

# EXECUTIVE

Minutes of the meeting held on Wednesday 18 April 2012 at the Town Hall, Royal Leamington Spa at 6.00 pm.

**PRESENT:** Councillor Michael Doody (Chairman), Councillors Caborn, Coker, Mrs Gallagher, Mrs Grainger, Shilton and Vincett.

**ALSO PRESENT:** Councillor Barrott (Labour Group Observer), Councillor Boad (Liberal Democrat Group Observer), Councillor Edwards (Acting Chair of Finance and Audit Scrutiny Committee) and Councillor Gifford (Chair of Overview and Scrutiny Committee).

Apologies for absence were received from Councillors Mrs Knight, Mobbs and Kirton.

## 148. **DECLARATIONS OF INTEREST**

### Minute Number 155 – Joint Working with Bowls England

Councillor Caborn declared a personal interest because he was a member of Royal Leamington Spa Bowls Club but was not on their Executive Committee so therefore had no voting rights.

### **PART 1**

(Items which a decision by Council is required)

## 149. **LEAMINGTON TOWN CENTRE INITIATIVES**

The Executive considered a report from Neighbourhood Services which identified three issues that could significantly improve the on and off-street charging mechanism for parking in the town centres.

The suggested policy would meet the need of simplifying charges, giving customers what they pay for and joining up on and off-street charges which the customer often believed were one and the same.

The issues were identified following discussions with the District's Chambers of Trade and based on feedback from customers.

The report requested that the proposed projects be supported and that officers continue to work with partners to deliver a more joined up on and off-street parking mechanism. In addition, Members were asked to introduce the new linear tariff mechanism, detailed in appendix 1 to the report.

An alternative option was not to adopt a linear tariff but to maintain the current charging mechanism which would rely on the customer having the right change to pay the relevant parking charge. This option was rejected because it did not resolve the issues identified by customers and if the County Council moved to a linear charge the District would be at a disadvantage, given the customer benefits of operating a linear charge to the customer.

## **EXECUTIVE MINUTES (Continued)**

Councillor Edwards presented the Finance & Audit Scrutiny Committee comments which supported the recommendations in the report. The Committee was encouraged that this option would increase dwelling time within the town centre.

A minority of the Executive raised concerns that although the proposal appeared to encourage visitors to stay in the town longer, it could have a detrimental effect on some residents who tended to use the short stay on-street parking facilities. In addition, the continual increase of the short stay on-street parking charge, from the original 20p to 50p, was felt to be too high.

In response, the Portfolio Holder for Neighbourhood Services, Councillor Shilton, highlighted that this proposal was solely for Leamington town centre at the present time. He also advised that the linear system should make parking charges simpler and easier to understand and thanked the Finance and Audit Scrutiny Committee for its support.

The Leader of the Council, Councillor Doody, endorsed the report but was mindful that there would be negative opinions regarding the increase in charges. He felt confident that the thorough consultation with local traders and the Town Council had resulted in a proposal that would deliver what the traders wanted.

Having read the report, and having taken the Scrutiny Committees' comments into account, the Executive decided to agree the recommendations in the report.

### **RECOMMENDED** that;

- (1) the work and projects already in place to support the town centres are supported by officers including other opportunities coming forward and the delivery of Portas Bids;
- (2) officers continue to work in partnership with WCC, local Chambers of Trade and Leamington BID and engage with Town Centre Management Initiatives to deliver a more joined up on and off-street parking mechanism;
- (3) changes to off-street charges detailed in Appendix 1 to the report, and the linear tariff mechanism for paying for parking are introduced by the Council at the earliest opportunity alongside Warwickshire County Council proposals for changes to on-street charges; and
- (4) discussions between Warwickshire County Council, the Chambers of Trade in Warwick and Kenilworth and the various Town Centre Management Initiatives regarding measures to

## **EXECUTIVE MINUTES (Continued)**

improve the parking offer, be continued and a further report brought later in the year.

(The Portfolio Holder for this item was Councillor Shilton)

### **PART 2**

(Items which a decision by Council is not required)

#### **150. FIT FOR THE FUTURE CHANGE PROGRAMME UPDATE**

The Executive considered a report from Improvement and Performance which updated members on the progress made from the Fit For the Future (FFF) Change Programme and sought approval for some future changes. The 2012/13 Service Area Plans and Portfolio Holder Statements were also included for agreement.

The report contained details of how the Council intended to secure the revenue savings required to continue with a balanced budget and proposed key projects and feasibility studies to be worked on in the future.

It was agreed in February 2011 that the Executive would have strategic responsibility for the FFF Programme, with the day to day running of the programme being delegated to the Senior Management Team. However, the rolling out of the first phases of the programme had taken longer than anticipated and the report proposed a number of ways to streamline the process.

The main proposal was to pass the responsibility of the Change Programme to the relevant Heads of Services, who would manage the delivery of key projects within their departments. In addition, the relevant Portfolio Holders would be held to account by the scrutiny committees to ensure that their departments were reaching the milestones specified in the projects.

Other recommendations proposed in the report, highlighted the financial benefits made to date, the leadership and organisational benefits and encompassed the key learning points which had been used to prepare the plans for 2012/13.

The final recommendation proposed consolidating existing reserves to deliver the programme and delegating some authority to the Chief Executive to authorise spending, where successful projects presented a viable business case.

An alternative option was to continue with the Change Programme, Service Area Plans and key Corporate Projects running separately from one another. However, officers did not feel that this would provide the right balance between having a consistent approach to achieving benefits and enabling Service Area Managers to lead their projects.

The Finance & Audit Scrutiny Committee supported the recommendations but felt that more consistency was needed across the Service Area Plans

## **EXECUTIVE MINUTES (Continued)**

(SAP), including layout, content and use of acronyms and abbreviations. Councillor Edwards highlighted that a good example was used in the Housing & Property Services SAP which compared previous years' customer measures.

Members of Finance and Audit also raised concerns that by handing the overall responsibility of projects to Service Area Managers and Portfolio Holders, senior staff may struggle to combine the day to day running of their departments with any interventions.

The Overview and Scrutiny Committee accepted the recommendations in the report, but had concerns on achievability and concerns about how Overview and Scrutiny could effectively scrutinise. The Committee had concerns that if the savings were not achieved, it may lead to cuts in services.

Councillor Caborn addressed members and advised that the proposal would ensure that departments and Portfolio Holders were fully integrated in the process, which could then be scrutinised properly. He stated that it was imperative the Council continued to move forward with FFF and requested an amendment to recommendation 2.8 to ensure processes ran as smoothly as possible. The amended recommendation would include the words 'and to seek any consent deemed necessary' at the end of the reported wording.

In response to the Scrutiny Committees' comments, Councillor Caborn was confident that by working as 'One Council', it was possible to achieve the ambitions proposed and assured members that services would not be cut. He accepted the committees' concerns and agreed to a more consistent approach to the formatting of the SAP's.

In support of this, Councillor Mrs Grainger advised that as a Portfolio Holder, she met with officers every month and welcomed any issues that the Scrutiny Committees felt should be investigated further.

Having read the report, and having taken the Scrutiny Committees' comments into account, the Executive decided to agree the recommendations in the report with the additional wording proposed to recommendation 2.8.

### **RESOLVED** that;

- (1) the programme management of the Council's FFF change programme will be through the delivery of the Council's Service Area Plans (SAPs);
- (2) the 2012/13 SAPS for each Portfolio attached as appendices 1 to 8 of the report, be approved;
- (3) sections 1, 2, 3, 5 and 7 of each of the SAPs form the Portfolio Holder Statements (PHSS)

## **EXECUTIVE MINUTES (Continued)**

and be approved as the priorities for each Portfolio for 2012/13;

- (4) the updated schedule of FFF key projects and feasibility studies, attached as appendix 9 to the report, be approved, including the indicative costs and delivery profile and note that these have been factored into the development of the 2012/13 SAPs & PHSs;
- (5) the Locality Improvement Plans attached at appendix 10 to the report, be approved, including the indicative costs and delivery profile and note that these have been factored into the development of the 2012/13 SAPs & PHSs;
- (6) the impact on the Medium Term Financial Strategy as described in Sections 3.6 and 5 of the report, be noted, as a consequence of the Change Programme being revisited and updated;
- (7) the outcomes and lessons learned from the first full year of the FFF Change Programme as detailed at Section 3.7 of the report, be noted;
- (8) any potential external sources of funding, as set out in Section 5 of the report, will be pursued whenever possible and authority be delegated to the Corporate Management Team, in consultation with the s151 Officer and the Portfolio Holders for Development and Finance to make bids for funding as appropriate and to seek any consent deemed necessary; and
- (9) the balance of £562,000 in the Spend to Save Reserve be transferred to the Service Transformation Reserve and that the Spend to Save Reserve be closed. Also, that the Chief Executive, in consultation with the S151 Officer, be authorised to spend up to £20,000 from the Service Transformation Reserve per project where a viable business case has been developed.

(The Portfolio Holder for this item was Councillor Caborn)  
(Forward Plan reference 375)

## **EXECUTIVE MINUTES (Continued)**

### **151. SERVICE TRANSFORMATION RESERVE BID – OPERATIONAL PROPERTY LIFETIME & CONDITION SURVEYS**

The Executive considered a report from Development Services which requested approval for the utilisation of the Service Transformation Reserve to fund a full condition and lifetime assessment survey of Warwick District Council's operational buildings.

The Fit for the Future (FFF) report included with the agenda, highlighted the potential call on the Service Transformation Reserve (STR) to enable the FFF programme to be delivered and its outcomes and financial savings to be realised. This report was the first of a series of business cases that would be presented to Executive seeking approval to draw down funding from the STR.

The report highlighted that the survey would identify the financial implications for the medium to long term future of all required operational assets. This work was also required to support the development of the Local Plan and allow service areas to adequately plan and make decisions on where they want to service future customer demand from.

The report detailed the list of assets that would be included in the survey and explained the difference between the recently procured asset feasibility study and the full stock condition survey.

An alternative option was to not carry out the full survey but this was considered to be high risk because the Authority had not planned for the replacement of operational assets. There was also the potential of wasting money on repairs and maintenance. A survey could be carried out in-house but would not provide the extended level of data needed to support the strategic asset management approach desired.

The Portfolio Holder for Housing and Property Services, Councillor Vincett, endorsed the report and highlighted that the survey was for Council owned property, not housing stock and signposted Members to the full list of properties detailed in section 7.3 of the report.

The Finance & Audit Scrutiny Committee was mindful that the Council should have some of this information already and was not totally satisfied that monies should be spent on collating data that we may already hold.

However, the Committee supported the recommendations provided that reassurance could be given that the correct procurement procedures would be followed.

Councillor Boad queried why churchyards and monuments were not included on the list and the general feeling was that they should be because the Council was responsible for the maintenance of them.

In response, Councillor Vincett advised that churchyards and associated areas would be looked at but reminded Members that the Council did not own these but it had a responsibility to maintain them. With regard to the information being held centrally, he explained that the Council did hold

## **EXECUTIVE MINUTES (Continued)**

some of the information but it was not enough to make an informed decision about the lifetime of the properties.

Having read the report, and having taken the Scrutiny Committees' comments into account, the Executive decided to agree the recommendations in the report, noting that the issue of churchyards and monuments would be investigated further.

**RESOLVED** that;

- (1) an allocation of £70,000 be approved from the Service Transformation Reserve to allow the commission of a full condition survey and life time assessment of operational assets of the Authority; and
- (2) authority be delegated to the Economic Development & Regeneration Manager and the Head of Housing and Property Services, in consultation with the Portfolio Holders for Housing and Property, Development Services, Cultural Services and Finance, to procure an appropriate survey.

(The Portfolio Holder for this item was Councillor Vincett)

### 152. **DRAFT GREEN SPACE STRATEGY**

The Executive considered a report from Neighbourhood Services requesting endorsement of the draft Green Space Strategy for public consultation with external stakeholders and approval of the approach taken to prioritising future investment plans.

The report highlighted the recent undertaking of a comprehensive open space study which assessed the quantity, quality and accessibility of different green spaces including parks and gardens, natural and semi-natural green space, amenity green space, provision for children and young people, outdoor sports facilities, allotments and community gardens, cemeteries, churchyards and green corridors.

The need to develop a strategy had been driven by a number of factors at both national and local levels. At a national level, Planning Policy Guidance required local authorities to undertake an audit of green space provision, the assessment of local needs and a demand for green space. At a local level, it was noted that green spaces were a valued and important community resource.

It was felt to be essential that the Council had a strategic overview of the provision, management and enhancement of green space and it was important to ensure that the Council's green space remained relevant to the community's needs in an ever changing world.

The report requested approval for consultation on the Green Space Strategy, which was attached at Appendix 1 to the report. In addition,

## **EXECUTIVE MINUTES (Continued)**

the draft Green Space Strategy was included within the New Local Plan consultation process.

The Council could decide not to adopt a Green Space Strategy, to ignore the Parks and Open Spaces Audit and to continue with present arrangements but this was not considered to be best practice.

Other alternatives included considering different options on how to prioritise any improvements within the action plan or to deliver the strategy geographically, whereby Area 1 was improved, followed by Area 2. Further alternatives and the reasons for their unsuitability were detailed in section 6 of the report.

The Portfolio Holder, Councillor Shilton, introduced the report and highlighted the importance of the green space strategy tying in with the Local Plan. He explained that consultation would be taking place and a report would be submitted in October 2012, once this had been completed. He advised that any disposal of land would be based on public need and hoped that discussions with local communities would identify which areas were of low value or did not contribute to their neighbourhoods.

The Overview and Scrutiny Committee accepted the recommendations but wanted to ensure that the whole issue of the Green Space Strategy tied in with the Local Plan.

Members were mindful that the District was lucky to have so many areas of open space and welcomed the strategy. They also agreed that the strategy was inextricably linked to the Local Plan and clarified that the timescales involved were achievable. Councillor Mrs Gallagher highlighted the need to keep Cultural Services fully informed throughout the process.

Having read the report, and having taken the Scrutiny Committees' comments into account, the Executive decided to agree the recommendations in the report.

### **RESOLVED** that;

- (1) consultation on the Green Space Strategy summarised in this report and attached at Appendix 1 to the report, be approved;
- (2) the draft Green Space Strategy is included within the New Local Plan consultation process;
- (3) following the outcome of the consultation, the Head of Neighbourhood Services, in consultation with the Development Policy Manager, Portfolio Holder for Neighbourhood Services and the Deputy Leader, bring a further report and a final draft of the Green Space Strategy for approval;



## **EXECUTIVE MINUTES (Continued)**

- (4) officers identify potential sites for disposal, and provide a future report detailing the sites recommended for sale; and
- (5) officers use the Community Forums as a future consultation partner on the delivery of the Green Space Strategy.

(The Portfolio Holder for this item was Councillor Shilton)  
(Forward Plan reference 186)

### **153. MILLBANK OPEN SPACE IMPROVEMENTS**

The Executive considered a report from Neighbourhood Services which outlined proposals, and requested finance, to improve Millbank open space and begin work on Phase 1 of the project.

The improvement plan provided a long-term plan for the development of Millbank open space and aimed to update the park to make it as welcoming and inviting as possible for the local community. It was hoped that this would increase the number of park users, the amount of natural surveillance and increase the perception of safety. It also aimed to encourage people to use all parts of the park, and to provide facilities for a wide and diverse range of users of all ages and abilities.

The report highlighted that estimated costs of approximately £105,940 would be required to undertake both phases of the works. The report asked Members to support the funding of the Phase 1 improvements, totalling £70,770, while the Gap Action Partnership sourced the other funding requirements in Phase 2 of the project.

The Gap Action Partnership was formalising itself to be a fully constituted group, and was preparing a business plan to support future applications for external funding to improve the park.

A detailed plan of the works proposed, and their associated costs, were included as an appendix to the report.

Members could choose not to fund the project but this would prevent the local community from fully accessing and using Millbank open space as a community asset and focal point for a range of recreational activities. Without Phase 1 funding this could also deny other external funding opportunities for the Phase 2 improvements, which could require or need match funding.

The Finance & Audit Scrutiny Committee supported the recommendations in the report.

The Portfolio Holder, Councillor Shilton, endorsed the report and detailed some of the difficulties regarding accessing the site. He hoped that the improvements would encourage residents and visitors to walk, play and use the space provided and had potential for the community to take ownership of the project.

## **EXECUTIVE MINUTES (Continued)**

Councillor Mrs Gallagher supported the report and highlighted the work completed by the Gap Action Partnership so far. She also felt that the Executive's congratulations should be passed to the report author, Dave Anderson, for his commitment and hard work.

Having read the report, and having taken the Scrutiny Committees' comments into account, the Executive decided to agree the recommendations in the report.

### **RESOLVED** that;

- (1) the Phase 1 improvement plan for Millbank open space, be approved, and the required funding of £70,770 be appropriated from the Capital Investment Reserve (CIR); and
- (2) the financial commitment can be used by The Gap Action Partnership to source further external funding to implement Phase 2 of the project.

(The Portfolio Holder for this item was Councillor Shilton)  
(Forward Plan reference 396)

## **154. WARWICK HERITAGE IMPROVEMENT PROGRAMME (SALTISFORD)**

The Executive considered a report from the Deputy Chief Executive (AJ) requesting approval of a number of initiatives which formed a programme of work to improve the Saltisford approach to Warwick Town Centre. The proposed programme was part of the Fit For the Future report which was also included on the agenda for this meeting.

The updated Fit for the Future Programme included Locality Plans for the District and part of Warwick's Locality Plan was a programme of works known as Warwick Heritage Improvement Programme (Saltisford) or WHIPS.

In addition, Warwick Town Centre Partnership had agreed that the Lepers' Hospital and Old Gas Works could be considered separate to the sites that would contribute to Warwick Town Centre Area Action Plan.

Full details of the programme were described in section 7 of the report which aimed to preserve Warwick's heritage, make a contribution to the economy, housing need and well being of its residents.

The recommendations included three requests for funding from the Contingency Budget. The first was to undertake a feasibility study of the Lepers' Hospital Site, the second was to explore improving signage and other measures to the Saltisford Arm and Towpath and the third was to complete the improvement works at Warwick Racecourse.

An alternative option was that Members could decide whether to undertake any or no part of work programme. Officers did not propose

## **EXECUTIVE MINUTES (Continued)**

any alternative options because they felt that Members should decide what they would like to see the Council do.

The Finance & Audit Scrutiny Committee supported the recommendations in the report but felt unable to comment further until it had received the Fully Costed Management Plan. It was mindful that this was the very beginning of the project and looked forward to reviewing the business cases in due course.

Councillor Caborn supported the recommendations and felt that this was a positive step forward for the town. He also felt that the officers and partners involved should be congratulated for their work to date.

Members were hopeful that this would strengthen tourism and had potential to improve the District for residents and visitors.

Having read the report, and having taken the Scrutiny Committees' comments into account, the Executive decided to agree the recommendations in the report.

### **RESOLVED** that;

- (1) £15,000 be released from the Contingency Budget as match-funding with English Heritage, to undertake a feasibility study into potential options for the Lepers' Hospital site;
- (2) officers develop a fully-costed Management Plan to provide significant improvements to the green space known as Saltisford Common;
- (3) the work undertaken by officers to bring forward affordable housing on the Warwick Fire Station site, be noted;
- (4) officers be requested to develop a business case for the purchase of the old Gas Works site to enable the site to be brought forward for affordable housing and, should a business case appear feasible, a further report be brought to Executive;
- (5) officers be authorised to enter into discussions with Saltisford Canal Trust and Warwickshire County Council to explore highway, signage and general vista improvements to the Saltisford Arm and towpath of the Grand Union Canal and £15,000 is released from the Contingency Budget to undertake the necessary studies; and
- (5) the designation of *Local Wildlife Site* to Warwick Racecourse, be noted, in respect of the biodiversity work undertaken by Warwick

## **EXECUTIVE MINUTES (Continued)**

District Council and £15,000 be released from the Contingency Budget to complete the Warwick Racecourse Improvement works.

(The Portfolio Holders for this item were Councillors Mrs Gallagher, Hammon, Shilton and Vincett)  
(Forward Plan reference 397)

### **155. JOINT WORKING WITH BOWLS ENGLAND**

The Executive considered a report from Cultural Services which outlined the recent approach made by Bowls England to Warwick District Council to consider the relocation of the headquarters of Bowls England and the venue for the Men's National championships and other national bowls events to the bowling greens in Victoria Park.

Bowls England were due to conduct a feasibility study on the proposal to move the Men's championships to a location in "central England" and initial discussions had taken place with CMT and the Head of Cultural Services to consider the opportunities that this could offer to both parties.

The report highlighted that detailed consideration needed to be given to the impact of extending the current arrangements with Bowls England. It was understood that Bowls England would require office space to accommodate up to 12 staff members, plus a meeting room and storage space. The Men's Nationals would follow on from the Women's Championships in August each year and the two events could run back to back over a period of 23 days (compared to the current 16 days for the women's championships).

There would also be a "home international" event each year, a number of training events, selection trials and matches against international touring teams. It was considered that over time the greens at Victoria Park could develop into the National Bowls Centre, bringing with it economic and reputational benefits to the district.

The report also detailed the work required to accommodate this request, including a detailed environmental impact assessment to include the impact on Royal Leamington Spa Bowling Club, local residents, in particular those living close to the greens, and a technical assessment of the greens and their ability to support the increased volume of play. An economic impact assessment would also be beneficial to understand the effect on the local economy of the extended use of the greens and the associated increased visitor numbers to the district. It would also be necessary to fully understand the level of resources that would be required from the Council. Officers would also need to consider the impact on Royal Leamington Spa Bowling Club and other long standing users of the greens, to ensure that there was minimal disruption to the facilities that they currently enjoyed.

The report, therefore, requested that funding be provided to enable a local Impact Assessment to be undertaken.

## **EXECUTIVE MINUTES (Continued)**

An alternative option was to reject the approach from Bowls England and inform them that the Council was not interested in hosting the Men's National Championships or being the potential home of Bowls England. Although there was no risk at this stage of losing the Women's event, it could be that in future, if Bowls England were to look at establishing a National Bowls Centre, Leamington Spa could risk losing the Women's event to an alternative central location, which could accommodate both events.

The Overview & Scrutiny Committee was very keen on this proposal because it had the potential to bring great economic benefit to the community. The Committee felt that consultation with the Royal Leamington Spa Bowls Club and local residents was vitally important.

The Leader of the Council, Councillor Doody, welcomed Richard Ashley from the Royal Leamington Spa Bowling Club who had attended the meeting to observe the discussions surrounding this proposal.

The Portfolio Holder for Cultural Services, Councillor Mrs Gallagher, addressed Members and reiterated that continuing discussions with all groups were vital to ensure that all parties were happy with the decisions being made. She advised that Bowls England would be submitting a report of their findings to the Company meeting in November 2012 and this gave the Council time to consult with all parties to secure the best outcome. She felt that the relocation of the company would certainly be a "feather in the cap" for the District and highlighted the excellent work undertaken in previous years to make such great improvements to the bowling greens.

Councillor Gifford supported the proposals and felt that the greens represented some of the "finest bits of grass in the world". He reminded members that Leamington was the only location in the country to have five greens available for play and was pleased that residents and the Bowling Club would be fully consulted.

Members felt that this would be a huge benefit to the local economy and noted that the Women's Bowls event already resulted in return visits to the town by players and supporters alike.

Having read the report, and having taken the Scrutiny Committees' comments into account, the Executive decided to agree the recommendations in the report.

### **RESOLVED** that;

- (1) officers, in consultation with the Portfolio Holder for Cultural Services, work with Bowls England to bring forward a feasibility study in respect of Bowls England relocating the Men's National Bowls Championship and the Bowls England headquarters to Royal Leamington Spa;

## **EXECUTIVE MINUTES (Continued)**

- (2) the Head of Finance approves a sum of up to £10,000 from the Contingency Fund to enable a local Impact Assessment to be undertaken in respect of this relocation;
- (3) officers continue to liaise with Royal Leamington Spa Bowling Club to achieve mutually agreeable terms for the new lease in respect of Royal Leamington Spa Bowling Club and facilities at Victoria Park bowling greens; and
- (4) a further report detailing the outcome of the Bowls England feasibility study together with any decisions required by the Council, be received.

(The Portfolio Holder for this item was Councillor Mrs Gallagher)

### **156. THE DOGS EXCLUSION ORDER 2011**

Following the Executive meeting in November 2011, officers invited Town and Parish Councils to propose sites for inclusion in the Dogs Exclusion (Warwick District Council) Order 2011, which they felt met the criteria detailed below:

"Any clearly demarcated children's play areas, paddling pools, bowling greens, multi use game areas, tennis courts, or putting greens signed as a "dog exclusion zone" (whether the sign uses those particular words and/or symbols having like effect."

The report from Environmental Services listed the sites proposed by a number of Town and Parish Councils and these were detailed in paragraph 7.2. These sites were assessed and, although officers could see the benefits of including all of them, they reminded members that they had to be mindful of the scope allowed by the Schedule, to avoid any legal challenge.

Therefore, the sites listed in paragraph 7.5 were the only ones to be approved in this report.

Alternative options were to include all additional sites put forward by the Town and Parish Councils, not to include any additional sites or to amend the Dogs on Leads (Warwick District Council) Order 2011.

The Overview and Scrutiny Committee agreed to consider what constituted demarcation and would try to set some sort of standard, when the Task and Finish Group looked at Dog Control Orders in the Autumn.

The Portfolio Holder, Councillor Coker, supported the Scrutiny Committee's suggestion regarding demarcation and advised Members that he had also received a request from Councillor Brookes to include a toddler play area in Bishop's Tachbrook. However, due to the need to abide by scrutiny

## **EXECUTIVE MINUTES (Continued)**

processes, he proposed that a report be submitted to the May Executive, regarding the area concerned.

Having read the report, and having taken the Scrutiny Committees' comments into account, the Executive decided to agree the recommendations in the report.

**RESOLVED** that;

- (1) the following sites listed be agreed for the purposes of section 1 of the Schedule in the Dogs Exclusion (Warwick District Council) Order 2011:
  - (a) Children's Play Area, off Francis Road, Baginton
  - (b) Play Area, off Austen Court, Cubbington
  - (c) Children's Play Area, Norton Lindsey Village Hall; and
- (2) no amendments be made to the Dogs on Leads (Warwick District Council) Order 2011 at this time but the matter be reconsidered following the outcome of the Overview and Scrutiny Committee's review of the effectiveness of the Orders later in the year.

(The Portfolio Holder for this item was Councillor Coker)  
(Forward Plan reference 391)

### **157. PROPOSED REVISIONS TO THE CONSERVATION AREA ADVISORY FORUM AND PLANNING FORUM**

The Executive considered a report from Development Services which proposed amendments to the Constitution of the Conservation Area Advisory Forum and Planning Forum, including establishing a clearly defined purpose for both forums.

As part of the Development Services Intervention, officers reviewed the role and operation of the Conservation Area Advisory Forum. A design team was established, consisting of members from all involved parties and they produced a revised constitution and remit, following discussions with all members of the forum.

The report highlighted that the new remit would provide a greater focus on proposals that were likely to have the largest impact on the historic environment or where the Council needed the Forum's expertise and advice.

The report also detailed the new constitution and remit for the Planning Forum.

An alternative option was to continue with the existing constitution for CAAF, however, this would not provide a clear purpose or deliver the

## **EXECUTIVE MINUTES (Continued)**

benefits for new development in terms of providing expert advice at pre-application stage or in helping to protect and enhance the historic environment of the District beyond the towns.

It would also be possible to continue with the current approach used by the Planning Forum, however attendance at meetings had typically been low and no defined remit was held by officers.

The Portfolio Holder, Councillor Hammon, proposed the recommendations as printed and hoped that this would make the process and the forums themselves, more efficient.

Having read the report the Executive decided to agree the recommendations in the report.

**RESOLVED** that;

- (1) the proposed constitution for the Conservation Advisory Forum attached at Appendix One to the report, be approved; and
- (2) the proposed constitution for the Planning Forum attached at Appendix Two to the report, be approved.

(The Portfolio Holder for this item was Councillor Hammon)  
(Forward Plan reference 374)

### **158. RURAL / URBAN CAPITAL IMPROVEMENT APPLICATION**

The Executive considered a report from Finance which requested approval for a Rural/Urban Capital Improvement grant from Stoneleigh Village Hall Trust for the resurfacing of two tennis courts, resulting in one being developed into a multi-play area.

The Council operated schemes to award Capital Improvement Grants to organisations in urban and rural areas. The grants recommended were in accordance with the Council's agreed scheme providing funding to help the projects' progress. In this case, it was felt that the redecoration would help improve the Hall for extra income generation purposes.

Stoneleigh Village Hall Trust submitted an application in order to resurface and improve the tennis courts within the Village to help decrease anti-social behaviour.

Stoneleigh Village Hall Trust had £15,404 in reserves of which £5,000 was a grant from Leigh Educational which it was using to help fund this project. The Trust's last successful application from the Rural Initiative Scheme was in December 2004 for £2,281.

The report recommended that the Executive approve the award equating to 50% of the total cost of the project inclusive of VAT subject to a maximum payment of £30,000.



## **EXECUTIVE MINUTES (Continued)**

The Council only had a specific capital budget to provide grants of this nature and therefore there were no alternatives if the Council was to provide funding for Rural/Urban Capital Improvement Schemes. However, Members could choose not to approve the grant funding, or to vary the amount awarded.

In the Portfolio Holder's absence, Councillor Mrs Grainger moved the recommendations as printed and hoped this would help to improve the future facilities at the Hall.

Having read the report the Executive decided to agree the recommendations as printed.

**RESOLVED** that a Rural/Urban Capital Improvement Grant of £30,000, be approved, to Stoneleigh Village Hall Trust for the resurfacing and improvement of the existing tennis courts, which equates to 50% of the cost as detailed in paragraph 7.1 and in appendix 1 to the report.

(The Portfolio Holder for this item was Councillor Mobbs)

### 159. **ARTICLE 4 DIRECTION FOR NEW MILVERTON**

The Executive considered a report from Development Services which requested confirmation of an Article 4 Direction for New Milverton, following recent public consultation.

The report explained that single dwellings within Conservation Areas had Permitted Development Rights which enabled them to change windows, remove roofing materials, replace panels on roofs and remove or replace boundary walls within a Conservation Area without the need for planning permission.

However, such works could have effects upon the character of the Conservation Area, for example to a road and the character of the said Conservation Area. The report recommended that these permitted development rights be removed but advised that this did not mean that the development could not be carried out, however, it would require planning permission and consideration in the same way as other buildings in the Conservation Area that did not have the benefit of Permitted Development Rights.

Following the service of Notice and the public consultation, a number of comments had been received from members of the public. Details of the response to the public consultation were set out in the background of the report but it was concluded from the limited response received that there were no strong objections to the confirmation of the Direction.

An alternative option would be to not confirm the Direction and therefore this would expire on the 23 July 2012 and properties within the New Milverton area would revert to the position prior to the service of the notice in terms of their Permitted Development Rights. This would mean that no controls were possible upon unlisted buildings within this area of

## **EXECUTIVE MINUTES (Continued)**

the Conservation Area and therefore gradual erosion of the character of the Conservation Area could continue and not be controlled.

The Portfolio Holder, Councillor Hammon, introduced the report and highlighted the importance of having control over development to ensure that the area retained its character.

Having read the report the Executive decided to agree the recommendations in the report.

**RESOLVED** the confirmation of a Direction under Article 4(2) of the Town and Country Planning (General Development) Orders 1995.

Any Orders resolving and re-enacting that Order with or without modification to remove Permitted Development Rights in relation to the specific purpose of controlling development which affects windows, doors, boundaries/surface treatments and roofs to the front elevations and elevations visible from the public highway and all unlisted single dwellings in New Milverton (see Appendix A of the Schedule of all streets effected) and service of Notice under Article 4(2)(see Appendix A) on all owners and occupiers of such properties with an Explanatory Letter and Information Sheet (Appendix B).

(The Portfolio Holder for this item was Councillor Hammon)

### **160. SIGNIFICANT BUSINESS RISK REGISTER**

The Executive considered a report from Finance which set out the latest version of the Council's Significant Business Risk Register, for review by Members.

The Significant Business Risk Register recorded all significant risks to the Council's operations, key priorities and major projects. Individual services also had their own registers. The register was reviewed quarterly by the Senior Management Team and the Executive conducted its own review, in keeping with Members' overall responsibility.

This also assisted Members in fulfilling their role in overseeing the organisation's risk management framework and was based on the Council's corporate priorities and key strategic projects that were reflected in Fit for the Future.

The Register was attached at Appendix 1 and a summary of the risks and their position on the matrix was attached at Appendix 2. In addition, the report explained the methodology for assessing risk, the criteria for scoring and the framework for risk management.

Officers did not feel that there were any alternative options available if the Council was to operate under best practice.

## **EXECUTIVE MINUTES (Continued)**

The Finance and Audit Scrutiny Committee supported the recommendations but noted that there appeared to be disconnections between the ratings of some items on the Significant Business Risk Register compared to the Service Area Plans.

Councillor Edwards also requested that the SAP's be formatted consistently to assist the Scrutiny Committees with their work.

Councillor Doody stated that a number of Members had not found the charts easy to use and suggested that officers may wish to investigate a different layout, possibly using descriptions instead of grids or charts.

Having read the report, and having taken the Scrutiny Committees' comments into account, the Executive decided to agree the recommendations in the report.

**RESOLVED** that the Significant Business Risk Register attached at Appendix 1, be noted.

(The Portfolio Holders for this item were Councillors Doody and Mobbs)  
(Forward Plan reference 398)

(The meeting ended at 19:21 pm)