



THE TOWN COUNCIL
OF
ROYAL LEAMINGTON SPA
TOWN HALL, THE PARADE,
ROYAL LEAMINGTON SPA
WARWICKSHIRE CV32 4AT
T: 01926 450 906 F: 01926 456 901
E: clerk@leamingtonspatowncouncil.gov.uk
www.leamingtonspatowncouncil.gov.uk

ROBERT NASH ACIS DMS
Clerk to the Town Council

Our Ref: RN/

Your Ref:

29th May 2013

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held in Meeting Room 5A, Town Hall, Parade, Royal Leamington Spa on **TUESDAY 4th June, 2013 at 6.30 pm.**

The business will be as set out below.

Yours faithfully,

CLERK TO THE TOWN COUNCIL

To Councillors: Mrs S.E. Boad, T. Crockford, W.L. Gifford, D.A. Greenwood, S. Ingleby, J. Knight, A. Morrison and A. Wilkinson

(All other Members of the Town Council – Agenda for information only)

AGENDA

1. **ELECTION OF CHAIRMAN**
2. **ELECTION OF VICE-CHAIRMAN**
3. **APOLOGIES FOR ABSENCE**
4. **DECLARATIONS OF INTEREST**

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

5. **PUBLIC FORUM**

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

6. **MINUTES**

To consider and approve the Minutes of the Meeting held on 8TH April 2013 (Report No. 6)

7. **MATTERS ARISING FROM THE MINUTES**

(i) **ELECTORAL REVIEW FOR WARWICK DISTRICT (Minute 73)**

Town Clerk to report orally on progress since the last meeting.

8. ANNUAL TOWN ASSEMBLY

To consider the outcome of the Annual Town Assembly (Minutes of the Meeting held on 11th April, 2013 (Report No 8 herewith).

9. TOWN PLAN/AREA ACTION PLAN

To consider progress in relation to discussions with Officers of Warwick District Council on development of a Town Plan or Area Action Plan. (Report No. 9)

10. WARWICK DISTRICT CITIZENS ADVICE BUREAU

To consider the attached Report (Report No. 10)

11. WARWICK DISTRICT SHOPMOBILITY LTD

To consider matters arising from the recent Annual General Meeting of the Shopmobility Trust. Chairman to report orally.

12. ACCOUNTS

To approve a schedule of accounts for payment

13. EXCLUSION OF PRESS AND PUBLIC

“That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded from the Meeting and they are instructed to withdraw”.

14. HIRE OF GARAGE PREMISES

To consider the attached confidential Report (report No. 14)

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 8th APRIL 2013 HELD AT THE TOWN HALL, PARADE, LEAMINGTON SPA

Present: Councillors Sue Ingleby (Chairman), Sarah Boad, David Greenwood, Bill Gifford, John Knight and Alan Wilkinson

Apologies: Councillors Tim Crockford and Ann Morrison

67. DECLARATIONS OF INTEREST

There were no declarations of interest.

68. PUBLIC FORUM

There were no members of the public present.

69. BARONESS MARGARET THATCHER

The Committee noted the announcement earlier in the day of the death of the former Prime Minister, Baroness Thatcher and Members expressed their condolences.

70. MINUTES

RESOLVED that the Minutes of the Meeting held on 5 March 2013 are approved and signed as a correct record.

71. MATTERS ARISING FROM THE MINUTES

(i) **Donation of Bench**

The Town Clerk reported that the Conservation Architect at Warwick District Council had raised no objection to placing a bench on the Parade in the vicinity of the Premier Inn, subject to approval of the proposed design. He confirmed that final placement of this item would be agreed with the County Surveyor.

RESOLVED that the report of the Town Clerk is noted and work proceed with the provision of a bench on the Parade in a suitable location approved by the County Surveyor.

72. HYBRID ARTS – LADDER PROJECT

Consideration was given to a report (Report No. 6) setting out an application from Hybrid Arts for financial assistance with a programme of training and development for unemployed young people (the Ladder Project). The Committee noted that the funding request from this Council of £4,500 would form a small part of a project costing £53,000 which would be largely dependent on funding from Warwick District Council's Urban/Rural Capital Fund, the Lottery and the King Henry VIII Trust. There was some conjecture as to the applicability of funding from the King Henry VIII Trust for projects based in Leamington Spa.

The Committee noted the excellent track record of Hybrid Arts in delivering projects involving young people and endorsed the objectives of the Ladder Project.

RESOLVED

- (i) that a grant in the sum of £4,500 is made to Hybrid Arts, subject to confirmation of the award of match funding from third parties; and
- (ii) that the Town Council's contribution is drawn from the Youth Initiative Fund (£4,000) and the Social Cohesion Fund (£500).

73. ELECTORAL REVIEW FOR WARWICK DISTRICT

Consideration was given to a report (Report No. 7) which confirmed the conclusion of the Review of Electoral Ward boundaries by the Local Government Boundary Commission. The Committee noted, with disappointment, that despite its strong representations to the Local Government Boundary Commission, no major amendments had been made to parish electoral arrangements within Leamington Spa. The electoral changes would therefore result in the establishment of 11 new Wards, several of which created significant boundary inequality compared with the Commission's own suggested criteria. It was also noted that the new Wards did not relate to the District Wards and, as a consequence, there could be significant confusion amongst the electorate as scheduled elections for both District and Town Councils would take place at the same time.

RESOLVED that Warwick District Council is requested, as a matter of urgency, to conduct a Community Governance Review under the Local Government and Public Involvement in Health Act, 2007, with a view to addressing the electoral anomalies created by the Electoral review of Warwick District 2013.

74. PROPOSED ONE-WAY TRAFFIC FLOW – OSWALD ROAD

Consideration was given to a report outlining the proposed introduction of a one-way traffic system on Oswald Road to manage traffic between Rugby Road and Warwick Place.

RESOLVED that no objection is raised to the proposed one-way traffic arrangement along Oswald Road between the A445 (Rugby Road) and B4099 (Warwick Place).

75. PRECEPT REFERENDUMS BILL

Consideration was given to a report (Report No. 9) consisting of a briefing paper from the National Association of Local Councils with regard to the introduction of a Private Members' Bill in the Houses of Parliament concerning a precept referendum for Local Councils.

The Committee noted that, whilst there was a strong likelihood that the Private Members' Bill would not become law, it did represent a potential threat to the ability of Local Councils to manage their budgets and set a precept accordingly. The Committee generally considered that the proposals within the Private Members' Bill were unwieldy and unduly restrictive and that a letter should be sent to the local MP seeking his support in opposing the proposed legislation.

RESOLVED that a letter is sent to the local MP seeking his support in opposing the proposed legislation contained within the Precept Referendums Bill.

76. TRANSITION TOWN LEAMINGTON

The Town Clerk reported a letter from the Co-Treasurer of Transition Town Leamington seeking a financial contribution of £546 towards the cost of maintaining the website and other operating costs of Transition Town Leamington. The Committee generally considered that the costs of maintaining the website were somewhat excessive and a contribution of £350 was duly proposed and seconded.

RESOLVED that a grant of £350, drawn from the Council's balances, is made towards the revenue costs of Transition Town Leamington.

77. ACCOUNTS

A schedule of accounts arising for payment since the last meeting had been circulated and a copy is attached to the signed Minutes.

RESOLVED that the schedule of accounts is approved for payment.

The meeting commenced at 6.30pm and ended at 7.00pm

MINUTES OF THE ANNUAL MEETING OF THE ELECTORS OF ROYAL LEAMINGTON SPA HELD ON 11TH APRIL 2013 AT THE TOWN HALL, PARADE LEAMINGTON SPA

Present:- Jenny Armstrong, Richard Ashworth, Janice Austin, Dharam Awesti, Tony Bass, Joseph Cannon, Janice Dean, Clayton Denwood, Gordon Fyfe, John McEwen, Resham Malle, Jonathan Meredith, Kristie Naimo, Katherine Pasteur, H. Prinjha, Richard Ward

Members of Royal Leamington Spa Town Council:- Councillors Judith Clarke, Roger Copping, Bill Gifford, Balvinder Gill, David Greenwood, Sue Ingleby, John Knight, Mota Singh and Alan Wilkinson.

Representatives of voluntary organisations;

John Mather	Leamington International Twinning Society
Peter Cantlay	Leamington International Twinning Society
Veronica Valdes	St Peter's Saturday Friendship Group
David Howe	Leamington Literary Society
Sarwan Sahota	Leamington and Warwick Mela
Enid Simms	Leamington in Bloom

Apologies for absence were received from Councillors T. Naylor, B. Weed, R. Edwards, A. Morrison, Y. Moore A. Stevens and Mr A. Cave.

1. **APPOINTMENT OF CHAIRMAN**

In the absence of the Mayor, Councillor Judith Clarke, was appointed Chairman of the meeting.

2. **MINUTES**

RESOLVED that the Minutes of the Meeting of the Annual Town Assembly held on 12th April, 2012 were confirmed as a correct record.

3. **MAYOR'S REPORT**

A copy of the Mayor's Annual Report, detailing her year of office and achievements of the Town Council during 2012 had been circulated and was considered.

RESOLVED that the Report is received.

4. **REPORTS OF VOLUNTARY AND CHARITABLE BODIES**

Presentations were made to the meeting by representatives of the following voluntary and community organisations, outlining the various activities undertaken during the year:-

Leamington and Warwick Mela
Shree Krishna Hindu Temple

Achieving Results Community Interest Company – Leamington Foundry Wood
Leamington in Bloom Committee
Leamington International Twinning Society
St Peter's Way Ahead Project and Saturday Friendship Group
Bath Place Community Venture

5. **DISCUSSION TOPICS**

(a) "The increasing trend of street clutter in Leamington Spa"
(Tabled by the Leamington Society)

Representatives of the Leamington Society referred to the increasing incidence of signage, "A" boards and related material which was often found in many areas of the Town and which presented both a visual intrusion and potential hazard to members of the Public. It was emphasised that Warwickshire County Council had adopted a Code of Practice to control "A" boards and the display of goods on the public highway, though this was rarely enforced and appeared to now be largely ignored by traders. The difficulties of applying the Code rigidly at a time of economic difficulties was regarded by some members of the public as an important consideration that should be carefully weighed in terms of the adverse reaction that enforcement might engender.

Discussion extended to the problems associated with the accumulation of domestic litter at Houses in Multiple Occupation, particularly those occupied as student accommodation and the incidence of litter in areas of open space such as the Pump Room Gardens. It was suggested that a policy of additional collections at the end of each academic year of domestic waste from houses occupied by the student population could be helpful in terms of managing this problem more effectively.

RESOLVED

- (i) that Warwick District Council is requested to consider implementing additional collections of domestic waste from houses in multiple occupation to coincide with the end of the academic year;
- (ii) that the District Council is requested to consider the practicality of increasing the frequency with which waste containers are emptied in the Town Centre, particularly along Parade and the Pump Room Gardens.

(b) "The impact of over concentration of student accommodation in parts of the Town" (tabled by Councillor John Knight, Royal Leamington Spa Town Council)

Councillor Knight referred to the increasing numbers of applications submitted to Warwick District Council for properties in Leamington Spa to be converted into houses in multiple occupation. There was increasing concern among residents that certain areas of the Town were subject to an over proliferation of such development and that this was having an adverse effect on the character and residential amenity

ANNUAL TOWN MEETING – 11TH APRIL 2013

of the area. Whilst the conversion of houses into multiple units was not opposed in principle, such development often imposed a significant strain on car parking and produced problems associated with the storage and collection of refuse.

It was noted that Warwick District Council had prepared a draft policy in relation to Houses in Multiple Occupation which would be subject to public consultation. This policy proposed that applications to create such development would in future be confined to:-

Within a 100 metre frontage, a maximum of 10% of the total dwellings;
Within 300 metres of a scheduled bus stop; and
In cases of more than 10 bedrooms, subject to a management arrangement entered into by the developer/applicant with the Planning Authority.

It was generally agreed that the proposed policy offered some assistance to managing this problem but concerns were expressed that exclusion was contemplated for main thoroughfares. It was noted that if the calculation of 10 per cent was made in terms of numbers of residents the number of permitted units within a defined area would be correspondingly reduced. The positive contribution made to the economy of the Town through a diverse population was also emphasised.

RESOLVED that the publication of the proposed policy by Warwick District Council in relation to houses of multiple occupation is noted and awaited.

6. **ACCOUNTS**

Consideration was given to the unaudited expenditure and income account of Royal Leamington Spa Town Council for the financial year 2012/13. A question was asked in relation to the end of year balance which the Town Clerk agreed to clarify during the audit process.

RESOLVED that the accounting statement is noted.

The meeting commenced at 7.00 pm and ended at 8.55 pm

MINUTES OF A MEETING TO DISCUSS NEIGHBOURHOOD PLANNING HELD AT THE TOWN HALL, ROYAL LEAMINGTON SPA ON 8th MAY 2013

Present: - Councillors Ann Morrison, Alan Wilkinson. (Royal Leamington Spa Town Council)
Robert Nash (Town Clerk)
David Barber (Development Policy Manager) and David Butler (Town Centre Manager)
Warwick District Council.

Apologies for absence were received from Councillors Dulay and Gifford.

Following the meeting held on the 9th January, it had been provisionally agreed that a joint local plan group be established to begin work on developing a structured approach to the preparation of Area Action Plans for Leamington Spa. The Town Council had considered progress at its meeting held on the 18th March at which it was affirmed that discussions should proceed with Warwick District Council with a view to developing a process and timetable for developing a Town Plan or Area Action Plan for Leamington Spa.

The model in relation to developing the Warwick Town Action Plan could be usefully applied to formulate an Action Plan for Leamington Town Centre though crucially, in view of the lessons learned, it was imperative to first develop a vision from among the various stakeholders. David Butler confirmed that the District Council had commissioned consultants to work on the strategic perspective of a Town Plan which included the gathering of key data. The timescale for agreeing the vision statement was August 2013. The timing of this exercise was seen as being complementary to the District Local Plan, the latter document being potentially adaptable to any conclusions arising from the Town Action Plan. David Barber confirmed that it was a prerequisite that the Town Council was a key partner in the process and its contribution to the planning exercise was most welcome. The District Council presently faced resource constraints in taking forward the various Town and Neighbourhood Plans therefore any financial contribution from third parties would be beneficial to the process. The present funding advertised by the Department for Communities and Local Government of £7,000 per Parish was a potential external funding source.

The next step in the process was to conclude building the evidence base upon which engagement with the community could progress. David Butler confirmed that this would be shared with the Town Council prior to commencing the consultation process to help define the key issues and aims of the plan and inform the overall vision.

Councillors endorsed this process and emphasised that a similar exercise would possibly be needed for other areas of the Town. If a sequential approach was adopted there was a fear that some parts of the Town might be deferred for some time before benefitting from a community planning exercise. It was noted that the Local Plan would be likely to have a significant impact on some areas of the Town, particularly the Brunswick and Willes Wards in view of the potential development around South Warwick, the infrastructure for which would be largely generated within Leamington. Consultation would be taking place in early June on a revised Development Strategy for Warwick District and this exercise would help to determine the focus and priorities for the neighbourhood plans.

It was agreed that the Town Council would be advised of the work undertaken to develop an evidence base for the Town Centre Action Plan as the next stage in the process.

The meeting commenced at 2.00 pm and ended at 3.20 pm.

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE
HELD ON 4TH JUNE 2013**

WARWICK DISTRICT CITIZENS ADVICE BUREAU

1. PURPOSE OF THE REPORT

To consider an application from Warwick District Citizens Advice Bureau for funding from the Council's Social Cohesion Fund.

2. WARWICK DISTRICT CITIZENS ADVICE BUREAU

2.1. The Council has for a number of years provided direct financial assistance to Warwick District Citizens Advice Bureau in the form of a grant. In the current financial year a grant of £8,000 has been included in the budget.

2.2 The Council's grant is not earmarked to a specific project but is used for general revenue support for its advice services which are based in Leamington Spa. Regular dialogue is maintained with the Manager and the Trustees and a presentation was made to a meeting of this Committee in February 2013. In terms of caseload for 2012, the following analysis was reported to the Meeting of the Committee:-

District Ward area	No of Clients
Leamington Spa	604
Warwick	254
Kenilworth	99
Rural Warwick	87
Whitnash	80
Total	1124

2.3 Leamington residents therefore represent over 53% of the Bureau's current caseload.

2.4 The Committee will be aware that a central business objective of the Bureau has been to provide outreach services to the community so that advice can be dispensed quickly and conveniently to people near the point where they live. Due to the increasing cost of providing this service, application is now being made for additional financial support to supplement revenue available from the Action for Children Charity.

2.5 The Action for Children project is aimed at tackling child poverty in the area, providing advice on all issues to anyone who has, or is responsible for, children under five years of age. This is delivered through a number of drop-in services at Leamington and Warwick West Surestart Children's Centres.

2.6 A submission in support of the application from the Manager of the Citizens Advice Bureau is included in full at Appendix 1. The application seeks a contribution of £4,000 toward the annual project cost of £37,000.

3. FINANCIAL CONSIDERATIONS

3.1 The Council's Social Cohesion Fund for 2013/14 is £8,000. The fund was specifically set up to assist with projects that arise from dealing with the current economic climate and bridging the gap arising from reductions in funding by statutory agencies. The Fund has allocated the following assistance in the current year:-

3.2	Lillington Library – extension of opening hours	£3500
	Hybrid Arts – Youth Ladder Project	£500

3.3 The remaining balance on the Fund for 2013/14 is therefore £4000.

4. RECOMMENDATION

4.1 The application for assistance with the cost of debt and benefit advice at Children's Centres across the District meets with the purpose intended for projects seeking funding from the Social Cohesion Fund.

4.2 The application meets the available sum within the Social Cohesion Fund exactly. Should the Committee agree to fund this application in full, no further applications can be entertained from this source until April 2014.

Warwick District Citizens Advice Bureau Bid to Leamington Town Council Social Cohesion Fund

Funding for CAB/local: Debt and Benefits Advice at Children's Centres in the District

Amount requested:	£4000
Purpose:	Case support and administration, database maintenance and reporting; to support the delivery of CAB debt and benefits advice at Children's Centres
Endorsement by Member of Town Council	Cllr David Greenwood

CAB's outreach work in Debt and Benefits advice at Leamington and Warwick West Children's Centres has been offered since 2006, funded from various sources. This CAB/local service is now solely funded by Action for Children.

This partnership between Children's Centres and Citizens Advice Bureau offers a service to address social exclusion among parents of children under 5 years of age, specifically to reduce child poverty in the area. The advice and support given in claiming social security benefits and in agreeing a financial strategy to deal with debts complements the work done by Children's Centre staff, health visitors etc

This project historically has involved a CAB caseworker working half-time, but it has been running at capacity in the past year as welfare reforms have taken place (CAB finds young families particularly to have been affected by these). Funding for the year 2013/2014 from Action for Children has been increased to reflect the need and the caseworker is now funded to work 4 days a week with Children's Centres.

In order to maximise the number of clients and the difference the adviser can make to clients' lives, CAB has identified the need for some dedicated case support worker hours at the main CAB site in Leamington to support the project not only with administration (correspondence, database maintenance etc) but also to be a point of contact to field referrals, to make an initial *Gateway* assessment of the client's problem, to identify self-help materials from CAB's website etc.

The caseworker works primarily at Lillington and Kingsway Children's Centres, directly addressing child poverty in Leamington's disadvantaged wards. By maximising income and by finding sustainable debt strategies, CAB advice prevents homelessness, addresses fuel poverty, improves health and well-being, helps with special needs – preventative work which relieves pressure on statutory services.

The overall service is costed at £37000 (to include some support hours) for the year and Action for Children has been able to award the sum of £32000. CAB seeks a grant of £4000 to make up that part of the shortfall that allows for the employment of a support worker for the equivalent of 1 day per week.

