the streetscape in Leamington Spa, making it safer and more appealing to pedestrians and cyclists.

Warwickshire County Council will need to submit its expression of interest by 9th August 2021 and is requesting a letter of support be sent to them by 4th August 2021.

3. 'Mini Hollands'

- 3.1 The Mini Hollands approach involves *'intensive, transformational spending on local roads and streetscapes to make them, over time, as cycle and pedestrian friendly as their Dutch equivalents'*.

This approach has been trialled in several areas in London and has included measures such as high-quality segregated cycle lanes, low-traffic high streets, road space reallocation for pedestrians, provision of cycle parking etc. These initiatives have shown significant improvements in terms of increases in cycling and walking levels. <https://www.london.gov.uk/what-we-do/transport/cycling-and-walking/transforming-cycling-outer-boroughs-mini-hollands-programme>

- 3.2 The Department for Transport is seeking to develop a shortlist of around 12 non-London Local Authority areas to benefit from intensive investment in mini-Holland schemes with a focus on replacing short car trips. There is a requirement for *'serious political commitment for dramatic change not just for cyclists, but for everyone who lives and works in the area'*. Shortlisted authorities will receive up to £100k of revenue funding to develop detailed proposals. Longer term funding would be available at a later date, subject to the relevant bidding processes.
- 3.3 Warwickshire County Council sees this as a good opportunity to build on the work already being undertaken in the town to develop improved walking and cycling infrastructure and connectivity.
- 3.4 It should be noted that any funding received through this process will be for the development of further, more detailed proposals. It will not at this stage provide funding to actually implement new infrastructure.

- 3.5 Consultation and engagement with local stakeholders will be an important part of the process of developing any more detailed proposals for walking and cycling infrastructure in the town.
- 3.6 More information about the Mini Hollands Development Programme is attached at appendices A and B.

4. **Policy Context**

This specific proposal and the more general principle of supporting improvements to walking and cycling infrastructure are very much aligned with the Town Council's own objectives and the Leamington Spa Neighbourhood Plan. Improving walking and cycling environments has the potential to contribute to improved health and wellbeing, an enhanced environment, climate change, accessibility and economic prosperity.

5. **Bid for Capital Funding**

Warwickshire County Council is also applying for central government funding (Department for Transport Active Travel Fund: Local Authority Capital Funding for 2021/22) for two schemes in or near to Leamington Spa.

5.1 *A425 Radford Semele – Leamington Cycle Route*

The County Council is seeking to bid for £0.5 million to extend cycle provision from Newbold Comyn to Radford Semele along the A425 Radford Road, to add to funding from other sources (section 106). This would include:

- Widening of footway and reallocation of road space on the A425 Radford Road between Newbold Comyn path (National Cycle Network Route 41) and Church Lane, Radford Semele
- Accessible ramp to Grand Union Canal at Radford Road Bridge

5.2 *Harbury Lane Active Travel Connections, Warwick – Leamington Spa*

The County Council proposes to bid for £1.4m towards the delivery of connected walking and cycling routes along the Harbury Lane corridor between Warwick and Leamington Spa. While noting that this falls outside of the Leamington Spa boundary, it is worth noting as it forms a part of the wider active travel infrastructure in the vicinity of the town.

- 5.3 Warwickshire County Council has asked for the support of the Town Council in relation to its bid for funding for the A425 Radford Semele – Leamington Cycle Route

6. **Recommendation**

- i) That the Town Council considers the information provided in this report.
- ii) That the Town Council considers the request to provide a letter of support to Warwickshire County Council in relation to its expression of interest in the Department for Transport's 'Mini Hollands Development Programme'.
- iii) That the Town Council considers the request to provide a letter of support to Warwickshire County Council in relation to its bid for capital funding for the specific walking and cycling infrastructure / scheme identified.

Report No. 07

REPORT TO THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA, TO BE HELD ON 22nd JULY 2021

UPDATES FROM REPRESENTATIVES ON EXTERNAL BODIES

1. **Purpose of the Report**

To receive and consider any updates from the Town Council's representatives on outside bodies.

2. **Introduction / overview**

- 2.1 The Town Council has a number of representatives on external bodies. An important part of that role is to provide feedback to the Town Council on the activities of those bodies and any key matters arising.

Updates will be provided at regular intervals through the year to the Town Council or the relevant committee.

Where there is an update in relation to an external body, the Town Council representative will be asked to provide a short written summary for inclusion in a report. This can then be supported by a short verbal update at the meeting if helpful. It should be noted that there may not be a significant update for each external body at every meeting, depending on the nature and timing of their activities and meetings.

3. **UPDATES**

- 3.1 *Christmas Lights Event Working Group (Cllrs S Rasmussen and A Stevens).*

WDC officers have been advised of the Town Councils representatives for the Christmas Lights Event Working Group for 2021/22 and it is understood that a meeting of the group will be arranged in due course.

- 3.2 *Warwickshire Association of Local Councils – County Committee (Cllr S Boad)*

An update will be provided to a future meeting.

- 3.3 *Warwick District Mobility Ltd (Cllrs D Brunson and N Wilkins)*

Given the nature of the Town Council's relationship with Warwick District Mobility Ltd (as its key funder), the Town Clerk has suggested that Warwick District Mobility prepares a formal update to the Town Council. This will be arranged for a meeting in the near future.

- 3.4 *Leamington Chamber of Trade*

No current update. The Town Clerk has contacted the Chamber to confirm the Town Council representative for 2021/22 and ask about meetings of the chamber.

3.5 *Warwickshire Pension Fund (Town Clerk)*

No current update.

3.6 *Creative Quarter Partnership Board (Cllr S Rasmussen)*

Cllr Rasmussen has provided the update below:

I find the speed of progress rather frustrating and have little in the way of news to report, as such a lot of what is under discussion is not yet in the public domain. Apologies if there is therefore not much detail.

Spencer Yard: planning permission has been granted for the conversion of the United Reform Church into premises suitable for occupants (name shortly to be announced). Proposals have also been made concerning possible uses/ tenants for the old nursery building. Access via the Colonnade is an issue that is coming closer to resolution. A strategic-level meeting is about to take place with Directors of the Loft Theatre to try to enable more communication and co-operation for mutual benefit, especially where public space - and access to it - is concerned. The architects working with the developers CDP are in the process of bringing forward initial ideas for a footbridge connecting north and south banks of the river; the idea of a footbridge is still tentative but seems to be popular with other members of the group. If members of the Town Council would like to suggest some key words they think should be included in a brief for a footbridge, please let me know.

Court Street: the stakeholder group will be consulted again on 19th July. CDP's architect partners are working on several options to present to a wider audience after that. These options will range from the radical to the uncontroversial but all will respect the outline principles given in the Neighbourhood Plan, and have public spaces that are highly accessible to the public.

Town Hall: proposals are being worked up but we heard no details.

High Street railway bridge painting in time for the Commonwealth Games: a feasibility study and costings are going ahead. No mention of potential designs was made.

3.7 *Future High Streets Fund (Cllr J Clarke)*

The formal allocation of FHSF funding has been agreed by the government and Warwick District Council has allocated the funds -

https://www.warwickdc.gov.uk/news/article/648/council_endorses_future_high_street_funding_plans

4. **RECOMMENDATION**

That Council notes the updates provided.

**REPORT TO THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA,
TO BE HELD ON 22nd JULY 2021**

PARLIAMENTARY BOUNDARY REVIEW

1. **Purpose of the Report**

To make the Town Council aware of local proposals associated with the current Parliamentary Boundary Review.

2. **Introduction / overview**

The Boundary Commission for England (BCE) is an independent and impartial non-departmental public body which was established by legislation to keep under review the boundaries of parliamentary constituencies in England. The BCE is currently undertaking the '2023 Boundary Review'. This is a review of parliamentary constituencies which will conclude with a formal report and recommendations in June 2023.

3. **2023 Boundary Review and Initial Proposals**

3.1 The 2023 Review of Parliamentary constituencies is underway. The broad purpose of such a review is to ensure that parliamentary constituencies comply with a set of parameters agreed by Parliament, in particular in relation to the number of electors in each constituency. Current rules mean that the number of electors in each parliamentary constituency should be between 69,724 and 77,062 (with minor exceptions in the Isle of White).

3.2 The timetable for the review is as follows:

- 5 Jan 2021: Publication of headline electorate figures by ONS, BCE begin development of initial proposals;
- 24 March 2021: Publish complete ward-level electorate figures (i.e. including 'prospective' wards);
- 10 May 2021: Publish 'Guide to the 2023 Review';
- 8 June 2021: Publish initial proposals and conduct eight-week written consultation;
- Early 2022: Publish responses to initial proposals and conduct six-week 'secondary consultation', including between two and five public hearings in each region;
- Late 2022: Publish revised proposals and conduct four-week written consultation;
- June 2023: Submit and publish final report and recommendations

3.3. The first proposals have now been published by the (BCE). The proposals are available [online](#) and are open to comment from anyone by 2 August 2021.

3.4 The initial proposals for the West Midlands include revised boundaries for both the Warwick and Leamington Constituency and the Kenilworth & Southam Constituency. These would have electorates of 74,107 and 72,784 respectively.

Maps of the current and proposed parliamentary boundaries have been produced by Warwick District Council for the [Warwick and Leamington Constituency](#) and the [Kenilworth & Southam Constituency](#).

4. **Key issues to note**

- 4.1 The proposals bring a small area to the north of Leamington Spa into the Warwick and Leamington Constituency
- 4.2 A [report](#) by Warwick District Council officers to WDC's Licensing & Regulatory Committee (19th July 21) raises a number of issues in relation to the proposals from the perspective of the wider district, as summarised below:
- 4.3 It is noted that the proposed changes to the constituency boundaries would create an ['island constituency'](#), with the Warwick and Leamington Constituency being entirely 'encircled' by the Kenilworth & Southam Constituency. The report notes concerns regarding the potentially poor links between the opposite ends of the 'outer wards' in this scenario and the likely greater community identity across the constituency boundaries. On this basis the report suggests that Budbrooke ward should remain part of the Warwick & Leamington Constituency rather than becoming part of the Kenilworth & Southam Constituency as is proposed by BCE.
- 4.4 The report suggests, that based on expected growth in Warwick District between now and 2028, the size of the proposed constituencies (in terms of electorate) is likely to exceed the upper limits, although it notes that the BCE cannot consider future growth. However, the report suggests that retaining Budbrooke ward in the Warwick and Leamington Constituency would balance out the future populations in the two constituencies.

5. **Recommendation**

That the Town Council notes the content of this report and the initial proposals made by the Boundary Commission for England and identifies any feedback it may wish to make via the current consultation.

Report No. 10

REPORT TO THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA, TO BE HELD ON 22nd JULY 2021

CIVIC HONOURS COMPETITION – (CITY STATUS)

1. Purpose of the Report

To make the Town Council aware of a Civic Honours competition associated with the Queen's Platinum Jubilee in 2022.

2. Introduction / overview

As part of the celebrations to mark the Queen's Platinum Jubilee in 2022, a Civic Honours competition has been launched. This includes the opportunity for towns to apply for 'city status'. The competition will close on 8th December 2021

3. The Competition

3.1 A Civic Honours competition has been launched which offers the opportunity for towns to apply for 'city status'. (It also includes an opportunity to apply for Lord Mayor or Lord Provost status, but this is only open to existing cities.)

3.2 The entry guidelines are attached at Appendix A, but key points are:

Applications may only be made by an elected local authority for its entire area or a distinct area within its boundary.

Although there are no specific criteria for city status, the Government is asking local authorities to submit their entries in a standard size and format, as detailed in the application form.

3.3 Applications would need to include:

- A summary of the application comprising no more than one A4 page.
- An introduction comprising no more than eight A4 pages of text, highlighting why the area deserves city status, with particular reference to the area's:
 - Distinct identity;
 - Civic pride;
 - Cultural infrastructure, interesting heritage, history and traditions
 - Vibrant and welcoming community;
 - Record of innovation;
 - Sound governance and administration;
 - Associations with Royalty; and
 - Other particularly distinctive features, age, residents or communities who have made widely recognised significant contributions to society and cultural infrastructure.
- A profile of the area, including statistics, to assist understanding of the area and its bid in comparison to the bids of other applicants. Information which it would be helpful to include would be:
 - The resident population of the area;

- Economic activity, including the number of people who work (but do not reside) in the area;
 - Information on public green spaces, sport and leisure facilities, and shopping centres; and
 - Information on local authority support (of any kind) for the voluntary sector
- Up to 50 photographs of permanent features of the area (rather than events or people), with brief captions describing what is shown
 - One map: which is a detailed map of the area showing the main tourist, leisure and entertainment sites and green spaces accessible to the public
- 3.4 The decisions made by Her Majesty, on Ministerial advice, will be final. Local authorities may be assured that each entry will be considered 'in the round', on the merits of its contents rather than on the standard of presentation.
- 3.5 Full details can be found at <https://www.gov.uk/government/publications/platinum-jubilee-civic-honours-competition>

4. **City Status**

The documentation associated with the competition does not provide any information on the implications / benefits of 'city status'. It appears that city status confers no additional powers, functions or funding.

The common concept of a city in the UK is often associated with having a cathedral or a university, a particular form of local government, or having a large population.

However, in formal terms, there are no specific criteria for a city and UK city status is granted by the monarch on the advice of ministers.

In practice there are very few cities with populations as small as Leamington Spa.

In summary, it appears that there is little implication of having city status beyond the (perceived) status that the designation provides.

5. **Recommendation**

That the Town Council considers the information provided in this report and appendices.

Entry guidelines

PLATINUM JUBILEE CIVIC HONOURS COMPETITION

ENTRY GUIDELINES

Her Majesty The Queen has agreed that competitions may be held for a grant of city status and Lord Mayor or Provost status to mark Her Platinum Jubilee in 2022.

1. Any local authority in any part of the United Kingdom, a Crown Dependency or an Overseas Territory, which considers that its area deserves to be granted the rare honour of city status on this very special occasion is welcome to enter the competition by the closing date of 8 December 2021.
2. Lord Mayoralty or Provostship is an exceptional distinction conferred on the Mayoralties or Provostships of a few – usually long-established and important – cities. Local authorities for existing cities in the United Kingdom are welcome to enter the parallel competition for a Lord Mayoralty or Provostship by the same closing date.
3. Applications may only be made by an elected local authority for its entire area or a distinct area within its boundary.
4. Although there are no specific criteria for city status or Lord Mayor or Provost status, the Government is asking local authorities to submit their entries in a standard size and format, as detailed in the application form. This is intended to help local authorities minimise the expense of entering the competitions and to provide the Government with a fair basis for comparison and assessment of the entries received.
5. Local authorities are strongly advised not to exceed the limits of the standard size and format as described in application form.
6. The decisions made by Her Majesty, on Ministerial advice, will be final. Local authorities may be assured that each entry will be considered ‘in the round’, on the merits of its contents rather than on the standard of presentation. Each local authority will be sent brief comments on its entry when the results of the competitions are announced in 2022. These brief comments on entries will not provide specific reasons on why an application is successful or unsuccessful.
7. Local authorities should not incur any expenditure on lobbyists for the purposes of influencing the competition.
8. Applications are requested to be submitted by email to reach the Cabinet Office by 4pm on the closing date, 8 December 2021, at civichonours@cabinetoffice.gov.uk. Alternatively, applications can be submitted by post if preferred, the address to be used is:
Constitutional Policy Team
Cabinet Office
4th Floor Yellow Zone
1 Horse Guards

London
SW1A 2HQ

9. If submitted by post, entrants are asked to notify the Constitutional Policy Team separately when their entries are dispatched, by sending an email, giving the date of dispatch of the hard copies, the name of the local authority submitting the application, and its full contact details. Entries submitted by post should reach the Cabinet Office by the same time on the closing date as those submitted by email.

10. Acknowledgements will be sent by email when the hard copies have been received. If no acknowledgement is received within 6 working days of the closing date (or of dispatch, if earlier), please send a further email to the above address with 'City status entry enquiry' and the name of the local authority area in the heading.

QUESTIONS AND ANSWERS ON ENTRY GUIDELINES

Q: Can we involve the public in the compilation of our entry?

A: Yes, by all means, so long as you do not exceed the standard size and format.

Q: Can we publish our entry on our website?

A: Yes, local authorities are welcome to publish their entries if they wish to do so.

Q: Will the Government keep our entry confidential?

A: Not necessarily. We will not automatically be publishing applications however you should be aware that these can be requested under the Freedom of Information Act. Requests for disclosure will be considered in accordance with the requirements of the Freedom of Information Act. If a local authority wishes any part of its application to remain confidential it is asked to flag this up with a clear indication for us to take into account in deciding whether the information should be released. Wherever possible we would then alert the local authority before releasing such information.

Q: We cannot afford a glossy booklet/external publishers/research. Is it still worth our entering?

A: Yes. The Government does not want local authorities to incur any undue expense entering the competition. It is the quality of the contents of the application, taken as a whole, that will be assessed, rather than the standards of presentation.

Q: We do not have data on all the points suggested. Does this matter?

A: No. Please simply provide whatever you have or can readily obtain. The Government does not want local authorities to incur any undue expense by entering the competition.

Q: Will late entries be accepted?

A: No. If an entry is received late, evidence that it was dispatched in time to reach us by the closing date will be requested

Report No. 11 - Minutes

MINUTES OF THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA HELD ON 10 JUNE 2021.

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

Officers: Town Clerk and Democratic Support Officer.

13. **APOLOGIES FOR ABSENCE**

Cllrs N Atwal and Cllr J Boulton

14. **DECLARATIONS OF INTEREST**

Cllr A Boad declared a prejudicial interest in relation to item 10 – South Warwickshire Local Plan – as joint chair of the Local Plan Working Group and indicated that he would leave the room and not participate in the discussion on that item.

Cllr B Gifford declared a non-prejudicial interest in relation to item 10 as a District Councillor.

15. **PUBLIC FORUM**

There were no representations from members of the public.

16. **COUNTY AND DISTRICT COUNCILLOR FORUM**

Cllr S Boad noted:

Warwickshire County Council is currently consulting on cycling and walking infrastructure. Noted this matter will be considered at Policy & Resources Committee.

Parade – If national Covid restrictions are lifted on 21 June, Parade will be re-opened. But Parade will remain as it is until national restrictions are lifted.

Once its re-opened, there will be some time for reflection. Then in due course there will be further consultation in the future. County Councillors will be meeting to consider the consultation in the coming weeks.

It was noted that future options for the Parade are likely to be contentious – Town Council is likely to be heavily involved in any consultation.

Cllr A Boad noted:

Warwick District Council is still working closely with Stratford District Council, for example on the proposed South Warwickshire Local Plan.

WDC has installed 19 car park machines that enable card payments.

WDC has started holding its meetings in person.

Swimming pools have re-opened – 25% increase in attendance.

Rough sleeping – WDC has previously received £295k to address rough sleeping and has now received a further £535k to address the issue.

The grant of £10million from government's Future High Streets Fund has now been confirmed.

WDC will be retrofitting 50 council houses to improve energy efficiency following receipt of £1million for this purpose.

17. ANNUAL ACCOUNTS AND GOVERNANCE STATEMENT – Internal Auditor Report

Resolved that the Annual Internal Audit Report is noted and received.

It was noted that the internal auditor had been with the Council for some time and it was considered good practice to change auditors at suitable intervals.

18. ANNUAL GOVERNANCE STATEMENT 2020/21

Resolved that that the Annual Governance Statement 2020/21 is approved with all statements being answered in the affirmative.

19. ACCOUNTING STATEMENTS

Resolved

that the Accounting Statements for 2020/21 are approved.

that the Council's compliance with the requirements in relation to the exercise of public rights of inspection is noted.

20. COMMITTEE APPOINTMENTS

Resolved that the amended committee memberships for 2021/22, as set out in Appendix A of the report, are approved.

It was noted that a climate change task and finish group had previously existed to develop a climate change action plan and that climate change would need to be considered again in order to ensure suitable actions were being delivered. Agreed it would be considered by the Policy & Resources Committee.

21. APPOINTMENTS TO OUTSIDE BODIES

Resolved that

- i) Appointments to outside bodies are approved as set out in the Appendix 1 to the report.
- ii) That the Protocol for Representatives on Outside bodies as set out in Appendix 2 to the report is adopted.

It was noted that suitable feedback from these groups to the Town Council should be provided by the nominated representatives.

22. CLIMATE DECLARATION

Resolved that the Town Council signs 'The Time is Now' climate declaration.

23. LEAMINGTON SPA NEIGHBOURHOOD PLAN

Resolved that

- i) The Town Council notes the successful outcome of the Leamington Spa Neighbourhood Plan Referendum on 6th May 2021 and also notes that the Neighbourhood Plan has been adopted as part of the strategic Local Plan.

- ii) The Town Council supports the minor amendments to the Leamington Spa Neighbourhood Plan as outlined and supports a report from Hayley Smith (Neighbourhood Plans Officer, WDC) to the WDC Executive recommending these minor amendments be adopted.
- iii) Policy RLS18 is retained until a formal review of the Neighbourhood Plan takes place in 2025 whilst regularly monitoring what (if any) effect retaining this Policy has on planning applications in Leamington Spa.

24. SOUTH WARWICKSHIRE LOCAL PLAN

Cllr A Boad left the room for this item.

Council discussed the consultation questions and the draft responses identified in the report. The Democratic Services Officer was thanked for her work in drafting the responses.

Cllr Gifford suggested replacing the response for question 52 ref the green belt with the following text:

The Town Council is very aware that the National Planning Policy Framework states that Green Belt boundaries should only be altered where exceptional circumstances are fully evidenced and justified. This Council believes the Green Belt to the North of Leamington Spa is of great value to Royal Leamington Spa.

A number of other amendments and additions were identified and agreed:

Question 4 – Add evolving WCC transport strategy.

Question 6 – specific sites. General comment – facilities should be coalesced where possible – to encourage the idea of the 15 minute neighbourhood.

Question 8 – strategic road networks should avoid town centres.

Question 15 – want increased consistency in the infrastructure.

Question 16 – increased consistency. Provide alternatives to cars. Improve bus services dramatically. Encourage car clubs, car sharing etc.

Question 29 - Need a system to implement and monitor this policy. Add a requirement to 'facilitate biodiversity'

Question 18 – Recognise the increase in home working and its implications.

Question 33 – Insert transport as number 1 bullet point to tackle climate change.

Discussed better bus transport.

Question 43 – We should resist taking other areas housing shortfalls by default.

Question 45 – Bus depot / transport hub is lacking in Leamington Spa.

Question 9 - We wish to see stronger limits of HMOs to protect family homes.

Resolved that the draft consultation response is submitted, subject to the agreed amendments and additions.

25. MINUTES OF COUNCIL AND COMMITTEES

(i) Council

Resolved that the Minutes of the Council meeting held on 04th May 2021 are confirmed as a correct record.

(ii) Cultural and Community Committee

Resolved that the Minutes of the Meeting of the Cultural and Community Committee held on 01st March 2021 are received.

(iii) Policy and Resources Committee

Resolved that the Minutes of the Meetings of the Policy and Resources Committee held on 18th March 2021 and 15th April 2021 are received.

(iv) Planning Committee

Resolved that the Minutes of the Meetings of the Planning Committee held on 18th Feb 2021, 11th March 2021, 01st April 2021, and 22nd April 2021 are received.

26. PAYMENTS

Resolved that the payments identified are approved

Cheque No	Payee	Details	Amount	VAT	Total
106743	Pinner & Sons Ltd	Repair to Red Telephone Box	£6,033.76	£1,206.75	£7,240.51
106744	WALC	CIlr Training - 11May21	£25.00	£5.00	£30.00
106745	S Marks	Reimbursement - First payment - 2 new mobile phone contracts. Future payments to be paid by Town Council Direct Debit.	£19.00		£19.00
106746	S Marks	Reimbursement - Zoom subscription May21	£11.99		£11.99
106747	Warwick District Mobility Ltd	First quarter grant payment	£6,500.00		£6,500.00
					£0.00
			£12,589.75	£1,211.75	£13,801.50

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 17th JUNE 2021

Present: Councillors Alan Boad, Sarah Boad, Will Bryce, Mubarik Chowdry, Judith Clarke, Bill Gifford, Jade McGhee, Louisa Radice

Officers: Stephen Marks, Town Clerk

1. Apologies for Absence

Apologies were received from Cllr Susan Rasmussen

2. Election of Chair

Resolved that Cllr S Boad is elected as chair of Policy & Resources committee for 2021/22

3. Election of vice chair

Resolved that Cllr M Chowdry is elected as vice chair of Policy & Resources committee for 2021/22.

4. Declarations of Interest

Cllr A Boad declared a prejudicial interest in item 11 relating to the Street Collections Policy Consultation as a member of a relevant WDC committee and indicated he would leave the room for that item.

5. Public Forum

There were no representations from members of the public.

6. Minutes

Resolved that the Minutes of the Meeting of the Policy and Resources Committee held on 26th April 2021 (Report No.6) are confirmed as a correct record.

7. Matters Arising from the Minutes

It was noted that a scheme of delegation was considered at the meeting of the Town Council on 04th May 2021, which had proven very valuable in recent weeks. It was noted that the Protocol for Representatives on Outside bodies was approved by the Town Council.

8. Cycling & Walking infrastructure

The committee discussed the report relating to Warwickshire County Council's consultation on cycling and walking infrastructure. It was noted that:

- Several thousand responses had been submitted already.
- Town Councillors could submit individual responses / proposals via the consultation website.
- Organised cycling groups are responding well but WCC keen to get views of people thinking of cycling.

Cllr A Boad suggested the Town Council could propose secure cycle parking at the following three locations:

- Near the Pump Room gardens
- Holly walk (end of regent street)
- Top of parade (nr Christchurch gardens).

Cllr Bryce noted he was having discussions with local groups regarding possible cycle parking at Riverside complex.

Resolved

i) That the committee notes the current consultation and the intention of WCC to develop a Local Cycling and Walking Infrastructure Plan.

ii) That the following locations be proposed for secure cycle parking:

- Near the Pump Room gardens
- Holly walk (end of regent street)
- Top of parade (nr Christchurch gardens)..

iii) That the committee agrees the comments identified in paragraph 4.2 of the report for submission in response to the consultation

9. **Concessionary Parking Days**

The Committee considered the report and the offer of two days of free car parking in WDC managed car parks.

A number of possible events / dates were considered and discussed.

Resolved that the following days be proposed for free parking in Leamington Spa.

-Christmas Lights Switch on event / day.

-A further Christmas Shopping Day – probably a Saturday or Sunday in December.

Action: The Town Clerk to liaise with WDC and BID about their plans for xmas shopping / parking and report back to the committee for a final decision.

10. **Mayoral Car**

The committee considered report number 10 regarding the Mayoral Car and the options identified.

Resolved that the lease of the current Mayoral Car be extended for 12 months.

11. **Street Collections Policy**

Cllr A Boad left the meeting for this item.

The committee considered the report and the draft consultation being undertaken on street collections by WDC.

Resolved that the Town Council support the Street Collections policy in its current format and thanks WDC for consulting the Town Council.

THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA

MINUTES OF THE PLANNING MEETING HELD ON 13th MAY 2021.
THE MEETING TOOK PLACE VIRTUALLY VIA ZOOM.

Present: Councillors Julija Boulton, Jennifer McAllister, David Brunson, Mubarik Chowdry, Amanda Stevens, Janet Alty and Nick Wilkins

Also present: Stephen Marks (Town Clerk)

Apologies: Councillor Navdeep Kaur Atwal

1. ELECTION OF CHAIR OF THE PLANNING COMMITTEE 2021/22

Councillor Jennifer McAllister was nominated as Chair of the Planning Committee 2021/22 by Councillor Chowdry and seconded by Councillor Alty.

There were no other nominations and Councillor McAllister was duly elected Chair of the Planning Committee 2021/22. Councillor McAllister thanked the outgoing Chair, Councillor Boulton, for her hard work and commitment to the role over the past two years.

2. ELECTION OF VICE-CHAIR OF THE PLANNING COMMITTEE 2021/22

Councillor Nick Wilkins was nominated as Vice Chair of the Planning Committee 2021/22 by Councillor Alty and seconded by Councillor Stevens.

There were no other nominations and Councillor Wilkins was duly elected Vice Chair of the Planning Committee 2021/22.

3. DECLARATIONS OF INTEREST AND REQUIREMENTS FOR DISPENSATIONS

Councillor Brunson declared a non-pecuniary interest in application W/21/0256 as a member of Cycleways. Councillors Alty and Stevens declared a non-pecuniary interest in application W/21/0256 as members of Warwickshire Wildlife Trust.

4. PUBLIC FORUM

Three members of the public made representations regarding application W/21/0256 - The Old Golf Shop and Golf Course, Newbold Comyn Park.

A Powerpoint presentation was given which outlined the scale of the proposed cycle tracks planned and their proposed location within the park, argued the need for wider and clearer consultation on, and explanation of, the application to Leamington residents and requested the Planning Committee asked the applicant (Warwick District Council) to withdraw or defer the application in its current form. The speakers felt that the application would provide too intensive a facility in a compressed area and that the future maintenance costs of the facility needed to be addressed ahead of permissions possibly being granted.

Discussion and questions then followed from members which covered:

- The balance of support/objections registered
- The geographical location of where supporters and objectors resided (i.e. resident in Leamington or not)

- Types of communication used to tell current users of the park about the application
- The safe separation and movement of cyclists and pedestrians within the area in question
- DDA compliance of the planned tracks
- Potential parking requirements

The Democratic Support Officer noted that it was not within the remit of the Town Council's Planning Committee to ask an applicant to withdraw or defer their application from consideration by the local planning authority. The Chair thanked the speakers for their representations and invited them to remain in the meeting for the discussion of application W/21/0256.

5. MINUTES

The Minutes of the Planning Committee held on 22nd April 2021, having been circulated, were considered.

RESOLVED that the Minutes of the Meeting of the Planning Committee held on 22nd April 2021 are confirmed and signed as a correct record.

6. 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/21/0256 Warwick District Council Redevelopment of existing disused golf course to create cycle tracks designed for all ages and capabilities together with alterations to existing old golf shop and clubhouse to create cycling hub together with external landscaping works The Old Golf Shop and Golf Course Newbold Comyn Park Newbold Terrace East

RESOLVED that an objection is raised on the following grounds:

1. Lack of requested diagram/plan showing how the separation of pedestrians and cyclists is to be successfully achieved.
2. There remains a lack of necessary detail regarding safe movement of pedestrians and cyclists on and around the proposed trails and the perimeter path to confirm an effective and fair shared space.
3. It is not clear from the response provided that the trails/squeeze gates are DDA compliant.

The Town Council believes that before this significant application is decided, further consultation with and information to Leamington residents would be crucially helpful and productive moving forward.

(Members of the public who had attended the meeting to speak on this application or listen to the deliberations herein were invited to remain for the rest of the meeting if they so wished. One attendee remained in the meeting.)

W/21/0594LB Warwickshire County Council Refurbishment including replacing existing windows with new windows to match existing with secondary glazing

installed and cast iron rainwater goods installed to front elevation. Soil and vent pipes are proposed to be altered to accommodate changes to the internal drainage layout and new vents installed to walls and roof for extract ventilation to new toilets. Internally the building layout is to be sensitively remodeled and refurbished. A replacement timber stair is proposed in 56 Brandon Parade between the first and second floor to provide safe access to the top floor of the office building. Elsewhere internally new toilets are proposed, repairs to the internal fabric and similar. At ground and first floor existing lath and plaster ceilings are proposed to have suspended plasterboard ceilings below to provide 30-minute fire protection
56-58 Brandon Parade CV32 4JE

RESOLVED that no objection is raised, subject to no objection from the Conservation officer

W/21/0623 Coal Pension Properties Ltd Application for external alterations to elevations Satchwell Walk and Court Royal Priors Shopping Centre Warwick Street CV32 4XT

RESOLVED that this application is supported as a welcome improvement to this important retail area, including the introduction of an active frontage to the building on Satchwell Walk

W/21/0152 Mr Jaycock Erection of timber framed outbuilding to the rear 20 Grange Road CV32 7RU

RESOLVED that no objection is raised - the Town Council notes the close proximity of the apple tree to the proposed building and would hope that measures are put in place to both protect it and ensure it has no negative future effect on the proposed building if permission is given.

W/20/2163 Mr M Hayes Proposed construction of 1 no. bungalow 75 Taylor Avenue CV32 7SA

RESOLVED that an objection is raised on the following grounds:

1. Breach of the 45 degree line to a habitable room closer to the proposed dwelling than shown currently on the plans
2. Overdevelopment of the site
3. Loss of garden land contrary to the WDC Residential Design Guide
4. Does not contribute positively to the quality of the streetscape

W/20/2174 Mr K Sidhu Planning permission for the proposed single storey flat roof extension, two storey side extension, front porch and associated external alterations 19 Troutbeck Avenue CV32 6NE

RESOLVED that no objection is raised

W/20/1928 Mr E Lockhart Demolition of existing dwelling and erection of a two-storey dwelling, with basement (amended drawings of front elevation and relocation of cycle/waste storage to rear of property) 88 Northumberland Road CV32 6HG

(Amended application granted permission 12th May 2021. No objection, subject to confirmation that the 45-degree line is not breached at this site and subject to no objection from the Conservation officer response from 19th February 2021 stands. Case officer confirms the 45-degree line is not breached and there is no objection from Conservation)

W/20/2103 Mr Smith Erection of proposed first floor front and side extension, erection of proposed single storey rear extension replacing existing conservatory and erection of two proposed rear dormers 1 Strachey Avenue CV32 6SS

RESOLVED that an objection is raised on the following ground:

There is no setback to the proposed roof ridge level to suggest subordination to the original dwelling as per the WDC Residential Design Guide. Could this be reviewed?

W/21/0040 Mr & Mrs Johnson Erection of first floor side extension.
10 Spilsbury Close CV32 6SW

RESOLVED that no objection is raised - it is noted that the proposed roof ridge level has no setback as per the WDC Residential Design Guide but the size of the extension proposed is small enough to be already noticeably subordinate to the original dwelling.

W/21/0485 Birmingham Organising Committee for the 2022 Commonwealth Games Ltd Temporary use of an area of Leamington Spa Victoria Park for the purposes of hosting the Lawn Bowls event for the Birmingham 2022 Commonwealth Games; erection of temporary structures including 4 no. spectator stands; operational/media compounds; media/broadcast centre; spectator arrival points; video screens and security fencing to the site boundary Royal Leamington Spa Victoria Park Archery Road CV31 3PH

RESOLVED that no objection is raised with observations:

The Town Council supports the Tree Officer's request for an Arboricultural Method Statement and supports his comments re. the requirement for better detailed drawings and the relocation of the temporary stands to locations which better protect existing trees.

The Town Council also supports the recommended conditions of the Health and Community Protection officer regarding air quality, noise and lighting.

The removal of parking for residents on Archery Road is of concern - could these residents be issued with temporary parking permits for other areas nearby where appropriate for the duration of the works and the Games?

There is clearly a need for further communication with local residents and park users about the duration of the works and the need to close off access points and the Riverside Walk.

The Town Council would like assurances that a detailed schedule of all the works to be done in the park, including a timetable of works, are to be included in the agreements with the applicant.

W/21/0028 DDS Erection of single storey side/rear (side courtyard) extension. 64 New Street CV31 1HL

RESOLVED that no objection is raised, subject to no objection from the Conservation officer

7. 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 it is noted there are no determinations on this occasion.

8. PLANNING APPEAL NOTIFICATIONS

There were none.

9. PLANNING APPEAL DECISIONS

There were none.

10. TREE PRESERVATION ORDERS

Tree Preservation Order No: 566

Address: 2 Fernhill Drive CV32 4JX

Reasons: The oak tree was a very large and mature specimen of good overall form and structure, the crown had developed on two primary limbs from a strong fork in the main stem at around 1.5m above ground level and the crown spread was more-or-less uniform at around 5m, encroaching slightly over the property.

The beech tree was also large and mature, the patterning in the bark suggested that the stem had been grafted onto a rootstock at around 1.5m. The crown had developed a typical branching structure.

Both of the trees' scale and mass meant that they provided a very significant public amenity at the north end of Fernhill Drive. The trees were clearly visible from the road and to the immediate neighbours, as well as to neighbouring properties in the wider surrounding community from over the rooftops. Both trees appeared to be in good overall health with a retention span of up to 40 years.

Under the Tree Evaluation Method for Preservation Orders (TEMPO), the tree oak scored 18 and the beech tree scored 16. TEMPO suggests that a tree with a score of 16 or more "definitely merit(s) a Tree Preservation Order.

Tree Preservation Order No: 567

Address: Land to the rear of 22-25 The Spinney CV32 6ED

Reasons: The tree is a very large mature beech of good form and structure, the radial branch spread seemed to be more or less uniform at 9m to north, east and south but slightly reduced to the west at around 7m.

The tree's scale and mass provides very significant public amenity. It is clearly visible on the approach to the property from along The Spinney over the rooftops, as well as from neighbouring properties on either side of the railway, including Goodfellow Street to the west and Highfield Terrace and Acacia Road to the east. It appears to be in good health with a retention span of up to 40 years.

Under the Tree Evaluation Method for Preservation Orders (TEMPO), the tree scored 17. A score of 16+ is regarded as definitely meriting a Tree Preservation Order.

11. Draft Response to the South Warwickshire Local Plan Scoping Consultation

The suggested responses to the South Warwickshire Local Plan Scoping Consultation were noted and members will return any further proposed comments/amendments/additions/deletions to the Democratic Support Officer by Friday 21st May 2021.

12. AOB

- The proposed 20 Mph Speed Limit, Associated Road Humps, Traffic Calming Features and No Waiting at any Time Restrictions Order 2021 was noted with no objections.

- Pertinent upcoming referrals to Warwick District Council Planning Committees are as follows:
 1. W/21/0590 – Land South of Chesterton Gardens – Wednesday 19th May 2021
 2. W/21/0256 – The Old Golf Shop and Golf Course, Newbold Comyn Park – Thursday 20th May 2021

The meeting commenced at 6:00pm and concluded at 7:57pm.

Signed

Dated

THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA

MINUTES OF THE MEETING OF THE PLANNING MEETING HELD ON 9th JUNE 2021.
THE MEETING TOOK PLACE VIRTUALLY VIA ZOOM.

Present: Councillors Jennifer McAllister (Chair), David Brunson, Mubarik Chowdry, Amanda Stevens, Janet Alty, and Nick Wilkins

Apologies: Councillor Julija Boulton

Absent: Councillor Navdeep Kaur Atwal

13. DECLARATIONS OF INTEREST AND REQUIREMENTS FOR DISPENSATIONS

Councillor McAllister declared a non-pecuniary interest in application W/21/0343 – 7 Lillington Close CV32 7RW as the applicant is a neighbour.

14. PUBLIC FORUM

No representations.

15. MINUTES

The Minutes of the Planning Committee held on 13th May 2021, having been circulated, were considered.

RESOLVED that the Minutes of the Meeting of the Planning Committee held on 13th May 2021 are confirmed and signed as a correct record.

16. 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/21/0350 Mr L Bhandal Erection of proposed single storey side and rear extension. Erection of proposed front porch. Proposed rendering of single storey side extension 42 Alexandra Road CV31 2DD

RESOLVED that no objection is raised subject to confirmation that there is no breach of the 45-degree line to either of the neighbouring properties.

W/21/0970 Palace Capital (Development) Ltd Prior approval for proposed change of use from offices (B1(a)) to 56 residential units (C3) Imperial Court Holly Walk CV32 4JG

RESOLVED that no objection is raised subject to no objection from Environmental Health, Highways or Conservation. The Town Council supports the residential redevelopment of this site with the inclusion of smaller units and would appreciate confirmation that there will be affordable housing provision included in this proposed development in line with Local Plan Policy H2a).

W/21/0538 Mr S Saikhon Proposed change of use of first and second floors to provide 2 no. 1 bedroom flats, ground floor extension and associated works 60 Regent Street CV32 5EG

RESOLVED that no objection is raised subject to no objection from Conservation, Highways or Private Sector Housing.

W/21/0539LB Mr S Saikhon Proposed change of use of first and second floors to provide 2 no. 1 bedroom flats, ground floor extension and associated works 60 Regent Street CV32 5EG

RESOLVED that no objection is raised subject to no objection from Conservation, Highways or Private Sector Housing.

W/21/0343 Mr Simpson Erection of proposed rear dormer/loft conversion, replacement of existing first floor windows and first floor internal alterations 7 Lillington Close CV32 7RW

RESOLVED that no objection is raised.

In accordance with the Council's Code of Conduct, Councillor McAllister, having declared a non-pecuniary interest in the above item by reason of being a neighbour of the applicant, remained in the meeting and took part in the discussion thereon.

W/21/0328 Mr Hewson Demolition and removal of existing car port and shed and erection of a car port and store with home office accommodation above Huntley Cottage 51 Northumberland Road CV32 6HF

RESOLVED that no objection is raised subject to no objection from Conservation.

W/21/0337 Mr Rhodes Erection of a single storey side extension, a single storey rear extension and replacement of rear and side windows 46 Northumberland Rd CV32 6HB

RESOLVED that no objection is raised subject to no objection from Conservation.

W/21/0278 Mr K Kang Proposed first floor side extension and single storey rear extension with reinstatement of original features to external facade, basement conversion and internal layout improvements 175 Rugby Road CV32 6DR

RESOLVED that no objection is raised subject to no objection from Conservation.

W/21/0325 Mr Ravikumar Erection of a single storey rear extension and a garage conversion 9 Kingfishers Reach CV31 1AE

RESOLVED that no objection is raised.

W/21/0435 Bass Partners Ltd Change of use from residential dwelling (Use Class C3) to 5 bed house in multiple occupation (Use Class C4). (Resubmission of W/20/0987) Flat Grist Mill Chesterton Drive CV31 1YJ

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

W/21/0396 Mr Kuljit Kang Application for the change of use from a 6 bed House in Multiple Occupation (use class C4) to 3no. 1 bedroom flats Flat 25 High Street CV31 1LN

RESOLVED that no objection is raised.

17. 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 the report is noted.

18. PLANNING APPEAL NOTIFICATIONS

Application No: W/20/1415

Applicant: NJS Investments Ltd

Site: 62 Brunswick Street CV31 2EG

Description: Proposed second floor extension to form 2 no. new flats, extension to HMO on first floor to provide new living area, extension to shop on ground floor at front and increase in size of basement.

Application No: W/20/1856

Applicant: Mr & Mrs M Welti

Site: 12 Helmsdale Road CV32 7DW

Description: Erection of hip-to-gable roof extension on both original and side extension and erection of rear box dormer

19. PLANNING APPEAL DECISIONS

There were none.

20. TREE PRESERVATION ORDERS

There were none.

21. AOB

The Committee noted there is currently a twelve-week backlog on planning applications being processed at WDC. This is resulting in the Committee being asked to consider some applications between meetings. Phil Clarke (Head of Planning, WDC) confirms that new staff are being employed to deal with this backlog so this should cease to happen soon except occasionally.

The meeting commenced at 6:00pm and concluded at 6:55pm.