



THE TOWN COUNCIL
OF
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STEPHEN MARKS
Clerk to the Town Council

Our Ref: SM/P&R

Date: 29 January 2021

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held on **THURSDAY 4TH FEBRUARY 2021 commencing at 6.00 pm.**

This meeting will be held remotely and can be accessed as follows:-

Join Zoom Meeting

<https://us02web.zoom.us/j/82183633989?pwd=cWg4TnowY3VSOFpiV1dVbWhkeXlyQT09>

Meeting ID: 821 8363 3989

Passcode: 844763

The business will be as set out below.

Yours faithfully,

CLERK TO THE TOWN COUNCIL

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

(All other Members of the Town Council – for information. Non-members of the Committee are invited to join the meeting using the link provided above.)

AGENDA

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

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

3. **PUBLIC FORUM**

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

4. MINUTES pp 3-6
To consider and approve as a correct record the Minutes of the Meeting held on 16th December, 2020 (Report No.4)
5. MATTERS ARISING FROM THE MINUTES
6. FUTURE HIGH STREETS FUND pp 7-8
To consider the attached Report (Report No 6)
7. WARWICKSHIRE LOCAL TRANSPORT PLAN – KEY THEMES COUNSULTATION pp 9-11
To consider the attached Report (Report No.7)
8. NEIGHBOURHOOD PLAN UPDATE pp 12-13
To consider the attached report (Report No. 8)
9. BANKING ARRANGEMENTS
To receive a verbal update
10. INSURANCE RENEWAL p 14
To consider the attached report (No.10)
11. ALLOTMENTS – CAMPION HILL p 15
To consider the attached report (No.11)
12. BUDGET MONITORING 2020/21 p 16
To consider the attached report (No 12.)
13. PAYMENTS
To approve a schedule of accounts arising for payment.

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 16TH DECEMBER, 2020

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

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

Officers: Stephen Marks, Town Clerk

57. Apologies for Absence

Apologies were received from Cllr Rasmussen

58. Declarations of Interest

Councillor A Boad declared an interest as a member of Warwick District Council in relation to Agenda Item 7 - WDC Parking Charges Proposals, and took no part in the discussion on that item.

Councillor B Gifford declared an interest as a member of Warwick District Council in relation to Agenda Item 7 - WDC Parking Charges Proposals, and took no part in the discussion on that item.

59. Public Forum

There were no representations from Members of the public.

60. Minutes

Resolved that the Minutes of the Meeting of the Policy and Resources Committee held on 19th November 2020 (Report No.4) are confirmed as a correct record.

61. Matters Arising from the Minutes

Allotments – The Town Clerk reported that he had received a request from Binswood Allotment Society for permission to use a portion of a grant previously awarded to them by the Town Council for a different purpose (purchase of equipment) from that originally requested, due to a change of circumstances. The request had been circulated to the members of the allotment sub-committee.

Resolved – That the request from Binswood Allotments Society to amend their use of a portion of a previously awarded grant be approved.

62. Health and Wellbeing Strategy

The committee considered report No. 6 in relation to the current consultation on the draft Warwickshire Health and Wellbeing Strategy. The draft Strategy was discussed and the following key points were identified in response to the consultation.

The Town Council supports the 3 long term strategic objectives identified in the strategy, namely:
Healthy People

Strong Communities
Effective Services

Along with the 3 priority areas identified for focus over the next 2 years:

- Help our children and young people have the best start in life
- Help people improve their mental health and wellbeing, particularly around prevention and early intervention in our communities
- Reduce inequalities in health outcomes and the wider determinants of health

The Town Council is particularly encouraged by the emphasis within the strategy on creating places that contribute to health and wellbeing, including through healthy and active environments and strong communities. The Town Council notes that this is well aligned with its own strategic objectives.

Specifically the Town Council would like to see significant emphasis on the following issues:

-Supporting the wellbeing of pre-school children, particularly noting the role of health visitors in this.

-Addressing the issue of Diabetes and its prevention.

Resolved – That the Town Clerk respond to the consultation on behalf of the Town Council with these comments.

63. WDC Parking Charges

Cllrs A Boad and B Gifford did not participate in this discussion.

The committee considered report No. 7 regarding Warwick District Council's proposed changes to parking charges for 2021/22. Various aspects of the proposals were discussed and the following key points agreed:

That the Town Council opposes the proposed increases in car parking charges for Leamington car parks for 2021/22, based on concerns about the potential impact on businesses in the town centre, particularly in the context of the Covid pandemic and its impacts. The Town Council feels that parking charges should be maintained at current levels for a further year to aid economic recovery.

Sunday Charges – The Town Council opposes the proposed charging structure for Sundays, suggesting instead a £1 charge for all day parking in the Leamington Car Parks identified.

The Town Council opposes the introduction of charging at Newbold Comyn. It is concerned that visitors to Newbold Comyn may park instead in nearby residential streets. It also wishes to see residents and visitors using Newbold Comyn for active recreation, thus contributing to community health and wellbeing and fears that the introduction of car parking charges may have a negative effect on this.

The Town Council noted that it welcomes the free parking provided by WDC during the month of December.

Resolved – that the Town Clerk feed this response back to Warwick District Council.

64. IT & Communications

The Town Clerk updated the committee on issues relating to I.T. & Communications. The Town Clerk had identified a number of further proposed improvements to IT & Communications infrastructure.

Cllr Bryce noted that the Communications Working Group had considered some aspects of this and were supportive of improvements being made.

Cllr Alty proposed and Cllr Gifford seconded that it be recommended to Council that the proposed improvements be approved.

Resolved – that it is recommended to Council that the IT & Communications improvements identified be approved and implemented.

65. Budget monitoring

The committee considered report No 9. in relation to the current year's budget and noted the current position. It was noted that any alternative use of predicted underspends would be considered by Council in January 2021.

Resolved – that the report is received and noted.

Consideration was given to a schedule of payments arising since the last meeting. The Town Clerk noted the grant contribution to Barnardo's had previously been approved by Council during the budget setting process.

Cllr S Boad proposed and Cllr Alty seconded that the schedule of payments be approved.

Resolved - that the schedule of payments (attached) is approved

66. Revenue Budget

The committee considered a revised iteration of the draft budget for 2021/22, amended following discussion at its meeting on 19th November and further information gathered and analysis undertaken since.

Cllr A Boad proposed and Cllr B Gifford seconded that:

A further £5,000 be added to the Community Grants budget, increasing it to £50,000 from the £45,000 in the draft budget; and

that a sum of £6,000 be included in the budget for 'projects', which would enable project ideas that emerged during the year to be considered, developed and implemented.

This would result in a budget requirement from precept of £412,266.

The committee discussed the process for allocating the proposed 'projects' budget and agreed that any project proposal would need to be adequately considered, supported by appropriate justification and would be considered by the committee.

Resolved – that the Community Grants Budget be increased in the draft budget by £5,000 to a value of £50,000 and that a budget of £6,000 be included for projects.

Resolved – that the draft Town Council budget for 2021/22 be amended accordingly and recommended to Council for approval.

The Meeting finished at 18:56

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 04TH FEBRUARY 2021

FUTURE HIGH STREETS FUND

1. **Purpose of the Report**

To provide an overview of the Future High Streets Fund (FHSF) bid in relation to Leamington Spa and to receive an update from Warwick District Council.

Town Council received an update on the FHSF at its meeting on 14th January. Some of the same background information is included in this report for completeness.

However, WDC representatives will attend the Policy & Resources committee meeting on 04th February to provide some more up to date information.

Background / context

- 2.1 The Future High Streets Fund is a government fund which was originally launched in December 2018, to provide co-funding for capital projects that will bring transformative change to high streets and town centres. Warwick District Council (WDC) became part of the second wave (Wave 2) of local authorities who were invited to apply for funding and in August 2020 submitted a bid to the Future High Streets Fund of approximately £14million in relation to proposals for Leamington Spa Town Centre.
- 2.2 The bid submitted by Warwick District Council was developed following engagement with a range of stakeholders and sought to respond to the content of the previously created Leamington Spa Town Centre Vision.
- 2.3 More detail about the content of the bid can be found in a [report to WDC's Council Meeting on 5th August 2020](#), but in summary the bid included a programme which seeks to:

- A. Activate structurally significant creative hubs, north and south of the river Leam.
B. Connect these creative hubs and the wider town centre;

and a number of specific projects including:

1. *Leamington Town Hall Creative Hub*
The Gateway: Town Hall Creative Hub (THCH) will transform Leamington Spa's Grade II listed Town Hall into a major hub for creativity. (Proposals will continue to provide space in the Town Hall for the Town Council)
2. *Spencer Yard*
Proposals to supplement the evolving Creative Quarter initiative.
3. *A number of confidential sites*

4. *Cycling / town centre connectivity*
Sustainable transport improvements

3. **Current Situation**

- 3.1 Over the Christmas period, WDC was advised that it had secured an in principle award of £10 million from the Future High Streets Fund. Although this would be a substantial investment, as this sum differs from the original amount applied for, further work will need to be done to refine the proposals in this context.
- 3.2 WDC is now exploring options in relation to the Future High Streets Fund proposals for Leamington Spa, in conjunction with its partners.

4. **Recommendation**

That the committee receives and considers an update from WDC in relation to the Future High Streets Fund and the current / future approach to the programme of projects for Leamington Spa Town Centre.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 04TH FEBRUARY 2021

WARWICKSHIRE LOCAL TRANSPORT PLAN – KEY THEMES CONSULTATION

1. **Purpose of the Report**

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

2. **Introduction / overview**

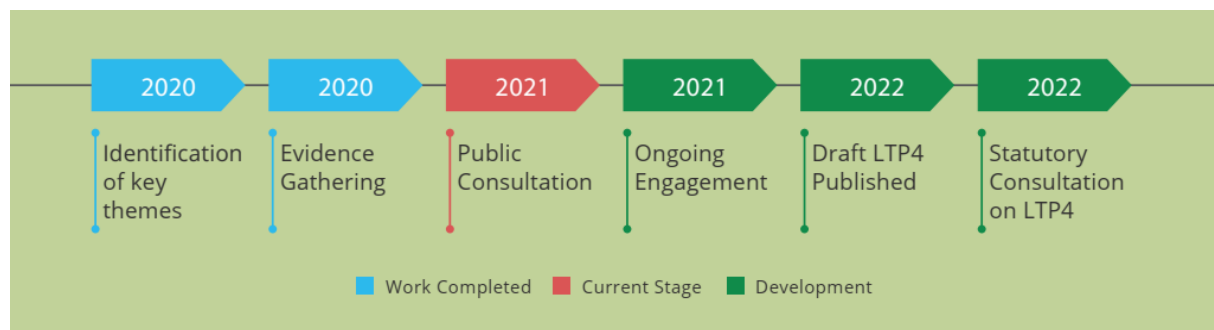
2.1 The Local Transport Plan (LTP) is a strategic document which sets out the transport needs, challenges, priorities and objectives for an area. It is produced by the Highways Authority for the relevant area.

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

3. **Consultation – Key Themes**

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

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



4. **Aim and four key themes**

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

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

- The environment
- The economy
- Place
- Wellbeing

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

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

The consultation brochure will also be circulated.

4.1 The Environment

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

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

4.2 The Economy

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

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

4.3 Place

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

- *Regional connections*
- *National and International Connections*
- *Access between rural and urban areas*

- *Public Space and Improvement of Place and Character*
- *Rural isolation*
- *Housing growth and development*

4.4 Wellbeing

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

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

5. **Summary**

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

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

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

6. **Recommendation**

That the committee considers the consultation on the Local Transport Plan Key Themes and identify any comments / response it wishes to make.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 04TH FEBRUARY 2021

NEIGHBOURHOOD PLAN UPDATE

1. **Purpose of the Report**

To provide an update in relation to the Leamington Spa Neighbourhood Plan and the related referendum.

2. **Background / context**

- 2.1 The committee will be aware that the Royal Leamington Spa Neighbourhood Development Plan (Neighbourhood Plan) went through the formal examination process and has been amended in line with the recommendations set out in the examiner's report.
- 2.2 The final version of the Neighbourhood Plan is subject to a local referendum, with a majority yes vote of 50% plus one or higher (of those who vote) required for the Neighbourhood Plan to become adopted planning policy.
- 2.3 Previous plans for the Neighbourhood Plan referendum could not be undertaken due to the Covid-19 situation. Despite this, the Neighbourhood Plan 'may be afforded substantial weight in the decision making process of planning applications'.
- 2.4 Formal adoption of the Neighbourhood Plan would see the Town Council eligible for 25% or relevant CIL receipts, rather than the current 15%.

3. **Current situation**

- 3.1 The Neighbourhood Plan Referendum will be conducted by Warwick District Council as the Local Planning Authority. There is therefore no direct cost to the Town Council in relation to the management of the referendum.
- 3.2 WDC has now indicated that the Leamington Spa Neighbourhood Plan referendum is due to take place alongside local elections on 6th May 2021.
- 3.3 There remains uncertainty regarding whether elections will take place in May 2021. The evolving Covid-19 situation may yet result in further delays / postponement.

4. **Process**

Key elements of the process include

- Notice of Referendum will be published on 22 March 2021 with the Statement of Information the week before.
- Information will be published on both WDC website and the Town Council website.

- The timetable will be the same as the other elections running on Thursday 6 May 2021 – so important dates such as close of applications to be submitted by electors to WDC for applying to vote by post on the day or by proxy will be the same.
- All poll cards and postal vote packs for each of the elections/referendums will all go out at the same time too.
- The wording of the referendum question is specified by the relevant regulations and therefore will be - “Do you want Warwick District Council to use the Neighbourhood Plan for Royal Leamington Spa to help it decide planning applications in the neighbourhood area?”

5. Publicity and Promotion

The Town Council has previously considered the issue of publicity and promotion. Further dialogue on this subject has been had with WDC and any publicity / promotion will be undertaken in accordance with relevant regulations. Costs/expenses of campaigning in relation to the referendum can be claimed back from WDC subject to a limit of £2362 plus £0.059/elector.

The Neighbourhood Plan Steering Group is being re-convened to develop the next steps. Inevitably any restrictions relating to Covid-19 may impact on the nature of any activities to promote the referendum,

6. Summary

At present, it is intended that the Leamington Spa Neighbourhood Plan referendum will take place on 6th May alongside local elections. This is subject to change given the current Covid-19 situation. The current intention is to plan ahead and prepare for the referendum on the basis that it will take place, until we are formally advised otherwise.

Subject to its adoption, arrangements will be put in place to monitor the efficacy of the Neighbourhood Plan in relation to planning applications and inform any future reviews.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 04TH FEBRUARY 2021

INSURANCE POLICY RENEWAL

1. **Purpose of the Report**

To consider the renewal of the Town Council's insurance.

2. **Introduction / overview**

- 2.1 At a meeting of the Policy & Resources Committee on 03rd February 2020, the committee considered the renewal of the Town Council's insurance policy and:

RESOLVED that the Council's insurance policy is renewed in the sum of £2413 with Zurich Insurance Plc for a period of three years commencing 25th March, 2020.

This arrangement included a 'fixed discount'.

3. **Renewal**

- 3.1 The Town Council has now received its renewal documentation for the year from 25th March 2021. The cost for the year is £2,439.77.
- 3.2 When the Town Council entered into this multi-year arrangement the levels of cover were considered appropriate to the Council's risks. It is not felt that the council's risks have changed substantially since then.
- 3.3 The policy continues to provide the following levels of cover:

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

- 3.4 An exclusion relating to communicable diseases has been introduced and applies to some parts of the cover. This is presumably a response to the Covid19 situation.

4. **Recommendation**

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

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 04TH FEBRUARY 2021

ALLOTMENTS

1. **Purpose of the Report**

To consider a request from the Campion Hill Allotment Association.

2. **Introduction / overview**

2.1 Campion Hill Allotment Association recently contacted the Town Council to advise of a fallen tree and damaged fence at the allotment site.

2.2 While they are still currently assessing the situation, the Allotment Association has enquired if the Town Council may be able to assist financially in relation to any repair costs.

3. **Allotment grants / budget**

3.1 At its meeting on 19 November 2020, the committee considered applications from the allotment associations for grant funding and approved grant awards from the 2020/21 budget for this purpose.

3.2 Of the £5,800 budget allocated for allotments, £496 remains after the awarding of those grants.

4. **Further detail**

Further information about the situation will be sought and the committee will be updated verbally at the meeting in order to inform a response to the request from Campion Hills Allotment Association.

Report No. 12: 2020/21 Budget Monitoring - April 2020 - Dec 2020						
Cost Centre	Budget 2020/21	Expenditure at 30.12.20	Adjustment for 2019/20 expenditure	Balance of budget remaining £	% of budget unspent at 30/12/2020	Notes
	£	£	£		%	
Allowances	18000	13335	4446	9111	51	
Salaries	157700	114585	3085	46200	29	
Mayoral Transport	4327	2662		1665	38	
Civic Expenses	7365	427		6938	94	Significant underspend due to Covid restrictions
Administrative Expenses	15470	9574	-2179	3717	24	
Buildings and Charges	27440	16744		10696	39	
Twinning and Friendship	400	0	-50	350	88	
Neighbourhood Plan	2000	3616	1866	250	13	Remaining Neighbourhood Plan expenditure to be claimed from Groundwork
Annual Award	300	0		300	100	
Grants and Section 137 Expenditure	160600	93879	-1320	65401	41	Some underspends due to pandemic effects.
Allotments	5800	2980	928	3748	65	Grant awards to be paid
Elections	18000	52314	-52314	18000	100	This is an annual provision to meet Lillington by-election cost (2019) yet to be invoiced)
less Income	3200	5027	0	762	24	Income increased by receipt of insurance payment
Total exc V.A.T.	414202	305089		165614	40	
Community Infrastructure Levy	Date Paid	Amount	Balance			
	08.10.19	4452				
	08.04.20	7500				
	18.11.20	11454	23406			