



ROBERT NASH ACIS DMS  
Clerk to the Town Council

Clerk@leamingtonspatowncouncil.gov.uk

THE TOWN COUNCIL  
OF  
ROYAL LEAMINGTON SPA  
TOWN HALL, PARADE,  
ROYAL LEAMINGTON SPA  
WARWICKSHIRE CV32 4AT  
TELEPHONE: 01926 450906  
FAX: 01926 456901  
www.leamingtonspatowncouncil.gov.uk

11th May 2012

Dear Councillor,

You are summoned to attend the **ANNUAL MEETING** of the Town Council of Royal Leamington Spa will be held in the **Assembly Room, at the Town Hall, Royal Leamington Spa** on **SATURDAY 19<sup>th</sup> MAY 2012** commencing at **11.30 A.M.** for the purpose of transacting the business specified below.

All Councillors are asked to be seated by **11.20 a.m.**

Yours faithfully,

**CLERK TO THE TOWN COUNCIL**

TO ALL MEMBERS OF THE COUNCIL

---

**MEMBERS ARE INVITED TO DECLARE ANY INTEREST THEY MAY HAVE IN  
ITEMS IDENTIFIED FOR DISCUSSION AT THIS MEETING**

**AGENDA**

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
3. **MAYOR'S ANNOUNCEMENTS, INCLUDING DISBURSEMENT OF  
MAYOR'S CHARITY FUND**
4. **MAYOR'S ANNUAL AWARDS**
5. **TO ELECT THE TOWN MAYOR OF ROYAL LEAMINGTON SPA FOR  
2012/2013 AND RECEIVE THE MAYOR'S DECLARATION OF OFFICE**
6. **TO ELECT THE DEPUTY TOWN MAYOR OF ROYAL LEAMINGTON  
SPA FOR THE YEAR 2012/2013.**
7. **TO APPOINT PASTOR BILL JAMES AS THE MAYOR'S CHAPLAIN FOR  
THE YEAR 2012/13**
8. **TO APPROVE A VOTE OF THANKS TO THE RETIRING TOWN MAYOR  
AND MAYORESS**



9. PUBLIC FORUM

To receive any questions or representations from members of the public in accordance with Council Standing Order No. 36.

10. MINUTES

To confirm and sign as a correct record the Minutes of the Meeting of the Town Council held on 26<sup>th</sup> March 2012. (Report No.10)

11. APPOINTMENT OF STANDING COMMITTEES

To appoint the Council's Standing Committees for 2012/13 (Report No. 11).

**MINUTES OF A MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON  
SPA HELD ON MONDAY, 26<sup>TH</sup> MARCH 2012 AT THE TOWN HALL, PARADE,  
ROYAL LEAMINGTON SPA**

**Present:** Councillors Alan Wilkinson (Chairman), Sarah Boad, Judith Clarke, Tim Crockford, Gurpreet Singh Dulay, Bill Gifford, Balvinder Gill, David Greenwood, John Knight, Simon Lytton, Yvonne Moore, Ann Morrison, Mota Singh and Amanda Stevens.

**Apologies:** Apologies for absence were received from Councillors Roger Copping and Sue Ingleby.

**In Attendance:** Mr Nick Gower-Johnson (Warwickshire County Council), Mr Bill Hunt (Warwick District Council), Mr Ian Coker (Warwick District Council)

There were no members of the public present.

**58. CAR PARKING**

The Chairman invited Mr Coker of Warwick District Council to outline the proposals for revision of on and off street car parking charges which were contained within a report (Report No. 5) and a supporting Appendix, a copy of which had been circulated prior to the meeting and is attached to the signed Minutes.

Mr Coker indicated that the proposals had resulted from a lengthy dialogue between the County Council, the District Council and the Chamber of Trade. Consequently it was felt that the proposed charges would result in an improved parking offer which would:

- (i) provide a much clearer charging pricing mechanism to link both the on and off street charges;
- (ii) provide a charging mechanism which removes no change or over-payment issues in the Pay and Display car parks;
- (iii) encourage increased dwell times and/or remove the threat of a penalty charge notice.

He emphasised that the proposal reflected good practise elsewhere in the country and would lead to a more coherent policy for car parking charges in the future. He pointed out that in relation to the on-street parking proposals, the majority of customers would be paying less than at present as longer term parking enjoyed a reduction in charges. It was recognised that the charge for the first half hour would increase to 50p from the present 40p, but the County Council had indicated that it was prepared to reconsider this element of the charges.

With regard to the longer stay charges in the District Council car parks, Mr Coker confirmed that no increase had been proposed at Covent Garden and that the car parks in Old Town continued to be charged at a lower rate than elsewhere, reflecting the level of footfall in that area.

The Council endorsed the general principles contained within the report and welcomed the collaboration between the two principal authorities to ensure that both on-street and off-street parking charges were complementary.

Concern was expressed, however, that the charge for the first half hour was set too high and would deter visitors to the town who might be encouraged to shop elsewhere or park on the periphery of the town centre taking advantage of the

limited free parking available in those areas. In answer to further questions, Mr Coker confirmed that the District Council was anticipating expanding the number of pay-on-exit car parks as these provided greater certainty to the customer, and was also intent on exploring the options for electronic payment and payment by phone.

**RESOLVED** that the proposals set out in Report No. 5 are supported subject to the following observations:

- (i) In relation to on-street charges, the Council is concerned at the potential impact of increasing the charge for the first half an hour to 50p. It is felt that this may result in short stay visitors to the town shopping elsewhere or alternatively migrating to the fringe of the town centre to take advantage of the limited free parking available for fixed periods. It is therefore suggested that options are investigated to introduce a charge proportionate to the suggested linear charge for the first half hour, i.e. 30p or such charge that affords simplicity for users without deterring short stay visits.
- (ii) The introduction of the linear charging mechanism is supported for both on-street and off-street car parking.
- (iii) Measures to widen payment options were supported, particularly pay by phone (text).
- (iv) The opportunity to engage in effective dialogue with all partners is welcomed. Discussions on car parking charges and the benefits thus derived were felt to be indicative of a need to establish a periodic meeting of all partners similar to that afforded by the Town Centre Management Partnership.

The Chairman thanked Mr Coker for his attendance and contribution following which Mr Coker left the meeting.

***Note: In accordance with the National Code of Conduct, Councillors Wilkinson, Gifford and Gill declared personal interests in the above item by reason of being Members of Warwick District Council and Councillor Boad declared a personal interest by reason of being a Member of Warwickshire County Council, remained in the meeting and took part in the discussion and voting.***

#### **59. FREE PARKING CONCESSION**

Consideration was given to a report (Report No. 6) concerning an invitation from Warwick District Council that this Council considers which additional event it would like to associate with a free car parking concession in 2012. It was noted that, at present, the Christmas Lights Switch-on in November benefited from the District Council offering free parking. In response to many requests from organisers and other events, the District Council was prepared to offer one further free parking day.

**RESOLVED** that this Council supports a further free car parking day on 1 July 2012 to coincide with the arrival of the Olympic Torch.

60. **NEIGHBOURHOOD LED BUDGET – CROWN WARD**

Consideration was given to a report (Report No. 7) concerning a neighbourhood led budget proposal for Crown Ward. Mr Nick Gower-Johnson of Warwickshire County Council outlined the progress in preparation of the bid to the Department for Communities and Local Government for funding for a pilot project and the discussions that had ensued with officers and members of the participating partners.

He briefly outlined the proposed objectives of the project, namely:

- (i) establishing with the community those services it wants and needs;
- (ii) bringing together the presently fragmented public services to best respond to those needs and to pool the available resources;
- (iii) to work with local people to ultimately devolve the management of the services and the supporting budget.

He confirmed that whilst the bid for funding to the Department for Communities and Local Government was unsuccessful it had been agreed that the Project offered significant advantages to service delivery in the Ward and would therefore to proceed.

Work was now taking place to establish a profile of the funding spent within Crown Ward by the various partner agencies and conduct a mapping exercise identifying the community's aspirations.

During a lengthy discussion there was general support for the principal objectives of the project and the positive implications of achieving improved collaboration between the various partners. However, concern was raised regarding the opportunity for the Town Council to input to the process and to determine which services would be selected for review.

**RESOLVED** that:

- (i) the objectives of the Neighbourhood Led Budget for Crown Ward are approved and supported in principle;
- (ii) future progress is reported to the Council by means of inclusion of this item on the Agenda for future meetings;
- (iii) the Minutes and working papers of the Working Group meetings are forwarded to members of the Town Council.

The Chairman thanked Mr Nick Gower-Johnson for his attendance and informative presentation, following which Mr Gower-Johnson left the meeting.

***Note: In accordance with the National Code of Conduct, Councillor Boad declared a personal interest in the above item by reason of being a Member of Warwickshire County Council, remained in the meeting and took part in the discussion and voting.***

61. **CORRESPONDENCE**

There was no correspondence arising.

**62. MAYORAL APPOINTMENT 2012/13**

Consideration was given to a report (Report No. 9) concerning the nomination of Mayor and Deputy Mayor of the Town Council for 2012/13.

**RESOLVED** that the Town Council approves the nominations of:

- (i) Councillor Yvonne Moore as Mayor Elect for 2012/13;
- (ii) Councillor Judith Clarke as Deputy Mayor Elect for 2012/13.

**63. ROYAL DIAMOND JUBILEE CELEBRATIONS**

The Town Clerk reported that discussions on the recent meeting of the Royal Jubilee Working Party had resulted in a series of recommendations to the Cultural & Community Committee, among which was the provision of financial support to the organisers of street parties in association with the Royal Diamond Jubilee.

Subject to the recommendation being approved at the meeting on 2 April 2012, it was intended to widely publicise the availability of funding and the Committee intended that members assist this process within their own individual Wards.

**RESOLVED** that the report is noted.

**64. MINUTES OF COUNCIL AND COUNCIL MEETINGS**

- (i) Planning Committee – 2<sup>nd</sup> February and 23<sup>rd</sup> February 2012

**RESOLVED** that the Minutes of the Meetings of the Planning Committee held on 2 and 23 February 2012 are received.

- (ii) Policy and Resources Committee – 20<sup>th</sup> February 2012

**RESOLVED** that the Minutes of the Meeting of the Policy and Resources Committee held on 20 February 2012 are received.

- (iii) Cultural and Community Committee – 9<sup>th</sup> February and 6<sup>th</sup> March 2012

**RESOLVED** that the Minutes of the Meeting of the Cultural and Community Committee held on 9 February 2012 and 6 March 2012 are received.

- (iv) Council – 30<sup>th</sup> January 2012

**RESOLVED** that the Minutes of the Council Meeting held on 30 January 2012 are confirmed and signed as a correct record.

**65. ACCOUNTS**

Consideration was given to a schedule of accounts arising for payment since the last Meeting, a copy of which is attached to the signed Minutes.

**RESOLVED** that the schedule of accounts is approved for payment and the reconciliation of accounts is noted.

The meeting commenced at 6.30pm and finished at 8.05pm

**REPORT TO THE ANNUAL MEETING OF THE TOWN COUNCIL OF ROYAL  
LEAMINGTON SPA, TO BE HELD ON 19<sup>th</sup> MAY, 2012**

**APPOINTMENT OF STANDING COMMITTEES**

1. **PURPOSE OF THE REPORT**

- 1.1 To facilitate the appointment of Members to the Council's Standing Committees for the Municipal year 2012/13.

2. **CURRENT MEMBERSHIP OF STANDING COMMITTEES**

- 2.1 In accordance with the Council's Standing Orders, (Standing Order No.23), the Council may at its Annual Town Meeting appoint Standing Committees. It shall not appoint any Member of a Committee so as to hold office later than the next Annual Meeting.
- 2.2 With regard to the Constitution of any Committee of the Council, the following provisions of Standing Order 23 should be noted :-
- (i) Persons other than Members of the Council may be appointed to any Committee;
- (ii) The membership of a Committee may at any time be altered.
- 2.3 Following the election of Councillors at the Poll on 5th May, 2011 the balance of seats on the Council between the respective Political Groups is as follows:-

Liberal Democrat Group	6 seats (37.5%)
Labour Group	8 seats (50%)
Conservative	2 seats (12.5%)

Respecting the above formula, the current constitution of Standing Committees and Sub- Committees is as follows:-

<b>Committee</b>	<b>No of Seats</b>	<b>Liberal Democrat</b>	<b>Labour</b>	<b>Conservative</b>
Policy and Resources	8	3	4	1
Cultural and Community	8	3	4	1
Planning	6	2	3	1
Urgent Matters	5	2	2	1
Allotments Sub Committee	4	2	2	
Staffing	3	1	2	
Forward Plan	6	2	3	1
<b>Total Seats</b>	<b>40</b>	<b>15</b>	<b>20</b>	<b>5</b>
Percentage allocation (actual)		37.5	50	12.5
Percentage entitlement		37.5	50	12.5

- 2.4 Proposals for Committee Membership from the respective Groups have been submitted as set out in Appendix 1.
- 2.5 It is for the Council to determine the number of seats on each Committee and the appointment of individual Members in accordance with the seats allocated among the respective Groups. It is a requirement that each Committee comprise a minimum of three Members.

3. **RECOMMENDATION**

- 3.1 The Council is recommended to approve appointments to the Standing Committees and Sub Committee as set out in this Report and in accordance with the nominations of the respective Group leaders.



**COUNCIL COMMITTEES 2012-13  
(PROPOSED)**

**POLICY AND RESOURCES COMMITTEE (8)**

Councillor Sarah Boad  
Councillor Timothy Crockford  
Councillor David Greenwood  
Councillor Bill Gifford  
Councillor Sue Ingleby  
Councillor John Knight  
Councillor Ann Morrison  
Councillor Alan Wilkinson

**CULTURAL AND COMMUNITY COMMITTEE (8)**

Councillor Judith Clarke  
Councillor Roger Copping  
Councillor Gurpreet Dulay  
Councillor Sue Ingleby  
Councillor Simon Lytton  
Councillor Yvonne Moore  
Councillor Mota Singh  
Councillor Amanda Stevens

**PLANNING COMMITTEE (6)**

Councillor Bill Gifford  
Councillor Balvinder Gill  
Councillor John Knight  
Councillor Simon Lytton  
Councillor Ann Morrison  
Councillor Amanda Stevens

**STAFFING COMMITTEE (3)**

Councillor Judith Clarke  
Councillor David Greenwood  
Councillor Sue Ingleby

**URGENT MATTERS COMMITTEE (5)**

Councillor Sarah Boad  
Councillor Tim Crockford  
Councillor Bill Gifford  
Councillor Balvinder Gill  
Councillor Mota Singh

(ex-officio Councillor Yvonne Moore)

**ALLOTMENTS SUB-COMMITTEE (4)**

Councillor Sarah Boad  
Councillor Bill Gifford  
Councillor John Knight  
Councillor Ann Morrison

## **FORWARD PLAN COMMITTEE (6)**

Councillor Tim Crockford  
Councillor Gurpreet Dulay  
Councillor David Greenwood  
Councillor Simon Lytton  
Councillor Ann Morrison  
Councillor Alan Wilkinson