



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

Our Ref: SM/TC/Nov20

Date: 05th November 2020

Dear Councillor,

You are summoned to a meeting of the **TOWN COUNCIL OF ROYAL LEAMINGTON SPA** on **THURSDAY 12th November, 2020 at 6.00 pm.**

The meeting can be joined as follows:

Join Zoom Meeting

<https://us02web.zoom.us/j/89373740244?pwd=aW9KakM4ZkN5T09VOGdReG1MTVpmZz09>

Meeting ID: 893 7374 0244
Passcode: 892313

The business will be as set out below.

Yours faithfully,

CLERK TO THE TOWN COUNCIL

To All Members of the Council

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**

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

3. **PUBLIC FORUM**

To receive representations from members of the public in accordance with the Council's Standing Orders.

4. **COUNTY AND DISTRICT COUNCILLOR FORUM**

To consider any items of relevance raised by members of the County Council and District Council.

5. **UNITARY AUTHORITY DISCUSSIONS**

To consider the attached report (Report No 5 pp 3-6)

6. **CREATIVE QUARTER - UPDATE**

To consider the attached report (Report No 6 pp7-9)

7. **CLIMATE EMERGENCY CITIZENS' INQUIRY**

Councillor Rasmussen to update.

8. **COVID 19 UPDATE**

To consider the attached Report (Report No 8 pp10-11)

9. **MINUTES OF COUNCIL AND COUNCIL COMMITTEES**

(i) Planning Committee

To receive the Minutes of the Meetings of the Planning Committee held on 3rd September, 24th September and 15th October 2020. (Reports Nos 9a pp12-16, 9b pp17-20 and 9c pp21-24).

(ii) Cultural and Community Committee

To receive the Minutes of the Meeting of the Cultural and Community Committee held on 5th October 2020 (Report No 9d pp25-29).

(iii) Policy and Resources Committee

To receive the Minutes of the Meetings of the Policy and Resources Committee held on 10th September and 8th October 2020 (Report Nos. 9e pp30-33 and 9f pp34-37).

(iv) Council

To confirm as a correct record the Minutes of the Council meeting held on 17th September 2020 (Report No 9g).

10. **ACCOUNTS**

To consider and approve a schedule of invoices arising for payment since the last meeting. (Schedule of payments to be circulated)

REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 12TH NOVEMBER 2020

Agenda Item 5 – UNITARY AUTHORITY DISCUSSIONS

1. PURPOSE OF THE REPORT

To provide a brief update on the recent discussions held with regards to the potential creation of unitary local authority/ies in Warwickshire.

2. BACKGROUND

Councillors will be aware of recent discussions regarding the potential shift to Unitary Local Authority structures within the county, essentially the potential to replace the existing district level and county level authorities with one or more unitary authorities which would cover both levels of responsibility / service delivery.

This report is intended to provide a brief overview of the current situation.

3. THE CURRENT SITUATION

This section describes the current situation as far as it is known. However, with much activity taking place there may be other information / issues not covered. Individual Councillors may also be aware of other relevant information.

3.1 National Context

It is anticipated that the Government will publish a 'Devolution and Recovery White Paper'. This is expected to consider local government structures and the potential for 'devolution deals' to local areas, potentially providing additional resources and powers.

However at present it is not yet clear when this white paper will be published, particularly given the ongoing Covid Pandemic situation, or indeed exactly what information and proposals it may contain.

3.2 Local Context

In Warwickshire there is one county council, five district councils and over 200 town and parish councils. The local activity in relation to potential unitary government arrangements is summarised below.

3.3 Warwickshire County Council

Warwickshire County Council has stated that it wishes to start a conversation about moving towards a new form of local government in Warwickshire. It notes the major challenges being faced by local government structures, which have been impacted further by the Covid pandemic and suggests that significant change is likely to be required if Warwickshire is to recover to a sustainable and successful future. It specifically notes the estimated cumulative funding gap likely to be faced by the existing six (county/district) councils of £62 million by 2025/26 if nothing changes.

3.3.1 Strategic Case for Change

In anticipation of the government white paper, WCC commissioned the production of a 'Strategic Case for Change', to explore whether there is a business case for a single unitary council for Warwickshire. This document has previously been circulated to Town Councillors and can be found at

<https://democracy.warwickshire.gov.uk/documents/s8821/Appendix%201%20LGR%20in%20Warwickshire%20-%20Strategic%20Case%20for%20Change.pdf>

The Strategic Case for Change '*presents a compelling case for a single, unitary council for Warwickshire*'.

The County Council states that the Case for Change is not a final proposal; it was intended to start an ongoing, long-term conversation – locally and nationally - about what local government reform could mean for Warwickshire.

3.3.2 Submission to Government

In late September, Warwickshire County Council voted to submit the Case for Change to government. The Minister for Regional Growth and Local Government subsequently responded, indicating that Warwickshire will not at this time be formally invited to develop its proposals further. (Councils in Cumbria, Somerset and North Yorkshire have been invited to develop proposals further.)

3.3.3 Briefings and Communication

WCC recently arranged some virtual briefings for town and parish councils and similar local bodies, supported by Warwickshire Association of Local Councils (WALC) and Warwickshire Community and Voluntary Action.

Since then they have written to town and parish councils indicating that they wish to continue the conversation including through:

- Future workshops to showcase what has worked in other parts of the country.
- Creating a small working group of town and parish councils, with regular discussions and meetings over the coming months.
- Further engagement with the voluntary and community sector.

Further information about WCC's activities and approach to this issue can be found at <https://www.warwickshire.gov.uk/localgovernmentreform>

3.4 Warwick District Council (WDC) and other district councils

WDC and other district / borough councils in the county also commissioned a report ahead of the anticipated Government White Paper.

The 'Warwickshire Local Government Reform Stage One Report' can be found at https://www.warwickdc.gov.uk/downloads/file/6311/warwickshire_lgr_stage_one_report and was produced by Deloitte LLP. It gave consideration to three options:

Option 1 – Status quo: This is the baseline option where no changes are made to local government boundaries and no reorganisation takes place.

Option 2 – Single unitary model: A single unitary council based on the existing geography of the five Borough and District Councils and the County Council.

Option 3 – Two unitary model: A two unitary council model as follows:

(1) Based on the existing boundaries of North Warwickshire Borough Council, Nuneaton and Bedworth Borough Council, and Rugby Borough Council merging with part of Warwickshire County Council

(2) Based on the existing boundaries of Stratford-on-Avon District Council and Warwick District Council merging with part of Warwickshire County Council

The report concluded that option 3 was the recommended option.

Warwick District Council wrote to Town and Parish Councils, providing a copy of the 'Warwickshire Local Government Reform Stage One Report' and a further report entitled 'Bigger is not better: the evidenced case for keeping local government' which can be found at <https://districtcouncils.info/wp-content/uploads/2020/10/DCN-Bigger-is-not-better-Report.pdf>

WDC continues to further develop its joint working arrangements in partnership with Stratford District Council.

4. DIALOGUE / COMMUNICATION

As referenced in section 3, there has been some dialogue / conversation between the principle authorities and the Town Council, with the Town Council receiving information from both Warwickshire County Council and Warwick District Council, either directly or via the Warwickshire Association of Local Councils.

A meeting of town and parish councils in Warwick District took place on 29th September, facilitated by the Warwickshire Association of Local Councils (WALC). Whilst attendees recognised there may be some opportunities, smaller local councils felt their ability to take on services was limited.

It is suggested that the Town Council continue to engage with these communication channels to ensure it best understands the proposals as they are developed and can in due course give them detailed consideration.

5. IMPLICATIONS FOR TOWN AND PARISH COUNCILS

There is no suggestion that the existence of current town and parish councils is in any doubt in the context of these discussions. Indeed, moves to unitary authorities in

neighbouring counties have led to the creation of a number of new town councils in advance of or alongside the move to unitary structures.

However any changes in local government structures could have significant implications for town and parish councils, either real or potential.

Briefly, these include:

- Talk of double devolution – devolution of powers down to principal authorities and then subsequently down to town or parish councils.
- Changes to structures / functions of the principal authorities – and thus working arrangements and relationships.
- Potential opportunities for taking on more activities / services.
- Capacity / expertise / resources.

While there appears to be a long way to go before any such detailed discussions, all aspects of any changes to local government structures and potential changes in activities of the town council will need to be considered thoroughly, giving due consideration to factors such as:

- Opportunities & benefits
- Risks
- Resources
- Capacity & expertise, etc.

6. NEXT STEPS

It remains unclear when the Government White Paper will be published and how this may impact the timescales of local proposals for local government reform. However it seems likely that the discussions will continue in the coming months.

7. RECOMMENDATIONS

7.1 That the Town Council note the summary provided regarding unitary authority discussions.

7.2 That the Town Council continue to engage with local discussions regarding potential unitary authorities and consider further updates as appropriate.

REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 12TH NOVEMBER 2020

Agenda Item 6 - CREATIVE QUARTER UPDATE

1. PURPOSE OF THE REPORT

To provide an update on the current and planned activities of Complex Development Projects Ltd. (working on behalf of Warwick District Council) with regard to Leamington Creative Quarter

2. STAKEHOLDER FORUM

Meetings of the Stakeholder Forum have resumed with the first being held virtually on 16th October 2020. This is a non-political group with input from representatives of interested groups and organisations based in Leamington Spa, and particularly in the location in question. Membership includes the Town Council, BID Leamington, ARC CIC, Creative Leamington, Warwick District Council (WDC), Action 21, Purple Monster and Heartbreak Productions. The Democratic Support Officer represents the Town Council.

This meeting included an update on where the project had got to in terms of the “Big Picture” Plan which was created following public consultations and forums in 2018. The “Big Picture” was signed off by WDC’s Executive in March 2019 and identified Spencer Yard and the United Reform Church (URC) as being the best locations within the Quarter to kick start regeneration. A link to the “Big Picture” document can be found [here](#).

3. THE PROPOSALS

Members of the Stakeholder Forum group were shown drawings and plans for the United Reform Church (URC), the Nursery and the Old Dole Office which included flexible office space, event space, breakout areas and potential artists pods. These drawings have been subject to pre-application discussions with planning officers at WDC with a view to submitting a formal planning application at the start of December 2020.

The URC is more constrained in terms of what can be done to the building as it is Grade 2 listed – it is envisaged that every floor will be utilised including the basement and disabled access will be gained via a ramp and a lift. The Nursery will become more of a flagship building on the site, incorporating elements of camouflage into its active frontage to demonstrate the area’s heritage. It is envisaged that each of the three buildings will offer working space which is as flexible as possible given the current public health restraints and the possible requirements of unknown future tenants. Event space will be predominantly located outside in the Yard itself.

4. CONSULTATION

A two week consultation is taking place between 2nd November and 15th November and can be found at <https://www.leafingtoncreativequarter.co.uk/public-consultation/> This online consultation includes a Google [survey](#) and a virtual exhibition of the plans beginning on Monday 2nd November 2020. This will be advertised by CDP with members of the Stakeholder Group also publicising it via their websites, social media channels and contact databases.

Concerns were expressed about those who do not have the technology or know-how to access the online materials. CDP will offer short telephone calls to those not online to talk through the survey. Posters and press releases will also be necessary to raise awareness. Hard copies cannot be placed around the town as usual due to the Covid-19 situation. A short video will be produced which will cover FAQs and be available via CDP's website. Links to the video can be placed on the Town Council website. All the usual social media channels (Facebook, Twitter, Instagram) will be utilised to promote the survey and video.

It should be noted that a statutory consultation period will accompany the planning application (anticipated in December) as well. The Town Council will be invited to respond to both consultations.

The Council's Culture & Community Committee has been asked to feed comments into the current consultation and these are being collated by the Democratic Support Officer.

Due to the timescales of the consultation, comments will need to be emailed to the Democratic Support Officer in advance of the meeting or agreed at the meeting of Council on 12th November. Individuals can also complete the [survey](#) directly.

5. CROSS PARTY REFERENCE WORKING GROUP

The Town Council has previously had a named representative on the Cross Party Reference Working Group. It is anticipated that this group will meet again in the future. As the Town Council's previous representative is no longer a Councillor, the Town Council is asked to identify a representative for future meetings of the group.

6. RECOMMENDATION

6.1 That Council notes the update provided in relation to development of proposals for the Creative Quarter.

6.2 That Council notes the two week [consultation](#) taking place between 2nd and 15th November 2020 and the anticipated public consultation that will take place when a planning application is submitted.

6.3 That Council agrees any comments to be fed into a consultation response being developed by the Culture & Community Committee. (Due to the timing of the

consultation deadline, comments need to be sent to the Democratic Support Officer before the meeting of Council, or need to be agreed at the Council meeting.)

6.4 That Council agrees a representative to attend any future meetings of the Cross Party Reference Working Group.

REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 12TH NOVEMBER 2020

Agenda Item 8 – COVID UPDATE

1. PURPOSE OF THE REPORT

To provide a brief update on the current Covid19 situation and implications for the Town Council.

2. LOCAL SITUATION

The Covid 19 situation is a rapidly changing one, with much information available and debate about some of the key issues. Recent information was included in Warwick District Council's [weekly update on 30th October](#). This notes the rapid rise in cases within the district and county. The [current coronavirus situation](#) page provides regular updates including a link to a map to see cases in specific areas.

Specifically a new testing centre has recently been opened in South Leamington at Court Street Car Park.

Information and guidance is also available on Warwickshire County Councils [Coronavirus information and guidance](#) pages.

Although concerns have been raised about rising cases, Warwickshire remained in the lowest tier (Medium) on the Government Covid Alert Tier system.

However, as you will be aware, this situation has been superseded by the introduction of new [national restrictions](#) effective from 5th November until the 2nd December.

The Town Council will seek to assist local efforts in relation to the pandemic, in particular through the promotion of relevant messaging produced by local partner organisations.

3. IMPLICATIONS

3.1 Remembrance Sunday event

Town Council staff had been liaising and working with local partners to plan for a scaled back Remembrance Sunday event, taking into consideration the Covid pandemic and related restrictions. This was in the context of great uncertainty and a rapidly changing context in relation to Covid rates and changes to relevant guidance. Ultimately after seeking advice and having dialogue with a range of partners, including those involved in the local pandemic response, the very difficult decision was made not to go ahead with a formal remembrance event this year and to support partner organisations in encouraging people to 'Remember at Home'. It is understood that this is in line with similar decisions taken in several other towns in the district and county.

It is recognised that this will be very disappointing to many people and it is very much hoped that the situation next year will be very different and that the Town Council can work with its partners to organise an event befitting the occasion.

3.2 Town Council Office

As of 5th November the Town Council Office is closed and Town Council Staff will be working from home. They will still be contactable in the usual ways and information to this effect has been added to the Town Council's website.

Report 9 a



THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 3rd SEPTEMBER 2020. THE MEETING TOOK PLACE VIRTUALLY VIA ZOOM.

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

46. DECLARATIONS OF INTEREST AND REQUIREMENTS FOR DISPENSATIONS

There were no declarations of interest.

47. PUBLIC FORUM

There were 2 Members of the public present.

48. MINUTES

The Minutes of the Planning Committee held on 13th August 2020, having been circulated, were considered.

RESOLVED that the Minutes of the Meeting of the Planning Committee held on 13th August, 2020 are confirmed and signed as a correct record.

49. PRE-APPLICATION PRESENTATION – DEVELOPMENT OF STUDENT ACCOMMODATION – 24 KENILWORTH ROAD

The Chairman welcomed Mr Andrew Black of Andrew Black Consulting who was representing Cloister Living, the applicant in relation to the proposed development of 24 Kenilworth Road.

The Committee received a presentation of the proposals which had previously been subject to planning applications, the latest of which had been withdrawn following concerns raised by stakeholders and the local planning authority. The client had subsequently engaged a new design team to prepare revised proposals for the site which took account of the concerns raised previously.

The Committee was advised that the proposal was seeking to develop community centred student accommodation which would, by means of a managed and maintained environment, offer students a unique experience not available elsewhere in the District. The Committee was advised that a revised application would seek to maximise natural daylight and facilitate a larger communal garden space.

In answer to questions from the Committee, Mr Black advised that consideration would be given to generating electricity via solar panels and that other carbon neutral innovations would be taken into account in the design and construction of the building. He confirmed that consultation would be taking place with the immediate neighbours and discussion had already been held with student representatives. The timeline for submission of an application was by the end of 2020.

The Committee thanked Mr Black for his presentation and looked forward to considering the application in due course.

50. PLANNING APPLICATIONS

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

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

W/20/1190 Shire Developments Ltd Demolition of existing semi-detached houses and erection of a residential block containing 9 apartments.90 Queensway CV31 3JZ

RESOLVED that no objection is raised subject to appropriate provision being made for a separate access point for pedestrians particularly in terms of access to Fords Field and the crossing opposite the cycle path to Aldi.

W/20/1197 Ms J Auja Change of use to 5 bedroom HMO and erection of single storey side and rear extension. 8 The Close CV31 2BL

RESOLVED that an objection is raised on the following grounds:

1. Significant breach of :Policy H6a of the Local Plan
2. No evidence of sufficient off-road parking provision

The Town Council also notes issues around Bedroom 3 being below the minimum size standard required and Bedroom 5 having no internal access to the rest of the property

W/20/1171 Mrs A Williams Erection of two storey extension to rear to provide additional living accommodation with new external render and cladding to elevations. 87 Lime Avenue Lillington CV32 7DG

RESOLVED that no objection is raised - the Town Council is supportive of this application as the proposed changes are an improvement to the street scene as is the proposed pitched roof to replace the existing flat roof over the garage.

W/20/1200 Mr Richmond Arthur Erection of a two storey side extension to create additional living area, with single storey link to existing extended garage. 16 Langdale Close, Lillington CV32 7QB

RESOLVED that no objection is raised

W/20/1169 Mr & Mrs Davis Loft conversion including erection of roof dormers and revised roof design. Proposed first floor rear extension. Proposed erection of detached garden room to rear of plot. 17 Woodcote Road CV32 6PZ

RESOLVED that an objection is raised on the following grounds:

1. The application includes long horizontal box dormers to the east and west elevations which are contrary to the Residential Design Guide.
2. It also seeks to introduce too many large box dormer windows which are out of keeping with the style of the house and which would have a negative impact on the existing street scene.

RESOLVED that no objection is raised subject to the Conservation Officer being satisfied with the partially glazed roof and the height of the boundary wall with no. 31

W/20/1021 Mr & Mrs Cofler Replacement of ground floor sash windows with French doors within rear elevation. Erection of veranda to ground floor bays and terrace to rear elevation. Internal alterations at ground and basement level. Demolition of existing single storey wings attached to north elevation and erection of a single storey side extension to accommodate a garage and additional living space. Extension to increase the depth of lightwell and new access steps to basement Alterations to front boundary treatment; erection of a replacement wall with piers and railings. 7 Clarendon Crescent CV32 5NR

RESOLVED that no objection is raised subject to no objection from Conservation. The Town Council encourages the applicant to make maximum use of sustainable materials and measures to deliver high standards of energy efficiency

W/20/1022LB Mr & Mrs Cofler Replacement of ground floor sash windows with French doors within rear elevation. Erection of veranda to ground floor bays and terrace to rear elevation. Internal alterations at ground and basement level. Demolition of existing single storey wings attached to north elevation and erection of a single storey side extension to accommodate a garage and additional living space. Extension to increase the depth of lightwell and new access steps to basement Alterations to front boundary treatment; erection of a replacement wall with piers and railings. 7 Clarendon Crescent CV32 5NR

RESOLVED that no objection is raised subject to no objection from Conservation. The Town Council encourages the applicant to make maximum use of sustainable materials and measures to deliver high standards of energy efficiency

W/20/1085 N. Howe Erection of a single storey side extension, demolition of chimney, replacement of 1 metal framed window on the 1st floor/2nd floor stairwell with hardwood sash window matching size, design and construction to the original sash windows in the property. 159 Rugby Road CV32 6DP

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

W/20/1086LB N Howe Construct to side of the (re-built kitchen extension) mono-pitched structure, up to the shared wall with The Fat Pug pub to form an open plan kitchen/dining space. To also replace the non-original metal framed window on the 1st floor/2nd floor stairwell with an original design hard wood sash window matching in size, design and construction of the original sash windows in the property. 159 Rugby Road CV32 6DP

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

W/20/1034 Mr & Mrs Foulerton Demolition of the existing garage, potting shed greenhouse, erection of a single storey front extension, two storey annexe side extension, single storey rear extension (part demolish of existing and enlarge), extend rear canopy, porch, internal alterations, removal of chimneys, new windows to the front and rear. 10 Cliffe Road CV32 6PD

RESOLVED that no objection is raised.

W/20/1207 Spitfire Bespoke Homes Ltd Erection of 3 no detached dwelling houses and associated engineering and landscaping works following the partial demolition of existing buildings. To retain the Huntley Lodge frontage to Northumberland Road and the existing substation. Huntley Lodge, 47 Northumberland Road, Leamington Spa

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

W/20/1223 N Kundi Demolition of rear single storey outbuilding and replacement with single storey rear extension. Loft conversion including installation of conservation spec. rooflights and rear dormer. Replacement/revised fenestration to rear elevations. Lightwell to front bay. 35 Gaveston Road CV32 6EX

RESOLVED that an objection is raised on the following ground:

The proposed dormer is overlarge, leading to potential loss of privacy and a negative impact on the amenity of current and future neighbours.

51. 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 in the Report are noted.

52. PLANNING APPEAL NOTIFICATIONS

The following Planning Appeal notification was reported:

Application No: W/19/1197

Applicant: Ms J Gill

Site: 89 Shrubland Street CV31 2AR

Description: Change of use of dwelling (use class C3) to 7 bed house in multiple occupation (use class sui generis) (retrospective)

(This application also has an Enforcement Appeal Notification ref. ACT386//19 with the alleged breach of planning control being that without planning permission, the property was changed from a dwelling house (C3) to an HMO (C4))

RESOLVED that the Report is noted.

53. PLANNING APPEAL DECISIONS

The following Appeal decision was reported and noted:-

Application No: W/19/1253LB

Applicant: Mr & Mrs Leith

Site: Waverley House 70 Binswood Avenue CV32 5RY

Description: Proposed replacement of sash windows facing Lillington Road and Binswood Avenue

Decision: Dismissed

54. TREE PRESERVATION ORDERS

There were none.

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

Signed

Dated



Report 9 (b)

THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 24th SEPTEMBER 2020. THE MEETING TOOK PLACE VIRTUALLY VIA ZOOM.

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

Apologies: Councillors Navdeep Kaur Atwal, Julija Boulton and Nick Wilkins

55. DECLARATIONS OF INTEREST AND REQUIREMENTS FOR DISPENSATIONS

Councillor Alty declared a non-pecuniary interest in applications W/20/1007 and W/20/1123 by reason of knowing the applicant.

56. PUBLIC FORUM

No representations were made

57. MINUTES

The Minutes of the Planning Committee held on 3rd September 2020, having been circulated, were considered.

RESOLVED that the Minutes of the Meeting of the Planning Committee held on 3rd September 2020 are confirmed and signed as a correct record.

58. PLANNING APPLICATIONS

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

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

W/20/1279 Mrs A Badyal New porch, side roof dormers and side extension 55 Alexandra Road CV31 2DD

RESOLVED that no objection is raised

W/20/1007 Outline application for demolition of existing workshop and the construction of a mixed use development consisting of a complementary health suite (D1), offices (B1) and 10 no. flats (C3) (revision of application W/18/0190) Unit 3 Holly House Queensway CV31 3LZ

RESOLVED that no objection is raised - the Town Council notes the condition attached to the previous planning permission on this site regarding the overall height of the proposed building not exceeding the overall ridge height of the development known as Monarch Court. We would wish to see the same condition attached to this application once finalized and if granted permission.

In accordance with the Council's Code of Conduct, Councillor Alty, having declared a non-pecuniary interest in the above item by reason of knowing the applicant, did not take part in the discussion thereon.

W/20/1087 Mrs L Cornish Change of use from A1 (shop) to mixed use of A1 and A4 (drinking establishment). 25% of premises will be used as A4 for tasing and cocktail bar 121 Regent Street CV32 4NU

RESOLVED that no objection is raised - the Town Council supports the application of conditions as recommended by the Environmental Health Officer.

W/20/1248 Real Estate Investors Plc Change of use from A1 to open A1, A2, A3 and A5 use 53 Warwick Street CV32 5JR

RESOLVED that no objection is raised - the Town Council supports the comments of the police regarding any future A5 useage.

W/20/1123 Mrs J Malle Resubmission of W/19/1176: retrospective change of use from C3 residential to 4 bedroom C4 House in Multiple Occupation 6 Villiers Street CV32 5YH

RESOLVED that no objection is raised - the interpretation of policy H6c is difficult in this application. Our view is that it does not apply in this case given it is not the entire property at no 2 Norfolk Street which would be sandwiched between 6 Villers Street and 4 Norfolk Street. If this is not the case, we would appreciate an explanation of exactly when this policy applies and when it does not, and we would then review our response. We also note that again this application contains poor quality drawings with no scales and lines which are not straight.

In accordance with the Council's Code of Conduct, Councillor Alty, having declared a non-pecuniary interest in the above item by reason of knowing the applicant, did not take part in the discussion thereon.

W/20/1240 Valhalla Changes of use from existing offices on all floors at 18 Parade and first, second and third floors only at 20 Parade to create 10 no. self-contained apartments 18-20 Parade CV32 4DW

RESOLVED that no objection is raised, subject to no objection from the Conservation officer and subject to no objection from the Environmental Health officer regarding possible noise impacts between floors.

W/20/1241LB Valhalla Proposed internal alterations and external repair works to facilitate change of use from existing B1a offices on all floors at 18 Parade and first, second and third floors only at 20 Parade to create 10 no. self-contained apartments 18-20 Parade CV32 4DW

RESOLVED that no objection is raised, subject to no objection from the Conservation officer and subject to no objection from the Environmental Health officer regarding possible noise impacts between floors.

W/201209 Mrs G Diaper First floor side extension over existing garage 62 St Andrews Road CV32 7EX

RESOLVED that an objection is raised on the following ground:

There is no setback shown in the roofline between the original dwelling and the proposed extension, therefore the extension does not appear subservient to the original dwelling.

(further amended drawings were submitted which contain an appropriate setback in the roofline so the objection was withdrawn under a majority view on 7th October 2020)

W/20/1015 R Hawkins Erection of first floor side extension to raise the height of the existing single storey wing on the north-east side of the dwelling, erection of a dormer within the rear roof slope of the existing garage and alteration to the front elevation of the existing garage (this application is a resubmission of application ref: W/20/0313) 91 Northumberland Road CV32 6HQ

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

W/20/0729 Mr M Griffin Application of render to all elevations and cladding to front elevation 4 Risdale Close CV32 6NN

RESOLVED that no objection is raised - the Town Council notes this would be a positive opportunity for the installation of external insulation when the cladding is installed.

W/20/0765 SKJ Property Erection of a detached garage with studio above fronting Mill Road 23 Leam Terrace CV31 1BB

RESOLVED that no objection is raised, subject to no objection from the Conservation officer, and that the minimum distance separation between this proposed building and the flats opposite on Mill Road is satisfactory. The Town Council notes the loss of amenity space for future residents but is not of the opinion that the development will be out of keeping with the established character of the street.

W/20/1287LB Priory Dental Centre Change of use of second floor orthodontist preparation room to surgery rooms and enlargement of width of stairs Dental Surgery 4 Priory Terrace CV32 1BA

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

W/20/1204 MBNL, EE Ltd and Hutchison 3G UK Ltd Application to replace existing 15m monopole structure for a 25m HS2 Monopole supporting 12no. EE/H3G antenna apertures, 4 no. 600mm dishes together with the replacement of existing cabinets adjacent to the structure Existing Base Station Sydenham Industrial Estate 8A Berrington Road CV31 1NB

RESOLVED that no objection is raised

59. 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 in the Report are noted.

60. PLANNING APPEAL NOTIFICATIONS

The following Planning Appeal notification was reported:
Application No: W/20/0247
Applicant: Mr Patrick O'Sullivan

Site: 3-5 Mill Street CV31 1ES

Description: Subdivision of 3 and 5 Mill Street to create two separate dwellings, single storey extensions to the rear, dormers within rear roof slope, application of render to front elevation, insertion of windows at first floor level to front elevation, new front boundary wall with railings

RESOLVED that the Report is noted.

61. PLANNING APPEAL DECISIONS

There were none

62. TREE PRESERVATION ORDERS

Tree Preservation Order No: 562

Site: 8, 9, 10, 15 & 16 Wheathill Close CV32 6PL

Reason: The three trees conclude the avenue of trees that line Wheathill Close, all eleven trees are of the same species and variety, and all are of similar stature and as individual trees and collectively as an avenue the trees provide a very significant public amenity. The removal of any one of the trees would detract significantly from the collective value.

Because of their position the trees are clearly visible to all of the properties in Wheathill Close, as well as from Beverley Road. All the trees appeared to be in good overall health with a retention span of in excess of up to 40 years. Under the Tree Evaluation Method for Preservation Orders (TEMPO), the trees scored 17. A score of 16+ is regarded "definitely merit a Tree Preservation Order".

In summary, the Council considers it expedient to make a provisional TPO under Section 198 of the Town and Country Planning Act.

RESOLVED that the Tree Protection Order is noted

63. AOB

A formal response by The Council to the White Paper on proposed changes to the planning system was delegated to the Planning Committee by The Council at its meeting on 17th September 2020. Responses are due to NALC by 15th October and to the government by 29th October.

The Democratic Support Officer (DSO) proposed the following procedure and deadlines by which a comprehensive response could be reached by the Planning Committee:

- Members return their responses to the 26 questions posed in the White Paper to the DSO by 5pm on 7th October.
- The DSO will collate these and create a coherent, collective response which will be returned to all members by 5pm on 9th October.
- This should be read and confirmed by members by 5pm on 12th October.
- Final response will be submitted to NALC and to the government on 13th October.

The meeting commenced at 6:00pm and concluded at 7:05pm.

Signed

Dated

Report 9 (c)

THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA

**MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 15th
OCTOBER 2020.**
THE MEETING TOOK PLACE VIRTUALLY VIA ZOOM.

Present: Councillors Jennifer McAllister (Vice Chair), David Brunson, Navdeep Kaur Atwal, Amanda Stevens and Nick Wilkins

Apologies: Councillors Julija Boulton, Janet Alty and Mubarak Chowdry.

64. DECLARATIONS OF INTEREST AND REQUIREMENTS FOR DISPENSATIONS

Councillor Wilkins declared a non-pecuniary interest in application W/18/2312 as he is a current keyholder and volunteer at the Priors Club (Leamington Winter Shelter).

65. PUBLIC FORUM

No representations were made

66. MINUTES

The Minutes of the Planning Committee held on 24th September 2020, having been circulated, were considered.

RESOLVED that the Minutes of the Meeting of the Planning Committee held on 24th September 2020 are confirmed and signed as a correct record.

67. PLANNING APPLICATIONS

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

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

W/20/1416 Mr Singh Part single storey, part two storey, side and rear extension, loft conversion with rear dormer, front roof lights and removal of chimney (resubmission of W/20/0745) 9 Grosvenor Road CV31 2NN

RESOLVED that no objection is raised - as the dormer window (which was the reason for refusal on the previous application) has been reduced in size now and does not feature a Juliet balcony.

W/20/1415 NJS Investments Ltd Proposed second floor extension to form 2 no. new flats, extension to HMO on first floor to provide new living area, extension to shop on ground floor at front and increase in size of basement 62 Brunswick Street CV31 2EG

RESOLVED that an objection is raised on the following grounds:

Whilst some of the bulk and massing of the proposed building is less than with application W/18/0110, we still consider the development to be harmful to the character of the streetscene and the original building due to its

dominant appearance in terms of bulk and scale. This contravenes Policy BE1 of the Local Plan.

The Town Council notes the use of a parking survey from Feb 2018 and questions it's up to date usefulness and where exactly bike storage on site will be? An electric charging point is commended but without a dedicated parking space to use it how will it be best used without creating a trip hazard?

W/18/2312 Leam Properties Demolition of existing social club and erection of two and three storey café and bar with ancillary manager's flat and staff accommodation (consultation on approval of condition 4) Priors Club Tower Street CV31 2DR

RESOLVED that no objection is raised to the approval of condition 4 of this planning permission

W/20/1342LB New Dimension Enterprise Ltd Display of non-illuminated hanging sign to front elevation and like for like repairs and decorations to existing shopfront including painting 116 Parade CV32 4AQ

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

W/20/1341 New Dimension Enterprise Ltd Display of non-illuminated hanging sign to front elevation 116 Parade CV32 4AQ

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

W/20/0671 Haggarty Erection of a first floor extension above existing bungalow and 2m high brick wall and gate to eastern boundary (amended plans) Marchmont Guys Cliffe Road CV32 5BY

RESOLVED that as the plans have been significantly amended since they were last submitted, the Town Council would like to raise an objection to this application on the following grounds:

1. The proposed extension does not appear subservient to the existing building in scale or height.
2. The proposed development is out of keeping with the Conservation Area and the street scene
3. The proposed 2m wall has a negative impact on the Conservation Area and gives a fortress-like impression.

W/20/1171 Mrs A Williams Erection of two storey rear extension and single storey rear extension; application of new external render and installation of external cladding to front, side and rear elevations; Erection of pitched roof over existing two storey flat roof and erection of front porch. (The description of development for this application has been amended for the avoidance of doubt because it was incorrect on the initial consultation letter – the application has not changed in any way) 87 Lime Avenue CV32 7DG

RESOLVED that no objection is raised - following the submission of the amended description of this application, the Town Council maintains its comments from 4th September 2020.

W/20/1266 Mr M Fleet Erection of a new dwelling following
demolition of existing garage 4 Haddon Road CV32 7QX

RESOLVED that an objection is raised on the following grounds:

1. The proposed development appears crammed into the available space on this site and constitutes overdevelopment.
2. Out of keeping with the streetscene
3. Negative impact on the neighbour's amenity in terms of overlooking and lack of light (possible breach of 45 degree line to no 2)
4. The minimum 1m distance from the common boundary and the first floor gable wall of the proposed dwelling is not met.

W/20/1345 WCS Care Group Erection of a timber cabin within the
grounds of an existing care home for use of the residents Four Ways Mason
Avenue CV32 7PE

RESOLVED that the Town Council supports this application as it would provide a safe, innovative and pleasant place for residents to use during the Covid 19 situation (and afterwards)

W/20/1321 Mr M Burgess Erection of proposed rear stair tower
39 Northumberland Road CV32 6HF

RESOLVED that no objection is raised, subject to no objection from Conservation on this resubmission of the stair tower

W/20/1337 Mr M Burgess Erection of proposed two storey extension with
ridge to match existing 39 Northumberland Road CV32 6HF

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

W/20/1462 Mr T Bhangal Removal of existing rear (east
elevation) conservatory and replacement with new extended conservatory with new scissor
lift. introduction of 2no draught lobbies to front (west) elevation Gurdwara Sikh
Temple Tachbrook Park Drive Warwick CV34 6RH

RESOLVED that the Town Council supports this application as it includes much needed and beneficial changes to help the building operate more efficiently and it includes no major changes to the exterior

W/20/1318 Mr Viridi Proposed garage conversion and associated
single storey extension 94a Radford Road CV31 1JX

RESOLVED that no objection is raised - the Town Council notes that should the extant planning permission W/19/1405 be executed on this site as well as this application there will be very limited outside amenity space for current and future residents.

W/20/1332 Alight Media Replacement of an existing internally
illuminated 48-sheet advertisement display with an internally illuminated 48-sheet digital
advertisement display 52 High Street CV31 1LW

RESOLVED that no objection is raised, subject to no objection from Environmental Health in terms of potential light impacts from the digital display on the immediate area.

RESOLVED that the Town Council supports this application as it would provide a safe, innovative and pleasant place for residents to use during the Covid 19 situation (and afterwards)

68. 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 in the Report are noted.

69. PLANNING APPEAL NOTIFICATIONS

The following Planning Appeal notification was reported:

Application No: W/20/0980

Applicant: Mr J Pangli

Site: 9 Camberwell Terrace CV31 1LP

Description: Construction of two lightwells to the front of the property

Application No: W/20/0467

Applicant: WM Morrison Supermarkets plc

Site: Morrisons Old Warwick Road CV31 3NT

Description: Part retrospective application for signage comprising 3 no. internally illuminated fascia signs, 3 no. hoarding signs (non-illuminated) and external vinyls on all sides and rear facing elevations of pod structures (resubmission of W/19/2164)

Enforcement Appeal Notification

Reference No: ACT 0565//18

Applicant: Mr Haralabos Angelidis

Site: 41 Clemens Street CV31 2DP

Description: Without planning permission, the erection of fencing, trellis, fixed furniture and planters on the Land.

RESOLVED that the Report is noted.

70. PLANNING APPEAL DECISIONS

There were none

71. TREE PRESERVATION ORDERS

There were none.

72. AOB

Warwick District Council has issued a draft Statement of Licensing Policy (2021-2026). This is out for consultation currently with a deadline for responses of 5th November 2020. The remit of this Committee includes Licensing matters so a response on behalf of the Town Council is required from this Committee. It was agreed that the Democratic Support Officer (DSO) would circulate the document to Planning members and any comments would be returned to the DSO by 9am on 2nd November 2020. A formal response would then be returned to WDC by 5th November 2020.

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

Signed

Dated

Report 9 (d)

MINUTES OF A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE HELD ON 5th OCTOBER 2020

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

Present: Councillors David Brunson, Will Bryce, Amy Evans, Jennifer McAllister, Louisa Radice, Amanda Stevens and Susan Rasmussen.

Also present: Mr Barry Franklin (Leamington History Group) and Ms Karen MacQueen (Leamington International Twinning Society)

18. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Judith Clarke and Julija Boulton.

19. DECLARATIONS OF INTEREST

Councillor Amanda Stevens declared a non-pecuniary interest as the Town Council member representative in the Leamington International Twinning Society (agenda item 4) and Councillor Will Bryce declared a non-pecuniary interest as he is involved in the retail of Bach Choir music purchases (agenda item 7).

20. PUBLIC FORUM

There were no representations from Members of the public

21. TOWN TWINNING MATTERS

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

- LITS held a Coffee in the Park meeting in August which more than 20 people attended – this was the only social event to be held this year.
- Two Newsletters have been produced and sent out over the summer and another will be out by the end of October.
- A new Treasurer and new Secretary have been elected to the LITS Committee, the website is to be launched by the end of October and a new Friends of LITS membership category has been introduced. This category is for those who are unable to host visitors but still wish to be involved.
- A promotional film is planned as a visual aid for people to explain the experience of being a member of LITS and the different ways they can get involved. It is hoped this will help encourage more people to join up.
- The group is still aiming to visit Sceaux in April 2021 if possible (to be reviewed January 2021).

- The involvement of young people in LITS was then discussed with Karen McQueen explaining that LITS has a Young Person's Fund which can be used to help young people access the trips and events. The Fund would benefit from wider publicising and this is something the group is looking at improving.
The Committee passed on their thanks for the ongoing sterling work being done to maintain and develop LITS this year, given the Covid 19 situation.

RESOLVED that the Report is received and noted.

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

22. **MINUTES**

RESOLVED that the Minutes of the Meeting of the Cultural and Community Committee held on 13th July 2020 are confirmed and signed as a correct record.

23. **MATTERS ARISING FROM THE MINUTES**

(i) To note the progress of Leamington History Group's next stage of its "People & Places" project (a further film which will explore the development of Leamington Spa after the wane of its popularity as a Spa Town)

Barry Franklin (Chair of The Leamington History Group) was welcomed to the meeting and gave a verbal update on the ongoing work of the group:

- The second film in a planned series of films in the groups' "People & Places" project is due out by the end of October. This one will be entitled "Leamington's Victorian Legacy".
- The first film which covered the birth of Leamington Spa as a spa town has had over 12,000 views on Facebook.
- The third film in the series (for which funding is being sought via the Town Council's Community Grant Fund) will be about the history and works of Leamington Borough Council up to its dissolution in 1974. The group is hoping to engage local school children to help narrate this film.
- The group reiterates its thanks for the funding received from the Cultural & Community Committee for the second film which was transferred from the Town Walks budget.

RESOLVED that the Report is received and noted.

Barry Franklin was thanked for his attendance and left the meeting.

24. **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
Air Ambulance	Funding for one mission – restricted funding for Leamington Spa	£1700	£1700
Bach Choir	Redesign and reimplementation of website	£2000	£2000
Central England Lipreading Trust (CELST)	Two ten-week lipreading courses at Brunswick Hub	£2000	<i>Request further information (£2000)</i>
Myton Hospice	18 Myton at Home visits	£1908	£1908
Marie Curie Nursing Service	3 nights of care and support	£540	£540
Time 4 Hope	Peer group support for 5 sessions and 1:1 counselling for 6 weekly sessions via Microsoft Teams. For families with complex disabilities	£2000	£2000
St John the Baptist Church	SJB Youth & Community Garden	£2000	<i>Require evidence of permissions in place before funding to be released (£2000)</i>
RLS Archery Society	Generator, storage and installation	£2000	Unsuccessful - £0
Friends of Leamington Station	Repaint running in boards, rebuild compost bins	£1150	£1150
NW Active Community Foundation CIC	Art and yoga sessions for young people with mental health and anxiety issues	£1980	£1980
Age UK – Painting's Plantation (Campion School Nature Reserve)	Path extension	£2000	£2000
Arts Uplift CIC	Covid 19 Recovery Arts Programme for	£2000	£2000

	ex-offenders on probation		
Castel Froma Neuro Care	Keep Connected – purchase of 5 I pads for residents	£1745	£1745
Leamington History Group	Creation of Spa Town video	£2000	£2000
Saturday Friendship Group – St Peter Apostle	Continued support of the Way Ahead Project	£2000	<i>Request further information (£2000)</i>

Note: In accordance with the Council's Code of Conduct, Councillor Bryce, having previously declared a non-pecuniary interest in the application by the Bach Choir remained in the meeting but took no part in the discussion and voting on the application.

25. **LEAMINGTON IN BLOOM**

A verbal update was given on the ongoing activities of Leamington in Bloom by the Democratic Support Officer:

- The three winners of this year's Photographic Competition were:
1st Roger Wagstaff (£50)
2nd John Bray (£35)
3rd Laura Valadez (£20)
Theme was "Connectivity in Leamington Spa"
- Shops, Pubs & Restaurants competition had 19 winners – certificates are framed and being distributed. A socially distanced photo opportunity has been arranged with the photographic winners, a sample of the Shops, Pubs & Restaurants competition winners and the Mayor where she will give out cheques and certificates.
- 14 photos have been chosen by LiB members for the 2021 calendar – 100 copies have been printed and these will be sold via the Town Hall, the TIC in the Pump Rooms and online at www.leamingtoninbloom.co.uk They are £3/copy.
- The LiB 2020 Magazine has been printed. There were 200 copies and these have been distributed via LiB members and via the Town Hall and the TIC. They have been given away to green groups, community groups, nurseries, local gardeners etc.
- The group will meet with Simon Richardson on 6th October 2020 to choose the colours and plants for the hanging baskets and beds for 2021, as well as for the Floral Trains. The group will need a new supplier of plants for next year as Baginton's Nursery has ceased to trade.

- LiB will not meet again after that until December for an annual review and consideration of possible activities for next year.
- LiB Twitter, Facebook and Instagram are ongoing and regularly updated

26. **TREES**

Gavin Callard (Warwickshire County Council arboricultural officer) is currently on extended leave so no 2020 update report has been received for this meeting.

Members are requested to consider new locations for the tree planting schedule for 2021.

Actions: 1. Suggestions for new tree locations to be sent to the DSO

2. DSO to chase update report for 2020

The meeting commenced at 6.00 pm and ended at 8:15 pm.

Report 9 (e)

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 10th SEPTEMBER , 2020

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

Present: Councillors Sarah Boad (Chairman), Janet Alty, Alan Boad, Julija Boulton, Mubarik Chowdry, Judith Clarke, Bill Gifford, Louisa Radice and Nick Wilkins.

24. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors Will Bryce and Susan Rasmussen

25. DECLARATIONS OF INTEREST

Councillors Alan Boad and Bill Gifford declared non – pecuniary interests in Railway Bridges – Pigeon Control Measures (Agenda item 5 (i)) and Street Cleansing and Grounds Maintenance Services (Report No. 6), as Members of Warwick District 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 9th July, 2020 (Report No.4) are confirmed as a correct record

28. MATTERS ARISING FROM THE MINUTES

(i) RAILWAY BRIDGES – PIGEON CONTROL MEASURES

The Town Clerk reported that Warwick District Council had now undertaken a further site inspection of the Lower Avenue bridge and had agreed to rectifying the holes in the netting which allowed pigeons to continue nesting. However it was the intention of the District Council to consider terminating the legal agreement with Network Rail, once this work was completed.

RESOLVED that the Report is noted and the Town Clerk thanked for pursuing this to a successful conclusion.

(ii) TOWN HALL SERVICE CHARGES

The Town Clerk reported that the District Council had accepted that the recharges paid by the Town Council in respect of service charges would be reduced by the sum of £350 in recognition of the period during which the Town Hall was unoccupied due to the Covid 19 pandemic. This would be reimbursed to the Town Council through the quarterly recharges made in October and January 2021

RESOLVED that the Report is noted and action of the Town Clerk endorsed.

29. STREET CLEANSING AND GROUNDS MAINTENANCE SERVICES

Consideration was given to a Report (Report No 6) setting out options for the future provision of street cleansing and litter collection in Leamington Spa Town Centre.

The Committee was reminded that Warwick District Council was currently inviting tenders for a new 8 year contract for Street Cleansing and Grounds Maintenance to take effect from April, 2021. The District Council had written to all Town Councils indicating that arising from budgetary restrictions the current barrow operative service would no longer be delivered, unless supported in financial terms by each Town Council. In the case of Leamington Town Centre, the subsidy required was £20,000 a year. In the event that Town Councils were unable to contribute to the quoted cost of the contract, Warwick District Council will continue to meet its duty to keep open spaces free of litter and refuse, so far as is practicable.

In addition, the Town Councils had also been requested to consider supporting the cost of maintaining planting displays on roads and roundabouts. In Leamington Spa, the Town Council had agreed to assume responsibility for this aspect of the service and, in view of the modest cost, undertake the work independently.

The Town Clerk reported that following consideration of this proposal, Warwick Town Council had agreed some elements of funding for grounds maintenance work but would not be funding the barrow operative service. A decision from Kenilworth Town Council was anticipated in the next week.

Following consideration of the options in the Report it was

RESOLVED that

(i) that Warwick District Council is advised that the Town Council declines making a financial contribution to the Barrow Operative Service in Leamington Town Centre;

(ii) that management of the planter displays is discussed with the Leamington in Bloom Group and Warwick District Council with a view to effective maintenance of perennial planting displays.

30. FUTURE MANAGEMENT OF MEETINGS

Consideration was given to a Report (Report No.7) regarding arrangements for the management of Council meetings.

The Town Clerk reported that the Communications Working Group had met on the 8th September and had endorsed the general principles in the Report.

The Committee was supportive of meetings of the Town Council being live streamed, initially via the Council's Facebook account, as a trial arrangement. There was a recognition that confidentiality provisions would need to apply and that members of the public who joined meetings virtually would need to be advised of the relevant protocols to enable the opt out from recording to be exercised if they wished. The importance of ensuring that meetings are conducted in a business like

and orderly manner was emphasised and the Town Clerk asked to investigate use of common backgrounds for individual Members of the Council.

RESOLVED

- (i) that meetings of the full Council are recorded and made available for an initial trial period via the Council's Facebook account;
- (ii) that consideration is given to extending access to meetings via the You Tube channel following further investigation by the Town Clerk
- (iii) that participation in meetings held virtually is subject to compliance with the General Data Protection Regulations;
- (iv) that the protocol set out at Appendix 1 to the Report is adopted for publication;
- (v) that during the trial period, Council Committee meetings continue to be held remotely and that the public are made aware through the website and social media of opportunities to join and participate in meetings but that these meetings will not be recorded;
- (vi) in relation to the Management of social media, the Guidance set out at Appendix 2 is adopted as a Policy Statement
- (vii) that the work of the Communications Group is noted and that further recommendations as may arise in consideration of implementing public accessibility to meetings are taken into account when agreeing a Council Policy.

31. EQUALITY AND DIVERSITY POLICY

Consideration was given to the Report (Report No 8) setting out a revised Equality and Diversity Policy for the Town Council.

A member clarified the use of term "gender" and proposed that this was the more appropriate definition to be used for distinguishing between the sexes. It was accordingly moved and seconded that Sections 3 and 6 of the Report are amended.

RESOLVED that, subject to the amendment of Sections 3 and 6, the Equality and Diversity Policy is adopted as Council Policy with immediate effect.

32. ALLOCATING FUNDING IN SUPPORT OF MAYORAL EVENTS

Town Clerk advised that the Council budget for 2020/21 provided for a funding contribution of £1,500 to meet the costs associated with the Civic Dinner. This event was one of the principal occasions in the year in which the Mayor raised funds in support of the Mayoral Charities. In view of the cancellation of almost all the Mayor's public engagements in the year to date as a result of Covid-19, there was a high probability that limited funding would be available to donate at the municipal year end. There was also no prospect of a Civic Dinner being organised unless the current restrictions on social gatherings were lifted.

RESOLVED that the budget for the Civic dinner in the sum of £1,500 is reallocated to the Mayoral Charity account if at the financial year end it has not been incurred for its original purpose.

33. 2020-21 LOCAL AUTHORITY SALARY AWARD

The Town Clerk reported that the National Salary award for local government employees was 2.75% across all salary points effective from 1st April, 2020.

Salary scales for Town Clerks and other Town Council employees would be adjusted in accordance with the same increase and would be applied in the September pay run. This had no budgetary implications as the Council has anticipated an increase of 3% when setting its budgets for the year.

RESOLVED that the Report is noted.

34. CURRENT ACCOUNT BANKING ARRANGEMENTS

The Town Clerk reminded the Committee that it had agreed to open new banking arrangements with Triodos Bank in recognition of a policy of ethical banking. Following extensive discussion with the Bank it was evident that the Council's current arrangements for payroll, which were undertaken by an external payroll agency- SD Worx- could not be administered by Triodos in the same manner. As an alternative either the payroll agency would need to have internet access to the Council's account or the Council's individual account signatories would need to authorise payroll and tax payments on each separate occasion.

In view of the complexity and time considerations inherent in the latter arrangement, it was therefore agreed that for the immediate future the Council's current banking remains with HSBC.

The Town Clerk further advised that the Council could benefit from internet banking through HSBC at an initial cost of £350 and a recurring monthly fee of £21 plus £0.24 per outward transaction.

RESOLVED

(i) that the current account opened with Triodos Bank is terminated;

(ii) that the Council continues to use HSBC as its principal current account bank

(iii) that the Town Clerk investigates other options for internet banking and reports to a future meeting.

35. ACCOUNTS

Consideration was given to a schedule of accounts in the sum of £60,364.81.

RESOLVED that the schedule of accounts is approved for payment.

The meeting commenced at 6.00 pm and ended at 7.35 pm.

Report 9 (f)

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 8th OCTOBER , 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, Mubarik Chowdry, Judith Clarke, Bill Gifford, Louisa Radice and Susan Rasmussen.

25. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Will Bryce

37. DECLARATIONS OF INTEREST

Councillor S Boad declared a non-pecuniary interest in Agenda Item 6 (Warwickshire Fire & Rescue Service – Integrated Risk Management Plan) as a member of Warwickshire County Council.

Councillor A Boad declared a non-pecuniary interest in item 8 (Warwickshire Unitary Authority) as a member of Warwick District Council.

Councillor B Gifford declared non-pecuniary interests in Agenda Items 6 (Warwickshire Fire & Rescue Service – Integrated Risk Management Plan) and 8 (Warwickshire Unitary Authority) as a member of Warwickshire County Council and in Agenda Item 8 as a member of Warwick District Council.

38. PUBLIC FORUM

There were no representations from Members of the public.

39. MINUTES

RESOLVED that the Minutes of the Meeting of the Policy and Resources Committee held on 10th September 2020 (Report No.4) are confirmed as a correct record.

40. MATTERS ARISING FROM THE MINUTES

(i) CURRENT ACCOUNT BANKING ARRANGEMENTS

The Town Clerk reported that his predecessor had investigated some options related to banking arrangements. It was noted that unfortunately it had emerged that some aspects of the Triodos' bank system were not compatible with certain aspects of the Town Council's existing financial operations and therefore the Triodos account would not suitably meet the Town Council's needs and would be closed.

The existing banking provider could provide access to internet banking, which could increase efficiency of certain processes.

It was noted that the Town Council had undertaken to explore banks with clear ethical stances, however it was also agreed that the practical arrangements needed to be effective and efficient.

It was agreed that the new Town Clerk would be afforded some time to familiarise himself with current banking arrangements and processes before bringing proposals back to the committee in due course.

(ii) STREET CLEANSING AND MAINTENANCE SERVICES

It was noted that since the previous minutes had been produced Kenilworth Town Council had also agreed not to make a financial contribution to the Barrow Operative service.

(iii) FUTURE MANAGEMENT OF MEETINGS

The Town Clerk noted that the use of You Tube was being explored in relation to the Remembrance Sunday service and this would help inform its future use for Town Council meetings.

A question was raised about Remembrance Sunday and the Town Clerk reported that Town Council officers are working with partner organisations to arrange an event which will by necessity be much smaller this year due to the Covid pandemic. Details will be communicated in due course.

41. WARWICKSHIRE FIRE AND RESCUE AUTHORITY – INTEGRATED RISK MANAGEMENT PLAN

Warwickshire Fire and Rescue Authority's current consultation (ending 6th November) on their draft Integrated Risk Management Plan was discussed, including the 5 key proposals:

- Ensure our workforce and ethos reflect the diverse communities we serve.
- Assess our capabilities to improve our ways of working in response to any future pandemics.
- Assess our overall resource capacity to ensure our personal and physical assets are in the right place and at the right time to deliver our statutory duties.
- Develop further opportunities to support the wider community health outcomes and help to protect Social Care and the NHS.
- Implement digital solutions to enhance our service delivery.

The following comments were made:

- The five 'proposals' identified in the draft plan seemed very sensible and were fully supported.
- The issue / challenge of embedding diversity issues into operations was discussed and it was noted that the Fire and Rescue service had indeed been very active on this topic.
- The Town Council is very supportive of the aspirations in the plan.

RESOLVED

- (i) that the Town Council supports the aspirations and 'proposals' identified in the Integrated Risk Management Plan.

(ii) that the Town Clerk responds to the consultation on behalf of the Town Council.

42. BUDGET MONITORING REPORT

The report was discussed and a number of comments made. It was noted that the cost of the Lillington by-election still needed to be clarified with Warwick District Council.

Community Infrastructure Levy – it was noted that further CIL monies were anticipated and consideration would be given to how those funds can be best used.

RESOLVED that the report be accepted.

43. WARWICKSHIRE UNITARY AUTHORITY

Recent activity in relation to the potential move to unitary local authorities was discussed, including:

The publishing of two reports, one commissioned by Warwickshire County Council and one by Warwick District Council (in conjunction with other District Councils), which make the case for a single unitary authority for Warwickshire and two unitary authorities respectively. Links to both reports had now been circulated to all Councillors.

It was noted that Warwickshire County Council plans to request that national government consider Warwickshire in the early tranche of authorities to explore a unitary model.

Any move to unitary local government would have significant implications for town and parish councils, but could offer significant opportunities.

A meeting of town and parish councils in Warwick District took place on 29th September, facilitated by the Warwickshire Association of Local Councils (WALC). Whilst attendees recognised there may be some opportunities, smaller local councils felt their ability to take on services was limited. The meeting resolved to await the content of the anticipated government white paper on local government reform.

It was noted that this process had taken place in other areas, including neighbouring Northamptonshire and if appropriate, the Town Council could liaise with other Town Councils about their experiences.

Invitations to WCC led briefings on this topic had recently been circulated to all Councillors.

RESOLVED that the Town Council monitor the evolving situation and consider the matter further as more detail emerges.

44. PURCHASE OF NEW I.T. EQUIPMENT

The Town Clerk reported verbally on the requirement to replace some existing IT equipment in the short term in order to facilitate more efficient working, enable

remote working more easily and to provide greater resilience. This can be done within existing budget provision. He advised he would give further consideration to the Town Council's IT infrastructure in due course and bring any further recommendations to the committee. The committee supported these proposals.

RESOLVED that the purchase of two laptop computers, associated peripheral equipment and a mobile phone is approved.

45 **ACCOUNTS**

It was noted that due to the timing of the handover to a new Town Clerk, information relating to this item had not been included with the agenda. The relevant information will be provided to the next meeting.

The meeting commenced at 6.00pm and ended at 6.58pm.

Report 9 (g)

**MINUTES OF A MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGON SPA
HELD ON 17th SEPTEMBER 2020**

To follow