

Executive

Minutes of the meeting held on Wednesday 27 June 2018 at the Town Hall, Royal Leamington Spa, at 6.00 pm.

Present: Councillors Coker (Deputy Leader), Butler, Phillips, Thompson and Whiting.

Also present: Councillors; Boad (Liberal Democrat Group Observer), Mrs Falp (Chairman of Overview & Scrutiny Committee); Naimo (Labour Group Observer) and Quinney (Chair of Finance & Audit Scrutiny Committee).

Apologies for absence were received from Councillors Grainger, Mobbs and Rhead.

18. **Declarations of Interest**

Minute 23 – Increased Litter Bin Provision

Councillor Mrs Falp declared an interest because a family member was working on the project concerned.

19. **Urgent Item – Audio and Visual Recordings of Meetings**

The Deputy Leader explained that after discussions with members of the Executive, I agreed to bring forward an urgent item seeking their approval to record its future meetings.

It was therefore proposed, duly seconded and

Resolved that from this point forward, any meetings of the Executive, held in the Council Chamber at the Town Hall, Royal Leamington Spa, will be both audio & visually recorded including where the public and press have been excluded; and

Recommended that Council be notified of this decision so that it can update Council Procedure Rules to reflect this.

20. **Minutes**

The minutes of the meetings held on 7 March, 5 April and 31 May 2018 were agreed and signed by the Chairman as a correct record.

Part 1

(Items on which a decision by Council was required)

None.

Part 2

(Items upon which the approval of the Council is not required)

21. Fit for the Future (FFF) Change Programme

The Executive considered a report from the Deputy Chief Executive (AJ) which provided an update of the Council's Fit For the Future Change Programme which had been developed to address the significant reduction in funding from central government, maintain or improve service provision, and support and invest in the Council's staff.

The Council's FFF Change Programme had been in place for eight years and had enabled the Council to continue to deliver a full range of services without large increases in council tax or charges. The Programme's progress had been reported annually to Executive throughout the eight-year period and at Table 2 in the report, the latest position was provided on each of the outstanding initiatives.

The report requested approval of the additions to the Fit for The Future Change Programme, note the latest position of the outstanding initiatives along with the major programmes that the Corporate Management Team were reviewing on a monthly basis.

The additions to the FFF Change Programmed were detailed in Table 1 at section 3.1.4 of the report and included suggestions for developing commercial services such as pest control, kennel service and car hire as well as charging for food hygiene rating schemes, increasing Lifeline income and commercial opportunities at St Mary's Lands.

The report also provided details of initiatives which were intended to improve services and onwards outlined the latest position on outstanding initiatives.

In addition, a headline summary of the major pieces of work being progressed was provided with the potential sources of finance to fund those projects.

There were a number of financial recommendations included which were detailed in full in section 5 of the report and paragraph 5.3 showed the updated savings profile. Members were asked to note the expenditure which was not funded as part of the Medium Term Financial Strategy (MTFS) and how additional funding would be required to meet these future liabilities. Section 5 also described the latest MTFS position in detail but Members noted that the Strategy did not reflect funding for potential projects such as the Europa Way development, Kenilworth Leisure Centre enhancements and Linen Street Multi-Storey Car Park (MSCP) re-provision. There were also emerging pressures such as the national salary review. It was proposed that as such matters came forward, they would need to be considered in the context of the Council's overall financial position.

No alternative options to the recommendations in this report had been considered as the FFF Change Programme had proved very successful in delivering the Council's Services whilst reducing its costs and increasing its income.

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

The Deputy Leader reminded Members that the objective was to look at a variety of improvements, better services and initiatives to raise funds to improve services.

The Executive therefore,

Resolved that

- (1) the additions to the Fit For the Future (FFF) Change Programme set out in Table 1, are agreed;
- (2) the latest position of the outstanding initiatives of the previously agreed Change Programme set out in Table 2, is noted;
- (3) the major programmes that Corporate Management Team (CMT) will be reviewing on a monthly basis, are noted;
- (4) the headline summary of the major pieces of work currently being progressed, projects currently being investigated and potential sources of finance to fund the projects, are noted;
- (5) the updated savings profile as shown in paragraph 5.3 which will be updated to incorporate the new FFF projects in Table 3.1, are noted;
- (6) the expenditure that is not funded as part of the Medium Term Financial Strategy (MTFS), and how additional funding will be required to meet these future liabilities so as to ensure future service provision (paragraph 5.6), is noted;
- (7) it is agreed that £8,000 from 2019/20 is paid towards the cost of making the Admin Support Officer post permanent within Cultural Services, net of additional pitch hire income, June 2018 Employment Committee having agreed to the change to the establishment;

- (8) it is agreed that £3,300 from 2018/19 is paid towards the additional cost of increasing the establishment for ½ a permanent post so as to create a Full Time Administration Officer for the Revenues Visiting Team, June 2018 Employment Committee having agreed to the change to the establishment.

(The Portfolio Holders for this item were Councillors Coker and Mobbs)
Forward Plan Reference 935

22. Residential Design Guide – Supplementary Planning Document (SPD) and Parking Standards SPD Supplementary Planning Document

The Executive considered a report from Development Services that sought approval of a Residential Design Guide and Parking Standards as Supplementary Planning Documents (SPD)

The Warwick District Local Plan 2011 – 2029, adopted in September 2017, committed the Council to reviewing the Residential Design Guide under Policy DS1 paragraph 5.10, which stated “The Council will review its Residential Design Guide to provide updated guidance consistent with the National Planning Policy Framework (NPPF), this policy (DS1) and the Garden Towns, Suburbs and Villages Prospectus.” The review had taken place and, following Executive approval on 7 March for a public consultation to be held, the document had been the subject of consultation between 19 March and 08 May 2018.

Paragraphs 5.57-5.59 of the Warwick District Local Plan 2011-2029 identified that the Council was seeking to review its Parking Standards SPD so that it was consistent with national planning policy and the most recent census data regarding local car ownership. The consultation draft was also subject to consultation between 19 March and 08 May.

The report asked Members to note the statement of community consultation which was attached as appendix 1 to the report and the subsequent changes to the document. The Residential Design Guide was attached as Appendix 2 and the Parking Standards SPD was attached at Appendix 3 to the report. The recommendation was that these documents be formally adopted and thereafter be used to assist in the determination of planning applications.

An alternative options was that Members could decide not adopt the design guidance, but this would have a detrimental affect overall on the quality of development and the health and wellbeing of residents by depriving officers of the support required to ensure that developments were designed with care and taking local aspects into account.

In addition, the Executive could decide not to adopt the Parking Standards SPD, but this would have a detrimental effect overall on the

quality of development and the health and wellbeing of residents by depriving officers of the support required to ensure that developments were designed with care.

Councillor Quinney made a personal statement to the meeting and expressed his disappointment that the guide did not align with the National Planning Policy Framework, nor did it refer to a mix of sizes or internal space sizes.

In the absence of the Portfolio Holder, the Deputy Leader reminded Members that many of the answers they were looking for were set out in the report and the matter had been discussed at length. He therefore, proposed the recommendation as laid out.

Resolved that the statement of community consultation (Appendix 1) and the subsequent changes to the documents are noted and both the Residential Design Guide (Appendix 2) and the Parking Standards SPD (Appendix 3) be formally adopted.

(The Portfolio Holder for this item was Councillor Rhead)
Forward Plan reference 936

23. **Increased Litter Bin Provision**

The Executive considered a report from Neighbourhood Services which sort approval for the replacement of litter bins, an increase in collections and provision of bins and approval to fund an additional member of staff to join the parks team.

The report advised that Litter, litter bin emptying and the general condition of the street scene was under constant scrutiny by the public and media. In recent months Neighbourhood Services had received a number of complaints and queries from Councillors and residents regarding the number of litter bins in situ and their emptying frequency. These issues ranged from overflowing litter bins to damaged or removed bins.

In addition, the District's population had increased in size since the tendered contract was awarded in 2013 and, with that increase forecast to continue, the contract had no scope to increase emptying frequencies without more investment into the service.

The report highlighted that Warwick District Council's parks and gardens were of high quality and received large numbers of visitors each year. To maintain the cleanliness of the areas during the peak visitor season it was felt that additional resources were required. The provision of a second Parks team and seasonal barrowmen provided the best value solution to maintaining the cleansing standard.

Within the existing Street Cleansing or Contract Services budgets there were no available funds to pay for this additional service improvement. Officers proposed for the cost of these additional activities being included in the current year Budget and Medium Term Financial Strategy (MTFS).

The revenue cost to supply a team of two operatives working seven days per week including the lease hire of the vehicle, was £98k per annum. The revenue cost of emptying circa 50 additional capacity bins per day was £10k per annum. These costs had been included within Budget and MTFS up to March 2021 and were proposed to be funded from the Business Rate Retention Volatility Reserve.

The revenue cost for a seasonal mobile cleansing team to work in the parks seven days per week for five months from May, including the lease hire of the vehicle, was £47k. Two seasonal cleansing operatives working on-site for seven days a week for a twelve week period during the summer, was £19k per annum. These costs had been included within Budget and MTFS on a recurring basis. In the short/medium term, these were again proposed to be funded from the Business Rate Retention Volatility Reserve, but in the long term this increased the savings level still to be found by the Council.

The report requested approval to replace 60 damaged or removed litter bins along with the installation of 75 additional bins to increase capacity. This would be at a capital cost of £16.5k and £21k respectively. The total cost of £37.5k could be included within the Capital Budget, funded from the Capital Investment Reserve (unallocated balance of circa £1m).

The alternative options were to not proceed with recommendations or to only recommend selected items.

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

The Overview & Scrutiny Committee welcomed and supported the recommendations in the report.

Ideas were raised about using new technology where possible and providing different types of refuse bins in different areas, based on demand and use, e.g. Parade in Leamington Spa might have different requirements to quieter streets, such as Milverton Hill in Leamington Spa.

The Committee was pleased that the proposals would cover the District.

The Liberal Democrat Observer addressed Members and asked officers to look at initiatives such as Bournemouth had introduced which utilised solar power technology on compactors. He also suggested that street litter should not be collected for a week to show the public how large the problem is.

The Labour Group observer reiterated the group's support and agreed that the frequency of collections should be increased in parks.

The Portfolio Holder for Finance reminded Members that it was wrong to see the provision of bins in isolation and the budget in its entirety had to be looked at overall.

The Portfolio Holder for Health & Community Protection felt this was a positive report which he was pleased to see. Combined with campaigns, he hoped to see a reduction in litter across the District which would have a positive impact on a variety of areas including health and safety.

In the absence of the Portfolio Holder, the Deputy Leader welcomed the improvement in service and proposed the recommendations as laid out.

The Executive, therefore,

Resolved that

- (1) an additional team of two operatives working seven days per week including the lease hire of the vehicle at £98k per annum is agreed and the existing emptying frequency is increased by circa 50 bins per day at £10k per annum. Both will be implemented as soon as possible, until 31 March 2021, with these costs funded from the Business Rate Retention Volatility Reserve;
- (2) the revenue cost for a seasonal mobile cleansing team to work in the parks 7 days per week for 5 months from May, is agreed, including the lease hire of the vehicle at £47k and two seasonal cleansing operatives working on-site for 7 days a week for 12 week period during the summer at £19k per annum. With these costs included in the Budget/Medium Term Financial Strategy, initially funded from the BRRVR, and increased savings to be found by the Council in future years; and
- (3) 60 damaged or removed litter bins will be replaced at a cost of £16.5k and 75 additional litter bins will be purchased and installed to increase litter bin capacity at a cost of £21k, with these costs included within the Capital Budget, funded from the Capital Investment Reserve.

(The Portfolio Holder for this item was Councillor Grainger)
Forward Plan reference 943

24. **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 two items by reason of the likely disclosure of exempt information within the paragraph 3 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

The Minutes for the following items would be detailed in the confidential minutes of the meeting.

25. **Urgent Decision made under Delegation CE(16)i & CE (4)**

The Executive considered a report which informed them of an urgent decision taken by the Chief Executive under delegated authority CE94) following a decision made by him under delegation CE(16)i.

The recommendations in the report were approved.

(The Portfolio Holder for this item was Councillor Mobbs)

26. **Europa Way Update**

The Executive considered a report which updated Members on the Council's position in relation to the ongoing negotiations surrounding the project at Europa Way, Warwick.

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

The recommendations in the report were approved.

(The Portfolio Holder for this item was Councillor Phillips)

27. **Minutes**

The confidential minutes of the meetings held on 4 January, 7 February, 7 March, 5 April and 31 May 2018 were agreed and signed by the Chairman as a correct record.

(The meeting ended at 6.28pm)