



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

Our Ref: SM/TC/Nov21

Date: 04th November

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 11th NOVEMBER 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**
To receive and consider approval of apologies.
2. **DECLARATIONS OF INTEREST**
Members of the Council to declare any interest they may have in items identified for discussion at the Meeting, in accordance with the Code of Conduct.
3. **PUBLIC FORUM**
To receive representations from members of the public in accordance with the Council's Standing Orders. Notification of participation in the public session should be submitted in writing to the Town Clerk prior to commencement of the meeting.

4. **UPDATES FROM GRANT FUNDED ORGANISATIONS** pp3-9
To consider report No. 4 and receive updates from organisations in receipt of annual funding from the Town Council.
5. **COUNTY AND DISTRICT COUNCILLOR FORUM**
To receive updates from County and District Councillors in respect of those organisations.
6. **ELECTRONIC PAYMENTS** pp10-13
To consider report No. 6 regarding proposed arrangements for the making of electronic payments.
7. **CORPORATE OBJECTIVES** pp14-15
To consider report No. 7 identifying proposed revised Town Council corporate objectives.
8. **LEAMINGTON SPA TRANSFORMATION FRAMEWORK / BOARD** pp16-21
To consider report No. 8 regarding Warwick District Council's proposals for a Town Centre Transformation Framework and Board.
9. **UPDATES FROM REPRESENTATIVES ON EXTERNAL BODIES** pp22-24
To receive and consider any updates from the Town Councils representatives on external bodies.
10. **CASUAL VACANCY - WILLES WARD** p25
To consider report No. 10 regarding a casual vacancy.
11. **CITY STATUS COMPETITION – UPDATE** p26
To consider report No. 11 providing an update on the Civic competition for City Status.
12. **MINUTES OF COUNCIL AND COUNCIL COMMITTEES** pp27-54
- i) To confirm as a correct record the Minutes of the Meeting of the Town Council held on 16th September 2021.
- ii) To receive the following Minutes:
Culture & Community Committee 14June21, 20Sept21
Planning – 02Sept21, 23Sept21.
Policy & Resources Committee – 09th Sept21
13. **PAYMENTS** pp55-56
To consider report No. 13 regarding payments, including any items required for approval.

Report No. 04

REPORT TO THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA, TO BE HELD ON 11th NOVEMBER 2021

UPDATES FROM GRANT FUNDED ORGANISATIONS

1. Purpose of the Report

- 1.1 To consider updates from organisations in receipt of grant funding from the Town Council.

2. Introduction / overview

- 2.1 The Town Council currently provides annual funding to a number of local organisations to support their service delivery and has done so for a number of years. These include:

Citizens Advice South Warwickshire – to support the provision of Citizens Advice Services in Leamington Spa

Barnardo's – to support the delivery of the 'Parenting Project' counselling services within Leamington for parents with children. (Barnardo's are contracted by WCC to deliver a range of services for families across Warwick District through Children & Family Centre Services.)

Lillington Library (part of WCC's Library Service) – to enable extended Library opening hours.

- 2.2 The purpose of this report is to receive updates from those organisations.

3. Organisations

- 3.1 Citizens Advice South Warwickshire - Representatives of Citizen's Advice South Warwickshire will attend the meeting to provide a brief update. A written update is also attached at Appendix 1.
- 3.2 Barnardo's - Barnardo's have provided the written update attached at Appendix 2.
- 3.3 Lillington Library - Lillington Library have provided the written update attached at Appendix 3.

4. Recommendations

That the Town Council receives the updates from the identified organisations and considers any issues identified / raised.

Leamington Town Council

Citizens Advice South Warwickshire

2020-21

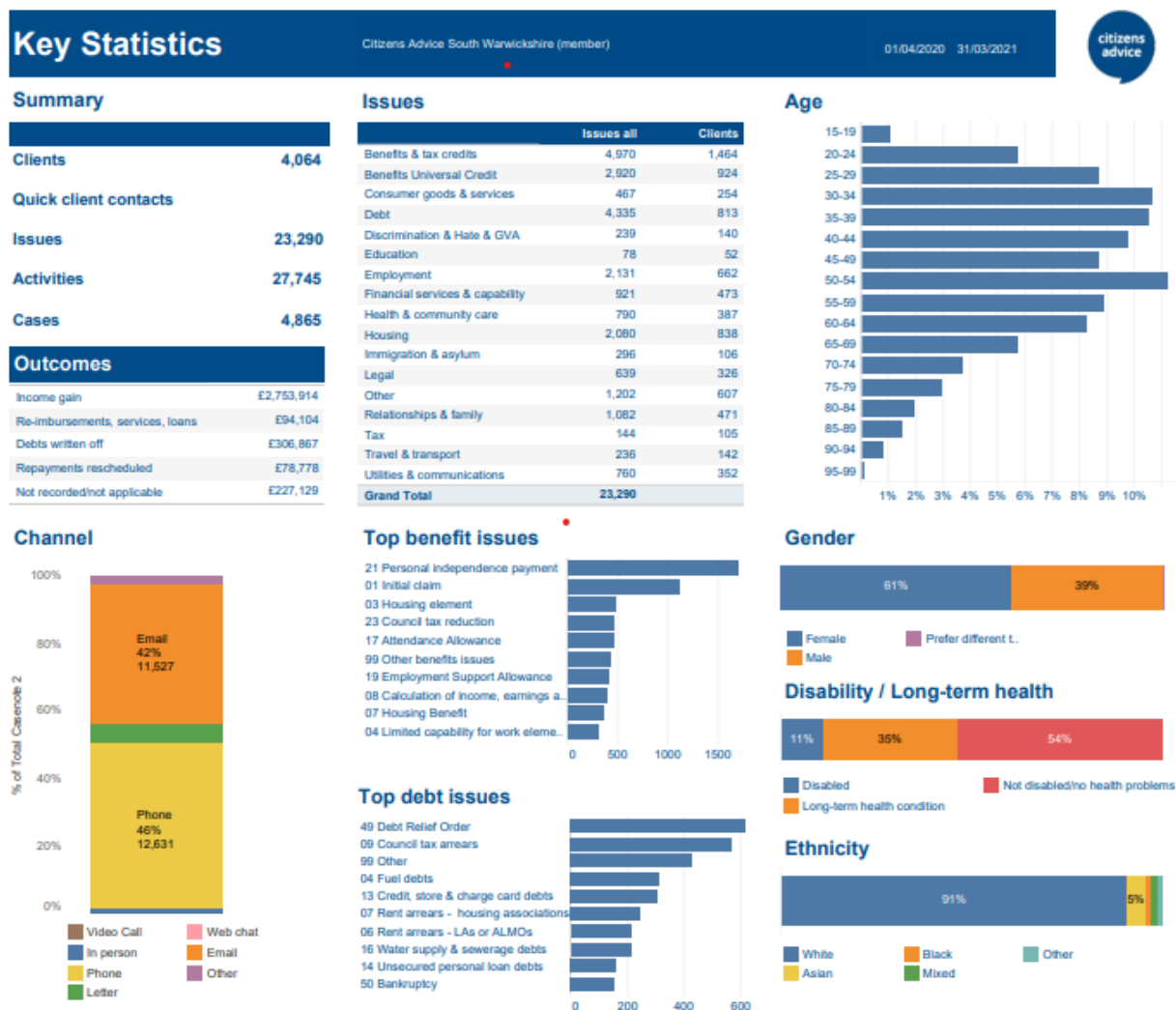


A report for Leamington Spa Councillors

Our advice services during 2020-21

Citizens Advice South Warwickshire has maintained its service throughout the Pandemic year 2020-2021, with volunteers working remotely and delivering advice by telephone and email to clients on the telephone. Our Impact data for 1 April 2020 - 31 March 2021 shows that we support more than 4,000 clients with a range of advice needs including welfare benefit and debt advice, as well as specific support with Universal Credit and Housing related issues.

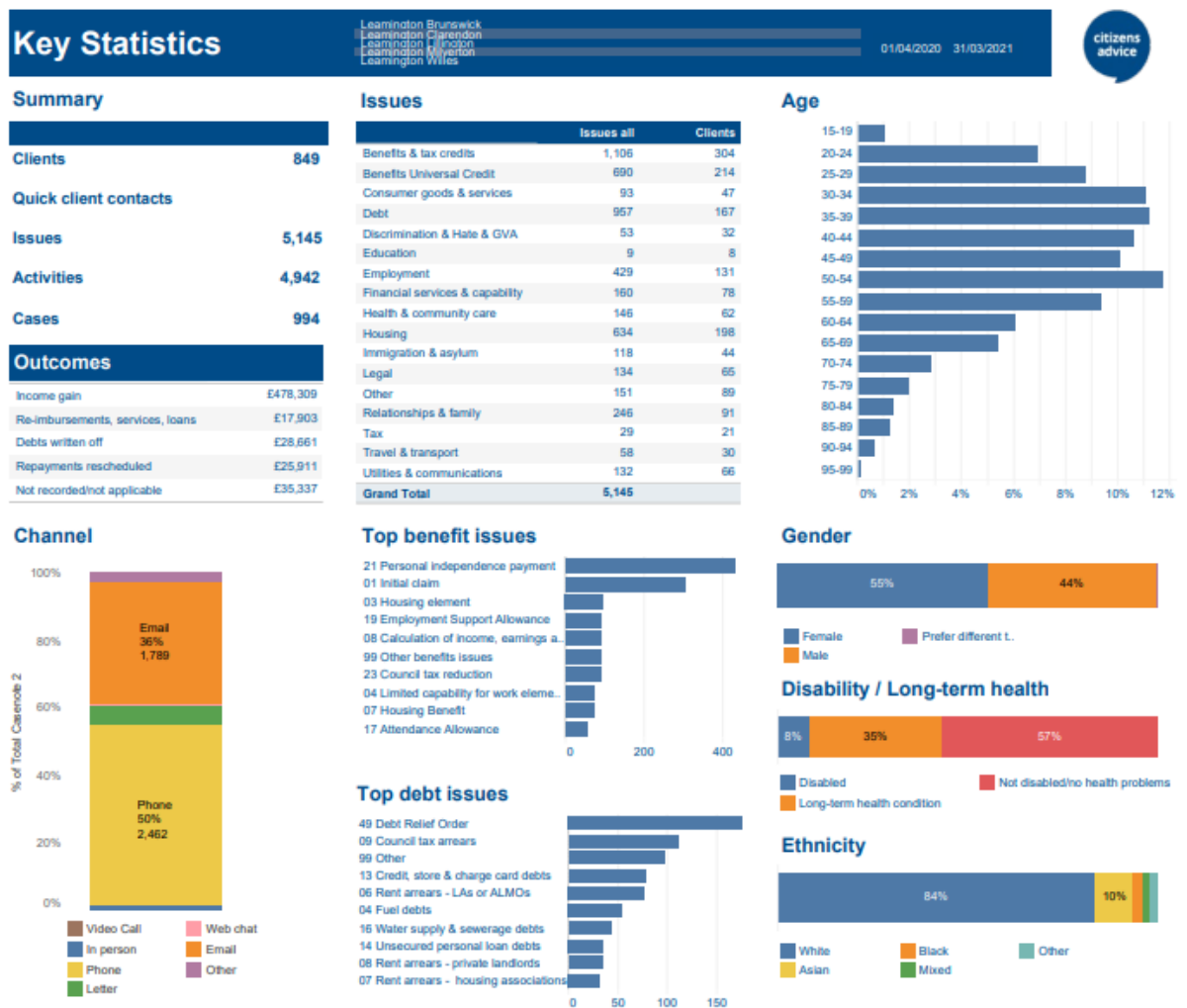
The dashboard below gives key statistics of our activity across south Warwickshire throughout 2020-21. As you can see our work resulted in **income gained for more than 4,000 people exceeding £2.7m and more than £300,000 debts written off.**



Recent interrogation of calls data from June 2020-June 2021 shows that over 12,000 people contacted us via Adviceline for support across our area. This shows that our services are more in demand than ever as evidenced by our internal reporting for the month of September. We supported over 600 clients in the month, with almost 2,000 issues. Clients are coming to us requiring far more in depth and complex support to move their issues forward.

Our work in Leamington Spa

The grant of £20,000 from Leamington Town Council has enabled us to maintain the lease on our office in Leamington Spa - Hamilton Terrace, close to the Town Council offices. Much of 2020-21 we weren't able to open our offices due to government guidelines and given how the world has changed over the last year, we are finding that our Hamilton Terrace office is proving difficult to reopen. Whilst not ideal before, the pandemic has highlighted significant issues due to the layout, multiple floors and lack of ventilation. Again, below a dashboard to demonstrate our value to the town over 2020-21. As you can see **income gained for almost 850 people in the town exceeds £470,000 thanks to our work.**



We have continued to support clients with a range of services including, where appropriate, home visits in a Covid-secure way. Last year we ran a project delivering intensive 1-to-1 crisis support to people in some Leamington wards, thanks to some WCC Councillor grants. Overall across south Warwickshire, around 20% of clients coming to us via our funded projects receive a home visit from a skilled advisor who can help them move their issues forward.

This work has continued into this new financial year, with advice services continuing to be delivered in a remote way. The reason for this rests largely on the suitability of the buildings we currently inhabit to deliver face to face advice in a Covid secure way. Our Leamington office requires some remedial and repair works having been empty for some time, and this is in hand, together with a review of our overall estates strategy, to

review the future delivery model for advice services, including where and how we deliver support to clients.

Keeping you up to date

We promote our service at events, numerous partner organisations, local media and continue to be very active on social media - Facebook, Twitter, LinkedIn and newly launched on Instagram. We also send a quarterly newsletter (to sign up to please do so, [here](#)) which tells of our service developments and general news. The latest edition for this autumn can be [found here](#) with an introduction from me and how we are being more accessible both on the phones and face-to-face. Our AGM will be held online on 18th November from 10.30am. If you wish to join us, [please sign up here](#).

Changes at CASW

There is no doubt that the Pandemic has taught all advice services including CASW that much more can be done on the telephone and through email than previously imagined. This means that we can think about how we support our client base in new and diverse ways, taking into account their very different needs. We want to make our services more accessible both in the town and the villages, and this means thinking about new ways of delivering community advice, not just via drop in services as of old, which were always over subscribed and not necessarily as effective as they might be, nor as accessible as we'd hoped for clients who were working or had caring responsibilities for example.

Since taking over from Jeremy Vanes in July 2021, my goal as CEO has been to move more volunteer advisors onto the telephones to meet more demand and reduce delays in supporting people. I am also working with colleagues to open community venues for the delivery of advice to vulnerable clients by appointment. This means we can direct our resources in a more controlled way, signposting those who don't need full advice, and making sure we spend time with those clients who cannot move their issues forward in any other way.

We are looking at ways in which we can restart our other outreach services, and this will proceed over the winter months with everything appropriately risk assessed. The other key task is to recruit volunteers. We lost a great many over the months of remote working, and are about to embark on a new recruitment drive to create more flexibility and agility in the volunteer team, allowing us to look at ways in which we can be more accessible for longer and at different times.

Thank you for your continued support - Julie Robinson - CEO of CASW



Free, confidential advice. Whoever you are.

We help people overcome their problems and campaign on big issues when their voices need to be heard. We value diversity, champion equality, and challenge discrimination and harassment. We're here for everyone.

Citizens Advice South Warwickshire is the operating name of Warwick District Citizens Advice Bureau Ltd, a company limited by guarantee registered number 5252247. Registered office 10 Hamilton Terrace, Leamington Spa, Warwickshire CV32 4LY. Registered charity number 1106631. Authorised and regulated by the Financial Conduct Authority, FRN 617786. [citizensadvice.org.uk](https://www.citizensadvice.org.uk)

Appendix 2 – Information provided by Barnardo's

The Parenting Project will be able to respond to the significantly increased demand for counselling within Leamington by increasing capacity to provide 12-15 places for parents with children aged 0-19 (25 if SEND). The counselling we provide is trauma informed and person centred, which is underpinned by research. It facilitates parent development by fostering reflections on parents' own childhood experiences, which builds self-awareness. We hear family narratives and patterns using a non-judgemental approach and meet the parent where they are, not where we want (or need) them to be. Counselling advances resilience, independence and lasting change. We work with what has happened to a person, their own life experiences, not what is wrong with them and how to treat them. The pandemic has meant that there is significantly higher demand to support the mental health needs of parents within Leamington, therefore, this funding would enable increased access to support.

The grant has been spent on the recruitment of councillors, the administration of the service, which is significant, assessment, monitoring using the Core 34 Outcomes Measure and the co-ordination of an ethically safe service, insurance, clinical supervision and counsellor mentoring as well as a contribution to training and online platform accounts and our database. We bring the service in at 50% of commercial value. In addition the number of parents accessing the service and the increase in the number of sessions they are now accessing due to complexity of need requires a higher level of support

In accordance with the requirements, the parents would be provided with places before the end of the financial year. It will enable us to recruit more counsellors and train them to deliver counselling face to face in centres, via video calls or telephone. We have successfully made the transition to provide a highly ethical service in this way. We have returned to face to face counselling where it safe to do so however some participants prefer online or video. We do need to point out that most parents will not have completed counselling by April as we offer up to 18 weekly sessions for each parent. Recently, more parents have required the full offer of 18 weeks and sometimes beyond in order to work with their distress and experiences. This has put increased pressure on the service and does demonstrate its need.

As you will be aware, the pandemic has exposed the struggles of families living with domestic abuse, post traumatic stress, substance misuse and a range of other mental health difficulties.

Appendix 3 – Information provided by Lillington Library

Lillington Library Opening Hours 2021-2022

Due to the impact of the pandemic Lillington Library was unable to re-introduce their extended opening hours until Lillington Library until 17th May 2021, as Covid restrictions started to be relaxed. Our footfall numbers are lower across the county at the moment, especially after 5 pm and with the dark nights and growing cases of Covid and this is not expected to improve until springtime. Attached is a spreadsheet of figures for July, August, September and October 2021 for Mondays 4.30 – 6 pm and Thursdays 5.30 – 6 pm (additional hours the Town Council funding support).

Lillington Library offers Rhyme Time sessions again which supports young mums/parents especially in times of feeling isolated. We will be offering Story Stomp again soon as well as Lego Club for children. Our weekly games sessions for older people will begin again as soon as our customers are ready.

After Christmas we are working with Libraries Alive (an Arts funded project to encourage disadvantaged families to come in and use libraries through various art projects) and refugee families (mainly Syrian families) from Lillington Primary School to come in and do activities in Lillington Library.

We still had our annual Summer Reading Challenge this summer and this time not virtually as previous year, but in the library. There was no presentation ceremony this year, but it will be back in 2022. School holiday craft activities were offered in the summer holidays and October half term with more planned for the Christmas holidays.

Events planned for 2022 include Year 4 Schools Reading Celebration (a local schools team event organised by the Schools Library Service) and the well-known theatre company, Highly Sprung Performance Company will be doing a day of performances for local school classes in the spring.

Gill Colbourne - Area Librarian (Central & South)

			Thursdays	All Day	5.30-6
Mondays	All day	4.30 - 6	01/07/2021	31	5
05/07/2021	41	5	08/07/2021	32	6
12/07/2021	22	4	15/07/2021	26	0
19/07/2021	18	5	22/07/2021	43	1
26/07/2021	49	3	29/07/2021	63	0
02/08/2021	83	2	05/08/2021	47	3
09/08/2021	70	2	12/08/2021	78	0
16/08/2021	49	4	19/08/2021	78	0
23/08/2021	46	3	26/08/2021	65	3
30/08/2021	BH	BH	02/09/2021	70	0
06/09/2021	63	16	09/09/2021	82	0
13/09/2021	36	8	16/09/2021	49	1
20/09/2021	56	15	23/09/2021	64	1
27/09/2021	65	11	30/09/2021	49	1
04/10/2021	65	9	07/10/2021	63	5
11/10/2021	46	9	14/10/2021	45	0
18/10/2021	50	9	21/10/2021	81	2
25/10/2021	68	3	28/10/2021	80	2

Report No. 06

REPORT TO THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA, TO BE HELD ON 11th NOVEMBER 2021

ELECTRONIC PAYMENTS

1. Purpose of the Report

To consider arrangements for making electronic payments.

2. Introduction / background

2.1 The matter of making payments by electronic means was considered by Policy & Resources Committee on 7th October 2021. The committee resolved:

- i) That the committee supports the proposals for use of electronic banking to make payments.
- ii) That the Town Clerk explores further the use of a debit card for small payments.
- iii) That the Town Clerk develops the proposals for consideration / approval by the Town Council.

This report builds on the consideration of the matter by the Policy & Resources Committee, and seeks approval by Council.

2.2 Context

It is increasingly making sense to shift from payment by cheque to payment by electronic banking. There are a number of arguments for this:

- Increasingly some organisations are ceasing to accept payments by cheque completely or strongly encouraging electronic payments.
- The administration associated with cheques is quite onerous.
- There is a delay from cheques being written and the money leaving the bank. This can make financial records / accounting more complex.
- Cheques can inevitably get lost / damaged / stolen.

3. Process

3.1 The most appropriate approach to making electronic payments would be a process whereby the Town Clerk raises electronic payments and then two Cllr signatories log on to approve the payments.

The current electronic banking arrangements / account do not enable this type of process to be put in place. Authorisation for individuals to authorise payments created by others can only be provided with authorisation for those individuals to also make payments by themselves. This would defeat the purpose of having multiple authorisers.

3.2 Legislative background

In 2014, amendments to the Local Government Act 1972 came into force which removed the requirement that 'every cheque or other order for the payment of money by a parish or community council shall be signed by two members of the council', which was included in section 150 (5) of the Local Government Act 1972.

This was done through The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014.

This was in recognition that the rule was a significant barrier to the use of electronic payments by town and parish councils, as some electronic payment systems do not provide for dual authorisation.

3.3 Internal controls

Even without the requirement for two signatories, town and parish councils are still required to have suitable internal financial controls and must 'implement and maintain robust controls on expenditure as an integrated part of their overall financial control system'.

4. **Proposed arrangements**

In order to take advantage of the use of electronic payments and the significant efficiency and other benefits that this provides, it is proposed that the following arrangements are put in place:

- 4.1 Once the necessary processes are in place, electronic payment would be the primary means by which the Town Council would settle bills and make payments, although the option to write a cheque would remain if the circumstances made it preferable.
- 4.2 Approval for payments would continue to take place in the same manner as currently (either through approvals by Council or relevant committees, or through the approved delegation to officers that was in force at the relevant time)
- 4.3 Electronic payments would then be made by the Town Clerk via internet banking.
- 4.4 Read only access to online banking will be provided to agreed Councillors, enabling them to review / monitor payments at any time.
- 4.5 The Town Clerk will notify relevant Councillors when payments have been made, enabling them to check those payments at any time.
- 4.6 As agreed at recent Policy & Resources Committee, a member of the committee will undertake additional routine finance checks, which will include monitoring of payments.

5. **Amendments to Standing Orders and Financial Regulations**

The Town Council's current Standing Orders and Financial Regulations make reference to payments, including by internet banking transfer, as shown below –

5.1 Standing Orders – extract

21. EXPENDITURE

21.1 Following authorisation under Financial Regulation 5, the Council, Policy and Resources Committee or if so delegated, the Clerk/RFO, shall give instruction that a payment shall be made.

21.2 Cheques or orders for payment shall be signed by two Members of the Council. Payments by variable direct debit, standing order and automated means will be transacted in accordance with the requirements set out in Financial Regulation 6, whereby all such payments are signed and evidenced by two members of the Council and reported subsequently to the Council..

5.2 Financial Regulations – extract

6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.15 Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals

5.3 **It is necessary to make minor amendments to the Town Council’s Standing Orders and Financial Regulations in order to enable payments by electronic means in the manner described in this report. The following amendments are proposed (with deletion shown by text being struck through and additional text identified in italics):**

5.3.1 Standing Orders.

21. EXPENDITURE

21.1 Following authorisation under Financial Regulation 5, the Council, Policy and Resources Committee or if so delegated, the Clerk/RFO, shall give instruction that a payment shall be made.

21.2 ~~Cheques or orders for payment~~ shall be signed by two Members of the Council. *Electronic payments will be made subject to agreed controls, as identified in the Council’s Financial Regulations.*

~~Payments by variable direct debit, standing order and automated means will be transacted in accordance with the requirements set out in Financial Regulation 6, whereby all such payments are signed and evidenced by two members of the Council and reported subsequently to the Council..~~

5.3.2 Financial Regulations – extract

6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.15 Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. ~~The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals~~

The Clerk as RFO shall prepare a schedule of payments requiring authorisation by two of the Council's Authorised Signatories for the Council's bank account. The two Authorised Signatories shall review the schedule for compliance and, having satisfied themselves shall authorise payment by signing the schedule or by sending email authorisation to the Clerk. This shall be deemed as authorisation to activate electronic payments by the Clerk as RFO using the Council's electronic banking facility. Payments made will be reported to the Councils Policy & Resources Committee or Council as part of routine monitoring of all payments made.

- 5.4 Future more comprehensive update of Standing Orders and Financial Regulations - It is proposed that a more comprehensive update / review of the Town Councils Standing Orders and Financial Regulations is undertaken in the near future, probably using the NALC model standing orders as a basis. The Clerk will bring this back to Town Council in due course.

6. **Use of Debit Card**

At present the majority of payments by the Town Council are made after the receipt of services / goods and following receipt of an invoice. This will remain largely the case. However in some circumstances purchases are required which cannot be made via invoice. Examples of this include purchase of small items / refreshments for events, Zoom subscription, payments that can only be made online etc.

In these cases officers have to use their own monies, which are then re-imbursed by the Town Council. This is not always convenient.

The Town Council's financial regulations include the following:

6.18 Any debit card issued for use will be specifically restricted to the Clerk (and the RFO) and will also be restricted to a single transaction maximum value of (£500) unless authorised by council or finance committee in writing before any order is placed.

It is proposed that arrangements for use of a debit card are made for the reasons identified above and in accordance with the Council's financial regulations.

7. **Future Banking Arrangements**

Building on the research undertaken previously, the Town Clerk is exploring the banking provision available from Unity Trust Bank. There is much positive feedback about Unity Trust from other town and parish councils. Once further detail is available, information will be brought back to the committee and the Town Council.

8. **Recommendations**

- i) That the proposals for use of electronic banking to make payments are considered and approved.
- ii) That the proposed amendments to Standing Orders and Financial Regulations (as identified in paras 5.3) are approved.
- iii) That the use of a debit card is approved, in accordance with the existing arrangements identified in the Town Council's financial regulations.
- iv) That the necessary arrangements to enable the use of electronic payments are made.

Report No. 07

REPORT TO THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA, TO BE HELD ON 11th NOVEMBER 2021

CORPORATE OBJECTIVES

1. Purpose of the Report

- 1.1 To consider a refreshed version of the Town Council's Corporate Objectives.

2. Introduction / overview

- 2.1 The Town Council adopted its [current corporate objectives](#) in September 2019. The objectives have been reviewed by the Council's Policy & Resources Committee at its meetings in July and September and a refined, updated and more succinct series of objectives has been identified.

3. Corporate Objectives

The previous corporate objectives document was made up made up of a combination of objectives as well as a lengthy series of actions identified in bullet point form. This meant it was somewhat unwieldy and could quickly become dated.

The proposed revised corporate objectives (attached at Appendix 1) are in a more succinct form, with core objectives identified and where appropriate some key elements / strands relating to that objective. It is specifically intended that they do not include a list of specific / detailed actions.

The Corporate Objectives should provide a basis for everything that the Town Council does and will inform the creation of more detailed action / service plans, acting as a 'golden thread' throughout the Town Council's activity.

The proposed objectives were considered at length by the Policy & Resources committee on two occasions, and which at its meeting on 9th September 2021 agreed that they be recommended to the Town Council for adoption.

Once agreed the objectives will be put into a more formal / attractive document and dated accordingly.

4. Recommendation

- i) That the Town Council considers the revised corporate objectives as developed by the Policy & Resources Committee.
- ii) That the Town Council adopts the revised corporate objectives.

Appendix 1 – Draft Royal Leamington Spa Corporate Objectives

Draft Objective	Key elements / strands
<p>PARTNERSHIP - Work in partnership with key local organisations to enhance the town, especially the district and county councils.</p>	<ul style="list-style-type: none"> • Encourage and engage with effective partnership structures to contribute to major initiatives in the Town. • Work with partners to support a flourishing town.
<p>PLANNING - Engage effectively with the planning process to support a successful future for the Town.</p>	<ul style="list-style-type: none"> • Respond effectively to planning application consultations • Contribute to local planning policy • Implement and monitor the Leamington Spa Neighbourhood Plan.
<p>CULTURE - To Promote the Rich Culture of Leamington Spa</p>	<ul style="list-style-type: none"> • Lead, support and engage with major cultural events in the Town. • Support local organisations in the delivery of cultural activities, including through grant funding where appropriate.
<p>COMMUNITY - To promote community wellbeing across the town, with a focus on achieving a good quality of life for all parts of the community.</p>	<ul style="list-style-type: none"> • To promote health and wellbeing for all. • To promote equality for all sections of the community, with a focus on more deprived areas.
<p>ENVIRONMENT - To improve the local environment and contribute to wider environmental and climate change goals.</p>	<ul style="list-style-type: none"> • Help protect and enhance the local environment for the benefit of the community. • Encourage and contribute to positive action to address wider environmental issues and climate change.
<p>AWARENESS - To raise awareness of the Town Council</p>	<ul style="list-style-type: none"> • To communicate effectively with local organisations and the community. • Engage with partner organisations to ensure Town Council input into key projects / activities.
<p>RESOURCES – To ensure the effective use of resources</p>	<ul style="list-style-type: none"> • To closely scrutinise all expenditure and consider how it contributes to achieving our objectives. • To work with partners and the community to achieve best value for money.

Report No. 08

REPORT TO THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA, TO BE HELD ON 11th NOVEMBER 2021

LEAMINGTON SPA TRANSFORMATION FRAMEWORK / BOARD

1. Purpose of the Report

- 1.1 To note the proposed creation of a Leamington Spa Transformation Framework and consider a request from Warwick District Council to nominate a representative of the Town Council to the proposed Leamington Spa Transformation Board

2. Introduction / overview

- 2.1 The Council will be aware that there are a lot of projects taking place in Leamington Spa town centre at the current time, or are likely to be pursued further in the future, many of which have significant investment associated with them. These include:

- * the various elements of the Creative Quarter (Spencer Yard, Court Street);
- * the Future High Streets Fund (Town Hall, Old Post Office, Sustainable Movement Network);
- * the Kenilworth to Leamington cycle way;
- * the Emscote Road/Warwick Road cycle scheme;
- * the Development Brief for Riverside House consultation;
- * the Bath Street Area Improvements (led by WCC Highways funded by WDC Community Infrastructure Levy (CIL);
- * evaluation of the potential of creating a highline scheme on the old railway line from Leamington Station and a bus/rail exchange in Bath Place;
- * the electric bus scheme to extend services out from Coventry to Leamington Town Centre;
- * the park and ride scheme at Greys Mallory delivering (electric) bus services into Leamington Town Centre (and Warwick);
- * the Commonwealth Games work which includes the Improvements to Victoria Park (WDC led) and the Rail Station Forecourt Improvements (WCC led) as well as the Wayfinding Improvements (WDC led);
- * the CIL scheme for the Commonwealth Park to relocate the athletics track and create a new open space westward toward Warwick;
- * the agreed masterplan for Newbold Comyn and the cycle scheme recently approved and funding won for it.
- * redevelopment of the Kwik fit site on Warwick Road for affordable housing by WDC;
- * survey of car park structure and evaluation of Covent Garden car park site;
- * painting/improvement of the rusty rail bridge over Princess Drive; and,
- * improvements to the roundabout to the junction of Old Warwick Road and Princess Drive.

There are various governance arrangements for these projects, some of which the Town Council is involved in through agreed / nominated representatives

3. **Warwick District Council - Leamington Spa Transformation Framework / Board**

At a meeting on 23rd September, WDC's cabinet considered a report on a proposed approach to managing / co-ordinating the various projects. The full report can be found at

<https://estates8.warwickdc.gov.uk/cmis/MeetingDates/tabid/149/ctl/ViewMeetingPublic/mid/637/Meeting/4392/Committee/29/Default.aspx> but is summarised briefly below:

- 3.1 There are a significant number of projects underway across Leamington Town Centre which need to be effectively co-ordinated.
- 3.2 There is already significant public debate about aspects of the future of the Town.
- 3.3 Many high streets / town centres are facing challenges and changes exacerbated by the Covid pandemic.
- 3.4 It is proposed to update the Town Centre Vision using a Transformation Framework Approach. Such a framework would be a strategic level plan which collates all activity / projects to enable a co-ordinated approach and joined up decisions.
- 3.5 A co-ordinated / strategic approach to the town centre is likely to improve the chances of securing external funding.
- 3.6 Governance arrangements are proposed (see appendix 1 – taken from WDC's cabinet paper) including a Town Centre Transformation Board, which would include representatives of all three tiers of local government.

4. **Request for Town Council Representative – Transformation Board**

Following the approval of the approach identified in the report by WDC's cabinet, WDC has contacted the Town Council to ask that it identifies a member representative to be on the Transformation Board, which will act as the key steering and decision making body for the Transformation Framework.

The suggested Board composition (9 total) is as follows:

- two Member representatives from the County Council;
- two Member representatives from the District Council;
- one Member representative from the Town Council;
- Lib Dem/Green/Labour WDC Group Leaders; and,
- an Independent Chair- (Proposed to be advertised)

It should be noted that the Transformation Board will replace a number of governance structures including the existing Future High Streets Fund Board and Creative Quarter Partnership Board, on which the Town Council is currently represented by Cllrs Clarke and Rasmussen respectively.

WDC has indicated it hopes to set the Transformation Board up before the end of the calendar year.

It should be noted that other parts of the governance structure include Town Council officer involvement.

5. **Representative on external bodies.**

WDC has enquired as to whether the Town Council's representative will have any delegated authority. Unlike principal authorities, it is not possible for town / parish councils to delegate decision making to individual councillors.

As such the Town Council representative will need to represent the views of the Town Council as far as is practicable but inevitably anything requiring formal decision or allocation of any resources will need to be brought back to the Town Council or a relevant committee. This is in line with the Town Council's adopted protocol for representatives on outside bodies.

6. **Recommendations**

- i) That the Town Council notes the proposals contained within the report considered by WDC's Cabinet on 23rd September 2021, including:
 - Proposed review and update of the Town Centre Vision for Leamington Spa, using a Transformation Framework approach.
 - Proposed formation of a Transformation Board and associated governance.
- ii) That the Town Council agrees a Town Council representative for the Transformation Board and this is communicated to WDC.

Royal Leamington Spa Town Centre (RLS TC)

Transformation - Governance Structure

The purpose of the RLS TC Transformation Governance Structure is to oversee, co-ordinate and facilitate the progression of the various town centre transformational development programmes, projects and funding bids through preparation and maintenance of an overarching **Transformation Framework**. This will set out a plan for the town centre's future as it adapts to its changing role which has recently been accelerated by the challenges of the Covid pandemic.

This governance structure will supersede the current structures overseeing various individual programmes, projects and funding bids such as the Future High Street Fund and RLS Creative Quarter which will cease to operate at the Board decision making level, replaced by this single town centre wide **Transformation Board**.

Individual working/technical groups for each of the programmes and projects will continue to progress the technical work with representatives co-ordinating via the **Transformation Technical Group** under the technical direction of the **Transformation Advisory Group**. The structure consists of 4 levels of groups:

1. Council Cabinet's and Committee's

The three tiers of Local government each has their own Cabinet's and Committee's which will approve decisions on various aspects of the Transformation Framework under their particular statutory responsibilities.

Warwickshire County Council for example approve highways aspects, **District Council** approve planning aspects, and **Leamington Town Council** approve local community aspects.

Approvals through these bodies are required to agree those elements put forward by the Transformation Board.

They will approve key operational documents such as the Transformation Framework when it is produced and as it is updated.

2. Transformation Board

The Transformation Board is the key steering and decision preparation body for the Transformation Framework, subject then to approval by the Council Cabinet's and Committee's.

- It will oversee preparation and approval of the Transformation Framework including its regular review and updates.
- It prepares key decisions at a strategic level to co-ordinate actions and delivery across the Transformation Framework.
- It approves reports to be submitted to the Council Cabinet's and Committee's for approval.
- It oversees delivery of the various Transformation Framework programmes, projects and funding bids.
- It influences and directs new and emerging programmes and projects.

Membership will be at the **political level from the three tiers of local government WCC/WDC/LTC**.

Senior/Project Officers will be in attendance as observers to support. A Chair will be selected by the Transformation Board and rotated across the three levels of local authority representation annually.

The Board will meet on a quarterly basis in addition to any meetings required for specific purposes. Meetings will be minuted by the observing WDC Officer.

3. Transformation Advisory Group

The Transformation Advisory Group is the advisory body for the Transformation Framework.

- It provides technical direction advice in progressing and co-ordinating the various Transformation Framework programmes, projects and funding bids.
- It receives reports from the Transformation Technical Group for comment and observations and inputs into reports to the Transformation Board to inform decisions for approval.
- This group works collaboratively together to influence the direction and balanced judgements required to best co-ordinate the various Transformation Framework programmes, projects and funding bids.

The Group consists of **Senior Officers from across the County, District and Town Council's and the Chairs/senior members of other non-Council organisations** active in the town centre area. These organisations and their representatives will be verified by the Transformation Board for involvement and may include:

- The Leamington Society
- Leamington Chamber
- BID Leamington
- Leamington Old Town Traders
- University of Warwick & Student Union
- Chiltern Rail / Network Rail
- Bus Companies
- Canal & River Trust

The group will meet quarterly staggered between the Transformation Board meetings. Meetings will be minuted by the observing WDC Officer.

4. Transformation Technical Group

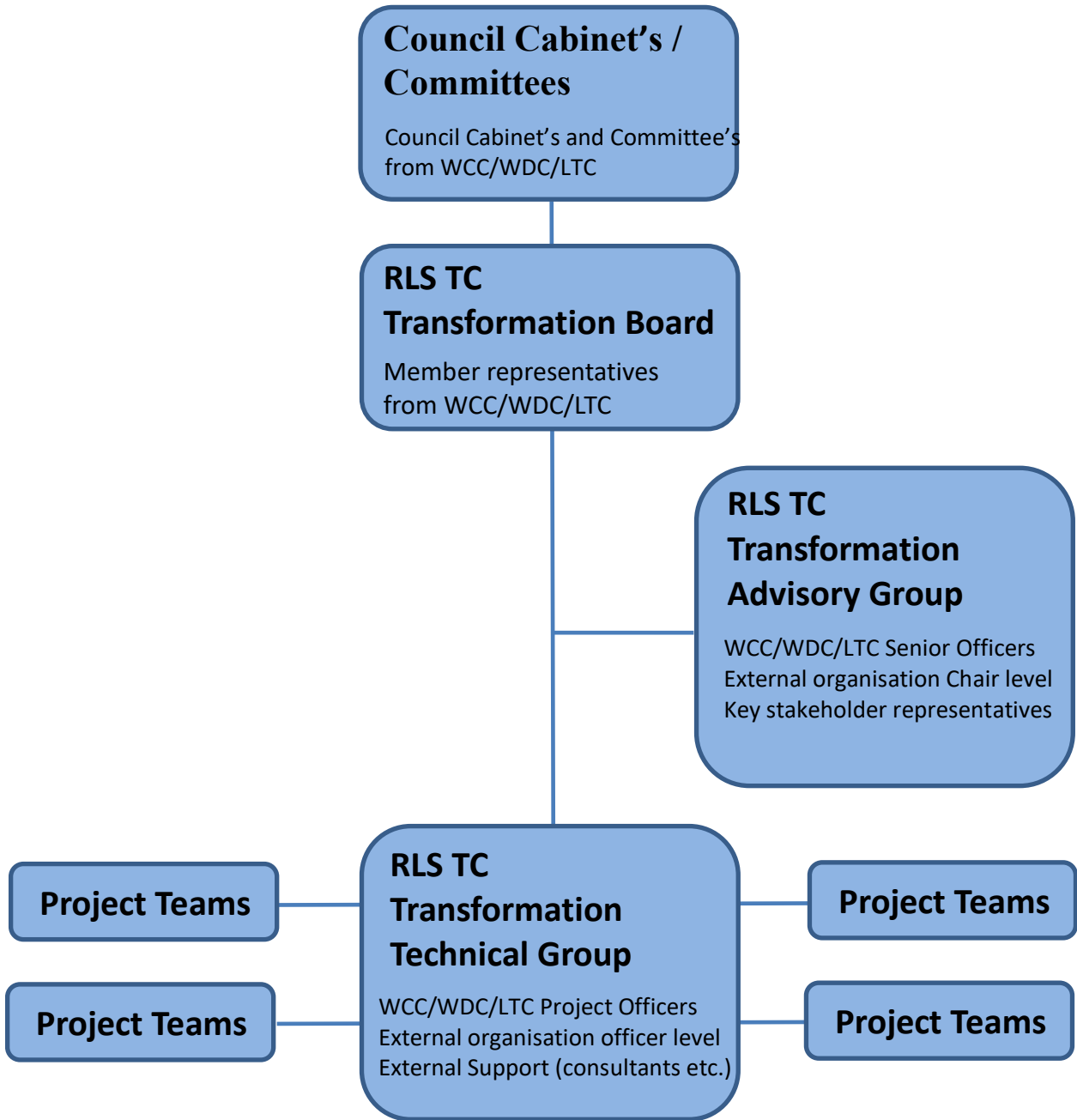
The Transformation Technical Group is the working, co-ordinating and delivery body for the Transformation Framework.

- It is responsible for drafting the **Transformation Framework** with advice from the Transformation Advisory Group.
- The Transformation Framework will draw together all the Transformational development projects in the town centre and seek to co-ordinate this to deliver the desired overall aspirations for the future of the town centre as set out by the Transformation Board.
- The Transformation Framework will consist of a **Framework Plan** setting out the various programmes, projects and funding bids supported by a **Framework Document** which explains the various elements, timescales and outputs with a **Delivery Plan**.
- This will be a live Transformation Framework which is able to flex and change as new circumstances and opportunities change.

- It will be reviewed regularly at both the Transformation Advisory Group and Transformation Board meetings.

The Group consists of **Officers from across the County, District and Town Council’s multi-disciplinary technical teams, external consultants as required, and the technical members of other non-Council organisations** active in the town centre area. Existing project teams will feed into this group as their individual projects progress. The group will meet monthly, organised by a WDC Officer. Meetings will be minuted by the observing WDC Officer.

RLS TC Transformation Framework Governance Structure



Report No. 09

REPORT TO THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA, TO BE HELD ON 11th NOVEMBER 2021

UPDATES FROM REPRESENTATIVES ON EXTERNAL BODIES

1. Purpose of the Report

- 1.1 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).*

A Zoom Meeting took place on Friday 1st October. Present were Marcus Fergusson, Business Support & Events Team Manager, Stephen Marks and Cllr Amanda Stevens.

Marcus apologised for not having involved the Town Council earlier on in the preparation process and hoped to do so next year. The event will take place on Sunday 7th November from 1 pm to 6 pm with entertainment throughout the afternoon as well as funfair rides and the Yuletide Market.

The event will be more multi faith this year to celebrate the start of Diwali. Kirtan (spiritual music) will be performed by Gudwara Sahib Leamington & Warwick, and an Indian folk dance performed by local dance company Thirak on behalf of the Shri Krishna Temple. It was also hoped to have some Bhangra dancing.

Leamington Rotary Club's Tree of Light ceremony will commence at 3.30 pm, approx accompanied by a choir and Royal Spa Brass Band. The switch-on itself will be at 5.15 pm. As is customary, Father Christmas, the Mayor and members of the Spa Centre's Panto cast will be on the stage in the run-up and count-down to the switch-on.

There are some differences to note from previous years: WDC will be managing the stage themselves (rather than Touch FM) with more emphasis than in the past on local artists and entertainers. "Enchanted Tea Rooms", a themed entertainment outfit based in Bath Street, will be involved throughout and bring the event to a close.

The stage will be outside the Town Hall this year. (AS asked Marcus for an assurance that this would not be disruptive for the Rotary Tree of Light ceremony that would be taking place very close to the stage).

The large Christmas bauble will be closer to the Town Hall this year, in nearby Regent Court.

The Big Switch-On poster would be printed soon with an electronic version available too.

Leamington Town Council's significant sponsorship of the event would be acknowledged in all publicity.

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

The WALC conference took place online on 22 and 23 October. It focussed on the climate emergency and was very well received. Several members of the Council and the Clerk attended. Full details of all the presentations are on the WALC website.

As a follow up, WALC have organised two days as follows: Training in climate action planning, and how to support the rapid transition to a zero-carbon economy. A one-day workshop for parish or town councillors with a mix of presentations and facilitated workshops. Funded by a grant from Warwickshire County Council Green Shoots Fund Cost is £30 and the dates are 19/1/2022 and 30/3/2022. I have asked that WALC consider holding one of the events on a Saturday.

3.3 *Leamington Chamber of Trade (Cllr J Clarke)*

Board Meeting of Chamber of Trade 20.09.21

It was decided to conduct meetings more informally in future. Progress has been made on the website and it will soon be functional.

The subject of attracting new members and member engagement was discussed. It was decided that the *raison d'être* of the Chamber needed to be clarified and disseminated amongst the businesses of Leamington. A person was identified who could be responsible for coordinating and leading a marketing and networking drive to bring the Chamber to prominence.

It is not clear how the potential merger of Stratford and Warwick councils could help the business sector of the town. Concern was expressed that finances may not be equally distributed, for example in the tourism sector, Stratford would probably receive more funding. The fact that the Town Council may gain more duties and responsibilities was applauded.

3.4 *Warwickshire Pension Fund (Town Clerk)*

No current update. The Pension Fund AGM will take place on 26th November.

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

- **Strategic:**

- 'Invest in Warwickshire' Prospectus 2022: Need to agree the inputs by 12th Nov
- Potential further funding opportunities: Brownfield Renewal Fund, SR noting the need for an overall plan on sustainable movement across the town

- Radford Semele cycle route is a priority and would go past Court Street to the north. CE advised a bid is in from WCC and are waiting for Gov't response
- **Court Street:**
 - Feedback from the LCG Mon 18th Oct: Positive, support for option 2, i.e. go bold
 - Next steps: Involvement of more local gaming industry members, including younger employees and local successes such as Nigel Shanahan.
- **Town Hall:**
 - Brief now with CDP for written response: Proposal to WDC by the end of the week, will include a strategy on engagement etc.
- **Spencer Yard:**
 - Heads of Terms/Lease: Final issues on the timing of the lease to be completed with the legal team
 - FHSF – increased costs/recalculating Benefit Cost Ratio: Guy Collier looking at possible reallocation
 - Discharge of planning conditions relating to bats: Feedback from ecologist sent through today
 - URC roof tenders: Appointed, preparing for end of November start if the bat issues can be concluded
 - The Loft Theatre: Board 25th October, refusing to enable riverside walk route
 - Bridge: £50K or so budget needs to be sourced, CDP to draw up a shortlist of engineers from which to select three to tender
- **Wider CQ area:**
 - Bath St (WCC): AD to chase WCC, pick up in the wider Transformation Framework
 - High St/Clemens St & Arch Tops: Network Rail - discussions continue
 - Old Car Wash site: Application in - PC to draw up a shortlist of engineers from which to select three to tender
 - Old Car Wash site: Application in - PC to check how this can be influenced
 - Rangemaster site: Anything to take forward? Pick up in the wider Transformation Framework

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

No further update.

3.7 *Leamington International Twinning Society- Executive Committee (Cllr A Stevens)*

No further update.

4. **Recommendations**

- i) That Council notes the updates provided and makes any comments.

Report No. 10

REPORT TO THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA, TO BE HELD ON 11th NOVEMBER 2021

CASUAL VACANCY – WILLES WARD

1. Purpose of the Report

- 1.1 To note the situation regarding a casual vacancy.

2. Introduction / overview

- 2.1 Councillor Navdeep Atwal tendered her resignation from the Town Council on 5th October 2021. According to section 87 of the Local Government Act 1972, this had the effect of creating a 'casual vacancy' in Willes 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 12th October with the publication of a Notice of Casual Vacancy, following dialogue with WDC's electoral services.

- 2.3 Following the publication of the notice of casual vacancy, WDC's electoral services have advised that an election has been requested in accordance with the relevant regulations. As such a notice of election was published on 28th October. If the election is contested the poll will take place on Thursday 2nd December 2021. More information can be found at https://www.warwickdc.gov.uk/info/20659/local_elections/1751/local_elections_2_deember_2021/3

3. Financial Implications

In the event of a contested election taking place, the Town Council will be required to make payment to cover the relevant costs.

4. Recommendations

- i) That the Town Council notes the situation regarding the casual vacancy arising from the resignation of Cllr Atwal.
- ii) That the financial implications are considered further during the Town Council's budget setting process.

Report No. 11

REPORT TO THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA, TO BE HELD ON 11th NOVEMBER 2021

CITY STATUS COMPETITION UPDATE

1. Purpose of the Report

- 1.1 To provide an update on the matter of the City Status Competition

2. Introduction / overview

- 2.1 At its meeting on 22nd July the Town Council considered a report on a Civic Honours Competition being held as part of the Queen's Platinum Jubilee in 2022. This included the opportunity for towns to apply for 'city status'.

The Town Council resolved that the report is noted and this item is to be considered by the Communications Working Group which would investigate potential methods of engaging residents to see how popular the idea of city status for Leamington would be.

3. Communications Working Group

The Communications Working Group considered this matter at its meeting on 21st September. The issue was considered in the wider context, including consideration of the following.

The following matters were discussed / noted and comments made.

-It was noted that there had been no indication of any desire to pursue city status at this time from residents / local organisations. Any feedback had been negative.

-It was noted that WDC were planning on undertaking significant public consultation regarding the future of the town in the near future and that separate consultation may be confusing.

-It was noted that there was limited time and capacity to undertake meaningful consultation on this matter.

-It was suggested the Town Council engage with WDC and partners in relation to consultation on the future of the Town and the vision for the Town, to inform any future activity, rather than consult on this specific matter in isolation.

4. Recommendations

- i) That the Town Council notes and considers the deliberations and views of the Communications Working Group.
- ii) That the matter of City Status is not pursued.

Report No 12

MINUTES OF THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA HELD ON 16 SEPTEMBER 2021.

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

Officer: Town Clerk.

39. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs J Clarke and N Atwal.

Resolved to accept the apologies from Cllr J Clarke,

Resolved to accept the apologies from Cllr N Atwal

40. DECLARATIONS OF INTEREST

Cllr S Boad declared a non-pecuniary interest as a member of Warwickshire County Council.

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

Cllr D Brunson declared a non-pecuniary interest as a member of and chair of the board of Warwick District Mobility

Cllr A Boad declared non-pecuniary interests in items 6 and 7 as a member of Warwick District Council.

Cllr J Boulton declared a non-pecuniary interest as a former member of the board of Warwick District Mobility.

Cllr N Wilkins declared a non-pecuniary interest as a member of the board of Warwick District Mobility.

41. PUBLIC FORUM

There were no representations from members of the public.

42. COUNTY AND DISTRICT COUNCILLOR FORUM

Cllr S Boad noted that Warwickshire County Council had taken the decision to close Marle Hall, the County Council's residential facility for outdoor education activities

Cllr Gifford noted that discussions were ongoing regarding the proposed Bus Service Improvement Plan and that discussions regarding possible 20 miles per hour limits / zones were also taking place.

Cllr A Boad noted that the South Warwickshire Local Plan was moving forward, following the recent consultation and call for sites. Warwick and Stratford District Councils are merging their officer teams, which will happen irrespective of the final decision on whether the two Councils are fully merged. Planning permission for a tree house in Victoria park has been granted, which is part of play equipment upgrades.

43. UPDATES FROM REPRESENTATIVES ON EXTERNAL BODIES

The Council considered report No. 5 which provided updates from representatives on external bodies.

WALC - Cllr S Boad noted that the WALC annual conference would take place virtually on 22nd and 23rd October and was focussed on climate change.

Shopmobility - Cllr Brunson and Mr Andy Gotts spoke about Shopmobility (Warwick District Mobility Ltd) and updated the Town Council on its operations during the Covid pandemic. Shopmobility had inevitably been closed for periods during the pandemic but was now up and running and almost back to the same levels of activity/business as before the pandemic.

A number of comments were made including:

Cllrs were encouraged to promote the Shopmobility service and the opportunity to become a trustee to relevant contacts.

Commonwealth Games representatives had been asked to liaise with Shopmobility.

Action – Town Clerk to contact WDC Commonwealth Games Programme Manager ref liaison with Shopmobility.

Shopmobility was commended on the service it provides, along with the Royal Priors Shopping Centre for its support.

Warks pension fund – it was noted that the pension fund had revised its 'beliefs', which have become greener and more responsible.

Creative quarter – things are gathering pace. Challenges ref construction skills and costs are concerning. The loss of the auditorium in the church is disappointing. Better names for Court Street Car Park site are being sought. Plans for a bridge are being considered.

Future High Streets Fund – WDC has published a cabinet report relating to management of town centre projects. This will be considered further in due course.

Twinning – no visits have been possible due to the Pandemic. Future will depend on covid / people's confidence to travel and receive visitors. Twinning committee have worked hard to maintain relationships including through virtual meetings.

Resolved

i) That Council notes the updates provided.

ii) That Council specifically notes the update from Warwick District Mobility Ltd.

44. SOUTH WARWICKSHIRE COUNCIL CONSULTATION

The Town Council considered report No. 7 in relation to the consultation on the proposal to merge Warwick and Stratford District Councils.

It was noted that WALC had arranged a meeting of Town and parish Councils with senior representatives of the town district councils on 30th September. Information had been circulated to Town Council members.

Resolved that the Town Council responds to the consultation, making the following points:

Recognise the financial and operational challenges being faced by the existing District Councils and the potential implications for service delivery.

Acknowledge that there may be benefits of a new Council operating at a larger (South Warwickshire) scale, but emphasise the need to maintain local dialogue and capacity to engage at the local level, including a local presence of senior staff.

Welcome the recognition of the importance of engaging with town and parish councils, both in the lead up to any new Council being created and subsequently.

Request that capacity to deliver events and projects in Leamington Spa is considered carefully and maintained.

Request that the implications of a potential reduction in the number of District Councillors is considered carefully, including through dialogue with town and parish councils.

Request that local governance and decision making processes are considered, to support partnership working and engagement of local organisations and communities.

Welcome further dialogue to explore the opportunities for services to be passed down to the Town Council, subject to adequate funding being made available.

45. RIVERSIDE HOUSE DEVELOPMENT BRIEF CONSULTATION

The Town Council considered a report in relation to the consultation on the proposed Riverside House development brief.

The following comments were made / noted:

The draft development brief is stronger in many aspects than previous proposals for the site, including affordable housing and carbon standards.

WDC has its own housing company and could maintain some control over the development and thus achieve higher standards.

Noted that the proposal to dispose of Riverside House is planned, irrespective of the proposed merger of Warwick and Stratford District Councils. It is not fit for purpose or financially sustainable.

Resolved that the town council responds to the consultation stating that it welcomes and supports the draft Development Brief for Riverside House as it stands.

46. REVIEW OF DELEGATED AUTHORITY

The Town Council considered report No. 8 and a number of comments were made.

It was noted that the delegation arrangements had largely worked well and the consideration of planning matters through virtual meetings was an effective approach. Although the return of face to face meetings was welcomed, the use of virtual meetings was a useful tool where policy and procedures enabled them.

It was felt that the 6 month rule could be dealt with via individual cases rather than a dispensation in relation to virtual meetings.

Resolved

i) That the Town Council notes the information contained in this report.

ii) That the Town Council approves the delegated authorities identified in Appendix A.

iii) That these arrangements are reviewed in January 2022 or the earliest practicable time thereafter.

47. EXTERNAL AUDIT

centre, and passenger congestion around bus stops between residents and students, particularly at the top of the Parade'

The meeting finished at 19:50

**MINUTES OF A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE HELD
ON 14th JUNE 2021 AT THE TOWN HALL, PARADE, LEAMINGTON SPA**

Present: Councillors Jennifer McAllister, Judith Clarke, Louisa Radice, Amanda Stevens, Julija Boulton, Mubarik Chowdry and Will Bryce.

Karen McQueen (Chair of Leamington International Twinning Society) and Katherine Geddes (Democratic Support Officer)

1. **APOLOGIES FOR ABSENCE**

Cllrs David Brunson and Jade McGhee.

2. **ELECTION OF CHAIR OF THE CULTURAL & COMMUNITY COMMITTEE 2021/22**

Councillor David Brunson was nominated as Chair of the Cultural & Community Committee 2021/22 by Councillor McAllister and seconded by Councillor Stevens.

There were no other nominations and Councillor Brunson was duly elected Chair of the Cultural & Community Committee 2021/22.

3. **ELECTION OF VICE-CHAIR OF THE CULTURAL & COMMUNITY COMMITTEE 2021/22**

Councillor Jennifer McAllister was nominated as Vice-chair of the Cultural & Community Committee 2021/22 by Councillor Chowdry and seconded by Councillor Stevens.

Councillor Will Bryce was also nominated as Vice-chair of the Cultural & Community Committee 2021/22 by Councillor Radice and seconded by Councillor Clarke.

Discussion then took place around whether a member could vote for themselves when nominated by another member. The DSO reminded members that this had happened on the Town Council's Staffing Committee in May 2020 with the approval of the previous Town Clerk. However, no satisfactory outcome to this question could be attained so it was agreed that Councillor McAllister would chair this meeting as the current Vice-chair and the issue would be resolved at the next meeting of this Committee following the seeking of further advice on the matter.

4. **DECLARATIONS OF INTEREST**

Councillor Stevens declared a non-pecuniary interest as the Town Council representative on Leamington International Twinning Society and on Leamington in Bloom. Councillor McAllister declared a non-pecuniary interest as the Town Council representative on the Leamington Blue Plaques Group.

5. **PUBLIC FORUM**

There were no representations from Members of the public

6. **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/activities of the group:

- LITS members have been consulted on whether they wish to see exchange visits go ahead in the remainder of 2021 – 19 responses – 16 voted to postpone and 3 were unsure. That confirms there is no appetite for in-person visits this year.
- Committee to meet and formally decide based on this outcome and ongoing discussions in Committee.

- LITS intending to have a tripartite visit in Spring 2022 involving Leamington, Bruhl and Sceaux, possibly at an Oxford college which can provide suitable accommodation.
- Draft plans to visit Sceaux in April 2022 and Bruhl to come to Leamington in October 2022.
- Continuing to hold online meetings with all three Twinning groups involved on a variety of topics and also to hold socially distanced meet ups in Jephson Gardens for those members of LITS who wish to do so.

RESOLVED that the Update is received and noted.

Karen McQueen was thanked for her attendance and left the meeting at 6:22pm.

7. **MINUTES**

RESOLVED that the Minutes of the Meeting of the Cultural and Community Committee held on 1st March 2021 are confirmed and signed as a correct record.

8. **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 – CELST were unable to go ahead with their project as planned to date due to the unavailability of the Brunswick Hub which is their preferred location for the lipreading courses. The funding had not been released and the organisation was asked to re-apply in this round of grant funding.
2. Arts Uplift CIC – the creative writing/film making workshops at Augusta House had begun and five had been delivered so far. The number of residents had fallen lately so it was planned to deliver the final three sessions in September when it was felt there would be more participants available to attend.
3. Leamington Poetry Festival - the festival was re-scheduled for July 2021 but the organisers did not feel confident in the safe environment for public events so have postponed it again until October 16th /17th this year. They are also planning to host a poetry day at Art in the Park as an extension of the festival.
4. Warwickshire Open Studios - Leamington Spa Art Gallery have agreed to host an exhibition of their artists to celebrate their 20th anniversary and this will take place October 2021 until early January 2022.

RESOLVED that the updates on these grant applications is noted.

9. **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
Sydenham Community Club	Repairs to seating and ceiling in function room to improve viability of venue	£2000	£0 – further information requested and more detailed financial records

	hire and useability for the community		
South Warwickshire NHS Foundation Trust Charity	Provision of furnishing for a new quiet room at Leamington Spa hospital	£2000	£2000
Milverton Primary School PTA	Creation of wall murals on playground shelters/guttering and downpipe replacement	£1850	£1850
Helping Hands	Training costs for a course for vulnerable women to move into employment	£2000	£2000
Sydenham Neighbourhood Initiatives	Print of a cookbook created by local residents and users of the centre	£2000	£1000
PBC Foundation	Print and distribution of quarterly newsletters over 1 year for 25 PBC sufferers who live in Leamington	£480	£480
Leamington RUFC	Contribution to cost of ride-on mower	£1800	£1300
CELST	Funding for one ten-week lipreading course	£1450	£1450
			TOTAL
			£10,080.00

10. **CREATIVE QUARTER UPDATE**

CDP have submitted the planning application for Spencer Yard and the United Reform Church to Warwick District Council and it is due for consideration at the WDC Planning Committee on 22nd June 2021. CDP are also currently working up massing/design options for Court St and their architects are due to share these with CDP by the end of June. A Stakeholder Forum is due to be held on 19th July to look at these options and a project brief in detail.

Project Board is meeting regularly chaired by Andrew Day and attended by Cllr Rasmussen as the Town Council representative.

RESOLVED that the verbal update is noted

11. **BLUE PLAQUES GROUP UPDATE**

An update was provided to members on the current activities of the Blue Plaques Group.

- One Blue Plaque has been ordered and delivered to the Town Hall for Eddie Hapgood – this will be installed at the relevant property on Thursday 23rd September to be followed by a short reception in the Council Chamber at The Town Hall (Cllr McAllister to attend as Town Council representative on the Blue Plaques Group).
- Wording and location of the Special Interest Plaque for Woodbine St Studios has been agreed. The owner of the property is funding the associated costs for this plaque and is seeking comparative quotes for scaffolding to enable the plaque to be erected in her preferred location. Once this is determined, the Plaque will be ordered.

- Proposed wording and location of a Blue Plaque to Margaret Maitland Fowler needs to be agreed with the owner of the property on Bath Street. A Listed Building Consent application would then need to be completed and submitted to Warwick District Council.
- The owner of 23 St Mary's Crescent will be contacted for their consent to have a Blue Plaque for Eleanor Doorly on their property. Wording and location to be agreed.
- The owner of 17 Claremont Road will be contacted for their consent to have a Blue Plaque for Sir John Hicks on their property. Wording and location to be agreed.
- Investigations are ongoing into the possibility of a Special Interest Plaque on the Travelodge for the Camouflage Unit and for a Blue Plaque to Christopher and Janey Ironside at Lansdowne Circus.

RESOLVED that the Report is noted.

12. **LEAMINGTON IN BLOOM UPDATE**

An update was provided to members on the current activities of Leamington in Bloom:

- Floral Trains to be planted up on 28th/29th June and put in situ at the Glasshouse in Jephson Gardens and at the Railway Station on 30th June. Official launch with the Mayor will be Friday 2nd July by the Glasshouse with members of the group and Chiltern Rail. Will be in situ over the summer until mid-September.
- Annual Magazine being created by members of the group for publication by mid-July. Then copies to be handed out at events over the summer and be available from the libraries, Town Hall, local florists and nurseries, community centres and GP surgeries.
- Heart of England in Bloom competition not taking place in its usual format this year but rather we have been asked to submit the Portfolio alone for judging. This is being created at the moment for submission by 31st July.
- Four green grants of £200 each to be targeted at schools, youth centres, community centres and children's centres in 2021 to be launched on 14th June with closing date of 24th September. Grants targeted at supporting new or ongoing green projects which promote sustainability and include/involve the community as much as possible.
- Stalls have been booked for LiB at Art in the Park (7th/8th August) and at Ecofest (4th September).
- The theme for this year's Photographic Competition is Seasons in Leamington with three prizes of £50, £35 and £20. Deadline is 16th August. Has been advertised via local press and social media. Winning and other best entries will form the 2022 Calendar.
- Shops, Pubs & Restaurants Competition will be judged by the group members between 5th and 16th July on spot visits. Premises to be judged on overall impact on shopfront/side, impact on streetscene, planting and colour combinations, cultivation and maintenance and sustainability/wildlife interest.

RESOLVED that the Report is noted.

13. **STREET TREES**

A verbal update on the progress of the Street Tree planting programme was given:

- The WCC Forestry Section is now located at their new depot in Henley-in-Arden, having moved from Warwick.
- They are currently experiencing a high volume of reports/enquiries due in part to the increased interest in the outdoor environment. Currently recruiting staff to be able to deal with this situation. Once these new staff are in place, one of the Tree Officers will make contact with the Town Council to look at the Leamington Spa area in detail.
- There are streets/areas in Leamington Spa where street trees are coming due for their routine cyclical inspection (5 year cycle). The new Tree Officer for Leamington Spa will be responsible for this.
- There is a new “Tree Maintenance” page on the WCC website which provides more information and the ability for anyone to report tree issues.
- Trees list sent to the Forestry Section by the Town Council in November 2020 has been updated with notes as to progress (or otherwise) to date.

RESOLVED that the Report is noted and both the WCC Tree Maintenance weblink and the updated Trees list with notes be circulated to members.

The meeting commenced at 6.00 pm and ended at 7:38pm.

Signed

Date.....

**MINUTES OF A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE HELD
ON 20th SEPTEMBER 2021 AT THE TOWN HALL, PARADE, LEAMINGTON SPA**

Present: Councillors David Brunson (Chair), Jennifer McAllister, Amanda Stevens, Julija Boulton, Janet Alty (substituting for Cllr Bryce) and Nick Wilkins (substituting for Cllr McGhee)

Karen McQueen (Chair of Leamington International Twinning Society) and Katherine Geddes (Democratic Support Officer)

14. APOLOGIES FOR ABSENCE

Cllrs Judith Clarke, Will Bryce and Jade McGhee.

15. ELECTION OF VICE CHAIR

Councillor Will Bryce was nominated in his absence and with his consent as Vice Chair of the Cultural & Community Committee 2021/22 by Councillor Wilkins and seconded by Councillor Alty.

There were no other nominations and Councillor Bryce was duly elected Vice Chair of the Cultural & Community Committee 2021/22.

16. DECLARATIONS OF INTEREST

Councillor Stevens declared a non-pecuniary interest as the Town Council representative on Leamington International Twinning Society and on Leamington in Bloom, and also as a supporter of Leamington Rotary Club.

Councillor McAllister declared a non-pecuniary interest as the Town Council representative on the Leamington Blue Plaques Group.

Councillor Alty declared a non-pecuniary interest as a member of Leamington History Group.

17. PUBLIC FORUM

There were no representations from Members of the public

18. 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/activities of the group:

- Membership list has been rationalised over the summer and is now fully up to date. There are 39 memberships accounting for 44 individuals.
- Online events continuing in the Autumn starting on 22nd September with Bruhl and a presentation on their behalf on the German Army.
- Group members will be present at the Cars in the Spa event at the Pump Room Gardens on 26th September. Will be bringing a Citroen 2CV as a good promotional tool.
- Group Christmas lunch is booked for 12th December at the Royal Pug.
- Visits are now pencilled in for LITS to go to Sceaux in Spring 2022 and for Bruhl to come to Leamington in October 2022. Planning a tripartite group meeting for Spring 2022 to take place in Oxford.

Karen raised the possibility of a new welcome sign at the Railway Station which could mention the towns and places Leamington is twinned with. Members agreed this could be a positive and useful contribution to the updating of the Railway Station forecourt for the Commonwealth Games in 2022. The DSO will forward appropriate contacts at Warwick District Council and Chiltern Rail for Karen to discuss this proposal with.

RESOLVED that the Update is received and noted.

Karen McQueen was thanked for her attendance and left the meeting at 6:27pm.

19. **MINUTES**

RESOLVED that the Minutes of the Meeting of the Cultural and Community Committee held on 20th September 2021 are confirmed and signed as a correct record.

20. **MATTERS ARISING FROM THE MINUTES**

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

5. Arts Uplift CIC – final three workshops (creative writing) going ahead this month. The last one is 23rd Sept. These were held at Augusta House for people on probation.
6. Leamington Poetry Festival – going ahead on 23rd/24th Oct at Temperance Café. Free entry.
7. Warwickshire Open Studios – exhibition of their artists to held at Leamington Spa Art Gallery to celebrate their belated 20th (and now 21st) birthdays. Late Oct – early Jan.
8. Own Books – poetry workshops for children took place face to face at the SYDNI Centre in August. 4 online webinar sessions are about to complete.
9. North Warwickshire Active CIC – courses to begin on Wednesday mornings at start of October – referrals currently being sought. To be held at Cubbington Sports Pavilion.

RESOLVED that the updates on these grant applications is noted.

21. **COMMUNITY GRANTS**

Applicant	Project	Amount Requested	Amount Awarded
Rotary Club of Royal Leamington Spa	Expanding Community Support through Social Media	£1750	£1750 on the production of two further comparative quotes
Myton Hospice	Myton at Home visits x 18	£1908	£1908
Time 4 Hope	Time 2 Recover - online specialist counselling for parents of disabled children plus meditation session	£2000	£2000
Muscular Dystrophy Support Centre	24 physiotherapy sessions for 5 Leamington Spa residents	£2000	£2000
Leamington History Group	Global Leamington - new local history book	£2000	£2000

Achieving Results in Communities CIC	Wellbeing in Nature at Foundry Wood – 7-week outdoor wellbeing sessions for hard-to-reach community	£2000	£2000
Warwickshire & Northants Air Ambulance	One mission (restricted to Leamington)	£1700	£1700
			TOTAL = £13,358

Note: In accordance with the Council's Code of Conduct, Councillor Stevens, having previously declared a non-pecuniary interest in the application by the Rotary Club of Royal Leamington Spa, did not take part in the discussion of and voting on this application.

(Councillor Stevens left the meeting at 7:01pm due to ill health)

10. **CREATIVE QUARTER UPDATE**

- Planning permission was granted for the proposed redevelopment of Spencer Yard on 19th July – works to roof of the United Reform Church (URC) will take priority as these are most urgent. The technical designs for the redevelopment are being worked up ready for tender and CDP are hoping to start the main works on site in January 2022.
- The tranche of the Future High Street Funding monies allocated to this project by WDC must be spent in this financial year which is an extra incentive to expedite the works needed. CDP has a tenant lined up and ready to sign the contract for the URC.
- Still in early stages of assessing options for the Court St site with WDC. Hopeful that more developed ideas can be brought to the Stakeholder Group in early November. Stakeholder Group last met in February 2021 – previous scheduled meeting in July was cancelled.

RESOLVED that the verbal update is noted

11. **BLUE PLAQUES GROUP UPDATE**

An update was provided to members on the current activities of the Blue Plaques Group:

- Unveiling of the Blue Plaque for Eddie Hapgood confirmed for Thursday 23rd September at 44 Heath Terrace, followed by refreshments at the Town Hall in the Council Chamber at 2:45pm. Plaque confirmed to be installed by Pinner's on 21st September. Official invitations went to Hapgood family members, representatives of the Leamington History Group, the Leamington Society, Leamington Literary Society, Cllr Bill Gifford, Leamington FC and Arsenal FC with an RSVP deadline of 13th August. Owners of the property have confirmed they will also be present.

Biography leaflet written by Robin Taylor and approved by Dr Lynne Hapgood designed and printed by WDC. Photographs and press release to be sent to local press and put on Town Council social media.

- No updates received from the owner of 27 Woodbine Street as yet. She is sourcing scaffolding quotes as the agreed location of the Woodbine St Studio Plaque is to the right hand side of the property frontage above a window. Wording has been agreed.
- Location and wording agreed for the Blue Plaque for Mrs Margaret Maitland Fowler on the Parthenon building in Bath St (now Iceland). Owner of property will make a £100 donation towards the cost of the creation of the Plaque and the Leamington History Group has offered to make up the shortfall. A Listed Building Consent is required for this Plaque which the DSO will complete and submit to WDC.
- Plaque for Miss Eleanor Doorly agreed in terms of wording and location on property at 23 St Mary's Crescent. King's High School have offered £200 towards the cost of the creation of this Plaque. This one to be erected early 2022.
- Other agreed Plaques for 2022 are Christopher & Janey Ironside at 11 Lansdowne Circus, Sir John Hicks at 17 Claremont Rd and Camouflage Unit at Travelodge. A possible Plaque for 2023 has emerged for Nelly Thornton who was the model for the Spirit of Ecstasy Rolls Royce bonnet ornament. She lived at 24 Charlotte Street.

RESOLVED that the Report is noted.

12. **LEAMINGTON IN BLOOM UPDATE**

An update was provided to members on the current activities of Leamington in Bloom:

- The LiB Annual Portfolio submission has been completed by the DSO with help from members of LiB, and it was submitted to Heart of England in Bloom on 30th July 2021. They have confirmed the Portfolio has reached Joe Heydon who is one of our two usual judges. No date has been given as to when results will be announced.
- Stalls were booked and supervised at Art in the Park (7th/8th August) and Ecofest (4th Sept). Both events were successful in terms of engagement and networking. Weather at Art in the Park was wet and windy at points over the weekend and the original gazebo erected on the Friday was damaged by the winds and had had to be removed and replaced on the Saturday morning by a speedy replacement. Numbers of attendees at Art in the Park had been high despite the weather and the game and crafts had been completed/run out by 3pm on the Sunday. Leaflets and magazines were given away at both events.

Ecofest was slow to get going for the first hour but numbers were steady after that. The activities available at the stall attracted and engaged all ages.

- Shops, Pubs & Restaurants Competition - results from all areas had been received There were 7 Gold, 4 Silver, 9 Bronze and 9 Highly Commended which is a slight increase on 2020. LiB members agreed to have a presentation photo opportunity with the Mayor and recipients of both these certificates and the winners of the Photographic Competition on Thursday 7th October at 2pm. Recipients to be invited to gather outside the Town Hall.

- Photographic Competition – there were 42 entries this year. These photos were judged by the Group in terms of the theme (Seasons in Leamington), composition, colour, location and impact. Debate led to the final choice of winners:
 - 1st Nigel Fox – Snow on Beverley Rd (£50)
 - 2nd Ignaty Dyakov-Richmond – Blossom on York Walk (£35)
 - 3rd Laura Richmond – Bowling Greens Turn White (£25)

Winners to be invited to receive their cheques from the Mayor on 21st Oct. A further 11 shots were selected for the 2022 Calendar. Calendar to be designed and printed by early Oct. Available from the TIC and the LiB website.

RESOLVED that the Report is noted.

13. **STREET TREES**

A verbal update on the progress of the Street Tree planting programme was given:

- Tree Inspector has been working in the Leamington area inspecting the trees and noting what maintenance work is necessary. The Tree Officer will then look at the streets and prioritise the works so the Town Council funding for tree maintenance is put to best use.
- Forestry Section have successfully recruited new Tree Officer staff – one has just started and the other is due to start week commencing 27th September 2021. Once they are up and running, they will have better capacity to look at the tree planting schedule within the Leamington town area. The sites on the list provided by the Town Council will be a priority.
- The DSO has an updated list of works completed to the Tree list sent through by this Council to the Forestry Section in Winter 2020 and she will circulate this to members after the meeting. It contains some queries – if a query relates to a tree put forward by a particular member, please let the DSO have the answer and she will relay it to Forestry.

Questions were put by members regarding the various areas of responsibility for the different arboricultural members of staff and the existing and potential new tree list for Leamington. The DSO will invite the Tree Officer to the next scheduled meeting of this Committee to answer these queries.

RESOLVED that the Report is noted

The meeting commenced at 6.00 pm and ended at 7:24pm.

Signed

Date.....

THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA

MINUTES OF THE MEETING OF THE PLANNING MEETING HELD ON 2nd SEPTEMBER 2021.
THE MEETING TOOK PLACE VIRTUALLY VIA ZOOM.

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

Apologies: Councillors Janet Alty and Julija Boulton

Absent: Councillor Navdeep Kaur Atwal

55. DECLARATIONS OF INTEREST AND REQUIREMENTS FOR DISPENSATIONS

There were none.

56. PUBLIC FORUM

No representations.

57. MINUTES

The Minutes of the Planning Committee held on 12th August 2021, having been circulated, were considered.

RESOLVED that the Minutes of the Meeting of the Planning Committee held on 12th August 2021 are confirmed and signed as a correct record.

58. MATTERS ARISING

There were none.

59. 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:

<u>W/21/1315</u>	<u>Mr Christopher Gutteridge</u>	<u>Proposed purpose built student accommodation comprising 87no. self-contained studio units with ancillary accommodation and gym within the basement. The proposal includes cycle parking spaces, e-bike charging stations and disabled parking facilities (re-submission of W/19/2077).</u>
		<u>Land at Junction of High Street and Lower Avenue CV31 3AQ</u>

RESOLVED that an objection is raised on the following grounds:

1. Overdevelopment of the site in terms of mass, scale, height and bulk. Whilst the removal of the second 5-storey building as proposed in the previous application is welcomed, the remaining five-storey building still constitutes unnecessary overdevelopment and would negatively impact on the surrounding buildings.

2. Contravenes Policy RLS3n) of the Neighbourhood Plan which states that proposed development in Leamington Spa should protect key views, especially of landmark buildings. The view of All Saints Church would be compromised and planning officers have previously stated this view is important and should be protected.

3) Does not accord with Policy RLS18 in that student accommodation is not one of the uses that the Neighbourhood Plan supports within the Creative Quarter and Bath Place car park is a potential redevelopment site within the Creative Quarter which the Neighbourhood Plan supports certain uses of which specifically underpin the Creative Quarter aspirations.

Holding objection until comments are received from Conservation, Highways, Environmental Health, Contract Services and WCC Public Health.

W/21/1070 Miss Bethany Duck Proposed erection of single storey rear extension 37 Morton Street CV32 5SY

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

W/21/1251 Mr Jagtar Singh Gill Formation of front lightwell and installation of 3no. windows in side elevation and change of use of basement to provide 1no. self-contained apartment Flat 1 7 Avenue Road CV31 3NW

RESOLVED that no objection is raised, subject to no objection from Conservation. The Town Council notes that although a fence is mentioned in the Design and Access Statement, no drawing of it is available which makes it impossible to judge if the proposed fence is appropriate.

W/21/0743 Mr & Mrs Newman Proposed change of use and conversion of upper floors from redundant office space to 3 No. one-bedroom flats 3 Euston Place CV32 4LN

RESOLVED that no objection is raised.

W/21/1029 GSK Developments Demolition of existing building and erection of 5 (3 storey) dwellings 16 Cross Street CV32 4PX

RESOLVED that an objection is raised on the following grounds:

1. Overdevelopment of the site
2. Out of keeping with the surrounding streetscene
3. Negative impact on the neighbours' amenity in terms of loss of light and overlooking
4. Support the Ecology officer's request for further required information
5. Holding objection until comments are received from Conservation and WCC Highways. A drawing showing the context of the proposed building from the rear would be useful to help ascertain how the building would sit in relation to the rear raised car park.

W/21/1103LB Mr Uniss Mohamed Display name of the shop on the building and vinyl window advertisement sticker on the windows 42 Bedford Street CV32 5DY

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

W/21/0027 Stephen Jobburn Proposed change of use from 2no. retail units (Use Class A1) to 2no. residential apartments (Use Class C3) and associated elevational works and extensions 21-23 Regent Street CV32 5HG

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

W/21/1390 Warwick District Council Display of 10x Monoliths (MO) and 14x Fingerposts (FP) within Leamington Various sites in Leamington: Jephson Gardens, Willes Rd, Warwick St/Kenilworth St, Regent Grove, Royal Spa Centre, Jephson Gardens, Clarendon Avenue, Pump Rooms, Parade, Newbold Terrace, Bath St, Spencer St, Lower Av, Sayer Close, Packington Place, Railway Station

RESOLVED that the Town Council welcomes the further provision of visitor signage across town in key locations where accessibility for mobility scooter/wheelchair users has been taken into consideration.

W/21/0969 Mr A Arron Maytum Erection of proposed single storey side/ rear courtyard extension. Removal of existing rear stores. Erection of proposed rear dormer window. Installation of one front rooflight and one rear rooflight. Removal of existing tree to rear garden and replacement of existing windows 15 Victoria Street CV31 3PU

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

W/21/1057 Mr C Stacey Erection of proposed two storey rear extension following demolition of side ground floor kitchen wall 31 Hill Street CV32 5XT

RESOLVED that no objection is raised, subject to confirmation that the 45 degree line is not breached to either of the immediate neighbours.

W/21/0900 Mrs Nikki Fairley-Dyer Erection of a single storey timber frame garden room and storage area with bifold doors to the front 21 Montrose Avenue CV32 7DS

RESOLVED that no objection is raised.

W/21/0919 Mr & Mrs Petty Erection of front extension at first floor 3 Kingland Drive CV32 6BL

RESOLVED that an objection is raised on the following grounds:
on the following grounds:

1. Breach of the 45-degree line to no.4 Kingland Drive
2. Inclusion of a long horizontal box dormer to the rear contrary to the WDC Residential Design Guide

W/21/0918 Mr T Inglefield Alterations to windows within first floor front and rear elevations, erection of a dormer and insertion of roof light in rear roof slope and application of vertical boarding to archway. Soldier brick course detailing The Loft 3A Cornwall Place CV32 6DT

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

W/21/0942 Tom and Laura Richmond Demolition of existing side and rear extensions. Erection of replacement side and rear extensions. Hip to gable loft conversion with new roof dormer. New vehicle crossover, dropped kerb and driveway 3 Edmondscote Road CV32 6AG

RESOLVED that no objection is raised, subject to the further information required by Ecology being supplied as requested.

The Town Council notes this proposed extension would unbalance the appearance of this pair of semi-detached dwellings and queries whether the extension could be achieved without this change to the roofline.

W/21/0929 Mr & Mrs T Foulerton Application for a Variation of Condition for Change approved drawing from 1012-03D to 1012-03G on application W/20/1034
10 Cliffe Road CV32 6PD

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

W/21/0959 Mr & Mrs Kean Proposed erection of rear and side extensions and courtyard infill extension
9 Gaveston Road CV32 6EX

RESOLVED that no objection is raised

W/21/0410 Mr Ramus Erection of 2no. 1 bed maisonette flats to land rear of No 62 Leam Terrace
62 Leam Terrace CV31 1BQ

RESOLVED that no objection is raised, subject to no objection from Conservation and from WCC Highways, and subject to the parking spaces proposed being made wider as per the requirements of the WDC Parking Standards SPD. Accessibility seems compromised for the first floor maisonette if a car is parked next to the building as shown.

W/21/1045 Mr S Killen Erection of two storey side extension to existing house
16 Pebble Island Way CV31 1AR

RESOLVED that an objection is raised on the following ground:

The proposed extension does not retain the required minimum distance separation from no.'s 12 and 14 Pebble Island Way

W/21/1036 Mr J Young Erection of a single storey side and rear extension
203 Leam Terrace CV31 1DW

RESOLVED that No objection is raised, subject to no objection from Conservation. The Town Council would like confirmation that the eaves height of the proposed extension is not more than 2m as per the WDC Residential Design Guide.

60. 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.

61. PLANNING APPEAL NOTIFICATIONS

There were none.

62. PLANNING APPEAL DECISIONS

There were none.

63. TREE PRESERVATION ORDERS

There were none.

64. WDC PLANNING COMMITTEE

Two large applications were considered at the WDC Planning Committee held on 17th August which are located in or just outside Leamington Spa to which the Town Council had no objections. These applications were:

W/21/0179 - Former Mothercare Unit Leamington Shopping Park Tachbrook Park Drive (technically not within the Leamington Spa boundary).

W/21/0485 - Royal Leamington Spa Victoria Park Archery Road CV31 3PH

Both applications were granted permission with conditions according to the case officers' recommendations.

65. LICENSING APPLICATIONS

No current licensing applications called in for discussion.

54. CONSULTATION ON NET ZERO CARBON DEVELOPMENT PLAN DOCUMENT

Members had been given the link to the WDC consultation on this DPD and the deadline for comments is 13th September 2021. Members had also been sent a short draft response to consider. This was discussed and issues raised around changes of use and conversions, viability of proposed developments for both affordable housing requirements and net zero carbon requirements as set out in this document.

These comments to be included in the final response and submitted to the consultation.

The meeting commenced at 6:00pm and concluded at 7:58pm.

Signed

Dated

THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA

**MINUTES OF THE MEETING OF THE PLANNING MEETING HELD ON 23rd
SEPTEMBER 2021.
THE MEETING TOOK PLACE VIRTUALLY VIA ZOOM.**

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

Absent: Councillor Navdeep Kaur Atwal

67. DECLARATIONS OF INTEREST AND REQUIREMENTS FOR DISPENSATIONS

There were none.

68. PUBLIC FORUM

No representations.

69. MINUTES

The Minutes of the Planning Committee held on 2nd September 2021, having been circulated, were considered.

RESOLVED that the Minutes of the Meeting of the Planning Committee held on 2nd September 2021 are confirmed and signed as a correct record.

70. MATTERS ARISING

There were none.

71. 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/21/1294 Mr Cooke Erection of a balcony to second floor
within front roofslope Trinity House Stables 50 Trinity Street CV32 5YN

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

W/21/1413 Mr Williams-Ellis Erection of proposed two storey
front, side and rear extension following demolition of existing garage. Erection of proposed
single storey rear extension. Proposed rendering of all elevations 19 North Villiers
Street CV32 5XY

RESOLVED that no objection subject to confirmation that the 45 degree line is not breached with no. 20 North Villiers Street

W/21/1536 Mr B Graham Variation of Condition 2 (approved
plans) of planning application W/19/1160 to amend internal layout and external alterations
including lighting and gates 1,2 & 3 Victoria Colonnade Victoria
Terrace CV31 3AB

RESOLVED that no objection subject to confirmation of the new locations of the bin store and the cycle storage on this site

W/21/1346 Mr T Gaston Demolition of garage, erection of two storey side extension and single storey side/rear extension and erection of a porch with a pitched roof.
41 Villiers Street CV32 5YA

RESOLVED that no objection is raised

W/21/1325 Mr & Mrs Burgess Erection of single storey rear extension to replace conservatory
22 Warwick New Road CV32 5JG

RESOLVED that no objection is raised

W/21/1172 Mr Bhandal Demolition of existing single storey extensions and erection of a replacement two-storey rear extension
2 Lime Avenue CV32 7DA

RESOLVED that no objection subject to the applicant's compliance with the Conservation officer's advice in terms of single storey/reduction in depth. The Town Council would like to see the inclusion of an electric vehicle charging point for the new flat if possible.

W/21/1552 Mr O'Sullivan Erection of two storey, 4 bedroom detached dwelling on land adjacent to 66 Montrose Avenue.
66 Montrose Avenue CV32 7DY

RESOLVED that no objection is raised

W/21/1207 Mr Bahia Proposed loft conversion including rear dormer, single storey rear extension & first floor rear extension. Front Canopy.
Resubmission of W/20/0479 15 Cubbington Road CV32 7AA

RESOLVED that an objection is raised on the following grounds:

1. Overdevelopment of the site and negative impact on the existing streetscene
2. Inclusion of a long horizontal box dormer contrary to the WDC Residential Design Guide

W/21/1624 The Lillington Club Reroofing of main hall and associated works and the rebuilding of the south elevation to the main hall with new window openings and associated works
Lillington Mens Club, Lime Avenue CV32 7DA

RESOLVED that the Town Council supports this application as it is for improvement works to the building to increase energy retention and encourage sustainability

W/21/1117 Mr Mohan Birk Proposed erection of two storey side extension, single storey front porch extension & joint single storey rear extension with 45 Montrose Avenue.
43 Montrose Avenue CV32 7DS

RESOLVED that an objection is raised on the following grounds:

1. Proposed side extension is not subservient to the original dwelling - it has no setdown or setback in the roofline
2. There is no 1m separation distance from the 1st floor wall to the boundary as required by the WDC Residential Design Guide
3. Potential loss of light to the neighbour at no. 41 Montrose Avenue

W/21/1116 Mr Sevi Birk Proposed erection of single storey front porch extension & joint single storey rear kitchen extension with 43 Montrose Avenue.
45 Montrose Avenue CV32 7DS

RESOLVED that no objection is raised.

W/21/1072 Mr Marr Proposed erection of first floor side roof dormer
69 Northumberland Road CV32 6HF

RESOLVED that no objection is raised - support the comments of the Ecology officer regarding the provision of required information re a bat roost assessment

W/21/0967 Mr & Mrs Ellard Single storey rear extension plus internal alterations to form annex accommodation for a relative, render.
1 Overell Grove CV32 6HP

RESOLVED that no objection is raised.

72. 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 Determinations were noted.

73. PLANNING APPEAL NOTIFICATIONS

There were none.

74. PLANNING APPEAL DECISIONS

Application No: W/21/1415

Applicant: NJS Investments Ltd

Site: 62 Brunswick Street CV31 2EG

Description: Second floor extension to the existing property to form 2no new flats, extension to HMO on first floor, extension to shop on ground floor

Decision: Dismissed

Application No: W/21/1683

Applicant: Leamington Central Ltd

Site: Former Polestar Foods Ltd St Mary's Road CV31 1QB

Description: Certificate of lawful use or development is sought so the building can be used entirely for Class B1 Use as a single unit; and the building can be used entirely for Class B1 Use as 5 No. Units

Decision: Dismissed

75. TREE PRESERVATION ORDERS

There were none.

76. WDC PLANNING COMMITTEE

- Cllr Stevens attended the WDC Planning Committee held on 14th September 2021 to represent the Town Council on application W/21/0610 - 1 Manor Farm Close CV32 7FA with regard to a lack of requisite and appropriate on-site parking. The application was granted on the grounds that the WDC

Parking Standards SPD regarding allocated parking spaces and sizes of garages was introduced in 2018 and cannot be applied retrospectively to this application (originally granted in 2016) as it is for a variation of condition only which does not require additional parking spaces.

Despite a request for clarification on this issue from the case officer by the Democratic Support Officer prior to the meeting, none was forthcoming.

- The next WDC Planning Committees are due on 12th and 13th October 2021. The DSO will forward referrals if Town Council representation is necessary.

77. LICENSING APPLICATIONS

No current licensing applications called in for discussion.

78. AOB

There was none.

The meeting commenced at 6:00pm and concluded at 7:06pm.

Signed

Dated

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 9th SEPTEMBER JULY 2021

Present: Councillors Sarah Boad (Chair), Will Bryce, Mubarik Chowdry, Judith Clarke, Bill Gifford, Jennifer McAllister, Jade McGhee and Susan Rasmussen.

Officers: Stephen Marks, Town Clerk

24. Apologies for Absence

Apologies were received from Cllr A Boad (Cllr J McAllister substituting) and Cllr L Radice

25. Declarations of Interest

Councillor Gifford declared a personal interest as a member of Warwickshire County Council and Warwick District Council in relation to items 7 and 8.

Councillor S Boad declared a personal interest as a member of Warwickshire County Council.

26. Public Forum

There were no representations from members of the public.

27. Minutes

Resolved that the Minutes of the Meeting of the Policy and Resources Committee held on 07th July 2021 (Report No.4) are confirmed as a correct record.

28. Matters Arising from the Minutes

The agreed response to WCC's Cycling & Walking infrastructure consultation was submitted.

Concessionary parking days – the Christmas Lights switch on event is due on 7th November. Further discussion with WDC and BID will take place regarding the other proposed date of 4th December.

Further information had been received from Warwick District Council in relation to the costs of the Lillington by-election in 2019 and will be reported to the Town Council.

29. Climate change

The committee considered report number 6. It was noted that WDC had recently revised their climate change ambitions in light of the further work done and that they plan to publish a revised climate action plan / programme in the coming months.

It was noted that as well as seeking to minimise its own emissions, the Town Council can seek to influence partners and support the wider community to address climate change. It was noted that we should also promote the little things that we do / that can be done.

It was noted that we could include regular messaging about climate change and environmental issues in the Town Council communications.

Resolved:

- i) That the committee notes the information provided in the report.
- ii) That the committee reviews and updates the Town Council's Climate Change Action Plan once the South Warwickshire Climate Change Action Programme 2021-2025 is published by WDC, including incorporating the important element of the Town Council's role as an influencer and promoter of positive climate action.
- iii) That the Town Council and its committees consider the climate change implications of all relevant decisions.
- iv) That the Town Council continues to identify and take opportunities to influence and work with external partners to address climate change.

30. Bus service improvement plan

The committee considered report No. 7 regarding the current Warwickshire County Council Bus Service Improvement Plan consultation.

The improvement plan will set out Warwickshire's ambitions for bus service improvements and help secure a proportion of the funding being made available by the government to improve bus services in England.

Following a wide ranging discussion regarding key issues in relation to encouraging the uptake of bus services, the committee

Resolved

- i) that a response be made to the Bus Service Improvement Plan consultation identifying the following issues:
 1. Faster, more reliable services are required.
 2. More comprehensive services are required – to enable a genuine shift from current non bus users.
 3. Better integration of bus services is required (i.e. better connections between services)
 4. Greener buses should be introduced – electric or other zero emission buses.
 5. Much better bus journey information is necessary (including real time information at bus stops).
 6. Cheaper fares are required to achieve a genuine shift in bus usage. Fares are too expensive, particularly for families.
 7. Better accessibility to services is required – particularly for those who have mobility issues.
 8. We would like consideration to be given to creating a clear bus / transport hub or focal point in Leamington Spa to assist the use and take up of bus services.
 9. We note that in many cases private bus service provision has not resulted in a high-quality service. WCC is asked to consider delivering some bus services directly, to help achieve a higher quality service.

- ii) That it be recommended to the Town Council that:
'The Town Council calls upon Warwickshire County Council to investigate and implement revisions to the University bus services (frequency every 8-10 minutes) with the aim of rerouting off the Parade to reduce both pollution and congestion through the town centre, and passenger congestion around bus stops between residents and students, particularly at the top of the Parade'

31. **Road safety strategy consultation**

The committee considered report No 8 regarding the current consultation on the draft Warwickshire Road Safety Strategy.

Resolved that a response be made to the current consultation with the following comments:

The Strategy seems to use professional / technical language in many parts and is seemingly written for a professional audience rather than being aimed at the public.

Welcome the focus on creating an environment which will encourage active and sustainable travel. Safety and the perception of safety can be an important factor in achieving this and too often pedestrian / cyclist safety is not addressed effectively in road design.

Agree with the long term ambition of 'Vision Zero.'

Feel the target should be 'at least' a 50% reduction in road deaths and serious injuries by 2030.

Support this approach (safe system working groups) assuming the work of the groups is effectively joined up and therefore doesn't work in 'silos'.

We support the proposal to try to take a more system wide approach to road safety. We should seek to design safe road environments as well as supporting and encouraging road users to behave in a safe way. However in trying to design safe environments it is important to achieve a balance between that objective and providing good access.

We wonder whether an alternative name to a 'road safety strategy' could be considered to acknowledge the wider scope of the strategy.

There is no reference to managing / reducing traffic and its speeds.

Concerns were raised regarding road signage being kept visible and obstacle free.

The recently revised highway code could be noted and the changed emphasis on responsibilities.

32. **Town Council objectives**

The committee considered report No. 9 regarding the Town Council's corporate objectives, following its discussions regarding this matter at its previous meeting. The following amendments to the wording of the objectives were agreed.

Partnerships - Remove the word centre.

Support local organisations *in the delivery of* cultural activities, including through grant funding where appropriate.

Resolved that with the inclusion of the agreed amendments, it is recommended to the Town Council that the revised corporate objectives are agreed.

33. **Budget / finance monitoring**

The committee considered the information provided in report No. 10.

Resolved that Cllr M Chowdry would undertake the routine financial checks as considered at the previous meeting.

34. **Payments**

3. PAYMENTS FOR APPROVAL

The Town Council is asked to approve the following payments:

Payee	Details	Amount	VAT	Total
Warwick District Council	Contribution to Christmas Lights 2021	£20,000.00		£20,000.00
Shrubland Street Primary School	Leam in Bloom - Green Grant	£200.00		£200.00
WCC Briar Hill Infant School	Leam in Bloom - Green Grant	£200.00		£200.00
St Margaret's CofE Junior School	Leam in Bloom - Green Grant	£200.00		£200.00
St Joseph's Catholic Primary School	Leam in Bloom - Green Grant	£200.00		£200.00
Clapham Terrace Primary School WCC	Leam in Bloom - Green Grant	£200.00		£200.00
MTYE (Music To Your Ears)	Event listing / promotion.	£17.50		£17.50
Rollason Fencing	Cliffe Allotments Grant (Sheds purchase)	£535.00		£535.00
Campion Hills Allotments Association	Allotment grant payment	£1,100.00		£1,100.00
Anne Goodey	reimbursement - expenses for Charity event	£69.25		£69.25
Citizen's Advice South Warwickshire	Grant funding 2021-22	£20,000.00		£20,000.00
Barnardo's	Grant funding 2021-22	£7,500.00		£7,500.00
Lillington Library (WCC)	Grant funding 2021-22	£2,800.00		£2,800.00
Rotary Club of Royal Leamington Spa	Community Grant	£1,750.00		£1,750.00
		£54,771.75	£0.00	£54,771.75