



THE TOWN COUNCIL
OF
ROYAL LEAMINGTON SPA
TOWN HALL, PARADE,
ROYAL LEAMINGTON SPA
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ROBERT NASH ACIS DMS
Clerk to the Town Council
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11th September 2013

Dear Councillor,

You are summoned to attend a **MEETING** of the **TOWN COUNCIL OF ROYAL LEAMINGTON SPA** to be held at the **Town Hall, Royal Leamington Spa** on **TUESDAY 17th SEPTEMBER 2013**, commencing at **6.30 pm** for the purpose of transacting the business specified below.

Yours faithfully,

CLERK TO THE TOWN COUNCIL

TO ALL MEMBERS OF THE COUNCIL

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **CHAIRMAN'S ANNOUNCEMENTS**
3. **DECLARATIONS OF INTEREST/GRANT OF DISPENSATION**
To receive any declarations of interest and approve the grant of dispensation in respect of an item identified for discussion at the Meeting.
4. **PUBLIC FORUM**
To receive representations from members of the public in accordance with Standing Order No. 36.
5. **ADOPTION OF TELEPHONE KIOSKS**
The Meeting will be attended by Councillor Jerry Weber of Warwick District Council who will outline a proposal for the adoption of the public telephone boxes situated at Clarendon Avenue.
6. **OFF STREET CAR PARKING CHARGES AND REGULATIONS**
The Meeting will be attended by the Head of Neighbourhood Services, Warwick District Council.
7. **PROPOSED RELOCATION OF POST OFFICE**
To consider the response of the Post Office to the Council's representations concerning the relocation of the Post Office from its current premises at Priory Terrace. (Report No.7).

8. **CHRISTMAS LIGHTING WORKING PARTY**
To consider a joint report from Councillors Greenwood and Stevens on the work of the Christmas Lights Working Party (Report No. 8)
9. **TOWN COUNCIL OBJECTIVES 2013/14**
To consider the attached report submitted by the Labour Group. (Report No 9)
10. **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 – APPLICATION FOR RENEWAL OF LICENSE OF SEX ESTABLISHMENT**
To consider a response to the submission of an application for renewal of the licence in respect of Shades, 6a High Street, Leamington Spa.
11. **REARRANGEMENT OF ANNUAL TOWN COUNCIL MEETING**
Town Clerk to report orally on response of District Council to request for use of the Council Chamber on 17th May 2014. (see Minute 28 of Meeting of 16th July, 2013)
12. **CASUAL VACANCY – MANOR WARD**
To note the arrangements for the Poll on 26th September 2013 for the vacant seat of Town Councillor in the Manor Ward.
13. **MINUTES OF COUNCIL AND COUNCIL COMMITTEES**
- (i) **Planning Committee – 25th July, 15th August and 4th September, 2013**
To receive the Minutes of the Meetings of the Planning Committee held on 25th July, 2013, 15th August and 4th September 2013. (Report Nos.13 (a) 13 (b) and 13 (c)
- (ii) **Policy and Resources Committee –30th July and 3rd September 2013**
To receive the Minutes of the Meeting of the Policy and Resources Committee held on 30th July and 3rd September 2013 (Report No.13 (d) and 13 (e))
- (iii) **Cultural and Community Committee –11th July 2013**
To receive the Minutes of the Meetings of the Cultural and Community Committee held on 11th July 2013 (Report No 13 (f))
- (iv) **Council – 16th July 2013**
To confirm and sign as a correct record the Minutes of the Meeting of the Town Council held on 16th July, 2013 (Report No. 13 (g)
14. **ACCOUNTS**
To consider and approve a schedule of invoices arising for payment since the last meeting. (Schedule of payments to be circulated)

Dear Mr Nash

Leamington Spa Post Office® branch
1 Priory Terrace, Leamington Spa, CV31 1AA

Thank you for your recent correspondence, on behalf of The Town Council of Royal Leamington Spa, regarding our proposals to relocate and modernise Leamington Spa Post Office. I have been asked to look into the issues you have raised and reply to you directly.

As you may be aware the changes planned for this Post Office form part of a Government funded strategy which will see around 6,000 branches (about half the Post Office network) converting to new style formats. We're investing in branches to introduce a new, fresh look that helps to improve customer experience, with extended opening hours, modern environments, and to keep the unrivalled access and trust that our subpostmasters and their teams hold in communities. We believe that this investment programme is the foundation for Post Office sustainability and growth.

The subpostmaster at Leamington Spa has shown a preference to leave the network under the new transformation programme. This is an entirely voluntary decision and where a subpostmaster indicates that they might want to leave the network, we work with them to meet their wishes as far as we are able. In order for us to maintain a Post Office service in the area, we've been actively seeking new premises from which to continue to provide a modern and professional Post Office service.

I understand that you have some concerns over the location of the proposed store and your comments have been noted and will be taken into consideration. Should the move proceed, please be assured that the new premises would have the appropriate signage on display externally to let the public know it provides a Post Office service and will continue to offer the same wide range of products and services that our customers in Leamington Spa are used to .

In regards to your comments on parking facilities I would like to take this opportunity to clarify that whilst car parking is something we take into account and we let customers know what would be available at any proposed new site, this is not a facility Post Office or our operators are responsible for providing. Additionally, local traffic/parking restrictions may be subject to change at any time and are not something that we have any control over as this is a matter for the Local Authorities. We are very mindful of the needs of our customers, however and as part of the formal consultation process we do write to a number of parties, including the Local Authorities, making them aware of our proposals.

I note that there are concerns over proposing to relocate the Post Office into a convenience store; however I hope you will be reassured to know that this type of format successfully operates in over 400 locations throughout the UK. The Post Office assesses the suitability of introducing a new format based on a number of factors including; data we hold on customer footfall and the amount of business conducted through the branch. Naturally staffing levels would be aligned to meet customer flow, especially during peak periods and we are confident that this coupled with the extension to the opening hours would be sufficient to meet customer demand. However, we would continue to review service at the branch to ensure it made the best use of resources, that it would be able to meet the customer flow and also to consider what changes might be needed.

In addition to the traditional style counters, a Post Office service point would be situated alongside the retail till of the store. This combined retail and Post Office till will remain open all the hours the store is open; 08:00 – 22:00 Monday to Thursday and 08:00 – 23:00 on

Friday and Saturday. It would also be open 08:00 – 22:00 on a Sunday and would be able to carry out transactions which typically account for up to 95% of customer visits across our network. Far from this being a downgrade in service, the proposals would give customers access to Post Office products and services 7 days a week and increase opening hours by 48.5 hours a week. These longer hours would also help to alleviate queues, as customers are able to choose to visit at times that suit their lifestyle better, whether this be first thing in the morning, during the day, later in the evening or across the weekend

Turning to your concern about disabled facilities at the proposed new site, I hope you will be pleased to know that should the move proceed there would be a low level serving counter, a low level writing desk, a hearing loop and space for wheelchairs. As is the case at any other Post Office we are keen to ensure the facilities offered in Leamington Spa Post Office would meet the requirements of the Equality Act (EA). The new operator would have been made aware of our expectations and their responsibilities with all relevant legislation, such as the EA and Post Office Ltd.'s Accessibility Policy. If the premises are not EA compliant we encourage our operator that, wherever possible, they remove any barriers that may prevent a disabled customer from accessing our services. We understand how important the Post Office is for our customers in Leamington Spa and we are keen to ensure that our services are accessible to everyone.

I understand your concern for the building currently housing the Post Office, as it is a prominent local feature in your town. However, as Leamington Spa Post Office is independently owned and operated under a franchise agreement with Post Office I am unfortunately unable to confirm the future plans for this building as the operator does not have to disclose this information to us.

We are very aware of the vital role the Post Office plays in your community and we believe that our proposals to relocate this Post Office, will help to safeguard Post Office services for the longer term and at the same time provide an improved service offer for our customers in Leamington Spa

All the comments you have made will be included and carefully considered during the decision making process. After the close of consultation we will undertake a final review of the correspondence we have received and evaluate if any changes need to be made to our original proposal. Once the final decisions are taken we will write to you again and let our customers know by putting up information posters in the branch; details will also be given on our website; www.postoffice.co.uk

I hope my response has been helpful and would like to thank you for taking the time to contact us.

Yours sincerely

Graham Hodson
Programme Correspondence Team

How to contact us:

✉ FREEPOST 'your comments' ☎ Customer Helpline: 08457 22 33 44
Textphone: 08457 22 33 55

✉ comments@postoffice.co.uk 🌐 www.postoffice.co.uk

REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 17TH SEPTEMBER 2013

CHRISTMAS LIGHTING WORKING PARTY

The Working Party was convened at a meeting on Friday 2nd August, as the first of a series running up to the switch-on of the Christmas lights which this year will be on Sunday, 17th November. The event will be opened by the Chairman of Warwick District Council and the Mayor of Leamington will be in attendance.

Present were Councillors David Greenwood and Amanda Stevens, David Butler, Business Manager - Town Centres, Stuart Poole, (WDC Events Management Officer who is involved with much of the admin and coordination), Pete Smith (Director of Tandy, local electrical/lighting business), two representatives from Touch FM (Joelle Nixon & Hayley) that will provide entertainment at the top of the Parade, two entertainment organizers (Beth Chambers and Dean Harris) two Rotary Club representatives (Mike Wilkinson & Michael Dorr) for the Tree of Light and the Carol Service outside the Town Hall), Robert Cunliffe, a former Mayor & Town Councillor (representing Neighbourhood Watch). There was no Councillor representation from WDC or anyone from Sketts (the market operators) and an apology was received from Rev Anthony Orr, Baptist Church minister who liaises with the Rotary Club on organising the Carol Service.

Following comments from all attendees, the main points arising were:-

The Carol service will this year be conducted by Rev Paul Manuel of St Marks Church, Milverton as part of the rotating of ministers in the town. Donations on the Tree of Light would this year go to Myton Hospice. David Butler is to book a brass band for the event.

Some concern was expressed about the lack of a Town Hall superintendent to provide support. It still has to be confirmed that storage space at Leamington Town Hall will be available. David Butler said he would follow this up.

The police had been informed of the date and the normal procedure for road closures would take place. The normal market and entertainments will also be in operation.

New lights are to be provided by Leamington BID. The lighting arrangements seemed to be in hand and would be very similar to other years.

There are to be some minor alterations to the acoustics following a problem with the set-up last year.

No specific entertainment has yet been booked but both Touch fm and the independent acts organisers said they would have more to report next month.

As Town Councillors, we raised two issues; firstly the need to ensure that the Town Council's considerable financial commitment was reflected in all advertising and promotional material. In this respect, Pete Smith from Tandy advised that if the Town Council produced a logo or a name, this could be turned into a projector slide for use on the day. Cost for this

would be minimal – about £35 – and we recommend that this is done. David Butler recognised that the Town Council's wish for its role as a funding partner to be fairly acknowledged and would ensure his best endeavours in this respect. Secondly we asked for a final expenditure and costs statement and David Butler agreed to arrange this.

A further meeting took place on 6th September and an update is attached to this Report.

Report Authors: Councillors David Greenwood/Amanda Stevens

Appendix

Action Points of Meeting of Christmas Lighting Working Party – 6TH September 2013

Town Hall

- 2 rooms booked
- Refreshments arranged
- Brass band booked

Stage

- Location confirmed (outside Coventry Building Soc) with stage provider
- Beth has outline of majority of performers already

Road closures

- Paperwork being processed
- Security being booked

Marketing

- Co-ordinated marketing with autumn & yuletide markets
- Due to launch start of October
- Print advert (Cov Evening Telegraph & Observer tbc)
- Double sided fliers
- Web page
- Social media

New lights

- New lights contract about to be awarded
- Will see new lights installed through BID area
- New tree lights, and Town Hall balcony lights
- Lights in Old Town being discussed....

Next meeting is Friday 4th October 2013

David Butler
Business Manager - Town Centres
Warwick District Council

ROYAL LEAMINGTON SPA TOWN COUNCIL OBJECTIVES FOR 2013/14

Royal Leamington Spa Town Council recognises the unique features of the town and strives to maintain and improve it as a place to work, live and play. We recognise that we are fortunate to represent a lively town, with its many and diverse groups and cultural activities. We aim to preserve and enhance the special character of Leamington Spa Town Centre. We aim to promote a healthy and active interest in activities and arts in the town, and to engage with all residents to find out their views. We support vibrant communities and voluntary involvement in the town. We want to keep our town green and clean.

WORKING FOR A THRIVING & LIVELY TOWN Specifically we want;

to develop collaborative working arrangements with Warwickshire County Council and Warwick District Council, especially in relation to Town Centre development, and planning in particularly deprived neighbourhoods

- by working with the Town Centre Development Manager, to ensure the views of this Council are heard
- by considering plans for specific wards
- through working with BID Leamington, the Chamber of Commerce and other organisations such as the Leamington Society
- by maintaining Leamington Town Centre as a place to shop, and a place to meet friends

to respond to WDCs Local Plan with a detailed argument for how we want to see Leamington develop

- by highlighting the need for new housing for all and specially social housing
- by emphasising the need for employment opportunities for all our community
- by emphasising that we do not want any Sexual Entertainment Venues in the town
- by acknowledging the history of the town
- by promotion of transport for all, that includes public transport, cycling and pedestrian traffic
- by promoting social cohesion
- in active promotion of community safety

to engage with local residents to ascertain views on planned developments

- to find ways of getting residents views, including through the use of social media
- messages everywhere *-we want to hear from you*
- by working with local organisations to preserve and promote historical aspects of the town
- by working with WDC to develop a policy on HIMOs
- through engaging with existing groups, such as residents' associations

to support and develop all aspects of civic life, particularly through the offices of the Mayor and Deputy Mayor

- by planning how to celebrate in 2014 the 200th anniversary of the Pump Rooms
- by engaging with the Event Management Officers of WDC in planning events in Leamington
- by supporting and promoting vibrant community and voluntary action, through our Culture and Community committee
- by our support to music, arts
- through our support to the Blue Plaque scheme
- promotion of cultural links and understanding through our Twin Town Agreements and Friendship links with other nations.

to promote equality for all, and particularly in the more socially deprived wards in the town

- by continued support to CAB
- by celebrating our cultural diversity
- by supporting Warwick District Shopmobility, and to advise on its long term financial Viability

to support our policies to maintain positive ecological action

- by encouraging pedestrians and cyclists, and discouraging over-use of cars
- through our support to Transition Towns and Fair Trade
- keeping our town green and clean
- by our street tree planting programme
- through our support to Leamington in Bloom
- active support for Allotment Societies and those wishing to establish new Allotment sites

to promote the work of the Town Council

- by more active promotion of those activities we support financially eg Music in the Park
- by promoting in all media the groups and activities we fund, eg more posters in prominent places to advertise events, *Funded by Leamington Town Council*
- posters in the Town Hall which promote the Council to visitors, eg *We are Royal Leamington Spa Town Council*
- to work with the Tourist Information Service to promote the town and its activities and events to visitors, and examining signage within the town

to ensure that all expenditure of this Council is consistent with these objectives

- through rigorously examining all applications for grants
- scrutinising all expenditure and income