



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

Our Ref: SM/TC/Nov22

Date: 03 November 2022

To all members of Royal Leamington Spa Town Council

Dear Councillor,

You are summoned to a meeting of the **TOWN COUNCIL OF ROYAL LEAMINGTON SPA** to be held in the **COUNCIL CHAMBER**, Town Hall, Parade, Royal Leamington Spa on **THURSDAY 10th NOVEMBER at 6.00 pm.**

The business will be as set out below.

Yours faithfully,

S Marks

CLERK TO THE TOWN COUNCIL

Emergency Procedure - At the commencement of the meeting, the emergency procedure for the Town Hall will be announced.

AGENDA

1. **APOLOGIES FOR ABSENCE**
To receive apologies.
2. **DECLARATIONS OF INTEREST**
Members of the Council to declare any interest they may have in items identified for discussion at the Meeting, in accordance with the Code of Conduct.
3. **PUBLIC FORUM**
To receive representations from members of the public in accordance with the Council's Standing Orders. Notification of participation in the public session should be submitted in writing to the Town Clerk prior to commencement of the meeting.
4. **UPDATE FROM FUNDED ORGANISATIONS** p3
To receive updates from a number of organisations that receive funding from the Town Council.

5. **COST OF LIVING / WARM HUBS** pp4-7
To receive information about work to support the community and consider the Town Council's contribution.
6. **COUNTY AND DISTRICT COUNCILLOR FORUM**
To receive updates from County and District Councillors in respect of those organisations.
7. **LOCAL TRANSPORT PLAN 4 - WCC CONSULTATION** pp8-9
To consider Warwickshire County Council's current Local Transport Plan consultation and to identify any responses.
8. **MEETING ROOMS** pp10-12
To review the use of meeting rooms for committee meetings.
9. **UPDATES FROM REPRESENTATIVES ON EXTERNAL BODIES** pp13-14
To receive updates from the Town Council's representatives.
10. **MINUTES OF COUNCIL AND COUNCIL COMMITTEES** pp15-31
- i) To confirm as a correct record the Minutes of the Meeting of the Town Council held on 29th September 22.
 - ii) To receive the following Minutes:
Cultural & Community Committee
Planning 01 Sept, 22 Sept.
Policy & Resources Committee 08th Sept.
11. **FINANCE / PAYMENTS** pp32-33
To consider any payments for approval and any financial matters arising.
12. **REVIEW OF JOB DESCRIPTION – DEMOCRATIC SUPPORT OFFICER** p34-44
To consider report number 12 regarding review of the Democratic Support Officer Job Description
13. **EXCLUSION OF PRESS AND PUBLIC**
To consider making the following resolution
- “That in view of the confidential nature of the business about to be transacted (confidential staffing matters), it is advisable in the public interest that the press and public be excluded from the Meeting and they are instructed to withdraw”.
14. **CIVIC OFFICER ROLE**
To consider report number 14 regarding the Civic Officer Role

Report No. 04

REPORT TO THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA, TO BE HELD ON 10th NOVEMBER 2022

UPDATES FROM GRANT FUNDED ORGANISATIONS

1. Purpose of the Report

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

2. Introduction / overview

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

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

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

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

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

3. Organisations

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

4. Cost of Living

The Town Council will wish to consider the current situation regarding cost of living challenges and how these organisations support the local community to address them.

5. Recommendations

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

Report No. 05

REPORT TO THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA TO BE HELD ON 10th NOVEMBER 2022

COST OF LIVING / WARM HUBS

1. Purpose of the Report

- 1.1 To consider local activity in relation to the current cost of living challenges facing communities and the potential creation of warm hubs in the town during the coming winter.

2. Introduction / overview

- 2.1 Town Councillors will be aware of the cost of living challenges faced by the community. Inflationary pressures and in particular energy costs are likely to be challenging as the winter approaches.
- 2.2 The government has put some support measures in place at a national level and work is being done locally to support communities with these challenges and provide information relating to the support available.

3. Background

- 3.1 The Town Council already makes use of its modest resources to support communities in relation to cost of living matters in a number of ways.
- 3.2 Funding to external organisations - The Town Council provides funding to Citizen's Advice South Warwickshire (CASW), Barnardo's Children's Centres and Lillington Library to enhance their service provision to Leamington communities. In particular the CASW service provision links very much to addressing the cost of living challenges faced by local communities, through enabling CASW to support residents with a range of issues, many relating to financial wellbeing. Updates from those organisations are being provided via a different agenda item at this meeting.
- 3.3 Grants - The Town Council has a community grant fund, which is open to applications from local constituted organisations. The criteria for this fund is quite broad but would absolutely be open to local organisations and community groups looking to provide support to local communities in relation to cost of living challenges. Notably the following existing community grant criteria are relevant:
- Reducing social inequality or disadvantage
 - Promoting health and wellbeing
 - Addressing unemployment and providing opportunities for skills development
 - Addressing Covid-19 recovery
 - Promoting community spirit and cohesion
 - Addressing social isolation and loneliness
 - Promoting equality and diversity across Leamington

Currently grants of up to £2,000 are available to relevant groups. The deadline for the next round of grants is 09th December but consideration of the applications by Cultural & Community Committee would not take place until 09th January and grants payments made shortly after that.

In the first two rounds of grants in 22/23, £24,719.14 of funding has been awarded, leaving £20,280.86 available for the rest of 22/23.

4. **Warm Hubs / Warwick District Council**

- 4.1 Warwick District Council recently wrote to Town & Parish Councils asking for their support to work with local community organisations on the delivery of 'warm hubs' to support communities in the town during the forthcoming winter. The full letter received is attached at Appendix A. An extract is in Italics below:

The District Council are seeking your support to work in partnership with local Community Hubs in delivering the Warm Hubs initiative across your town. We are seeking a financial contribution to making the Warm Hubs a real lifeline for the most vulnerable members of communities in your town.

Warm Hubs are warm, safe places where residents can expect a friendly and inclusive welcome. People can come along on their own, or with a friend, and talk to others over a hot drink or maybe a hot meal. They can get practical tips and advice on saving energy costs and keeping safe and warm at home as well.

- 4.2 The Town Clerk met with WDC representatives to explore the matter further. WDC is working with local community groups / hubs to support them to operate warm hubs or similar in the town over winter. WDC is seeking financial support from Town Councils to assist the delivery of these warm hubs. A WDC rep will hopefully attend the meeting to provide information and respond to questions about the work being undertaken.

- 4.3 In summary WDC's approach is to:

- Communicate cost of living support information to the community (via website, social media, flyers etc)
- Engage with local community organisations to identify what provision they intend to put in place and what further they could do to support communities over the winter months.
- Support the delivery of a series of 'warm hubs' – community venues where people can attend to undertake activities and be supported. (likely to be through key existing community organisations / centres / hubs)
- Support the provision of food through foodbanks, community pantries etc.
- Provide particular support over the Christmas period.
- Build up a cost of living fund / budget which can be disseminated to local community groups to support communities through warm hubs or similar. (bringing together funds / resources from businesses, charitable funds, its own funds, town and parish councils, WCC etc)

5. **Financial Resources**

As noted, the Town Council has remaining grant funds available which local organisations seeking to provide community support / community hubs could apply for.

In addition the Town Council has allocated £6k for projects funding for 2022/23. The purpose of this fund is to enable the Town Council to have some flexibility in identifying projects that it wishes to support that emerge / are identified during the year.

6. **Summary**

The Town Council will be aware of the significant financial pressures facing communities during the current 'cost of living crisis'.

WDC is co-ordinating activity to support communities during the forthcoming winter through the delivery of warm hubs and associated support services, delivered via a range of local community organisations. WDC has written to Town and Parish Councils to seek support for this initiative.

The Town Council has a £6k projects fund which is yet unallocated. There is also a further round of community grants to be considered.

Any funding from the Town Council would need to be ringfenced to the Leamington Town area, which is acknowledged by WDC.

7. **Recommendations**

The Town Council is asked to consider the information in this report, notably the District Council's request to provide funding support for the delivery of 'warm hubs' and other cost of living community support services during the coming winter.

Councillor Judith Falp
Member for Whitnash Residents Association

18 October 2022

Dear Chairman

The rise in the cost of living has and will continue to have a devastating impact on household budgets and what to prioritise. Warwick District Council amongst other Councils have identified the cost of living crisis as one of the biggest threats to communities.

I am contacting you as I believe you are best placed to ask for your help and support in working together to support our communities during this difficult time. The District Council are seeking your support to work in partnership with local Community Hubs in delivering the Warm Hubs initiative across your town. We are seeking a financial contribution to making the Warm Hubs a real lifeline for the most vulnerable members of communities in your town.

Warm Hubs are warm, safe places where residents can expect a friendly and inclusive welcome. People can come along on their own, or with a friend, and talk to others over a hot drink or maybe a hot meal. They can get practical tips and advice on saving energy costs and keeping safe and warm at home as well. A Warm Hub event could include a weekly coffee morning or a monthly breakfast club, a repair cafe session or a meetup for carers, a wellbeing session or a slow cooking course to help people budget for heating and eating.

Warwickshire Rural Community Council with support from Cadent have a Winter Warm Start-Up Grants that are available for community groups and halls interested in setting up a warm hub. Alongside the funding, there is an Organiser's Checklist as a guide to helping set up a Warm Hub and Warwickshire Rural Community Council can be contacted at www.wrccrual.org.uk or tel: 01789 842182.

If you would like me to come and talk at a Town Council meeting, please contact do not hesitate to contact me. Otherwise, I would appreciate if you would confirm your commitment in agreeing to support the delivery of the warm hubs in your town.

I also enclose a copy of a poster that the Council has produced to help signpost residents to obtain help, advice, grant and support plus a link to the cost of living webpage on the District Council's website https://www.warwickdc.gov.uk/info/20845/cost_of_living_support

Yours sincerely

Councillor Judith Falp
Member for Whitnash Residents Association
Warwick District Council.

**REPORT TO THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA,
TO BE HELD ON 10th NOVEMBER 2022**

LOCAL TRANSPORT PLAN 4 CONSULTATION

1. **Purpose of the Report**

To consider Warwickshire County Council's current consultation on Local Transport Plan 4 (LTP4). The consultation runs to 20th November 2022.

2. **Introduction / overview**

2.1 Warwickshire County Council has been developing an updated Local Transport Plan, referred to as LTP4. It has previously consulted on the key themes that it should include in the Plan.

2.2 WCC has agreed the following four key themes for the LTP4:

Environment
Well-being
Economy
Place

2.3 WCC has developed a proposed [Core Strategy](#) for the LTP, which shows how the four key themes link to the wider aims of WCC as identified in their Council Plan.

These aims are:

Thriving Economy and Places – the right jobs, training, future skills, education, infrastructure and places

Best Lives - communities and individuals supported to live safely, healthily, happily and independently

Sustainable Futures - adapting to and mitigating climate change and meeting Net Zero commitments.

2.4 Supporting the Core Strategy are six proposed Key Strategies , which are:

Active Travel: a strategy to promote walking and cycling in Warwickshire to bring the physical and mental health benefits from these forms of transport to more people and protect the environment.

Public Transport: how we intend to work with bus and rail companies to improve the existing public transport network in Warwickshire.

Motor Vehicles: recognising the role of motor vehicles in the county as we move towards more sustainable transport options such as electric vehicles and hydrogen-fueled transport.

Managing Space: making changes to public spaces to make them more attractive places to be, cleaner and less dominated by vehicles, with the routes that connect them less congested.

Safer Travel: reducing the number of people injured on Warwickshire's roads and increasing the safety and attractiveness of all travel options.

Freight Strategy: managing freight movements across the county to promote and grow our successful economy.

- 2.5 Full documentation can be found at <https://ask.warwickshire.gov.uk/insights-service/local-transport-plan/> including the full Core Strategy and six key strategies.

3. **Survey / Questionnaire**

The consultation includes quite an extensive survey, which will be circulated separately. The survey document provides an overview of the key content of the draft strategies.

4. **Policy & Resources Committee**

Policy & Resources Committee considered the consultation at its meeting on 13th October. It agreed that the political groups would feed any comments / proposed responses to the consultation through to the Town Clerk, who in turn would report them to the Town Council for consideration.

5. **Recommendation**

- i) That the Council considers WCC's current consultation on the LTP4.
- ii) That the Council identifies any comments it wishes to make in response to the consultation.

Report No. 09

**REPORT TO THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA,
TO BE HELD ON 10th NOVEMBER 2022**

MEETING ROOMS

1. Purpose of the Report

To review the future use of meeting rooms for committee meetings.

2. Background

At its meeting on 29th September, the Town Council agreed to revert back to using Room 5 at the Town Hall for committee meetings. In doing so it considered the issues relating to Covid and the cost of using the Council Chamber for committee meetings. (report is attached at appendix A for completeness)

The Town Council agreed that it would review the matter at its meeting on 10th November. By the time of the meeting on 10th November, room 5 will have been used for Policy & Resources Committee, Allotments sub committee and Cultural & Community Committee.

3. Recommendation

That the Town Council reviews its experience of using meeting room 5 for recent Committee meetings.

Appendix A – copy of report considered at meeting of Town Council on 29th September.

**REPORT TO THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA,
TO BE HELD ON 29th SEPTEMBER 2022**

MEETING ROOMS

1. Purpose of the Report

To consider the future use of meeting rooms for committee meetings.

2. Background

In the past it is understood that the Town Council held meetings of the full Town Council in the Council Chamber at the Town Hall, but committee meetings were generally held in the Town Council's own smaller meeting room (Room 5).

Due to Covid and the requirement to have more space to enable social distancing and reduce the risk associated with Covid transmission, the Town Council has for some time been using bigger rooms (usually the Chamber when available) for its committee meetings. At a recent meeting it was suggested that this approach should be reviewed.

3. Implications

- 3.1 The use of the Council Chamber provides much more space for committee meetings and any additional guests and observers. However, in practice those numbers tend to be very low.
- 3.2 There is a financial implication to using the Council Chamber for committee meetings – the Chamber is usually booked for 2 hours at £40 per hour meaning that costs for each meeting are generally £80. Taking into consideration Policy & Resources Committee and Cultural & Community Committee (of which there are 15 scheduled meetings in the current year in total) that would equate to an additional £1200 of spend per municipal budget year.

The 2022/23 budget for meeting rooms was increased above the level of previous years in recognition of the fact that the Town Council would continue to use the Chamber for committee meetings for at least the early part of the municipal year. However, the budget of £1300 is not adequate if the Chamber were to be used for all committee meetings during the year. Expenditure would likely be in the region of £1900, subject to detail of meeting room bookings.

Should the Town Council decide to start to use Meeting Room 5 for its committee meetings, relevant future bookings of the Council Chamber would need to be cancelled.

3.3 Meeting room 5

Meeting room 5 is not large. It provides space for a maximum of 10 people to sit round the meeting table, with a small number of additional seats (approx. 6) for any other attendees. In practice this is likely to be adequate for committee meetings in the vast majority of cases.

However it should be noted that this would require attendees to sit much closer to each other than is possible in the Council Chamber.

3.4 There are no longer any formal restrictions in relation to Covid. However, good practice would probably still dictate the following precautions / practices:

Maximise ventilation as far as is practicable.

Utilise hand sanitiser.

Those who have covid or symptoms to be asked not to attend.

4. **Recommendations**

That the Council considers the future use of meeting rooms for its committee meetings.

Report No. 09

REPORT TO THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA, TO BE HELD ON 10th NOVEMBER 2022

UPDATES FROM REPRESENTATIVES ON EXTERNAL BODIES

1. Purpose of the Report

To receive and consider any updates from the Town Council's representatives on outside bodies.

2. Introduction / overview

- 2.1 The Town Council has a number of representatives on external bodies. An important part of that role is to provide feedback to the Town Council on the activities of those bodies and any key matters arising.

Updates will be provided at regular intervals through the year to the Town Council or the relevant committee.

Where there is an update in relation to an external body, the Town Council representative will be asked to provide a short written summary for inclusion in a report. This can then be supported by a short verbal update at the meeting if required. It should be noted that there may not be a significant update for each external body at every meeting, depending on the nature and timing of their activities and meetings.

3. Updates

- 3.1 *Christmas Lights Event Working Group (Cllrs S Rasmussen and A Stevens).*

The second and final meeting took place on Tuesday 11th October at Riverside House. Present were Helen Kelly, Business Support & Events Officer, Cllr Amanda Stevens and three members of Leamington Spa Rotary Club. Apologies had been received from Cllr Susan Rasmussen, Pete Smith (electrical contractor) and a WDC Events Officer.

Helen re-confirmed the date – Sunday 6th November. The main stage (once again outside the Town Hall) would be in use from 14.00 to 18.00 with entertainment throughout the afternoon as well as funfair rides and the Yuletide Market. There would be a wide range of acts with a strong multicultural element.

Leamington Rotary Club's Tree of Light ceremony to support Myton Hospice will commence at 15.30, accompanied by a choir and Royal Spa Brass Band with Tree switch-on at 16.23. Helen and Rotarians discussed the most effective circulation of publicity material for the ceremony,

The Lights switch-on itself will be from 17.30 – 18.00. As is usual, the Mayor and members of the Spa Centre's Pantomime cast will be on the stage in the run-up and count-down to the switch-on. Father Christmas is however being moved to the Town Hall balcony. Lewis Williams the boxer will be present. In response to a concern that had been raised by Cllr Rasmussen when Mayor, a less congested route had

been designed for this year's Mayor to move from the Town Hall to the stage. Following an enquiry from Cllr Rasmussen at the last meeting, Helen confirmed that the five year Lights contract would end in 2023 and that in 2024 a decision would be made as to whether the Tree Lights should be changed from multi-colour to white.

Helen confirmed that the Diwali Lights switch-on would take place from 17.45 – 18.30 on Monday 24th October. District Councillors (and possibly Town Councillors) representing Leamington would receive invitations.

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

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

No update – the Town Council understands that the Leamington Chamber of Trade has ceased to exist.

3.4 *Warwickshire Pension Fund (Town Clerk)*

The Warwickshire Pension Fund Annual General Meeting will take place on 4th November 2022.

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

There were 25 visitors from Bruhl in October with five new LITS members hosting for the first time.

The civic dinner was very successful with quite a few non hosting LITS members and some Town Councillors also attending.

There are 55 LITS members currently signed up.

Dates for Sceaux's incoming visit have been set for 22-26th April 2023.

An outgoing visit to Bruhl is provisionally set for September 15th - 19th 2023.

3.6 *Leamington Spa Transformation Board (Cllr S Rasmussen)*

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

4. **Mayoral update**

The Mayor has indicated that he would welcome the opportunity to provide a brief regular update to the Town Council at each meeting.

5. **Recommendations**

i) That Council notes the updates provided and receives any further comments from its representatives on external bodies.

ii) That a brief update be received from the Mayor at each meeting.

Item 10

MINUTES OF THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA HELD ON 29th SEPTEMBER 2022, TOWN HALL, LEAMINGTON SPA.

PRESENT: Councillors Nick Wilkins (Chair), Janet Alty, Alan Boad, Sarah Boad, David Brunson, Will Bryce, Mubarik Chowdry, Bill Gifford, Jennifer McAllister, Louisa Radice, Ruggy Singh and Amanda Stevens.

Officers: Town Clerk

Absent: Cllr Jade McGhee.

40. APOLOGIES FOR ABSENCE
Cllrs Julija Boulton, Judith Clarke, Susan Rasmussen.

41. DECLARATIONS OF INTEREST

Cllr S Boad declared a personal interest as WCC Cllr in agenda item 6 Cycling and Walking Infrastructure and a personal interest as Transformation Board member in item 4 – Town Hall Creative Hub.

Cllr B Gifford declared a pecuniary interest as WDC Cllr for item 4 Town Hall Creative Hub and will leave the room. Also a non-pecuniary interest as WCC Councillor in Item 6 Cycling and Walking infrastructure.

Cllr A Boad declared a pecuniary interest as a WDC Cllr in item 4 Town Hall Creative Hub.

42. PUBLIC FORUM

None.

43. TOWN HALL CREATIVE HUB PROJECT

Cllrs A Boad and B Gifford left the room for this item.

WDC's Programme co-ordinator gave an overview of the Town Hall Creative Hub project, which forms part of the wider Creative Quarter project.

A number of points were made / noted:

£1.7m future high street fund money was secured for the project, to be spent by March 2024.

Creative / digital industries are a big part of the future of Leamington Spa.

WDC leading the project – have appointed Purcell Architects who are looking at Town Hall building / project.

Holding stakeholder conversations – eg with current tenants / creative industries / local orgs.

Looking at Jan23 for a planning permission.

As tenants, the Town Council will need to be assured of suitable office accommodation, even if this is in another part of the Town Hall.

Maintaining suitable records of the Civic History within the building will need to be considered.

The Creative Quarter Partnership Board will be making recommendations in relation to the Town Hall.

Resolved

- i) That authority be delegated to Policy & Resources Committee to respond to WDC if not practical to bring the matter back to full Town Council due to timescales / deadlines.
- ii) That the Town Clerk convene a meeting of the accommodation working party if deemed necessary.

44. **COUNTY AND DISTRICT COUNCILLOR FORUM**

Cllr S Boad noted that:

SB attended meeting of WALC with WCC leader and directors to discuss 'levelling up'.

WCC coming under pressure on capital spending / inflation – allocated extra funds for capital projects to continue.

WCC passed a motion on cost of living crisis.

Cllr B Gifford noted that WDC waste service is still bedding in.

Cllr A Boad noted that WDC have put in a bid to UK shared prosperity fund for £3.5 million – approx. 47 projects. To be delivered by March 2025. Another bid for levelling up fund has gone in for £12 million.

Motion on the energy crisis and fuel poverty – looking at warm rooms.

45. **CYCLING AND WALKING INFRASTRUCTURE**

SM introduced – noted the overview of work on cycling infrastructure.

Agreed to convene a meeting of Community Infrastructure Levy working group and ask Dan Morris to come along to give update and perhaps identify specific infrastructure that Town Council could consider paying for.

Resolved – That the Town Council supports the WCC proposals for the K2L scheme

46. **EXTERNAL AUDIT – ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**

The Town Council considered report number 7 relating to the Annual Governance Return and the external audit.

Resolved that the Town Council notes the outcome of the external review of the Council's Annual Governance & Accountability Return for the year ended March 2022 and the publishing of the relevant documents.

47. **EXTERNAL AUDIT – OPT OUT OPTION**

Resolved that the Town Council does not opt out of the central external auditor appointment arrangements for the next 5 years.

48. **MEETING ROOMS**

The Council considered the use of meeting room 5 for future committee meetings.

Resolved that committee meetings are held in room 5 for next few weeks and that arrangement is reviewed at the meeting on 10Nov22

49. MAYORAL CAR UPDATE

Noted that the new full electric car had been received and was in use.

50. REVIEW OF DELEGATED AUTHORITY

Resolved that delegations to the Clerk continue and it be reviewed after elections in May23.

51. UPDATES FROM REPRESENTATIVES ON EXTERNAL BODIES

The Town Council noted the updates provided by its representatives on external bodies.

It was noted that the Leamington Chamber of Trade will cease to operation in the near future.

Resolved that the updates are noted.

52. HATE CRIME

Resolved that

- i) the Town Council notes the information contained in the report, specifically the information regarding Hate Crimes and the sources of additional information identified.
- ii) The Mayor writes to the chair of WDC to commend her for raising the issue of racial abuse and expressing the Town Council's support.

53. MINUTES OF COUNCIL AND COUNCIL COMMITTEES / MEETINGS

Resolved:

that the minutes of the meeting of the Town Council on 21 July 22 are approved as a correct record.

that the minutes of the following meetings are received and noted:
Cultural & Community Committee 13Jun22
Planning 20Jul22, 11Aug22
Policy & Resources Committee 13Jul22

54. FINANCE / PAYMENTS

Resolved that the following payments are approved:

V2Payments for approval					
Cheque / Electronic payment	Payee	Details	Amount	VAT	Total
Electronic	Shopmobility	2nd Quarter grant	£6,500.00	£0.00	£6,500.00
Electronic	Pinners	Phone Box repairs - inv 25240	£997.10	£199.42	£1,196.52
Electronic	Pinners	Art box - Panel and noticeboard installation - 25239	£379.24	£75.85	£455.09
Electronic	P Rourke	Re-imburement of expenses - Mayoral Car number plates	£34.00	£0.00	£34.00
Electronic	Toyota	Road tax costs - inv 8393330			£0.00
Electronic	WALC	Cllr Training inv 22423	£30.00	£6.00	£36.00
Electronic	WALC	Cllr Training inv 22424	£30.00	£6.00	£36.00
Electronic	Leander Architectural	Blue Plaque (Heynes) - Inv Q11982b	£429.50	£85.90	£515.40
Electronic	Leamington Internation Twinning Society	Contribution / grant - 22/23	£3,000.00	£0.00	£3,000.00
Cheque	Stephen Marks	Expenses re-imburement - civic events (receipts provided)	£15.98	£0.00	£15.98
					£0.00
					£0.00
					£0.00
			£11,415.82	£373.17	£11,788.99

Meeting finished at approximately 19:37

THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA

**MINUTES OF THE MEETING OF THE PLANNING MEETING HELD ON 1ST SEPTEMBER
2022.**
THE MEETING TOOK PLACE VIRTUALLY VIA ZOOM.

Present: Councillors Julija Boulton, Mubarak Chowdry, Amanda Stevens, Ruggy Singh, Janet Alty and Sarah Boad.

Apologies: Councillors Jennifer McAllister (Chair), David Brunson (Councillor S Boad substituting) and Nick Wilkins (Vice Chair)

The Chair of the Planning Committee was on leave and the Vice Chair could not access the meeting due to technical issues. Cllr Alty nominated Cllr Boulton to chair this meeting and this was seconded by Cllr Stevens. Members voted unanimously to support this motion and so Cllr Boulton took the Chair for this meeting. The meeting commenced at 6:08pm.

52. DECLARATIONS OF INTEREST AND REQUIREMENTS FOR DISPENSATIONS

Councillor Sarah Boad declared a non-pecuniary interest in respect of the fact that her husband, Councillor Alan Boad, is Chair of the Warwick District Council Planning Committee.

Councillor Julija Boulton declared a non-pecuniary interest in application W/22/0920 as the application property is located in her street.

53. PUBLIC FORUM

No representations.

54. MINUTES

The Minutes of the Planning Committee held on 11th August 2022, having been circulated, were considered.

RESOLVED that the Minutes of the Meeting of the Planning Committee held on 11th August 2022 are confirmed and signed as a correct record.

55. MATTERS ARISING

The Democratic Support Officer gave brief updates on the current status of the following extant holding objections:

- W/21/2166 – Demolition of The Waterside Inn and erection of a split level 4 and 45 storey apartment building comprising 42 residential homes – concern from Canal & Rivers Trust re scale and massing, visual impact on character and appearance of the canal conservation area, objection from Environmental Health requiring additional information on the noise assessment report and odour report and recommended conditions on air quality, lighting and land contamination, objection from the LLFA on insufficient information provided, concerns from Open Space around no Section 106 contribution and also about hedging, planting, pathways, boundary treatments, lighting and harm to local views. Also, objection from Landscape on scale, height and massing, does not preserve the appearance of the area, inadequate replacement trees proposed, objection from Conservation in terms of development being overbearing and dominant at 5

storeys, WCC Infrastructure requires Section 106 contributions for education and libraries and Warwick Town Council concurs with the Town Council's grounds for objection.

Members agreed to resubmit their objection with the original grounds plus support for the objections/concerns now submitted from Conservation, Environmental Health, WCC Landscaping, the Canal & Rivers Trust and the LLFA. This was done on 22nd April. WCC Highways objection submitted on grounds of shared access with McDonalds.

One additional support comment from a Leamington resident.

- W/22/0232 – Land south of Chesterton Gardens – 200 dwellings (appearance, landscaping, layout and scale. 18 additional resident objections registered, Landscape objection on layout, planting, hedging and trees, Highways object on lack of information provided, Stage 1 Road Safety Audit required, issues with visibility splays where Public Right of Ways cross the access road, proposed cycleways are dangerous and inadequate, road usage issues, bus stop locations require adjustment and more drawings of waste collection lorry splays required. Stagecoach Buses state they will not provide any bus routes through this development due to lack of access and investment proposed. 4 new resident objections and an objection from Cllr Will Roberts (WDC).
Now there are also objections from 2 other WDC Councillors, 3 residents and the British Horse Society. Stagecoach have reiterated their original objection from 2016 to the allocation of this site in the Local Plan. A resubmitted objection from the Town Council on the grounds of supporting the comments of Landscape and Highways with an additional comment recording concern about the lack of any future proposed bus routes through this development was made as agreed on 1st April 2022.
30 further resident objections submitted, Environmental Health has requested more information on noise mitigation measures, WCC Landscaping objects on grounds of requiring adjustments to plans and required improvements to tree info, 1 resident support comment.
6 further resident objections registered and discharge of condition re. noise levels
No further updates.

W/220613 & 614LB - 61 Bedford Street - residential development consisting of proposed conversion and roof extension of 2 storey offices into 3 no.flats at 61 Bedford Street. (Re-submission of W/20/2180) – objection from Wetherspoon's re potential for noise complaints from future residents (patrons, bins and external plant) and an inaccurate noise impact assessment. Environmental Health and WCC Highways object, Contract Services do not object and comments still awaited from Conservation or Community Safety
Resident noise survey submitted.
New drawings showing an infill acoustic boundary wall and new windows frontage.

56. 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/22/1266 Jenny Whitford Erection of two storey side extension
13 Southlea Avenue CV31 3JN

RESOLVED that no objection subject to confirmation that there is sufficient room on the driveway to accommodate parking for three vehicles off road.

W/22/1241 Boots UK Ltd Installation of signage including nine stainless steels words, one Boots Cross logo and two externally applied window vinyl graphics
Boots The Chemist 31 Parade CV32 4BL

RESOLVED that no objection is raised.

W/22/1230 Philip Richardson Display of halo illuminated individually mounted lettering to replace existing
3AB 14a Victoria Terrace CV31

RESOLVED that no objection is raised.

W/22/1248 Caterina Tucci Replacement of existing side extension with glazed roof, alteration to existing rear wing roof, installation of solar panels and installation of front and rear facing rooflights
4PN 65 Clarendon Street CV32

RESOLVED that no objection is raised, subject to the comments of the Conservation officer regarding the proposed extension being appropriately set back to retain the side courtyard and not adopting an uncharacteristic render but rather retaining red or painted brick to be better in keeping with the surrounding properties

W/22/0920 Mr & Mrs Speers Formation of front and rear lightwells, erection of replacement single storey rear extension and outbuilding in rear garden, erection of front boundary treatment and erection of rear dormer and installation of rooflights on front roofslope to facilitate loft conversion
CV32 5XW 35 Granville Street

RESOLVED that an objection is raised to this application on the following ground:

Proposed flat dormer roof contrary to the WDC Residential Design Guide - out of keeping with the existing property.

In accordance with the Council's Code of Conduct, Councillor Boulton, having declared a non-pecuniary interest in the above item by reason of being a neighbour of the applicant, remained in the meeting and took part in the discussion thereon.

W/22/1277 Aleksandra Pastewska Erection of rear and side extension
89 Buckley Road Lillington CV32 7AB

RESOLVED that a holding objection is raised to this application as there is currently insufficient information provided to take an informed view. One bedroom is being added to the property but we do not know how many beds already exist so cannot know if any additional parking is required off road.

W/22/1195 Mr R.S. Rajpreet Singh Virk Erection of single storey rear extension and first floor side extension; including alterations to the roof
16 Princes Drive CV32 6AF

RESOLVED that this application is supported as an improvement to the original dwelling following the submission of drawings showing a setdown in the roofline of the proposed extension.

W/22/1273LB Mrs Aasia Baig The proposed works are for
the signage to the café area of Leamington Railway Station Leamington Spa
Railway Station Old Warwick Road CV31 3NS

RESOLVED that no objection is raised subject to no objection from Conservation. The Town Council appreciates the refreshed signage which looks like it would provide a better welcome to Leamington Spa for visitors and tourists.

57. DETERMINATION OF PLANNING APPLICATIONS

Consideration was given to a Report (Report No. 9) containing details of planning applications in which the Planning Authority had arrived at a decision contrary to the observations and decisions of this

RESOLVED that there were no Determinations on this occasion.

58. PLANNING APPEAL NOTIFICATIONS

Application No: W/21/1552
Applicant: Mr O'Sullivan
Site: 66 Montrose Avenue CV32 7DY
Description: Erection of 1 no. detached dwelling

59. PLANNING APPEAL DECISIONS

There were none.

60. TREE PRESERVATION ORDERS

There were none.

61. WDC PLANNING COMMITTEE

WDC Planning Committee of 17th August had one Leamington Spa application to be considered - W/22/0623 – 32-34 Clarendon Street. The Town Council had registered no objection and the recommendation was to grant permission so no representations were required. Permission was granted.

The next scheduled WDC Planning Committee is 13th September. The DSO will inform members if representations are required on any Leamington Spa applications.

62. LICENSING APPLICATIONS

No current licensing applications called in for discussion

63. AOB

There was none.

The meeting commenced at 6:00pm and concluded at 6:38pm.

THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA

**MINUTES OF THE MEETING OF THE PLANNING MEETING HELD ON 27th
SEPTEMBER 2022.
THE MEETING TOOK PLACE VIRTUALLY VIA ZOOM.**

Present: Councillors Jennifer McAllister (Chair), Amanda Stevens, Ruggy Singh, Janet Alty, Nick Wilkins and David Brunson

Apologies: Councillors Julija Boulton and Mubarik Chowdry

64. DECLARATIONS OF INTEREST AND REQUIREMENTS FOR DISPENSATIONS

There were none.

65. PUBLIC FORUM

No representations.

66. MINUTES

The Minutes of the Planning Committee held on 1st September 2022, having been circulated, were considered.

RESOLVED that the Minutes of the Meeting of the Planning Committee held on 1st September 2022 are confirmed and signed as a correct record.

67. MATTERS ARISING

The Democratic Support Officer gave brief updates on the current status of the following extant holding objections:

- W/21/2166 – Demolition of The Waterside Inn and erection of a split level 4 and 45 storey apartment building comprising 42 residential homes – concern from Canal & Rivers Trust re scale and massing, visual impact on character and appearance of the canal conservation area, objection from Environmental Health requiring additional information on the noise assessment report and odour report and recommended conditions on air quality, lighting and land contamination, objection from the LLFA on insufficient information provided, concerns from Open Space around no Section 106 contribution and also about hedging, planting, pathways, boundary treatments, lighting and harm to local views. Also, objection from Landscape on scale, height and massing, does not preserve the appearance of the area, inadequate replacement trees proposed, objection from Conservation in terms of development being overbearing and dominant at 5 storeys, WCC Infrastructure requires Section 106 contributions for education and libraries and Warwick Town Council concurs with the Town Council's grounds for objection.

Members agreed to resubmit their objection with the original grounds plus support for the objections/concerns now submitted from Conservation, Environmental Health, WCC Landscaping, the Canal & Rivers Trust and the LLFA. This was done on 22nd April. WCC Highways objection submitted on grounds of shared access with McDonalds.

One additional support comment from a Leamington resident.

No objection from CCTV. Sports and Leisure request for S106 contribution of £81375. Tree Officer objection to loss of arboricultural assets and inability to replace them. Contract Services no objection although car park will need to be made wider to enable a turning circle for the refuse vehicle as shared access road with McDonalds. Canal and Rivers Trust withdrawn objection. LLFA maintains objection.

- W/22/0232 – Land south of Chesterton Gardens – 200 dwellings (appearance, landscaping, layout and scale. 18 additional resident objections registered, Landscape objection on layout, planting, hedging and trees, Highways object on lack of information provided, Stage 1 Road Safety Audit required, issues with visibility splays where Public Right of Ways cross the access road, proposed cycleways are dangerous and inadequate, road usage issues, bus stop locations require adjustment and more drawings of waste collection lorry splays required. Stagecoach Buses state they will not provide any bus routes through this development due to lack of access and investment proposed. 4 new resident objections and an objection from Cllr Will Roberts (WDC).
Now there are also objections from 2 other WDC Councillors, 3 residents and the British Horse Society. Stagecoach have reiterated their original objection from 2016 to the allocation of this site in the Local Plan. A resubmitted objection from the Town Council on the grounds of supporting the comments of Landscape and Highways with an additional comment recording concern about the lack of any future proposed bus routes through this development was made as agreed on 1st April 2022.
30 further resident objections submitted, Environmental Health has requested more information on noise mitigation measures, WCC Landscaping objects on grounds of requiring adjustments to plans and required improvements to tree info, 1 resident support comment.
6 further resident objections registered and discharge of condition re. noise levels
No further updates.

W/220613 & 614LB - 61 Bedford Street - residential development consisting of proposed conversion and roof extension of 2 storey offices into 3 no.flats at 61 Bedford Street. (Re-submission of W/20/2180) – objection from Wetherspoon’s re potential for noise complaints from future residents (patrons, bins and external plant) and an inaccurate noise impact assessment. Environmental Health and WCC Highways object, Contract Services do not object and comments still awaited from Conservation or Community Safety
Resident noise survey submitted.
New drawings showing an infill acoustic boundary wall and new windows frontage.
Applications withdrawn on 26th September 2022.

- W/22/1277 – 89 Buckley Road – erection of side and rear extension – no response as yet from case officer re confirmation of no. of bedrooms.

68. **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/22/1239 United Kingdom Health Security Agency
Display of advertisements associated with the use of the Rosalind Franklin Laboratory building to include fascia signage and the associated car park at the 'Old Ford Foundry car park' site.
(a) Rosalind Franklin Laboratory, Harrison Way, Leamington Spa, CV31 1HH
(b) Old Ford Foundry Car Park, behind Pets at Home: Unit 2B, Myton Road, CV31 3NY

RESOLVED that no objection is raised

W/22/1238 United Kingdom Health Security Agency
Continued of use of the Rosalind Franklin Laboratory building (in sui generis use) to allow for its operation as a Very High Throughput Laboratory and associated activities (including Research & Development), retention of associated external works and landscaping; along with retention of associated works related to the continued use of the existing 'Old Ford Foundry car park' site in conjunction with the laboratory and including: installation of new lighting and drainage, CCTV, boundary fencing, bus shelter for park and ride facility, landscaping and associated works.
(a) Rosalind Franklin Laboratory, Harrison Way, Leamington Spa, CV31 1HH (b) Old Ford Foundry Car Park, behind Pets at Home: Unit 2B, Myton Road, CV31 3NY

RESOLVED - the Town Council is supportive of this site as providing much-needed employment opportunities, and of the productive use of this brownfield location.

No objection.

The Town Council supports the comments of the LLFA re provision of required information about surface water drainage, would like to see the comments of WCC Highways re the adequacy of the submitted parking survey re the WDC Parking SPD and also supports the comments from the Ecology officer re updated information regarding the lighting levels provided, confirmation re loss of habitat following removal of the bund area and a submitted landscaping plan

W/22/1203 Complex Development Projects Ltd Demolition of the rear of the Stoneleigh Arms and erection of temporary building supports as required.
Stoneleigh Arms 31 Clemens Street CV31 2DP

RESOLVED that the Town Council is supports this application for demolition and redevelopment of this key site in the Old Town area. The plan to keep the street-facing facade of the property is supported as is the wholesale redevelopment of the rear of the building into a useable, attractive space which should be accessible to the public.

The comments of the Conservation officer re requirement for scaled drawings of the proposed demolition and a condition survey carried out by a structural engineer are also supported.

W/22/1265 MGTS St Johns High Income Property Fund Erection of a replacement industrial warehouse (Use Class B2) with associated two storey offices, car parking, landscaping and associated works.
Unit 2100, Hermes Close, Leamington Spa

RESOLVED that no objection is raised. The Town Council is supportive of the proposed sustainable energy improvements for this building.

W/22/1345 Warwick District Council Proposed replacement of existing aluminium windows with white UPVC double glazed units, and installation of integral solar panels to the front and rear roof slopes. Althorpe Enterprise Hub Althorpe Street CV31 2GB

RESOLVED that no objection is raised. The Town Council is supportive of the proposed sustainable energy improvements for this building.

W/22/1124 Shankly Property Developments Ltd Proposed conversion of existing basement to 1no. 2 bed apartment and extension and alterations to rear to form secure covered access 18 Parade CV32 4DW

RESOLVED that the Town Council supports a sensitive and appropriate redevelopment of this property to residential in a prime town centre location.

No objection subject to no objection from Conservation and Environmental Health. The Town Council queries if EVCP's are to be included and if so, where? Likewise, is the cycle parking provision satisfactory?

W/22/1125LB Shankly Property Developments Ltd Proposed conversion of existing basement to 1no. 2 bed apartment and extension and alterations to rear to form secure covered access 18 Parade CV32 4DW

RESOLVED that the Town Council supports a sensitive and appropriate redevelopment of this property to residential in a prime town centre location.

No objection subject to no objection from Conservation and Environmental Health. The Town Council queries if EVCP's are to be included and if so, where? Likewise, is the cycle parking provision satisfactory?

W/22/1368 Mr & Mrs Kozela Proposed white render finish to the dwelling 262 Valley Road Lillington CV32 7UE

No resolution possible as application decided on 23rd September 2022 without a response from the Town Council (DSO to contact case officer)

W/22/1308 Mr Richard Saint Improvement of building fabric to reduce heat-loss and building fabric degradation. Scope includes insulated dry-lining, secondary glazing, roof and floor insulation. Solar panels, and photovoltaic slate tiles. Replacement fenestration. Installation of air-source heat pumps and energy efficient heating systems. Re-instatement of historical details in building elevations. Removal of north and south ranges and replacement with new-build extensions. Re-establishing the link between the house and garden through modification of the existing veranda and reinstatement of North-West summer room. Structural refurbishment and replacement, including underpinning, improvement of supporting structures and strengthening of failing timber floors. Complete refurbishment of the interior, including restoration of original timber and plaster-work, plan improvements and construction of new primary hallway and staircase. Extension and lowering of basement. Rear external works including new terrace and steps.
8 Clarendon Crescent, Leamington Spa, CV32 5NR

RESOLVED that the Town Council supports sensitive and considered works to improve this listed family property, and particularly supports the proposed energy efficiency measures. No objection subject to no objection from Conservation.

W/22/1309LB Improvement of building fabric to reduce heat-loss and building fabric degradation. Scope includes insulated dry-lining, secondary glazing, roof and floor

insulation. Solar panels, and photovoltaic tiles. Replacement fenestration. Installation of air-source heat pumps and energy efficient heating systems. Re-instatement of historical details in building elevations and re-establishing the original square-form villa. Removal of north and south ranges and replacement with new-build extensions. Re-establishing the link between the house and garden through modification of the existing veranda and reinstatement of North-West summer room. Structural refurbishment and replacement, including under-pinning, improvement of supporting structures and strengthening of failing timber floors. Complete extensive refurbishment of the interior, including restoration of original timber and plasterwork, plan improvements and construction of new primary hallway and staircase. Extension and lowering of basement. Rear external works including new terrace, balustrading and steps 8 Clarendon Crescent CV32 5NR

RESOLVED that the Town Council supports sensitive and considered works to improve this listed family property, and particularly supports the proposed energy efficiency measures. No objection subject to no objection from Conservation.

W/22/1276 Mr & Mrs Badhan Erection of single and two storey extension 25 Beverley Road CV32 6PH

RESOLVED that no objection is raised. The comments of the neighbour at No. 23 Beverley Rd re a potential loss of privacy are noted and the Town Council assumes this will be addressed as the application progresses.

W/22/1385 Mr H Satsavia Erection of two storey front and two storey rear extensions, enlargement of basement and installation of 2 rooflights 30 Russell Terrace CV31 1EZ

RESOLVED that no objection is raised.

69. DETERMINATION OF PLANNING APPLICATIONS

Consideration was given to a Report (Report No. 9) containing details of planning applications in which the Planning Authority had arrived at a decision contrary to the observations and decisions of this

RESOLVED that the Planning Determinations are noted.

70. PLANNING APPEAL NOTIFICATIONS

There were none.

71. PLANNING APPEAL DECISIONS

Application No: W/21/1929
Applicant: SKJ Property
Site: 23 Leam Terrace CV31 1BB
Description: Erection of garage with studio above.
Decision: Dismissed

72. TREE PRESERVATION ORDERS

There were none.

73. WDC PLANNING COMMITTEE

WDC Planning Committee scheduled for 13th September 2022 was cancelled due to the death of the Queen. The next scheduled meeting is due on 11th October 2022.

The DSO will contact members should any planning applications called in for further discussion at that meeting require Town Council Planning representation.

74. LICENSING APPLICATIONS

No current licensing applications called in for discussion

75. AOB

There was none.

The meeting commenced at 6:00pm and concluded at 6:56pm.

Signed

Dated

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 08th SEPTEMBER 2022, 6PM AT LEAMINGTON SPA TOWN HALL

Present: Councillors, Sarah Boad (Chair) , Alan Boad, Will Bryce, Mubarik Chowdry, Bill Gifford, Ruggy Singh. Jade McGhee, Nick Wilkins

Officers: Town Clerk

26. Apologies for Absence

Apologies were received from Cllr Judith Clarke.

27. Declarations of Interest

Cllr S Boad declared a non pecuniary interest in item 6 as a county councillor.
Cllr B Gifford declared a non pecuniary interest as a county councillor.

28. Public Forum

No representations / questions from the public.

29. Minutes

Resolved that the Minutes of the Meeting of the Policy and Resources Committee held on 13th July2022 (Report No.4) are confirmed as a correct record.

30. Matters Arising from the Minutes

SM noted work on red phone boxes had been done after approval of expenditure by full town council

31. Cycling and Walking

The committee received a presentation from WCC's Senior Transport Planner and considered report number 7.

WCC's Senior Transport Planner gave a presentation on the current approach to improving cycling and walking infrastructure in the town, as part of the wider context of improving transport and connectivity. Key points included:

-Through the process of developing the Local Cycling and Walking Infrastructure Plan (LCWIP) for the county, WCC have developed a network plan for each main town. The objective is to deliver improvements to make active travel and use of public transport more attractive.

-WCC has secured funding as part of the Government's 'Mini Holland Programme'. This will be spent on a feasibility study to identify possible improvements to transport infrastructure in the town, including improvements to cycling and walking infrastructure. No decisions have yet been made and WCC wishes to engage with stakeholders to identify and assess options. Don't want to 'drive cars out' but focus is on a change of priority to prioritise pedestrians / cyclists.

-There is likely to be further government funding available from central government for the implementation of improved infrastructure, but this will depend on the development of ambitious and transformative proposals to improve transport infrastructure.

-Any future infrastructure will have to meet certain technical standards laid out in government guidance.

The Senior Transport Planner also responded to a number of questions.

-Kenilworth 2 Leamington Cycle Route consultation:

There was some discussion regarding the current consultation on part of the Kenilworth 2 Leamington (K2L) cycle route.

Some concerns were raised about the loss of some right turns. The Senior Transport Planner encouraged people to submit these comments to the consultation so that they can be considered further.

Resolved that the information received is noted and the Senior Transport Planner is thanked for his attendance and input.

Action: Town Clerk to circulate the Senior Transport Planner's contact details to Town Councillors.

32. Community safety update

The committee considered report number 7.

Resolved that the information provided is noted and that the Community Safety Officer had been invited to a future meeting.

33. Mayoral Car Update

The committee received an update in relation to the replacement of the mayoral car with a full electric vehicle.

Resolved that the information provide is noted, including the possibility that there may be a gap between return of existing vehicle and receipt of new one.

34. External audit arrangements

The committee considered report number 9 relating to the option of opting out of the SAAA central external auditor appointment arrangements.

Resolved that it be recommended to the Town Council that the Council does not opt out of the central external auditor appointment arrangements for the next 5 years

35. Budget / finance monitoring

The committee considered report number 10 and related appendices regarding budget and financial matters.

- 3.3 In accordance with contractual obligations, the pay award will now be applied to staff salaries and backdated to 01 April 22 in accordance with the national agreement.
- 3.4 At the time the Town Council set its budget for 2022/23, there was great uncertainty regarding the likely pay award to be agreed / negotiated nationally for 22/23. In fact the pay award for 2021/22 had not yet been set at the time the budget was agreed.

Indications at the time were that pay restraint was favoured following the impact of the pandemic. As such, a modest increase in the salary budget for 22/23 was incorporated into the Town Council's budget for 22/23, but it was acknowledged at the time that there was great uncertainty regarding this.

The final offer / award of a flat rate increase of £1,925 on all pay points acknowledges the very different economic circumstances currently, including the rate of inflation and the continuing increases to fuel, food and energy that are impacting employees and employers. This will increase the Town Council's salary costs for 22/23 beyond the current allocated salary budget. It will also have implications for the setting of the 2023/24 budget, which will be taken into consideration in the coming months as the budget is developed.

4. **Recommendations**

- i) That the Town Council approves the payments arising.
- ii) That the Council notes the information regarding the national pay award and the implications for the Town Council's 2022/23 budget and future 2023/24 budget setting.

Report No. 12

REPORT TO THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA, TO BE HELD ON 10th NOVEMBER 2022

JOB DESCRIPTION REVIEW – DEMOCRATIC SUPPORT OFFICER

1. Purpose of the Report

To consider a review and amendments to the Town Council's current Democratic Support Officer Job Description

2. Background

- 2.1 It is good practice to keep job descriptions under regular review to ensure that they remain appropriate and reflect the tasks being undertaken. This is particularly the case as the situation has changed since this role was last considered, specifically in relation to the Neighbourhood Plan which is now complete and adopted.

3. Review of Job Description

- 3.1 The Democratic Support Officer role / job description was last reviewed in 2017. Much of the role was involved in the development of the Leamington Spa Neighbourhood Plan which was successfully 'made' during 2021.

In practice the Democratic Support Officer is the second most senior post in the Town Council's staffing structure. In the event that the Clerk / Responsible Financial Officer was unavailable for some reason, the Democratic Support Officer would need to fill in, subject to the Town Council agreeing any alternative arrangements depending on the circumstances.

- 3.2 The process: - The job description was reviewed by the Town Clerk in conjunction / dialogue with the current post holder. This is in line with good practice and helped to ensure that the perspectives of both the post holder and the Town Clerk as line manager were identified and considered.

A series of other similar job descriptions from Town / Parish Councils were identified and considered during the process.

Amendments were made to ensure the job description reflected the tasks that were being undertaken. In practice the changes to the original job description are fairly minor

One key aspect of the review is the proposed change of the Job title from Democratic Support Officer to Deputy Town Clerk. This is proposed for a number of reasons:

Democratic Support Officer does not seem to be that easily understood and is often mis used / mis quoted.

Deputy Town Clerk seems more easily understood. It also makes clear that the postholder is expected to support the Town Clerk and potentially to stand in for the Town Clerk on the odd occasion that the Clerk is unavailable. *(Note: this in no way suggests that the post holder would be expected to undertake Clerk / RFO responsibilities for any substantial period of time. If the Clerk / RFO was unavailable for a significant time period (e.g. long term illness), more formal arrangements would need to be considered and put in place.)*

The current postholder has indicated that they are happy with the proposed changes.

The proposed revised version of the Democratic Support Officer JD is attached as appendix A.

The previous / current version of the Democratic Support Officer Job Description is attached as appendix B

- 3.3 HR advice. In order to ensure that the process being followed was appropriate, the Town Clerk sought professional HR advice. This was available through an arrangement with WALC which provides a small number of hours of free HR advice from a recognized HR advice service provided by BossHR Ltd.

The HR advice received noted:

- That the approach taken (ie involving the postholder in the discussion) reflects good HR practice.
- That the proposed amendments to the job description do not constitute significant amendments to the nature of the role or the level of responsibility, decision making or problem solving. Rather, the changes make minor amendments including formalising some of the requirements of the original job description – e.g. to deputise for the Town Clerk.
- When the postholder deputises for the Town Clerk this is a delegation of tasks and the Town Clerk retains the responsibility as the Proper Officer/ Finance Officer. The responsibilities of the Clerk cannot be delegated to the deputy when deputising for the Clerk and the Clerk therefore is still retains the responsibility as responsible officer for delegated tasks to the Deputy

- 3.4 The HR advice also noted changes to the national terms and conditions in relation to annual leave, which has changed.

These will be incorporated into the job description.

4. **Staffing Committee**

Staffing Committee considered this matter at a meeting on 13th October 2022. Its recommendations are shown in section 6.

5. **Summary**

In accordance with good practice the Democratic Support Officer job description has been reviewed and some minor amendments are proposed. It is proposed that the

job title is changed to Deputy Town Clerk as it is felt that this better reflects the role and is more easily understood.

As the amendments are minor, HR advice confirms that there are no implications in relation to salary.

6. Recommendations

At its meeting on 13th October 22 Staffing Committee

Resolved that it is recommend to council that the Democratic Support Officer job description is updated as described and the job title changed to Deputy Town Clerk.

Appendix A – Draft revised Job Description

Post	Deputy Town Clerk
Post No	A.4
Salary	SCP 20-24
No of Hours	37 hours per week (including evening and weekend meetings where required)
Location	Town Hall
Reports To	Clerk to the Town Council

Key objectives	<ol style="list-style-type: none"> 1. To provide support to the Council’s democratic processes including attendance at meetings of the Council / committees / working groups etc 2. To lead on agreed areas of work / activity 3. To assist in developing strong working relationships with partner agencies and organisations in Leamington and Warwick District. 4. To liaise with the Town Clerk to ensure the efficient working of the Town Council in all the functions undertaken and to deputise for the Town Clerk as required
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Main Duties and Responsibilities	
1	<p>Community Liaison & Engagement</p> <ul style="list-style-type: none"> • Plan, organise and deliver appropriate events – including Town Council consultations, and community cohesion events. • Ensure the collation of consultation responses, analysis and reporting of consultation outcomes to inform policy and other documents • Plan and deliver workshops/drop-ins/meetings around Leamington as appropriate to ensure inclusive consultation and information sharing • Establish and maintain positive links with key community groups, community centres, children’s centres, youth centres, care homes and places of worship • Establish and develop continuing links with local schools
2	<p>Planning</p> <ul style="list-style-type: none"> • Lead the ongoing monitoring and review of the Leamington Spa Neighbourhood plan, engaging with stakeholders as required. • Provide officer support to the Town Council’s planning committee, including convening meetings, producing reports, advising members and submitting Town Council responses. • Liaise with Warwick District Council Planning teams to inform Town Council input into planning matters. • Support the effective use of the Town Council’s Community Infrastructure Levy (CIL) funds.
3	<p>Democratic Support</p> <ul style="list-style-type: none"> • Act as Committee administrator for such Committees/Sub-Committees and member/officer Working Groups as may be required, including attendance at evening meetings. To deputise for the Town Clerk at meetings of the Council / committees etc, as required. • Preparation of Agenda, Reports and Minutes arising from such meetings

	<ul style="list-style-type: none"> • Provision of advice at meetings with regard to the proper application of the Council's Standing Orders, Financial Regulations and Code of Conduct • Action of all matters requiring implementation from meetings attended
4	<p>Cultural and Community Activity</p> <ul style="list-style-type: none"> • Manage the Town Council's grants programme, supporting the relevant committee. ○ Support the local arts and culture community through networking opportunities, cultural participation activity and information exchange. ○ Establish and maintain relationships with a broad range of stakeholders including artists, cultural organisations, voluntary groups and other local authorities to ensure successful delivery of projects and programmes.
5	<p>Administrative Support</p> <ul style="list-style-type: none"> • Assist with a range of civic duties in support of the Mayor and Deputy Mayor in the absence of the Civic Officer and where additional support is required • Deputise for the Town Clerk at meetings, when necessary • Support the Town Council's communications activities.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of the Post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the Post.

The Council holds many of its meetings during the evening. Attendance at meetings is a principal requirement of this Post, the grading and salary of which reflects this requirement.

Health and Safety at Work

The Health and Safety at Work Act requires all employees to observe rules governing health and safety in the work place and such safety equipment as provided must be used. The Council operates a no-smoking policy at its Offices.

Equal Opportunities

All employees of the Town Council of Royal Leamington Spa will be expected to comply with such policies in relation to Equal Opportunities as are adopted.

Mobility

Where travelling to external locations is required, the Post holder will be reimbursed at the prevailing casual user rate of mileage, or the cost of public transport.

Pension Scheme

This post is eligible for membership of the Local Government Pension Scheme. On commencement of employment, you will automatically become a Member of the Scheme, unless you choose to opt out.

Annual Leave entitlement

In accordance with national conditions, the basic annual leave entitlement for this Post is 22 days. A further X days of annual leave entitlement after 5 years continuous service in local government.

Employees shall have an entitlement to an additional 2 days holiday in accordance with national agreements, in lieu of previous two extra statutory days

Additionally, the Town Council recognises all public and bank holidays. These are full time equivalent and are pro rata if working part time hours.

Probationary Period

A probationary period of six months applies to new entrants to local government.

PERSON SPECIFICATION

Knowledge and Skills	Essential	Desirable	How Verified
Familiarity with IT and communication skills	X		Interview/Assessment
Knowledge of data software and ability to produce and analyse output	X		Interview/Assessment
High standard of written and spoken English and ability to communicate effectively, both verbally and in writing	X		Interview/Application Form
Ability to work to deadlines and plan and organise one's own work-load	X		Interview/Application Form
Ability to work with others and establish good working relationships with Officers and Members of the Council	X		Interview/Application Form
Knowledge and awareness of the principles of customer care	X		Interview
Ability to attend meetings outside standard working hours	X		Interview
Ability to maintain confidentiality	X		Interview
Evidence of Continuing professional development and willingness to acquire appropriate training	x		
Experience	Essential	Desirable	How Verified

Experience of managing / delivering projects and initiatives.	X		Application Form/Interview
Successfully working in partnership with other agencies / groups / communities.	X		Application Form/Interview
Experience of working within Local Government or the public sector, with particular reference to the Local Council Sector		X	Application Form
Evidence of producing Minutes and recording proceedings at formal meetings		X	Application Form/Interview
Qualifications			
GCSE at Grade C or above (English Language) or equivalent	X		Certificates
2 "A" levels or equivalent	X		Certificates
Evidence of competence in use of information systems	X		Certificates

Appendix B – previous / current job description

Post	Democratic Support Officer
Post No	A.4
Salary	(LC1/LC2 SCP 20-24)
No of Hours	37 hours per week (plus evening and weekend meetings)
Location	Town Hall
Reports To	Clerk to the Town Council

Key objectives	<ol style="list-style-type: none"> 1. To assist in the creation and delivery of a successful bespoke Neighbourhood Plan for Leamington Spa 2. To provide support to the Council’s democratic processes including attendance at meetings of the Council 3. To assist in developing strong working relationships with partner agencies and organisations in Leamington and Warwick District.
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Main Duties and Responsibilities	
1	<p>Community Liaison & Engagement</p> <ul style="list-style-type: none"> • Plan, organise and deliver appropriate events – including Town Council consultations, and community cohesion events. • Ensure the collation of consultation responses, analysis and reporting of consultation outcomes to inform policy and other documents • Plan and deliver workshops/drop-ins/meetings around Leamington as appropriate to ensure inclusive consultation • Establish and maintain positive links with all schools, community centres, children’s centres and places of worship
2	<p>Neighbourhood Plan</p> <ul style="list-style-type: none"> • Organise and minute steering group meetings • Liaise with Warwick District Council planning officers, Neighbourhood Plan officer and the appointed planning consultant in order to ensure relevant and timely information is shared throughout the process • Co-ordinate meetings of the working parties, ensuring members have up to date information, support and attend where necessary • Organise promotional materials and press releases throughout the process • Attend relevant events in Leamington during the life of the process to promote and discuss the Plan with residents • Support and manage volunteers • Assist with compilation and production of the Plan at all stages
3	<p>Democratic Support</p> <ul style="list-style-type: none"> • Act as Committee administrator for such Committees/Sub-Committees and member/officer Working Groups as may be required, including attendance at evening meetings. To deputise for the Town Clerk at meetings of the Council, as required. • Preparation of Agenda, Reports and Minutes arising from such meetings • Provision of advice at meetings with regard to the proper application of the Council’s Standing Orders, Financial Regulations and Code of Conduct

	<ul style="list-style-type: none"> Action of all matters requiring implementation from meetings attended
4	<p>Grants Support</p> <ul style="list-style-type: none"> Manage the grant application assessment process via the Cultural and Community Committee Update grants database Co-ordinate payment of grants to successful applicants Resolve any issues with applicants should they arise during the grants process Ensure successful applicants comply with the council's grants terms and conditions Financial updates and project progress reporting as required
5	<p>Administrative Support</p> <ul style="list-style-type: none"> Assist with a range of civic duties in support of the Mayor and Deputy Mayor in the absence of the Civic Officer and where additional support is required Deputise for the Town Clerk at meetings, when necessary Develop social media platforms and website to further promote the work of the Town Council including the Neighbourhood Plan and other projects

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of the Post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the Post.

The Council holds all its meetings during the evening. Attendance at meetings is a principal requirement of this Post, the grading and salary of which reflects this requirement.

Health and Safety at Work

The Health and Safety at Work Act requires all employees to observe rules governing health and safety in the work place and such safety equipment as provided must be used. The Council operates a no-smoking policy at its Offices.

Equal Opportunities

All employees of the Town Council of Royal Leamington Spa will be expected to comply with such policies in relation to Equal Opportunities as are adopted.

Mobility

Where travelling to external locations is required, the Post holder will be reimbursed at the prevailing casual user rate of mileage, or the cost of public transport.

Pension Scheme

This Post is subject to the Local Government Superannuation Scheme. On commencement of employment, you will automatically become a Member of the Scheme, unless you choose to opt out.

Annual Leave entitlement

The annual leave entitlement for this Post is 21 days increasing to 26 days following the completion of 5 years' continuous service in local government. Additionally, the Town Council recognises all public and bank holidays.

Probationary Period

A probationary period of six months applies to new entrants to local government.

PERSON SPECIFICATION

Knowledge and Skills	Essential	Desirable	How Verified
Familiarity with Word processing systems and keyboard skills	X		Interview/Assessment
Knowledge of data software and ability to produce and analyse output	X		Interview/Assessment
High standard of written and spoken English and ability to communicate effectively, both verbally and in writing	X		Interview/Application Form
Ability to work to deadlines and plan and organise one's own work-load	X		Interview/Application Form
Ability to work with others and establish good working relationships with Officers and Members of the Council	X		Interview/Application Form
Knowledge and awareness of the principles of customer care	X		Interview
Ability to attend meetings outside standard working hours	X		Interview
Ability to maintain confidentiality	X		Interview
Evidence of Continuing professional development and willingness to acquire appropriate training	x		
Experience	Essential	Desirable	How Verified
Experience of working within Local Government or the public sector, with particular reference to the Local Council Sector		X	Application Form

Evidence of producing Minutes and recording proceedings at formal meetings		X	Application Form/Interview
Qualifications			
GCSE at Grade C or above (English Language) or equivalent	X		Certificates
2 GCSE "A" levels or equivalent	X		Certificates
Evidence of competence in use of information systems	X		Certificates