

Council meeting: Monday 17 June 2024

Notice is hereby given that a meeting of Warwick District Council will be held at Shire Hall, Market Place, Warwick on Monday 17 June 2024 at **6.00pm**

Agenda

1. Apologies for Absence

2. Declarations of Interest

Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct. Declarations should be disclosed during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Monitoring Officer of the interest within 28 days.

Members are also reminded of the need to declare predetermination on any matter.

If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.

3. Minutes

To confirm the minutes of the meeting of the Council held on 15 May 2024.

(Pages 1 to 17)

4. Communications and Announcements

5. Petitions

6. Notices of Motion

7. Leader and Portfolio Holders' Statements

8. Questions to the Leader of the Council & Portfolio Holders

9. Cabinet Report

To consider an excerpt from the minutes of the Cabinet meeting of 5 June 2024 in respect of West Midlands Investment Zone.

(To Follow)

10. Common Seal

To authorise the affixing of the Common Seal of the Council to such deeds and documents as may be required for implementing decisions of the Council arrived at this day.



Chief Executive
Published Friday 7 June 2024

For enquiries about this meeting please contact Warwick District Council, Town Hall,
Parade, Royal Leamington Spa, CV32 4AT

Telephone: 01926 456114
E-Mail: committee@warwickdc.gov.uk

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WARWICK DISTRICT COUNCIL

Minutes of the annual meeting of Warwick District Council held at Shire Hall, Warwick, on Wednesday 15 May 2024, at 6.31pm.

PRESENT: Councillor Syson (Chairman); Councillors Adkins, Aizlewood, Armstrong, Barton, Billiald, Boad, Browne, Chilvers, Collins, Davison, Day, K Dickson, R Dickson, Dray, Falp, B Gifford, C Gifford, Gorman, Hales, J Harrison, Kenndey, King, Kohler, Luckhurst, Margrave, Matecki, Milton, Noonan, Payne, Phillips, Redford, Roberts, Rosu, Russell, Sinnott, Sullivan, Tangri, C Wightman, P Wightman, Williams, and Yellapragada.

1. **Election of Chairman**

It was proposed by Councillor Falp, seconded by Councillor Barton and

Resolved that Councillor Margrave be elected Chairman of Warwick District Council for the municipal year 2024/25.

Councillor Margrave made the Declaration of Acceptance of Office for Chairman of the Council and thanked Council for his election.

2. **Appointment of Vice-Chair of the Council**

It was proposed by Councillor Davison, seconded by Councillor Day and

Resolved that Councillor Tangri be appointed Vice Chair of Warwick District Council for the municipal year 2024/25.

Councillor Tangri made the Declaration of Acceptance of Office for Vice-Chair of the Council and thanked Council for his election.

3. **Vote of Thanks for the Retiring Chairman**

It was proposed by Councillor B Gifford, seconded by Councillor Roberts and

Resolved that the appreciation of the Council be placed on record for the excellent services rendered by the retiring Chairman, Sidney Syson, during the past year.

Councillor Sidney Syson acknowledged the vote of thanks.

4. **Apologies for Absence**

Apologies for absence were received from Councillors Cron and D Harrison.

5. **Minutes**

The minutes of the Council meeting held on 10 April 2024 were taken as read and signed by the Chairman as a correct record, subject to an amendment under Portfolio Holder's statement for Strategic Leadership's statement (1) to read "3G Pitch at Newbold Comyn" rather than "£G Pitch at Newbold Comyn".

6. **Membership of the Cabinet**

Councillor Davison informed the Council of the Councillors that the Cabinet would comprise of, as set out at Appendix 1 to the minutes.

7. **Appointments**

It was proposed by the Chairman, duly seconded by Councillor Davison, that memberships of Committees including substitutes, Memberships of Working Parties and Forums, and appointments Champion roles & Outside Bodies and subject to the changes set out in the addendum circulated at the meeting, and

Resolved that:

- (a) the nominations for membership of the Committees, including substitute members, as set out in Appendix 2 to the minutes, be approved;
- (b) the appointments to Working Parties and Forums, as revised above, for 2024/2025, as set out at Appendix 3 to the minutes, be approved; and
- (c) the appointments to Champions' Roles as set out in Appendix 4 to the minutes, be approved; and
- (d) the appointments to Outside bodies as set out in Appendix 5 to the minutes.

8. **Appointments of Independent Person – Belinda Pyke**

It was proposed by the Chairman, seconded by Councillor Hales and

Resolved that, Belinda Pyke be appointed as an Independent Person for the Council, under Section 28(7) of the Localism Act 2011.

9. **Declarations of Interest**

There were no declarations of interest made.

10. **Annual Report of the Overview and Scrutiny Committee**

The Annual report of the Overview & Scrutiny Committee, was proposed by Councillor Milton, seconded by Councillor Armstrong and

Resolved that the Annual report of the Overview & Scrutiny Committee, be approved.

11. **Cabinet Reports**

The recommendations from the meeting of Cabinet held on 15 May 2024 in respect of Adoption of Net Zero Carbon DPD and associated SPD were proposed by Councillor Davison, seconded by Councillor Day and

Resolved that that recommendations in respect of the "Adoption of Net Zero Carbon DPD and associated SPD" as set out in the report of the Cabinet meeting held on 15 May 2024, be approved.

Councillor Syson thanked former Councillor Alan Rheed, Former Councillor John Dearing, Former Councillor Colin Quinney, and officers Dave Barber, Phil Clarke, Andrew Cornfoot, and Amit Bratch for their work and commitment in delivering this.

12. **Public and Press**

Resolved that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following item by reason of the likely disclosure of exempt information within the paragraphs of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below:

Minute Number	Paragraph Number	Reason
12	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information).

13. **Confidential Appendix B to Item 10 -Annual Report of the Overview and Scrutiny Committee**

The confidential Appendix B to Item 10 Annual Report of the Overview & Scrutiny Committee, was proposed by Councillor Milton, seconded by Councillor Armstrong and

Resolved that the confidential Appendix be noted.

14. **Common Seal**

It was proposed by the Chairman, seconded by Councillor Davison and

Resolved that the Common Seal of Warwick District Council be affixed to such documents as it may be required for implementing decisions of the Council arrived at this day.

(The meeting ended at 7.20pm)

CHAIRMAN
17 June 2024



Membership and roles of the Cabinet 2024/2025

Portfolio Area Name	Portfolio Holder	Service Area(s)	Teams
Arts & Economy	Councillor Billiald	Place, Arts and Economy Phil Clarke	<ul style="list-style-type: none"> • Economic Development & Regeneration <ul style="list-style-type: none"> ○ Including events, markets and tourism • Arts & Culture <ul style="list-style-type: none"> ○ Town Hall ○ Spa Centre ○ Pump Rooms ○ Art Gallery & Museum and ○ Arts development
Climate Change	Councillor Williams	Climate Change Dave Barber Housing, Health and Communities Lisa Barker Neighbourhood & Assets Steve Partner	<ul style="list-style-type: none"> • Strategy for new WDC buildings (including housing stock) being zero carbon in use • High-level framework for decarbonisation of existing Council homes and all Council buildings

Communities and Leisure	Councillor Sinnott	Safer Communities, Leisure & Environment Marianne Rolfe	<ul style="list-style-type: none"> • Environmental Health & Licencing <ul style="list-style-type: none"> ○ Environmental protection ○ Food safety ○ Health & Safety ○ Licensing • Community Safety <ul style="list-style-type: none"> ○ CCTV ○ Emergency Planning ○ Community Safety ○ Safeguarding • Sports & Leisure <ul style="list-style-type: none"> ○ Leisure contracts ○ Outdoor sport ○ Active communities
		Housing, Health and Communities Lisa Barker	<ul style="list-style-type: none"> • Communities • Health & Wellbeing

Housing & Assets	Councillor Wightman	Housing, Health and Communities Lisa Barker	<ul style="list-style-type: none"> • Housing Needs • Landlord Services (less Community Health & Well-being) • Housing Strategy and Development • Business Development and Change, within Housing • Milverton Homes and Joint venture • Delivery of new homes • Delivery of retro fit of fire safety, decent homes and decarbonisation programmes of HRA stock.
		Neighbourhood & Assets Steve Partner	<ul style="list-style-type: none"> • Compliance, Repairs & Maintenance Facilities • Technical Surveying & management of contracts for Housing Investment Programme / Decent Homes works. • Building Surveying • Internal Health & Safety • Delivery of retro fit of fire safety, and decarbonisation programmes of Non HRA buildings
Neighbourhood	Councillor Roberts	Neighbourhood & Assets Steve Partner	<ul style="list-style-type: none"> • Bereavement Services • Contract Services • Public Conveniences • Off street Car Parking & Rangers • Refuse & Recycling Collections • Street Cleansing, • Grounds Maintenance
		Safer Communities, Leisure & Environment Marianne Rolfe	<ul style="list-style-type: none"> • Green Spaces <ul style="list-style-type: none"> ○ Play Areas ○ Green space strategy ○ Wildlife strategy

Place	Councillor King	Place, Arts and Economy Phil Clarke	<ul style="list-style-type: none"> • Building Control • Development Management <ul style="list-style-type: none"> ○ Development Control ○ Planning Enforcement ○ Land Charges ○ Planning Conservation • Planning Policy & Delivery, including Local Plan and all DPDs
Resources	Councillor Chilvers	Finance Andrew Rollins	<ul style="list-style-type: none"> • Accountancy • Audit & Risk • Procurement, Purchasing & Payments • Exchequer (Council Tax & Business Rates) • Financial oversight of Milverton homes
Strategic Leadership	Councillor Davison	Chief Executive Chris Elliott & Deputy Chief Executive Darren Knight	<ul style="list-style-type: none"> • Corporate Policy • Strategic Partnerships • Leisure Development Programme • Programme Team - Development & Delivery of Major public realm projects
		Governance Services Graham Leach	<ul style="list-style-type: none"> • Information Governance • Civic & Committee • Performance Management • Corporate Support • Electoral Services
		Climate Change Dave Barber	<ul style="list-style-type: none"> • Climate Emergency Action Plan • Biodiversity Action Plan

Transformation	Councillor J Harrison	Customer & Digital Services David Elkington	<ul style="list-style-type: none"> • Helpdesk & Technical Support • Infrastructure, • Geographical Information Systems (GIS) <ul style="list-style-type: none"> ○ Digital Mapping Services ○ Local Land & Property Gazetteer (LLPG) ○ Street Naming & Numbering • Transformation & Applications Support • Benefits & Customer Services • Broadband delivery
		People & Communications Tracy Dolphin	<ul style="list-style-type: none"> • People <ul style="list-style-type: none"> ○ HR ○ Employee relations ○ People Management ○ Corporate Payroll • Learning & Development • Marketing & Communications <ul style="list-style-type: none"> ○ Media ○ Design ○ Website ○ Print Room



**Membership of the
Committees 2024/2025**

Audit & Standards Committee (13)

Councillor K Aizelwood
 Councillor D Browne
 Councillor L Cron
 Councillor K Dickson
 Councillor R Dickson
 Councillor J Falp
 Councillor S Syson
 Councillor R Hales
 Councillor P Phillips
 Councillor G Rosu
 Councillor K Gorman
 Councillor H Yellapragada
 Councillor K Dray

Employment Committee (13)

Councillor K Aizlewood
 Councillor I Davison
 Councillor K Dickson
 Councillor K Gorman
 Councillor C King
 Councillor J Harrison
 Councillor R Margrave
 Councillor R Noonan
 Councillor J Payne
 Councillor P Phillips
 Councillor J Sinnott
 Councillor S Syson
 Councillor H Yellapragada

**Licensing & Regulatory Committee
(15)**

Councillor D Armstrong
 Councillor D Browne
 Councillor A Barton
 Councillor K Dray
 Councillor C Gifford
 Councillor K Gorman
 Councillor D Harrison
 Councillor C King
 Councillor P Kohler
 Councillor M Luckhurst
 Councillor J Matecki
 Councillor P Redford
 Councillor W Roberts
 Councillor G Rosu
 Councillor S Syson

Overview & Scrutiny Committee (12)

Councillor H Adkins
 Councillor D Armstrong
 Councillor A Barton
 Councillor M Collins
 Councillor A Day
 Councillor D Harrison
 Councillor M Luckhurst
 Councillor A Milton
 Councillor J Payne
 Councillor P Redford
 Councillor D Russell
 Councillor C Wightman

Planning Committee (12)

Councillor A Boad
 Councillor L Cron
 Councillor R Dickson
 Councillor K Dray
 Councillor J Falp
 Councillor B Gifford
 Councillor M Luckhurst
 Councillor R Noonan
 Councillor P Phillips
 Councillor N Tangri
 Councillor J Kennedy
 Councillor C Wightman

Asset Compliance Committee (10)

Councillor H Adkins
 Councillor A Barton
 Councillor A Boad
 Councillor K Dickson
 Councillor K Dray
 Councillor J Falp
 Councillor K Gorman
 Councillor R Hales
 Councillor P Phillips
 Councillor H Yellapragada

Substitute Members 2024/2025

Audit & Standards Scrutiny Committee

Conservatives

Councillor A Day
Councillor J Matecki
Councillor R Noonan
Councillor P Redford

Liberal Democrats

Councillor A Boad
Councillor B Gifford
Councillor C Gifford
Councillor P Kohler
Councillor A Milton
Councillor J Payne
Councillor D Russell

Green

Councillor D Armstrong
Councillor K Gorman
Councillor D Harrison
Councillor M Luckhurst

Labour

Councillor M Collins
Councillor C Wightman
Councillor H Adkins

Whitnash Residents Association

Councillor A Barton
Councillor J Falp

Independent

Councillor JP Sullivan

Employment Committee

Conservatives

Councillor A Day
Councillor R Hales
Councillor J Matecki
Councillor P Redford

Liberal Democrats

Councillor A Boad
Councillor R Dickson
Councillor C Gifford
Councillor P Kohler
Councillor A Milton
Councillor D Russell
Councillor S Syson

Green

Councillor J Kennedy
Councillor N Tangri

Labour

Councillor H Adkins
Councillor D Browne
Councillor M Collins
Councillor K Dray
Councillor G Rosu
Councillor C Wightman
Councillor P Wightman

Whitnash Residents Association

Councillor A Barton
Councillor J Falp

Licensing & Regulatory Committee

Conservatives

Councillor A Day
Councillor R Hales
Councillor P Phillips

Liberal Democrats

Councillor A Boad
Councillor K Dickson
Councillor R Dickson
Councillor B Gifford
Councillor A Milton
Councillor J Payne
Councillor D Russell

Green

Councillor H Yellapragada
Councillor E Billiald

Labour

Councillor H Adkins
Councillor M Collins
Councillor J Harrison*
Councillor J Sinnott*
Councillor P Wightman*
Councillor C Wightman

Whitnash Residents Association

Councillor J Falp
Councillor R Margrave

Overview & Scrutiny Committee

Conservatives

Councillor R Hales
Councillor J Matecki
Councillor R Noonan
Councillor P Phillips

Liberal Democrats

Councillor A Boad
Councillor K Dickson
Councillor R Dickson
Councillor B Gifford
Councillor C Gifford
Councillor P Kohler

Green

Councillor K Aizlewood
Councillor L Cron
Councillor K Gorman
Councillor N Tangri
Councillor H Yellapragada

Labour

Councillor D Browne
Councillor G Rosu
Councillor C Wightman

Whitnash Residents Association

Councillor J Falp
Councillor R Margrave

Planning Committee

Conservatives

Councillor A Day
Councillor R Hales
Councillor J Matecki
Councillor P Redford

Green

Councillor I Davison*
Councillor W Roberts*
Councillor D Harrison
Councillor H Yellapragada
Councillor L Williams*

Whitnash Residents Association

Councillor A Barton
Councillor R Margrave

*Not for WDC applications

Liberal Democrats

Councillor K Dickson
Councillor C Gifford
Councillor P Kohler
Councillor A Milton
Councillor J Payne
Councillor D Russell
Councillor S Syson

Labour

Councillor H Adkins
Councillor D Browne
Councillor J Harrison*
Councillor C King*
Councillor G Rosu
Councillor J Sinnott*
Councillor P Wightman*
Councillor M Collins

Working Parties & Forums 2024/2025

Working Party / Forum	Lead Officer	Number of places	Councillors 2024/25
Abbey Fields Expenditure Working Party 1 from each Group		6 (one from each Group plus PH)	D Armstrong A Barton R Dickson C King (Chair) P Phillips C Wightman
Budget Review Group		10 (5 members from O&S and A&S each with Chairs of both automatically appointed. Appointments made by both Committees)	A Barton M Collins A Day R Dickson J Falp R Hales M Luckhurst A Milton G Rosu N Tangri
Members – Trades Union Joint Consultation & Safety Panel 1 from each Group	Tracy Dolphin	5	B Gifford J Kennedy C King J Falp P Phillips
St Mary's Lands Working Party 1 each Group plus PH	Chris Elliott	6 (one from each Group plus PH)	PH Neighbourhood & Leisure – W Roberts D Harrison D Browne R Hales WRA Vacancy Lib Dem Vacancy

South Warwickshire Local Plan Advisory Group	Phil Clarke	6 (one form each Group plus PH)	A Boad L Williams K Aizlewood M Collins R Margrave A Day
Warwick District Conservation Advisory Forum Two elected Members of Warwick District Council who have an interest in the historic environment and planning matters.	Robert Dawson	2	Councillor C Gifford Councillor J Falp

Working Parties appointed by the Cabinet

Working Party / Forum	Lead Officer	Number of places	Councillors 2024/25
Leamington Transformation Board Leader, PH, and all Group Leaders . (External appointments are 2 x WCC cllrs + 1 x LTC cllr)	Mark Brightburn	Leader plus PH plus all Group Leaders	Leader of the Council - Councillor I Davison PH Cllr Billiald & King. Councillors Boad, Day, Falp.

Champions 2024/2025

Champions	Lead Officer	Number of places	Councillors
<p>Children’s and Adults’ Safeguarding Champions</p> <ul style="list-style-type: none"> • Assure themselves that the Council has sound arrangements to protect children and promote their welfare are in place within the District Council and that the Council is promoting and engaging in effective interagency cooperation and collaboration in these fields; • Undertake reasonable investigations so as to be able to form a view of the quality of the Council’s child safeguarding activities and work with the officer Children’s Champion to assist the Council and improve the quality and/or effectiveness of those activities whenever appropriate; • Act as a “critical friend” to constructively challenge officers and elected members on child safeguarding and welfare issues as appropriate; • Promote awareness of child safeguarding and welfare issues and the activities and processes undertaken by this Council amongst elected members 	Marianne Rolfe	2	<p>Portfolio Holder, Safer Communities, Leisure & Environment – Councillor J Sinnott</p> <p>Councillor to be appointed by O&S Committee</p>
<p>Heritage Champion As explained in the CAF Constitution, the Chair of the Forum shall also act as the Council’s Heritage Champion in promoting the historic environment both within the Council and the wider community.</p>	Robert Dawson	1	Chairman of CAF
<p>HS2 Champion</p> <ul style="list-style-type: none"> • (To monitor the impact of HS2 on Warwick District and work on mitigation for this; • To liaise with appropriate officers and organisations on HS2 matters and support the Portfolio Holder in this detailed area of work) 	Erin Weatherstone	1	Councillor L Cron
<p>Armed Forces Covenant Champion To champion all aspects of the Armed Forces Covenant in WDC.</p>	Bernie Allen	1	Councillor Redford
<p>Parish/Town Champion – Role Profile</p> <ul style="list-style-type: none"> • To raise awareness and have regard of issues affecting Local Councils within the District Council; • To respond to invitations from Local Councils to attend meetings of mutual interest; • To be the first point of contact for Local Councils in the event of concerns relating to dealings with the District Council; • To ensure that Local Councils view are taken into account when the District Council undertakes consultation; • To facilitate discussions in relation to the possibility of devolving services to Local Councils; • To encourage joint training events including Councillors from the District Council and Local Councils • To respond to invitations to attend Warwickshire and West Midlands Association of Local Councils (WALC) Area Committees; • To attend other Local Council liaison meetings as appropriate 	Bernie Allen	1	Councillor Redford

Cabinet appointments 2024-25

(Appointments made by the Cabinet and therefore not a decision for the Council and not subject to political proportionality rules)

Cabinet Appointments	Number of places	Councillor
Warwickshire Police & Crime Panel	1	PH Safer Communities, Leisure & Environment Councillor Sinnott
District Councils' Network (Leader of the Council)	1	Leader of the Council Councillor Davison
West Midlands Combined Authority (Leader of the Council)	1	Leader of the Council Councillor Davison
Safer Warwickshire Partnership Board	1	PH Safer Communities, Leisure & Environment Councillor Sinnott
South Warwickshire Community Safety Partnership	1	PH Safer Communities, Leisure & Environment Councillor Sinnott
Warwickshire County Council Health & Wellbeing Board	1	PH Safer Communities, Leisure & Environment Councillor Sinnott
Association of Retained Council Housing (ARCH)	1	PH Housing Councillor Wightman
Warwickshire Waste Management Forum	1	PH Neighbourhood Councillor Roberts
Shakespeare's England	1	PH Arts & Economy Councillor Billiald
West Midlands Employers Board		PH Transformation Councillor J Harrison
Total	10	

Warwick District Council appointments 2024-25

Appointment	Number of places	Councillor 2024/2025	*Evaluation Criteria
Coventry Airport Consultative Committee	1	Payne	2
Kenilworth Abbey Barn Advisory Committee	1	Hales	4
South Warwickshire University NHS Foundation Trust	1	Sinnott	5
Warwickshire County Council – Adult Social Care and Health Overview & Scrutiny Committee	1	Redford	5
Birmingham Airport Consultative Committee	1	Aizlewood	2
Bid Leamington Board	1	Billiald	2

National Parking Adjudication Service (PATROL)	1	Dray	1 & 3
South Warwickshire Community Safety Partnership (Non Executive rep)	1	Falp	1
Chase Meadow Community Centre	1	Rosu	4
Warwickshire Local Councils' Climate Emergency Partnership* *Asked that one of the two seats is the PH for Climate Change	2	Williams Kohler	3
Total	11		

*Evaluation Criteria Key:

Council agreed criteria:

1. A body or partnership to which the Council provides significant financial contribution;
2. An established Council partnership with agreements in place;
3. A body or partnership to which the Council is obliged to appoint a Member;
4. A body or partnership which relates to the management of an asset of the Council; or
5. Appointments made at the discretion of the Council.

Additional Criteria used by the Deputy Chief Executive & Monitoring Officer:

6. Does the body play a significant role in local service delivery; or
7. Does the body have significant influence on local or national policy.