

Executive

Wednesday 9 January 2019

A meeting of the Executive will be held at the Town Hall, Royal Leamington Spa on Wednesday 9 January 2019 at 6.00pm.

Membership:

Councillor A Mobbs (Chairman)	
Councillor N Butler	Councillor A Rhead
Councillor M Coker	Councillor A Thompson
Councillor M-A Grainger	Councillor P Whiting
Councillor P Phillips	

Also attending (but not members of the Executive):

Chair of the Finance & Audit Scrutiny Committee	Councillor Quinney
Chair of the Overview & Scrutiny Committee and Whitnash Residents' Association (Independent) Group Observer	Councillor Mrs Falp
Labour Group Observer	Councillor Naimo
Liberal Democrat Group Observer	Councillor Boad

Emergency Procedure

At the commencement of the meeting, the Chairman will announce the emergency procedure for the Town Hall.

Agenda

1. 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 entered on the form to be circulated with the attendance sheet and declared 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.

2. Minutes

To confirm the minutes of the meeting held on 28 November 2018

Pages 1 to 42)

Part 1

(Items upon which a decision by Council is required)

3. General Fund Base Budgets 2019/20

To consider a report from Finance **(Pages 1 to 14 & Appendices A, B1, B2 [available online], C & D)**

4. Housing Revenue Account (HRA) base budgets 2019/20

To consider a report from Finance **(Pages 1 to 10 & Appendix A)**

5. Changes to the Scheme of Delegation and Council Procedure Rules

To consider a report from Health & Community Protection
(Pages 1 to 5 & Appendix 1)

6. Local Council Tax Reduction Scheme 2019/2020

To consider a report from Finance **(Pages 1 to 9 & Appendix A)**

Part 2

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

7. Leisure Development Programme - Phase 2, Kenilworth

To consider a report from Cultural Services **(Pages 1 to 15 & Appendices A-F)**

8. Adoption of a Business Charter

To consider a report from Health and Community Protection **(Pages 1 to 15)**

9. Approval of the Canal Conservation Area

To consider a report from Development Services **(Pages 1 to 6 & Appendices 1 & 2 [available online])**

10. Supplementary Planning Documents - request to consult

To consider a report from Development Services **(Pages 1 to 6 & Appendices 1&2 and Appendix 3 [to follow])**

11. Adoption of the Air Quality and Planning Supplementary Planning Document

To consider a report from Development Services **(Pages 1 to 5 & Appendices 1 & 2)**

12. Centenary Fields Request

To consider a report from the Chief Executive **(Pages 1 to 6, Plans 1&2 and Appendices 1&2)**

13. **Significant Business Risk Register**

To consider a report from Finance **(Pages 1 to 6 & Appendices 1 - 3)**

14. **Rural/Urban Capital Improvement Scheme (RUCIS) Application**

To consider a report from Finance **(Pages 1 to 7 & Appendices 1-3)**

15. **Public and Press**

To consider resolving that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following items 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.

Item Nos.	Para Nos.	Reason
16	1	Information relating to an Individual
	2	Information which is likely to reveal the identity of an individual
17, 18, 19, 20	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

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

To consider a report from the Human Resources **(Pages 1 to 4)**
(Not for publication)

17. **Update on Action Plan following Review of Closure of Accounts**

To consider a report from Deputy Chief Executive (AJ) **(Pages 1 to 3,**
Appendix 1 & Appendix 2 [to follow])
(Not for publication)

18. **Purchase of premises in Royal Leamington Spa**

To consider a report from Housing **(Pages 1 to 10)**
(Not for publication)

19. **Maintenance of the area previously Newbold Comyn Golf Course**

To consider a report from Cultural Services **(Pages 1 to 5)**
(Not for publication)

20. **Minutes**

To confirm the confidential minutes of the Executive 28 November 2018
(Pages 1 to 14)
(Not for publication)

General Enquiries: Please contact Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ.

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

For enquiries about specific reports, please contact the officers named in the reports
You can e-mail the members of the Executive at executive@warwickdc.gov.uk

Details of all the Council's committees, Councillors and agenda papers are available
via our website www.warwickdc.gov.uk/committees

Please note that the majority of the meetings are held on the first floor at the Town Hall. If you feel that this may restrict you attending this meeting, please call (01926) 456114 prior to this meeting, so that we can assist you and make any necessary arrangements to help you attend the meeting.

The agenda is also available in large print, on request, prior to the meeting by calling 01926 456114.

Executive

Minutes of the meeting held on Wednesday 28 November 2018 at the Town Hall, Royal Leamington Spa, at 6.00 pm.

Present: Councillors Mobbs (Leader), Butler, Coker, Grainger, Phillips, Rhead, Thompson and Whiting.

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

94. **Declarations of Interest**

Minute 95 – Europa Way Progress Update and Next Steps

Councillor Butler declared an interest because he was a Life Member of the Leamington Cycling and Athletic Club.

Councillor Mrs Falp declared an interest because she was a Warwickshire County Councillor.

Minute 97 –Budget Review to 30 September 2018

Councillor Butler declared an interest because he was a Board Member as the Council representative for Chase Meadow Community Centre Ltd.

Minute 101 –Houses in Multiple Occupation (HMO) Licence Conditions and HMO Licencing Cycles – Private Sector Housing

Councillor Thompson declared an interest because he was part of the HMO Task and Finish Group.

Minute 103 –Creative Quarter – Draft Masterplan

Councillor Thompson declared an interest because he was a Royal Leamington Spa Town Councillor.

Minute 107 – Compulsory Purchase Order

Councillor Whiting declared an interest because his wife was a Governor of Kenilworth School and left the room whilst the item was discussed.

Minute 100 –Whitnash Community Hub

Councillor Mrs Falp declared an interest because she was a Whitnash Councillor and left the room whilst the item was discussed.

Councillor Grainger declared an interest because she was a Trustee of the Warwick School Foundation.

95. **Minutes**

The minutes of the meeting held on 31 October 2018 were taken as read and signed by the Chairman as a correct record.

Part 2

(Items upon which a decision by the Council was not required)

96. **Europa Way Progress Update and Next Steps**

The Executive considered a report from the Chief Executive which provided Members with an update on the Europa Way project and also asked them to agree to a number of steps to progress the project forward.

These steps were detailed in full in the report but in summary they included:

- supporting the proposal for a new Secondary School on land off Oakley Wood Road instead of on land to the rear of Myton School, provided a number of points were incorporated, including the provision of dual use of the sports facilities and changes in the proposed country park;
- agreeing to bring a Community Investment Package for the village and parish of Bishop's Tachbrook to help it cope with the proposal above;
- using the land off Europa Way so freed to be used as a primary school for special education needs and for community/education sports facilities i.e. relocation of the Council's athletics track from Edmondscote;
- using the land originally intended for use as a primary school as land for other development including housing;
- agreeing a masterplan for the whole of the area of land to the west of the proposed spine road through the land north of Gallows Hill, as the basis for Planning Applications on this site;
- making an offer to Warwickshire County Council to buy the land referred to above and to obtain a long lease;
- agreeing to sell the five acres of land fronting Gallows Hill for commercial use noting that the sum offered along with another receipt would be enough to pay for the proposed community football stadium;
- agreeing to market the other land that was not required physically for the proposed community stadium;
- agreeing to use part of the existing athletics track and adjoining Council owned land as a new public park and to market part for development, potentially in association with development of the adjoining Guide Dogs establishment;

- agreeing to commence the procurement process in order to progress to RIBA Stage One for the design of the community football stadium and to agree the sum to fund such work;
- agreeing to negotiate with Warwickshire College, South Warwickshire General Hospital Foundation Trust (SWGHT) and with Leamington Football Club (LFC) on design components and cost contributions for the elements they sought to be incorporated within the stadium;
- agreeing to an options appraisal for the delivery of a Gypsy and Traveller site on the existing LFC site;
- agreeing to the principle of creating a new public park at Edmondscote and footpath/cycleway linkages connecting Warwick and Leamington; and
- approving the project timetable, project governance and risk register.

The reasons for each recommendation were provided at Section 3 of the report and additional information was available in the relevant appendices along with a breakdown of each appendix which was detailed at the end of the report.

Recommendation 2.1 of the report related to the progress made on the scheme to date. Members were reminded what the underlying aim of the proposal was and that work had been continuing to progress the Community Football Stadium project and its associated elements. The purchase of land had not yet been completed but it was now expected that the purchase would be completed before Christmas 2018. The main cause of delays had largely been various highway issues that had required resolution prior to purchase in order to mitigate a variety of risks for various, if not all, parties. The Council had also agreed terms for securing an option on the Heathcote Hill farmhouse (previously reported) to help to amalgamate the land ownerships in this vicinity to enable a better form of development and to maximise receipts. A proposal to assist the early delivery of the spine road had also been agreed. Work on the spine road was due to start no later than May 2020 and would be completed a year later.

Both Leamington Football Club (LFC) officials and WDC Officers had continued to progress work on the likely content of the Stadium physically and in service delivery terms. LFC had agreed a partnership with Warwickshire College to develop an Academy and the partnership had, in principle, now extended to the College wanting to develop courses using the facility relating to hospitality and events and some sports components.

In addition, the South Warwickshire General Hospital Foundation Trust (SWGHT) had also expressed a strong interest in both taking space and making a contribution towards the cost for a range of out-patient activities and services which were commensurate with the facility being as much a health and well-being centre as a sports one. This included physiotherapy, podiatry, district and specialist nurses, amounting to 1500m² of space.

The County Council land sale was to two parties – to WDC west of the spine road and to Waterloo Housing Group (WHG) to the east. The spine

road was to be built by WHG and its Development Partner Galliford Try Partnerships (GTP) but would become a public highway. The outline planning permission for the site only required 35% affordable housing but Waterloo would develop the site for 40%, so regaining 5%. The Council had an opportunity to try to regain the remainder of that lost on the Myton Green site to the north where the affordable housing provision required on site was only 33%. Other later sections of the report highlighted the opportunities to do so. In addition, these opportunities also highlighted where the Council may exercise a role as house builder.

Recommendations 2.2, 2.3 and 2.4 of the report related to the issue of the proposed new Secondary School and its impacts. Plan 6 illustrated the proposed extension of Warwick, Leamington and Whitnash by way of amalgamating all the masterplans for the sites approved for development in the Local Plan and now mostly having planning permission.

The proposal involved land to the west of Oakley Wood Road and south of Harbury Lane near the crossroads of those roads with Tachbrook Road, Whitnash. The secondary school would have a sixth form and there would also be a primary school.

The land for these purposes would be enabled to be provided free of any cost to the council taxpayer as adjoining land to the north would be developed for housing.

Plan 6 to the report illustrated how the proposal would change the overall masterplan for the area south of Warwick, Leamington and Whitnash. The significant public benefits of the proposal were:

- a site that would enable the full education provision to be made for the area now and would have some capacity for the future;
- the country park would enable most of the new development and the village of Bishop's Tachbrook to gain access to the school via footpath and cycle route off road;
- the country park would link directly to the village and to the new parts of the parish including the development of the Asps;
- the site could be delivered free of any direct cost to the council taxpayer; and
- re siting the secondary school in this location would enable a more appropriate re-use of the seven hectares reserved for education purposes on land off Europa Way/North of Gallows Hill.

Officers had worked with local Warwick District Council and Warwickshire County Council Councillors and the Parish Council to discuss and consider the proposal and to seek to maximise the community benefits and minimise the community impacts. Issues arising included mitigating traffic through the village via new village centre traffic calming scheme, ensuring the approach to the village along Oakley Wood remained rural in appearance and feel, keeping School buildings and structures to the north of the ridge on the site, ensuring community access to the sports and community facilities via a dual agreement etc.

Some elements of the above would be addressed by way of S106 Agreement and / or CIL, but in order to give assurance to the local community that in supporting the proposal its concerns were understood and would be addressed, it was proposed that officers and local Members worked with Bishop's Tachbrook Parish Council to prepare a Community Investment Package. This would be reported to the Executive for approval at a later meeting.

Recommendation 2.5 of the report related to the approval of the Masterplan. On the basis of the proposed secondary school proposal coming forward on land off Oakley Wood Road, it allowed the new primary school on land north of Gallows Hill (which was also required) to be located on the seven hectares close to Myton School, on the land which up to now had been allocated for use as a new secondary school. This change freed up the whole of the land to the west of the spine road and the north of Gallows Hill for the Community Stadium and enabling development. Although the seven hectares had been identified for secondary school use, the S106 agreement also allowed the land to be used for primary education, special needs education and community/sports usage.

In June 2018, the Executive agreed to procure a masterplan/development brief for the land to the west of the spine road on land north of Gallows Hill to be funded from the Local Plan Implementation Reserve. This work was subject to a procurement exercise and FWP (Frank Whittle Partnership) were appointed. FWP with Warwick District Council and Warwickshire County Council officers had involved a wide range of organisations. That work had led to the Master Plan shown as Appendix A to the report. The adoption of the Master Plan as the basis for Supplementary Planning Guidance would provide the policy template for the uses of the land and was crucial to the successful development of the site and construction of the Community Stadium. Much of the rest of what was proposed in this report flowed from the acceptance of the Master Plan for the site.

It was intended that the relocated Athletics Track and the adjoining school facilities and to a degree the stadium/school car parking could be run in a fashion so that the opportunities for the community and for local schools could be maximised. Given the proximity to Myton School, there was the opportunity to create a second pedestrian/cycle access to the school and to the existing dual use sports facilities, as well as an opportunity to enhance its facilities. It was suggested that this dialogue be pursued and reported upon further.

Recommendations 2.6, 2.7 and 2.8 of the report related to the consequences of the relocation of the athletics track and to maximising the opportunities that the consequences gave rise to.

Within the next ten years, in order to keep the existing athletics track up to its current standard, a significant amount of money would need to be spent. This arose from the recurring damage it had suffered over the years from flooding and general wear and tear. However, the track was not as well used as it might have been and a large part of that was due to its relatively inaccessible location. Whilst schools used it for special

events, it was not used on a regular basis by them. Discussions with the groups using the track revealed strong support for relocating the track to this new, more accessible location and one where it would be more open to school/day time use. It was suggested therefore that in principle, the relocation of the current athletics track to land north of Gallows Hill, as shown in the Masterplan, be agreed.

The relocation of the athletics track raised the question of the Council's future intentions for the current site. The site was largely within a flood plain and would not be able to be developed. It was also an attractive site adjoining another public open space, albeit one not well landscaped or used. The Council owned land on the other side of the river and owned open space on the other side of the adjoining site to the west. In between, there was land owned by the Guide Dogs Association. Plan Two to the report illustrated the land concerned.

The Guide Dogs Association had indicated that it wanted to explore the possibility of relocating their operation elsewhere within the District and to redevelop their current site. This opened up the possibility of a joint redevelopment of part of the athletics track site – i.e. that from the pavilion to the north and west, with the upper part of the Guide Dogs site then the larger part of the athletics track and the riverside part of the Guide Dogs site could be brought together with other Council owned land to the east and west to form a new continuous riverside park. This could lead to a complete off-road footpath/cycle route between Warwick and Leamington; and indeed beyond to the east, using the existing national cycleway route to the old railway line where (once a bridge was restored over the Fosse Way), this would give an off-road route all the way to Draycote Water and then on to Rugby, with a spur to Southam. If a route through Castle Park could be secured, then there would be an opportunity to create a footpath/cycle toward Stratford. Via a link to the canal system, such a route could be extended north westward toward Hatton and Lapworth. It was suggested that the principle of the creation of a new riverside public park as shown on Plan Two to the report, be agreed.

Recommendations 2.9, 2.10 and 2.11 of the report related to the commencement of the implementation of the Community Football Stadium scheme.

It was proposed that programme management, design and associated work for the Community Stadium should be commissioned to go to RIBA Stage One up to a maximum of £100,000. This work would be tendered. It was proposed that this be funded from a sum of £190,000 previously allocated to the Europa Way Strategic Opportunity from the Community Projects Reserve.

In addition, in association with LFC, the Council would now need to negotiate how the other parties e.g. Warwickshire College and South Warwickshire General Hospital Foundation Trust (SWGHT) would contribute to the scheme. It was proposed that this process commenced and a report be brought to a subsequent meeting of the Executive.

Recommendations 2.12, 2.13, 2.14, 2.15 and 2.16 of the report sought to implement those aspects of the Masterplan which were outside of those elements needed to implement the Stadium proposal.

In order to implement the Masterplan, the Council would need to seek a long lease at a peppercorn rent from Warwickshire County Council to accommodate the athletics track; it would also need to negotiate School/community access for that facility and also of the adjoining school facilities including vehicular access and parking rights; continue a dialogue with Myton School and agree to market the remainder of the land it would have assembled from Warwickshire County Council and the farmhouse. On this issue, the Council could consider either developing the housing itself in view of its affordable housing ambitions or seeking a higher than 40% level of affordable housing, either of which would have a downward impact on land values.

Recommendations 2.16 and 2.17 of the report related to land not forming part of the Masterplan but which did relate to aspects of the scheme in its entirety and would help to deliver the key elements relating to a new public park, a gypsy and traveller site and to bringing more land forward for affordable housing.

In moving the athletics track from its current site off Edmondscote Road to a location close to the Stadium, it would be possible to sell part of the Edmondscote Road site. The most likely use for this land would be for housing. The site was not land-locked, as there was access off River Close. However, the land would be likely to be more valuable if it was marketed jointly with land on the adjacent site, which was currently owned by the Guide Dogs for the Blind Association.

The Guide Dogs for the Blind Association was discussing the matter with the District Council and was open to the idea, as it wished to rationalise its land-holdings in the District, as well as nationally. If a joint marketing exercise and sale could be arranged, then the higher land on both sites could be sold for housing, whilst the lower parts of both sites would be used to create a new public park beside the Rivers Leam and Avon. Such a park would link up several existing land ownerships of the Council, and make a significant contribution to the creation of continuous public open space alongside the rivers of the District. It was proposed to continue these discussions to agree terms for a joint marketing exercise, to undertake it and then to report the outcomes to a subsequent meeting of the Executive.

One of the wider benefits of the proposal to relocate LFC's home on Harbury Lane to the proposed Community Football Stadium was that once the new stadium was complete and transferred to LFC, it would then be possible to use its existing site as a permanent Gypsy and Traveller site, which had been a planning priority for the Council for some years. The Council and the Club had agreed that the Council could purchase the Harbury Land site from the Club when the Community Stadium was ready for their use. As the project was now moving forward, it was considered appropriate for the Council to proceed with examining options on how it would seek to deliver such a use and the likely costs involved.

Recommendations 2.18, 2.19, 2.20 and 2.21 of the report related to the project governance, project plan, risk register and member involvement.

The Project Timetable showed the key milestones in order to deliver the project in 2022. This would be reviewed regularly throughout the programme, and particularly on the appointment of the external project management company.

The Risk Register was an important document in the management of this complex and inter-dependant project. This would also be regularly reviewed and updated so that it could remain a dynamic document and central to the control of risk within the project.

A robust Project Governance structure was required to ensure the project stayed on track and all key Stakeholders and Consultees were engaged with the project and clear about roles and responsibilities. The proposed structure that was shown as Appendix F to the report sought to ensure proper engagement and clarity of process and communications.

This project was a very high profile project for the Council and carried a significant prospect of enhancing the reputation of the District Council and the District. However, there was also a significant reputational risk to this project, and national experience showed that it was particularly important to get all the critical details right in a Community Football Stadium project. It was therefore important that Members maintained a close scrutiny of the progress of the project. It was proposed to establish a Members' Working Group for the Community Football Stadium, with membership determined in accordance with the group proportions plus the lead Portfolio holder.

It was made clear that all of this work on the proposed Community Football Stadium would be undertaken in very close association with LFC.

Recommendation 2.22 of the report sought to promote openness and transparency.

Some time ago when the project was first being discussed, a Freedom of Information request was received about the sums of money being proposed to bid for the site being purchased from Warwickshire County Council. At that time, it was considered that such information was still commercially sensitive as the negotiations had not then been concluded. The matter was taken as far as the Information Commissioners Office (ICO). The Council did agree to make that information available once the negotiations had been concluded, i.e. the agreements signed and sealed. It was proposed that this approach be agreed in advance for all the transactions.

With regards to Recommendation 2.23 of the report, it was clear that this area of work contained many different elements. All were closely related and a number of them were of a significant size and complexity. All contained significant reputational risk for the Council. The Council had previously agreed to the appointment of a Community Stadium Project Officer, who took up his post on 21 May 2018 and who was closely involved in this project. However, the main focus of the job description

was to deliver a successful Community Stadium and it would not be possible for him to concentrate on this key aim if he was attempting to deliver all the elements of the work stream described in this report.

It was therefore proposed to agree in principle to the creation of a new, fixed-term post for an officer to work with the Community Stadium Project Officer to help co-ordinate and deliver the broad spread of work described here. They would also help with other aspects of the Leisure Development Programme, according to where the key work streams and pressures were at any given time.

As this was a new post, it was proposed to wait until the production of the budget report in February 2019 in order to agree a source for the funding for this post in the annual budget process. The appointment was obviously subject to the approval of the Employment Committee for the temporary increase in establishment. The delay until the new financial year would also enable this approval to be sought.

In terms of alternative options, the Council could decide not to proceed with some or all of the elements proposed in the report. However, each element proposed sought to maximise the strategic benefits of the opportunity presented by the site to the west of the spine road and north of Gallows Hill and these benefits would be lost if any proposal is rejected.

The Overview & Scrutiny Committee supported the recommendations in the report and suggested the inclusion of an amendment to recommendation 2.21 in the report, which the Portfolio Holder agreed he would bring forward to the Executive meeting. Councillor Mrs Falp had not voted on this item at Overview & Scrutiny Committee because she was a Warwickshire County Council member.

The Finance & Audit Scrutiny Committee supported the recommendations in the report whilst noting that marketing of the consultation was key and needed to be persuasive and well explained. In addition, Members highlighted the importance of setting up the capital accounting to avoid future complexity of year end processes and requested that resources were investigated to ensure this happened.

Councillor Phillips thanked the Overview & Scrutiny Committee and the Finance & Audit Scrutiny Committee for their support.

It was explained by the Chief Executive Officer that although this item was included as a Part One item, on reflection, this should have been included in Part Two and not Part One because there would be a subsequent report providing further financial implications on this matter.

The Portfolio Holder for Housing & Property agreed the amendment as proposed by the Overview & Scrutiny Committee, to delete everything after *set out for this project* at recommendation 2.21 in the report.

The Executive, therefore,

Resolved that

- (1) the progress on the Community Football Stadium project generally and in particular the purchase of the land from the County Council, the intended inclusion of health and education service activities within the proposed community football stadium complex, the earlier delivery of the spine road and the prospect of enhancing the affordable housing provision, are noted;
- (2) the principle of locating the new planned secondary school on a site at Oakley Wood Road, Bishop's Tachbrook (Plan One) to replace the proposal on land to the rear of Myton School, provided that a number of key aspects are included such as: securing dual use of the sports/community facilities; position of buildings north of the ridge; and access/integration with adjacent public open space; as set out in paragraph 3.3.7 of the report, is supported;
- (3) continuing the dialogue with Bishop's Tachbrook Parish Council to develop a Community Investment Package to address a range of community impact issues and opportunities connected to the Secondary School proposal as set out in the report and to report to a later meeting of the Executive for approval, is agreed;
- (4) the recommended responses to the 29 recommendations contained within the WYG report, as set out in Appendix Three to the report, are agreed, and authority is delegated to officers to submit a planning application for up to 80 spaces at Riverside House to be made available for public parking on weekdays during the displacement period;
- (5) the Master Plan for the land west of the spine road and north of Gallows Hill as shown in Appendix A to the report as the basis for Planning Applications for this area, is adopted;
- (6) the relocation of the athletics track and ancillary facilities currently located at a site off Edmondscote Road to a new site as shown on

the Masterplan at Appendix A to the report, is agreed in principle;

- (7) the creation of a new public park on the floodplain land next to the Rivers Leam and Avon on the land shown on Plan Two to the report, is agreed in principle;
- (8) a detailed business case on the recommendations (6) and (7) is to be prepared for approval at a future meeting of the Executive to be funded by a sum of up to £50,000 to be taken from a virement from a sum of £190,000 previously allocated to the Europa Way Strategic Opportunity from the Community Projects Reserve;
- (9) spending up to £100,000 from a sum of £190,000 previously allocated to the Europa Way Strategic Opportunity from the Community Projects Reserve in order to progress to RIBA Stage One for the design of the Community Football Stadium to include procuring of professional services including architects and external project management, to cover legal costs and to undertake essential surveys of the relevant site, is agreed;
- (10) the procurement and appointment of professional services including architects and external project management for the Community Football Stadium project is undertaken and design work commenced;
- (11) negotiations be entered into with Warwickshire College and South Warwickshire General Hospital Foundation Trust (SWGHT), in association with Leamington Football Club, on the content of their elements within the Community Football Stadium and a report be submitted to the Executive at a subsequent meeting;
- (12) a long lease is negotiated from Warwickshire County Council for part of the seven hectares allocated for educational use in order to relocate the District's athletics track and ancillary sports facilities for use by the community, local schools and Leamington Football Club as shown on the Masterplan at Appendix A, on terms to be agreed by the Chief Executive, Head of Cultural Services and

the Head of Finance in consultation with the Portfolio Holders for Housing and Property, Culture and Finance and to report to the Executive for final approval;

- (13) the terms for school/community access of the relocated athletics track and school facilities and for mutual vehicular access/parking with WCC, Schools and existing sports clubs, are agreed;
- (14) a dialogue will continue with Myton School on the potential for enhancement of their facilities and for achieving school/community access of any new facilities and vice versa on the athletics track and report will be submitted to the Executive at a subsequent meeting;
- (15) marketing the land shown on the Master Plan (Appendix A) in the report in appropriate parcels, in order to establish the preferred purchaser(s), based on the offers made and to report the conclusions of this exercise to a subsequent meeting of the Executive, is agreed;
- (16) authority is delegated to the Chief Executive and the Head of Finance, in consultation with the Housing and Property and Finance portfolio holders, to enter into negotiations with the Guide Dogs for the Blind Association for the joint marketing of land off Edmondscote Road; to carry out the marketing; and a report on the conclusions of the marketing be submitted to a subsequent meeting of the Executive for approval;
- (17) the Council will explore options on how to bring forward a permanent Gypsy and Traveller site at land at Harbury Lane currently owned by Leamington Football Club and shown on Plan Five and will report on the conclusions to a subsequent meeting of the Executive;
- (18) the Project Timetable to develop the Community Football Stadium and associated commercial development land attached as Appendix D to the report, is approved;

- (19) the Risk Register for the project attached as Appendix E to the report, is agreed;
- (20) the Project Governance Structure for the project attached as Appendix F to the report, is agreed;
- (21) a Members Working Group made up of representatives of all political groups plus the portfolio holder for Housing and Property Services is set up for this project;
- (22) following the conclusion of negotiations the main details of land purchases and disposals, i.e. sums of money involved will be made publicly available, ; and
- (23) funding for a Sports and Leisure Projects Officer to work with the Leisure Development Programme team for a period of four years, to assist with the delivery of the complex and inter-related work programme described in this report, subject to funding being agreed in the Annual Budget Report in February 2019, is agreed in principle, subject to Employment Committee approving the amendment to the establishment.

(The Portfolio Holder for this item was Councillor Phillips)
Forward Plan reference 962

Part 1

(Items upon which a decision by the Council was required)

97. Budget Review to 30 September 2018

The Executive considered a report from Finance regarding the budget review to 30 September 2018. Since the Budgets were reported on to Executive in August 2018, various changes had been identified and were now presented to Members for their approval and to inform them of the latest financial position for both 2018/19 and in the medium term. The Medium Term Financial Strategy was also included in that report –the purpose of this Report was to update Members on changes since August.

This was the second report updating Members on the 2018/2019 Budgets since they approved the Original Budgets in February 2018.

The Accountancy team had worked with the Budget Managers and several Variations had been identified with the Budget being amended accordingly. A table showing those variations reported for quarter one was included at Section 3.1.1 of the report.

Appendix D to the report detailed the salary variations (£77,800 adverse) currently being reported.

The Housing Revenue Account revenue had changed from a forecast underspend of £49,700 to an adverse variation of £139,000, made up of several variations detailed at Section 3.3 of the report.

With regards to the Contingency Budget, Appendix A provided details of the allocations out of this budget with a balance of £140,000 (at 30 September 2018). The full details regarding Chase Meadow Community Centre – Emergency Funding were detailed at Section 3.4 of the report.

Appendix B showed a detailed breakdown over several years of the Council's Major Income Budgets. The first six months' actuals had been profiled to project the potential out-turn for 2018/19, based upon prior year.

Recommendation 2.4 of the report related to Earmarked Reserves Requests upon the 2017/18 closure of Accounts which had been approved under delegated authority by the Head of Finance in conjunction with the Finance Portfolio Holder. These Earmarked reserves were attached as Appendix C to the report and showed expenditure to date equating to just under 30% of the budget.

Recommendation 2.5 outlined a number of proposed changes to the Capital Budget, as identified in Section 3.7 of the report.

Recommendation 2.6 requested that Members note the latest forecast savings (£659,000) to be identified and achieved by 2023/24. Full details were supplied in Sections 3.8.1 – 3.8.13 of the report. This included a table summarising the first quarter changes reported in August and a table showing the profile of savings requirement.

Members would be kept informed of further changes as part of the January and February Budget Setting Reports.

Within the Final Accounts report to Executive in July 2018, the surplus for the year was reported at £938,000. The surplus was allocated to the General Fund Balance for appropriation during 2018/19. The figure was subject to the on-going work to finalise the Statement of Accounts and the audit thereof. With the audit virtually concluded, the adjusted surplus for the year was £914,000.

It had been recognised that the Shared Information Governance Manager Role with Stratford District Council was working well for both Councils. There was an initial two year agreement to trial this to ensure it worked successfully. Reviewing this, both Councils now wished to make the arrangement permanent via an agreed Service Level Agreement. Therefore, half of the service was sought which at this time was £20,000.

The report also recommended to Council that Low Volatility Net Asset Value Funds (LVNAV) be added to the Council's Investment Counterparty list with immediate effect and the reasons for this were outlined in paragraphs 3.11.1 to 3.11.3 of the report.

Monitoring expenditure and income and maintaining financial projections was good financial management and part of good governance. Accordingly, to propose otherwise was not considered.

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

The Portfolio Holder, Councillor Whiting, emphasised the fact that the Council needed to find extra savings in order to preserve the assets in the Council's care, in addition to the savings already being planned and made.

The Executive, therefore,

Resolved that

- (1) the latest variances for the General Fund budget, the projected outturn on budget and approve the budget changes detailed in paragraph 3.1 of the report, are noted;
- (2) the latest variances for the Housing Revenue Account, the projected outturn and approve the budget changes detailed in paragraph 3.3 of the report, are noted;
- (3) an emergency payment of £11,500 to Chase Meadow Community Centre Ltd is approved from the Contingency Budget for 2018/19 to cover staffing and service charge costs up to the end of this current financial year;
- (4) the spend to date on Earmarked Reserves brought forward from 2017/18, paragraph 3.6 of the report, is noted;
- (5) changes to the Capital Programme, including the slippage to 2019/20 and the saving for 2018/19, paragraph 3.7 of the report, are agreed;
- (6) the latest forecast savings (£659,000) to be identified and achieved by 2023/24 as shown within the Medium Term Financial Strategy, paragraph 3.8 of the report, are noted;
- (7) the £914,000 2017/18 surplus is allocated as in section 3.9 of the report;

- (8) the recurrent revenue costs for the Shared Information Governance Manager and the one off cost for the Committee Management System are agreed; and

RECOMMENDS that

- (9) Low Volatility Net Asset Value Funds (LVNAV) are added to the Council's Investment Counterparty list with immediate effect as outlined in paragraphs 3.11.1 to 3.11.3 in the report.

(The Portfolio Holder for this item was Councillor Whiting)
Forward Plan reference 983

Part 2

(Items upon which a decision by the Council was not required)

98. Covent Garden Displacement Plan

The Executive considered a report from Neighbourhood Services providing an update on the progress made in implementing the proposals agreed by Executive on 7 February 2018 and the recommendations made by the independent parking specialists (WYG), jointly commissioned by the Council and BID Leamington to review the draft displacement plan proposals.

Members were aware from the statements made at Council on 14 November 2018 that the final consideration of the Head Quarters (HQ) relocation project would no longer be considered on the agenda for this Executive meeting. It was now intended to present these to an Executive meeting in January and any funding proposals would be considered by Council in February, on dates yet to be arranged. Consequently, it was now unlikely that the Covent Garden car parks would close before March 2019.

The Council had given a commitment to local businesses that its displacement plan would be finalised, widely communicated and that the supporting staffing and signage arrangements would be in place before the car parks closed.

Members were reminded that the Executive approved proposals to create additional public car parking provision on Warwick District Council land at Court Street, Archery Road, Princes Drive and Riverside House. Planning applications had subsequently been submitted and considered by the November Planning Committee in respect of the first two sites, with the latter two due to be considered by Planning Committee on 11 December 2018.

The application for the creation of a formal 66 space car park at Archery Road, to replace the existing informal area which had capacity for 47 vehicles, was refused by the Planning Committee contrary to officer recommendation. Officers were currently reviewing the reasons for refusal and were planning to re-submit an application for the lighting associated with a smaller, formalised car park for consideration by the January Planning Committee. Some works could be carried out under permitted development rights.

The application to extend the existing surface car park at Court Street, with the creation of an additional 42 parking bays was granted. Construction work was underway, managed by the Council's specialist construction consultant, and it was anticipated that this would be completed by the end of January 2019.

The application for the proposed extension at the existing Princes Drive car park, at the western end of Victoria Park would, if approved, create a further 30 parking spaces in addition to the existing 64 bays.

The planning application for the Riverside House car park was to allow it to be used for public car parking at weekends during the whole of the displacement period. This application had been submitted by the Council's Limited Liability Partnership (LLP) 'PSP Warwick LLP' rather than the Council itself. Subject to approval, it would provide a minimum of 260 public parking spaces at weekends.

The LLP had requested that, to allow it to deliver its S106 obligations in respect of the planning consents it obtained for the Riverside House and Covent Garden sites, changes be made to the existing parking arrangements at St. Peter's multi-storey car park with, as previously reported, increased prioritisation for short-stay visitors.

The Council had agreed that dedicated short stay parking would be made available at the point that the Covent Garden car parks closed. It was currently proposed to dedicate the lower floors of the car park to short stay car parking (maximum stay of three hours) with the remaining floors being available for unrestricted, all-day parking and for season ticket holders. However, it was proposed that this initial allocation of floors would be reviewed throughout the displacement period, allowing future variations of short stay/long stay designation to be made, based on actual demand.

To facilitate this, flexibility of use the Pay on Foot management system would be temporarily removed and replaced by Pay and Display machines when the proposed changes were implemented in the New Year. Design work on the location of payment machines and new car park signage was being progressed. All necessary work would be ready in advance of the closure of the Covent Garden car parks.

The July Executive approved proposals to recruit additional front line and back office staff to support the implementation of the displacement plan.

A permanent Project Manager had been appointed and was in post, and would be lead officer for the development and delivery of the Displacement Plan. Two additional Rangers had also been recruited to provide resilience during the displacement period and would be in post from December 2018. Interviews had taken place for the Business Support Officer posts and one person had been appointed so far. Further rounds of recruitment would take place to fill the remaining vacant posts.

Comprehensive and clear signage of the locations of car parks would be a critical element of the displacement plan. A specialist traffic management company had been engaged to devise an appropriate signage strategy. They had proposed that a series of information signs be erected at the locations, set out at Appendix One to the report, and retained throughout the duration of the closure period for the Covent Garden site. The signs were currently being prepared and would be erected prior to the date of the closures, once that date had been finalised. In addition, advanced warning signs would be installed at key locations prior to the Covent Garden car parks being closed to provide advanced public notice regarding the timescales for closure.

In addition, Warwickshire County Council's (WCC) Traffic and Road Safety Group had been commissioned to design and install new permanent highway signage to complement the temporary signage. Permanent changes to the highway signage would be made in advance of the proposed closure of Covent Garden car parks.

The provision of clear information, made widely available to local businesses and visitors, before and during the displacement period was of the utmost importance to the success of the Plan.

The draft communications strategy, set out at Appendix Two to the report, recognised that a comprehensive plan was multi-disciplinary, required input from external stakeholders and was multi-stranded. The draft shown was illustrative only and both the content and dates within it would change as it was developed further. To support this, a work Communications Group had been established, comprising officers from the Economic Development and Events teams within Development Services, the Car Parking team within Neighbourhood Services and the Media team within the Chief Executive's Office. External stakeholders such as WCC, BID Leamington, Leamington Chamber of Trade, bus companies and other relevant partners would also be invited to join this group.

The further development of the draft communications strategy would be guided by the appointment of an external specialist as detailed in section 3.2 of the report.

BID Leamington and other stakeholders had recommended that the Council engage a locally based independent marketing expert to review the effectiveness of the current proposals for the communication of the displacement plan, given the importance of ensuring that communication was timely, appropriate and effective.

This constructive suggestion had been welcomed and, at the time of writing, the process of engaging a local company was underway.

The brief for the appointed company was attached in Appendix Four to the report.

Members were reminded that, following concerns raised by stakeholders as to the adequacy of the proposed displacement plan, independent transport management specialists, WYG, had been jointly appointed by Warwick District Council and BID Leamington to review the draft proposals.

WYG had undertaken an extensive analysis of the impact of the Covent Garden closure, assessed how the current capacity lost at the site (468 parking spaces) could be replaced elsewhere in the town and made a series of recommendations as to how the draft Plan could be strengthened prior to its implementation.

The WYG report's Executive Summary was available on the Council's website and a link was available in the report.

In broad terms, the WYG report concluded that the proposed displacement plan would replace the loss of spaces from Covent Garden in full but that there would be an imbalance between short and long-stay provision. It also highlighted the change to the geographical distribution of parking with limited displacement capacity available in the north of the town centre.

In their report, WYG made 29 recommendations on how additional capacity could be created during the displacement period, how the imbalance of provision they had identified could be addressed, with signage improved and a robust communication strategy implemented to ensure that the Plan addressed the needs of different users and effectively managed parking in the town during the temporary closure period to minimise its impact on visitors to Leamington and for the local business community.

If all the recommendations within the WYG report were adopted in full, the impact on the available capacity within the town would be as shown in Table 1 in the report. This was based on average parking space availability at peak times (1pm on weekdays and 1pm at weekends). Additionally, the WYG assessment of alternative car park supply provided both a 100% and 85% sensitivity test. At 100% it assumed every car park space was used, however, guidance from the Chartered Institute of Highway Transportation suggested 85% was a more appropriate target to limit search time for spaces. The table set out the position at the start of the proposed displacement period, i.e. prior to the opening of the 100 space public car parking provision at Station Approach in November 2019. The supply figures for the alternative provision available included a (prudent) estimate of spare capacity in existing on-street and off-street parking locations, the new provision envisaged in the initial draft Plan and the additional capacity that would be created were all the WYG

recommendations to be adopted. The resultant position was shown in Table 1 in the report.

However, officers had concluded that not all the recommendations made by WYG were either capable of implementation, nor would it be prudent to do so. The recommendations and the proposed WDC responses to them were set out at Appendix Three to the report.

In summary, the recommendations relating to the creation of new car parking capacity that could not be implemented were:

- the creation of an additional 19 parking spaces at Archery Road. The refusal of the application to create a formal 66 bay car park by Planning Committee now meant that circa 47 spaces could be made available at this site. Due to seasonal demand from park users, these spaces would only be available during autumn and winter months, therefore these figures had not been included;
- the recommendation for ten new on-street parking spaces at Leam Terrace had been ruled out by WCC following consultation;
- the recommendation in respect of changes to the on-street parking provision at Newbold Terrace had been ruled out due to a need to ensure sufficient levels of long-stay parking availability;
- the recommendation in respect of changes to the on-street parking provision at Newbold Terrace East was being progressed through a pre-planning process presently but was subject to some significant potential challenges due to its location. As such was considered prudent not to include the figures in capacity forecasts at this point.

The impact of these proposed responses was shown in Table Two in the report.

However, officers had also identified options to create additional capacity that did not feature in the WYG report figures but had been included in Table Two in the report. These included the 50 spaces to be provided at Riverside House in the week for use by season ticket holders, the creation of an additional 20 spaces through changes to the layout of the car park at Riverside House, and some additional spaces at Chandos Street Car Park.

In addition to the options being explored, a detailed assessment of the potential to create additional, temporary, parking capacity at the Edmonscote Track was proposed.

It was estimated that the site could potentially provide circa 80 additional spaces, although planning consent would be required. Initial discussions had identified potential concerns regarding the current open aspect of the site and its relationship to the flood zone but it was considered feasible to bring forward a temporary application even if the site would need to be restored to current use at the end of the temporary period.

If temporary provision could be created at the site, it could assist with the summer seasonal pressure identified in the WYG report by providing a

short-term seasonal parking option during August when the National Bowls was taking place and 'Park and Stride' public parking for major events such as the Peace Festival, Food and Drink festival and Art in the Park.

However, the main benefit would be to free up capacity for additional long stay parking provision throughout the displacement period. Offering this site to Warwick District Council staff as a 'Park and Stride' option would free up additional weekday public parking provision at Riverside House, over and above the current proposal for a minimum 50 public spaces for season ticket holders.

It was, therefore, recommended that, subject to the successful conclusion of the necessary feasibility work, a planning application be submitted as soon as possible.

However, this location was unlikely to provide suitable parking during the Christmas shopping period, the other period of seasonal pressure identified during the WYG report. It was, therefore, proposed that officers explore the provision of a free to use weekend only Park and Ride service during the Christmas 2019 period to bring shoppers into Leamington town centre.

Discussions were progressing with Warwickshire College, which could provide circa 500 spaces, but other locations would also be investigated.

The proposals regarding the implementation of some of the new proposals contained within the WYG report's recommendations and the cost of any suitable works at Edmondscote Track would fall outside the existing budget provision made available following previous reports on the displacement strategy.

The estimated costs of ground reinforcement works and lighting at Edmondscote Track were estimated at £60,000 and the cost of marking out of on-street parking bays at Portland Place East and Portland Place to create circa 70 additional spaces was estimated at £20,000.

The potential cost of a seasonal, free to use, Park and Ride service for the Christmas/New Year period 2019/20 was estimated at £50,000.

It was proposed that these costs be met from the Car Parks Repairs and Maintenance Reserve but it would be prudent to allow for a small contingency of £20,000 for costs arising from any of the work proposed for the Displacement Plan.

However, there was also one other significant expense associated with the WYG recommendations, relating to the potential upgrade of the existing variable message signs (VMS), owned by WCC, to support roads users to find available and appropriate parking spaces.

The opportunity to upgrade the VMS to incorporate adaptable free text signage would allow for greater flexibility in the highways messaging

provided on key routes into the town centre. This would not only be of benefit during the displacement period, but would also provide an on-going benefit during future years when major events were taking place and, of course, during the lead up to and delivery of the Commonwealth Games events.

The estimated cost of this upgrade was circa £175k which was not currently funded. Officers were refining the business case for this work and would submit a proposal for consideration prior to the closure of the Covent Garden car parks.

The Council had given a commitment to local businesses that its Displacement Plan (except relating to the new Station Approach car park; Newbold Terrace East additional parking; and the park and stride facility at the Edmondscote Track; none of which were accounted for in Table Two in the report) would have been finalised, widely communicated and that the supporting staffing and signage arrangements would be in place before the car parks closed.

A further report confirming that all the necessary arrangements were in place would, therefore, be presented as part of the decision making process on the relocation project.

In terms of alternatives, the option to implement all of the recommendations from the parking consultant had been considered but this was not considered to be achievable or necessarily desirable upon consideration of advice from partner agencies and the impact adoption of the declined recommendation would have on the availability of short and long stay parking capacity.

Suggestions had been made by Councillors and by the local Chamber of Trade regarding the timing of any decision on the HQ scheme and closure of Covent Garden car park and by extension, of the Displacement Plan. However, as the Covent Garden car park had Alkaline Silica Reaction (ASR) and the monthly testing indicated that this was spreading, there was a real risk that a deferral could see the car park having to close because the ASR had spread to an extent that made the whole facility unsafe. Therefore, regardless of the decision on the HQ proposal itself, the work on the Displacement Plan should proceed in any event. It would, of course, also add circa 300 additional parking spaces to the town's stock on a permanent basis.

An addendum circulated at the meeting advised of revisions to recommendation 2.4 and paragraphs 3.3.11 and 3.3.12 in the report.

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

Councillor Mrs Grainger thanked the officers for the work they had put into getting the report ready and she stated she now felt comfortable with the proposal. The Portfolio Holder proposed the recommendations with the amendments laid out in the addendum.

The Executive, therefore,

Resolved that

- (1) the progress made on the previously agreed proposals, last considered when an update report was presented to the July Executive, is noted, in respect of:
 - the provision of additional public car parking capacity at WDC owned sites at Archery Road, Court Street, Princes Drive and Riverside House;
 - the revised allocation of long and short stay car parking spaces at the St. Peters multi-storey car park;
 - the recruitment of additional staff to support the management and delivery of the car parking displacement plan;
 - the delivery of an effective signage strategy to ensure smooth traffic flows and clear information on parking options;
 - the development of a communications plan to ensure there are clear messages about parking availability and Leamington being “open for business” during the displacement period;
- (2) an independent marketing specialist is being commissioned to assist the Council to develop the marketing and communication strategy for the displacement period;
- (3) the findings of the specialist parking consultant, WYG, jointly engaged by Warwick District Council and BID Leamington to review the effectiveness of the Warwick District Council’s draft Displacement Plan., and the recommendations they have made on how this should be strengthened, as set out in section 3.3 of the report, are noted;
- (4) the recommended responses to the 29 recommendations contained within the WYG report, as set out in Appendix 3 to the report, are approved, and authority is delegated to officers to submit a planning application for up to 80 spaces at Riverside House to be made available for public parking on weekdays during the displacement period;
- (5) the provision of additional temporary car park capacity at the Edmondscote Track is explored

in detail and that the necessary planning consents are submitted, subject to the outcome of the current feasibility work, and the provision of a seasonal park and ride service is explored further, as set out in section 3.4 of the report, is agreed;

- (6) releasing funding of up to £150,000 from the Car Parks Repairs and Maintenance Reserve to fund the delivery of the additional recommendations not currently within the proposed Displacement Plan, is agreed; and
- (7) the commitment given by the Council to local businesses that the Covent Garden car parks will not be closed until the Displacement Plan has been finalised and that a further update on progress will be provided as part of the final reports that will be presented to Executive and Council in early 2019 on the outcome of the Stage One work on the relocation project, is noted.

(The Portfolio Holder for this item was Councillor Mrs Grainger)
Forward Plan reference 979

99. **Recording & Broadcasting of Council Meetings**

The Executive considered a report from Democratic Services informing the Executive of the outcome of investigations carried out by Officers into the feasibility of recording Warwick District Council Executive, Committee and Sub-Committee meetings and broadcasting them digitally via the internet.

The Town Hall was managed by the Council's Arts Section and was primarily used by the Council for its public meetings. The Council Chamber was also used for other Warwick District Council functions such as planning inquiries which used the Audio Visual (AV) system to record meetings. The Council Chamber and Assembly Hall were also hired by Royal Leamington Spa Town Council for annual council meetings and mayor making. When rooms at the Town Hall were not in use by the Councils, they were hired for events.

The current AV system had been in use in the Town Hall Council Chamber for over twelve years. When originally installed, the system comprised of three operational cameras (two of which could move their focus and track to pre-programmed points in the room and one fixed view camera). The two tracking cameras were based on a pre-set digital ground plan of the Council Chamber and mapped to specific locations in the room where microphones were placed. This had limited value because it required fixed locations and should the microphone be moved or the room set up changed, the camera did not track to the new position. In addition, these two cameras ceased to be operational over five years ago as the

technology to support the modes became obsolete and they subsequently failed.

The ability of the AV system in the Council Chamber to record meetings was now limited to a single fixed point camera mounted by the data projector under the public gallery which, while it had a wide angle lens, did not capture the whole of the room. The recording quality of the camera was not sufficient to operate in low level lighting conditions (for example during presentations to Planning Committee). The audio functionality of the system was restricted because the microphone base stations used a wireless bandwidth that was very narrow and therefore was susceptible to interference from other Wi-Fi networks within the vicinity of the Town Hall and Town Centre. Despite its age, the system remained useable in its current form due to the current support contract that was in place.

The majority of common issues experienced with the AV system could be attributed to the inconsistent volume of those addressing the meeting or users not speaking directly into the microphone, so their voice could not be picked up and amplified. This latter problem may not be fully resolved by introducing a new system and would require a greater understanding of microphone technique by those addressing meetings.

Council meetings video recordings that were held in the Council Chamber were recorded onto a hard drive from which DVDs were created. These were then held on a master file with Democratic Services for twelve months before being securely destroyed.

The current AV system could be used to transmit a video and audio feed through to the Assembly Hall. This had been used on several occasions when demand to attend Council meetings had been greater than the capacity of the public gallery (a maximum of 35 people). However, upon assessment from two of the industry's leading suppliers, the current system could not be used or adapted to securely broadcast meetings to the internet.

The Council did not have any recording / broadcasting facilities within Rooms 21, 18 or 11. In order to enable this, either a purpose built system would need to be installed, or a small, table-top recording device would have to be used. Democratic Services officers had experimented with the latter option but it would not be of a sufficient standard to broadcast to the public. It was also considered that due to the significantly poor quality of these solutions, they would not be appropriate for use by the Council unless in an emergency situation i.e. for an urgent licensing panel when the Council Chamber was unavailable. The addition of more advanced recording/broadcasting facilities in these rooms had not been considered at this stage on the advice of external suppliers, as the associated costs would be prohibitive.

With regard to the Assembly Hall, only the microphone base stations could be transferred from the Council Chamber. There was no method of

recording either the audio or visuals of meetings that took place in the Assembly Hall.

Before purchasing its own AV solution, Warwickshire County Council (WCC) had experimented by broadcasting their meetings live to the internet via 'Periscope' (a third party social media video streaming platform). It was understood that these recordings were undertaken using a tablet computer. This option was considered by Officers. However, during discussions with WCC and after inspecting their Twitter account, it became clear that they had received multiple complaints from the public regarding the quality of the video. It was not always possible to see the relevant Councillor speaking and it was therefore unclear as to who was speaking. The audio quality was of an extremely poor standard and an example recording of a WCC scrutiny committee made using this technology was available to view online. In addition to this, at least one dedicated member of staff was required to undertake the recording for the duration of the meeting.

The Warwick District Council Media team had considered the potential benefits and disadvantages of utilising this technology. It was concluded that while this method would provide some assurance to the community regarding openness of Council meetings, the quality of the broadcast would not enhance this or the Council's overall reputation for delivering high quality information.

Warwick District Council officers had also considered the ability to broadcast or upload its current recordings via online video sharing sites, such as YouTube. However, due to the recording format currently used, this option was also found not to be possible.

As part of the response to the notice of the motion, Officers held informal talks with two suppliers about the potential to broadcast meetings from the Council Chamber at the Town Hall, between now and the move to the new HQ. Both suppliers advised that there would be a need to update the current system and that there was an additional cost for the broadcast or hosting of the meetings online. In both instances, the costs for the period up to January 2021 were over £70,000. The suppliers and exact cost had not been named in the report because this information was considered to be commercially sensitive.

Indicative discussions were also held with suppliers about either upgrading the current system and then transferring this to the new HQ, or installing a new system and transferring this to the new HQ. Both suppliers advised against this because the system should be designed for the room(s) it would be used in and by the time the Council was due to move in January 2021, the system would be at half-life, which could lead to complications in embedding within any wider technology provision within the new HQ.

No discussions had taken place with the regard to installing recording and broadcasting of meetings form within the Assembly Hall, Room 21, Room 18 or Room 11 at the Town Hall because this would require a new PA system to be installed, as well as cameras (either permanently or

temporary/transferable between rooms) for which there would be further cost.

As requested by Council, officers had investigated what neighbouring authorities did in terms of broadcasting meetings. These included Coventry City Council, Warwickshire County Council, Solihull Metropolitan Borough Council as well as the other District/Boroughs within Warwickshire.

All of these authorities, apart from Rugby and North Warwickshire Borough Council, broadcasted some or all meetings online. In summary, the viewing figures from the authorities we were provided with were variable. Stratford District Council had circa 30 to 90 views per meeting; Solihull, between December 2015 and August 2016 had had between 25 and 250 depending on the subject matter (but average circa 100 views); Coventry City Council were only able to broadcast meetings of Council held in the Council Chamber and normally had around 20 views per meeting but had one meeting with 94 views. WCC were unable to confirm numbers as they were hosted via Periscope, on Twitter and the new system, and at the time of writing, had not been in use for a full cycle of meetings to provide a comparison.

The volume of requests for Warwick District Council meetings to be broadcast or recordings from local residents had not been significant. While no direct records were kept, only a limited number of enquiries had been received, via Twitter, asking if Planning Committee was available to watch online but there was no record or recollection of requests to watch any other meetings within the last four years. The Council had provided 59 copies of recordings of 37 meetings out of a potential 137 meetings that were recorded since May 2015. Nearly all of the recordings that had been provided had been of Planning Committee.

Members were reminded of the decision from the former Minister for Communities and Local Government, Eric Pickles, which encouraged members of the public to comment live from Council meetings and clarified the law that the public and press were entitled to record, broadcast, take photos, take notes or comment on social media live from public meetings, so long as it did not interfere with the meeting. The guidance also made it mandatory to make facilities available to enable this to happen. In essence, this was to ensure a reasonable number of chairs were provided as well as a table for leaning on to make notes where practicable. Officers were aware of occasions where this had occurred in Council meetings and this did pose a small risk because individuals could, as they were entitled to, edit and broadcast parts of a meeting they wish to, for which the Council could not provide contrary evidence. While this risk was minimal, it was increasing with the popularity of social media. (This could be mitigated by certain systems that host the video).

On balance and considering the significant costs, at a time when the Council was seeking to maintain a balanced budget, officers were of the opinion that the costs were prohibitive at this stage, given that the Council was due to relocate its meetings within two and half years. However,

there was significant merit in a full business case being brought forward for the new HQ outlining costs over a five year period for the Executive to consider, at the appropriate time following the HQ approval process.

In terms of alternative options, the Council could decide to invest in a new PA system for the Council Chamber now but this would significantly increase costs.

The Council could consider moving some of its public meetings away from the Town Hall in advance of the new HQ move to other locations which could provide broadcasting/recording facilities as standard. However, there would be additional costs to consider which were not currently budgeted.

For rooms 21, 11 and 18 the Council could utilise a small recording device. However, this had been tested in some Licensing & Regulatory Panels when the Council Chamber had not been available but had provided mixed results and was not of sufficient quality to broadcast.

During the process of producing this report, Stratford District Council had moved to using their current equipment to broadcast live via YouTube. At this stage, this process had been discounted by officers because the Warwick District Council's equipment would need to be upgraded to enable this and officers had not been able to verify the costs of this approach.

The Executive, therefore,

Resolved that

- (1) the indicative costs associated with upgrading the current Audio Visual (AV) system in order to broadcast meetings from the Town Hall Council Chamber via the internet, are noted;
- (2) the advice regarding the broadcast of meetings using handheld devices via third party channels such as 'Periscope', is noted;
- (3) a detailed business case be brought forward by Officers, as part of the development of the new Council Headquarters to explore the potential to record and broadcast all Warwick District Council Executive, Committee and Sub-Committee meetings via the internet; and
- (4) the Capital Budget of £45,000 currently allocated to the upgrade of the AV system, will be transferred to Revenue to fund the repair of the current AV system, should it begin to fail before Council meetings are relocated to the new Headquarters.

(The Portfolio Holder for this item was Councillor Coker)
Forward Plan reference 840
(Councillor Mrs Falp left the room)

100. **Whitnash Community Hub**

The Executive considered a report from Cultural Services describing the current financial position for the Community Hub project based at Acre Close, Whitnash, and proposing further financial support from the District Council to enable the Hub to be constructed.

The business plan for the project had been refreshed to reflect recent project progress and was presented at Appendix A to the report.

The report recommended that the District Council underwrote an additional £500k grant. Based on the extensive cost work that had been undertaken, this would enable Whitnash Town Council to construct its new Community Hub.

The additional finance for the project would be funded from the Community Projects Reserve. This reserve consisted of grant received from the Government's New Homes Bonus scheme and was used to fund projects for the benefit of the community within Warwick District. Members were reminded that Whitnash had experienced significant housing growth which had thereby generated large sums of New Homes Bonus monies.

Recommendation 2.2.3 in the report limited the District Council's additional financial support for the project to £500k. In the event that there was expenditure not currently budgeted for, it would be the responsibility of Whitnash Town Council to meet the shortfall.

Recommendation 2.3.1 protected the Council's financial exposure by limiting the time period when the funding and underwriting would be available to the Town Council to 48 months. In practice, this meant that the funding needed to be expended by November 2022.

Recommendation 2.3.2 required that the construction work was appropriately certificated by the professional services team. This would ensure that payments were only made by the Town Council once agreement had been reached by the employer's agent and contractor on the value of the work completed. The process for payments would be in accordance with existing agreed processes for the pre-construction phase, whereby the Town Council provided copy invoices to the District Council to evidence the work undertaken, following which the District Council made a payment to the Town Council to cover the project costs incurred.

Recommendation 2.3.3 required that ongoing funding bids were agreed by the Deputy Chief Executive (AJ). This would ensure that the level of activity to secure external funding remained visible and could therefore be monitored. This would also include a report on the progress of existing bids, including the Sport England bid for £150k to the Community

Investment Fund. Following the recent approval of planning permission for the project, the bid was currently being considered by Sport England and initial feedback was encouraging. The Project Steering Group would be establishing a sub-group to focus on the continuing work to secure external funding. This steering group would comprise Whitnash Town Council Councillors with support from ATI Projects Ltd (previously commissioned to assist the Town Council in the earlier phases of the work).

Recommendation 2.3.4 would ensure that District Council's support for the project was visible to the local community, meaning that the District Council's involvement was transparent to residents.

The Town Council was currently consulting with residents on an increase of the Council tax to raise £250,000 from the Public Works Loans Board (PWLB). The consultation period was due to end on 20December 2018. Assuming that local residents supported an increase to the Town Council precept, the Town Council would apply for a loan from the PWLB. It was expected that the Board would inform the Town Council of the outcome of the application in early January 2019, meaning that the Town Council would then be in a position to confirm that it had successfully secured this funding.

In accordance with recommendations agreed by Executive for the earlier report on WDC funding for the Whitnash Community Hub, it would be necessary to agree a schedule for the release of funding to assist with the Council's financial planning.

With regards to recommendation 2.5, the Leisure Development Programme sought to provide top quality sports and leisure facilities across the District. The Programme had already created vastly improved and expanded facilities in Leamington and Warwick and was currently planning improvements in Kenilworth. The Whitnash Community Hub would provide the opportunity for the benefits of the Leisure Development Programme to be realised within Whitnash Town.

Following the approval given by Executive in June 2017 for funding of up to £500,000 for the project, considerable work had been undertaken and milestones achieved. These were detailed in section 3.6.1 in the report.

This work followed on from a previous initial, high level cost estimate provided by the design team in March 2018. This first cost estimate indicated a project cost of £1,609,397.

Upon their appointment in 2018, Pulse provided interim cost estimates based on the evolving design of the building as the design team progressed the detailed design. The initial cost estimates produced by Pulse indicated that costs had risen from the March 2018 estimate. The reasons for the increase of costs from March 2018 to the present time were as follows:

- the addition of a number of items previously excluded from the initial cost estimate such as inflation, playing pitch related works and hard landscaping;
- a more accurate understanding of each element of the building based on the full specification; and
- increases in construction costs in the wider economy.

In response to the predicted increase in costs, the design team undertook a value engineering exercise with the Town Council to identify elements of the design which could be amended or omitted without having a negative impact on the building. This exercise resulted in a reduction in costs of £87,000.

Pulse had now completed the final pre-tender estimate which indicated a total project cost of £2,220,307. This figure included allowances for construction, professional fees, risk and contingency, inflation and client "direct" costs including items such as works required to relocate the football and rugby pitches.

In December 2017, the estimated available funding for the project was reported as £1,611,729. The revised project budget now showed an estimate £1,573,824 of funding available. The funding estimate had been reduced to reflect the changes to the criteria around landfill grants, meaning that it was no longer possible to apply for grants until construction was completed and that applications could only be made for stand-alone/non fixed items. The landfill grant allowance had therefore been revised to £60,000 – which represented 50% of the initial budget allowance.

The increased estimated project costs and the revised reduced project funding created an estimated budget deficit of £646,483. The proposed method of funding this deficit was shown in Section 5 of the report.

An alternative option would be to not request additional funding from the District Council. This had been discounted on the basis that without additional support from the District Council, it was highly likely that the scheme would not be able to go ahead.

It would also be possible to significantly reduce the scope of the project, in order to comply with existing available funding. However, this would so compromise the size and quality of the building that it would not be appropriate to proceed with the project.

The Finance & Audit Scrutiny Committee supported the recommendations in the report. The Committee's support for investing in community hubs, and in particular Whitnash given growing local needs, was confirmed. Main concerns expressed were about the very large increase in project costs, and the potential risks of further capital overruns and how they would be funded. Members noted that the contribution from the community would be through a loan facility, funded by an increase in the local Tax precept; and that no significant local fundraising had so far taken place.

The Executive, therefore,

Resolved that

- (1) the Business Plan relating to the new Whitnash Community Hub, detailing how the future running costs will be met and how community access will be maximised in the future, available online as Appendix A to the report, is noted;
- (2) Warwick District Council will underwrite £500,000 to allow the construction of the Whitnash Community Hub, following a request from Whitnash Town Council;
- (3) the above sum will be funded from the Community Projects Reserve;
- (4) no more funding than the sum requested (£500,000) will be forthcoming in the event of any cost overrun;
- (5) the funding and underwriting is only available for 48 months from the date of this Executive before being drawn down in whole;
- (6) payments for construction work are only to be made in supply of verified Architect's Certificates and invoices of work;
- (7) ongoing funding bids will be agreed by the Deputy Chief Executive (AJ) and officers will be kept up to date with the progress of those bids thereby reducing the Council's extent of underwriting, should bids be successful;
- (8) public acknowledgement of the District Council's support for the scheme will be given publicity at all stages, as agreed by Whitnash Town Council;
- (9) Confirmation that Whitnash Town Council has successfully secured Public Works Loan Board funding of £250,000, is noted;
- (10) authority is delegated to the Section 151 (S151) Officer and Deputy Chief Executive (AJ), in consultation with the Leader and Portfolio Holder for Health & Community Protection, to agree the schedule for the release of funding; and

- (11) the alignment of this ambitious project with the District Council's Leisure Development Programme, which has achieved substantial improvements to leisure facilities elsewhere in the District, is noted. The provision of a new Community Hub in Whitnash will provide the town with a modern, high quality sports and leisure facility to meet the growing needs of the Whitnash Community.

(The Portfolio Holder for this item was Councillor Coker)
Forward Plan reference 969

101. Houses in Multiple Occupation (HMO) Licence Conditions and HMO Licencing Cycles – Private Sector Housing

The Executive considered a report from Housing which brought forward revised Housing in Multiple Occupation (HMO) licence conditions and a proposal to enable a shorter HMO licence period for landlords who had been subject to various enforcement action, below the level of a prosecution in the Magistrates Court.

The Council's HMO licence conditions had remained largely unchanged since HMO licencing was introduced in 2006. Due to changes in legislation affecting the private rented sector, they now needed to be reviewed.

The five year gap between HMO licenses was a long time if landlords started to cause concern. Therefore the report brought forward a policy as resolved by the Council to introduce flexibility in the HMO licencing process by allowing shorter licence cycles and higher licence costs for landlords causing concern.

A shorter two year HMO licence period would give the landlord the opportunity and the time to demonstrate that they had addressed the concerns. This approach fitted in with the principles of the Regulators Code and the Council's Enforcement Policy.

Due to the discretion required in some cases, to enable the policy to be applied quickly and efficiently once adopted, it was proposed that the Head of Housing Services should be granted the authority to decide on the use of a shorter two year HMO licencing period in individual cases.

In terms of alternative options, not reviewing the 2006 HMO licence conditions in the light of housing legislation changes affecting the private rented sector was not an option.

Introducing a variety of HMO licencing periods and/or a probationary licence period with the associated fee structures would add complexity, and bureaucracy to the process, as well as the need for additional resources. The current resources would already be stretched dealing with

the extension of HMO licencing from 1 October 2018, which would double the existing licencing workload of the Private Sector Housing Team. In addition, it would not be an effective use of resources, as it would penalise the majority of landlords who did provide good, well managed accommodation, and it would not specifically target the landlords causing concern.

The Overview & Scrutiny Committee strongly supported the recommendations in the report.

The Executive, therefore,

Resolved that

- (1) the revised HMO license conditions are approved;
- (2) the proposal for a shorter two year HMO licensing period, as set out in this report at paragraphs 8.8 and 8.9 of the report and in accordance with the process, criteria and additional cost, as set out in Appendix Three to the report, is approved; and
- (3) authority is delegated to the Head of Housing Services to make decisions about imposing a shorter two year HMO licensing period in individual cases.

(The Portfolio Holder for this item was Councillor Phillips)
Forward Plan reference 955

102. Support for Government Syrian Vulnerable Persons Resettlement Scheme

The Executive considered a report from Housing seeking approval to assist with the resettling of up to five further families within the remaining life of the Government Syrian Vulnerable Persons Resettlement Scheme.

In March 2016 the Government asked local authorities to consider assisting with resettling Syrian Refugees, to help it meet its commitment of finding homes for 20,000 refugees by 2020. By the end of 2017, Warwick District Council successfully met its original commitment to rehouse five families, three years ahead of schedule, and approval was sought to assist with the resettling of up to five further families within the remaining life of the scheme.

The Council had expressed a willingness to offer further support to the Syrian Vulnerable Persons Resettlement Scheme.

Whilst the scheme was originally going to run until 2020, the Home Office had recently brought forward the timescale so the scheme would now end in December 2019. There was ongoing consultation about what would replace the current scheme.

The time limiting of the Syrian Vulnerable Persons Resettlement Scheme, with partners not able to access government funding for families arriving after December 2019, severely restricted the ability to assist further families. It was highly likely that Warwick District Council would not meet a firm commitment to resettle five families in such a short time. Therefore, the report recommended a commitment to assist up to a further five families within the remaining life of the scheme.

In terms of alternative options, the authority could choose not to resettle any further refugees. However, this stance was likely to come under pressure from local groups supporting the scheme and the broader humanitarian situation.

The Executive, therefore,

Resolved that dependent on the continuation of the properly funded arrangements in place to manage and settle refugees, Warwick District Council approves the resettlement of up to a further five families within the remaining life of the Syrian Vulnerable Persons Resettlement Scheme.

(The Portfolio Holder for this item was Councillor Phillips)
Forward Plan reference 955

103. **Creative Quarter – Draft Masterplan**

The Executive considered a report from Development Services advising Members of the work that had been undertaken by the Council's Creative Quarter regeneration partner 'Complex Development Projects Ltd' since it was appointed in November 2017. The culmination of this work was the preparation of a draft masterplan for the Creative Quarter and Executive was asked to agree that this document would be put forward as the basis for public consultation.

Members were reminded that the Council undertook a procurement process starting in late 2016 and completed during 2017 to select a regeneration partner to work alongside it to bring forward proposals for a Creative Quarter in Royal Leamington Spa. Following this process, the Council formally appointed Complex Development Projects Ltd (CDP) as its partner in November 2017. CDP was a well-established development and regeneration company with a particular knowledge of, and expertise in, working with creative industries. CDP operated nationally but had carried out a number of schemes in Coventry, including Electric Wharf and Fargo Village. CDP had strong links both with the Historic Coventry Trust

(of which Ian Harrabin, the Managing Director of CDP, was Chairman) and the Coventry City of Culture team.

There were two phases to the partnership that the Council had now entered. In Phase One, CDP committed to completing a masterplan for the Creative Quarter and submitting this to the Council for approval. In Phase Two (and subject to agreeing the masterplan and thereby identifying a series of potential projects), the Council and CDP would seek to identify how these should be taken forward. In accordance with the Council's partnership agreement with CDP, the masterplan must be completed within two years of entering the partnership - i.e. by November 2019. The masterplan was to be resourced by CDP at its own risk and the Executive would have discretion whether to accept the masterplan when it was brought forward for final approval in 2019.

The Creative Quarter partnership was underpinned by a governance structure. At the heart of this was a Project Board which included representatives from CDP and the Council. This was supported by an officer team and an external Stakeholder Forum.

Since being appointed, CDP had undertaken extensive stakeholder engagement. It had organised a number of stakeholder events and had met with approximately 80 individuals and groups of stakeholders. This had included computer gaming companies, arts organisations, Leamington Town Council and events such as the Leamington Business Forum. CDP had also appointed two teams of consultants, Bryant Priest Newman and Metropolitan Workshops to advise them and prepare the draft masterplan that was being considered by Executive.

As the culmination of this work, CDP had prepared a draft masterplan. This had been agreed by the Creative Quarter Project Board and was now submitted to Executive to agree that it was put forward as the basis for public consultation. A copy of the brief was attached as appendix A to the report. In considering the report, Members were asked to have regard to several matters, such as the extent of the Creative Quarter as presented, a number of key objectives identified by CPD etc.

Subject to the Executive approving recommendations, it was proposed that the draft masterplan be subject to public consultation. Given that preparing the masterplan was a commitment by CDP under the partnership agreement, CDP would lead on the public consultation, with support from officers of the Council. In discussion with officers, and with the agreement of the Partnership Board, CDP proposed that the public consultation be undertaken over a seven week period from 3 December 2018 to 21 January 2019 and would include the following:

- static displays in the Spa Centre, Pump Rooms, Royal Priors Shopping Centre and (subject to agreement) in Leamington railway station;
- several "forum" events for businesses in Old Town; arts and cultural businesses, (iii) creative digital businesses and (iv) land and property owners;

- public open sessions in various locations;
- a meeting of the Leamington Business Forum; and
- a consultation website (www.leamingtoncreativequarter.co.uk).

The purpose of the consultation was twofold: to provide feedback to stakeholders and residents on the results of earlier consultation, and to enable stakeholders and freeholders to provide feedback on the masterplan vision, approach and to ensure all opportunities had been reflected in the masterplan.

Once this public consultation was concluded, the Creative Quarter Project Board would consider the comments made and seek to agree a “final” version of the masterplan. This would then be submitted to Executive for formal approval by the Council. It was intended that a final masterplan would be brought before Executive at its meeting on 6 March 2019.

Once a final masterplan was approved by the Council, this would mark the end of phase one of the Creative Quarter partnership. Subject to this approval, the partnership would then move onto phase two. This would involve the preparation of detailed proposals and a business case for specific projects within the Creative Quarter area.

The report advised that , at this stage. the approval of the masterplan did not mean that the Council had agreed to the details of any specific project or to the disposal of any assets that were covered by proposals in the masterplan. There would be a separate process, including the use of development and other legal agreements (as appropriate), and a separate decision by this Council, before any consent was given on any specific project. More guidance would be given to councillors at the point at which it was being asked to approve the masterplan. Any scheme would also have to be subject to the usual planning process as proposals came forward.

The Council could decide to request minor changes to the masterplan prior to it being issued for public consultation; however, under the partnership agreement with CDP, the Council would require CDP’s agreement to any changes, which could delay the start of the public consultation. A more appropriate and timely approach would be to make any comments on the masterplan as part of the forthcoming public consultation.

An alternative option was that the Council could decide not to support the draft masterplan, however, this was not recommended. It was considered that the proposals within the masterplan represented a sound basis of a document that was in line with the Councils’ broad aspirations when it sought to engage a partner to bring proposals forward. It was also the case that the Council was only approving this document for public consultation at the present time and as such it was not firmly committing to the principles contained within it. It would have a further opportunity to consider the masterplan when this was returned to Executive for final approval.

Another alternative option was that the Council could decide not to proceed with the partnership with CDP. This was also not recommended for the reasons set out in the report. The Council had nothing to lose at this stage in allowing the document to go forward for public consultation and there were no grounds for not proceeding with the partnership in terms of how CDP had performed to date.

An addendum circulated at the meeting advised of a number of corrections to the draft masterplan.

The Overview & Scrutiny Committee recommended that the public consultation period on the draft masterplan should be extended by a further four weeks, meaning that a final masterplan would be submitted to the new Council in 2019. The Executive were required to vote on this because it formed a recommendation to them.

In response, the Portfolio Holder Councillor Butler stated that there had been widespread comments received about the slow decision making regarding the regeneration of Old Town and the opinion that this area of the District had a tendency to be ignored. Whilst he felt that the recommendation from the Overview & Scrutiny Committee had merit, he did not feel that an extension to the consultation timeframe would improve the quality of the feedback being received. For these reasons he did not accept the recommendation. He did agree, however, that an additional recommendation should be added relating to the establishment of a cross party working group.

It was proposed by Councillor Butler and seconded by Councillor Mobbs to reject the recommendation from the Overview & Scrutiny Committee for the reasons stated above.

Following a suggestion from Councillor Naimo, an amendment to paragraph 2.3 was approved by the Portfolio Holder to read:

“That a Cross Party Member Working Group be established to enhance communication on this matter”.

The Executive, therefore,

Resolved that

- (1) the work undertaken by the Council’s regeneration partner Complex Development Projects (CDP) since its appointment to engage with stakeholders and prepare a draft masterplan, is noted; and
- (2) the draft masterplan attached as appendix A is put forward for public consultation, is agreed.

(The Portfolio Holder for this item was Councillor Butler)

104. **10, 12 & 14 Chapel Street, Warwick**

The Executive considered a report from Asset Management outlining a proposal concerning 10, 12 & 14 Chapel Street, Warwick.

The Executive on 9 January 2013 approved the sale of Warwick District Council's 10 - 14 Chapel Street, to the Warwick Kings High School ('WKHS'), subject to an overage payment to be made to Warwick District Council by WKHS, if the property was to be sold off by WKHS within a 20 year period from the date that WDC disposed of it to the WKHS.

WKHS placed this property along with all of its neighbouring buildings around the Chapel Street area for sale on the market in 2017 and WKHS now wished to dispose of all their premises, including 10 - 14 Chapel Street, in the near future.

WKHS were aware of the overage requirement and duly approached Warwick District Council for this overage sum, required by Warwick District Council, to be agreed. Following discussions between Warwick District Council and WKHS, an appropriate overage sum had been agreed, subject to Executive approval.

The proposal would provide this Council with an appropriate capital receipt and would enable the site to be developed, in partnership with the other WKHS buildings, in an appropriate refurbishment of the buildings, subject to future Planning Consents, in accordance with the agreed development brief.

As an alternative option, the Executive could decide to refuse to agree to the proposition but this would result in the property lying empty and would defer the receipt of a capital receipt without any surety of obtaining a larger or the same sum. For this reason, this option was not recommended.

A confidential addendum was circulated at the meeting advising of the financial agreement.

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

The Executive, therefore,

Resolved that the offer of a capital receipt from an overage agreement concerning the former Warwick District Council property known as 10 - 14 Chapel Street, Warwick, hatched on Plan 1 to the report, be approved.

(The Portfolio Holder for this item was Councillor Phillips)

105. **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 paragraph of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

Minute Nos.	Para Nos.	Reason
108, 110	1	Information relating to an Individual
108, 110	2	Information which is likely to reveal the identity of an individual
106, 107, 109, 111, 112	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

The items below were considered in confidential session and the full details of this will be included in the confidential minutes of this meeting.

106. **Europa Way Progress Update and Next Steps – Private & Confidential**

The Executive considered a private and confidential report from the Chief Executive accompanying the public report entitled *Europa Way Progress Update and Next Steps* (Item 3 on the agenda, Minute 96).

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

The recommendations in the report were approved.

(The Portfolio Holder for this item was Councillor Phillips)
Forward Plan reference 962

107. **Compulsory Purchase Order**

The Executive considered a private and confidential report from the Deputy Chief Executive (AJ) asking Members to agree that the Council should make a Compulsory Purchase Order.

The recommendations in the report were approved.

(The Portfolio Holder for this item was Councillor Rhead)

Forward Plan reference 977

108. Assets Team Redesign – Update Report

The Executive considered a private and confidential report from the Deputy Chief Executive (BH) seeking approval to fund redundancy and severance payments for those staff who had not been accommodated within the new structure.

The recommendations in the report were approved.

(The Portfolio Holder for this item was Councillor Phillips)

Forward Plan reference 975

109. Victoria Park Café

The Executive considered a private and confidential report from Cultural Services seeking approval to purchase the lease of the Victoria Park cafe.

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

The recommendations in the report were approved.

(The Portfolio Holders for this item were Councillors Butler and Coker)

110. Update on Action Plan following Review of Closure of Accounts

The Executive considered a monthly update report from the Chief Executive which set out the progress on the action plan that was agreed in the report on the Review of the Closure of 2017/18 Accounts in October 2018.

The Finance & Audit Scrutiny Committee noted and supported the report.

During scrutiny of the End of Year Accounts and the Audit findings at the start of the Finance & Audit meeting, the Committee decided that they wished to see regular in-year reports on progress against all outstanding Audit recommendations from senior Officers. After debate, the Chief Executive agreed to extend the scope, as requested.

The report was noted.

(The Portfolio Holder for this item was Councillor Whiting)


111. 10, 12 & 14 Chapel Street, Warwick – Appendix

The Executive noted the confidential appendix to public agenda Item 11, Minute 104 .

112. **Minutes**

The confidential minutes of 31 October 2018 were approved and signed by the Chairman as a correct record.

(The meeting ended at 7.10pm)

 EXECUTIVE 9 January 2019		Agenda Item No. 3
Title	General Fund Base Budgets 2019/20	
For further information about this report please contact	Marcus Miskinis (01926 456201) Mike Snow (01926 456800)	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number		
Background Papers	Executive 27 June 2018 – Fit For The Future Change Programme; Executive 30 August 2018 – Budget Review to 30 June 2018; Executive 26 September 2018 – Fees and Charges 2019/20; Executive 28 November 2018 – Budget Review to 30 September 2018.	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	Yes
Included within the Forward Plan? (If yes include reference number)	Yes – Ref 959
Equality Impact Assessment Undertaken	No

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	1 Dec 2018	Chris Elliott
Head of Service	29 Nov 2018	Mike Snow
CMT	11 Dec 2018	
Section 151 Officer	29 Nov 2018	Mike Snow
Monitoring Officer	11 Dec 2018	Andrew Jones
Finance		Finance Report
Portfolio Holder(s)	11 Dec 2018	Councillor Whiting

Consultation & Community Engagement	
None	
Final Decision?	No
Suggested next steps: Council Tax Setting in February 2019	

1. SUMMARY

- 1.1 This report sets out the latest projections for the General Fund revenue budgets in respect of 2018/19 and 2019/20 based on the current levels of service, and previous decisions. There are further matters that will need to be reviewed in order to finalise the base position as part of the 2019/20 budget setting process as set out in paragraph 8.3.
- 1.2 The 2018/19 latest budgets show a forecast surplus of £3,800.
- 1.3 The proposed 2019/20 Base Budget currently forecasts a surplus of £19,100.

2. RECOMMENDATIONS

- 2.1 To recommend to Council:
- (a) the base budget for the General Fund services in respect of 2019/20 as outlined in Appendix 'B';
 - (b) the updated budget for the General Fund services in respect of 2018/19 as outlined in Appendix 'B';

3. REASONS FOR THE RECOMMENDATION

- 3.1 The Council is required to determine its budget requirements in order to set the Council Tax for 2019/20.

3.2 Base Budgets

- 3.2.1 The proposed Base Budgets for 2019/20 and the Latest Budgets for 2018/19 are shown below. These figures include all financing charges (which are dealt with in paragraph 3.5). Paragraph 3.3 considers the 2019/20 Base Budget, with paragraph 3.4 looking at the Latest 2018/19 budget figures.

	Base Budget 2018/19 £000	Latest Budget 2018/19 £000	Base Budget 2019/20 £000
Net Expenditure for District Purposes	18,742	19,429	14,538

- 3.2.2 The above figures fluctuate year on year mainly to reflect changes to the use of reserves (often due to project slippage), and changes in external support, notably Revenue Support Grant and retained Business Rates.

3.3 2019/20 Base Budget

- 3.3.1 In preparing the 2019/20 Base Budget the over-riding principle is to budget for the continuation of services at the existing level. The following adjustments need to be made to the 2018/19 Original Budget.

Removal of any one-off and temporary items
Addition of inflation
Addition of previously agreed Growth items
Addition of unavoidable Growth items
Inclusion of any identified savings

3.3.2 The table below summarises how the 2019/20 base budget has been calculated. Appendix 'A' gives more details to support this.

	£	£	£
NET EXPENDITURE FOR DISTRICT PURPOSES 2018/19 ORIGINAL			18,742,169
Plus Inflation			155,300
Staffing			714,300
Plus Committed Growth:			
- Increases in expenditure	651,900		
- Reduced income	152,200	804,100	
Less Savings:			
- Reduced expenditure	(989,500)		
- Increases in income	(1,459,400)	(2,448,900)	
CHANGES IN SERVICE INCOME and EXPENDITURE			(1,644,800)
Changes in Interest			(42,000)
Changes in Contributions to Capital			-
Changes in non-service specific contributions to reserves			(3,633,724)
Changes in Contributions to / from General Fund			246,255
NET EXPENDITURE FOR DISTRICT PURPOSES 2019/20 ORIGINAL			14,537,500

3.3.3 Inflation

No inflation has been applied to most expenditure budgets. The only exception is in respect of the major contracts at 2.5% (£128,400) and Business Rates 2.4% (£26,900).

3.3.4 Staffing

Staff costs will increase in 2019/20. The main changes:

Agreed 2% pay award (+£275,500);
Assets Team redesign – GF share (+£85,400);
Pension Fund increases (+£79,100);
Impact of National Living Wage on new Pay Scales (+£50,000) -
reduction of £100k from sum previously included in Medium Term
Financial Strategy;

3.3.5 Growth / Income Reductions

Only previously committed growth and unavoidable changes have been included in the Base Budget. This totals £804,100 of which £651,900 relates to increased expenditure and £152,200 relates to reduced income. Appendix 'B' lists the main items, the largest being:

Additional corporate repair and maintenance costs including water features and fountains (+£134,000);
 Net increase in Housing Benefits costs (+£89,500)
 Increased costs of major contracts growth (+£71,400).

- 3.3.6 Various savings / increased income have been allowed for within the Budget. These total £2,448,900 which comprises £989,500 reductions in expenditure and £1,459,400 increases in income. Appendix 'B' lists the main items, the largest being:

Removal of time limited items (-£638,200);
 Concession fees from Leisure contractor (-£635,400);
 Increased Crematorium income (-£118,600);
 Additional Homelessness Prevention grant (-£364,800);
 Generation of advertising income (-£100,000);
 Slippage of impact of pension auto-enrolment to October 2019 (-£95,600);
 Reduced business rates (-£62,800);
 Additional car parking income (-£61,300).

- 3.3.7 Having taken the above into account, there is a forecast reduction of £1,644,800 in net service expenditure which is mainly the falling out of one-off and reserve funded items. There is no overall change in the level of service provision budgeted for, other than any previously agreed changes.

- 3.3.8 The large reduction in non-service specific contributions to reserves (-£3.4m) is mainly due to a reduced contribution to the Business Rates Retention Volatility Reserve (-£2.3m), no contribution from the Leisure Options Reserve (+£1.1m), a reduced contribution to the Community Projects Reserve (-£1.4m) and changes in other reserve funding (+£1.2m) plus no allocations from New Homes Bonus to reserves at this stage (-£2.3m).

- 3.3.9 In addition to the above there are also various other general financing adjustments required to arrive at the demand for Council Tax. Taking all these items into account produces a forecast surplus of £19,100.

- 3.3.10 However, as outlined in section 8, the final Government Finance Settlement and other unforeseen events mean the final position will not be confirmed until early 2019.

- 3.3.11 Appendix 'B' is broken down into two parts – Appendix 'B1' and Appendix 'B2'. Both appendices provide details of service expenditure and income in portfolio order. Appendix 'B1' is a summarised version of Appendix 'B2'. The analysis in Appendix 'B2' is divided into two sections – expenditure and income under the direct control of the budget manager (e.g. salaries, fees and charges income, etc.) and those items for which they have little or no control over (support service allocations and capital financing charges). Explanations are provided where significant variations have been identified.

3.4 Latest Budget 2018/19

3.4.1 Under the current Budget Review process, amendments to budgets are presented to members, for approval, on a regular basis rather than waiting until this report. Consequently, many changes have already been reported and approved by Members. This report continues that process and provides details of the latest budgets for the current year. Appendices 'B1' and 'B2' provide detailed analysis of net expenditure by service in Portfolio groupings.

3.4.2 The Latest Budgets total £19,428,500 which is an increase of £686,300 compared with the originally approved budget for 2018/19 of £18,742,200.

3.4.3 The main reasons responsible for the decrease in service income and expenditure are included within Appendix 'B', which can be summarised as follows:

	£	£	£
NET EXPENDITURE FOR DISTRICT PURPOSES 2018/19 ORIGINAL			18,742,169
Staffing			(109,700)
Plus Committed Growth:			
- Increases in expenditure	624,300		
- Reduced income	108,900	733,200	
Less Savings:			
- Reduced expenditure	(293,900)		
- Increases in income	(683,100)	(977,000)	
CHANGES IN SERVICE INCOME and EXPENDITURE			(243,800)
Changes in Interest			-
Changes in Contributions to Capital			-
Changes in non-service specific contributions to reserves			1,889,556
Changes in Contributions to / from General Fund			(849,680)
NET EXPENDITURE FOR DISTRICT PURPOSES 2018/19 LATEST			19,428,545

3.4.4 The first part of the table above shows that the total net expenditure on services has reduced by £243,800.

3.4.5 The 2018/19 budget has been reviewed in order to set the 2019/20 base budget. This will be reviewed again in February.

3.4.6 The Quarter 2 Budget Review to the Executive on 28 November 2018 identified, and reported on, a budget deficit totalling £90,600. The inflation contingency budget (£50,000) has been removed for 2018/19 as at this stage there is unlikely to be any call upon it. Also, the Apprenticeship Scheme contingency budget has been reduced by £60,000 to reflect the like spend for the remainder of the year. Taking these factors into account there is now a forecast surplus of £3,800.

- 3.4.7 The comments made in paragraph 3.3.11 concerning the content of Appendix 'B' are equally applicable to the information provided in respect of the Latest Budgets for 2018/19.

Capital Financing and Reserves

- 3.4.8 In order to arrive at the position for the Council's overall net expenditure it is necessary to take account of the effects of the Council's capital financing arrangements and any transfers to and from reserves. These are summarised below:

Line Ref	BASE BUDGET 2018/19 £'000	LATEST BUDGET 2018/19 £'000	BASE BUDGET 2019/20 £'000
1 Net Cost Of General Fund Service Expenditure	22,071	23,207	20,682
Capital Financing and Reserves			
2 Depreciation, Intangible Assets and Capital Financing Charges included in Service Estimates	(5,236)	(5,236)	(5,236)
3 Loan Repayments, Revenue Contribs & Interest Paid	501	501	590
4 Revenue Contributions to Capital	80	80	80
5 Contributions to / (from) Reserves	4,129	4,174	746
6 External Investment Interest	(462)	(461)	(593)
7 IAS19 Pension Adjustments	(2,031)	(1,676)	(1,667)
8 Contributions to / (from) General Fund	(310)	(1,160)	(64)
9 TOTAL CAPITAL FINANCING and RESERVES	(3,329)	(3,778)	(6,144)
10 TOTAL ESTIMATED NET EXPENDITURE	18,742	19,429	14,538
Change from Base Estimate		687	(4,204)

- 3.4.9 Detailed explanations of the changes to items 2 to 8 are within Appendix 'C'.

Most of the changes to the Capital Financing and Reserves figures reflect changes in specific items within the cost of General Fund service expenditure, whereby many increases in service expenditure are met by a contribution from a specific reserve which would be included here.

These figures are still being updated to reflect the latest Capital Programme and use of reserves. Any further changes will be detailed in the February 2019 Budget report.

- 3.4.10 Depreciation, Intangible Assets and Capital Financing Charges in Service Budgets (line ref 2 above).

These are non-cash charges to services that do not impact on the Council's overall external funding requirement (primarily council tax, retained business rates and Government grant). By including these charges, the full cost of the respective services provision is apparent. Variations between years occur which reflect new schemes and slippage

between years of schemes as reflected within the Council's capital programmes.

3.4.11 Loan Repayments, Revenue Contributions and Interest Paid (line ref 3 above).

There are no changes in the 2018/19 budgets at present. There is an increase in 2019/20 of £89,000 for a loan from the Public Works Loan Board (PWLb) in respect of the Europa Way development costs.

3.4.12 Revenue Contributions to Capital (line ref 4 above).

No changes have been included in the budgets at this stage.

3.4.13 Contributions to / (from) Reserves (line ref 5 above).

The 2019/20 original budget shows a reduction in contributions to / from reserves of £3,383,000 when compared to the 2018/19 original budget. The 2018/19 latest budget shows an increase in contributions to / from reserves of £45,000. The changes can be categorised as follows:

	Base Budget 2018/19 £000	Latest Budget 2018/19 £000	Base Budget 2019/20 £000
<u>Contributions to / (from) reserves:</u>			
Contribution to / (from) Business Rates			
Retention Volability Reserve	3,069	3,921	736
Use of New Homes Bonus	2,301	2,301	-
Homelessness Prevention Grant	(301)	-	-
Use of Community Projects Reserve	1,306	1,553	(45)
Use of Leisure Options Reserve	(1,147)	(1,147)	-
Services, etc.	(1,099)	(2,454)	55
	<hr/>		
Contributions to / (from) reserves	4,129	4,174	746
	<hr/> <hr/>		

Change:

Contribution to / (from) Business Rates		
Retention Volability Reserve	852	(2,333)
Use of New Homes Bonus	-	(2,301)
Homelessness Prevention Grant	301	301
Use of Community Projects Reserve	247	(1,351)
Use of Leisure Options Reserve	-	1,147
Services, etc.	(1,355)	1,154
	<hr/>	
Contributions to / (from) reserves	45	(3,383)
	<hr/> <hr/>	

3.4.14 External Investment Interest (line ref 6 above).

No changes to the 2018/19 budgets have been factored in at this stage. Changes for 2019/20 are an additional £239,000 in gross interest receipts due to rate changes. These figures will be updated in the February Budget Setting report.

	Base Budget 2018/19 £000	Latest Budget 2018/19 £000	Base Budget 2019/20 £000
Interest receivable	(782)	(781)	(1,021)
Deferred capital receipt	(24)	(24)	(21)
HRA Share	344	344	449
Total GF Interest Receivable	(462)	(461)	(593)

Change:

Interest receivable	1	(239)
Deferred capital receipt	-	3
HRA Share	-	105
Change in GF Interest Receivable	1	(131)

3.4.15 The Housing Revenue Account balances form part of the Council's investment portfolio and as a result of the factors described above the investment interest to be credited to the Housing Revenue Account is expected to increase in 2019/20 by £105,000.

3.4.16 IAS 19 Adjustments (line ref 7 above).

IAS 19 requires an authority to recognise the cost of retirement benefits in the net cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge that is required to be made against council tax is based on the cash payable in the year, so the real cost of retirement benefits is reversed out. The figures included in the budgets are based on the latest figures from the Pension Fund actuary.

3.4.17 Contributions to / (from) General Fund (line ref 8 above).

In line with the decisions made at the February 2018 Executive meeting as part of the 2018/19 Council Tax Setting, £310,200 was transferred from 2017/18 to 2018/19 via the General Fund balance. The Budget Review Report to the November 2018 meeting allocated the 2017/18 surplus £850,000 to 2018/19 and £64,000 to 2019/20 – see Appendix 'C' for details.

3.5 **General Grants**

3.5.1 In order to complete the picture the general grants position also needs to be considered.

3.5.2 The Revenue Support Grant reduces to zero for 2019/20 based upon the 4 year settlement confirmed in January 2016. Should this change, which is believed to be most unlikely, the revised figure will be reported in the February Budget Setting Report.

3.5.3 Gross Business Rates income figures show an increase of £0.99m in 2018/19, and is estimated to reduce by £1.71m in 2019/20 from 2018/19. The income for 2018/19 is higher due to primarily one-off adjustments in respect of the appeals provision. This reduction in Business Rates income will be matched by an increased contribution from the Volatility Reserve so as to smooth the net income to the General Fund. Movements in business rates are as follows:

	Actual 2017/18 £000	Original 2018/19 £000	Latest 2018/19 £000	Original 2019/20 £000
Gross Business Rates Income	4,274	6,976	7,968	5,268
Contribution from (to) Business Rate Retention Volatility Reserve	(445)	(3,068)	(3,921)	(736)
Net Business Rate Income credited to General Fund	3,829	3,908	4,047	4,532

3.5.4 At this stage, no New Homes Bonus has been included in respect of 2019/20.

3.5.5 The Government has announced a grant in respect of Homelessness Prevention work of which £301,000 has been received in 2018/19. Following a change in accounting treatment this grant is now shown within the revenue budgets. Pending a decision on the programme of work, these resources have been transferred to a new reserve.

3.5.6 The Council Tax element of the Collection Fund will be calculated in January 2019, with the Major Preceptors being notified of their share of any surplus or deficit, and will be included within the February 2019 Budget report with any balance to be distributed / recovered in 2019/20.

3.5.7 As reported in the Quarter 2 Budget Report, the Council Tax Base for 2019/20 has now been calculated. The Base has increased by 2,188.20 from 53,388.87 to 55,577.17. This change will result in an increased Council Tax yield of £354,200. Increasing the Council Tax Band D charge by the previously agreed £5 will produce a further yield of £277,900.

3.5.8 The net result of all these movements is shown below:

	BASE BUDGET 2018/19 £'000	LATEST BUDGET 2018/19 £'000	BASE BUDGET 2019/20 £'000
TOTAL ESTIMATED NET EXPENDITURE	18,742	19,429	14,538
Less: Revenue Support Grant	(307)	(307)	-
Less: Business Rates Income	(6,976)	(7,968)	(5,268)
Less: General Grants:			
- New Homes Bonus	(2,482)	(2,482)	-
- New Homes Bonus Returned Funding	(4)	(4)	-
- Homelessness Prevention Grant	(301)	-	-
- Self & Custom Build New Burdens Grant	(30)	(30)	(15)
Collection Fund (Surplus) / Deficit	-	-	-
Council Tax	(8,642)	(8,642)	(9,274)
	<u>-</u>	<u>(4)</u>	<u>(19)</u>
(Surplus) / Deficit	<u>-</u>	<u>(4)</u>	<u>(19)</u>

3.5.9 This shows that there is a forecast surplus of £3,800 in 2018/19 and £19,100 in 2019/20.

4. POLICY FRAMEWORK

4.1 Financial Strategy

This report is in accordance with the Council's Financial Strategy as last approved by the Executive in February.

4.2 Fit for the Future

"The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy."

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/ productivity of local economy Increased employment and income levels
Impacts of Proposal		
The general fund budgets provide the necessary resources to	The general fund budgets provide the necessary resources to	The general fund budgets provide the necessary resources to achieve

achieve these outcomes	achieve these outcomes	these outcomes
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
The general fund budgets provide the necessary resources to achieve these outcomes	The general fund budgets provide the necessary resources to achieve these outcomes	The general fund budgets provide the necessary resources to achieve these outcomes

4.3 **Community Engagement**

Not applicable.

4.4 **Changes to Existing Policies**

The proposed budgets are in accordance with existing policies.

4.5 **Impact Assessments**

The Council's Budget covers the community throughout the District. It is a statement of fact and officers will have considered any impact prior to amending their budgets.

BUDGETARY FRAMEWORK

4.6 Securing savings and balancing its Budget will enable the Council to deliver its aspirations and priorities as well as core services. The Financial Strategy underpins all of the Council's other strategies.

4.7 Members are reminded that the 2019/20 Council Tax will be set in February after budgets are finalised. The Executive has previously stated that it intends to set a £5 council tax increase to Band D for 2019/20, subject to any limits imposed by Central Government.

4.8 An inflation allowance of 2.5% has been included for the major contracts and 2.4% for business rates. In addition, the implications of the national pay award for 2018/19 and 2019/20 has been included, with most grades subject to 2% per annum, and higher rates for lower grades.

5. RISKS

- 5.1 The Council's Significant Business Risk Register contains several risks which are finance related. Shortage of finance will impact upon the Council's plans for the provision of services. Reduced income or increased expenditure will reduce the funding available.
- 5.2 The main sources of income which may be subject to reductions include:
- Government grant (e.g. Revenue Support Grant, Benefits Administration Grant);
 - Business Rates Retention;
 - Fees and charges from provision of services;
 - Rent income;
 - Investment interest.
- 5.3 Increased expenditure in service provision may be due to:
- Inflation and price increases for supplies and services;
 - Increased demand for services increasing costs;
 - Changes to taxation regimes;
 - Unplanned expenditure;
 - Assumed savings in budgets not materialising.
- 5.4 Triggers for increased costs or reduced income include:
- Economic cycle – impacting upon inflation, interest rates, unemployment, demand for services, Government funding available;
 - Unplanned expenditure, e.g. costs from uninsured events, costs of planning appeals or other legal process;
 - Project costs – whereby there are unforeseen costs, or the project is not properly costed, or the risks related to them are not properly managed.
 - Changes to assumptions underpinning the Medium Term Financial Strategy – these assumptions are closely monitored.
- 5.5 Many controls and mitigations are in place to help manage these risks. These include:
- The comprehensive Budget Review process. This entails all budget managers reviewing their budgets on at least a monthly basis, considering previous, current and future years, along with any possible issues that may impact upon their budgets. As part of this process, regular Budget Review reports are issued to the Executive and Senior Management Team.
 - Financial Planning with the Medium Term Financial Strategy / financial projections, bringing together all issues that will impact on the Council's finances in the medium term.
 - Financial controls, including the Codes of Financial and Procurement Practice, system controls, reconciliations, audit (internal and external).
 - Project Management and associated controls.
 - Trained staff and access to appropriate professional advice (e.g. WCC Legal Services, Local Government Futures for advice on local government funding).
 - Risk Management process across the Council, including the on-going review and maintenance of risk registers. The specific

causes of reductions to income or increased expenditure should continue to be managed by the relevant Service Area as part of managing risks within each Service Risk Register. Individual Service Area Risk Registers are brought to Finance and Audit Scrutiny Committee every two years.

- Scrutiny by Members of the Council's finances, including Budget Reports and the financial implications of all proposals brought to them for consideration.
- Within the 2018/19 budgets there is a Contingency Budget with an uncommitted balance of £214,100 for any unplanned unavoidable expenditure.
- Reserves – whilst much of these Reserves have already been earmarked for specific projects, it is important that Reserves are held for any unforeseen demands.
- In addition to the Reserves, the Council holds the General Fund Balance of £1.5m. This is available to accommodate any unplanned expenditure or to make up any shortfall in income. However, the Council should seek to maintain the balance at this level.
- Inflation provision - £50,000 inflation provision is held in the 2019/20 Budgets. This may be used where budget managers can demonstrate that they are unable to accommodate the limited inflationary uplift being incorporated within budgets.

- 5.6 The Council's Medium Term Financial Strategy includes several projects which should result in savings that will assist the Council to be able to set a balanced budget into the future. The most notable of these projects is the Office Relocation (£300,000 from 2021/22). If these projects do not make the level of savings projected, or they are delayed, it may seriously impact upon the Council's finances.

6. ALTERNATIVE OPTION CONSIDERED

- 6.1 The purpose of this report is to produce budgets as determined under the requirements of the Financial Strategy, in line with current Council policies. Any alternative strategies will be the subject of separate reports.

7. BACKGROUND

- 7.1 This report presents the proposed Base Budget for 2019/20. These figures reflect the costs of maintaining the current level of service, any unavoidable changes in expenditure (for example, where the Council is contractually or statutorily committed to incur additional expenditure) and any other commitments that members have previously agreed to be incorporated within the 2019/20 Budget. The report also considers the current year's budget, and includes details of the latest proposed changes to the 2018/19 Budget.
- 7.2 Any other changes that need to be resolved that have not been included in the budgets at this stage will be fed into the February report.
- 7.3 In February all the following information should be available:
- 2019/20 Base Budget

- 2019/20 Government Finance Settlement
- Updated Business Rates Retention projections
- 2019/20 New Homes Bonus.

- 7.4 If the main revenue sources above are below the projections within the medium term financial strategy, detailed consideration will be required as to the means of being able to set a balanced budget. This may include making further savings from services, generating additional income, or using the Council's limited reserves in the short term.
- 7.5 The Council will then be in a position to agree the 2019/20 Budget and the District Council element of the Council Tax. In addition, the total Council Tax for the District will be set, including the elements set by the County Council, the Police and Crime Commissioner and the Parish and Town Councils.

ANALYSIS OF BUDGET MOVEMENTS 2018/19 TO 2019/20

	£	£	TOTAL £
APPROVED BUDGET 2018/19			22,071,100
Inflation:			
Major Contracts		128,400	
Business Rates		26,900	155,300
Staffing:			
Remove 2018/19 time limited items		(172,000)	
Pay Award		275,500	
Assets Team re-design from October 2018 (General Fund Share)		85,400	
Pension Fund Increases		79,100	
Additional Accountancy staffing		54,000	
Increments / Regradings		52,800	
Impact of National Living Wage on Pay scales (scales revised from 2019/20)		50,000	
Apprenticeship Scheme - full year effect		50,000	
Planning posts		43,600	
Car Park Project Manager made permanent		45,900	
Extra Staffing for Elections		30,000	
Creation of Sports Programme Manager post		28,000	
Market supplements		25,800	
Creation of Sports Project officer		20,800	
Revenues and Benefits restructure		23,800	
Media room Hay regrade		7,600	
20 hour Admin Post made permanent (part funded from extra pitch income)		8,000	
HR restructure		6,000	
			714,300
Growth:			
<u>Increased Expenditure:</u>			
Add 2018/19 time limited items	46,000		
Revised Corporate Repairs and Maintenance costs	95,300		
Increased housing benefit costs / reduced subsidy (net)	89,500		
Business Rates transitional relief reducing on General Fund Properties	48,700		
Repair and Maintenance of Water Fountains - No longer carried out by Warwick Plant Maint.	38,500		
Rough Sleepers - Move-On Support	37,700		
Waste Management	31,400		
Organisational Review £31,000 savings target not met	31,000		
Community Forums	30,800		
Election Costs in year	30,000		
Transforming the Workplace IT costs	24,200		
Street Cleaning contract	24,500		
HR Health & Wellbeing	20,000		
Homelessness /housing advice legal fees increase in costs 2018/19	17,000		
Recurrent cost for GM Remeasure	15,500		
Leisure Options Finance savings not achievable	13,800		
New rates for Warwick Shared Legal services fees	10,000		
Contract cleaning various cost centres	7,900		
FFF24 Review of Community Partnership arrangements	7,800		
Electric vehicles lease of vehicles Lifeline	6,600		
Spa Centre box office IT costs	5,700		
Car Parking	5,000		
Printing Devices, Revenue Lease Costs net of Equipment Renewal Funding	4,900		
OSS review phone line rental self scan solution	4,000		
Security equipment	1,500		
FFF1 Review of One Stop Shop service	1,000		
Other changes (net)	3,600		
		651,900	
<u>Reduced Income:</u>			
Add 2018/19 time limited items	27,200		
Loss of LLC1 land charges fee - administered and paid to the Land Registry w.e.f. 11 July 2018	25,000		
Lost income-Mack Trading, Newbold Comyn Golf Course	20,000		
Magistrates Court Fees less awards being made to the Council	20,000		
No longer get Town Council contributions towards Town Centre Managers	15,000		
Town Hall letting Room 11 Ground floor duplicated in budget	13,000		
Change in Insurance Provision and premiums	9,600		
Reduction in Kenilworth Christmas Illuminations Committee Contribution	6,600		
Vacant Property - Assume first 18 months rent free	4,400		
Recycling credits	4,400		
Mack Golf Contract	4,000		
No longer charging for Events £3k lost income	3,000		
		152,200	804,100

ANALYSIS OF BUDGET MOVEMENTS 2018/19 TO 2019/20

	£	£	TOTAL £
Savings:			
<u>Reduced Expenditure:</u>			
Remove 2018/19 time limited items	(611,200)		
Auto Enrolment due October 2019	(95,600)		
Changes in Business Rates	(62,800)		
FFF14 Review of Concurrent Services and Parish support	(31,600)		
Royal Spa Centre - reduced Artist Fees	(30,800)		
ICT procurement savings on ICT contracts	(30,000)		
FFF23 Reduction in Council Discretionary spend	(25,000)		
Green Spaces metered Water-2 years underspend, reduce Budget £17k	(17,000)		
FFF24 Review of Community Partnership arrangements	(17,000)		
FFF36 Reduce spending on tree works	(10,000)		
£10,000 Contribution to Joint Healthy South Warwicks ceased	(10,000)		
FFF29 Members Allowances	(9,900)		
Reduce Car Mileage budgets following subjective review	(9,400)		
FFF15 CSC/OSS Review	(8,300)		
Actuarial Strain	(8,200)		
Using Web forms instead of Firmstep Saving £7k pa	(7,000)		
Reduced External Audit costs	(4,500)		
CCTV Revenue Savings from new tender	(1,200)		
Other changes (net)	-	(989,500)	
<u>Increased Income:</u>			
Remove 2018/19 time limited items	(27,000)		
FFF16g Leisure Options - Concession fees from contractor	(635,400)		
Homelessness Prevention grant	(228,000)		
Additional Homelessness Prevention grant	(136,800)		
Increased fee income - Cemeteries and Crematorium (Fees and Charges Report)	(118,600)		
Advertising Income	(100,000)		
Car Parks income	(62,100)		
Royal Spa Centre Bar - increased activity	(43,300)		
Spa Centre income	(19,400)		
FFF4 Local Lottery	(15,000)		
FFF32 Increased demand for bulky waste collections	(17,000)		
Increased Recycling Credits	(11,300)		
Shared Business Rates service - increased contribution from partner	(10,800)		
Enterprise additional fee income	(10,400)		
FFF48 Review of pre-application advice income	(10,000)		
New Burdens Grant	(8,300)		
Recharge of salary to Whitnash Town Council re Whitnash Hub	(6,000)		
		(1,459,400)	(2,448,900)
Reserve Funded Items:			
Homelessness Prevention - Funded from Flexible Homelessness Support Grant		140,400	
ICT equipment reserve funded		101,200	
Litter Bins (new Team) non rec 2018/19 for 3 years - Executive June 2018		98,000	
Election costs		90,000	
Additional Ranger posts		79,700	
Principal Planners Regrade, Enforcement Officer and Discharge of Conditions Officer		53,000	
Business Support Officers		50,600	
Kenilworth Development Brief and Planning Officer		50,400	
Parks Team £47k recurrent from 2018/19 - Executive June 2018		47,000	
Commonwealth games Project Manager from 2018/19 and for 3 years after		46,000	
Temporary Senior EHO Post		45,300	
Community Stadiums Officer until 2023 or final completion whichever is the later		44,800	
Neighbourhood Services Redesign Green space Team Leader S106 Funded		43,500	
Green Space Development Officer		39,600	
Development Monitoring Officer and Site Delivery Officer (Coventry South)		30,100	
Community Infrastructure Levy (CIL) post		29,400	
From 2018/19 £25k pa Analyse Local Business Rates		25,000	
Hill Close Gardens		20,000	
Barrow Man £19k recurrent from 2018/19 - Executive June 2018		19,000	
Grounds Maintenance (Gog Brook Farm)		18,500	
Senior Environmental Officer (STR £36k over 2 years)		18,000	
Colour Copier Rental		16,500	
Building Control Salaries		15,400	
Senior Planning Officers (3) now Principal Planning Officers		15,000	
New Burdens Self and Custom Build Housing		15,000	
Litter Bin emptying non rec 2018/19 for 3 years - Executive June 2018		10,000	
Joint post contribution with Stratford Data protection officer		10,000	
Priority Families		6,300	
Millpool Meadows		5,900	
Contingency Officer September 2018 to September 2019 £11k		5,500	
Grounds Maintenance		4,700	
Heritage Open Days		4,000	

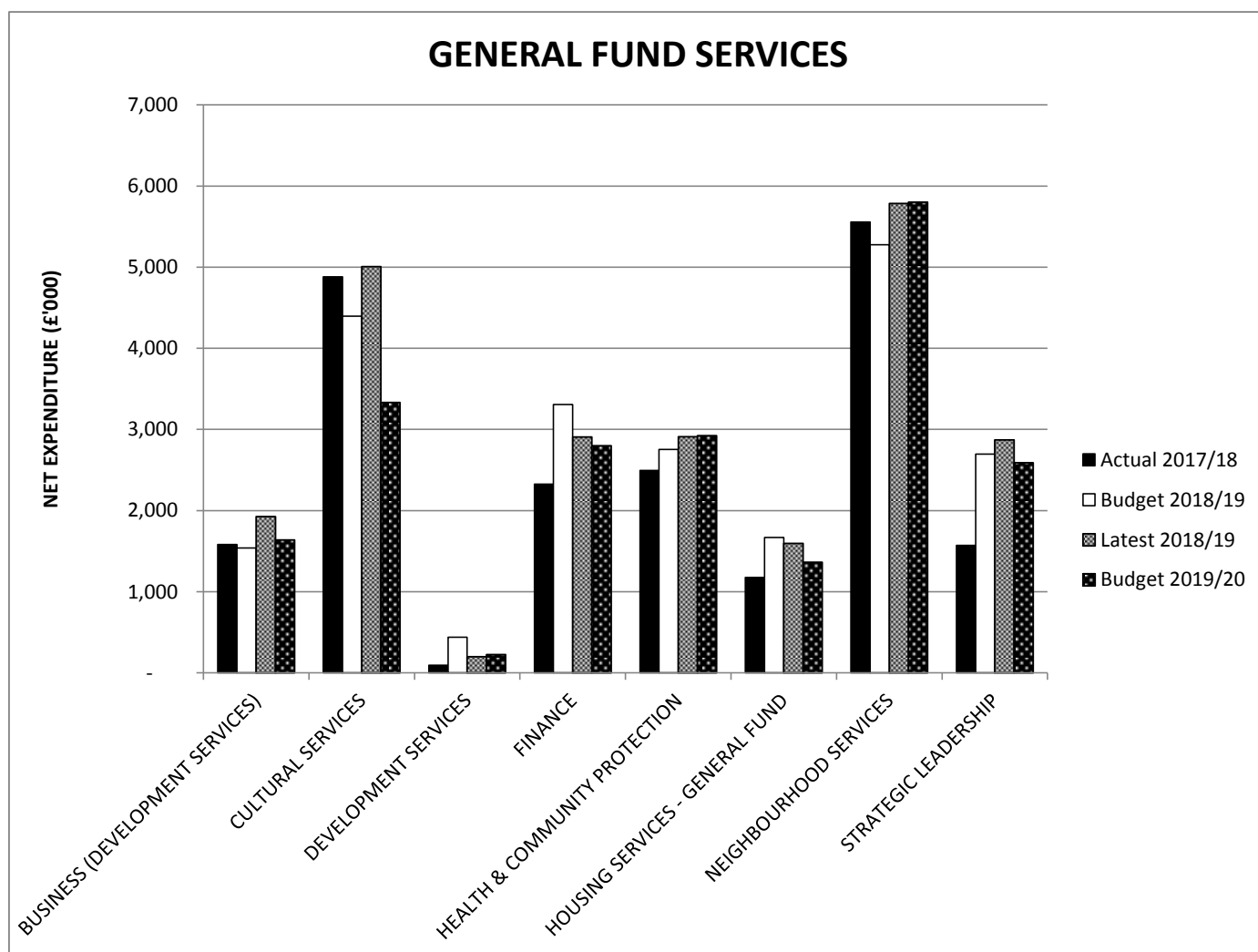
ANALYSIS OF BUDGET MOVEMENTS 2018/19 TO 2019/20

	£	£	TOTAL £
New Printing Devices		2,000	
Enterprise Team		(12,500)	
20% Increase in Planning Fees Transferred to Planning Investment Reserve		(260,000)	
Remove 2018/19 time limited items		(1,178,400)	
			(251,100)
Changes in Capital Charges			-
Changes in IAS19 Pension Adjustments			(363,100)
BASE BUDGET 2019/20			20,681,700

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
BUSINESS (DEVELOPMENT SERVICES)	1,583,251	1,538,700	1,927,000	1,640,300
CULTURAL SERVICES	4,880,322	4,396,200	5,006,100	3,333,400
DEVELOPMENT SERVICES	93,874	440,400	200,600	226,500
FINANCE	2,323,905	3,305,400	2,907,600	2,798,700
HEALTH & COMMUNITY PROTECTION	2,495,110	2,751,600	2,911,200	2,925,100
HOUSING SERVICES - GENERAL FUND	1,177,468	1,667,200	1,596,000	1,363,800
NEIGHBOURHOOD SERVICES	5,557,309	5,275,500	5,785,500	5,802,700
STRATEGIC LEADERSHIP	1,571,613	2,696,100	2,873,000	2,591,200
TOTAL GENERAL FUND SERVICES	19,682,852	22,071,100	23,207,000	20,681,700
Replacement of Notional with Actual Cost of Capital:				
- Deduct Notional Capital Financing Charges in Budgets	(4,356,088)	(5,236,200)	(5,236,200)	(5,236,200)
- Add Cost of Loan Repayments, Revenue Contributions and Interest paid	46,042	500,700	500,700	589,700
Revenue Contributions to Capital	805,767	80,000	80,000	80,000
Contributions to / (from) Reserves	97,808	4,128,824	4,174,280	746,200
Net External Investment Interest Received	(246,595)	(461,500)	(461,500)	(592,500)
IAS19 Adjustments reversed	(1,810,238)	(2,030,500)	(1,675,800)	(1,667,400)
Employee Benefits Accruals reversed	3,256	-	-	-
Contributions to / (from) General Fund	1,124,629	(310,255)	(1,159,935)	(64,000)
NET EXPENDITURE FOR DISTRICT PURPOSES	15,347,433	18,742,169	19,428,545	14,537,500
Less: Revenue Support Grant	(793,675)	(306,736)	(306,736)	-
Less: Business Rates Income	(4,273,887)	(6,976,500)	(7,968,000)	(5,268,000)
Less: General Grants	(2,031,831)	(2,817,411)	(2,516,100)	(15,000)
Collection Fund (Surplus) / Deficit	20,000	-	-	-
Surplus / (Deficit) for the year	-	-	3,813	19,107
NET EXPENDITURE BORNE BY COUNCIL TAX	8,268,040	8,641,522	8,641,522	9,273,607

ANALYSED AS FOLLOWS:

TOTAL GENERAL FUND SERVICES	Pages	B1 /2 to B1 /4
BUSINESS (DEVELOPMENT SERVICES)	Pages	B1 /5 to B1 /7
CULTURAL SERVICES	Pages	B1 /8 to B1 /10
DEVELOPMENT SERVICES	Pages	B1 /11 to B1 /13
FINANCE	Pages	B1 /14 to B1 /16
HEALTH & COMMUNITY PROTECTION	Pages	B1 /17 to B1 /19
HOUSING SERVICES - GENERAL FUND	Pages	B1 /20 to B1 /22
NEIGHBOURHOOD SERVICES	Pages	B1 /23 to B1 /25
STRATEGIC LEADERSHIP	Pages	B1 /26 to B1 /28

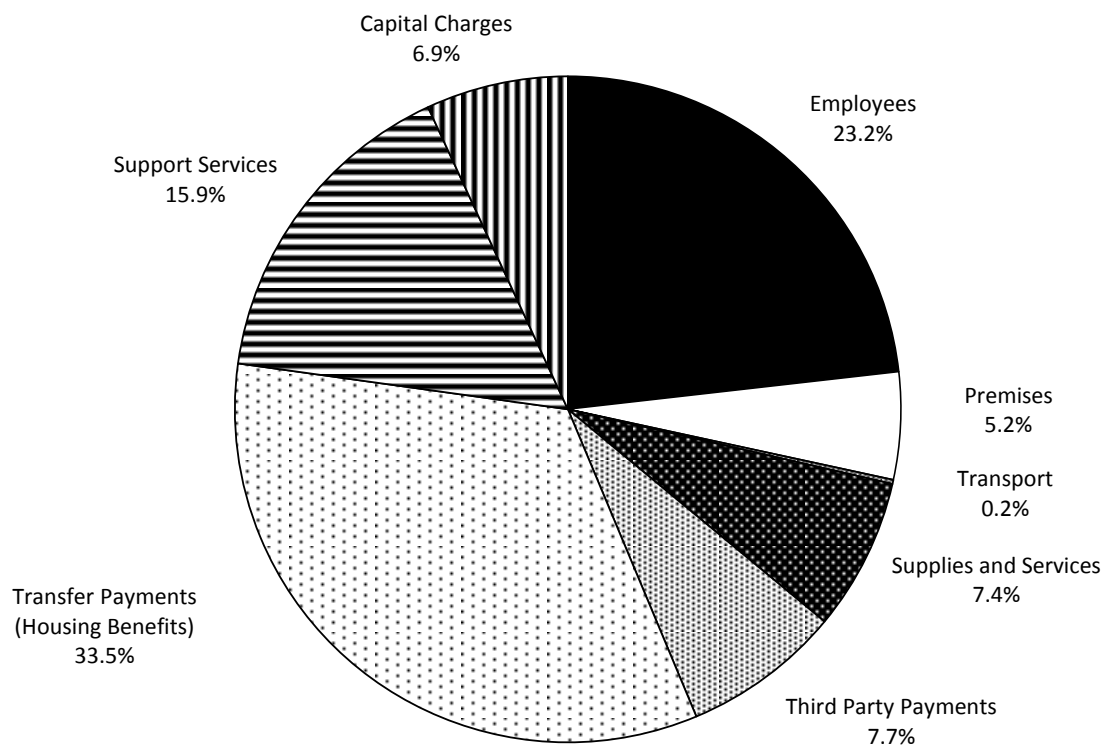
**SUBJECTIVE ANALYSIS:****EXPENDITURE:**

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
Employees	15,746,238	16,517,700	16,633,700	17,478,400
Premises	4,212,740	3,705,800	4,230,600	3,885,300
Transport	192,978	152,300	152,600	152,000
Supplies and Services	6,118,434	6,125,200	6,587,500	5,548,700
Third Party Payments	6,433,019	6,099,700	7,128,900	5,834,800
Transfer Payments (Housing Benefits)	27,960,055	27,040,100	25,293,000	25,293,000
Support Services	11,332,799	11,497,600	12,037,000	11,981,900
Capital Charges	4,356,087	5,236,200	5,236,200	5,236,200
TOTAL EXPENDITURE	76,352,350	76,374,600	77,299,500	75,410,300

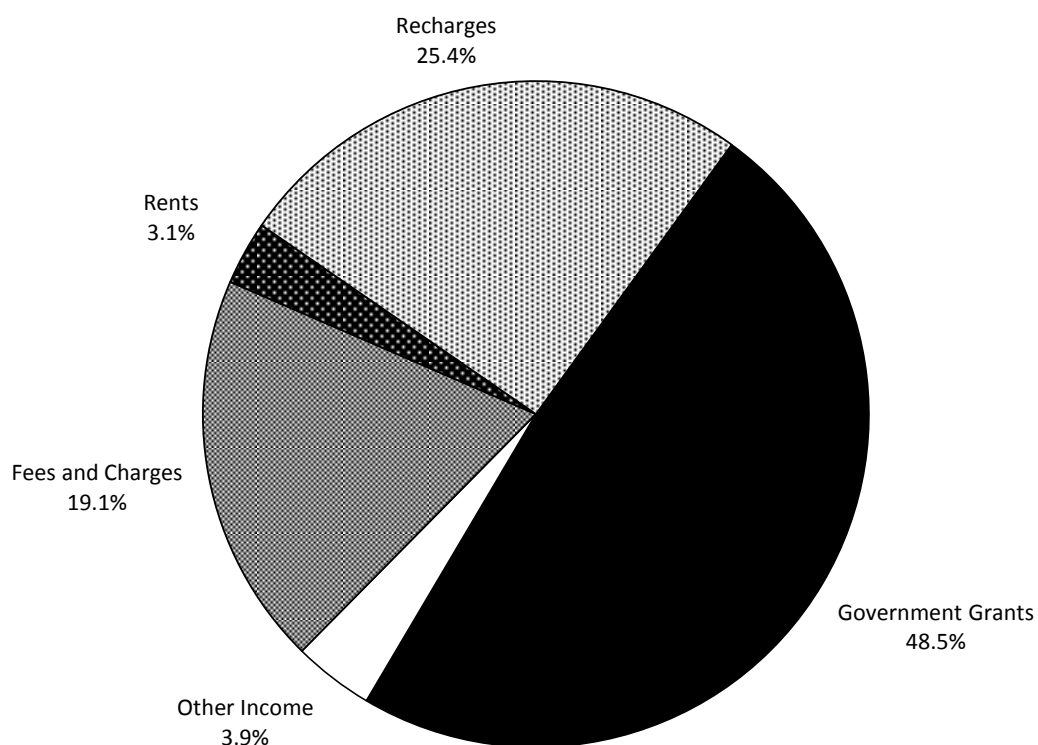
INCOME:

Government Grants	(29,698,014)	(28,009,000)	(26,664,300)	(26,541,800)
Other Grants and Contributions	(1,486,147)	(1,135,100)	(1,240,500)	(1,153,400)
Sales	(214,807)	(148,200)	(205,700)	(205,700)
Other Income	(1,160,567)	(772,100)	(805,800)	(796,800)
Fees and Charges	(9,392,942)	(9,217,000)	(9,576,500)	(10,424,900)
Rents	(1,461,712)	(1,646,400)	(1,647,100)	(1,684,700)
Recharges	(13,255,309)	(13,375,700)	(13,952,600)	(13,921,300)
TOTAL INCOME	(56,669,498)	(54,303,500)	(54,092,500)	(54,728,600)
NET COST OF GENERAL FUND SERVICES	19,682,852	22,071,100	23,207,000	20,681,700

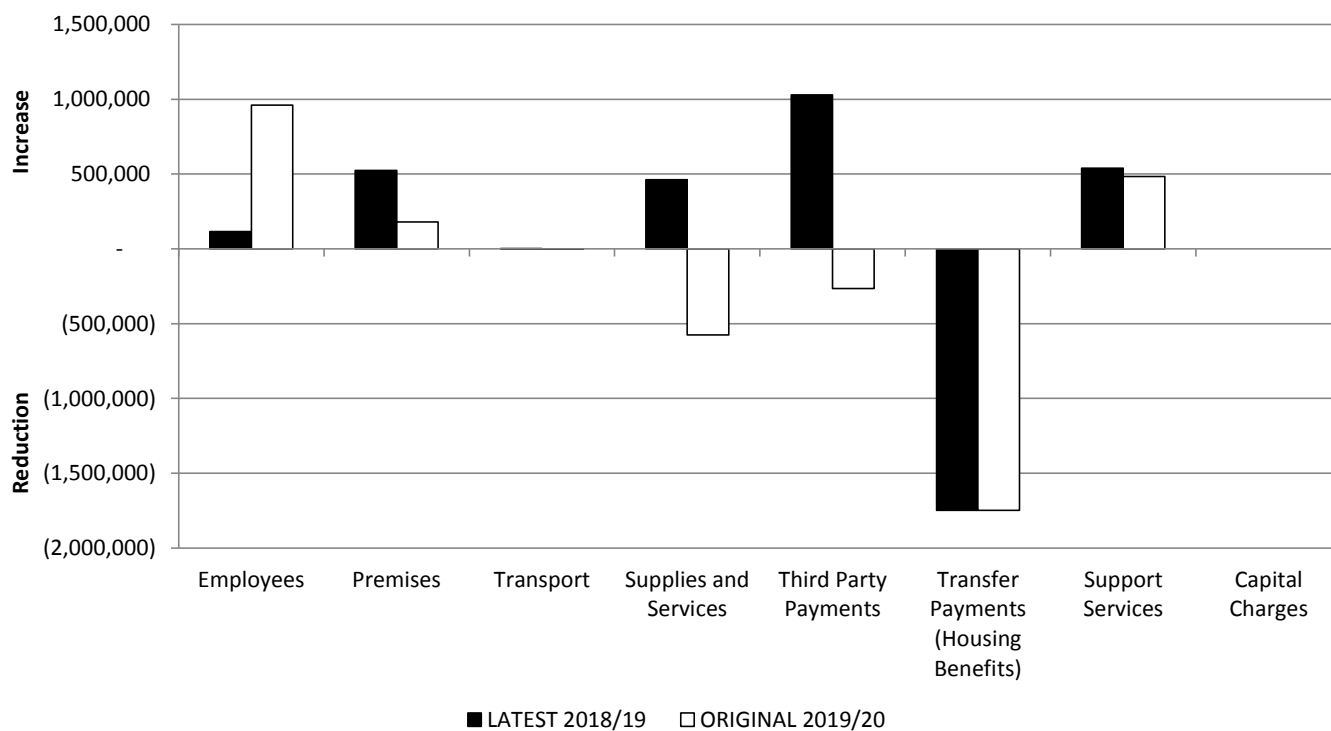
GENERAL FUND EXPENDITURE - 2019/20 BUDGETS



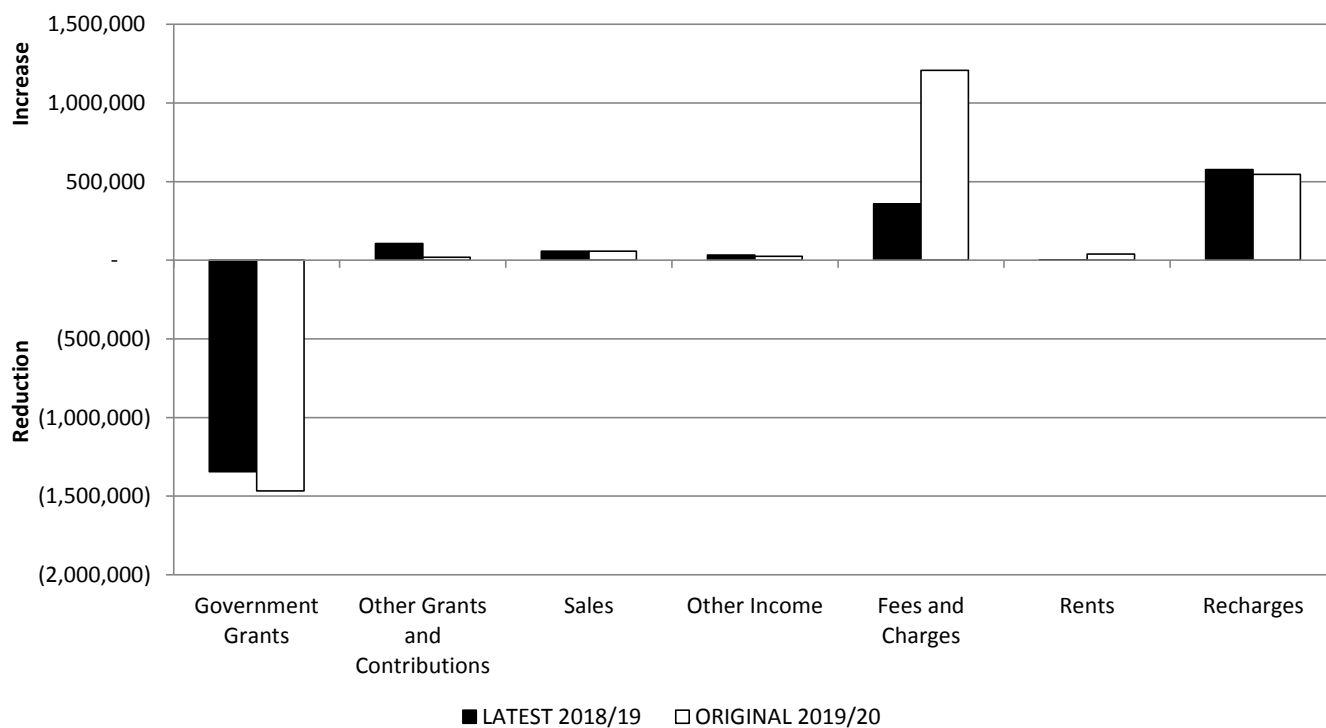
GENERAL FUND INCOME - 2019/20 BUDGETS



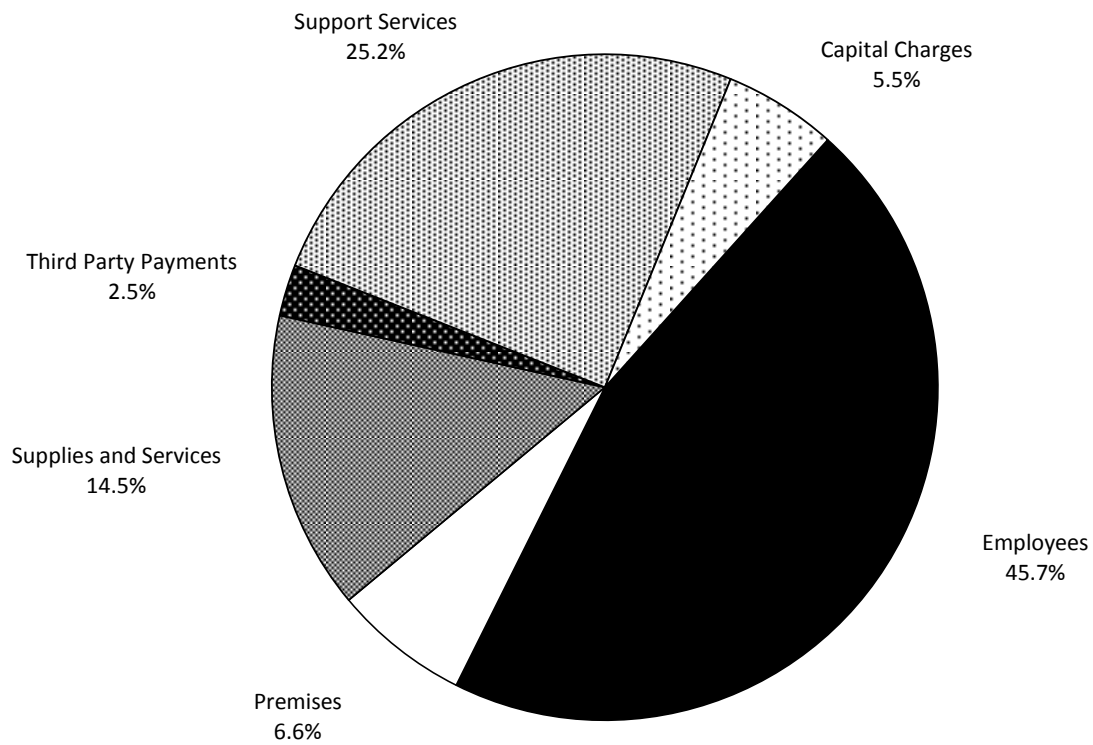
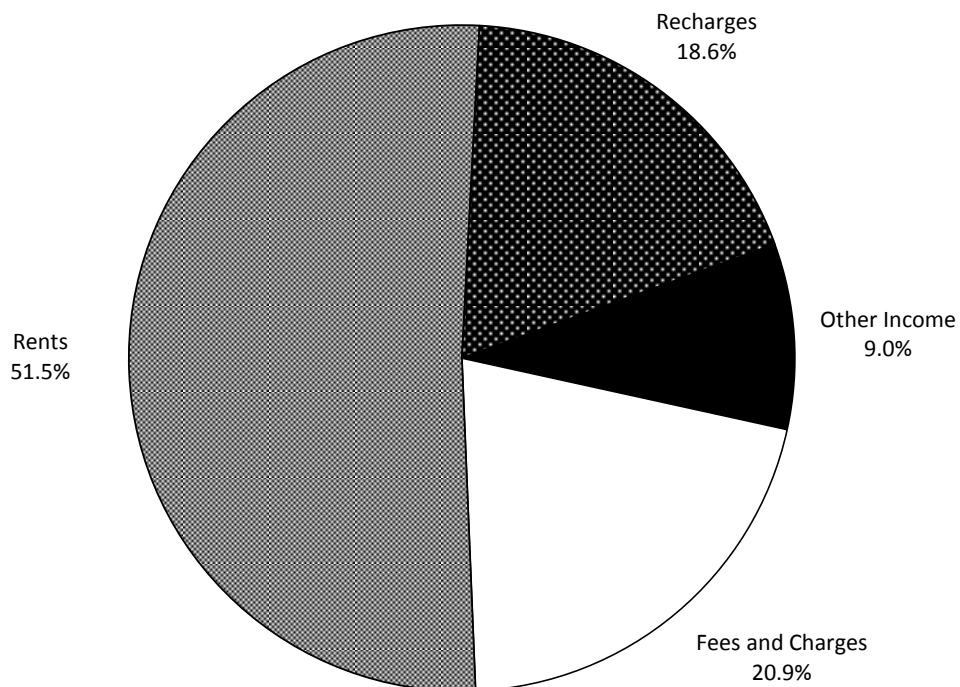
GENERAL FUND EXPENDITURE: CHANGE FROM 2018/19 ORIGINAL (£)



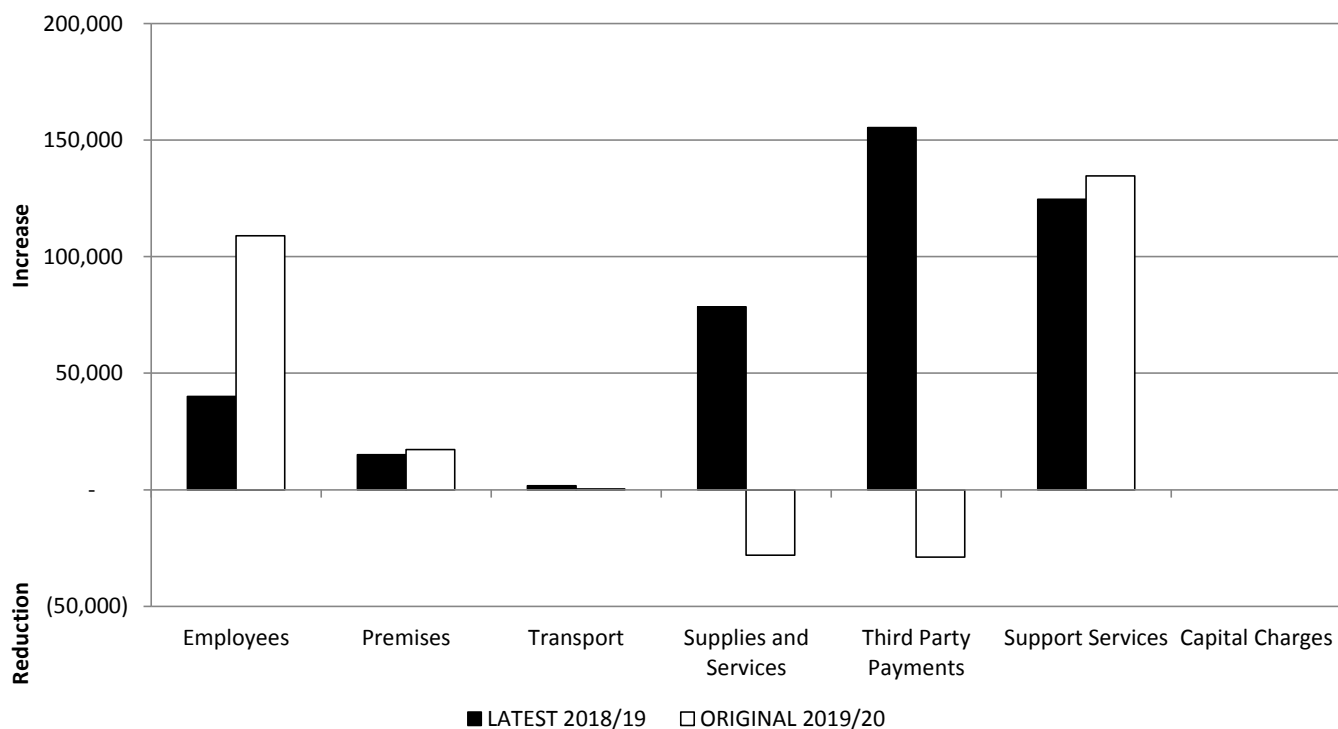
GENERAL FUND INCOME: CHANGE FROM 2018/19 ORIGINAL (£)



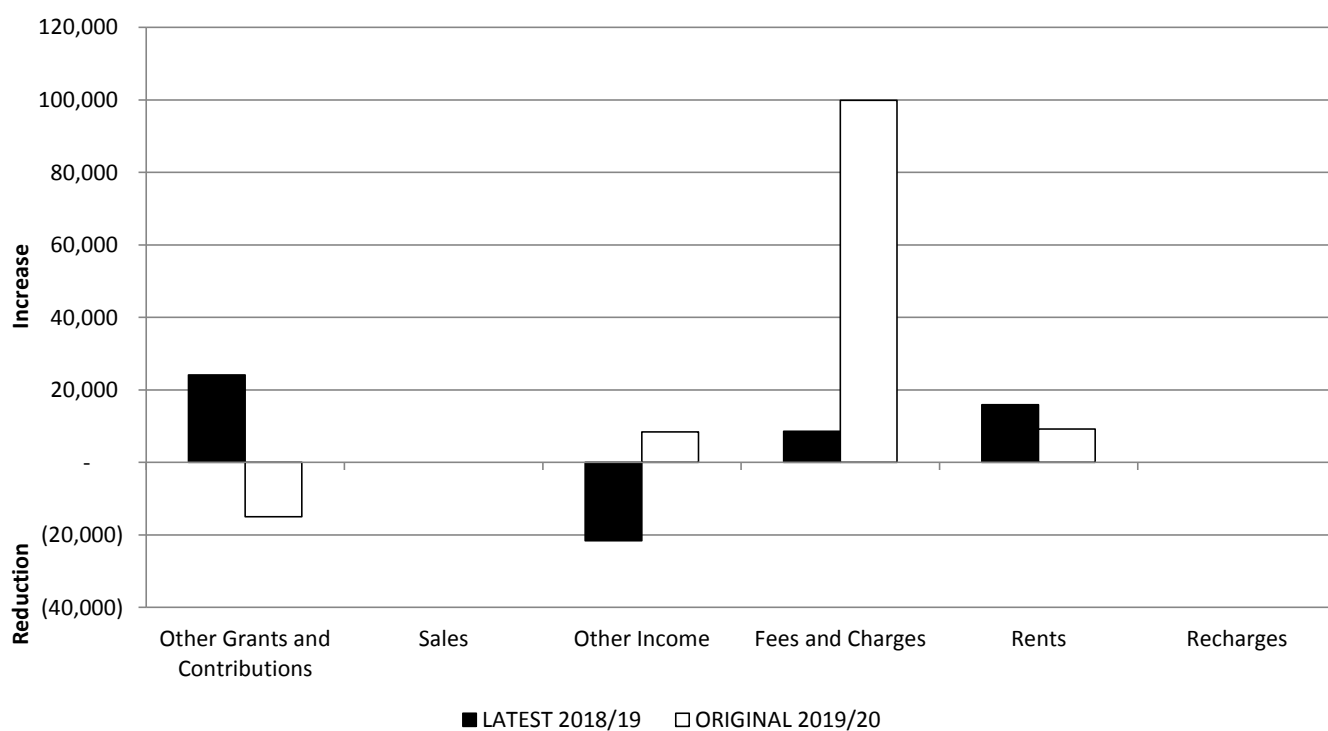
	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>BUSINESS (DEVELOPMENT SERVICES)</u>				
S1035 CHRISTMAS ILLUMINATIONS	44,211	25,700	32,200	32,400
S1240 MARKETS + MOPS	(21,718)	(21,100)	(23,000)	(23,200)
S1249 EVENTS MANAGEMENT	282,816	257,500	369,200	259,200
S2004 LOCAL LOTTERY	-	(15,000)	-	(30,000)
S2005 ADVERTISING INCOME	-	-	-	(100,000)
S2100 ORGANISATIONAL DEVELOPMENT	-	30,000	30,000	-
S3170 KENILWORTH PUBLIC SERVICE CENTRE	44,565	78,600	90,100	92,600
S3550 TOURISM	135,157	129,900	129,300	129,300
S3600 ECONOMIC DEVELOPMENT	185,392	164,600	165,500	156,600
S3650 ECONOMIC REGENERATION	73,888	66,300	79,700	80,800
S3660 ENTERPRISE DEVELOPMENT	84,233	114,100	87,500	97,200
S3676 26HT	(25,249)	(18,800)	(29,000)	(20,500)
S4570 POLICY AND PROJECTS	779,956	726,900	995,500	965,900
TOTAL BUSINESS (DEV SERVS) PORTFOLIO	1,583,251	1,538,700	1,927,000	1,640,300
<u>SUBJECTIVE ANALYSIS:</u>				
<u>EXPENDITURE:</u>				
Employees	839,789	965,600	1,005,600	1,074,500
Premises	195,852	139,100	154,100	156,300
Transport	4,873	8,000	9,800	8,300
Supplies and Services	414,531	360,400	438,900	332,400
Third Party Payments	150,825	87,700	243,100	58,800
Support Services	553,027	457,500	582,100	592,100
Capital Charges	52,664	129,000	129,000	129,000
TOTAL EXPENDITURE	2,211,561	2,147,300	2,562,600	2,351,400
<u>INCOME:</u>				
Other Grants and Contributions	(45,032)	(19,200)	(43,300)	(4,200)
Sales	(15)	-	-	-
Other Income	(39,867)	(51,400)	(29,800)	(59,800)
Fees and Charges	(57,917)	(48,900)	(57,500)	(148,800)
Rents	(353,279)	(356,900)	(372,800)	(366,100)
Recharges	(132,200)	(132,200)	(132,200)	(132,200)
TOTAL INCOME	(628,310)	(608,600)	(635,600)	(711,100)
NET COST OF BUSINESS (DEVELOPMENT SERVICES)	1,583,251	1,538,700	1,927,000	1,640,300

BUSINESS EXPENDITURE - 2019/20 BUDGETS**BUSINESS INCOME - 2019/20 BUDGETS**

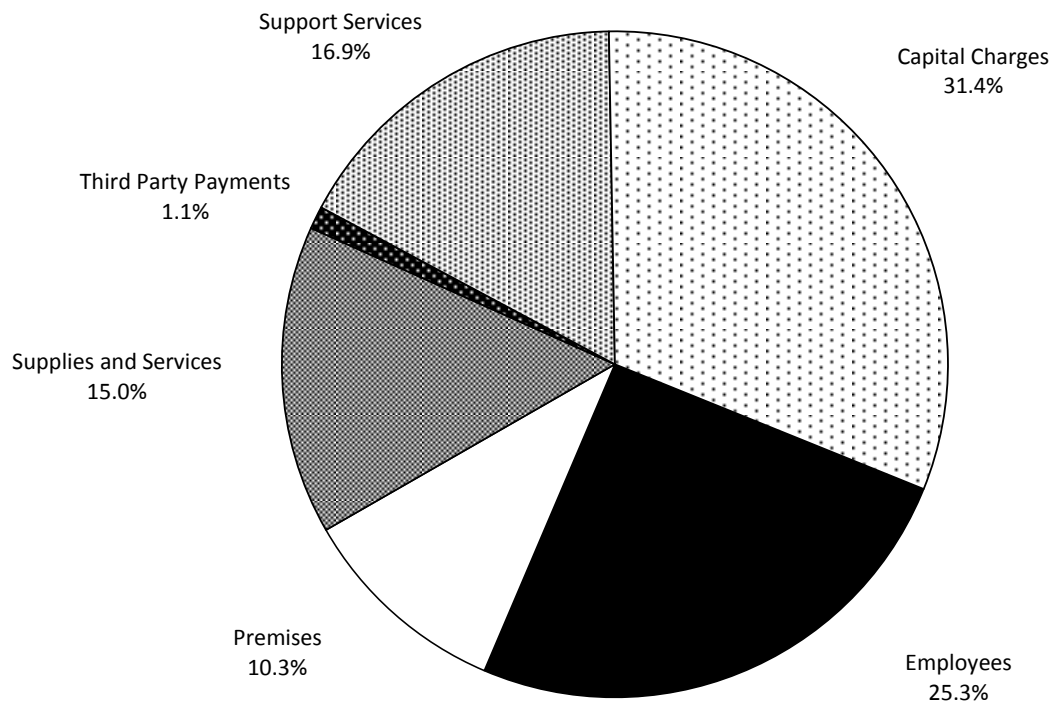
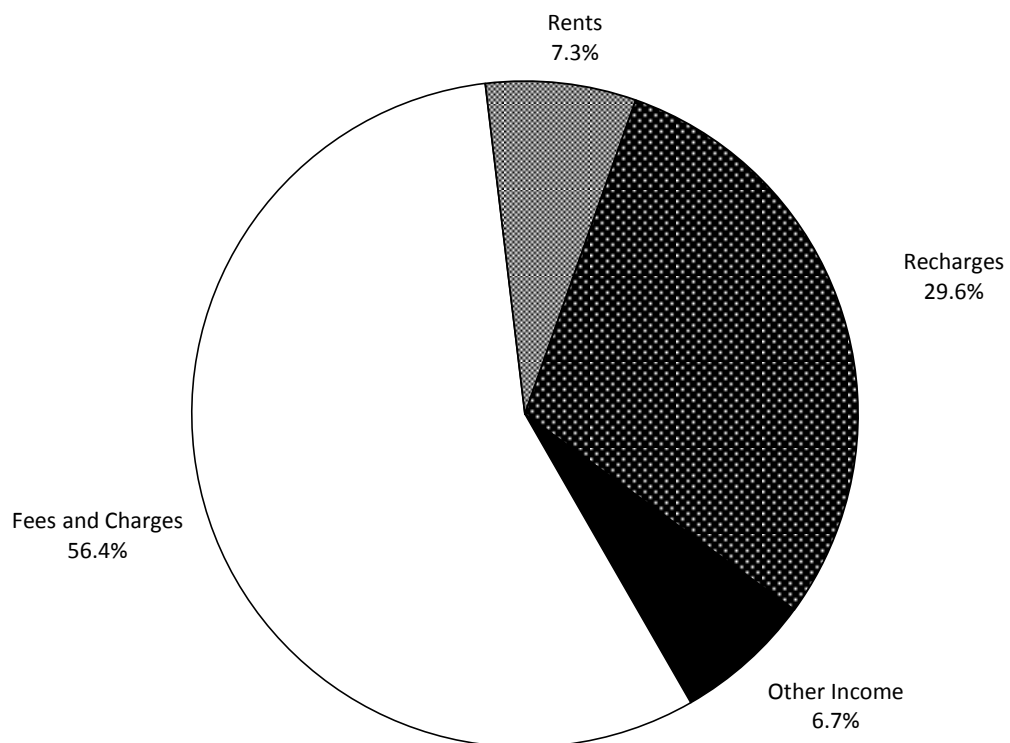
BUSINESS EXPENDITURE: CHANGE FROM 2018/19 ORIGINAL (£)



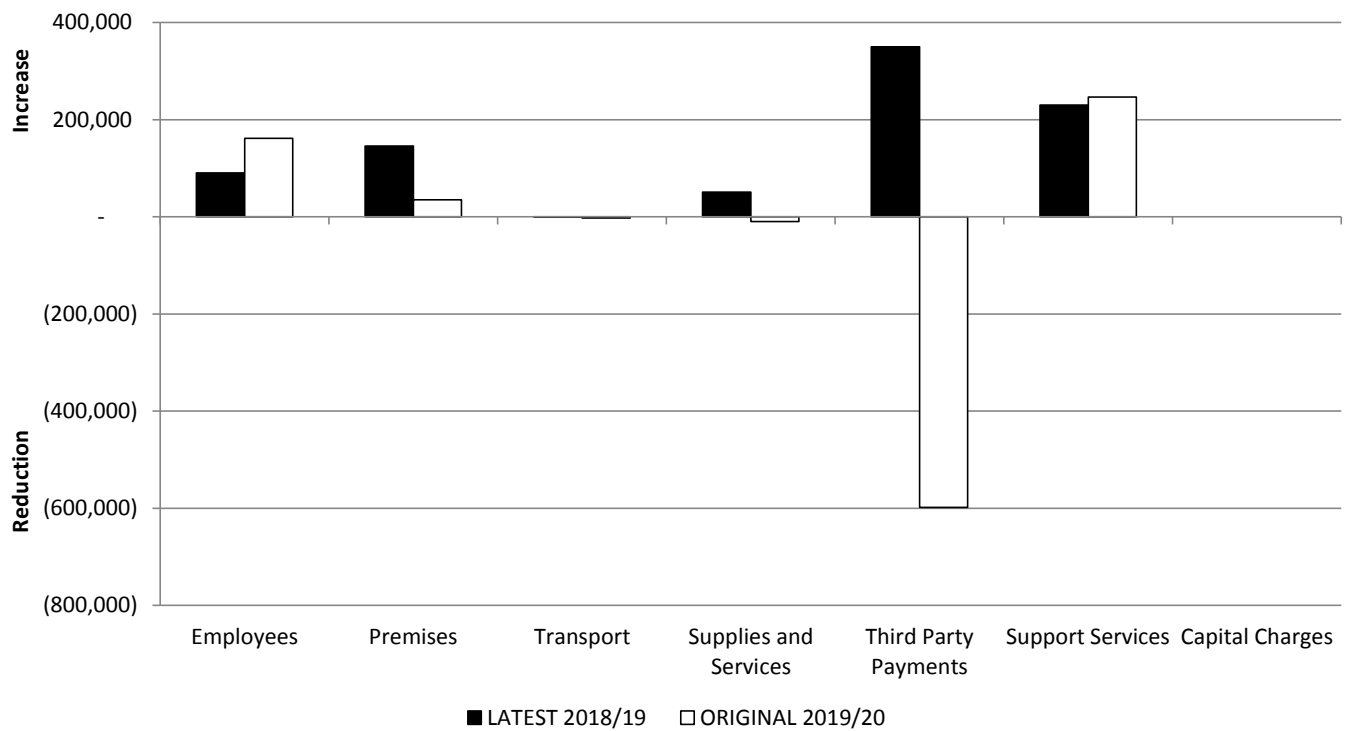
BUSINESS INCOME: CHANGE FROM 2018/19 ORIGINAL (£)



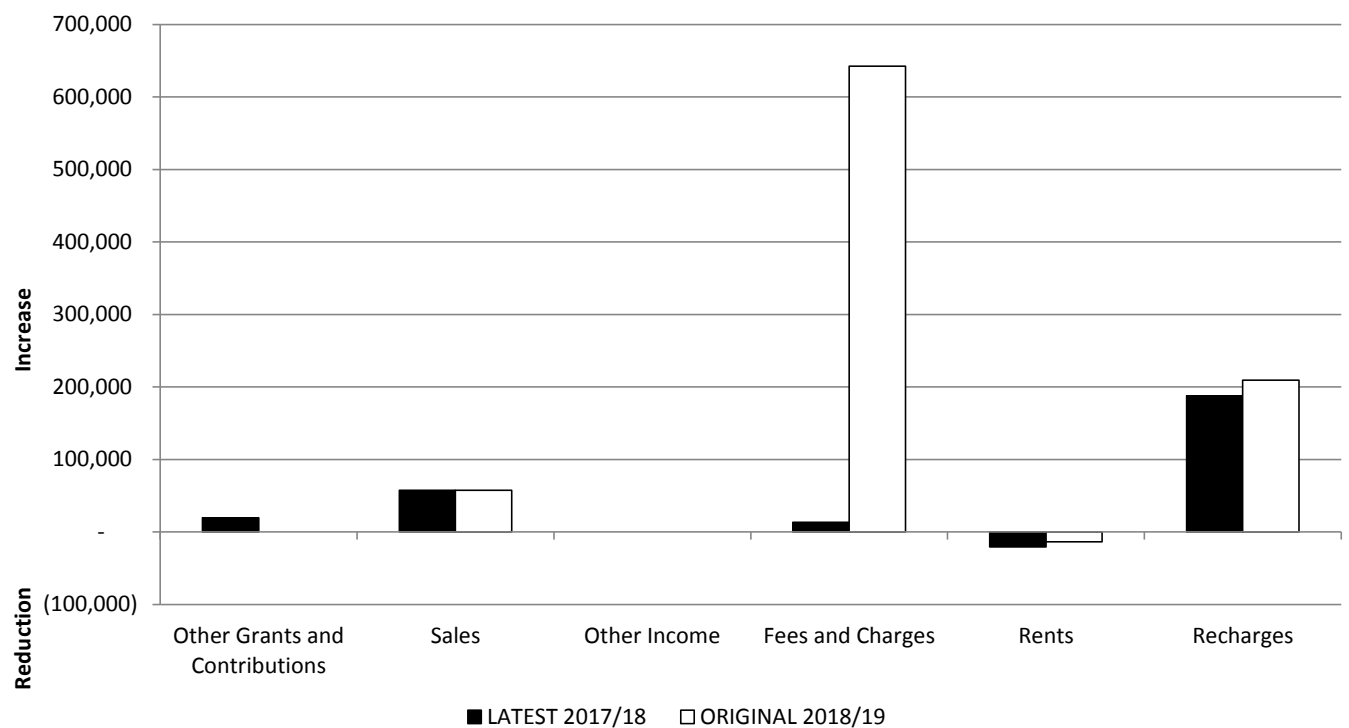
	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>CULTURAL SERVICES</u>				
S1275 GOLF COURSE	875,839	51,900	205,700	80,600
S1280 EDMONDSCOTE SPORTS TRACK	173,392	130,100	150,500	145,200
S1288 OUTDOOR RECREATION	160,083	104,700	183,300	157,700
S1261 COMMONWEALTH GAMES 2022	-	-	45,700	53,200
S1295 LILLINGTON COMMUNITY CENTRE	13,152	11,200	13,700	8,500
S1297 CLIENT MONITORING TEAM	614,771	841,900	640,800	(495,200)
S1305 YOUTH SPORT DEVELOPMENT	111,904	92,400	117,400	118,500
S1313 HEAD OF CULTURAL SERVICES	-	-	-	-
S1330 TOWN HALL FACILITIES	-	-	-	-
S1335 ROYAL SPA CENTRE	723,315	823,400	784,500	812,200
S1356 CATERING CONTRACT	(42,871)	(57,600)	(56,700)	(56,900)
S1365 SPORTS FACILITIES ADMIN	-	-	-	-
S1367 SPORTS & LEISURE OPTIONS	419,266	167,700	556,900	287,500
S1370 ST. NICHOLAS PARK LC	235,611	240,600	240,600	240,600
S1375 ABBEY FIELDS SP	154,612	168,500	168,500	168,500
S1380 NEWBOLD COMYN LC	343,543	368,900	368,900	368,900
S1385 CASTLE FARM RC	108,636	130,800	131,800	130,800
S1390 MYTON SCHOOL DUAL USE	1,413	-	-	-
S1400 MEADOW COMMUNITY SPORTS CENTRE	15,991	-	-	-
S1405 ROYAL PUMP ROOMS	924,441	1,278,100	1,404,000	1,267,200
S3550 TOURISM	47,224	43,600	50,500	46,100
TOTAL CULTURAL SERVICES	4,880,322	4,396,200	5,006,100	3,333,400
<u>SUBJECTIVE ANALYSIS:</u>				
<u>EXPENDITURE:</u>				
Employees	1,671,920	1,455,900	1,546,500	1,617,700
Premises	826,814	621,600	767,100	656,400
Transport	3,183	5,600	5,300	3,100
Supplies and Services	1,124,683	967,100	1,018,100	957,100
Third Party Payments	783,200	671,200	1,021,400	73,200
Support Services	1,174,317	831,500	1,061,700	1,078,100
Capital Charges	1,927,200	2,003,300	2,003,300	2,003,300
TOTAL EXPENDITURE	7,511,317	6,556,200	7,423,400	6,388,900
<u>INCOME:</u>				
Other Grants and Contributions	(37,603)	-	(19,500)	-
Sales	(212,270)	(145,800)	(203,300)	(203,300)
Other Income	(7,523)	(1,100)	(1,100)	(1,100)
Fees and Charges	(1,249,030)	(1,082,900)	(1,096,200)	(1,725,200)
Rents	(221,147)	(235,700)	(215,000)	(221,900)
Recharges	(903,422)	(694,500)	(882,200)	(904,000)
TOTAL INCOME	(2,630,995)	(2,160,000)	(2,417,300)	(3,055,500)
NET COST OF CULTURAL SERVICES	4,880,322	4,396,200	5,006,100	3,333,400

CULTURAL SERVICES EXPENDITURE - 2019/20 BUDGETS**CULTURAL SERVICES INCOME - 2019/20 BUDGETS**

CULTURAL SERVICES EXPENDITURE: CHANGE FROM 2018/19 ORIGINAL (£)

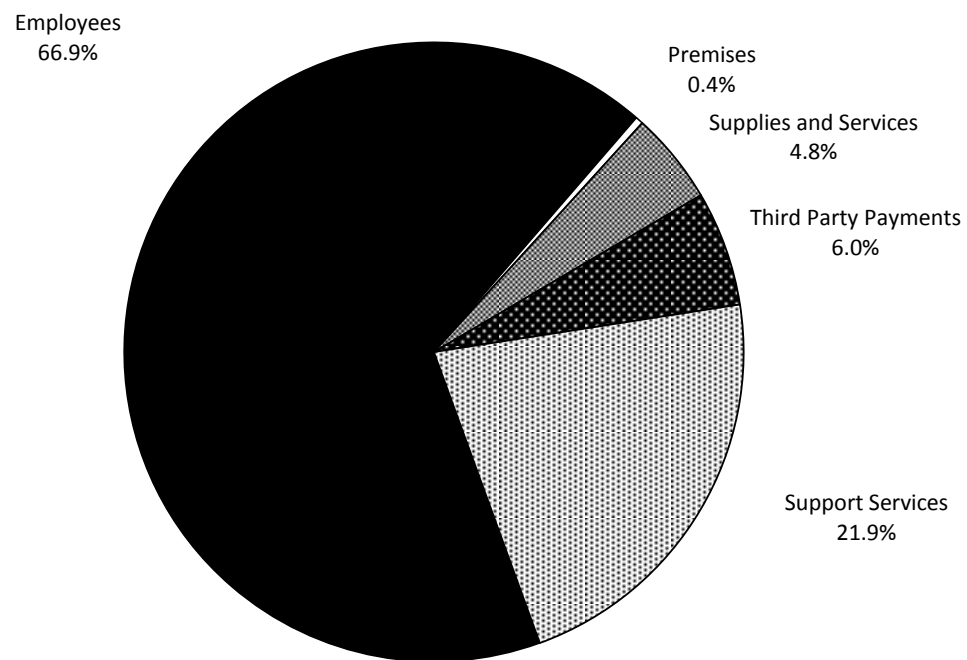


CULTURAL SERVICES INCOME: CHANGE FROM 2018/19 ORIGINAL (£)

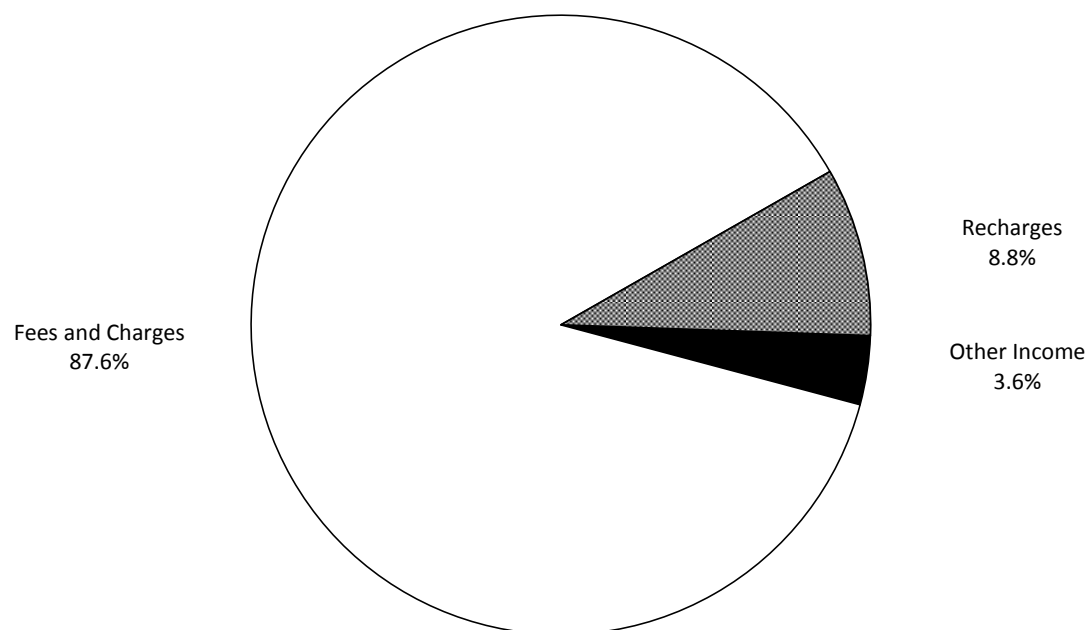


	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>DEVELOPMENT SERVICES</u>				
S4510 DEVELOPMENT SERVICES MGT	-	-	-	-
S4540 DEVELOPMENT CONTROL	225,110	275,200	76,300	91,300
S4570 POLICY AND PROJECTS	(32,021)	-	-	-
S4600 BUILDING CONTROL	178,183	241,900	162,100	186,500
S4840 LOCAL LAND CHARGES	(277,398)	(76,700)	(37,800)	(51,300)
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TOTAL DEVELOPMENT SERVICES	93,874	440,400	200,600	226,500
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 <u>SUBJECTIVE ANALYSIS:</u>				
<u>EXPENDITURE:</u>				
Employees	1,876,227	2,000,200	2,027,300	2,092,200
Premises	-	11,500	11,500	11,500
Transport	55,094	38,400	38,400	38,400
Supplies and Services	(57,163)	115,900	116,000	112,700
Third Party Payments	231,101	181,500	187,100	187,100
Support Services	702,999	712,300	684,600	685,500
Capital Charges	847	800	800	800
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TOTAL EXPENDITURE	2,809,105	3,060,600	3,065,700	3,128,200
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<u>INCOME:</u>				
Government Grants	(32,578)	-	-	-
Other Income	(140,058)	(105,100)	(105,100)	(105,100)
Fees and Charges	(2,278,927)	(2,253,800)	(2,539,100)	(2,542,800)
Recharges	(263,668)	(261,300)	(220,900)	(253,800)
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TOTAL INCOME	(2,715,231)	(2,620,200)	(2,865,100)	(2,901,700)
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NET COST OF DEVELOPMENT SERVICES	93,874	440,400	200,600	226,500
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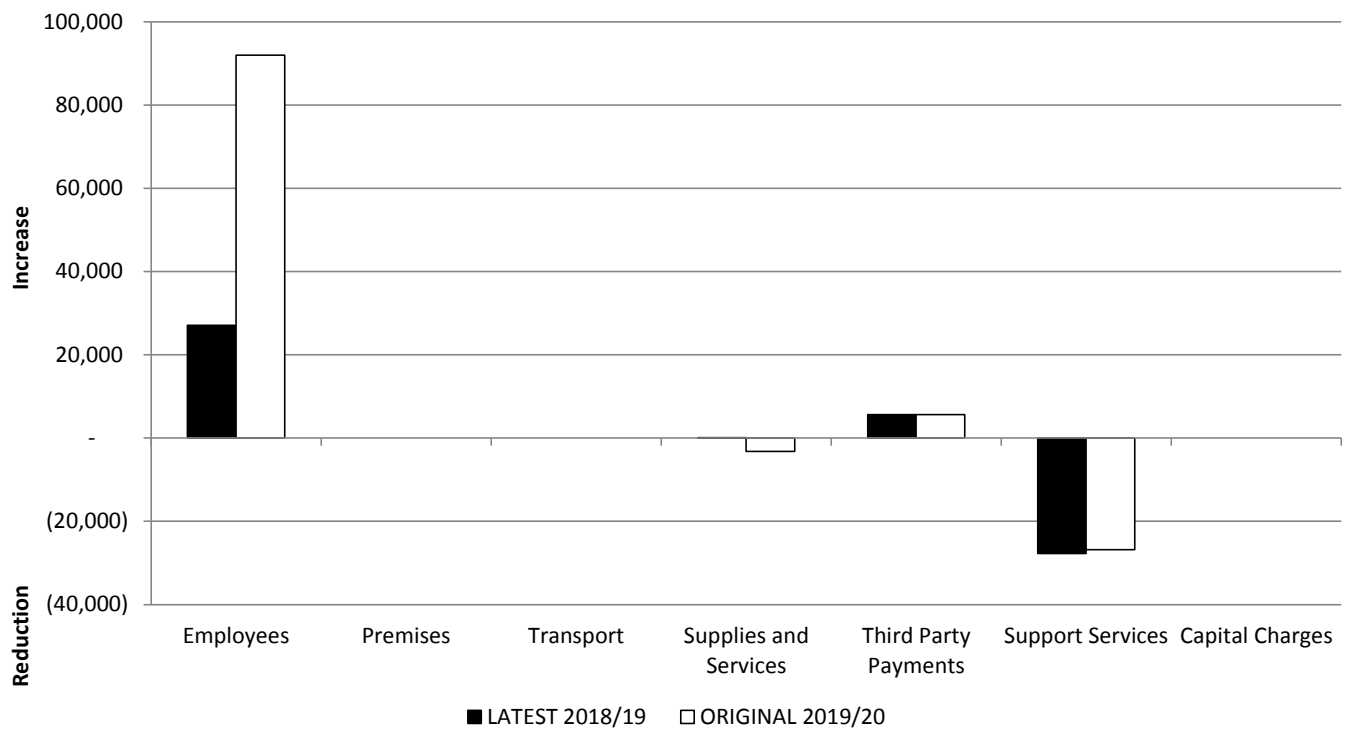
DEVELOPMENT SERVICES EXPENDITURE - 2019/20 BUDGETS



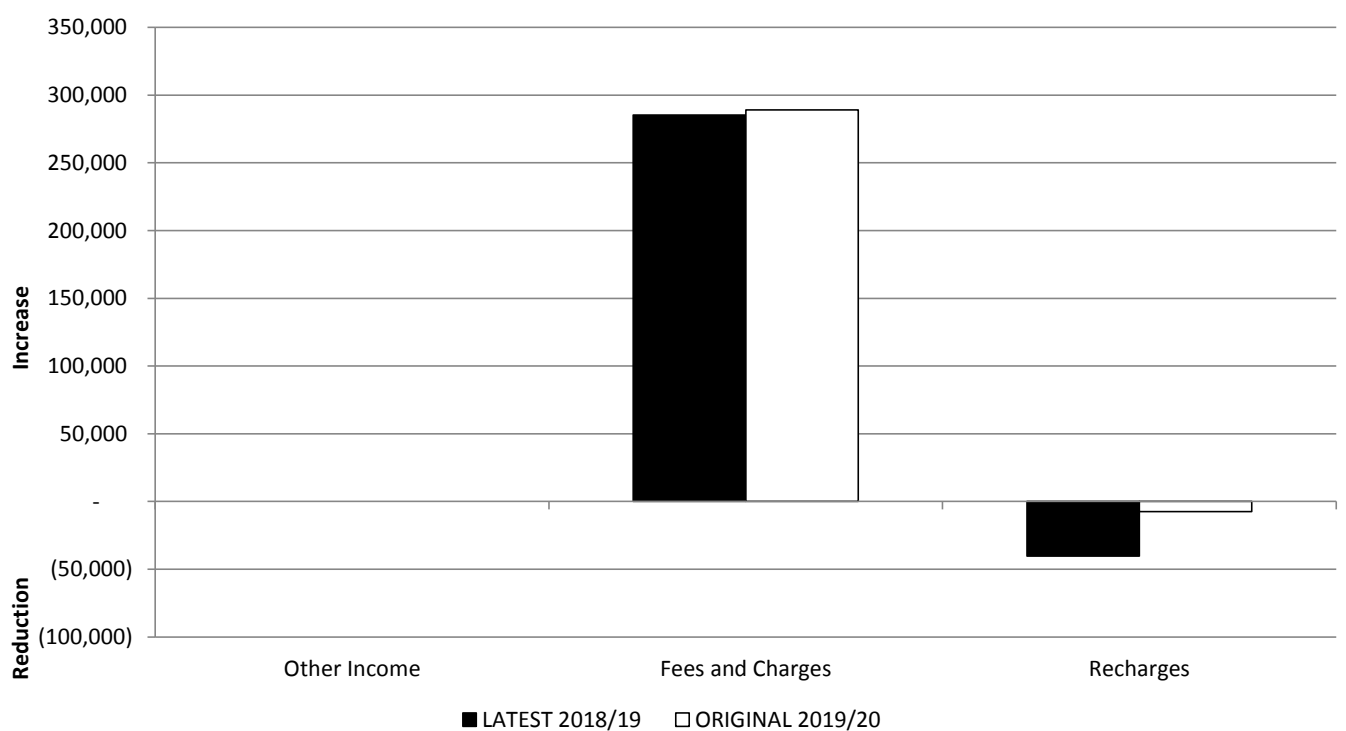
DEVELOPMENT SERVICES INCOME - 2019/20 BUDGETS



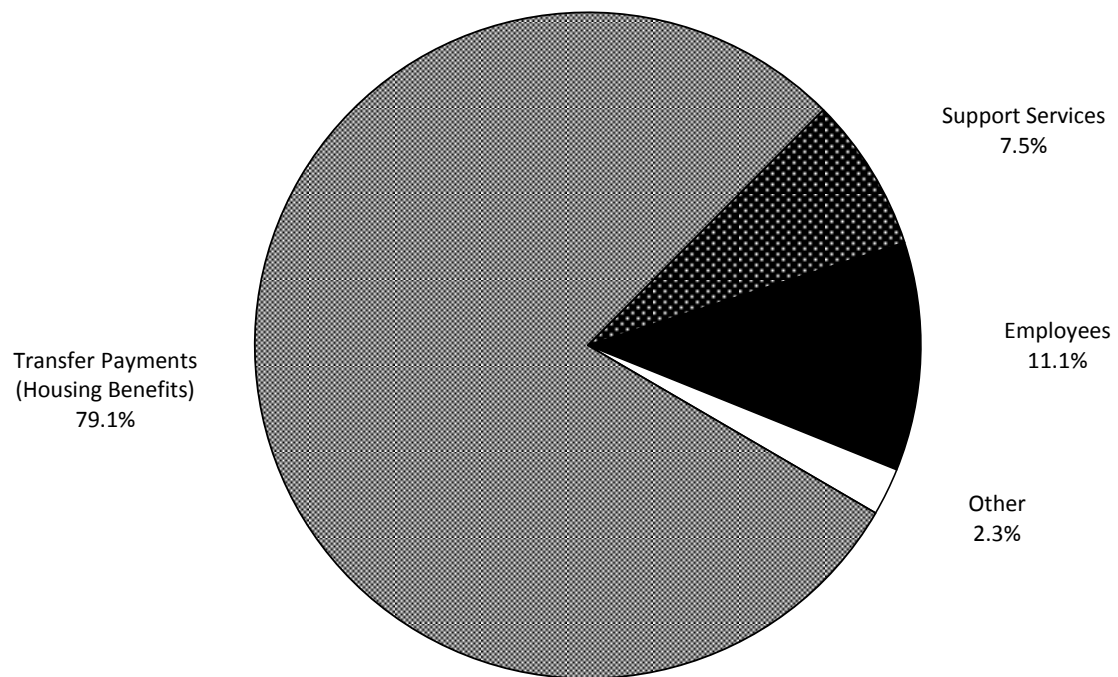
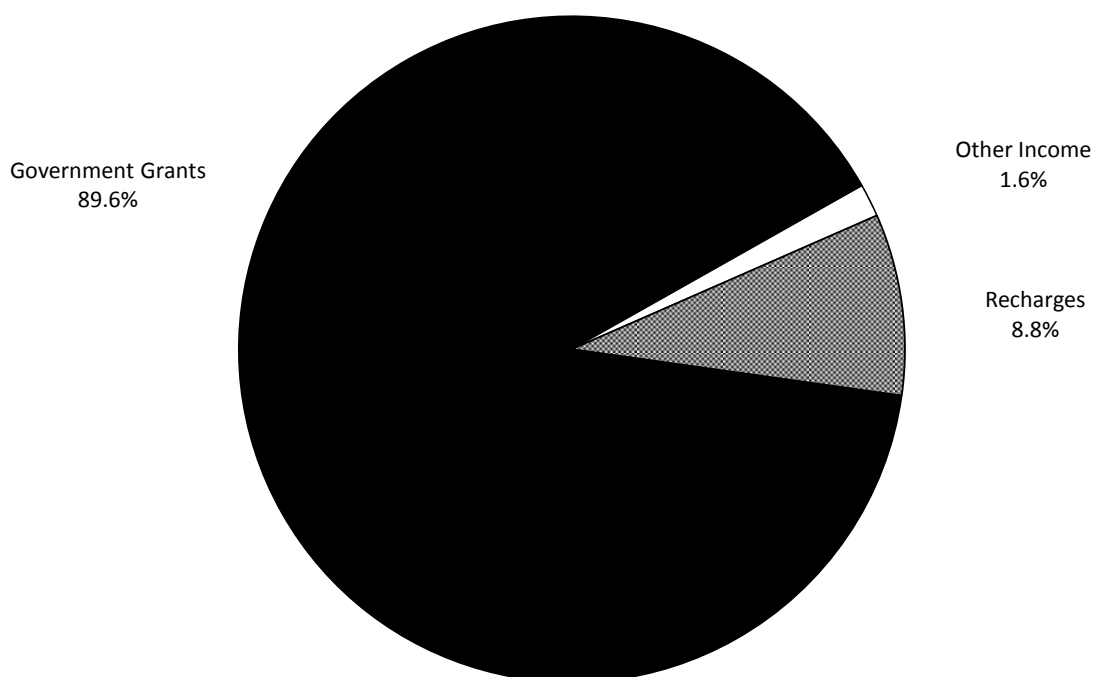
DEVELOPMENT SERVICES EXPENDITURE: CHANGE FROM 2018/19 ORIGINAL (£)



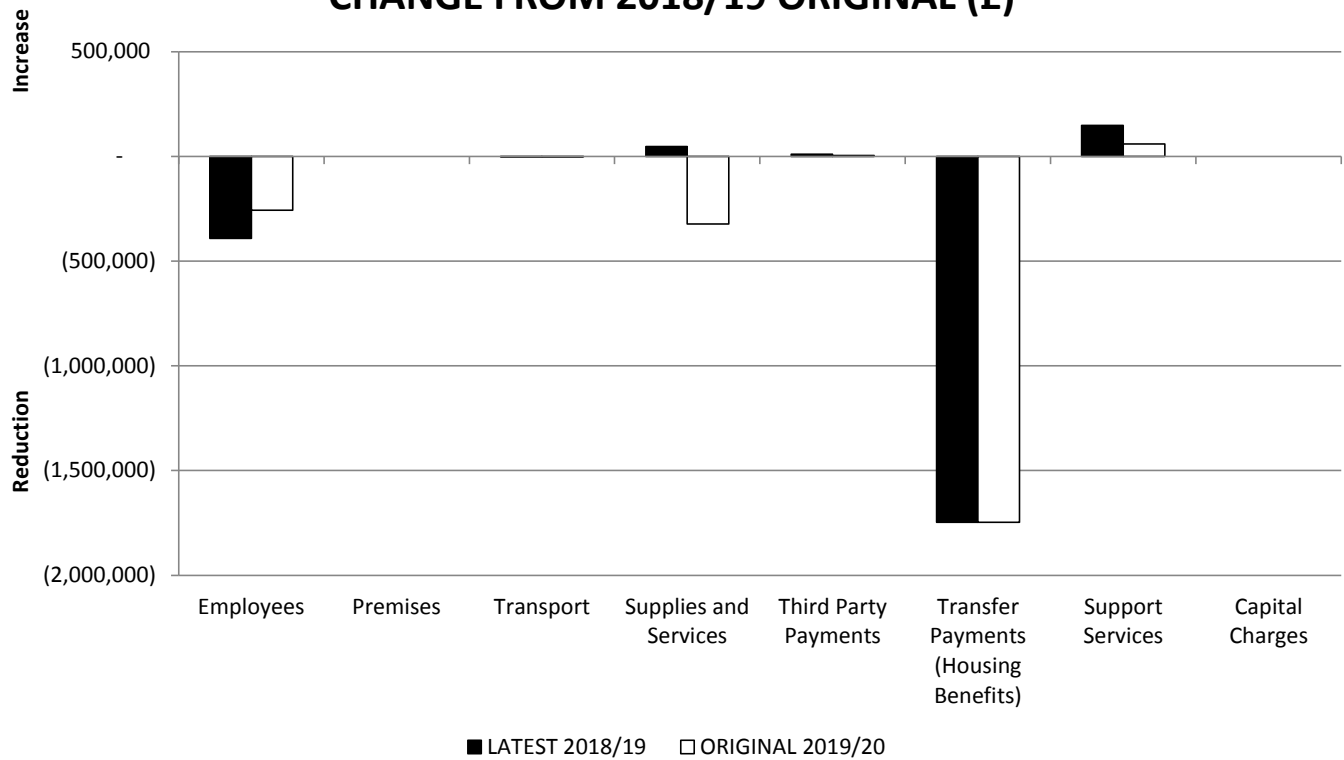
DEVELOPMENT SERVICES INCOME: CHANGE FROM 2018/19 ORIGINAL (£)



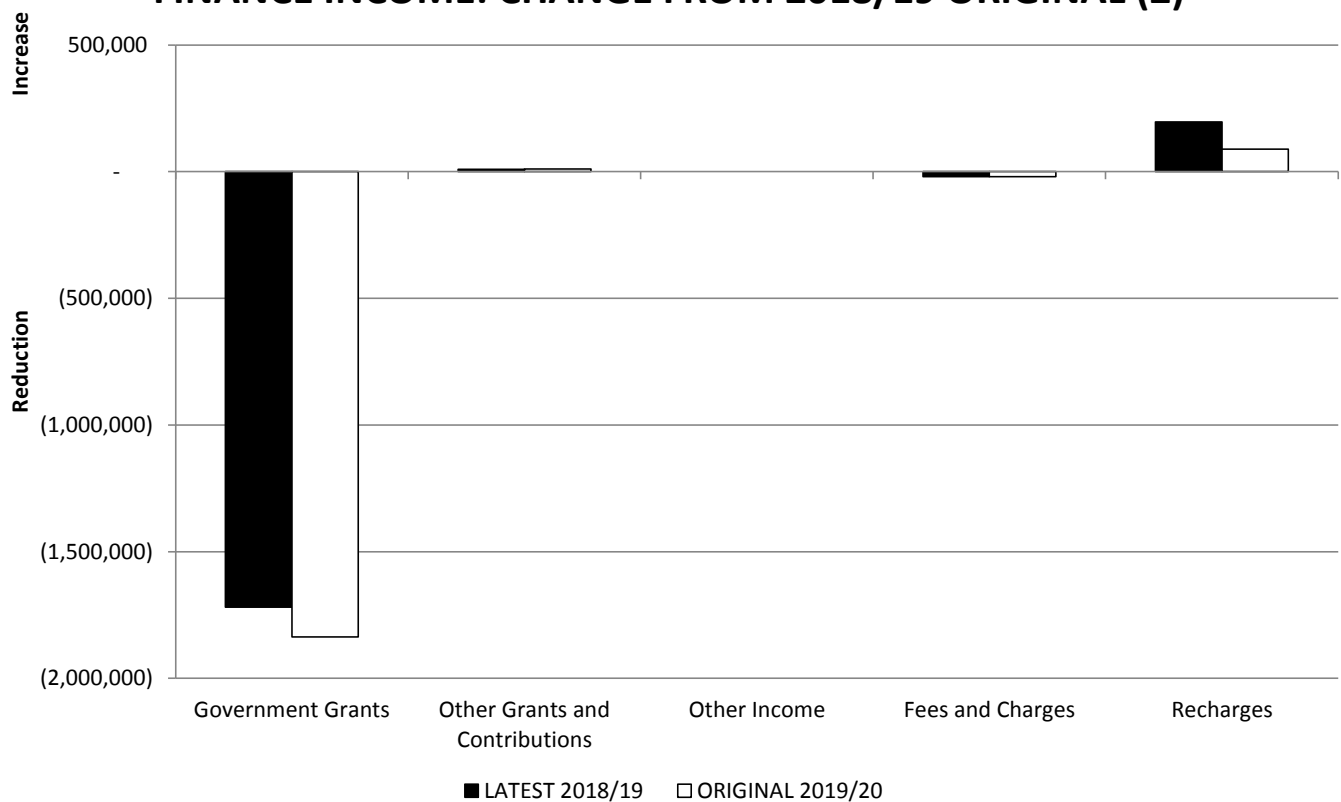
	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>FINANCE</u>				
S1410 FINANCE MANAGEMENT	-	(13,800)	-	-
S1417 PROCUREMENT	-	20,000	-	-
S1418 FINANCIAL SERVICES TEAM	-	-	-	-
S1425 ACCOUNTANCY	-	87,200	-	-
S1440 NON-DISTRIBUTED COSTS	221,145	148,900	145,800	145,600
S1460 TREASURY MANAGEMENT	93,181	78,800	91,700	86,800
S1461 CONTINGENCY BUDGETS	-	935,000	274,400	266,000
S1465 CORPORATE MANAGEMENT	625,703	690,100	764,700	714,900
S1468 PARISH COUNCIL SUPPORT	91,615	34,800	35,300	3,400
S1578 AUDIT & RISK	-	-	-	-
S2315 ASSISTED TRAVEL PASSES	(231)	-	-	-
S3050 REVENUES	830,519	752,800	1,005,800	907,300
S3100 ONE STOP SHOPS	-	-	-	-
S3200 RECEPTION FACILITIES & LEAMINGTON OSS	-	(41,700)	-	-
S3250 BENEFITS	461,973	613,300	589,900	674,700
TOTAL FINANCE	2,323,905	3,305,400	2,907,600	2,798,700
 <u>SUBJECTIVE ANALYSIS:</u>				
<u>EXPENDITURE:</u>				
Employees	3,253,959	3,825,100	3,433,800	3,567,400
Premises	1,038	-	-	-
Transport	10,912	9,800	9,700	9,700
Supplies and Services	588,341	933,100	980,300	610,500
Third Party Payments	81,336	73,600	84,100	77,400
Transfer Payments (Housing Benefits)	27,960,055	27,040,100	25,293,000	25,293,000
Support Services	2,243,549	2,324,800	2,473,200	2,384,500
Capital Charges	30,775	34,900	34,900	34,900
TOTAL EXPENDITURE	34,169,965	34,241,400	32,309,000	31,977,400
 <u>INCOME:</u>				
Government Grants	(28,981,644)	(27,986,600)	(26,267,200)	(26,150,000)
Other Grants and Contributions	(84,501)	(79,400)	(88,100)	(90,200)
Other Income	(33,819)	(13,700)	(13,700)	(13,700)
Fees and Charges	(344,262)	(380,000)	(360,000)	(360,000)
Recharges	(2,401,834)	(2,476,300)	(2,672,400)	(2,564,800)
TOTAL INCOME	(31,846,060)	(30,936,000)	(29,401,400)	(29,178,700)
 NET COST OF FINANCE	 2,323,905	 3,305,400	 2,907,600	 2,798,700

FINANCE EXPENDITURE - 2019/20 BUDGETS**FINANCE INCOME - 2019/20 BUDGETS**

FINANCE EXPENDITURE: CHANGE FROM 2018/19 ORIGINAL (£)

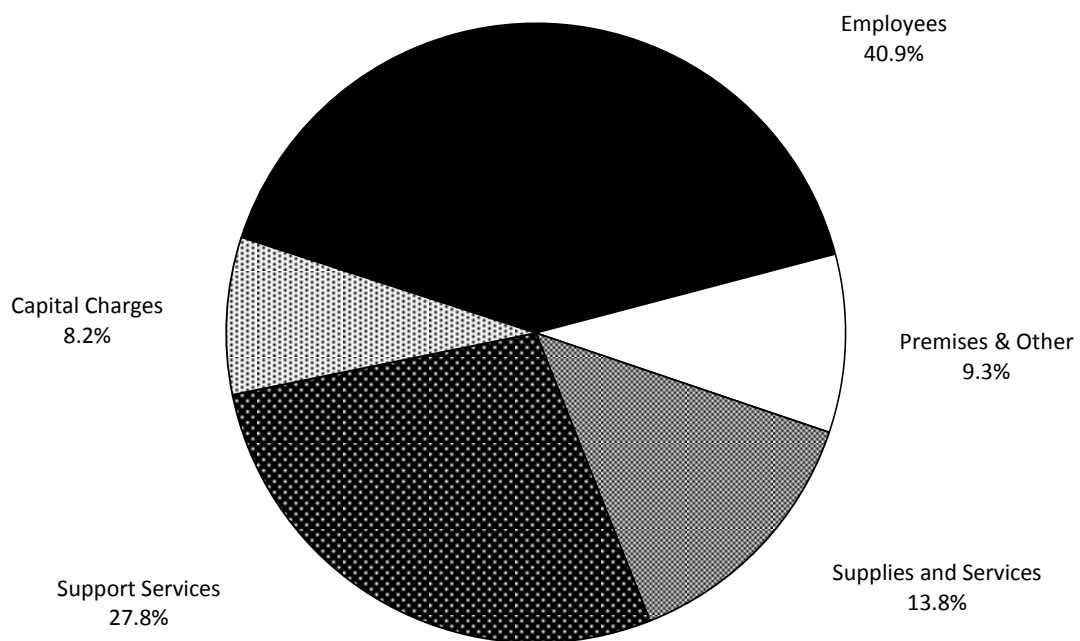


FINANCE INCOME: CHANGE FROM 2018/19 ORIGINAL (£)

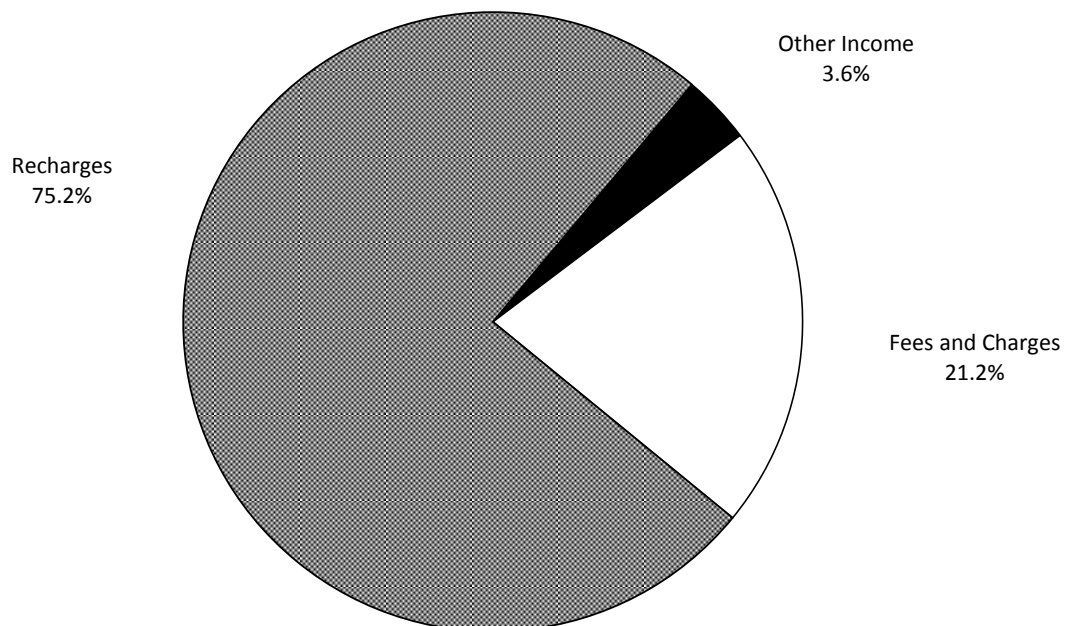


	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>HEALTH & COMMUNITY PROTECTION</u>				
S1001 COMMUNITY DEVELOPMENT	561,373	679,000	715,200	698,600
S1045 CCTV	191,652	220,300	272,400	258,400
S1640 SMALL GRANTS	30,307	30,300	-	-
S2102 COMMUNITY FORUMS	35,000	45,500	31,500	26,600
S2110 COMMUNITY PARTNERSHIP	248,438	246,500	267,600	270,700
S2141 CIVIL CONTINGENCIES	95,456	85,500	98,300	100,800
S2300 OFFICE ACCOMMODATION	-	-	-	-
S2360 LICENSING & REGISTRATION	21,299	117,900	114,200	117,300
S4210 EH ENVIRONMENTAL HEALTH CORE	6,386	21,300	-	(3,900)
S4270 FOOD+OCCUPATIONAL SAFETY+HEALTH	476,013	467,100	522,600	539,200
S4300 ENVIRONMENTAL PROTECTION	618,593	621,000	680,000	707,900
S4350 COMMUNITY SAFETY	210,593	217,200	209,400	209,500
TOTAL HEALTH & COMMUNITY PROTECTION	2,495,110	2,751,600	2,911,200	2,925,100
 <u>SUBJECTIVE ANALYSIS:</u>				
<u>EXPENDITURE:</u>				
Employees	1,761,939	1,901,200	1,919,800	1,979,900
Premises	379,419	353,600	346,800	355,100
Transport	35,366	29,600	23,000	23,400
Supplies and Services	766,008	681,000	747,800	669,900
Third Party Payments	82,935	68,700	79,800	69,900
Support Services	1,338,717	1,508,100	1,354,400	1,347,000
Capital Charges	241,469	397,600	397,600	397,600
TOTAL EXPENDITURE	4,605,853	4,939,800	4,869,200	4,842,800
 <u>INCOME:</u>				
Government Grants	-	(3,000)	(1,000)	(1,000)
Other Grants and Contributions	(85,215)	(25,000)	(55,600)	(25,000)
Other Income	(56,165)	(11,400)	(31,700)	(16,400)
Fees and Charges	(470,886)	(407,500)	(411,000)	(407,000)
Rents	(27,000)	(27,000)	(27,000)	(27,000)
Recharges	(1,471,477)	(1,714,300)	(1,431,700)	(1,441,300)
TOTAL INCOME	(2,110,743)	(2,188,200)	(1,958,000)	(1,917,700)
NET COST OF HEALTH & COMMUNITY PROTECTION	2,495,110	2,751,600	2,911,200	2,925,100

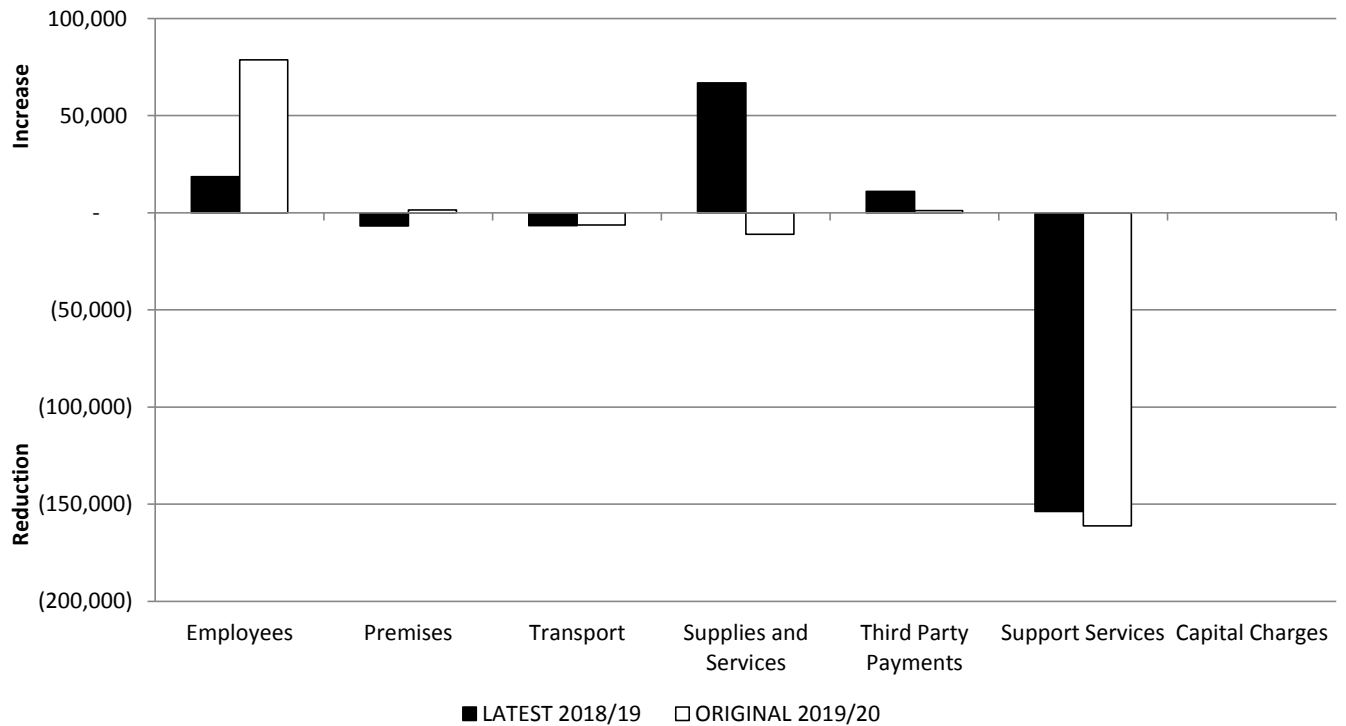
HEALTH & COMMUNITY PROTECTION EXPENDITURE - 2019/20 BUDGETS



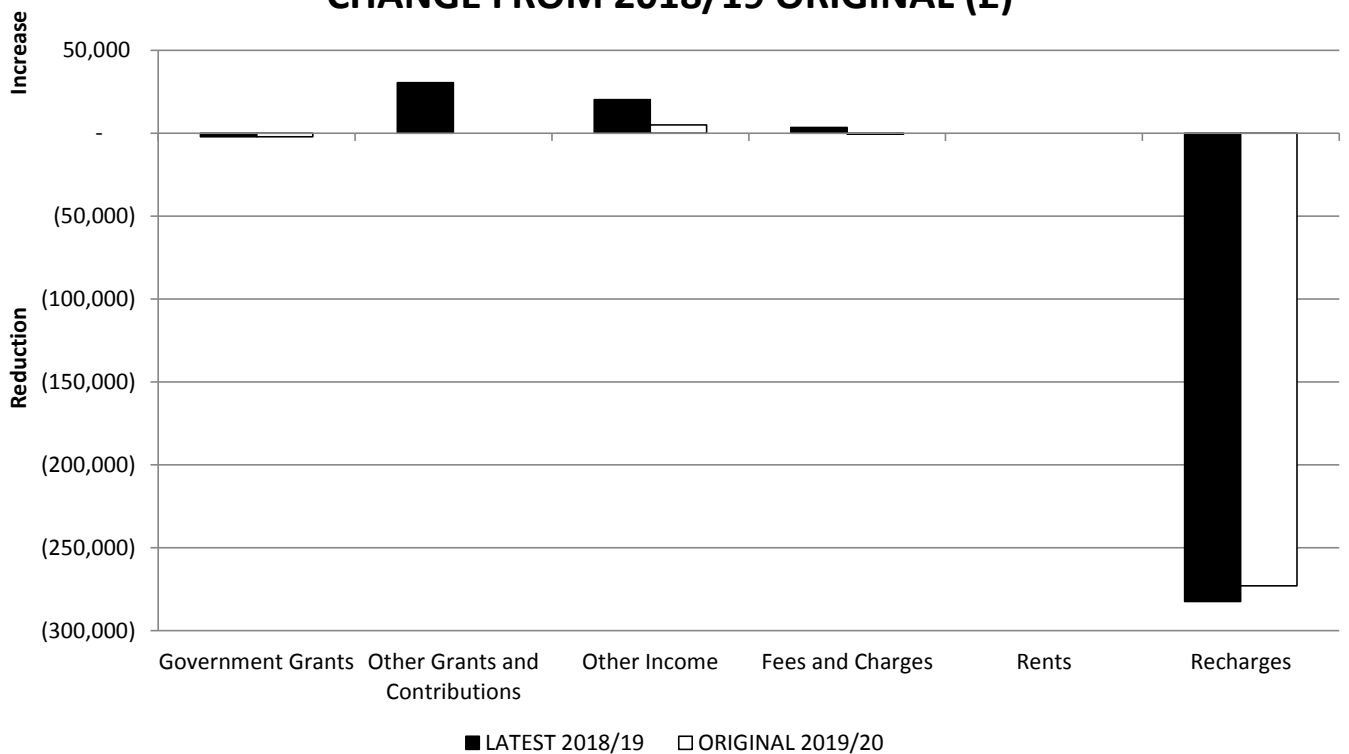
HEALTH & COMMUNITY PROTECTION INCOME - 2019/20 BUDGETS



HEALTH & COMMUNITY PROTECTION EXPENDITURE: CHANGE FROM 2018/19 ORIGINAL (£)

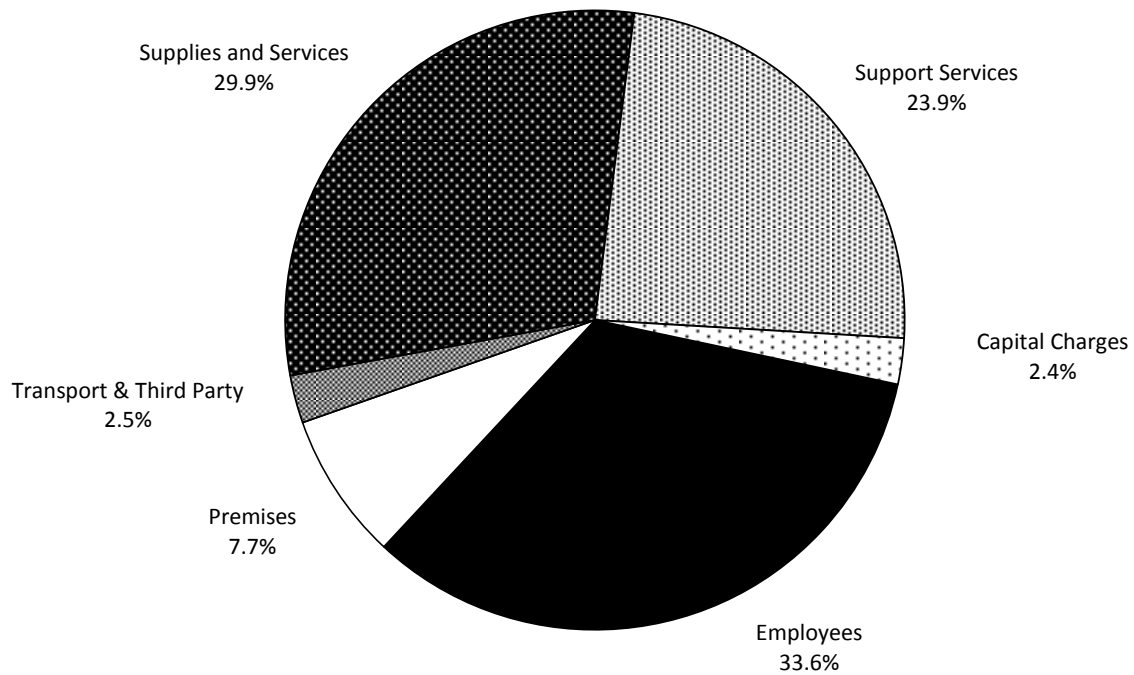


HEALTH & COMMUNITY PROTECTION INCOME: CHANGE FROM 2018/19 ORIGINAL (£)

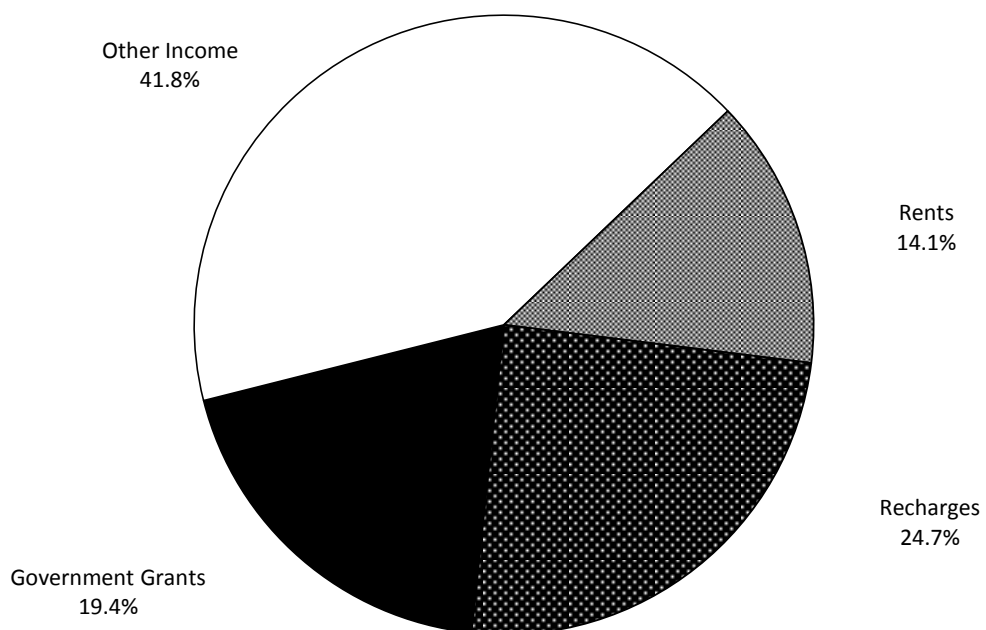


	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>HOUSING SERVICES - GENERAL FUND</u>				
S1050 PUBLIC CONVENIENCES	171,091	204,900	197,000	200,400
S1590 HOMELESSNESS/HOUSING ADVICE	352,221	639,900	502,900	630,000
S1605 HOUSING STRATEGY	280,088	336,000	409,700	105,600
S1610 OTHER HOUSING PROPERTY	(7,897)	19,700	14,100	14,900
S1615 CONTRIBUTIONS TO HRA	37,900	37,900	37,900	37,900
S1630 PRIVATE SECTOR HOUSING	344,065	428,800	434,400	375,000
TOTAL HOUSING SERVICES - GENERAL FUND	1,177,468	1,667,200	1,596,000	1,363,800
 <u>SUBJECTIVE ANALYSIS:</u>				
<u>EXPENDITURE:</u>				
Employees	826,631	886,300	1,044,200	1,134,300
Premises	287,666	248,200	254,800	258,900
Transport	12,293	5,500	5,500	5,500
Supplies and Services	1,084,542	1,162,500	1,184,000	1,011,200
Third Party Payments	55,751	97,200	229,200	80,300
Support Services	864,112	794,400	790,000	807,800
Capital Charges	113,691	80,900	80,900	80,900
TOTAL EXPENDITURE	3,244,686	3,275,000	3,588,600	3,378,900
 <u>INCOME:</u>				
Government Grants	(305,330)	(19,400)	(396,100)	(390,800)
Other Grants and Contributions	(974,473)	(838,100)	(838,100)	(838,100)
Other Income	(1,686)	(1,000)	(1,000)	(1,000)
Fees and Charges	(4,949)	(3,500)	(3,500)	(3,500)
Rents	(159,467)	(275,700)	(283,800)	(283,800)
Recharges	(621,313)	(470,100)	(470,100)	(497,900)
TOTAL INCOME	(2,067,218)	(1,607,800)	(1,992,600)	(2,015,100)
 NET COST OF HOUSING SERVICES - GENERAL FUND	 1,177,468	 1,667,200	 1,596,000	 1,363,800

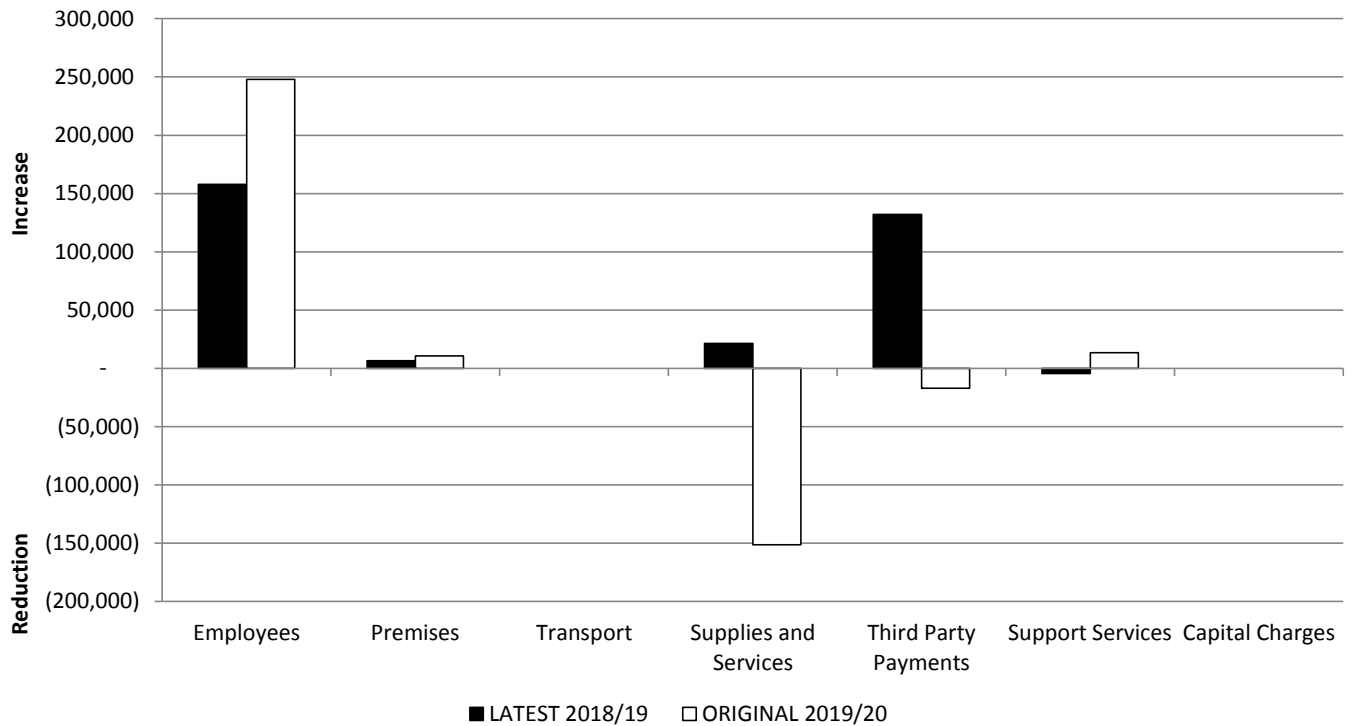
HOUSING SERVICES (GENERAL FUND) EXPENDITURE: 2019/20 BUDGETS



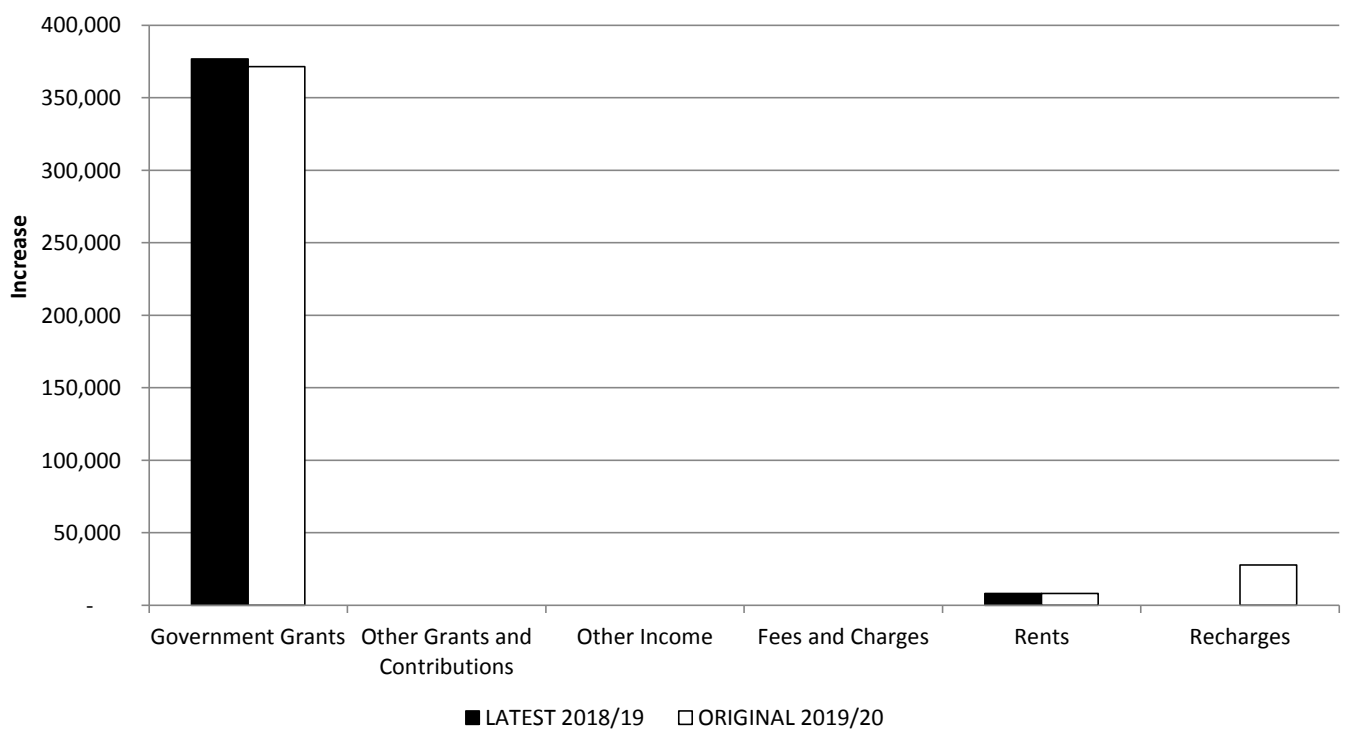
HOUSING SERVICES (GENERAL FUND) INCOME: 2019/20 BUDGETS



HOUSING SERVICES (GENERAL FUND) EXPENDITURE: CHANGE FROM 2018/19 ORIGINAL (£)

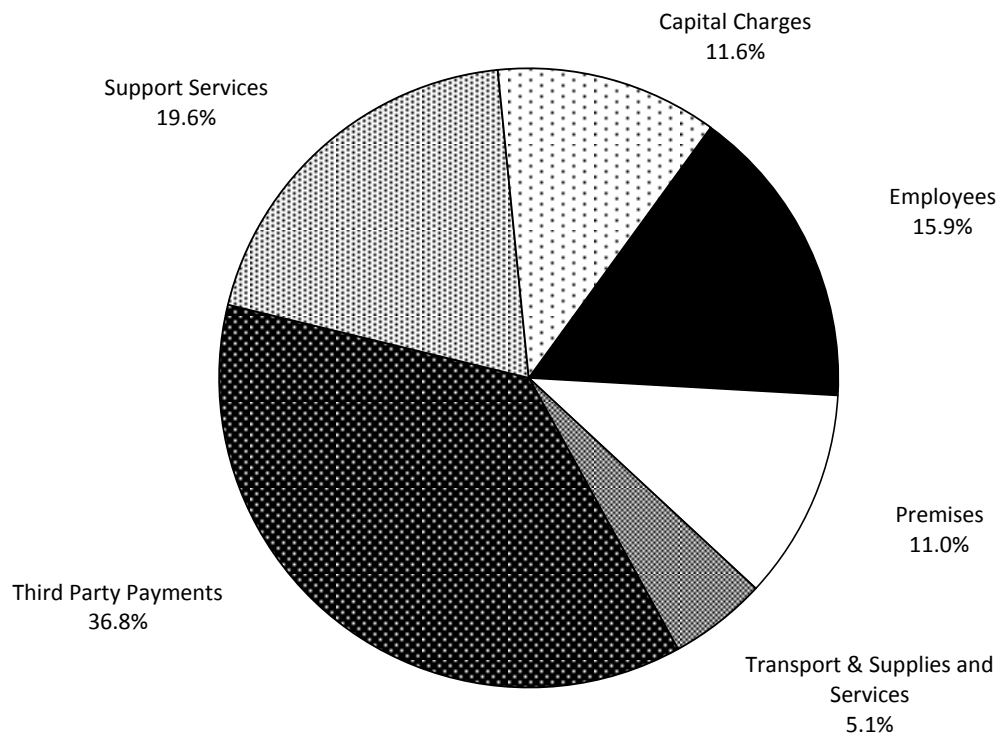


HOUSING SERVICES (GENERAL FUND) INCOME: CHANGE FROM 2018/19 ORIGINAL (£)

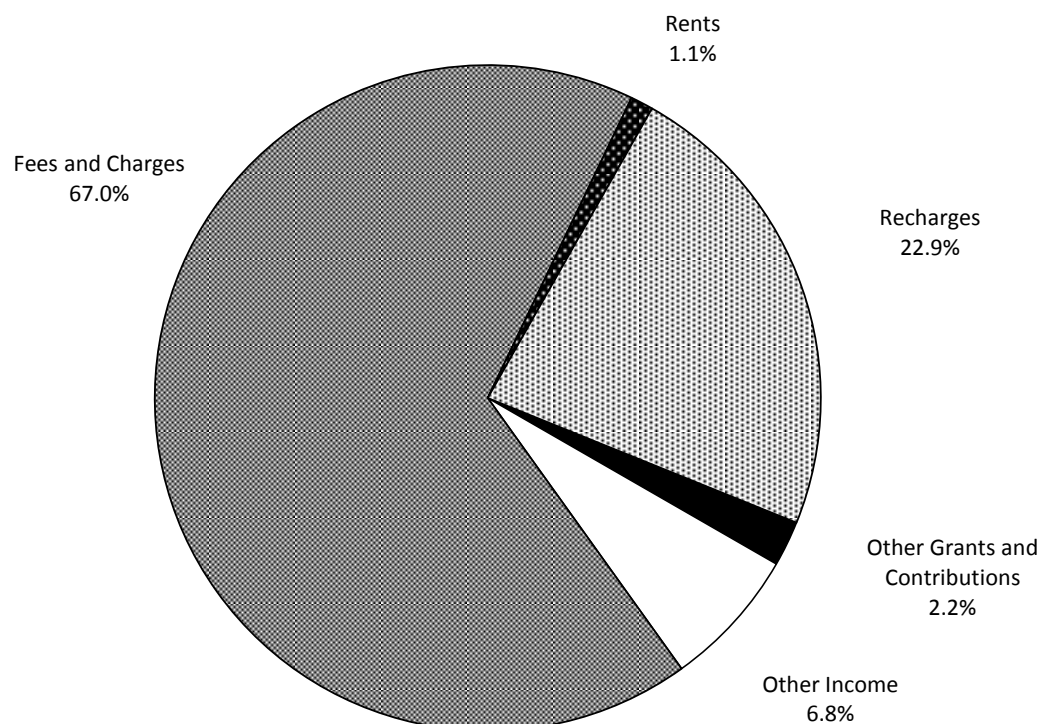


	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>NEIGHBOURHOOD SERVICES</u>				
S1020 NEIGHBOURHOOD SERVICES	-	-	-	-
S1105 CAR PARKS	116,998	(665,300)	(288,100)	(457,400)
S1250 WCC HIGHWAYS	51,665	54,900	70,800	77,800
S1258 GREEN SPACES CONTRACT MGT	301,411	356,900	362,200	346,900
S1270 GREEN SPACE DEVELOPMENT	1,598,005	1,530,600	1,524,700	1,585,100
S1289 OPEN SPACES	150,739	117,500	130,500	130,500
S1320 BEREAVEMENT SERVICES	(691,910)	(560,900)	(613,300)	(639,000)
S3655 HILL CLOSE GARDENS	20,000	20,000	20,000	20,000
S4060 STREET CLEANSING	1,491,099	1,544,000	1,695,100	1,780,300
S4090 WASTE MANAGEMENT	784,916	817,800	823,100	849,900
S4130 WASTE COLLECTION	1,738,257	2,059,000	2,059,400	2,107,600
S4180 ABANDONED VEHICLES	1,107	1,200	1,300	1,200
S4811 WATERCOURSES	(4,978)	(200)	(200)	(200)
TOTAL NEIGHBOURHOOD SERVICES	5,557,309	5,275,500	5,785,500	5,802,700
<u>SUBJECTIVE ANALYSIS:</u>				
<u>EXPENDITURE:</u>				
Employees	1,706,148	1,854,500	1,954,700	2,144,500
Premises	1,880,712	1,386,700	1,632,500	1,483,500
Transport	24,775	39,200	29,700	29,800
Supplies and Services	766,072	676,300	740,100	658,400
Third Party Payments	4,579,138	4,608,800	4,793,700	4,972,600
Support Services	2,144,961	2,379,600	2,547,700	2,645,300
Capital Charges	1,614,314	1,559,900	1,559,900	1,559,900
TOTAL EXPENDITURE	12,716,120	12,505,000	13,258,300	13,494,000
<u>INCOME:</u>				
Other Grants and Contributions	(257,726)	(173,400)	(173,400)	(173,400)
Other Income	(516,197)	(513,900)	(510,200)	(525,200)
Fees and Charges	(4,895,721)	(4,954,400)	(5,023,200)	(5,151,600)
Rents	(76,982)	(82,300)	(82,300)	(82,300)
Recharges	(1,412,185)	(1,505,500)	(1,683,700)	(1,758,800)
TOTAL INCOME	(7,158,811)	(7,229,500)	(7,472,800)	(7,691,300)
NET COST OF NEIGHBOURHOOD SERVICES	5,557,309	5,275,500	5,785,500	5,802,700

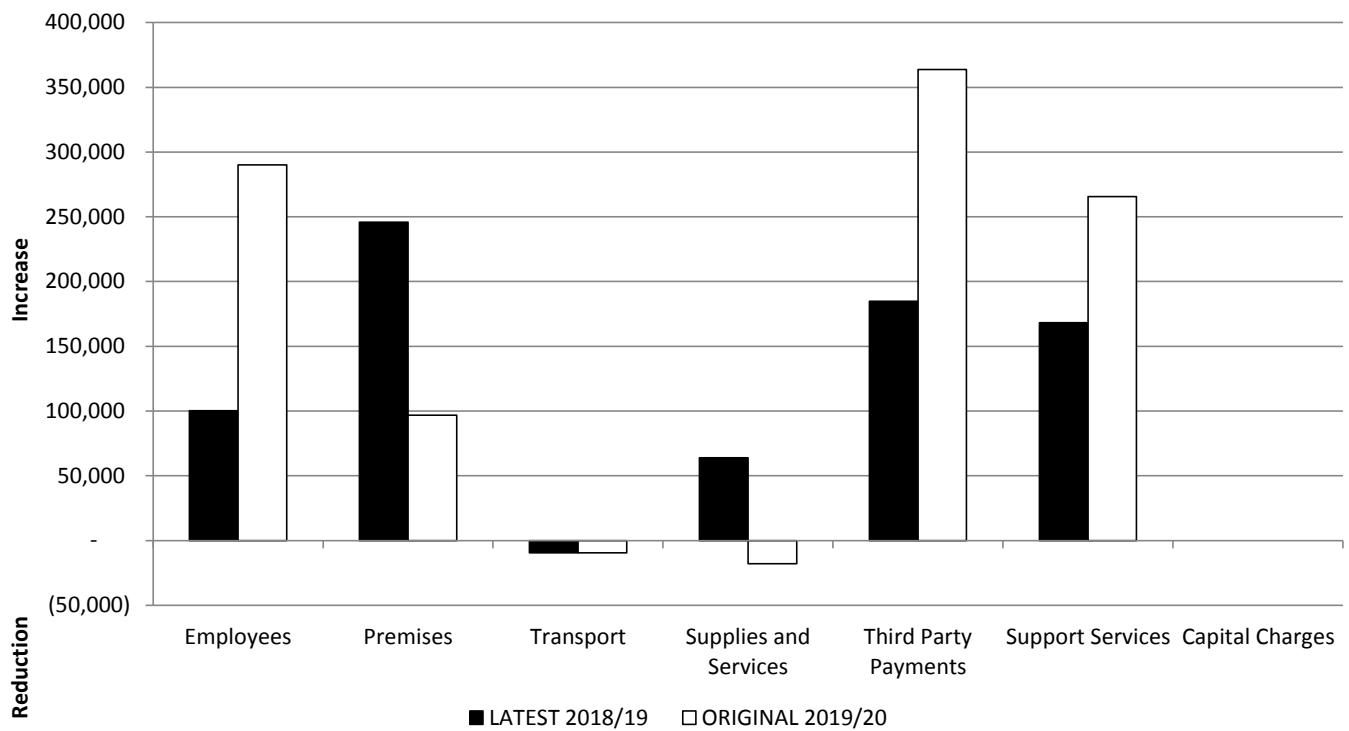
NEIGHBOURHOOD SERVICES EXPENDITURE - 2019/20 BUDGETS



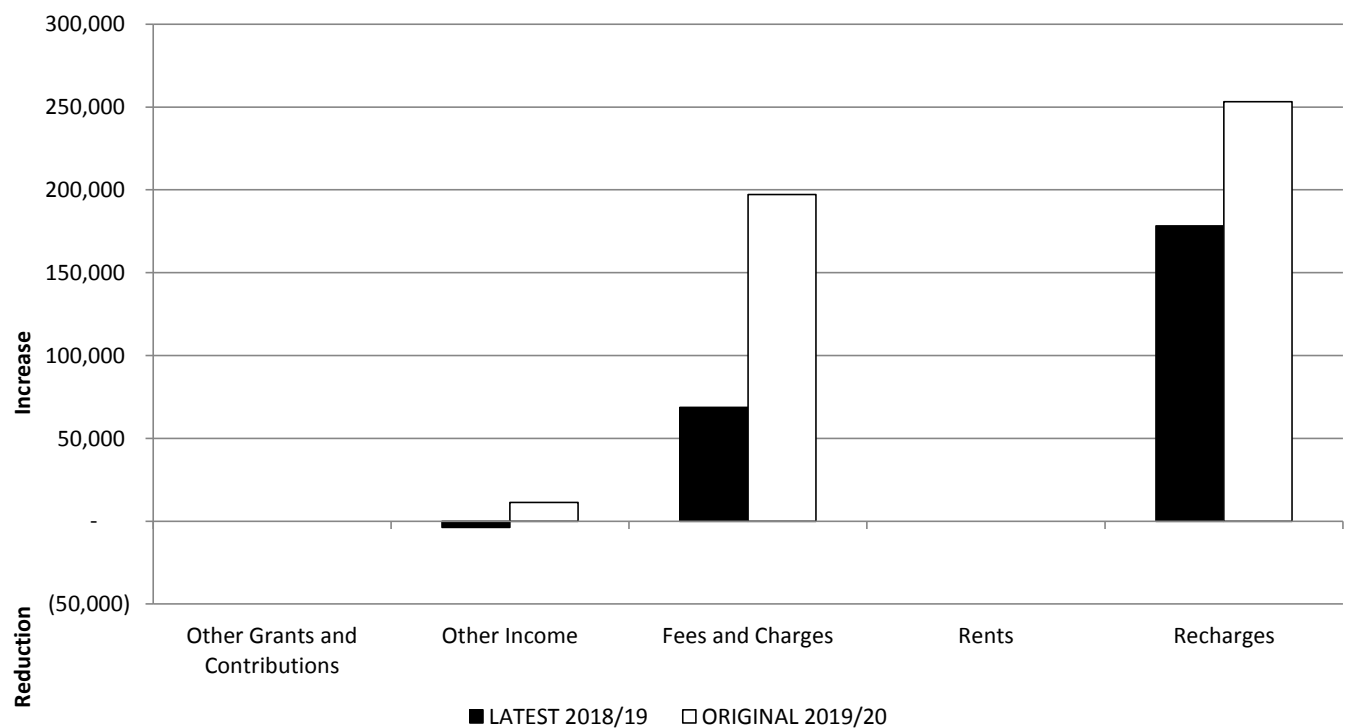
NEIGHBOURHOOD SERVICES INCOME - 2019/20 BUDGETS



NEIGHBOURHOOD SERVICES EXPENDITURE: CHANGE FROM 2018/19 ORIGINAL (£)

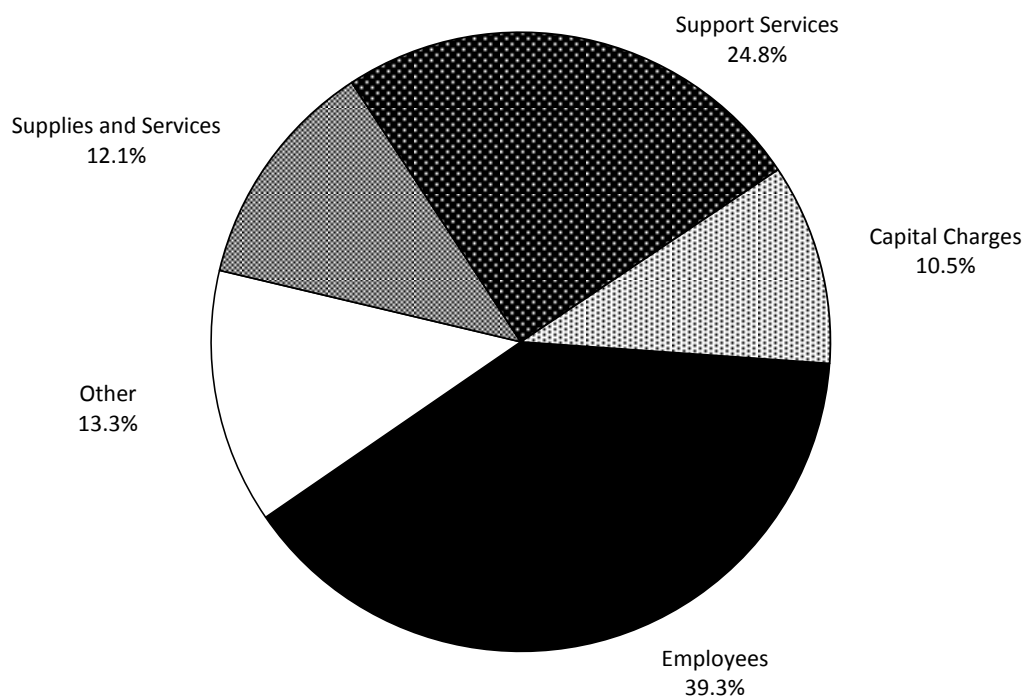


NEIGHBOURHOOD SERVICES INCOME: CHANGE FROM 2018/19 ORIGINAL (£)

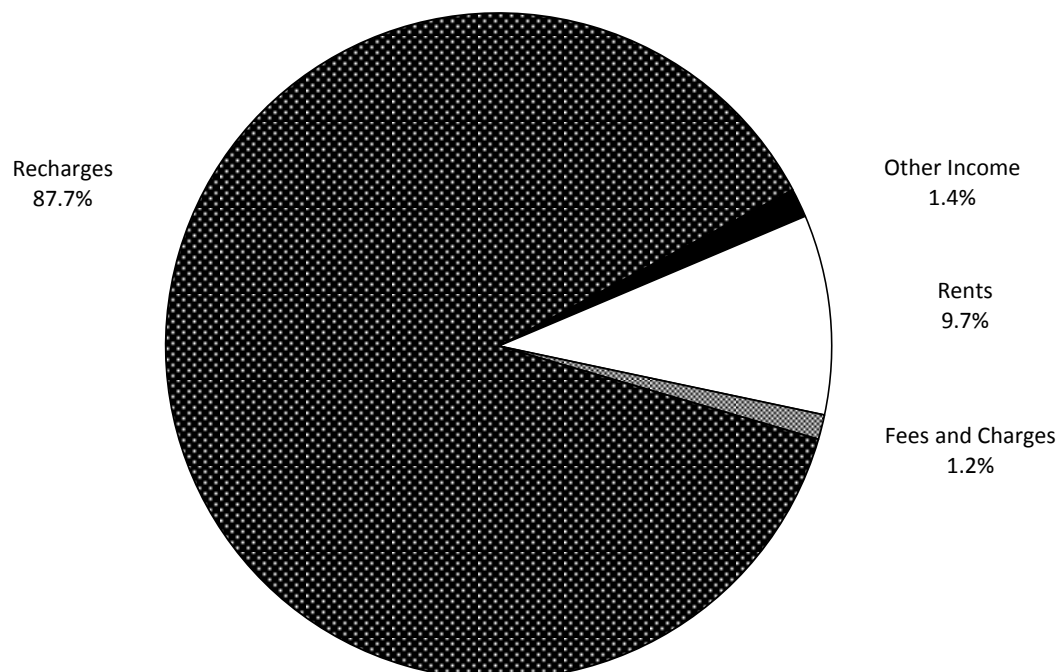


	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>STRATEGIC LEADERSHIP</u>				
S1270 GREEN SPACE DEVELOPMENT	35,163	14,500	14,500	14,500
S1289 OPEN SPACES	(106,830)	82,700	61,800	76,700
S1645 ASSET MANAGEMENT	12,302	30,000	-	-
S1650 ESTATE MANAGEMENT	(130,135)	60,600	92,700	47,500
S1660 WARWICK PLANT MAINTENANCE	-	-	-	-
S2000 CHIEF EXECUTIVE'S OFFICE	-	-	-	-
S2010 CORPORATE PROJECTS	34,334	69,100	20,800	3,400
S2060 HUMAN RESOURCES	5,269	50,200	-	-
S2080 MEMBER TRAINING	1,898	6,000	5,100	5,100
S2100 ORGANISATIONAL DEVELOPMENT	3,082	62,600	115,500	16,000
S2200 COMMITTEE SERVICES	-	(10,000)	-	-
S2220 DEMOCRATIC REPRESENTATION	944,161	1,091,600	1,162,000	1,123,900
S2240 ELECTIONS	109,152	70,900	41,900	192,300
S2260 ELECTORAL REGISTRATION	251,301	243,600	281,600	254,200
S2280 CHAIR OF THE COUNCIL	53,165	70,700	79,400	80,400
S2300 OFFICE ACCOMMODATION	1,230	-	-	-
S2340 MEDIA ROOM	6,832	-	-	-
S3350 CSTEAM	-	-	-	-
S3400 PAYMENT CHANNELS	-	-	-	-
S3452 CUSTOMER CONTACT MANAGER	-	-	-	-
S3470 WEB SERVICES	-	-	-	-
S3500 ICT SERVICES	(29,118)	(91,600)	(16,500)	(16,400)
S3600 ECONOMIC DEVELOPMENT	131,911	-	108,400	-
S3661 CUP - UNITED REFORM CHURCH	34,845	48,200	52,100	53,200
S4300 ENVIRONMENTAL PROTECTION	4,684	6,500	13,300	11,400
S4780 WDC HIGHWAYS	162,317	250,800	202,900	209,300
S4810 ALLEVIATION OF FLOODING	46,050	206,900	104,300	104,200
S4871 LEGAL SERVICES (SHARED SERVICE WCC)	-	15,000	-	-
SW000 CORPORATE R+M UNALLOCATED	-	417,800	533,200	415,500
TOTAL STRATEGIC LEADERSHIP	1,571,613	2,696,100	2,873,000	2,591,200
<u>EXPENDITURE:</u>				
Employees	3,809,625	3,628,900	3,701,800	3,867,900
Premises	641,239	945,100	1,063,800	963,600
Transport	46,482	16,200	31,200	33,800
Supplies and Services	1,431,420	1,228,900	1,362,300	1,196,500
Third Party Payments	468,733	311,000	490,500	315,500
Support Services	2,311,117	2,489,400	2,543,300	2,441,600
Capital Charges	375,127	1,029,800	1,029,800	1,029,800
TOTAL EXPENDITURE	9,083,743	9,649,300	10,222,700	9,848,700
<u>INCOME:</u>				
Government Grants	(378,462)	-	-	-
Other Grants and Contributions	(1,597)	-	(22,500)	(22,500)
Sales	(2,522)	(2,400)	(2,400)	(2,400)
Other Income	(365,252)	(74,500)	(113,200)	(74,500)
Fees and Charges	(91,250)	(86,000)	(86,000)	(86,000)
Rents	(623,837)	(668,800)	(666,200)	(703,600)
Recharges	(6,049,210)	(6,121,500)	(6,459,400)	(6,368,500)
TOTAL INCOME	(7,512,130)	(6,953,200)	(7,349,700)	(7,257,500)
NET COST OF STRATEGIC LEADERSHIP	1,571,613	2,696,100	2,873,000	2,591,200

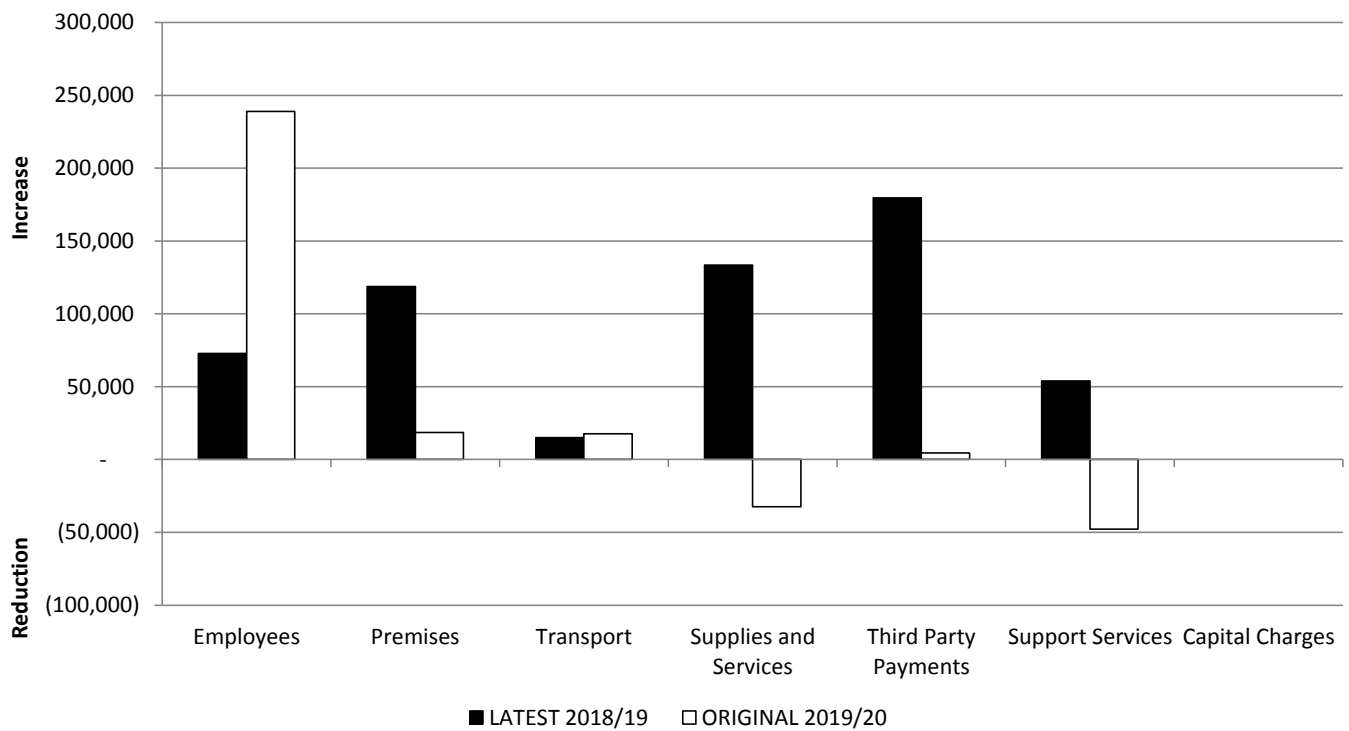
STRATEGIC LEADERSHIP EXPENDITURE: 2019/20 BUDGETS



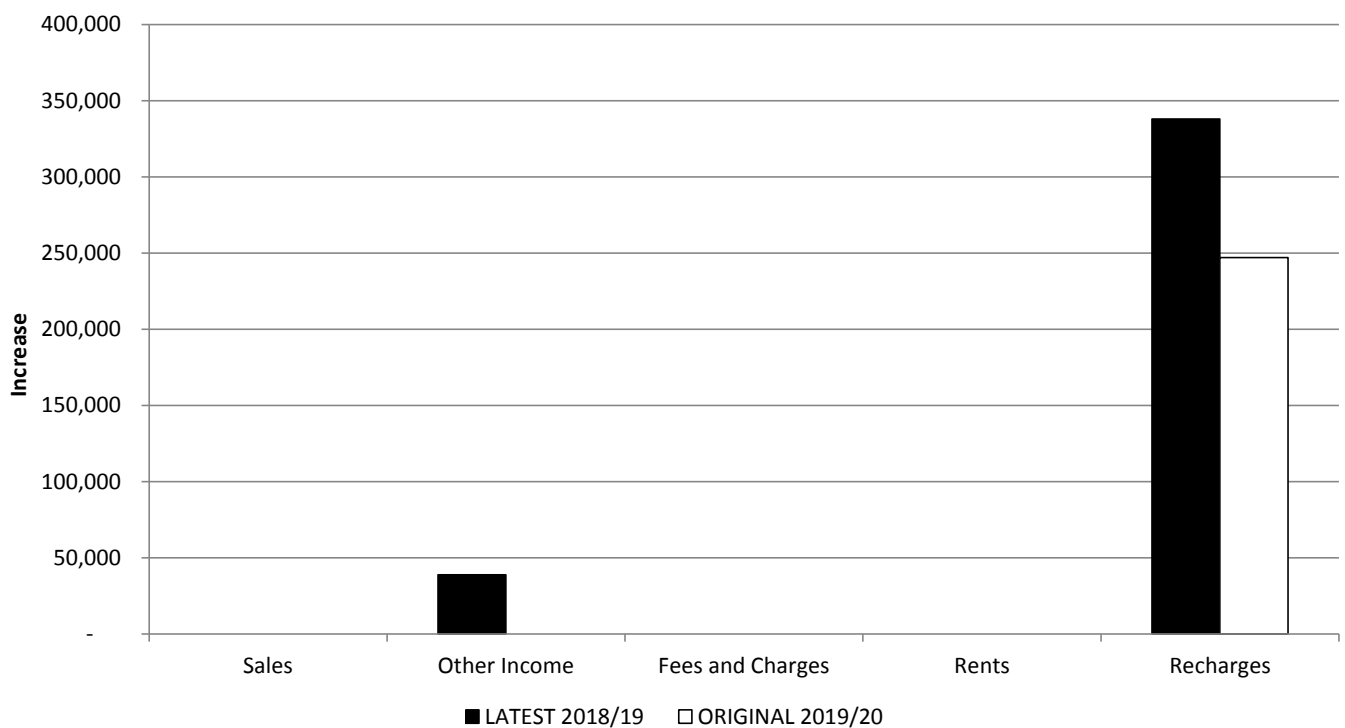
STRATEGIC LEADERSHIP INCOME - 2019/20 BUDGETS



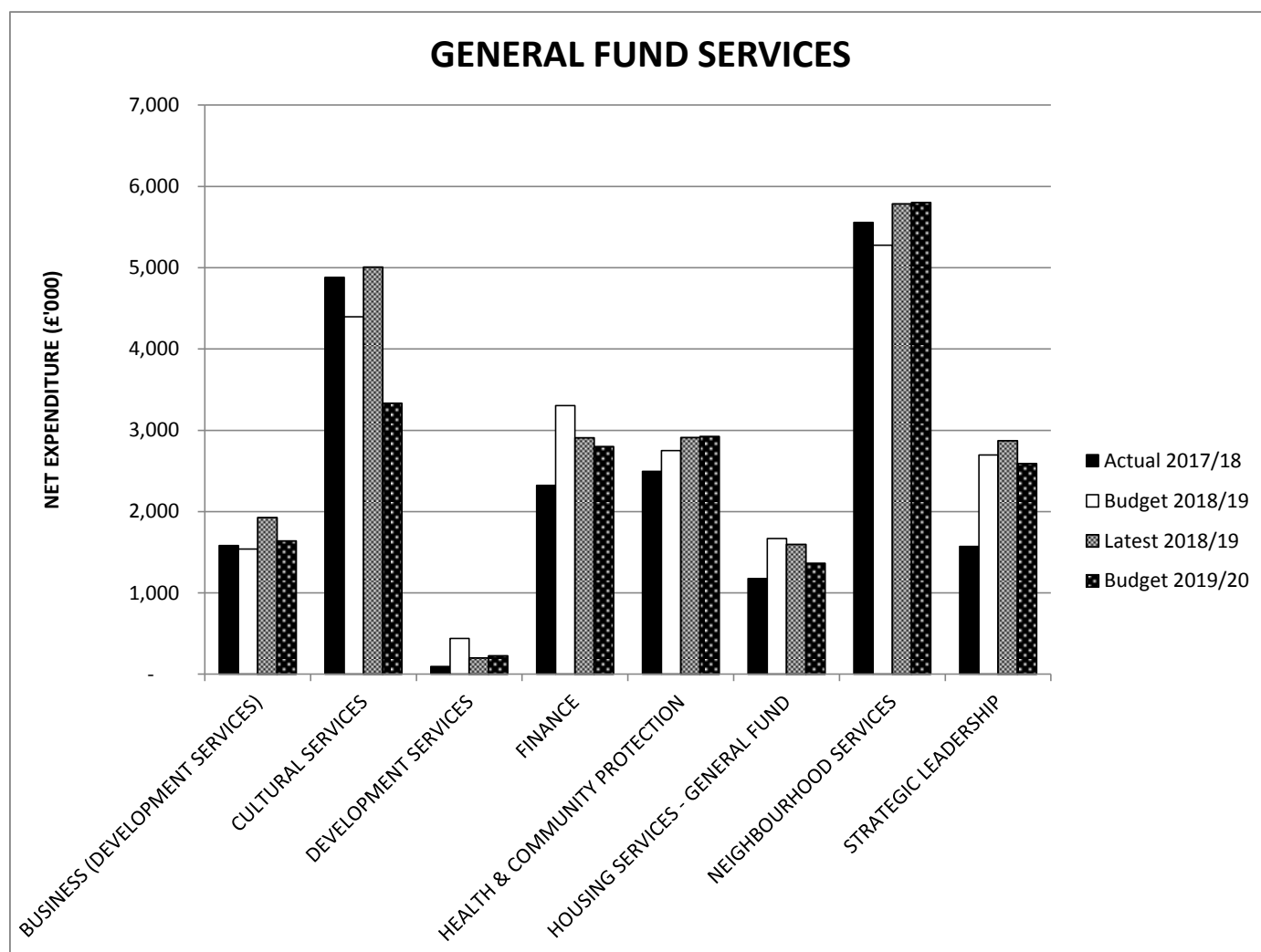
STRATEGIC LEADERSHIP EXPENDITURE: CHANGE FROM 2018/19 ORIGINAL (£)



STRATEGIC LEADERSHIP INCOME: CHANGE FROM 2018/19 ORIGINAL (£)



	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
BUSINESS (DEVELOPMENT SERVICES)	1,583,251	1,538,700	1,927,000	1,640,300
CULTURAL SERVICES	4,880,322	4,396,200	5,006,100	3,333,400
DEVELOPMENT SERVICES	93,874	440,400	200,600	226,500
FINANCE	2,323,905	3,305,400	2,907,600	2,798,700
HEALTH & COMMUNITY PROTECTION	2,495,110	2,751,600	2,911,200	2,925,100
HOUSING SERVICES - GENERAL FUND	1,177,468	1,667,200	1,596,000	1,363,800
NEIGHBOURHOOD SERVICES	5,557,309	5,275,500	5,785,500	5,802,700
STRATEGIC LEADERSHIP	1,571,613	2,696,100	2,873,000	2,591,200
TOTAL GENERAL FUND SERVICES	19,682,852	22,071,100	23,207,000	20,681,700
Replacement of Notional with Actual Cost of Capital:				
- Deduct Notional Capital Financing Charges in Budgets	(4,356,088)	(5,236,200)	(5,236,200)	(5,236,200)
- Add Cost of Loan Repayments, Revenue Contributions and Interest paid	46,042	500,700	500,700	589,700
Revenue Contributions to Capital	805,767	80,000	80,000	80,000
Contributions to / (from) Reserves	97,808	4,128,824	4,174,280	746,200
Net External Investment Interest Received	(246,595)	(461,500)	(461,500)	(592,500)
IAS19 Adjustments reversed	(1,810,238)	(2,030,500)	(1,675,800)	(1,667,400)
Employee Benefits Accruals reversed	3,256	-	-	-
Contributions to / (from) General Fund	1,124,629	(310,255)	(1,159,935)	(64,000)
NET EXPENDITURE FOR DISTRICT PURPOSES	15,347,433	18,742,169	19,428,545	14,537,500
Less: Revenue Support Grant	(793,675)	(306,736)	(306,736)	-
Less: Business Rates Income	(4,273,887)	(6,976,500)	(7,968,000)	(5,268,000)
Less: General Grants	(2,031,831)	(2,817,411)	(2,516,100)	(15,000)
Collection Fund (Surplus) / Deficit	20,000	-	-	-
Surplus / (Deficit) for the year	-	-	3,813	19,107
NET EXPENDITURE BORNE BY COUNCIL TAX	8,268,040	8,641,522	8,641,522	9,273,607

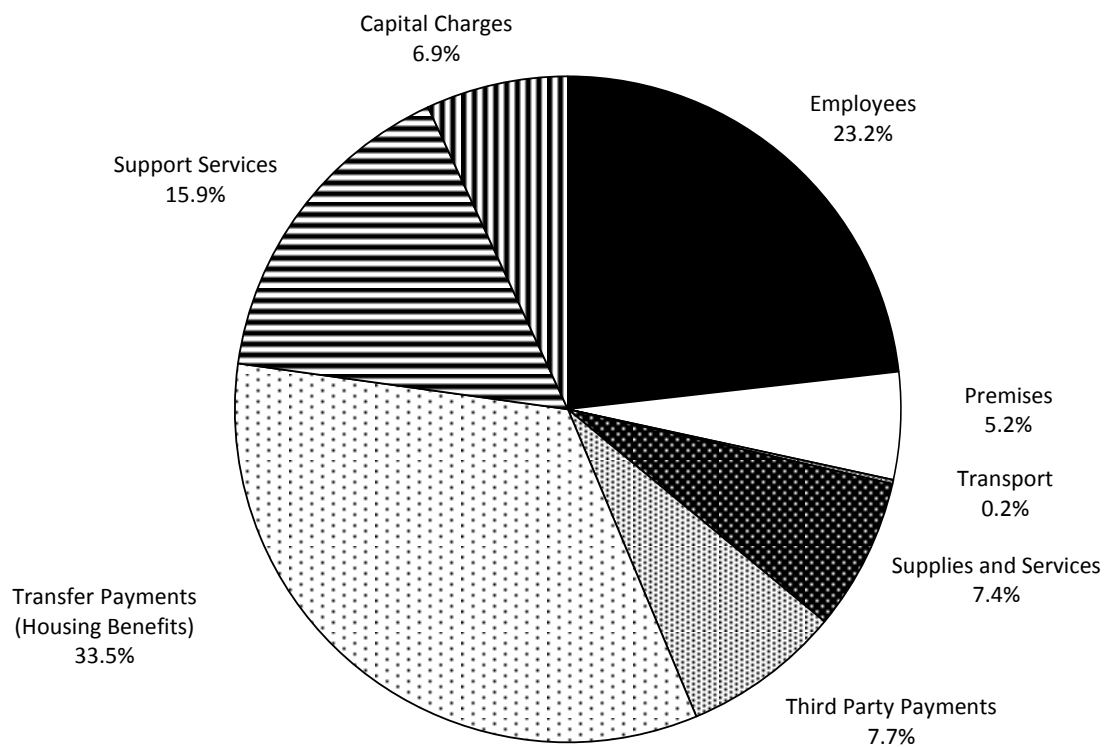
**SUBJECTIVE ANALYSIS:****EXPENDITURE:**

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
Employees	15,746,238	16,517,700	16,633,700	17,478,400
Premises	4,212,740	3,705,800	4,230,600	3,885,300
Transport	192,978	152,300	152,600	152,000
Supplies and Services	6,118,434	6,125,200	6,587,500	5,548,700
Third Party Payments	6,433,019	6,099,700	7,128,900	5,834,800
Transfer Payments (Housing Benefits)	27,960,055	27,040,100	25,293,000	25,293,000
Support Services	11,332,799	11,497,600	12,037,000	11,981,900
Capital Charges	4,356,087	5,236,200	5,236,200	5,236,200
TOTAL EXPENDITURE	76,352,350	76,374,600	77,299,500	75,410,300

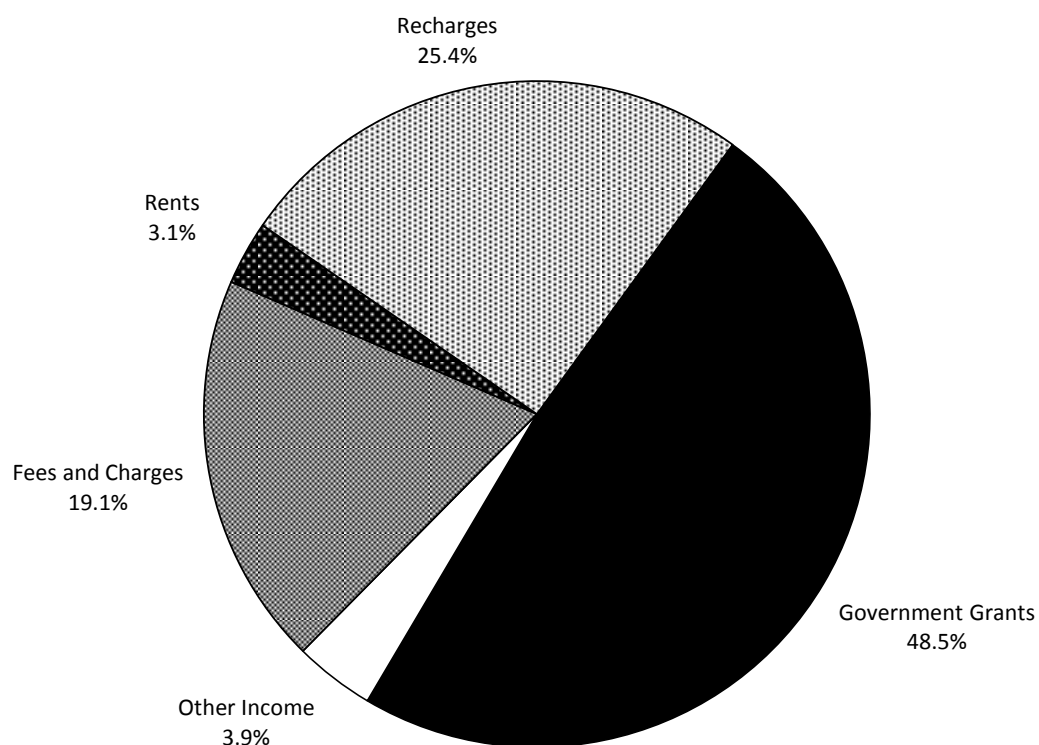
INCOME:

Government Grants	(29,698,014)	(28,009,000)	(26,664,300)	(26,541,800)
Other Grants and Contributions	(1,486,147)	(1,135,100)	(1,240,500)	(1,153,400)
Sales	(214,807)	(148,200)	(205,700)	(205,700)
Other Income	(1,160,567)	(772,100)	(805,800)	(796,800)
Fees and Charges	(9,392,942)	(9,217,000)	(9,576,500)	(10,424,900)
Rents	(1,461,712)	(1,646,400)	(1,647,100)	(1,684,700)
Recharges	(13,255,309)	(13,375,700)	(13,952,600)	(13,921,300)
TOTAL INCOME	(56,669,498)	(54,303,500)	(54,092,500)	(54,728,600)
NET COST OF GENERAL FUND SERVICES	19,682,852	22,071,100	23,207,000	20,681,700

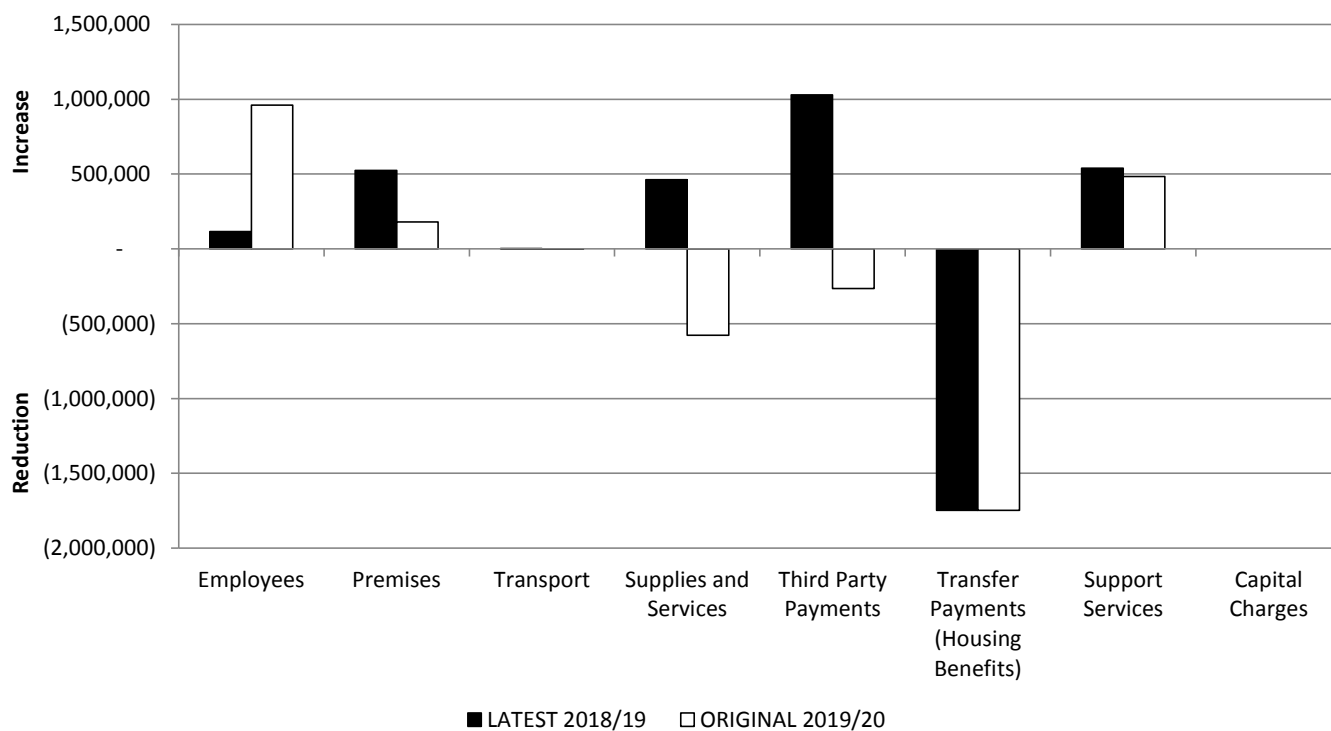
GENERAL FUND EXPENDITURE - 2019/20 BUDGETS



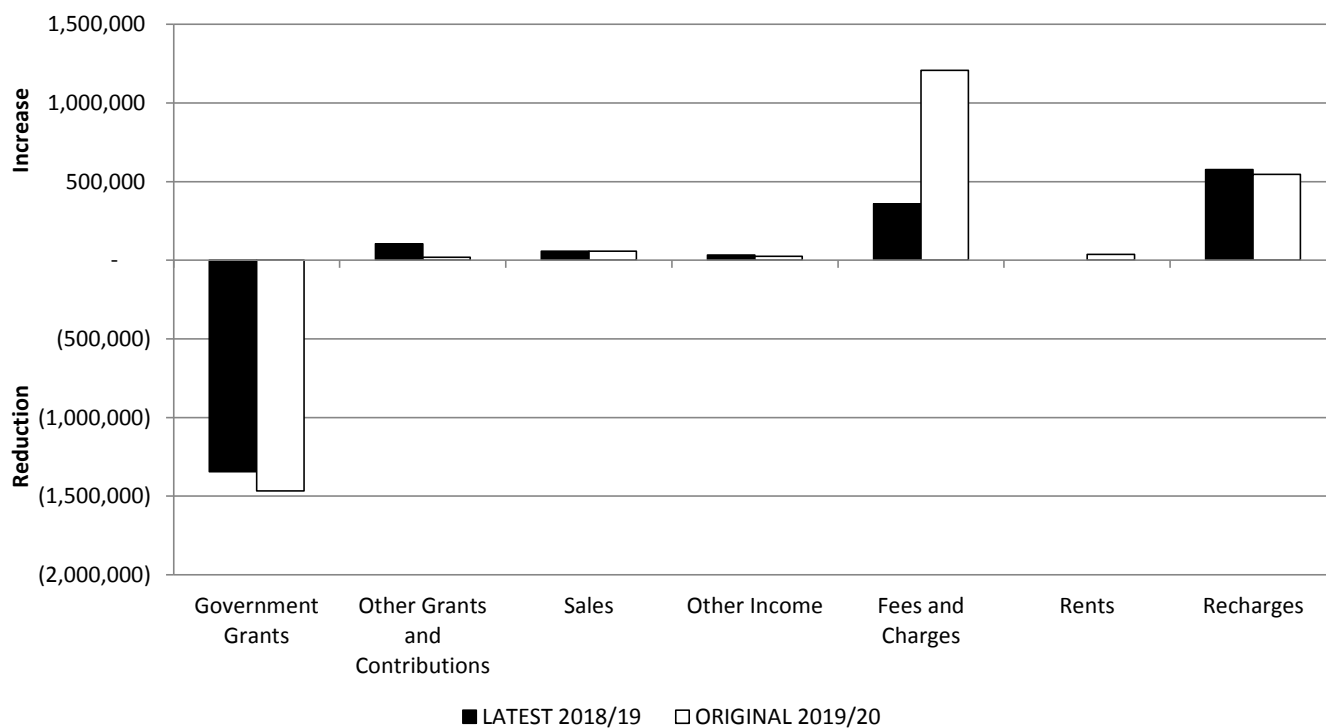
GENERAL FUND INCOME - 2019/20 BUDGETS



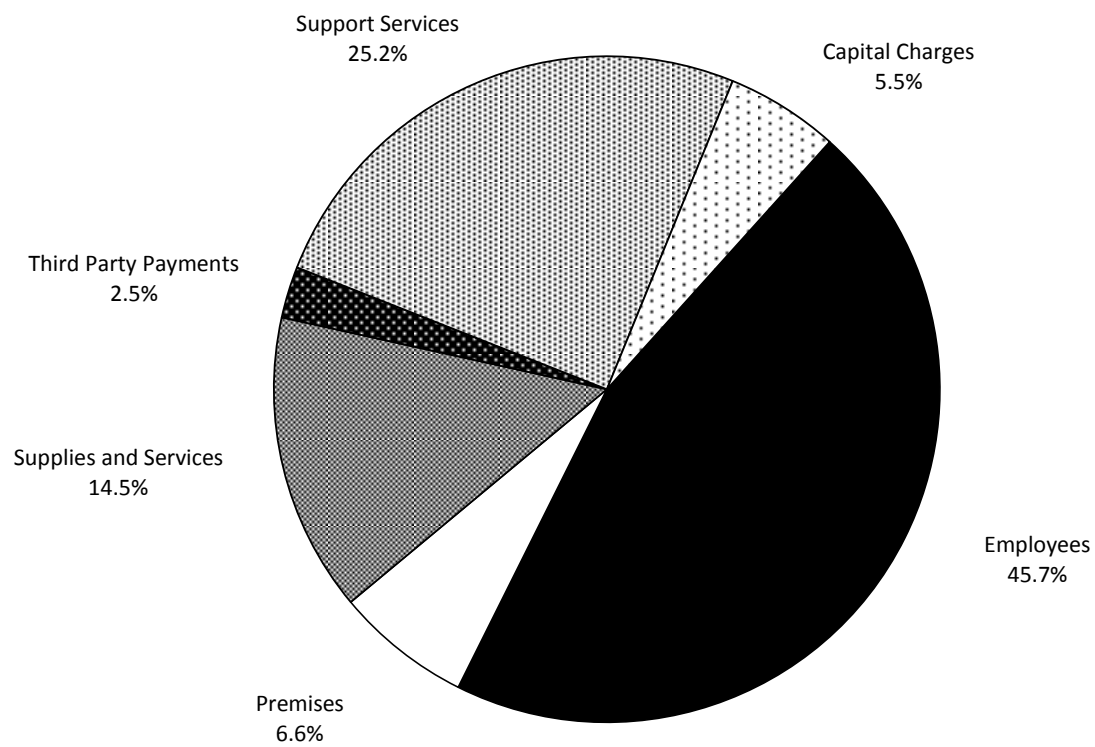
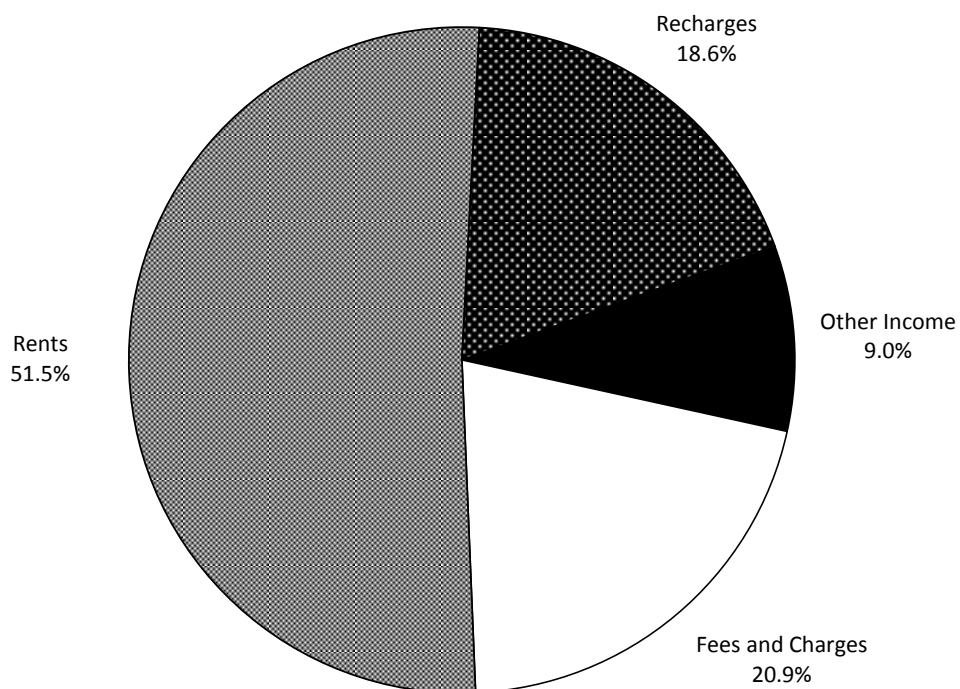
GENERAL FUND EXPENDITURE: CHANGE FROM 2018/19 ORIGINAL (£)



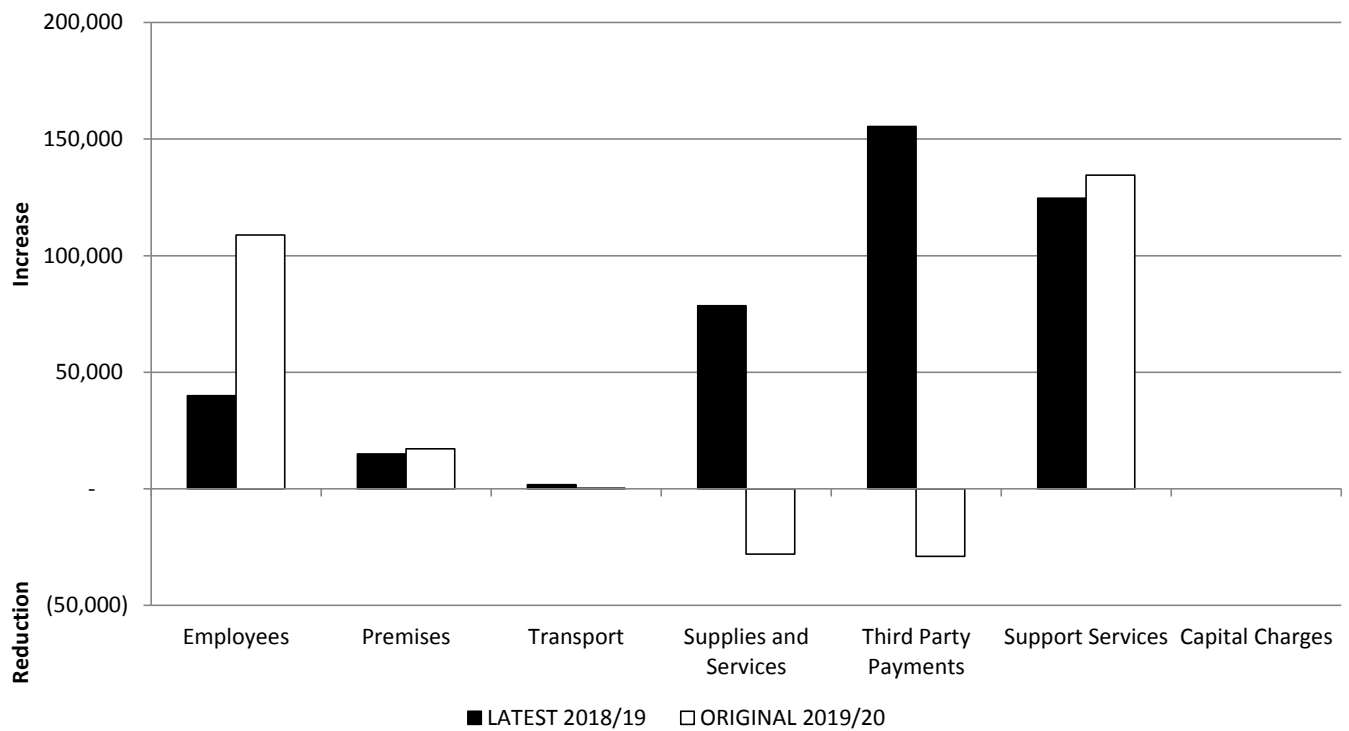
GENERAL FUND INCOME: CHANGE FROM 2018/19 ORIGINAL (£)



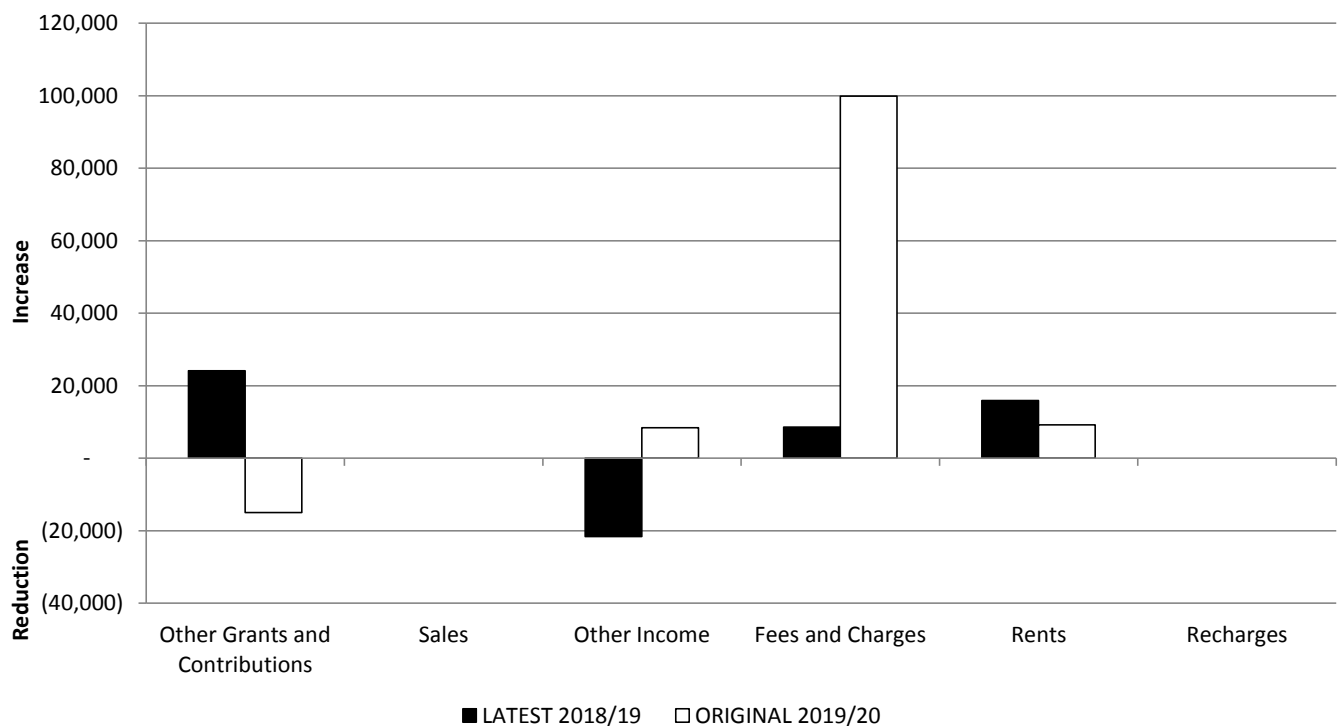
	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>BUSINESS (DEVELOPMENT SERVICES)</u>				
S1035 CHRISTMAS ILLUMINATIONS	44,211	25,700	32,200	32,400
S1240 MARKETS + MOPS	(21,718)	(21,100)	(23,000)	(23,200)
S1249 EVENTS MANAGEMENT	282,816	257,500	369,200	259,200
S2004 LOCAL LOTTERY	-	(15,000)	-	(30,000)
S2005 ADVERTISING INCOME	-	-	-	(100,000)
S2100 ORGANISATIONAL DEVELOPMENT	-	30,000	30,000	-
S3170 KENILWORTH PUBLIC SERVICE CENTRE	44,565	78,600	90,100	92,600
S3550 TOURISM	135,157	129,900	129,300	129,300
S3600 ECONOMIC DEVELOPMENT	185,392	164,600	165,500	156,600
S3650 ECONOMIC REGENERATION	73,888	66,300	79,700	80,800
S3660 ENTERPRISE DEVELOPMENT	84,233	114,100	87,500	97,200
S3676 26HT	(25,249)	(18,800)	(29,000)	(20,500)
S4570 POLICY AND PROJECTS	779,956	726,900	995,500	965,900
TOTAL BUSINESS (DEV SERVS) PORTFOLIO	1,583,251	1,538,700	1,927,000	1,640,300
<u>SUBJECTIVE ANALYSIS:</u>				
<u>EXPENDITURE:</u>				
Employees	839,789	965,600	1,005,600	1,074,500
Premises	195,852	139,100	154,100	156,300
Transport	4,873	8,000	9,800	8,300
Supplies and Services	414,531	360,400	438,900	332,400
Third Party Payments	150,825	87,700	243,100	58,800
Support Services	553,027	457,500	582,100	592,100
Capital Charges	52,664	129,000	129,000	129,000
TOTAL EXPENDITURE	2,211,561	2,147,300	2,562,600	2,351,400
<u>INCOME:</u>				
Other Grants and Contributions	(45,032)	(19,200)	(43,300)	(4,200)
Sales	(15)	-	-	-
Other Income	(39,867)	(51,400)	(29,800)	(59,800)
Fees and Charges	(57,917)	(48,900)	(57,500)	(148,800)
Rents	(353,279)	(356,900)	(372,800)	(366,100)
Recharges	(132,200)	(132,200)	(132,200)	(132,200)
TOTAL INCOME	(628,310)	(608,600)	(635,600)	(711,100)
NET COST OF BUSINESS (DEVELOPMENT SERVICES)	1,583,251	1,538,700	1,927,000	1,640,300

BUSINESS EXPENDITURE - 2019/20 BUDGETS**BUSINESS INCOME - 2019/20 BUDGETS**

BUSINESS EXPENDITURE: CHANGE FROM 2018/19 ORIGINAL (£)



BUSINESS INCOME: CHANGE FROM 2018/19 ORIGINAL (£)



BUSINESS (DEVELOPMENT SERVICES)

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1035 CHRISTMAS ILLUMINATIONS</u>				
DIRECT EXPENDITURE				
Premises	1,943	-	-	-
Supplies and Services	76,989	59,700	59,700	59,700
TOTAL DIRECT EXPENDITURE	78,932	59,700	59,700	59,700
DIRECT INCOME				
Other Income	(36,852)	(36,400)	(29,800)	(29,800)
TOTAL DIRECT INCOME	(36,852)	(36,400)	(29,800)	(29,800)
NET DIRECT (INCOME) / EXPENDITURE	42,080	23,300	29,900	29,900
Support Services	2,131	2,400	2,300	2,500
NET (INCOME) / EXPENDITURE TO SUMMARY	44,211	25,700	32,200	32,400

S1240 MARKETS + MOPS

DIRECT EXPENDITURE				
Premises	5,496	4,700	4,700	4,700
Supplies and Services	986	600	600	600
Third Party Payments	6,087	7,900	7,900	7,900
TOTAL DIRECT EXPENDITURE	12,569	13,200	13,200	13,200
DIRECT INCOME				
Fees and Charges	(6,147)	(8,200)	(8,200)	(8,200)
Rents	(30,792)	(31,000)	(31,000)	(31,000)
TOTAL DIRECT INCOME	(36,939)	(39,200)	(39,200)	(39,200)
NET DIRECT (INCOME) / EXPENDITURE	(24,370)	(26,000)	(26,000)	(26,000)
Support Services	2,652	4,900	3,000	2,800
NET (INCOME) / EXPENDITURE TO SUMMARY	(21,718)	(21,100)	(23,000)	(23,200)

BUSINESS (DEVELOPMENT SERVICES)**S1249 EVENTS MANAGEMENT**

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
DIRECT EXPENDITURE				
Employees	153,605	158,700	156,100	163,500
Transport	1,254	2,900	2,900	2,900
Supplies and Services	125,005	114,800	176,500	84,800
Third Party Payments	2,412	1,000	31,000	1,000
TOTAL DIRECT EXPENDITURE	282,276	277,400	366,500	252,200
DIRECT INCOME				
Other Grants and Contributions	(4,842)	(19,200)	(6,600)	(4,200)
Other Income	(115)	-	-	-
Fees and Charges	(25,730)	(26,300)	(23,300)	(23,300)
TOTAL DIRECT INCOME	(30,687)	(45,500)	(29,900)	(27,500)
NET DIRECT (INCOME) / EXPENDITURE	251,589	231,900	336,600	224,700
Support Services	79,227	73,600	80,600	82,500
Recharges	(48,000)	(48,000)	(48,000)	(48,000)
NET (INCOME) / EXPENDITURE TO SUMMARY	282,816	257,500	369,200	259,200

Variations:Supplies and Services:

Men's Cycle Tour	47,400	-
Women's Cycle Tour - 2018/19 only	-	(30,000)
National Bowls Championships	9,300	-

Third Party Payments:

Economic Impact Assessment (September Executive - Contingency budget)	30,000	-
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Other Grants and Contributions:

Contributions towards Town Centre Managers' costs no longer received	15,000	15,000
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S2004 LOCAL LOTTERY

DIRECT INCOME				
Other Income	-	(15,000)	-	(30,000)
TOTAL DIRECT INCOME	-	(15,000)	-	(30,000)
NET (INCOME) / EXPENDITURE TO SUMMARY	-	(15,000)	-	(30,000)

Variations:Other Income:

Lottery start date delayed	15,000	-
Full year effect of new lottery	-	(15,000)

BUSINESS (DEVELOPMENT SERVICES)

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S2005 ADVERTISING INCOME</u>				
DIRECT INCOME				
Fees and Charges	-	-	-	(100,000)
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL DIRECT INCOME	-	-	-	(100,000)
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
NET (INCOME) / EXPENDITURE TO SUMMARY	-	-	-	(100,000)
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Variations:Fees and Charges:

Generation of additional advertising income	-	(100,000)
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S2100 ORGANISATIONAL DEVELOPMENT

DIRECT EXPENDITURE				
Third Party Payments	-	30,000	30,000	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL DIRECT EXPENDITURE	-	30,000	30,000	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
NET (INCOME) / EXPENDITURE TO SUMMARY	-	30,000	30,000	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Variations:Third Party Payments:

Performance Management Review 2018/19 only	-	(30,000)
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BUSINESS (DEVELOPMENT SERVICES)

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S3170 KENILWORTH PUBLIC SERVICE CENTRE</u>				
DIRECT EXPENDITURE				
Premises	64,673	49,700	52,300	53,500
Supplies and Services	996	1,500	1,500	600
Third Party Payments	3,801	9,200	9,500	9,500
TOTAL DIRECT EXPENDITURE	69,470	60,400	63,300	63,600
DIRECT INCOME				
Fees and Charges	(307)	-	-	-
Rents	(39,818)	(42,300)	(42,300)	(42,300)
TOTAL DIRECT INCOME	(40,125)	(42,300)	(42,300)	(42,300)
NET DIRECT (INCOME) / EXPENDITURE	29,345	18,100	21,000	21,300
Support Services	14,754	11,600	20,200	22,400
Capital Charges	466	48,900	48,900	48,900
NET (INCOME) / EXPENDITURE TO SUMMARY	44,565	78,600	90,100	92,600

S3550 TOURISM

DIRECT EXPENDITURE				
Supplies and Services	117,012	110,300	110,300	110,300
Third Party Payments	-	500	500	500
TOTAL DIRECT EXPENDITURE	117,012	110,800	110,800	110,800
Support Services	18,145	19,100	18,500	18,500
NET (INCOME) / EXPENDITURE TO SUMMARY	135,157	129,900	129,300	129,300

BUSINESS (DEVELOPMENT SERVICES)

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S3600 ECONOMIC DEVELOPMENT</u>				
DIRECT EXPENDITURE				
Employees	44,295	50,700	50,100	52,600
Transport	175	1,000	1,000	1,000
Supplies and Services	43,493	31,200	43,200	31,200
Third Party Payments	14,341	-	-	-
TOTAL DIRECT EXPENDITURE	102,304	82,900	94,300	84,800
DIRECT INCOME				
Other Income	(2,900)	-	-	-
TOTAL DIRECT INCOME	(2,900)	-	-	-
NET DIRECT (INCOME) / EXPENDITURE	99,404	82,900	94,300	84,800
Support Services	85,988	81,700	71,200	71,800
NET (INCOME) / EXPENDITURE TO SUMMARY	185,392	164,600	165,500	156,600

Variations:Supplies and Services:

CWLEP Business Festival contribution - vired from Contingency

10,000

-

Support Services:

Change in allocations

(10,500)

(9,900)

S3650 ECONOMIC REGENERATION

DIRECT EXPENDITURE				
Supplies and Services	854	-	-	-
TOTAL DIRECT EXPENDITURE	854	-	-	-
Support Services	73,034	66,300	79,700	80,800
NET (INCOME) / EXPENDITURE TO SUMMARY	73,888	66,300	79,700	80,800

Variations:Support Services:

Change in allocations

13,400

14,500

BUSINESS (DEVELOPMENT SERVICES)

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S3660 ENTERPRISE DEVELOPMENT</u>				
DIRECT EXPENDITURE				
Employees	113,694	127,000	113,200	115,100
Premises	116,476	75,000	87,100	88,100
Transport	1,700	2,700	4,500	3,000
Supplies and Services	22,802	24,000	28,800	26,900
Third Party Payments	6,819	2,600	2,600	2,600
TOTAL DIRECT EXPENDITURE	261,491	231,300	236,200	235,700
DIRECT INCOME				
Fees and Charges	(24,298)	(13,000)	(24,600)	(15,900)
Rents	(237,455)	(239,800)	(245,200)	(247,000)
TOTAL DIRECT INCOME	(261,753)	(252,800)	(269,800)	(262,900)
NET DIRECT (INCOME) / EXPENDITURE	(262)	(21,500)	(33,600)	(27,200)
Support Services	32,504	55,500	41,000	44,300
Capital Charges	51,991	80,100	80,100	80,100
NET (INCOME) / EXPENDITURE TO SUMMARY	84,233	114,100	87,500	97,200

Variations:Employees:

Staff hours reduced	(10,900)	(9,400)
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Fees and Charges:

Increased activity	(11,600)	-
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Support Services:

Change in allocations	(14,500)	(11,200)
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BUSINESS (DEVELOPMENT SERVICES)

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S3676 26HT</u>				
DIRECT EXPENDITURE				
Premises	7,264	9,700	10,000	10,000
Supplies and Services	13,426	15,900	15,900	15,900
TOTAL DIRECT EXPENDITURE	20,690	25,600	25,900	25,900
DIRECT INCOME				
Fees and Charges	(1,435)	(1,400)	(1,400)	(1,400)
Rents	(45,214)	(43,800)	(54,300)	(45,800)
TOTAL DIRECT INCOME	(46,649)	(45,200)	(55,700)	(47,200)
NET DIRECT (INCOME) / EXPENDITURE	(25,959)	(19,600)	(29,800)	(21,300)
Support Services	710	800	800	800
NET (INCOME) / EXPENDITURE TO SUMMARY	(25,249)	(18,800)	(29,000)	(20,500)

Variations:Rents:

Increased rentals

(10,500)

-

BUSINESS (DEVELOPMENT SERVICES)

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S4570 POLICY AND PROJECTS</u>				
DIRECT EXPENDITURE				
Employees	528,195	629,200	686,200	743,300
Transport	1,744	1,400	1,400	1,400
Supplies and Services	12,968	2,400	2,400	2,400
Third Party Payments	117,365	36,500	161,600	37,300
TOTAL DIRECT EXPENDITURE	660,272	669,500	851,600	784,400
DIRECT INCOME				
Other Grants and Contributions	(40,190)	-	(36,700)	-
Sales	(15)	-	-	-
TOTAL DIRECT INCOME	(40,205)	-	(36,700)	-
NET DIRECT (INCOME) / EXPENDITURE	620,067	669,500	814,900	784,400
Support Services	243,882	141,600	264,800	265,700
Capital Charges	207	-	-	-
Recharges	(84,200)	(84,200)	(84,200)	(84,200)
NET (INCOME) / EXPENDITURE TO SUMMARY	779,956	726,900	995,500	965,900

Variations:**Employees:**

Temporary posts funded from grants and reserves	79,700	105,900
Staff vacancies	(29,400)	-
Pay award	-	10,000

Third Party Payments:

Inward Investment - Creative Hub	25,300	-
Kenilworth School valuations	29,000	-
Interactive Futures (May Executive)	20,000	-
Europa Way Masterplan	25,000	-
Gallows Hill Masterplan	25,000	-

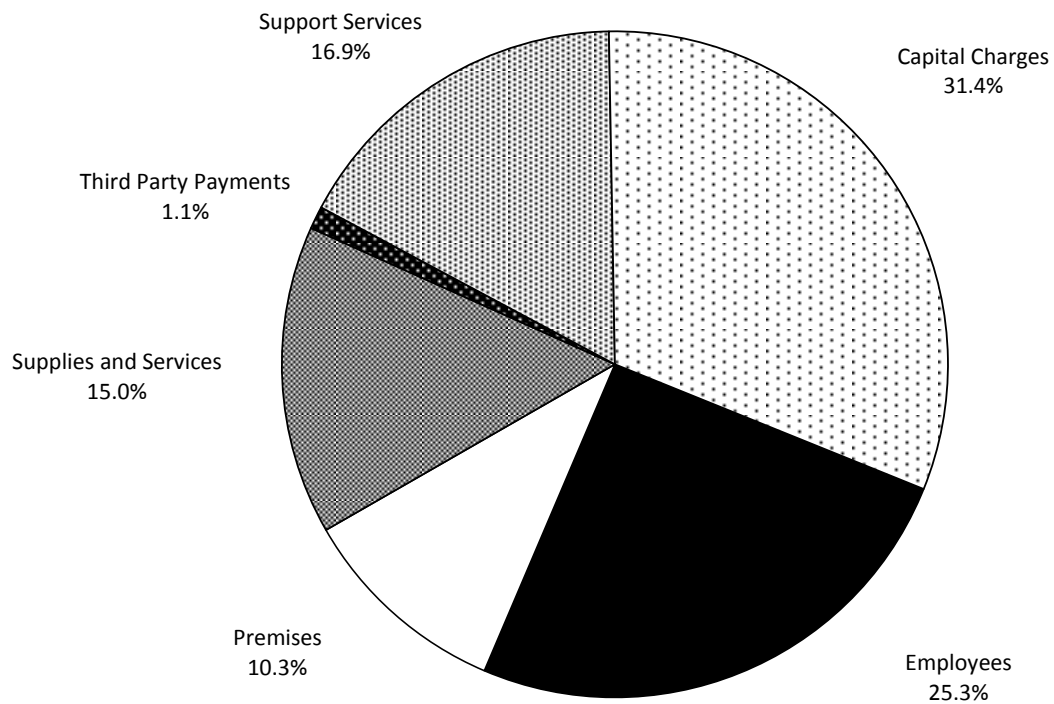
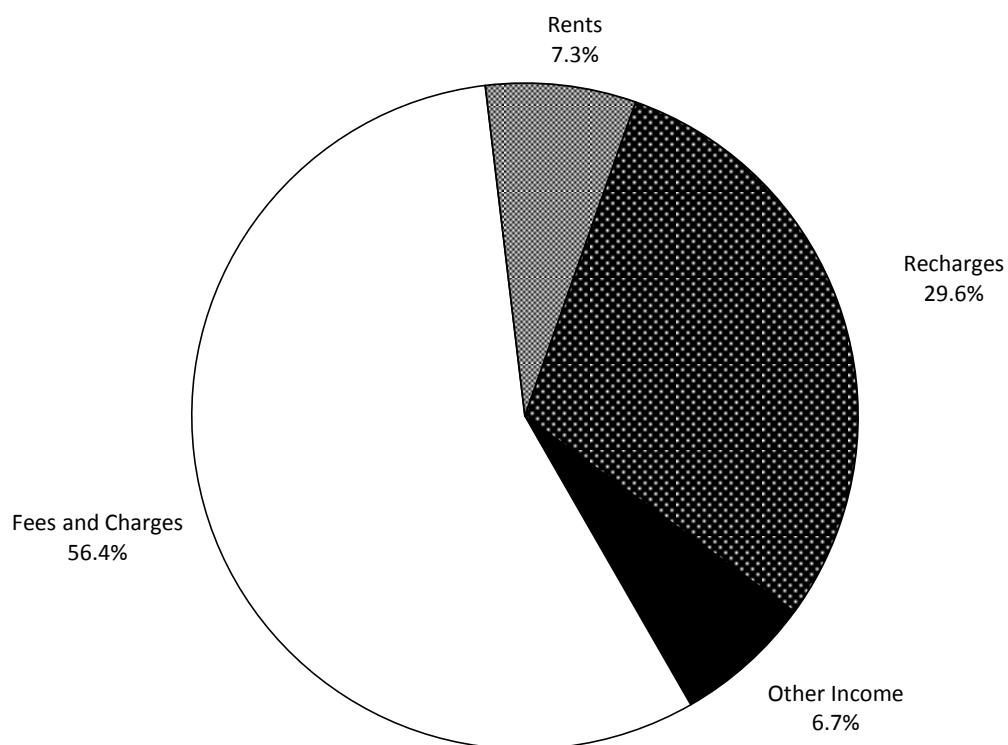
Other Grants and Contributions:

Section 106 fees received	(36,700)	-
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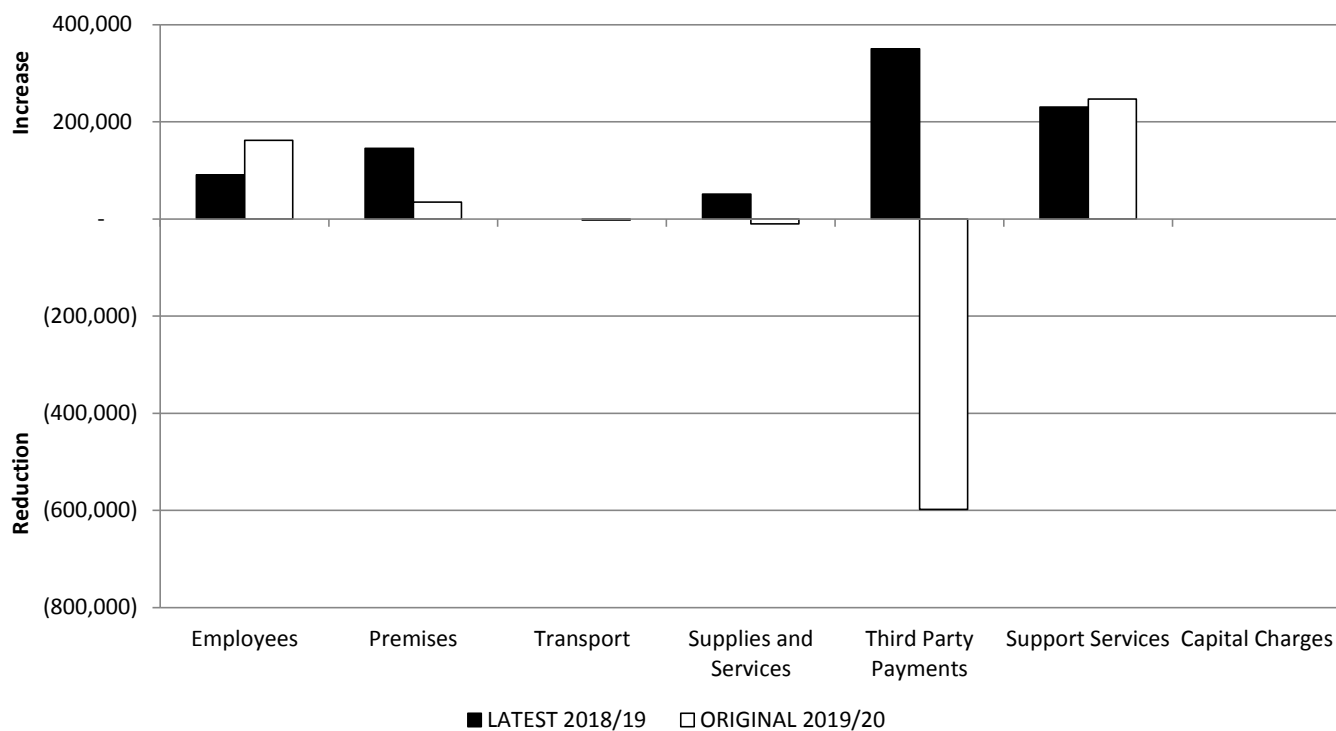
Support Services:

Change in allocations	123,200	124,100
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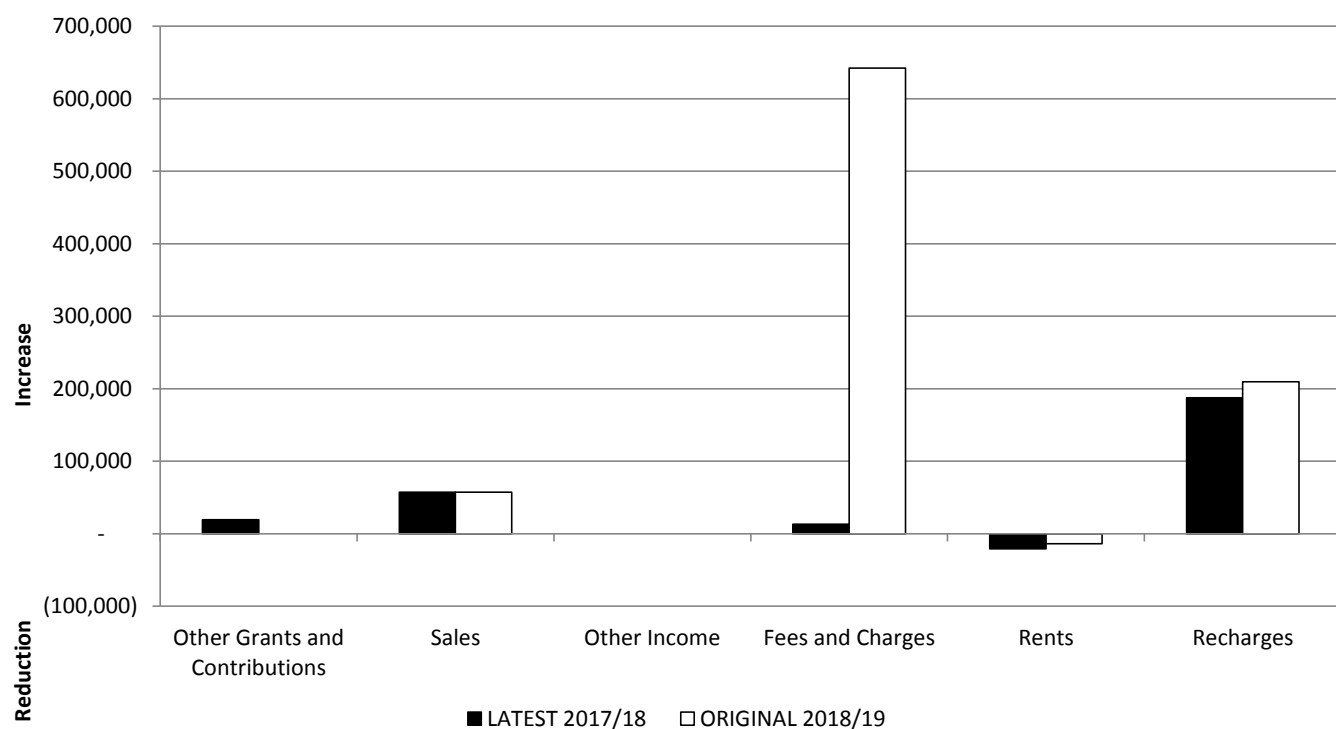
	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>CULTURAL SERVICES</u>				
S1275 GOLF COURSE	875,839	51,900	205,700	80,600
S1280 EDMONDSCOTE SPORTS TRACK	173,392	130,100	150,500	145,200
S1288 OUTDOOR RECREATION	160,083	104,700	183,300	157,700
S1261 COMMONWEALTH GAMES 2022	-	-	45,700	53,200
S1295 LILLINGTON COMMUNITY CENTRE	13,152	11,200	13,700	8,500
S1297 CLIENT MONITORING TEAM	614,771	841,900	640,800	(495,200)
S1305 YOUTH SPORT DEVELOPMENT	111,904	92,400	117,400	118,500
S1313 HEAD OF CULTURAL SERVICES	-	-	-	-
S1330 TOWN HALL FACILITIES	-	-	-	-
S1335 ROYAL SPA CENTRE	723,315	823,400	784,500	812,200
S1356 CATERING CONTRACT	(42,871)	(57,600)	(56,700)	(56,900)
S1365 SPORTS FACILITIES ADMIN	-	-	-	-
S1367 SPORTS & LEISURE OPTIONS	419,266	167,700	556,900	287,500
S1370 ST. NICHOLAS PARK LC	235,611	240,600	240,600	240,600
S1375 ABBEY FIELDS SP	154,612	168,500	168,500	168,500
S1380 NEWBOLD COMYN LC	343,543	368,900	368,900	368,900
S1385 CASTLE FARM RC	108,636	130,800	131,800	130,800
S1390 MYTON SCHOOL DUAL USE	1,413	-	-	-
S1400 MEADOW COMMUNITY SPORTS CENTRE	15,991	-	-	-
S1405 ROYAL PUMP ROOMS	924,441	1,278,100	1,404,000	1,267,200
S3550 TOURISM	47,224	43,600	50,500	46,100
TOTAL CULTURAL SERVICES	4,880,322	4,396,200	5,006,100	3,333,400
 <u>SUBJECTIVE ANALYSIS:</u>				
<u>EXPENDITURE:</u>				
Employees	1,671,920	1,455,900	1,546,500	1,617,700
Premises	826,814	621,600	767,100	656,400
Transport	3,183	5,600	5,300	3,100
Supplies and Services	1,124,683	967,100	1,018,100	957,100
Third Party Payments	783,200	671,200	1,021,400	73,200
Support Services	1,174,317	831,500	1,061,700	1,078,100
Capital Charges	1,927,200	2,003,300	2,003,300	2,003,300
TOTAL EXPENDITURE	7,511,317	6,556,200	7,423,400	6,388,900
 <u>INCOME:</u>				
Other Grants and Contributions	(37,603)	-	(19,500)	-
Sales	(212,270)	(145,800)	(203,300)	(203,300)
Other Income	(7,523)	(1,100)	(1,100)	(1,100)
Fees and Charges	(1,249,030)	(1,082,900)	(1,096,200)	(1,725,200)
Rents	(221,147)	(235,700)	(215,000)	(221,900)
Recharges	(903,422)	(694,500)	(882,200)	(904,000)
TOTAL INCOME	(2,630,995)	(2,160,000)	(2,417,300)	(3,055,500)
 NET COST OF CULTURAL SERVICES	 4,880,322	 4,396,200	 5,006,100	 3,333,400

CULTURAL SERVICES EXPENDITURE - 2019/20 BUDGETS**CULTURAL SERVICES INCOME - 2019/20 BUDGETS**

CULTURAL SERVICES EXPENDITURE: CHANGE FROM 2018/19 ORIGINAL (£)



CULTURAL SERVICES INCOME: CHANGE FROM 2018/19 ORIGINAL (£)



CULTURAL SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1275 GOLF COURSE</u>				
DIRECT EXPENDITURE				
Premises	29,197	10,500	12,700	12,800
Supplies and Services	3,038	-	-	-
Third Party Payments	10,911	-	142,500	-
TOTAL DIRECT EXPENDITURE	43,146	10,500	155,200	12,800
DIRECT INCOME				
Other Grants and Contributions	(17,500)	-	(17,500)	-
Rents	1,812	(24,000)	-	-
TOTAL DIRECT INCOME	(15,688)	(24,000)	(17,500)	-
NET DIRECT (INCOME) / EXPENDITURE	27,458	(13,500)	137,700	12,800
Support Services	22,238	21,800	24,400	24,200
Capital Charges	826,143	43,600	43,600	43,600
NET (INCOME) / EXPENDITURE TO SUMMARY	875,839	51,900	205,700	80,600

Variations:Third Party Payments:

Consultants Fees	50,000	-
Grounds Maintenance Costs carried forward from 2017/18	42,500	-
Additional Grounds Maintenance costs (March Executive)	50,000	-

Other Grants and Contributions:

Negotiated settlement with course operator	(17,500)	-
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Rents:

Lost rent following course closure	24,000	24,000
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CULTURAL SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1280 EDMONDSCOTE SPORTS TRACK</u>				
DIRECT EXPENDITURE				
Premises	65,754	16,600	17,600	17,600
Supplies and Services	6,278	1,500	9,900	3,500
Third Party Payments	8,258	12,100	12,100	12,400
TOTAL DIRECT EXPENDITURE	80,290	30,200	39,600	33,500
DIRECT INCOME				
Fees and Charges	(19,726)	(15,800)	(17,000)	(17,000)
Rents	(247)	(200)	(200)	(200)
TOTAL DIRECT INCOME	(19,973)	(16,000)	(17,200)	(17,200)
NET DIRECT (INCOME) / EXPENDITURE	60,317	14,200	22,400	16,300
Support Services	27,508	19,000	31,200	32,000
Capital Charges	85,567	96,900	96,900	96,900
NET (INCOME) / EXPENDITURE TO SUMMARY	173,392	130,100	150,500	145,200

Variations:Support Services:

Change in allocations

12,200

13,000

CULTURAL SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1288 OUTDOOR RECREATION</u>				
DIRECT EXPENDITURE				
Premises	44,472	30,300	31,000	31,300
Transport	-	300	300	300
Supplies and Services	3,934	4,700	16,300	4,800
Third Party Payments	66,235	53,700	70,100	55,000
TOTAL DIRECT EXPENDITURE	114,641	89,000	117,700	91,400
DIRECT INCOME				
Fees and Charges	(28,428)	(32,400)	(32,400)	(33,000)
Rents	(14,800)	(14,900)	(14,900)	(14,900)
TOTAL DIRECT INCOME	(43,228)	(47,300)	(47,300)	(47,900)
NET DIRECT (INCOME) / EXPENDITURE	71,413	41,700	70,400	43,500
Support Services	51,322	8,700	58,600	59,900
Capital Charges	37,348	54,300	54,300	54,300
NET (INCOME) / EXPENDITURE TO SUMMARY	160,083	104,700	183,300	157,700

Variations:Supplies and Services:

S106 funded sports equipment

12,500

-

Third Party Payments:

Playing Pitch Strategy - earmarked reserve carried forward from 2017/18

16,400

-

Support Services:

Change in allocations

49,900

51,200

CULTURAL SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1261 COMMONWEALTH GAMES 2022</u>				
DIRECT EXPENDITURE				
Employees	-	-	44,300	51,800
TOTAL DIRECT EXPENDITURE	-	-	44,300	51,800
Support Services	-	-	1,400	1,400
NET (INCOME) / EXPENDITURE TO SUMMARY	-	-	45,700	53,200

Variations:**Employees:**

Commonwealth Games 2022 Project Officer	38,900	45,300
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CULTURAL SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1295 LILLINGTON COMMUNITY CENTRE</u>				
DIRECT EXPENDITURE				
Employees	5,143	4,300	4,600	4,700
Premises	4,094	3,000	3,300	3,300
Supplies and Services	5	200	200	200
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL DIRECT EXPENDITURE	9,242	7,500	8,100	8,200
	<hr/>	<hr/>	<hr/>	<hr/>
DIRECT INCOME				
Rents	(2,364)	(1,400)	(2,600)	(8,000)
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL DIRECT INCOME	(2,364)	(1,400)	(2,600)	(8,000)
	<hr/>	<hr/>	<hr/>	<hr/>
NET DIRECT (INCOME) / EXPENDITURE	6,878	6,100	5,500	200
	<hr/>	<hr/>	<hr/>	<hr/>
Support Services	4,584	2,100	5,200	5,300
Capital Charges	1,690	3,000	3,000	3,000
	<hr/>	<hr/>	<hr/>	<hr/>
NET (INCOME) / EXPENDITURE TO SUMMARY	13,152	11,200	13,700	8,500
	<hr/>	<hr/>	<hr/>	<hr/>

CULTURAL SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1297 CLIENT MONITORING TEAM</u>				
DIRECT EXPENDITURE				
Employees	186,397	238,100	195,200	195,700
Transport	582	3,500	1,500	1,000
Supplies and Services	3,837	11,700	7,600	10,100
Third Party Payments	500,000	500,000	502,500	-
TOTAL DIRECT EXPENDITURE	690,816	753,300	706,800	206,800
DIRECT INCOME				
Fees and Charges	-	-	-	(635,400)
TOTAL DIRECT INCOME	-	-	-	(635,400)
NET DIRECT (INCOME) / EXPENDITURE	690,816	753,300	706,800	(428,600)
Support Services	104,055	88,600	114,100	113,500
Recharges	(180,100)	-	(180,100)	(180,100)
NET (INCOME) / EXPENDITURE TO SUMMARY	614,771	841,900	640,800	(495,200)

Variations:**Employees:**

Sports Programme Manager and Project Officer transferred to Leisure Options	(48,900)	(48,900)
Temporary Sports Officer	10,800	-
Administrative post made permanent	-	8,000

Third Party Payments:

Payment to Sports and Leisure Manger time limited	-	(500,000)
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Fees and Charges:

Concession fees due from Sports and Leisure Manger	-	(635,400)
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Support Services:

Change in allocations	25,500	24,900
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Recharges:

Change in allocations	(180,100)	(180,100)
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CULTURAL SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1305 YOUTH SPORT DEVELOPMENT</u>				
DIRECT EXPENDITURE				
Employees	2,384	7,600	4,000	2,600
Supplies and Services	33,217	32,600	32,600	32,600
Third Party Payments	53	-	-	-
TOTAL DIRECT EXPENDITURE	35,654	40,200	36,600	35,200
DIRECT INCOME				
Fees and Charges	(826)	(1,500)	(1,500)	-
TOTAL DIRECT INCOME	(826)	(1,500)	(1,500)	-
NET DIRECT (INCOME) / EXPENDITURE	34,828	38,700	35,100	35,200
Support Services	77,076	53,700	82,300	83,300
NET (INCOME) / EXPENDITURE TO SUMMARY	111,904	92,400	117,400	118,500

Variations:Support Services:

Change in allocations

28,600

29,600

S1313 HEAD OF CULTURAL SERVICES

DIRECT EXPENDITURE				
Employees	94,767	94,200	92,700	94,700
Supplies and Services	273	-	300	300
TOTAL DIRECT EXPENDITURE	95,040	94,200	93,000	95,000
Support Services	22,558	12,400	12,700	14,100
Recharges	(117,598)	(106,600)	(105,700)	(109,100)
NET (INCOME) / EXPENDITURE TO SUMMARY	-	-	-	-

CULTURAL SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1330 TOWN HALL FACILITIES</u>				
DIRECT EXPENDITURE				
Employees	187,665	183,300	185,400	194,000
Premises	141,066	123,500	131,100	133,100
Transport	9	-	-	-
Supplies and Services	14,608	13,000	13,100	13,100
Third Party Payments	886	1,200	1,200	1,200
TOTAL DIRECT EXPENDITURE	344,234	321,000	330,800	341,400
DIRECT INCOME				
Fees and Charges	(62,816)	(78,800)	(65,800)	(65,800)
Rents	(38,093)	(40,400)	(40,900)	(40,900)
TOTAL DIRECT INCOME	(100,909)	(119,200)	(106,700)	(106,700)
NET DIRECT (INCOME) / EXPENDITURE	243,325	201,800	224,100	234,700
Support Services	204,765	182,700	171,600	179,400
Capital Charges	77,113	200,700	200,700	200,700
Recharges	(525,203)	(585,200)	(596,400)	(614,800)
NET (INCOME) / EXPENDITURE TO SUMMARY	-	-	-	-

Variations:**Employees:**

Pay award	-	13,200
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Fees and Charges:

Lettings income budget overstated	13,000	13,000
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CULTURAL SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1335 ROYAL SPA CENTRE</u>				
DIRECT EXPENDITURE				
Employees	452,530	445,600	455,700	482,400
Premises	133,638	148,000	152,800	153,700
Transport	814	300	300	300
Supplies and Services	895,601	799,900	789,000	789,000
Third Party Payments	769	4,200	4,300	4,300
TOTAL DIRECT EXPENDITURE	1,483,352	1,398,000	1,402,100	1,429,700
DIRECT INCOME				
Sales	(180,432)	(130,600)	(188,100)	(188,100)
Other Income	(53)	-	-	-
Fees and Charges	(989,509)	(953,900)	(967,500)	(967,500)
TOTAL DIRECT INCOME	(1,169,994)	(1,084,500)	(1,155,600)	(1,155,600)
NET DIRECT (INCOME) / EXPENDITURE	313,358	313,500	246,500	274,100
Support Services	218,706	239,000	267,100	267,200
Capital Charges	191,251	270,900	270,900	270,900
Recharges	-	-	-	-
NET (INCOME) / EXPENDITURE TO SUMMARY	723,315	823,400	784,500	812,200

Variations:**Employees:**

Pay award	11,400	28,000
Apprentice	-	13,400

Supplies and Services:

Increased bar activity	14,200	14,200
WDC Shows - reduced cost of artiste fees	(30,800)	(30,800)

Sales:

Increased bar activity	(57,500)	(57,500)
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Fees and Charges:

Increased activity	(13,600)	(13,600)
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Support Services:

Change in allocations	28,100	28,200
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CULTURAL SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1356 CATERING CONTRACT</u>				
DIRECT EXPENDITURE				
Premises	26,427	25,600	26,900	28,400
Supplies and Services	5,194	-	-	-
Third Party Payments	3,648	-	-	-
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TOTAL DIRECT EXPENDITURE	35,269	25,600	26,900	28,400
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DIRECT INCOME				
Rents	(86,321)	(91,000)	(92,600)	(94,100)
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TOTAL DIRECT INCOME	(86,321)	(91,000)	(92,600)	(94,100)
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NET DIRECT (INCOME) / EXPENDITURE	(51,052)	(65,400)	(65,700)	(65,700)
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Support Services	8,181	7,800	9,000	8,800
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NET (INCOME) / EXPENDITURE TO SUMMARY	(42,871)	(57,600)	(56,700)	(56,900)
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CULTURAL SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1365 SPORTS FACILITIES ADMIN</u>				
DIRECT EXPENDITURE				
Employees	7,138	-	-	-
Premises	(274)	-	-	-
Transport	460	-	-	-
Supplies and Services	6,090	-	-	-
Third Party Payments	43	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL DIRECT EXPENDITURE	13,457	-	-	-
Support Services	62,282	-	-	-
Capital Charges	4,782	-	-	-
Recharges	(80,521)	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
NET (INCOME) / EXPENDITURE TO SUMMARY	-	-	-	-
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S1367 SPORTS & LEISURE OPTIONS

DIRECT EXPENDITURE				
Employees	114,210	54,800	155,700	165,100
Supplies and Services	3,465	-	-	-
Third Party Payments	192,053	100,000	288,700	300
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL DIRECT EXPENDITURE	309,728	154,800	444,400	165,400
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DIRECT INCOME				
Sales	(180)	-	-	-
Fees and Charges	-	-	(11,500)	(6,000)
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TOTAL DIRECT INCOME	(180)	-	(11,500)	(6,000)
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NET DIRECT (INCOME) / EXPENDITURE	309,548	154,800	432,900	159,400
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Support Services	109,718	12,900	124,000	128,100
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NET DIRECT (INCOME) / EXPENDITURE	419,266	167,700	556,900	287,500
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Variations:Employees:

Temporary posts and post extensions	88,300	96,900
IAS19 Pension adjustments	10,900	11,400

Third Party Payments:

Earmarked Reserve carried forward from 2017/18: Kenilworth Phase 2 works	100,000	-
Europa Way Phase 2 time limited project including slippage from 2017/18	89,100	(95,000)

Fees and Charges:

Whitnash Hub contributions	(11,500)	(6,000)
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Support Services:

Change in allocations	111,100	115,200
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CULTURAL SERVICES**S1370 ST. NICHOLAS PARK LC**

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
DIRECT EXPENDITURE				
Employees	60,450	-	-	-
Premises	40,262	-	-	-
Supplies and Services	3,850	-	-	-
Third Party Payments	86	-	-	-
TOTAL DIRECT EXPENDITURE	104,648	-	-	-
DIRECT INCOME				
Other Income	(9)	-	-	-
Fees and Charges	(43,805)	-	-	-
Rents	(3,242)	-	-	-
TOTAL DIRECT INCOME	(47,056)	-	-	-
NET DIRECT (INCOME) / EXPENDITURE	57,592	-	-	-
Support Services	25,839	-	-	-
Capital Charges	152,180	240,600	240,600	240,600
NET (INCOME) / EXPENDITURE TO SUMMARY	235,611	240,600	240,600	240,600

S1375 ABBEY FIELDS SP

DIRECT EXPENDITURE				
Employees	49,952	-	-	-
Premises	40,294	-	-	-
Transport	-	-	-	-
Supplies and Services	3,482	-	-	-
Third Party Payments	86	-	-	-
TOTAL DIRECT EXPENDITURE	93,814	-	-	-
DIRECT INCOME				
Sales	(597)	-	-	-
Other Income	(52)	-	-	-
Fees and Charges	(58,789)	-	-	-
Rents	(771)	-	-	-
TOTAL DIRECT INCOME	(60,209)	-	-	-
NET DIRECT (INCOME) / EXPENDITURE	33,605	-	-	-
Support Services	13,081	-	-	-
Capital Charges	107,926	168,500	168,500	168,500
NET (INCOME) / EXPENDITURE TO SUMMARY	154,612	168,500	168,500	168,500

CULTURAL SERVICES**S1380 NEWBOLD COMYN LC**

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
DIRECT EXPENDITURE				
Employees	74,287	-	-	-
Premises	2,352	-	-	-
Supplies and Services	1,582	-	-	-
Third Party Payments	86	-	-	-
TOTAL DIRECT EXPENDITURE	78,307	-	-	-
DIRECT INCOME				
Fees and Charges	324	-	-	-
TOTAL DIRECT INCOME	324	-	-	-
NET DIRECT (INCOME) / EXPENDITURE	78,631	-	-	-
Support Services	26,501	-	-	-
Capital Charges	238,411	368,900	368,900	368,900
NET (INCOME) / EXPENDITURE TO SUMMARY	343,543	368,900	368,900	368,900

S1385 CASTLE FARM RC

DIRECT EXPENDITURE				
Employees	27,455	-	-	-
Premises	19,770	-	-	-
Supplies and Services	1,924	-	1,000	-
Third Party Payments	86	-	-	-
TOTAL DIRECT EXPENDITURE	49,235	-	1,000	-
DIRECT INCOME				
Fees and Charges	(25,461)	-	-	-
Rents	(665)	-	-	-
TOTAL DIRECT INCOME	(26,126)	-	-	-
NET DIRECT (INCOME) / EXPENDITURE	23,109	-	1,000	-
Support Services	12,580	-	-	-
Capital Charges	72,947	130,800	130,800	130,800
NET (INCOME) / EXPENDITURE TO SUMMARY	108,636	130,800	131,800	130,800

CULTURAL SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1390 MYTON SCHOOL DUAL USE</u>				
DIRECT EXPENDITURE				
Employees	4,278	-	-	-
Premises	2,519	-	-	-
Supplies and Services	239	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL DIRECT EXPENDITURE	7,036	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
DIRECT INCOME				
Sports Hall Fees	(8,414)	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL DIRECT INCOME	(8,414)	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
NET DIRECT (INCOME) / EXPENDITURE	(1,378)	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Support Services	2,791	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
NET (INCOME) / EXPENDITURE TO SUMMARY	1,413	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>

S1400 MEADOW COMMUNITY SPORTS CENTRE

DIRECT EXPENDITURE				
Employees	11,552	-	-	-
Premises	4,272	-	-	-
Supplies and Services	464	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL DIRECT EXPENDITURE	16,288	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
DIRECT INCOME				
Fees and Charges	(7,288)	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL DIRECT INCOME	(7,288)	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
NET DIRECT (INCOME) / EXPENDITURE	9,000	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Support Services	6,991	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
NET (INCOME) / EXPENDITURE TO SUMMARY	15,991	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>

CULTURAL SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1405 ROYAL PUMP ROOMS</u>				
DIRECT EXPENDITURE				
Employees	360,764	400,700	381,900	397,800
Premises	257,475	247,000	374,300	258,600
Transport	1,318	1,500	3,200	1,500
Supplies and Services	127,284	90,500	128,600	90,500
TOTAL DIRECT EXPENDITURE	746,841	739,700	888,000	748,400
DIRECT INCOME				
Other Grants and Contributions	(20,103)	-	(2,000)	-
Sales	(19,462)	(1,900)	(1,900)	(1,900)
Other Income	(7,409)	(1,100)	(1,100)	(1,100)
Fees and Charges	(3,251)	-	-	-
Rents	(76,456)	(63,800)	(63,800)	(63,800)
TOTAL DIRECT INCOME	(126,681)	(66,800)	(68,800)	(66,800)
NET DIRECT (INCOME) / EXPENDITURE	620,160	672,900	819,200	681,600
Support Services	172,439	182,800	159,700	160,500
Capital Charges	131,842	425,100	425,100	425,100
Recharges	-	(2,700)	-	-
NET (INCOME) / EXPENDITURE TO SUMMARY	924,441	1,278,100	1,404,000	1,267,200

Variations:**Employees:**

IAS 19 Pension adjustments	(9,200)	(8,100)
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Premises:

Royal Pump Rooms Concourse - earmarked reserve carried forward from 2017/18	20,000	-
Pump Room Catering Improvements - Executive May 2018	100,000	-
Revised Corporate Repairs and Maintenance Programme	10,900	10,900

Supplies and Services:

Exhibitions / Arts Development Programme (funded from prior year contributions)	39,800	-
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Support Services:

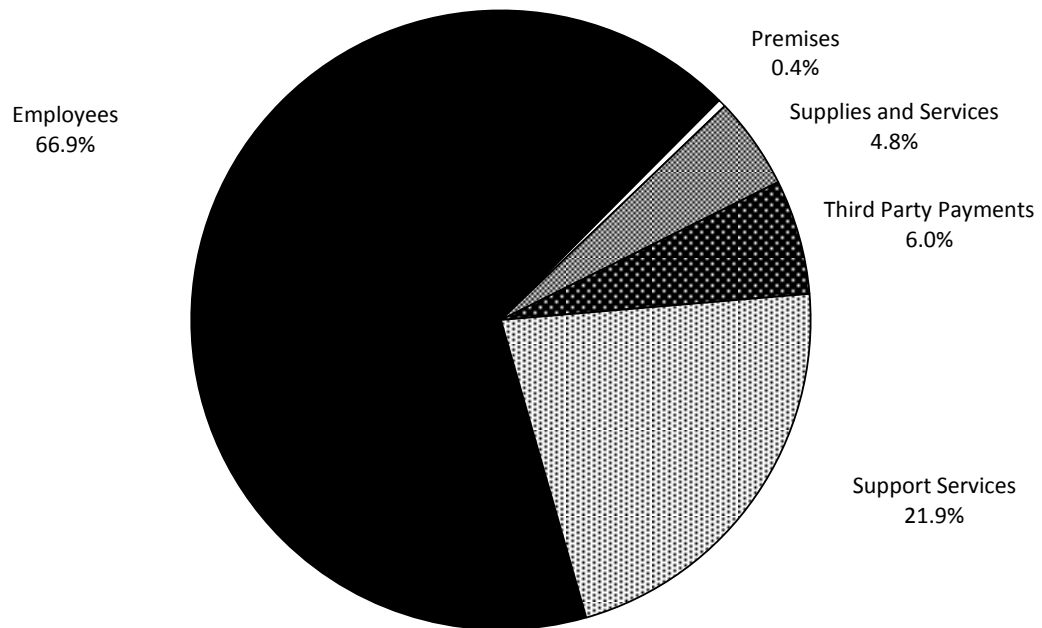
Change in allocations	(23,100)	(22,300)
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CULTURAL SERVICES

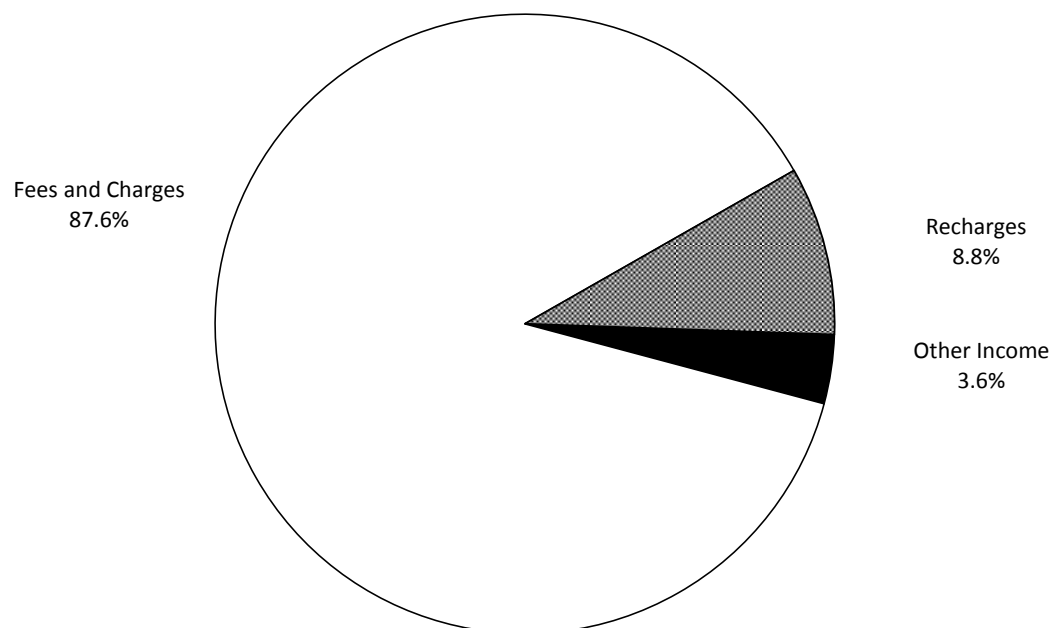
	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S3550 TOURISM</u>				
DIRECT EXPENDITURE				
Employees	32,948	27,300	27,000	28,900
Premises	15,496	17,100	17,400	17,600
Supplies and Services	10,318	13,000	19,500	13,000
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TOTAL DIRECT EXPENDITURE	58,762	57,400	63,900	59,500
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DIRECT INCOME				
Sales	(11,599)	(13,300)	(13,300)	(13,300)
Fees and Charges	(1,041)	(500)	(500)	(500)
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TOTAL DIRECT INCOME	(12,640)	(13,800)	(13,800)	(13,800)
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NET DIRECT (INCOME) / EXPENDITURE	46,122	43,600	50,100	45,700
	<hr/>	<hr/>	<hr/>	<hr/>
Support Services	1,102	-	400	400
	<hr/>	<hr/>	<hr/>	<hr/>
NET (INCOME) / EXPENDITURE TO SUMMARY	47,224	43,600	50,500	46,100
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	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>DEVELOPMENT SERVICES</u>				
S4510 DEVELOPMENT SERVICES MGT	-	-	-	-
S4540 DEVELOPMENT CONTROL	225,110	275,200	76,300	91,300
S4570 POLICY AND PROJECTS	(32,021)	-	-	-
S4600 BUILDING CONTROL	178,183	241,900	162,100	186,500
S4840 LOCAL LAND CHARGES	(277,398)	(76,700)	(37,800)	(51,300)
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL DEVELOPMENT SERVICES	93,874	440,400	200,600	226,500
	<hr/>	<hr/>	<hr/>	<hr/>
 <u>SUBJECTIVE ANALYSIS:</u>				
<u>EXPENDITURE:</u>				
Employees	1,876,227	2,000,200	2,027,300	2,092,200
Premises	-	11,500	11,500	11,500
Transport	55,094	38,400	38,400	38,400
Supplies and Services	(57,163)	115,900	116,000	112,700
Third Party Payments	231,101	181,500	187,100	187,100
Support Services	702,999	712,300	684,600	685,500
Capital Charges	847	800	800	800
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL EXPENDITURE	2,809,105	3,060,600	3,065,700	3,128,200
	<hr/>	<hr/>	<hr/>	<hr/>
<u>INCOME:</u>				
Government Grants	(32,578)	-	-	-
Other Income	(140,058)	(105,100)	(105,100)	(105,100)
Fees and Charges	(2,278,927)	(2,253,800)	(2,539,100)	(2,542,800)
Recharges	(263,668)	(261,300)	(220,900)	(253,800)
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TOTAL INCOME	(2,715,231)	(2,620,200)	(2,865,100)	(2,901,700)
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NET COST OF DEVELOPMENT SERVICES	93,874	440,400	200,600	226,500
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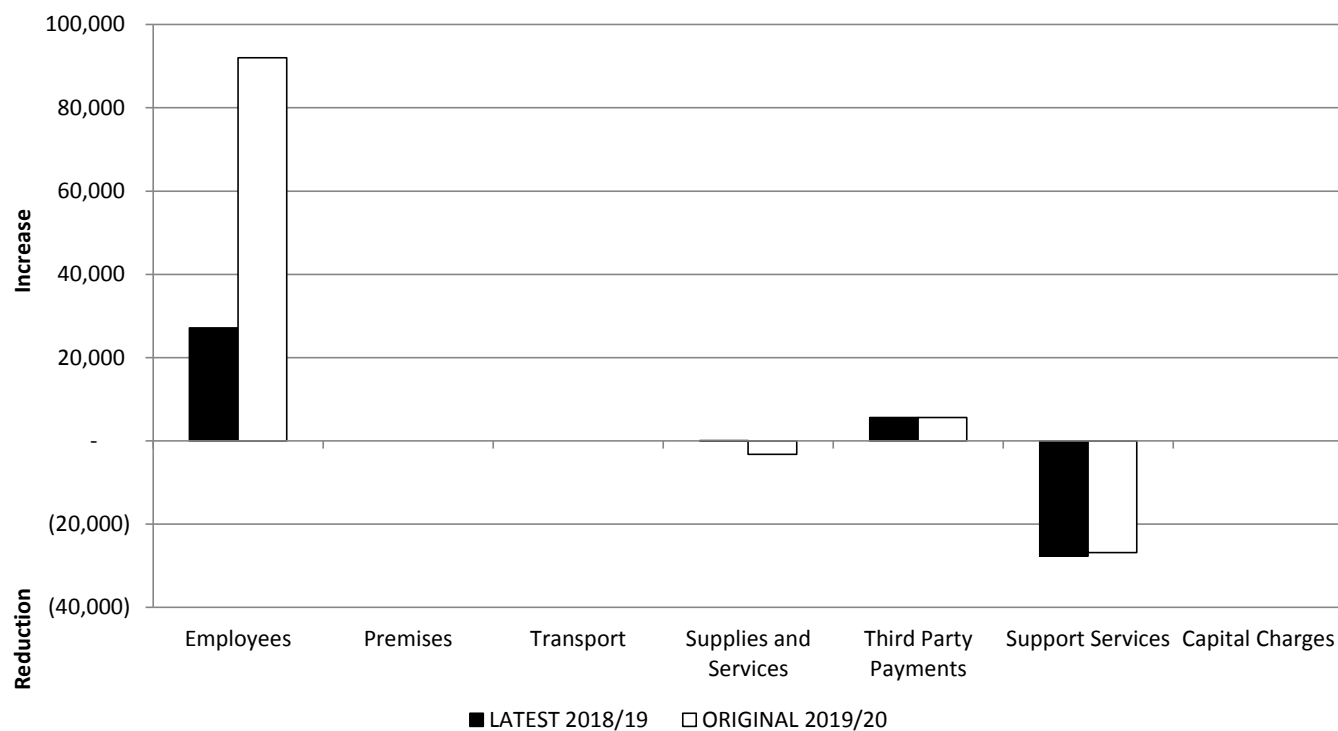
DEVELOPMENT SERVICES EXPENDITURE - 2019/20 BUDGETS



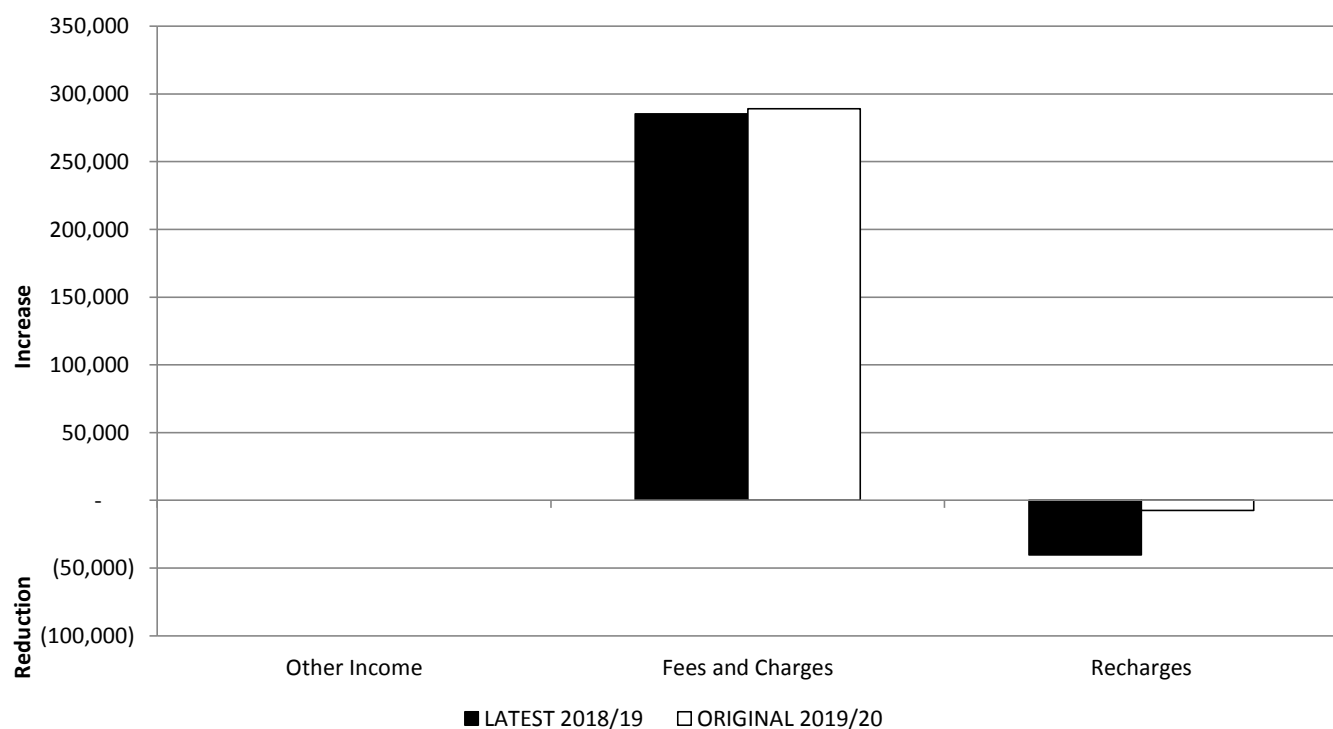
DEVELOPMENT SERVICES INCOME - 2019/20 BUDGETS



DEVELOPMENT SERVICES EXPENDITURE: CHANGE FROM 2018/19 ORIGINAL (£)



DEVELOPMENT SERVICES INCOME: CHANGE FROM 2018/19 ORIGINAL (£)



DEVELOPMENT SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S4510 DEVELOPMENT SERVICES MGT</u>				
DIRECT EXPENDITURE				
Employees	98,551	94,300	89,800	93,000
Transport	68	500	500	500
Supplies and Services	9,343	12,800	12,800	9,400
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TOTAL DIRECT EXPENDITURE	107,962	107,600	103,100	102,900
Support Services	61,259	55,500	38,700	44,000
Capital Charges	847	800	800	800
Recharges	(170,068)	(163,900)	(142,600)	(147,700)
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NET (INCOME) / EXPENDITURE TO SUMMARY	-	-	-	-
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Variations:**Support Services:**

Change in allocations	(16,800)	(11,500)
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Recharges:

Change in amount of costs to be recharged	21,300	16,200
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DEVELOPMENT SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S4540 DEVELOPMENT CONTROL</u>				
DIRECT EXPENDITURE				
Employees	1,008,812	1,080,400	1,140,800	1,172,700
Transport	12,752	7,200	7,200	7,200
Supplies and Services	57,447	62,100	62,100	62,100
Third Party Payments	179,025	130,300	131,800	131,800
TOTAL DIRECT EXPENDITURE	1,258,036	1,280,000	1,341,900	1,373,800
DIRECT INCOME				
Other Income	(123)	(100)	(100)	(100)
Fees and Charges	(1,352,602)	(1,361,200)	(1,621,200)	(1,631,200)
TOTAL DIRECT INCOME	(1,352,725)	(1,361,300)	(1,621,300)	(1,631,300)
NET DIRECT (INCOME) / EXPENDITURE	(94,689)	(81,300)	(279,400)	(257,500)
Support Services	398,799	435,200	434,700	427,800
Recharges	(79,000)	(78,700)	(79,000)	(79,000)
NET (INCOME) / EXPENDITURE TO SUMMARY	225,110	275,200	76,300	91,300

Variations:**Employees:**

Agency staff - earmarked reserve carried forward from 2017/18	11,400	-
Reserve funded posts	89,200	90,900
Restructure	(19,400)	(10,300)
Pay award / regradings	7,000	32,300
IAS19 Pension adjustments	(26,200)	(18,000)

Fees and Charges:

Increased fee income	(260,000)	(530,000)
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S4570 POLICY AND PROJECTS

DIRECT EXPENDITURE				
Third Party Payments	1,554	-	-	-
TOTAL DIRECT EXPENDITURE	1,554	-	-	-
DIRECT INCOME				
Other Income	(33,575)	-	-	-
TOTAL DIRECT INCOME	(33,575)	-	-	-
NET (INCOME) / EXPENDITURE TO SUMMARY	(32,021)	-	-	-

DEVELOPMENT SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S4600 BUILDING CONTROL</u>				
DIRECT EXPENDITURE				
Employees	768,749	825,400	796,600	826,400
Premises	-	11,500	11,500	11,500
Transport	42,274	30,700	30,700	30,700
Supplies and Services	29,855	30,800	30,800	30,800
Third Party Payments	2,544	5,700	5,700	5,700
TOTAL DIRECT EXPENDITURE	843,422	904,100	875,300	905,100
DIRECT INCOME				
Other Income	(106,360)	(105,000)	(105,000)	(105,000)
Fees and Charges	(753,943)	(727,600)	(767,600)	(767,600)
TOTAL DIRECT INCOME	(860,303)	(832,600)	(872,600)	(872,600)
NET DIRECT (INCOME) / EXPENDITURE	(16,881)	71,500	2,700	32,500
Support Services	209,664	189,100	158,700	181,100
Recharges	(14,600)	(18,700)	700	(27,100)
NET (INCOME) / EXPENDITURE TO SUMMARY	178,183	241,900	162,100	186,500

Variations:**Employees:**

Pay award	7,100	21,900
Staff vacancies	(15,100)	(5,500)
IAS 19 Pension Adjustments	(18,700)	(16,500)

Fees and Charges:

Increased activity	(40,000)	(40,000)
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Support Services:

Change in allocations	(30,400)	(8,000)
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Recharges:

Change in amount of costs to be recharged	19,400	(8,400)
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DEVELOPMENT SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S4840 LOCAL LAND CHARGES</u>				
DIRECT EXPENDITURE				
Employees	115	100	100	100
Supplies and Services	(153,808)	10,200	10,300	10,400
Third Party Payments	47,978	45,500	49,600	49,600
TOTAL DIRECT EXPENDITURE	(105,715)	55,800	60,000	60,100
DIRECT INCOME				
Government Grants	(32,578)	-	-	-
Fees and Charges	(172,382)	(165,000)	(150,300)	(144,000)
TOTAL DIRECT INCOME	(204,960)	(165,000)	(150,300)	(144,000)
NET DIRECT (INCOME) / EXPENDITURE	(310,675)	(109,200)	(90,300)	(83,900)
Support Services	33,277	32,500	52,500	32,600
NET (INCOME) / EXPENDITURE TO SUMMARY	(277,398)	(76,700)	(37,800)	(51,300)

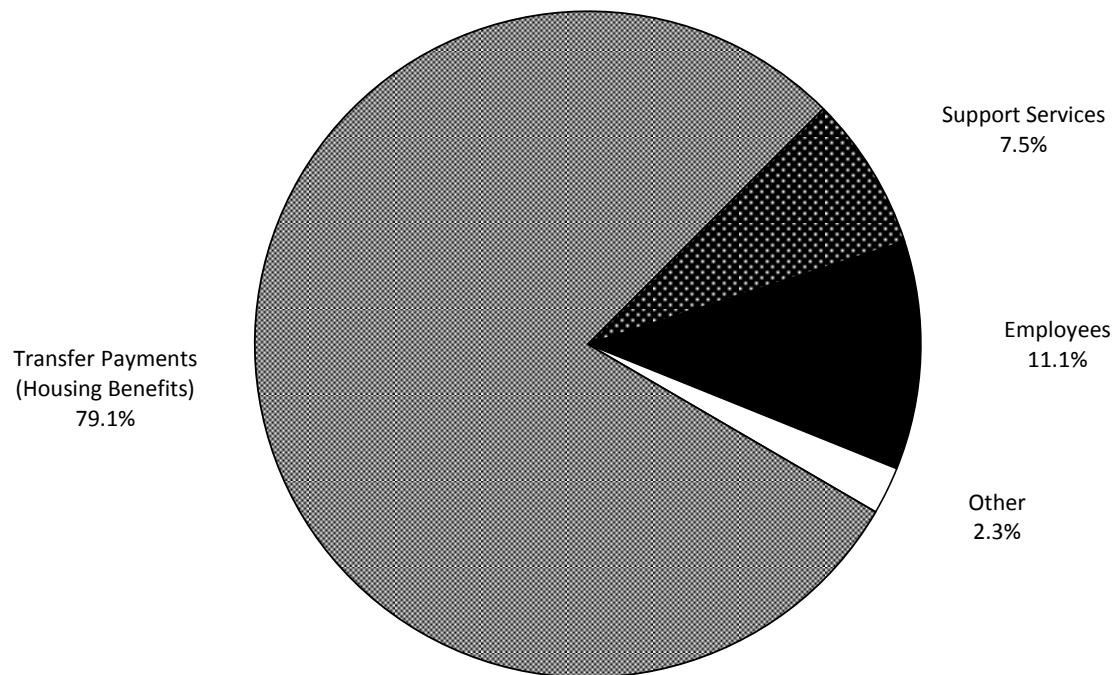
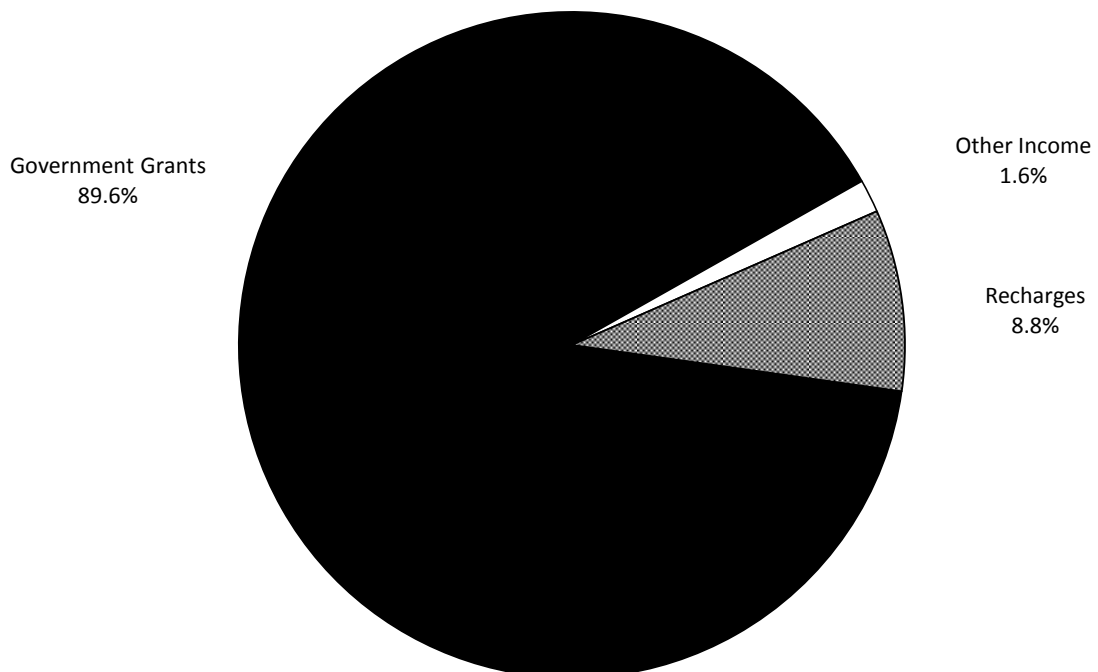
Variations:**Fees and Charges:**

Loss of LLC1 Fee, now administered by Land Registry	14,700	21,000
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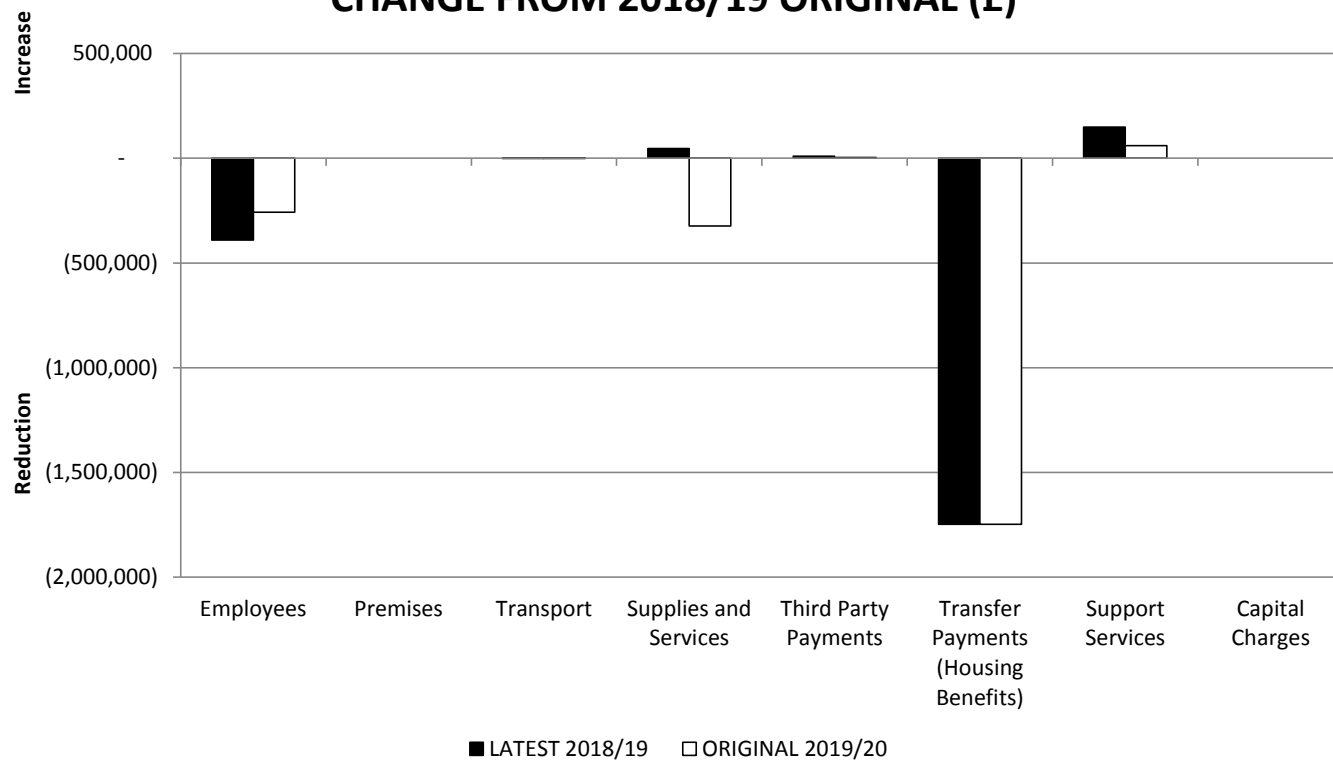
Support Services:

Change in allocations	20,000	-
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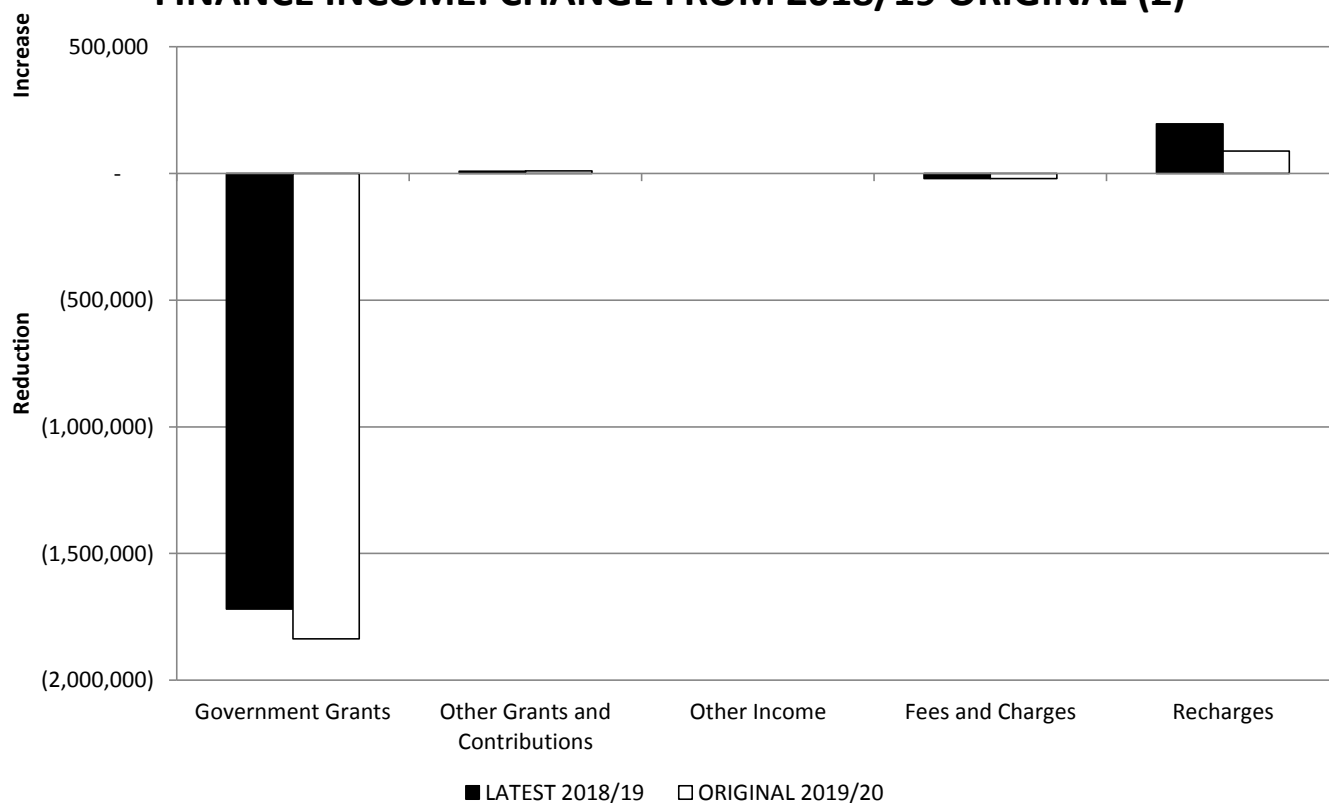
	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>FINANCE</u>				
S1410 FINANCE MANAGEMENT	-	(13,800)	-	-
S1417 PROCUREMENT	-	20,000	-	-
S1418 FINANCIAL SERVICES TEAM	-	-	-	-
S1425 ACCOUNTANCY	-	87,200	-	-
S1440 NON-DISTRIBUTED COSTS	221,145	148,900	145,800	145,600
S1460 TREASURY MANAGEMENT	93,181	78,800	91,700	86,800
S1461 CONTINGENCY BUDGETS	-	935,000	274,400	266,000
S1465 CORPORATE MANAGEMENT	625,703	690,100	764,700	714,900
S1468 PARISH COUNCIL SUPPORT	91,615	34,800	35,300	3,400
S1578 AUDIT & RISK	-	-	-	-
S2315 ASSISTED TRAVEL PASSES	(231)	-	-	-
S3050 REVENUES	830,519	752,800	1,005,800	907,300
S3100 ONE STOP SHOPS	-	-	-	-
S3200 RECEPTION FACILITIES & LEAMINGTON OSS	-	(41,700)	-	-
S3250 BENEFITS	461,973	613,300	589,900	674,700
TOTAL FINANCE	2,323,905	3,305,400	2,907,600	2,798,700
<u>SUBJECTIVE ANALYSIS:</u>				
<u>EXPENDITURE:</u>				
Employees	3,253,959	3,825,100	3,433,800	3,567,400
Premises	1,038	-	-	-
Transport	10,912	9,800	9,700	9,700
Supplies and Services	588,341	933,100	980,300	610,500
Third Party Payments	81,336	73,600	84,100	77,400
Transfer Payments (Housing Benefits)	27,960,055	27,040,100	25,293,000	25,293,000
Support Services	2,243,549	2,324,800	2,473,200	2,384,500
Capital Charges	30,775	34,900	34,900	34,900
TOTAL EXPENDITURE	34,169,965	34,241,400	32,309,000	31,977,400
<u>INCOME:</u>				
Government Grants	(28,981,644)	(27,986,600)	(26,267,200)	(26,150,000)
Other Grants and Contributions	(84,501)	(79,400)	(88,100)	(90,200)
Other Income	(33,819)	(13,700)	(13,700)	(13,700)
Fees and Charges	(344,262)	(380,000)	(360,000)	(360,000)
Recharges	(2,401,834)	(2,476,300)	(2,672,400)	(2,564,800)
TOTAL INCOME	(31,846,060)	(30,936,000)	(29,401,400)	(29,178,700)
NET COST OF FINANCE	2,323,905	3,305,400	2,907,600	2,798,700

FINANCE EXPENDITURE - 2019/20 BUDGETS**FINANCE INCOME - 2019/20 BUDGETS**

FINANCE EXPENDITURE: CHANGE FROM 2018/19 ORIGINAL (£)



FINANCE INCOME: CHANGE FROM 2018/19 ORIGINAL (£)



FINANCE**S1410 FINANCE MANAGEMENT**

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
DIRECT EXPENDITURE				
Employees	119,039	118,300	116,500	119,100
Transport	545	300	300	300
Supplies and Services	6,763	(8,900)	7,700	7,400
Third Party Payments	739	-	-	-
TOTAL DIRECT EXPENDITURE	127,086	109,700	124,500	126,800
DIRECT INCOME				
Other Income	(20)	-	-	-
TOTAL DIRECT INCOME	(20)	-	-	-
NET DIRECT (INCOME) / EXPENDITURE	127,066	109,700	124,500	126,800
Support Services	61,978	77,700	61,900	61,900
Recharges	(189,044)	(201,200)	(186,400)	(188,700)
NET (INCOME) / EXPENDITURE TO SUMMARY	-	(13,800)	-	-

Variations:Supplies and Services:

Fit For The Future savings not achievable	13,800	13,800
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Support Services:

Change in allocations	(15,800)	(15,800)
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Recharges:

Change in amount of costs to be recharged	14,800	12,500
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FINANCE**S1417 PROCUREMENT**

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
DIRECT EXPENDITURE				
Employees	85,053	103,100	87,200	98,400
Transport	1,268	800	800	800
Supplies and Services	1,044	3,100	4,100	4,100
Third Party Payments	13,919	20,600	25,600	23,700
TOTAL DIRECT EXPENDITURE	101,284	127,600	117,700	127,000
Support Services	42,534	58,000	40,100	40,200
Recharges	(143,818)	(165,600)	(157,800)	(167,200)
NET (INCOME) / EXPENDITURE TO SUMMARY	-	20,000	-	-

Variations:**Employees:**

Staff vacancies	(11,800)	-
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Support Services:

Change in allocations	(17,900)	(17,800)
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S1418 FINANCIAL SERVICES TEAM

DIRECT EXPENDITURE				
Employees	191,446	193,700	200,500	211,700
Transport	11	100	100	100
Supplies and Services	4,069	9,000	9,000	9,000
TOTAL DIRECT EXPENDITURE	195,526	202,800	209,600	220,800
DIRECT INCOME				
Other Grants and Contributions	(8,500)	(8,500)	(8,500)	(8,500)
TOTAL DIRECT INCOME	(8,500)	(8,500)	(8,500)	(8,500)
NET DIRECT (INCOME) / EXPENDITURE	187,026	194,300	201,100	212,300
Support Services	41,488	56,400	56,600	50,500
Recharges	(228,514)	(250,700)	(257,700)	(262,800)
NET (INCOME) / EXPENDITURE TO SUMMARY	-	-	-	-

Variations:**Employees:**

Pay award / increments / regrades / Apprentice	10,700	19,600
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Recharges:

Change in amount of costs to be recharged	(7,000)	(12,100)
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FINANCE**S1425 ACCOUNTANCY**

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
DIRECT EXPENDITURE				
Employees	550,900	605,300	680,200	620,500
Transport	523	1,000	800	800
Supplies and Services	50,068	51,600	67,400	53,100
Third Party Payments	2,000	-	4,800	-
TOTAL DIRECT EXPENDITURE	603,491	657,900	753,200	674,400
DIRECT INCOME				
Other Income	(6)	-	-	-
TOTAL DIRECT INCOME	(6)	-	-	-
NET DIRECT (INCOME) / EXPENDITURE	603,485	657,900	753,200	674,400
Support Services	154,728	153,800	179,900	176,900
Recharges	(758,213)	(724,500)	(933,100)	(851,300)
NET (INCOME) / EXPENDITURE TO SUMMARY	-	87,200	-	-

Variations:Employees:

Pay award	-	13,700
Additional Temporary staffing	81,700	-

Supplies and Services:

Software - GDPR Compliance changes	10,000	-
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Support Services:

Change in allocations	26,100	23,100
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Recharges:

Change in amount of costs to be recharged	(208,600)	(126,800)
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S1440 NON-DISTRIBUTED COSTS

DIRECT EXPENDITURE				
Employees	209,808	138,300	130,300	130,100
TOTAL DIRECT EXPENDITURE	209,808	138,300	130,300	130,100
Capital Charges	30,775	34,900	34,900	34,900
Recharges	(19,438)	(24,300)	(19,400)	(19,400)
NET (INCOME) / EXPENDITURE TO SUMMARY	221,145	148,900	145,800	145,600

FINANCE**S1460 TREASURY MANAGEMENT**

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
DIRECT EXPENDITURE				
Supplies and Services	58,208	30,800	30,800	30,800
Third Party Payments	406	2,100	2,200	2,200
TOTAL DIRECT EXPENDITURE	58,614	32,900	33,000	33,000
DIRECT INCOME				
Other Income	(13,156)	-	-	-
TOTAL DIRECT INCOME	(13,156)	-	-	-
NET DIRECT (INCOME) / EXPENDITURE	45,458	32,900	33,000	33,000
Support Services	50,823	49,100	61,900	57,000
Recharges	(3,100)	(3,200)	(3,200)	(3,200)
NET (INCOME) / EXPENDITURE TO SUMMARY	93,181	78,800	91,700	86,800

Variations:Support Services:

Change in allocations	12,800	7,900
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S1461 CONTINGENCY BUDGETS

DIRECT EXPENDITURE				
Employees	-	559,600	60,300	216,000
Supplies and Services	-	375,400	214,100	50,000
TOTAL DIRECT EXPENDITURE	-	935,000	274,400	266,000
NET (INCOME) / EXPENDITURE TO SUMMARY	-	935,000	274,400	266,000

Variations:Employees:

Additional 1% pay award general provision now allocated to services	(132,300)	(132,300)
IAS 19 Pension Adjustments	(151,100)	(151,100)
Auto-enrolment now October 2019 (NEST)	(128,200)	(96,300)
Full year effect of Apprenticeship Scheme	-	50,000
Apprenticeship Contingency allocated to services	(27,700)	(63,900)
Impact of National Living Wage on Pay scales (scales revised from 2019/20)	-	150,000

Supplies and Services:

Contingency budget allocated to services	(211,300)	-
Contingency Budget top-up from 2017/18 surplus (November Executive)	100,000	-
Contingency budget 2018/19 only	-	(325,400)

FINANCE**S1465 CORPORATE MANAGEMENT**

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
DIRECT EXPENDITURE				
Supplies and Services	5,487	62,500	77,500	58,000
TOTAL DIRECT EXPENDITURE	5,487	62,500	77,500	58,000
DIRECT INCOME				
Other Income	(6,642)	-	-	-
TOTAL DIRECT INCOME	(6,642)	-	-	-
NET DIRECT (INCOME) / EXPENDITURE	(1,155)	62,500	77,500	58,000
Support Services	644,958	645,700	705,300	675,000
Recharges	(18,100)	(18,100)	(18,100)	(18,100)
NET (INCOME) / EXPENDITURE TO SUMMARY	625,703	690,100	764,700	714,900

Variations:Supplies and Services:

External Audit Fee

15,000

-

Support Services:

Change in allocations

59,600

29,300

S1468 PARISH COUNCIL SUPPORT

DIRECT EXPENDITURE				
Supplies and Services	63,223	31,700	31,700	-
Third Party Payments	25,295	-	-	-
TOTAL DIRECT EXPENDITURE	88,518	31,700	31,700	-
Support Services	3,097	3,100	3,600	3,400
NET (INCOME) / EXPENDITURE TO SUMMARY	91,615	34,800	35,300	3,400

Variations:Supplies and Services:

Council Tax Support Grant no longer paid (Fit For The Future saving)

-

(31,700)

FINANCE**S1578 AUDIT & RISK**

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
DIRECT EXPENDITURE				
Employees	255,659	255,000	247,800	268,800
Transport	421	1,100	1,100	1,100
Supplies and Services	29,801	29,200	31,100	17,500
Third Party Payments	1,094	5,000	5,000	5,000
TOTAL DIRECT EXPENDITURE	286,975	290,300	285,000	292,400
DIRECT INCOME				
Other Income	(10,139)	(13,700)	(13,700)	(13,700)
TOTAL DIRECT INCOME	(10,139)	(13,700)	(13,700)	(13,700)
NET DIRECT (INCOME) / EXPENDITURE	276,836	276,600	271,300	278,700
Support Services	54,316	54,000	61,800	61,500
Recharges	(331,152)	(330,600)	(333,100)	(340,200)
NET (INCOME) / EXPENDITURE TO SUMMARY	-	-	-	-

Variations:Employees:

Reinstatement of hours following staff retirement	-	10,900
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Supplies and Services:

Other Audit Work now done in-house	-	(10,900)
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S2315 ASSISTED TRAVEL PASSES

DIRECT EXPENDITURE				
Third Party Payments	1,240	-	-	-
TOTAL DIRECT EXPENDITURE	1,240	-	-	-
DIRECT INCOME				
Other Income	(1,471)	-	-	-
TOTAL DIRECT INCOME	(1,471)	-	-	-
NET DIRECT (INCOME) / EXPENDITURE	(231)	-	-	-
NET (INCOME) / EXPENDITURE TO SUMMARY	(231)	-	-	-

FINANCE

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S3050 REVENUES</u>				
DIRECT EXPENDITURE				
Employees	684,873	675,300	810,200	786,300
Transport	1,371	1,300	1,900	1,900
Supplies and Services	170,337	104,200	181,800	128,900
Third Party Payments	25,768	25,800	25,800	25,800
TOTAL DIRECT EXPENDITURE	882,349	806,600	1,019,700	942,900
DIRECT INCOME				
Government Grants	(221,611)	(214,400)	(214,400)	(214,400)
Other Grants and Contributions	(76,001)	(70,900)	(79,600)	(81,700)
Fees and Charges	(343,542)	(380,000)	(360,000)	(360,000)
TOTAL DIRECT INCOME	(641,154)	(665,300)	(654,000)	(656,100)
NET DIRECT (INCOME) / EXPENDITURE	241,195	141,300	365,700	286,800
Support Services	589,324	611,500	640,100	620,500
NET (INCOME) / EXPENDITURE TO SUMMARY	830,519	752,800	1,005,800	907,300

Variations:**Employees:**

Visiting Team transferred from Benefits to Revenues	62,100	62,100
Staff joining superannuation scheme	13,800	14,000
Redundancy	45,700	-
Pay Award	-	16,700
IAS 19 Pension Adjustments	8,700	9,600

Supplies and Services:

Analyze RV Finder funded from Business Rates Volatility Reserve	60,000	25,000
CIVICA Openrevenues server migration costs from Contingency	10,000	-

Other Grants and Contributions:

Share business rates post costs recovered	(8,700)	(10,800)
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Fees and Charges:

Reduction in Magistrates Fees received based on 2017/18 and 2016/17 Outturn	20,000	20,000
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Support Services:

Change in allocations	28,600	9,000
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FINANCE

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S3100 ONE STOP SHOPS</u>				
DIRECT EXPENDITURE				
Employees	209,836	221,700	185,600	191,700
Premises	1,038	-	-	-
Transport	225	700	700	700
Supplies and Services	1,832	2,700	52,700	2,700
TOTAL DIRECT EXPENDITURE	212,931	225,100	239,000	195,100
DIRECT INCOME				
Other Income	(749)	-	-	-
TOTAL DIRECT INCOME	(749)	-	-	-
NET DIRECT (INCOME) / EXPENDITURE	212,182	225,100	239,000	195,100
Support Services	23,483	18,500	22,600	22,600
Recharges	(235,665)	(243,600)	(261,600)	(217,700)
NET (INCOME) / EXPENDITURE TO SUMMARY	-	-	-	-

Variations:**Employees:**

Staff transfer to Reception Facilities	(23,600)	(26,300)
IAS 19 Pension Adjustments	(8,800)	(8,400)

Supplies and Services:

Digital Transformation - earmarked reserve carried forward from 2017/18	50,000	-
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Recharges:

Change in amount of costs to be recharged	(18,000)	25,900
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FINANCE

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S3200 RECEPTION FACILITIES & LEAMINGTON OSS</u>				
DIRECT EXPENDITURE				
Employees	183,068	160,200	167,400	165,000
Transport	7	300	300	300
Supplies and Services	9,096	8,700	14,700	14,700
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL DIRECT EXPENDITURE	192,171	169,200	182,400	180,000
Support Services	160,654	167,800	179,500	176,100
Recharges	(352,825)	(378,700)	(361,900)	(356,100)
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NET (INCOME) / EXPENDITURE TO SUMMARY	-	(41,700)	-	-
	<hr/>	<hr/>	<hr/>	<hr/>

Variations:Employees:

Staff transfer from One Stop Shops	23,600	23,600
Virement to Supplies and Services re self-scanning	(9,000)	(9,000)
IAS 19 Pension Adjustments	(8,000)	(6,600)

Supplies and Services:

Self-scanning solution	9,000	9,000
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Support Services:

Change in allocations	11,700	8,300
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Recharges:

Change in amount of costs to be recharged	16,800	22,600
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FINANCE

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S3250 BENEFITS</u>				
DIRECT EXPENDITURE				
Employees	764,277	794,600	747,800	759,800
Transport	6,541	4,200	3,700	3,700
Supplies and Services	188,413	233,100	257,700	234,300
Third Party Payments	10,875	20,100	20,700	20,700
Transfer Payments	27,960,055	27,040,100	25,293,000	25,293,000
TOTAL DIRECT EXPENDITURE	28,930,161	28,092,100	26,322,900	26,311,500
DIRECT INCOME				
Government Grants	(28,760,033)	(27,772,200)	(26,052,800)	(25,935,600)
Other Income	(1,636)	-	-	-
Fees and Charges	(720)	-	-	-
TOTAL DIRECT INCOME	(28,762,389)	(27,772,200)	(26,052,800)	(25,935,600)
NET DIRECT (INCOME) / EXPENDITURE	167,772	319,900	270,100	375,900
Support Services	416,166	429,200	459,900	438,900
Recharges	(121,965)	(135,800)	(140,100)	(140,100)
NET (INCOME) / EXPENDITURE TO SUMMARY	461,973	613,300	589,900	674,700

Variations:**Employees:**

Visiting Team transferred from Benefits to Revenues	(62,100)	(62,100)
IAS 19 Pension Adjustments	(15,900)	(15,500)
Pay Award	6,300	19,200
Staff joining superannuation scheme	15,200	16,000
Restructure savings	(10,600)	(11,800)
Temporary post	18,300	17,300

Supplies and Services:

IT changes	21,300	-
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Transfer Payments:

Mid-year re-assessment of claims data	(1,747,100)	(1,747,100)
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Government Grants:

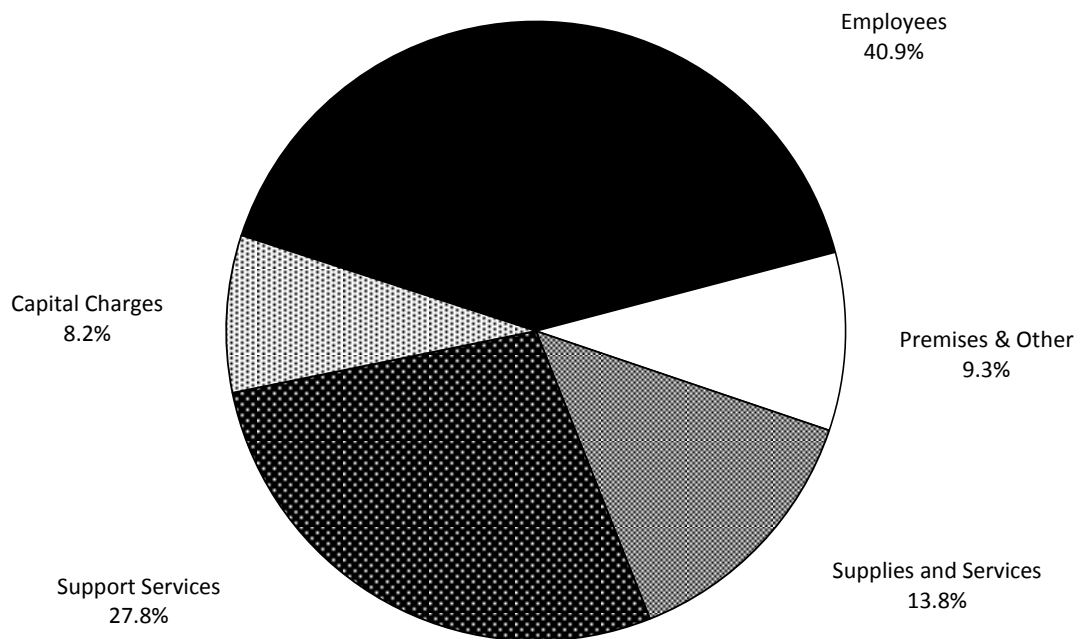
Mid-year re-assessment of claims data	1,843,900	1,843,900
Additional administration funding	(124,500)	(7,300)

Support Services:

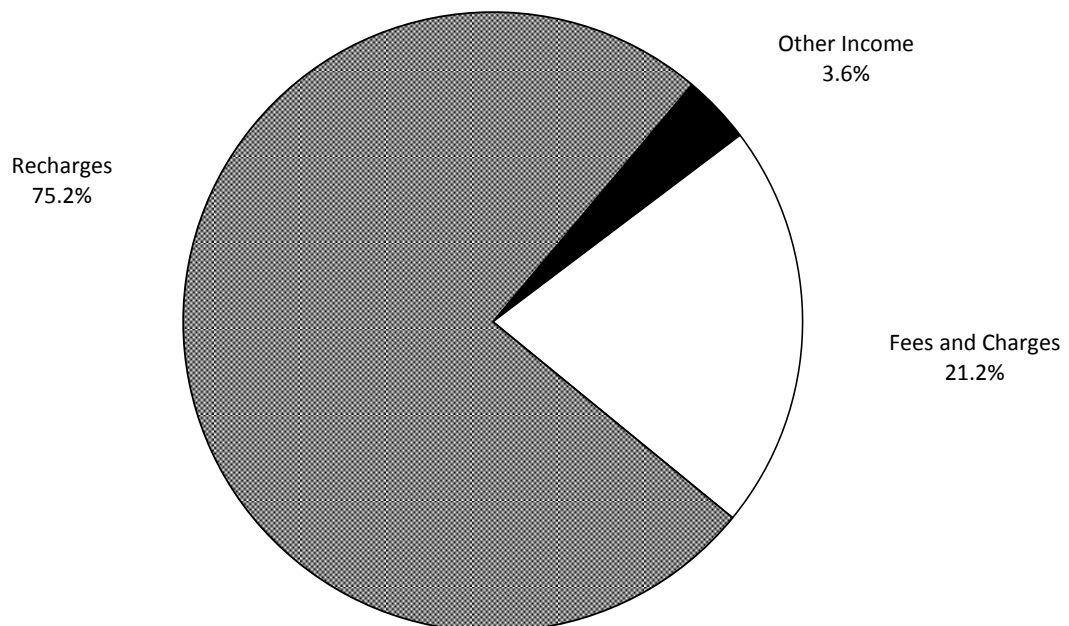
Change in allocations	30,700	9,700
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	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>HEALTH & COMMUNITY PROTECTION</u>				
S1001 COMMUNITY DEVELOPMENT	561,373	679,000	715,200	698,600
S1045 CCTV	191,652	220,300	272,400	258,400
S1640 SMALL GRANTS	30,307	30,300	-	-
S2102 COMMUNITY FORUMS	35,000	45,500	31,500	26,600
S2110 COMMUNITY PARTNERSHIP	248,438	246,500	267,600	270,700
S2141 CIVIL CONTINGENCIES	95,456	85,500	98,300	100,800
S2300 OFFICE ACCOMMODATION	-	-	-	-
S2360 LICENSING & REGISTRATION	21,299	117,900	114,200	117,300
S4210 EH ENVIRONMENTAL HEALTH CORE	6,386	21,300	-	(3,900)
S4270 FOOD+OCCUPATIONAL SAFETY+HEALTH	476,013	467,100	522,600	539,200
S4300 ENVIRONMENTAL PROTECTION	618,593	621,000	680,000	707,900
S4350 COMMUNITY SAFETY	210,593	217,200	209,400	209,500
TOTAL HEALTH & COMMUNITY PROTECTION	2,495,110	2,751,600	2,911,200	2,925,100
<u>SUBJECTIVE ANALYSIS:</u>				
<u>EXPENDITURE:</u>				
Employees	1,761,939	1,901,200	1,919,800	1,979,900
Premises	379,419	353,600	346,800	355,100
Transport	35,366	29,600	23,000	23,400
Supplies and Services	766,008	681,000	747,800	669,900
Third Party Payments	82,935	68,700	79,800	69,900
Support Services	1,338,717	1,508,100	1,354,400	1,347,000
Capital Charges	241,469	397,600	397,600	397,600
TOTAL EXPENDITURE	4,605,853	4,939,800	4,869,200	4,842,800
<u>INCOME:</u>				
Government Grants	-	(3,000)	(1,000)	(1,000)
Other Grants and Contributions	(85,215)	(25,000)	(55,600)	(25,000)
Other Income	(56,165)	(11,400)	(31,700)	(16,400)
Fees and Charges	(470,886)	(407,500)	(411,000)	(407,000)
Rents	(27,000)	(27,000)	(27,000)	(27,000)
Recharges	(1,471,477)	(1,714,300)	(1,431,700)	(1,441,300)
TOTAL INCOME	(2,110,743)	(2,188,200)	(1,958,000)	(1,917,700)
NET COST OF HEALTH & COMMUNITY PROTECTION	2,495,110	2,751,600	2,911,200	2,925,100

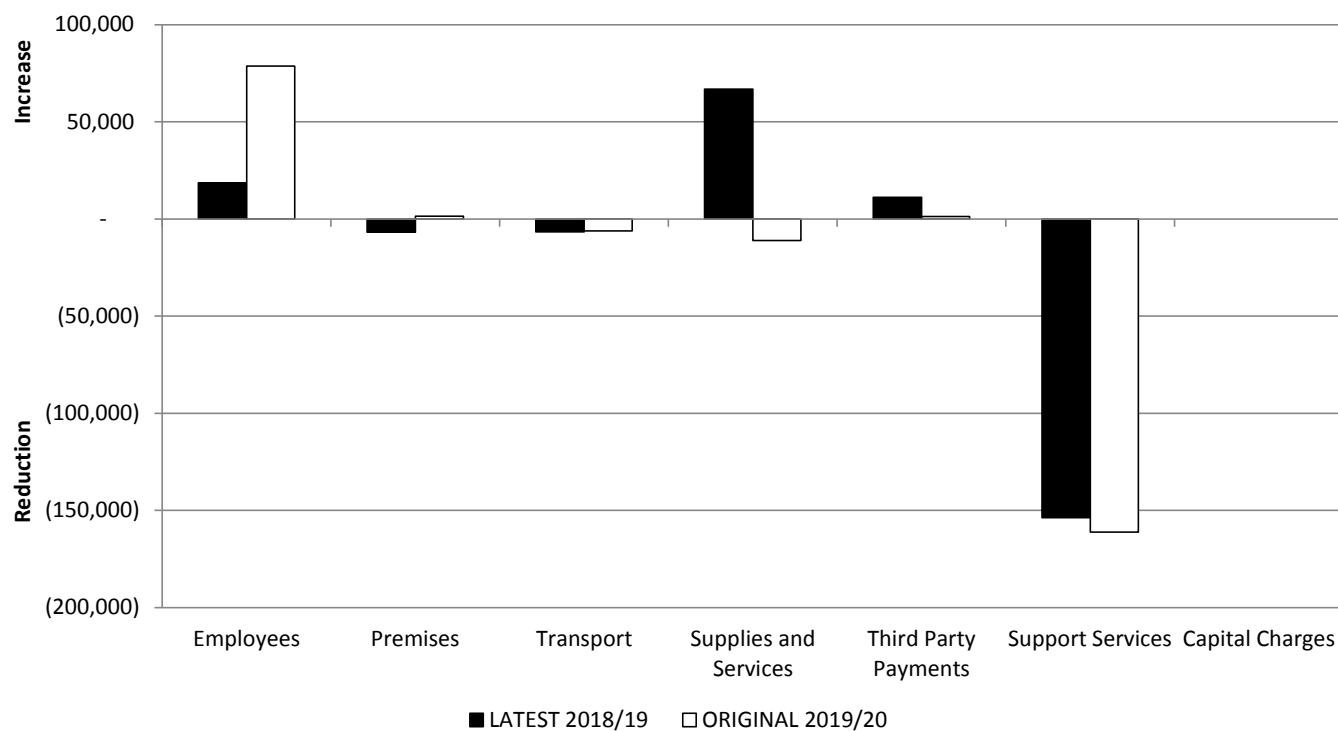
HEALTH & COMMUNITY PROTECTION EXPENDITURE - 2019/20 BUDGETS



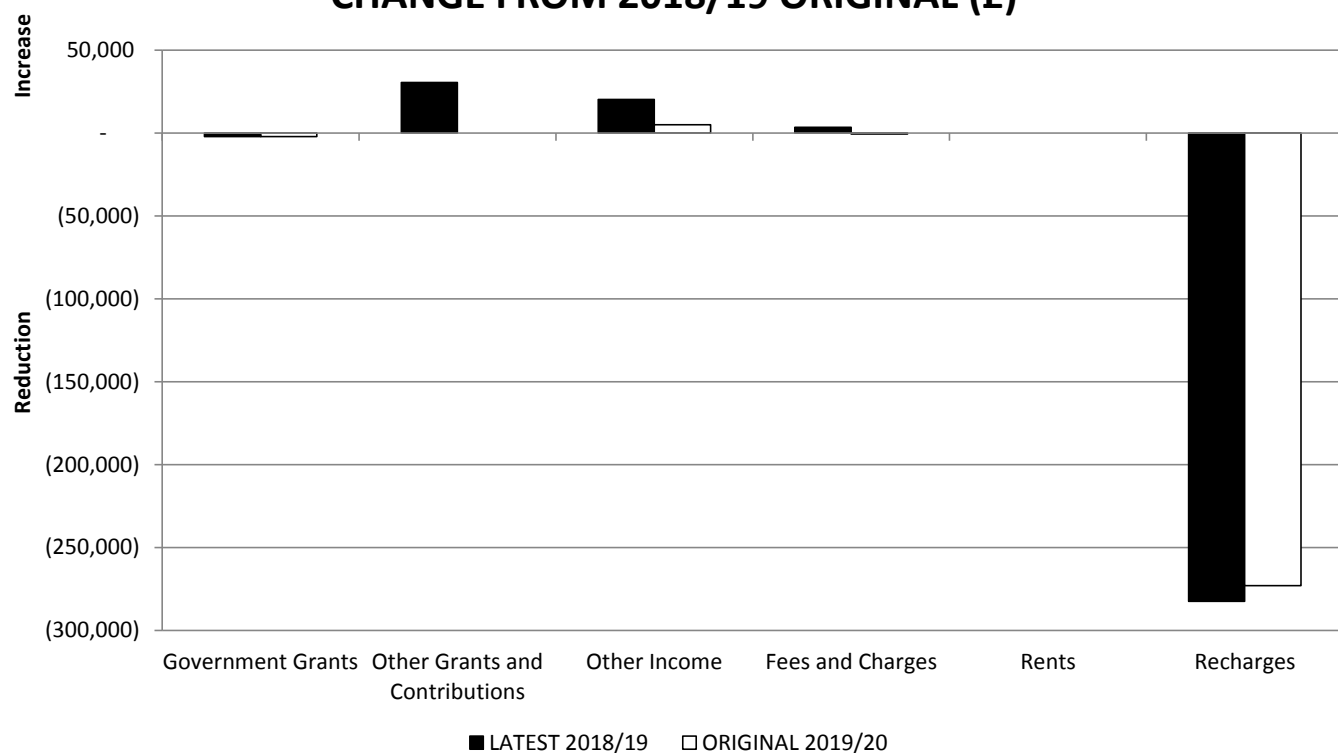
HEALTH & COMMUNITY PROTECTION INCOME - 2019/20 BUDGETS



HEALTH & COMMUNITY PROTECTION EXPENDITURE: CHANGE FROM 2018/19 ORIGINAL (£)



HEALTH & COMMUNITY PROTECTION INCOME: CHANGE FROM 2018/19 ORIGINAL (£)



HEALTH & COMMUNITY PROTECTION

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1001 COMMUNITY DEVELOPMENT</u>				
DIRECT EXPENDITURE				
Supplies and Services	330,477	296,700	332,000	315,700
TOTAL DIRECT EXPENDITURE	330,477	296,700	332,000	315,700
Support Services	32,872	32,300	33,200	32,900
Capital Charges	198,024	350,000	350,000	350,000
NET (INCOME) / EXPENDITURE TO SUMMARY	561,373	679,000	715,200	698,600

Variations:**Supplies and Services:**

Increased contract costs	35,300	35,300
Fit For The Future planned savings	-	(16,300)

S1045 CCTV

DIRECT EXPENDITURE				
Employees	200,482	215,600	239,800	234,500
Premises	8,697	8,800	8,800	8,800
Transport	5	300	300	300
Supplies and Services	133,394	135,600	139,000	134,400
Third Party Payments	-	300	300	300
TOTAL DIRECT EXPENDITURE	342,578	360,600	388,200	378,300
DIRECT INCOME				
Other Grants and Contributions	(14,687)	-	-	-
Other Income	(8,450)	(8,000)	(8,000)	(8,000)
TOTAL DIRECT INCOME	(23,137)	(8,000)	(8,000)	(8,000)
NET DIRECT (INCOME) / EXPENDITURE	319,441	352,600	380,200	370,300
Support Services	132,685	126,300	150,800	146,700
Capital Charges	40,426	42,300	42,300	42,300
Recharges	(300,900)	(300,900)	(300,900)	(300,900)
NET (INCOME) / EXPENDITURE TO SUMMARY	191,652	220,300	272,400	258,400

Variations:**Employees:**

Employee pension opt-in	8,900	8,900
Additional staffing during busy times	10,000	10,000

Support Services:

Change in allocations	24,500	20,400
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HEALTH & COMMUNITY PROTECTION

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1640 SMALL GRANTS</u>				
DIRECT EXPENDITURE				
Supplies and Services	11,200	11,200	-	-
TOTAL DIRECT EXPENDITURE	11,200	11,200	-	-
Support Services	19,107	19,100	-	-
NET (INCOME) / EXPENDITURE TO SUMMARY	30,307	30,300	-	-

Variations:Supplies and Services:

Small grants ceased to part offset Increased Community Development contract costs	(11,200)	(11,200)
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Support Services:

Change in allocations	(19,100)	(19,100)
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S2102 COMMUNITY FORUMS

DIRECT EXPENDITURE				
Supplies and Services	35,000	45,500	31,500	26,600
TOTAL DIRECT EXPENDITURE	35,000	45,500	31,500	26,600
NET (INCOME) / EXPENDITURE TO SUMMARY	35,000	45,500	31,500	26,600

Variations:Supplies and Services:

Savings returned to reserve	(14,000)	(14,000)
World War 1 Commemorations 2018/19 one-off	-	(10,500)

HEALTH & COMMUNITY PROTECTION

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S2110 COMMUNITY PARTNERSHIP</u>				
DIRECT EXPENDITURE				
Employees	182,229	187,600	185,300	189,600
Premises	1,117	1,600	1,600	1,800
Transport	1,074	1,300	1,100	1,300
Supplies and Services	6,536	3,600	6,200	6,400
Third Party Payments	12,737	400	3,100	400
TOTAL DIRECT EXPENDITURE	203,693	194,500	197,300	199,500
DIRECT INCOME				
Other Grants and Contributions	(25,000)	(25,000)	(25,000)	(25,000)
TOTAL DIRECT INCOME	(25,000)	(25,000)	(25,000)	(25,000)
NET DIRECT (INCOME) / EXPENDITURE	178,693	169,500	172,300	174,500
Support Services	114,745	122,000	120,500	121,400
Recharges	(45,000)	(45,000)	(25,200)	(25,200)
NET (INCOME) / EXPENDITURE TO SUMMARY	248,438	246,500	267,600	270,700

Variations:Recharges:

Change in amount of costs to be recharged	19,800	19,800
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S2141 CIVIL CONTINGENCIES

DIRECT EXPENDITURE				
Employees	2,458	-	-	-
Transport	324	-	-	-
Supplies and Services	2,136	10,000	10,000	10,000
Third Party Payments	298	-	-	-
TOTAL DIRECT EXPENDITURE	5,216	10,000	10,000	10,000
Support Services	90,240	75,500	88,300	90,800
NET (INCOME) / EXPENDITURE TO SUMMARY	95,456	85,500	98,300	100,800

Variations:Support Services:

Change in allocations	12,800	15,300
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HEALTH & COMMUNITY PROTECTION

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S2300 OFFICE ACCOMMODATION</u>				
DIRECT EXPENDITURE				
Premises	369,447	341,200	336,400	344,500
Supplies and Services	19,462	27,600	27,600	27,400
Third Party Payments	2,152	5,000	5,000	5,200
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TOTAL DIRECT EXPENDITURE	391,061	373,800	369,000	377,100
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DIRECT INCOME				
Rents	(27,000)	(27,000)	(27,000)	(27,000)
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TOTAL DIRECT INCOME	(27,000)	(27,000)	(27,000)	(27,000)
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NET DIRECT (INCOME) / EXPENDITURE	364,061	346,800	342,000	350,100
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Support Services	-	400	-	-
Recharges	(364,061)	(347,200)	(342,000)	(350,100)
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NET (INCOME) / EXPENDITURE TO SUMMARY	-	-	-	-
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HEALTH & COMMUNITY PROTECTION

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S2360 LICENSING & REGISTRATION</u>				
DIRECT EXPENDITURE				
Employees	189,935	179,400	201,300	204,400
Transport	1,175	1,300	1,300	1,300
Supplies and Services	22,761	20,000	23,600	23,600
Third Party Payments	20,060	27,300	28,000	28,000
TOTAL DIRECT EXPENDITURE	233,931	228,000	254,200	257,300
DIRECT INCOME				
Other Income	(2,685)	-	(3,000)	(3,000)
Fees and Charges	(435,539)	(369,700)	(374,100)	(369,500)
TOTAL DIRECT INCOME	(438,224)	(369,700)	(377,100)	(372,500)
NET DIRECT (INCOME) / EXPENDITURE	(204,293)	(141,700)	(122,900)	(115,200)
Support Services	243,092	262,900	254,600	250,000
Recharges	(17,500)	(3,300)	(17,500)	(17,500)
NET (INCOME) / EXPENDITURE TO SUMMARY	21,299	117,900	114,200	117,300

Variations:Employees:

Maternity cover funded from Contingency budget	11,600	-
Increments / regradings / IAS 19 Pension adjustments etc.	10,300	25,000

Support Services:

Change in allocations	(8,300)	(12,900)
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Recharges:

Change in amount of costs to be recharged	(14,200)	(14,200)
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HEALTH & COMMUNITY PROTECTION

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S4210 EH ENVIRONMENTAL HEALTH CORE</u>				
DIRECT EXPENDITURE				
Employees	95,734	97,800	99,800	102,200
Transport	569	1,800	1,400	1,400
Supplies and Services	33,094	42,300	30,600	30,000
Third Party Payments	-	7,000	14,500	7,100
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TOTAL DIRECT EXPENDITURE	129,397	148,900	146,300	140,700
Support Services	74,051	129,200	56,900	58,600
Recharges	(197,062)	(256,800)	(203,200)	(203,200)
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NET (INCOME) / EXPENDITURE TO SUMMARY	6,386	21,300	-	(3,900)
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Variations:Supplies and Services:

WDC Health Improvement Plan - joint project concluded	(10,000)	(10,000)
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Support Services:

Change in allocations	(72,300)	(70,600)
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Recharges:

Change in amount of costs to be recharged	53,600	53,600
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HEALTH & COMMUNITY PROTECTION

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S4270 FOOD+OCCUPATIONAL SAFETY+HEALTH</u>				
DIRECT EXPENDITURE				
Employees	410,950	457,500	470,300	490,300
Transport	12,389	5,300	4,000	4,000
Supplies and Services	1,691	1,900	3,100	2,900
Third Party Payments	20,297	7,800	7,900	7,900
TOTAL DIRECT EXPENDITURE	445,327	472,500	485,300	505,100
DIRECT INCOME				
Other Income	(4,790)	-	(2,000)	(2,000)
Fees and Charges	(7,320)	(5,700)	(5,700)	(5,800)
TOTAL DIRECT INCOME	(12,110)	(5,700)	(7,700)	(7,800)
NET DIRECT (INCOME) / EXPENDITURE	433,217	466,800	477,600	497,300
Support Services	127,196	104,400	129,400	126,300
Recharges	(84,400)	(104,100)	(84,400)	(84,400)
NET (INCOME) / EXPENDITURE TO SUMMARY	476,013	467,100	522,600	539,200

Variations:Employees:

Market Supplement funded from Contingency budget	8,000	-
Pay Award	4,000	12,200

Support Services:

Change in allocations	25,000	21,900
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Recharges:

Change in amount of costs to be recharged	19,700	19,700
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HEALTH & COMMUNITY PROTECTION

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S4300 ENVIRONMENTAL PROTECTION</u>				
DIRECT EXPENDITURE				
Employees	413,181	477,800	463,400	498,300
Premises	158	2,000	-	-
Transport	13,421	16,800	13,300	13,500
Supplies and Services	41,946	39,300	40,900	36,100
Third Party Payments	22,515	16,800	16,800	16,800
TOTAL DIRECT EXPENDITURE	491,221	552,700	534,400	564,700
DIRECT INCOME				
Government Grants	-	(3,000)	(1,000)	(1,000)
Other Income	(715)	-	-	-
Fees and Charges	(17,384)	(18,800)	(17,900)	(18,400)
TOTAL DIRECT INCOME	(18,099)	(21,800)	(18,900)	(19,400)
NET DIRECT (INCOME) / EXPENDITURE	473,122	530,900	515,500	545,300
Support Services	283,348	415,100	314,100	313,700
Capital Charges	2,523	4,200	4,200	4,200
Recharges	(140,400)	(329,200)	(153,800)	(155,300)
NET (INCOME) / EXPENDITURE TO SUMMARY	618,593	621,000	680,000	707,900

Variations:**Employees:**

Restructure savings used for Community Safety external support	(10,000)	(10,000)
Temporary posts	-	20,400
Pay Award	-	8,500

Support Services:

Change in allocations	(101,000)	(101,400)
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Recharges:

Change in amount of costs to be recharged	175,400	173,900
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HEALTH & COMMUNITY PROTECTION

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S4350 COMMUNITY SAFETY</u>				
DIRECT EXPENDITURE				
Employees	266,970	285,500	259,900	260,600
Transport	6,409	2,800	1,600	1,600
Supplies and Services	128,311	47,300	103,300	56,800
Third Party Payments	4,876	4,100	4,200	4,200
TOTAL DIRECT EXPENDITURE	406,566	339,700	369,000	323,200
DIRECT INCOME				
Other Grants and Contributions	(45,528)	-	(30,600)	-
Other Income	(39,525)	(3,400)	(18,700)	(3,400)
Fees and Charges	(10,643)	(13,300)	(13,300)	(13,300)
TOTAL DIRECT INCOME	(95,696)	(16,700)	(62,600)	(16,700)
NET DIRECT (INCOME) / EXPENDITURE	310,870	323,000	306,400	306,500
Support Services	221,381	220,900	206,600	206,600
Capital Charges	496	1,100	1,100	1,100
Recharges	(322,154)	(327,800)	(304,700)	(304,700)
NET (INCOME) / EXPENDITURE TO SUMMARY	210,593	217,200	209,400	209,500

Variations:**Employees:**

Temporary post hours and phasing changes	(19,300)	(24,000)
Pay Award	-	7,500

Supplies and Services:

Restructure savings used for external support	10,000	10,000
Street Marshalls funded from contribution by Warwick University	10,000	-
Various anti-social initiatives funded by Police and Crime Commissioner	22,600	-
Virtual Reality Project funded from external sources	9,200	-

Other Grants and Contributions and Other Income:

External funding towards above projects	(45,900)	-
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Support Services:

Change in allocations	(14,300)	(14,300)
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Recharges:

Change in amount of costs to be recharged	23,100	23,100
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	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>HOUSING SERVICES - GENERAL FUND</u>				
S1050 PUBLIC CONVENIENCES	171,091	204,900	197,000	200,400
S1590 HOMELESSNESS/HOUSING ADVICE	352,221	639,900	502,900	630,000
S1605 HOUSING STRATEGY	280,088	336,000	409,700	105,600
S1610 OTHER HOUSING PROPERTY	(7,897)	19,700	14,100	14,900
S1615 CONTRIBUTIONS TO HRA	37,900	37,900	37,900	37,900
S1630 PRIVATE SECTOR HOUSING	344,065	428,800	434,400	375,000
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TOTAL HOUSING SERVICES - GENERAL FUND	1,177,468	1,667,200	1,596,000	1,363,800
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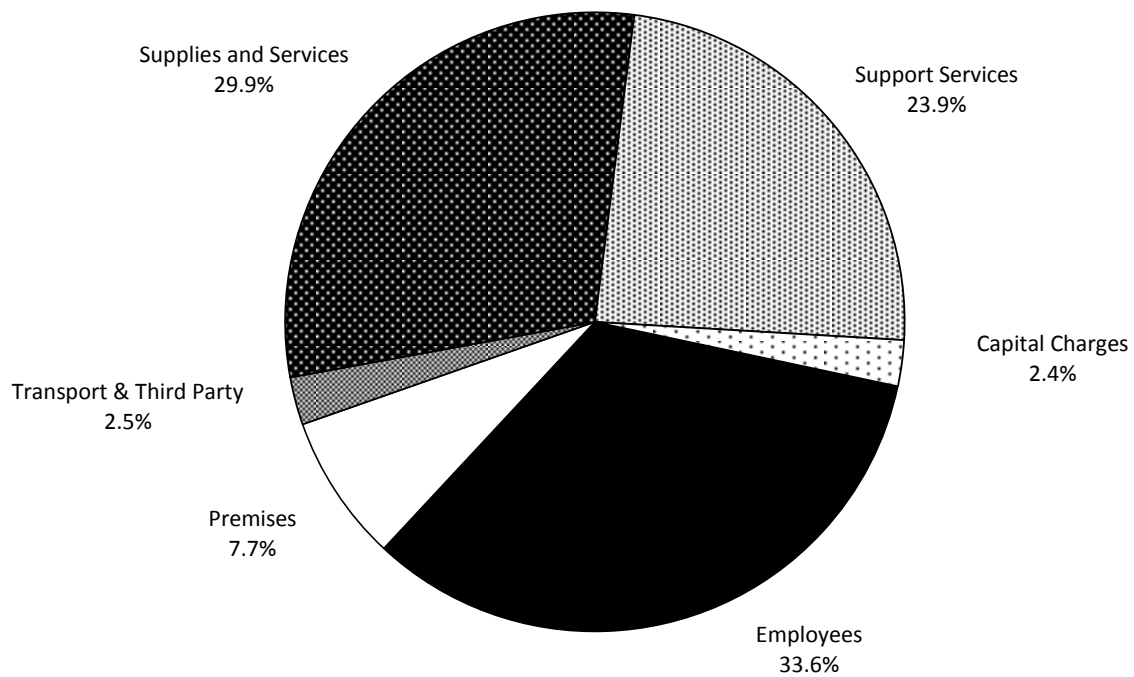
SUBJECTIVE ANALYSIS:**EXPENDITURE:**

Employees	826,631	886,300	1,044,200	1,134,300
Premises	287,666	248,200	254,800	258,900
Transport	12,293	5,500	5,500	5,500
Supplies and Services	1,084,542	1,162,500	1,184,000	1,011,200
Third Party Payments	55,751	97,200	229,200	80,300
Support Services	864,112	794,400	790,000	807,800
Capital Charges	113,691	80,900	80,900	80,900
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TOTAL EXPENDITURE	3,244,686	3,275,000	3,588,600	3,378,900
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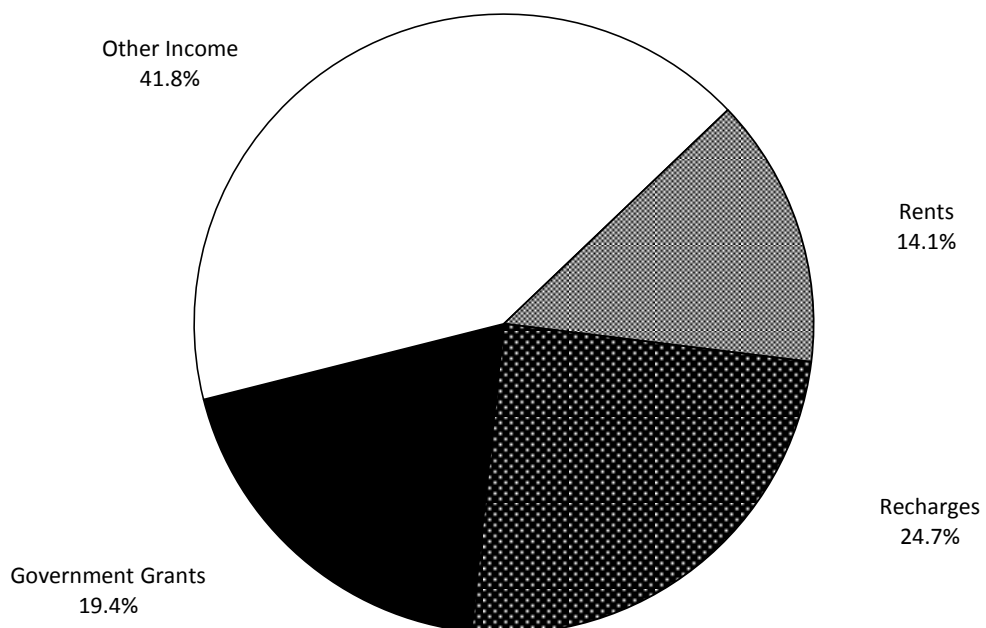
INCOME:

Government Grants	(305,330)	(19,400)	(396,100)	(390,800)
Other Grants and Contributions	(974,473)	(838,100)	(838,100)	(838,100)
Other Income	(1,686)	(1,000)	(1,000)	(1,000)
Fees and Charges	(4,949)	(3,500)	(3,500)	(3,500)
Rents	(159,467)	(275,700)	(283,800)	(283,800)
Recharges	(621,313)	(470,100)	(470,100)	(497,900)
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TOTAL INCOME	(2,067,218)	(1,607,800)	(1,992,600)	(2,015,100)
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NET COST OF HOUSING SERVICES - GENERAL FUND	1,177,468	1,667,200	1,596,000	1,363,800
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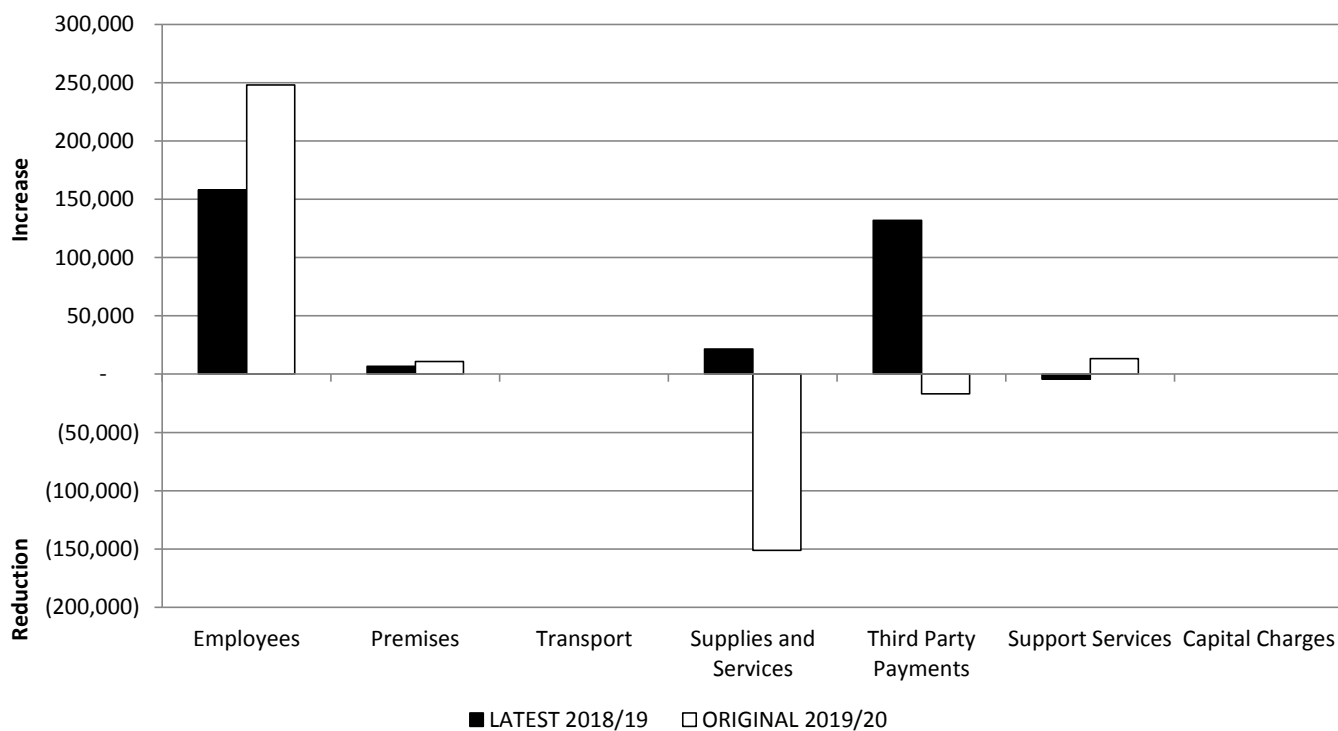
HOUSING SERVICES (GENERAL FUND) EXPENDITURE: 2019/20 BUDGETS



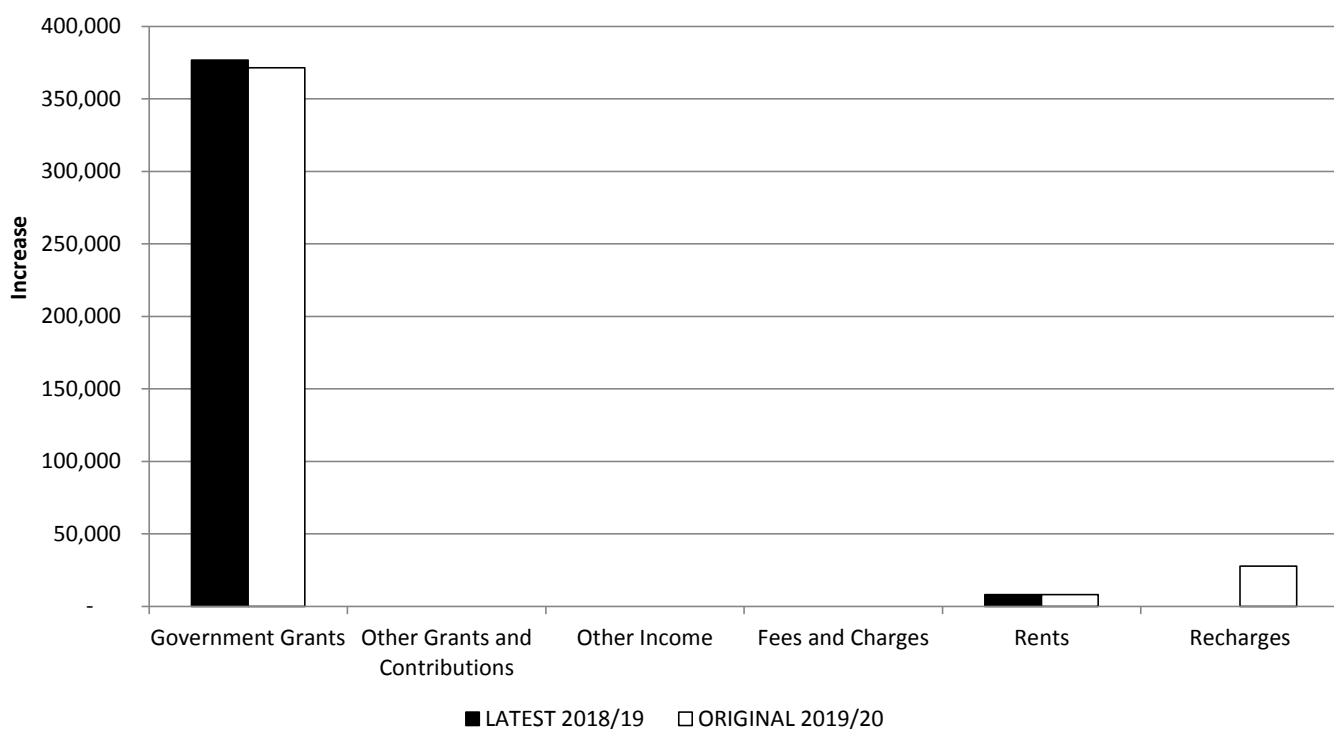
HOUSING SERVICES (GENERAL FUND) INCOME: 2019/20 BUDGETS



HOUSING SERVICES (GENERAL FUND) EXPENDITURE: CHANGE FROM 2018/19 ORIGINAL (£)



HOUSING SERVICES (GENERAL FUND) INCOME: CHANGE FROM 2018/19 ORIGINAL (£)



HOUSING SERVICES - GENERAL FUND

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1050 PUBLIC CONVENIENCES</u>				
DIRECT EXPENDITURE				
Premises	141,608	145,400	150,300	154,300
Supplies and Services	95	-	500	-
TOTAL DIRECT EXPENDITURE	141,703	145,400	150,800	154,300
DIRECT INCOME				
Rents	(10)	-	-	-
TOTAL DIRECT INCOME	(10)	-	-	-
NET DIRECT (INCOME) / EXPENDITURE	141,693	145,400	150,800	154,300
Support Services	6,888	21,000	7,700	7,600
Capital Charges	22,510	38,500	38,500	38,500
NET (INCOME) / EXPENDITURE TO SUMMARY	171,091	204,900	197,000	200,400

Variations:Support Services:

Change in allocations

(13,300)

(13,400)

HOUSING SERVICES - GENERAL FUND

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1590 HOMELESSNESS/HOUSING ADVICE</u>				
DIRECT EXPENDITURE				
Employees	428,366	447,300	603,900	748,300
Premises	144,578	102,700	102,900	103,000
Transport	5,881	1,900	1,900	1,900
Supplies and Services	92,941	187,000	195,800	193,800
Third Party Payments	13,374	19,400	71,000	57,100
TOTAL DIRECT EXPENDITURE	685,140	758,300	975,500	1,104,100
DIRECT INCOME				
Government Grants	(305,330)	(19,400)	(396,100)	(390,800)
Other Grants and Contributions	(17,904)	(14,000)	(14,000)	(14,000)
Other Income	(25)	-	-	-
Rents	(115,182)	(240,100)	(240,100)	(240,100)
Fees and Charges	(3,404)	(2,800)	(2,800)	(2,800)
TOTAL DIRECT INCOME	(441,845)	(276,300)	(653,000)	(647,700)
NET DIRECT (INCOME) / EXPENDITURE	243,295	482,000	322,500	456,400
Support Services	577,489	504,900	527,400	520,600
Recharges	(468,563)	(347,000)	(347,000)	(347,000)
NET (INCOME) / EXPENDITURE TO SUMMARY	352,221	639,900	502,900	630,000

Variations:**Employees:**

Grant funded staff	143,200	260,600
IAS 19 Pension Adjustments	9,300	24,200
Pay Award	-	11,700

Third Party Payments:

Increase in Legal Fees	30,000	-
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Other Grants and Contributions and Other Income:

Homelessness Prevention Grant determination	(376,700)	(371,400)
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Support Services:

Change in allocations	22,500	15,700
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HOUSING SERVICES - GENERAL FUND

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1605 HOUSING STRATEGY</u>				
DIRECT EXPENDITURE				
Employees	38,180	53,200	52,400	53,600
Transport	60	1,300	1,300	1,300
Supplies and Services	189,558	170,600	182,800	12,500
Third Party Payments	15,340	66,400	141,500	6,500
TOTAL DIRECT EXPENDITURE	243,138	291,500	378,000	73,900
DIRECT INCOME				
Fees and Charges	(151)	-	-	-
TOTAL DIRECT INCOME	(151)	-	-	-
NET DIRECT (INCOME) / EXPENDITURE	242,987	291,500	378,000	73,900
Support Services	58,689	64,200	51,400	51,400
Recharges	(21,588)	(19,700)	(19,700)	(19,700)
NET (INCOME) / EXPENDITURE TO SUMMARY	280,088	336,000	409,700	105,600

Variations:Supplies and Services:

Waterloo Housing Association contribution - funded from New Homes Bonus	-	(170,300)
Fit For The Future saving allocated to services	12,200	12,200

Third Party Payments:

Private Stock Condition survey - earmarked reserve carried forward from 2017/18	75,000	-
Housing Market Assessment - one-off project in 2018/19	-	(60,000)

Support Services:

Change in allocations	(12,800)	(12,800)
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S1610 OTHER HOUSING PROPERTY

DIRECT EXPENDITURE				
Premises	1,392	100	1,600	1,600
TOTAL DIRECT EXPENDITURE	1,392	100	1,600	1,600
DIRECT INCOME				
Rents	(44,275)	(35,600)	(43,700)	(43,700)
TOTAL DIRECT INCOME	(44,275)	(35,600)	(43,700)	(43,700)
NET DIRECT (INCOME) / EXPENDITURE	(42,883)	(35,500)	(42,100)	(42,100)
Support Services	11,243	12,800	13,800	14,600
Capital Charges	23,743	42,400	42,400	42,400
NET (INCOME) / EXPENDITURE TO SUMMARY	(7,897)	19,700	14,100	14,900

HOUSING SERVICES - GENERAL FUND

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1615 CONTRIBUTIONS TO HRA</u>				
DIRECT EXPENDITURE				
Supplies and Services	37,900	37,900	37,900	37,900
TOTAL DIRECT EXPENDITURE	37,900	37,900	37,900	37,900
NET (INCOME) / EXPENDITURE TO SUMMARY	37,900	37,900	37,900	37,900

S1630 PRIVATE SECTOR HOUSING

DIRECT EXPENDITURE				
Employees	360,085	385,800	387,900	332,400
Premises	88	-	-	-
Transport	6,352	2,300	2,300	2,300
Supplies and Services	764,048	767,000	767,000	767,000
Third Party Payments	27,037	11,400	16,700	16,700
TOTAL DIRECT EXPENDITURE	1,157,610	1,166,500	1,173,900	1,118,400
DIRECT INCOME				
Other Grants and Contributions	(956,569)	(824,100)	(824,100)	(824,100)
Other Income	(1,661)	(1,000)	(1,000)	(1,000)
Fees and Charges	(1,394)	(700)	(700)	(700)
TOTAL DIRECT INCOME	(959,624)	(825,800)	(825,800)	(825,800)
NET DIRECT (INCOME) / EXPENDITURE	197,986	340,700	348,100	292,600
Support Services	209,803	191,500	189,700	213,600
Capital Charges	67,438	-	-	-
Recharges	(131,162)	(103,400)	(103,400)	(131,200)
NET (INCOME) / EXPENDITURE TO SUMMARY	344,065	428,800	434,400	375,000

Variations:**Employees:**

Temporary posts' work concluded	-	(61,000)
Pay Award	-	9,100

Support Services:

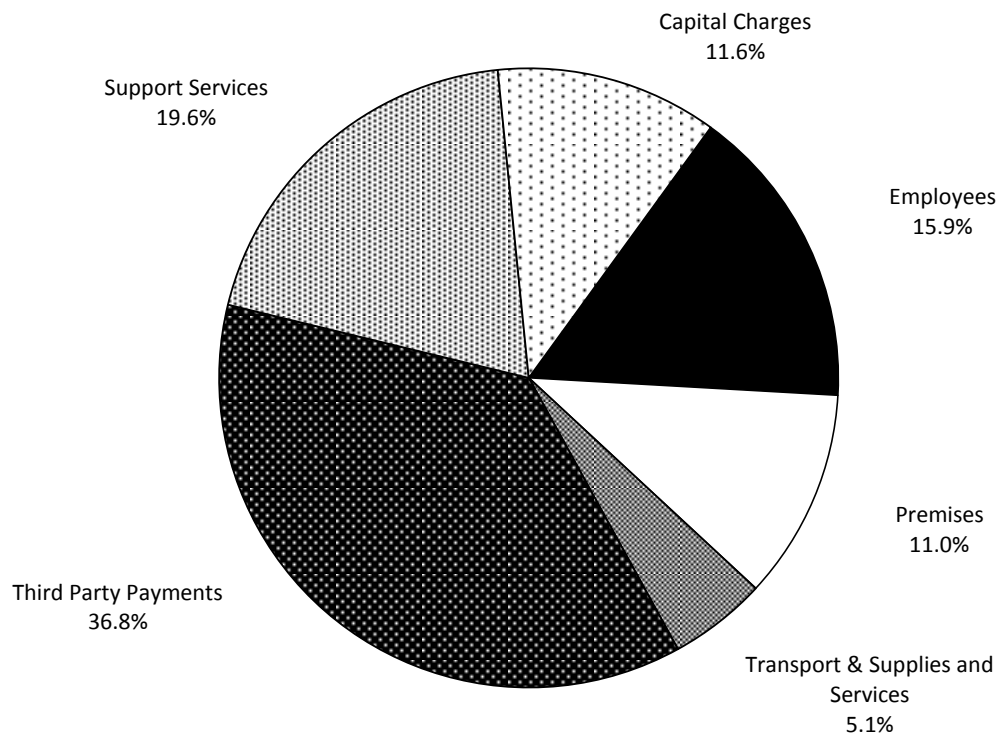
Change in allocations	(1,800)	22,100
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Recharges:

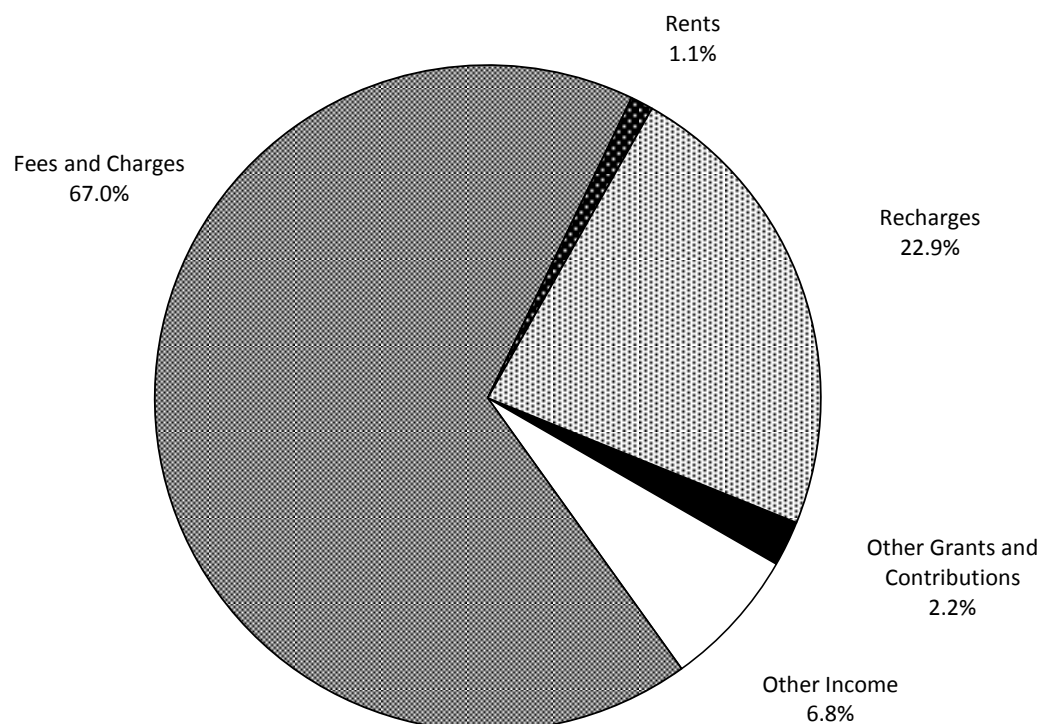
Change in amount of costs to be recharged	-	(27,800)
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	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>NEIGHBOURHOOD SERVICES</u>				
S1020 NEIGHBOURHOOD SERVICES	-	-	-	-
S1105 CAR PARKS	116,998	(665,300)	(288,100)	(457,400)
S1250 WCC HIGHWAYS	51,665	54,900	70,800	77,800
S1258 GREEN SPACES CONTRACT MGT	301,411	356,900	362,200	346,900
S1270 GREEN SPACE DEVELOPMENT	1,598,005	1,530,600	1,524,700	1,585,100
S1289 OPEN SPACES	150,739	117,500	130,500	130,500
S1320 BEREAVEMENT SERVICES	(691,910)	(560,900)	(613,300)	(639,000)
S3655 HILL CLOSE GARDENS	20,000	20,000	20,000	20,000
S4060 STREET CLEANSING	1,491,099	1,544,000	1,695,100	1,780,300
S4090 WASTE MANAGEMENT	784,916	817,800	823,100	849,900
S4130 WASTE COLLECTION	1,738,257	2,059,000	2,059,400	2,107,600
S4180 ABANDONED VEHICLES	1,107	1,200	1,300	1,200
S4811 WATERCOURSES	(4,978)	(200)	(200)	(200)
TOTAL NEIGHBOURHOOD SERVICES	5,557,309	5,275,500	5,785,500	5,802,700
<u>SUBJECTIVE ANALYSIS:</u>				
<u>EXPENDITURE:</u>				
Employees	1,706,148	1,854,500	1,954,700	2,144,500
Premises	1,880,712	1,386,700	1,632,500	1,483,500
Transport	24,775	39,200	29,700	29,800
Supplies and Services	766,072	676,300	740,100	658,400
Third Party Payments	4,579,138	4,608,800	4,793,700	4,972,600
Support Services	2,144,961	2,379,600	2,547,700	2,645,300
Capital Charges	1,614,314	1,559,900	1,559,900	1,559,900
TOTAL EXPENDITURE	12,716,120	12,505,000	13,258,300	13,494,000
<u>INCOME:</u>				
Other Grants and Contributions	(257,726)	(173,400)	(173,400)	(173,400)
Other Income	(516,197)	(513,900)	(510,200)	(525,200)
Fees and Charges	(4,895,721)	(4,954,400)	(5,023,200)	(5,151,600)
Rents	(76,982)	(82,300)	(82,300)	(82,300)
Recharges	(1,412,185)	(1,505,500)	(1,683,700)	(1,758,800)
TOTAL INCOME	(7,158,811)	(7,229,500)	(7,472,800)	(7,691,300)
NET COST OF NEIGHBOURHOOD SERVICES	5,557,309	5,275,500	5,785,500	5,802,700

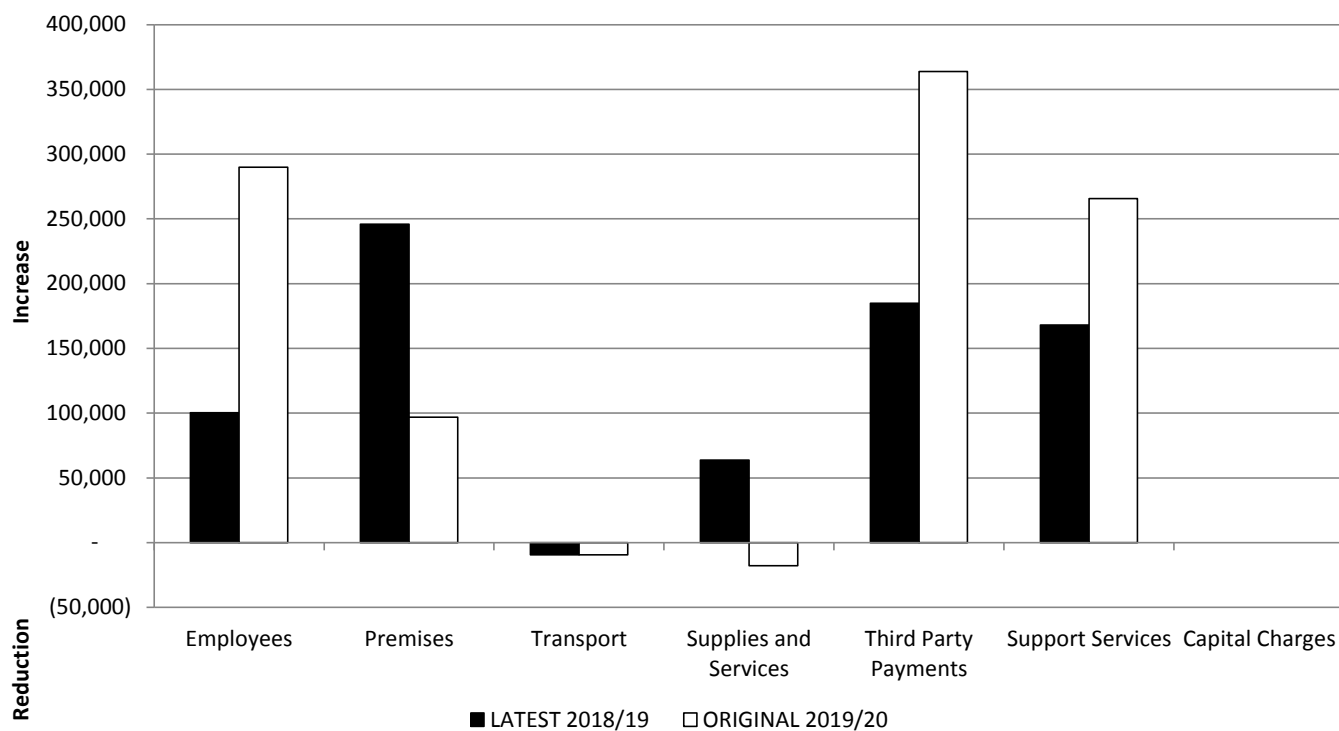
NEIGHBOURHOOD SERVICES EXPENDITURE - 2019/20 BUDGETS



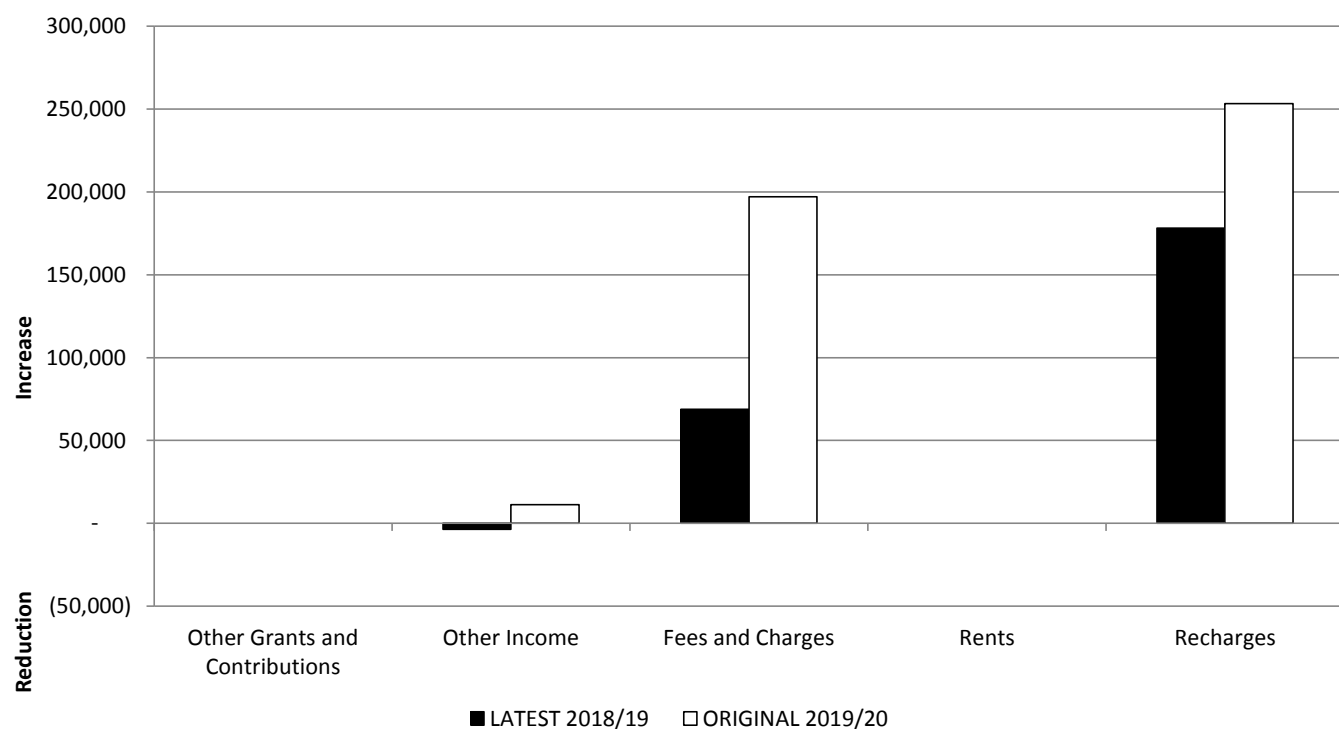
NEIGHBOURHOOD SERVICES INCOME - 2019/20 BUDGETS



NEIGHBOURHOOD SERVICES EXPENDITURE: CHANGE FROM 2018/19 ORIGINAL (£)



NEIGHBOURHOOD SERVICES INCOME: CHANGE FROM 2018/19 ORIGINAL (£)



NEIGHBOURHOOD SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1020 NEIGHBOURHOOD SERVICES</u>				
DIRECT EXPENDITURE				
Employees	97,551	94,200	92,600	94,900
Transport	-	100	-	-
Supplies and Services	176	1,000	51,000	(3,800)
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL DIRECT EXPENDITURE	97,727	95,300	143,600	91,100
Support Services	31,583	33,100	29,800	28,700
Recharges	(129,310)	(128,400)	(173,400)	(119,800)
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
NET (INCOME) / EXPENDITURE TO SUMMARY	-	-	-	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Variations:Supplies and Services:

Grounds Maintenance data capture project - earmarked reserve c/fwd from 2017/18	50,000	-
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Recharges:

Change in amount of costs to be recharged	(45,000)	8,600
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NEIGHBOURHOOD SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1105 CAR PARKS</u>				
DIRECT EXPENDITURE				
Employees	65,462	106,000	105,100	112,600
Premises	872,639	698,100	906,900	751,800
Transport	-	400	400	400
Supplies and Services	152,187	166,300	166,600	167,200
Third Party Payments	158,786	142,700	142,800	147,200
TOTAL DIRECT EXPENDITURE	1,151,523	1,019,300	1,234,200	1,092,900
DIRECT INCOME				
Other Income	(38,359)	(45,000)	(45,000)	(45,000)
Fees and Charges	(3,055,887)	(3,113,000)	(3,113,000)	(3,175,100)
Rents	(11,720)	(9,400)	(9,400)	(9,400)
TOTAL DIRECT INCOME	(1,856,892)	(2,053,900)	(1,840,600)	(2,041,700)
NET DIRECT (INCOME) / EXPENDITURE	(1,856,892)	(2,053,900)	(1,845,600)	(2,050,300)
Support Services	820,354	778,900	949,400	984,800
Capital Charges	1,155,114	609,700	609,700	609,700
Recharges	(1,578)	-	(1,600)	(1,600)
NET (INCOME) / EXPENDITURE TO SUMMARY	116,998	(665,300)	(288,100)	(457,400)

Variations:**Premises:**

Linen Street refurbishment - earmarked reserve carried forward from 2017/18	218,300	-
Business Rates inflation allowance	-	11,800
Business Rates	(17,100)	38,900

Fees and Charges:

Increased income projections	-	(62,100)
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Support Services:

Change in allocations	170,500	205,900
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NEIGHBOURHOOD SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1250 WCC HIGHWAYS</u>				
DIRECT EXPENDITURE				
Third Party Payments	106,679	109,900	109,900	112,600
TOTAL DIRECT EXPENDITURE	106,679	109,900	109,900	112,600
DIRECT INCOME				
Other Grants and Contributions	(117,552)	(118,300)	(118,300)	(118,300)
TOTAL DIRECT INCOME	(117,552)	(118,300)	(118,300)	(118,300)
NET DIRECT (INCOME) / EXPENDITURE	(10,873)	(8,400)	(8,400)	(5,700)
Support Services	62,538	63,300	79,200	83,500
NET (INCOME) / EXPENDITURE TO SUMMARY	51,665	54,900	70,800	77,800

Variations:Support Services:

Change in allocations

15,900

20,200

S1258 GREEN SPACES CONTRACT MGT

DIRECT EXPENDITURE				
Premises	12,870	12,600	12,100	12,200
Supplies and Services	163,724	171,700	171,700	161,700
Third Party Payments	97,133	138,100	138,100	132,900
TOTAL DIRECT EXPENDITURE	273,727	322,400	321,900	306,800
DIRECT INCOME				
Other Income	(950)	-	-	-
Other Grants and Contributions	(37,346)	(35,600)	(35,600)	(35,600)
TOTAL DIRECT INCOME	(38,296)	(35,600)	(35,600)	(35,600)
NET DIRECT (INCOME) / EXPENDITURE	235,431	286,800	286,300	271,200
Support Services	65,980	70,100	75,900	75,700
NET (INCOME) / EXPENDITURE TO SUMMARY	301,411	356,900	362,200	346,900

Variations:Supplies and Services:

Fit For The Future savings on plants etc.

-

(10,000)

NEIGHBOURHOOD SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1270 GREEN SPACE DEVELOPMENT</u>				
DIRECT EXPENDITURE				
Employees	262,150	278,600	303,000	331,000
Premises	527,242	167,700	199,000	200,200
Transport	7,532	-	2,600	2,600
Supplies and Services	189,953	45,000	45,000	45,000
Third Party Payments	66,445	29,000	29,100	29,100
TOTAL DIRECT EXPENDITURE	1,053,322	520,300	578,700	607,900
DIRECT INCOME				
Contributions to projects	(75,621)	(2,600)	(2,600)	(2,600)
Other Income	(5,920)	(4,400)	(4,400)	(4,400)
Legal Fees	(893)	-	-	-
Rents-Others	(2,998)	-	-	-
TOTAL DIRECT INCOME	(85,432)	(7,000)	(7,000)	(7,000)
NET DIRECT (INCOME) / EXPENDITURE	967,890	513,300	571,700	600,900
Support Services	403,067	559,900	495,600	526,800
Capital Charges	249,148	496,200	496,200	496,200
Recharges	(22,100)	(38,800)	(38,800)	(38,800)
NET (INCOME) / EXPENDITURE TO SUMMARY	1,598,005	1,530,600	1,524,700	1,585,100

Variations:**Employees:**

Temporary posts - subject to Planning fee income	31,000	45,600
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Premises:

Water Features repair and maintenance budget not provided for	41,100	41,100
Reduction in water charges budget	(17,000)	(17,000)

Support Services:

Change in allocations	(64,300)	(33,100)
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NEIGHBOURHOOD SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1289 OPEN SPACES</u>				
DIRECT EXPENDITURE				
Premises	149,883	117,500	130,500	130,500
Supplies and Services	856	-	-	-
TOTAL DIRECT EXPENDITURE	150,739	117,500	130,500	130,500
NET (INCOME) / EXPENDITURE TO SUMMARY	150,739	117,500	130,500	130,500

Variations:Premises:

Increased repairs and maintenance budgets	12,000	12,000
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S1320 BEREAVEMENT SERVICES

DIRECT EXPENDITURE				
Employees	301,004	297,600	328,400	349,500
Premises	266,250	331,700	327,300	331,500
Transport	3,622	3,400	3,400	3,400
Supplies and Services	89,213	92,600	92,600	92,600
Third Party Payments	136,650	137,300	137,300	140,700
TOTAL DIRECT EXPENDITURE	796,739	862,600	889,000	917,700
DIRECT INCOME				
Other Grants and Contributions	(8,429)	(2,900)	(2,900)	(2,900)
Other Income	(4,975)	(100)	(100)	(100)
Fees and Charges	(1,680,438)	(1,711,900)	(1,776,200)	(1,830,500)
Rents	(20,607)	(23,900)	(23,900)	(23,900)
TOTAL DIRECT INCOME	(1,714,449)	(1,738,800)	(1,803,100)	(1,857,400)
NET DIRECT (INCOME) / EXPENDITURE	(917,710)	(876,200)	(914,100)	(939,700)
Support Services	103,977	117,700	103,200	103,100
Capital Charges	121,823	197,600	197,600	197,600
NET (INCOME) / EXPENDITURE TO SUMMARY	(691,910)	(560,900)	(613,300)	(639,000)

Variations:Employees:

Increased staffing requirement	31,800	48,000
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Fees and Charges:

Increased income projections	(64,300)	(118,600)
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Support Services:

Change in allocations	(14,500)	(14,600)
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NEIGHBOURHOOD SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S3655 HILL CLOSE GARDENS</u>				
DIRECT EXPENDITURE				
Supplies and Services	20,000	20,000	20,000	20,000
TOTAL DIRECT EXPENDITURE	20,000	20,000	20,000	20,000
NET (INCOME) / EXPENDITURE TO SUMMARY	20,000	20,000	20,000	20,000

S4060 STREET CLEANSING

DIRECT EXPENDITURE				
Premises	11,440	15,500	15,500	15,500
Transport	895	900	900	1,000
Supplies and Services	13,523	28,900	28,900	24,900
Third Party Payments	1,276,510	1,226,500	1,393,400	1,457,300
TOTAL DIRECT EXPENDITURE	1,302,368	1,271,800	1,438,700	1,498,700
DIRECT INCOME				
Other Income	(13,977)	-	-	-
TOTAL DIRECT INCOME	(13,977)	-	-	-
NET DIRECT (INCOME) / EXPENDITURE	1,288,391	1,271,800	1,438,700	1,498,700
Support Services	202,708	272,200	256,400	281,600
NET (INCOME) / EXPENDITURE TO SUMMARY	1,491,099	1,544,000	1,695,100	1,780,300

Variations:**Third Party Payments:**

Additional growth	174,000	196,700
Contract inflation	-	32,300

Support Services:

Change in allocations	(15,800)	9,400
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NEIGHBOURHOOD SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S4090 WASTE MANAGEMENT</u>				
DIRECT EXPENDITURE				
Employees	979,981	1,078,100	1,125,600	1,256,500
Premises	26,588	29,800	27,400	28,000
Transport	12,726	34,400	22,400	22,400
Supplies and Services	72,786	76,900	76,900	76,900
Third Party Payments	580,828	553,400	579,000	592,700
TOTAL DIRECT EXPENDITURE	1,672,909	1,772,600	1,831,300	1,976,500
DIRECT INCOME				
Insurances	(957)	-	-	-
Service Charges	(41,657)	(49,000)	(49,000)	(49,000)
TOTAL DIRECT INCOME	(42,614)	(49,000)	(49,000)	(49,000)
NET DIRECT (INCOME) / EXPENDITURE	1,630,295	1,723,600	1,782,300	1,927,500
Support Services	413,818	432,500	510,700	521,000
Recharges	(1,259,197)	(1,338,300)	(1,469,900)	(1,598,600)
NET (INCOME) / EXPENDITURE TO SUMMARY	784,916	817,800	823,100	849,900

Variations:**Employees:**

Additional Ranger posts funded from car parks surplus	31,200	75,100
Temporary Business Support Officers	16,300	64,200
Pay Award	9,000	28,200
IAS 19 Pension Adjustments	(12,000)	-

Premises:

Car allowance budget not required	(12,000)	(12,000)
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Third Party Payments:

Grounds Maintenance contract growth	25,600	25,600
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Support Services:

Change in allocations	78,200	88,500
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Recharges:

Change in amount of costs to be recharged	(131,600)	(260,300)
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NEIGHBOURHOOD SERVICES

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S4130 WASTE COLLECTION</u>				
DIRECT EXPENDITURE				
Supplies and Services	63,654	73,900	87,400	73,900
Third Party Payments	2,156,107	2,271,900	2,264,100	2,360,100
TOTAL DIRECT EXPENDITURE	2,219,761	2,345,800	2,351,500	2,434,000
DIRECT INCOME				
Other Income	(451,059)	(464,400)	(460,700)	(475,700)
Fees and Charges	(158,503)	(129,500)	(134,000)	(146,000)
TOTAL DIRECT INCOME	(609,562)	(593,900)	(594,700)	(621,700)
NET DIRECT (INCOME) / EXPENDITURE	1,610,199	1,751,900	1,756,800	1,812,300
Support Services	39,829	50,700	46,200	38,900
Capital Charges	88,229	256,400	256,400	256,400
NET (INCOME) / EXPENDITURE TO SUMMARY	1,738,257	2,059,000	2,059,400	2,107,600

Variations:Supplies and Services:

Fly Tipping Response - earmarked reserve carried forward from 2017/18	13,500	-
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Third Party Payments:

Contract inflation	-	56,700
Increased number of properties	-	31,400

Other Income:

Increased Recycling Credit income	-	(11,300)
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Fees and Charges:

Receptacle charging policy changes	10,500	10,500
Increased demand for bulky refuse collections	-	(10,000)
Increased fee income	(15,000)	(17,000)

Support Services:

Change in allocations	(4,500)	(11,800)
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S4180 ABANDONED VEHICLES**EXPENDITURE**

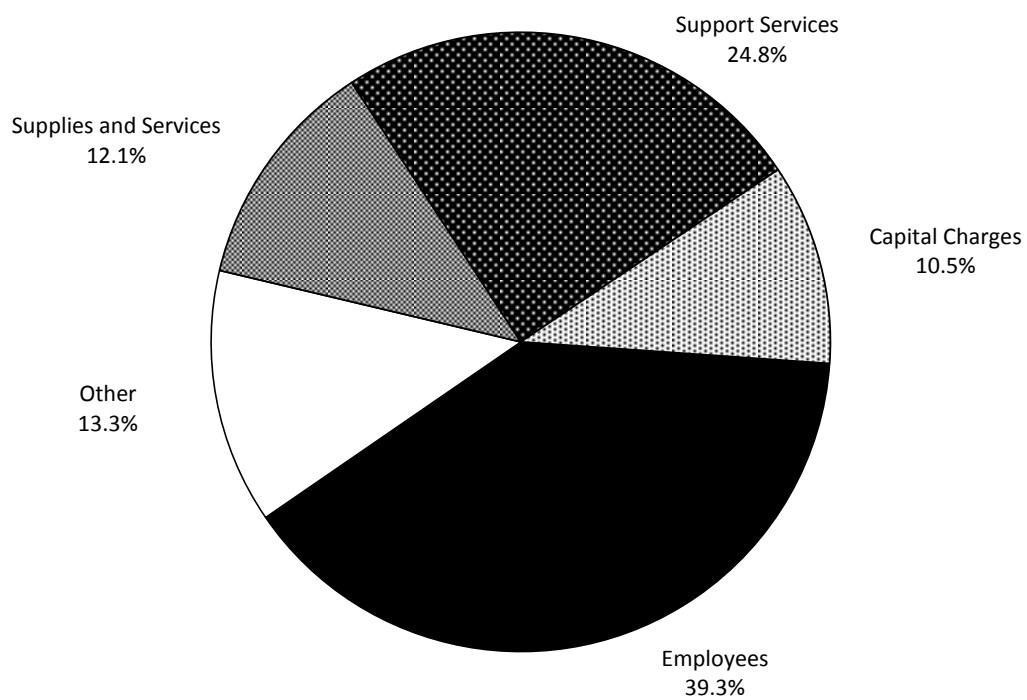
Support Services	1,107	1,200	1,300	1,200
NET (INCOME) / EXPENDITURE TO SUMMARY	1,107	1,200	1,300	1,200

NEIGHBOURHOOD SERVICES

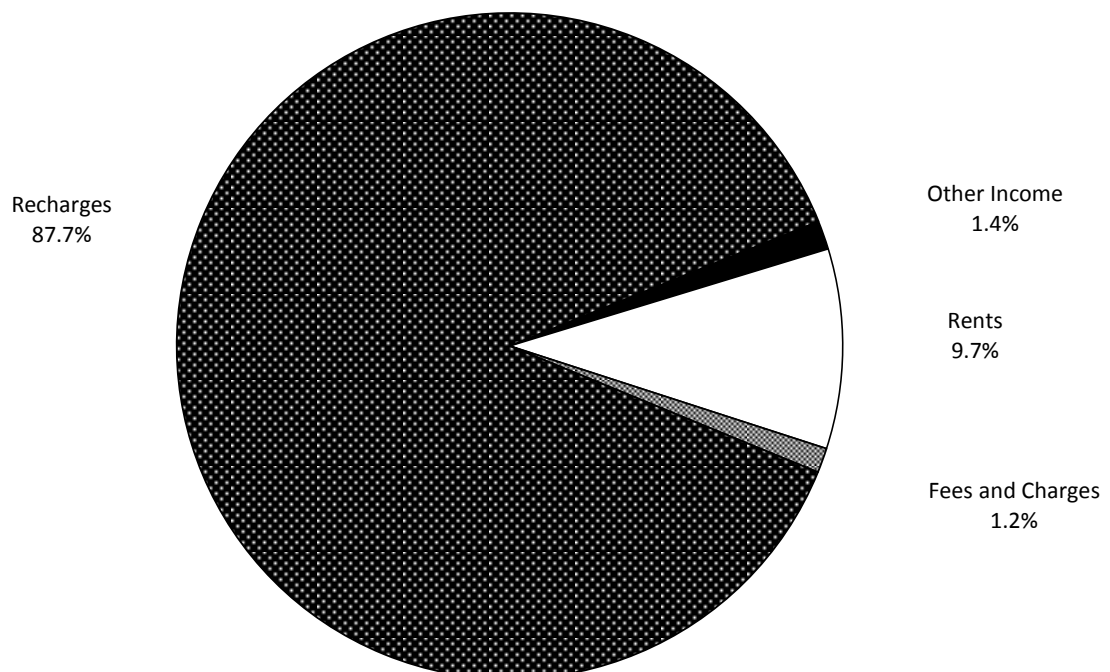
	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S4811 WATERCOURSES</u>				
DIRECT EXPENDITURE				
Premises	13,800	13,800	13,800	13,800
TOTAL DIRECT EXPENDITURE	13,800	13,800	13,800	13,800
DIRECT INCOME				
Other Grants and Contributions	(18,778)	(14,000)	(14,000)	(14,000)
TOTAL DIRECT INCOME	(18,778)	(14,000)	(14,000)	(14,000)
NET DIRECT (INCOME) / EXPENDITURE	(4,978)	(200)	(200)	(200)
NET (INCOME) / EXPENDITURE TO SUMMARY	(4,978)	(200)	(200)	(200)

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>STRATEGIC LEADERSHIP</u>				
S1270 GREEN SPACE DEVELOPMENT	35,163	14,500	14,500	14,500
S1289 OPEN SPACES	(106,830)	82,700	61,800	76,700
S1645 ASSET MANAGEMENT	12,302	30,000	-	-
S1650 ESTATE MANAGEMENT	(130,135)	60,600	92,700	47,500
S1660 WARWICK PLANT MAINTENANCE	-	-	-	-
S2000 CHIEF EXECUTIVE'S OFFICE	-	-	-	-
S2010 CORPORATE PROJECTS	34,334	69,100	20,800	3,400
S2060 HUMAN RESOURCES	5,269	50,200	-	-
S2080 MEMBER TRAINING	1,898	6,000	5,100	5,100
S2100 ORGANISATIONAL DEVELOPMENT	3,082	62,600	115,500	16,000
S2200 COMMITTEE SERVICES	-	(10,000)	-	-
S2220 DEMOCRATIC REPRESENTATION	944,161	1,091,600	1,162,000	1,123,900
S2240 ELECTIONS	109,152	70,900	41,900	192,300
S2260 ELECTORAL REGISTRATION	251,301	243,600	281,600	254,200
S2280 CHAIR OF THE COUNCIL	53,165	70,700	79,400	80,400
S2300 OFFICE ACCOMMODATION	1,230	-	-	-
S2340 MEDIA ROOM	6,832	-	-	-
S3350 CSTEAM	-	-	-	-
S3400 PAYMENT CHANNELS	-	-	-	-
S3452 CUSTOMER CONTACT MANAGER	-	-	-	-
S3470 WEB SERVICES	-	-	-	-
S3500 ICT SERVICES	(29,118)	(91,600)	(16,500)	(16,400)
S3600 ECONOMIC DEVELOPMENT	131,911	-	108,400	-
S3661 CUP - UNITED REFORM CHURCH	34,845	48,200	52,100	53,200
S4300 ENVIRONMENTAL PROTECTION	4,684	6,500	13,300	11,400
S4780 WDC HIGHWAYS	162,317	250,800	202,900	209,300
S4810 ALLEVIATION OF FLOODING	46,050	206,900	104,300	104,200
S4871 LEGAL SERVICES (SHARED SERVICE WCC)	-	15,000	-	-
SW000 CORPORATE R+M UNALLOCATED	-	417,800	533,200	415,500
TOTAL STRATEGIC LEADERSHIP	1,571,613	2,696,100	2,873,000	2,591,200
<u>EXPENDITURE:</u>				
Employees	3,809,625	3,628,900	3,701,800	3,867,900
Premises	641,239	945,100	1,063,800	963,600
Transport	46,482	16,200	31,200	33,800
Supplies and Services	1,431,420	1,228,900	1,362,300	1,196,500
Third Party Payments	468,733	311,000	490,500	315,500
Support Services	2,311,117	2,489,400	2,543,300	2,441,600
Capital Charges	375,127	1,029,800	1,029,800	1,029,800
TOTAL EXPENDITURE	9,083,743	9,649,300	10,222,700	9,848,700
<u>INCOME:</u>				
Government Grants	(378,462)	-	-	-
Other Grants and Contributions	(1,597)	-	(22,500)	(22,500)
Sales	(2,522)	(2,400)	(2,400)	(2,400)
Other Income	(365,252)	(74,500)	(113,200)	(74,500)
Fees and Charges	(91,250)	(86,000)	(86,000)	(86,000)
Rents	(623,837)	(668,800)	(666,200)	(703,600)
Recharges	(6,049,210)	(6,121,500)	(6,459,400)	(6,368,500)
TOTAL INCOME	(7,512,130)	(6,953,200)	(7,349,700)	(7,257,500)
NET COST OF STRATEGIC LEADERSHIP	1,571,613	2,696,100	2,873,000	2,591,200

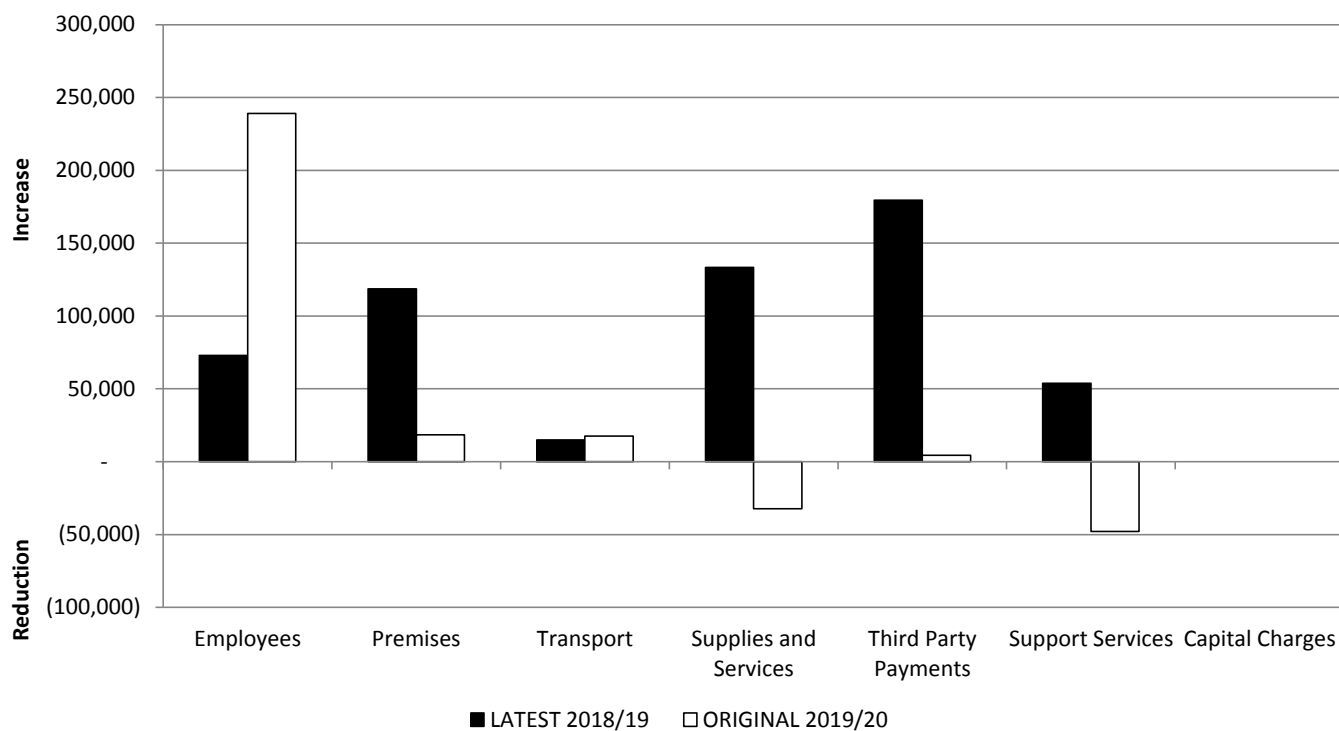
STRATEGIC LEADERSHIP EXPENDITURE: 2019/20 BUDGETS



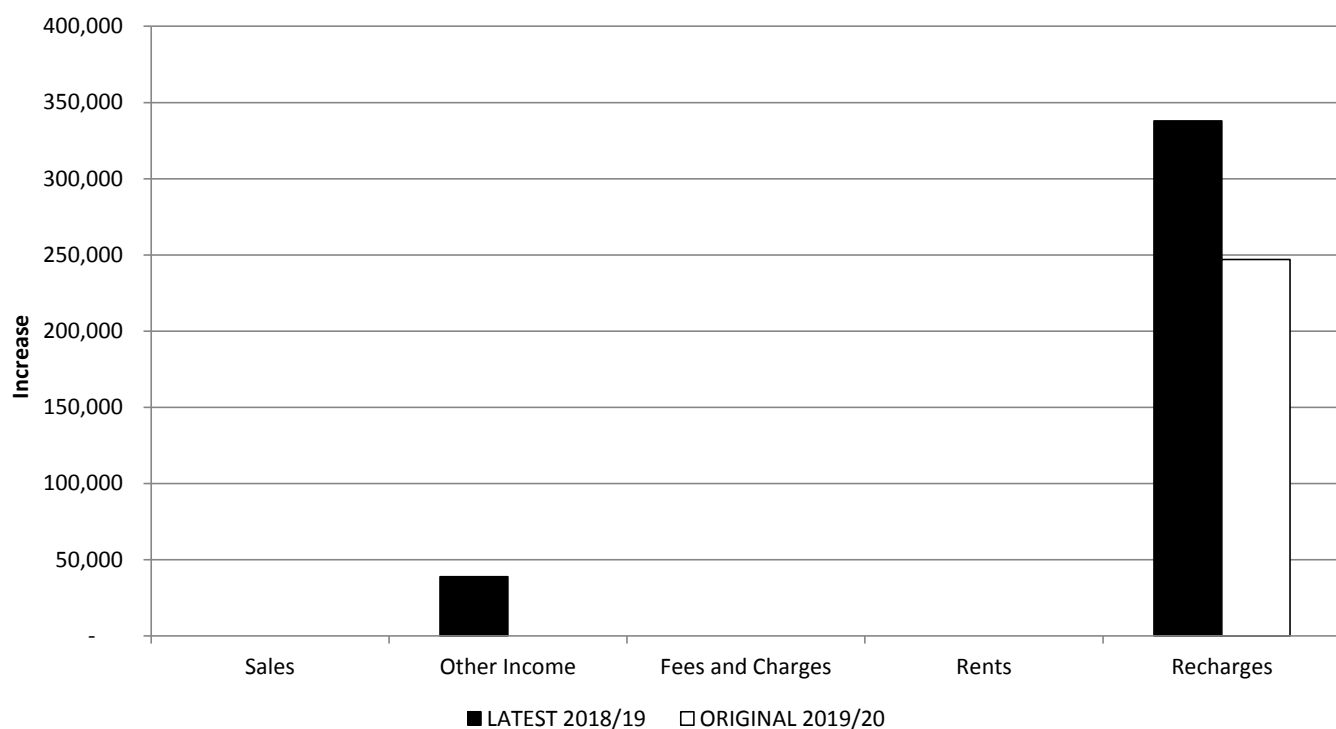
STRATEGIC LEADERSHIP INCOME - 2019/20 BUDGETS



STRATEGIC LEADERSHIP EXPENDITURE: CHANGE FROM 2018/19 ORIGINAL (£)



STRATEGIC LEADERSHIP INCOME: CHANGE FROM 2018/19 ORIGINAL (£)



STRATEGIC LEADERSHIP

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1270 GREEN SPACE DEVELOPMENT</u>				
DIRECT EXPENDITURE				
Premises	15,156	14,500	14,500	14,500
Third Party Payments	20,007	-	-	-
TOTAL DIRECT EXPENDITURE	35,163	14,500	14,500	14,500
NET (INCOME) / EXPENDITURE TO SUMMARY	35,163	14,500	14,500	14,500

S1289 OPEN SPACES

DIRECT EXPENDITURE				
Premises	11,059	8,600	8,800	8,900
Supplies and Services	11,070	-	-	-
Third Party Payments	11,110	10,000	10,200	10,300
TOTAL DIRECT EXPENDITURE	33,239	18,600	19,000	19,200
DIRECT INCOME				
Fees and Charges	(37,636)	(35,000)	(35,000)	(35,000)
Rents	(130,035)	(149,600)	(155,900)	(140,800)
TOTAL DIRECT INCOME	(167,671)	(184,600)	(190,900)	(175,800)
NET DIRECT (INCOME) / EXPENDITURE	(134,432)	(166,000)	(171,900)	(156,600)
Support Services	27,602	42,500	27,500	27,100
Capital Charges	-	206,200	206,200	206,200
NET (INCOME) / EXPENDITURE TO SUMMARY	(106,830)	82,700	61,800	76,700

Variations:Rents:

Rent free holiday re-profiled	(11,300)	(9,000)
One-off income for 2018/19 only	-	15,500

Support Services:

Change in allocations	(15,000)	(15,400)
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STRATEGIC LEADERSHIP

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S1645 ASSET MANAGEMENT</u>				
DIRECT EXPENDITURE				
Employees	716,227	911,500	955,100	1,053,200
Premises	3,875	1,300	1,300	1,300
Transport	16,947	6,500	6,500	6,500
Supplies and Services	8,444	17,800	17,800	17,100
Third Party Payments	28,077	3,900	4,000	4,000
TOTAL DIRECT EXPENDITURE	773,570	941,000	984,700	1,082,100
DIRECT INCOME				
Other Grants and Contributions	-	-	(22,500)	(22,500)
TOTAL DIRECT INCOME	-	-	(22,500)	(22,500)
NET DIRECT (INCOME) / EXPENDITURE	773,570	941,000	962,200	1,059,600
Support Services	220,297	250,600	238,400	228,800
Recharges	(981,565)	(1,161,600)	(1,200,600)	(1,288,400)
NET (INCOME) / EXPENDITURE TO SUMMARY	12,302	30,000	-	-

Variations:**Employees:**

Restructure - additional post part financed by HRA	55,100	131,000
Pay Award	-	17,700
IAS19 Pension Adjustments	(10,100)	(9,200)

Other Grants and Contributions:

HRA contribution to shared post	(22,500)	(22,500)
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Support Services:

Change in allocations	(12,200)	(21,800)
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Recharges:

Change in amount of costs to be recharged	(39,000)	(126,800)
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STRATEGIC LEADERSHIP**S1650 ESTATE MANAGEMENT**

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
DIRECT EXPENDITURE				
Employees	519	-	-	-
Premises	160,267	167,500	136,200	123,100
Supplies and Services	3,594	5,300	5,200	5,300
Third Party Payments	51,684	71,000	72,600	72,600
TOTAL DIRECT EXPENDITURE	216,064	243,800	214,000	201,000
DIRECT INCOME				
Other Income	(15,701)	(15,600)	(15,600)	(15,600)
Fees and Charges	(2,723)	(2,000)	(2,000)	(2,000)
Rents	(493,802)	(519,200)	(510,300)	(562,800)
TOTAL DIRECT INCOME	(512,226)	(536,800)	(527,900)	(580,400)
NET DIRECT (INCOME) / EXPENDITURE	(296,162)	(293,000)	(313,900)	(379,400)
Support Services	161,364	153,300	206,300	226,600
Capital Charges	4,663	200,300	200,300	200,300
NET (INCOME) / EXPENDITURE TO SUMMARY	(130,135)	60,600	92,700	47,500

Variations:Premises:

One-off repair and maintenance 2018/19 only	-	(15,000)
Change in business rates	(29,300)	(28,900)

Rents:

Empty properties expected to be re-let	-	(42,600)
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Support Services:

Change in allocations	53,000	73,300
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S1660 WARWICK PLANT MAINTENANCE

DIRECT EXPENDITURE				
Employees	15,424	-	-	-
Transport	3,128	-	-	-
Supplies and Services	258	-	-	-
TOTAL DIRECT EXPENDITURE	18,810	-	-	-
Support Services	2,572	-	-	-
Recharges	(21,382)	-	-	-
NET (INCOME) / EXPENDITURE TO SUMMARY	-	-	-	-

STRATEGIC LEADERSHIP

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S2000 CHIEF EXECUTIVE'S OFFICE</u>				
DIRECT EXPENDITURE				
Employees	439,857	440,600	433,800	443,600
Transport	216	800	500	800
Supplies and Services	8,416	11,100	10,600	11,100
Third Party Payments	44,724	18,400	20,100	19,300
TOTAL DIRECT EXPENDITURE	493,213	470,900	465,000	474,800
DIRECT INCOME				
Other Grants and Contributions	(1,097)	-	-	-
TOTAL DIRECT INCOME	(1,097)	-	-	-
NET DIRECT (INCOME) / EXPENDITURE	492,116	470,900	465,000	474,800
Support Services	107,991	106,400	69,900	72,400
Recharges	(600,107)	(577,300)	(534,900)	(547,200)
NET (INCOME) / EXPENDITURE TO SUMMARY	-	-	-	-

Variations:**Employees:**

Pay Award	-	11,700
IAS 19 Pension Adjustments	(9,500)	(9,000)

Support Services:

Change in allocations	(36,500)	(34,000)
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Recharges:

Change in amount of costs to be recharged	42,400	30,100
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STRATEGIC LEADERSHIP

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S2010 CORPORATE PROJECTS</u>				
DIRECT EXPENDITURE				
Employees	52,694	65,700	13,100	-
Premises	6,437	3,300	3,200	3,300
Supplies and Services	298	-	11,500	-
Third Party Payments	37,561	-	88,600	-
TOTAL DIRECT EXPENDITURE	96,990	69,000	116,400	3,300
DIRECT INCOME				
Other Income	(1,637)	-	-	-
TOTAL DIRECT INCOME	(1,637)	-	-	-
NET DIRECT (INCOME) / EXPENDITURE	95,353	69,000	116,400	3,300
Support Services	5,751	100	3,200	3,200
Recharges	(66,770)	-	(98,800)	(3,100)
NET (INCOME) / EXPENDITURE TO SUMMARY	34,334	69,100	20,800	3,400

Variations:Employees:

Post moved to Development Services	(54,900)	(65,700)
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Supplies and Services:

Contribution towards Chase Meadow running costs funded from Contingency Budget	11,500	-
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Third Party Payments:

Riverside House Relocation consultancy	82,600	-
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Recharges:

Change in amount of costs to be recharged	(98,800)	(3,100)
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STRATEGIC LEADERSHIP

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S2060 HUMAN RESOURCES</u>				
DIRECT EXPENDITURE				
Employees	456,791	428,700	433,100	425,100
Premises	146	-	-	-
Transport	920	1,200	1,200	1,200
Supplies and Services	74,525	57,000	77,000	77,000
Third Party Payments	25,432	23,400	23,700	23,700
TOTAL DIRECT EXPENDITURE	557,814	510,300	535,000	527,000
DIRECT INCOME				
Other Grants and Contributions	(500)	-	-	-
Fees and Charges	(29)	-	-	-
TOTAL DIRECT INCOME	(529)	-	-	-
NET DIRECT (INCOME) / EXPENDITURE	557,285	510,300	535,000	527,000
Support Services	142,789	133,000	173,300	166,500
Recharges	(694,805)	(593,100)	(708,300)	(693,500)
NET (INCOME) / EXPENDITURE TO SUMMARY	5,269	50,200	-	-

Variations:Supplies and Services:

Health and Wellbeing Strategy	20,000	20,000
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Support Services:

Change in allocations	40,300	33,500
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Recharges:

Change in amount of costs to be recharged	(115,200)	(100,400)
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S2080 MEMBER TRAINING

DIRECT EXPENDITURE				
Employees	1,898	4,600	4,600	4,600
Supplies and Services	-	500	500	500
TOTAL DIRECT EXPENDITURE	1,898	5,100	5,100	5,100
Support Services	-	900	-	-
NET (INCOME) / EXPENDITURE TO SUMMARY	1,898	6,000	5,100	5,100

STRATEGIC LEADERSHIP

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S2100 ORGANISATIONAL DEVELOPMENT</u>				
DIRECT EXPENDITURE				
Employees	-	(31,000)	-	-
Transport	-	(9,200)	-	-
Supplies and Services	3,082	102,800	115,500	16,000
TOTAL DIRECT EXPENDITURE	3,082	62,600	115,500	16,000
NET (INCOME) / EXPENDITURE TO SUMMARY	3,082	62,600	115,500	16,000

Variations:Employees:

Fit For the Future savings over-estimated	31,000	31,000
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Transport:

Fit For the Future savings over-estimated	9,200	9,200
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Supplies and Services:

Digital Transformation - time limited project	-	(86,800)
Digital Transformation - earmarked reserve carried forward from 2017/18	17,700	-

S2200 COMMITTEE SERVICES

DIRECT EXPENDITURE				
Employees	172,534	190,100	189,100	184,100
Transport	59	400	400	400
Supplies and Services	17,232	20,100	19,800	20,100
Third Party Payments	23,385	38,000	39,100	39,100
TOTAL DIRECT EXPENDITURE	213,210	248,600	248,400	243,700
Support Services	123,002	122,400	116,500	116,900
Recharges	(336,212)	(381,000)	(364,900)	(360,600)
NET (INCOME) / EXPENDITURE TO SUMMARY	-	(10,000)	-	-

Variations:Recharges:

Change in amount of costs to be recharged	16,100	20,400
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STRATEGIC LEADERSHIP

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S2220 DEMOCRATIC REPRESENTATION</u>				
DIRECT EXPENDITURE				
Employees	5,210	4,000	4,100	4,200
Transport	2,405	4,000	4,000	4,000
Supplies and Services	322,684	354,400	354,400	344,500
Third Party Payments	3,991	5,700	5,900	5,900
TOTAL DIRECT EXPENDITURE	334,290	368,100	368,400	358,600
Support Services	682,149	795,100	865,200	836,900
Capital Charges	1,222	1,900	1,900	1,900
Recharges	(73,500)	(73,500)	(73,500)	(73,500)
NET (INCOME) / EXPENDITURE TO SUMMARY	944,161	1,091,600	1,162,000	1,123,900

Variations:Support Services:

Change in allocations

70,100

41,800

STRATEGIC LEADERSHIP

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S2240 ELECTIONS</u>				
DIRECT EXPENDITURE				
Employees	303,790	6,300	12,800	75,300
Premises	109,067	-	900	29,100
Transport	9,693	-	300	2,000
Supplies and Services	209,291	7,100	9,900	47,300
TOTAL DIRECT EXPENDITURE	631,841	13,400	23,900	153,700
DIRECT INCOME				
Government Grants	(349,785)	-	-	-
Other Income	(268,203)	(500)	(10,900)	(500)
TOTAL DIRECT INCOME	(617,988)	(500)	(10,900)	(500)
NET DIRECT (INCOME) / EXPENDITURE	13,853	12,900	13,000	153,200
Support Services	95,299	58,000	28,900	39,100
NET (INCOME) / EXPENDITURE TO SUMMARY	109,152	70,900	41,900	192,300

Variations:Employees:

District and Parish Council elections	-	69,000
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Premises:

District and Parish Council elections	-	29,100
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Supplies and Services

District and Parish Council elections	-	40,200
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Other Income:

Additional income recovered re WCC elections	(10,400)	-
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Support Services:

Change in allocations	(29,100)	(18,900)
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STRATEGIC LEADERSHIP

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S2260 ELECTORAL REGISTRATION</u>				
DIRECT EXPENDITURE				
Employees	130,950	126,500	155,800	128,700
Premises	-	2,800	2,800	2,800
Transport	828	500	500	500
Supplies and Services	101,639	67,900	102,500	68,900
TOTAL DIRECT EXPENDITURE	233,417	197,700	261,600	200,900
DIRECT INCOME				
Sales	(2,522)	(2,400)	(2,400)	(2,400)
Other Income	(28,798)	-	(28,300)	-
TOTAL DIRECT INCOME	(31,320)	(2,400)	(30,700)	(2,400)
NET DIRECT (INCOME) / EXPENDITURE	202,097	195,300	230,900	198,500
Support Services	64,904	64,000	66,400	71,400
Recharges	(15,700)	(15,700)	(15,700)	(15,700)
NET (INCOME) / EXPENDITURE TO SUMMARY	251,301	243,600	281,600	254,200

Variations:Employees:

2018 Election Boundary Review funded from Contingency budget (August Executive)	30,000	-
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Supplies and Services

Individual Electoral Registration costs funded from Government	28,300	-
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Other Income:

Government funding towards Individual Electoral Registration costs	(28,300)	-
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STRATEGIC LEADERSHIP

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S2280 CHAIR OF THE COUNCIL</u>				
DIRECT EXPENDITURE				
Employees	19,596	33,400	26,300	27,800
Transport	4,295	2,100	8,200	8,300
Supplies and Services	14,393	19,200	19,200	19,200
TOTAL DIRECT EXPENDITURE	38,284	54,700	53,700	55,300
DIRECT INCOME				
Other Income	(19)	-	-	-
TOTAL DIRECT INCOME	(19)	-	-	-
NET DIRECT (INCOME) / EXPENDITURE	38,265	54,700	53,700	55,300
Support Services	17,500	18,600	28,300	27,700
Recharges	(2,600)	(2,600)	(2,600)	(2,600)
NET (INCOME) / EXPENDITURE TO SUMMARY	53,165	70,700	79,400	80,400

S2300 OFFICE ACCOMMODATION

DIRECT EXPENDITURE				
Premises	235,308	223,000	256,600	258,800
Supplies and Services	10,939	-	-	-
Third Party Payments	3,422	-	-	-
TOTAL DIRECT EXPENDITURE	249,669	223,000	256,600	258,800
DIRECT INCOME				
Other Income	(3,812)	-	-	-
TOTAL DIRECT INCOME	(3,812)	-	-	-
NET DIRECT (INCOME) / EXPENDITURE	245,857	223,000	256,600	258,800
Support Services	125,491	56,400	168,200	75,500
Capital Charges	164,690	379,600	379,600	379,600
Recharges	(534,808)	(659,000)	(804,400)	(713,900)
NET (INCOME) / EXPENDITURE TO SUMMARY	1,230	-	-	-

Variations:**Premises:**

Increased repair and maintenance programme	33,600	33,600
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Support Services:

Change in allocations	111,800	19,100
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Recharges:

Change in amount of costs to be recharged	(145,400)	(54,900)
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STRATEGIC LEADERSHIP

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S2340 MEDIA ROOM</u>				
DIRECT EXPENDITURE				
Employees	225,507	230,000	229,500	249,100
Transport	701	800	800	800
Supplies and Services	97,170	97,300	94,000	96,900
Third Party Payments	-	400	400	400
TOTAL DIRECT EXPENDITURE	323,378	328,500	324,700	347,200
DIRECT INCOME				
Other Income	(44,582)	(58,400)	(58,400)	(58,400)
Fees and Charges	(709)	(4,000)	(4,000)	(4,000)
TOTAL DIRECT INCOME	(45,291)	(62,400)	(62,400)	(62,400)
NET DIRECT (INCOME) / EXPENDITURE	278,087	266,100	262,300	284,800
Support Services	105,616	110,400	108,200	103,500
Capital Charges	16,485	6,300	6,300	6,300
Recharges	(393,356)	(382,800)	(376,800)	(394,600)
NET (INCOME) / EXPENDITURE TO SUMMARY	6,832	-	-	-

Variations:Employees:

Regradings, increments and Pay Award	-	20,000
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Recharges:

Change in amount of costs to be recharged	6,000	(11,800)
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S3350 CSTEAM

DIRECT EXPENDITURE				
Employees	152,850	175,800	186,400	190,900
Transport	-	400	100	400
Supplies and Services	15,243	10,400	10,600	10,400
TOTAL DIRECT EXPENDITURE	168,093	186,600	197,100	201,700
Support Services	71,674	72,100	74,200	72,000
Recharges	(239,767)	(258,700)	(271,300)	(273,700)
NET (INCOME) / EXPENDITURE TO SUMMARY	-	-	-	-

Variations:Employees:

Apprenticeship Scheme	11,300	11,700
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Recharges:

Change in amount of costs to be recharged	(12,600)	(15,000)
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STRATEGIC LEADERSHIP

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S3400 PAYMENT CHANNELS</u>				
DIRECT EXPENDITURE				
Supplies and Services	32,917	21,500	21,500	21,500
Third Party Payments	79,228	120,000	120,700	120,000
TOTAL DIRECT EXPENDITURE	112,145	141,500	142,200	141,500
Support Services	44,917	20,500	14,300	17,200
Recharges	(157,062)	(162,000)	(156,500)	(158,700)
NET (INCOME) / EXPENDITURE TO SUMMARY	-	-	-	-

S3452 CUSTOMER CONTACT MANAGER

DIRECT EXPENDITURE				
Digital transformation	3,823	-	-	-
TOTAL DIRECT EXPENDITURE	3,823	-	-	-
Recharges	(3,823)	-	-	-
NET (INCOME) / EXPENDITURE TO SUMMARY	-	-	-	-

S3470 WEB SERVICES

DIRECT EXPENDITURE				
Employees	50,590	52,700	51,900	52,100
Transport	110	100	100	100
Supplies and Services	25,151	30,200	40,800	30,200
TOTAL DIRECT EXPENDITURE	75,851	83,000	92,800	82,400
Support Services	25,690	21,900	22,200	22,600
Recharges	(101,541)	(104,900)	(115,000)	(105,000)
NET (INCOME) / EXPENDITURE TO SUMMARY	-	-	-	-

Variations:Supplies and Services:

Meta Learning compliance software - earmarked reserve carried forward from 2017/18	10,600	-
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Recharges:

Change in amount of costs to be recharged	(10,100)	(100)
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STRATEGIC LEADERSHIP

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S3500 ICT SERVICES</u>				
DIRECT EXPENDITURE				
Employees	1,065,188	990,000	1,006,200	1,029,200
Transport	2,706	4,000	4,000	4,000
Supplies and Services	433,260	406,300	419,400	403,900
Third Party Payments	17,358	-	-	-
TOTAL DIRECT EXPENDITURE	1,518,512	1,400,300	1,429,600	1,437,100
DIRECT INCOME				
Other Income	(2,500)	-	-	-
Fees and Charges	(48,256)	(45,000)	(45,000)	(45,000)
TOTAL DIRECT INCOME	(50,756)	(45,000)	(45,000)	(45,000)
NET DIRECT (INCOME) / EXPENDITURE	1,467,756	1,355,300	1,384,600	1,392,100
Support Services	201,859	210,200	227,200	221,900
Capital Charges	102,897	61,900	61,900	61,900
Recharges	(1,801,630)	(1,719,000)	(1,690,200)	(1,692,300)
NET (INCOME) / EXPENDITURE TO SUMMARY	(29,118)	(91,600)	(16,500)	(16,400)

Variations:**Employees:**

Pay Award	8,200	25,200
Apprenticeship Scheme	15,500	30,600
Meta Learning compliance training	7,500	-
IAS 19 Pension Adjustments	(19,600)	(17,800)

Supplies and Services:

Additional software costs	9,600	-
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Support Services:

Change in allocations	17,000	11,700
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Recharges:

Change in amount of costs to be recharged	28,800	26,700
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STRATEGIC LEADERSHIP

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S3600 ECONOMIC DEVELOPMENT</u>				
DIRECT EXPENDITURE				
Supplies and Services	9,104	-	23,400	-
Third Party Payments	122,807	-	85,000	-
TOTAL DIRECT EXPENDITURE	131,911	-	108,400	-
NET (INCOME) / EXPENDITURE TO SUMMARY	131,911	-	108,400	-

Variations:**Supplies and Services:**

St. Marys Lands Masterplan	10,000	-
Cov. & Warwks LEP Growth Hub contribution - earmarked reserve carried forward	13,400	-

Third Party Payments:

St. Marys Lands Masterplan	33,000	-
St. Marys Lands track consultants	42,000	-
St. Marys Lands hotel consultants	10,000	-

S3661 CUP - UNITED REFORM CHURCH

DIRECT EXPENDITURE				
Premises	4,152	1,500	1,500	1,500
TOTAL DIRECT EXPENDITURE	4,152	1,500	1,500	1,500
Support Services	6,665	5,300	9,200	10,300
Capital Charges	24,028	41,400	41,400	41,400
NET (INCOME) / EXPENDITURE TO SUMMARY	34,845	48,200	52,100	53,200

STRATEGIC LEADERSHIP

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S4300 ENVIRONMENTAL PROTECTION</u>				
DIRECT EXPENDITURE				
Transport	4,474	4,600	4,600	4,800
Supplies and Services	28,887	-	8,700	6,600
TOTAL DIRECT EXPENDITURE	33,361	4,600	13,300	11,400
DIRECT INCOME				
Government Grants	(28,677)	-	-	-
TOTAL DIRECT INCOME	(28,677)	-	-	-
NET DIRECT (INCOME) / EXPENDITURE	4,684	4,600	13,300	11,400
Support Services	-	1,900	-	-
NET (INCOME) / EXPENDITURE TO SUMMARY	4,684	6,500	13,300	11,400

S4780 WDC HIGHWAYS

DIRECT EXPENDITURE				
Premises	93,044	94,400	94,400	94,400
TOTAL DIRECT EXPENDITURE	93,044	94,400	94,400	94,400
Support Services	50,346	116,300	68,400	74,800
Capital Charges	18,927	40,100	40,100	40,100
NET (INCOME) / EXPENDITURE TO SUMMARY	162,317	250,800	202,900	209,300

Variations:Support Services:

Change in allocations	(47,900)	(41,500)
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STRATEGIC LEADERSHIP

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S4810 ALLEVIATION OF FLOODING</u>				
DIRECT EXPENDITURE				
Premises	2,728	10,400	10,400	10,400
Third Party Payments	-	500	500	500
TOTAL DIRECT EXPENDITURE	2,728	10,900	10,900	10,900
Support Services	1,107	103,900	1,300	1,200
Capital Charges	42,215	92,100	92,100	92,100
NET (INCOME) / EXPENDITURE TO SUMMARY	46,050	206,900	104,300	104,200

Variations:Support Services:

Change in allocations	(102,600)	(102,700)
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S4871 LEGAL SERVICES (SHARED SERVICE WCC)

DIRECT EXPENDITURE				
Third Party Payments	(53)	19,700	19,700	19,700
TOTAL DIRECT EXPENDITURE	(53)	19,700	19,700	19,700
DIRECT INCOME				
Legal Fees	(1,897)	-	-	-
TOTAL DIRECT INCOME	(1,897)	-	-	-
NET DIRECT (INCOME) / EXPENDITURE	(1,950)	19,700	19,700	19,700
Support Services	26,532	25,600	26,200	26,000
Recharges	(24,582)	(30,300)	(45,900)	(45,700)
NET (INCOME) / EXPENDITURE TO SUMMARY	-	15,000	-	-

Variations:Recharges:

Change in amount of costs to be recharged	(15,600)	(15,400)
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STRATEGIC LEADERSHIP

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>SW000 CORPORATE R+M UNALLOCATED</u>				
DIRECT EXPENDITURE				
Premises	-	417,800	533,200	415,500
TOTAL DIRECT EXPENDITURE	-	417,800	533,200	415,500
NET (INCOME) / EXPENDITURE TO SUMMARY	-	417,800	533,200	415,500

Variations:Premises:

Earmarked reserve carried forward from 2017/18

115,400

-

CAPITAL AND RESERVE FINANCING VARIATIONS FROM ORIGINAL 2018/19 BUDGETS

		Latest Budget 2018/19 £'000	Base Budget 2019/20 £'000
NOTIONAL CAPITAL FINANCING CHARGES (Line 2 re Table in Paragraph 3.5.1)	BASE BUDGET	(5,236)	(5,236)
	LATEST BUDGET	(5,236)	(5,236)
	CHANGE	-	-
COST OF LOAN REPAYMENTS, etc. (Line 3 re Table in Paragraph 3.5.1)	BASE BUDGET	501	501
	LATEST BUDGET	501	590
	CHANGE	-	89
PWLB Loan re Europa Way development costs		-	89
Leisure Centre Borrowing Costs (Interest)		-	(5)
Minimum Revenue Provision (MRP)		-	5
REVENUE CONTRIBUTIONS TO CAPITAL (Line 4 re Table in Paragraph 3.5.1)	BASE BUDGET	80	80
	LATEST BUDGET	80	80
	CHANGE	-	-
CONTRIBUTIONS TO / (FROM) RESERVES (Line 5 re Table in Paragraph 3.5.1)	BASE BUDGET	4,129	4,129
	LATEST BUDGET	4,174	746
	CHANGE	45	(3,383)
General Fund expenditure met from 2017/18 Earmarked Reserves		(692)	111
Contributions to/from Reserves generally re service expenditure		(13)	(916)
Transfers to/(from) Business Rate Volatility Reserve		852	(2,332)
Transfers of grants to reserves		(102)	(246)
NET EXTERNAL INVESTMENT INTEREST RECEIVED (Line 6 re Table in Paragraph 3.5.1)	BASE BUDGET	(462)	(462)
	LATEST BUDGET	(461)	(593)
	CHANGE	1	(131)
Changes in interest rates		1	(239)
Change in interest on balances paid to H.R.A. due to variations in balances & interest rates		-	105
Change in deferred capital receipts		-	3
IAS 19 ADJUSTMENTS (PENSIONS) (Line 7 re Table in Paragraph 3.5.1)	BASE BUDGET	(2,031)	(2,031)
	LATEST BUDGET	(1,676)	(1,667)
	CHANGE	355	364
Net IAS19 changes for retirement benefits		419	466
Employer contributions to pension fund		(81)	(114)
Pension Interest and Rate of Return on Assets		17	12
CONTRIBUTIONS TO / (FROM) GENERAL FUND BALANCE (Line 8 re Table in Paragraph 3.5.1)	BASE BUDGET	(310)	(310)
	LATEST BUDGET	(1,160)	(64)
	CHANGE	(850)	246
Contribution from General Fund falling out		-	310
Allocation of 2017/18 Surplus:			
- Accountancy posts		(74)	(54)
- Shared Data Protection Officer post		(20)	(10)
- Digital Transformation		(87)	-
- Contingency Budget top-up		(100)	-
- Contribution to Capital Investment Reserve re RUCIS Scheme		(50)	-
- Contribution to Community Project Reserve		(519)	-

GLOSSARY OF TERMS

This appendix explains some uncommon terms used in this document.

Accruals

Cost of goods and services received but not paid for at the accounting date.

Actuarial gain (loss)

The changes in the pension fund's deficits or surpluses that arise because of:

- a) Events have not coincided with the assumption used by the actuary when carrying out the previous triennial valuation of the fund; or
- b) The actuary changing the assumptions used in the current triennial valuation exercise from those used previously.

Agency

Where one Authority (the main Authority) pays another Authority (the agent) to do work for them.

Amortisation

The drop in value of intangible assets throughout their economic lives (the equivalent of "depreciation" on Property, Plant and Equipment).

Asset

An item which has positive value to the organisation.

Band D Equivalent

Council Tax is a tax on domestic properties. Each domestic property is placed in a 'band' from A to H based on the capital value of that property in April 1991. Band D is the middle band and the other bands are weighted in relation to Band D. (E.g. Band A is weighted 5/9ths of Band D and Band H is 18/9ths of Band D). Using the weighted number of the domestic properties in the area produced the Band D Equivalent number of properties.

"Below the Line"

General Fund revenue expenditure can be roughly divided into two parts: "Above the Line" which is all of the costs of providing the services to the public; and "Below the Line" which is the capital, financing and reserve accounting adjustments required to the service expenditure in order to arrive at the Council Tax requirement.

Budget

A statement of our spending plans for a financial year, which starts on 1 April and ends on 31 March.

Business Rates (National Non-Domestic Rates – NNDR)

Businesses pay these rates to their billing authority instead of Council Tax. Business rates are pooled nationally and a share is given back to local authorities based on the number of people living in the area. The amount charged is calculated by multiplying the rateable value of each business property by the national rate in the pound which is set annually by the Government. From 1 April Government reforms have amended this process by allowing some degree of Business Rate retention.

Business Rate Retention Scheme

GLOSSARY OF TERMS

From 1 April 2013 Councils will be able to keep a proportion of the business rates revenue as well as growth on the revenue that is generated in their area. It will provide a direct link between business rates growth and the amount of money councils have to spend on local people and local services.

Capital expenditure

Expenditure on the acquisition of a Non-Current Asset or which enhances the value, usage or life of an existing Non-Current Asset.

Capital charges

The cost of servicing debt and depreciation of non-current assets.

CIPFA

Chartered Institute of Public Finance and Accountancy. One of the major accountancy institutes, CIPFA specialises in the public sector.

Collection Fund Account

There is a statutory requirement for billing authorities to maintain a separate Collection Fund Account. This account details the transactions relating to the collection of Council Tax and National Non-Domestic Rates (NNDR). The Council is responsible for collecting Council Tax on behalf of Warwickshire County Council, Warwickshire Police and Crime Commissioner and the town and parish councils. The Council is also responsible for collecting NNDR on behalf of the Government.

Corporate and democratic core

Expenditure on the many services we provide to the public including the cost of member representation and activities associated with public accountability.

Council Tax

A tax charged on domestic householders dependant on which of eight Council Tax Bands their property falls into. There is a reduction for empty properties or if you live on your own. From 1 April 2013 Councils must have a Council Tax Reduction Scheme which allows for Council Tax reductions of people, or classes of people, that are considered to be in financial need. In Warwickshire, the District and Borough Councils issue Council Tax bills and collect the Council Tax.

Council Tax Base

The total number of dwellings in a Billing Authority's area calculated by converting all the dwellings into Band D equivalents and deducting an allowance for non-collection, new builds and the Council Tax Reduction Scheme.

Current Assets

Cash or assets that or could reasonably be expected to be converted into cash within one year.

Depreciation

The fall in value of Property, Plant and Equipment. This is normally determined by division of the Balance Sheet value of the asset by its economic life.

Earmarked Reserves

Money set aside for a specific purpose.

GLOSSARY OF TERMS

General Fund Expenditure

This comprises all of the Council's services funded by Revenue Support Grant and Council Tax.

Housing Revenue Account (HRA)

This is a statutory account which identifies the income and expenditure associated with the provision of housing for council tenants. The main function of the account is to isolate, or 'ring fence', all transactions relating to council housing from the rest of the Council's functions which are funded from the General Fund.

IAS19 Adjustments

International Accounting Standard 19 (IAS 19) requires an authority to recognise the cost of retirement benefits when they are earned by employees, rather than when the benefits are eventually paid as pensions. We can only charge the actual value of benefits paid out against Council Tax. An IAS19 adjustment is made "below the line" to account for the difference.

IFRS

International Financial Reporting Standards – standards to which we have been required to produce accounts since 1 April 2010.

Intangible Assets

Intangible Assets - are non-current assets which have no physical presence but have an economic life of more than one year. Examples are software, patents and intellectual property.

Major Repairs Reserve Account

An account required by statute to fund capital repairs and maintenance or repay debt within the HRA.

Non-Current Assets

Assets which are not easily convertible to cash or not expected to become cash within the next year. These include, for example, Property (land & buildings), Plant and Equipment and Long-term Investments

Precept

The amount each non-billing Authority (e.g. County Council, Police Authority) asks the billing Authority (this Council) to collect every year to meet their spending requirements.

Provisions

Funds set aside to meet specific liabilities the payment of which is highly likely but for which there is no definite date of payment.

Prudential Code

A statutory code of practice for Local Authority capital finance that ensures:

- Capital expenditure plans are affordable;
- All external borrowing and other long term liabilities are within prudent and sustainable levels; and
- Treasury management decisions are taken in accordance with professional good practice.

GLOSSARY OF TERMS**Rateable Value (RV)**

A value placed on all non-domestic properties (businesses) on which rates have to be paid, broadly based on the rent that the property might earn, after deducting the cost of repairs and insurance. The rateable value is determined by the Inland Revenue's Valuation Office Agency.

Reserves

These are amounts set aside for future policy purposes or to cover contingencies. . When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service revenue account in that year.

REFCUS (previously known as Deferred Charges)


This stands for Revenue Expenditure Financed from Capital Under Statute which is expenditure which may be deferred, but which does not result in, or remain matched with, assets controlled by the Council.

Revenue Expenditure

The day to day running expenses incurred by the Council in providing its services.

Support Services

The cost of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the CIPFA Best Value Accounting Code of Practice. The total absorption costing principle is used – the full cost of overheads and support services are shared between users in proportion to the benefits received.

 Executive – 9 January 2018		Agenda Item No. 4
Title	Housing Revenue Account (HRA) base budgets 2019/20	
For further information about this report please contact	Mike Snow Tel: 01926 456800 Andrew Rollins Tel: 01926 456803	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number		
Background Papers	Executive Feb 2018 - 2018/19 Budget Report Executive 30 August 2018 – Budget Review to 30 June 2018; Executive 26 September 2018 – Fees and Charges 2019/20; Executive 28 November 2018 – Budget Review to 30 September 2018.	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	Yes
Included within the Forward Plan? (If yes include reference number)	Yes Ref 960
Equality Impact Assessment Undertaken	No

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive		Bill Hunt
Head of Service		Mike Snow
CMT		
Section 151 Officer		Mike Snow
Monitoring Officer		Andy Jones
Finance		Andrew Rollins
Portfolio Holder(s)		Councillor Phillips
Consultation & Community Engagement		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. Summary

- 1.1 This report presents the latest projections for the Housing Revenue Account (HRA) in respect of 2018/19 and 2019/20 based on current levels of service and previously agreed Executive decisions. There are further matters that will be reviewed in order to finalise the base position as part of the 2019/20 budget setting process, to be reported to Executive in February 2019, as set out in paragraph 3.6.
- 1.2 The 2018/19 latest budgets show a forecast reduction in the transfer to the HRA Capital Investment Reserve (HRA CIR) of £687,200.
- 1.3 The proposed 2019/20 Base Budget forecasts a reduction in the transfer to the HRA CIR of £803,000.
- 1.4 Appendix 'A' summarises the adjustments from 2018/19 base budgets to the 2017/18 latest budgets and 2018/19 base budgets.

2. Recommendation

- 2.1 To recommend to Council:
 - (a) the latest revenue budget for Housing Revenue Account Services in respect of 2018/19 as outlined in Appendix 'A';
 - (b) the base budget for Housing Revenue Account Services in respect of 2019/20 as outlined in Appendix 'A'

3. Reasons for the Recommendation

- 3.1 This report considers the current year's budget, and includes details of proposed updates to the 2018/19 Budget. The report also recommends the base budget requirements that will be used in the setting of the HRA budgets for 2019/20. These figures reflect the costs of delivering an agreed level of service, and any unavoidable changes in expenditure (for example, where the Council is contractually or statutorily committed to incur additional expenditure).
- 3.2 Any recent changes that need to be resolved that have not been included in the budgets at this stage will be fed into the February report. In February the Council will be in a position to agree the 2019/20 Budget for the year part of the HRA rent setting report (Ref 971), following confirmation of the housing rents and communal utility recharges (Ref 971).
- 3.3 In agreeing the latest 2018/19 budgetary position, managers have reviewed their current and forecast financial requirements. Some changes have already been reported to Members as part of the Quarterly Budget Review Report in August, with further amendments being identified during the budget setting process to determine next year's base position.

3.4 Latest Budgets 2018/19

- 3.4.1 A review of the 2018/19 budget has been carried out in order to establish the latest budget for the current year. This then informs the base position for 2019/20.

3.4.2 The following table summarises how the latest 2018/19 HRA budget has been calculated:

	£
Original Approved Net HRA Surplus 2018/19	(28,500)
Increase in Expenditure	735,600
Increase in Income	(67,800)
Pension adjustment changes	19,400
Reduction in contributions to reserves	(687,200)
LATEST NET HRA SURPLUS 2018/19	<u>(28,500)</u>

3.4.3 Key drivers of the increase in Expenditure budgets include:

- Increase in Housing Repairs Supervision to reflect cost of agreed service £29,400
- Increase in HRA Repairs and Maintenance to reflect amendment to the Cyclical Painting and Decorating programme £200,000
- Reduced contributions to provisions (£54,800)
- Increase in Supervision & Management £234,900, through a number of interim posts to oversee the introduction of Universal Credit and management of fire safety inspections / works, and the increase in support service charges recharged to the HRA.
- Increase in depreciation charged to the HRA £298,700 due to a change from using the MRA as a proxy, to componentisation depreciation.

3.4.4 Key drivers of the increase in Income budgets include:

- Increase in service charges to reflect increased cost of utility provision, and inclusion of Sayer Court service charges (£115,300)
- Reduction in expected income from Lifeline following review of service £47,500

3.4.5 Appendix 'A' provides a more detailed breakdown of key variances.

3.4.6 As a result of the above variations to the 2018/19 HRA budgets, the forecast contribution to the HRA Capital Investment Reserve for the year will be £4.2m, a reduction of £417,900 from original budget.

3.4.7 At this moment in time there are no changes to the HRA element of the Housing Investment Programme that have not already been reported to and approved by the Executive. A full revision of the Housing Investment Programme will be presented to Council in February 2019.

3.5 2019/20 Base Budget

3.5.1 In determining the 2019/20 Base Budget, the over-riding principle is to budget for the continuation of services at the agreed level. The following adjustments need to be made to the 2018/19 Original Budgets:

- Removal of any one-off and temporary items
- Addition of inflation (contractual services and pay only)
- Addition of previously agreed growth items
- Addition of unavoidable growth items
- Inclusion of any identified savings

3.5.2 The table below summarises how the 2019/20 HRA base budget has been calculated.

	£
Original Approved Net HRA Surplus 2018/19	(28,500)
Increase in Expenditure	645,200
Reduction in Income	146,700
Pension adjustment changes	10,200
Reduction in contributions to reserves	(803,000)
BASE NET HRA SURPLUS 2019/20	<u>(29,400)</u>

3.5.3 Key drivers of the change in Expenditure budgets include:

- Increase in Housing Repairs Supervision to reflect cost of agreed service £29,400
- Reduced contributions to provisions (£54,800)
- Increase in Supervision & Management £369,500
- Increase in depreciation charged to the HRA £298,700 due to a change from using the MRA as a proxy, to componentisation depreciation.

3.5.4 Key drivers of the change in Income budgets include:

- Reduction in social housing rents by 1% £250,300
- Increase in service charges to reflect increased cost of utility provision, and inclusion of Sayer Court service charges (£115,300)
- Reduction in expected income from Lifeline following review of service £47,500
- 5% increase in garage rents (TBC in rent setting report) (£33,100).

3.5.5 Appendix 'A' provides a more detailed breakdown of key variances.

3.6 A number of assumptions have been made in setting the budgets for 2019/20.

3.6.1 Inflation

No inflation has been applied to budgets, apart from those where the Council is legally contracted to do so. 2% has been applied for the agreed pay award.

3.6.2 Rents

The base rent budget in this report is a baseline calculated from the rental assumptions presented in the 2017 HRA Business Plan.

The actual rents to be charged in 2019/20 and the Council's rent policy will be decided by Council in February 2018, and budgets will be updated to reflect those decisions.

The base 2019/20 budgets presented here allow for housing rents being reduced by 1% on the rent charged in 2018/19, to comply with the Government's policy on rents for social housing. In the case of void properties, the base rent will be:

The assumed rent rate which should be what the previous tenant paid if that is already above Target Social Rent (Formula Rent) then reduced by 1% in the first relevant year and again by 1% for each successive year.

or

The formula rent for 2018/19, minus 1% in 2019/20 rent year and so on until the recently agreed change from 2020 (see paragraph 8.2.1).

Rent budgets include the projected effect of void homes being moved to Target Social Rent (Formula Rent) when re-let.

2019/20 will be the final year of the rent reduction policy, following the announcement that providers will be permitted to increase their rents by up to CPI+1% each year, for a period of at least 5 years.

Shared ownership properties are not governed by the national Policy. The Council adopted the Homes and Communities Agency (HCA) template lease agreement which includes a schedule on rent review. Schedule 4 of the lease agreement determines that the rent will be increased by RPI + 0.5% from April 2018. At October 2018, the increase has been forecast at 3.8%.

3.6.3 Growth / Income Reductions

Unavoidable and previously committed growth has been included in the Base Budget.

3.6.4 HRA Capital Investment Reserve

Any HRA surplus above that required to maintain the appropriate HRA working balance is transferred into the HRA Capital Investment Reserve to be used on future HRA capital projects. The 2019/20 Base Budget allows for a £4.4m contribution to the reserve.

3.6.5 Notional Interest

Notional interest has been charged to the HRA within the Capital Charges. This represents the cost of tying up resources in the asset. This has been charged against HRA garages and shops at their Existing Use Value (EUV). HRA housing has not been included in this calculation due to the assured nature of tenancies, restricting the council's ability to sell occupied housing assets.

4. Policy Framework

The Housing Revenue Account (HRA) latest budget 2018/19 and base budget 2019/20 report forms part of the Budgetary Framework for implementing Fit for the Future. This report is in accordance with the Council's Financial Strategy as last approved by the Executive in February 2018.

4.1 Fit for the Future (FFF)

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects. This report shows the way forward for implementing a significant part of one of the Council's Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/ productivity of local economy Increased employment and income levels
Impacts of Proposal		
Ensure housing and services are suitable for occupiers, meeting their needs and contributing to their health and well-being.	Budgets set to ensure HRA open spaces are maintained.	HRA shop rentals agreed to ensure voids minimised and the District is a place that people will want to visit.
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
The HRA budgets provide the necessary resources to achieve these outcomes	Enable tenants needs to be met, and support improvement of services relating to Council	The budgets ensure that debt can be serviced alongside the strategy outline in the HRA

A key element of Fit for the Future is ensuring that the Council achieves the required savings to enable it to set a balanced General Fund Budget whilst maintaining service provision. The Housing Revenue Account is subject to the same regime to ensure efficiency within the service and value for money for tenants.

4.2 Supporting Strategies

Each strand of the FFF Strategy has several supporting strategies. Improving housing standards in residents' homes directly and positively contributes to the Housing and Health-and-Wellbeing priorities within the Council's Sustainable Community Strategy. It also contributes to the Housing and Homelessness Strategy objective of improving the management and maintenance of existing housing.

4.3 Changes to Existing Policies

The budgets proposed are in accordance with existing policies. The report does not propose any changes to the policies regarding the plan and strategy which comprise the Housing Investment Programme.

4.4 HRA Business Plan

Under 'Self Financing' the HRA has taken on significant debt, £136.2m, but should have gained greater capacity to provide new homes and invest in the service. The HRA Business Plan projects income and expenditure over 50 years to demonstrate the ability to repay the debt, maintain the housing stock and provide new homes. The base budget for 2019/20 is calculated from the projections contained in the latest version of the HRA Business Plan, reported to Executive in March 2017. The Business Plan and base budget will however need to be reviewed as more details of the Housing and Planning Act become known. An updated version of the Business Plan is expected to be reported to Executive in March, reflecting the most up to date Government housing policies, and their impact on the capacity of the HRA to support and develop the Council's landlord service.

4.5 Impact Assessments

All budget managers have reviewed their budgets as part of the comprehensive budget setting process, considering previous, current and future years, along with any possible issues that may impact upon their budgets. As part of this process, Budget Review reports are issued to the Executive and Senior Management Team. This is in addition to being reviewed on an ongoing monthly basis. Changes incorporated into the latest and 2019/20 budgets based on previously approved Executive Reports (Asset Restructure / Stock Condition Survey) will have had their impacts set out within their own reports, and assessed as part of the Executive process accordingly.

5. Budgetary Framework

- 5.1 Members are reminded that the 2019/20 HRA rents and Utility service charges will be set in February after budgets are finalised, as part of separate reports to Executive.

- 5.2 For the setting of base 2019/20 revenue budgets, a 2% pay award has been factored into staffing budgets. This is consistent with the approach for General Fund Services. No inflation has been added other than where contracted or unavoidable. Other unavoidable approved changes will be funded through reduced contributions to the HRA Capital Investment Reserve.

6. Risks

- 6.1 The Council's Significant Business Risk Register contains several risks which are finance related. Shortage of finance will impact upon the Council's plans for the provision of services. Reduced income or increased expenditure will reduce the funding available.
- 6.2 The main sources of income which may be subject to reductions include:
- Rental income, including bad debts (and the impact from the introduction of Universal Credit), void rent loss and Sale of Council Houses (SOCH) through Right to Buy (RTB)
 - Housing Related Support (tenant and private income)
 - Fees and charges
 - Investment interest
 - Grants
- 6.3 Increased expenditure in service provision may be due to:
- Inflation and price increases for supplies and services;
 - Increased demand for services increasing costs;
 - Changes to taxation regime;
 - Unplanned and unexpected responsive expenditure;
 - Assumed savings in budgets not materialising;
 - Changes in Government legislation.
- 6.4 Triggers for increased costs or reduced income include:
- Economic cycle – impacting upon inflation, interest rates, unemployment, demand for services, Government funding available;
 - Unplanned expenditure, e.g. costs from uninsured events or legal costs;
 - Project costs – whereby there are unforeseen costs, or the project is not correctly costed, or the risks related to them are not properly managed.
 - Changes to assumptions underpinning the Housing Business Plan – these assumptions are closely monitored;
 - Levies, charges and reductions in housing stock that may result from compliance with the Housing and Planning Act;
 - Government policy, e.g. full rollout on Universal Credit.
- 6.5 Many controls and mitigations are in place to help manage these risks. These include:
- The comprehensive Budget Review process. This entails all budget managers reviewing their budgets on at least a monthly basis, considering previous, current and future years, along with any possible issues that may impact upon their budgets. As part of this process, Budget Review reports are issued to the Executive and Senior Management Team.

- Financial Planning with the Housing Business Plan, bringing together all known/projected issues that will impact on HRA finances in the medium and long term.
- Financial controls, including the Codes of Financial and Procurement Practice, system controls, reconciliations, audit (internal and external).
- Project Management and associated controls.
- Trained staff and access to appropriate professional advice (e.g. WCC Legal, Local Government Futures for advice on local government funding and developments in housing).
- Scrutiny by Members of the Council's finances, including Budget Reports and the financial implications of all proposals brought to them for consideration.
- Maintaining a HRA Capital Investment Reserve (CIR) to enable repayment of self-financing loan, fund capital investment, such as providing new homes, and to fund any unexpected HRA costs. The HRA CIR currently stands at £29.1m.
- In addition to Reserves, the HRA Balance stands at £1.4m. This is available to accommodate any unplanned expenditure, or to make up any shortfall in income. However, the Council should seek to maintain the balance at this level, increased by RPI each year, and replenish any monies that are drawn down.
- The HRA follows the same Risk Management process as all Service Areas across the Council, including the on-going review and maintenance of risk registers.
- Specific causes of reductions to income or increased expenditure should continue to be managed by the Service Area as part of managing risks within the Service Risk Register. The Housing & Property Service Area Risk Registers are brought to Finance and Audit Scrutiny Committee every two years.

7. Alternative Option(s) considered

The purpose of this report is to produce budgets as determined under the requirements of the Financial Strategy. Any alternative strategies will be the subject of separate reports.

8. Background

- 8.1 With effect from April 2002, the Government determined how rents should be set for both housing association and Council properties, by setting out a formula that determines a target rent. Councils and housing associations were expected to amend and alter their rents to move towards this Target Social Rent which was designed to align rents across the two sectors. Municipal rents have traditionally been lower than those charged by associations. This policy, known as Rent Convergence, was abandoned by the government. However, the calculation for a Target Social rent, which determines what a council can charge unless it has entered into an agreement with Homes and Communities Agency to levy higher Affordable Rent (80% of full market rent) to fund new development, remains in place.

8.2 Housing and Planning Act

In October 2015, the Housing and Planning Act was published. This Act, which received Royal Assent in May 2016, provides for a number of policies that will impact on the financial viability of the HRA Business Plan. In the absence of

detailed regulations, it is not possible to accurately predict the impact of these changes. However, it is possible to make some informed estimates about the impacts. The changes and these estimates are detailed below.

8.2.1 Social rents

As part of the Prime Ministers keynote speech at the October 2017 Conservative Party Conference, it was confirmed that from 2020 social rents will increase by the consumer price index plus 1% each year. The current policy of reducing rents by 1% each year will therefore continue until this time.

8.2.2 Right to Buy

The Right-to-Buy (RtB) is to be extended to tenants of housing associations, with the cost of funding the discounts given to tenants by the associations to be covered by local housing authorities. Local authorities will have a duty to consider but not an obligation to proceed with the sale of 'high value' properties as a way of helping them to find the necessary funds to support this policy. This is currently still at the Pilot stage and no formal notification has been given relating to national implementation.

8.2.3 Local Housing Allowance

With effect from April 2018 the payment limits that apply to Local Housing Allowance (LHA), which is payable to tenants in the private sector, applied to all tenants whose social tenancy began after April 2016. The Council's rents are well below current LHA levels for family sized homes but in the case of those aged below 35 whether working or not, LHA is restricted to the cost of single room in a shared household, currently circa £72 a week. This is less than the cost of one bedroom council flat. The Council will therefore continue to consider its approach to this client group, including how it can assess and then manage the financial risks to the HRA Business Plan of this policy.

Appendix A - HRA 2018/19 Latest Budget and 2019/20 Base Budget

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S7000 HOUSING REVENUE AC</u>				
EXPENDITURE				
Housing Repairs Supervision	926,740	860,600	890,000	890,000
HRA Repairs and Maintenance	4,681,480	5,017,500	5,237,500	5,012,500
Electricity	238	400	400	400
Council Tax	80,709	137,100	137,100	137,100
Water Charges-Metered	41,663	32,600	40,000	40,000
Premises	5,730,830	6,048,200	6,305,000	6,080,000
Debt Recovery Agency Costs	-	3,900	3,900	3,900
Contributions To Provisions	134,278	127,700	72,900	72,900
Bad Debts Provision	203,557	380,200	380,200	380,200
Supplies and Services	337,835	511,800	457,000	457,000
Direct Court Fees	6,244	-	-	-
Consultants Fees	2,451	-	-	-
Third Party Payments	8,695	-	-	-
Supervision & Management - General	2,342,087	2,681,900	2,979,300	3,022,700
Supervision & Management - Special	2,203,997	2,186,700	2,124,200	2,215,400
Support Services	4,546,084	4,868,600	5,103,500	5,238,100
Notional Interest	-	152,400	152,400	152,400
Loss On Impairment/Revaluation Of Assets	(153,836)	-	-	-
Depreciation on Council Dwellings	6,038,282	2,913,400	6,100,000	6,100,000
Depreciation on Other HRA Properties	446,922	541,800	541,800	541,800
Depreciation on Equipment	27,011	10,700	10,700	10,700
Capital Charges	6,358,379	3,618,300	6,804,900	6,804,900
GROSS EXPENDITURE	16,981,823	15,046,900	18,670,400	18,580,000
INCOME				
Other Income	(5,702)	-	-	-
Other Licences	(920)	(4,100)	(4,100)	(4,100)
Heating Charges	(149,431)	(102,900)	(149,400)	(149,400)
Service Charges	(197,419)	(131,200)	(200,000)	(200,000)
Service Charges Supporting People	(113,242)	(147,500)	(100,000)	(100,000)
Water Charges	(33,235)	(31,100)	(31,100)	(31,100)
Service Charges Leasehold	(800)	-	-	-
Rents-Housing	(24,922,604)	(24,535,600)	(24,535,600)	(24,290,200)
Rents-Shared Ownership	(68,309)	(71,000)	(71,000)	(73,700)
Rent Sayer Court	(500,754)	(495,600)	(495,600)	(490,700)
Use and Occupation - Homeless	(8,877)	-	-	-
Rents-Garages	(577,171)	(662,000)	(662,000)	(695,100)
Rents-Others	(308,261)	(320,000)	(320,000)	(320,000)
General Fund	(37,900)	(37,900)	(37,900)	(37,900)
GROSS INCOME	(26,924,625)	(26,538,900)	(26,606,700)	(26,392,200)
NET INCOME FROM SERVICES	(9,942,802)	(11,492,000)	(7,936,300)	(7,812,200)

Appendix A - HRA 2018/19 Latest Budget and 2019/20 Base Budget

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
S7000 HOUSING REVENUE AC (Continued)				
NET INCOME FROM SERVICES	(9,942,802)	(11,492,000)	(7,936,300)	(7,812,200)
Interest-Balances	(171,057)	(213,300)	(213,300)	(213,300)
Capital Charges - Adj	-	(100,000)	(100,000)	(100,000)
Approp HRA Resource Equiv to Depn to MRR	6,574,271	-	-	-
Depreciation Adj - Other HRA Property	(62,056)	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
NET OPERATIONAL INCOME	(3,601,644)	(11,805,300)	(8,249,600)	(8,125,500)
<u>APPROPRIATIONS:</u>				
Reversal of Notional Interest	-	(152,400)	(152,400)	(152,400)
External Interest	4,713,339	4,765,600	4,765,600	4,765,600
Appropriation Re Depn + MRA	62,056	2,887,900	-	-
Approp from CAA to Offset HRA Resources	(6,574,271)	-	-	-
Capital financing	(516,528)	-	-	-
Cap Fin-Rev Contr to Cap Outlay(GF+HIP)	89,703	119,600	119,600	119,600
Cont from Reserves	30,700	8,000	8,000	8,000
Contrib HRA Capital Invest Reserve (Dr)	5,642,434	4,569,400	3,882,200	3,766,400
recognised gains/losses -asset sales	3,635,370	-	-	-
NCA impair/Revals losses charged to rev	153,836	-	-	-
F Assets sales b/s val trf to I & E a/c	2,506,955	-	-	-
sur/def on reval of assets held for sale	23,400	-	-	-
Capital financing	516,530	-	-	-
Cont from Reserves	(259,100)	(100,000)	(100,000)	(100,000)
rec gains/losses - fa - reversal	(3,635,370)	-	-	-
F Asset sales trf from I & E to CAA a/c	(2,506,955)	-	-	-
employee benefits accruals (cr)	(1,491)	-	-	-
sur/def on reval of assets held for sale	(23,400)	-	-	-
Net IAS19 Charges for Retirement Benefits	(709,889)	(782,000)	(831,400)	(878,800)
Employers Contribs payable to Pension Fd	293,225	322,000	368,600	402,000
Pensions Interest+Rate of Return Assets	135,900	138,700	160,900	165,700
	<hr/>	<hr/>	<hr/>	<hr/>
TAKEN FROM / (TO) BALANCES	(25,200)	(28,500)	(28,500)	(29,400)
Balance Brought Forward	(1,399,800)	(1,425,000)	(1,425,000)	(1,453,500)
	<hr/>	<hr/>	<hr/>	<hr/>
BALANCE CARRIED FORWARD	(1,425,000)	(1,453,500)	(1,453,500)	(1,482,900)
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Appendix A - HRA 2018/19 Latest Budget and 2019/20 Base Budget

Variations:

Premises:

Housing Repairs Supervision	29,400	29,400
HRA Repairs and Maintenance		
Housing Repairs - Major - see section below	220,500	(4,500)
Housing Repairs - Responsive - see section below	(500)	(500)

Supplies and Services

Contribution to provisions	(54,800)	(54,800)
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Supervision & Management:

Changes in Supervision & Management - General	297,400	340,800
Changes in Supervision & Management - Special	(62,500)	28,700

Capital Charges

Change to compentisation depreciation. MRA no longer used as proxy	298,700	298,700
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Income:

Housing Rents - 1% rent reduction (pending rent setting report)	-	250,300
Garage rents - 5% increase as per HRA Bus Plan (pending rent setting report)	-	(33,100)

Contributions to / (from) Reserves:

Changes in contribution to HRA Capital Investment Reserve due to all other changes	(687,200)	(803,000)
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Pension Adjustments:

Increase in amounts charged to service accounts	19,400	10,200
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Appendix A - HRA 2018/19 Latest Budget and 2019/20 Base Budget

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S7010 HSG SUP+MAN GENERAL</u>				
DIRECT EXPENDITURE				
Employees	6,919	7,200	7,200	7,300
Premises	182,688	192,500	190,900	195,200
Supplies and Services	101,058	107,700	98,200	101,900
Third Party Payments	177,927	376,200	411,200	376,200
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TOTAL DIRECT EXPENDITURE	468,592	683,600	707,500	680,600
	<hr/>	<hr/>	<hr/>	<hr/>
DIRECT INCOME				
Other Income	(73,746)	(41,000)	(41,000)	(41,000)
Other Grants and Contributions	-	(20,000)	(20,000)	(20,000)
Fees and Charges	(149,966)	(130,800)	(130,800)	(130,800)
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TOTAL DIRECT INCOME	(223,712)	(191,800)	(191,800)	(191,800)
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NET DIRECT (INCOME) / EXPENDITURE	244,880	491,800	515,700	488,800
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Support Services	3,023,983	3,050,700	3,353,600	3,423,900
Recharges	(926,776)	(860,600)	(890,000)	(890,000)
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NET (INCOME) / EXPENDITURE TO SUMMARY	2,342,087	2,681,900	2,979,300	3,022,700
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Variations:

Third Party Payments

Consultants Fees for new housing development projects

35,000

-

Support Services:

Revised allocations

302,900

373,200

Appendix A - HRA 2018/19 Latest Budget and 2019/20 Base Budget

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S7200 HOUSING SERVICES</u>				
DIRECT EXPENDITURE				
Employees	1,581,988	1,669,000	1,733,500	1,735,000
Transport	32,224	18,300	18,300	18,300
Supplies and Services	160,398	197,100	224,300	205,800
Third Party Payments	66,463	183,700	162,100	239,700
TOTAL DIRECT EXPENDITURE	1,841,073	2,068,100	2,138,200	2,198,800
DIRECT INCOME				
Other Income	(45,594)	(39,600)	(43,300)	(43,300)
Fees and Charges	(31,959)	(47,000)	(31,100)	(47,000)
TOTAL DIRECT INCOME	(77,553)	(86,600)	(74,400)	(90,300)
NET DIRECT (INCOME) / EXPENDITURE	1,763,520	1,981,500	2,063,800	2,108,500
Support Services	611,598	568,800	581,800	578,000
Recharges	(2,375,118)	(2,550,300)	(2,645,600)	(2,686,500)
NET (INCOME) / EXPENDITURE TO SUMMARY	-	-	-	-

Variations:

Employees:

Interim Housing Needs Manager Post	27,300	57,100
Tenancy management fixed term posts to support fire safety work delivery / inspections	25,700	13,400
Fixed term post to support introduction of Universal Credit	20,500	11,000
Asset Restructure	22,900	(8,800)
IAS19 charges	(32,400)	(32,600)

Supplies and Services:

Priority Families Support Worker - Grant Funded	17,500	8,700
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Third Party Payments:

Direct Court Fees	(21,600)	56,000
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Fees and Charges

Court Cost Recovery	15,900	
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Support Services:

Revised allocations	13,000	9,200
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Recharges:

Change in costs to be reallocated	(95,300)	(136,200)
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Appendix A - HRA 2018/19 Latest Budget and 2019/20 Base Budget

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S7015 HSG SUP+MAN SPECIAL</u>				
S7410 WARWICK RESPONSE	428,759	720,500	694,300	711,800
S7430 VERY SHELTERED HOUSING	(2,895)	-	5,900	64,700
S7440 HOUSING SUPPORT	399,758	88,000	78,000	81,400
S7450 CENTRAL HEATING	150,250	153,900	165,600	165,600
S7460 COMMUNITY CENTRES	5,046	9,900	8,800	8,800
S7620 HSG OPEN SPACES	677,058	567,800	554,400	570,400
S7630 HSG COMMUNAL AREAS	352,294	403,200	354,200	359,400
S7635 ESTATE SUPERVISORS	193,727	194,100	213,700	204,000
7928 REPM FIRE RISK ASSESSMENTS- COMMUNAL	-	49,300	49,300	49,300
NET EXPENDITURE TO HRA SUMMARY	2,203,997	2,186,700	2,124,200	2,215,400

S7410 WARWICK RESPONSE

DIRECT EXPENDITURE

Employees	640,047	696,700	717,400	737,800
Premises	6,705	10,300	6,800	6,900
Transport	19,019	5,900	5,900	5,900
Supplies and Services	128,723	230,600	230,600	230,600
Third Party Payments	-	300	300	300

TOTAL DIRECT EXPENDITURE

794,494	943,800	961,000	981,500
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DIRECT INCOME

Government Grants	(14,539)	-	-	-
Other Income	(54,962)	(50,200)	(50,200)	(50,200)
Fees and Charges	(407,634)	(433,900)	(383,900)	(383,900)

TOTAL DIRECT INCOME

(477,135)	(484,100)	(434,100)	(434,100)
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NET DIRECT (INCOME) / EXPENDITURE

317,359	459,700	526,900	547,400
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Support Services	111,400	260,800	167,400	164,400
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NET EXPENDITURE TO SUP+MAN SPECIAL

428,759	720,500	694,300	711,800
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Variations:

Fees and charges

Reduction in Service charge and private income			50,000	50,000
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Support Services:

Revised allocations			(93,400)	(96,400)
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Appendix A - HRA 2018/19 Latest Budget and 2019/20 Base Budget

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S7430 VERY SHELTERED HOUSING</u>				
DIRECT EXPENDITURE				
Employees	-	-	292,600	531,000
Supplies and Services	2,537	-	-	-
TOTAL DIRECT EXPENDITURE	2,537	-	292,600	531,000
DIRECT INCOME				
Government Grants	-	-	(286,700)	(466,300)
Other Income	(5,432)	-	-	-
TOTAL DIRECT INCOME	(5,432)	-	(286,700)	(466,300)
NET DIRECT (INCOME) / EXPENDITURE	(2,895)	-	5,900	64,700
NET EXPENDITURE TO SUP+MAN SPECIAL	(2,895)	-	5,900	64,700

Variations:

Employees

Hostel staffing funded through Rough Sleeping Initiative

292,600

531,000

Government Grants

Rough Sleeping Initiative

(286,700)

(466,300)

Appendix A - HRA 2018/19 Latest Budget and 2019/20 Base Budget

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S7440 HOUSING SUPPORT</u>				
DIRECT EXPENDITURE				
Employees	251,359	63,600	57,300	60,500
Premises	10,384	5,600	13,200	13,500
Transport	8,711	300	300	300
Supplies and Services	71,916	100	100	100
Third Party Payments	49	-	-	-
TOTAL DIRECT EXPENDITURE	342,419	69,600	70,900	74,400
DIRECT INCOME				
Other Grants and Contributions	(6,035)	-	-	-
Other Income	(13,917)	-	-	-
Fees and Charges	(3,978)	-	-	-
TOTAL DIRECT INCOME	(23,930)	-	-	-
NET DIRECT (INCOME) / EXPENDITURE	318,489	69,600	70,900	74,400
Support Services	81,269	20,600	7,100	7,000
Recharges	-	(2,200)	-	-
NET EXPENDITURE TO SUP+MAN SPECIAL	399,758	88,000	78,000	81,400

Variations:

Employees:

IAS19 Adjustments	(3,000)	(2,800)
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Premises

Contract Cleaning	3,500	3,600
Premises Insurance	4,100	4,300

Support Services:

Revised allocations	(13,500)	(13,600)
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	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S7450 CENTRAL HEATING</u>				
DIRECT EXPENDITURE				
Premises	148,205	151,700	163,300	163,300
Supplies and Services	1,731	1,900	1,900	1,900
TOTAL DIRECT EXPENDITURE	149,936	153,600	165,200	165,200
Support Services	314	300	400	400
NET EXPENDITURE TO SUP+MAN SPECIAL	150,250	153,900	165,600	165,600

Appendix A - HRA 2018/19 Latest Budget and 2019/20 Base Budget

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S7460 COMMUNITY CENTRES</u>				
DIRECT EXPENDITURE				
Premises	4,193	6,400	5,300	5,300
Supplies and Services	1,573	4,200	4,200	4,200
TOTAL DIRECT EXPENDITURE	5,766	10,600	9,500	9,500
DIRECT INCOME				
Other Income	(720)	(700)	(700)	(700)
TOTAL DIRECT INCOME	(720)	(700)	(700)	(700)
NET DIRECT (INCOME) / EXPENDITURE	5,046	9,900	8,800	8,800
NET EXPENDITURE TO SUP+MAN SPECIAL	5,046	9,900	8,800	8,800

S7620 HSG OPEN SPACES

DIRECT EXPENDITURE				
Premises	63,626	30,200	30,200	30,200
Supplies and Services	5,780	3,000	3,000	3,000
Third Party Payments	427,241	397,600	397,600	407,800
TOTAL DIRECT EXPENDITURE	496,647	430,800	430,800	441,000
Support Services	180,411	137,000	123,600	129,400
NET EXPENDITURE TO SUP+MAN SPECIAL	677,058	567,800	554,400	570,400

Variations:

Third Party Payments

Cleaninsing Services Contract Inflation	-	6,100
Grounds Maintenance Contract Inflation		3,300

Support Services

Revised allocations	(13,400)	(7,600)
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Appendix A - HRA 2018/19 Latest Budget and 2019/20 Base Budget

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S7630 HSG COMMUNAL AREAS</u>				
DIRECT EXPENDITURE				
Premises	288,404	336,200	287,900	293,300
Supplies and Services	227	600	600	600
TOTAL DIRECT EXPENDITURE	288,631	336,800	288,500	293,900
Support Services	63,663	66,400	65,700	65,500
NET EXPENDITURE TO SUP+MAN SPECIAL	352,294	403,200	354,200	359,400

Variations:

Premises:

Review of cleaning contract	(48,300)	(42,900)
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S7635 ESTATE SUPERVISORS

DIRECT EXPENDITURE				
Employees	165,992	164,600	176,200	167,500
Premises	7,085	16,300	16,300	16,300
Transport	13,559	14,100	14,100	14,200
Supplies and Services	6,204	6,300	6,300	6,300
Third Party Payments	3,148	-	700	-
TOTAL DIRECT EXPENDITURE	195,988	201,300	213,600	204,300
Support Services	24,739	19,800	27,100	26,700
Recharges	(27,000)	(27,000)	(27,000)	(27,000)
NET EXPENDITURE TO SUP+MAN SPECIAL	193,727	194,100	213,700	204,000

Variations:

Employees

Fixed term Neighbourhood Officer post to support additional fire safety works	11,600	2,900
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Support Services

Revised allocations	7,300	6,900
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7928 REPM FIRE RISK ASSESSMENTS- COMMUNAL

DIRECT EXPENDITURE				
Premises	-	49,300	49,300	49,300
TOTAL DIRECT EXPENDITURE	-	49,300	49,300	49,300
NET EXPENDITURE TO SUP+MAN SPECIAL	-	49,300	49,300	49,300

Appendix A - HRA 2018/19 Latest Budget and 2019/20 Base Budget

	ACTUAL 2017/18 £	ORIGINAL BUDGET 2018/19 £	LATEST BUDGET 2018/19 £	ORIGINAL BUDGET 2019/20 £
<u>S7900 HOUSING REPAIRS - MAJOR</u>				
7900 REPM PAINTING & DECORATIONS	96,425	100,000	300,000	100,000
7901 REPM CONCRETE REPAIRS	11,639	40,000	40,000	40,000
7903 REPM COMMUNAL FLOORING/CARPETS	-	-	14,300	-
7905 EMR REPM COMMUNAL FLOORING CARPETS	-	-	10,700	-
7910 REPM ELECTRICAL REPAIRS	456,491	575,300	573,500	573,500
7912 REPM GAS/HEATING MAINTENANCE	661,637	596,800	594,700	594,700
7914 REPM HRA LIFT MAINTENANCE	49,217	37,300	37,300	37,300
7916 REPM DOOR ENTRY & SECURITY MAINTENANCE	102,069	60,300	60,000	60,000
7918 REPM SHOP MAINTENANCE	2,328	10,700	10,700	10,700
7920 REPM HRA STAIRLIFT MAINTENANCE	35,646	81,700	81,700	81,700
7922 REPM LEGIONELLA TESTING	36,407	34,600	34,600	34,600
7923 EMR MOBILITY SCOOTER STORE (REPM FIRE PR	32,350	-	-	-
7926 REPM FIRE PREVENTION WORKS	147,038	150,000	150,000	150,000
7927 SHELTERED SCHEME FIRE ALARM SYSTEMS	19,481	-	-	-
7929 EMR SHELTERED SCHEMES ALARM SYSTEMS	114,700	-	-	-
7930 REPM HRA PATHS AND SURFACING	96,049	100,000	100,000	100,000
7940 REPM HRA ASBESTOS WORKS	551,012	400,300	400,000	400,000
NET EXPENDITURE TO HRA SUMMARY	2,412,489	2,187,000	2,407,500	2,182,500

Variations:

Painting and Decorations

Increased programme to 700 from 200 properties to maintain housing standards

200,000

-

Communal Flooring / Carpets

Work being done as part of fire safety programme

14,300

-

EMR Communal Flooring / Carpets


Slippage from 2017/18 - work to be done as part of fire safety programme

10,700

-

S7950 HOUSING REPAIRS - RESPONSIVE

7960 REPR VOID REPAIR CONTRACT	949,121	1,271,500	1,271,500	1,271,500
7964 REPR OUT OF HOURS CONTRACT	(363)	-	-	-
7966 REPR DAY TO DAY REPAIRS CONTRACT	1,281,851	1,500,300	1,499,800	1,499,800
7968 REPR GARAGES: RESPONSIVE REPAIRS	35,471	58,700	58,700	58,700
NET EXPENDITURE TO HRA SUMMARY	2,266,080	2,830,500	2,830,000	2,830,000

 Executive 9 January 2019		Agenda Item No. 5
Title	Changes to the Scheme of Delegation and Council Procedure Rules	
For further information about this report please contact	<p>Marianne Rolfe, Head of Health and Community Protection. Email: marianne.rolfe@warwickdc.gov.uk Tel: 01926 456700</p> <p>Graham Leach, Democratic Services Manager & Deputy Monitoring Officer Email: graham.leach@warwickdc.gov.uk Tel: 01926 456114</p> <p>Lorna Hudson, Regulatory Manager. Email: lorna.hudson@warwickdc.gov.uk Tel: 01926 456700</p>	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number		
Background Papers		

Contrary to the policy framework:	Yes/No
Contrary to the budgetary framework:	Yes/No
Key Decision?	Yes/No
Included within the Forward Plan? (If yes include reference number)	Yes/No-Ref: 980
Equality Impact Assessment Undertaken	Yes/No
There are no significant changes proposed within the report that result in the need to undertake an impact assessment	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	4/12/18	Andrew Jones, Bill Hunt, Chris Elliot
Head of Service	4/12/18	Marianne Rolfe
CMT	11/12/18	Andrew Jones, Bill Hunt, Chris Elliot
Section 151 Officer	11/12/18	Mike Snow
Monitoring Officer	11/12/18	Andrew Jones
Finance		
Portfolio Holder(s)	11/12/18	Andrew Thompson Andrew Mobbs Peter Phillips
Consultation & Community Engagement		

Warwickshire County Council Legal Services	
Final Decision?	No
Suggested next steps (if not final decision please set out below)	
The report includes recommendations to Council on 23 January 2019	

1. **Summary**

- 1.1 The report brings forwards proposals to amend the Officer Scheme of Delegation following legislative changes and to provide clarify of delegation and a minor change to Council Procedure Rules for clarification.

2. **Recommendations**

- 2.1 That the Executive recommends to Council that the Head of Health & Community Protection scheme of delegation is amended as set out at Appendix 1 to the report.
- 2.2 That the Executive removes delegation HS(5) to the Head of Housing to let residential properties to persons who are not eligible for accommodation in accordance with the Council's policy in exceptional circumstances, be removed, and asks Council to update the scheme of delegation to reflect this.
- 2.3 That the Executive recommends to Council that the scheme of delegation is amended to revise the following wording:

All members of staff have authority to act on behalf of the Council in accordance with duties set out in their job description and will carry identification as evidence of their authority to enter premises lawfully at all reasonable hours for the purposes of carrying out such duties in line with appropriate legislation.

- 2.4 That the Executive approves that the Monitoring Officer updates the scheme of delegation so that it identifies the matters which are Executive or Council functions and submit the updated scheme (including those as a result of recommendation 2.1 and 2.2 if they are approved), to Council on 23 January 2019.
- 2.5 That Council procedure Rule 33, recording of meetings be amended to include the following statement:

The Council will ensure that all parties present at its meetings which it is recording are notified that they are being recorded and that in line with the Openness of Local Government Regulation 2014 members of the public are entitled to record the meeting as well.

The filming, videoing, photographing or recording of any meetings of the Council, Executive, Committees or Sub-Committees of the Council, which are open to the public and press, is allowed, providing it does not disturb the conduct of the meeting.

Anyone visually recording a meeting will be expected to only focus on recording councillors, officers and the public who are directly involved in the conduct of the meeting.

The Chairman of the meeting will have the power to rescind this permission for individuals(s) if, in their opinion, it is disruptive or distracting to the good order and conduct of the meeting.

If a meeting passes a motion to exclude the press and public then, in conjunction with this, all rights to record the meeting are removed.

3. Reasons for the Recommendations

Recommendation 2.1

- 3.1 Following a full review of the legislation used by Health & Community Protection and in light of changes to legislation the proposed changes as outlined in Appendix 1 to the report update the scheme of delegation to reflect the current legislative landscape for the Service Area.
- 3.2 To ensure transparency and clarity of the delegation of powers, duties and requirements under the relevant legislation within the Officer Scheme of delegated to the Head of Health and Community Protection.
- 3.3 To remove all outdated or superseded powers, duties or requirements delegated to the Head of Health and Community Protection under the Officer Scheme of Delegation.

Recommendation 2.2

- 3.4 The proposed removal of this delegation is requested because this delegation is contained within the Housing Allocations Policy and the Head of Housing has delegated authority to take decisions in line with the Housing Allocations Policy.

Recommendation 2.3

- 3.5 The proposed change to the general wording within the scheme of delegation is proposed so that it reflects the current operation of identification badges within the Council and has been in operation for over 10 years. This is with the exception of the revision to remove the need for a signature on the ID badge which after review, ahead of the introduction of new ID Badges is no longer considered necessary.

Recommendation 2.4

- 3.6 The Executive will be aware that the decisions made at Warwick District Council are, by law, either Council decisions or Executive decisions. These include the delegations made to officers and therefore for the sake of clarity is proposed that all officer delegations should be identifiable as Council or Executive decisions (in line with the rest of the Constitution)

Recommendation 2.5

- 3.7 The Executive will be aware that the Government regulation in 2014 (Openness of Local Government Regulation 2014) with regard to the public recording Council, Executive, Committee or Sub-Committee meetings. The Plain English Guide can be accessed [on line](#). It is considered appropriate that reference is made to this within Council Procedure Rules for ease of reference.

4. Policy Framework

4.1 Fit for the Future (FFF)

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
None	None	None
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
None	The proposal brings forward to revisions to the Constitution to ensure that is correct and enables officers to deliver appropriate work.	None

4.2 **Supporting Strategies** - The proposals within this report do not impact or support the Fit for the Future supporting strategies but is brought forward in view of ensuring good governance.

- 4.3 **Changes to Existing Policies** - The report does not bring forward any changes to existing policies but seeks to amend the Constitution.
- 4.3 **Impact Assessments** – There are no significant changes proposed within the report that result in the need to undertake an impact assessment.

5. **Budgetary Framework**

The report does not impact on either the Budgetary Framework or budget.

6. **Risks**

- 6.1 There are only minimal risks associated with the recommendations because they are only brought forward to provide clarity within the Constitution.

7. **Alternative Option(s) considered**

- 7.1 There are no alternative options to consider because of the additional legislation and changes to legislation since the last revision of the Officer Scheme of Delegation it is not appropriate to leave the Scheme as currently defined.

9. **Head of Health and Community Protection** shall have authority under the:

- HCP(1) Food Safety Act 1990 and any Orders, or Regulations or other instruments (whether dated before or after the date of execution of this instrument of appointment),
(i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act. s 6
(ii) to authorise appropriate named individuals to act as Food Safety Officers to:-
s 9 - Inspection and seizure of suspected food
s 10 - Service of hygiene improvement notices
s 12- Services of emergency prohibition notices
s 29 - Procure samples
s 32 - Powers of entry
s 49 - Form and authentication of documents
- HCP(2) Building Act 1984,
(i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act. S 61, 62, 63 & s 113
(ii) to act under Part III Other Provisions about Buildings as follows
Drainage
s 59 – Serve notice, drainage of buildings, including private sewers
s 60 – Serve notice, ventilation of soil pipes
s - 62 - Disconnection of drain
Provision of Sanitary Conveniences
s 64 – Serve notice, provision of closets
s 65 – Serve notice, provision of sanitary convenience in workplace
s 66 – Serve notice, replacement of earth closet
s 68 – Serve notice, erection of public conveniences
Buildings
s 70 – Serve notice, provision of food storage
s 73 – Serve notice, raising of chimneys
Defective premises, demolition etc
s 76 – Serve notice, defective premises
Yards and passages
s 84 – Serve notice, paving and drainage of yards and passages
Part IV General
Entry on premise
s 95 & 96 – Powers of entry to inspect
Execution of works
s 97- Power to execute works
s 99- Serve notice requiring works, execute/recover costs
- HCP(3) Clean Air Act 1993,
(i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act. Part I (Dark Smoke), Part 2 (Smoke, grit and fumes), Part 3 (Smoke Control Areas), Part 4 (Cable burning), Part 7 (Miscellaneous and general))
(ii) to:-
s 6 – Approval of furnaces and grit and dust arrestment plants
s 10, 11, 12 & 56 – Powers of entry, inspection, issue notice and apply for warrant
s 15 & 16 – Approval or refusal of chimney height
s 18 – Make smoke control order
s 24 - Require adaptation of fireplaces in private dwellings

- s 26 – Make grants
- s 31, 32, 33 & 34– Power to investigate
- s 35, 36 & 58 – Power to require information and associated powers of entry
- s45 – Power to issue exemption notices
- s 51 – Power to serve notice
- HCP(4) Clean Neighbourhoods and Environment Act 2005,
 - (i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act(ii) to:-
 - Make a gating order (inserted into the Highways Act s 129)
 - s 73 – Issue FPN (alarms)
 - s 78 – Apply for a warrant
 - s 77 & 79 – Powers of entry
- HCP(5) Control of Pollution Act 1974,
 - (i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act, Part V
 - (ii) to:-
 - s 9 – Supervision of licensed activities
 - s 60 – Serve notice, to control noise on constructions sites
 - s 61 – Consent for works
 - s 62 – Take action in respect of loudspeakers in the street
 - s 91 – Powers of entry
 - s93 – Powers to obtain information
- HCP(6) Environmental Protection Act 1990,
 - (i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act.
 - (ii) to:-
 - Part 1- Integrated Pollution Control
 - s 6 - Issue authorisation
 - s 10, 11 & 12 - issue variation and revocation notices
 - s 13 & 14 - issue enforcement and prohibition notices
 - s 19 – Power to require information
 - Part II - Waste
 - s 33 – prohibit unauthorised/ harmful treatment/disposal of waste.
 - s 33ZA and 34A – power to issue fixed penalty notices
 - s 34 – Investigation of duty of care and issue fixed penalty notice for failure to furnish documentation
 - ss 46A to 47ZB – powers to issue written warnings and fixed penalty notices with respect to receptacles for waste
 - s 59 – Power to require removal of unlawful waste deposits
 - Part IIA - Contaminated land
 - s 78 B – Notice, identification of contaminated land
 - s 78 C – Notice, Designation of special site
 - s 78 D – Referral of special site
 - s 78 E – Remediation notice
 - s 78 N – Power to carry out works
 - Part III – Statutory Nuisance
 - s79 – duty to inspect and to investigate statutory nuisances
 - s 80 & 80A - issue abatement notices
 - s 80ZA – Fixed penalty notice
 - s 81(3) - Power to authorise works in default
 - s 81(7) & Sched 3 – Powers of entry
 - Sched 3 – Warrant of entry
 - s 81A – power to issue notices in respect of recoverable expenses
 - Part IV – Litter etc

s 88 – Fixed penalty notice
 Part VIII – Miscellaneous
 s 149 – Seizure of stray dogs
 s 150 – Facilitate stray dogs
 s 151 – Enforcement in respects of collar and tags

- HCP(7) The Local Authorities (Functions and Responsibilities) (England) Regulations 2000
 to the extent that those functions are discharged otherwise than in the Authority's capacity as an employer) under –
 (a) The Health and Safety at Work etc Act 1974; and
 (b) any Orders, or Regulations or other instruments (whether dated before or after the date of execution of this instrument of appointment);
 (i) made thereunder or
 (ii) having effect by virtue of the European Communities Act 1972 and relating to health & safety; and
 (iii) any modification or re-enactment of the foregoing,
 to make and to terminate appointments as follows:
 (a) Environmental Health Officers as Inspectors under Section 19(1) of the Health & Safety at Work Etc. Act 1974 (the 1974 Act) and to empower them to exercise all the powers set out in Sections 20, 21, 22, 25 and 39 including the institution of legal proceedings; and
 (b) other suitably qualified and competent persons as Inspectors under Section 19(1) of the 1974 Act and empowered to exercise all or some of the powers as set out in Sections 20 and as may be specified in their authorisation and an inspector shall in right of his appointment –
 (i) be entitled to exercise only such of those powers as are so specified; and
 (ii) be entitled to exercise the powers so specified only within the field of responsibility of the Authority.
 - relevant licences, registrations and approvals
 - sign and serve notices including fixed penalty notices
 - authorise and/or execute works in default
 - Procure samples, seize equipment, records, goods and articles, and obtain information
 - Obtain and execute power of entry
 - Engage specialist advisers/contractors
 - Determine whether and in what manner to enforce any failure to comply with matters under legislation enforced under this scheme of delegation and to give effect to that determination, including the administration of cautions.
- HCP(8) The Environmental Damage (Prevention and Remediation) Regulations 2009 (as amended),
 (i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act Reg 34
 (ii) to:-
 Reg 13, 14, 20 - Serve notice to prevent further damage
 Reg 23 - Undertake works in default
 Reg 24 & 25 -Recover costs
 Reg 31 – Powers of authorised person
 Reg 32 - Require information
- HCP(9) Food Safety and Hygiene (England) Regulations 2013,
 (i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act. Regulation 19
 (ii) to:-
 Reg 5, Enforcement of hygiene regulations
 Reg 6, Hygiene improvement notices

	Reg 8, Hygiene emergency prohibition notices
	Reg 9, Remedial action
	Reg 10, Detention notices
	Reg 14 & 15, Samples
	Reg 16, Powers of entry
	Reg 29, Certification of food
HCP(10)	Contaminants in Food (England) Regulations 2013, Following consultation with a solicitor acting for the Council and relevant portfolio holder, institute legal proceedings under the Regulations.
HCP(11- 12)	SPARE
HCP(13)	Local Government (Miscellaneous Provisions) Act 1982, (i) Following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act (ii) to:- Part II – Control of Sex Establishments Sched 3, 6-18 - grant, renew, and vary licences of persons and premises where no objections are received make any minor grammatical or minor wording amendments to the Sex Establishment Policy, so long as it they do not alter the meaning/spirit of the policy Part III – Street Trading Schedule 4, paragraphs 3 - 7, Street Trading licences and consents, grant, renewal and variation Part VIII – Acupuncture, Tattooing, Ear-piercing and Electrolysis 13 – 17. Part XI Public Health, etc 27, 29, 32
HCP(14)	The Environmental Permitting (England and Wales) Regulations 2010 & 2016 (i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act (ii) to:- 2010 Act Part 2, Chapter 2(13) Grant permit, Chapter 3 (20 Vary permit, 21 Transfer permit, 22 & 23 Revoke permit, 24 Surrender, Chapter 4 (26 Consultations, 29 Revocation of standard rules, 30 Variation notifications Part 4, Reg 36 Enforcement notices, Reg 37 Suspend notices. Part 6, Reg 57 Power to prevent or remedy pollution, Reg 60 Power to require information
HCP(15)	Sunbeds (Regulation) Act 2010 (i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act (ii) to:- s 4 – Power to restrict use, sale or hire s 7 – Enforcement and powers of entry
HCP(16)	Planning (Hazardous Substances) Regulations 1992 (as amended by the Planning (Control of Major-Accident Hazards) Regulations 1999 & 2015) and associated Regulations. act under and delegated authority to authorise appropriate named individuals: to grant but not refuse hazardous substances consents either unconditionally or subject to conditions.
HCP(17)	Health Act 2006 (i) following consultation with a solicitor acting for the Council and relevant

- Portfolio Holder, institute legal proceedings under the Act
(ii) to:-
Sched 2 – Powers of entry
s 9 – Issue fixed penalty notices
- HCP(18) Health and Safety (Enforcing Authority) Regulations 1989
deal with transfers of responsibility for enforcement between this authority
and the Health and Safety Executive under Section 5
- HCP(19) Food & Environmental Protection Act 1985
(i) following consultation with a solicitor acting for the Council and relevant
Portfolio Holder, institute legal proceedings under the Act
(ii) to:-
Part I – Contamination of food
s 3 & 4 Investigation and enforcement
Part III – Pesticides Etc. - Inspection and enforcement
Including Regulation (EC) 852/2004, (EC) No. 853/2004, Regulation (EC)
No. 854/2004 of the European Parliament and Food Safety and Hygiene
(England) Regulations 2013
- HCP(20) Water Industry Act 1991
(i) following consultation with a solicitor acting for the Council and relevant
Portfolio Holder, institute legal proceedings under the Act
(ii) to:-
s 77 – 83, including service of Notices under s 80
s 84 & 85, power of entry and to obtain information
- HCP(21) Noise Act 1996
(i) following consultation with a solicitor acting for the Council and relevant
Portfolio Holder, institute legal proceedings under the Act
(ii) to:-
s 3 – Serve warning notice
s 8 – Require name and address
s 10 – Seizure and retention
Consent to use loudspeaker (COPA 74 – s 62)
- HCP(22) Pollution Prevention and Control (England & Wales) Regulations 2000
(i) following consultation with a solicitor acting for the Council and relevant
Portfolio Holder, institute legal proceedings under s 32 the Act
(ii) to:-
Part I General
Reg 6 – Notices
Reg 7 – Applications
Part II Permits
Reg 10 – 22
Part III Enforcement
Reg 24 – Enforcement notice
Reg 25 – Suspension notice
Reg 26 – Prevent or remedy pollution
Part V Information and Publicity
Reg 28 – Require information
Reg 29-31 – Maintain a public register
Sch 3, 4, 7, 8 & 10
- HCP(23) Sunday Trading Act 1994
exercise powers under Part 1 of Schedule 2
- HCP(24) Pollution Prevention and Control Act 1999 (as amended)
(i) following consultation with a solicitor acting for the Council and relevant
Portfolio Holder, institute legal proceedings under the Act
(ii) to:-

- Sched 1 – Grant, revoke, vary, transfer, suspend and condition permits and carry out enforcement activities.
- HCP(25) Local Government (Miscellaneous Provisions) Act 1976
 (i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act
 (ii) to:-
 Part 1 General
 Land
 s 16 – Require information
 Places of Entertainment
 s 20 – Provision of sanitary facilities at places of entertainment
 Miscellaneous
 s 35 – Service of notice and works in default provisions
 Part II Hackney carriages and Private Hire Vehicles
 s 47 – Licensing of hackney carriage (conditions, vehicle design, appearance)
 s 48 – Licensing of private hire vehicles
 s 49 – Transfer of hackney carriages and private hire vehicles
 s 50, 53 & 56 – production of information in relation to hackney carriages
 s 51 – Licensing of drivers of private hire vehicles
 s 53 – Drivers licences for hackney carriages and private hire vehicles
 s 54 – Issue driver badges
 s 55 – Licensing of operators of private hire vehicles
 s 57 – Power to require information
 s 58 – Return of plates
 s 60 – Suspension & revocation of vehicle licence
 s 61 – Suspension of operator licence
 s 62 – Suspension and revocation of operator’s licence
 s 64 – Prohibition of other vehicles on hackney carriage stands
 s 68 – Inspection and testing of hackney carriage
 s 70 – Set fees
 s 73 – Powers in relation to obstruction
- HCP(26) Prevention of Damage by Pests Act 1949
 (i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act
 (ii) to:-
 s 4 – Notice to owner or occupier
 s 6 – Notice across several properties
 s 22 – Power of entry
- HCP(27) Public Health Act 1936
 (i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act
 (ii) to:-
 s 45 – Notice to put defective closets into repair
 s 48 – Power to examine and test drains
 s 50 – Notice with regard to cesspool
 s 52 – Powers in relation to care of sanitary conveniences used in common
 s 78 – Scavenging of common courts and passages
 s 79 – Notice regarding noxious matter
 s 83 – Notice regarding filthy or verminous premises
 s 84 – Destruction of articles
 s 85 – Persons and clothing with associated work and agreement, works in default
 s 140 – Power to close, restrict use of water from polluted source of supply
 s 141 – Power to deal with insanitary cisterns,

- s 259 - Nuisance in connection with water courses etc
- s 264 - Notice to repair, maintain or cleanse a culvert
- s 268 - Notice regarding execution of work to unfit tents, vans and sheds
- s 275 - Power of local Authority to execute certain work on behalf of owners or occupiers
- s 287 - Notice to occupier of intended entry (warrant)
- HCP(28) Public Health Act 1961
 - (i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act
 - (ii) to:-
 - s 17- Power to remedy stopped and defective drains
 - s 22 – Power to cleanse or repair drains
 - s 35 - Notices in respect of filthy and verminous premises or articles
 - s 36 - Power to require vacation of premises during fumigation
 - s 37 - Prohibition of sale of verminous articles, disinfection or destroy
- HCP(29) Private Security and Industry Act 2001
 - (i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act
 - (ii) to:-
 - s 19 – 22 – Powers of entry, inspection and information
- HCP(30) The Private Water Supplies Regulations 2009
 - (i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under s 20 of the Act
 - (ii) to:-
 - Part 2
 - s 7 – Monitoring
 - s 11 - Sampling and analysis
 - Part 3
 - s 16 &17 - Authorisation
 - Part 4
 - s 18 - Service of notice
- HCP(31) The Trade in Animal and Related Products Regulations 2001
 - (i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act
 - (ii) to:-
 - Reg 33 – Powers of entry
 - Reg 34 –Powers of authorised officers
- HCP(32) Public Health (Control of Disease) Act 1984
 - (i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act
 - (ii) to:-
 - s 46 – Burial and cremation
 - s 48 – Removal of dead bodies (warrant)
 - s 61 & 62 – Powers of entry
- HCP(33) Spare
- HCP(34) The Transmissible Spongiform Encephalopathies Regulations 2010
 - Following consultation with a solicitor acting for the Council and relevant portfolio holder, institute legal proceedings under the Act.
 - to act under and delegated authority to authorise appropriate named individuals to perform duties under the act including: powers of entry, inspection, sampling, detention and seizure, service of notice.
- HCP(35) The General Food Regulations 2004
 - (i) following consultation with a solicitor acting for the Council and relevant

HCP(36)

Portfolio Holder, institute legal proceedings under the Act
(ii) to:-

act under and delegated authority to authorise appropriate named individuals to exercise powers under Regulation (EC) No. 178/2002; Inspection in accordance with Regulation (EC) No. 178/2002, Regulation (EC) No. 852/2004, Regulation (EC) No. 853/2004, Regulation 845/2004, Regulation (EC) 2073/2005 and the Food Information for consumers Regulations (EC) 1169/2011

Licensing Act 2003

(i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act

(ii) to:-

act under and delegated authority to authorise appropriate named individuals to take appropriate action subject to any relevant representations, policy and statutory duty

Part 3 Premises licences

s 18 - Determine an application

s 23 & 25a - Grant or reject

s 35, 36, 37, 38, 39, - Variation determination

s 41A-C – Minor variation

s 44 – Transfer determination

s 51 to 53 – Review determination

s 55A – Suspension, failure to pay fees

s 56, 57 - Require production of a licence

s 59 - Powers of entry

Part 4 Clubs

s 63 – Determination

s 72 – Determination application

s 77 – Grant or reject subject to any relevant representations, policy and statutory duty.

s 85 & 86b – Determination of variation

s 94 - Require production of a licence

s 96 & 97 – Powers of inspection & entry

Part 5 Permitted Temporary Events

s 102 - Acknowledge notice

s 103 – Withdraw notice

s 104, 105, 107 – Counter notices

s 108 – Right of entry

s 109- Require production of a licence

Part 6 Personal licences

s 120 - 122 – Determination

s 132 – Offences

s 134 & 135 – Require production of licences

Part 9 Miscellaneous and Supplementary

s 179 & 180 – Rights of entry

make representations, on behalf of the Council as a relevant person and as the Authority by which statutory functions are exercisable in relation to minimising or preventing public nuisance or harm to human health and safety, on relevant applications under the Licensing Act 2003

following conviction or a relevant offence, foreign offence or immigration penalty to notify the licence holder of the intention to suspend or revoke

their Personal Licence under the Licensing Act 2003 and refer all cases to a Licensing and Regulatory Sub-Committee

Decide on whether a complaint is irrelevant, frivolous, or repetitious – in

- HCP(37) Animal Welfare & Animal Licensing
(i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act
(ii) to:-
act under and delegated authority to authorise appropriate named individuals to right of entry, inspection, requirement information, take samples, seize animals, issue and refuse licenses, make amendments and vary licences in respect of:-
- The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
 - Animal Welfare Act 2006
 - Dangerous Wild Animals Act 1976
 - Zoo Licensing Act 1976
- HCP(38) Scrap Metal Dealers Act 2013
(i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act
(ii) to:-
act under and delegated authority to authorise appropriate named individuals to inspect, licence, suspend, revoke licences.
Apply to the Magistrates Court for Warrant to enter land and/or buildings in accordance with the powers contained in the Scrap Metal Dealers Act 2013.
- HCP(39) Health Protection (Local Authority Powers) Regulations 2010
(i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act
(ii) to:-
act under and delegated authority to authorise appropriate named individuals to:
Reg 2/3/6- Receive notifications of diseases etc in patients and dead persons from Registered Medical Practitioner and to notify the HPA etc.
Reg - 8 - Requests for co-operation for health protection purposes
Service of Notices to keep a child away from school - Provide details of children attending school etc
The Health Protection (Part 2A Orders) Regulations 2010
Make applications for Part 2A Orders.
- HCP(40) Public Health (Aircraft) Regulations 1979
(i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act
(ii) to:-
act under and delegated authority to authorise appropriate named individuals to exercise powers under:-
Part II, Regulation 5, appointment and duties of authorised officers and provisions of services by responsible authorities.
- HCP(41) Noise Act 1996
(i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act
(ii) to:-
act under and delegated authority to authorise appropriate named individuals to exercise the powers in ss2 to 9 in relation to the summary procedure for dealing with noise at night and entry and seizure under s10
- HCP(42) Environment Act 1995
(i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act

- (ii) to:-
Part IV Air Quality
s 82 - Undertake Air Quality monitoring
s 83 - Designate AQMA
s 84 - Carry out duties in relation to designated areas,
Part V Miscellaneous
s 108 (1)(a),(1)(b) and (1)(c) to exercise powers under section 108, sub-section (4)(a-m)
s 110 - Offences
- HCP(43) Anti-Social Behaviour Crime and Policing Act 2014
(i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act
(ii) to:-
Part I injunctions
s 5- Make applications for injunctions
Part 2 Criminal Behaviour Orders
s – Make application for an order
Part 4,
Chapter 1 Community Protection Notices
s 43 - Power to issue notices
s 47 - Remedial action & power of entry
s 51- Seizure
s 53 - Issue Fixed Penalty Notice
Chapter 2 Public Spaces Protection Orders
s 68 -Issue Fixed Penalty Notice (Dogs and ASB)
Chapter 3 Closure of premises associated with nuisance or disorder
s 76 - Closure notice
s 78 - Vary or cancel closure notice
s 79 - Power of entry
s 85 - Enforcement
- HCP(44) The Official Feed and Food Controls (England Regulations 2009
(i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act
(ii) to:-
act under and delegated authority to authorise appropriate named individuals to: powers of entry, serve notices, procure and analyse samples.
- HCP(45 to 48) SPARE
- HCP(49) Gambling Act 2005
(i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act
(ii) to:- Inspect and issued licenses ,
a) Application for a variation to a licence where no representations have been received or representations have been withdrawn
b) Application for a transfer of a licence where no representations have been received from the Commission
c) Application for a provisional statement where no representations have been received or representations have been withdrawn
d) Application for a club gaming/club machine permit where no objections have been made or objections have been withdrawn
e) Applications for other permits
f) Cancellation of licensed premises gaming machine permits
g) Consideration of temporary use notice


h) Setting of fees

s.304 (1)(b) - Make representations where appropriate

- HCP(50) Town Police Clauses Act 1847
Grant or refuse, applications for Private Hire Vehicle, Operators or Hackney Carriage vehicle licenses or suspend private hire or Hackney carriage vehicle licences under the Town Police Clauses Act 1847, and the Local Government (Miscellaneous Provisions) Act 1976, subject to the applicant having a right to be heard by the Regulatory Committee in respect of any decision to refuse an application.
- HCP(51) Police, Factories etc (Miscellaneous Provisions) Act 1916, as amended by section 251 and Schedule 29 to the Local Government Act 1972
(i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act
(ii) to:-
(a) Issue street collection permits up to the allocation for Kenilworth, Royal Leamington Spa, Warwick town centres and other areas as defined by the Licensing & Regulatory Committee; and
(b) Issue street collection permits, for special collections in addition to the above numbers, following consultation with and no objection from the Licensing & Regulatory Committee spokespersons.
- HCP(52) Road Traffic Act 1991
to ask for and accept Disclosure and Barring Service checks for Hackney Carriage and Private Hire Vehicles Drivers Licenses under Section 47, and for any other licence for which they may be required.
- HCP(53) Local Government Miscellaneous Provision Act, Section 47, 48, 51, 55
impose such conditions as considered reasonably necessary:-
a) approve or refuse, in consultation with appropriate organisation as approved by the Licensing & Regulatory Committee, applications in respect of types of wheelchair accessible vehicles to be accepted as taxis in the case of new licences to be issued in the District
b) refuse applications for taxi and private hire drivers licences in respect of applicants who do not pass the knowledge test
c) refuse applications for taxi and private hire drivers licences, where the applicants have not attended disability awareness training, and obtained the appropriate certificate
d) refuse the licence of a hackney/carriage private hire driver person who fails or refuses to attend the prevention of child sexual exploitation course
e) make any minor grammatical or minor wording amendments to the Policies for Hackney Carriage / Private Hire Drivers & Operators, so long as it they do not alter the meaning/spirit of the Policy.
- HCP(54 to 65) SPARE
- HCP(66) Land Drainage Act 1991 (and any amendments thereof)
(i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act
(ii) to:-
s 14(A) – Notice to enter land and carry out works
s 24 – Contraventions of prohibition on obstructions – notice to abate nuisance
s 25 – Powers to require works for maintaining the flow of a watercourse
s 64 – Powers of entry onto land
- HCP(67 & SPARE

68)

- HCP(69) Criminal Justice and Police Act 2001
exercise all powers of local authorities under sections 19 to 28 of the
including:
- Serving and cancelling closure notices;
 - Making applications for closure orders;
 - Issuing certificates of termination of closure orders;
 - Defending applications for the discharge of closure orders;
 - Recommending appealing against the refusal to make closure orders;
 - Enforcing closure orders;
 - Recommending prosecuting for obstruction of authorised officers or for offences in connection with closure orders; and
 - authorising officers to exercise all or any of these powers.
- HCP(70 to 76) SPARE
- HCP (77) The Legislative and Regulatory Reform Act 2006
following consultation with a solicitor acting for the Council and relevant Portfolio Holder, to make any minor grammatical or minor wording amendments to the Enforcement Policy, so long as it they do not alter the meaning/spirit of the policy
- HCP (78 to 80) SPARE
- HCP (81) Associated Acts and Regulations above:
to grant a Private Hire Operators licence or Hackney Carriage/Private Hire Drivers Licence of reduced duration following consultation with the Chair/Vice Chair of the Licensing and Regulatory Committee and a representative of Legal Services.
- HCP (82) Microchipping of Dogs Regulations 2015,
(i) following consultation with a solicitor acting for the Council and relevant Portfolio Holder, institute legal proceedings under the Act
(ii) to:-
(a) serve on the keeper of a dog which is not microchipped a notice requiring the keeper to have the dog microchipped within 21 days;
(b) where the keeper of a dog has failed to comply with a notice under paragraph (a), without the consent of the keeper— (i) arrange for the dog to be microchipped; and (ii) recover from the keeper the cost of doing so;
(c) take possession of a dog without the consent of the keeper for the purpose of checking whether it is microchipped or for the purpose of microchipping it in accordance with sub-paragraph (b)(i).

 Executive 9 January 2019		Agenda Item No. 6
Title	Local Council Tax Reduction Scheme 2019/2020	
For further information about this report please contact	Andrea Wyatt 6831	
Wards of the District directly affected		
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	Executive 30 th August 2018	
Background Papers		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	Yes
Included within the Forward Plan? (If yes include reference number)	Yes
Equality Impact Assessment Undertaken	Yes

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive	18/12/2018	Chris Elliott
Head of Service	18/12/2018	Mike Snow
CMT	18/12/2018	Chris Elliott; Bill Hunt; Andy Jones
Section 151 Officer	18/12/2018	Mike Snow
Monitoring Officer	18/12/2018	Andrew Jones
Finance	18/12/2018	Mike Snow
Portfolio Holder(s)	18/12/2018	Cllr Peter Whiting
Consultation & Community Engagement		
Warwickshire County Council and Warwickshire Police and Crime Commissioner were consulted on the proposals and no objections were received. Invitations to participate in the consultation were sent to all recipients of council tax reduction. All Parish clerks were notified, details were sent to CAVA and announcements were made at community forums. The consultation was available on the website and paper copies were made available to those requesting them.		
Final Decision?		Yes – subject to full Council
Suggested next steps (if not final decision please set out below)		

1. **Summary**

- 1.1 The purpose of this report is to provide members with details of the Council Tax Reduction consultation which ended on the 4th November 2018.

2. **Recommendation**

- 2.1 That Executive recommends Council accepts the following changes (a-j) to the Council's Council Tax Reduction Scheme effective from 1st April 2019 for Universal Credit customers and 1st April 2020 for the remaining working age customers only.
- a) Replacing the current means test with an income 'grid' scheme for all working age applicants.
 - b) Limiting the number of dependent children used in the calculation of reduction to two.
 - c) Removing non dependant deductions
 - d) Simplifying the claiming process for all Universal Credit applicants
 - e) Removing the current earnings disregard and replacing with a standard £25.00 disregard.
 - f) Disregarding Carer's allowance as an income.
 - g) Retaining the extended payment provision
 - h) Make changes to reduction on a daily basis rather than weekly.
 - i) Reducing the capital cut off limit to £6,000.
 - j) Replacing the current premium for disabled children and applicants with an equivalent amount of income disregard.
- 2.2 That Executive recommends Council agrees to the creation of a Discretionary Hardship Fund of £20,000 as discussed in paragraph 3.3 with the criteria of awards to be agreed by the Head of Finance in consultation with the finance portfolio holder.
- 2.3 That Executive recommends Council agrees that Council Tax Reduction Scheme is closely monitored, together with the Discretionary Hardship Fund, to be reported back to members in Autumn 2019.

3. **Reasons for the Recommendation**

- 3.1 The current scheme for Council Tax Reduction is largely based on the previous Council Tax Benefit scheme which was assessed alongside Housing Benefit. Housing Benefit for new working age applicants is no longer available in Warwick District and instead a claim must be made for Universal Credit. Whilst Housing Benefit was the main provider of housing support for working age persons, it was logical to maintain a Council Tax Reduction scheme that mirrored the approach. Now that Universal Credit is being rolled out, it gives

the Council the opportunity to significantly simplify what is in effect a Council Tax Discount.

- 3.2 In August 2018 the Executive agreed for the consultation on the proposed changes to the Council Tax Reduction Scheme. All claimants in receipt of the reduction have been written to so as to tell them about the proposed changes. 63 responses were received, representing approximately 2% of the caseload. Details of the responses are included within Appendix A. Just over half of the responses supported retaining the scheme unchanged.

a) **Replacing the current means test with an income 'grid' scheme for all working age applicants.**

The current scheme compares income to an applicable amount which is determined based on the claimant's circumstances. Calculating the income to be used in the assessment is extremely complex, earnings are calculated using gross pay less tax and national insurance deductions and 50% of any contribution to a personal pension. Other incomes are taken into account in full whilst others are disregarded, or partly disregarded and then further disregards are applied depending on a claimant's circumstances. As people move onto Universal Credit their income is assessed by the Department for Work and Pensions, however this can change on a monthly basis as earnings increase and decrease. Under the current scheme, entitlement to council tax reduction could potentially need re-assessing every month as income fluctuates changing the amount of council tax a claimant has to pay. The banded scheme would help to provide some stability to claimants ensuring that their payments remain the same, unless their income changes to put them into another band. This would also be easier to administer and should be easier for claimants to understand. There may be some who are worse off, however this will be managed through a discretionary hardship fund. Applications to the fund would be closely monitored throughout 2019 so that the income bands could be adjusted if necessary in 2020.

The new proposals will still be based on a claimant's net income, however the net pay will be calculated by increasing the disregard for personal pension contributions to 100%. Payments of child benefit and incomes paid for a disability of either the claimant, partner or child will continue to be disregarded for the purpose of calculating net income.

Based on the current case-load there are 3,353 working age claimants in receipt of council tax reduction, of these 2,158 are in receipt of a pass-ported benefit which automatically entitles them to the full eligible council tax reduction of 85% and this will continue to apply under the banded scheme.

Income Grid

Discount (based on 85% of total liability)	Level	Single (Income level)	Couple (Income level)	Single + 1 child	Single + 2 children	Couple +1 Child (Income level)	Couple +2 (or more) Children (Income Level)
1 (includes passported benefits)	100%	0.00 - 75.00	0.00 - 115.00	0.00 - 140.00	0.00 - 215.00	0.00 - 185.00	0.00 - 250.00
2	75%	75.01 - 105.00	115.01 - 150.00	140.01 - 170.00	215.01 - 245.00	185.01 - 235.00	250.01 - 300.00
3	50%	105.01 - 135.00	150.01 - 185.00	170.01 - 200.00	245.01 - 275.00	235.01 - 285.00	300.01 - 350.00
4	25%	135.01 - 165.00	185.01 - 220.00	200.01 - 230.00	275.01 - 305.00	285.01 - 335.00	350.01 - 400.00
5	10%	165.01 - 195.00	220.01 - 255	230.01 - 260.00	305.01 - 335.00	335.01 - 385.00	400.01 - 450.00

b) Limiting the number of dependant children used in the calculation of reduction to two.

From April 2017, the Government made amendments to all income related benefits for new claimants, including council tax reduction for pensioners, so that only two children were taken into account when determining entitlement aside from a few exceptions. This was replicated in the Council's council tax reduction scheme, however existing claimants were protected from this change provided their entitlement remained continuous. Prior to this change, a child premium was added to the claimant's applicable amount for each child, under the new scheme, the number of children a claimant has is only used to determine which band on the grid should be used to determine entitlement. This change would ensure all claimants are dealt with in the same way.

c) Removing non dependant deductions

Under the current scheme, a non-dependant deduction is made from any council tax reduction entitlement unless the claimant or partner receives certain disability benefits. The level of deduction is assessed based on the non-dependant's income and capital, this means that information has to be obtained about their circumstances as well as the liable people for council tax. Under universal credit, the Department for Work and Pensions (DWP) will provide information to the Council in respect of the claimant and partner but not non dependants. One of the aims of the new scheme is to make the scheme simpler, enabling us to use information already obtained by the DWP. Removing non dependant deductions from the scheme will reduce some of the administrative burden for both our claimants and the authority.

d) Simplifying the claiming process for all Universal Credit applicants

Under the current scheme, claimants must complete an application and provide proof of all income and capital of everyone in the house-hold, this means that someone who claims universal credit has to provide the same details to both the DWP and the local authority. Experience from other local authorities suggests that universal credit claimants are failing to apply for local council tax reduction either because they believe it will be paid with universal credit or because they are not aware of the availability. As the DWP have verified the same information that is required for an assessment of council tax reduction, and notify us of the outcome, it would be easier for claimants if we were able to use the information provided by the DWP, and with the claimants permission, treat this as a claim. This would save the claimant having to complete a further application and providing the same information to the Council.

e) Removing the current earnings disregard and replacing with a standard £25.00 disregard.

The current scheme provides for various earnings disregards from income depending on a claimant's circumstances, ranging from £5.00 to £25.00 and in some cases an additional £17.10 may be disregarded. This will make the scheme simpler to administer and will be more generous to some applicants on low incomes particularly single claimants and couples with no children, it should be noted that those with children will be placed on a higher income band within the grid scheme.

f) Disregarding Carer's allowance as an income.

Under the existing scheme, carers allowance is taken into account as an income, and an additional carer premium is added to the applicable amount. However, the premium is less than the amount of carers allowance paid and this effectively means that some of this allowance is currently taken into account in the assessment of reduction. Disregarding the income in total will ensure that the scheme is more generous to those with caring responsibilities.

g) Retaining the extended payment provision

Under the current scheme, 4 weeks additional reduction is given when a claimant's entitlement to a pass-ported benefit ends and they move into work. The original proposal was to remove the 4 week run on from the scheme. However, in response to the consultation, it is now recommended that this is retained for claimants who move from a pass-ported benefit into work who don't qualify for universal credit.

h) Make changes to reduction on a daily basis rather than weekly.

Council tax is a daily charge, however any changes to the council tax reduction scheme are currently administered on a weekly basis and entitlement is not awarded until the Monday following the date a new claim is made. This will bring the scheme into line with how the tax is charged and allow for council tax to be awarded on the day that the application is made.

i) Reducing the capital cut off limit to £6,000.

The current capital limit is £16,000 and claimants who have over £16,000 are automatically excluded from receiving council tax reduction. The council tax reduction scheme is designed to help the poorest within the District. It is not

considered unreasonable for residents who have cash at their disposal to pay their council tax bill.

j) Replacing the current premium for disabled children and applicants with an equivalent amount of income disregard.

The current scheme is more generous to claimants or their children who receive disability benefits by adding a premium into their applicable amount and disregarding the disability income. In order to ensure the new scheme continues to be more generous to those who are sick and disabled, disability benefits will be ignored when calculating income and an additional disregard of £50.00 applied.

3.3 Although the assistance to some claimants will reduce from current levels, the intention is to protect as many customers as possible. Where a customer experiences exceptional hardship, they will be able to apply for additional support from the Council under the proposed Exceptional Hardship Payment Scheme, the criteria of which to be agreed by Head of Finance and the finance portfolio holder. This scheme will operate similar to the Discretionary Housing Payments Scheme (which applies in respect of rent as part of the Housing Benefits Scheme), whereby the customers will need to apply and demonstrate hardship. It is proposed that £20,000 is initially allocated to this scheme, with that cost shared between the precepting authorities.

3.4 The amended scheme will be closely monitored, along with the Discretionary Hardship Fund, to be reported back to members in the Autumn of 2019. This will be ahead of the scheme needing to be formally agreed by members, annually, in January.

4. Policy Framework

4.1 Fit for the Future (FFF)

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/ productivity of local economy

communities	Low levels of crime and ASB	Increased employment and income levels
Impacts of Proposal		
The council tax reduction scheme assists customers on low incomes to pay their council tax. This helps prevent customers from falling into debt and therefore assists in preventing health conditions which may arise due to debt problems.	N/A	The council tax scheme helps those on low incomes including those who are employed.
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
Administering the current scheme requires a lengthy training programme and it can be 12 months or more, until staff are fully competent in the administration. Removing the complexities of the scheme will make it easier for staff to administer.	Customers will be clearer about entitlement. Removing the complexities should speed up processing time for claims.	The revised scheme is not intended to reduce the amount of support available.

4.2 Supporting Strategies

There are currently circa 63,000 tax payers within Warwick District, and of these there are 3,350 people of working age who claim Council Tax Reduction. It is important to ensure that help continues to be available to those who most need it whilst maintaining a cost effective scheme if we are to re-assure all of our tax payers that we continue to provide value for money. To remove the help people currently receive in assistance to pay their council tax could result in plunging some of the most vulnerable people in society further into poverty.

This would contravene the Council's vision to make Warwick District a great place to live, work and visit. However, the work of Warwick District Council, the County Council and the Police and Crime Commissioner is also important in achieving this vision and it is important to minimise funding cuts wherever possible to help maintain and improve the level of services provided to the whole of the District.

4.3 Changes to Existing Policies

This will replace the current local council tax reduction scheme.

4.3 Impact Assessments

An equality impact assessment is attached. There are no significant issues, disability benefits will continue to be disregarded as income. The carer's element of universal credit, which is currently counted as income will be disregarded under the new scheme and the scheme only applies to working age claimants. An exceptional hardship scheme will provide additional support to those who may be adversely affected.

5. Budgetary Framework

- 5.1 The cost of the Local Council Tax Reduction scheme in 2018/19 is estimated at £6.1m, with £2.9m for working age customers. This cost is shared with the precepting authorities through the Collection Fund, this being proportionate to the council tax. Warwick District Council's share is £560,000 (9.2%), whilst WCC's is £4.7m (77.6%).
- 5.2 Under the current scheme, all claimants have to pay a minimum of 15% of their total council tax.
- 5.3 The new proposals are expected to be cost neutral. The changes are intended to reduce the level and cost of administration. The Council is not looking to reduce the total overall level of support available.
- 5.4 It is proposed that £20,000 is initially allocated to the exceptional hardship payment scheme, with that cost shared between the precepting authorities. As part of the overall cost of the Local Council Tax Reduction scheme.
- 5.5 The proposal to move to a banded scheme should make the administration of Council Tax Reduction simpler and more efficient. In due course, this should enable savings to be made in its operation. As yet it is too early to suggest what these savings may be. The Benefits Team will still need to administer Housing Benefits and Council Tax reduction for pension age claimants (currently 3,100). The impact and phasing of the rollout of Universal Credit is currently unknown. During 2020/21 it should be possible to assess the position and review how the service is administered.

6. Risks

The cost neutral approach to revising the scheme means that entitlement will go down for some claimants. In order to mitigate this, a discretionary fund will be available to assist those most affected.

7. Alternative Option(s) considered

- 7.1 The Council could agree to retain the existing Council Tax Reduction Scheme. However, this will not enable further efficiencies to be made, and will result in some inconsistencies between the scheme and Universal Credit.

8. Background

- 8.1 The Council is required to have in place a local council tax reduction scheme for working age customers to assist those on low incomes with their council tax liability; this replaced the national council tax benefit scheme from April 2013. Although changes have been made to our own local scheme, it has continued to be based on the old benefit scheme. This scheme is complex to administer and confusing for customers to understand, the roll out across the District of universal credit provides the opportunity to rectify this since the majority of our working age customers will receive universal credit.

Form A1

INITIAL SCREENING FOR STRATEGIES/POLICIES/FUNCTIONS FOR EQUALITIES RELEVANCE TO ELIMINATE DISCRIMINATION, PROMOTE EQUALITY AND FOSTER GOOD RELATIONS



High relevance/priority



Medium relevance/priority



Low or no relevance/ priority

Note:

1. Tick coloured boxes appropriately, and depending on degree of relevance to each of the equality strands
2. Summaries of the legislation/guidance should be used to assist this screening process

Business Unit/Services:	Relevance/Risk to Equalities																										
State the Function/Policy /Service/Strategy being assessed:	Gender			Race			Disability			Sexual Orientation			Religion/Belief			Age			Gender Reassignment			Pregnancy/ Maternity			Marriage/ Civil Partnership (only for staff)		
			✓			✓			✓			✓			✓			✓			✓			✓			✓
Council Tax Reduction Scheme - Replacement of Existing Scheme																											
Are your proposals likely to impact on social inequalities e.g. child poverty for example or our most geographically disadvantaged communities? If yes please explain how.																								NO			
Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes please explain how. The new scheme will apply to Universal Credit cases only. If the customer has a Carer's Element within their Universal Credit. They would be dealt with under this scheme.																								Yes			

Form A2 – Details of Plan/ Strategy/ Service/ Policy

<u>Stage 1 – Scoping and Defining</u>	
<p>(1) What are the aims and objectives of Plan/Strategy/Service/Policy?</p>	<p>The Council Tax Reduction scheme provides support for certain taxpayers who have a low income.</p> <p>Where entitled, the scheme provides a reduction in liability for Council Tax.</p> <p>The replacement scheme is designed to overcome the significant administrative complications for applicants who are in receipt of Universal Credit within the area. The main issues are;</p> <ul style="list-style-type: none">• The current scheme is too reactive to the constant changes in Universal Credit. With the frequent changes in liability, taxpayers receive multiple Council Tax demands which in turn has a negative effect on the taxpayer's ability to manage their finances and on collections levels;• There is a need to make the scheme simpler and for taxpayers to be encouraged to claim a reduction;• The scheme needs to be future proofed to avoid constant amendments. <p>The intention is to introduce the scheme for Universal Credit applicants from 1st April 2019 and for all other working age applicants from 1st April 2020.</p> <p>The changes will NOT affect Pension Age applicants or those Working Age applicants who are not in receipt of Universal Credit.</p>
<p>(2) How does it fit with Warwick District Councils Council's wider objectives?</p>	<p>The Council's objectives are to, wherever possible, provide;</p> <ul style="list-style-type: none">• support to those applicants on a low income; and• a scheme that is administratively straightforward

(3) What are the expected outcomes?	<p>Any new scheme must:</p> <ul style="list-style-type: none"> • Minimise any potential loss to existing applicants; • Reduce administration costs which will occur through the roll out of Universal Credit; • Ensure that collection rates are maintained in respect of Council Tax; and • Prevent future changes in schemes
(4) Which of the groups with protected characteristics is this intended to benefit? (see form A1 for list of protected groups)	<p>The following groups will not be affected under the changes:</p> <ul style="list-style-type: none"> • Pension Age applicants; and • Working Age applicants who are not in receipt of Universal Credit.
<u>Stage 2 - Information Gathering</u>	
(1) What type and range of evidence or information have you used to help you make a judgement about the plan/ strategy/ service/ policy?	Full modelling of the new scheme has been undertaken using the existing Council Tax Reduction caseload.
(2) Have you consulted on the plan/ strategy/ service/ policy and if so with whom?	<p>Yes</p> <p>Public Consultation has been carried out in accordance with the legislation. This was undertaken during October to November 2018. Full results are shown at Appendix A.</p> <p>Major preceptors have been consulted as well as the public. Their responses are shown in Appendix B.</p>
(3) Which of the groups with protected characteristics have you consulted with?	All Council Taxpayers, including all applicants for Council Tax Reduction have been consulted.

<u>Stage 3 – Analysis of impact</u>			
<p>(1) From your data and consultations is there any adverse or negative impact identified for any particular group which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	RACE None	DISABILITY The Scheme continues to disregard all disability related benefits	GENDER Neutral - based on current modelling both male and female applicants can either receive increased or decreased support
	MARRIAGE/CIVIL PARTNERSHIP Positive- couples or persons in Civil Partnerships / relationships are able to have a higher level of income than singles to receive the same level of support.	AGE Working Age cases in receipt of Universal Credit are the only applicants affected	GENDER REASSIGNMENT None
<p>(2) If there is an adverse impact, can this be justified?</p>	RELIGION/BELIEF None	PREGNANCY MATERNITY None	SEXUAL ORIENTATION None
<p>(3)What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)</p>	<p>The scheme includes an Exceptional Hardship Scheme which allows additional support to be provided to any applicant who suffers exceptional hardship through changes in support.</p>		

(4) How does the plan/strategy/service/policy contribute to promotion of equality? If not what can be done?	<p>The new scheme will be implemented in respect of Universal Credit applicants from 1st April 2019 and for all Working Age applicants from 1st April 2020.</p> <p>The new scheme will apply to all working age applicants from 2020</p>
(5) How does the plan/strategy/service/policy promote good relations between groups? If not what can be done?	<p>The scheme will:</p> <ul style="list-style-type: none"> • Ease the application process for applying for Council Tax Reduction; • Reduce bureaucracy; • Provide a simple to understand approach; and • Protect vulnerable groups either within the scheme itself or by the provision of additional support through an Exceptional Hardship Fund.
(6) Are there any obvious barriers to accessing the service? If yes how can they be overcome?	<p>No - all applicants on Universal Credit will automatically be invited to claim Council Tax Reduction.</p> <p>The authority is looking to significantly reduce administration of the scheme which will enable a 'simpler claiming approach'</p>

<u>Stage 4 – Action Planning, Review & Monitoring</u>					
If No Further Action is required then go to – Review & Monitoring (1)Action Planning – Specify any changes or improvements which can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.	No Further Action is required				
	EqIA Action Plan				
	Action	Lead Officer	Date for completion	Resource requirements	Comments

(2) Review and Monitoring
State how and when you will monitor policy
and Action Plan

The scheme will be monitored throughout 2019/20 for all Universal Credit applicants.

Should any adverse effects or unintended consequences be identified, the scheme will be amended prior to its implementation for all Working Age cases in 2020

Please annotate your policy with the following statement:

'An Equality Impact Assessment/ Analysis on this policy was undertaken on (date of assessment) and will be reviewed on (date three years from the date it was assessed).'

COUNCIL TAX REDUCTION SCHEME 2019-20 CONSULTATION RESULTS

1.0 Introduction

Warwick District Council introduced a Local Council Tax Reduction Scheme in April 2013 following the abolition of the previous national Council Tax Benefit Scheme. The local scheme was devised by the Council and allowed them to create a scheme for residents of working age.

The Council consulted with their residents, to find out their views on some proposed changes;

- Changes to the Council Tax Reduction scheme for people who receive Universal Credit.
- Changes to the allowances, premiums and non-dependant deductions used in the calculation of working age council tax reduction scheme.
- Changes to the administration of the scheme.

The outcome of the consultation will be reported to Councillors when they consider changing the current scheme at their meeting in January 2017.

Each year the Council has to decide whether to change the Council Tax Reduction scheme for working age applicants in its area. This year the Council has decided that changes should be made to significantly change the Council Tax Reduction scheme due to the introduction of Full Service Universal Credit within the Warwickshire area. In effect, the traditional link between Housing Benefit (which will no longer be available to new working age claimants) and Council Tax Reduction will no longer exist and it is essential that the scheme is changed to meet future requirements for these cases, reduce administration costs and to ultimately prevent any additional costs being added to the Council Tax.

The Council has consulted as to whether the scheme should be changed from 1st April 2019 for all applicants who are or become entitled to Universal Credit and for all other applicants from 1st April 2020.

The results of the consultation are contained within this report.

2.0 Methodology

The questionnaire was made available on the Warwick District Council website for anyone to complete, plus a paper version was made available to complete that way.

The survey period was from 8th October to 4th November 2018. 63 responses were received in the timeframe allowed.

Each proposal had more explanation to put context for the questions in the survey.

The Stratford-on-Avon District Council Consultation Unit undertook the survey on behalf of Warwick District Council.

3.0 Results

Q1	I have read the background information about the Council Tax Reduction Scheme:			
	62 (98%)	Yes	1 (2%)	No

Continue the Current Scheme

Q2	Should the Council keep the current Council Tax Reduction scheme? (Should it continue to administer the scheme as it does at the moment?)					
	33 (54%)	Yes	14 (23%)	No	14 (23%)	Don't know

Q3	Please use the space below to make any comments you have on protecting the Council Tax Reduction Scheme from these changes. 34 responses				
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- No thank you.
- It should be left how it is. Universal credit won't be in long before it changes again.
- Penalising families with more than 2 children isn't fair. What about the families that have legal guardianship for children that aren't theirs to keep them out of the care system for instance? Many of them receive no funding as it is!
- I could not manage if I did not have my council tax reduction
- At the moment although it seems problematic, I find that each time a change is implemented I end up paying more money from my benefit payments and as these have not gone up I am having to stretch resources that are already not enough to cover my living expenses even more, it will not be long before I will not be able to continue. I understand the need to save money, however processing such small payments must cost more in the long run than not having to deal with such payments at all, the other reason I was told for the payments was to help teach us about budgeting, my reply to that is, what do you think people do with other bills such as gas, electricity, water, television licenses, food, clothing, cleaning materials etc, most people could do with an extra £16 a month rather than losing that to pay a token amount to councils, the old way was better, full council tax covered by benefits unless your working over 16 hours.
- I am worried if I am on low part time income of £512 per month and pay bedroom tax. I am on my own as my daughter has left. So am concerned if I have to pay more council tax as I pay £54 a month, I would not be able to pay more.
- I am happy to continue paying the 15% of my council tax under the current scheme but any changes to the LCTR that would increase any payments I make, would significantly impact on my income of benefits as, sadly, which I will probably have to stay on until retirement due to disability. However, I am in favour of reducing administration costs.
- The information is not clear i don't understand the changes
- This is a back door way of reducing benefit support.
- I have ticked don't know because I'm uncertain about the scheme as a whole, it seems that every year the charge goes up but my income never changes so when you increase the charge i end up with less money and worse off...
- It is hard enough as it is to find the money to pay the council tax whilst on benefits and of working age. As a person who cannot work due to disability and illness I find it completely unfair - I have no choice but to not work but I am however punished for this. You have to be realistic - you can't find more money out of thin air just because the council wants you to pay more - it's not possible. Start thinking about the weakest of people in society for once - the people who make these stupid decisions have no real idea of what it is actually like to have to live on benefits particularly when it is through no fault of your own. Enough is enough - how about NOT building a new HQ - THERES AN IDEA FOR YOU!

- Change to existing scheme will only put more stress on low income families cause more confusion and leave many not knowing if there to pay or not, causing some to go into unnecessary debt .Universal tax credits has caused so much stress and untold suffering to vulnerable families ,it has not worked and should be scraped period.
- Low income households are already subjected to increasing amounts of debt and any cuts to the scheme will targeting and worsening the problem for people on the lowest incomes in society.
- I am on ESA benefit in the support group struggling with serious ongoing ill health and struggle to find enough to live on as it is so any increase will impossible for me to manage, cope with. I am terrified of that happening under universal credit as it is reported too.
- While it's easier for me to know from April what I owe for the whole Year I suffer with Autism, Anxiety & depression so struggle with uncertainty. On the other hand if the changes cut administration costs it's a good thing. Although I fail to see how more paper work achieves this.
- Firstly a new government may scrap Universal Credit. I would like to know what the cost is to change the current scheme since these monies stand a good chance of being lost in any reversal of UC should a successive scrap UC. By way of example Warwickshire and West Mercia Police Alliance has just been scrapped, to the huge cost and detriment of Warwickshire Police having invested in the Alliance. I think the current scheme is good, albeit it should not count Carer's Allowance as income given this is the only income for MANY carers topped up with income support. I think money should be invested in better checking the veracity of everyone who claims Single Person Allowance since this is significantly abused by many who work full time in professional jobs whilst their adult working children and their working boyfriends and girlfriends live within same residence, claiming Single Persons Allowance. Seems to me the focus is too much on those UC and not enough on those claiming Single Person's Allowance with a house full of working adults.
- N/A
- It's highly likely that universal credit will not be 'rolled out' without significant changes being introduced
- Don't have enough info to make an informed decision
- Only allow for 2 dependants and look after disabled
- I have no idea
- I am concerned I won't get the same level of financial support.
- I am on employment support allowance benefit, and disability living allowance and mobility allowance, I have been assessed and I'm unable to work. As long as this change, if it happens, does not reduce my income further, it will be okay. As it is, I struggle financially, my father who is a pensioner, has to give me extra money sometimes just to help out.
- Universal Credit is not full proof, the existing scheme works for the district, 25% discount for single occupancy also those on limited benefit claim incomes who are paying 20% is enough,, benefits have not risen in 5 years, ones such as income support were actually cut, then people on benefits paying for a spare room subsidy without receiving a DHP are paying over 20% of their income weekly, so WDC system needs to change in my opinion,
- I DO NOT LIKE CHANGE. CHANGE AFFECT MY MIND
- Having had to claim and get financial help through this scheme I obviously would like it to stay as it is. For me the application form with help from staff to fill it in was relatively easy. I also understand the need to cut and save funds to enable the services that you already have in place stays in place. So I am very grateful for the financial help I receive and I will worry if you had to target a reduction in this area, I also do not have an answer but I hope you make the right decision for the here and now but for the future too.

- I feel the scheme at that runs now, is perfectly fine. I'm recovering from cancer and this has been such an easy and stress free scheme to apply for etc.
- If the new system will still give support. Yet be able to reduce the administration costs. Then it could be a benefit to all concerned.
- I need it so much as I live on vapours because I am a WASPI woman whose pension has been stolen from me, and I have no income. Except the charity of friends.
- The present scheme meets people's financial abilities to contribute to their council tax. I understand the council is trying to reduce the cost of the present scheme due to lack of government funding. However, people who rely on reduced council tax to pay for their food and utility bills will suffer as they cannot suddenly find extra money to help the council reduce their scheme costs. The council needs to protect the people that are in need of their help. By increasing the amount of council tax to pay will have a knock on affect in other areas of the council. For example lack/poor food causing health issues putting extra pressure and resources on health professionals. The government wants people to eat 5 a day and be active. Thousands of pounds have been spent on this campaign for everyone to benefit. I ask that the council does not take away money from the poor and needy to reduce its costs. It is unethical and harmful long term. The council can look at their internal operations to cut costs by supplier costs, overhead costs reduce travel and use digital platforms for meetings to reduce fuel costs. The small details add up. This fits your 'please note that whilst the changes are intended to reduce the level and cost of administration, the Council is not looking to reduce the total overall level of support available'. Ask all council staff how they can each reduce costs. For example 100 members of staff reducing their costs by £50 each through increasing productivity, using cheaper suppliers etc = $100 \times 50 = £5000$ Thank you for reading my comments.
- Times change if its decided to move to a new scheme then we have to accept it
- I am now 59 years of age. I have suffered with mental health problems all my life - since I was a teenager (if not before). I've been hospitalised as a teenager, because of my problems. I think I would agree with question 2, as one of the many problems I have is confusion, and forgetfulness, etc
- The Council tax Reduction Scheme needs to be revised along with the bedroom tax.
- It works effectively for me, so why change it

Options to Change the Current Local Council Tax Reduction Scheme

Option 1 – The introduction of an Income Grid scheme to replace the current scheme for all applicants of working age

The current scheme for Council Tax Reduction is largely based on the previous Council Tax Benefit scheme which was assessed alongside Housing Benefit. Housing Benefit for working age applicants is being phased out and for new claims will not be available after November 2018. Whilst Housing Benefit was the main provider of housing support for working age persons, it was logical to maintain a Council Tax Reduction scheme that mirrored the approach. Now that Universal Credit is being rolled out, it gives the Council the opportunity to significantly simplify what is in effect a Council Tax Discount.

To ensure that a transition to a new scheme is as smooth as possible, we intend to move all applicants in receipt of Universal Credit onto the new scheme from 1st April 2019 and all other applicants from 1st April 2020. Where an applicant moves onto Universal Credit after 1st April 2019, they will be assessed for Council Tax Reduction under the new scheme immediately.

Once applicants have been assessed under the new Income Grid scheme, any future entitlement (if any) will be assessed under the new rules.

It is proposed that a simplified income 'grid' scheme will be introduced as follows:

Discount Level (based on 85% of total liability)		Single (Income level)	Couple (Income level)	Single + 1 child	Single + 2 children	Couple +1 Child (Income level)	Couple +2 (or more) Children (Income Level)
1 (includes passported legacy benefits)	100%	0.00 - 75.00	0.00 - 115.00	0.00 - 140.00	0.00 - 215.00	0.00 - 185.00	0.00 - 250.00
2	75%	75.01 - 105.00	115.01 - 150.00	140.01 - 170.00	215.01 - 245.00	185.01 - 235.00	250.01 - 300.00
3	50%	105.01 - 135.00	150.01 - 185.00	170.01 - 200.00	245.01 - 275.00	235.01 - 285.00	300.01 - 350.00
4	25%	135.01 - 165.00	185.01 - 220.00	200.01 - 230.00	275.01 - 305.00	285.01 - 335.00	350.01 - 400.00

The key principles of the scheme are as follows:

- The level of discount (shown in the grid) will be based on the total net income (determined by the Council) of the applicant and their partner;
- Income levels can vary in accordance with household size and still receive the same level of discount;
- Applicants who have total net income less than the levels in Band 1 will receive a discount of 100% against 85% of their liability for Council Tax. This will also apply to those applicants receiving income support; income related employment and support allowance and income based jobseekers allowance. Where applicants are not in receipt of those benefits and their income is above the levels specified in Band 1, Council Tax Reduction shall be awarded at the appropriate level (Bands 2, 3 & 4);
- Applicants who have total net income levels above the levels shown in the grid will receive no discount;
- The grid will be limited to a maximum of two dependants (see Option 2)

- f. No charges will be made for non-dependants who live with the applicant (see Option 3)
- g. Making claiming simpler for applicants who receive Universal Credit (see Option 4);
- h. Removing the current earnings disregards (which vary depending on the circumstances of the applicant, the number of hours worked and monies they pay for child care) and replacing them with a standard disregard of £25 per week for all applicant (see Option 5);
- i. Certain incomes will continue to be disregarded including Disability Living Allowance; Personal Independence Payments, Support Component of Employment and Support Allowance, Child Benefit and Child Maintenance.
- j. Carer's Allowance received will be disregarded (see Option 6);
- k. Removing the Extended Payments provisions (see Option 7);
- l. Any new applications or changes in circumstances which change Council Tax Reduction entitlement will be made from the date on which the new claim is made / change actually occurs, (rather than on a weekly basis as at present (see Option 8);
- m. Simplifying the capital rules and reducing the capital limit to £6,000 (Option 9); and
- n. Where an applicant is disabled, they have a disabled child or receive the Support Component of the Employment and Support Allowance or the limited capability for work related activities element in Universal Credit, the amount they receive as a premium / element under the existing scheme will be replaced by an equivalent income disregard (Option 10)

It is inevitable that there may be both winners and losers; however, the Council is keen to protect as many applicants as possible. The Council is not minded to reduce the overall total level of support available within the scheme but there will be a redistribution of support in some cases. Where an applicant experiences exceptional hardship, they will be able to apply for additional support from the Council under an Exceptional Hardship Payment Scheme which will be available from April 2019.

The benefits of changing the scheme:

- It provides a simpler scheme, easily understood by all applicants;
- It will save significant increases in administration costs due to the introduction of Universal Credit;
- It will prevent applicants receiving multiple Council Tax demands during the year and prevents multiple changes to monthly instalments;
- Applicants in receipt of 'passport benefits' such as income support, income related employment and support allowance and income based jobseekers allowance, will not be affected; and
- It will make claiming simpler for Universal Credit applicants ensuring that their entitlement to Council Tax Reduction is maximised.

The drawbacks of doing this are:

- Whilst the Council will look to protect applicants as far as possible, there may be winners and losers; and
- Some households with more than two children may receive less support.

Q4	Do you agree with this change to the scheme?					
	21 (34%)	Yes	19 (31%)	No	21 (34%)	Don't know

Q5	If you disagree, what alternative would you propose? 20 responses
	<ul style="list-style-type: none"> • Because again the poor and the sick will lose out. • One that doesn't penalise larger families. • 100% discounts to all unless your working over 16hrs a week it's hard enough to make ends meet with rising costs of living outstripping benefit payments, I myself have had to drastically cut back but even then I'm still paying as much, such things as Electricity have seen significant increased bills in the last year alone and are set to continue to increase, add to that increases across all bills and the money we received is having to last longer and do more than ever before, I remember when as two people who are not able to work our electric bill per month was an average of £45 now it's £92, water rates

have gone up, petrol, bus fares, train fares, food have all seen significant increases making harder for people to live within a budget, the worst part is that bills require paying each month on the same date or the 16th but payments are every two weeks meaning that some months are fine other you miss a bill by a day or so as the money is not due in the bank, most people are afraid of asking for change in case more money is taken off them, each change tends to cost us more, literally creating a problem for people trying to find a job and not having to money to travel to interviews, or in many cases taking food directly from babies mouths, I myself have found I have had no option but to ask for help from friends or family and even charities to get tinned goods to cover us, this creates stress and increases depression in people and asking for even more from people who have so little is not a good way to go, eventually people will complain and you change the system again and each time you claim the new system is more stream lined, more manageable and easier to understand, and you can bet in the long run it's just a way to take more from the people who need it the most

- Leaving it as it is would be far better than what is proposed.
- Keep the system as it is.
- Keep it as it is
- KEEP IT AS IT IS - DONT BUILD A NEW HQ - I KNOW PEOPLE IN HIGH POSITIONS MIGHT NOT UNDERSTAND THIS BUT WE CAN'T PAY ANYMORE - YOU CAN'T GET BLOOD OUT OF A STONE - ALTHOUGH I'M SURE THE TORIES WOULD LOVE TO TRY AND WILL SAY IT'S FOR OUR OWN GOOD.
- As all ways there will be families who will not gain and in fact lose out mainly those with disabilities !(SLD)
- stay with current system
- Leave it as it is.
- this scheme does not include disabled mums who live with disabled older children
- no idea
- It looks like as I receive £120 a week Benefit, I will have to pay 50% council tax, This will be completely unrealistic and unreasonable as I Struggle as it is so if it increases I have no idea what I'm going to do.
- why would it make a difference to how many children you have, children don't pay council tax, you complicate it for bigger families, when this is all about housing stock and space,, they should ban spare room subsidy too,, it is causing homelessness, for which you as a council then become liable to pay via funding, so you are basically going round in circles, if people are on benefits, as working families, stop making them the losers in this,,
- At this moment in time, families and unemployed people are suffering and living in disappear over money problems, it's not fair to put people who are already hard up in even more hardship.
- Leave things alone and stop wasting money on the bureaucracy.
- Are people really supposed to follow and understand what you are setting out above, that is rhetorical? I'm not a stupid person but I find much of that confusing and I would say designed to confuse.
- Present
- I prefer to keep the council tax reduction scheme as it is. In other words, separate from my employment and support allowance. I am in the support group of ESA I would get in a terrible muddle, if I was paid a lump sum, with all benefits paid in a lump sum.
- Concerns on the impact on our most vulnerable residents. If universal credit is not introduced in 2019 will the scheme as it stands now continue?

Option 2 - To limit the number of dependent children within the calculation for Council Tax Reduction to a maximum of two for all applicants

Within the current scheme, applicants who have children are awarded a dependant's addition within the calculation of their needs (Applicable Amounts). The new scheme will be based on an income grid system which takes into account the number of dependants within the household; however, it will be limited to two, for all applicants. The current scheme, whilst restricting the number of dependants for new claims, protects existing applicants until such time as their claim ends. This protection will end altogether under the new scheme. This will bring the scheme in line with Housing Benefit, Universal Credit Tax Credits and Council Tax Reduction for pension age applicants.

The benefits to the Council of doing this are:

- Council Tax Reduction will be brought into line for all applicants; and
- It is simple and administratively easy to incorporate within the scheme

The drawbacks of doing this are:

- Applicants who have three or more dependants may receive less Council Tax Reduction. However, if the applicants face exceptional hardship they may apply for additional support through the Council's Exceptional Hardship Payment scheme.

Q6	Do you agree with this change to the scheme?					
	30 (49%)	Yes	16 (26%)	No	15 (25%)	Don't know

Q7	If you disagree, what alternative would you propose? 17 responses
	<ul style="list-style-type: none"> • Leave it how it is easier to work out. • One that looks at family circumstances. Please research 'Special guardian order' families before deciding to only take into consideration 2 children. • There is a problem that seems to have been created by accident, in my day most people wanted to work, if they were able they would, now I hear of girls getting pregnant many times because the council give them a house and money, they never have to work and it's an easy life, I know that's not applicable to all young women and I know that most want to work even with children, many struggle paying for sitters and I applaud them, but as happens it seems the few bad ones have tarnished the many good ones, as a result the government penalise everyone, yes in a way it's good to only consider two dependants as this reduces the incentive for those who wish to use the system to live easy, and many more good people might benefit from this particular change, but with any change there will be a few good ones who will suffer and as a result they will complain, however maybe it would benefit the council to look at each case independently, use a non-profit organisation who's intent is to help people gain the correct level or benefit without them being paid a bonus if they can reduce the benefit a person or couple or family unit receive, this would still cost but would be open to review every two years and create a level of transparency and trust that the benefit system is seriously lacking. • All dependants should be taken into account as they are under the present scheme. All children have needs, and by adding this change you are not addressing the needs of any children above two per household. This is clearly wrong. Continue to include all dependants • Option one • Keep the system that exists. • Keep it as it is your trying to get more money out of us people on benefit are already vulnerable • I strongly disagree to the proposed changes but don't quite know how to implement a new scheme that does not put people into more hardship then necessary.

	<ul style="list-style-type: none"> • Something that doesn't target low income members of society. • families living on the breadline may not be able to cope and must be allowed enough to live on • stay with current system • Leave it as it is - or is the council prepared to 'take in to care' none qualifying children? • no idea • I do not have any children, so I can't make any comment. • end Universal credit, it needs to be abolished at central government level, don't make changes when your not certain,, you are following a national guide line, do your own thing, keep it as it was, it employs people, • As present • Royal Leamington Spa Town Council is concerned at the financial hardship that may arise to those families with more than two dependent children which will be especially regressive for those making a claim under the new benefit system
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Option 3 – To remove Non-Dependant Deductions from the scheme

Currently where an applicant (and their partner if they have one) has other adults living with them such as adult sons, daughters etc., their Council Tax Reduction may be reduced. Any charge made is called a Non-Dependant Deduction. In theory, the applicant should look to recoup this deduction from those adults.

The benefit of this option is:

- It will make the administration of the scheme simpler;
- Applicants will not be penalised for having additional adults living with them (other than if they are living their commercially); and
- The change is simple and administratively easy to incorporate within the scheme.

The drawbacks of doing this are:

- There may be an overall cost to the scheme with no non-dependant charges being made.

Q8	Do you agree with this change to the scheme?					
	31 (53%)	Yes	15 (26%)	No	12 (21%)	Don't know

Q9	If you disagree, what alternative would you propose? 14 responses
	<ul style="list-style-type: none"> • I disagree with any changes that will affect the poor. • Makes no sense not to charge adults but deduct from families with more than 2 dependants. • In this day and age increases living expenses mean many people are not able to afford a place of their own, many young adults are living at home longer, this means that while they build up a career they are able to reduce overheads, save more and concentrate on more important things, this leads to younger people being in a far better position to buy or let later on in life such as mid-twenties early thirties, with their increased savings and improved career they end up putting larger quantities of money back into the economy than might otherwise have been the case, increased spending will only improve the economic growth and lead to reduced cost of living for all while at the same time increasing they tax each of these people pay to the government, all from having an early break while having to live longer in the parental home. • If you have an adult child in further education who doesn't work how are you meant to get money from them if they have none or is it that the government doesn't want to help young people from poor back grounds get qualifications to get a better job. • Keep the system that exists. • Keep it as it is • Unsure • Something that doesn't target low income members of society. • no idea • No children, so no comment. • If the person is claiming council tax reduction then they are in hardship, Alternative: if the young adult is earning a certain amount, that over £15,000 then would be able to pay the difference, • You must consider adult children who are disabled or have additional needs and who are unable to work and probably receiving only a small income themselves. As the parent may not be working, and are probably unable to work, due to a caring role there is already a contribution being made from a household with very little money. I don't agree with this. For adults who can work, and where there are no caring responsibilities, then a contribution should be made. • As present • I find it difficult to pay what i have to now so paying more would be very difficult

Option 4 – Changing the claiming process for all applicants who receive Universal Credit

Currently, where an applicant wants to claim Council Tax Reduction, they must make a formal application either on-line or in paper format. Where applicants claim Universal Credit from the Department for Work and Pensions (DWP) there is often either a delay in receiving a Council Tax Reduction claim or no claim is made at all leading to a potential loss in entitlement. The latter occurs largely through confusion, with all other benefits being claimed from DWP and claimants not realising they must make an additional claim to the Local Authority.

When a person claims Universal Credit, their award details are passed to the Council Automatically. It would be a distinct advantage and simplification in administration if the Council were to take any Universal Credit data received from DWP as a claim for Council Tax Reduction automatically.

The benefit of this option is:

- It will make the administration of the scheme simpler;
- Universal Credit claimants will receive any Council Tax Reduction automatically; and
- The change is simple and administratively easy to incorporate within the scheme

The drawbacks of doing this are:

- There are no drawbacks to this option.

Q10	Do you agree with this change to the scheme?					
	41 (69%)	Yes	8 (14%)	No	10 (17%)	Don't know

Q11	If you disagree, what alternative would you propose? 8 responses
	<ul style="list-style-type: none"> • It will cost the poor more money. • I have said for years that if each department cross referenced the same information it would stop people having to fill in a series of forms that ask the same questions over and over for each benefit they want, it would also mean one form could be used reducing printing costs, design costs and postage, further to that the use of a universal form system would mean that benefits that the claimant is unaware of could be awarded, this in turn would allow people to get the correct level of benefit and create transparency further fostering trust in the system, it would also benefit you to remove solicitors and paid organisations from the review and complaints process, meaning if someone had a problem with the result or outcome of their claim they would feel able to talk about that and be given advice by people not paid to make sure that the system saves money without caring for the claimant. • If you pay it all together i.e. council tax and housing benefit under universal credit it will automatically push people's income over the threshold also you have not even mentioned the bedroom tax. Also it will Cocteau the council more money to change it • Something that doesn't target low income members of society. • no idea • I do not claim universal credit so no comment • This relies on the 'Universal Credit Scheme' correctly and quickly contacting WDC. Any tech problems will cause delays and backlogs. • As present

Option 5 – Removing the current earnings disregards and replacing them with a standard £25 disregard irrespective of a person's circumstances

Where applicants (or their partner if they have one) have earnings and work over 16 hours per week, an earnings disregard is applied depending on their individual circumstances. The standard disregards (only one is awarded) are £5 per week for a single person, £10 per week for a couple, £20 per week if they meet certain conditions such as disablement or part time special employments or £25 for lone parents. If they work additional hours, in some circumstances they may receive an additional £17.10 disregard per week. Also, if child care is paid for above that received free from Central Government, then further disregards can be made against earnings for monies paid out.

The proposed change to the scheme would introduce a standard, single disregard of £25 for the applicant (and their partner if they have one). All other disregards will be removed.

The benefit of this option is:

- It will make the administration of the scheme simpler;
- It will be more generous to some applicants on low incomes and encourage work – this is particularly relevant to single persons and couples with no children. (It should be noted that applicants with dependants will be allowed a higher level of income within the 'grid scheme' proposed); and
- The change is simple and administratively easy to incorporate within the scheme.

The drawbacks of doing this are:

- There may be applicants with larger families and who have high child care costs (not met by Government schemes) who may see a reduction in support. (It should be noted that applicants with dependants will be allowed a higher level of income within the grid scheme and also if they face exceptional hardship, they may apply for additional support under the Council's Exceptional Hardship Payments Scheme).

Q12	Do you agree with this change to the scheme?					
	26 (43%)	Yes	14 (23%)	No	21 (34%)	Don't know

Q13	If you disagree, what alternative would you propose? 16 responses
	<ul style="list-style-type: none"> • Universal credit b has already made people worse off. • Penalises large families again! • However £25 a week is hardly a huge sum when you work for 16 hours, I would consider £25 a week for the first three months of employment rising to £35 a week for the next three months then £40 a week there after • This will just push more families into poverty and do nothing to encourage work as most families already work. Leave things as they are • Keep the same system that exists. • Keep it as it is • Something that doesn't target low income members of society. • I don't believe it is part of a District Councils remit to 'encourage work' • no idea • I don't really understand the scheme. So no comment • Charge the people who can afford it • Too much information and the expectation that I can understand it. The consultation is not fair. • I understand the sense in applying a standard disregard but feel that where there are children an additional amount of earnings should be disregarded also as a bigger property, with a potentially higher council tax rate, would be needed. However the size of the property should be appropriate for the size of the family.

	<ul style="list-style-type: none">• As present• Concerns on possible impact on our most vulnerable residents.• This option is considered to be particularly harsh in terms of the financial penalty imposed on families with children and those with high child care costs. Royal Leamington Spa Town Council suggests the imposition of a single disregard for each category is very inflexible and takes no account of individual families' circumstances.
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Option 6 – Disregarding Carer's Allowance which is currently taken into account as income

Where applicants (or their partner if they have one) receive Carer's Allowance for looking after a person who is ill or disabled, the Carer's Allowance payment they receive is considered as income for Council Tax Reduction. This is partially offset by an award of Carer's Premium within the current scheme. With the move to an income based 'grid' scheme, the use of premiums etc. will end. The Council feels that it is fair, in these cases, to fully disregard any payment of Carer's Allowance received.

The benefit of this option is:

- It will make the administration of the scheme simpler;
- It may be more generous to applicants who receive Carer's Allowance; and
- The change is simple and administratively easy to incorporate within the scheme.

The drawbacks of doing this are:

- There may be a small increase in scheme costs although this is thought to be negligible.

Q14	Do you agree with this change to the scheme?					
	40 (66%)	Yes	11 (18%)	No	10 (16%)	Don't know

Q15	If you disagree, what alternative would you propose? 11 responses
	<ul style="list-style-type: none">• Hitting the sick again• It shouldn't be taken into account anyway- disgusting!• Anything that helps us a welcome change, anything that increases income for people with disabilities can only help• Keep it as it is• Something that doesn't target low income members of society.• Bit confused. Agree with Carer's Allowance being fully disregarded.• Not disregarding carer's allowance• no idea• It's all very complicated.• carers allowance should never be classed as income, once again if living in a 2 bedded apartment as many do and being a carer, you lose at least £19 a week on Spare Room allowance, before any other outgoings, carer's premiums should be increased, they should not have to pay council taxes on the current 20% as it stands• As present

Option 7 – Removing the Extended Payment provision

In certain cases, where applicants have been in receipt of prescribed benefits (such as Income Support, Jobseekers Allowance or Employment and Support Allowance) and move into work which ends their entitlement, Council Tax Reduction can be paid for an additional 4 weeks after commencing work or increasing their hours. Similar provisions do not exist for Universal Credit claimants. As Universal Credit is to replace those existing (legacy) benefits, the Council feels that these provisions are no longer appropriate.

The benefit of this option is:

- It will make the administration of the scheme simpler;
- It will treat all applicants in receipt of DWP benefits equally; and
- The change is simple and administratively easy to incorporate within the scheme.

The drawbacks of doing this are:

- Applicants who are still in receipt of legacy benefits and who move into work before being transferred to Universal Credit may lose any potential extended payment.

Q16	Do you agree with this change to the scheme?					
	19 (31%)	Yes	20 (33%)	No	22 (36%)	Don't know

Q17	If you disagree, what alternative would you propose? 17 responses
	<ul style="list-style-type: none"> • No one should lose benefits no matter what benefit their on. • Maybe a situation of reducing the amount over time so people aren't hit as hard. • Most work places now expect to pay a month in lieu, this means that for two months after starting work there is no income into the household, many people on benefits are living day to day and can't afford to wait two months for one month's money, reducing payments can only make this harder for them to cope during that transition the help a few extra weeks of payments give can be the difference between a claimant accepting a job or choosing to stay in benefits rather than struggle, keep in mind that many missed payments end up costing the payee more money with banks charging for missed direct debits and many companies charging for missed payments any increase in income is quickly offset paying these fines in many cases the change to work ends up creating a problem for people trying to catch up with missed payments for months after accepting work • You claim to be wanting to help people back into work, yet this does the opposite. Leave the 4 weeks reduction in place. • The fact that there is often a transition period payment whilst Universal Credit applications are being made should mean that Extended Payment provision is kept in cases of Extreme Hardship. This would be an extra help in preventing debts for new applicants for UC. • Keep it as it is • Something that doesn't target low income members of society. • It will put up considerable extra barriers to those with serious ill health who already struggle to do so to move into work however desperate they are to do so, and I would suggest that this support needs to continue to help reduce scheme costs by helping people out of the benefit trap. • Everyone needs that bridge especially the vulnerable for whom making that step is difficult & may fail in the first few weeks. If being paid monthly it causes all sorts of issues. • See previous comment about Universal Credit. Await people transferring to Universal Credit • No idea

	<ul style="list-style-type: none">• This seems to make a little bit more sense.• Put in place a system so the person, who is going to work, won't have to worry about not having the money to pay their bills etc. They should be given help when going from benefits to work.• As most employed are paid on a monthly basis, not having the extended help could cause a lot of debt to the applicants.• This is a small amount of money to support a person in their transition into work at which point they'll be off benefits, stop being tight and swallow this!• As present• The immediate removal of the extended payment provision will have an adverse impact on those claimants moving into Universal Credit from other benefits. As this provision is paid for a limited period only, its removal appears to be for reasons primarily of administrative convenience - Royal Leamington Spa Town Council
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Option 8 – Any new claim for a reduction or a change in circumstances which changes Council Tax Reduction entitlement will be made from the date on which the change occurs, (rather than on a weekly basis as at present).

Where an applicant makes a new claim for Council Tax Reduction it will be assessed from the date of the application (rather than the following Monday as with the current scheme). Changes in circumstances that affect entitlement to Council Tax Reduction under the current scheme are largely effected on a weekly basis. Both of these are essentially a 'throwback' to previous benefit schemes that were weekly based. As Council Tax is a daily charge, the Council believes it makes more sense to award or change entitlement to Council Tax Reduction on a daily basis. It should be noted that, the proposed new scheme is designed to reduce the number of changes that will affect entitlement in any event.

The benefit of this option is:

- It will make the administration of the scheme simpler;
- It is in line with the way that Council Tax is charged and operated ; and
- The change is simple and administratively easy to incorporate within the scheme.

The drawbacks of doing this are:

- There are no draw backs to this option.

Q18	Do you agree with this change to the scheme?					
	48 (81%)	Yes	6 (10%)	No	5 (8%)	Don't know

Q19	If you disagree, what alternative would you propose? 6 responses
	<ul style="list-style-type: none"> • Sounds like pay to live. Should be left weekly. • Keep it as it is under the new scheme I will be worse off • Something that doesn't target low income members of society. • No idea • This seems to make a bit more sense • As present

Option 9 – Simplifying the capital rules and reducing the capital limit to £6,000

The current scheme has a capital limit of £16,000 and has complex rules in respect of the assessment of capital. It is proposed that the capital limit is reduced to £6,000 and that the disregards applied to certain types of capital be removed. It is proposed that only a small number of capital items will be disregarded including:

- The home of the applicant used for their occupation;
- Possessions of the applicant and partner (if they have one);
- Bereavement Support Payments;
- Payments made under the We Love Manchester Emergency Fund or London Emergency Trust; or
- Payments made under the infected blood schemes

A full list of disregards is shown in the draft scheme.

The benefit of this option is:

- It will make the administration of the scheme simpler; and
- The change is simple and administratively easy to incorporate within the scheme.

The drawbacks of doing this are:

- Some applicants who may have had certain capital disregarded may receive less reduction; and
- Some applicants that have in excess of £6,000 will not qualify for support.

Q20	Do you agree with this change to the scheme?					
	23 (38%)	Yes	20 (33%)	No	17 (28%)	Don't know

Q21	If you disagree, what alternative would you propose? 16 responses
	<ul style="list-style-type: none">• Leave it how it is now.• Seems like a very big leap from £16,000 to £6000!• It will Put people on hard times in a position to sell and use up the capital• Leave the capital limit and disregards as they are.• Since people's capital can fluctuate greatly, especially if on low incomes and including receipt of benefits, it would seem unfair to penalise individuals' capital in such circumstances.• Keep the system that exists.• Keep it as it is• Something that doesn't target low income members of society.• Strongly disagree with this proposed change to the scheme. I feel reducing the amount of capital disregarded by £10,000 is of stark difference in comparison to the way the scheme views capital at its current standing. People saving for deposits on homes, which extremely hard in the current climate, will be largely affected by this change and I don't believe this to be fair treatment. Leamington and Warwick are both affluent towns and money does not stretch as far here as it would further afield in regards to households capital. I cannot get behind the proposed capital limit of £6000 but I can see that a reduction may be needed and could see this falling around £12,000; I believe that to be just and fair.• With over half of marriages ending in divorce, that until couples have a Financial Order from the courts there with a percentage of those couples with a disabled child who may have savings for the child's needs, bearing mind Children's and Adult Social Care are notoriously underfunded and care packages extremely hard to obtain. I would be very wary penalising ANY family going through divorce with a disabled child, where for

	<p>example one may have been given a financial award to buy a new home but not in a position to buy new home immediately either due to needing to relocate schools, work, social care or ill health or specialist care of child etc and they are having to stay in rented accommodation UNTIL they are in position to move. This would be devastating for anyone penalised in this way with or without a disabled child, but more so if they had a disabled child. I think there is a real issue of anyone in receipt of Financial Order its purpose to rehouse children and monies needed to rehouse a family would be used to pay full Council Tax under this scheme where they would otherwise be eligible....if that makes sense. My suggestion is to give such individuals falling into this trap a grace period and produce evidence of a Financial Order is to rehome themselves and I think 6-12 months grace at reduced rate gives them time to use funds for rehoming and if not to pay full council tax rate thereafter.....same with the elderly who will have saved money for care. The elderly should be entitled to council tax reduction.</p> <ul style="list-style-type: none"> • A period of 'grace' for people to 'restructure' their finances/savings to comply with any changes to the new capital rules • no idea • Not sure what the Manchester and London funds are 4. There is no reason for people to hold onto lots of capital so it may make sense to reduce the level? • Leave it as it is. • As present • The reduction in the Capital allowance entitlement of £10,000 is particularly large and will impact on a potentially large number of claimants as the new limit is a relatively small sum. The proposal does not explain on what basis the figure of £6000 has been calculated and it therefore appears to be arbitrary. This option is considered to be likely to financial hardship for those with relatively limited savings.
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Option 10 – Where an applicant is disabled, they have a disabled child or receive the Support Component of the Employment and Support Allowance or the Limited Capability for Work Related Activity element (LCWRA), the amount they receive as a premium or element under the existing scheme will be replaced by an equivalent income disregard

The current scheme provides additional support to applicants, their partner (if they have one) or disabled children within the family by awarding premiums / components when certain benefits (such as Disability Living Allowance, Personal Independence Payments, Support Component of the Employment and Support Allowance or Limited Capability for Work Related Activity Element) are in payment. With a move to an income based scheme, to ensure these cases will not be adversely affected, a similar amount will need to be disregarded from their income.

The benefit of this option is:

- It will make the scheme fairer; and
- The change is simple and administratively easy to incorporate within the scheme.

The drawbacks of doing this are:

- There are no drawbacks to this change

Q22	Do you agree with this change to the scheme?					
	45 (75%)	Yes	6 (10%)	No	9 (15%)	Don't know

Q23	If you disagree, what alternative would you propose? 8 responses
	<ul style="list-style-type: none"> • All this amounts to is the Tories have cut local government spending and want the poor to be poorer • Like I said I will be worse off • keep it as it is • Something that doesn't target low income members of society. • no idea • As long as Also tax I pay doesn't increase, it will be okay. Agreed at the beginning of the questionnaire Indicated that I would pay 50% council tax which I could not afford.....So this alternative seems to make sense although it's very complicated and in depth, so hopefully not missing something • The benefits listed above should not be used when calculating an income, these benefits are for those with sufficient need for additional financial help and only money earned through work should be included in an income assessment. • As present

Q24	Please use this space to make any other comments on the scheme. 12 responses
	<ul style="list-style-type: none"> • I'm confused • I feel that this consultation is very complicated in itself. I am considered intelligent, but even I have had to go through it several times to grasp the implications. Sadly, I feel there will be people who simply won't understand it, give up on it or won't be bothered. • Some of the ideas are relevant to change but it still leads to a way of reducing benefit support to many people. • Why try it if it's not broke • I remain concerned that people like me who barely have enough to live on already will be pushed into not having enough to live on at all. • I am in receipt of Employment & Support & PIP "a similar amount will need to be disregarded" is vague & leaves uncertainty to the imagination, Especially debilitating to People with mental health issues. • There are many families living below on or below the poverty in Warwickshire. Access to Hardship Payments needs to be very clear how to access application quickly e.g. online, telephone, post etc. Many customers will be vulnerable requiring additional support with application - support needs to be available. • no idea • As long as Also tax I pay doesn't increase, it will be okay. Agreed at the beginning of the questionnaire Indicated that I would pay 50% council tax which I could not afford. • I am of working age and, although in receipt of income support, am required to pay a contribution towards my council tax although I get a reduction. I am both unable to work and not required to work due to being a full time carer, as such I don't believe I should have to pay any contribution. If I were not a carer and able to work then I believe that paying a contribution would be fair but I have no choice in the matter and am treated as if I could go out to work when its recognised by the government (via DWP) that I cannot. • I believe it is fair • Judging by your pros/cons of the system, e.g. reducing admin costs etc. simplify, but also penalising people who desperately need it. It seems a good idea in theory, but in practice, I don't think so!!
Q25	Please use the space below if you would like the Council to consider any other options (please state). 6 responses
	<ul style="list-style-type: none"> • So what about Students does the Landlord Pay especially in the larger HMO's over 20 people? Also Pensioners nothing for them. Also to Old Class Y under two people / Empty discount? • People on universal credit will end up losing out ie disabled people • An independent advice number like the citizens advice but council run with up to date information in plain speaking laypersons terms. • To have a capital disregard of £12,000 rather than the proposed £6000 • no idea • Backdated ESA payment awarded (SDP) recently that significantly increases income over £6K, which penalises people having to pay for their home care etc (PIP), which currently exceeds their entitlement. U/C is an unfair system - see national press recently for severe hardship and DWP secretary Esther McVey, MP admitting people (some) will be worse off by £2k

Q26	If you have any further comments or questions to make regarding the Council Tax Reduction scheme that you haven't had opportunity to raise elsewhere, please use the space below. 5 responses
	<ul style="list-style-type: none"> • People should not be trapped by these Benefits to prevent them from working eg raise the limits they can earn before they lose anything. • no idea • LEEF IT ASS IT IS NOW. • Too much to understand and follow. I could not complete the survey. • As present

About You


Q27	Are you or someone in your household, getting a Council Tax Reduction at this time?					
	57 (95%)	Yes	3 (5%)	No	0 (0%)	Don't know / not sure

Q28	What is your sex?					
	20 (33%)	Male	35 (57%)	Female	6 (10%)	Prefer not to say

Q29	Age					
	0 (0%)	18-24	14 (23%)	45-54	0 (0%)	75-84
	2 (3%)	25-34	32 (52%)	55-64	2 (3%)	85+
	7 (11%)	35-44	1 (2%)	65-74	3 (5%)	Prefer not to say

Q30	Disability: Are your day to day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?				
	41 (67%)	Yes	2 (3%)	Don't know / not sure	
	10 (16%)	No	8 (13%)	Prefer not to say	

Q31	Ethnic Origin: What is your ethnic group?			
	7 (11%)	Prefer not to say	0 (0%)	Pakistani
	49 (80%)	White - British	2 (3%)	Indian
	2 (3%)	White - Irish	1 (2%)	Bangladeshi
	0 (0%)	White - Gypsy or Irish Traveller	0 (0%)	Chinese
	0 (0%)	Any other White background	0 (0%)	Any other Asian background
	0 (0%)	White & Black African	0 (0%)	African
	0 (0%)	White & Black Caribbean	0 (0%)	Caribbean
	0 (0%)	White & Asian	0 (0%)	Any other Black background
	0 (0%)	Any other multi mixed background	0 (0%)	Arab

 Executive – 9 January 2019		Agenda Item No. 7
Title	Leisure Development Programme – Kenilworth Facilities	
For further information about this report please contact	Andrew Jones Andrew.jones@warwickdc.gov.uk Rose Winship Rose.winship@warwickdc.gov.uk Paddy Herlihy Paddy.herlihy@warwickdc.gov.uk	
Wards of the District directly affected	Kenilworth Abbey Kenilworth Park Hill Kenilworth St Johns Stoneleigh and Cubbington Arden All district – indirect impact	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	Executive September 2018 Leisure Development Programme Phase Two – Kenilworth Facilities	
Background Papers	See Appendices	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	Yes
Key Decision?	Yes
Included within the Forward Plan? (If yes include reference number)	Yes Ref No: 968
Equality Impact Assessment Undertaken	No
No decisions have yet been taken on detail at this stage. The EIA will be undertaken at the appropriate stage as the project and design develops.	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	29 th November 2018	Chris Elliott/Andrew Jones
Head of Service	29 th November 2018	Rose Winship
CMT	29 th November 2018	Chris Elliott/Andrew Jones/Bill Hunt

Section 151 Officer	29 th November 2018	Mike Snow
Monitoring Officer	29 th November 2018	Andrew Jones
Finance	29 th November 2018	Mike Snow
Portfolio Holder	29 th November 2018	Cllr Coker
Consultation & Community Engagement		
The first stakeholder and public consultation has now taken place for the Kenilworth phase of the Leisure Development Programme. This report, inter alia, provides feedback from that consultation. The second phase of consultation will be undertaken when the project is ready to submit a Planning Application, which will be later in 2019.		
Final Decision?		No
Suggested next steps (if not final decision please set out below) The report proposes that the next steps are to move forward to RIBA stage 2 design on one chosen design option for each site, and then to proceed directly on to RIBA stage 3. A further report will be prepared for the Executive in June 2019, in order to update on progress made to that point and to seek Executive's ongoing commitment to the project.		

1. Summary

The current focus of the Leisure Development Programme is the two leisure facilities that the Council owns in Kenilworth, being Castle Farm Recreation Centre and Abbey Fields Swimming Pool.

In September the Executive gave permission to officers to begin a RIBA stage 1 stakeholder and public consultation exercise on a number of specific options for each of these two sites. It was further agreed at the September meeting of the Executive that a further report would be provided to the Executive in December 2018 to report back on the consultation, to detail the financial position on the project and to identify the proposed design option to be taken forward into the RIBA stage 2 design process for each site. As there was no meeting of the Executive in December 2018, this report is therefore presented to this meeting.

2. Recommendations

- 2.1 That Executive notes the outcome of the recent stakeholder and public consultation exercise on the options for the development of the Castle Farm Recreation Centre and the Abbey Fields Swimming Pool, as described in Appendix A to this report.
- 2.2 That Executive notes the conclusions made in the report from the consultants The Sport, Leisure and Culture Consultancy (SLC) into the viability of various options at Abbey Fields Swimming Pool as shown as Appendix B to this report.
- 2.3 That Executive agrees in principle to select option 2 for the development of the Castle Farm Recreation Centre site, being the construction of a new sports and

leisure centre at Castle Farm, with a new facility for the Scouts and Guides and instructs officers to work with the design team to prepare this option up to the end of RIBA stage 3, funding permitting, with a further report to Executive at the conclusion of that design stage.

- 2.4 That Executive agrees in principle to select option 1 for the development of the Abbey Fields Swimming Pool site, being the refurbishment of the whole building and the construction of a new indoor family pool with access to an external terrace with views of the lake, along with refurbishing the pavilion and tennis courts and instructs officers to work with the design team to prepare this option up to the end of RIBA stage 3, funding permitting, with a further report to Executive at the conclusion of that design stage.
- 2.5 That Executive agrees to spend up to £200,000 from the Leisure Options Reserve in order to progress the two design options identified in Recommendations 2.3 and 2.4 to this report for the remainder of this financial year and to seek to identify the balance of up to £550,000 within the Budget Report in February 2019, once the financial settlement from Central Government is known, in order to progress the designs to the end of RIBA stage 3.
- 2.6 Subject to agreeing Recommendation 2.5 above, to agree to retain the services of Mace Ltd and the rest of the design team on the existing appointment and contract up to the end of RIBA stage 2 at least and also up to the end of RIBA stage 3 if a balance of up to £550,000 is identified within the Budget Report in February 2019.
- 2.7 To instruct the design team to fully explore how the building and running of the two facilities can be as close to carbon neutrality as reasonably possible and to request that this matter is carefully addressed in subsequent reports to Executive.
- 2.8 To agree to commence negotiations with Sport and Leisure Management Ltd (trading as Everyone Active) with regard to changes in the annual concession fee, any capital investment arrangements and the length of the contract in relation to the proposed redevelopment of Castle Farm Recreation Centre and Abbey Fields Swimming Pool with a view to reporting back to a subsequent meeting of the Executive on any changes proposed.
- 2.9 To instruct officers to continue the existing work on identifying funding for the project, including researching and applying for appropriate grants, in order to present a further report to Executive on the funding of this project.
- 2.10 To note the updated Risk Register for this project as shown as Appendix D to this report and the Project Programme shown as Appendix E to this report.

3. Reasons for the Recommendations

Recommendation 2.1

- 3.1 The report to Executive in September 2018 laid out the reasons for the development project for Kenilworth's sports and leisure facilities and described the progress made to date on this work. It proposed a stakeholder and public consultation exercise on the Options agreed by the Executive as the next stage of the process. This consultation process took place between 22nd October and

19th November. The consultation methods used are described in Section 5 of Appendix A to this report.

- 3.2 As part of the public consultation, 522 responses were received to the on-line questionnaire. This figure includes respondents who took up the option to fill in a paper copy of the survey, as these were later entered into the electronic system by hand. The responses received in response to the consultation are summarised within Appendix A to this report.

Recommendation 2.2

- 3.3 Prior to the start of the public consultation the local group formerly known as 'Save Our Outdoor Pool' changed their name to 'Restore Kenilworth Lido'. They also changed their proposal. They had previously been campaigning to retain the existing outdoor fun pool and paddling pool at Abbey Fields Swimming Pool. At this time they changed their proposal to comprise the removal of the existing outdoor fun pool and paddling pool and the installation of a 25 metre outdoor rectangular swimming pool or lido.
- 3.4 Representatives of the Restore Kenilworth Lido group addressed the meeting of the Overview and Scrutiny Committee on 25th September and the meeting of the Executive on the following day to present their new proposal for a 25m lido. Executive noted the content of these presentations. Executive decided that the proposal for a 25 metre lido would not be presented to the public as an option for public comment as part of the consultation but advised the Restore Kenilworth Lido group that they should include their option in their feedback to the consultation. By agreement with officers and the Portfolio Holder for Culture, representatives of the Restore Kenilworth Lido group attended all but one of the public consultation sessions in order to present their proposals to the public.
- 3.5 In order to inform the evaluation of the options being considered officers appointed an independent consultant to consider the financial viability of three design options at the Abbey Fields Swimming Pool as follows –
- 3.5.1 Option One - build a new indoor family and teaching pool which can be opened to an outdoor terrace during hot weather
- 3.5.2 Option Two – refurbish and retain the existing fun pool and paddling pool
- 3.5.3 Additional proposal – build a new 25 metre rectangular outdoor swimming pool or lido
- 3.6 The results of this financial viability exercise are shown as Appendix B to this report. It can be noted that the report has concluded that it was not possible to assess the financial viability of option 2, the retention of the existing fun pool and paddling pool, due to there being too many undefined variables, particularly with regard to utility consumption data. The report therefore concentrated on the assessment of option 1 and the additional proposal.
- 3.7 The report has concluded that the consultants were unable to find an outdoor swimming pool in the country that is financially self-sustaining. Some pools appear to operate at better than break-even, but this is only where a separate facility such as a town centre car park or a high-end restaurant is used to cross-subsidise the operating loss of the outdoor pool itself. In the context of

Abbey Fields, ignoring capital costs, the report concludes that the construction of a 25 metre lido would offer a reduction in the net operating costs of around £14,000 per annum. The proposal to construct a new family pool would offer the more significant reduction in net operating costs of around £62,000 per annum.

Recommendation 2.3

- 3.8 In order to decide which of the options should be presented for further development by this report, it has been necessary to consider a number of factors. These include the results of the stakeholder and public consultation; the affordability of the various options; the design and planning implications of the designs; the strategic demand for sport; and the operational considerations of running the facilities in the future.
- 3.9 As was noted in the previous report to Executive in September 2018, it is not considered appropriate to refurbish the existing Castle Farm Recreation Centre. The existing facility would create too many constraints on the future design, and would not be substantially cheaper than the option to re-build. It is therefore proposed to demolish the existing Centre and construct a new 'dry-side' sports centre on the site. A 'dry-side' sports centre is one that does not include a swimming pool in the facility mix. The centre will have a sports hall big enough to accommodate 6 badminton courts, an 80 station fitness gym and 2 studios for exercise and fitness classes, along with all the appropriate changing rooms, reception areas and other ancillary facilities. The responses to the public consultation have proposed a number of additional features for this site, and these will be appraised by the design team at the next stage.
- 3.10 In terms of strategic need, the increase in the size of the sports hall from 4 to 6 badminton courts fulfils the local requirement for additional courts, as identified by the Sport England Facility Planning Model.
- 3.11 The demolition of the existing Castle Farm Recreation Centre will mean that the Scouts and Guides who are accommodated on the first floor of the existing building will need to be re-housed in new accommodation. The Council has a responsibility to re-house the Scouts and Guides as they contributed to the cost of the construction of the existing Castle Farm Recreation Centre. The District Council has been looking across Kenilworth for an alternative home for the Scouts and Guides that currently meet at Castle Farm, but has been unable to find an appropriate venue so far. This means that at the current time it is likely that the new accommodation for the Scouts and Guides will need to be provided on the Castle Farm site.
- 3.12 It is therefore proposed in recommendation 2.3 to proceed with option 2 from the stakeholder and public consultation exercise for the Castle Farm Recreation Centre site. This is the demolition of the existing centre and the construction of a new sports centre, with the Scouts and Guides accommodated in a separate building on the same site.

Recommendation 2.4

- 3.13 Both of the options for Abbey Fields Swimming Pool provided as part of the public consultation exercise include the retention and enhancement of the existing indoor 25 metre swimming pool. Both options also include the remodelling and significant improvement of the general circulation areas in the

building, including changing rooms, reception, café and other ancillary facilities. This remodelling will make it possible to relocate the pool plant building and therefore open up views down the lake from the external terrace. The external terrace can also act as a café area, allowing both café customers and swimmers using the external terrace to have views down the lake. The security of the facility in this area will be preserved with the use of a transparent screen. Both options also include the replacement of all mechanical and electrical equipment and installations that have reached the end of their useful life. Both options also sought to find a new use for the old bowls pavilion in the children's playground next to the Swimming Pool, and to improve the tennis courts in Abbey Fields. The differences between the options relate to the use to be made of the area currently occupied by the outdoor fun pool and paddling pool.

- 3.14 The responses to the consultation process for Abbey Fields Swimming Pool have been analysed carefully, and the results are shown in detail in Appendix A to this report. In the public consultation process question 11 asked respondents to select either option 1, the indoor family pool, option 2 the retention of the outdoor fun pool, or to select 'no preference'. 38 per cent of all respondents to the survey selected option two - to retain the existing outdoor fun pool and paddling pool. 30 per cent selected option 1 - to install an indoor family/teaching pool. 33 per cent expressed no preference or did not respond to this question. Questions 12 and 13 were open questions that asked "What are your reasons for your answer to the question above" (Question 11) and "Other than the facilities being proposed, what other leisure or family facilities would you like to see at the swimming pool site?" Within the responses to these two questions, a number of respondents referred to the proposal offered by Restore Kenilworth Lido, for a 25 metre outdoor pool. Every response to questions 12 and 13 has been read and every response that mentioned a larger lido positively has been identified. Respondents mentioning a larger lido represented 25 per cent of all respondents. It should be noted that all of these respondents will have already been counted within either the 38 per cent selecting option two, or the 33 per cent that expressed no preference.
- 3.15 It should also be noted that this stakeholder and public consultation exercise was never intended to be undertaken as a scientific process with the use of specialist consultants and a randomised control group to verify the responses received. Nor was it a referendum where respondents were asked to vote for a particular option, and where the most popular option would be selected. It was an opportunity to ask the residents of Kenilworth for their views on a number of options available. These aspects were made clear to the Executive in recommending the consultation process to follow. In these circumstances it should be remembered that the presence of Restore Kenilworth Lido at all but one of the public consultation sessions, with their strong lobbying for a new 25 metre lido and rejection of the two presented options, is likely to have skewed the responses received in favour of the 25 metre lido proposal.
- 3.16 Alongside the public element of the consultation, officers contacted a number of key stakeholders to ask their opinion of the two options presented for consultation. Most stakeholders were also aware of the additional proposal from Restore Kenilworth Lido. The responses from all stakeholders are contained within Sections 8 to 11 of Appendix A. Selecting some representative responses from stakeholders, they responded as follows –

3.16.1 Sport England expressed support for the District Council's drive to improve their facilities and the strategic approach being taken to inform the

programme of improvements, but did not express a preference for either option.

3.16.2 Swim England are the national governing body for the sport of swimming in England. They said "our view is that design option 1, which introduces an indoor learner pool...would be the best option as this type of pool provides the best return on investment of any water space and would enhance the swimming experience most profoundly.... Obviously, the success of the outdoor pool depends entirely on the weather. I appreciate that there is always an ardent lobby to build outdoor pools, and these people are consistent users, however the level of use does not necessarily provide a sustainable model."

3.16.3 Officers held a meeting with the majority of the swimming clubs that currently use the facility. A very useful exchange of information took place. All the clubs present supported option 1, for the creation of the family pool, as this would be most useful to them in terms of providing space for the teaching of swimming. The Junior Triathlon Club said that they would use a 25 metre lido, but that it was unlikely that this would represent the best investment in this building, due to constraints on the use of outside water.

3.16.4 It proved difficult to engage with schools during the consultation period, as it was a busy period of the school year. A detailed interview was undertaken with St John's Primary School. They strongly supported option 1, as it would give them much more flexibility in terms of programming their swim teaching. It would mean that on occasions they could bring mixed ability groups, as beginners could go in the family pool, leaving the main pool for better swimmers to swim lengths. The school do not currently bring better swimmers to swimming lessons, as they cannot swim lengths with the shallow end full of beginners. On other occasions the family pool would enable them to bring twice as many beginners at the same time, which would save on travel costs and school programming issues. They also favoured the arrangements for changing rooms, as this will make their management of swimming sessions much easier. Officers will continue to engage with schools throughout the design process to ensure that their needs are met within the new designs.

3.16.5 The National Association for Swimming Clubs for the Handicapped (NASCH) also favour option 1, as being the option that will provide suitable facilities for people with a disability who wish to learn to swim. They stress the importance of making sure that all aspects of the design of the new facilities considers the needs of swimmers with a disability.

- 3.17 Another element to be considered in selecting an option for Abbey Fields Swimming Pool is the report by SLC into the two options proposed and the additional proposal. This report concludes that the indoor family pool will improve the financial performance of the Swimming Pool building over four times more effectively than the additional proposal to construct a 25 metre lido. It is particularly interesting to note that, according to the predictions made by SLC about the uplift created by the family pool and the income projections from Everyone Active over the life of the contract, it is possible that this site would break even by year 10 of the contract. This would be a very beneficial situation, as it would remove any subsidy from the site before the end of the current management contract, which should help to secure the site's unquestioned future.

- 3.18 In terms of strategic need, the option to build an indoor family and teaching pool would meet Sport England's strategic assessment that the District requires additional water space equivalent to 1.8 lanes of a 25 metre swimming pool. This is the increase in provision predicted by the Sport England Facilities Planning Model as being required in order to provide for the increased population expected to be resident in Kenilworth and surrounding areas by the end of the current Local Plan period in 2029. The Facilities Planning Model includes an allowance for all existing swimming pools in the area. It also allows for all planned swimming pools for the area in the future, including the new swimming pool that has been constructed at Warwick University which will open in Spring 2019. The option to retain the existing outdoor pools and the additional proposal to provide a 25 metre lido do not meet this strategic need as Sport England does not count outdoor swimming water within its Facilities Planning Model, as the facility is usually only available in the summer months.
- 3.19 Taking account of the reasonably even spread in public response between the two options at Abbey Fields and the expression of no preference or missing the question, and the slightly lower response for the 25 metre lido proposal, it could be argued that the public element of the consultation shows a general support across each of the options, with no one option or proposal significantly more popular than any other. The report from SLC makes it clear that option 1 represents the most financially beneficial alternative. The view of Sports and Leisure Management Ltd (trading as Everyone Active) is also that option 1 represents the best solution, both in terms of the financial performance of the building and the number of people that could use the pool and participate in swimming activities. The strategic need for sports facilities would support option 1 at Abbey Fields, as it provides sufficient additional water space to fulfil the additional need created by new residents moving to the area during the period of the current Local Plan.
- 3.20 In view of paragraphs 3.13 to 3.19, it is proposed in recommendation 2.4 to proceed with option 1 at Abbey Fields Swimming Pool. This is the construction of an indoor family and teaching pool which can be used throughout the year, but which also has the capacity to open up access to an outdoor terrace during hot weather. This design will be developed during the next stage, taking on board many of the comments received from the public during the consultation exercise. Within this design concept, there is always a conflict between opening up the facility on a hot day in summer, and making a construction that is robust and sealed enough to provide appropriate atmospheric control during the winter. The architect has been set the task of opening the building as much as possible in summer, whilst being able to seal the area sufficiently in winter to ensure a pleasant atmosphere is provided by appropriate and cost-effective mechanical and electrical systems.

Recommendations 2.5 and 2.6

- 3.21 If Executive agrees to move forward with the two options proposed in recommendations 2.3 to 2.4 then the next step of the project will be to continue the design process through RIBA stage 2 and up to the end of RIBA stage 3. In order to do this work it will be necessary to make funds available to employ the design team to undertake this work. There is current funding available within the Leisure Options Reserve to continue this design work for the remainder of the current financial year. This roughly equates to the completion of RIBA stage 2. The source of the additional funding required to

continue the project to the end of RIBA stage 3 is not currently identified. This is discussed further in paragraph 5.1 of this report.

- 3.22 The Council has already procured a contract for the project management and design of this project. Mace Ltd and their project partners secured this contract through the Crown Commercial Services framework, which is an appropriate procurement process for this work. The nature of the contract is such that Mace and the project management and design team have been retained for the whole of the project process from the beginning of RIBA stage 1 to the end of RIBA stage 7. However, there are break clauses at the end of each RIBA stage. It is therefore fully appropriate to instruct Mace and their colleagues to take this project forward to the end of RIBA stage 2 at the present time, as sufficient funds exist to cover this work. Recommendation 2.5 seeks to identify additional funds in the Budget Report in February 2019 to carry this work through to the end of RIBA stage 3. This report seeks authority to proceed to RIBA stage 3 without referring back to Executive, if funding can be found, as RIBA stage 2 will be completed during the 'purdah' period for the forthcoming local elections in May 2019.

Recommendation 2.7

- 3.23 The Council considers that it is very important to ensure that all new constructions should seek to minimise their impact on the environment as much as possible. Although it may not be possible, for a number of valid economic and practical reasons, to achieve carbon neutrality in all cases, it is important that any deviation away from environmental optimisation should be considered carefully before being approved.
- 3.24 The design team will therefore be instructed to study what options are available to maximise the environmental performance of the building, both in terms of construction and operation. They will need to present a report to the officers on the project team which identifies what these options are, what they will cost or save in capital and revenue terms, and what alternatives there are that will have different impacts. In some cases it may be necessary to accept a less than optimal environmental solution, when other factors are considered, but the presumption should be that environmental performance is maximised in each case.

Recommendation 2.8

- 3.25 One of the intended benefits of the redevelopment of the two Kenilworth facilities is to improve the financial performance of the facilities in the future. This improvement in financial performance will mean that it will be possible to negotiate with Sports and Leisure Management Ltd (trading as Everyone Active) to discuss how they might be able to change the concession fee they pay to the Council, the capital they may invest in the facilities and the length of the management contract between the company and the Council.
- 3.26 It has not been possible to commence these negotiations until the decisions contained in recommendations 2.3 and 2.4 of this report were made, as there were too many variables involved in the calculations. If Executive approve recommendations 2.3 and 2.4 of this report then it is appropriate to begin these discussions with Sports and Leisure Management with a view to bringing a further report back to Executive with the results of such negotiations and recommending future actions in this regard.

Recommendation 2.9

- 3.27 It is not possible at the current time to clearly identify all of the funding for these works. As well as the need to begin negotiations with Everyone Active, as shown in paragraphs 3.25 and 3.26 above, there is also uncertainty over the s106 funding to come from various developments, as well as uncertainty over the Government's approach to pooling in the future. It is also not clear if any grants may be achievable for these works, until a thorough review has been undertaken. It is therefore proposed that officers continue their existing work to resolve these issues and obtain greater clarity and certainty on the funding available, in order to report back to Executive at a later date.

Recommendation 2.10

- 3.28 It is good practice to regularly review the risks contained in any capital project of this kind. The updated Risk Register for this project is therefore contained at Appendix D to this report and Executive are asked to note the content of this Register. Furthermore, all capital projects at Warwick District Council have a Project Programme to indicate how long the project will take to deliver. The current Project Programme is attached as Appendix E to this report for the attention of Executive.

4. **Policy Framework**

4.1 **Fit for the Future (FFF)**

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects. This report shows the way forward for implementing a significant part of one of the Council's Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/ productivity of local economy Increased employment and income levels
Impacts of Proposal		
Impressive cultural and	Area has well looked after	Dynamic and diverse local

sports activities Cohesive and active communities Increased physical activity for all the community Better quality public facilities	public spaces Safe and vibrant public facilities where the community feel comfortable at all times	economy Increased employment and income levels
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
The proposal will further enhance the experience of the Leisure Development Programme team in managing large scale capital schemes	Focusing on our customers' needs The management of this project will assist us to continue to improve our management of large scale capital schemes	Better return/use of our assets – the new facilities will improve the Council's revenue position and assist us in delivering best value for money

4.2 Supporting Strategies

Each strand of the FFF Strategy has several supporting strategies and the relevant ones for this proposal are explained here:

4.2.1 Local Plan

The Warwick District Local Plan 2011-2029 was adopted in September 2017 allocating land south of Coventry and in Kenilworth for development. Around 2,000 dwellings are allocated within Kenilworth and around 4,400 south of Coventry, with a significant proportion of the latter to come forward beyond the current plan period. The Local Plan is a key document in defining the future of Kenilworth, as well as the rest of the District. It has been necessary to get the Local Plan in place before deciding on the future of leisure provision in Kenilworth, as the changes introduced by the Local Plan will affect demand for sports and leisure facilities.

4.2.2 Development Brief for land east of Kenilworth

Warwick District Council has also led on the preparation of a Development Brief for land east of Kenilworth covering the strategic housing and education sites. A public consultation on the Development Brief is currently underway. It will close on the 19th January 2019 with a view to adoption of the Brief later in 2019. Officers are working closely with landowners, promoters and other key stakeholders including Warwickshire County Council and Kenilworth Town Council to refine and develop the Brief. Planning applications are anticipated to be received for sites relating to land east of Kenilworth once the Development Brief has been adopted or when it is closer to adoption. A planning application for 640 dwellings has however already been submitted in late August 2018 for much of site H40.

4.2.3 Neighbourhood Plan

Kenilworth Town Council has led on the preparation of a Neighbourhood Plan covering the whole town. The Plan has now been through its referendum process and has been made. It was approved by local residents with a 94 per cent 'yes' vote from a 29 per cent turn out. The Neighbourhood Plan will now form one of the material considerations for planning decisions in the Kenilworth area.

4.2.3 Indoor Sports Facilities Strategy and Playing Pitch Strategy

These strategies were initially established in 2015, having carried out comprehensive audits of local provision and needs. The Council formally adopted the Strategies which now form part of the base for development of the District's sporting provision. They have been key evidence documents for the Local Plan, in securing s106 contributions from developers to date and in establishing robust relationships with Sport England and national governing bodies of sport. It is essential that these documents remain up to date and at present work is underway to refresh the data that underpins the strategies and refresh them where appropriate. This work will be completed shortly and reported to Members in early 2019.

4.3 Changes to Existing Policies

None

4.4 Impact Assessments

Impact assessments will be a vital part of the design process for any facilities constructed through the Leisure Development Programme. Initial considerations of accessibility and other impacts are part of the ongoing process of good design. Specific assessments will be made at several times during the design process, but they are not recommended at this stage in the process. However, it has already been agreed that enhanced changing facilities for customers with profound needs will be included in the new designs. The 'Changing Places' initiative will be used as an inspiration to ensure that those with profound needs will be able to use the new facilities.

5. Budgetary Framework

- 5.1 The cost of extending the contract with Mace Ltd and their project partners to the end of RIBA stage 3 is up to £750,000. £200,000 of this is proposed to be funded from the Leisure Options Reserve which has an unallocated balance of £290,000. This will be sufficient funds to develop the designs on the two sites up to the end of RIBA stage 2, which will roughly equate to the end of the current financial year, based on current programme. Funding of the balance of

£550,000 will be considered as part of the February 2019 Budget report alongside other Council projects and priorities once the Council's funding position for 2019/20 is more certain. If for any reason this balance could not be found, it would be possible for the Council to legally break the contract with Mace and the design team at the end of RIBA stage 2, within current resources.

- 5.2 The current predictions for the cost of the options selected are as follows. They are expressed as a range because it is not possible to accurately predict precise costs at this stage in the design process –

5.2.1 Castle Farm Option 2 – Sports Centre - £10 million to £12 million

5.2.2 Castle Farm Option 2 – New building for Scouts – £2 million to £3 million

5.2.3 Abbey Fields – Option 1 – Indoor family pool - £7 million to £9 million

5.2.4 Total cost for both schemes – £19 million to £24 million

- 5.3 The possible sources of funding for this cost are currently estimated as –

Source	Site	Amount
Community Infrastructure Levy	Castle Farm	c £4,400,000
Section 106	Abbey Fields	c £2,480,221 to c £2,790,958
Capital contribution from Everyone Active	Both	Unknown
Capital to be borrowed against concession fee uplift from Everyone Active	Both	Unknown (could be c £3m)
Total (maximum to date)		£10,190,000
Estimated Shortfall (based on maximum income to date)		£8,810,000 to £13,810,000

- 5.4 As with the expenditure figures, it is not possible to be more precise at this time with regard to the funds available for this project. There are a number of caveats and unknowns that could affect the availability of funding. These include –

5.4.1 The figure shown for Community Infrastructure Levy (CIL) is the current figure contained in the Council's '123 List' for CIL. However, this list is refined on an annual basis, and so this figure could go up or down in subsequent years. Officers are proposing that the CIL contribution to this project should increase, but this will be set against competing priorities before being decided.

5.4.2 The amount that will be contributed to this project from Section 106 (s106) funds is not clear at the present time. The amount provided by s106 funds from any given scheme can not be calculated accurately until planning permission is sought. Whilst some money has already been received from developers towards this project, many other projects are not yet at this stage.

The current situation with s106 funding that may be available to this project is shown as Appendix F to this report.

5.4.3 Furthermore, the future of the Government's current pooling restrictions on s106 monies is currently unclear, and this will affect the amount of money available to this project. A decision on the future of "pooling" is anticipated in Spring 2019.

5.4.4 There are three ways that funds may be made available through Sports and Leisure Management Ltd, trading as Everyone Active. They may provide direct capital input into the project. They may offer a larger concession fee after the construction is complete. This would enable the Council to borrow capital against this increased income. They may provide a combination of these two approaches. However, this report proposes the commencement of discussions with Everyone Active on these matters, and so it is not possible to establish what income this may generate at this time.

- 5.5 Officers involved in the project will continue to define more closely the costs involved in the project, as the design develops. They will also work to clarify and eliminate the uncertainties over available funding shown in paragraphs 5.4.1 to 5.4.4 above, in order to provide a later report to Executive in June 2019 with a clearer steer on affordability. The procurement of a preferred building contractor will also be carried out during this period of the project. It may be decided to procure two building contractors, one for each site, in view of the fact that each construction project will be quite different from the other in character and also so that risk will be spread.
- 5.6 The precise details of the cost of the construction and the funds available will be made available in a final report in the autumn or winter of 2019 which will identify an agreed price with the preferred contractor(s), an agreed design and construction detail for each centre and the identified sources of funding for the works and contingency before any request for the final go-ahead to sign a contract or contracts with the building contractor(s) is made.
- 5.7 Within the final report it will be possible to see the overall costs and funding options for the project, along with the on-going revenue costs. It is possible that there will be significant additional on-going revenue costs for the Council, primarily related to the costs of servicing potential borrowing. At that future stage the Council will need to ensure it is in a position to be able to accommodate those additional costs before progressing the project further.

6. Risks

- 6.1 A Project Risk Register has been established for the early stages of the project. The current iteration of this Register is shown as Appendix D to this report. The Risk Register will be kept up to date throughout the project, and its content monitored regularly in order to manage risk within the project. Risks at this stage of the project include:
- Work does not proceed and so Kenilworth has facilities that are not the equal of facilities in Warwick and Leamington
 - Ongoing maintenance issues of existing buildings
 - Loss of income from not improving buildings
 - Designs are not what are required
 - Heritage, car parking and other constraints limit development choices

- 6.2 A full Risk Workshop will be undertaken with the professional services and design team at the beginning of the RIBA stage 2 design process, before detailed design has commenced. The Risk Register will be completely updated after this Risk Workshop.

7. Alternative Option(s) considered

- 7.1 It would be possible to not undertake any improvements to the facilities at Castle Farm and Abbey Fields. If this decision was to be made Kenilworth would not have the same sort of aspirational, successful and modern facilities as the Council has provided at Newbold Comyn and St Nicholas Park. The community in Kenilworth would not be encouraged by such excellent facilities to adopt an increasingly healthy lifestyle. Income from the contract with Everyone Active would not be increased because attendance and income would not be enhanced. The opportunity would be lost to bring the buildings up to modern design standards and to make them more environmentally friendly and cheaper to run. The buildings would not be prepared for use for another 30 years.

APPENDICES:

- A: Kenilworth Leisure – RIBA stage 1 Statement of Community Engagement
- B: Report from SLC Ltd on the viability of options
- C: Company profile for SLC Ltd
- D: Project Risk Register – updated
- E: Project Programme – updated
- F: Potential Developers' Contributions – Kenilworth Leisure Project

Appendix E: Kenilworth Leisure – RIBA Stage 1 Statement of Community Engagement



December 2018
Rev Issue

- 1.0 Introduction
- 2.0 RIBA 1 Design Review
- 3.0 Aims & Objectives
- 4.0 Previous Engagement
- 5.0 Engagement Review
- 6.0 Kenilworth Overview
- 7.0 Survey Results & Key Issues
- 8.0 NGBs
- 9.0 User Groups
- 10.0 Local Sports Clubs
- 11.0 Local Societies, Groups & Clubs
- 12.0 Other Respondents
- 14.0 Schools
- 15.0 Conclusion

1.1 Purpose of this Document

This Statement of Community Involvement (SCI) is a document which sets out how Warwick District Council (WDC) have engaged the community of Kenilworth during a RIBA Stage 1 public consultation process. This particular statement relates solely to Stage 1 of a 2 Stage planning consultation strategy for refurbishment works at both Castle Farm and Abbey Fields Leisure Centres respectively.

In order to inform development proposals at the earliest opportunity a two phased Consultation and Engagement Strategy has been devised by the Council and the Project Team. The first community engagement activity has been held at RIBA Stage 1 in order to ensure an appropriate facility mix at both Castle Farm and Abbey Fields is progressed by the team, one that reflects the local community's future needs. The consultation activities that have been set out in this document, have sought to collect feedback with regards to the early and indicative design options from various user groups, stakeholders and members of the wider public.

The Project Team are aware that involving communities is an essential element of a responsible and inclusive planning and design process. It has been noted at the outset of the process that effective engagement depends upon communities having access, at the earliest possible opportunity, to as much information about the development proposals and their likely impact as possible.

An important phase of this engagement was to provide opportunities for the community to provide feedback about proposals from the outset. By doing this the community of Kenilworth could help shape the development proposals that affect them.

In addition to the above this document sets out the methodology undertaken for the Consultation and Engagement Strategy, provides a summary of the feedback obtained, and the key issues arising throughout the process. Raw data received from interested parties is set out in the body of the report.

The main body of the Statement presents a summary of the common and popular themes which have arisen throughout a 3 week WDC led consultation process which included nine public events and additional stakeholder meetings where required. Further information regarding the engagement activities can be found in Section 3.0.

1.2 Project Background & Client Brief

Phase 1 of the WDC Leisure Development Programme (LDP) has now been completed. It was agreed at the start of the Programme in 2015 that upon completion of Phase 1 the existing facilities in Kenilworth would form Phase 2 of the LDP once the Local Plan gave more certainty as to the future development of the town.

The Local Plan (2011 – 2029) is now in place and was officially adopted in September 2017. WDC decided it was necessary to get the Local Plan in place before deciding on the future of leisure provision in Kenilworth, as the changes introduced by that Plan would evidently affect demand for sports and leisure facilities.

Now the plan is in place and the Phase 1 programme has been completed WDC believed it time to commence Phase 2 of the LDP. It was important that at the commencement of LDP Phase 2 that the people of Kenilworth understood that they could get the same sort of aspirational, successful and modern facilities as the Council has provided at Newbold Comyn and St Nicholas Park as part of phase 1 and this was the starting point of the eventual Brief.

As part of Phase 2 it is hoped that the community in Kenilworth will be encouraged and get behind the proposals being presented and understand that the Council wants to continue to help local communities adopt a healthy and active lifestyle.

The newly constructed or refurbished facilities will be designed to modern standards, making them more environmentally friendly and cheaper to run. The facilities will also be prepared for use for another 30 years and able to accommodate the growth in the local area.

2.1 RIBA Stage 1 Overview

The project will follow the Royal Institute of British Architects (RIBA) project stages model, in order to manage resources effectively and report back throughout the design process. The professional services and design team have been procured and Mace have been appointed as Project Managers with Darnton B3 as the architects.

As part of the initial works, consideration was given to the constraints and opportunities at each site. After this the project design team developed a set of outline options. In drawing up these options the team have also taken into account the Sport England Facilities Planning Model and revised WDC Indoor Sports Strategy (2018) which both evidence the need for additional sports hall and swimming pool space.

As part of an initial evaluation process the team considered numerous options which were then assessed on design quality, flexibility, customer requirements, operational effectiveness and anticipated value for money.

This led to the short-listed options, which were agreed by the Council's Executive in September. It is these options that were included in the public consultation.

The sites and design options have been discussed in more detail below:

2.2 Castle Farm

The Castle Farm Recreation Centre is located on a wide and expansive piece of land in Kenilworth and currently offers a sports hall, petanque terrain, gym, and grass pitches. The Centre is extremely popular with local users, walkers and dog walkers. Initial consideration was given to the sites' constraints and opportunities, which were identified as being:

Constraints

- *Located near to the Kenilworth Castle Fishponds, which are part of the wider heritage site*
- *A number of important wildlife habitats exist in the wider site*
- *The first floor of the Recreation Centre is occupied by the Kenilworth Scout and Guide Centre*
- *Vehicular access and parking is restricted and sensitive*
- *Residents live relatively close to the site*
- *The current building is not suitable for refurbishment*

Opportunities

- *Option to construct a new building gives the opportunity for a completely new start*
- *The Scouts and Guides can be accommodated in their own new facility*
- *Parking and vehicle movements can be designed appropriately*
- *Kenilworth needs additional sports hall, gym and exercise studio space*

One of the main opportunities identified at Castle Farm was the ability to start again. The site offers a wonderful chance to build a modern facility that is fit for purpose and ready for the future. The Scouts and Guides that currently use the Centre could be more independent. A new gym, studios and sports hall would provide the town with a top quality facility of which it can be justly proud, whilst being flexible and future proof.

Once the team had identified the opportunities and constraints on site the options on the following page were developed:

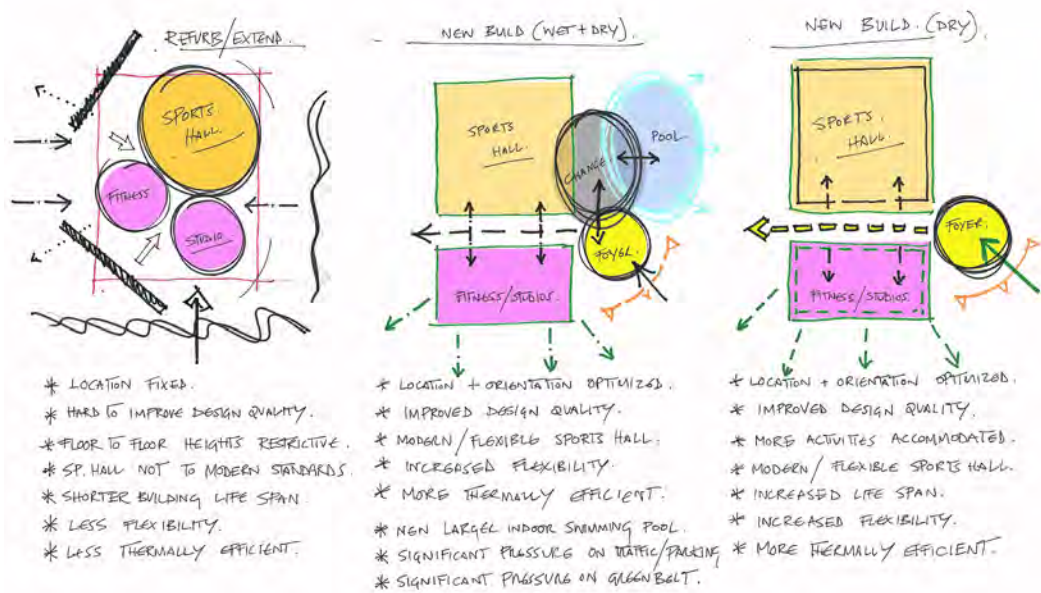


Image: Phase 1: Design Development Castle Farm

The above development options were considered by the team and WDC for Castle Farm. These options included both refurbishment schemes as well as proposals for partial or complete new builds.

Following the completion of the initial design options, a scoring matrix was developed to help assess each of the options, this was based on the set criteria as previously agreed at RIBA1. Following a review of the scores by the project team, the options with the lowest scores were then rejected.

2.2.1 Main Option

After the completion of the matrix analysis it was clear that given the constraints of the original building, there would be one principal proposal for this site. This is to demolish the current Centre and replace it with a brand new “dry side” facility. (A “dry side” facility is a Sports Centre which doesn’t include a swimming pool.)

The facilities included in this option are;

- 1. a sports hall large enough for 6 badminton courts,
- 2. a fitness suite (gym) with approximately 80

- ‘stations’,
- 3. One/ two fitness studios for group exercise classes/sessions.

This option would increase the size of the current sports hall from 4 to 6 badminton courts and so meets the requirement for additional courts, as identified by the Sport England Facility Planning Model and the District’s revised Indoor Sports Strategy (2018).

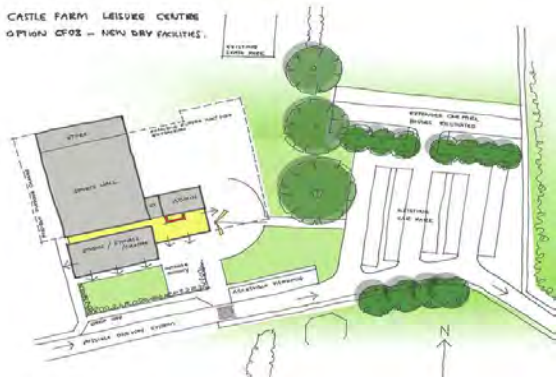


Image: Phase 1: Main Option

A further consideration for this site is the accommodation for the Scouts and Guides groups who use the first floor space in the Centre at present. The potential demolition of the current Centre and the groups’ need for a larger facility would mean that the groups will need to move.

The Council and the Scouts and Guides groups will continue to work together to identify whether this accommodation could be provided on the Castle Farm site or whether an alternative location can be found in Kenilworth. If they stay on the site, the current proposal would be to provide a separate building so that the groups and the Leisure Centre could function independently.

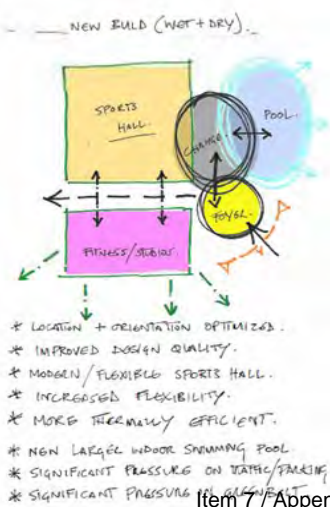
As part of the design process the team noted that Kenilworth Wardens Sports Club have aspirations to relocate their sports facilities to a site next to Castle Farm Recreation Centre. However at the time of both design and consultation their proposals for a move were not yet developed sufficiently to be referenced within either process. The Council have further noted to the community that they have been and will continue to work closely with the Wardens on the connection between the two projects and will ensure that the two projects can work together well if required. This was reaffirmed to all consultees throughout the consultation events, when concerns were raised about the Warden’s project.

2.3 Abbey Fields

Abbey Fields Swimming Pool is extremely popular with local users and as with Castle Farm initial consideration was given to the site’s constraints and opportunities, these were identified as being:

Constraints

- Current on-site car parking is distant from the pool and this impacts on accessibility



- Car parking is difficult to Increase or move closer to the pool
- Sensitive site in planning terms as It is located on a Scheduled Ancient Monument
- All development will require additional permission from the Inspector of Ancient Monuments
- Significant habitat and ecology value in the surrounding park

Opportunities

Located in a superb setting within the Abbey Fields the brook and lake border the site on two sides. The new design should relate more to these surroundings.

- The venue is well-used and known to the majority of Kenilworth residents
- The facilities need to be brought up to modern standards
- The natural and historic nature of the setting requires a modern but sympathetic building

It was noted as part of the design process that refurbishing this facility offers the opportunity to make the most of this idyllic setting whilst also providing top-class, modern facilities that reflect the high quality of the town of Kenilworth.

In line with the work undertaken on Castle Farm and once the team identified the opportunities and constraints on site, the following options were developed.

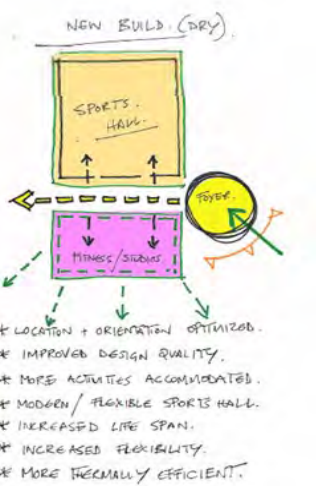


Image: Phase 1: Design Development Abbey Fields

The development options discussed on the previous pages were considered by the Project Team for Abbey Fields following the same process as Castle Farm. These options included both refurbishment schemes as well as proposals for partial or complete new builds.

The main difference between Abbey Fields and Castle Farm with regards to the consultation was that there were two main options identified for the site, both of which would retain the existing indoor 25m pool.

2.3.1 Option 1

This proposal is to refurbish and remodel the existing facilities, and to provide a second indoor pool.

- The facilities included within this option are as follows;
- An additional new indoor teaching pool to replace the current outdoor pool and paddling pool.
- Improved changing facilities
- Improved café for pool and park customers
- Modernisation and visual improvements to the building
- Improved views of the lake from the Centre

The additional indoor pool would provide more flexible water space, including teaching swimming to children and adults, as well as classes and groups such as aqua fit, lifesaving, and providing accessible water for disabled swimming, all year round. This would free up space in the 25m indoor pool for recreational swimming and other water activities, raise the number of people who can learn to swim and increase revenue generated at the site. It would provide formal water space equivalent to more than 1.8 lanes of a 25 metre pool which meets the shortfall identified in the Indoor Sports Strategy (2018).



Image: Phase 1: Option 1

2.3.2 Option 2

This proposal is to refurbish and remodel the existing facilities. It retains the current, existing outdoor pool and paddling pool.

The facilities included within this option are as follows;

- Repair of outdoor pool tank
- Improved changing facilities
- Improved café for pool and park customers
- Modernisation and visual improvements of the building
- Improvements to the outdoor pool and seating area.

Retaining the outdoor pools would allow customers to continue to swim outside during the summer months.

With options 1 and 2 the proposal is to remodel and refurbish existing parts of the building to improve the customer experience, increase usable space, maximise income, and ensure that the building is up to modern standards and ready for another 30 years of use.

There is not enough space to retain the existing outdoor pool and paddling pool and provide a new indoor pool as well. Whilst the outdoor pools would continue to provide a venue for recreational swimming, unfortunately they do not count towards the required additional water space as identified in the Sport England Facilities Planning Model and therefore additional demand would need to be met at other sites and through a different approach to programming of facilities.



Image: Phase 1: Option 2

In addition to the options described above and as part of the consultation the Council is also seeking to understand the importance of improving the tennis courts and former bowling pavilion at Abbey Fields.

3.1 Consultation & Objectives

Following the appointment of the Design Team in July 2018 and the completion of RIBA Stage 1 works, a Consultation and Engagement Strategy was prepared and presented to the WDC as part of the September Executive Report. The engagement was organised into a single and concurrent work stream: which would focus on engaging as many local groups, residents, users and interested parties as possible.

The Consultation and Engagement Strategy for the Kenilworth Leisure Centre proposals was guided by a set of Key Objectives, which were as follows:

- Identify and engage with a wide range of local people, key individuals and organisations to obtain their views on the opportunities to enhance sport and leisure opportunities within two Centres.
- Confirm those key constraints and opportunities that the development proposals would need to address
- Encourage dialogue between a wide range of stakeholder bodies and local residents
- Facilitate dialogue between the Project Team, the local community and key stakeholders
- Facilitate an informed contribution by participants through the clear presentation of opportunities and constraints

Additionally the engagements also sought to balance the needs and requirements of the local

community whilst making stakeholders aware that any eventual decision would also need to incorporate affordability and technical considerations. Ultimately, the views established and feedback collated through community engagement will then help WDC to determine the best options to be taken forward for further development.

A further phase of engagement will be undertaken prior to the end of RIBA Stage 3 and prior to any submission for planning permission. Stage 3 Engagement will provide further opportunity for stakeholders to comment on the detailed design of the preferred scheme for each site.

4.0 Previous Local Engagement Activities

4.1 Kenilworth Town Council survey

In 2013 Kenilworth Town Council conducted a survey regarding the development plans in the existing Local Plan, as the first step in its development of a Neighbourhood Plan.

One of the questions with the strongest disagreement from respondents was question 13. The statement read - The outdoor pool is only used for short periods in the summer. A sports hall should be built in its place, contained within the current footprint, and replacing that in Castle Farm.

It should be noted that the response to this question is not relevant to the current exercise for a number of reasons. Firstly, the statement suggested that the replacement of the outdoor pool would be a sports hall, which is not suggested at this time. Secondly, it suggested that Castle Farm Recreation Centre should be shut, which is not proposed now. There was no indication of a possible replacement for the outdoor pool which would increase the opportunities for swimming, as is proposed in this case. The reference to 'short periods in the summer' was considered pejorative by many respondents, which may have skewed the result.

4.2 Save Our Outdoor Pool and Restore Kenilworth Lido petition

In 2016, the informal group known then as 'Save Our Outdoor Pool' began a petition to ensure the future of the outdoor fun pool at Abbey Fields was protected. This petition is no longer available. It is believed that it has been subsumed within a more recent petition by the same group, who are now known as 'Restore Kenilworth Lido'.

This latter petition currently has 3,544 electronic signatures. However, the wording of this petition is also not relevant to the current situation as the text of the petition reads "Kenilworth has the only public outdoor pool within a 30 mile radius, including Coventry and Warwickshire, yet the council are considering replacing it with a gym, run along commercial lines, in competition with the 71 other gyms within a 20 mile radius." There are no plans to replace the outdoor pool with a gym, and so the

basis of the petition is flawed for this reason.

4.3 Coventry Evening Telegraph survey

The Coventry Evening Telegraph is currently running a survey in order to gain the views of their readers as to whether they prefer the additional indoor pool or the retention of the outdoor pool. As this consultation is ongoing, it has not been considered further within this report. However WDC acknowledge that it is taking place.

5.1 Public Consultation and Engagement Methodology (2018)

5.1.1 Stakeholder Identification

Prior to establishing a full Engagement Strategy WDC and Mace worked together to identify as many interested parties and local stakeholders as possible.

Stakeholders were separated into the following categories:

- Local community & residents
- Education
- Local Societies & Groups
- National Governing Bodies
- Statutory Authorities
- Local Sports Clubs
- Local Swimming Clubs
- Other interested parties
- WDC internal stakeholders

Each Stakeholder identified was invited to one of the drop in sessions and/ or separate engagement sessions. Further details regarding notification and sessions held can be found in the advance notification and engagement sections of this document.

5.1.2 Consultation Programme

In order to meet the consultation objectives of the District Council, a series of public engagement events and static exhibitions of proposals was undertaken over the course of three weeks between 22nd October and 10th November 2018. The dates, times and venues are presented below:

Week 1:

Session 1: Monday 22nd October 2018. 06:30 – 09:00, Abbey Fields Swimming Pool.

Session 2: Wednesday 24th October 2018. 16:00 – 20:00, Abbey Fields Swimming Pool.

Session 3: Thursday 25th October 2018. 18:30 – 20:00, Meadow Community Sports Centre.

Session 4: Friday 26th October 2018. 11:30 – 13:30, Castle Farm Recreation Centre.

Week 2:

Session 5: Monday 29th October 2018. 07:30 – 10:30, Castle Farm Recreation Centre.

Session 6: Wednesday 31st October 2018. 18:00 – 20:00, Castle Farm Recreation Centre.

Session 7: Thursday 1st November 2018, 11:00 – 13:00, Abbey Fields Swimming Pool.

Week 3:

Session 8: Wednesday 7th November 2018, 18:00 – 20:00, Jubilee House, Kenilworth.

Session 9: Saturday 10th November 2018, 13:00 – 16:00, Abbey Fields Swimming Pool.

5.2 Advanced Notification

5.2.1 Letters & Letter Drop

In order to ensure that a wide range of local residents were involved in the Phase 1 engagement process, circa 2800 letters were distributed to local residents in the closest proximity to both of the centres.

In addition, letters were also sent to the following Kenilworth Groups notifying them of the consultation event and inviting them to attend: one of the engagement sessions

- Friends of Abbey Fields
- Kenilworth Archeology Society
- Kenilworth Civic Society
- Kenilworth History and Archeology Society
- Kenilworth Runners
- Kenilworth Scouts and Guides
- Kenilworth Senior Citizens Club
- Kenilworth Town Council
- Kenilworth Wardens
- Khalsa Hockey Club
- Nomads Club de Petanque
- St Nicholas Church
- Other clubs using existing facilities

Letters and feedback forms were also sent to the following National Governing Bodies of Sport inviting them to provide individual feedback:

- Sport England
- Swim England
- Rugby Football Union
- Football Association
- Hockey England
- England Cricket Board (ECB)
- Lawn Tennis Association (LTA)

Finally, letters were also sent to current clubs using the existing facilities inviting them to respond to the consultation as a club rather than an individual.

5.2.2 Press Release

To promote the consultation and engagement to the wider Kenilworth local community WDC released a press release. This was released to the following organisations on the 12th October, well in advance of the first event:

- Free Radio
- Leamington Courier/Kenilworth Weekly News
- Touch Radio
- Coventry Telegraph
- Stratford Herald
- Warwick University (The Boar)
- BBC Coventry and Warwickshire

The consultation also gained coverage in the Kenilworth Weekly News, Courier and Leamington Observer.

The press release focused on all the key details relating to the events and reference links to the exhibition boards, questionnaires and consultation programme and closing date for comments, which could all be found on the Councils' website,

In addition to the key details surrounding the event the PR also featured the following statement from Warwick District Council's Portfolio Holder for Culture, Councillor Michael Coker who commented.

"In line with the huge improvements we have made to the leisure facilities in Leamington and Warwick, we want to offer the same high standards in Kenilworth. We would like as many people as possible to take this opportunity to give their feedback on the options we are proposing."

The PR noted that data gathered at the drop in sessions and through the Council's website will be used to inform a report that will go to the Warwick District Council Executive early in the New Year.

5.2.3 Leaflets & Posters

A leaflet/Poster was produced and displayed at the following locations and events:

- Leisure Centres – Abbey Fields, Castle Farm and Meadow
- Kenilworth Tennis Club
- Wardens Cricket and Football Club
- Kenilworth Sports and Social Club - Montague House,
- Kenilworth Cricket Club
- Senior Citizens Club – Abbey End

The leaflet was also published on the Council's website.

- at one of the various venues and times listed on the leaflet.
2. Leave feedback by filling in either the online questionnaire (using survey monkey platform) which could be accessed on the Council's website or fill in a questionnaire at one of the drop in sessions.
 3. In addition to the above, if anyone wished to make separate comments outside the remit of the questionnaire, or wished to supplement the questionnaire response at a later date they could send it to the Leisure Team using the leisurekenilworth@warwickdc.gov.uk email address.

Internal stakeholders were targeted through a WDC internal communications strategy which included:

- Notice to all WDC staff on the Intranet.
- Notice included within the weekly briefing note for Members.
- Leaflet and posters produced as above and put up around the District Council offices.
- Managers' Forum briefing.

The engagement was also picked up in the WDC Green Spaces News Letter that keeps WDC members and the public up-to-date with news about parks, play spaces, nature reserves woodlands and other green spaces.



Image: Phase 1: Advanced Notification Leaflet

The leaflet identified three main ways to engage in the consultation process

1. An opportunity to review the exhibition boards and engage with a member of the project team



Image: Phase 1: Green Space Leaflet

5.2.4 Social Media

Social Media was used to promote the consultation but has not been used as a platform for consultees to respond to the engagement events. WDC official social media platforms were used to publicise the events and this included a schedule of posts across both Facebook & Twitter.

In total, there were 3 reminder tweets issued during the consultation. In total, these posts gained 3328 impressions, with an impression being counted every time a tweet is seen. i.e. 1 person could see it 5 times and this would count for 5.

On Facebook, the reminders were posted a total of six times and these reached 3076 people. Unlike twitter, a person can only be counted one time, suggesting more people were reached from Facebook compared to Twitter.

An example of the Facebook post is as follows:



5.3 Public Engagements Events / Sessions

Members of the Project Team were in attendance during the various public engagement sessions. In the vast majority of cases, members of the following organisations were present to assist in promoting discussion, answering questions and providing clarification where required.

- **Warwick District Council (Project Team and Councillors)**
- **Mace (Project Managers)**
- **DB3 (Project Architects & Design Lead)**

Those attending the events were given an opportunity to take away a hard copy questionnaire for completion at a time of their choosing which could then be given back by one of the following methods:

- Hand back in at one of the other events
- Leave at one of the event locations (Leisure Centres) for collection by WDC or:
- Send directly back to WDC by post.

The questionnaire included a preamble to the development proposal and mirrored the survey monkey online survey available though the Council's website.

At each event, large presentation boards explained the following:

- Board 1 - Overall Vision and Site/Background Information used to inform the design process.
- Board 2 – Brief design development review explaining many of the options explored.
- Board 3 – Proposals presented for consultation and key next steps.

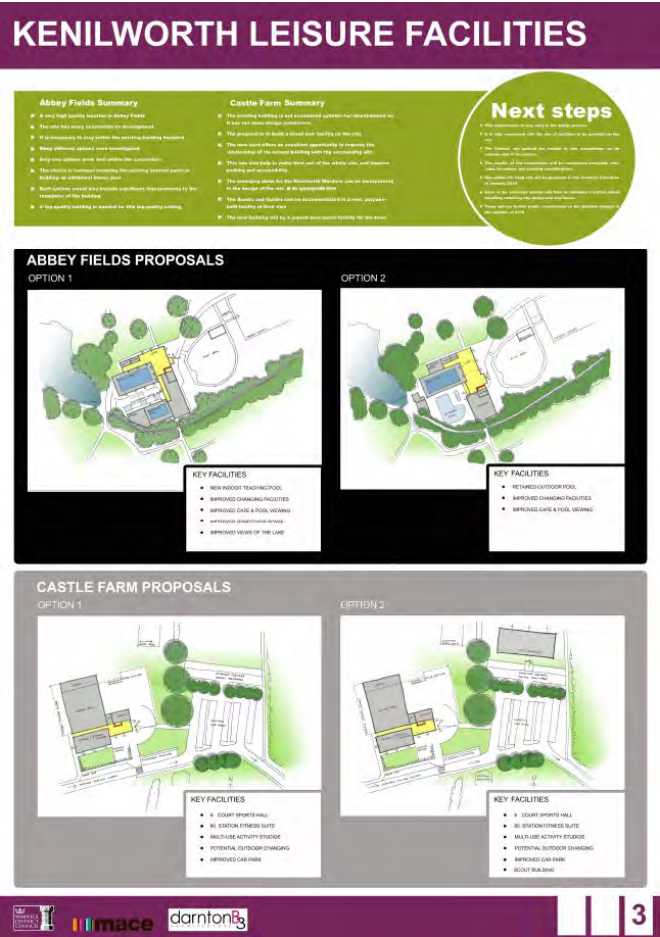


Image: Phase 1: Consultation Board 3

Each event had one or two tables to display the boards which allowed the team to speak with individuals and or groups in attendance. This provided the opportunity to discuss the proposals (while standing) with interested parties.

During the 9 staffed events, a number of one to one discussions were held with individual and interested parties in quiet area aside from main events as and when required.

All hard copies of the completed questionnaire received at the event, or subsequently received by WDC and Everyone Active through the post or handed in, were entered into the Smart Survey platform by the Project Team to enable completed surveys to be analysed.

5.4 Other Engagement Activities

A series of stakeholder meetings were held with the following groups:

- Kenilworth Town Council
- Kenilworth District Councillors
- Kenilworth Scouts and Guides
- Café Owner at Abbey Fields
- RKL Group
- Everyone Active Staff
- WDC: Senior Management Group

6.1 Kenilworth Demographic

This section does not form part of the survey results but has been included by Mace to provide some further background to the demographic within the local area of Kenilworth. The information has been taken from a survey conducted by Warwickshire Public Health (2015) and is provided as background demographic information only.

Kenilworth is characterised predominantly by a middle aged population with an unusually large number of young adults. From a population of 25,308, just over 25% are between the ages of 40 and 60.

There are a large number of young adults, which is due to part of the University of Warwick being situated adjacent to Kenilworth. The population density of Kenilworth is 8.6 persons per hectare. The proportion of residents in this locality that are not of a 'White UK' ethnicity is slightly higher, at 12%, than the Warwickshire average. The proportion of the population who come from a Black & Minority ethnic group is in line with the county figure, but the proportion of those who belong to an ethnicity which is classed as being 'Other White not UK' is slightly higher than the Warwickshire average, which could be due to the large number of foreign students at the University of Warwick.

The proportion of households in which all of the residents speak English as their main language is higher, at 96.1%, than the county level and national figures.

The local area is mainly comprised of a fairly even number of detached and semi-detached houses, making up just over two thirds of all households. 16.2% of the households are terraced homes and 13.4% of the households are in purpose built blocks of flats. Just under 80% of the occupied households are either owned outright or mortgaged and 11.6%

of the homes are privately rented. Many of these privately rented households may be rented out to students from the University of Warwick. There are also a large number of residents (1,662 residents) living in communal establishments which are not medical & care establishments. These are likely to be residents living in University halls of residence.

The proportion of the population that is unemployed and the long-term unemployment rate are both lower than the Warwickshire and national figures.

The proportion of individuals who describe their general health as being bad or very bad is lower than the County and National averages.

The top five things highlighted as the factors which make an area a good place to live by residents of the locality, were also highlighted as those which need improving most by the residents. The biggest problem in the area was identified as being residential parking and around 66% of the local population were worried about having their home broken into.

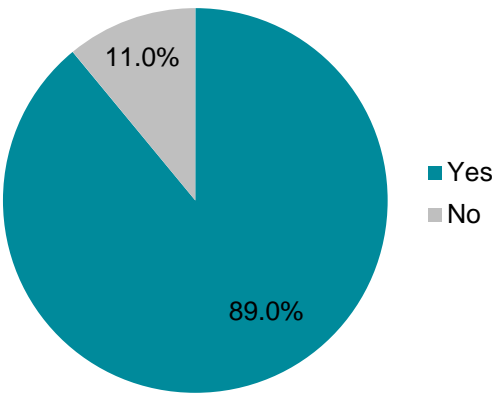
Overall, 95.6% of the residents of Kenilworth are satisfied with the local area as a place to live.

Mace note that the survey results discussed above were undertaken in 2015, however the contents do provide relevant information as to the larger demographic and characteristics of the town that will help to put the following public survey results into some context.

7.1 (About You) Questions

This Section summarises the background questions that accompanied the completed respondent questionnaire responses. Background questions were used to better understand certain characteristic and demographics of the audience that were being engaged throughout the events. Additionally, these questions have allowed the team to better understand where each respondent fits in the general population.

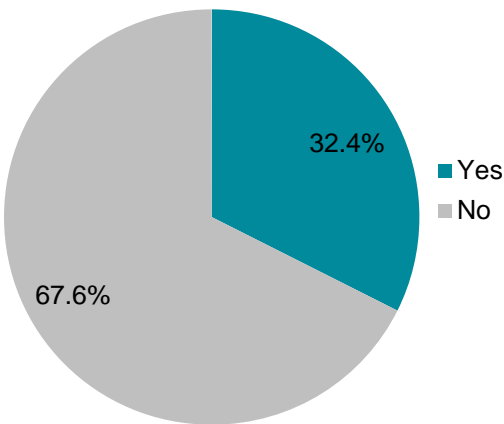
Have you read any of the background notes, accompanying this survey or on our website?



The background information produced by the project team outlined the two sites, Abbey Fields and Castle Farm, as well as each of the options that were being consulted on.

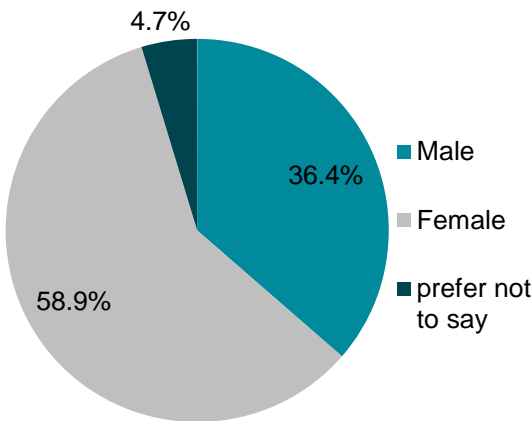
Whilst 11% of people did not read the information available before completing the survey, it should also be considered that there were 3-6 members of the team on hand at each of the consultation event to talk members of the public through the proposals to enhance peoples' understanding before completing the survey.

Have you attended one of our drop-in sessions / consultation meetings?



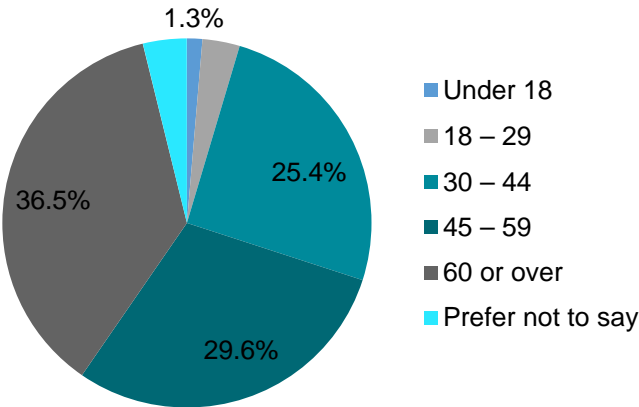
Whilst there was background information available within the surveys, the fact that 67.6% of people did not attend the drop in or consultation sessions suggests that there was a missed opportunity to learn more about the proposed schemes and discuss the requirements with the professional team. This suggests that only 138 people attended an event and then went on to fill out a questionnaire. From data collected at the events it is estimated that a total of approximately 300 people attended an event across the 9 sessions.

What is your gender identity?



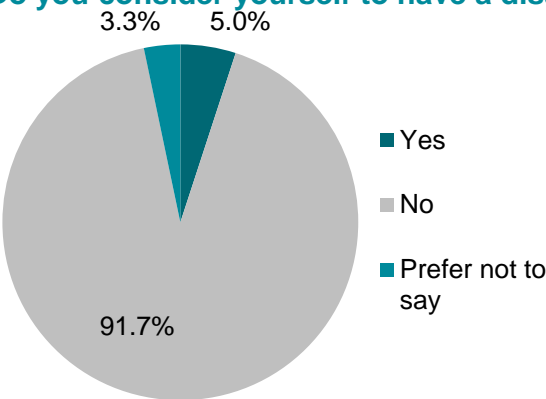
The split between genders that provided a response to the survey is not reflective of the estimated census in 2017, which is based on data from the national census completed in 2011. The 2017 estimate estimated a 51% female proportion to 49% male proportion.

What age category are you in?



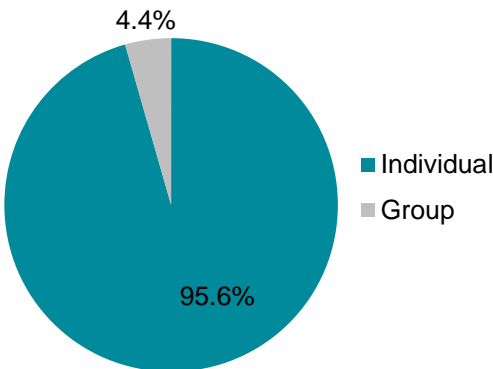
The largest group of respondents was those that noted they are 60 or over, who were responsible for 36.5% of all completed surveys. In addition, there was an even split between 30-44 and 45-59 year olds.

Do you consider yourself to have a disability?



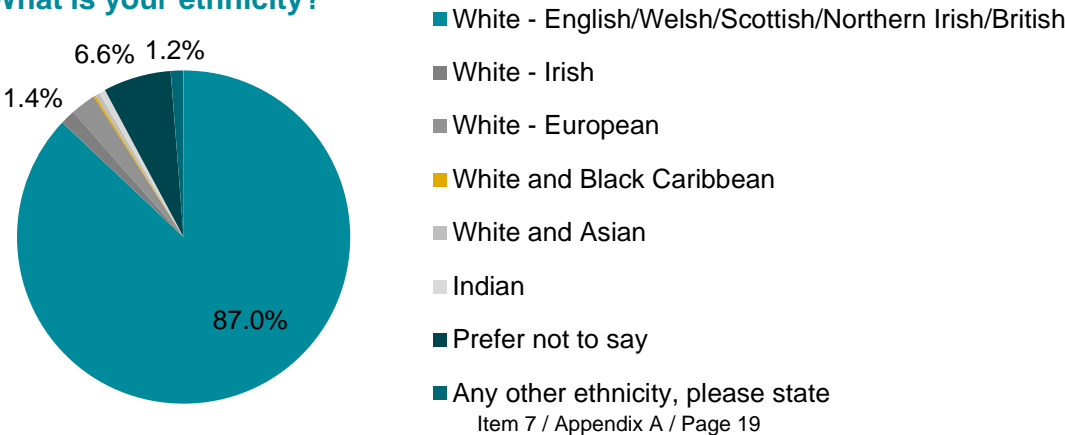
91.7% of all respondents noted that they do not have a disability with, 5.0% consider themselves to have a disability with 3.3% preferring not to say.

Did you complete this survey as an individual or group?

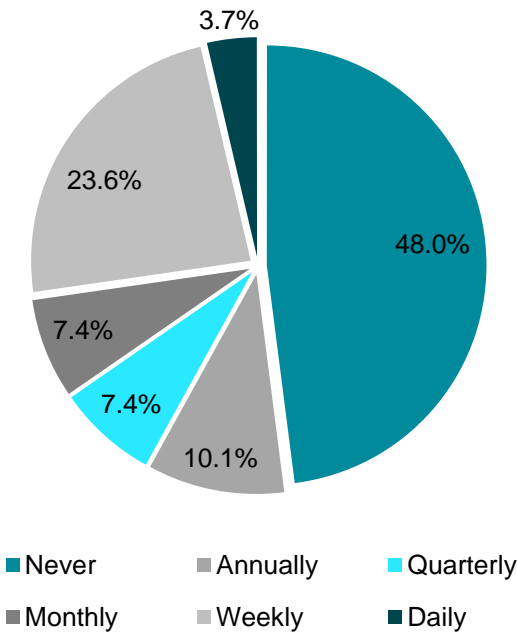


95.6% of respondents completed the survey on behalf of themselves. Any responses that were completed on behalf of a group have been noted and are expanded upon later in this section.

What is your ethnicity?

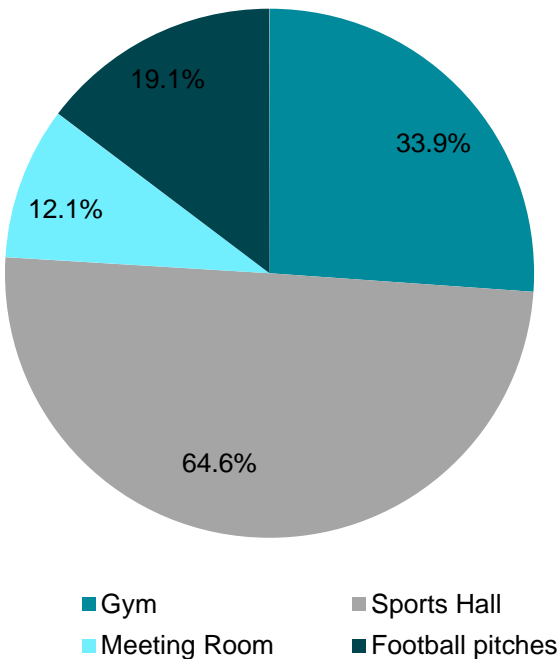


How often do you currently use the existing facilities at Castle Farm?



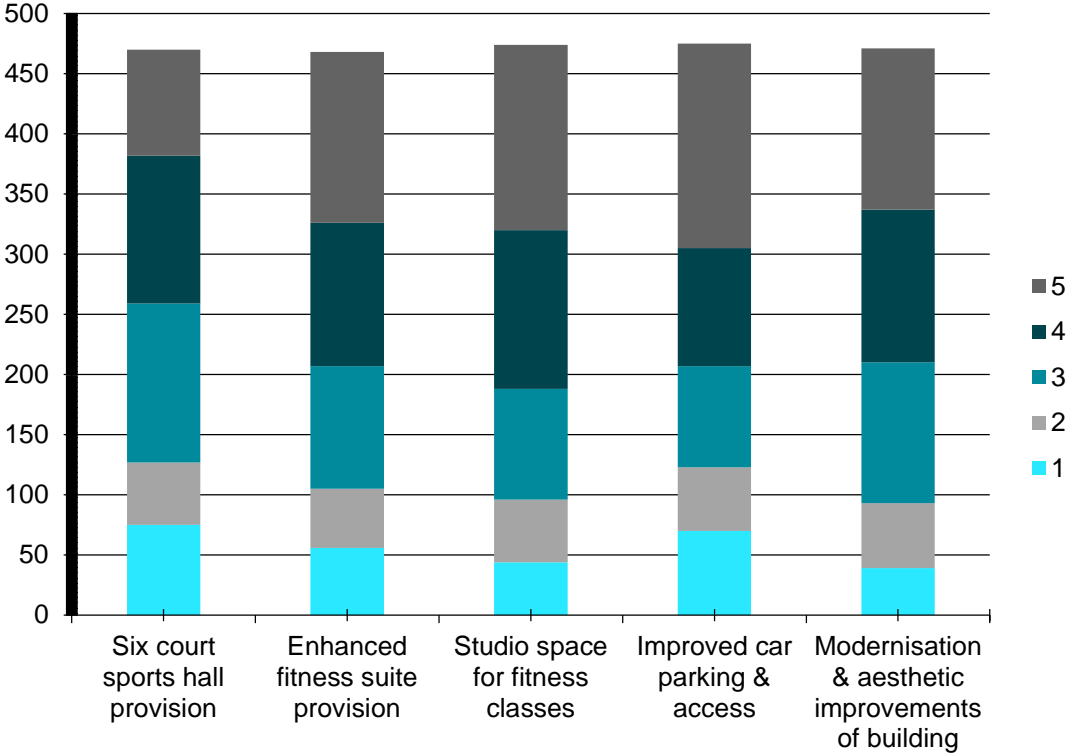
Of the people responding to the survey only 48% of the people never use the facilities, whilst only 34.5% of respondents use the facilities monthly or on a more regular basis. One of the key reasons that people that do not use the facilities are interested in this scheme could be due to the potential increase of traffic, which is a key area of concern for local residents. In addition to this, the facility mix of the leisure centre on both options was the same, meaning that the key item for discussion was the re-location of the local scout and guide groups, which impacts on the wider community and not just regular leisure centre users.

Which of the current facilities do you use (please select as many as necessary)?



Within the proposed design, the facility includes for an increased sports hall, fitness suite and studio space. The responses provided above are inline with the proposed design, showing that the majority of people that use the facility currently use the sports hall and the gym. By enhancing these facilities, the leisure centre will be able to provide a better facility for their users, in line with the requirements of the local people.

How important are the proposed enhancements to you at Castle Farm Recreation Centre?

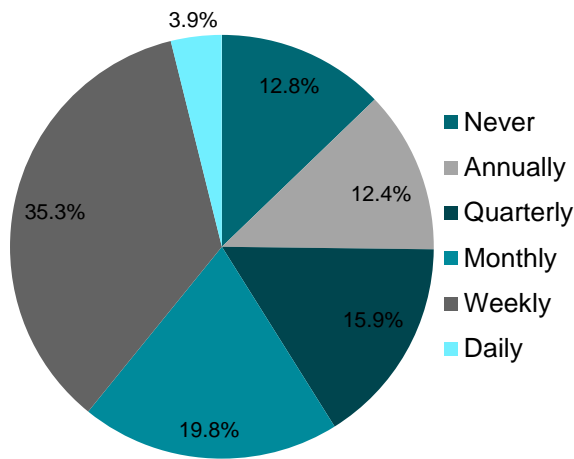


Out of all of the enhancements proposed at the Castle Farm Recreation Centre, both the improved car parking strategy and increased studio spaces were the most important items to consider when progressing the design.

Over 300 respondents noted that all of the proposed enhancements were somewhat important to them and this is reflective of the condition of the current asset, which is widely known to be at the end of its life cycle and not fit-for-purpose in today’s health and fitness market, which benefits from more flexible spaces for fitness suites and classes.

The enhancement of the sports hall from a 4 court to a 6 court sports hall was not considered as important to the respondents, when it was compared to all of the other proposals. Whilst sports halls are used by clubs and squads who are known to book regular slots for training and events, individuals are less likely to use the space, which is reflective of the high number of people that have responded to the survey as an individual opposed to on behalf of the group. The direct response from local clubs can be found in section 10.

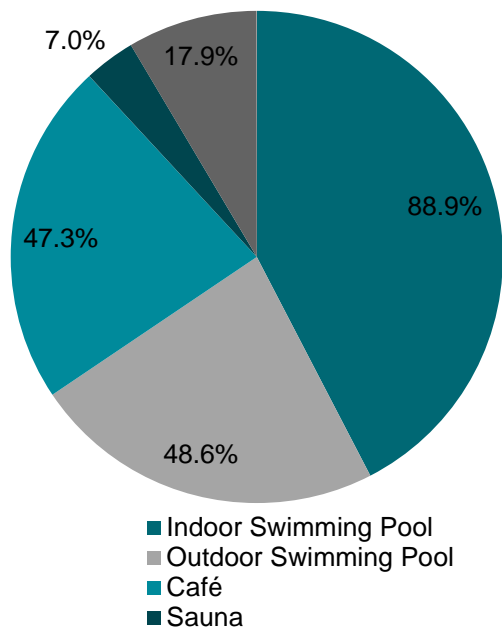
How often do you currently use the existing facilities at Abbey Fields Swimming Pool?



12% of respondents have never used the facilities at Abbey Fields, just 55% pf people using the facilities on a monthly basis.

In addition to this, a high number of people use this facility weekly. This suggests that a large proportion of the respondents are regular swimmers or part of a club that benefits from the indoor swimming pool. In addition, there is also an even split with regards to the other frequencies.

Which of the current facilities at the existing Abbey Fields Swimming Pool do you use?

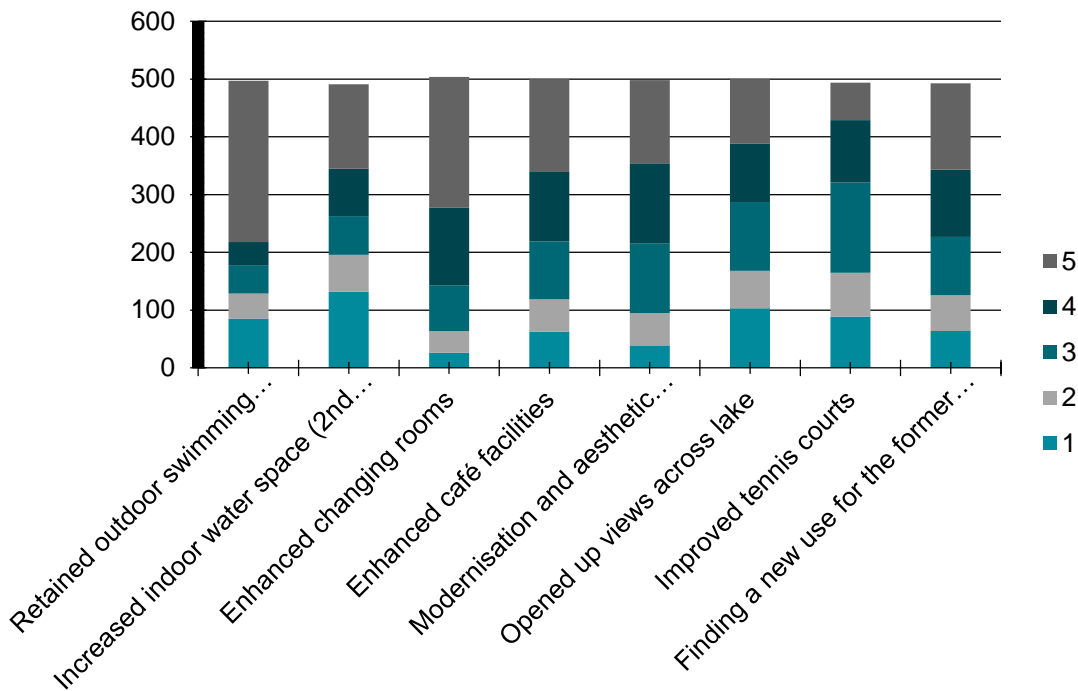


It should be noted that the percentages in this question do not equal 100% due to respondents being able to answer by selecting anything from 0-5 answers. However, the proportion of answers shown is reflective when compared against the total number.

With this in mind, the chart shows that nearly double the number of respondents use the indoor swimming pool, either as well as or instead of using the outdoor pool. In addition, there are a large number of respondents that make use of the café as well as the play/ play facilities available adjacent to the leisure centre. In addition to the raw data provided, one of the key themes that people noted at the consultation events is the current layout of the café and the fact it can be reached either internally or externally is a good feature and one that they would like to keep. Both of the proposed designs allow for an enhanced café provision and the layout and detailed design of this feature will be progressed later in the process.

The least used facility at Abbey Fields is the sauna, with only 7.0% of all respondents noting that they have ever used it.

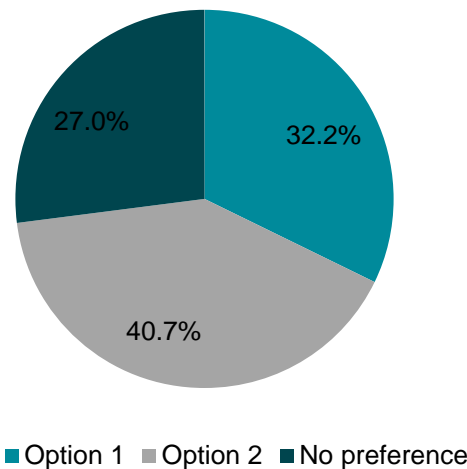
Thinking about the proposed two options for this site, please rate each of the following elements, where 1 is not important at all and 5 is extremely important.



This question shows that the retention of the outdoor pool is an extremely important issue to over 250 people. When presented with the option between the retention of the indoor vs outdoor pool, this is not reflected in later questions.

One of the items to note with this question is that it was possible for a respondent to mark all elements as extremely important, this could be one reason for the discrepancy between the two questions on this page. In addition to the retention of the outdoor pool, enhanced changing provision was the second more important issue for respondents. This is something that the Project Team will aim to resolve, with whatever option is progressed to the next stage of the design.

On balance, which of the two options being presented for Abbey Fields do you prefer?



A small majority of respondents were in favour of the proposed option 2, which included the retention of the “kidney shaped” outdoor swimming pool. Whilst the majority favoured this option, it should be noted that there is a relatively even split between all of the options available within this question.

In addition to this question, it should also be noted that 125 people noted that they would enhance the current facilities with a new 25-metre, outdoor lido, when questioned later within the report. This represents 25% of all respondents to the survey.

8.1 NGBs Introduction

NGBs are the National Governing Bodies of Sport. The support and feedback from NGBs at this stage in the design process will be critical in ensuring the right facility mix is progressed at the next stage.

8.1.1 Sport England

As a key stakeholder and national leader in terms of leisure provision and physical activity, Sport England were consulted on the Kenilworth proposals.

- *“As you are aware, Sport England has a good working relationship with Warwick District Council. We supported the strategic planning and development of phase one of the Council’s leisure development programme and invested £2m (£1m each) in the Council’s Leisure Centre’s in Warwick and Leamington Spa through our Strategic Facilities Fund. This investment into refurbishing and providing additional facilities at Newbold Comyn and St Nicholas Park is already proving to be very popular with local residents.*
- *Sport England supports the Council’s decision to progress phase two of the leisure development programme as this provides an opportunity to develop modern, fit for purpose facilities in Kenilworth which are sustainable and can better deliver the Council’s outcomes esp. improved health and wellbeing for residents.*
- *While Sport England does not have any specific comments on the proposed options we have a number of headline observations based on our work with over 60 Local Authorities that have successfully invested in their facilities. The Council will be familiar with much of this learning given their investment in Newbold Comyn and St Nicholas Park and I hope they will help inform the Council’s decision making:*
- *Customer Focused*
- *Customer Experience*
- *Strategic Approach*
- *Flexible Offer*
- *Design and Technical Guidance*

- *Active Environment*
- *Sustainable Operations”.*

Whilst Sport England did not provide any specific comments on the proposal they are in full support of the Councils’ decision to progress the Kenilworth developments.

Notably they welcomed the consultation with residents and the local community at the early stages of the design process.

8.1.2 Swim England

Swim England were considered an essential NGB to engage with during the process, specifically with regards to proposals at Abbey Fields. Swim England provided the following comments via email response:

- *Our view is that design option AF1, which introduces an indoor learner pool to the Abbey Fields Swimming Pool would be the best option as this type of pool provides the best return on investment of any water space and would enhance the swimming experience most profoundly in Kenilworth as identified in your strategy review. Upgrading the café area would also be beneficial considering the park location of the facility.*
- *Obviously the success of the outdoor pool depends entirely on the weather and it may be that in the future summers may be warmer if global warming enthusiasts prove right? I appreciate that there is always an ardent lobby to build outdoor pools and these swimmers are consistent users; however the level of use does not necessarily provide a sustainable model.*

Clearly from the comments received Swim England understand the desire to keep the outdoor pool from a section of the local community. However, on the whole they are supportive of its removal and replacement with a new indoor pool as it will be both the most viable of the two options and also enhance the overall swim experience in Kenilworth.

8.1.3 Birmingham County Football Association

The Birmingham County Football Association (BCFA) did not leave any specify feedback or support for the schemes but did raise the following queries:

- *What markings will be provided in the sports hall? Is there an opportunity for Futsal?*
- *Will only one point of entry/exit remain? Will this development increase foot fall on the site and in turn disrupt flow in and out?*
- *What impact will this have on future developments at the site linked to the potential relocation of Kenilworth Wardens?*
- *Potential outdoor changing, will these service existing football pitches? Where will they be located?*
- *How many car parking spaces are being provided?*

WDC will respond to these queries at the next stage of the design.

8.1.4 English Cricket Board (ECB)

The ECB did not provide any substantial feedback on the schemes but did respond with the following statement:

- *“Warwickshire Cricket Board is supportive of Kenilworth Wardens CC’s proposal to re-locate to Castle Farm and has been fully consulted on the plans so far”.*

8.1.5 England Hockey

England Hockey declined to provide any feed back on the proposals and issued the following statement via email:

- *“As the project will not impact hockey at all we have no comments to make”*

8.1.6 Rugby Football Union

To date the RFU have not returned any feedback with regard to the proposed works in Kenilworth.

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8.1.7 Summary

In summary most of the NGBs were supportive of the proposed works to upgrade the two facilities. Whilst both England Hockey and the BCFA did not provide any specific support they did not provide any negative feedback on the proposals.

Sport England did not provide any specific comments but were extremely supportive of the LDP phase 2 proposals. Swim England were specific in their response and were in favour of the new indoor swimming pool at Abbey Fields.

9.1 User Group Introduction

This section summarises the feedback provided by incumbent clubs that use the existing facilities. The information that follows summarises either the response made by questionnaire on behalf of a group and or via direct response to a Council or team member via email.

9.2 Petanque

A series of emails were exchanged between the project team and representatives of the Nomads and U3A groups that use the current and existing provisions.

As part of this ongoing dialogue a series of questions were asked by WDC of the clubs regarding their needs and requirements when redeveloping the facility.

Many members of the local clubs also attended the engagement sessions where they were informed about the proposals and reassured that the Council recognises the importance of this facility to the sport, and that the Council would do what they could to preserve and if possible improve the facilities available to them at Castle Farm.

The clubs then provided feedback via the online survey which has been included within the overall statistics. However specific feed back was as follows:

9.2.1 Kenilworth U3A (Table Tennis and Petanque groups).

Kenilworth U3A’s main comment of note was that they would like the creation of the new Petanque terrain before the conversion of the old terrain to a car park, allowing continuity of use for 90 users (120-150 footfalls per week).

In addition to this the proposed extension of the sports hall was of high importance.

9.2.2 Local U3A Groups

The local U3A’s groups main comment included within their submission online was that they wanted to enhance the Petanque terrain but also wanted to keep it near the car park as it is currently used by

senior residents and the location makes the terrain easily accessible for them.

9.2.3 Summary

In summary the local Petanque clubs were supportive of the Council’s proposals. The clubs did not respond on the specific options at Abbey Fields but were in favour of the Castle Farm redevelopment as long as it included a continued permanent area for Petanque.

Key issues of note moving forward were as follows:

- New Terrain
- New terrain installed prior to the conversion
- Continued to be situated next to parking
- Permanent area

9.3 Kenilworth Scouts & Guides

WDC have been in dialogue with the group for many months, as they currently lease the first floor of the existing Castle Farm facility.

After the most recent meeting the group raised the following;

- *One point I do wish to raise is the reference you made to the Preliminary Area schedule issued to you in January this year. This quite clearly states it is NIA not GIA or GEA, whereas you specifically referred to Gross areas, which was incorrect. In addition this area schedule reflects our current needs and does not include the expansion necessary for the additional young people all the new housing in Kenilworth will bring.*

In response to this the group were invited to consult internally on requirements and review the proposed schedule.

In addition to the above, the Scouts & Guides also submitted an online questionnaire. At Castle Farm they were supportive of the proposal and noted that the following was of importance when visiting a leisure centre:-

- Adequate and free parking
- Sufficient and modern equipment
- Clean and inviting

Support was also given in favour of the new indoor pool, with the following comment being provided:

- ***Although I do not use the indoor pool. Given the size of the indoor pool it can become very crowded. I feel that the provision of a second indoor pool will help to alleviate this and encourage more people to enjoy the facilities***

Whilst this responses has been provided in the first person it has been left on behalf of the group and supports the proposal to remove the outdoor pool and replace with new indoor water space.

9.4 Janet’s Bowling Ladies & Canasta Club

A response was submitted on the online survey, on behalf of Janet’s Bowling Ladies & Canasta Club.

Many of the questions were not responded to specifically with regard to Abbey Fields proposals. Additionally and with regards to Castle Farm no specific response was given relating to additional facilities and nothing was noted of high importance regarding the proposed enhancements. Taking the above into account it is therefore hard to analyse the online survey response.

However, in addition to the survey submission discussed above the respondent on behalf of Janet’s Bowling Ladies noted that they had been organising a weekly session of short mat bowls at Castle Farm Leisure Centre for well over a quarter of century and has recently taken a block booking to teach canasta sessions.

In the main it was noted that the WI is closing but the club is determined to keep the club going. The clubs concern with the proposal at Castle Farm is the

continuity of their groups if the hall is demolished before a new building is built.

The hope from this direct response was noted as a want to draw the team’s attention that there is a need, according to the club to keep continuity of location. There is a further hope from the club that the new building will not be on the same foot print as the existing building.

9.5 Aqua Fit Club

The Aqua Fit Club did not leave any specific feed back for proposals at Castle Farm, noting the Centre was never used by members.

The club, as would be expected, also noted that when visiting a leisure centre the availability of aqua classes was of high importance to them. It was also further suggested by the club that members regularly use the existing indoor pool and café.

No specific comments were left with regards to the proposals at Abbey Fields. However, it was noted by the club that increasing indoor water space was important as was the enhancement of the café.

The group preferred the new indoor pool option (AF01).

10.1 Kenilworth Runners

Kenilworth Runners were sent a letter inviting them to one of the 9 engagement sessions and to submit a response via the online survey tool.

Their response has been included in the overall survey results but some key feedback from the group has been provided below:

- ***At Castle Farm it was suggested by the group that a running trail around the perimeter, inside the fence, would be of benefit to the club.***

On the whole the group seemed to be supportive of the proposal at Castle Farm.

They also noted that retaining the outdoor pool was of importance for recreational use and that it would benefit from longer opening hours.

The questionnaire has been written in the first person but has been responded to on behalf of a group and is therefore taken as the response from Kenilworth Runners.

10.2 Kenilworth Tennis, Squash and Croquet Club

The Kenilworth Tennis, Squash and Croquet Club, responded directly to the invite to comment on the proposal. They collated the views of the General Committee (which is the principal governing body of the Club) and these have been set out below:

- ***KTSCC supports the suggestion of refurbishing the Abbey Fields tennis courts. We are keen to encourage newcomers to the sport, and would be happy to work with WDC to create pathways for those beginning to play on the public courts to continue with lessons or club membership as appropriate. Warwickshire LTA is currently providing part funding to develop three new level two coaches at KTSCC. As part of this coaching initiative, KTSCC has agreed to provide a***

certain amount of free coaching outreach to beginners at some point during 2019. KTSCC and WLTA believe that Abbey Fields is the ideal location for this coaching to take place. I understand that some discussions have already taken place between our head coach and others - an early view is that some refurbishment of the courts would likely be required for this initiative to go ahead.

- ***In terms of the proposal for Castle Farm we would support the proposal for the new facility and the large sports hall, but we note that the focus for indoor sport provision appears to be solely on 'sports hall space equivalent', therefore ignoring other indoor sports that are not based in sports halls. We remain keen to work with WDC to optimise the use of our indoor facilities (primarily six well-maintained squash/racquetball courts) in promoting sporting activities in Kenilworth. We have a thriving membership but the facilities remain under-utilised outside of peak times and we would be keen to explore how they might be used as part of a wider initiative with WDC.***
- ***We would also highlight croquet - as a sport it is frequently overlooked in such exercises, but in our view should be considered when attempting to create the most diverse possible range of sporting opportunities. Few other sports cater to as wide an age range.***

As can be seen by the comments, the club don't have any particular views on the swimming pool proposals, but realise that these are likely to be the team's immediate focus of attention – they did however note that they would welcome a follow up on other aspects in due course. The club would be happy to discuss these with in person at the next stage.

10.3 Swimming Clubs

Introduction

A stakeholder meeting was held with the swimming clubs on the 14th November 2018.

Present at the meeting were representatives from the following clubs:

- Kenilworth 30+ Swim Club
- Kenilworth Swimming Club & Kenilworth Masters
- Kenilworth Swimming Club
- Kenilworth Juniors Triathlon

The meeting was also attended by officers from WDC and Everyone Active. WDC took the clubs through the public consultation boards and explained the process undertaken to date and how the team had reached the options being presented.

After the explanation, discussions were held regarding a number of aspects relating to the options, with the clubs raising the following points:

Build Programme

- *Clubs queried what the programme of works would be and what impact these would have on users and facilities.*
- *It was noted by WDC that the programme could not be formed until more detail is available regarding the works, but the Council also noted that the closure of the pool for works would have an impact on the clubs.*

Village Changing Rooms

- *Questions were raised about how a village change would work if implemented.*
- *It was explained by EA that change to village changing at the centres in Warwick and Leamington has been working really well. It was also noted that at these centres there was a group changing room which could offer the “sociable “ changing option for adults when not in use by groups/schools.*

Café

- *Discussion were held with regards to how the café area relates to the pool hall and larger building. It was noted that KSC use this area as additional viewing space at times, and were keen to keep this area or better still include a new viewing space as part of the plan. Ideally this would be along the length of the pool.*

Existing Pool

- *A request was made by all clubs whether a additional lane could be fitted in to the existing tank .*
- *Requested that the team review the need for 4 ladders in the pool tank as it restricts outside lanes.*
- *All clubs were in agreement that retaining natural light into the pool hall should be a priority*
- *Request that the design should look at how the acoustics in the pool could be improved as part of a new design.*
- *Request that the redesign looks to provide an exit from the pool hall that goes direct into the park so that the pool becomes functional for triathlons/ aquathons*

Most notably, support was given by all groups for the new indoor training pool (AF01) as they could all see how this would benefit the greatest number of people and in particular members.

The Triathlon Club did note that they would welcome an additional 25m outdoor pool as presented by the RKL Group but also did not see how this can be financially viable and therefore also put their support behind option 1.

Survey Feedback

In addition to the above meeting and discussions with the clubs a number of them also responded online through the submission of a questionnaire. The below is a brief review of key matters arising from submissions.

10.3.1 Kenilworth Masters

The Kenilworth Masters did not leave any specific feed back with regards to the Castle Farm proposals but did note that the following was important to them when visiting a centre:

- Clean and ample changing facilities, time and space to swim properly

Two surveys were left on behalf of Kenilworth Masters and with regards to Abbey Fields the first survey did note that the club were in favour of replacing the outdoor pool with an additional indoor facility (AF01). No additional comments were raised.

A second survey was raised on behalf of the club that noted the following:

- *I would actually prefer the outdoor pool to be kept and enhanced so it can actually used for swimming*

The wording of the response suggest that this was left by an individual. Given the previous meeting discussions and the other survey submission it is believed that this does not match the over all views of the club and that the Masters are in the majority in favour of the indoor proposal (AF01). However, the counter comments have been noted.

10.3.2 Kenilworth Swimming Club

Kenilworth Swimming Club did provide some useful feed back relating to the proposals at Castle Farm, noting that that other than the current facilities being offered the team could also think about including children's holiday activities.

The club were also in favour of the indoor option (AF01) at Abbey Fields noting the following:

- *Although the outdoor pool is very nice it is not used for the majority of the year. When the weather is good enough to use it , it becomes very crowded.*

It was noted in the survey that having increased indoor water space was of high importance to the club.

10.3.3 Kenilworth Juniors Triathlon Club

The KJT club provided some valuable feedback with regards to proposals at Castle Farm, noting that the team could also look to include a cycle track and/or a trail run path.

The club also noted the following was of importance when they visited a centre:

- **Cleanliness**
- **Pool Availability**

With regards to the proposals at Abbey Fields the club were supportive of increased indoor water space, noting that this was of high importance.

More specifically the following was requested in any new facility:

- **More water space for groups like our triathlon club to use for more young people to access sport**
- **More lanes in the pool, poolside showers, more water space, dedicated storage area for clubs**

10.4 Wardens Cricket and Football Club

To date no response to the consultation has been submitted by Kenilworth Wardens.

10.5 Kenilworth Ruby Club

To date no response to the consultation has been submitted by Kenilworth Rugby Club.

10.6 Kenilworth Town Football Club

To date no response to the consultation has been submitted by Kenilworth Town Football Club

10.7 Khalsa Hockey Club

To date no response to the consultation has been submitted by Khalsa Hockey Club..

11.1 Kenilworth Civic Society (KCS)

The KCS provided feedback through the submission of an online questionnaire. This was submitted by an individual on behalf of the society.

The Society provided the following feedback with regards to the option being presented at Castle Farm:

- *The provision of a six court sports hall, enhanced fitness suite, increased studio space for fitness classes and improved parking were all of high importance.*

The society also responded noting that at Abbey Fields they preferred option (AFO1) and the additional indoor water space. The following comments were left in relation to indoor water space:

- *The increased water space is essential.*
- *Kenilworth Civic Society would prefer a six lane indoor pool, which could be partially opened up in Summer, six lanes are recommended by the Sport England assessment, the training pool does not improve use for competition or gala's.*

The Society were clearly in favour of increased water space but would like the team to rethink how this increased indoor space could be provided.

11.2 Friends of Abbey Fields

The FOAF provided feedback through the submission of an online questionnaire. Their response was as follows:

The Society did not leave any specific feedback in relation to proposals at Castle Farm but noted that clean and modern fit for purpose facilities were of importance when visiting a leisure centre.

At Abbey Fields the following comments were made:

- *The least worst option is 2; what is clearly needed is a fit for purpose outdoor pool 25*

metres by 4 lanes in order to make the pool commercially viable and a facility which can be used by multi groups e.g. triathlon teams, long distance swimmers, school galas, outdoor lifeguarding skills, kayak skills and much more

- *Simply improved swimming conditions and changing rooms without 40% broken lockers and one toilet closed for six months.*

In summary the group were in favour of retaining the outdoor pool.

11.2 St Nicholas Church

To date no response to the consultation has been submitted by St Nicholas Church.

11.3 Kenilworth History and Archaeology Society

To date no response to the consultation has been submitted Kenilworth History and Archaeology Society.

11.4 Kenilworth Archaeology Advisory Committee.

A member of the KAAC attended the drop-in session at Abbey Fields on the 1st of November, at which they discussed the future of the former bowling green and the matter of electricity supply to the swimming pool and other buildings in Abbey Fields with a member of the consultation team.

The group did not provide any specific feedback with regards to proposals at either Castle Farm or Abbey Fields proposals. Responses mainly focused on the issues raised above. A member of the group provided the following feedback:

- *The KAAC has always opposed proposals to demolish the Pavilion. We regard it a well designed building of its period (1920s) and an important part of the Fields' history as a public park. Therefore we would be delighted if a suitable new use were to be found for it, provided that alternative accommodation is found for the archaeological artefacts that are currently kept there. (They are mainly broken floor tiles from Kenilworth Abbey, stored in wooden boxes.)*
- *For several years the KAAC, in co-operation with Warwick District Council, has been involved in a project to upgrade the Tantara Gatehouse of Kenilworth Abbey, with a view to displaying various archaeological artefacts properly and allowing public access to the interior. Ideally we would like to install mains electricity to the building. Doing this would also provide an opportunity to increase the power supply to the Abbey Barn Museum. At present there is a low level supply taken from a spur off the cable to the swimming pool.*
- *It is not sufficient to provide heat, which means that the Museum has to be closed to the public during winter. Your proposals for the swimming pool sound as though they might require more power, and you talked about renewing the plant and equipment. You also mentioned new facilities for the Bowling Pavilion. We would be grateful if you would take into account the needs of the Abbey Barn Museum and the Tantara Gatehouse when the detailed plans for the swimming pool*

are finalised and implemented. It would be wonderful if a new cable to the Barn and the Gatehouse could be installed as part of the improvement to culture and leisure provision in Abbey Fields, but perhaps that is too much to expect.

The views of the KAAK have been noted by the Council and will be revived in future design stages.

12.1 Regular Swimmers

A survey was submitted on behalf of regular swimmers at Abbey Fields. Unfortunately they have not been identified as a group or club and it is difficult for the team to validate that this survey has been established on behalf of all regular swimmers at the facility. It is unknown as to how many users the survey covers.

The survey does not leave any specific feedback to proposals at Castle Farm and it is noted that the respondent suggested that Castle Farm is never used by any of the regular swimmers.

At Abbey Fields it has been noted within the survey that the following elements were of little importance to the group:

- ***Retained outdoor swimming provision***
- ***Increased indoor water space (2nd pool)***
- ***Enhanced changing rooms***
- ***Enhanced café facilities***
- ***Modernisation and aesthetic improvements to the building***
- ***Opened up views across lake***
- ***Improved tennis court***
- ***Finding a new use for the former bowling pavilion***

In addition to the above the following was noted:

- ***I think it very important to retain the current changing arrangement So called village style is uncomfortable and unfriendly. It should be possible to use part of the much larger mens changing room to have some larger changing cubicles***
- ***Eccles the outdoor pool and use for young children, especially for learning to swim***

Given the lack of response to the proposals and the fact that the survey has been submitted and written in the first person, the team would question the validity of the submission. However the feedback raised has been noted and has been included within the results as an individual respondent.

12.2 Family Responses

Within the online questionnaire submissions, six were left on behalf of families, the following feedback was provided:

12.2.1 Family 1:

This family were in support of the proposal at Castle Farm noting that the results on the LDP phase 1 were a good example of how a modern leisure centre must look.

On Abbey Fields the following comments were left:

- ***I think Kenilworth has enough cafes and restaurants but doesn't have normal sport centres only Castle Farm***
- ***Spa facilities and aqua classes at evening time for parents, who work full time and cannot attend the pool in mornings or afternoons***

The family preferred the option to remove the outdoor pool and replace with new indoor space (AF01).

12.2.2 Family 2:

This family wanted to keep the outdoor pool at Abbey Fields but also noted that increasing indoor water space was important to them.

At Castle Farm they believed the following could be of benefit:

- Crazy golf
- Cafe/bar
- Tennis courts

12.2.3 Family 3:

This family left the following support in favour of the outdoor pool:

- ***Outdoor pools are rare in this country. We’ve been having better summer weather over the years and I feel that even people from outside of Kenilworth will come to our town to use it.***

The family left no comments regarding proposals at Castle Farm.

12.2.4 Family 4:

The fourth family that submitted a response on behalf of a household left the following feedback with regards to what was important to them when visiting a leisure center:

- ***I love the fact we can swim outside in Kenilworth; a lido is a rare treat and the children love it. Unfortunately access has been severely restricted this year. Additional changes to the way sessions are run, such as splash, are also very off putting, as the kids have to leave the pool for half an hour and not all of my children are allowed on the oversized inflatable, so we have used the pool less as a result. I like the range of classes at Castle farm, but I find a gym boring and unsociable.***

The family were in favour of keeping an outdoor pool noting that there aren't enough of these facilities and they did not want to lose this historic and important tourist attraction.

12.2.5 Family 5:

This family submitted a response in favour of the new indoor pool proposal noting that retaining the outdoor pool was of little importance to them. They would like the centres to look something similar to that achieved at the Newbold Comyn site and hoped that Castle Farm would include spin classes within the new facility.

12.2.6 Family 6:

This family submitted a response in favour of retaining the outdoor pool and noted the following:

- ***Actually prefer the local idea of developing the outdoor space and pool further. Do not see need for increasing size of indoor pool.***

The family were supportive of the proposals at Castle Farm but provided no specific comments.

12.2.7 Summary

Of the 6 families that submitted responses on behalf of their households 4 were in favour of retaining the pool whilst two preferred the option that increased the indoor water space.

12.3 Restore Kenilworth Lido (RKL)

Restore Kenilworth Lido are a campaign group that want to see the outdoor pool remain as part of the leisure offering at Abbey Fields.

RKL have a significant interest in the proposal at Abbey Fields and have established a separate petition to keep the outdoor pool open which had received 3,300 signatures at the time of writing this document.

Historically the Council are aware that the outdoor pool has been open for a significant number of years and this was just one reason why the local community were being consulted at this stage in the design process. It should be noted that WDC have not yet made a decision to remove the outdoor pool and that the option for it to remain is very much a possibility.

12.3.1 RKL Proposal

The group do not want to keep the current outdoor pool in its current configuration but would rather WDC enhance the offering by building a new 25m outdoor facility, as proposed by the group in the below image,

The group believe that in order to achieve the best outcome for future generations and in order to enhance Kenilworth's tourism offer it is vital that consideration be given to their proposal. Within their supporting evidence RKL submitted an outline study that they consider shows the deliverability and need for their proposal.

12.3.2 Engagement

RKL attended 8 of the Council's engagement sessions and were accommodated within the same consultation space. Additionally they were invited to hand out their own information and discuss their views with those in attendance.

The group engaged with and spoke to many of the same consultees as the Council throughout the three week process. Due to their significant interest in the proposals the RKL Group were also met by the Council at a separate and standalone meeting.

12.3.4 RKL Meeting Summary

A meeting was held separately to the main consultation events to better understand the group's views and feedback on the proposals developed by WDC. The meeting was attended by representatives of the group, Council, Councillors and project's lead architect.

To begin the meeting the group were invited to provide feedback from RKL on the 2 options for Abbey Fields that are included in the Council's consultation process. The following comments were raised:

- Neither option gives a "swimmable" outdoor pool – hence RKL proposal
- Neither option meets the needs of the people that RKL represent i.e. those wishing to swim outdoors
- Neither option is considered financially viable by RKL
- Neither option gives the people of Kenilworth what they want going forward

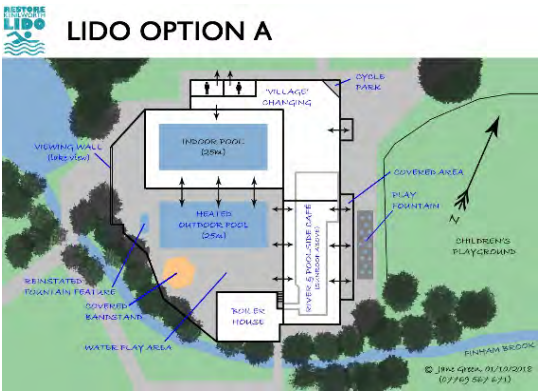


Image: Phase 1: RKL proposal

The plan created by the group also includes other features such as a covered band stand, viewing area, and wet play, amongst others. The group were able to promote this option throughout most of the consultation process. They have also been invited by the Council to submit their supporting evidence for the above design in writing as part of a submission in response to a breakout meeting held with the Council in November 2018.

- *Neither option is aspirational*
- *Both options should be taken off the table for the above reasons*
- *RKL can see the AF1 is the easier to operate but it is only for 1 or 2 user groups*
- *The “water features” shown in the outdoor area in AF1 are not suitable and in the wrong place to make them enjoyable*
- *The training pool in AF1 is only really for parents of young children who can afford to pay for swimming lessons*
- *Children should have the opportunity to learn to swim in an outdoor pool and have fun at the same time*
- *The current outdoor pool is not suitable for swimming, it is too shallow and curved walls are not appropriate.*

In addition to the above the group were asked to also expand on their own option and why they considered it to be viable. The group raised the following in responses amongst others:

- *The reputation of the town is significantly impacted by the outdoor pool*
- *A day out at an outdoor pool is irreplaceable and creates a sense of civic pride*
- *There is a need for an outdoor pool that is suitable for swimming not just playing*
- *Minimum requirements for a new outdoor pool – 25m x 10m and depth of deep end 1.8m and shallow end of min of 1m*
- *Could be used for triathlons, galas, splash sessions, open water training.*
- *Could be used for “wetsuit swimming” in the colder months.*
- *May not need to heat all year round..*
- *Outdoor pools have been successful where subsidised by a 2nd source of income i.e. café, car parking*

A number of other items were discussed in the meeting. The meeting notes were issued to attendees on 31st October 2018.

12.3.5 Summary

In summary, the RKL group do not believe that either option being tabled by the Council provides a swimmable outdoor pool and therefore would like their proposal to be taken forward.

Whilst WDC have not been consulting on the option prepared by RKL they have commissioned an independent feasibility study into the options presented by both parties. This is not being undertaken by Mace or by any other members of the design team. It is being undertaken by an independent and experienced leisure organisation. All supporting evidence provided by the RKL group has been passed on for assessment as part of this study.

13.1 Introduction:

In addition to all the consultation responses online and the submissions from various user groups, clubs and governing bodies the team also received 21 direct responses providing either feedback on the consultation information or a submission of support for the RKL group's proposal.

13.2 Pro-Forma Submissions

Nine members of the public submitted RKL pro-formas via email and post. The following comments were made on the documents in favour of the RKL design:

- ***Great option. It would make it a more useful space. Also, the current café area looks like a prison! It's a 'first impression' - type area for many visitors to the town and it could be done in a much nicer way, whilst still being secure.***
- ***This proposal would provide a real enhancement to the town, attracting visitors and increased revenue as well as a valued asset to residents.***
- ***Concept design of an enhanced facility at Abbey Fields, included outdoor 25m pool at a 90 degree angle to the current pool, kids water play, indoor learner pool***
- ***This is such an amazing resource in the middle of beautiful Abbey Fields. It would be a huge benefit to the area and like the newly(ish) renovated playground would be enjoyed by lots of people***

Clearly the direct submission of the pro-formas to the Council support the RKL design. However, whilst the team have taken note of these responses we have not been consulting on this option. As discussed on the previous page the Council is reviewing the viability and feasibility of such a proposal.

13.3 Direct Emails

In addition to the directly submitted pro-formas the Council also received a number of emails that have again been captured in the direct response tracker. The email responses received were in the main

either in support of retaining the outdoor pool or that they would like the RKL option to be explored further. One respondent left the following comment in support of retaining the outdoor pool:

- ***For Abbey Fields I choose Option AF2. For Castle farm, the options proposed raises questions, first where would the scouts be re-located to if option CF1 is chosen?...Please can i recommend that the exercise studios (and scouts provision if created from new) follow The UK Industry Body One Dance UK, Fit To Dance Space charter.***

The respondent that left the above feedback also sent WDC a design specification for dance studios. The team have noted this response and will review at the commencement of further design. All of the 21 direct responses raised were by those that wanted to see the retention/ enhancement of outdoor swimming facilities at Abbey Fields.

14.1 Engagement

The Council wrote to each primary and secondary school in Kenilworth, giving details of the proposals and inviting them to a stakeholder's workshop. The Council received one response to this letter saying that they would attend the workshop, and one response saying that they were unavailable for the workshop but that senior staff would try to attend one of the public consultation events.

The Council sent two follow up emails to all the schools involved, cancelling the stakeholder's workshop and offering to visit schools individually to explain the project. One school responded and offered a visit to the school. This visit subsequently took place.

14.2 Responses

One school responded to one of the emails to say that they were particularly keen to see an improvement in the arrangements for school's changing facilities. They approved of the new proposals made.

St John's Primary School took up the offer of a meeting at the school, and the project was discussed with the PE Co-ordinator and the Business Manager of the School. The school was heavily in favour of the indoor swimming pool. They could see a number of advantages with this proposal. Firstly, by putting beginners in the new indoor pool the main pool would now be free for their better swimmers to swim lengths. They cannot normally do that due to the beginners in the shallow end of the main pool during lessons and so they have stopped taking older groups swimming. They could restore these lessons with the new indoor pool.

They also acknowledged that either their lessons could be taken out of the main pool, freeing this up for other users, or they could double the number of children undertaking lessons at the same time, which would give them much greater flexibility with programming swimming into the school curriculum.

The school was also strongly in favour of the new arrangements for schools changing. The provision of two changing rooms for the sole use of each school having swimming lessons had a number of benefits, including greater protection of children from outside influence, greater control over the children's clothes and property, and better supervision arrangements, regardless of the gender of the teacher or supervisor.

Contact with other schools is being continued, and it is hoped that it will be possible to meet with other schools to discuss the proposed changes in the next few months, so that any comments received can be included within subsequent design work.

14.3 Future demand

It is known anecdotally that a number of schools that currently use the Abbey Fields Swimming Pool are interested in more bookings in order to get a greater number of children to learn to swim. This would be greatly facilitated by the indoor pool option. It is proving difficult to programme these extra sessions into the current programme, due to the lack of appropriate water space.

Furthermore, a number of schools that do not currently use the Pool have been enquiring about starting bookings. It is also difficult to fit these new schools into the existing programme, and this problem will grow as more young people move to the area and increase the rolls in new and existing schools. Meeting this new demand would be facilitated by the provision of the proposed indoor pool.

14.4 Continuing work

The design team will stay in touch with schools to assist with both the design of the new facilities and the programming of these activities to get more school children learning to swim at Abbey Fields Swimming Pool.

15.1 Conclusion

In conclusion, this report has set out the variety of responses that have been provided to the recent consultation process. Mace have captured all of the information provided and aimed to provide a factual review of this data. The report shows that there is support for the enhancement of facilities at both Castle Farm Recreation Centre and Abbey Fields Swimming Pool.

At Castle Farm, there was a clear consensus that the local community are in support of the proposed new-build facility, comprising a new 6 court sports hall, fitness suite (gym) and studio space; with the local Scouts and Guides groups being relocated elsewhere on site in new, purpose-built accommodation. However, the results show that two areas of concern and consideration are the impacts that this will have on the local infrastructure, especially when the project is considered alongside the widely known Wardens relocation to the rest of the proposed Castle Farm site.

At Abbey Fields there was a relatively even split between the proposed facility mixes, with approximately a third of people being in support of an additional indoor pool, retention of the outdoor pool and the final third not having a preference. In addition to this, when studying the qualitative data submitted within the surveys, approximately 114 respondents noted support for the 25metre outdoor lido that Restore Kenilworth Lido group have most recently proposed for consideration.

Whilst this consultation was specifically about the re-development of the two facilities, the project team have noted a large number of responses that refer to wider operational issues and/ or ideas for the wider area. These ideas and suggestions have been extracted and will be passed onto the relevant departments or operator to ensure that all comments are considered and not lost through the process.

Finally, this report is intended to be part of a wider body of work being completed by WDC regarding the facilities at Castle Farm and Abbey Fields, to inform the Council's recommendation for the facility mix of the two centres which will be progressed through to the next stage of design.

APPENDIX B – COMMERCIAL ASSESSMENT OF OPTIONS

PROJECT:	Abbey Fields Swimming Pools
SUBJECT:	Commercial Assessment of Options
DATE:	November 2018

1. Introduction

- 1.1 The Sport, Leisure and Culture Consultancy (SLC) has been commissioned by Warwick District Council to undertake a study to identify the relative commercial and operational merits of the future facility mix at Abbey Fields Swimming Pool.
- 1.2 This is a key element of Phase II of the Council's Leisure Development Programme (LDP) and will provide an independent assessment of the opportunities offered by the site.
- 1.3 This study will be used to assist the Council in exploring options for future development alongside the evaluation of the responses to a public and stakeholder consultation exercise on short listed options undertaken between 22 October 2018 and 19 November 2018.
- 1.4 The study will:
 - Take into account the findings of the Council's updated Indoor Sports Strategy (2018) in respect of swimming / aquatic activities, and supplement this with additional evidence as required
 - Consider the potential to reduce the subsidy related to outdoor swimming pool provision
 - Produce a commercial assessment of an additional indoor pool (c. 12m x 10m) to supplement the existing 25m x 10m indoor pool (Option 1)
 - Produce a commercial assessment of the current free form outdoor pool including consideration of subsidy reduction measures (Option 2)
 - Produce a commercial assessment of a new outdoor pool 25m x 10m including consideration of subsidy reduction measures (Option X)
 - Provide recommendations on which option is most appropriate for the site based on evidence of need and commercial viability.

2. Background

- 2.1 In November 2015, elected members agreed to Phase I of the LDP which saw significant investment in facilities in Warwick and Leamington Spa. It was also agreed that Phase II would focus on Kenilworth and the north of the district.
- 2.2 Officers have been working in collaboration with local partners to consider opportunities to bring together the aspirations of different organisations with those of WDC to create an integrated "Vision for Kenilworth" that delivers a wide range of sports and leisure facilities and opportunities for this part of the district.
- 2.3 The Council is committed to providing a Sport and Leisure service which delivers:
 - Local facilities for all sectors of the community
 - Modern facilities that are fit for purpose
 - Value for money, fair pricing and long term financial sustainability

- A sustainable model for provision.
- 2.4 As with Phase I of the LDP, the Council wants future leisure developments in Kenilworth to focus on providing facilities that attract all sectors of the community and contribute to getting the currently “inactive” more active. Any refurbished or new facilities should also be designed in a way that maximises the sustainability of the facilities and which will support the growing population in Kenilworth. Significant growth is identified for Kenilworth in the Local Plan, with nearly 2,000 new dwellings being allocated across 6 sites.
- 2.5 Abbey Fields Swimming Pool was built in 1986 on the site of a traditional Lido. The new provision created a 25m x 10m indoor pool, a free-form outdoor pool and a small outdoor paddling pool along with ancillary facilities and a café.
- 2.6 The indoor pool is heavily used year-round, whilst the outdoor pool provision has traditionally opened from the end of May half term (Whitsun) and remains open through to early September.
- 2.7 When the outdoor pool is open, swimmers are able to move between the indoor and outdoor pools, making it difficult to collect robust usage data on the outdoor pool alone.
- 2.8 The formal establishment of the Kenilworth project was approved by elected members in February 2018 and Mace Ltd were appointed as project managers alongside a multi-disciplinary team. The project team established a long list of possible options for Abbey Fields and Castle Farm which has been revisited and scored against a matrix to produce a short list of options. The short list options were approved by the Executive in September 2018 to be included in an initial consultation exercise.
- 2.9 A local group, Restore Kenilworth Lido, has also been petitioning for the retention of outdoor pool provision at Abbey Fields Swimming Pool in the form of a 25m x 10m outdoor pool. They have provided the Council with a proposal which has also been considered at a high level as part of this assessment.
- 3. Warwick District Council Indoor Sports Strategy – updated July 2018**
- 3.1 An Indoor Sport and Leisure Strategy was developed for indoor and built leisure facility provision across Warwick District in 2014. This was updated in 2018 to reflect changes that had taken place since, update the Sport England Facilities Planning Model (FPM) work and to provide a specific focus on the Kenilworth area.
- 3.2 The FPM assesses the likely levels of demand based on census information at output area level including age, gender, deprivation levels etc., and achieved levels of participation, and analyses this against local provision, including existing and planning facilities and facilities in neighbouring local authority areas.
- 3.3 The updated FPM analysis of swimming pools against the 2017 population and projected 2029 population in the District found that in 2017, the available supply of community-use water space in the District exceeds demand by 260 sq. metres in 2017, and that demand would exceed supply by 11 sq. metres in 2029.
- 3.4 The FPM analysis also shows that the distribution of provision is suitable with 95% of demand located within the catchment area of an existing pool. Satisfied demand is over 90% in both years, and the majority of unmet demand is locational – i.e. demand which is not being met because it is located outside of the catchment area of a pool rather than as a result of a lack of capacity.
- 3.5 A high proportion (88% in 2017 and 81% in 2029) of satisfied demand from Warwick District residents is being met by a pool located within the district. The increase in exported demand

(i.e. demand from residents of the district being met by residents using a facility located in a neighbouring local authority area) in 2029, is due primarily to the location of new residential developments on the outskirts of Coventry.

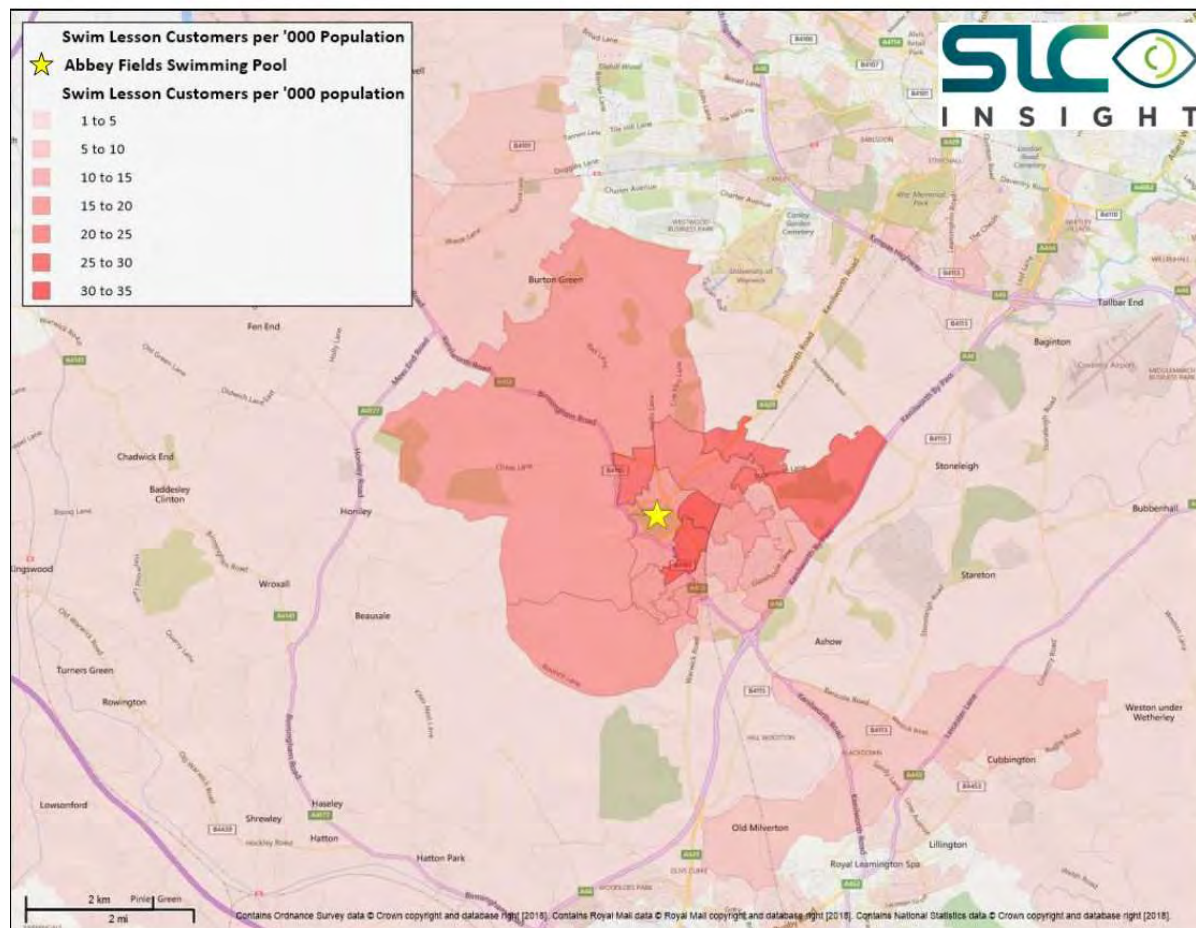
- 3.6 Sport England sets a benchmark of 70% of pool capacity being used at peak times as operating within comfortable capacity.
- 3.7 Whilst the average occupancy of pools within the district are below this level in both years (59% and 61% respectively), the Council's leisure centre swimming pools have higher than average levels of use.
- 3.8 Abbey Fields Swimming pool is estimated to have 77% of pool capacity used in the weekly peak period in 2017, rising to 81% in 2029 – well above comfortable capacity.
- 3.9 Based on the findings of the FPM analysis, the Strategy recommends that further modernisation of the Abbey Fields Swimming Pool site will be required to ensure projected higher levels of future use can be accommodated, and that options for increasing the available water space at Abbey Fields should be included in planned feasibility work as part of the Strategy's following priorities:
- KSP2 - Key Strategic Priority for the development of an overall approach to provision in Kenilworth
 - SP1 - Swimming pool priority to enhance swimming pool stock (SP1)
 - SP2 – Swimming pool priority to seek to increase the amount of water space as part of any new swimming pool refurbishment programmes.
- 3.10 It should be noted that the FPM analysis does not take into account outdoor water space in its calculations due to the seasonality and weather dependency of its use. Only an increase in indoor water space will allow the site to provide additional provision which is reliably accessible on a year-round basis.

4. Swimming Lesson Latent Demand

- 4.1 One of the key areas of provision within a swimming pool facility, particularly in respect of income generation, is swimming lessons. Option 1 on WDC's short list, proposes the development of a 12m x 10m indoor teaching pool, which would increase indoor water space by 120 sqm.
- 4.2 This would increase the swimming lesson capacity of the overall facility and would allow the operator to programme the main pool more flexibly for other uses due to the decreased demand on water space in the main pool from swimming lessons.
- 4.3 One of the key considerations relating to this proposal is the current and future levels of latent (unmet) demand for swimming lesson within a reasonable catchment area of the facility. This will inform our understanding of the need for this particular type of swimming pool provision and the likely impact on the commercial performance of the facility.
- 4.4 In order to assess current and future levels of latent demand for swimming lessons around Abbey Fields Swimming Pool, the distribution of the facility's current swimming lesson customers was analysed in order to establish an "effective catchment area".
- 4.5 An effective catchment area is the geographical area from which 75% of the customers of a particular facility or service are drawn and therefore the catchment which should be considered in relation to demand and competing supply. The analysis of current swimming lesson customers at Abbey Fields Swimming Pool has been based on anonymous postcode data for existing swimming lesson customers and travel time analysis.

- 4.6 Figure 1 shows the distribution of existing swimming lesson customers in the form of a map demonstrating density of customers per '000 population. This shows that the highest density areas are those in Kenilworth and the immediate surrounding areas, with the density of customers dropping off significantly beyond this. Based on an analysis of the travel times of each existing customer to the facility, swimming lessons at Abbey Fields Swimming Pool have an effective catchment area of 10 minutes' drive time.

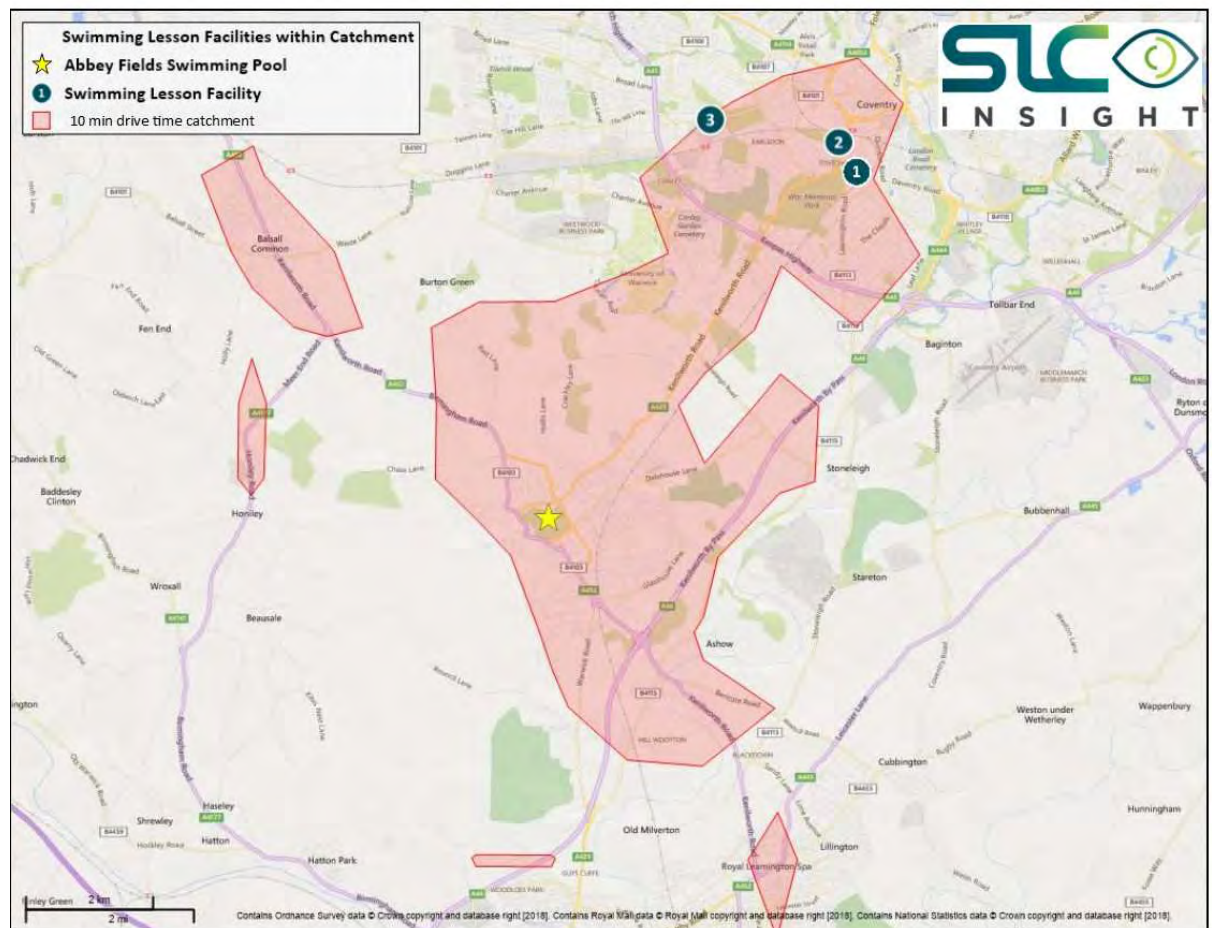
Figure 1: Distribution of Swimming Lesson Customers



- 4.7 This 10-minute drive time catchment area has been assessed using SLC's latent demand model for swimming lessons which examines the likely total demand generated by the population of a defined catchment area and models it against total existing (and planned) provision and likely satisfied demand.
- 4.8 The latent / unmet demand for swimming lessons is based on the residual from the total expected demand less the likely satisfied demand.
- 4.9 This model has been used to assess latent demand for swimming lessons in a 10-minute drive time catchment area around Abbey Fields Swimming Pool based on the 2016 population (ONS 2016 mid-year population estimates) to provide an indication of current demand and the balance with supply.
- 4.10 The model has also been used to assess latent demand based on the 2029 population (ONS 2015-based sub-national population projections). This assumes a rate of growth in the catchment area consistent with that in Warwick District and Coventry overall between 2016 and 2029.

- 4.11 SLC's latent demand model is designed to provide guidance and an indication of market potential as part of a wider consideration of community leisure needs.
- 4.12 Its findings are based on the maintenance of supply at its current levels and are not a guarantee of future demand which is dependent on a number of unknown factors.
- 4.13 Best available information from the Council, their current operator and public sources have been used wherever possible, including actual data from existing facilities where appropriate and available.
- 4.14 The analysis uses child participation rates for weekly swimming outside of school taken from the Department for Culture, Media and Sport (DCMS) *Taking Part Survey (2015/16)*. Other demographic factors are also integrated into the final analysis.
- 4.15 There are three competing facilities within a 10-minute drive time catchment of Abbey Fields Swimming Pool as shown in Figure 2. An estimate of the capacity of these existing facilities based on their swimming lesson programmes and facilities, and the current swimming lesson members at Abbey Fields Swimming Pool (736) have been factored into the latent demand calculations for the catchment area.

Figure 2: Swimming Lesson Facilities near Abbey Fields Leisure Centre



	Facility	Indoor Water M ²	Access Type	Estimated Swimming Lesson Capacity (pupils)
1	KING HENRY VIII PREPARATORY SCHOOL	50	Private Use	96
2	KING HENRY VIII	312.50	Registered Membership Use	312

	Facility	Indoor Water M ²	Access Type	Estimated Swimming Lesson Capacity (pupils)
	SCHOOL			
3	VILLAGE GYM (COVENTRY)	250	Registered Membership Use	400

- 4.16 The results of the latent demand assessment for current and future populations (2016 and 2029) for a 10-minute drive time catchment are summarised in Table 1. Given that the effective catchment of Abbey Fields Swimming Pools swimming lessons is calculated on the basis of the area from which 75% of members are drawn, a consideration has been made for demand from outside this effective catchment area.

Table 1: Abbey Fields Swimming Pool - Current and Future Latent Demand

	2016	2029
Catchment Population	94,403	107,905
Estimated Demand	2,249	2,524
Estimated Satisfied Demand	1,540	
Estimated Latent Demand (catchment only)	709	984
Estimated Latent Demand (incl. consideration for demand from outside catchment)	945	1,312

- 4.17 Table 1 shows that there is significant unmet current and future demand within the catchment of 709 pupils currently, increasing to 984 in 2029. If an adjustment is made for demand from outside the effective catchment, this shortfall increases to 945 currently and 1,312 in 2029.
- 4.18 A number of other demographic factors can also impact on the expected level of swimming lesson take-up in a particular area based on the propensity of different groups to participate in sport and physical activity, including ethnicity and socio-economic status.
- 4.19 Ethnic background has a strong influence on participation in sport, particularly for females. Inactivity rates range from 24.0% to 30.9% across ethnic groups (Sport England Active Lives – November 2016/17), albeit this is based on adult activity level.
- 4.20 Socio-economic status also has a significant impact on levels of participation in sport and physical activity. Activity levels are higher amongst people from higher socio-economic groups than those from lower socio-economic groups. Inactivity levels between groups with different socio-economic classifications range between 17% and 38% according to Sport England's Active Lives Survey (November 2016/17).
- 4.21 A breakdown of the ethnic and socio-economic composition of the 10-minute drive time catchment is compared with England-wide levels to determine a sensitivity factor to be applied to estimated demand based on the potential impact of ethnicity and socio-economic status on participation levels. Overall a sensitivity factor of +5% within the 10-minute drive time catchment has been applied as shown in Table 2.

Table 2: Latent Demand Summary – including Sensitivity Factor

	2016	2029
Findings Including Sensitivity		
Estimated Latent Demand (Catchment only)	709	984

Estimated Latent Demand (incl. consideration for demand from outside catchment)	945	1,312
Findings Including Sensitivity	+5% demand	
Estimated Latent Demand (Catchment only)	822	1,111
Estimated Latent Demand (incl. consideration for demand from outside catchment)	1,096	1,482

- 4.22 Factoring in the impact of ethnicity and socio-economic status on likely levels of demand increases the levels of latent demand for swimming lessons at Abbey Fields Swimming Pool as shown in Table 2.
- 4.23 **Overall, the latent demand analysis for swimming lessons suggests there is significant scope within the market for increasing the capacity of the swimming lesson programme at Abbey Fields Swimming Pool and for developing facilities at the site which will enable the operator to do so.**
- 4.24 This is reinforced by the experience of the new operator of Abbey Fields Swimming Pool who, since taking over the contract in June 2017, have increased swimming lesson pupil numbers by c. 13% from 650 to 736. Consultation with the operator has also highlighted the potential to grow the lessons programme further.
- 4.25 It should also be noted that the addition of an indoor teaching pool would not only increase the available supply of swimming lessons but would also allow for other users to have greater access to the main indoor pool by reducing the demands on that water space from programmed swimming lessons.
- 4.26 The teaching pool can also be used by local schools during the day and the operator has reported unmet demand from schools in the area in the form of requests from current school users who would like to book additional hours and from schools who do not currently use the facility.

5. Consideration of Outdoor Pool Provision

- 5.1 There is no recognised methodology for assessing demand for outdoor pool provision as opposed to indoor water space, primarily because use of an outdoor pool is seasonal, highly weather dependent and subject to availability of a facility in the area.
- 5.2 A local group, Restore Kenilworth Lido, has provided a submission to the Council in support of a 25m x 10m outdoor swimming pool as part of the redevelopment of Abbey Fields Swimming Pool.
- 5.3 The submission emphasises the historic and heritage value of a lido and its value to the community as a facility which can provide a range of activities (casual, lane swimming, events, galas, triathlons etc.), act as a community hub and address social equity issues and attract visitors from surrounding areas.
- 5.4 It seeks to provide a direct comparison with the option of an indoor teaching pool citing the following points (shown in bold) linked to the Health, Wellbeing and Communities strand of the Council's Fit For the Future Strategy. SLC's response to each of these points is provided below:
- **Provides a greater range of swimming activities** – however, it should be noted that the provision of a teaching pool enables the existing 25m indoor pool to be programmed more flexibly and provide a greater range of activities by relocating some of the existing swimming lesson provision

- **Of particular value to young people** – it is unclear what evidence exists to support this.
 - **Only public outdoor pool within a 30 mile radius and draws visitors from surrounding areas** – there is limited comparable provision in the immediate area which could serve as a direct replacement in the event of its closure. However, it is not clear what evidence exists to demonstrate that the facility attracts visitors from surrounding areas in significant numbers and the outdoor pools at Pingles Leisure Centre and Woodgreen Leisure Centre are both within a 30 mile radius.
 - **Risk of over provision of indoor teaching pools and potential under use / loss of revenue** – Evidence from the Council’s Indoor Sports Strategy, including the FPM which factors in planned and existing provision, shows a requirement for additional indoor water space and SLC’s latent demand analysis has shown significant current and future unmet demand for swimming lessons. There is no indication that the market is ‘over-provided’ for. In SLC’s experience, there is a normally a much more significant risk of loss of revenue with outdoor pool provision compared with an indoor teaching pool, given the high costs and comparatively limited usage potential of an outdoor swimming pool.
 - **Opportunity for intergenerational activities** – this is also the case for indoor swimming provision, particularly as the addition of a teaching pool would allow the main facility to be programmed more flexibly e.g. to include more family fun sessions etc.
 - **Potential for a cultural and entertainment programme** – it is unclear what this would involve or how it would be provided within the existing / redeveloped facility.
 - **Inclusive and available to all** – this is also the case with indoor pool provision. It could be argued that an indoor pool provides greater opportunities for inclusivity due to being available all year round within a controlled environment that may be better suited to particular under-represented groups e.g. disabled or older people.
 - **Addresses social equity issues** – this is also the case with indoor provision in that indoor provision has the capacity to provide sport, physical activity and water play opportunities to the socially disadvantaged albeit without the element of outdoor swimming. Pricing policies, such as concessionary rates can (and are), used to address economic disadvantage.
- 5.5 The submission also suggests that the lido could be financially self-sufficient and references a study commissioned by Stroud District Council, Stroud Town Council and the Heritage Lottery Fund’s Resilient Heritage Programme which explored ways in which Stratford Park Lido could be sustainably retained and restored.
- 5.6 A market comparator review undertaken as part of the Stroud study looked nationally at other outdoor swimming facilities and found that outdoor swimming facilities were not financially self-sufficient in themselves. In order to be financially self-sufficient, a facility must have another major income generation scheme in addition to an outdoor pool. Examples given included facilities subsidised by a large car park and by a high end bar / restaurant.
- 5.7 A number of “nationally successful lidos and outdoor pools” are identified by the study and case studies provided for each:
- **Lido Ponty** – 3 heated outdoor pools, changing facilities, visitors’ centre and adventure play area. Restoration costs of £6m funded from a number of sources – the HLF, Welsh European Funding Office, CADW (Welsh governing body of protected sites) and the Council. It is not clear if the facility is financially self-sufficient.

- **Jubilee Pool** – 1930's listed pool. Its continued operation is supported by "vital public funding".
- **Broomhill Pool** – refurbishment is being funded by the local authority, HLF and leisure operator Fusion Lifestyle. Grants have also been provided by Historic England. The pool has not yet reopened and it is not clear if it will be financial self-sufficient, although it is unlikely that it was operating sustainably when it was closed by the Council in 2003. The redeveloped facility will also include (and be cross-subsidised by) a health and fitness centre.
- **Lido Bristol** – Grade II listed which has been restored and operated as a completely commercial venture with private investment. The lido is secondary to the primary high-end restaurant and bar offer, into which the pool and spa are integrated as part of a package offer.

5.8 Case studies have also been provided by the Stroud study for the four other outdoor pool facilities in Gloucestershire which can provide further insight into the operation of other outdoor pools:

- **Sanford Park Lido, Cheltenham** – heated lido with extensive grounds operated for 6 months of the year which operates at a c. 12% profit margin. In addition to the swimming pool use, it receives income for open-air events in its grounds such as theatre or cinema nights, but its primary source of income is a large town centre car park which operates year round. This generates more income than the pool itself, so although the facility does not receive funding from the Council, the leasing of the land, including the car park, from the Council on a peppercorn rent is effectively a subsidy given that the car park income would otherwise be retained by the Council: "The site would not be able to operate without the income of its car park."
- **Bathurst Pool** – 38m pool operated from May to September and heated (albeit erratically) by solar panels. It is owned and operated by a friends group and supported by volunteers, with lifeguards as the only paid staff. The facility received no public funding but is operating at a loss and is kept open by volunteers, donations and sponsorship in kind from local businesses.
- **Wotton-under-Edge Pool** – small heated pool operating at a c. 13% profit margin based on the income and expenditure figures that have been quoted by the study. However, c.50% of its income comes from an annual grant from the town council, so the pool is in fact operating at a subsidy. It has limited opening hours and is supported by volunteers.
- **Cirencester Pool** – 90ft heated pool open from end of May to mid September. The study states that it is operating at a huge annual surplus of £287,776 but this is based on the 2014/15 accounts submitted by the pool to the Charity Commission. These accounts show that operational income (i.e. income from the pool and tuck shop totalled £75,746 (21% of income) and expenditure totalled £77,717. The remainder of the reported income came from donations (£257,866 – most of which was carried over from a previous charity), a grant (£25,000) and fundraising. The most recent accounts submitted to the Charity Commission (Oct 2017) show income excluding donations, grants and fundraising at £30,795 and expenditure at £41,107.

5.9 The study concludes that it is possible for an outdoor pool to be financially self-sustaining if it is significantly cross-subsidised by another major income stream. However, these models or situations are not directly applicable to Abbey Fields Swimming Pool. In fact none of the outdoor pools used as case studies by the study are financially self-sustaining and all are

being subsidised (or effectively subsidised) by funding from elsewhere or financially sustained by additional income generating provision.

Heated vs Unheated and Seasonal vs Year-round use

- 5.10 In order to undertake a commercial assessment of the 25m x 10m outdoor pool (Option X), it is necessary to determine what assumptions will be applied in terms of how the facility is operated.
- 5.11 Heating an outdoor pool, even in the warmer months is typically very expensive and is the primary reason, along with being highly weather dependent, for the lack of financially sustainable outdoor pool facilities.
- 5.12 However, temperature is a significant factor in the attractiveness of an outdoor pool – the public survey undertaken as part of the Stroud study found that the temperature was the main reason given by 56% of people for not visiting Stratford Park Lido. The existing outdoor pool is heated and it is clear from Restore Kenilworth Lido’s proposals that they envisage any new 25m x 10m outdoor pool to be heated year-round.
- 5.13 The Stroud study’s market comparator review found that 50% of the 44 outdoor pools identified were advertised as heated, and that very few heated pools were open year-round as the heating costs in winter months cannot be justified by the visitor numbers they receive.
- 5.14 Outdoor pools can operate year-round without being heated during the winter months but staffing and water treatment costs would still be incurred to maintain this type of use and winter-use of an unheated pool would be extremely limited.
- 5.15 Parliament Hill Lido, for example, a 50m unheated outdoor pool in Hampstead Heath in London which is open year round, reports that bather numbers drop considerably during the winter months, particularly in December – February. The September to May period (i.e. traditional off season) only accounts for c. 10% of overall yearly usage.
- 5.16 It has also been suggested that the lack of casual use in the winter could be compensated to some extent by regular triathlon club training hires.
- 5.17 However, the majority of triathlon clubs hold their swimming training sessions in indoor facilities and are not particularly inclined to hold training in an outdoor pool, particularly an unheated one. Parliament Hill Lido, for example, hosts a regular triathlon club during the summer months, but none during the winter.
- 5.18 An audit of triathlon clubs in the local area has been undertaken by SLC to gauge the potential market for this kind of use. The clubs which have been identified and contacted are shown in Table 3.

Table 3: Triathlon Clubs near AFSP

Club	Training venue	Approx. Drive Time from training venue to AFSP (mins)
Kenilworth Juniors Tri	Abbey Fields Swimming Pool (indoor)	0
University of Warwick	University of Warwick Sports Centre	10
Coventry Triathlon	King Henry VIII Sport Centre	10
Nuneaton Triathlon Club	Pingles Leisure Centre and Open water venues	35
Rugby Triathlon Club	Rugby School Sports Centre	35

Club	Training venue	Approx. Drive Time from training venue to AFSP (mins)
Stratford-Upon-Avon Triathlon Club	Shipston Leisure Centre	35
Birmingham Running, Athletics and Triathlon Club	University of Birmingham Sports Centre / David Lloyd Bromsgrove / Blue Coat School / Barr Beacon School	40 (closest)

5.19 Only Nuneaton Triathlon Club, the only one of the clubs who currently has outdoor swimming training, responded to the consultation request. Although they would be interested in using an outdoor swimming pool for training, it would need to be heated (albeit only minimally e.g. to 15 degrees). They expressed an interest in only 1-2 hours per week and their interest would be contingent on the location of the pool (only the district was given as the location) and affordability, with a price point of £20-30 per hour. The current operator has stated that they would price hire of the outdoor pool at the same rate as the indoor facility at £65 per hour.

5.20 Overall, it would be reasonable to assume that the heating of any outdoor pool provision would continue if it was included in the future development of Abbey Fields Swimming Pool. However, given that the existing facility is not currently open year-round, the disproportionately high costs of heating an outdoor pool in winter relative to its likely usage, and the lack of evidenced based demand for an unheated outdoor pool in winter, it is assumed for the purposes of the commercial assessment that the pool would continue to operate on a seasonal basis.

6. Current Financial Performance

6.1 As part of this commercial assessment, financial data from Abbey Fields Swimming Pool for recent years has been provided to SLC. This has been used to inform our understanding of trends in the usage of the facility and the activities on offer, fluctuations in income and expenditure over recent years and the impact on income and costs of the opening of the outdoor pool during the summer season.

6.2 The most recent financial data has also been used as the baseline position for the commercial assessments of future projected performance.

6.3 The management of the Council's leisure facilities was transferred to Everyone Active (SLM) as part of a 10 year operating contract in June 2017. Prior to that, the facilities were operated directly by the Council.

6.4 This recent change in management presents some issues in terms of the comparison of usage and financial data for the facility in recent years. Data has not been collected and collated in the same way by both parties so in some cases, fields being used for comparison, particularly in the case of financial data, are not exact matches.

6.5 During the summer when the outdoor pool is open to the public, users are permitted to move freely between the indoor and outdoor pools as part of their admission fee, and income and expenditure is not attributed specifically to each pool. This makes it challenging to calculate the proportion of income and expenditure related to the operation of each pool.

6.6 Another consideration will be the incursion of additional mobilisation costs by the new operator in the first year of the contract for things like training and staff inductions, operating procedures, redecoration and branding, and the introduction of new IT and telephone systems. Additional costs for these types of expenses will have been included in

the financial data for the most recent year of operation but would not be typical of SLM's ongoing operating costs for the facility. SLC, through consultation with the operator, has made reasonable adjustments to the financial data to account for this.

- 6.7 Figure 3, Figure 4 and Figure 5 show core income and expenditure from Abbey Fields Swimming Pool for April 2015 – March 2016, April 2016 – March 2017 (Council accounts) and June 2017 – May 2018 (SLM accounts).
- 6.8 These show that, since the commencement of the leisure contract with SLM, income has increased by c. 11% from 16/17 to 17/18 and expenditure has been reduced by 16% in the same period, resulting in an overall reduction in the operating deficit of 37%.
- 6.9 The most significant increase in income has come from swimming lesson fees – an increase of over 65%, which reflects the growth in the number of swimming lesson customers driven by the operator since taking on the contract as discussed earlier. We understand, through consultation with the operator, that some of this increase can be attributed to the closure of other pools within the contract for refurbishment. However, the numbers have been sustained at a similar level even since the re-opening of these other pools, demonstrating a genuine growth in the programme. Casual swimming, water-based classes and sauna income have actually fallen slightly since 2016/17, but this is within the range of normally year-to-year fluctuations.
- 6.10 There is also some health and fitness membership income recorded, despite the absence of any health and fitness provision at the site. This is from health and fitness memberships being purchased at Abbey Fields Swimming Pool that allow access to all of the Council's contracted leisure facilities.
- 6.11 There have been significant reductions in expenditure, particularly in premises costs, support services and capital charges. Some of the reduction in premises costs is the result of significant savings in utility costs, most likely driven by the operator's buying power and economies of scale. Repairs and maintenance expenditure is also lower than in previous years.
- 6.12 Depreciation does not figure in the operator's accounts, and head office costs are significantly less than the Council's previous support service costs as would be expected from a newly procured leisure contract.
- 6.13 There is also a significant increase in employee expenditure shown in the operator's accounts for 2017/18 compared with 2016/17. This is partly due to the allocation of employee costs required for the mobilisation of the contract, and will not be an ongoing cost, albeit salaries and wages for the contract are projected to be higher than those incurred by the Council at c. £24,000 pcm compared with an average of c. £17,800 under the Council's management. This can at least partly be explained by the increase in swimming lesson take up and the resultant need for additional swimming lesson instructors.

Figure 3: Abbey Fields Swimming Pool Activity Income 2015-2018

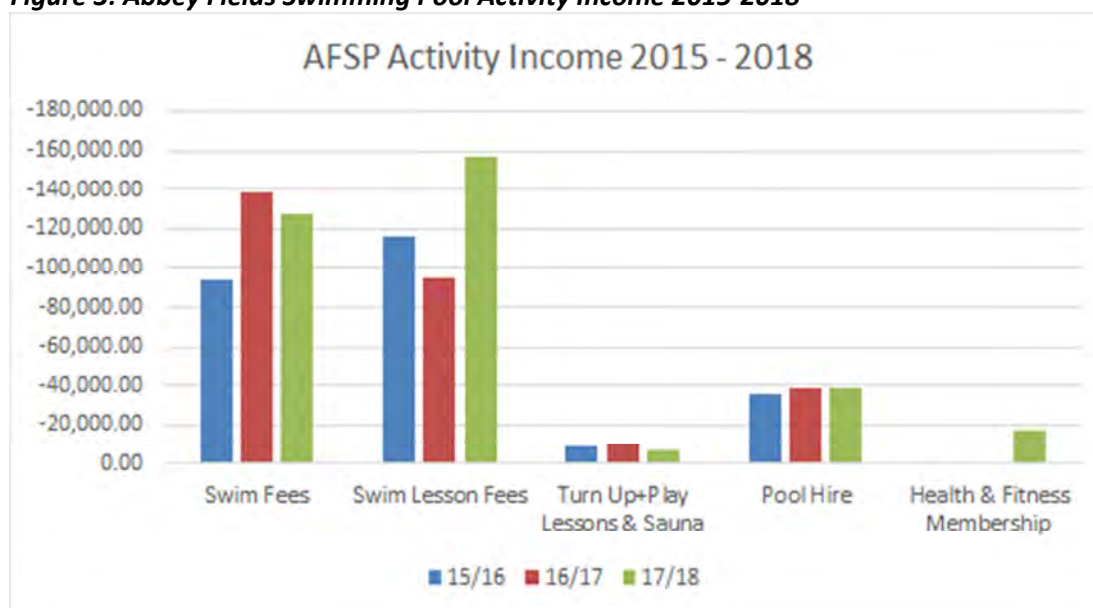


Figure 4: Abbey Fields Swimming Pool Core Expenditure 2015-2018

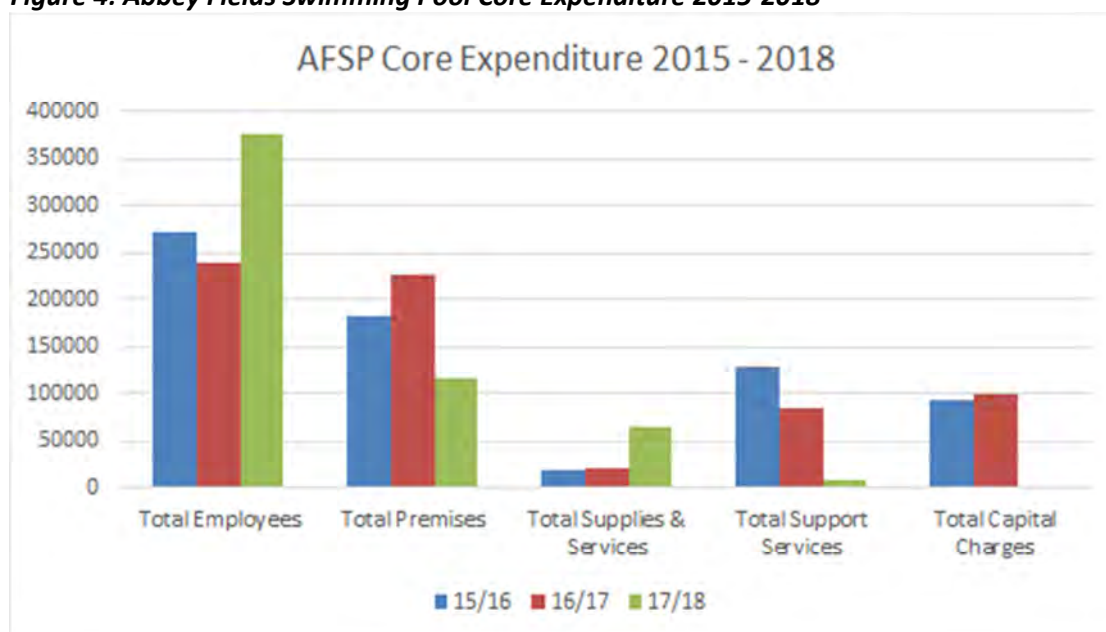
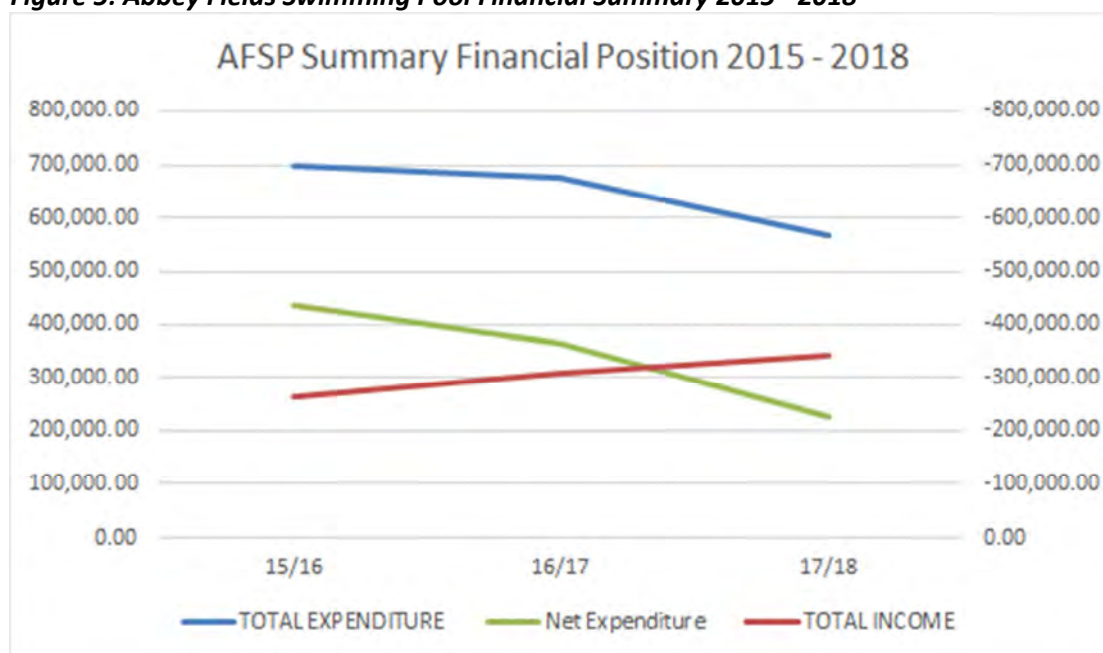


Figure 5: Abbey Fields Swimming Pool Financial Summary 2015 - 2018



6.14 Overall, the net expenditure position has improved since the commencement of the contract with SLM, and the operator's first full year accounts provide a reasonable indication of the likely ongoing financial performance of the existing facility albeit with a few adjustments as follows to account for 1st year mobilisation costs:

- Amendment of Salaries and Wages expenditure to £24,000 pcm (£288k per annum)
- Amendment of Employee Pension Payments to £4,000 pcm (£48k per annum)
- Reduction of Equipment Purchase costs by 65% (to account for 1st year equipment purchases)
- Reduction of Marketing Materials costs by £1,500 (to account for costs associated with contract launch events).

6.15 These adjustments to the operator's 2017/18 accounts will be made to provide baseline figures on which the commercial assessment of options can be built.

7. Subsidy Reduction Opportunities – Outdoor Pool Provision

7.1 As part of the review of options for the development of the site, the Council wishes to understand what subsidy reduction opportunities are available which can mitigate the costs associated with outdoor swimming pool provision.

7.2 SLC has consulted with the operator to explore the potential of programming and operational changes to reduce the subsidy associated with the existing, or any future, outdoor pool provision. This included the potential to generate additional income from the outdoor pool through programmed classes, swimming lessons and events and cost reduction opportunities through operational changes such as optimisation of staffing levels and reduction of opening hours.

7.3 The operator reported that additional income generating opportunities were very limited, primarily due to the inherent uncertainty caused by outdoor pools being so heavily dependent upon the weather. This makes programming additional swimming lessons and classes in the outdoor pool very difficult, as they cannot guarantee that weather conditions will be suitable.

- 7.4 Previous attempts have been made to run one-off events from the outdoor pool and whilst these can generate some additional ad hoc income, they don't provide a reliable ongoing revenue stream, often attract significant additional costs and again, are dependent upon the weather, making them high risk from a commercial perspective.
- 7.5 One of the biggest costs associated with the operation of the outdoor pool is staff, but the operator reports that costs have already been optimised in this area with lifeguard numbers linked to bather loads, so there are no potential savings in this area.
- 7.6 The only other significant operational changes which could meaningfully reduce costs, namely reduction of the pool temperature and / or reduction of opening hours, could also have a corresponding negative impact on usage and income generation. The potential financial impact of such measures would be very difficult to gauge, particularly as the impact on income would be dependent on the extent to which they were implemented (i.e. how much they were reduced by) and how this coincided with weather conditions in any given year. Given the impossibility of reliably estimating the impact of these kinds of changes, they have not been included in the commercial assessment of options.
- 7.7 Overall, the operator reported that the significant savings that could be achieved in relation to outdoor pool provision were likely to be energy savings achieved through investment in energy efficiency measures.
- 7.8 SLC has engaged commercial energy efficiency experts BSSEC, to provide high level advice on potential subsidy reduction measures related to the operation of an outdoor pool to inform the commercial assessment of options.
- 7.9 Unfortunately, the operator has been unable to provide sufficient gas consumption data for the site, and neither the gas nor electricity data is metered separately for the indoor and outdoor pools, making it impossible to provide reliable efficiency saving estimates.
- 7.10 BSSEC has, nonetheless, identified a number of opportunities to reduce costs, albeit without complete gas data and further surveys they are not at this stage able to meaningfully quantify the savings:
- **External pool covers.** Installation of external pool covers should be considered to reduce evaporation and heat loss.
 - **Night set back pumping / water heating.** If a pool cover is fitted, a night set back operating procedure can be implemented as the pool will not cool down as quickly and will need less energy to maintain a steady state temperature. This could be achieved through time switching or using variable-speed drives (VSDs).
 - **Review of maintenance regimes.** It is worthwhile reviewing the maintenance standard for the outdoor pool to ensure that all operations are energy efficient. It may be that filters could be changed more regularly.
- 7.11 BSSEC also identified opportunities to reduce costs relating to the operation of the indoor pool, although again, it has also been impossible to estimate an energy saving for these opportunities given the insufficient gas consumption data:
- **Night set back pumping / water heating / air handling.** As the indoor pool is provided with a cover, it is possible to reduce water pumping / heating and the air handling unit operation. This can be achieved by operating pumps, heating and ventilation on an intermittent timed basis or by reducing volume flow rates using VSDs.

- **LED Lighting.** LED lighting is now being rolled out across many leisure sites as a trusted energy saving solution. Energy savings for LED lighting can range between 30-50% in a leisure centre building.

7.12 Given the difficulties of trying to acquire energy data from the site operator, BSSEC's key observation is that either the energy management and data capture is poor or data handling is poor. The impact of this on the entire estate could be that all sites could be wasting 10-15% as energy is not being properly monitored or understood. Based on this site, for example, BSSEC suspect that overnight baseloads could be an issue. Improving energy management, data capture and / or data handling should be considered as an initial energy efficiency measure for the site.

8. Commercial Assessment of Options

8.1 SLC has developed a commercial assessment of the options for Abbey Fields Swimming Pool starting from the baseline position established from the operator's accounts from June 2017 – May 2018, as discussed in Section 6.

8.2 For the commercial assessment of Options 1 and X, increases or reductions have been applied to specific income and expenditure areas, based on assumptions informed by the review of the facility's financial data, consultation with the Council and the operator, understanding of need and latent demand and industry knowledge and experience.

8.3 As discussed in Section 7, the only meaningful subsidy reduction measures that could be implemented for the outdoor pool provision would be reduction of the pool temperature, reduction of opening hours and the implementation of energy efficiency measures. It is not possible to meaningfully quantify any of these measures: the first two could be applied to a greater or lesser extent within which there is a very broad range of implications which are also influenced by external factors; the third cannot be quantified without complete gas data which the operator has not been able to provide.

8.4 Furthermore, consultation with the operator has not revealed any clear opportunities to improve the overall financial performance of the outdoor pool. Income levels are highly weather dependent and this also impacts upon confidence (and risk) of additional programming of events and activities. SLM are already operating an optimal staffing regime linked to bather loads and so the opportunities to reduce expenditure, beyond the energy efficiency measures noted above, are minimal.

8.5 **It has therefore not been possible to provide a quantified commercial assessment for Option 2, albeit a range of potential subsidy reduction measures has been set out in Section 7.**

8.6 The assumptions upon which the commercial assessments for Option 1 and Option X are based are set out in the remainder of this section, followed by the findings of each commercial assessment. The commercial assessments are provided in full in Appendix 1. Income or expenditure increases or reductions are as a proportion of the baseline income or expenditure unless otherwise stated.

Option 1: Key Assumptions

8.7 The commercial assessment of Option 1 is based on two major site changes – the closure of the existing outdoor pool and the introduction of a new indoor teaching pool. The financial implications of each of these two changes has been considered separately and the assumptions linked to each are set out below.

Closure of the Outdoor Pool

- **Casual swimming income** - reduced by 20%. Based on an assessment of the proportion of annual casual swimming income which falls into the outdoor pool season, taking into account that there would also be increased use of an indoor pool at this time of year, primarily due to the school summer holidays.
- **Swimming lesson income** – reduced by c. £5k. Based on the number weekly lessons programmed for the outdoor pool, the length of the outdoor pool season, the capacity of each lesson, average yield and swimming lesson occupancy rate.
- **Salaries and wages** – reduced by c. £8.8k. Based on reduced lifeguard costs (estimated based on hourly rate and opening hours) and instructor costs (estimated on a cost per lesson basis).
- **National insurance, pension, employee related insurance, training and other employee costs** – reduced in proportion with reduction to salaries and wages.
- **Responsive repairs, Planned Preventative Maintenance, Service Costs and Other premises costs** – reduced by 25%. Based on an estimated 50% of total site costs relating specifically to the upkeep of the swimming pools. The outdoor pool makes up c. 50% of the total water space on site, hence an assumed reduction of 25%.
- **Pool treatment chemicals** – reduced by 20%. Based on the number of months in which the pool is open.
- **Cleaning materials** – reduced by 10%. Estimate based on reduction of overall site usage.
- **Electricity** – reduced by £3,300. Proportion of electricity costs attributed to the outdoor pool provision based on BSSEC's analysis of electricity data.
- **Gas** – reduced by 15%. High level estimate based on BSSEC's experience. It is not possible to provide a reliable estimate without complete gas data.
- **Water services** – reduced by 15%. High level estimate based on BSSEC's experience.
- **Equipment purchase** – reduced by 15%. Assumes some existing equipment is purchased specifically for use in the outdoor pool.

Installation of New Indoor Teaching Pool

- **Casual swimming income** - increased by 25%. Based on the introduction of more flexible programming of the main pool throughout the year due to the reduced demand on water space in the main pool from swimming lessons.
- **Swimming lesson income** – increased by c. £88k. Based on the number of weekly lessons typically programmed for an indoor teaching pool, a rolling annual programme, the capacity of each lesson, average yield and a swimming lesson occupancy rate in line with the existing programme.
- **Pool hire income** - increased by 25%. Based on the introduction of more flexible programming of the main pool throughout the year due to the reduced demand on water space in the main pool from swimming lessons and additional capacity to accommodate club, school and party hires.
- **Water-based fitness class income** – increased by 20%. Based on the introduction of more flexible programme of the main pool throughout the year due to the reduced

demand on water space in the main pool from swimming lessons which allows for the programming of more water-based fitness classes.

- **Sale of goods** – increased in proportion with the growth of swimming lesson income. The majority of these sales would be swimming aids and accessories linked to swimming lesson provision.
- **Salaries and wages** – increased by c. £24.3k. Based on increased lifeguard costs (estimated based on hourly rate and projected opening hours) and instructor costs for both swimming lessons and water-based fitness classes (estimated on a cost per lesson basis).
- **National insurance, pension, employee related insurance, training and other employee costs** – increased in proportion with increase to salaries and wages.
- **Responsive repairs, Planned preventative Maintenance, Service Costs and Other premises costs** – increased by 40% of the cost savings estimated as a result of the closure of the existing outdoor pool. Based on relative size, it would attract c. 50% of outdoor pool costs, but as a new build there would be a relative cost saving.
- **National Non-Domestic Rates** – increased by 15%. Estimate based on increased building footprint.
- **Pool treatment chemicals** – increased by 50% of costs estimated for the indoor pool only (i.e. after cost savings estimated as a result of the closure of the existing outdoor pool have been applied). Based on the relative size of the teaching pool compared with the main pool.
- **Cleaning materials** – increased by 20%. Estimate based on increase of overall site usage.
- **Electricity** – increased by 10% of costs estimated for the indoor pool only (i.e. after cost savings estimated as a result of the closure of the existing outdoor pool have been applied). Based on increased building footprint but assumes the installation of more energy efficient LED lighting.
- **Gas** – increased by 70% of costs estimated for the indoor pool only (i.e. after cost savings estimate as a result of the closure of the existing outdoor pool have been applied). High level estimate based on BSSEC's experience and the need to heat both additional indoor water space on a year-round basis and a larger pool hall. It is not possible to provide a reliable estimate without complete gas data.
- **Water services** – increase by 5% of current costs. High level estimate based on BSSEC's experience.
- **Items for resale** – increased in proportion with Sale of Goods income.
- **Equipment purchase** – increased by 7.5%.

Option X: Key Assumptions

- 8.8 The commercial assessment of Option X is also based on two major site changes – the closure of the existing outdoor pool and the introduction of a new 25m x 10m outdoor pool which would be heated and open only during the summer season. The financial implications of each of these changes has been considered separately. The assumptions linked to the closure of the outdoor pool are the same as those set out for Option 1 in Section 8.7 and those linked to the installation of a new 25m x 10m outdoor pool are set out below.

Installation of New 25m x 10m Outdoor Pool

- **Casual swimming income** - increased by 20%. Based on a similar level of water space overall compared with the current outdoor pool. Whilst the new configuration may appeal more to lane and fitness swimmers, the existing layout may be preferred by family users due to the more child-friendly water depth and pool configuration, resulting in **no overall net impact**.
- **Swimming lesson income** – increased by c. £9.9k. Based on a small increase in the number of weekly lessons compared with the existing outdoor pool (due to its more uniform shape and depths), the length of the outdoor pool season, the capacity of each lesson, average yield and swimming lesson occupancy rate.
- **Pool hire income** - increased by 10%. Based on some interest during season for swim club training hire and events e.g. galas and triathlons.
- **Sale of goods** – increased in proportion with growth of swimming lesson income. The majority of these sales would be swimming aids and accessories linked to swimming lesson provision.
- **Salaries and wages** – increased by c. £10.9k. Based on increased lifeguard costs associated with deeper water (estimated based on hourly rate, opening hours and on costs) and instructor costs (estimated on a cost per lesson basis).
- **National insurance, pension, employee related insurance, training and other employee costs** – increased in proportion with increase to salaries and wages.
- **Responsive repairs, Planned Preventative Maintenance, Service Costs and Other premises costs** – increased by 16.5%. Based on relative size, it would attract the same proportion of costs as the existing outdoor pool (25%), but as a new build there would be a relative cost saving in repairs and maintenance.
- **Pool treatment chemicals** – increased by 20%. Based on the number of months in which the pool is treated. No impact relative to the existing outdoor pool costs
- **Cleaning materials** – increased by 15%. Estimate based on increase of overall site usage.
- **Electricity** – increased by £3,300. No impact relative to the existing outdoor pool costs.
- **Gas** – reduced by 20% relative to existing outdoor pool costs which were estimated at 15% of baseline costs. High level estimate based on BSSEC's experience based on increased energy efficiency of a new build pool. It is not possible to provide a reliable estimate without complete gas data.
- **Water services** – increase by 15% of current costs. No saving when compared to existing outdoor pool costs.
- **Items for resale** – increased in proportion with Sale of Goods income.
- **Equipment purchase** – increased by 15%. No impact relative to the existing outdoor pool costs

Summary of Commercial Assessments

- 8.9 The overall findings of the commercial assessments can be seen in Figure 6. This shows that Option X offers a reduction in the net operating costs of c. £14k based on a modest increase in income and small expenditure savings. Option 1 offers a more significant reduction in net operating costs of c. £62k based on a substantial increase in income driven by the increase in

capacity and greater flexibility of programming. This is balanced somewhat by increased staffing costs linked to greater lifeguard and instructor requirements and premises costs resulting from year-round operation and greater energy demands.

- 8.10 As set out earlier, it has not been possible to provide a quantified commercial assessment for Option 2. One would expect there to be a reduced subsidy relative to the 2017/18 baseline as a result of energy efficiency measures but it is not possible to quantify this at this stage without robust consumption data.
- 8.11 As assumptions-based models, these commercial assessments should not be interpreted as a forecast of future performance, but rather as indicative assessments based on the best available data at the time of writing and subject to a number of external factors.

Figure 6: Summary of Commercial Assessments

Abbey Fields Swimming Pool Commercial Assessment of Future Options			
Summary of Options			
	17/18 Base	Option 1 Total	Option X Total
INCOME			
Swimming Casual	-£88,761	-£93,199	-£88,761
Swimming Lessons	-£157,411	-£240,540	-£162,343
Pool Hire	-£38,418	-£46,102	-£42,260
Health and Fitness Membership	-£17,707	-£17,707	-£17,707
Gym Casual	-£7,434	-£8,921	-£7,434
Sale of Goods	-£21,118	-£32,932	-£23,103
Other Income	-£12,887	-£12,887	-£12,887
Total Income	-£343,737	-£452,288	-£354,495
EXPENDITURE			
Wages & Salaries			
Total Salaries and Wages	£288,000	£318,552	£290,100
Employer's National Insurance	£16,796	£18,577	£16,918
Employer's Pension Payments	£48,000	£48,000	£48,000
Employee-related Insurance	£2,760	£3,053	£2,780
Training	£1,078	£1,192	£1,086
Other Employee Costs	£3,278	£3,625	£3,302
Total Employee Costs	£359,911	£393,000	£362,186
Premises			
Responsive repairs	£18,773	£15,957	£17,177
Planned Preventative Mainten.	£11,872	£10,091	£10,863
National Non-Domestic Rates	£7,217	£8,299	£7,217
Pool Treatment Chemicals	£4,025	£4,830	£4,025
Cleaning Materials	£2,078	£2,286	£2,182
Electricity	£31,097	£30,577	£31,097
Gas	£24,686	£35,672	£23,946
Water Services	£15,848	£14,263	£15,848
Other Premises Costs	£1,426	£1,212	£1,305
Total Premises Costs	£117,022	£123,187	£113,659
Other Costs			
Transport Costs	£6,614	£6,614	£6,614
Items for resale	£15,745	£24,553	£14,265
Equipment Purchase	£2,779	£2,570	£2,779
Other Insurances	£867	£867	£867
Service Contracts	£7,548	£6,415	£6,906
Marketing Materials	£8,623	£8,623	£8,623
Office Supplies	£13,172	£13,172	£13,172
Catering Supplies	-£416	-£416	-£416
Other Costs	£7,061	£7,061	£7,061
Total Other Costs	£61,992	£69,460	£59,871
Expenditure	£538,926	£585,647	£535,716
Net Operating Cost (Income Less Expenditure)	£195,189	£133,359	£181,221

9. Conclusions and Recommendations

- 9.1 Overall, based on this assessment, Option 1 would be the most appropriate option for the site. An indoor teaching pool has the potential to deliver significant increases in usage levels by increasing capacity year-round. This facility would provide additional capacity not only for children's swimming lessons, for which there is identified latent demand, and school hire but would also increase the flexibility of the main swimming pool to allow for more casual swimming, club hires, water-based fitness classes and private hires (e.g. birthday parties).
- 9.2 Whilst an outdoor pool provides a more unusual facility which can provide significant enjoyment to residents during the seasonal summer opening, it comes at a high relative cost and is highly weather dependent.
- 9.3 The Council's Indoor Sports Strategy suggests that the existing facility is operating above comfortable capacity currently and that this will be exacerbated by population growth in the area by 2029. Only additional indoor pool provision can meaningfully contribute to alleviating this pressure on existing supply.
- 9.4 Whilst Restore Kenilworth Lido have pointed out that outdoor pool provision can operate sustainably, this is only really the case in a few exceptional circumstances where significant additional income streams can cross-subsidise the facility. This is not the case at Abbey Fields Swimming Pool, and in fact the commercial assessments suggest that all of the options can offer, at best, a reduction in net operating costs rather than a net surplus when using 2017/18 figures as a baseline.
- 9.5 Of the three options explored, Option 1 has the greatest impact on the bottom line, reducing net expenditure by over 30%. Energy efficiency savings have the potential to reduce this further subject to further analysis and the availability of more complete data.

The Sport, Leisure and Culture Consultancy

November 2018

Appendix 1 – Commercial Assessment of Options

Abbey Fields Swimming Pool Commercial Assessment of Future Options

Option 1 - New Indoor Teaching Pool and Closure of Outdoor Pool

	17/18 Base £	Closure of Outdoor Pool £	New Indoor Teaching Pool £	Option 1 Total £
INCOME				
Swimming Casual	-£88,761	£17,752	-£22,190	-£93,199
Swimming Lessons	-£157,411	£4,931	-£88,060	-£240,540
Pool Hire	-£38,418	£0	-£7,684	-£46,102
Health and Fitness Membership	-£17,707	£0	£0	-£17,707
Gym Casual	-£7,434	£0	-£1,487	-£8,921
Sale of Goods	-£21,118	£0	-£11,814	-£32,932
Other Income	-£12,887	£0	£0	-£12,887
Total Income	-£343,737	£22,684	-£131,235	-£452,288
EXPENDITURE				
Wages & Salaries				
Total Salaries and Wages	£288,000	-£8,765	£39,318	£318,552
Employer's National Insurance	£16,796	-£511	£2,293	£18,577
Employer's Pension Payments	£48,000	£0	£0	£48,000
Employee-related Insurance	£2,760	-£84	£377	£3,053
Training	£1,078	-£33	£147	£1,192
Other Employee Costs	£3,278	-£100	£447	£3,625
Total Employee Costs	£359,911	-£9,493	£42,582	£393,000
Premises				
Responsive repairs	£18,773	-£4,693	£1,877	£15,957
Planned Preventative Mainten.	£11,872	-£2,968	£1,187	£10,091
National Non-Domestic Rates	£7,217	£0	£1,082	£8,299
Pool Treatment Chemicals	£4,025	-£805	£1,610	£4,830
Cleaning Materials	£2,078	-£208	£416	£2,286
Electricity	£31,097	-£3,300	£2,780	£30,577
Gas	£24,686	-£3,703	£14,688	£35,672
Water Services	£15,848	-£2,377	£792	£14,263
Other Premises Costs	£1,426	-£357	£143	£1,212
Total Premises Costs	£117,022	-£18,411	£24,576	£123,187
Other Costs				
Transport Costs	£6,614	£0	£0	£6,614
Items for resale	£15,745	£0	£8,808	£24,553
Equipment Purchase	£2,779	-£417	£208	£2,570
Other Insurances	£867	£0	£0	£867
Service Contracts	£7,548	-£1,887	£755	£6,415
Marketing Materials	£8,623	£0	£0	£8,623
Office Supplies	£13,172	£0	£0	£13,172
Catering Supplies	-£416	£0	£0	-£416
Other Costs	£7,061	£0	£0	£7,061
Total Other Costs	£61,992	-£2,304	£9,771	£69,460
Expenditure	£538,926	-£30,208	£76,929	£585,647
Net Operating Cost (Income Less Expenditure)	£195,189	-£7,524	-£54,306	£133,359

Abbey Fields Swimming Pool Commercial Assessment of Future Options

Option X - New 25m x 10m Outdoor Pool and Closure of Freeform Outdoor Pool with consideration of subsidy reduction measures

	17/18 Base £	Closure of Outdoor Pool £	New Outdoor Pool £	Option X Total £
INCOME				
Swimming Casual	-£88,761	£17,752	-£17,752	-£88,761
Swimming Lessons	-£157,411	£4,931	-£9,863	-£162,343
Pool Hire	-£38,418	£0	-£3,842	-£42,260
Health and Fitness Membership	-£17,707	£0	£0	-£17,707
Gym Casual	-£7,434	£0	£0	-£7,434
Sale of Goods	-£21,118	£0	-£1,985	-£23,103
Other Income	-£12,887	£0	£0	-£12,887
Total Income	-£343,737	£22,684	-£33,442	-£354,495
EXPENDITURE				
Wages & Salaries				
Total Salaries and Wages	£288,000	-£8,765	£10,865	£290,100
Employer's National Insurance	£16,796	-£511	£634	£16,918
Employer's Pension Payments	£48,000	£0	£0	£48,000
Employee-related Insurance	£2,760	-£84	£104	£2,780
Training	£1,078	-£33	£41	£1,086
Other Employee Costs	£3,278	-£100	£124	£3,302
Total Employee Costs	£359,911	-£9,493	£11,768	£362,186
Premises				
Responsive repairs	£18,773	-£4,693	£3,098	£17,177
Planned Preventative Mainten.	£11,872	-£2,968	£1,959	£10,863
National Non-Domestic Rates	£7,217	£0	£0	£7,217
Pool Treatment Chemicals	£4,025	-£805	£805	£4,025
Cleaning Materials	£2,078	-£208	£312	£2,182
Electricity	£31,097	-£3,300	£3,300	£31,097
Gas	£24,686	-£3,703	£2,962	£23,946
Water Services	£15,848	-£2,377	£2,377	£15,848
Other Premises Costs	£1,426	-£357	£235	£1,305
Total Premises Costs	£117,022	-£18,411	£15,048	£113,659
Other Costs				
Transport Costs	£6,614	£0	£0	£6,614
Items for resale	£15,745	£0	-£1,480	£14,265
Equipment Purchase	£2,779	-£417	£417	£2,779
Other Insurances	£867	£0	£0	£867
Service Contracts	£7,548	-£1,887	£1,245	£6,906
Marketing Materials	£8,623	£0	£0	£8,623
Office Supplies	£13,172	£0	£0	£13,172
Catering Supplies	-£416	£0	£0	-£416
Other Costs	£7,061	£0	£0	£7,061
Total Other Costs	£61,992	-£2,304	£182	£59,871
Expenditure	£538,926	-£30,208	£26,998	£535,716
Net Operating Cost (Income Less Expenditure)	£195,189	-£7,524	-£6,444	£181,221

Appendix C - The Sport, Leisure and Culture Consultancy Company Profile

SLC (The Sport, Leisure and Culture Consultancy) was established by Duncan Wood-Allum in 2009. Prior to SLC, Duncan had a successful seven years at Capita Group in their blue-chip and property consultancies working on transformational sport and leisure projects. He spent three years at PMP Consultancy from year 2000, preceded by nine years in local government operating and developing leisure facilities and services.

Directors David Rushton and Toby Kingsbury provide expert support for our clients supported by a talented team of consultants.

The company develops effective participation and facility strategies, leading edge feasibility studies and masterplans, and enables successful operational partnerships through a variety of management models, often saving £ millions for their clients.

We increase participation including reaching wider target markets, leverage investment to transform facilities and services and deliver management solutions that optimise the required financial and social return on investment.

Once Councils, developers, schools, universities, trusts and sports clubs have experience of working with us to achieve outstanding results, they stick with us, building a long-term relationship built on trust and shared values.

Our consulting team is exceptional: dedicated, innovative and highly experienced. These are the kind of people you need alongside you in a challenging, politically sensitive and results-driven environment.

We have a proud track record of challenging and shaping sector thinking, and we continue to campaign on the issues we care about.

SLC is now firmly established as the leading consultancy in the sport, leisure and culture sector with an unrivalled reputation for quality, integrity and innovation.

SLC has had the privilege to work with over a hundred clients since 2009. They often share a common set of values with us based on wanting the best possible outcome for their project, a critical friend based relationship and value for money.

We like seeing the development of well-designed, sustainable and popular leisure and community facilities, parks and open spaces. We have supported many clients in taking their feasibility and master planning projects from concept right through to completion. Our work has resulted in sustainable capital schemes worth hundreds of millions of pounds being successfully developed.

Our team has been involved in some of the highest-profile and most successful leisure and community developments in the last decade, including the Olympic Aquatic Centre, the Orford Jubilee Neighbourhood Hub and the Plymouth Life Centre. We have supported the development of a number of local authority wet

and dry leisure facilities, playing field, park and open space masterplans, community sports hubs, community-use facilities, heritage facilities and school leisure facilities.

Our recent feasibility studies and masterplans include:

- Warwick District Council – open space and former golf course redevelopment masterplan
- Waverley Borough Council – multi-site leisure centre investment feasibility study and options appraisal
- London Borough of Barnet – major development masterplans for two playing field sites
- Watford Borough Council – major playing fields site redevelopment masterplan
- Stevenage Borough Council – major feasibility study linked to a regeneration scheme.

Selected references

Slough Borough Council – Leisure Strategy

"We commissioned SLC in the latter part of 2014 to undertake a supply-and-demand assessment for the replacement of our major wet/dry leisure centre in Slough, along with recommendations on future facility mix to meet the needs of Slough's residents, who historically have low levels of participation in sport and physical activity.

Duncan and his team were always very professional in their approach and thorough in their research, with a wealth of knowledge and skills. Duncan can be relied upon to communicate effectively with a range of audiences, including senior officers from the council, local councillors, commissioners and key stakeholders. He has the ability to challenge people's views and perceptions and get buy-in to ideas going forward. He is always able to back up his recommendations with hard facts and figures.

I have also had the pleasure of working with Duncan on a number of other areas and projects over the last few years and continue to be impressed by his enthusiasm and ability to deliver the very best quality work, even when we have been challenging with our timescales and scope of work. He is great fun to work with and I would have no hesitation in recommending SLC to others in the leisure industry."

Alison Hibbert, Head of Creative Delivery
Slough Borough Council (December 2014)

Corporation of London – Sport and Leisure Strategy

"SLC developed a detailed and well-evidenced strategy within the timescales we agreed. They demonstrated very good analysis and stakeholder engagement, and added to this their own sector knowledge expertise to inform the final document."

Simon Cribbens, Policy Development Manager
Corporation of London (February 2015)

Cyclopark Trust – Options Appraisal

*"Everyone at Cyclopark was very impressed with the service that SLC provided.
We highly recommend them."*

Mike Stevens, Chief Executive
Cyclopark Trust (March 2016)

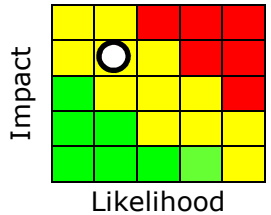
Appendix D – Kenilworth Leisure Centres Project Risk Register

Kenilworth Leisure Centres Risk Register Governance	
Accountable	Deputy Chief Executive (AJ)
Responsible	Rose Winship, Paddy Herlihy, Debbie Cole
To Be Consulted	Members' Working Group, Project Board
Informed	Executive
Review Date	9 th January 2019

NOTE: This Risk Register currently addresses high level risks on a project-wide basis. As the project progresses more detailed Risk Registers will be maintained for the work

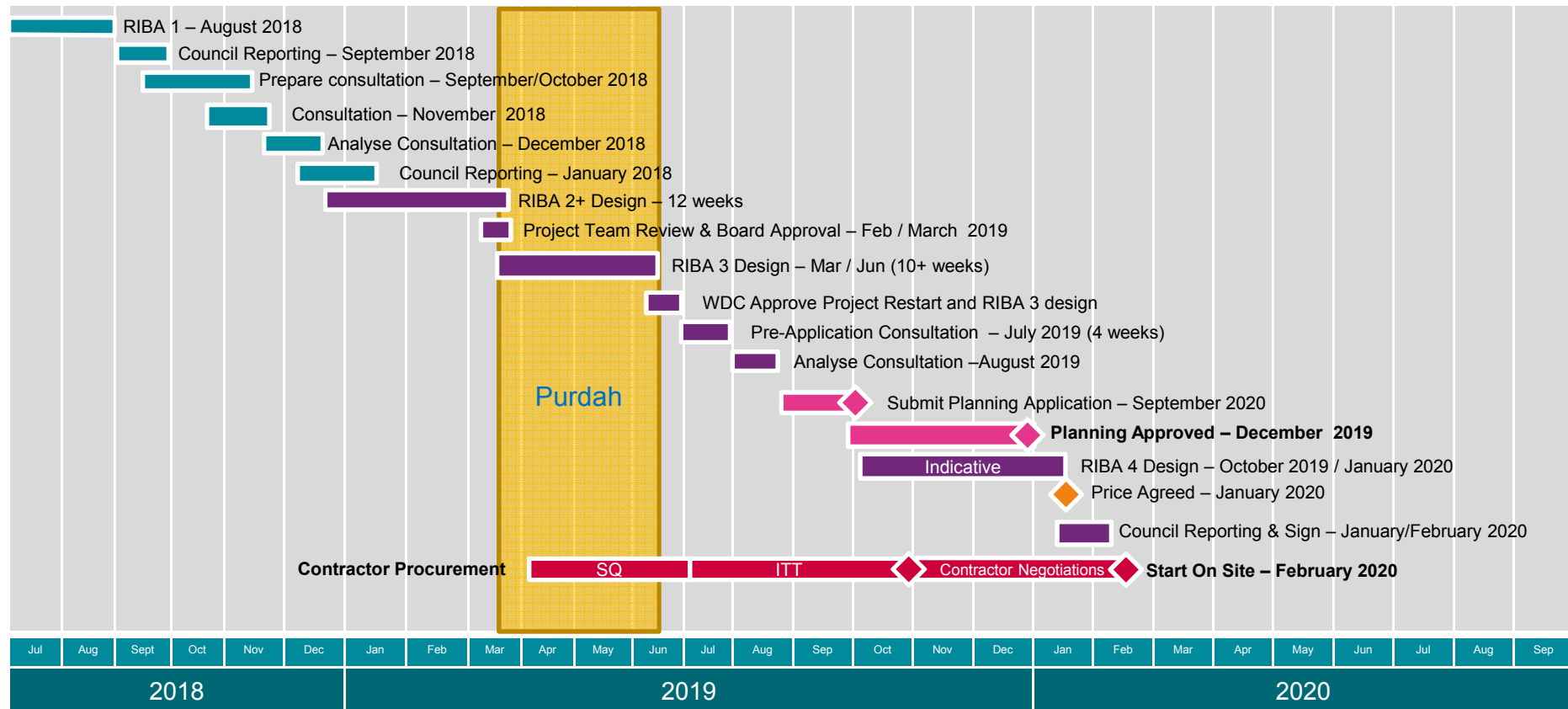
Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation/Control	Required Action(s)	Responsible Officer	Residual Risk Rating
1. The Executive do not accept the options chosen for further work, or decide not to proceed at all	i. Options are considered too expensive to be delivered ii. Options are considered ineffective in making the facilities operationally fit for purpose for the next 30 to 40 years iii. Options are considered politically unacceptable iv. Executive prefer a different option or options to those presented	i. Project does not proceed ii. Alternative options have to be developed iii. Designs have to be amended to address concerns	i. Regular and detailed liaison with Executive and Members' Working Group ii. Regular review of the operational considerations for the designs with Design Team and Everyone Active iii. Explain the content of the options and the reasons for the selections made to Executive and Members' Working Group	i. Report to Executive in January and June ii. Regular meetings with Members' Working Group iii. Regular meetings with Everyone Active iv. Keep designs under regular review throughout v. Keep costs under regular review throughout	Paddy Herlihy Debbie Cole	

Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation/Control	Required Action(s)	Responsible Officer	Residual Risk Rating
2. It proves difficult to establish the amount of funds available for the project due to uncertainties over various sources of supply	i. Funds available from s106 sources are hard to establish with any certainty ii. Funds available from CIL are hard to identify due to competing pressures on these funds iii. Funds available from direct investment or increased revenue from Everyone Active are hard to establish as negotiations have not yet started iv. Funds from New Homes Bonus and reserves are hard to establish due to other pressures and Government decisions	i. A lack of certainty over availability of funds delays subsequent decisions on designs to develop ii. An over-estimate of available funds means that designs that are prepared need to be reduced at a later stage iii. An under-estimate of available funds means that designs that are prepared lack ambition and scale iv. Uncertainty over funds means that design work lacks focus at this stage	i. Generate greater clarity around s106 funds available ii. Generate greater clarity around CIL funds available iii. Establish funds available from negotiations with Everyone Active iv. Establish funds available from New Homes Bonus and other Council reserves	i. Work with Development colleagues on s106 funding availability ii. Work with Development colleagues on CIL funding availability iii. Conduct and conclude negotiations with Everyone Active iv. Work with Finance colleagues on New Homes Bonus and other reserves	Rose Winship Paddy Herlihy Debbie Cole	<p>Impact</p> <p>Likelihood</p>

Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation/Control	Required Action(s)	Responsible Officer	Residual Risk Rating
3. Designs produced fail to achieve planning permission	i. Traffic generated by new facilities at Castle Farm proves too much for local feeder roads ii. New building for Scouts and Guides is too much development in the Green Belt iii. Problems with parking limits the options for development at Abbey Fields iv. Abbey Field's designation as a Scheduled Ancient Monument means that some or all developments are refused	i. Planning permission is refused at Castle Farm without major road improvements ii. Planning permission is subsequently refused for the Wardens Sports Club on the site iii. Planning permission is refused for a new building for the Scouts and Guides at Castle Farm iv. Planning permission is refused for some or all of the developments at Abbey Fields	i. Work closely with Development colleagues throughout the design process ii. Commission detailed traffic analysis at both sites iii. Work closely with Wardens to co-ordinate the approach to seeking Planning Permission iv. Work closely with Historic England and the Inspector of Ancient Monuments on designs at Abbey Fields v. Undertake another public consultation exercise before applying for Planning Permission	i. Regular meeting with Development colleagues ii. Development colleagues on Project Board iii. Regular meetings and liaison with Historic England and the Inspector of Ancient Monuments iv. Undertake public consultation event in autumn 2019	Rose Winship Paddy Herlihy Debbie Cole	 <p>Impact</p> <p>Likelihood</p>

Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation/Control	Required Action(s)	Responsible Officer	Residual Risk Rating
4. Problems are experienced with the management of the work area	<ul style="list-style-type: none"> i. The Project Timetable is not delivered ii. Project governance is not appropriate in scale or accuracy iii. Insufficient staff resource is available to deliver the work area iv. Costs of construction are not contained within the design process v. Costs of professional fees are not contained within the project management process 	<ul style="list-style-type: none"> i. Delivery of the facilities and other outcomes is delayed ii. Project governance fails and creates reputational damage for the Council iii. Work is delayed or inaccurate due to insufficient staff resource iv. Budgets are not achieved, causing financial issues for the Council 	<ul style="list-style-type: none"> i. Monitor and review the Project Timetable regularly ii. Regular reporting to Members will ensure effective project governance iii. Ensure sufficient staff resource is available iv. Monitor financial performance regularly and adjust decisions in order to achieve financial targets 	<ul style="list-style-type: none"> i. Regular reviews and reports on timetable ii. Regular project reports to Members' Working Group iii. Consider the level of project management resource required to deliver the project alongside the range of other projects being managed by the team iv. Regular meetings with finance to review financial performance 	Paddy Herlihy Debbie Cole	<p>Impact</p> <p>Likelihood</p>

Appendix E – Project Programme (updated)



Appendix F – Potential Developers’ Contributions – Kenilworth Leisure Project

Community Infrastructure Levy:

The project at Castle Farm is on the 2018/19 “123 list” with a contribution of £4.4 million. Project officers have submitted a pro forma to colleagues in Development Services to request an increase in this contribution in 2019/20 to reflect the fact that the project budget for this site is now in the region of £10 million to £12 million.

S106 contributions:

The following Kenilworth based projects are considered appropriate for s106 contributions:


- Abbey Fields Swimming Pool
- Kenilworth School – community use elements of sports hall and 3G pitches

In November 2018 the Government stated their intention to remove pooling restrictions in all areas (they had previously just suggested it may be authorities with CIL in place). Therefore there remains uncertainty about the future of “pooling restrictions” which has a significant impact on the level of funding that may be available to support these projects. However, for the time being we have to assume nothing has changed and we need to assume that pooling restrictions remain.

The table below compares the level of s106 contributions that are currently identified as having the potential to be secured for the various projects if pooling restrictions remain, and in the event of pooling restrictions being removed. Clearly, the picture continues to evolve and officers will seek to secure the maximum contributions as the developments come forward.

Site	Pooling restrictions remain	Pooling restrictions removed
Abbey Fields Swimming Pool	3 x S106 already signed totalling £532,191 6 x s106 yet to be signed. Max from 2 of the 6 £1,903,544 Total: £2,435,735	3 x S106 already signed totalling £532,191 6 x s106 yet to be signed totalling £2,214,281 Totalling: £2,746,472
Abbey Fields Tennis Courts	3 x s106 already signed totalling £44,486 S106s yet to be signed – to be confirmed	3 x s106 already signed totalling £44,486 S106s yet to be signed – to be confirmed
Kenilworth School Sports Hall	None already signed Yet to be signed: Current value £2,067,364	Current value: £2,099,457
Kenilworth School artificial/ 3G pitch	None already signed Yet to be signed: Current value £346,550	Current value: £352,250

Clearly it would be beneficial to the projects if pooling restrictions are removed. Until a decision is made on this however, and in order to maximise the contributions secured, officers have to make a judgement on from which of the “yet to be signed” agreements the Council should ask for a contribution for these projects.

 Executive		Agenda Item No. 8
Title	Adoption of a Business Charter	
For further information about this report please contact	Marianne Rolfe, Head of Health and Community Protection. Tel: 01926 456700 Email: marianne.rolfe@warwickdc.gov.uk	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No If yes state why	
Date and meeting when issue was last considered and relevant minute number		
Background Papers	Executive papers 31st October 2018: Revised Enforcement policy adoption	

Contrary to the policy framework:	Yes/No
Contrary to the budgetary framework:	Yes/No
Key Decision?	Yes/No
Included within the Forward Plan? (If yes include reference number)	Yes/No-958
Equality Impact Assessment Undertaken	Yes/No (If No state why below)

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	04/12/18	Chris Elliot, Bill Hunt, Andrew Jones
Head of Service	04/12/18	Marianne Rolfe, Lisa Barker, Robert Hoof, Dave Barber
CMT	04/12/18	Chris Elliot, Bill Hunt, Andrew Jones
Section 151 Officer	04/12/18	Mike Snow
Monitoring Officer	04/12/18	Andrew Jones
Finance		
Portfolio Holder(s)	04/12/18	Andrew Thompson, Peter Philips, Moria Ann Grainger, Alan Rhead
Consultation & Community Engagement		
Consultation undertaken with Business Support Organisations and Groups.		
Final Decision?		Yes/No
Suggested next steps (if not final decision please set out below)		

1. Summary

- 1.1 To seek the Council's adoption of a business charter covering a range of the Council's regulatory services.

2. Recommendation

- 2.1 That Executive recommends to Council the adoption of the Business Charter as set out in appendix 1.

3. Reasons for the Recommendation

- 3.1 The Business Charter seeks to outline how the Council's Enforcement Officers work with local businesses in order to support economic growth which is both a local and national priority and a statutory duty on Council's and their Enforcement Officers.
- 3.2 Business Support Organisations have been consulted regarding the policy. These include:
- Chamber of Commerce
 - Federation of Small Businesses
 - BID Leamington
 - Leamington Chamber of Trade
 - Warwick Chamber of Trade
 - Kenilworth Chamber of Trade
- 3.3 The following Business Support Organisations have indicated their willingness to sign up to the Business Charter with the council.
- Warwick Chamber of Trade
 - Leamington Chamber of Trade
 - Federation of Small Businesses (FSB)

The other local Business Support Organisations are still in the process of signing up to the Charter. None of our partners have declined.

4. Policy Framework

4.1 Fit for the Future (FFF)

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment

<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/ productivity of local economy Increased employment and income levels
Impacts of Proposal		
The Business Charter clearly sets out the roles and responsibilities for both regulators and the business community in order to provide a regulatory environment that promotes success in business whilst continuing to provide public protection.	The Business Charter clearly sets out the roles and responsibilities for both regulators and the business community in order to provide a regulatory environment that promotes success in business whilst continuing to provide public protection.	The Business Charter clearly sets out the roles and responsibilities for both regulators and the business community in order to provide a regulatory environment that promotes success in business whilst continuing to provide public protection.
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
None	Promotes consistency: Allows the authority to demonstrate its commitment and compliance with the Regulators Code and Better Business For All. The Charter highlights the work the council's regulators do in relation to business support.	None

4.2 **Supporting Strategies**

Each strand of the FFF Strategy has several supporting strategies and the relevant ones for this proposal are explained in the Enforcement Policy and associated appendix. This report seeks to introduce Business Charter to promote the business support activities undertaken by the Council's enforcement officers.

4.3 **Changes to Existing Policies**

There are no changes to the existing policies.

4.4 **Impact Assessments** – There are no negative impacts associated with this report.

5. **Budgetary Framework**

5.1 There are no budgetary implications associated with this report.

6. **Risks**

6.1 Local Authorities have statutory duties to:

- Have regard to the Regulators' Code in developing the principles and policies which guide their regulatory activities.
- Support business growth

6.2 The Local Government Ombudsman uses the Code as a point of reference when examining complaints about local regulatory services. Adopting this Business Charter demonstrates the commitment of the Councils regulators to business support in line with the Regulators Code and the Better Business for All Programme.

7. **Alternative Option(s) considered**

7.1 The Council does not adopt the proposed Business Charter.

7.2 If the Business Charter is not adopted we may be indirectly integrated into compliance with the proposed West Midlands Combined Authority Business Charter which may not fully represent the voice of the businesses within our district.

8. **Background**

8.1 **Regulators Code**

The Department for Business, Innovation & Skills introduced the Regulators' Code which came into force on 6 April 2014. Its aim is to provide a regulatory framework that supports compliance and growth while enabling resources to be focussed where they are most needed. It sets out a framework for proportionate and accountable regulatory delivery and establishes principles of how local authorities should engage with businesses to avoid imposing unnecessary regulatory burdens.

8.2 **Better Business for All**

Better Business for All (BBfA) is a Government-backed programme designed to help regulators from across a region develop a co-ordinated approach to deliver greater consistency of advice, make it simpler for businesses to understand regulatory support available, improve communication with business, and demonstrate how good regulation is good for business.

8.3 BBfA was initially developed in 2011-2012 by the Better Regulation Delivery Office (BRDO) which is now part of the Department of Business Enterprise Innovation and Skills, working with two pathfinder Local Enterprise Partnerships (LEPs) – and is backed by the British Chambers of Commerce and the Federation of Small Businesses.

8.4 BBfA brings together businesses and regulators (including Environmental Health, Fire Safety, Licensing and Trading Standards) and involves the creation of local partnerships to identify the issues facing local businesses, and to then shape the provision of effective support by local regulators. Typically, this is done with the support of the LEPs, who can choose to adopt the BBfA programme as part of their work.

8.5 Coventry and Warwickshire BBfA Partnership was subsequently set up as a pilot and run for over five years before merging with other regional BBfA groups within the midlands. The Council's internal officer group has been working to progress both its own identified actions and those of the regional group.

8.6 **Key Objectives and Benefits**

The key objectives of BBfA are:

- to provide advice and support to business
- increase business awareness of regulatory support
- ensure effective co-ordination across regulatory services
- simplify the local regulatory system and processes
- reduce the regulatory burden on businesses
- establish partnerships between regulatory services and local businesses.

8.7 By removing regulatory barriers to growth, BBfA helps local areas to be recognised as good places to do business, and in turn helps to create more prosperous and competitive local economies. As increasing numbers of businesses become compliant, regulatory services can target more resources at non-compliant and rogue businesses.

8.8 Local authority regulatory officers are essential enablers to business and have more contact with local businesses than perhaps any other local authority services and, although they are there to ensure the protection of residents, workers and the environment, they also have a key role to play in business support. How officers interact with a business may determine whether it decides to grow, and many smaller local businesses welcome advice and guidance on how to meet their legal obligations. When regulators understand the needs of businesses and are solution-focused in providing support, they can encourage growth and boost the local economy, as well as continuing to protect residents.

8.9 **Business Charter**

Although regulations cannot be changed at a local level the approach to their delivery can be. Regulatory services are becoming increasingly outcome-focussed rather than output-focussed. Quantitative details of enforcement actions, notices, prosecutions etc are meaningless to businesses unless there is a significant benefit (e.g. ensuring a level playing field and fair trading conditions) and are backed up by a positive and broad provision of business advice and support. The Business Charter highlights the work that the regulators undertake to ensure this level of support and engagement.

8.10 Business Support Organisations have been consulted regarding the policy. These include:

- Chamber of Commerce
- Federation of Small Businesses
- BID Leamington
- Leamington Chamber of Trade
- Warwick Chamber of Trade
- Kenilworth Chamber of Trade

8.11 Comments received from the organisations are outlined in Appendix 2.

8.12 All comments received have been given due consideration and incorporated into the Business Charter where suitable. Those comments which are better suited for inclusion in other relevant documents or upon the website have been forwarded for consideration in those publication reviews. For example those relevant to the Enforcement Policy were included in the Enforcement Policy Review.



Warwick District
Regulator and Business Charter

December 2018

<<insert logos of those signed to the charter. >>

Aim

The aim of this charter is to make arrangements between the regulatory services (Appendix A) of Warwick District and the local business community to provide a regulatory environment that;

- Reduces the regulatory burden on businesses
- Promotes dialogue between businesses and regulatory services
- Improves the business perception of regulators
- Encourages the right balance between encouragement, education and enforcement
- Develops a joint offer of support from regulatory services for businesses.
- Builds trust between regulators and businesses

Delivery of the charter will help promote success in business whilst continuing to provide public protection

The charter sets out roles and responsibilities for both regulators and the businesses community to achieve this aim.

Implementation

Local regulatory services directly influence the prosperity and well-being of our community. Regulation, delivered effectively and efficiently, can help businesses grow and, in turn, generate jobs and the tax revenues that benefit the whole community.

Warwick District Council will work in collaboration with other local authorities and national regulators to align their services to deliver the following commitments:

Local regulatory services will:

1. Support businesses by providing advice and guidance that helps them understand and meet their responsibilities.
2. Create an environment where businesses feel confident to seek advice from a regulator.
3. Take ownership of any enquiry made to us by business until an appropriate response is made. Make advice about regulation accessible to business through a website/phone app single point of contact. If the enquiry is not within the responsibility of the local authority (i.e. responsibility of HSE) we will assist the enquirer to make contact with the appropriate agency or person.
4. Ensure that all service delivery staff are competent and adopt a professional attitude when engaging with business. Where appropriate, consistency training will be provided to ensure that regulation is applied fairly and

effectively across the district, and to improve business understanding among staff.

5. Take a risk and intelligence led approach to all compliance and enforcement activities, ensuring protection of consumers, workers, public health and the environment whilst providing a level playing field for business.
6. Improve transparency by publishing our approach to compliance and enforcement that explains what the regulator will do and why.
7. Consult with local businesses to shape service delivery and develop innovative regulatory approaches that promote business .
8. We work with business to give them confidence to make comment and criticism through the feedback mechanisms.

The Chambers of Commerce, Chambers of Trade, Federation of Small Businesses and trade organisations will encourage the business community, through publicity, forums, social media and mailshots to:

1. Access regulatory advice by asking any regulator a question.
2. Be confident in approaching regulators for advice without fear of enforcement activity.
3. Use the feedback mechanisms to provide feedback, good and bad, after interactions with regulators
4. Build a positive relationship with regulators that improves compliance amongst the business community and supports business growth within the district.
5. Acknowledge the contribution made by regulators and support positive publicity when there are improvements in business engagement with regulatory services.
6. Help other businesses to succeed through identification of support networks and mechanisms .
7. Engage in business and Regulator forums, and other opportunities, to shape regulation delivery within the district.

How to Contact Us

Warwick District Council Riverside House, Milverton Hill, Royal Leamington Spa, CV32 5HZ	Food Safety	Email: Foodsafety@warwickdc.gov.uk
	Health and Safety	Email: hcphealthandsafety@warwickdc.gov.uk
	Licensing	Email: licensing@warwickdc.gov.uk
	Environmental Protection	Email: ehpollution@warwickdc.gov.uk
	Private Sector Housing	Email: privatesectorhousing@warwickdc.gov.uk
	Planning Enforcement	Email: planning.enforcement@warwickdc.gov.uk
	Procurement	Email: procurement@warwickdc.gov.uk
	Waste	Email: contract.services@warwickdc.gov.uk

In addition support can be obtained from:

Coventry & Warwickshire Local Enterprise Partnership Growth Hub (CW Growth Hub)	Tel: 0300 060 3747 / 0300 456 3565
	Email: contact@cwgrowthhub.co.uk enquiries@cwgrowthhub.com
	Website: http://www.cwgrowthhub.co.uk
Coventry & Warwickshire Chamber of Commerce (CWC)	Website: https://www.cw-chamber.co.uk/
Federation of Small Businesses (FSB)	Website: www.fsb.org.uk

Regulator and Business Charter - Signatories

Warwick Chamber of Trade	FSB	Leamington Chamber of Trade
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Appendix A: Summary of Regulatory services and priorities

Our Priorities

- The assessment of the adequacy of the protection of persons' health, safety and welfare at workplaces, by business operators, by license holders, housing providers and services.
- To promote high standards of food hygiene, health, safety, welfare, environmental protection, housing and compliance with licensing objectives.
- To offer advice to duty holders and to those who are owed a duty.
- To take action where there is persistent non-compliance, rogue trading or substandard performance in order to seek an economic advantage.
- To contribute to the Business Improvement Agenda; support economic growth in Warwickshire.
- To protect the health & wellbeing of consumers in Warwickshire.

Our Core Regulatory Areas:

Environmental Protection

- We investigate alleged complaints of nuisance
- We act as an impartial body which evaluates complaints of nuisance and work with businesses to address established nuisances
- We provide a statutory consultation service to planning and licensing with reference to nuisance, air quality, and contaminated land issues which may issue from applications submitted
- We provide a charged pre-application advice service
- We provide a Primary Authority, Home/Originating Authority services. This means that businesses can enter into a contract with us to provide assured advice which is accepted by all Environmental Protection Officers across the UK
- We permit and inspect those businesses which require a specialist schedule under which to operate due to the risk of environmental pollution and the risk to human health
- We operate a graduated enforcement policy giving businesses the chance to correct themselves before intervention.
- We inspect and take samples of private water supplies in order to determine that they are safe to drink
- We sample and monitor air quality: working in partnership with other stakeholders to secure improvements
- We ensure the remediation of contaminated land

Food safety

- We provide tailored start up advice to new food businesses
- We provide ongoing advice to existing food businesses
- We routinely inspect and revisit 1450 food businesses located within the District
- We provide advice to and inspect temporary food businesses trading at

events and festivals throughout the year and liaise with their respective home authorities

- We liaise with other regulators and the emergency services regarding event safety
- We operate the National Food Hygiene Rating Scheme including carrying out rescore revisits as requested by the businesses wishing to improve their rating
- We use alternative inspection strategies for dealing with very low risk businesses outside of the scope of the National Food Hygiene Rating Scheme
- We operate the Heartbeat Award for businesses who offer healthy options and maintain very good standards of food hygiene. We also administer the award on behalf of other local authorities
- We participate in all Food Standards Agency campaigns
- We operate as Home Authority for food safety matters for a number of food manufacturers based in the District and as a Primary Authority for WDC based food businesses who also have units across the country
- We routinely participate in national, regional and local sampling programmes ensuring that food produced and sold in the District is fit to eat
- We respond to food alerts when a nationally produced foodstuff had been found unsafe to eat, as directed by the Food Standards Agency.
- We participate in the Coventry and Warwickshire Safety Liaison Group to ensure consistency and contribute to the Regional Technical Group and sub-groups

Health and safety

- We provide tailored advice to start-up businesses
- We provide ongoing advice to over 4000 existing businesses
- We carry out targeted interventions at high risk businesses as identified by the Health & Safety Executive and by local intelligence
- We operate as a Primary Authority for Health and Safety matters for WDC based businesses who also have nationally based outlets
- We liaise with other regulators and emergency services regarding event safety
- We operate a Firework Display Registration Scheme
- We inspect new licensed skin piercers and tattooists
- We promote the use of Safer Workplace Better Business
- We participate in the Coventry and Warwickshire Liaison Group to ensure consistency and contribute to the Regional Technical Group and sub-groups

Licensing

We are responsible for providing advice to and issuing licenses, consent or permits to 3324 individual licence holders

- We provide advice to prospective and new licence holders. Our advice is tailored to each business
- We are able to provide Primary Authority, Home/Originating Authority services. This means that businesses can enter into a contract with us to provide assured advice which is accepted by all Licensing officers across the UK

- We use a variety of interventions to ensure we are aware of current trends, issues and concern within the industry. i.e. seminars and directed project
- We investigate reported breaches of licences. For example, trading passed licenced hours or not complying with licence conditions.
- We participate in the Coventry and Warwickshire Liaison Group to ensure consistency and contribute to the Regional Group and sub-groups.

Planning Enforcement

- We ensure that building and engineering works undertaken where necessary with planning permission
- We ensure that material changes in the use of land or buildings are undertaken with planning permission.
- We ensure that works are undertaken in accordance with planning permission, are not materially different and have the relevant permissions.
- We ensure the protection of listed buildings, trees subject to Tree Preservation Orders and within designated Conservation Areas and rural hedgerows.

Private Sector Housing

- The Private Sector Housing Team provide advice on property standards, health & safety and legal compliance for letting property
- Officers investigate complaints of safety concerns and disrepair in dwelling houses
- We provide advice to prospective landlords who are looking to enter the lettings market and help support the economy to grow and prosper
- The team are responsible for the licensing of 345 Houses in Multiple Occupation and providing advice to prospective licence holders
- We are responsible for the licensing and inspection of caravan and campsites in the District
- We work with owners of empty properties to bring them back into use
- We consult with Planners, Building Control and private individuals on planning applications and property conversions
- Officers provide property inspections for the purpose of immigration applications; this is a chargeable non-statutory service

Procurement

- We offer opportunities for local businesses to supply up to 9 councils with goods, services, and works i.e. building contracts
- We manage a one stop information portal to assist businesses in accessing the opportunities
- We provide advice to businesses to support local businesses in positioning themselves to apply for opportunities.
- We offer free training sessions to support local businesses in positioning themselves to apply for opportunities

Waste Management


- We provide tailored advice to businesses
- Officers investigate complaints of fly tipping and waste management

In all cases

- We operate a graduated enforcement policy, giving businesses the chance to comply prior to formal enforcement action
- We promote best practice and provide compliance information through various outlets including drop-in, telephone advice, inspections, Forums, printed materials, events, e-newsletters, social media and email campaigns
- We promote professionalism through training opportunities and membership of professional bodies

Appendix 2: Comments received

Comments Received	Action
It would be good to see here a commitment to advice and guidance in the first instance and to make businesses feel confident about approaching for advice without fear of triggering enforcement action	Noted. (Provided in regard to the Enforcement Policy review and carried forward to this document).
See a commitment to reducing the Regulatory Burden for businesses.	Note and wording alter to provide commitment
Insert timescales for responses for dealing with businesses.	Noted. Unable to do so as this depends on the enquiry, the regulatory and if referred is outside of WDC control.
Give examples of earned recognition.	Reference removed to prevent confusion as this is limited to specific regulators and is exemplified within other documents and on webpages.
This should include why a business will be inspected and how they can alter/change their risk rating.	Noted. Unable to be included as this is specific to each regulator. Will review webpages and other supporting documents to ensure inclusion.
Work with other LAS to share and implement best practice.	Noted. Wording clarified.
The FSB does not support a business mentoring scheme.	Removed from the Charter.
Explain the work of council's regulators and their offer to businesses so there is clarity.	Noted and included.

 REPORT TO EXECUTIVE		Agenda Item No. 9
Title	Adoption of a Canal Conservation Area	
For further information about this report please contact	Roger Beckett RIBA Assistant Conservation Officer E Roger.Beckett@warwickdc.gov.uk T 01926 456533 Dave Barber Head of Development Services 01926 456065	
Wards of the District directly affected	Arden, Budbrooke, Woodloes, Saltisford, Emscote, Myton & Heathcote, Brunswick, Leam, Sydenham, Radford Semele	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	N/A	
Background Papers	Appraisal, guidance and character lengths (Appendix 1); Canal Conservation Area Plans and (Appendix 2)	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	Yes
Included within the Forward Plan? (If yes include reference number)	Yes 934
Equality Impact Assessment Undertaken	No

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive	11/12/2018	Chris Elliott
Head of Service	11/12/2018	Dave Barber
CMT	11/12/2018	Chris Elliott, Bill Hunt, Andy Jones
Section 151 Officer	11/12/2018	Mike Snow
Monitoring Officer	11/12/2018	Andy Jones
Finance	11/12/2018	Mike Snow
Portfolio Holder(s)	18/12/2018	Cllr Alan Rhead
Consultation & Community Engagement		

Consultation on the draft has been undertaken over a period of time exceeding 7 weeks, with registered interests, local people, the Canal & River Trust, Historic England, Warwickshire County Council Heritage Environment Record, WDC CAF and others with an interest and knowledge of the relevant history. This has been evaluated and the boundaries amended.	
Final Decision?	Yes
Suggested next steps (if not final decision please set out below)	

1. **Summary**

- 1.1 Following public consultation, this Executive report proposes to designate a Canal Conservation Area as indicated in the enclosed draft boundary maps. The Canal Conservation Area will assist conservation of the waterside, inform heritage-lead regeneration, and other waterside development opportunities across the district.

2. **Recommendation**

- 2.1 That the Executive agrees to adopt a canal conservation area as defined in the appraisal in appendix one and as shown on the boundary map as at appendix two.

3. **Reasons for the Recommendation**

- 3.1 Warwick District Council Local Plan has identified that Waterways can be used as tools for place making and place shaping and contribute to the creation of sustainable communities (Warwick District Local Plan NE7). The historic environment is a shared resource everyone should be able to participate in. Understanding the significance of places is vital to sustaining the historic environment. Canals through Warwick District are significant places that should be managed to sustain their values.
- 3.2 The Grand Union canal (including the former Warwick and Birmingham Canal and Warwick and Napton Canal), and Stratford on Avon Canal serve as a major heritage asset that strengthens Warwick District's overall economy and tourism offer and enhances the quality of life for the 66,000 residents who live within one kilometre/ ten minutes' walk of a canal.
- 3.3 An appraisal has been undertaken to explore the physical context, to understand, analyse and articulate exactly how the eighteenth century landscape has changed and evolved and will continue to do so; why the waterway corridor is special and what elements within the area contribute to this special quality and which do not; and how to preserve and enhance what is significant. Decisions about change must be reasonable, transparent and consistent. Documenting and learning from decisions is essential.
- 3.4 It is in the public interest for the Council to work with the Canal & River Trust and owners in the surrounding area to:
- sustain the existing heritage assets;
 - manage change to preserve and enhance the canals and their settings;
 - promote access and usage that will enhance quality of life for the District's residential population; and,

- strengthen the local economy and tourism offer.

- 3.5 Formal Public Consultation extended over a seven week period and included press reports, a public meeting and events with local societies, as well as two days informal consultation at the Leamington Canal festival. The notice to registered interests followed the procedure in Council's Statement of Community Involvement adopted in January 2016. 2 responses were received from the formal procedure; one supportive, one suggesting the DPD should be adopted at the same time. 62 responses as a result of the publicity were almost universally welcoming, some wanting greater area to be included. As a result the boundary map has been moderated internally.
- 3.6 On adoption the duties of formal designation require an advertisement in a local paper and the London Gazette, together with letters to all property owners affected within the boundary, as this is a land charge.

4. Policy Framework

4.1 Fit for the Future (FFF)

- 4.1.1 The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit.
- 4.1.2 The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal in relation to the Council's FFF Strategy."

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<i>Intended outcomes:</i> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<i>Intended outcomes:</i> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<i>Intended outcomes:</i> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
The proposal will enhance the health and wellbeing of Warwick's residential population by promoting the intrinsic value of this significant local asset. By enlightened policy Warwick District Council will share in stewardship of this legacy,	The local waterways link historic towns with the countryside beyond. An ecological resource, they provide open access to a landscape of character for the many residents who do not have their own garden, want to walk, jog or cycle along the 40 Km of Canal in Warwick	The canal infrastructure formed a key element in the industrial revolution. The 18C enterprise led by Warwick people is an example of how ideas can transform places. The project will encourage local people to explore the assets on their doorstep as well as enhance the

responding to the range of communities of interest that engage with this distinctive part of the public realm, thus contributing to broaden community, cultural, and civic life.	District. By realising the potential of this heritage asset, increasing safe use and enjoyment.	attractiveness of the district to visitors on and to the canals. The CCA seeks to promote intelligent and inspired design, which is responsive to local distinctiveness and respects history and context, that can bring about economic and social benefits.
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
The full impact of designation is a saving in officer time, by providing design guidance that informs applications and helps speed up decisions. Explaining the ethos and heritage policy approach, should increase understanding and reduce opposition to proposals. Staff will have access to good appraisal information, and get better informed proposals by applicants. Designation should not create added bureaucracy and especially not if early consultation with the planning authority and other stakeholders is	Guidance will inform a creative dialogue on investment that will explore the potential of the waterway environment to enhance quality of life for residents, visitors and businesses. Advice and assistance from public sources helps owners sustain the heritage in their care, and promotes intelligent and imaginative design approaches to new buildings that enrich historic environments. Designation is a measure available to local authorities to assist in raising the quality of the environment in an appropriate context.	The investment in this historic asset was made over 200 years ago. Properties in waterside conservation areas have greater value. (Historic England and London School of Economics research) Increasing use and enjoyment will help sustain this important part of the Public Realm that links open space, landscape and waterside structures as a supportive setting for business activity. Attracting people to live, work and play in the locality will increase the return on the legacy of local investment that created this enduring national heritage asset.

undertaken that also reduces risk and removes uncertainty.		
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4.2 Supporting Strategies

- 4.3 Protecting and enhancing the historic environment is an important component of the National Planning Policy Framework's drive to achieve sustainable development. The appropriate conservation of heritage assets forms one of the 'Core Planning Principles' that underpin the planning system. Sustainable development* can be summarised as, meeting the needs of the present without compromising the ability of future generations to meet their own needs (* Resolution 42/187 of the United Nations General Assembly).
- 4.4 The Warwick District Local Plan 2011-2029. Policy NE7 Use of Waterways - *The waterways can be used as tools in place making and place shaping, and contribute to the creation of sustainable communities.*; Policy DS17 Supporting Canalside Regeneration and Enhancement; Strategic Policy DS3 (Supporting Sustainable Communities; and Local Plan Policy NE1 – 4 Green Infrastructure... HE1 -4 seeks to protect the historic environment - see 8.14 - 8.18

5. Budgetary Framework

- 5.1 The cost of appraisal, public consultation and designation has been met from the existing service budgets. On going costs are associated with design and management guidance, as well tree preservation.

6. Risks

- 6.1 There is a risk that doing nothing will result in the further erosion of the quality of canals in the district; partly through ignorance of their significance as a heritage asset with an evolving setting; and a common misunderstanding that they are a natural feature, rather than something designed and then constructed.
- 6.2 There is a risk that piecemeal change will incrementally devalue the significance of the waterway heritage without the conservation area appraisal and the planning and design guidance being implemented effectively. This is countered by this work that has identified vulnerabilities and unforeseen consequences, the opportunity to enhance both what is there and how change could be managed to enhance further the waterways contribution to the district in the future.
- 6.3 There is a chance of reputational harm should the appraisal, consultation, designation or design guidance not be considered a success and not bring about an improvement in quality. To minimise this risk, the work has been carried out by an Architect/Planner with over forty years' experience of waterside planning, design and conservation including the regeneration of Gloucester Docks.
- 6.4 There is a possibility of legal challenge if the consultation process and the formal resolution is not carried out correctly. This risk is to be avoided by following due process. The intention to designate is clear from the adopted local

plan. The town and parish councils have been advised and the document placed on the WDC Website and in local Libraries. In accordance with Section 71 Planning and Listed Buildings and Conservation Areas Act 1990 Formulation and publication of proposals for preservation and enhancement of conservation areas.

(1) It shall be the duty of a local planning authority from time to time to formulate and publish proposals for the preservation and enhancement of any parts of their area which are conservation areas.

(2) Proposals under this section shall be submitted for consideration to a public meeting in the area to which they relate.

(3) The local planning authority shall have regard to any views concerning the proposals expressed by persons attending the meeting.

7. ALTERNATIVE OPTION(S) CONSIDERED

- 7.1 It would be possible for the Council to ignore this opportunity to work with the Canal & River Trust and others in the stewardship of this asset. This fails to recognise the foresight and belief of Warwick's eighteenth century citizens, in creating this enduring legacy, and the interest that local residents and business people have in canal-related heritage. Not to designate would accept that this was a lost opportunity to build on that enterprise, and thus to miss out on the regeneration, investment and improved quality of life that recognition of this asset through designation and guidance brings.

Appendix 1,
part one canal appraisal, special interest and management highlighting relevant national and local plan policies; part two Canals Conservation Area Plans; and Character lengths 1-7; Glossary; Public consultation report [can be viewed here](#) Gazetteer, and Footnotes to be completed by 19.12.18

Appendix 2,
Boundary maps can be viewed [here](#)

WARWICK DISTRICT

CANAL CONSERVATION AREA



CONTENTS

PART 1

1.0 INTRODUCTION

2.0 PLANNING POLICY

3.0 DOCUMENTED HISTORY

4.0 SUMMARY OF SPECIAL INTEREST

5.0 MANAGING CHANGE

6.0 DPD EMERGING ISSUES



PART 2

CANAL CORRIDOR PLANS TO SHOW DESIGNATED AREA
AT 1: 2500 scale

CHARACTER LENGTHS:

Grand Union Canal

- | | |
|-------------|-----------------------------------|
| 1 ROWINGTON | Baddesley, Rowington and Shrewley |
| 2 HATTON | Hatton and Budbrooke |
| 3 WARWICK | Warwick |
| 4 AVON | Warwick |
| 5 OLD TOWN | Leamington |
| 6 FOSSE | Radford and Offchurch |

Stratford upon Avon Canal

- | | |
|------------|------------------------|
| 7 LAPWORTH | Lapworth and Rowington |
|------------|------------------------|

Appendices include:

Glossary

Consultation report

Gazetteer of listed structures, bridges, locks, gateways, waterside streets, non-designated heritage assets

Footnotes, key figures and references

1.0 INTRODUCTION

Warwick District Council is designating a canal conservation area that crosses the district comprising the Grand Union Canal and Stratford on Avon canal, as defined in the canal boundary plans.

A conservation area is 'an area of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance'

(Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990).

They were first introduced into British legislation by the Civic Amenities Act of 1967 to protect the wider historic environment. They are cohesive areas in which the interaction of buildings and spaces create environments that constitute valued and sometimes irreplaceable components of our local, regional and national heritage. Conservation areas are designated by the Council, which has a statutory duty to review its historic districts from time to time, in order to ascertain whether further conservation area designations are deemed to be appropriate. The aim is to ensure that the interest of designated areas is retained for future generations, their environmental quality is preserved or enhanced and local distinctiveness and sense of place is safeguarded.

What is the purpose of the Conservation Area Assessment?

The Council has prepared this assessment of the Canal Conservation Area in order to fulfil its statutory duty and aims to:

Increase public awareness of the aims and objectives of conservation area designation and stimulate their involvement in the protection of the character of these unique places; and to

Assess the actions that are necessary to safeguard the individual character of each conservation area and put forward proposals for their enhancement.

The assessment should be read in conjunction the Development Plan and national planning policy guidance, relating to conservation areas.

The Council has a statutory duty to pay attention to the desirability of preserving and enhancing the character and appearance of conservation areas. This document will provide a framework for the positive management of change in the Canal Conservation Area and form a basis on which planning decisions in the area are made. It is, however, not likely to be fully comprehensive in its content, so failure to mention any particular building, feature or space should not be assumed to imply that they are of no interest.

SCOPE OF THE DOCUMENT

The purpose of the appraisal is to justify the designation of a canal conservation which will preserve and enhance what is significant about the area. In order to do this it will:

- explore the physical context
- analyse and articulate how the eighteenth century landscape has changed and evolved and will continue to do so
- identify why the waterway corridor is special and what elements within the area contribute to this special quality and which do not
- explains the influence of canal on the district's development
- identify what is locally distinctive.
- inform design guidance and site-specific development briefs that encourage new development that complements the character,
- assist the preparation of proposals that make a positive contribution to the conservation area

AIMS AND OBJECTIVES

The length of the canals, built 220 years ago through Warwick District has resulted in the character of the conservation area being diverse. A large new settlement at Leamington developed following the arrival of the canals. The local waterways link historic towns with the countryside beyond. Also an ecological resource, they provide open access to a landscape of character for the many residents who do not have their own garden, want to walk, jog or cycle along the

40 Km of Canal in Warwick District. By realising the potential of this heritage asset, increasing safe use and enjoyment, the Conservation Area initiative will enhance the health and wellbeing of Warwick's residential population by promoting the intrinsic value of this significant local asset; share in stewardship of this legacy, responding to the range of communities of interest that engage with this distinctive part of the public realm, thus contributing to broaden community, cultural, and civic life.

Warwick District Council Local Plan has identified that Waterways can be used as tools for place making and place shaping and contribute to the creation of sustainable communities (Warwick District Local Plan NE7). The Canal Conservation Area will assist heritage-lead regeneration, including the Creative Quarter in Leamington's Old Town, and other waterside development opportunities across the district. The CCA will also help in the assessment of the amount of change and of whether any change is appropriate.

In line with the National Planning Policy Framework, the local authority has set out in their Local Plan a positive strategy for the conservation and enjoyment of the historic environment. The strategy recognises that conservation is not a passive exercise. As well as areas for restraint, the appraisal helps identify specific opportunities for the conservation and enhancement of heritage assets. This could include appropriate development within their settings that will make a positive contribution to, or better reveal the significance of, the heritage asset. They also have to consider harm to the significance of the heritage asset and not just say no to any

change, it is a balancing exercise that relies on a full reading of the context by the applicant and the decision maker. Heritage assets may be affected by direct physical change or by change in their setting. Being able to properly assess the nature, extent and importance of the significance of a heritage asset, and the contribution of its setting, and their reversibility, is very important to understanding the potential impact and acceptability of development proposals.

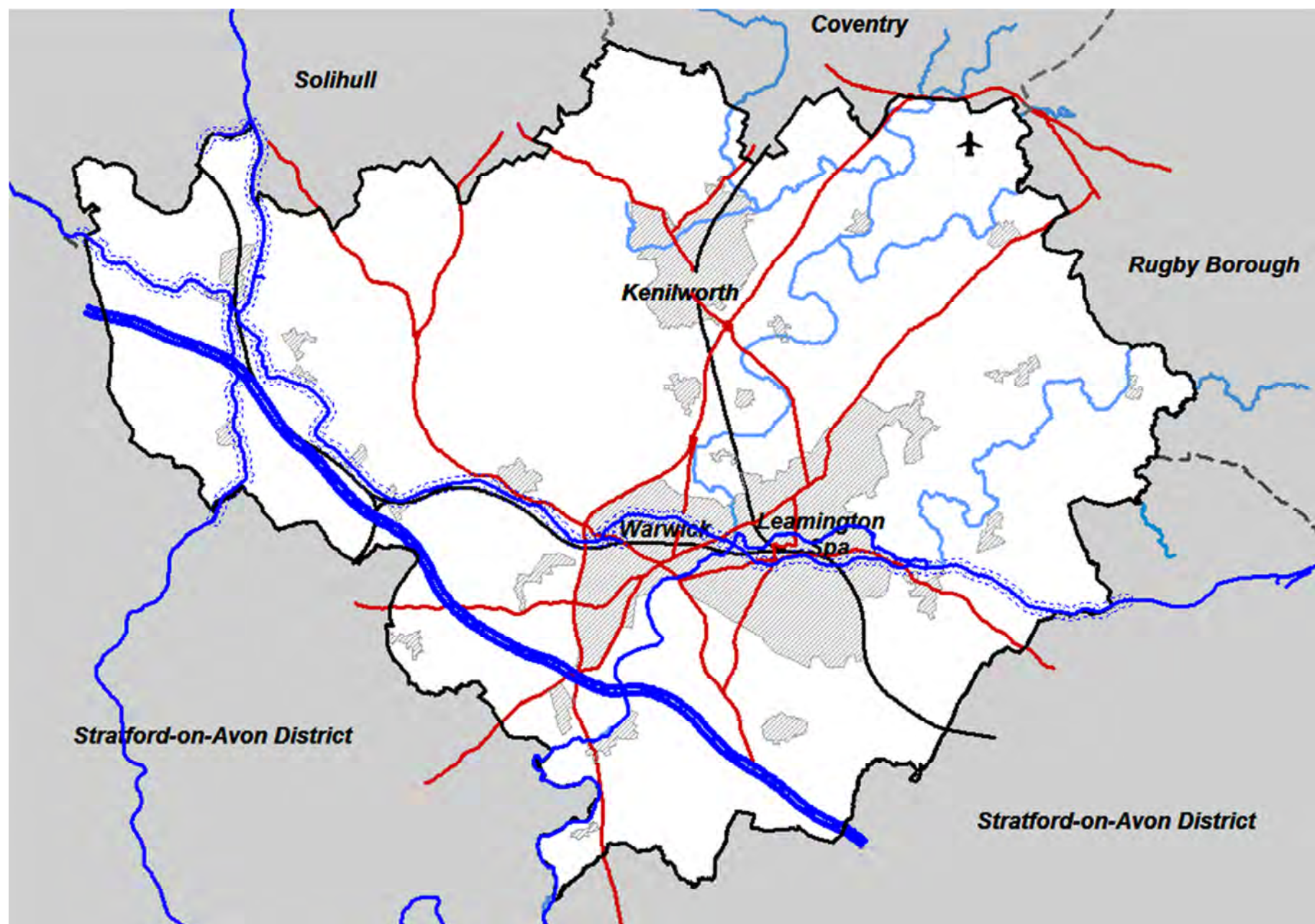


ST MARY IN THE FIELDS – WILLES CANALSIDE ESTATE

APPROACH TO CONSERVATION

The approach to the appraisal draws on *Conservation Principles, Policies and Guidance* (English Heritage 2008). This recognizes the wide range of heritage values. It states that the weight given to heritage values should be proportionate to the significance of the place and the impact of the change upon the special architectural or historic interest, the character or appearance of which, it is desirable to preserve or enhance. Conservation Principles established a decision making framework that helps determine what is appropriate. The intention of the appraisal is to help everyone involved to take account of the diverse ways in which people value the historic environment as part of their cultural and natural heritage.

Community engagement can provide information on the local issues, local economy and local area as well as the needs and aspirations of local people. This helps ensure that judgments on historic areas and places are informed and well founded.



DESCRIPTION AND LOCATION OF CANAL CONSERVATION AREA

The Grand Union Canal runs south east from Birmingham and enters the district at Netherwood Heath, passing the settlements of Kingswood, Rowington, Hatton, Shrewley, Budbrooke, Warwick, Leamington, Radford Semele and Offchurch, it exits into Stratford District at Welsh Road Locks after the planned HS2 crossing.

The Stratford on Avon canal, also from Birmingham, starts at Kings Norton and enters the district after Hockley Heath, passing Lapworth and linking to the Grand Union at Kingswood in 1802, it then extends south, under the M40, through Lowsonford and into Stratford district at Yarlingale from where it continues and connects to the River Avon and then the Severn.

The waterways in Warwick District together form the conservation area. The canals in Warwick District are an integral part of a network managed largely by the Canal & River Trust, as successors to British Waterways The networks covers 2000 miles, roughly equivalent to sailing around the coast of Britain, depending on whether you shortcut through the Caledonian Canal. The 22.6 miles of the Warwick to Birmingham canal cost £160,00 and the Warwick to Napton 14.2 miles cost £75000 when they were opened in 1800. They were combined into the Grand Union Canal in 1929. The Stratford upon Avon canal fully opened in 1816, 23 years after it was begun, and at a cost of £297000 for 25.6 miles.

METHODOLOGY

- A physical appraisal of the current state of the canals and their environs
- Desk research to understand the evolution from the canal acts in 1793 to today, resources include the Historic Environment Record , Warwickshire County Record Office, WCC/WDC landscape sensitivity studies, Canal and local history sources
- Discussions with Canal & River Trust, Historic England, local history groups and other key stakeholders
- Consultation with the community and registered interested parties
- From the detailed assessment of each character area, identify a range of Issues and opportunities
- make recommendations for the future preservation and enhancement of the Conservation Area that are based on good conservation and regeneration practice

To enable a comprehensive and clearer analysis of the townscape, the district's canal network has been divided into seven 'character' lengths, looking at historic development of that part, building type, uses and activities, links, spaces, settings, trees and the public realm and open spaces which together make a special contribution to the 'sense of place'.

Covering the area methodically and combining this on site observation with an analysis of historic maps, gives a sense of how and why a place has come to look the way it currently does. Looking at the relationships of buildings to open spaces, residential, commercial or industrial places reveals the character and appearance of the conservation area.

The appraisal and consultation was carried out in late 2017 and 2018 by Roger Beckett RIBA, architect/planner for Warwick District Council Conservation section.

OUTPUT

An illustrated appraisal document to:

- define heritage values, landscape character and appropriate boundaries of the proposed Canal Conservation Area
- identify the special interest
- summarise the relevant legislation and policy guidance
- provide a detailed assessment of the special character of the Warwick Canal Conservation Area
- provide guidance to try to ensure this special character is 'preserved or enhanced'
- Identify opportunities for enhancement and of the vulnerabilities that may threaten to change the character. Such as; the redundancy of particular uses and therefore building types; planning issues concerning sustainability, density, design quality and poor access; highlight the balance of 'hard' and 'soft' elements that shape the appearance of this public realm
- Give a summary historical development of how the canals affected the modern-day layout and appearance of the settlements and rural parts of Warwick District
- Provide links to more detailed sources on canals and their role in changing the country.

- The Conservation Area documents will also be lodged with Warwickshire County Councils Historic Environment Record. HERs are a primary source of information for planning, development-control work, and land management. They are continuously updated.

Site visits have taken place at different times of year, recognising the seasonal variations in appearance and nuances of character at different times of day and night. Fieldwork was combined with an analysis of historic mapping and other secondary sources are taken into account in assessing the appropriate boundary, that recognises a contribution to the character and appearance of the Conservation Area including: the form and structure of estates and historical settlements; how space is experienced and viewed from within the boundary of the Conservation Area - there are long views from within Conservation Area to the wider landscape that are of significance to the character and appearance; equally the canals and their relationship to the wider landscape can be understood when looking in from outside.

The appraisal records a range of settings including the contribution open fields as far as visible boundaries in winter make to the setting, character and appearance of open countryside lengths. The topography in the rural parts brings the landscape the canal was designed to pass through into clear consideration. There are embankments, cuttings, the changes it wrought to the pre existing tracks that existed beyond the immediate site boundaries and the impact on bridge and lock gate crossings. So that changes if proposed, can be evaluated against this broader context as well as the

current way in which the setting affects character and appearance.

PURPOSE OF CONSERVATION

Conservation is a creative activity to find solutions that conserve historic places and apply ongoing cultural values. Evaluating the historic environment involves understanding how the past is encapsulated in today's landscape, explaining why it has assumed its present form and distinguishing its more significant elements. The relationship forged with the eighteenth century landscape by the original engineers design has changed and evolved and will continue to do so, reflecting what happens adjacent to the waterway and within its aspect.

CONSERVATION PRINCIPLES

Conservation areas exist to protect the features and the characteristics that make a historic place unique and distinctive. They were introduced by the Civic Amenities Act 1967. Designation imposes a duty on the Council to pay special attention to the desirability of preserving or enhancing the character or appearance of the area. In fulfilling this duty, the Council does not seek to stop development, but to manage change in a sensitive way, so that those qualities which warranted designation are sustained and reinforced rather than eroded. (CONSERVATION PRINCIPLES, POLICIES AND GUIDANCE FOR THE SUSTAINABLE MANAGEMENT OF THE HISTORIC ENVIRONMENT EH 2008 - CPPG EH 2008)

It is important to understand the significance of an historic asset and the possible impact of a proposed development on this significance

Principle 1: The historic environment is a shared resource

Principle 2: Everyone should be able to participate in sustaining the historic environment

Principle 3: Understanding the significance of places is vital

Principle 4: Significant places should be managed to sustain their values

Principle 5: Decisions about change must be reasonable, transparent and consistent

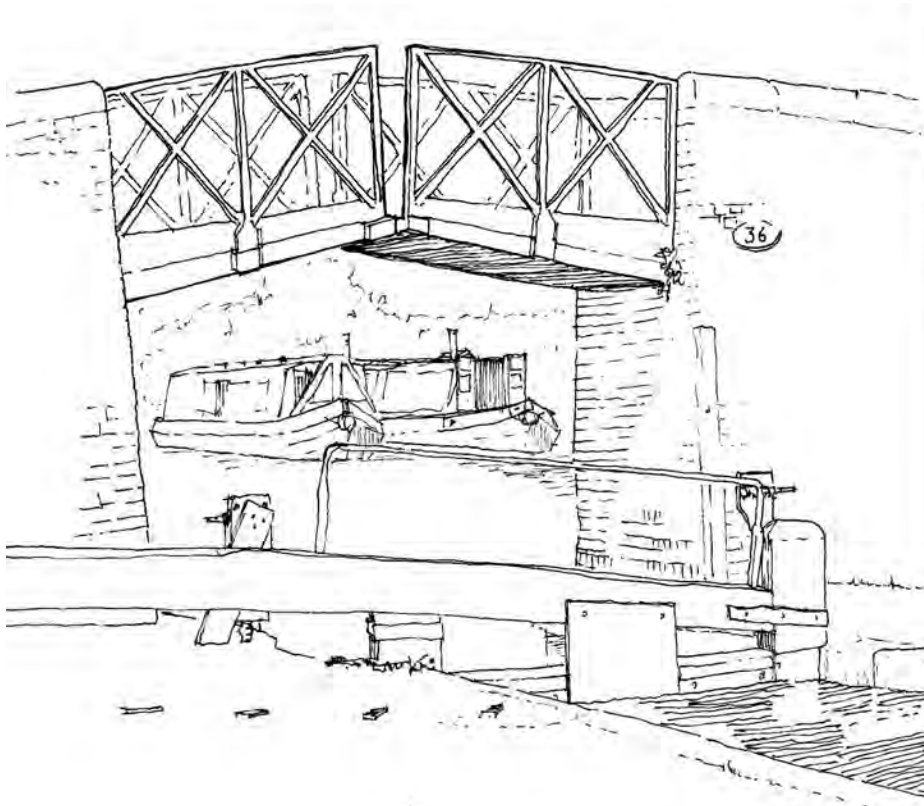
Principle 6: Documenting and learning from decisions is essential. (CPPG EH 2008)

Most of the buildings in a conservation area will help to shape its character. The extent to which their contribution is considered as positive depends not just on their street elevations but also on their integrity as historic structures and the impact they have in three dimensions, perhaps in an interesting roofscape or skyline. To identify the significance of a place, it is necessary first to understand its fabric, and how and why it has changed over time; and then to consider: who values the place, and why they do so; how those values relate to its fabric ; their relative importance; whether associated objects contribute to them; the contribution made by the setting and context of the place. The National Planning Policy Framework (NPPF) highlights that the setting of a designated heritage asset can contribute to its significance. Settings may also be nested and overlapping. The nature of canals is that there are many communities of interest in addition to boat owners and those who live in the locality.

What matters and why? - is the key question to what people value in a locality. Both positive and negative characteristics of a place can be used to establish what is valued or has significance. Explaining what has happened before and what might, breaks out of looking just at what is immediately obvious. Heritage values represent a public interest in places, regardless of ownership. The use of law, public policy and public investment is justified to protect that public interest. Advice and assistance should be available from public sources to help owners sustain the heritage in their care and to guide intelligent and imaginative architectural approaches that can be applied to new buildings to enrich historic environments. Innovation is essential to sustaining cultural values in the historic environment for present and future generations, but should not be achieved at the expense of places of established value.



HATTON FLIGHT DOWN TOWARD ST MARYS WARWICK



2.0 PLANNING POLICY FRAMEWORK

LEGISLATION

In addition to normal planning framework set out in the [Town and Country Planning Act 1990](#):

The [Planning \(Listed Buildings and Conservation Areas\) Act 1990](#) provides specific protection for buildings and areas of special architectural or historic interest.

The [Ancient Monuments and Archaeological Areas Act 1979](#) provides specific protection for scheduled monuments

The **Civic Amenities Act 1967** – was an Act to 'make further provision for the protection and improvement of buildings of architectural or historic interest and of the character of areas of such interest; for the preservation and planting of trees; and for the orderly disposal of disused vehicles and equipment and other rubbish.'

Conservation Areas are designated under the provisions of **Section 69** of the Planning (Listed Buildings and Conservation Areas) Act 1990. A Conservation Area is defined as, 'an area of special architectural interest, the character or appearance of which it is desirable to preserve or enhance'. **Section 71** of the same Act requires Local Planning Authorities to formulate and publish proposals for the preservation and enhancement of any parts of their area which are Conservation Areas. **Section 72** specifies that, in making a decision on an application for development in a Conservation Area, special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area.

Section 26A of the Planning (Listed Buildings and Conservation Areas) Act 1990 provides that a local planning authority may make a heritage partnership agreement with any owner of a listed building situated in England. Section 26A and associated provisions of the Act were inserted by the Enterprise and Regulatory Reform Act 2013.

The Canal & River Trust is developing a formal National Listed Building Consent Order with Historic England and the

Department for Communities and Local Government, and will work with others to secure the conservation of the wider context and setting of our waterways.

‘Much of the appeal of the waterways stems from the refined simplicity of many of the structures, demanding the utmost sensitivity in preserving their integrity’ - Sir Neil Cossons

The **Town and Country Planning (Tree Preservation) (England) Regulations 2012**. A Tree Preservation Order is an order made by a local planning authority LPA in England to protect specific trees, groups of trees or woodlands in the interests of amenity. An Order **prohibits the cutting down, topping, lopping, uprooting, wilful damage, wilful destruction of trees without the local planning authority’s written consent**. If consent is given, it can be subject to conditions which have to be followed. In the Secretary of State’s view, cutting roots is also a prohibited activity and requires the authority’s consent. The extent to which the trees, groups of trees or woodlands can be seen by the public will inform the authority’s assessment of whether the impact on the local environment is significant. The trees, or at least part of them, should normally be visible from a public place or accessible by the public and contribute to the character or appearance of the conservation area. Other considerations are size and form; future potential as an amenity; rarity, cultural or historic value; contribution to, and relationship with, the landscape. Anyone proposing to carry out works on trees must serve on the Council six weeks notice of the intended works. The notice should contain sufficient information to identify the trees, details of proposed works and reasons. The authority has six weeks in which to respond and work should not commence until it has

commented, or the six weeks has expired, whichever takes place first. If the council considers the proposed works should not be carried out, it can make a formal TPO. C&RT as a statutory undertaker are not restricted from carrying out necessary works without application to the LPA.

Conservation areas give protection across a broader area of land than listing individual buildings and all features within the area, listed or otherwise, may be recognised as part of its character. The conservation area is greater than the sum of the parts. Local authorities have the power (under **Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990**) to designate as conservation areas, **any area of special architectural or historic interest**. This means the planning authority has extra powers to control works and demolition of buildings to protect or improve the character or appearance of the area.

The special character of these areas is not just made up of buildings, it is also defined by other features which contribute to particular views and the familiar local scene:

- the way roads, paths and boundaries are laid out
- characteristic building and paving materials
- the way buildings are used
- public and private spaces, such as gardens, parks and greens
- trees and street furniture planning

<https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment>

The relevant **demolition of an unlisted building in a conservation area, without the permission of the local**

planning authority is a criminal offence. An unlisted building that makes a positive contribution to a conservation area is one that is important or integral to the character or appearance of the conservation area. Its demolition is likely to amount to substantial harm to the conservation area, proportionate to the relative significance of the building and its contribution to the significance of the conservation area as a whole. This can be balanced by public heritage benefits, such as: sustaining or enhancing the significance of a heritage asset and the contribution of its setting; reducing or removing risks to a heritage asset; securing the optimum viable use of a heritage asset in support of its long term conservation. **Listing and specific restrictions on permitted development in conservation areas make it imperative to check and consider the context before making proposals for change.**

Conservation areas are mostly designated by local planning authorities. The Department for Digital, Culture, Media and Sport is responsible for the identification and designation of listed buildings, scheduled monuments and protected wreck sites. Historic England administers all the national designation regimes. Historic England identifies and designates registered parks, gardens and battlefields. World Heritage Sites are inscribed by the United Nations Educational, Scientific and Cultural Organisation (UNESCO).



RADFORD LOCKS RAIL VIADUCT GATEWAY TO CYCLEWAY

NATIONAL PLANNING POLICY FRAMEWORK (NPPF)

In 2012 the NATIONAL PLANNING POLICY FRAMEWORK (NPPF) replaced Planning Policy Statement 5. This had superseded PLANNING Policy Guidance 15 and 16 that, for many years, had shaped conservation practice. The 2018 revision to NPPF has amended the paragraphs that were used in the Canal Conservation Area consultation document and therefore the now current paragraphs are referenced. Conservation policies are principally in paragraphs 126-141 but policies giving effect to this objective appear elsewhere in the National Planning Policy Framework including that on good design.

The National Planning Policy Framework set out the Government's planning policies for England and how these should be applied. Protecting and enhancing the historic environment is an important component of the National Planning Policy Framework's drive to achieve sustainable development (as defined in para 6-10) The appropriate conservation of heritage assets forms one of the 'Core Planning Principles' that underpin the planning system.

*NPPF 7. The purpose of the planning system is to contribute to the achievement of sustainable development. At a very high level, the objective of sustainable development can be summarised as meeting the needs of the present without compromising the ability of future generations to meet their own needs**

* Resolution 42/187 of the United Nations General Assembly.

NPPF 20. Strategic policies should set out an overall strategy for the pattern, scale and quality of development, and make sufficient provision for:

- a) housing (including affordable housing), employment, retail, leisure and other commercial development;*
- b) infrastructure for transport, telecommunications, security, waste management, water supply, wastewater, flood risk and coastal change management, and the provision of minerals and energy (including heat);*
- c) community facilities (such as health, education and cultural infrastructure); and*
- d) conservation and enhancement of the natural, built and historic environment, including landscapes and green infrastructure, and planning measures to address climate change mitigation and adaptation.*

NPPF 124. The creation of high quality buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities. Being clear about design expectations, and how these will be tested, is essential for achieving this. So too is effective engagement between applicants, communities, local planning authorities and other interests throughout the process.

NPPF 185. Plans should set out a positive strategy for the conservation and enjoyment of the historic environment, including heritage assets most at risk through neglect, decay or other threats. This strategy should take into account:

a) the desirability of sustaining and enhancing the significance of heritage assets, and putting them to viable uses consistent with their conservation;

b) the wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring;

c) the desirability of new development making a positive contribution to local character and distinctiveness; and

d) opportunities to draw on the contribution made by the historic environment to the character of a place.

NPPF 193. When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation (and the more important the asset, the greater the weight should be). This is irrespective of whether any potential harm amounts to substantial harm, total loss or less than substantial harm to its significance.

NPPF 194. Any harm to, or loss of, the significance of a designated heritage asset (from its alteration or destruction, or from development within its setting), should require clear and convincing justification. Substantial harm to or loss of:

a) grade II listed buildings, or grade II registered parks or gardens, should be exceptional;

b) assets of the highest significance, notably scheduled monuments, protected wreck sites, registered battlefields, grade I and II listed buildings, grade I and II* registered parks and gardens, and World Heritage Sites, should be wholly exceptional.*

CONSTRUCTIVE CONSERVATION - INTERPRETING SIGNIFICANCE AND SETTING

As the National Planning Policy Framework makes clear, significance derives not only from a heritage asset's physical presence, but also from its setting. Heritage assets may be affected by direct physical change or by change in their setting. Being able to properly assess the nature, extent and importance of the significance of a heritage asset, and the contribution of its setting, is very important to understanding the potential impact and acceptability of development proposals. In most cases the assessment of the significance of the heritage asset by the local planning authority is likely to need expert advice in addition to the information provided by the Historic Environment Record, similar sources of information and inspection of the asset itself. Informed analysis is required as harm may arise from works to the asset or as is particularly relevant to a linear heritage asset, from development within its setting.

Constructive conservation is concerned with the positive contribution that conservation of the setting of heritage assets can make to sustainable communities and for the desirability of new development making a positive contribution to local character and distinctiveness.

What matters in assessing if a proposal causes substantial harm, is the impact on the significance of the heritage asset. Whether a proposal causes substantial harm will be a judgment for the decision taker, based on; having credible, reliable information on the proposal; having regard to the

circumstances of the case; and on the policy in the National Planning Policy Framework.

Substantial harm is a high test, one important consideration might be whether the adverse impact seriously affects a key element of its special architectural or historic interest. While the impact of total destruction is obvious, partial destruction or alteration can have a considerable impact but, may still be less than substantial harm. It may not be harmful at all, for example, when removing later inappropriate additions to historic buildings which harm their significance. Similarly, works that are moderate or minor in scale are likely to cause less than substantial harm or no harm at all. However, even minor works have the potential to cause substantial harm.

Policy on substantial harm to designated heritage assets as set out in the National Planning Policy Framework is:

NPPF 195. Where a proposed development will lead to substantial harm to (or total loss of significance of) a designated heritage asset, local planning authorities should refuse consent, unless it can be demonstrated that the substantial harm or total loss is necessary to achieve substantial public benefits that outweigh that harm or loss, or all of the following apply:

- a) the nature of the heritage asset prevents all reasonable uses of the site; and*
- b) no viable use of the heritage asset itself can be found in the medium term through appropriate marketing that will enable its conservation; and*

c) conservation by grant-funding or some form of not for profit, charitable or public ownership is demonstrably not possible; and

d) the harm or loss is outweighed by the benefit of bringing the site back into use.

NPPF192. In determining applications, local planning authorities should take account of:

- a) the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;*
- b) the positive contribution that conservation of heritage assets can make to sustainable communities including their economic vitality; and*
- c) the desirability of new development making a positive contribution to local character and distinctiveness.*

NPPF 198. Local planning authorities should not permit the loss of the whole or part of a heritage asset without taking all reasonable steps to ensure the new development will proceed after the loss has occurred.

NPPF 200. Local planning authorities should look for opportunities for new development within Conservation Areas and World Heritage Sites, and within the setting of heritage assets, to enhance or better reveal their significance. Proposals that preserve those elements of the setting that make a positive contribution to the asset (or which better reveal its significance) should be treated favourably.

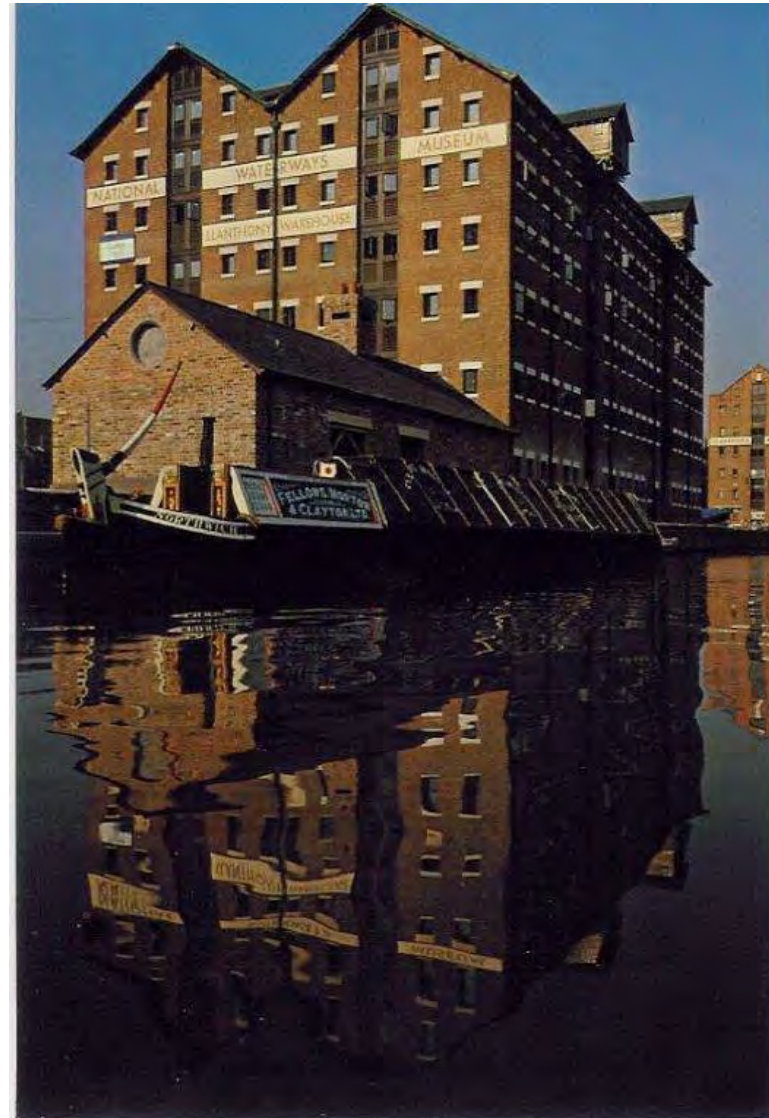
NPPF 201. Not all elements of a Conservation Area or World Heritage Site will necessarily contribute to its significance. Loss of a building (or other element) which makes a positive contribution to the significance of the Conservation Area or World Heritage Site should be treated either as substantial harm under paragraph 195 or less than substantial harm under paragraph 196, as appropriate, taking into account the relative significance of the element affected and its contribution to the significance of the Conservation Area or World Heritage Site as a whole.

HISTORIC ENGLAND ADVICE AND GUIDANCE

The decision to designate the Canal Conservation Area lies with Councillors. Government advice on the control of conservation areas and historic buildings in the National Planning Policy Framework is expanded upon by Historic England, currently as Advice Note 1: Conservation Area Designation, Appraisal and Management and other documents drawn on for this appraisal. This remains under review, along with former English Heritage guidance to try to more closely align with the terms used in the NPPF. The first conservation areas were designated in 1967 under the Civic Amenities Act, and there are now nearly 10,000 in England. Over 500 miles of canal are in conservation areas.

Conservation is a creative activity to find solutions that conserve historic places and applying cultural values that continue to apply to the future. Managing change is essential to the historic environment realising its full potential in the future. The risk of neglect and decay of heritage assets are

best addressed through ensuring that they remain in active use that is consistent with their conservation.



CONSTRUCTIVE CANAL CONSERVATION- GLOUCESTER DOCKS

LOCAL PLAN POLICY OF PARTICULAR RELEVANCE TO THE CANAL CONSERVATION AREA

The district has a Local Plan 2011-2029 (adopted Sept 2017) which sets out the framework for future development in the district; how much, where it will be and how it will be supported in terms of infrastructure. The Plan contains both allocations for land uses, including housing and employment, and policies by which planning applications will be assessed by development management staff and Planning Committee Members. It also provides guidance for developers about what is expected by way of physical, sustainable development and in terms of good design. The Local Plan sits beneath the revised National Planning Policy framework 2018 (NPPF).

There is a policy in **the Local Plan (Policy DS17)** that commits the Council to prepare and adopt a Canalside Development Plan Document (DPD). The Canal Conservation Area Appraisal forms part of the assessment of the canals in the district - their environment and setting.

A Development Plan Document is a document that fits within the Local Development Plan framework, but has been prepared separately as it deals very specifically with a particular aspect or topic. The canalside has been given special consideration as it is considered that there are opportunities in this area which could be enhanced for the benefit of the local and wider community.

NE7 Use of Waterways

The waterways can be used as tools in place making and place shaping, and contribute to the creation of sustainable communities. Therefore, any development should not:

- a) adversely affect the integrity of the waterway structure;*
- b) adversely affect the quality of the water;*
- c) result in pollution due to unauthorised discharges and run off or encroachment;*
- d) adversely affect the landscape, heritage, ecological quality and character of the waterways;*
- e) adversely affect the waterways potential for being fully unlocked or discourage the use of the waterway network*

Whilst regeneration and reuse is to be supported, there are clear reasons for managing the type and nature of new development in order to protect the environment. These include the presence of many listed buildings and their settings and the natural environment and biodiversity, some of which has evolved as a direct result of the former neglect of the waterways. The historic environment includes buildings and structures pertaining to the previous uses of the canal network as a major carrier of goods and includes wharfs, towpaths, bridges and buildings that may be listed nationally or included on local lists or of interest because of their historic industrial importance to the local area.

DS17 Supporting Canalside Regeneration and Enhancement

The Council will prepare and adopt a Canalside Development Plan Document (DPD) to:

- i. assess the canals in the district and their environment and setting;*
- ii. identify areas for regeneration along urban sections, particularly for employment, housing, tourism and cultural uses; and*
- iii. identify areas for protection, where these are appropriate, throughout the canal network within the district.*

This document will designate particular areas and uses and will set out policies for use in assessing planning applications

EXPLANATORY TEXT 2.69 The Council wishes to see the canals reach their full potential, providing not only for leisure pursuits but also for the possibility of opening up and regenerating areas that have fallen into disuse over time, particularly where this may help to boost the local economy by providing new jobs. A holistic approach is needed to avoid piecemeal development that may result in the sterilisation of other sections of the canalside. By carrying out a study into what activity is currently taking place along the canal and within its environs, the Council can plan for a sustainable and productive future. A Development Plan Document produced by the Council will be able to allocate specific sites for appropriate uses whilst building on and reinforcing existing successful canalside developments. This should result in a set

of proposals to guide sustainable and dynamic future development that contributes to the prosperity of the district.

It is intended that this Development Plan Document will also bring forward three of the employment areas (Sydenham Industrial Estate, Cape Road / Millers Road, Montague Road) identified for redevelopment for residential uses (see Policy DS8). It is important that proposals for these areas are developed to take account of their canalside location and brought forward as part of the wider uses outlined in this policy.

EXPLANATORY TEXT 2.27 13.5 hectares of employment land is being provided as replacement to allow for the redevelopment of poor quality employment land. The Council has undertaken a review of industrial estates within the district and identified the following areas as being less capable of providing the right type of employment land in the right location to meet future business needs:

- a) Sydenham Industrial Estate, Royal Leamington Spa
- b) Cape Road / Millers Road, Warwick
- c) Montague Road Industrial Estate, Warwick
- d) Common Lane, Kenilworth

EXPLANATORY TEXT 2.28 These industrial estates arose to accommodate small-scale local manufacturing and are characterised by building stock that no longer reflects the requirements of many businesses. Decline in manufacturing and the fact that modern manufacturing processes need smaller footprint buildings means levels of vacancy on these sites will increase. In addition these industrial estates do not

have easy access to the strategic road network and, being located within or adjacent to residential areas, do not offer the most suitable environment for certain employment uses.

Three of these areas a, b & c are located adjacent to the canal and therefore will be brought forward through the Canalside DPD. The appraisal considers them as areas in transition.



ENHANCEMENT OPPORTUNITY WARWICK

BE1 Layout and design

New development will be permitted where it positively contributes to the character and quality of its environment through good layout and design. Development proposals will be expected to demonstrate that they:

- a) harmonise with, or enhance, the existing settlement in terms of physical form, patterns of movement and land use;*
- b) relate well to local topography and landscape features (see policy NE4);*
- c) reinforce or enhance the established urban character of streets, squares and other spaces;*
- d) reflect, respect and reinforce local architectural and historical distinctiveness;*
- e) enhance and incorporate important existing features into the development;*
- f) respect surrounding buildings in terms of scale, height, form and massing;*
- g) adopt appropriate materials and details;*
- h) integrate with existing paths, streets, circulation networks and patterns of activity;*
- i) incorporate design and layout to reduce crime and fear of crime (see policy HS7);*
- j) provide for convenient, safe and integrated cycling and walking routes within the site and linking to related routes and for public transport (see policy TR1);*
- k) provide adequate public and private open space for the development in terms of both quantity and quality (see policy HS4);*
- l) incorporate necessary services and drainage infrastructure without causing unacceptable harm to retained features including incorporating sustainable water management features;*
- m) ensure all components, e.g. buildings, landscaping, access routes, parking and open spaces are well-related to each other and provide a safe and attractive environment;*
- n) make sufficient provision for sustainable waste management (including facilities for kerbside collection, waste*

separation and minimisation where appropriate) without adverse impact on the street scene, the local landscape or the amenities of neighbours;

o) meet the highest standards of accessibility and inclusion for potential users regardless of disability, age or gender;

p) ensures that layout and design addresses the need for development to be resilient to climate change (see policy CC1); and

q) ensure that there is an appropriate easement between all waterbodies / watercourses to allow access and maintenance

Development proposals that have a significant impact on the character and appearance of an area will be required to demonstrate how they comply with this policy by way of a Layout and Design Statement. **This should include a statement on Heritage proportionate to the impact.**

HE1 Designated Heritage Assets and their setting

Development will not be permitted if it would lead to substantial harm to or total loss of the significance of a designated heritage asset, unless it is demonstrated that the substantial harm or loss is necessary to achieve substantial public benefits that outweigh that harm or loss, or it is demonstrated that all of the following apply:

a) The nature of the heritage asset prevents all reasonable uses of the site; and

b) No viable use of the heritage asset itself can be found that will enable its conservation; and

c) Conservation by grant funding or charitable or public ownership is not possible; and

d) The harm or loss is outweighed by the benefit of bringing the site back into use.

Where development would lead to less than substantial harm to the significance of a designated heritage asset, this harm will be weighed against the public benefits of the proposal, including securing its optimum viable use.

HE2 Conservation Areas

There will be a presumption in favour of the retention of unlisted buildings that make a positive contribution to the character and appearance of a Conservation Area. Consent for total demolition of unlisted buildings will only be granted where the detailed design of the replacement can demonstrate that it will preserve or enhance the character or appearance of the conservation area.

Measures will be taken to restore or bring back into use areas that presently make a negative contribution to conservation areas.



FORMER WHARF EMSCOTE ROAD WARWICK

HE3 Locally Listed Historic Assets

Development that would lead to the demolition or loss of significance of a locally listed historic asset will be assessed in relation to the scale of harm or loss and the significance of the asset. Change to locally listed historic assets should be carried out using traditional detailing and using traditional materials.

EXPLANATORY TEXT The Council will maintain a list of locally important historic assets that do not meet the statutory criteria for listing. Within conservation areas, permitted development rights may be removed by the service of an Article 4 Direction on locally listed assets. Where locally listed historic assets are not within a conservation area, the Council may consider approving an Article 4 Direction to control aspects of development and demolition. Locally listed historic assets will be designated both within and outside conservation areas.

HE4 Archaeology

Development will not be permitted that results in substantial harm to Scheduled Monuments or other archaeological remains of national importance, and their settings unless in wholly exceptional circumstances. There will be a presumption in favour of the preservation of locally and regionally important sites, except where the applicant can demonstrate that the benefits of development will outweigh the harm to archaeological remains.

The Council will require that any remains of archaeological value are properly evaluated prior to the determination of the planning application.

Where planning permission is granted for development which will have an adverse effect on

archaeological remains, the Council will require that an agreed programme of archaeological investigation and recording precedes development.

EXPLANATORY TEXT It is not always sufficient to rely on existing information to allow an informed decision to be made about the archaeological consequences of a proposal. In such circumstances, the applicant will be required to arrange for a field evaluation to be undertaken before the planning application is determined. Regardless of circumstances, the decision-making process is always easier if any archaeological aspects of a development site can be considered early in the planning process.

NATURAL ENVIRONMENT POLICY

A healthy natural environment is of vital importance to people, places, the economy and nature itself. Therefore it is appropriate that the Council seeks to protect the natural environment and strives for net gains in biodiversity. The natural environment provides a wide range of important benefits, including areas for recreation and education, healthy food and clean water and air. The fragile state of the natural environment means that it is important that it is protected and enhanced, to ensure that future generations can also benefit from these resources. Furthermore, there will be opportunities to create new green infrastructure assets and restore degraded ones.

NE1 Green Infrastructure

The Council will protect, enhance and restore the district's green infrastructure assets and strive for a healthy integrated network for the benefit of nature, people and the economy.

The natural environment will be planned for at a variety of spatial scales....

NE2 Protecting Designated Biodiversity and Geodiversity Assets

The Council will protect designated areas and species of national and local importance for biodiversity and geodiversity....



KINGSWOOD GRAND UNION

NE3 Biodiversity

New development will be permitted provided that it protects, enhances and / or restores habitat biodiversity....

NE4 Landscape

New development will be permitted that positively contributes to landscape character.

Development proposals will be required to demonstrate that they:

- a) integrate landscape planning into the design of development at an early stage;*
- b) consider its landscape context, including the local distinctiveness of the different natural and historic landscapes and character, including tranquillity;*
- c) relate well to local topography and built form and enhance key landscape features, ensuring their long term management and maintenance;*
- d) identify likely visual impacts on the local landscape and townscape and its immediate setting and undertakes appropriate landscaping to reduce these impacts;*
- e) aim to either conserve, enhance or restore important landscape features in accordance with the latest local and national guidance;*
- f) avoid detrimental effects on features which make a significant contribution to the character, history and setting of an asset, settlement, or area;*
- g) address the importance of habitat biodiversity features, including aged and veteran trees, woodland and hedges and their contribution to landscape character, where possible enhancing these features through means such as buffering and reconnecting fragmented areas;*
- h) maintain the existence of viable agricultural units, and;*
- i) are sensitive to an area's capacity to change, acknowledge cumulative effects and guard against the potential for coalescence between existing settlements.*



CANAL AQUEDUCT TRAVELS OVER THE MAIN LINE RAILWAY AT MYTON

CULTURE, LEISURE AND TOURISM

The district has many historic assets that operate as visitor attractions, such as the castles in Warwick and Kenilworth, Stoneleigh Abbey, the country houses of Packwood and Baddesley Clinton and the canal network, as well as the regency buildings and parks of Royal Leamington Spa. The district also has other attractions such as Hatton Country World and Stoneleigh Park, all of which generate approximately 3.9m trips a year to the area. The estimated spend is £257m and supports over 4,180 jobs. The close proximity of Stratford-upon-Avon provides a strong cross-border tourism offer.

The Council's strategy sees tourism as being a key part of the local economy and this Plan should promote and deliver tourism in a proactive and positive way. The district's cultural assets and visitor facilities should be supported to grow and improve in ways that maintain their attractiveness and integrity; this will be the case particularly for those assets associated with the historic environment. It is an objective of this Plan to enable the maintenance and improvement of leisure facilities, including supporting appropriate opportunities for culture and tourism.

LOCAL PLAN POLICIES OF GENERAL RELEVANCE

DS1 Supporting Prosperity

The Council will provide for the growth of the local and sub-regional economy by ensuring sufficient and appropriate employment land is available within the district to meet the existing and future needs of businesses

DS2 Providing the Homes the District Needs

The Council will provide in full for the Objectively Assessed Housing Need of the district and for unmet housing need arising from outside the district where this has been agreed. It will ensure new housing delivers the quality and mix of homes required, including: a.affordable homes; b. a mix of homes to meet identified needs including homes that are suitable for elderly and vulnerable people; and c.sites for gypsies and travellers

DS3 Supporting Sustainable Communities

The Council will promote high quality new development including: a) delivering high quality layout and design that relates to existing landscape or urban form and, where appropriate, is based on the principles of garden towns, villages and suburbs; b) caring for the built, cultural and natural heritage; c) regenerating areas in need of improvement; d) protecting areas of significance including high-quality landscapes, heritage assets and ecological assets; e) delivering a low carbon economy and lifestyles and environmental sustainability.

The Council will expect development that enables new communities to develop and sustain themselves. As part of this, development will provide for the infrastructure needed to support communities and businesses, including:

a) physical infrastructure (such as transport and utilities); b) social infrastructure (such as education, sports facilities and health); c) green infrastructure (such as parks, open space and playing pitches).

HS1 Healthy, Safe and Inclusive Communities

The potential for creating healthy, safe and inclusive communities will be taken into account when considering all development proposals. Support will be given to proposals that:

a) provide homes and developments that are designed to meet the needs of older people and those with disabilities; b) provide energy efficient housing to help reduce fuel poverty; **c) design and layout development to minimise the potential for crime and anti-social behaviour and improve community safety;** d) contribute to the

development of a high-quality, safe and convenient walking and cycling network; e) contribute to a high-quality, attractive and safe public realm to encourage social interaction and facilitate movement on foot and by bicycle; f) seek to encourage healthy lifestyles by providing opportunities for formal and informal physical activity, exercise, recreation and play and, where possible, healthy diets; g) improve the quality and quantity of green infrastructure networks and protect and enhance physical access, including public rights of way to open space and green infrastructure;

Particularly where the canal forms the outlook, developments will be expected to contribute to planting and towpath works.

HS4 Improvements to Open Space, Sport and Recreation Facilities

Contributions from developments will be sought to provide, improve and maintain appropriate open space, sport and recreational facilities to meet local and district-wide needs. The public rights of way network within the district is a valuable resource for local people in its ability to support healthy and active lifestyles and reduce reliance on private vehicles. **Development proposals, whether in urban or rural settings, should seek to enhance connectivity to these networks, in particular where there is already limited access.** Wherever possible, good connectivity to the existing public rights of way network will be required.

NEIGHBOURHOOD PLANS

The next level down in the hierarchy of plans is the Neighbourhood Plan (NP). Budbrooke NP is in place. There is a draft in progress for Leamington, Radford Semele and Lapworth. These plans must be made in conformity with national and local policies. If a NP is published for any of the areas adjoining the canalside or including land within the boundary of the DPD, or including the canal itself, then the NP should follow heritage guidance. Significance has long been assigned through national designations. Historic England's Conservation Principles provides guidance on assessing the significance of a heritage asset, based around an understanding of an asset's evidential, historical, aesthetic or communal value. To adopt the approach in the Neighbourhood plans would add further layer of local values and make clear that the Canal is a shared local heritage asset.



LEAMINGTON CANALSIDE IN TRANSITION



RELATIONSHIP WITH EXISTING CONSERVATION AREAS AND THE DUTY TO REVIEW

Local authorities are advised to review their Conservation Areas from time to time and to ensure that they have up to date character appraisals which set out their special interest and provide the basis for development management and enhancement proposals. The appraisal has highlighted historical development of Leamington and uncovered new evidence regarding the southern portion of the Leamington Spa Conservation Area.

To complete a linear canal conservation area through the district it is proposed to stop the current Leamington Spa Conservation Area at the northern border of the Canal Conservation Areas and then to reappraise the areas cut off the Leamington Spa Conservation Areas, south of the Canal Conservation Area, and to form a further conservation area.

The village of Lowsonford's Conservation Area currently straddles the canal and will also benefit from being reviewed and revised. The boundary of the Canal Conservation Area abuts the boundary of the Lapworth Conservation Area and highlights the field below the embankment as part of the appearance of the canal as one travels through the landscape. This close relationship also exists at Rowington Conservation Area. On the western side of the Warwick Conservation Area the canal permeated St Mary's Lands and the conservation areas abut. The Offchurch Conservation Area does not quite extend to the Bury Lodge adjacent to the canal. The building is included in the Canal Conservation Area which extends down to the River Leam. The Leam is fed from the canal, as the urban area is at the lowest level of the canal, that then climbs to Napton to the east or west to Hatton.



LOCK, BRIDGE AND COTTAGE ARE LISTED AT LOWSONFORD



THE EMBANKMENT BY THE LEAM NEAR RADFORD



GRAND UNION WARWICK - LOSSES AND OPPORTUNITIES

3.0 CANAL HISTORY

HISTORICAL CONTEXT

The twenty five years from 1790 to 1815 saw profound change emerge in both ideas and events that swept Europe and beyond. This included political events, war with France, the French revolution's cry of liberty and equality, Erasmus Darwin and Kant's evolving scientific and philosophical ideas, the emergence of a new 'middle class' and rapidly developing engineering innovations.

In Britain, the industrial revolution and expanding empire brought about capital investment in projects. The rise in population meant farmers needed to deliver foodstuff to the growing towns, and as the industrial revolution in Britain got underway in the late 18th century, there was a need to improve transportation of coal, minerals, raw materials and products. This industrialisation depended on the abundant supply of coal and the means to move the coal from where it was mined.

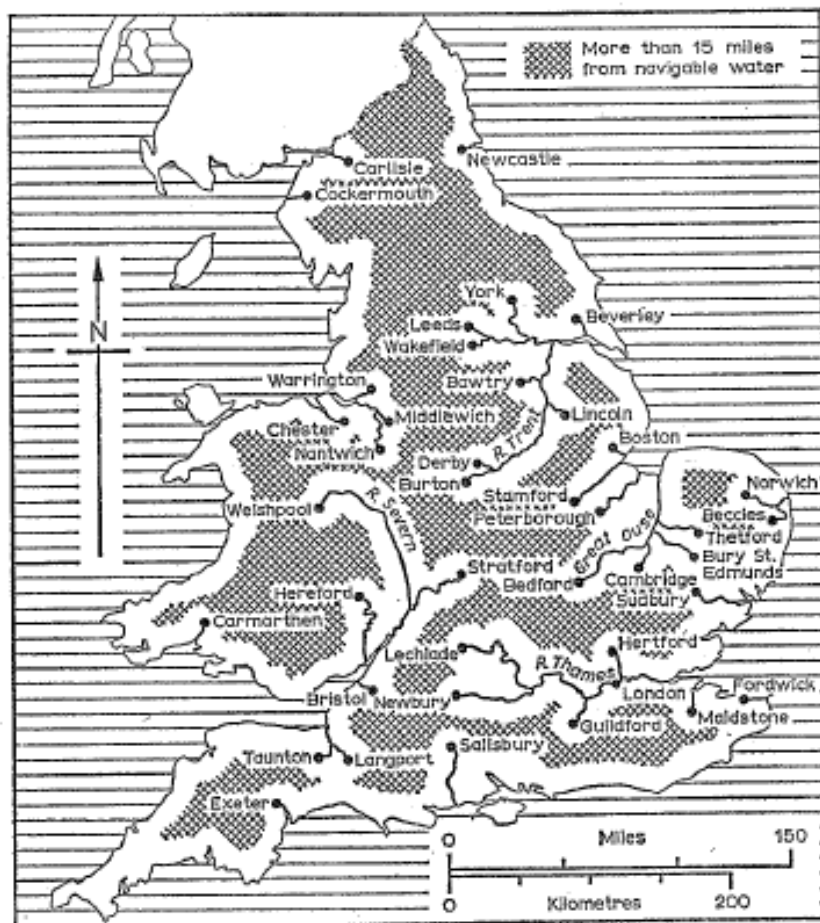
DEVELOPMENT OF CANALS IN BRITAIN

The waterways system that developed in Britain between the 1760s and the 1830s can be regarded as a new beginning in inland transport that was driven by the needs of industrialisation and private enterprise and which also contributed in a variety of ways to the industrial revolution. Canals work better than rivers, as they can go where rivers don't go and can be kept under control in regard to water

supply without the drawback of floods and droughts, or being silted up.

The development of canals:

- fuelled rapid economic growth, regional specialisation and urbanisation
- contributed to wider developments in business organisation, capital mobilisation, the creation of effective contracting teams and engineering technology, which were then applied to construction projects everywhere
- provoked the development of joint-stock companies to raise capital from numerous small investors. Canal companies enabled a scale of capital investment that would otherwise have been inconceivable: canals introduced the better off to the marketable company share and became by far the largest concentrations of capital in the Industrial Revolution,
- enabled the development of new engineering techniques and materials and contributed to the development of the profession of Civil Engineering.
- set the legal precedent of compulsory purchase of land by Act of Parliament (via the development of The Duke of Bridgewater's Canal, which required land to enable canals to cross the property of multiple owners)
- together with advances in shipbuilding and the art of navigation made foreign markets more accessible



Map 6 *Distance from navigable water, 1700*

The construction of the waterways network began with the canal built at Manchester by the Duke of Bridgewater in 1761. During the next thirty years, canals were built which linked the four principal river estuaries of southern Britain. Canal-building reached its zenith after 1790, during the so-called 'Canal Mania'. In just twenty years 1,900 kilometres of new

waterway were completed including the Warwick and Birmingham, Warwick and Napton and Stratford upon Avon Canals.

The canal historian, Charles Hadfield, calculated that some 58 kilometres of canal tunnels had been constructed in Britain by the time that the network reached its peak in the mid-nineteenth century

Between 1758 and 1803, no less than 165 Acts of Parliament for cutting canals were in place. The Canal Acts determined that thirty yards was the corridor width allowed for the works, and that a deviation of up to one hundred yards from the line approved by the Act would be allowed.

Brindley's Trent and Mersey Canal was supplemented by the Wolverhampton Canal, now part of the Staffs and Worcester canal, connecting the Trent with the Severn. The Birmingham Canal and the Coventry Canal gave through navigation from the Trent at Lichfield and the Oxford canal to the Thames. These were major changes to the infrastructure of the country.

Canals had not always been welcomed. When the Duke of Bridgewater applied for the powers to construct his second canal, the existing river navigation users petitioned against it. Active opposition was also offered by landowners whose property was either used for the canal or who believed that their land would deteriorate in value.

However, the beneficial effect of canals on trade was considerable, for example:

- Manchester manufacturers were able to get their raw materials more directly and at cheaper prices.
- The Port of Liverpool was opened to a wider stretch of the country. The Manchester and Runcorn Canal followed on from the Duke of Bridgewater's project for taking the Worsley coals to Manchester by Canal.
- A quote from Williamson's Liverpool advertiser in 1777 shows that compared with the £5 per tonne transport from Liverpool to Birmingham by road, this was reduced to £1.50 by water
- Wedgwood's improvements to the pottery industry were facilitated by canals which reduced damage to pottery in the long journeys to London and the continent and which enabled the transportation of clay at reduced costs. As a result, Wedgwood was able to report that he had increased the number of workers from around 7000 to 20,000.

In conclusion, canals works were often spectacular achievements, given the spade and barrow technology, the infancy of contracting and the ingenuity and industry required of both engineers and of promoters in gaining the rights to carry out the work.

Canals opened up trade in what was then still an agrarian society. Canals facilitated the growth of settlements and manufacturing by allowing materials won in one place to be worked in another, with the products distributed around the country. They provided inland economies such as Warwickshire with an alternative to the horse packed with baskets or of carriages trailing over uneven ground. Their

creation over two hundred years showed how innovation, enterprise and collaboration could be both profitable and development beneficial in the short term, and also provided a legacy that continues to be put to use.



ST MARYS LANDS GREEN/BLUE LINKS

THE DEVELOPMENT OF THE CANALS IN WARWICK DISTRICT

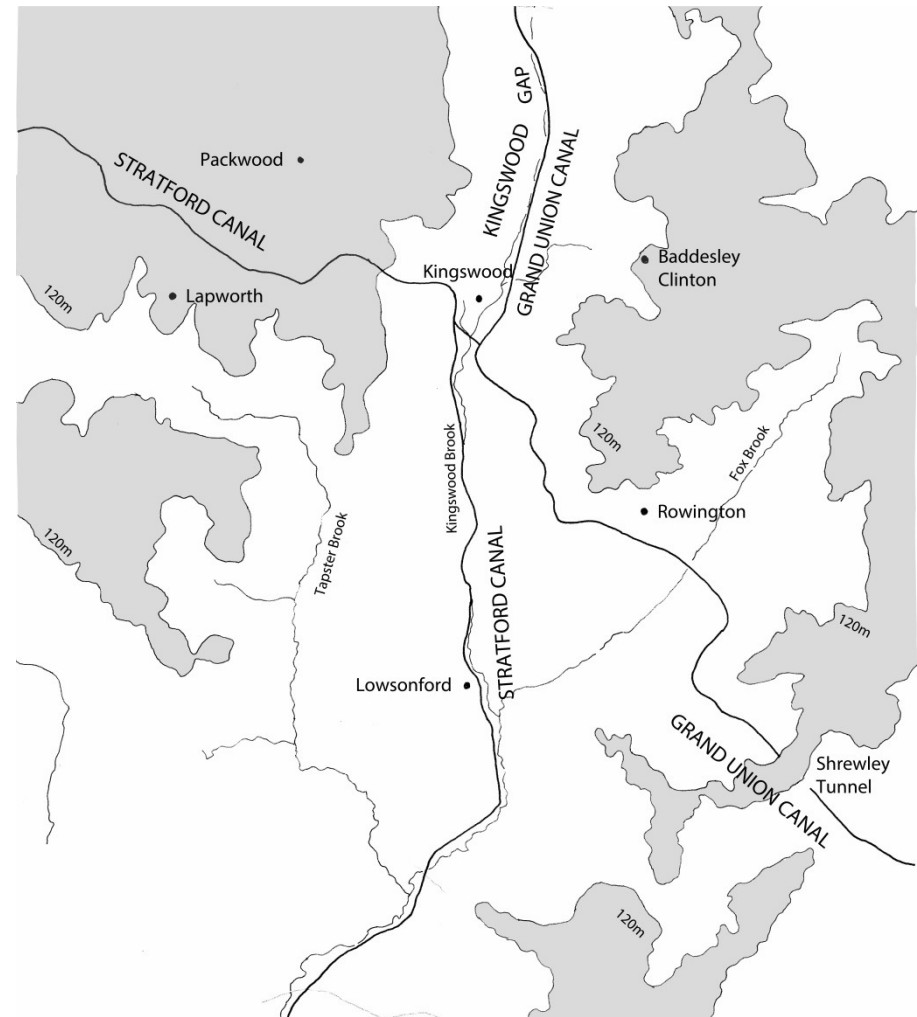
The lengths of canal that run through Warwick District were permitted by several Acts of Parliament passed between 1793 and 1799.

The Warwick and Birmingham Canal was the first to gain Royal Assent on 6 March 1793. The canal is described as commencing at Saltisford, in the Borough of Warwick, and

from there running in a north-westerly direction, passing Budbrook and Rowington, to Kingswood, where it is joined by the Stratford-upon-Avon Canal; it then pursues a northerly course, eventually joining the Birmingham Canal at Digbeth in Birmingham. A second Act of Parliament was obtained in 1796 entitling the company to fund completion of the canal.

The Warwick and Birmingham canal is 22.5 miles long. From the Saltisford to near Budbrook it is level; but over the next 2.5 miles it rises by 44.8 m (146ft) by the 21 locks in the Hatton Flight lock 26 by A46 at O.D. 190.65 feet to lock 46. 337.18 feet Its course is then level through to Knowle locks in Solihull. It passes through Shrewley tunnel at and Rowington cutting. Coming from the other end, the canal ascended locks from Digbeth, Camp Hill and Bordesley at its northern summit and then descended by many locks to the Avon Valley. A reservoir was built at Olton to supply water to the summit level.

There were issues of topography which had to be overcome. Birmingham stands on red sandstone some 300 feet above sea level and a distance from the navigable rivers. The Warwick to Birmingham canal had to be built to overcome the ridges of hills, obstacles between the two towns. This was achieved by locks and with the cutting at Knowle, a cutting at Rowington, followed by a long embankment, and a wide short tunnel at Shrewley. The later railway, following a similar route, engineered some wider cuttings through these same ridges, as can be seen from the OS plans.



BIRMINGHAM PLATEAU 120M CONTOUR SHOWING CANAL ROUTE

Royal Assent for the Warwick and Braunston Canal was granted on 28 March 1794. After work began a second act in 1796 authorised the shortening to meet the Oxford Canal at Napton. This canal is described as commencing at the

Warwick and Birmingham Canal, in the parish of Budbrook, and running in an easterly direction, leaving Warwick on the south and passing by Leamington Priors, Radford, Long Itchington and Stockton to join the Oxford Canal near Napton-on-the-Hill. It is around 14 miles long and crosses the River Avon near Warwick by an aqueduct bridge, and near Radford and Long Itchington there are other smaller aqueducts.

The 1794 Act had permitted the construction of a canal linking the proposed Warwick and Birmingham Canal at Budbrook to the Oxford Canal in the parish of Braunston following a route roughly similar to that of the Leam. However, the course prescribed by this Act was soon found to be inconvenient and more costly, involving major earthworks and/or more aqueducts and the proprietors therefore obtained a second act of parliament in 1796 which authorised them to adopt the present line of the canal.

The Warwick and Napton Canal descended from Napton by narrow locks to the Avon valley and the five mile bottom pound through Leamington and most of Warwick to Cape Locks. Reservoirs were built at Boddington on the Oxford canal and at Napton.

Meanwhile, on 28 March 1793 Royal Assent was given to construct the Stratford upon Avon Canal (originally to terminate on the north side of the town). This was followed in 1795 by a second Act allowing the construction of a navigable cut from the Stratford Canal at Lapworth to the Warwick and Birmingham Canal at Kingswood. The opening

of the Stratford canal's junction with the Warwick line at Kingswood created a link to the Dudley canal. A third Act in 1799 allowed further variations to the course of the cut linking the two canals. The Stratford Canal is described as running from the Worcester and Birmingham Canal at King's Norton via Yardley Wood Common and Shirley to the parish of Lapworth. There it turns south towards Stratford upon Avon.. The total length is about 23.5 miles.

The construction of the two Warwick canals proceeded very quickly. The overall route of these two canals was completed on 19 March 1800, the same year the Grand Junction Canal opened from Braunston to Brentford. Just prior to this the opening of the Warwick canals had been marked by cannons and ringing of bells at a ceremony on 19 December 1799, when a boatload of coal travelling south from Staffordshire met a boatload of lime travelling north from Napton.

Construction of the Stratford upon Avon Canal had started in 1793 but was soon suspended. It restarted in 1799 and the junction with the Warwick and Birmingham Canal was completed in 1802.



LIFT BRIDGE - 26 ON STRATFORD UPON AVON CANAL

However, it was not until 1812 that work on the southern section from Kingswood to Stratford itself were undertaken. This canal length was complete and opened on 24 June 1816. By that time authority had been given for the canal to be extended into the town itself to create a link with the River Avon. From there the Avon was navigable down to the River Severn at Tewkesbury. This new link provided the basis for moving goods from the growing centre of manufacturing in and around Birmingham to Bristol via the Warwickshire Avon and the River Severn. At its busiest the canal's annual traffic peaked at 180,000 tons and this included 50,000 tons of coal alone.

Over a very short period of time the slightly earlier contour canals such as the Oxford Canal had been augmented by new straighter canals with locks and tunnels to create, by the early nineteenth century, the network in Warwickshire that largely continues today.

The Warwick and Birmingham Canal became one of the great lines of transport between Lancashire and London as a result of its connection with the Oxford Canal, through the Warwick and Napton, and thence with the Grand Junction Canal, near Braunston. It not only opened a communication between London and Birmingham and the neighbouring commercial towns, but it provided the means, by its other connections, of conveying the trade between London, Liverpool and Manchester. The link between Warwick and Napton also established a second and shorter line of communication between London and Birmingham than the Thames to Oxford canal and Coventry canal route. By 1805, the county town of Warwick was at the heart of a major new waterway from the industrial Midlands to both London and the north. Locally, it meant there was a cheap and plentiful supply of coal to Warwick, Leamington and the neighbouring areas, and thus it established the conditions for rapid growth in the area.

THE COMING OF THE RAILWAYS

William James had spent a considerable amount on the canal and river navigation. But he was also to become an early pioneer of the railway, proposing in 1822 a Central Junction Railway or an extension of his tram road from Stratford-upon-Avon to London. He then made surveys between Liverpool and Manchester that in 1824 resulted in the Liverpool and Manchester Railway Company being formed. The first Liverpool and Manchester Bill was passed in 1826.

In 1838 the London and Birmingham railway opened. When in 1845 the Warwick canal companies were put in the hands of the receiver, the London and Birmingham railway company offered to buy the Warwick canals in order to lay a branch through Daventry to Leamington, but negotiations floundered.

The railway boom in 1845 saw the Oxford, Worcester and Wolverhampton railway planning its lines and it offered to buy the Stratford-upon-Avon canal. The sale was eventually completed in 1856 and three years later the railway company bought the Upper Avon navigation.

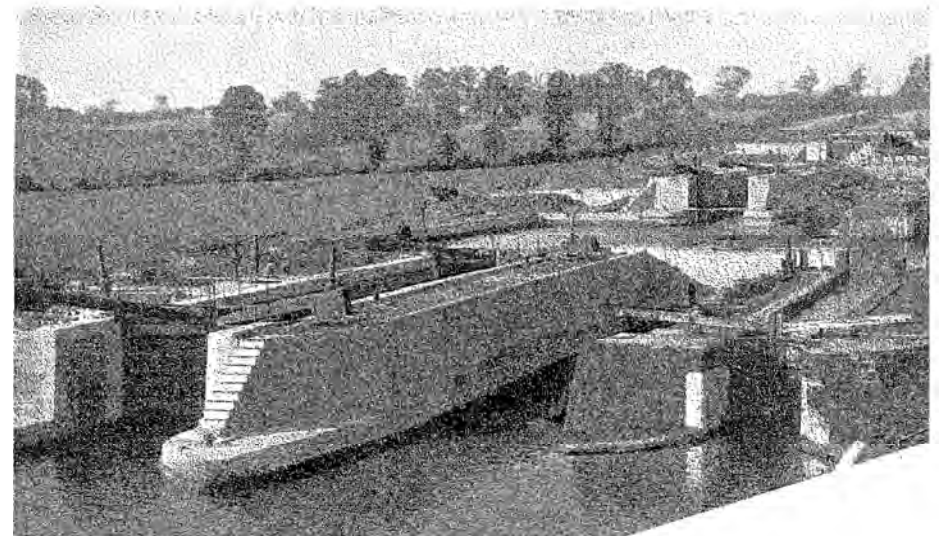
In 1846 the London and Birmingham railway was combined into the London and North Western Railway.. A Birmingham and Oxford railway was authorised in 1846, this was taken over by the broad gauge Great Western Railway in 1848. The railway followed close by the route pioneered by the canal between Birmingham and Warwick. The Stratford-upon-Avon and Hatton branch was opened in 1860 and, by 1863, the Great Western Railway controlled all the water and rail routes

to Stratford and the southern section of the Stratford-upon-Avon canal was allowed to gradually decay.

Dividends on the Warwick Canals reached their peak in 1839 at 17% and then fell away as the railways took trade, so that by 1852 the Warwick and Napton was nil and the Warwick and Birmingham had no dividend by 1854.

Many rail lines closed in the 20th century, with dismantled railway lines still a feature in the landscape such as at Radford bottom lock, part of the disused Leamington – Rugby line, and above Lowsonford, a part of the Henley in Arden Branch. The mainline railway follows a similar route to the Warwick and Birmingham canal, crossing over it on the way into Leamington and under it on the way out at Myton.

GRAND UNION CANAL IMPROVEMENTS



20TH CENTURY DEVELOPMENTS

The Grand Union 1930s investment.

By the end of the 19th century, the Grand Junction Company was seeking agreements and amalgamations with other canal companies to improve their position against railway competition. Eventually the Regents Canal and the two Warwick canals became part of the Grand Union Canal in 1929. The journey from Birmingham to London could be accomplished in approximately 50 hours and the time had become much more predictable.

In the early 20th century it was still argued that canal transport had many advantages. Even the most fragile merchandise could be carried safely; the canal boat had a much greater capacity than a railway track or than a lorry and was as cheap, efficient and reliable. The Royal Commission report to government in December 1930 said, "We are of the opinion that certain canals still possess considerable value as a means of transport... Commodities such as coal are unsuitable for conveyance by road. Canals are the only practical alternative to the railways, whilst for... pottery, they offer much less risk of damage than either road or rail.....Factories could be erected at any convenient point on the canal banks, and goods can be transferred direct from factory to barge without interfering with through traffic.....The Minister of Transport should take steps to set up public trusts, which will acquire such canals as he considers it would be in the national interest to preserve and improve."

The Grand Union company had a large trade in the carriage of cementing bags, traffic particularly well-suited to carriage by water. It was loaded and discharged under cover in special warehouses and redelivered by road in small lots, whilst road-stone could also be sourced through the company and supplied at relatively short notice. Thousands of tons of building products passed annually from Stockton, which at that time was the centre of the cement industry and also had a large area devoted to the manufacture of bricks and tiles. In the Leamington area large quantities of coke breeze, tar and grain were handled by canal. There were numerous works handling all types of goods, particularly grain and timber.

The Canals were promoted as a through route from the continent to the Midlands. A steamer could discharge iron and steel in the Regents Canal docks directly to boats placed alongside, from whence they travelled to the Birmingham terminal. The link from Warwick's canals to the Regents Canal Dock in the port of London made it possible to ship goods by water from Europe and America.

In the 1930s, the Grand Union Company therefore undertook a major programme of improvements to accommodate increasing volumes of traffic on the canal. The old narrow locks were replaced by wide ones to enable wider craft or pairs of narrowboats to travel through. Starting in 1932, over half a million pounds worth of improvements were undertaken on the canal between Napton Junction and Knowle. There were 51 new wide locks, now 4.6 m wide at coping, including those on the dramatic Hatton flight. The waterway as

improved can be seen today, together with the remains of the narrow locks which were planked over and used as weirs alongside the new broad gauge locks. The broad locks were opened in 1934. All locks between Knowle and Calcutt have the distinctive worm and nut paddle gear installed as part of a modernisation programme in the 1930s. The castings are by Ham Baker and Co. whose office was in Westminster SW as marked on the paddle gear casing, but the castings were made in Birmingham

There were at this time wharfs at Budbrooke, Saltisford and the Cape. On the south side of the canal from Cape wharf there was Packmore's wharf, Union wharf, Guys Cliffe wharf, Hill wharf, Nelson and Dale's gelatine works, Emscote old wharf and Emscote new wharf, Emscote Mills (operated by Kench and Sons Ltd, on the north of the canal) and Myton Road wharf serving the Leicestershire and Warwickshire Electric Power Co Ltd.

In Leamington a wharf served the Midland Electric Light and Power Co Ltd and the Leamington gasworks. At Eagle wharf there was Sydney Flavel & Co and the Leamington Corporation. There was a basin at Clapham Terrace and 700 metres to the east Gullimans wharf, followed 2 km to the east by Butt Lane wharf, Fosse wharf, OffChurch and Longhole wharf. Local trade was also served by Bascote wharf, and Cuttle wharf at Long Itchington. Rugby Portland cement and the Allied brick and tile company used a wharf at Birdingbury, with Stockton being the location for Charles Nelson & Co's trade.

As well as the improvement works executed by contract, the Grand Union company established six depots between London and Birmingham where reinforced concrete sheet piles to stabilise the canal edge from the wash of broader motorised craft were made by direct labour. The Warwickshire Depot had an output of between 400 and 500 piles per week. Once set up these were surmounted by a coping formed in mass concrete 300mm deep, extending 400 mm back from the water's edge. The irregular edges of the canal were replaced by concrete walls to allow higher speeds between locks.

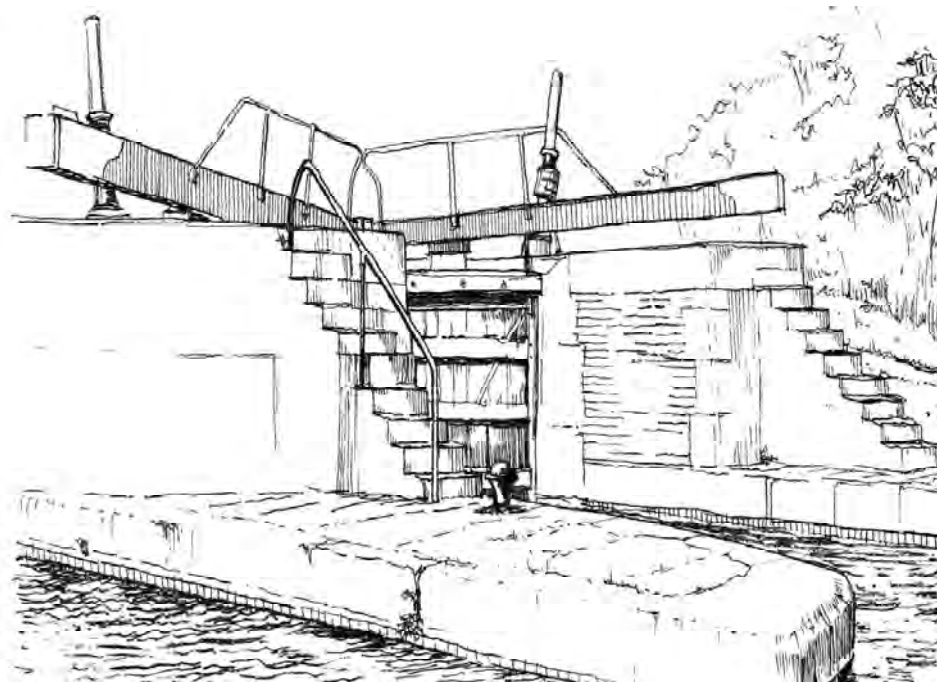
An important part of the improvements were three new reinforced concrete bridges with distinctive parapets. The bridges were designed, to serve the public road traffic of the time, with just over 3m clearance from the water level and a service pipe under the deck.

DECAY AND RESTORATION

LTC Rolt's highly influential book *Narrow Boat* (1944) had begun to create new interest in the canals and he had co-founded the Inland Waterways Association, a pressure group for the retention of the canal system. Popular interest in the canals had been stimulated by the pioneering documentary drama film, *Painted Boats* (1945). It was whilst on a visit to Stratford, and after a morning walk up the canal, that the pioneer Robert Aickman, who founded the IWA, was prompted to start the campaign for their restoration and use.



The stratford upon avon restoration from neglect and decay was inspirational and changed attitudes to the 'stinking ditch'. The growth in the popularity of waterways since the sixties has been phenomenal, with canals regularly featuring on television and a sizeable collection of people now choosing to live and to work afloat.. Many more people are aware of what happens down under that inconvenient hump in the road. Discovering something new is relatively easy when it is on your doorstep. The appraisal consultation revealed a widely held appreciation of that separate tranquil world, a sense of a different place, a combination of well-designed lasting heritage and accessible countryside, softened by nature.



4.0 SUMMARY OF SPECIAL INTEREST

In the context of the Midlands, the Canals are of considerable architectural, historic, archaeological, social and scenic interest. The influence of canals was phenomenal, completely revolutionising industrial transportation and profoundly affecting the location of industries. The impact on Leamington of the canal, from its completion in 1800, was no less spectacular. The wharfs quickly became important focal points for industry and facilitated the growth of settlements. The canals through Warwick District are special because:

A. The Warwick and Stratford canals' significance as part of the late 18th, 19th and early 20th century canal

network, the key infrastructure that made possible the development of the country in the early nineteenth century. William James who bought the canal in 1813, completed the south section of the Stratford canal and the tramway, became one of the original railway pioneers, through his insights and subsequent work surveying the Manchester and Liverpool railway

- B. An immediate effect of canals was the reduction in the price of coal, so that it became possible to set up industry in country towns like Warwick, away from coal fields. One of the first factories in Warwick employed a tenth of the population, over five hundred hands. As a consequence bringing folk to live in towns. In the first thirty years of the century the population of Warwick increased from 5592 to 9109 in 1831.
- C. Having a canal was a major contribution to the growth of Leamington from a village of 315 people at the start of the 19th century when the canal arrived; growing to forty times that in forty years. The landowners who promoted the canal bill were able to develop their estates as the early town grew up around it. They were guided by John Tames, whose legal and financial skill are behind much of Regency Leamington's development, and who chaired both the Warwick canal companies for 25 years.
- D. The canals importance as a historic record of the most dominant pre-railway freight transport network, that still retains original features including aqueducts, bridges, toll houses, lock cottages, cuttings and embankments pre 1850.

- E. The special interest of the canal as an eighteenth century designed landscape, the canal setting and relationship with the historic estates close to the waterways including National Trust properties at Packwood and Baddesley Clinton;
- F. The Stratford upon Avon canal through the district includes distinctive split bridges, and unique barrel vaulted cottages as well as 30 narrow locks. The South Stratford canal is also the example of how volunteers saved the canal and reversed decline under railway ownership, adoption by a trust, and return to national ownership.
- G. The changing setting of the canals as a linear progress from Birmingham and the metropolitan city fringe, through rural landscapes down to Stratford, or to Warwick where it largely skirts the higher ground at the centre of the town then crosses the river Avon and passes through Leamington alongside the river Leam before climbing east through farmland towards the junction with the Oxford Canal;
- H. Key Views to landmarks such as St Mary's church Warwick from the lock flight at Hatton, All Saints church from the ladder bridge in Leamington; Lapworth church from the Stratford canal.
- I. The historical engineering and architectural interest of the canal as a structure. All of the features that were to become characteristic of highly- engineered transport routes can be seen in the district, including tunnels, cuttings, aqueducts and embankments of monumental scale, together with bridges, culverts, weirs and associated features.
- J. The Aqueduct over the Avon and Rowington Cutting and Embankment are monuments of the Canal Age in the United Kingdom, which flourished from the 1760s until the establishment of a network of locomotive railways from the 1830s.
- K. The special interest of the 21 broad locks at Hatton, and 25 on the Warwick and Napton stretch of the Grand Union, together with an aqueduct 27 feet above the River Avon and also a metal trough carrying the main line canal over the main line railway; a splendid brick railway viaduct; a tunnel with separate horse tunnel, and numerous brick bridges.
- L. Economic development - as an example of how a collection of local Warwick citizens created canals that overcame the regions topography to connect the Birmingham watershed to the navigable rivers and a through route to London.
- M. The Grand Union an example of interwar investment in modernisation of locks to improve the link between the manufacturers of the Midlands to London and the world beyond in the 1930's.
- N. The employment of over a thousand jobless during hard times.
- O. The designed landscape of waterway, trees and hedgerows and the waterways role as a wildlife corridor particularly through urban areas. Many stretches of the navigations possess the attractions of a natural river,

picturesque and rich in aquatic and waterside flora and fauna and Sites of Special Scientific Interest.

- P. Despite the inception at a time of change from agrarian to industrial activity, the Stratford canal is particularly noted for its visual charm, meandering for most of its length through the quiet pastoral landscape of Warwickshire with very limited hints of the coalmines and heavy goods that prompted its creation.
- Q. The present-day use as a popular leisure resource for walkers, cyclists, pleasure boaters and anglers; a promenade through the towns and an escape to the country.



WAKING UP ON THE OVERNIGHT MOORINGS AT THE TOP OF HATTON

WHERE TO FIND FURTHER INFORMATION

www.ourwarwickshire.org.uk/ is a source of local photographs on line. As is <http://www.windowsonwarwickshire.org.uk/>

The Warwickshire County Record Office WCRO holds many documents
<http://archivesunlocked.warwickshire.gov.uk/calmview/>

The record office at Kew, and also Stratford Shakespeare Birthplace and Birmingham library
<http://www.nationalarchives.gov.uk/>

Another key informative is the Warwickshire historic map record. This allows the map regression technique, (whereby you analyse change from the recorded map bases) to be carried out in a dynamic way, with current maps fading into historic maps, so that specific locations can be looked at in detail, but also how the overall structure of the place has evolved. The maps start with the 1880 first ordnance survey, the links are;

<http://maps.warwickshire.gov.uk/historical/>

and at the National Library of Scotland <https://maps.nls.uk/>

1830 mapping is available from the Australian library web site
<http://nla.gov.au/nla.obj-231917049/view> This is the Australian library map source.

<http://heritage.warwickshire.gov.uk/archaeology/historic-environment-record-enquiries/>

WCC Historic Environment Record is a first step for any comprehensive enquiries about a location.

Warwickshire Historic Environment Record -Warwickshire County Council

Access to Online Database: [Heritage Gateway](#) and [Timetrail](#)

Information on HER Services: [Warwickshire Historic Environment Record](#)

Ben Wallace HER Manager

historicensementrecord@warwickshire.gov.uk

Melanie Millward Historic Environment Record Officer

Archaeological Information and Advice Communities
Warwickshire County Council PO Box 43 Shire Hall Warwick
CV34 4SX

<https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment>

<http://www.historicengland.org.uk/>

<http://www.heritagegateway.org.uk/gateway/>

<http://www.leafingtonhistory.co.uk/>

<http://www.warwickdc.gov.uk/>

<http://specialcollections.le.ac.uk/cdm/>

The UK Web Archive (UKWA) collects millions of websites each year, preserving them for future generations. The UKWA is a partnership of the six UK Legal Deposit Libraries.

<https://www.webarchive.org.uk/en/ukwa/index>



REINFORCED CONCRETE BRIDGES IN 30'S IMPROVEMENTS



5.0 MANAGING CHANGE

The Canal Conservation Area seeks to promote intelligent and inspired design, which is responsive to local distinctiveness, respects history and context and can bring about economic and social benefit.

This appraisal recognises that change created the canal as a historic place, and that appropriately managing change will be essential to the waterway environment realising its full potential in the future.

GENERAL PRINCIPLES OF CONSERVATION MANAGEMENT

Historic buildings are an important part of the culture of the place, alongside this are the spaces that they frame and the ones that lack shape or identity because their architectural character may not have been preserved well enough.

Historic England has effectively dispelled the common misconception that listed buildings must be 'preserved' effectively just as they are. This is not the case. Their goal is positive 'conservation' and managing change rather than 'preservation'. The challenge is to work proactively, using flexibility, vision and innovation to find a solution where heritage works for the owner, occupiers, community and environment at large.

One of the ways in which judgements have been made about character in conservation areas has been to measure how many of the original buildings have suffered changes such as concrete tile roofs, plastic windows, loss of street frontage railings. These changes are reversible. All of these can be repaired more sympathetically as better quality higher performance products are developed to respond. Where the appraisal has identified historic evidence of the value of a place, it would be wrong to just accept a marginal improvement in the aesthetic, as being better than what is currently there. So that whilst some of the areas include less well treated buildings, it is wrong to miss the opportunity to set higher standards as they continue to evolve. Better solutions will evolve to the bigger visual issues, such as reduction in refuse and recycling bins and potential removal

of vehicle clutter through car sharing subscriptions. These may in time allow the quality of the streets to recover.

There should be a presumption that an existing structure can be restored and repurposed or perhaps remodelled creatively, to get the best of both continuity and change. The former maintenance yard at Hatton is a good example. A robust existing structure has been given new life as a central meeting facility. The reuse of heritage buildings safeguards the embodied carbon emitted during the production of the materials used in those assets. Further energy would also be expended during its demolition, disposal of waste materials and in the manufacturing and transport of new materials for the replacement building. Making use of assets is a key principle of conservation.



CRT HATTON CENTRAL OFFICES

WATERWAYS MUSEUM COLLECTION

Where redevelopment is proposed, then the rationale for how the design develops must be informed by an understanding of how the character and appearance of the canal corridor has evolved and show how the proposals fit into a development framework for future change.

Local residents and landowners need to have informed advice and guidance to help them preserve and enhance the area.

There is a presumption that buildings which make a positive contribution to a CA should be retained, preferably in a continuation of their original use. This may require updating of the services in the building, or adaptations to improve access. Changes that harm the significance or diminish its contribution are not appropriate.

Detrimental changes that harm an area can arise through change in use or intensification as well as by neglect. The council has powers to remedy structures in a conservation area, even those that are not listed. Changes that harm the character can be affected by siting as well as the scale form and materials of a building and by the introduction or loss of landscape elements including surfacing, boundaries and planting.

HERITAGE RELATED BENEFITS OF REGENERATION

Conservation and development need to work together. Using the historic environment as an asset, and giving it new life is a key factor in the economic and social revival of canal-side towns and cities such as Birmingham, Leeds and Gloucester.

The careful integration of heritage assets into regeneration projects over a sustained period, such as at Kings Cross, plays an increasingly important and successful role in many major regeneration schemes and can transform the built environment.

A 'heritage asset' is defined in the National Planning Policy Framework, as "a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest". Once it falls out of use it is potentially at risk. That is why it is important that the canal corridor continues to evolve, but it is equally important that the character is not eroded by lack of consideration for what is special. Canal-side areas with historic buildings, which individually may not be of particular architectural merit, can still form the basis of effective urban regeneration.

Regenerating heritage assets can translate into higher values – not just financial value, but economic and social value as well. The wider impacts of regenerating historic assets in terms of their economic and social value may include:

- improvement to the physical fabric of urban areas
- improvements in personal safety and the reduction of the fear of crime
- community involvement and sense of ownership
- employment
- indirect inward investment into the wider area
- and sustainable use of resources through reuse of past materials and embedded energy
- improvement of image

- improvement in confidence: a sense of pride

APPLYING THESE PRINCIPLES TO THE CANAL-SIDE

The enclosure or openness of particular sections of the canal should be respected as this quality contributes significantly to its varying character. The ever changing views, the variety and contrast of townscape elements and the informal relationship between buildings and canal make significant contributions to the character of the canal. Different sections of the canal vary considerably in terms of aspect, level, width and orientation and in the nature and function of adjacent buildings and landscape.

The incremental development of a diverse canal-side should mean that compatible new buildings will allow the area to continue to evolve and can add to locally distinct character. This is to be preferred to bogus copies or poor pastiche which will undermine the original.



WATERSIDE REGENERATION LEAMINGTON SPA

The canal is experienced as a continuous linear element, so that the evolving view as one travels along is a key characteristic. The preservation of the essential qualities of any view, or indeed the enhancement of those qualities will be sought. Although the canal is a continuous open space, it is not always perceived as such because of its twisting route. The canal has a picturesque quality, with only stretches being visible at any one time and views partly curtailed by the bends in the canal and the bridges which cross it and frame distant views. The canal side trees hedgerows and informal plant margins, often along very narrow strips, give a soft edge to the water way and contrasts with the harder edge formed by some of the enclosing structures. There is strong support for the picturesque nature of the canal space as well

as importance of wildlife habitats. It is important to recognise that this informal appearance adds to the value ascribed to it as a parallel world, tranquil and away from road traffic often with the air of a quiet backwater.

The landmarks include bridges, areas of open space, and groups of buildings within the canal corridor. It is important that their setting and relationship with the waterways is preserved. Bridges are particularly important landmarks. They help to define the character of each length. Furthermore, bridges can be vantage points and command extensive views along the waterside. They are the nodes where the linear corridor connects to the routes crossing.

A particular feature of the linear canal-side conservation area is that a site is approached, encountered and then passed. So the three-dimensional quality, particularly the experience of ground level, including the surfaces and planting employed, are experienced sequentially, not as flat elevations. Where doorways are, how windows and other openings are modelled, the details of materials and textures used, the effects of sunlight and shade will all have a bearing on whether it is good enough for the context.

Waterside development increases use of the infrastructure and creates opportunities to positively extend the purposes for which it was made. The added value that canals bring to proposals might be recognised by requiring development to support improvements in public access that would sustain increased use by a wide range of users for local walks, cycling, boating, angling and more. Development might also enhance public benefits through: the provision of disabled

access, potable water, way-marking, mooring bollards, appropriate surfacing, seating, information and interpretation signage, boundary walls and planted borders, hedge laying and tree planting, marginal waterside vegetation and provision of soft edging.

The integrity of the waterway as structure is fundamental to the conservation area. Digging foundations, imposing adverse loading on the waterway wall, or any act likely to result in a breach of flooding or through discharges to cause pollution or affect the water quality will undermine the designation and potentially threaten the ability to maintain it as a heritage asset .



GAP BETWEEN WARWICK AND LEAMINGTON IN 1885



AVON AQUEDUCT HAS A LINK FROM CANAL TO THE RIVERSIDE WALK WCRO

The canal corridor is not of a unitary character, but there is a recurring feature which is a waterway and towpath and on the opposite side frequent evidence of former foundries, workshops and wharves. The canal side has grown organically over the last two centuries in diverse ways. What might have appeared radical is no longer incongruous. There is scope to evolve.

Incremental change also needs careful consideration. If local owners fail to understand the special nature of the canal-side corridor, the overall environmental quality of the area could be diminished and the positive effects of other initiatives be negated.



JEPHSONS FARM SEPERATES THE GROWING TOWNS



1947 ABERCROMBIE PLAN FOR WARWICK

People gravitate to historic waterside places, because of their richness, they also provide a Sense of Place. They are made up of a variety of spaces, landscape, building types, sizes and uses; with interesting architectural features and local character yielding associations with the past. They are of human scale, buildings and townscapes not dominated by cars, promoting social interaction, enhanced well-being and quality of life. The intrusion of vehicles on the canal-side is often a harmful change.

THE COUNCIL'S CORPORATE ROLE IN MANAGING CHANGE

The Local Plan policies have established the importance of the canal system to a sense of place in the district. WDC recognises its potential value in terms of economic regeneration, habitat diversity and contributing towards the improvement of health and well-being agenda.

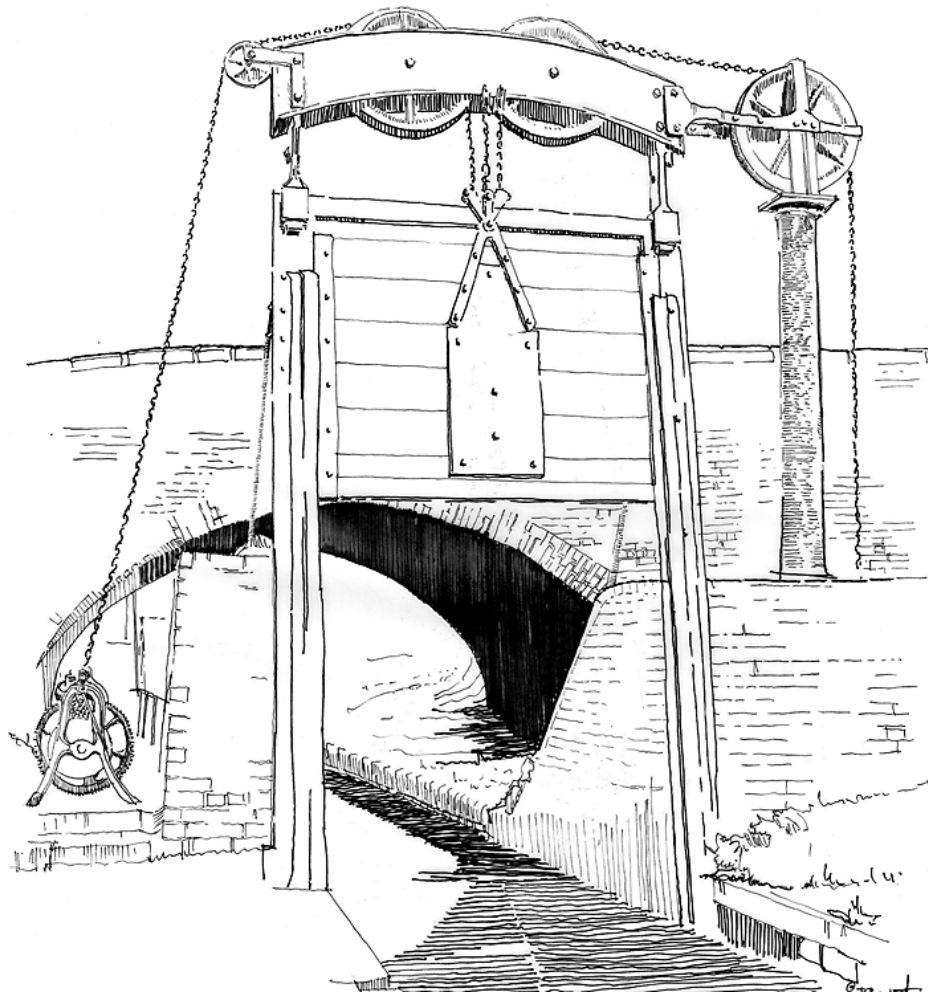
To enhance use there is a need for the Council to pursue stewardship with the Canal & River Trust, local people and business to:

- Continue to improve the environment of the canal , the quality of the towpath and the surrounding footpath network, as well as new buildings of quality
- Make more of its significant attractions – Hatton flight, Avon Aqueduct, and the listed lengths of the Stratford Canal
- Make more of its history and industrial archaeology through interpretation, together with public art and way-finding.
- Provide gateways to the canal linked to neighbourhood routes, parking and public transport. The main public transport asset is the railway, as the Chiltern line follows the Grand Union canal to Birmingham with stations at Leamington, Warwick, Warwick Parkway, Hatton, and Lapworth, where the Stratford Canal stretches south and northward to the district's boundaries at Hockley Heath and Yarningale Common.
- Improve links with the surrounding communities for visitor infrastructure such as pubs, cafes, toilets and

visitor information and interpretation, with access to the canal by road and public transport as well as cycling and walking routes.

- Identify development opportunities along the canal that will improve the environment and increase activity. Development should improve access from surrounding residential areas to the canal.
- Increase use of the water for boating and leisure activities, including moorings and, where possible, new basins.
- Develop more the usage by local people and expand the draw of the canal to bring in visitors.

The Canal and River Trust is a key partner because it manages over 2000 miles of canals and navigable rivers that extend across the country. About 500 miles of canal network has Conservation Area status. However a wider partnership approach is recognised as essential because the Canal Conservation Area extends beyond the waterway authority's ownership.



STRATFORD UPON AVON CANAL GOES INTO BIRMINGHAM,
KINGS NORTON WHERE A GUILLOTINE LOCK IS LOCK 1

The canal itself provides a traffic free route between the towns and villages and potential walk to work routes. The Council will work with partners to improve access for people with disabilities, to improve those sections of towpath that are hazardous or too narrow for cyclists and walkers, and will seek to minimise potential conflicts with anglers. Additional car parks that can be used by anglers in the mornings and walkers later in the day would increase use.

The Council will encourage the development of the recreational and leisure potential of the canal in so far as this does not adversely affect the nature conservation interest and is consistent with the capacity of the waterway and the amenity of the surrounding area. The Council will seek to ensure that existing water-based activities are not displaced by redevelopment or change of use.

The canals in Warwick District pass through countryside, villages, urban fringe and towns, bringing wildlife into urban areas. Species include water voles and otters, fish and bats, that all make use of this connected linear route. The Council will ensure that habitat conservation and creation is considered alongside navigation, recreation and built heritage character and appearance. The impact on waterside edges and the water body itself are also part of the balance. We will also encourage the use of native plant species in landscape design and management, the development of detailed biodiversity plans and ensure that potential sources of pollution are effectively controlled.

PLANNING GUIDANCE FOR DEVELOPERS

In its role as the local planning authority, the Council has the following advice for developers.

All applicants must take fully into account the National Planning Policy Framework, relevant aspects of the Planning Practice Guidance and local policy as set out in the adopted Warwick District Local Plan. Please see Part 1 Chapter 2.0 Planning Policy.

Applicants should use the Warwickshire Historic Environment Record to access relevant information on Archaeology and Historic Landscape Characterisation. The NPPF emphasises the importance of HERs in providing the core of information needed for making planning decisions. They are unique repositories of information relating to landscapes, buildings, sites and artefacts. Their content underpins the identification, recording, protection and conservation of the local historic environment and the interpretation of historic environment designation and planning decisions.



PRE APPLICATION - EXPLORING WHAT CAN BE AGREED

The management of historic assets, whether large or small, within the historic environment is based on a staged approach. Its starting is an understanding the significance of the affected assets. That leads on to understanding possible impacts on that significance, and then to seeking to avoid, minimise and mitigate those impacts and pursuing opportunities to reveal or enhance significance. Finally, there may be a need to ensure any unavoidable harmful impacts are justifiable by public benefits that are necessary and otherwise undeliverable.

In some cases the Council may pursue the joint preparation of site-specific design guidance and/or a development brief to improve the likelihood of new development that complements the established grain, settlement pattern and character, whilst also making a positive contribution to the conservation area. Such guidance is particularly useful where the character of the area derives from its diversity, where imitative or 'in keeping with existing' styles would run counter to the way in which the area has traditionally evolved. In places where it is not appropriate to identify a local style, there may still be characteristics, such as a regular width of frontage, relationship of buildings to the street, or mix of scales, as well as an overall palette of distinctive materials, that can helpfully be identified to inform designs that respond sensitively to their context. Other development schemes that could benefit from this agreed development brief approach might include:

- those affecting gap sites or negative contributors within the conservation area
- those involving measures to tackle locations subject to crime or anti-social behaviour
- public realm or highway enhancement schemes to improve access and/or enhance character or appearance
- those supporting the reintroduction of lost architectural features



RADFORD BOTTOM LOCK

WHAT THE COUNCIL EXPECTS FROM PROPOSALS

PLANNING SUBMISSIONS

When determining applications for development affecting heritage assets, the council will apply the following principles:

1. The presumption will be in favour of the conservation and restoration of heritage assets, and proposals should secure the long term future of heritage assets and seek to reveal their significance, for example, by removing clutter, particularly later additions.
2. Proposals which involve substantial harm to, or loss of, any designated heritage asset will be refused unless it can be demonstrated that they meet the criteria specified in National Planning Policy Framework.
3. When assessing potential public benefits, these must relate to the fulfilment of one or more of the objectives of sustainable development as set out in the NPPF and the benefits must accrue for the wider community, not just for private individuals or corporations.
4. Development affecting designated heritage assets, including alterations and extensions to buildings, will only be permitted if the significance of the heritage asset is maintained or enhanced or if there is clear and convincing justification.
5. Where measures to mitigate the effects of climate change are proposed, the benefits in meeting climate

change objectives should be balanced against any harm to the significance of the heritage asset and its setting.

6. Applications for development affecting heritage assets (including buildings and features of local importance and interest) will be determined having regard to the scale and impact of any harm or loss and the significance of the heritage asset.
7. Development should preserve the setting of, make a positive contribution to, or better reveal the significance of the heritage asset. The presence of heritage assets should inform high quality design within its setting.
8. Development should respect the principles of accessible and inclusive design.

NPPF Paragraphs 193, 194, 195, 196 197 198 & 199 will apply to decisions



In seeking to preserve and enhance the special character of the Conservation Area, the Council's aims will include:

- a high quality mix of uses incorporating features and materials appropriate to the historic canal-side context
- a well-designed environment; particularly one which provides active uses at ground floor/canal towpath level and potentially opens onto the canal
- development that preserves, enhances and interprets the historic character of the canal and adjoining buildings; the enhancement of the environment through conservation
- improved pedestrian and cycle access to the canal towpath for all sections of the community, including those with disabilities
- the free flow of pedestrians through and around development, onto the canal towpath and connected to the wider network of squares, spaces and pedestrian streets
- a natural hierarchy that goes from public to private spaces, particularly in residential developments
- the enhancement of the environment through landscaping, including habitat creation and public art at suitable locations
- water space activity, long term moorings (including residential and visitor moorings), hotel and restaurant boats, trip boats, floating gallery and trading craft where appropriate
- excavation of in-filled canals and creation of further bodies of water; opening up former canal basins and arms and the creation of new water space

- improvements to the canal itself including, where possible, measures to conserve and enhance local biodiversity and water conservation measures associated with new development

The council will refer to the Canal Conservation Area Appraisal to assist in identifying the qualities of the area within which the proposal is located, including:

- the character of individual lengths within the district
- structures, landmarks, landscapes and views of sensitivity and importance
- the presence of negative and gap sites eroding special character, and of other nearby development sites and regeneration opportunities
- the contribution that the landscape makes to the setting of the 18th century asset
- sites of archaeological importance
- focal points (existing and proposed) of public activity
- public access and recreation opportunities.

The council will require the submission of a heritage and design statement as part of a planning application. The statement should typically address:

- scale, mass and height
- density and layout
- quality of materials, in relation to the local context, historic structures and archaeological remains
- the impacts on navigation and ecological interest
- visual and physical permeability

- protecting and enhancing public access to and along the waterside
- landscaping, open spaces and street furniture
- any proposals that involve lighting.

Within and adjacent to the Canal Conservation Area all proposals should ensure that development reinforces the distinctive character of the canal in its different lengths (some urban, some rural) and recognises the diverse role it plays in the culture and economy of the district. Development on the canal-side needs to respect the unique character of the waterways, so that it is of a high quality of design that is informed by its context, having particular regard to the massing of development and its relationship to the canal corridor conservation area status. The canal has a nature conservation value and development must protect its ecological value and not harm biodiversity. The aim is to secure a special quality for all new development and where appropriate to enhance the vitality of the canals and include related uses that attract the public.

It is not only the designated 'listed buildings' that contribute to the special character of the conservation area. There are many other buildings of local merit due to their townscape group value, architectural quality or historic associations that need to be valued. The design of individual buildings needs to consider the spaces around them and the broader urban design issues.

Applicants must provide sufficient information for the local authority to determine an application, and reveal how the existing character of the canal conservation area has been

considered in their proposals, illustrating the proposal accurately in context. This should have the effect of minimising adverse impacts, but should also recognise the opportunities to increase the beneficial use of waterways in order to shape the place and enrich the local environment.

SCHEMES PROPOSING NEW DEVELOPMENT

There is a general presumption in favour of the retention of the surviving historic buildings within the conservation area that are either listed or considered to make a positive contribution to the character and appearance of the area. The special character of conservation areas makes it essential that new development is compatible with their special architectural and visual qualities.

New buildings will not be required to copy their older neighbours. The aim should be to promote high-quality design which contributes positively to the area, and that is **compatible** with its neighbours in the conservation area. It is always possible to achieve the scale, character and appearance appropriate to the context through modern design, as well as by traditional approach. A proposal seeking to reflect/respect an earlier style is often let down by inappropriate proportions, solid to void ratio, or by the lack of traditional detail and craftsmanship, poorer quality materials or misappropriation of traditional pitch.

There will be no support for bland schemes suggested as being acceptable because they do no serious harm or are replacing something that does harm with something less so.

It will be expected that all applications provide the information required to enable a full evaluation of the way in which the proposals respond to the special interest and setting of the canal, particularly:

- A. Is the design specific to the scheme/place?
- B. What does the scheme add to the character of the place?
- C. Is car parking well handled so as not to dominate?
- D. How well does the scheme integrate with towpath and other walking routes?
- E. Does the scheme manage the mix of likely users?
- F. How well does it relate to the local pattern of development, landscape and culture, the scale and materials, the aspect and views?
- G. As an addition is it interesting, welcoming and people friendly? Do the buildings and layout make it understandable? Is the public realm clearly defined, are there active frontages and quality spaces that have a use, not just leftover?
- H. Does it use robust street furniture and some low-level lighting to help people relax, feel safe and secure and enjoy the proximity to the canal?

In this conservation area there is not a particular style to be replicated. It is the spirit, quality of materials, proportions, windows and other details in a building that will match the ethos and underlying character of the canal architecture.

Buildings that have a long life are those that fit a succession of users and make a positive contribution to a place. Generous space, good natural light, and fabric that insulates

to keep noise out and heat in, together with options on how to utilise the space internally, will help ensure that what is built lasts, that it is adaptable and durable.

The Council recognises that adequate contextual analysis will not necessarily produce good design. It has to be clear that the analysis fully informs the design. This can be helped by the use of good illustrative material that gives a clear idea of what the proposals will actually look like in their surroundings. These must include views from the canal itself and must show what a proposal will look like as you encounter it in three dimensions. It is especially important to show the height relative to context and a section through the waterway showing the scale of the enclosure may be particularly helpful. Drawing should be designed at a scale that will reveal the form and the detail as well as identify the materials being used; 1:50 / 1:100 and 1:10 / 1:20 for specific details. Applications which fail to reveal the scheme clearly will not be validated or further detail will be requested before determination.

The council will expect water-related uses on the canal where appropriate and will expect development proposals that do not include such uses to provide evidence as to why this is not the case.

In summary, aside from it meeting NPPF requirements such as social and economic sustainability, the assessment of a new development proposal in the conservation area will include considering the appropriateness of building proportion, height and massing, the use of materials, durability and adaptability, mixture of use, enclosure,

accessibility and connectivity to the surrounding areas, relationship with adjacent assets and definition of spaces and walks, alignment, active frontages, permeability and treatment of setting.



PURPOSE BUILT STUDENT HOUSING LEAMINGTON SPA BEFORE THE REMOVAL OF OFFSIDE PLANTING



Café in listed building retains character Radford Bottom Lock

SCHEMES PROPOSING ALTERATIONS

The Council will require a high standard of design in all alterations and extensions to existing buildings in the conservation area. Alterations and extensions should be successfully integrated into the architectural design of the existing building. These should be compatible with the scale and character of existing development, their neighbours and their setting. In most cases, they should not dominate, but be complimentary to, the original building. It would not normally be good practice for new work to dominate the original asset or its setting in either scale, material or as a result of its siting. The canal system is robust enough to manage innovation, particularly if it is of a quality and spirit that matches the original. Assessment of an asset's significance and its relationship to its setting will usually suggest what might be appropriate.

In considering applications for alterations and extensions the council will consider the impact on the existing building and its surroundings and take into account the following:

1. Scale, form, height and mass
2. Proportion
3. Vertical and horizontal emphasis
4. Relationship of solid to void
5. Materials
6. Relationship to existing building, spaces between buildings and gardens

7. Good neighbourliness
8. The principles of accessible and inclusive design.

Changes in use of buildings along the towpath can lead to external alterations that impact on character of the area. The ground floor walls of industrial buildings often have few if any openings in them. Incremental change to these structures could alter the canal's character. Care will therefore need to be taken in balancing the needs of new uses with the character of the historic built form and the canal setting, whilst acknowledging that the overall conservation aim is for the canal to be the defining characteristic of the length.

Loose fit buildings may offer scope for reuse within their existing envelopes, but care must be taken to consider the cumulative impact on the conservation area of such alterations. Equally, removing some of the twentieth century additions could better reveal the nature of the place. Existing architectural features and detailing which positively contributes to the character and appearance of the conservation area should generally be retained and kept in good repair. Original detailing such as ironwork, timber framed or metal windows set into reveals to express the masonry structure, doors, stone and brick copings to both walls and the canal edge, bridge abutments and parapets add to the visual interest of the canal and its setting. Where these have been removed in the past, replacement with appropriate copies will be encouraged. Works such as the replacement of concrete tiles or unsuitable modern upvc windows with more historically appropriate windows is an enhancement. Opportunities to enhance the appearance of

the building through the restoration of missing features or creative adaptations which equal the quality of the original are encouraged.

The choice of materials in new work will be most important and will be the subject of control by the Council. Original materials should be retained and repaired if practical. Generally routine and regular maintenance such as unblocking of gutters and securing rainwater pipes, the repair of damaged pointing, and the painting and repair of wood and metal work will prolong the life of a building or structure, and prevent unnecessary decay and damage. This will minimise the need for more substantial renovation and will usually represent the most economical way of sustaining an asset. Where replacement is required, materials should be chosen to closely match the original. Generally the use of the original (or as similar as possible) natural materials will be required, and the use of materials such as concrete roof tiles, artificial slate and UPVC windows will not be acceptable. Original stonework and brickwork should not normally be painted, rendered or clad. This may lead to long term damage to original structural materials, and may be extremely difficult (if not impossible) to reverse once completed.

Re-pointing if done badly can drastically alter the appearance of a building, damage the brickwork, and be difficult to reverse. The pointing should be weaker than the brick or stone to protect the masonry. Abrasive cleaning of masonry may cause the removal of the face of the brick or stone and can lead to increased water penetration. The patina of wear and weathering on many buildings in the conservation area,

including canal side walls, is a particular element of the character of the conservation area and cleaning may harm that character.

OTHER RELEVANT CONSIDERATIONS

ACCESS

New footpath links will normally be pursued when redevelopment of waterside land takes place. In instances where development or intensification creates a direct need to improve or enhance an existing section of the waterside, planning conditions may be imposed or developer contributions sought. This includes through-site links in new waterside development, and access to the towpath as a generally accessible and safe walkway along the whole length of the canals.



INCLUSIVE ACCESS

DAVID BLACKBURN

The Council wishes to promote simple and uncomplicated access into and around significant buildings on the waterside. The goal is for people with disabilities or with mobility problems to use the property in the same way as everyone else. This will call for creative and sensitive solutions including some where an element of compromise is necessary since the inclines on the canal system were designed for horses and include raised brick courses for better purchase.

The Council believes the waterside is an asset that should be available and accessible to local residents and visitors to the district alike. Although priority will be given to pedestrians so that they may benefit from the many opportunities that

walking can give, the Council wishes to encourage cycling, and the waterside can provide part of a traffic-free route for cyclists. Sustrans currently promote a small part of the Grand Union Canal east of Leamington Spa as a cycle route.

LIGHTING

Lighting to the canal side may improve personal safety and deter vandalism, but the use of solutions such as lampposts would clearly be at odds with the established character of the area. The impact of artificial lighting on wildlife habitats would also need to be sensitively considered, particularly for bats. It is noted that unlit or very low levels of light can be important in terms of biodiversity. Low level lights fitted onto existing walls or within bollards might provide a suitable solution but the level of light and design would need careful consideration. The bollards themselves should not encourage boats to moor against them.



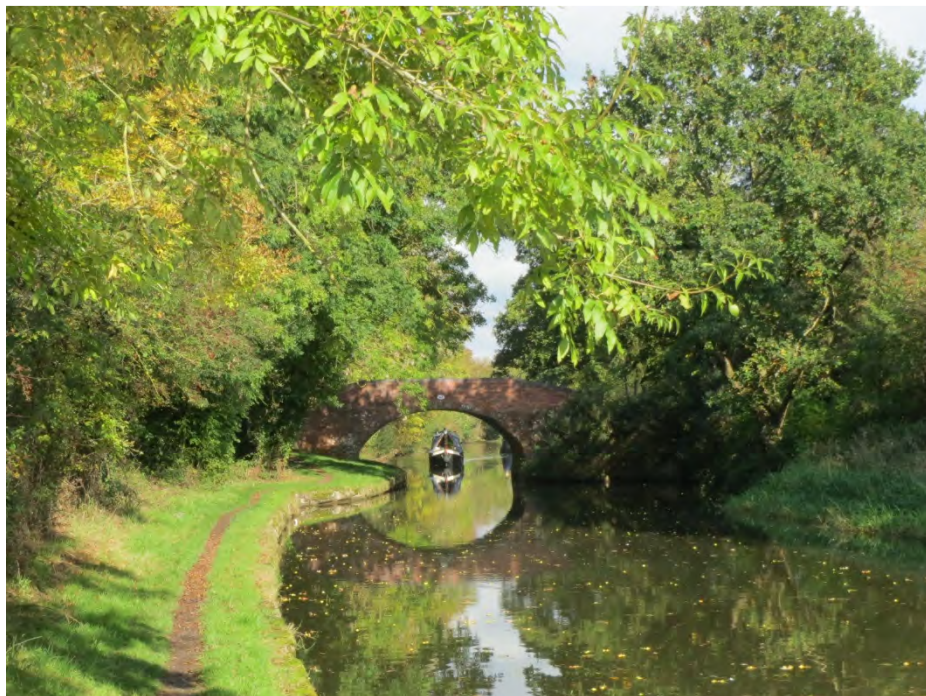
SURFACES AND STREET FURNITURE

The retention and restoration of surfacing and street furniture sometimes makes a contribution to the character and appearance of a conservation area. Quality of place can be enhanced where opportunities are taken for the re-introduction of missing elements in adjacent areas, if there is historical evidence for them. The local tradition in scale, materials, texture, colour and laying patterns will inform appropriate new paving

WATER QUALITY AND CONTROL

The conservation area designation recognises the canal corridor as special, a water highway within a designed landscape. The water is artificially impounded and regulated by weirs, sluices and through back-pumping to ensure

sufficient depth to allow the passage of boats. The canal does not provide a convenient drainage system for nearby development. It will be important that any run off that may pollute the waterway is avoided, as must be any development that would undermine the integrity of the historic structures.



TREE PROTECTION AND LANDSCAPE

All trees which contribute to the character or appearance of the conservation area should be retained and protected. Developers will be expected to incorporate any new trees sensitively into the design of any development, and demonstrate that no trees will be lost or damaged before, during or after development. The standards set out in BS

5837: 1991 shall be taken as the minimum required standard for protection of trees. The Council will wish to ensure their survival and require their protection during works to nearby buildings and to the canal as they make a positive contribution to the appearance of the area.

The landscape setting of the canals throughout the District is generally robust. It is a landscape that can tolerate a degree of alteration or addition possible without loss of significance. Varying degrees of sensitivity to change within landscapes can normally be identified and incorporated into proposals for alterations and additions in ways that may even enhance the asset's significance. This might include planting beyond the immediate site boundary.

MEANS OF ENCLOSURE

Boundary treatments, whether designed to provide screening or security, need to be of a high quality befitting the conservation area status. In the vast majority of instances the enclosure of a site will be presenting the public face of the canal. The canal is a public way and the Council expects boundary treatments on both sides of the canal corridor to be sensitive to the local context and to avoid restricting use through casual encroachment.

Hedgerows and trees tend to define the canal corridor in the countryside with grass and herbaceous vegetation along the water's edge. New planting should be used to enhance and contribute to a wildlife corridor whilst conserving the landscape character. Odd corners and field boundaries can be planted to increase the woodland shelter. Planting should

generally be native to the location. A variation of standard landscape condition should be agreed with CRT at the time of the decision and carried out early in the works to secure its establishment. Left alone an area will gradually regenerate naturally, but is vulnerable to strimming and vandalism. A 3-5 year maintenance programme is needed to secure specified planting. Selective felling and replanting will avoid trees blowing over particularly on the toe and crest of a sloping embankment tree planting of willow and poplar with their invasive root systems should not be allowed close to the canal.



Pocket parks adjoining the built up area can encourage people to use the canals as a place to go, as part of a walk.



Boundaries play a large part in shaping the character of a particular length of waterway. Boundaries should not just separate one use from another, but should be interesting and can be beautiful. Beauty exists in a stone wall with a warm colour and varied textures, a hedgerow providing a variety of textures and seasonal change, an attractive brick wall or building. Less pleasing to the eye and spirit are the close boarded timber fences, metal palisade fences, with or without spikes and barbed wire, monoculture Leylandii hedges. These do not offer the same interest and give the message “keep-out”

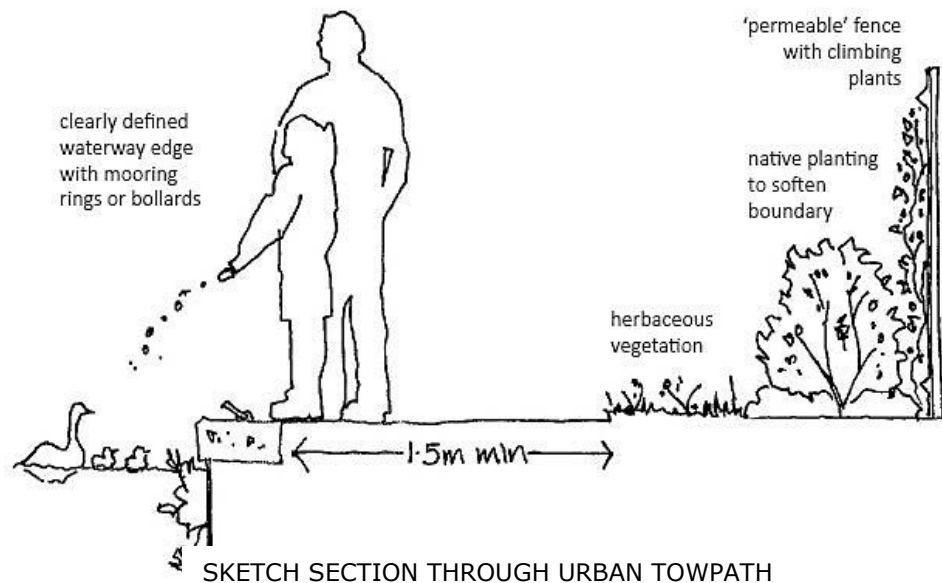
The height of the boundaries affects the sense of enclosure; a well maintained hedgerow may allow views out to the surrounding countryside, a woodland edge or belt of trees may cut off views in summer and allow glimpsed views of what lies beyond in the winter. The variety adds to the pleasure of traversing the towpath.

In an urban area, the existing buildings may back onto the canal on one or both sides, but there is usually a variety in building type and style, as these have often evolved, rather than been planned. This can be dramatic, but the need for variety in scale, form and detail should be remembered. There are often gaps in this built form, which have been colonised by native trees and shrubs – opportunistic - but none the less providing a welcome contrast to the built form. These urban planting also perform an important role in creating a green corridor for wildlife. Removal of these should be considered with great care.



THE PROBLEM WITH PRIVATE BOUNDARIES TO A PUBLIC REALM

REMOVAL OF SCREEN PLANTING IMPOSES UNSIGHTLY FENCE AND CAR PARKING ON THE CANAL CORRIDOR, AND REMOVES WILDLIFE BENEFITS.





THE OPEN FIELDS AROUND WARWICK POST WAR, NOW THE WOODLOES

Waterside margins; the canal wall will have a different structure depending on its locations. In general on the Grand Union the walls are either piled, with a concrete coping, steel piles, or brick walls. There may be vegetation in the water, especially on the offside which provides important aquatic habitats.



URBAN TOWPATH BRICK SURFACED TO CARRY MANY USERS

The towing path was designed for the horse and boatman, and allowed boats to moor up using the grass margin alongside the canal wall. Today the surface should consider access for all, providing for bicycles, wheelchairs, buggies – for young children and elderly alike. This puts greater demands on some well used sections of towing path, which can be achieved by a sensitive use of materials and where possible the retention of a grass or planted margin to soften the edges.

Improvements;

- how much is the towing path used currently – will this change,
- does it work as a shared path for cyclists - 2m + is there existing vegetation which should be maintained to benefit wildlife.
- Are there moorings
- Is the area well used by anglers

Surface type will need to consider;

- how it heavily is it used,
- is it accessible for all
- is it a combined pedestrian/cycleway
- Is it and urban/suburban/ rural area

This will influence the desirable width of towing path surfacing; 900mm, 1200-1500mm, 2000mm, 2000+600 this might not be possible to achieve without impact on the waterspace or canal's Boundary.



Further considerations are,

- Is the existing boundary wall or hedge protected e.g. listed or part of a protected hedgerow or require planning permission
- What is the function of the boundary
- Is it attractive; are there opportunities for variety – e.g. views through, active frontages, semi-permeable fences such as weldmesh, vegetation e.g. mixed native hedge or native planting to one side of boundary



A CUSTOM MADE BENCH AND TABLE NEAR LAPWORTH

LOCAL LANDSCAPE CHARACTERISTICS

There is an above average amount of woodland in Warwick District, one of the main areas being Hay Wood to the east of Baddesley Clinton and the Grand Union Canal. A large amount of piecemeal enclosure with its irregular fields and curvilinear boundaries is one of the dominating characteristics in the western part of Warwick District. The Warwick Canal Corridor is a continuous, linear historic place 40 kilometres long, as a visible representation of the improvement of

transport during the Industrial Revolution. It contains the engineering features of the canal, its construction and historical operation, and the immediate visual surroundings that can still be appreciated in its landscape setting.

The main river system that passes through the District is the River Avon and its tributaries the Leam, Sowe and Finham Brook which flow through and meet in Warwick District. The river system comes from the north and east and flows out south and west, through Leamington and Warwick towards Stratford-upon-Avon and then the River Severn. The watershed for the Birmingham plateau both canals pass through occurs around Packwood, where streams fall north toward the Trent. Warwick District is 28,226 hectares of land and probably the furthest district from the coast.

The Canal Conservation Area celebrates the new approaches to engineering developed in Britain during the Industrial Revolution and taken up in subsequent waterway, railway and road construction throughout the world. Embankment and cuttings are monuments of the Canal Age in the United Kingdom, which flourished from the 1760s until the establishment of a network of locomotive railways from the 1830s.

The engineers intervened in the landscape with a new scale and intensity, challenged by the need to cut a waterway across the grain of the topography. These waterways have remained in use continuously for over two hundred years, with traffic in coal, iron, limestone, timber and general goods, and in more recent times to carry pleasure boats.



THE WOODED CUTTING OF THE GRAND UNION AS IT APPROACHES THE STATION IN LEAMINGTON SPA CREATES A PARALLEL WORLD APART.

CANALS' IMPACT ON THE APPEARANCE OF BUILT FORM

The development of canals also had an impact on architecture and building techniques beyond the construction of their own infrastructure.

Until 1800 house building had generally remained grounded in local tradition and locally derived building materials. The development of the canal network (and later railway transport) meant that the economic imperative to use only local materials changed and a much wider range of materials became available. For example, canals facilitated the movement of clay and coal for brick making and slate from Wales and Cornwall for roofing.

From the mid-19th Century, as living standards rose, pattern books and architectural journals encouraged particular fashions and styles, and as canals and railways made mass-produced building materials more widely available, even the homes of the poor approximated to a national standard and shed a lot of their regional characteristics.

From the mid-19th century, relatively uniform streets of terraced houses were built in towns and cities across the land to accommodate the ever-larger workforces demanded by industrial and commercial employers. Prior to that, industrial housing in both urban and rural settings commonly reflected local vernacular traditions, albeit sometimes adapted to provide for the carrying on of industrial or craft processes at home.

Structures that were in place along the canal corridor by 1850 should be considered as non-designated heritage assets. The canal was deliberately aligned to optimise its potential as infrastructure. It facilitated the development of land in the ownership of some of the Canal Act's promoters such as Greathead, Willes and Wise in the first half of the nineteenth century. Some of the original uses, such as wharfage, have virtually disappeared and the land has been repurposed to meet subsequent needs. Older industrial estates are found closer to the town centres where the canals and railways pass through the towns, with the bigger more recent post war industrial estates being on the edge of the settlements.

All of the features that were to become characteristic of highly-engineered transport routes can be seen in the canals in Warwick District, including tunnels, cuttings, aqueducts and

embankments of monumental scale, together with bridges, culverts, weirs and associated features.

The scale and form of the canals in the district are typical of those built in Britain during 18th century. Their form is essentially the channel, a flat towing-path for the horses that drew the boats, hedges to separate the towing-path from adjacent fields, and any wider land needed for embankments and cuttings. The majority of the formation is as it was built, apart from that altered in the 1930s or diverted to allow the construction of Europa Way.



AQUEDUCT BUILT AT MYTON FOR RAILWAY

The District's canals are widely valued for their beautiful environment and structures. The first widely-known iron bridge, in what is now the Ironbridge Gorge World Heritage Site, demonstrated the constructional possibilities of cast iron when it was built in 1789. This and the Longdon-on-Tern Aqueduct, built by Telford in 1796, are of importance as experimental structures. The South Stratford-upon-Avon Canal of 1813 has iron aqueducts in the adjacent Stratford District, The Horseley iron works one at Yarningale was built to replace an earlier masonry structure. The cast iron troughs that carry the Warwick and Napton length over the mainline railway at Myton, show the success of these experiments.



CAST IRON AQUEDUCT YARNINGALE



LAPWORTH LOCKS TURNOVER SPLIT BRIDGE



STEWARDSHIP

The mere act of designation does not sustain or enhance a heritage asset. The aim is to establish coherent guidelines that promote constructive dialogue between building owners and the authority based on a common understanding of what is special and what is vulnerable, what are positive or negative features. The appraisal is the most comprehensive assessment of significance currently available to manage change. It is a snap shot in time as there is no systematic record of cumulative change.

Tackling places at risk, actively managing what is valued as of significance to enhance or recover the heritage assets is

about a constructive conservation relationship between public policy and land ownership in which Heritage guidance to identify shared objectives is required. It is development management by agreement.

With listed buildings, owners are often given no clear idea of from the listing what is special. Professional judgement is a prerequisite. Proposals need to become part of an iterative process that achieves the applicants' objectives, amending negative impacts by design and better revealing the special interest. Weighing disbenefit /harm against what can be achieved by a positive solution.



THE OLD RIGHT OF WAY NEEDS TO BE AN ESTABLISHED PART OF ANY CHANGE.

Waterways cultural heritage, biodiversity, landscape value as well as public access and enjoyment qualify them as 'public goods' and therefore subject to public policy. They can act as a focus for economic as well as environmental initiatives.



WHARFS WORKSHOPS AND WATERSIDE PREMISES IN OLD TOWN (1930's)

The Conservation area designation requires judgement about whether a proposal will enhance or damage the quality of the townscape. 'What contribution does it make to the canalside and broader public realm?'



Sensitivity to context and the use of traditional materials are not incompatible with contemporary architecture. Views to and from the waterway can have a direct effect on the character and appearance.

A particular feature of the linear canal side conservation area is that a site is approached, encountered and then passed, so the three-dimensional quality particularly the experience of ground level, including the surfaces and planting employed are experienced sequentially, not as flat elevations. Where doorways are, how windows and other openings are modelled, the details of materials and textures used, the effects of sunlight and shade will all have a bearing on whether it is good enough for the context.

Where development is proposed along the water way it should be sited to enhance the spatial quality of the canal corridor and avoid ill-defined margins. It should consider access, permeable plots and present an attractive face to the waterway as public realm. Proposals that integrate the tow path and utilise water space for public benefit will be welcome. The design should create a sense of place and the use allow for active edges to the water space. Links to public transport footpath and cycle ways within the development and from adjoining areas will be welcome too. Connections across the waterway to open up areas that may be of benefit may also increase the balance in favour of a proposal.

In addition to the general design policies, development on the canalside needs to respect the unique character of the waterways, so that it is of a high quality of design that is informed by its context, having particular regard to the massing of development and its relationship to the canal corridor conservation area sense of place. The canal also has a nature conservation value and development must protect its ecological value and not harm biodiversity. The council's aim is to secure a special quality for all new waterside development and where appropriate to enhance the vitality of the canals and include related uses that attract the public.

Waterside development increases use of the infrastructure and that creates opportunities to positively extend the purposes for which it was made over two hundred years ago. The added value that canals bring to proposals should be rewarded by a charge on development, a public benefit to support improvements in access and the quality of the

canalside that will draw on the investment to sustain increased use by a wide range of users for local walks, cycling, boating, angling and more.

The Council will encourage the development of the recreational and leisure potential of the canal in so far as this does not adversely affect the nature conservation interest and is consistent with the capacity of the waterway and the amenity of the surrounding area.

The Council will seek to ensure that existing water-based activities are not displaced by redevelopment or change of use.



KATE BOATS COVENTRY ROAD WARWICK

Boundary treatments and access will vary from tow path to offside. It is not normally the case to have footpath on both sides of these waterways. The Grand Union has two examples.



The Sydenham estate is unusual with the green fingers stretching from the canalside into the Garden city/Radburn layout. Housing on the offside opposite the food store on Myton road also has one and takes practical advantage of the canal as an asset to the quality it achieves. The variation in short terraces gable ends and spaces makes this one of the more attractive new developments along waterway.



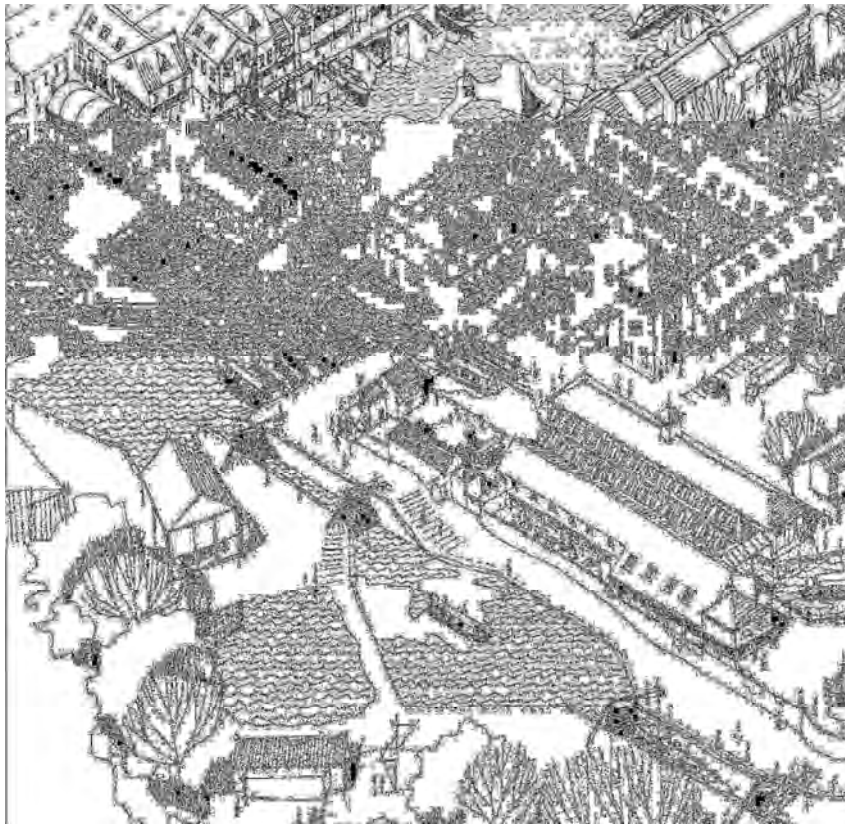
BOUNDARY TREATMENTS NEED TO RESPECT THE CANAL

Buildings should not turn their backs on the canal, it is a thoroughfare, an active edge, a public space. Blank facades are a missed opportunity - consider aspect and the outlook.

The Local Plan reminds one that significance derives not only from a heritage assets physical presence, but also from its setting, the surroundings in which it is experienced. This is not fixed and may change as the asset and its surroundings change incrementally. Elements of a setting can make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral. Boundary issues will impact.

A poor mix of land uses, or the design and layout of adjoining buildings with limited access to the canal towpath, creates an environment which ignores the significance of the inherited asset and thus discourages the full potential use of the canal. A bland or hostile condition can make it feel insecure, exacerbated by the absence of activity outside working hours and any natural surveillance. Local Plan Policy HE2 requires measures to be taken to restore or bring into use, areas that presently make a negative contribution to the conservation areas. Planning helps ensure waterside development is considered holistically and that given the continuous character of canal lengths, opportunities are identified to enhance the conservation area, that transcend the individual site boundary. Proposals should encourage visual and actual access to the water and critically consider the relationship with the waterspace and the tow path.

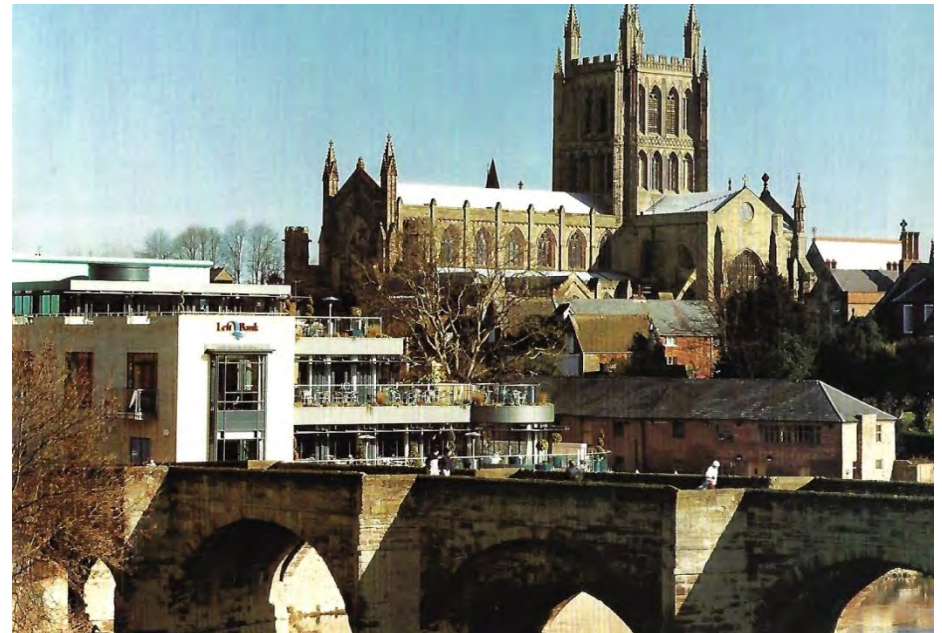
Good inclusive design is required; The aim is for disabled people or people with mobility problems to use the property in the same way as everyone else. The inclines on the canal system are designed for horses and include raised brick courses for better purchase. Sometimes the horse would be unhitched and taken another way. Alternatives that aid accessibility should be considered which avoid harm from change to places like under the Old Warwick road bridge at Kingswood, where the incline is precipitous. The council wishes to promote simple and uncomplicated access, into and around significant buildings on the waterside. This will call for creative and sensitive solutions including where a compromise solution is necessary.



ILLUSTRATING A PROPOSAL IN CONTEXT IS VITAL

A lively waterway performs like a street as the primary place for social interaction. Places, where people can engage with their locality. That is the quality in streets that Unwin and Parker understood in their Hampstead garden suburb layouts, and is apparent in the fascination with the charm of pedestrian shopping streets in refurbished historic districts. It is the street as the place where social classes and social uses meet, where people can live together in proximity and interdependence.

Building in Context, a joint publication by CABI and English Heritage demonstrates, through case studies, a range of intelligent and imaginative architectural approaches that can be applied to new buildings to enrich historic environments. These case studies illustrate the regenerative capacity of contemporary good design in areas of historic character and how design quality can bring a combination of aesthetic, economic, social and environmental benefits to these areas. As each historic area is unique and presents its own challenges, this publication provides a range of design considerations for a project to be successful.



HEREFORD RIVERSIDE - FOLLOWING PLANNERS REJECTION OF A PSEUDO WAREHOUSE, A BUILDING THAT FITS THE SENSITIVITY AND QUALITY OF THE LOCATION, BREAKS DOWN THE MASS AND OPTIMISES THE HEREFORD RIVERSIDE WAS DEVELOPED.

BRINGING PEOPLE TO THE WATERSIDE AS A PLACE TO SEE AND BE SEEN,
IS AN IMPORTANT WAY OF SHARING ITS VALUE.

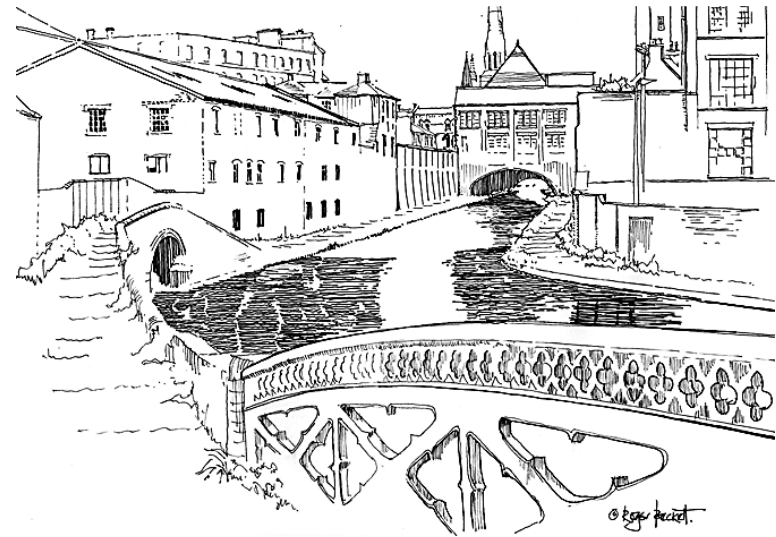


GAS STREET BASIN BEGINNING REGENERATION 1980'S

In Birmingham City Centre the canal network provided a particular focus for new development and a catalyst for urban regeneration. The regeneration of Gas Street Basin and Brindley place have shown how development can make positive use of its canal side setting. The relationship of development to public space should be thought about early in the design process. The Mailbox, Aston Cross and Aston Science Park developments are further examples of how good quality development can make use of its waterside environment. The changes at Gas Street Basin and Brindley place have opened-up access to the canal and introduced active uses which create a welcoming environment where hazards and risk are treated proportionally. In many respects they are exemplars of how urban areas can be transformed, a clear relationship between economic activity and environmental quality .



MAILBOX ALONGSIDE HOLLIDAY STREET AQUEDUCT AND THE CUBE



CENTRAL BRUM FROM SUNDAY SCHOOL TO CONCERT HALL



RE-ANIMATING THE BIRMINGHAM WATERFRONT

Most people place a high value on the historic environment in places like Warwick district and see it in its totality, rather than as a series of individual sites and buildings, where incremental change can harm heritage assets. Local history groups can help record the appearance of what has been lost. Historic England and the National Trust are both encouraging people's interest in where they and their predecessors lived and worked, and less on the rich person's life in a castle.



CANAL & RIVER TRUST WITH NATIONAL TRUST ROUNDHOUSE B'HAM

A significant amount of the district changed post war. Fortunately some of the grander schemes such as a new dual carriageway along Tachbrook road and into town which would have resulted in the loss of period buildings never happened. However Highway changes as a result of wholesale change south of the waterway, and changes to the uses, loss of street trees and open fields have all eroded the character. There are more structures in addition to the listed buildings, which are of merit and which contribute to the character of the locality because of their townscape group value, architectural quality

or historic associations. The significance can result from evidential and associative value that depends on the ability to appreciate the location, topography and setting of the site. There will be a presumption against proposals which would involve significant alteration of, or cause damage to, or have a harmful impact on the setting of Archaeological Remains of National or Local Importance, whether scheduled or not. The local Historic Environment Record should be consulted.

It is 50 years since the Civic Amenities Act required every local planning authority to look beyond preservation of individual buildings and try to secure quality through identifying which parts of their district are historic assets and thus require a competent design proposal that measures up to that townscape value and to ensure that remains for future generations to enjoy.

It is important to celebrate the designation of the Conservation Area. Failure by owners to identify the special nature of the canalside corridor lowers the overall environmental quality of the area and can counteract the positive effects of other initiatives taking place. Warwick District Council's Health and well-being agenda aims to open up the canalside for greater public access, this includes through-site links in new waterside development, and access to the towpath as a generally accessible and safe walkway along the whole length of the canals through the district and beyond. New footpath links will normally be pursued when redevelopment of waterside land takes place. In instances where development or intensification creates a direct need to improve or enhance an existing section of the waterside,

planning conditions may be imposed or developer contributions sought.

BRINGING THE AREA TO LIFE

The successful use of public art and temporary events can help to bring an area to life and help ensure that it continues to be valued and cared for by the communities it serves. Events can add meaning and thus value to users. Part of the interest in the canal is that it is not simply decorative - it provides active water space. Moorings, water-based music and art activities, floating galleries and cafes all help to engender a sense of place and a feeling of ownership.



DRAGONBOAT EVENT OUTSIDE BIRMINGHAM ICC

The cultural significance of historic places justifies public interest and the use of policy and public interest to secure that interest.

The task is to understand what people value about a historic place, beyond usefulness, and to use that to inform and thus sustain those values.

Policy guidance and good practice reflects current understanding and approach to significance. This is not an absolute, but an evolving and more diverse reading of what has meaning.

The 1967 Act that created Conservation Areas was public policy reacting to comprehensive renewal.

Public and professional understanding has embraced a widening range of places as having historic value and design integrity. The 1908 Royal Commission on Historical Monuments focussed first on sixteenth and seventeenth century structures, then extended that five years later to 1714. The 1947 Act included Georgian, soon after adding some Victorian places. Recognising a plurality of values, a thirty year rule evolved, reduced now to ten years for buildings of outstanding importance that are under threat

Identifying the values attached to places, so as to manage change in a way that sustains those values and the cultural significance is now the good practice approach to the historic environment. It is not only age, but significance arising from design and from association with people and events, what it

tells us about past activity, that is sustained by places remaining in beneficial use.

Saying no to change and relying on minimum intervention is no longer an adequate response. It is what is of significance that is the measure of what is of public interest.

Whilst it can be to not disturb the fabric of a historic building, it can also be managing change to reveal and reinforce heritage values for present and future generations.

This includes recovering integrity where this has been compromised, often by unconsidered incremental change.

The District is taking a leadership role in informing debate, based on recording and evaluating what is there now, how that evolved and what opportunities could enhance the historic environment of the future, to establish common frameworks for considered discussion about proposals for change.

Heritage values represent a public interest in places, regardless of ownership. The use of law, public policy and public investment is justified to protect that public interest. Advice and assistance should be available from public sources to help owners sustain the heritage in their stewardship.

6.0 DEVELOPMENT PLAN DOCUMENT

For canals to continue to have a welcome place in the local environment, they need to respond positively to opportunities without destroying what is valued and of significance. Attracting people to live, work and play in the locality will increase the return on the legacy of local investment that created this enduring national heritage asset.

EMERGING ISSUES AND OPPORTUNITIES

The appraisal recognises each character length has both positive and negative factors that are relevant to the special character and appearance of the conservation area

Canal sides have changed over the past two centuries, rather than responding to sites on a piecemeal basis that does not address their part in the character and appearance of the whole historic asset, an overall vision of the way in which the settlements will develop and what this will do to the canal corridor over the next 50 years is needed.

Issues that DPD might address include:

1. Increasing use and understanding
2. Preservation of settings and views;
3. Improving physical and virtual access
4. Identifying Buildings and sites of negative impact
5. Maintenance and repair of significant buildings;
6. Loss of original architectural details of some historic assets;

7. Identifying Potential enhancements and exploring Options
8. Securing trees and hedgerows and green chains;
9. Intrusion/incursion of domestic garden areas onto canal side;
10. Quality of canal-side development and finishes;
11. Living on water, diversity in dwellings
12. Increased Litter and Rubbish dumping,
13. Supporting community adoption of canal lengths
14. Crime and the perception of crime
15. Vandalism and neglect, Flooding
16. clutter and harm from poor infrastructure
17. expectation for HS2, new roads and other potentially harmful intrusions on character
18. Some poor modern interventions within waterway frontages
19. Poor quality development in need of mitigation or screening
20. Analysing the failure of some schemes to respond positively to historic form of development
21. Creation of large areas in a single use
22. Pressure for the over-development of some sites
23. Sustainability-Buildings that have a long life are those that fit a succession of users and make a positive contribution to a place. Because the initial investment is repaid they can provide affordable space for younger creative enterprises. The buildings longevity helps with identity.

Design which lacks understanding of the context or fails to take the opportunity to improve the quality of an area, or the way it works, should not be accepted.

Urban intensification is an alternative to sprawl. However replacement development is usually at higher density than what went before. A good way to manage intensification is by taking a design-led approach: where only physically sympathetic schemes will be permitted. This works best for heritage by aiming for the most appropriate scheme for a site, rather than by deliberately focusing on higher densities, but allowing them to happen when there is public benefit. Where this intensification is on the canal and makes use of the added value it provides, that benefit needs to be paid for from the enhanced land value.

The planning strategy for the canalside towns is to encourage activity, investment and appropriate development and, in so doing, effect environmental improvements which in turn attract still further activity. This approach is by its very nature a sustainable one - recognising the need to balance regeneration with conservation and environmental quality. There will be existing businesses in the premises along the canal, some of these particularly the creative ones taking advantage of the canalside identity and reusing existing structures can help the character, equally others where they are spreading out blocking paths and cluttering the space, discouraging enhancement. These will need help to move to affordable alternative places where the services they provide are still to hand, but the overall policy to recapture the quality of the area is not hindered.

John Ruskin said

“the measure of any great civilisation is its cities, and a measure of a city’s greatness is to be found in the quality of its public spaces, its parks and its squares”

Waterways are an important public realm in Warwick District and add to the quality of its parks and squares.





The canal and rivers are important linking routes for the open spaces that run through the urban area of Warwick and Leamington and then out into open countryside. Improving access is one of the benefits from sustaining the historic canals. This is of particular benefit to the population within the urban area. Contributions from developments proposed within ten minutes/1000m of the waterways will support this. The council has identified the public benefit in the local plan and particularly the parks and open spaces evidence. The Conservation Area Appraisal confirms this.

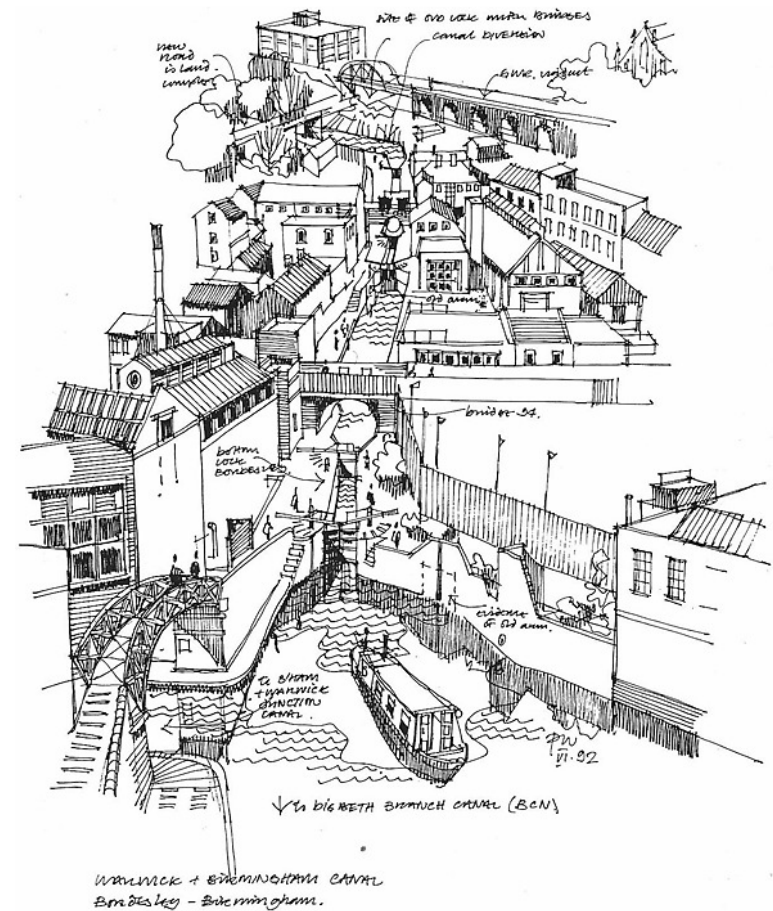
PUBLIC REALM RECOMENDATIONS

- a) The canal corridor is a special part of the public realm with increasing use and appreciation. There is a requirement for a public realm strategy which can then be used to attract developer's contributions, Community Infrastructure Levy (CIL) finance to fund Implementation of improvements.
- b) Poor quality pedestrian environment in places, particularly paving and access points, mean the footpaths and movement framework need some improvement.
- c) Green spaces form part of the setting of the conservation area and should be protected. Some of the green spaces require management and some improvements, with some of the trees in need of tree surgery or replacement in a considered way
- d) There is potential to make better use of the late 18th century waterway. Warwick District Council will encourage enhancement and promote access to and use of the canal corridor. It is an attractive environment animated by boats and wildlife. The stock proof hedge will naturally enclose lengths in summer, whereas the winter views will be more extensive; a line of trees following the course of the waterway is a useful way to discern its place in the landscape when everywhere is covered in snow. We need to recognise the setting may go beyond what is immediately in sight.
- e) As well as retaining historic canal structures and protecting the integrity of the waterway, proposals can explore enhancing views to, along and from the waterway. The three-dimensional character of proposals when experienced travelling along waterway or towpaths needs to be considered.
- f) The Council should, as opportunities arise prepare, in consultation with partners, development and planning briefs and masterplans to inform future developments and infrastructure improvement in relation to sites within or in close proximity to the conservation area.
- g) Where opportunities arise, the Town/Parish, District and County Councils should work together with the Canal & River Trust to seek Improvements to the public realm, access and signage including ways of interpreting the contribution canals make.
- h) Conservation management proposals should explore the most effective use of private and public resources to improve quality. There is an opportunity to steer people to how manage property so that work can be done in a way to restore the character and appearance of the streets and uplift values. Using guidance from Historic England and others, advances in construction technology mean that an exemplary street by street approach to energy conservation and waste treatment in some areas might be an effective way of upgrading the fabric to reduce costs in use, and to restore some of the original qualities that have eroded as a specific improvement to the Area.

High quality development with a mix of uses incorporating features and materials appropriate to the historic canalside context;

- a well-designed environment; particularly one which provides active uses at ground floor/canal towpath level and potentially opens onto the canal;
- development that preserves, enhances and interprets the historic character of the canal and adjoining buildings; the enhancement of the environment through conservation;
- improved pedestrian and cycle access to the canal towpath for all sections of the community, including those with disabilities;
- the free flow of pedestrians through and around development, onto the canal towpath and connected to the wider network of squares, spaces and pedestrian streets;
- A natural hierarchy that goes from public to private spaces, particularly in residential developments.
- the enhancement of the environment through landscaping, including habitat creation and public art at suitable locations;
- Waterspace activity, long term moorings, including residential and visitor moorings, hotel and restaurant boats, trip boats, floating gallery and trading craft where appropriate;
- excavation of infilled canals and creation of further bodies of water; opening up former canal basins and arms and the creation of new water space; and

- improvements to the canal itself including, where possible, measures to conserve and enhance local biodiversity and water conservation measures associated with new development.
- The quality of new development will be judged on how well it responds to heritage assets to enhance people's lives.



LENGTH 1: ROWINGTON

Grand Union Canal 1929; (Warwick and Birmingham Canal 1793)

Bridge 67 at Netherwood Heath to Shrewley Tunnel 9.5 km, 6 miles

SUMMARY

The length starts at the district boundary just after turnover bridge 67 (Netherwood Heath) in a predominantly agricultural setting, with a scattering of farm buildings. The canal makes a gentle arc down to Rising Brook Lane alongside Rising Brook to Bridge 66. It lies on the boundary between the original Baddesley and Packwood estates. The owners were both promoters of the canal and would have influenced its route on their shared boundary.

The canal continues running straight to the old turnpike road bridge 65 (Old Warwick Road,) at Kingswood. To the East lies the Baddesley Estate. The GWR railway runs parallel to the canal to the West separating the Packwood estate from the canal. In the land between, a ribbon of residential properties has developed, along Station Road and Old Warwick Road at Kingswood.

The canal then continues south east largely following the route of the Old Warwick Road all the way into Warwick. It is joined by the Stratford-upon-Avon Canal, at Kingswood Junction and then follows the contours around the settlement of Turner's Green skirting the higher ground to the North East. Here there are two listed buildings lying adjacent to the towpath and within the Canal Conservation Area; the 19th Century Blythe Cottage and the 16th Century Manor Cottage. At Rowington the canal enters a wooded cutting which then dramatically opens out onto an embankment with wide views in both directions. By Rowington Hall the Canal Conservation Area abuts the Rowington Conservation Area. There follows a collection of coniferous plantations before the canal enters the cutting which leads to Shrewley Tunnel.

The whole length lies within Green Belt and as a result the Conservation Area Boundary is drawn to closely follow the Canal. Existing vegetation helps to screen pockets of development, such as Station Lane Kingswood, and maintain the rural feel. This should be protected and supplemented should further development start to encroach upon the canal setting. There are a number of listed properties both within the Conservation area and within its setting. At Shrewley the cutting embankment has been designated an SSSI for its geological interest.



The earlier old series ordnance survey 1830 predates the arrival of the railway but shows the two major estates either side of the Warwick and Birmingham canal as it was before incorporation in the Grand Union



The Warwick and Birmingham Canal enters Warwick District at the edge of the Baddesley Clinton estate just after the turnover bridge 67, has moved the towpath to the west of the canal. The district boundary is denoted by a culvert for Rising Brook that runs under the canal. The brook marked the estate boundary in the eighteenth century and is located to the east of Netherwood Heath Farm (listed grade II) which is visible through the alders that fringe the canal edge.



VIEW EAST TO NETHERWOOD LANE. POWER LINES FOLLOW THE CANAL
This east bank of the canal opens out with views to Netherwood Lane and the skyline vegetation beyond, in contrast to the vegetation along the brook which

largely contains the views to the west. Valley Farm is the closest building at 150 metres. The canal is perched on this edge of the Baddesley Estate on embankment that varies from one to two metres above the meadows which fall towards the canal.

The pylons striding across the landscape remind one that the seclusion is easily eroded. The water main that arches over the canal underlines this.

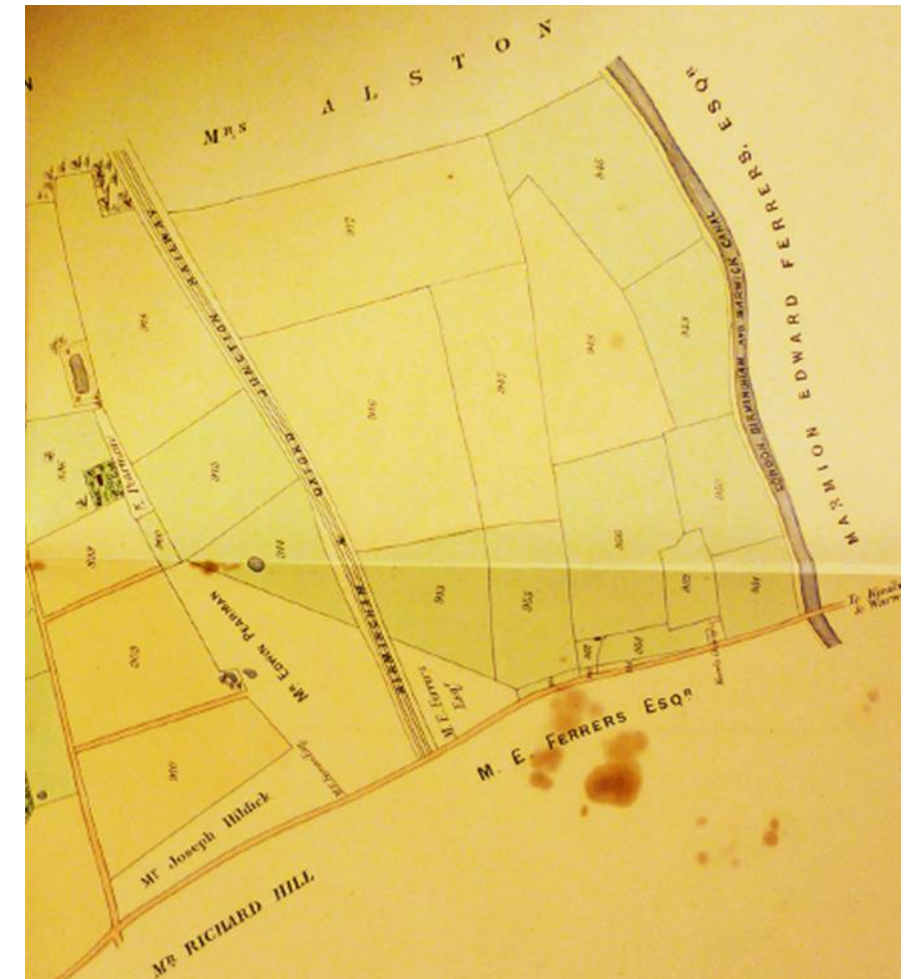


BRIDGE 66: RISING LANE: A MODERN REPLACEMENT

Bridge 66

There were formerly wharfs at Rising Lane, and Bakers Lane bridge; two kilometres to the north, that served this area. Rising Lane effected a link between Baddesley and the other late medieval property now in the stewardship of the National Trust at Packwood. Better signage and access points here at Rising Lane and the Old Warwick Road would makes the link to these nearby heritage assets more obvious and improve walking routes and wayfinding from the towpath at bridge 66 and bridge 65. The Great Western Railway (GWR) station at Kingswood (renamed Lapworth to avoid confusion with Kingswood Surrey) lies between this and the Stratford upon Avon Canal bridges and facilitates visits other than by car.

Within the wider area are the medieval moated manor house and garden; Baddesley Clinton, Packwood House; a timber framed tudor manor house and garden, and individual timber framed farmhouses and barns that provide strong visual references to the small scale pastoral landscape synonymous with the Arden pastures.



PACKWOOD ESTATE PLAN 1868 SHOWS CANAL FOLLOWING THE BORDER

A number of 17th century houses, (Listed Grade II) are part of the canal setting. Vine cottage lies west of Rising Lane Bridge and Netherwood Heath Farmhouse, which can be seen on the 1699 estate plan, lies to the north east. These illustrate the traditional form of a timber frame with plain tile roof.



KINGSWOOD FARMHOUSE GRADE II

The grade II listed Kingswood Farmhouse is a seventeenth century building with brick infill to a small timber frame. It can be glimpsed through the towpath hedge against a wooded backdrop of the elevated Oxford to Birmingham railway.

The pattern of subsequent development has been shaped by the canal corridor and strategic rail and road routes. Kingswood is a ribbon development that follows roads and lanes but has an ill-defined historic core. Some newer housing is clustered off Station Lane and at the junction with the turnpike The Old Warwick Road, B4439. Nos 1-5 Kingswood Cottages are grade II listed. Here there is a small group of local shops and

businesses. Whereas there is continuous residential development backing onto the railway, the canal side of Station Road includes the primary school and pockets of development, with paddock fields leading up to Rising Brook and to the canal. These plots are larger and less defined. The green belt extends to a settlement boundary. Yew Tree close and the preschool have replaced the malt house visible on the first edition Ordnance Survey Map 1889. Any future infilling should be mindful of not encroaching on the canal setting. It is important to retain the screening at the edge of the Kingswood settlement boundary to ensure that this part of the canal remains rural.



CULVERTS MANAGE STORMWATER UNDER CANAL WITHOUT INTRUSION
The brook takes the run off from the Baddesley estate meadows to the east of the canal, passing beneath in a series of culverts, and will need to be free running to avoid potential damage to the canal structure. Maintaining this integrity is fundamental, however engineering work needs to ensure that the trees and vegetation at the back of the towpath and along the brook respects this aspect of the canal character right through to the Old Warwick Road.

Bridge 65, next to the Navigation Inn, provides another connection to the National Trust property, Baddesley

Clinton, along what is also part of the Heart of England Way.

Baddesley Clinton House is a moated medieval house in a remnant of the Arden Forest. The oldest parts were altered by John Broome a lawyer from Warwick between 1445 and 1458. Broome built much of the present house from stone quarried on the estate in a copse known as Badger's Dell, and created fishponds in the grounds. His son created a park on the site of the former village. When he died in 1517 he had sheep pastures in several villages. The house went to his daughter and her husband, Edward Ferrers, whose family retained it until it was offered to the National Trust. In 1940 the estate was the same as in 1699. There are significant views from the gardens north and south-east across the park and farmland, and from the northern park in a westerly direction across surrounding agricultural land towards Kingswood. The house is not clearly visible from the grounds due to plantations albeit some of the taller trees can be picked out from the canal. *G. Tyack. Warwickshire Country Houses; Phillimore*

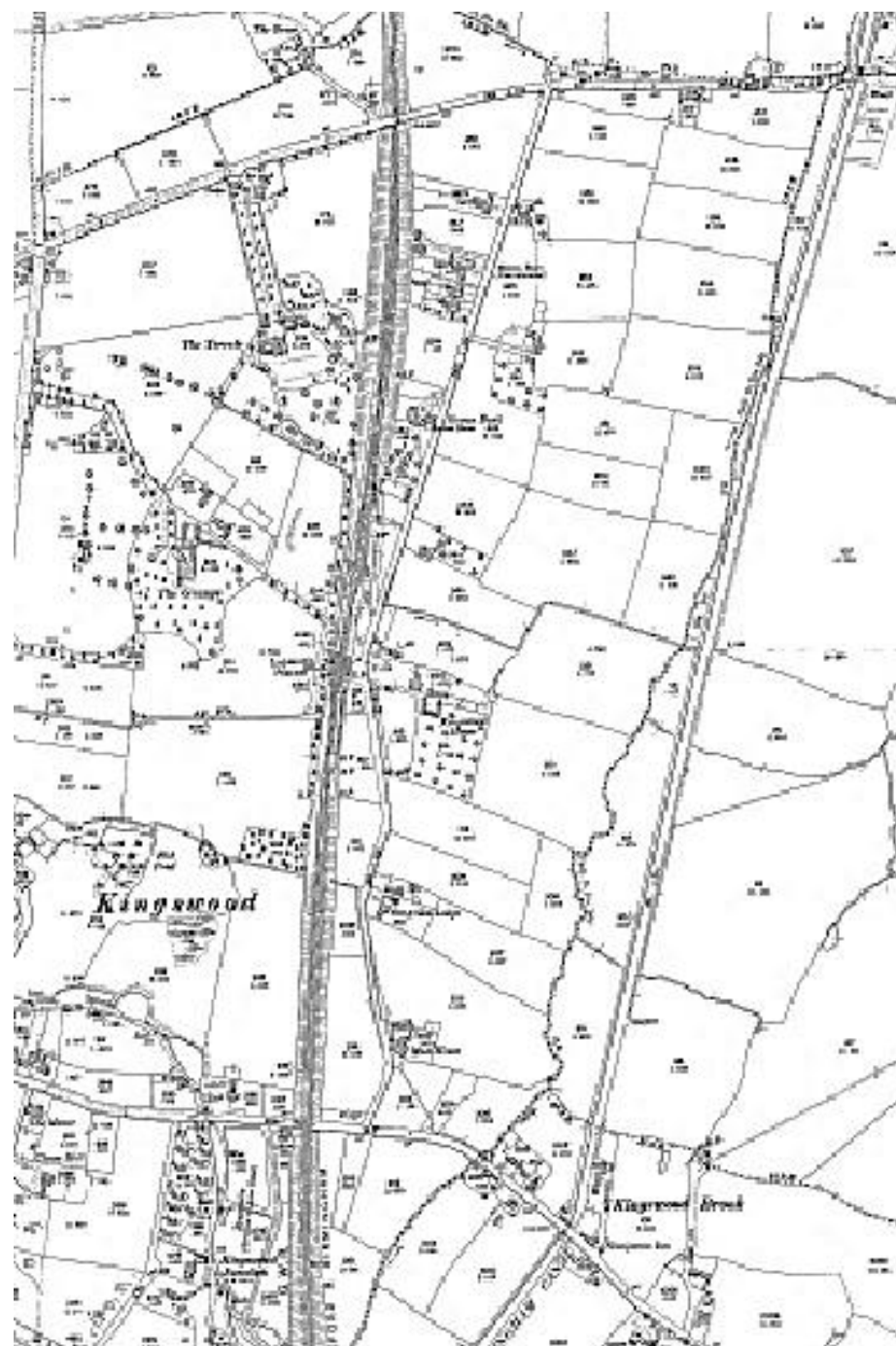


REBECCA FERRERS 1898 REF NATIONAL TRUST



The 1699 estate map at Baddesley names the fields through which the canal runs including Great Meadow and Black Meadow.

In view of the green belt designation and the presence of the National Trust, the conservation area boundary is relatively minimal. This allows planting to be retained to ensure that any future development of Station Lane does not visually intrude as it may well do further south of the main road at Kingswood. Here despite the local plan research identifying that the landscape boundary to the canal needs to be secure, there is a danger of the designated housing eroding this margin and adversely changing the character as a result.



1889 ORDNANCE SURVEY

The field pattern is regular on a small to medium scale with scattered hedges, trees and thin wooded strips adjacent to the canal. A landscape buffer of native trees, a minimum width of 10m, needs to be maintained to the edge of the canal to retain its rural character

Recent infill development has encroached onto the field pattern and vegetation to the edge of the canal corridor. The fields are still managed for pasture with cattle grazing, giving a very strong rural character.



Bridge 65: Old Warwick Road

The long established Navigation Inn and the listed Manor House on the Old Warwick Road mark the start of the next part of this length going south around 3km. Both of these are on the offside, whilst housing will soon replace the nursery that occupies the low lying field on the towpath side to the west.



South west of the road bridge, there is an arm that allowed the Stratford upon Avon Canal to connect to the Warwick and Birmingham Canal (GU) and to start trading.

Funds were raised to allow the length down to Stratford to be completed in 1815 at the end of the Napoleonic wars. The economic success of Britain enabled it to fund the war with France and following the success of Trafalgar and Waterloo trade its way to Empire. Constructing the waterways was, as Professor Dyos identifies in his assessment of the economic significance of canals, a vital prerequisite to the boom of the 19th Century. The canals, along with navigable rivers and turnpikes were the infrastructure that facilitated the industrial revolution.

The junction bridge is a good example of the sinuous brickwork form that avoided snagging tow ropes and is a key element of The Functional Tradition celebrated by the work of Eric de Mare and JM Richards for the Architectural Press in the 1950's, that awoke interest in the significance of canal design and construction. Defined as *'that style of design which, though dominated by functional considerations, is remarkable for the wide range and subtlety of its aesthetic effects.'*





The railway sailed over the canal arm, which itself has the brook channelled beneath it. The line then sweeps round to Turners Green following closely the contour, in contrast to the Stratford upon Avon which follows the landform through a series of locks. The railway, built later is carried on embankment, between the two canals at a height that allows it to cross the canal arm and thus impacts much more on the settlement. The noise still does echo around the dip and impacts on the residential and overnight moorings at this popular location.

Moving south it is the noise of the motorway that is constant, whereas trains come and go. Depending on wind direction and when it is in cutting, the M40 traffic noise is a companion in the background as far as Hatton Station.

There are listed farm buildings along this rural stretch with 17th Century barn and 19th Century stables and farmhouse at Weston Hall Farm east of bridge 64.



BRIDGE 64: WESTERN HALL BRIDGE

The land is undulating and the canal follows contours so is on embankment at times three metres up, as land falls away towards the railway. Part of the delight here is that as the canal twists and turns, the views open and extend across to the railway and beyond. The 18th Century Windmill Farmhouse is obscured by trees.

Bridge 63

Turners Green Bridge (Bridge 63) has a building beside it that has contemporary additions which add to the character and distract from the rudimentary bridge replacement it sits beside.

The warm red brick and plain tile buildings, some slate roofs and half timbered barns make Turners Green an attractive settlement. There is ramped access here and a popular pub to encourage visitors.



TURNERS GREEN INCLUDES NEW BRIDGE AND REFURBISHED BUILDINGS



MANOR COTTAGES 16th C FARMHOUSE CONVERTED TO COTTAGES.WITH LATER ALTERATIONS

The historic core sits close to the canal and includes Blythe Cottage on the towpath side, built around 1800 at the time of the canal and the 16th Century building at Manor Cottage. The canal towpath sits on embankment perched on the side of the hill. There are views to the south east towards the railway and M40, with the Stratford upon Avon Canal hidden beyond.

Rowington



Beyond the settlement the canal is enclosed by vegetation and the cutting starts. The extent of material removed by shovel and transported beyond to support the embankment is now concealed by abundant vegetation. Part of a popular walk, the towpath has become narrow here and could do with widening.



Thomas Le Blanc owned much of the land on Rowington Hill. He was one of the original sponsors of the canal act but the valuers found it difficult to agree the land purchase with him. He subsequently argued that the stone coming out of the works was his. The planned tunnel here became instead a cutting and the landowner was paid £500 in compensation.



The guard is here to stop grit picked up by the towrope grinding away the masonry corner of this fine bridge in the days of horse drawn boats. The indents show something of the passage of boats before steamers took over. The bridge has stone at the base of the abutments before turning to brick.

Rowington stone was quarried for use at Baddesley Clinton and St Phillips the cathedral church in Birmingham. The cutting was once designated an SSSI. The rocks consist of Sidmouth Mudstone overlain by 6m of Arden Sandstone. The latter consists of white to pale buff and red sandstones with green mudstones and siltstones. The site has yielded significant fossils, including fish, fish spines and teeth, reptile footprints, bivalves, crustaceans, and derived plant material.



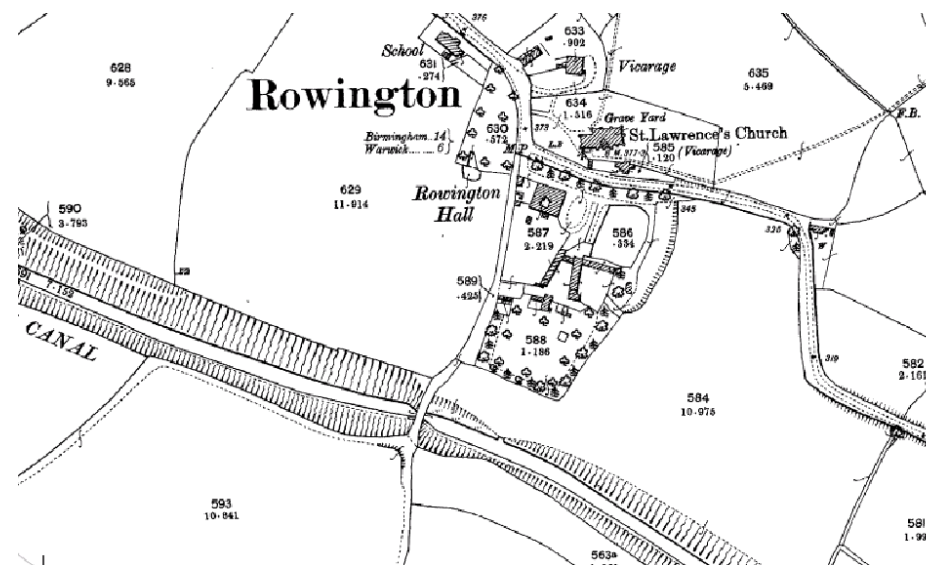
BRITISH GEOLOGICAL SURVEY P213237

The cutting measures 700m in length and 18m in height.

In 1853, Brodie was appointed vicar of St. Laurence's Church, Rowington. He held this post until his death in 1897. A local celebrity, he founded the Warwickshire Naturalists' and Archaeologists' Field Club in 1854. Rev Brodie was an enthusiastic collector, making new discoveries and adding to the collections of the Warwickshire Natural History and Archaeological Society. He left a legacy of publications and scientifically important fossils. Many were displayed at the Market Hall Museum in Warwick.

Buildings constructed of Arden Sandstone include churches at Wootton Wawen, Rowington, Tanworth in Arden, and the manor house at Baddesley Clinton. In Warwick the columns of the tower of St. Mary's Church are constructed of Arden Sandstone from the Shrewley quarries.

It was improved transport by canals at the end of the 18th century which allowed stone to be transported economically over great distances; eventually leading to the closure of most local quarries. Today stones are imported from all over the world for use in new town and city developments. The City of Birmingham is typical of many of the UK's large urban centres. The Cathedral Church of St Philip constructed in the early 18th century used Arden Sandstone from the Rowington quarries. However, as a result of its subsequent severe decay, it was almost completely replaced over the 19th and 20th century.



The road over the canal bridge leads up past Rowington Hall to St Lawrence church and the existing conservation area that runs 350 metres along the old Warwick road to its junction with Mill Lane.



Emerging from the confines of the hill the canal vista opens up to the road.

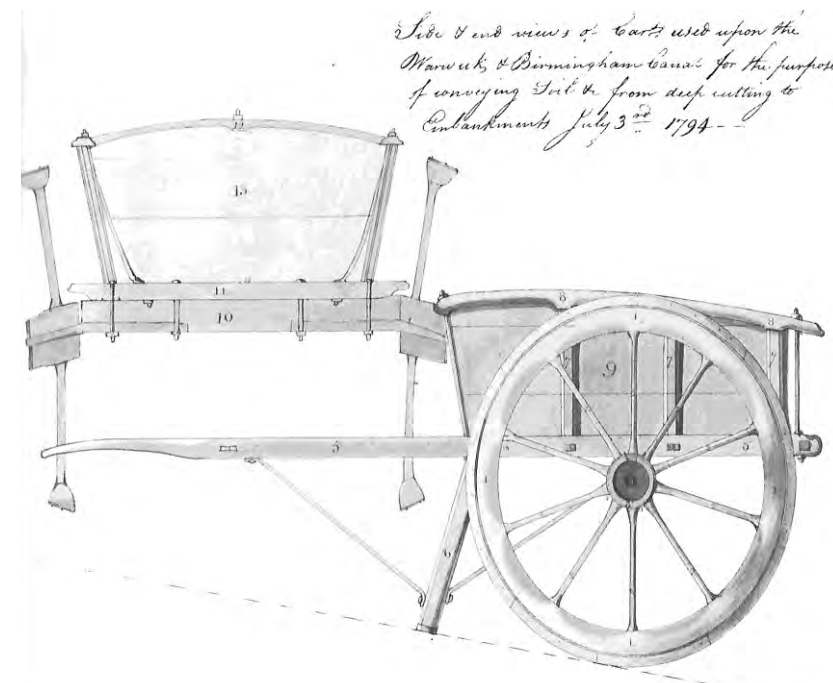


The reason for the view is perhaps more obvious looking at the canal from the road. The waterway is perched on a substantial embankment that was constructed from the material taken out of the hills through which the canal has to cut.



This hand made mound avoids the need for locking down and then back up, which would have cost water. It extends for over a kilometre on the west bank almost as far as the cutting at Shrewley. This whole edge is plantation.

A horse powered 'gin' was used for hauling spoil out of the Rowington cutting. There are drawings by Henry Witton, the company clerk, and later the engineer. These recorded in fine detail how the canal was built, and his accounts, give the costs for the various contracts, as well as the slowing of the works whilst more funds were found. From this we know William Fletcher was awarded the contract for the Shrewley Tunnel at £13.13 shillings per yard, but also that a Robert Pinkerton attempted to bribe the canal engineer to gain the Rowington contract.



UTENSILS IN CANAL WORK: DRAWINGS BY HENRY WITTON



VIEW TOWARDS FOXBROOKE LISTED BUILDINGS

Foxbrooke Farm, Barn and Cottage are three listed properties within the setting of the canal. They are seen as part of a vista that rises on up to Mousely End. The character here is much more open and thus vulnerable to intrusive change. Recent agricultural use since the 1950's has seen a monoculture of christmas trees planted. Cropping the plantations if done wholesale would bring about harmful consequences.



RECENT PLANTATION OF CHRISTMAS TREES



OS Old Series 1" to 1 mile, published 1831

The old series map gives an indication of the undulating landscape that the canal passed through, hugging contours and constructing long embankments, cuttings and the tunnel at Shrewley as a way of securing a viable route. There were dwellings scattered through this landscape and most of the settlements have acquired extra plots during the last two hundred years, but it is still a rural low density morphology. The pattern has intensified at Shrewley, Kingswood and at Turners Green. The original size of the buildings is important in the green belt which restricts extensions as well as replacement dwellings. Larger footprints where allowed should not be overscaled versions of the traditional pitched roof rural dwellings.

Trading activity meant wharfs at Kingswood just north of the Navigation Inn, as well as Rising lane. A wharf was recorded at Turners Green north of the bridge on the offside. A wharf called Rowington and one known as Rowington New Wharf, near the junction with the Stratford upon Avon Canal, is identified in the Grand Union Handbook post the 1930's improvements, but the exact location is not clear and the land alongside this stretch of the canal does not suggest a location.



WHITE BRIDGE 61

White Bridge (Bridge 61) north west of High Chimneys Court (formerly High House Farm) a listed building is also served by bridge 60: Castle Meadow Bridge.



BRIDGE 60 CASTLE MEADOW BRIDGE

One of the issues with this length is the distance between Rowington Hill Bridge 62 and the Horse Tunnel at Shrewley for public access. Connections would help the 2.5 km length feel less remote, but paths were restricted by the railway and now the motorway.

Prior to the infrastructure's arrival there is evidence of ridge and furrow and medieval open fields in the Historic Landscape Characterisation..



WEIR EAST OF BRIDGE 60



WEIR CHANNELS WITHIN WOODLAND

Sinks and overflow weirs are part of the canal structure here to manage flow from north of the cut to the south. The development Tunnel Barn Farm for fishing, with a series of large ponds, has increased recreational use.



TYTHE BARN BRIDGE 59



TUNNEL APPROACH

Shrewley Tunnel

The cutting on the approach to the tunnel on the north side is a designated site of special scientific interest.

Sites of special scientific interest (SSSIs) are protected by law to conserve their wildlife or geology. The cutting exposes a sequence in Arden sandstone of the late Triassic period in which grey-green shales and siltstones pass into white fine-grained well sorted dolomitic sandstones.



CUTTING REVEALS GEOLOGY

Horses and pedestrians use the small tunnel to the right which rises from the north west portal to the road. There is a section of ridged cobble paving in the towpath tunnel designed to give boots and hooves purchase in the wet. The horse then crossed the road to the horse path which leads to the South East portal of the tunnel.



LISTED NORTH PORTAL TO SHREWLEY TUNNEL

The Warwick and Birmingham canal committee decided to make the tunnel sixteen feet (4.88m), wide enough for two narrowboats, having changed their plans from tunnels to cuttings at Yardley and Rowington. This was fortuitous as it allowed the 1930's modernisation to broad beam. The tunnel is 433 yards long (396m). It was probably designed by William Felkin, who had worked for Samuel Bull the engineer of the Birmingham Canal Company who had supported the canal, and Philip Henry Witton who took over in 1797 from Felkin after he was blamed for an aqueduct collapse over the River Blythe. Both portals have semi-circular arches, faced with blue-grey engineering bricks. The main portal has a brickband. A rare example of a separate horse tunnel is brick paved and vaulted, with coursed stone and brick walls.



HORSE TUNNEL LEADING UP TO RIDGE



DISCRETE ACCESS IS NOT WELCOMING

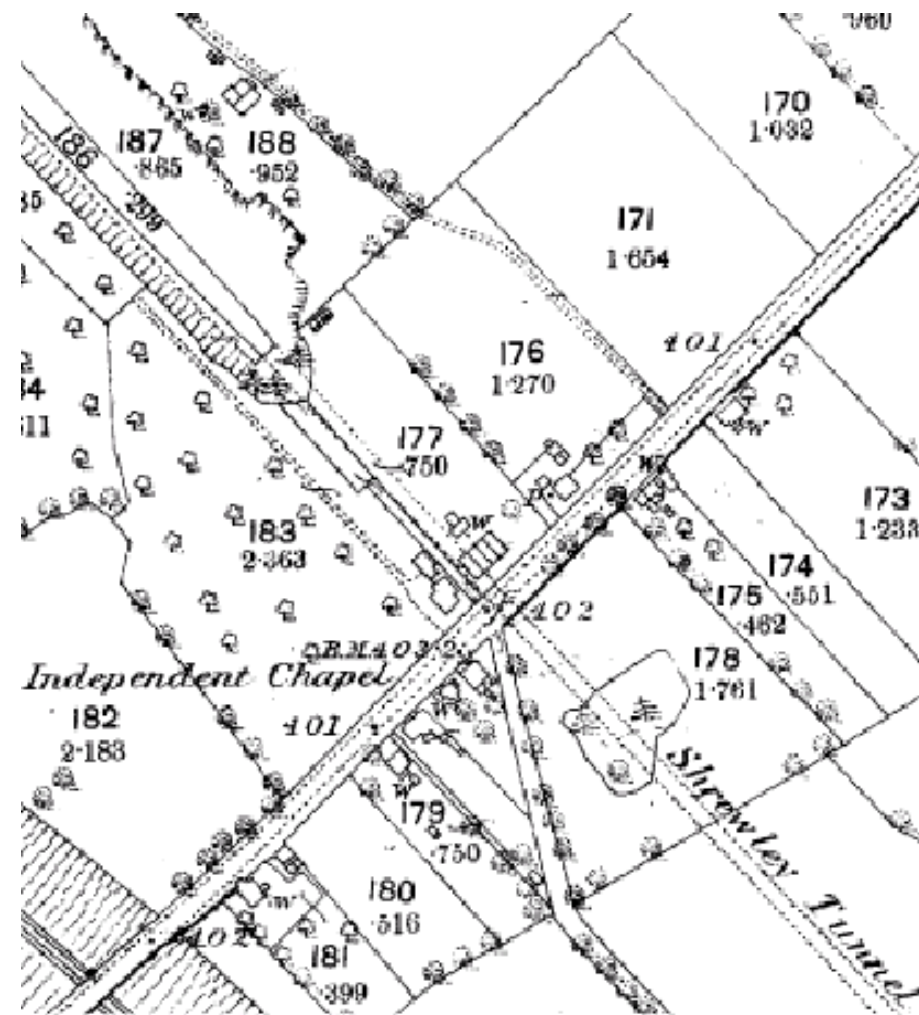
The appearance above the tunnel has changed in the intervening period and the idea of the horse crossing the road amongst the four by fours that populate the road is anachronistic. There are however some buildings

close to the tunnel alignment that are of surviving significance.

In the vicinity the chapel remains if altered for domestic use, as does Shrewley House, a former farm. The building is brick and colour washed render under a tile roof. It is early 18th Century with later alterations. There is a timber frame cottage 120m north west of Shrewley House, that is listed as Shrewley Cottage, and a further historic core at Little Shrewley to the north east.

Like the 300 year old Case is Altered, the nearby public house the Durham Ox is said to have served the navvies at the time the tunnel was built.

The 1880 ordnance shows both sides of the road over the tunnel divided into plots. These have since been subdivided and more houses now line the street.



The contrast between the cutting and tunnelling at the end of the 1700's and the railway contractors' much bolder approach fifty years on, indicates the difference as techniques and contractor's practice evolved over this important period of change. The much greater intimacy that arises is partly a function of the scale of operation in forming the cut through hillsides. Deaths during construction, learning from disasters and mistakes are now concealed behind the veneer of age, and the rawness is concealed by vegetation.



LARGER SCALE RAILWAY CUTTING

LENGTH 5: OLD TOWN LEAMINGTON

Tachbrook Road bridge – Bridge 41 to Bridge 35 Radford Road

Grand Union Canal 1929 (Warwick and Braunston 1794 - Act to shorten to Warwick and Napton Canal 14th May 1796)

SUMMARY

The five mile pound between Cape Locks and Radford Bottom lock includes the original Leamington Priors, the settlement of 55 dwellings, south of the Leam, that grew into a popular resort for the upper class to take the waters.

Length 5 runs between bridge 41 and bridge 45, largely parallel to the High Street/Radford Road, through the urban area of Leamington’s South town. It is a popular link across the bottom of the old town, from the Station out east to Newbold Comyn Park and the open countryside. For the last three-quarters of a mile of this length to the Radford Road, the towpath is used by both the Sustrans cycleway national route 41, and the Centenary Way long distance footpath, the former continuing to Rugby, the latter to Upper Quinton on the edge of the Cotswolds.



The early wharf activity on the south side has now disappeared, as have Ranelagh gardens, the first Georgian pleasure gardens for the nobility visiting to take the waters. Coal wharves and gasworks between

Tachbrook Road and Clemens Street are now in residential use, with the original part of Ranelagh Terrace (1808) remaining. Little remains of the Ranelagh Street west of Brunswick Street, overtaken by Flavels’ works. The Rangemaster site subsumes the foundry and wharves, also obscuring the original route that ran to Whitnash. Eagle Recreation ground, purchased as open space for the poor in 1897, is now visually cut off from the waterside. One of the two rail crossings, GWR, remains with industry on the remaining higher ground. Flats replace the early 1800’s brick Malthouse (last used as a youth centre). The part of Clapham Terrace south of the canal remains as an attractive enclave of Victorian housing but the transhipment basin constructed in 1892 is infilled and only the gate piers and entrance remains. The farmland east as far as Gulliman’s Bridge (Br 36) was redeveloped as employment and housing. In 1962 Sir Frederick Gibberd was invited to prepare a plan for a new residential estate covering 95 acres. Two new canal bridges were constructed; the simple brick arch of Stanleys Lane bridge was replaced with Sydenham Drive, and a new bridge extended St Marys Road into the farmland. Gibberd’s landscaped pedestrian closes off Gainsborough Drive with central green space included a primary school and houses for 2500 people to buy or rent. The ‘Radburn’ layout, progressing the garden suburb idea, has ensured that the canal offside is an attractive well connected walk, in contrast to the towpath side where back gardens of a more conventional close lie below the towpath hedgerow pockmarked with walls and boundary fences. Whilst Stanley’s Farm has disappeared, some of the open character along the Southern bank exists thanks to

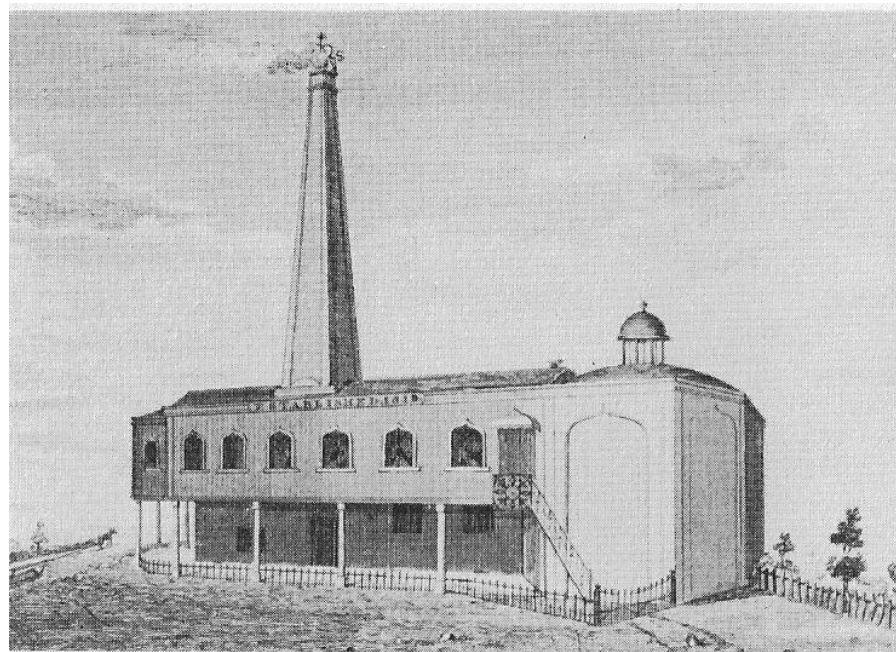
Gibberd’s plan, with its focus on safe movement for children. Shops and the pub provide a focus, along with the Sydni centre. Recent redevelopment for housing has recognised the value of a landscape belt along the canalside and the trees on the canal side have TPO’s.

The north bank is also in transition. Eastnor Terrace on the East side of Tachbrook Road has been extended up to the canal and returned along the back of the towpath without quite matching the Victorian original. Wise Street laid out in 1810 is to become student accommodation on the site of the former brewery and Albion Row terrace, currently a scrapyard. Approaching the Clemens Street bridge, listed buildings work as a café at both towpath and street level and help engage with the canal.

Brunswick Street, Clemens Street, Bath Street and the Parade form the central spine running through Leamington as it developed northwards. The parallel streets including Wise Street and Court Street are both now cut off from the canal. Althorpe Street continues to connect the canal with the High Street, as could Clapham Terrace, if the connection was remade at the road bridge. St Mary’s Road was a tree lined axis from Willes House at Newbold Comyn to Whitnash Church. St Mary’s in the Fields was a focus for residential development laid out for him by J G Jackson, and Chesham Street, Waterloo Street and Eastnor Grove also run South from Radford Road towards the canal. This connected grid is an important factor in the appearance of the canal environs along this stretch.

Between the Radford Road and the railway crossing, there were originally a number of short terraces of

housing facing the canal between Court Street and Althorpe Street and White Street. They were set between five and ten metres back, so as not to be overbearing. The newer development is four storeys high. Any further development should avoid undermining the open appearance of the corridor by being in short blocks, with public spaces between that make use of the southern aspect over the water and are themselves well connected for pedestrian and cycle users. The impact of large buildings on wind turbulence needs to be understood. Trees add to this and celebrate the seasons and diversity. Any further development of the offside should avoid overshadowing.



THE FIRST GASWORKS BUILT ON WISE'S CANALSIDE LAND.



GASWORKS IN THE 1960'S - DEMOLISHED 1982

The original mix of waterside uses added to the character. A varied range of activities, especially active ground floors, needs to remain if the canalside is to provide vitality. Further East beyond the railway crossing, semi-private residential space fronting the canal does little to animate the frontage. Despite facing south with an outlook onto the water they are separate but not well enough hidden to not intrude and are negative.



ACTIVE EDGES 1851 BOARD OF HEALTH PLAN WCRO

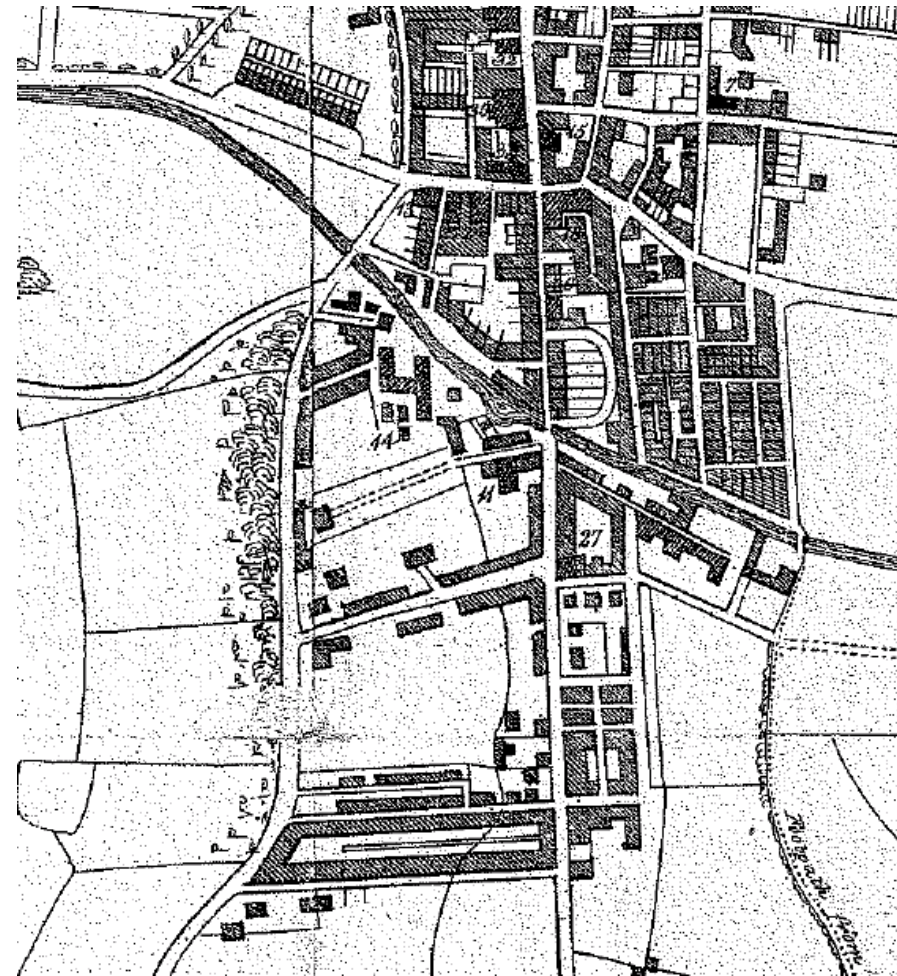
Location and history

The length between Tachbrook Road and the Radford Road bridge is about 2.5km of predominantly urban development. The canal had a profound effect on the growth of Leamington as a settlement. Leamington's historic street pattern was largely laid out in the forty years after the canal arrived at the end of the eighteenth century.



CLEMENS ST (1808) MERRIDEW'S ENGRAVING 1822 LEADS UP TO THE BRIDGE WITH BLENHEIM HOTEL LATER CALLED THE STONELEIGH ARMS

As a consequence of the analysis, the Canal Conservation Area joins that already designated here as Leamington Conservation Area. As a setting they overlap because of this shared significance, but the boundaries of a linear corridor of the Canal Conservation Area amends this, to separate the previously designated area to the south of the CCA. This residual area is then subject to a further review in the light of the additional information established in association with the local history group. The sense of place along the canal is to be maintained and enhanced through beneficial change as a result of designation. The benefits of greater use and enjoyment and the contribution it can make to physical and mental well being are recognized as a reward for looking after this historic asset. Simply as a traffic free route it allows people to connect across the southern part of the town, and to the green areas beyond.



JOHN GEORGE JACKSON 1838

The street pattern running east to west follows the packets of the enclosure boundaries, Charlotte Street being the first of these. Either side of Brunswick Street the enclosure boundaries followed the line of Grove Place to the east and a similar margin occurs on the west side. Charlotte Street was the first street laid out between Tachbrook Road and Brunswick Street, again following the alignment of the east west hedgerows and this underlying pattern still exists.

Clemens Street was the most elegant street within the town with hotels where fashionable members of society stayed.



ENCLOSURE MAP



STONELEIGH ARMS AND CANAL BRIDGE



CLEMENS ST WITH COPPS ROYAL HOTEL BEFORE 1827 REBUILD AND THE MARKET NEAR THE SITE OF THE VILLAGE GREEN

North of Canal Bridge 41



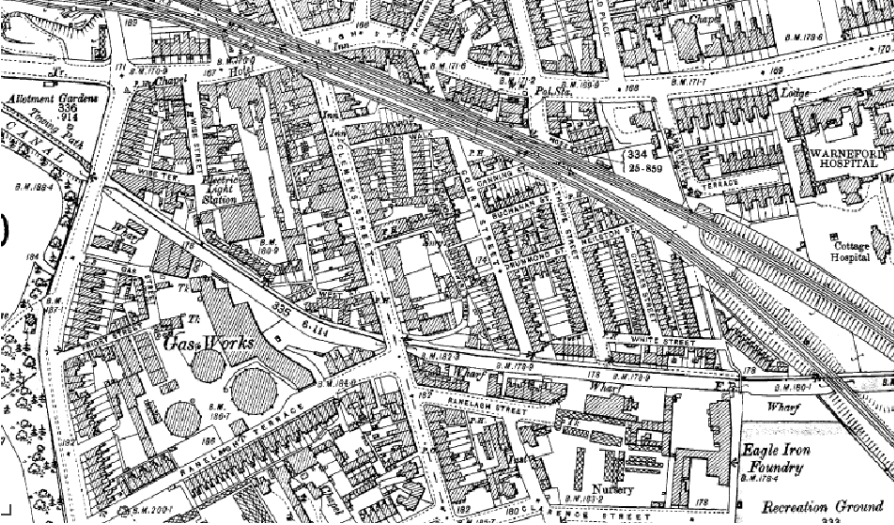
TACHBROOK ROAD .-EASTNOR TERRACE NOW BADLY EXTENDED TO CORNER OF CANAL AND WISE TERRACE INFILLED. AS IN 1910 BELOW



Pickfords ran boats to London from the wharf here.



POOR DETAIL ON COPY UNDERMINES THE ORIGINAL TERRACE



1900-06

This block contained Eastnor Terrace, The Great Western and Crown hotels, Marble Baths, Theatre, Albion House and Albion Row; a terrace of smaller dwellings fronting the canal.

The form of the block to the north of the canal is shattered. Whilst Wise street still exists, Wise Terrace no longer connects through to Tachbrook Road. There are difficult elements such as the electricity transformer station, there are former works buildings used for both retail and there are some more recent housing blocks, but no real sense of urban form.



LISTED CROWN HOTEL IN 1860 - FIRST BUILT FOR REV.READ



ALBION ROW

Activity along this length and the connections into the town would have served the boating families as well as local people. Wise Street and Wise Terrace were named after the Wise family who were considerable landowners in this part of town.



1929-47 THE GRAIN ESTABLISHED 100 YEARS BEFORE SURVIVES

Based on the success of other spas in Bath and Cheltenham, Wise, and other Leamington landowners, developed seven privately owned bath houses south of the river in the Bath Street and Clemens Street area, and Leamington quickly became a fashionable residential resort. Supply of building materials was facilitated by the waterway.

FLY BOAT DIRECTORY:

Pickford and Co's. Boats daily to all parts of the United Kingdom,—Agents Messrs. Peace and Tildesley, Wharf, Ranelagh Terrace.
Whitehouse and Son's and Bird and Son's Boats daily to all parts of the Kingdom,—Agents Watkin and Co., Ranelagh Wharf, Ranelagh-st.
Crowley and Co's. Boats daily to all parts of the Kingdom, Agent W. Maxey, Wharf, Teachbrook Road.

Inland navigation was important to the resort.

Leamington's first brewery was built in 1812 and located at the top of Wise Street... *very conveniently situated for any person who wishes to carry on the lucrative business of a brewer, being contiguous to a Canal – by means whereof, malt, hops, &c, may be received, and the produce thereof sent to any part of the United Kingdom...* The Leamington Spa Ale & Porter Brewery was offered for sale thus in 1819, and again in 1823 as the renamed Regent Brewery. After various sales it was demolished between 1843-49. Brewery Terrace was built over ground that had comprised the original

brewery site. A forerunner of the Midland Electric Light & Power Co. purchased Brewery Terrace at the 1879 auction, for its proposed 'power station' – it also purchased the waterside premises in nearby Albion ROW. Martin Ellis – September, 2016



BREWERY TERRACE 1851 BOARD OF HEALTH MAP

ENTERING the village from the *Warwick Road*—on the left—is the seat of **MATTHEW WISE, Esq.**; surrounded by its beautiful plantations, forming a bold **semicircular sweep**—and on the right—appears the first of the new erections, *Albion House*, a singular structure, built in a sort of mock Gothic style, rather fanciful than tasteful—but affording within, three comfortable dwellings.—Behind this, at some distance, towards the *Napton Canal*, are several clusters of smaller houses; some of them offering neat and cheerful lodgings.—Passing a good bow-windowed house, lately converted into a boarding-house, and the gates of an extensive Mews—**OLORENSHAW's** shop next appears, still on the right, abundantly furnished with jewellery and stationery; to which a very commodious Reading Room is attached, well provided with diurnal and monthly publications; together with a *Circulating Library*, carefully adapted to the usual taste of watering places, in a tolerable collection of voyages, travels, and above all—novels. On one side, this shop, is a large and good; on the other side, a small and comfortable house. Behind it, is the *South Well*; and, before it, the *Road Well*.

REV FIELD'S 1815 GUIDE DESCRIBES THE CANALSIDE APPEARANCE



CANAL PREDATES THE GROWTH OF LEAMINGTON



TACHBROOK ROAD ACCESS POINT FEELS UNWELCOMING

A redevelopment of the end of Wise Street, the Mercia Metals site against the canal, could provide the opportunity to re-establish a more beneficial relationship with the canal as public realm. Set at a lower level, it should have an active edge to the canal, including some places where it is possible to stop and chat or sit in the sun, with views up and down the canal to watch the boats go by and to avoid presenting a hostile or bland façade to those people using the towing path and canal.



FORMER SITE OF ALBION ROW, NOW FENCED AND SCREENED

Ivy and small bushes have softened what is currently an ugly boundary, but without the effective enlargement of

the towpath margin the opportunity for a continuous green boundary for wildlife is unlikely.



Positive links to the High Street and Clemens Street from the towpath would support the public realm and encourage visitor mooring interest. The Clemens street café works both at street and canal level and is a fine example of the quality of built form initially.





South side between bridges 41 and 40

On the offside there was a wharf and the gas works developed from the 1820's onwards so that Ranelagh Terrace which was intended to be laid out as an avenue leading to a villa at the West end, but was never completed.



VEGETATION HAS COLONIZED THE WHARF INLET

On the offside a mixture of 2 storey housing and 3 storey apartment blocks set out in a regimented layout aligned to the canal, has replaced the large gas cylinders. The lack of variety in building form, scale and detail has failed to take full advantage of the borrowed outlook across the canal, and one of the key considerations for redevelopment of the back of the towpath is that repeating this formula is at odds with

the much more incremental way in which part of the town evolved with a north south alignment of buildings being more appropriate.



Tall buildings on the south side of the canal will block sunlight. Vegetation on the offside is a change from the former hard gas works use and provides a wildlife corridor for birds, bats and insects.



Brunswick Street stretches 700m South from the canal with lateral streets either side between Tachbrook Road and the railway, the majority of which forms an important part of the old town of Leamington that developed around the canal.



The area has grown up with parts of the streets being developed at different times and with different scale and pattern of building, which enriches the overall character of the area.



Ranelagh terrace was intended to be a broad avenue leading to a large house on Tachbrook Road



The listed building on the corner belonged to Eric Shadbolt and for some years featured a gondola moored alongside, with his restaurant opposite. The open view to the canal here registers it within the busy street. On the skyline at the bridge is the parish church, beyond the visual barrier that the railway introduced, and that contributed to the downgrading of this part of the town.

Clemens street and Brunsick street meet at the canal Bridge they are part of a planned spine that stretched into the New Town north of the river the parade (initially union parade to link it back to the old town)



CLEMENS STREET EAST SIDE TOWARDS THE BRIDGE AND ACCESS



Moving south from the bridge, 3 storey town houses as far as Clarence Street are of a form and style that is familiar further up the spine, brick built with stucco fronts and taller first floors, the piano nobile, [listed GAZETTEER-] as was the West side prior to its redevelopment. Between Clarence Street and Aylesford Street, Clarence Cottage, Erin Villa, and Brunswick Terrace remain whilst the rest of the block has been redeveloped post second world war



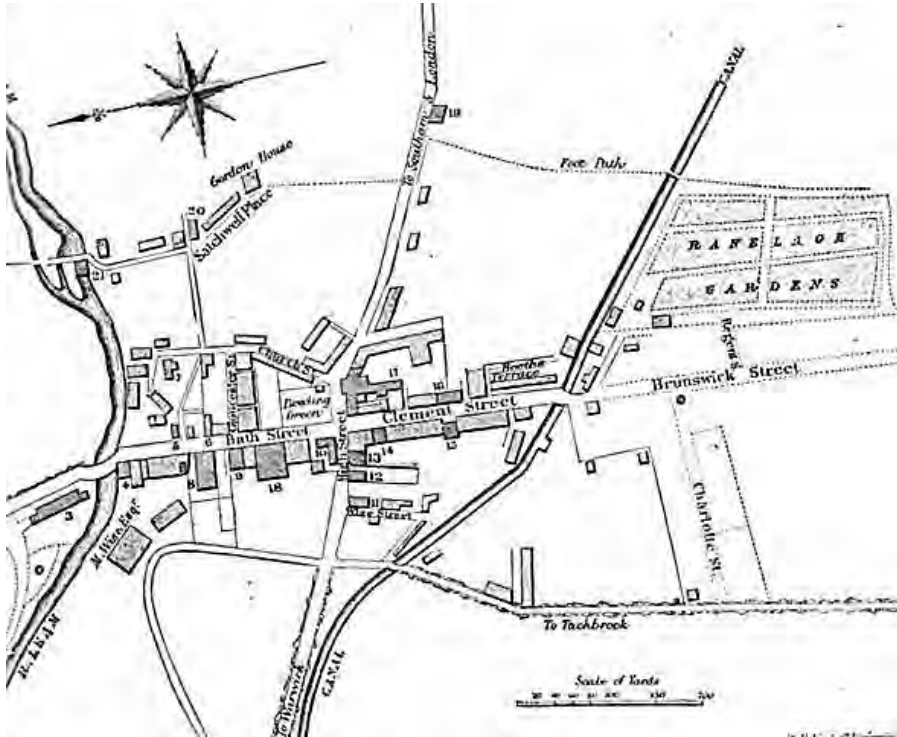
Land is to be let on building leases, late in the occupation of Thomas Lewis. Plans and particulars from John Webb, builder, Birmingham.

A New Street is laid out and begun on this land, leading from the village to the canal and there is a great probability of its being completed in the course of another summer or two. Another part of this land by an easy ascent from the canal, is obviously a very suitable situation for a crescent or other handsome range of buildings, and it is staked out as applicable for such a purpose. Brick kilns are opening on the said lands, and as the canal from Birmingham to Warwick and London goes through the land building materials are conveyed to the spot with greatest facility.

WARWICK ADVERTISER 1808



In 1830 Bisset wrote of a house he owned in Ranelagh Terrace, ' *it has been built for upwards of seven years at a cost of over £1000 and has never been inhabited although in a very pleasant part of the town* '



MERRIDEW'S GUIDE TO THE SETTLEMENT AS IT BEGAN TO DEVELOP AS A SPA RESORT 1813

Housing from the fashionable streets occupied by the likes of Lord Eastnor, the Dukes of Bedford, York, Gloucester and others, were rented for a season. To serve the visitors, Ranelagh gardens, 10 acres of pleasure gardens including greenhouses and hothouses for the botanical collection was laid out around 1811 as Leamington Pleasure gardens. This was taken over by John Cullis in 1816. From his base here, Cullis was responsible for much of the tree planting that distinguishes Leamington's avenues and squares, as well as Willes' Newbold (later Jephson) gardens, Hamilton Terrace, linden Walk and the Pump Room gardens. A weekly entry ticket to Ranelagh Gardens was two shillings. Open between 6am and 10 pm, there was music, firework and hot air balloon displays on gala days. They were renamed after the Ranelagh Gardens alongside the Thames, where Georgian society mixed.

"At the south end of Leamington beyond the bridge over the Warwick and Napton Canal are Ranelagh Gardens the property of Mr Cullis which consist of about ten acres laid out in fruit and pleasure gardens walks and shrubberies with hot and green houses These gardens furnish a delightful and agreeable recreation to the visitors of Leamington and on evenings when there is no

performance at the theatre an excellent band of musicians attend and the walks arbours and seats are then crowded by a vast concourse of fashionable company.

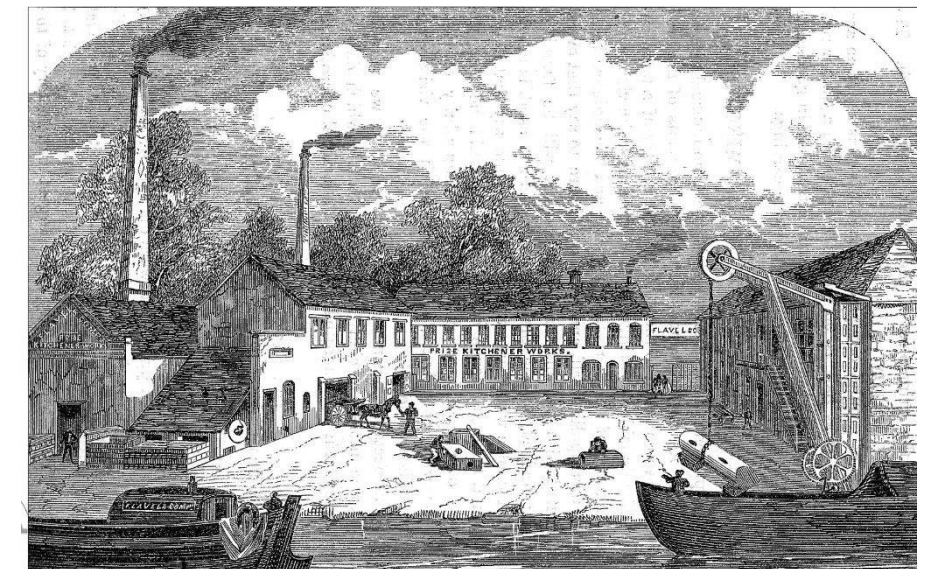
1821 Francis Smith, Warwickshire Delineated.



THE RANELAGH GARDENS Are situate in the old town over the Canal bridge in Clemens Street at the extremity of Ranelagh Street. Under the superintendence of their present proprietor Mr Cullis they have received every addition that taste or ingenuity could suggest and they cannot fail to impart pleasure to those who may be disposed to visit them. The range of hot houses three hundred feet in length contain an excellent and extensive collection of exotics and they are classified in a similar manner to those in Jardin des Plantes at Paris There is also a conservatory attached. Becks Guide 1840 additional info Christine Hodgetts



The North eastern corner was occupied by Mr Carter as a foundry in 1830, building up to the Whitnash brook. William Carter moved from the oxford canal at Jericho to here. A skilled iron and brass founder, he is responsible for much of the decorative ironwork that dressed William Thomas's handsome Leamington buildings. June 1834, Carter Smith and Co advertised their newly acquired coal business In 1837. Merridew's Montcreiff guide had Iron founders, Smith Taylor and co. Foundry, Eagle Wharf, Ranelagh Street



William Flavel invented the "Flavel Kitchener" a revolutionary range cooker . Sidney Flavel, his son, born in 1819 inherited the business in 1844 and took it forward to be the international undertaking which it became. Sidney Flavel expanded into the canal side foundry in April 1856 and an illustration of the time shows the wharf cranes with his kitchener works and Flavel's boats, bringing materials to the site. Later, in 1921, iron casting moved to the Imperial Works further back along the canal, now the site of Vitsoe. His son, also Sidney, born in 1847 was an original member of Leamington Corporation, and six times mayor. Flavels grew to be an influential firm, with nearly a thousand employees in the mid 1930's. in 1946 B Willcocks designed a new building in Art Deco style to advertise the firm to those on the railway.



Willes architect Jackson relied on Cullis for landscape advice when trying to respond to his employer's ideas, conveyed by letter from Europe. There was a concern that Cullis would work instead with the earl who was developing his land at Warwick New Road, so he was seen a useful practitioner.

Jackson's Maps of 1838 show new development in the area. The Eagle foundry was accessed from a new road, Clarence Street and another new road, Grove Place now ran along the former boundary of the gardens and contained inhabited houses by the time of the 1841 census. Housing on Eagle street and East Grove takes up part of the gardens site and by the 1880's the street pattern is established as far as Tachbrook Street. Cullis worked with Frost, his foreman (until Frost set up his own nursery) and was active in Leamington society.



THE RANELAGH GARDENS AND EAGLE FOUNDRY SITE

JC Loudon, gardeners chronicle 1843 p.328 relates,

Leamington Spa, Warwickshire In the course of the last winter many trees have been planted along the principal roads, and in many of the open spaces belonging to the town, thus contributing materially to its ornament and to the production of shade and shelter, and at the same time employing labourers who could not otherwise have got work. The expense was defrayed by subscription and two of the most active gentlemen on this occasion were Mr Hitchman and Mr Cullis.

Dr. Hitchman had moved from Banbury to Leamington in 1840 as parish surgeon. He first lived in Clemens Street. After Cullis death from cholera in 1849, Dr Hitchman established an arboretum on 11 acres of the old town at the end of Brunswick street, as a public garden and nursery. He was a tireless personality, combining a desire to help the poor and beautify the town through trees and gardens.

The story of Jephson Gardens and Mill Gdns C Hodgetts and R Stott

In 1898 the Eagle recreation ground was laid out by the Corporation as 5 acres of open space on the land up to the rail embankment. This was later extended as far as Shrubland Street.



The canal was used in the 1920's by the council who had acquired 50 acres on either side of the Great Western Railway line for £5,500, including Rushmore Farmhouse and buildings, to build new housing to rent. Architect Arthur Wakerley of Leicester had designed semi-detached houses that could be built for £299 each. Materials arrived by canal.

Recent additions at Eagle rec: include play equipment but also a nature area, to be looked after by pupils from the nearby Shrubland Street Primary School who will learn about woodland management on-site. There is a new vehicle entrance to facilitate community events.



the decorated block that occupies the former wharf has cut off the recreation ground visually from the canal corridor. Access to the open space could be improved for the number of people whose homes and work are within ten minutes walk of both spaces.

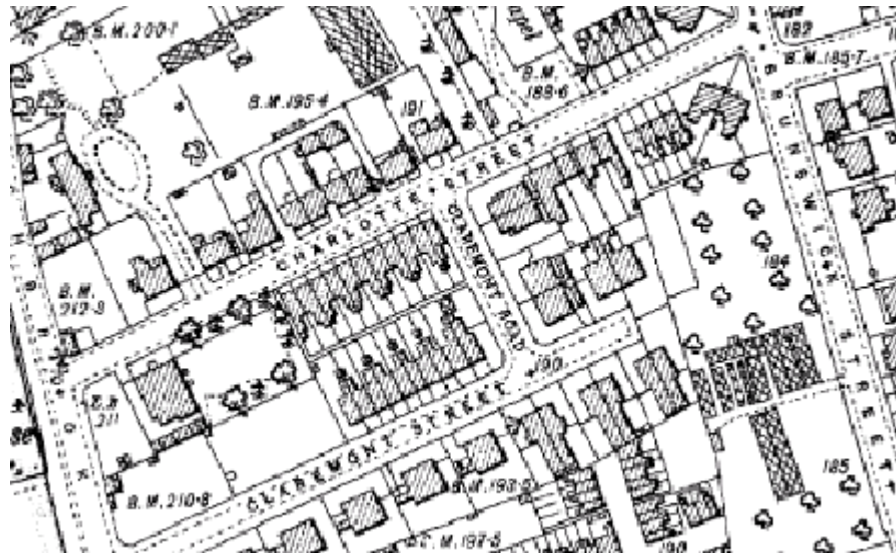


1851 1:500 BOARD OF HEALTH MAPS

The canal for this length is well connected with many wharfs on the south, non towpath side, and connected streets linking to the towpath



South of the canal a whole variety of different past activities, horticultural nursery, churches, workshops interspersed and enriched the residential grain.



PATTERN OF STREETS FOLLOWS ENCLOSURE FIELD BOUNDARIES

West of Brunswick Street, the Leamington Conservation area boundary picks up on the more obvious older buildings, particularly where the joinery and roof materials have not been changed, but fails to recognise the overall character that makes up the area.



The arrival of the canal facilitated the development of the fashionable spa. The relative ease canals brought to the movement of heavy goods, meant local materials could be supplemented. As well as slate arriving at the wharfs, lime for mortar and stucco came in from the Stockton area to kilns on the canalside at Guys Cliffe wharf, Emscote and Gullimans wharf.

The block between the High Street and the canal, East of Clemens Street bridge 40, as far as the railway crossing, consists of a number of buildings of significance in the early development of the town.

The first house in Clemens Street faced North at the junction with High Street. The east side of the street was built first with Booth's terrace adjacent to the canal built in 1813 and the whole street completed by 1818. Baths, hotels, chapel, library and residential properties fronted the street with shops and courts of dwellings, stables and mews adjoining. South of the canal were houses in upper Clemens Street- now Brunswick Street and along the busy navigation, wharfage for coal. The land at the rear and to the East of Clemens Street, the Stoneleigh Arms and other establishments was used for stabling to support visitors who first arrived to take the waters.



The Blenheim hotel in Clemens Street opened first as the Oxford Hotel when the street was one of the most fashionable in the Spa. It was renamed in 1822 when the Duke of Marlborough stayed there. The Stoneleigh Arms was the tap room of the hotel, the rest being converted into houses and afterwards shops.

the railway. This substantial hotel had 100 beds and stabling for 50 houses and 40 carriages. At the house warming dinner June 1827, 250 patrons sat down under the chairmanship of Mr John Tomes, chairman of the canal companies as well as the finance for much of the towns development.



[1851 board of health plan]



Proberts' Orange Hotel was also in Clemens Street. Copps Royal hotel on the junction of Clemens Street and High Street, was visited by the Prince Regent in 1819, although subsequently demolished with the coming of

By 1831 the town had evolved from a small village on the canal and had risen to over 6000 people. Viscount Eastnor MP, Capt. Somerville and others led proposals for a Town Hall and petty sessions. Land was given by the Earl of Aylesford and by the Wise family. The builder was a Leamington man John Toone and the architect John Russell, a member of the Duke of Bedford's family, whose family interests in the developing town are reflected in the names including Tavistock Street and Covent Garden. The Town Hall, on the High Street, continued to be used for over 50 years, then becoming the police station and is still in use today by the Polish community and others.



Between the Town Hall and the canal, Court Street and Althorpe Street were laid out parallel to Clemens Street as much smaller artisan dwellings, densely occupied, with workshop activity in amongst it. Terraced houses ran either side of Althorpe Street, together with side streets, Moss Street, Wise Street, Neilston Street. The houses fronted directly onto cobbled pavements, at the rear were common 'courts' or yards shared by several houses, with an outside shared toilet in the 'court' with laundry being washed outdoors and a series of criss-crossing washing lines. 1841 Census (England and Wales) shows 250 men women and children living in Althorpe Street.



The arrival of two railway companies meant the block on the east of Althorpe Street from the Town Hall was disrupted and Moss Street wedged in. Radford Villa occupied a generous plot with orchard. A substantial terrace fronted the High Street and subsequently Camberwell Terrace infilled behind on what was a sand pit.

Whilst on the High Street side of the railway, shops and residential uses are kept, on the canalside the railway arch units and post 2nd world war workshops were part of the deliberate planning intention to remove housing that was considered unfit and to make this an employment area. This changed both the character and appearance of the area. Previously Court Street and Althorpe Street had opened onto the towpath, and Albion Terrace, Warneford Terrace and Ashgrove Place, had faced South, looking over the waterway and the former pleasure grounds and wharf activity.

More recently a large new block of student housing for nearly 200 residents has been introduced on the canal frontage. This goes some way to restoring some of the qualities that the area previously enjoyed, although the necessary controlled access to a large block is quite different to having lots of front doors and activity on the street.

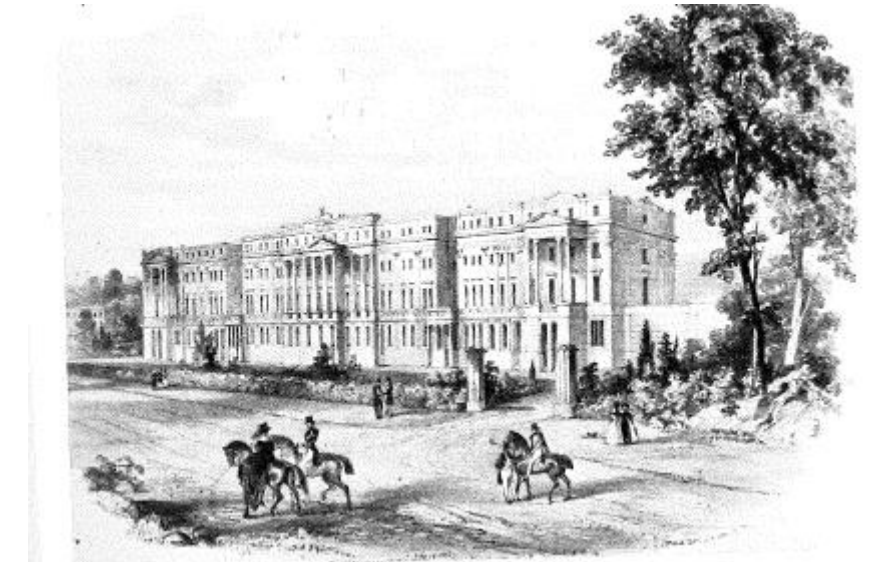


The railway was built on embankment to cross the canal as well as the High Street. The Rugby route has since been partly removed, leaving an abutment on the south bank of the canal. According to Pevsner this railway route effectively separated the original town along the canal from the new town that was emerging North of the river Leam. The railway sweeping through on arches very much compromised the original orderly grid. These arches are largely occupied but with a few key routes through.

Visitors arriving by rail from London have an elevated approach that reveals the grain of this part of the original town, more so than those arriving by water where the town has largely turned away. The growing recognition over the last forty years of the value of the canal as an asset is changing attitudes and change needs to ensure that the qualities the canal brings are not lost.

The railway was at first only permitted as far as Milverton, due to the opposition of landowners including the Earl of Warwick.. To link back to the main line at Rugby involved extending the existing line to Avenue Road, not far from the centre of Leamington, and building a small station. A bridge was also needed over the junction of High Street and Clemens Street, which required the demolition of Copps' Royal Hotel.

in 1852 the Oxford and Birmingham Junction Railway constructed a second bridge as the rival companies used different gauges. Leamington Station on this line GWR opened in 1852 having been built on the site of the first Eastnor Terrace.



The ladder bridge marks the historic route from Lillington to Whitnash and can be followed under the railway arches to emerge in Camberwell Terrace where crossing the High Street it continues North up Forfield Place to the river. On John Taylors plan, dedicated to the Earl of Aylesford, Lord of the Manor, a canal crossing is shown which predates the current ladder bridge structure. This was an important route on foot, crossing the Leam at the Mill before the river was modified. Having survived over 250 years of change, this route needs to be kept.





Bridge 38a

The railway girder bridge 38A is a distinctive element on this stretch, whilst the abutments left by the former rail line to Rugby tell us something of the past infrastructure that served the town.



FORMER CROSSINGS BY CLAPHAM TERRACE SCHOOL 1851

The canal provides a greener, quieter route through town and has the potential to link open spaces on both sides. Eagle Recreation Ground; purchased as a People's Park by Leamington Corporation in 1897, would benefit from an improved relationship with the canal and there is scope for a waterside link under the railway embankment to land to the East.

The rail line to the east was dismantled but the high ground between remains an opportunity to link to Eagle rec on this southside should be considered in any future change. On the north side of the extant rail line there is the potential for an access at grade suitable for wheelchair use.



South Bank

South of the canal, a Malthouse sat between the former railway crossing and Clapham Terrace bridge facing the waterside. It was occupied as a store for Ansells brewery and then as a youth club called the 'landing stage'. The plot was subsequently turned into flats by Lloyds the local housebuilder. The canal would be enhanced if some water activity could be re introduced to serve young people.

To the east of bridge 38, Clapham Terrace, a pocket of land was subsequently developed as an enclave of two storey terraced housing; Clapham Terrace and Clapham Street; and an inlet basin with wharves was introduced. This remained until late 20c when St Mary's Road was extended with a new bridge to serve industrial development on what was allotment land and Sydenham Farm further to the east. St Mary's bridge is a more modern structure and the leftover space on the southern side is perhaps an opportunity for enhancement.



CLAPHAM TERRACE SOUTH OF CANAL



CLAPHAM TERRACE SOUTH OF CANAL

The canal corridor conservation area encompasses this area and the residential enclave, Clapham Street and its communal green.



There is an intimate canal side garden and barbecue space on the offside at Clapham Street. It sits opposite the playspace on Rushmore Street which includes a seating area facing south overlooking the canal. This area is likely to respond to the uplift in value and it would be possible to explore whether a re-introduction of water space, to compensate for the missing basin, should be part of any change south west of St Marys Road bridge 37A.



The whole southern bank from here through to Sydenham Drive has established tree cover acting as a wildlife corridor, which presumably will be retained in the scheme for residential redevelopment currently underway.

The pattern of use on the south side has substantially changed. The land between the railway and Sydenham Drive was infilled with industrial sheds. This area is currently in a state of change as the industrial sheds give way to new residential. The demand for housing has outstripped that of employment use, and there is a potential for further change in the medium term, bringing with it the need to address the new residents relationship with the waterway as an attractive edge.

A creative approach to development here; particularly a better relationship with the canal would be **LOOKING SOUTH**



TO CANAL OVER WARNEFORD HOSPITAL SITE beneficial.

North Bank

The cottage hospital and Warneford Hospital had been built on the site of the former poor law institution, but this has now been redeveloped as housing. A gateway access from the canal towpath links to an open green space. Traditionally this site was well planted and new suitable planting could add to biodiversity along the fine brick boundary to the school.

The north edge of the canal behind the towpath from the railway to Radford Road is becoming largely

residential and therefore the canal towpath can increase access.



CLAPHAM TERRACE BRIDGE 38

The experience of moving along the canal corridor is essentially linear, with longer views being to bridge crossings and out between canal side dwellings or the enclosing trees, although generally the focus is on the canal and activity along it. Land either side is flat with the railway embankments and arches therefore quite dominant.

Listed structures set the tone of the area north of the canal. By the second edition Clapham Terrace school is built and the militia have gone from Clapham Square to Budbrooke.



The loss of marginal land used for allotments makes trees and boundary hedges of great importance to the appearance of the area.

This is not new. Jackson, Willes' architect, often drew on Cullis to soften the development of new dwellings with appropriate landscape.

St Mary's Road, the avenue that Jackson set out on Willes's land ran south from his Newbold Comyn house on the north side of the river, towards Whitnash church,



1838 PLAN FOR WILLES ESTATE BY J G JACKSON

crossing the canal. St Marys Road and crescent area is populated by larger houses and trees.

Rushmore Street, Chesham Street and the first established street; Waterloo Street, have smaller dwellings and therefore a finer grain. They contrast particularly with the late 19th century Eastnor Grove a



series of much larger villa dwellings in substantial plots, whose boundaries reach the canal, but appear deliberately to have had no connection with it, and are a cul-de-sac.

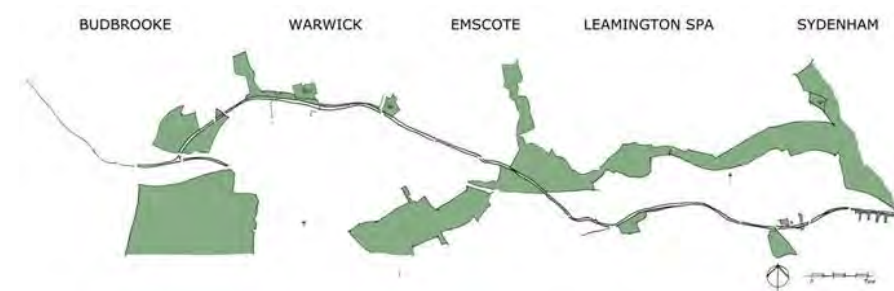


The prevalent roofing materials are slate, with some use of concrete tiles as a cheaper replacement. So far there is a small take-up of PV. The smaller houses are walled

in brick, some painted and use of stucco. This is predominantly on the frontage elevations to St Mary's Crescent and St Mary's Road and those fronting the eastern side Chesham Street. Apart from the stoned up towpath surface most of the floorscape is tarmac.

The canal when in use for moving heavy goods by foundries like Flavels, and timber, stone, coal and gasworks traffic, would have had a different character to today, but the essential integrity of it as a historic structure remains.

The canal by contrast to the rail track, acted as a linking element which complemented the turnpike route from Warwick and directly served numerous wharfs that have since been lost, as the activity on the water changed to leisure purposes.



It is the uses that continue to evolve, including as a long distance walk, the Grand Union Way, a cycle path, as well as a waterway link to London and Birmingham. Evidence of the value to the local community is seen in the local groups who have adopted it and who help maintain its appearance; litter picking, planting and the like.

There is a lack of active edge apart from Rushmore Terrace in the lee of St Mary's roadbridge. This length is not secluded, but apart from St Marys and Sydenham Road bridges, traffic noise is mainly from the main line goods and passenger trains.

The WDC Parks and Open Spaces audit detailed consultation, revealed that smaller sites were of significant value and should not be underestimated. They sometimes provide no more than a bench but give residents the opportunity to relax, chat or read; many people do little more when appreciating some of the larger parks and open spaces. A typical example of a small site given is Clapham Street open space in Leamington, which is only 0.06Ha in size, but offers an area for relaxation in a residential urban area.



ST MARYS ROAD BRIDGE 37A

Use of the canal after dark introduces elements that could change the character. Some low-level lighting preferably of the face of buildings could be introduced to offset feelings of insecurity amongst some users, however care must be taken not to over illuminate as this has a deleterious effect on bats using the corridor as a route. Equally though the sparkle of individual lights dancing on the surface of even relatively still dark canal water can be part of the intrinsic charm as anyone who has been to Venice or Amsterdam will attest.

Increasing activity is a key element in safety, so developing the connections and improving accessibility

both physically and through greater awareness of the length as part of daily journey to work or school.



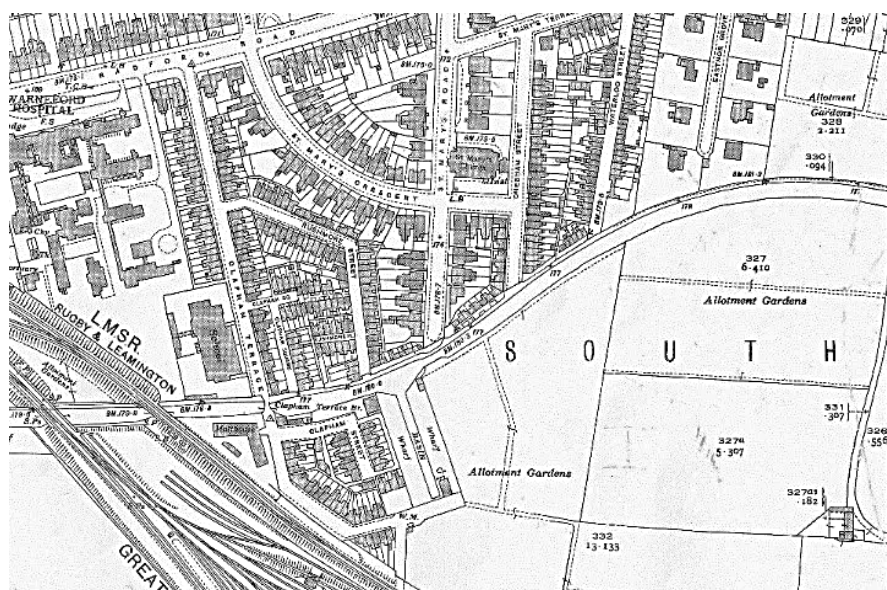
Access points to the towpath are limited to Clapham Terrace and Sydenham Drive on the south side. Some streets on the northside were cut off during General Improvement Area works towards the end of the last century and these might be revisited.



Willes plan had roads laid out along and across the canal. Jackson designed St Mary's in the fields to encourage this growth to the east of the existing town. It was over a century before the canal crossing turned agricultural land into employment areas and housing.



Before St Marys road was extended in the twentieth century, there was a transhipment basin opposite and then allotment gardens. The opportunity to recapture some waterspace in the future should be considered as part of siting as a landmark on the planned axis of St Mary's Road, shown on JG Jackson's 1841 Planned vista that originally stretched from Willes House to Whitnash Church.



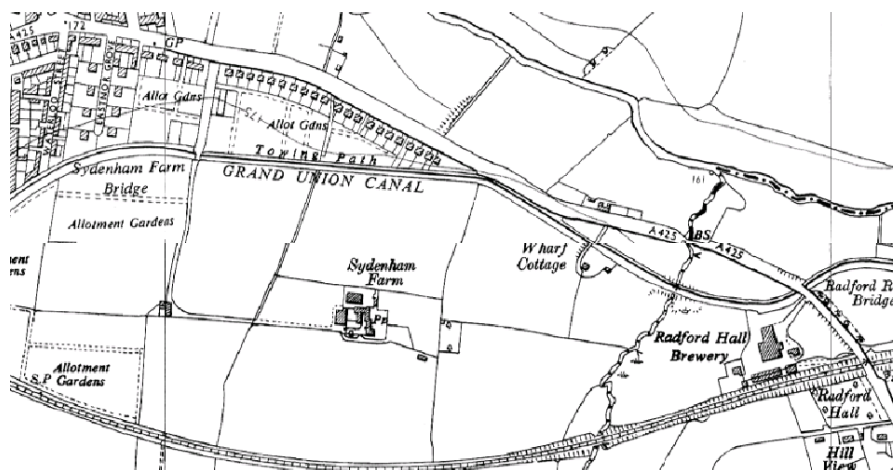
1925 REVISION OS

Rushmore Terrace which takes its name from the farm across the canal, is an example of some of the past waterside development at the end of St Marys Road. Old plans indicate something similar before the old peoples units were slotted in on the eastern side.



Bridge 37A St.Marys Road

Under the enclosure award of 1768, the Wise family of Shrubland Hall got 170 acres of land extending towards Radford Semele to the east of the settlement. This included Sydenham Farm, and the cottages, which belong to the farm and appear on 1887 Ordnance survey and remains on the 1950 edition.



1950 EDITION OS

There was also a polo ground, established in 1884, that lasted for 30 years, to the south of the farm. It was

managed by the farmer, Joseph Stanley, who leased the farm from the Wise family until 1920's. when Arthur later Alderman Tickle took over



AERIAL VIEW OF DEVELOPMENT REF SYDENHAM HISTORY GROUP

In the aerial view taken in the early 1970's, Two new bridge crossings over the canal are visible and the line of the abandoned railway to Rugby. The employment land between St Mary's Road and what was originally planned as the town's eastern by pass, Sydenham Drive, ran alongside the canal. It included the Ford main dealer Soans who opened in 1967 and also in 1969, Elizabeth the Chef, an operation at its peak employing 350 people, supplying the supermarkets as well as shops throughout the district. 50 years on much of this is now being turned into housing land. The canal borders the current Leamington Conservation Area. The

potential impact on the character and appearance of the Canal Conservation Area is considerable.



The employment sites on the offside of the canal that were part of the development of waterside allotments and Sydenham Farm in the latter part of the twentieth century had a screen of vegetation along an embankment. That planting is protected to be retained now that they have become housing land. There is a margin for a sewer that sees the housing set back.



OFFSIDE EDGE PLANTING SAFEGUARDED

The western block has balconies and openings facing the canal. A wildflower grassed area is included between the apartment block and the canal as a communal amenity space. The retention of existing trees and planting of dogwoods, hawthorn and blackthorns, should help to



maintain an appropriate informal character adjacent to the canal. Given the landscape margin along the water edge, some mooring to provide an active frontage onto the canal offside might be advantageous. In the past there have been at least seven wharfs and two basins along the old town stretch on this offside bank. The developers in their Design & Access statement, decided against moorings as part of their proposal.

Space within one of the various redevelopments should be made available to support community use, particularly if it engages with the waterspace as well as enjoying the other benefits arising from the legacy of the construction of a canal.

The open space is welcome alongside the canal and the layout supports movement to and through the space. However the western portion which has two blocks of apartments and the waterside margin is semi private space means that the pedestrian route is taken out to St Marys Road to go around this and then over the canal bridge, so is diminished in value as it loses connection. A mapping of the pedestrian movement framework along the canal corridor might have revealed this issue. There are still some residual employment uses including a kitchen retailer.



FACTORIES CLEARED TO CREATE NEW HOUSING



The existing pedestrian underpass route under the Sydenham Drive canal bridge emerges alongside the new open space margin.

The character of a waterway is very often green through natural regeneration, even in an urban area. With changes and new development planting is essential to retain and reinforce character and bring enhancement to the ecological richness of the corridor. This has emerged as a key element in the cultural value attributed to the canal as a legacy.



There will always be some who don't abide by or perhaps understand the unwritten rules of shared open space. Attempts to restrict poor behaviour should not be allowed to lock out the mobility of others.



DISCRETE, SAFE AND APPROPRIATELY SECURE BOUNDARY TREATMENT,

There may be an opportunity to encourage wildlife with habitat creation including bird and bat boxes. Planting that encourages insects is part of this move to retain biodiversity, that is supported by the Canal & River Trust.



TOGETHER THE OFFSIDE BOUNDARY AND THE BOUNDARY AT THE BACK OF THE TOWPATH MAKE THIS AN ATTRACTIVE WALK



Sydenham Drive Bridge 37



The towpath continues east toward open countryside and visitor moorings have been provided for boaters to use the shops and pub. The towpath is relaxed and just needs keeping clear of overhanging vegetation. The strip of vegetation softens the piled edge put in in the 1930's, acts as a place for mooring spikes and helps define the edge visually.



The rest of the length from Stanleys Bridge (rebuilt as Sydenham Drive) was used to provide new housing for the town. The former allotment gardens to the north of the canal were used for St Anthony's school and Cowdray Close a strip of 14 semi-detached houses that back onto the canal towpath. These are poorly sited so that, as the land falls towards the west, the amenity space between the towpath hedge and the back of the house is also reduced. This has resulted in some unfortunate boundary treatment that harms the canal, particularly at the far end of Cowdray Close beyond the hammerhead.





BRIDGE 37 LOOKING EAST

Numbers 1, 3, 5 & 7 Sydenham Drive were built as cottages for farm labourers in 1950. Two were for Sydenham Farm and two for Newbold Comyn Farm. In April 1959 Tickle sold the farm land to AC Lloyd. The old bridge on Stanleys Lane was replaced and the new road, named Sydenham Drive, built in 1964, when work began on the new estate for 2500 people. Local builders AC Lloyd engaged the famous architect Frederick Gibberd at the behest of the Leamington Society, who were critical of inadequate and monotonous post-war developments in Lillington and Whitnash.

Sydenham Estate

Appointed in May 1962, Gibberd said, "I am not sure I am at all the right person to do this job for you because, being interested in urban design, what I would really like to see built is something as splendid as Old Leamington Spa; whereas what the public properly wants is rows of detached and semi-detached houses all of them different". By 1967 the estate having become established, he was able to say "it was becoming a small neighbourhood and not just another housing estate."

Sir Frederick was knighted in 1967, having set up his practice in 1930 and published books on town design and visual planning. He died in 1984.

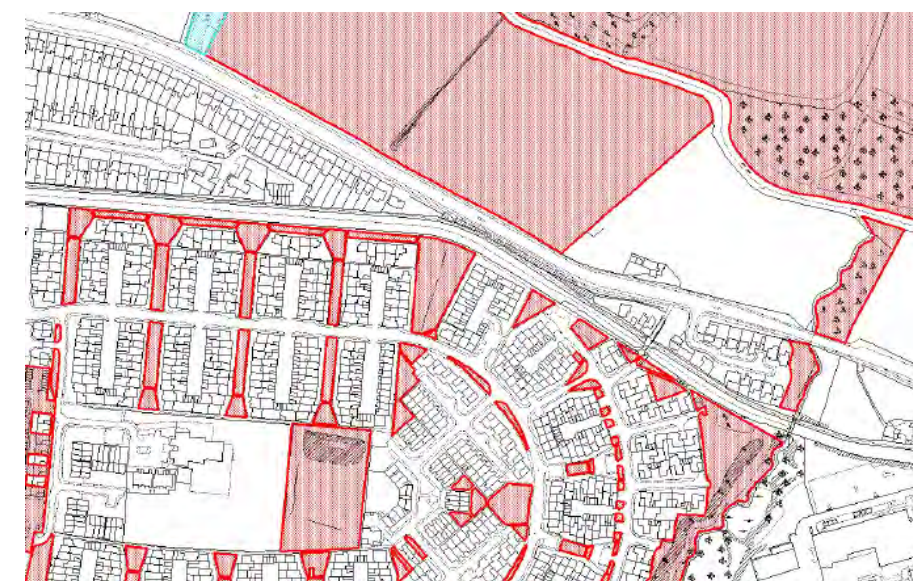


CANALSIDE PUBLIC HOUSE THE FUSILIER

Offside east of Sydenham Drive has neighbourhood pub and shops and takeaway.



Gibberd's masterplans for places like Harlow gardens, as here, demonstrate his appreciation of landscape in placemaking. The waterside walk is a benign route, fenced so that adults can rescue anyone in difficulty. The walk links to the green lanes that run between the housing blocks and extend the connection to the Historic Canal. The public realm embraces the water with vistas up and down the canal.



The estate is illustrative of the changes to urban areas wrought by increasing cars, crystallising in the Buchanan Report, Traffic in Towns. Radburn design housing is a concept for planned housing estates, derived from the

English garden city movement and culminated in the 1929 Radburn estate New Jersey USA, a National Historic Landmark . When Clarence Stein was commissioned in 1929 to design a Masterplan for the Radburn estate he set out to build a 'garden city for the motor age'. The housing layout used at Radburn was to create a pedestrian circulation system that allowed people to walk to the local centre, park and the school without the need to cross a road. It did this by the simple expedient of super blocks 300m by 600m with a series of cul-de-sacs pointing into the centre of each block. 'Traffic in Towns' called them environmental areas. These cul-de-sacs provide car access to the front of each home while a separate pedestrian network links to the back gardens via which residents can walk through a central area of open space to local facilities. The concept was turned inside out in Britain, whereas the houses in the original Radburn faced onto a street, British planners decided to turn them around so that they fronted onto the pedestrian network with cars relegated to rear parking courts beyond high 'rear' garden fences, these were seen as vulnerable to crime.



GREEN LANES EXTEND INTO THE NEIGHBOURHOOD FROM THE CANALSIDE

The benefit of this design approach along the canal is that there is a public realm and activity alongside the waterway, as well as trees and bushes. Anyone living there can make walking part of their daily activities. The

number of dwellings with at least a partial view of the canal corridor is two to three times that of Cowdray Close on the towpath side, where back gardens abut the boundary hedge.



CANAL ACTS AS A FRONTAGE TO OFFSIDE HOUSING

The offside treatment in Sir Frederick Gibberd's layout has short terrace looking onto the canal from a green walk which extends the views between short terraces to Gainsborough Drive and onto the central amenity space at the heart of the horseshoe layout.

The Sustrans National cycle route 41 uses the towpath and a stepped ramp to get to Newbold Comyn for the route through the town.



The estate is a good example of comprehensive design to address the impact of the increase in car ownership and the noise, fumes, severance and visual intrusion this brought. Not least it was in response to the risk to children of using roadways at a time when fatalities were increasing. The risk of a waterway is more predictable, safe use can be learned, and at a younger age parents manage their children to stay out.



LOOKING WEST TOWARDS BRIDGE 36 GULLEMANS

Bridge 36 linked the Radford Road to Wharf cottage on the offside and to the lime kilns, and is known as Gullimans Bridge. The Sydenham estate housing and Gullimans Way mark the eastern extent of Leamington Spa. The towpath here is a metre and a half above the road and there are vistas out to the Comyn. Wharf cottage was demolished to make way for AC Lloyds development and the lime kilns disused.



GULLIMANS BRIDGE REMAINS FOR WALKERS AND CYCLISTS

There is some further infill housing alongside Gullimans Bridge before the brook acts as a green boundary. The brook passes under a brick aqueduct on the canal, before passing under the road and feeding into the Leam.



AQUEDUCT OVER THE BROOK

At the former Wharf cottage, one occupant was Harry Godfrey who ran lime kilns using lime stone brought by boat from Stockton to Gullimans's Wharf, where it was burnt for use in building and to improve farmland. There were further lime kilns at Emscote and Guy Cliffe wharfs. Coal merchants were based in the town at Eagle and Ranelagh Wharf.



RELAXED TOWPATH STRETCHES TOWARD THE COUNTRYSIDE

Radford Hall Brewery and a now dismantled railway completed the length to the east as far as Radford Road. There is now a modern engineering complex on the offside occupying the former brewery site, with the wooded valley to the west.



FISHING IS A TRADITIONAL LUNCH BREAK ACTIVITY

Improved access to the towpath could be beneficial. Ramped access at this bridge 35 is proposed, suitable for cycles, buggies and wheelchairs.



RADFORD ROAD BRIDGE 35.



The view from the road is of the Newbold Comyn. A layby here is available for canal users.

LENGTH 6: FOSSE

Radford Rd bridge 35 to Welsh Rd bridge 30 locks 23-18 7.5km

Grand Union Canal 1929 (Warwick and Napton Canal 1794)

SUMMARY

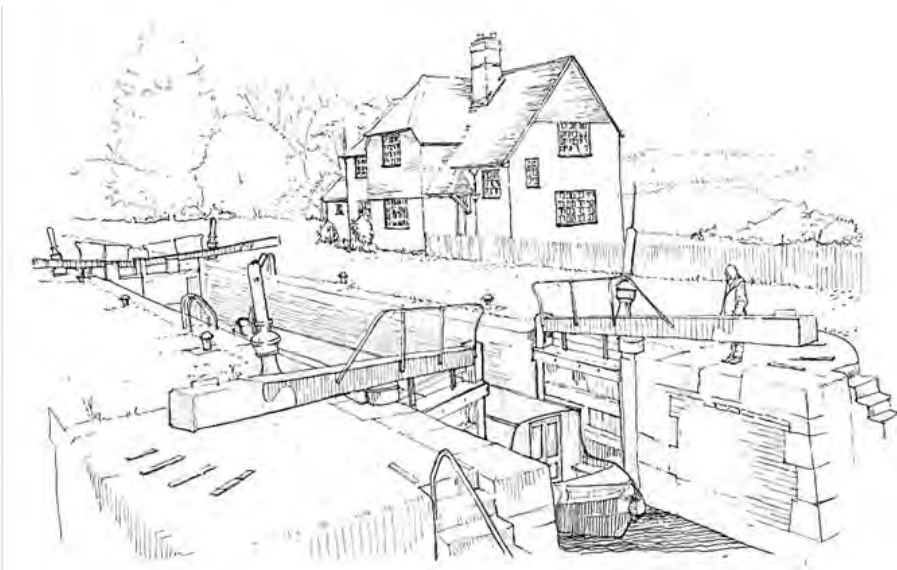
The Grand Union length of the Warwick and Napton canal starts at Bridge 35 on the Radford Road and continues for 7.5 km as far as the Welsh Road (Bridge 30) where it enters Stratford district. A predominantly rural section, the canal follows the valley of the River Leam and then rises towards the junction with the Oxford Canal near Napton. Centenary Way makes use of the towpath here as far as Longhole bridge, and Sustrans Cycle Route 41 also uses the towpath as far as the railway viaduct.

Newbold Comyn, the countryside park to the North makes the transition from Town to country. The wetlands of the Leam Valley Local Nature Reserve lie close to the River and the canal. South of the canal the ground rises to Radford Hall and the Church of St Nicholas on the skyline, both listed, before the former railway embankment encloses the waterway in this direction. Here the canal is perched perilously above the Leam and excess canal water flows into the river at this point. Above Butt Bridge 34 sits the lodge to the Grade II* listed Offchurch Bury. Radford Bottom lock 23 no longer has a Lock cottage, but the impressive railway viaduct 33A remains. The Sustrans route 41 leave the canal here and takes the route of the dismantled railway line towards Rugby - Offchurch Greenway.

A marshy area of land at the back of the towpath between the canal and the millstream is lightly wooded. Canalside Community Food is a Community Supported Agriculture scheme for people in Leamington/Warwick area is based at Leasowes Farm to the south of the canal, linked by a track down to Bridge 33- Pope’s bridge

As the ground rises there are locks at intervals all the way up to the district boundary with the Welsh Road. The route is flanked by hills. The roman Fosse Way crosses the canal at Bridge 32, where there is a wharf and canal cottages. Lock 20 is Fosse top lock.

At Longhole Bridge 31 the Centenary way leaves the towpath travelling South along Ridgeway lane towards Harbury. HS2 works here will undoubtedly have an impact because of their elevated crossing. Welsh Road an old drovers road is Bridge 30 and lock 18 .




WELSH ROAD LOCK, BRIDGE AND COTTAGE

ANNO TRICESIMO QUARTO

Georgii III. Regis.

C A P. XXXVIII.

An Act for making and maintaining a Navigable Canal out of and from the *Warwick and Birmingham* Canal, now cutting, or intended to be cut, in the Parish of *Budbrooke*, in the County of *Warwick*, into the *Oxford* Canal, in the Parish of *Braunston*, in the County of *Northampton*.
[28th March 1794.]

 HEREAS the making and maintaining of a Canal navigable for Boats, and other Vessels of heavy Burthen, out of and from the *Warwick and Birmingham* Canal, now cutting, or intended to be cut, in the Parish of *Budbrooke*, in the County of *Warwick*, into the *Oxford* Canal, in the Parish of *Braunston*, in the County of *Northampton* will be a Means of opening a very near Communication between the Town of *Birmingham* and the *Oxford* Canal and Grand Junction Canal at *Braunston* aforesaid, and of increasing the Trade and Commerce of the Towns of *Warwick* and *Birmingham*, and the County of *Warwick*, and will also afford an easy and advantageous Conveyance of Iron and other Goods between the City of *London* and the Town of *Birmingham* aforesaid, as well as the intermediate Parts of the Country, and be of great publick Utility:

6 K 2

The A425 to Southam, the Radford Road crosses the canal and marks the start of this length. The road bridge is undistinguished, with metal parapets and crash barrier marking the transition from town to country . The wooded margins of Newbold Comyn register the amenity space to the North.



ELEVATED ROADWAY HAS SMOOTHED OUT BRIDGE OVER THE CANAL AND A STEEL ROAD PARAPET IS INTRODUCED.



WEST TO BRIDGE

The bridge below the road deck retains the original red brick from 1795, when 20 men were taken on to dig clay to make bricks for the canal works.



SKYLINE VIEW OF RADFORD WITH CHURCH AND HALL ON THE RIDGE

The land falls north toward the river and so the canal is banked up above on the towpath side. St Nicholas church and Radford Hall sit above the canal. Radford Hall was built in the 17th century and remodelled in the 1800s by William Thomas, architect of some of Leamington's best buildings. The hall has since been converted into flats, with development in the grounds. Together with the church of St Nicholas, restored following a major fire, and the former vicarage, the Glebe House, these form an attractive group of listed buildings. Newly developed houses at Church End and in the grounds of the Hall and Radford Hall Farm complete this original part of the settlement. It is thought possible that a medieval village existed here.



WEIR TO LEAM WITH EXTENSIVE VIEW TO THE WOODED NEWBOLD COMYN BEYOND

This character length is the end of the five mile pound. As well as locks and bridges it includes weirs to take the surplus water to the River Leam that is close by.



EAST FROM BRIDGE

Open views out in both directions accompany the move into the rural part of the district, with towpath hedge and soft margins to the water masking the concrete planks that retain the bank and protect it from erosion from passing boats. A drawbridge some 300 metres from the road was here in the 1890's, but disappeared during the creation of a wider channel in the 1930's. A new footbridge across the Leam from the towpath could provide access to the Comyn, subject to impact on the wildlife and ecology, before the fall to the Leam becomes too steep.



WDC NEWBOLD COMYN IN RED ADJACENT TO CANAL AND RIVER LEAM

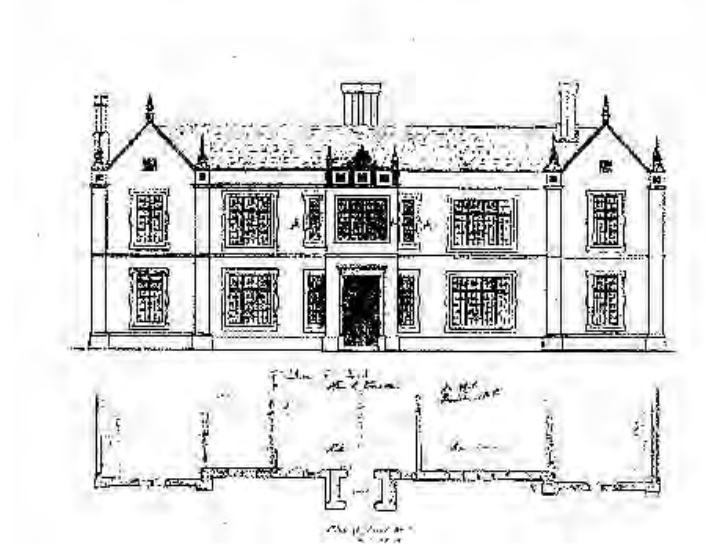
North of the canal here is Newbold Comyn Park, part of the attractive landscape on the approach to Leamington from London, with, to the east, Offchurch Bury Park



The towpath sits on an embankment terrace as the land falls north. The remains of an embankment on the south side, that was formed for the railway loop back to Rugby. It is well wooded and was known as Ice House Spinney in the nineteenth century. There is a canal basin close up to the railway that may have been used for transhipment or in the construction of the railterack in the 1850's.



Radford Semele



The 17th century Radford Hall remodelled in 1834-7 by local architect William Thomas. The top shows his

survey, then he remodelled it middle as picturesque, and bottom is his final symmetrical design.



He also carried out modifications to the church of St Nicholas, now restored following a major fire. With the former vicarage, the Glebe House, these form an attractive group of listed buildings. Newly developed houses at Church End and in the grounds of the Hall and Radford Hall Farm complete this original part of the settlement. It is set on higher ground than the canal which is built on an embankment as the land falls towards the Leam. Radford became separated from the canal by the now dismantled railway. After Thomas's works in 1837. Thomas left the district following the bank crash and became one of Canada's most famous architects.



Radford was known for miles around for its beer. In 1900 a new brewery was constructed. Owing to a greatly increasing demand the building was extended in 1907. A malting kiln was constructed in 1911. The brewery had a boat for transport of coal.

The majority of Radford Semele lies south of Southam Road, with 64 and 66 Southam Road timber framed buildings that are grade II listed, and the 1622 listed White Lion former coaching inn and now public house a 17th-century building that was also altered in the 19th century and has suffered fire damage since. To the north of the main road is Offchurch Lane and the Manor House which is possibly 18th century, although subsequently altered in the 19th and early 20th century. Offchurch Lane leads back to the canal.



THE MANOR HOUSE SOURCE - OUR WARWICKSHIRE



Radford Bottom Lock

Offchurch Lane crosses the canal at bridge 34, Butt Bridge. Offchurch Wharf , mainly used for stone, is on the offside below the lock. Radford Bottom Lock 23. There was stabling for 11 horses along with a lock house. The lock keeper is said to have sold sweets, vegetables and corn, whilst boating families would stop here sometimes to have babies with help from the local mid wife, despite both Warwick and Warneford Hospital being canalside.



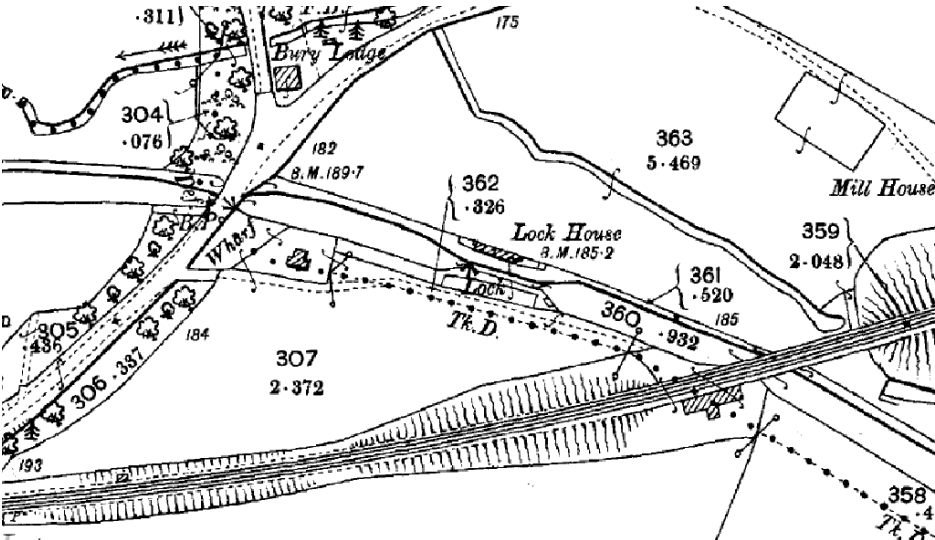
BRIDGE 34 FROM THE WEST

The locks allow the canal to climb the higher ground between Offchurch and Radford Semele. It follows the line of a stream that flows back west into the Leam, and is fed from these hills.

This is the site of an ancient water mill, recorded as Quinton Mill on Yates Map of 1793, with the canal to the south of that. West and North of the canal is the entrance to Offchurch Bury. The Bury was remodelled at the time of the canal's construction in the mid 1790's by John Knightley, following his marriage. He may also have had some influence on the alignment of the canal at this time. The lodge building is suitable for local listing. Offchurch is the burial place of Offa, the Saxon king of Wessex.



LODGE TO OFFCHURCH BURY



1900

Radford, lock 23, is the first of twenty locks that lift the canal 146' to join the Oxford Canal at Napton. Back pumps were installed here in 1942 to return water from the bottom level.



100 metres east of the Lock is a magnificent skew viaduct also suitable for listing. It is what remains of the rail link from Leamington Avenue station that looped back to the mainline at Rugby. Leamington to Rugby took 22 minutes and less than two hours to London Euston on this route.

There was a structure on the south side of the viaduct in 1900, there is now a world war two pill box, suitable for local listing. It, along with concrete restrictions at Longhole Bridge, is a reminder of how the canal infrastructure was regarded as part of the defences against invasion. The Ministry of War Transport took control of the canals in 1942. It was a precursor to nationalisation in 1948, under the Docks and Inland Waterways executive- becoming British Transport Waterways in 1955 and British Waterways Board in 1963. The government had previously assumed control in 1917, when many canal staff had enlisted or gone to work in the munitions factories. Government control was phased out in 1920.



Charles Handley had revised the canal's route from Offchurch on to make it four miles shorter and to avoid an 800 yard tunnel at Leamington Hastings. Taking a more southerly route to Napton would save £50,000. The canal through Warwick and Leamington was largely finished apart from the Avon embankment by 1796. It was 1799 before Handley started on the locks here near Offchurch yet they were opened for trade the following year in March 1800. An important contributor was John Tomes, providing £2900 to complete, as some of the shareholders had defaulted. John Tomes was a key figure in the development of Warwick and Leamington. He gave up his legal practice in 1815, but remained active on the canal committee and became MP for Warwick. He died in 1844, having been on the canal committees for fifty years and instrumental in facilitating the growth of Leamington through his advice to landowners and establishing consortia to develop.



A spectacular railway viaduct skews across the canal above the lock and now forms part of a footpath and cycle network. This is a fine example of Victorian prowess and forms an important element in the landscape corridor. Cyclists and walkers can use the track for 1.5 miles north. It is called the Offchurch Greenway and forms part of the Sustrans National Cycleway 41 that starts in Bristol along the Avon

Gorge and uses the Gloucester and Sharpness canal too, the intention is to complete it to Rugby, taking in Cheltenham, Evesham and Stratford.



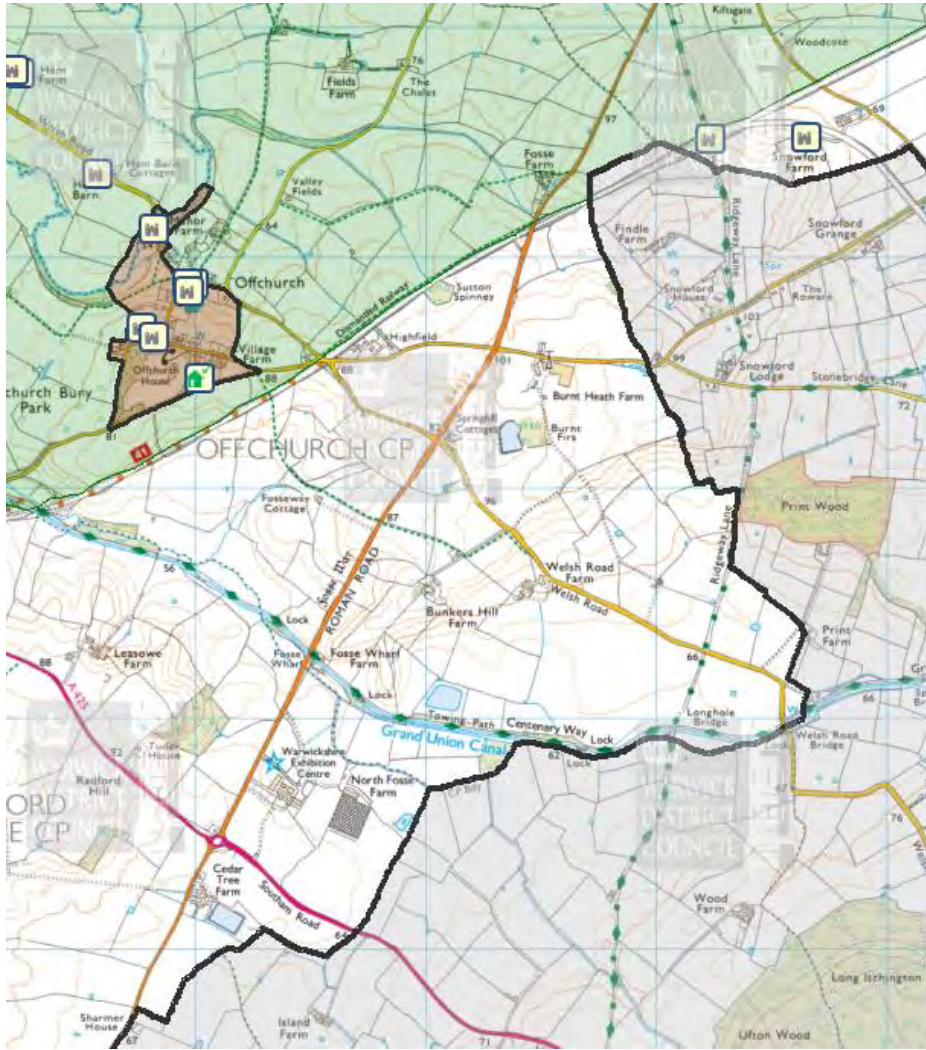
1844 was when the railway from Kenilworth arrived at Milverton, by 1851 the loop back to Rugby was open. It was a time of changing fortunes. Dividends on the Warwick and Napton in 1844 dropped to £3.50 from £7.50 the year before. By 1851 dividends ceased for the next twenty years. Pickfords the carriers, had made extensive use of canals with a regular service from Warwick Leamington to London and other cities on the extensive network of canals that had been put in place to link the navigable rivers. Pickfords had 116 boats and 400 horses before the railways came. By 1847 they had sold their boats. Some other carriers took over, such as Whitehouse and Crowley. The Grand Junction Company, fore runners to the Grand Union Company, also purchased boats and began carrying.

The Rugby & Leamington Railway was purchased by the London North Western Railway (LNWR) soon after its incorporation and built the line itself. The line from Rugby's LNWR station to Leamington (Avenue) was first opened on 1st March 1851 and was originally built as a single line throughout. Birdingbury and Marton



were the initial intermediate stations opening with the line and provided both passenger and goods services from the outset. Dunchurch was opened for passenger services on 2nd October 1871 and its goods yard from 1st February 1872.

Ralph Rawlinson wrote in LNWR Yahoo Groups, '*In 1863 there were six passenger trains on weekdays and one on Sundays the journey taking 40 minutes*'. Ralph continued '*Most of the line was doubled by 1884 and traffic slowly increased until by 1922 eleven trains were run. In 1949 it was down to six trains on weekdays but these ran to and from Warwick. The passenger service was withdrawn in 1959 but the line remained open as far as Marton Junction until 1985 to serve the Portland Cement Quarry at Southam on the line to Weedon.*' Ref warwickshirerailways.com



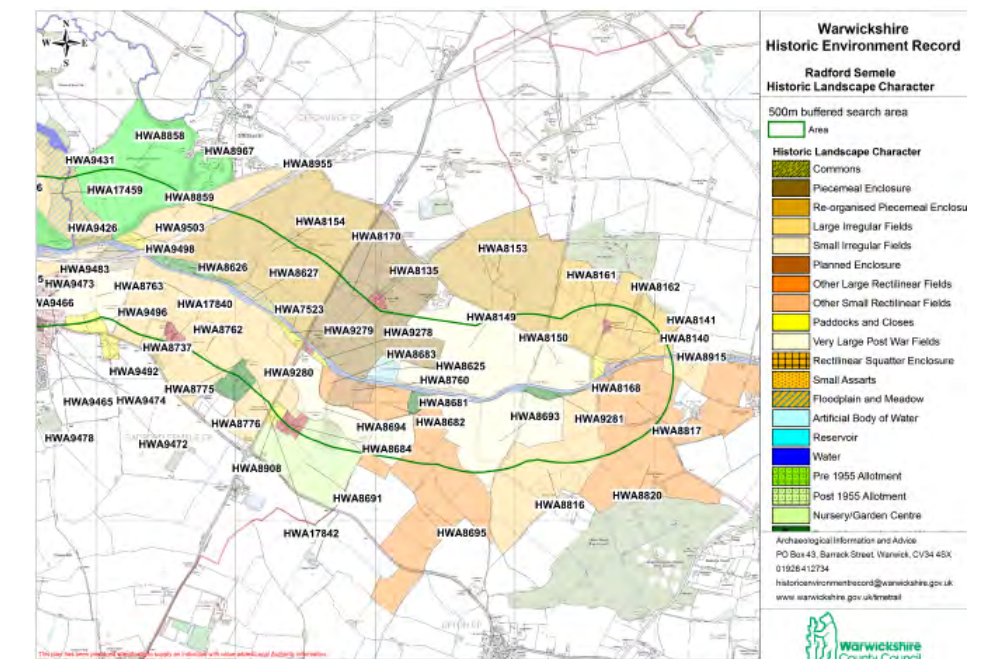
In 2018 New housing is being developed on the urban fringe towards the viaduct, on the south side of Offchurch Lane. The landscape beside the canal is not part of the green belt, however it is part of the setting of the canal as a local and national asset, accessible on foot , cycle or boat and valued both for cultural and natural heritage significance..



Bridge 33 Pope's bridge is a little over 600 metres east of the viaduct, and connected the pump house and stream at the rear of the towpath to Leasowes Farm.



A further 200 metres is the bottom of the three Fosse locks. The bottom Lock, 22, originally had a house and stabling until demolished.

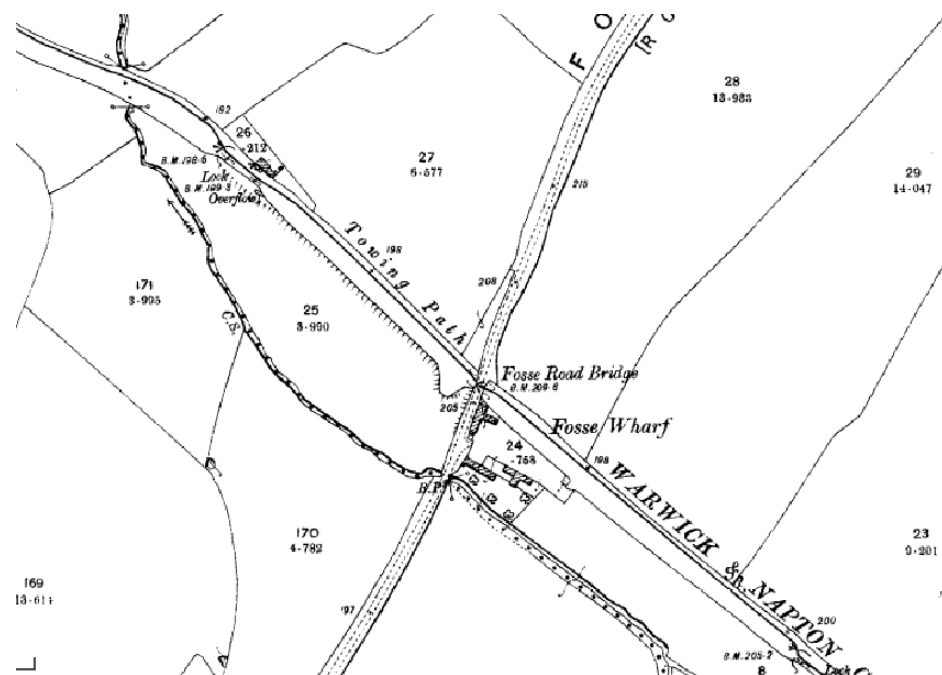


The historic landscape character is mapped as part of the Historic Environment Record. It is available from WCC along with archaeology.



30'S METAL MOORING BOLLARDS WITH THAT MICHELIN STYLE LOOK

The middle lock is 320 metres further, followed by the wharf at the Fosse. The Fosse is part of the Roman infrastructure going north to join the Watling Street. The wharf here had sheep pens for washing sheep at the east end. Stone and sand were loaded here and there was a granary for corn. Wheat was loaded here by local farmers Staites and others, to be taken to Kench's Mill at Emscote for Milling. The Navigation Water Mills was another Tames and Handley project shortly after the canal opened and was subsequently operated by the Kench family.

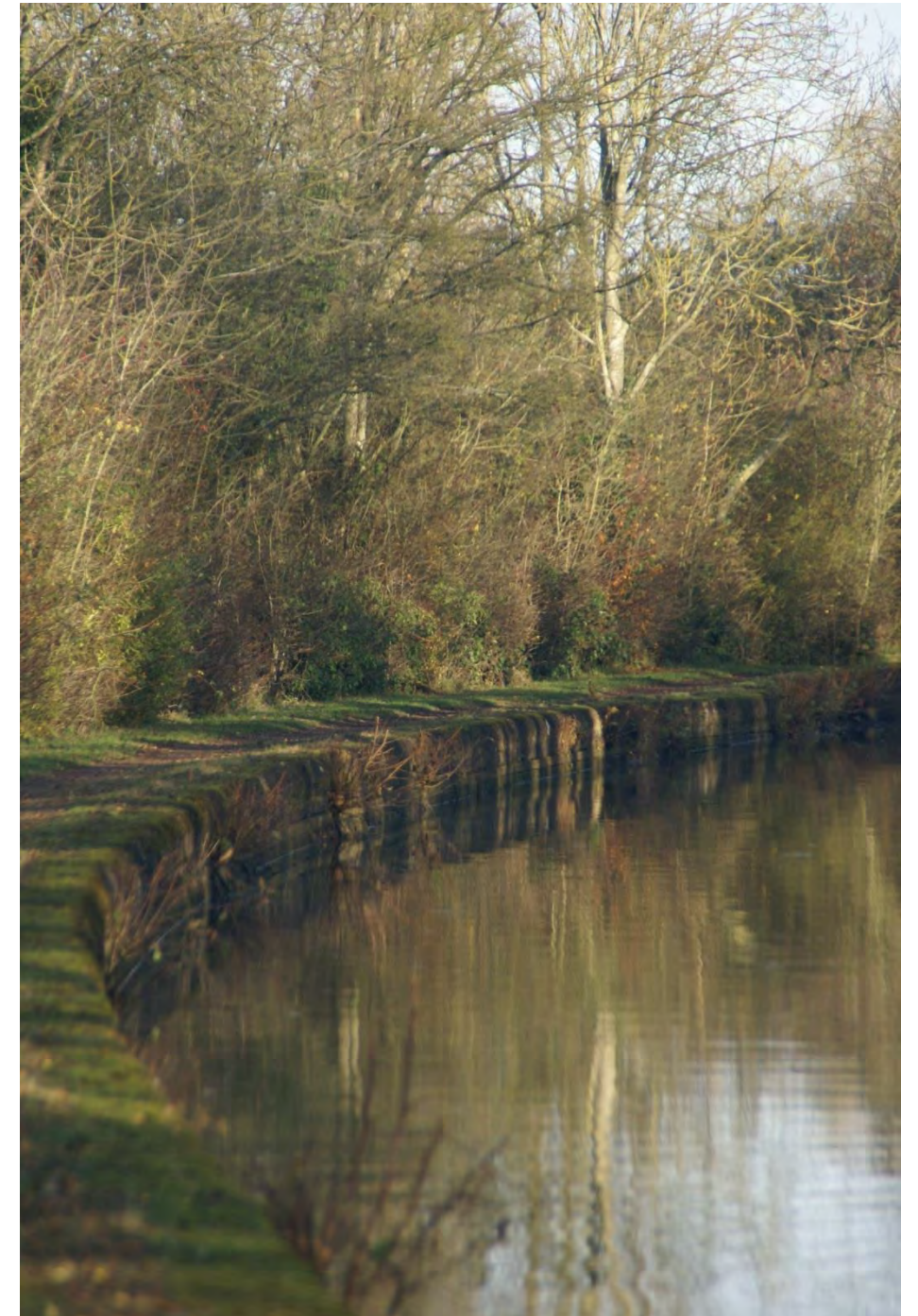


The original narrow locks now function as weirs between the locks, which regulate the level, there is also back pumping up the flight to ensure water supply. Electric pumps were installed at Fosse, Woods and Welsh Road Locks. Small pump houses with barrel tops remain. In addition to the wharf buildings,

On the north side are a pair of cottages built in the 1930's by the canal company. The cluster of buildings at these locations is something that recurs throughout the canal system.



Fosse top lock is 250 metres north of the bridge crossing, which has been rebuilt as a concrete slab structure. The impact of vehicles is audible and visible. The lock by contrast is well enclosed by trees and hedgerows. This is also true of Wood lock, lock 19, that is well screened.



At the back of the length along this towpath is a large water storage facility, that has been screened by trees. A reminder perhaps of how changes need to be well considered if they are not to intrude on the character and appearance of the corridor.



The Ridgeway Lane currently crosses the canal at Longhole bridge, bridge 31. There was a wharf here too. The canal carried lime which was used by farmers as well as builders.



1831



HS2 will enter Warwick District from Stratford-on-Avon District to the south, crossing over the Grand Union Canal. The proposed Longhole Viaduct will be approximately 140m in length, followed by an embankment up to 9.5m in height that will run for approximately 825m up to Welsh Road to the north-west. As a result Ridgeway Lane will be diverted under the viaduct to allow for the viaduct and embankment construction and then to provide access to agricultural land and a public right of way. To the north, Welsh Road will be realigned over a length of around 750m to pass under the railway line to the south of its current alignment. A drainage balancing pond will be constructed to the east of the route off Ridgeway Lane. The HS2 Act disapplies the normal controls requiring conservation area consent and listed building consent under the Planning (Listed Building and Conservation Areas) Act 1990, for the demolition, alteration or extension of listed buildings and unlisted buildings.



Bridge 30 at Welsh road overlooks lock 18 and the cottage one of six constructed by LG Speigh,t the 1930's contractors for the Locks and three bridges, two at Hatton and this one at Welsh Road.

The work of rebuilding bridges including Hatton Middle and Hatton Hill was done by AE Farr. Over 1000 men were employed, many previously unemployed on the project. Grand Union Staff did the works on the length including bank protection. The concrete piles are sometimes dated. A formal ceremony in 1934 by George the Duke of Kent, younger brother of Edward VIII and George VI, followed by a six course lunch at Shire Hall marked the opening. Whereas originally in 1800, the men employed on the Warwick and Napton canal were treated to dinner and beer at the Black Swan, George and Kings Head Inns in Warwick at the company's cost of 3 shillings(15p) per head.

LENGTH 7: LAPWORTH

Stratford upon Avon Canal Acts 1793,1795,1799 and 1809

Hockley Heath Bridge 25 to Yarningale Aqueduct 16 km 10 miles

SUMMARY

Approximately 10 miles of the Stratford on Avon canal pass through Warwick District. Starting just beyond Bridge 25 at Hockley Heath, the canal travels east to Kingswood, and then South to Yarningale Aqueduct near Bridge 34.

This is a much more rural and intimate canal with narrow locks and split bridges, often at the heel of the lock. It also has drawbridges and barrel vaulted cottages which are unique to the Stratford-on-Avon canal. The North section as far as Kingswood was built between 1793 and 1802, whereas a further act in 1809 meant work to complete the canal to Stratford took place between 1812 and 1816.

The canal follows the same route as the Old Warwick Rad, sometimes lying below it with a wooded embankment, later at grade when the road intrudes a little more into this tranquil scene. It passes north of Lapworth village with the church visible on the skyline. After Packwood Lane the canal descends steeply down a flight of 9 locks with extensive views to the north east across the park to Packwood House. This is a popular walk with a café and pub. The lock keepers cottage and 9 locks are listed.

Passing under Mill Lane the canal descends again tuning south to Kingswood Junction. Arguments over water preoccupied the canal companies, but eventually a short straight link joined the two canals. This is a complicated 19th Century engineering feat. The canal crosses Rising Brook and then the railway from Oxford to Birmingham sails over the top on a long embankment which dominates the landscape to the South.

The canal continues on to Lowsonford and the Avon at Stratford. A famous battle took place at Wilmcote in

1959 to preserve the right of navigation and this went on to secure the restoration of this canal and encourage the restoration of so many more by volunteers. Queen Elizabeth the Queen Mother opened the canal restore by volunteers and prisoners and it was leased to the national trust, eventually being returned to British Waterways.

This manmade canal is abundant with flora and fauna and provides a charming intimate walk through the Warwickshire countryside.



LOCK 8 LAPWORTH FLIGHT



NATURAL WATERSIDE MARGINS CREATE INTIMATE FEEL



BRIDGE 38 BROME HALL BRIDGE

Location and History

In the 18th century the River's Severn and Avon provided water transport to Stratford, while coaches and wagons travelled the rudimentary roads between the towns of Birmingham, Warwick and Stratford. During the 18th century, improvements were made to the river, and tolls charged on the increasing traffic of coal, agricultural produce, stone, manufactured goods, etc., to and from such towns and Stratford-upon-Avon. The limitations of river navigation were really felt with the watershed that separated the growing manufacturies from markets, and the reliance on packhorse and carts.



LIFT BRIDGE 26

At the end of the eighteenth century a network of waterways had covered the Birmingham area making it possible to send Birmingham goods, by canal, to many parts of the country. The success and usefulness of the Birmingham Canal Company Act 1768, stimulated other companies to obtain Acts, it was the period of canal mania. It was envisaged that coal from the Dudley area, firebricks, and salt would travel south, and agricultural produce, grain, and limestone would be carried back.

The Stratford upon Avon Canal was authorised by an initial Act of Parliament in 1793 and additional Acts in 1795 and 1799. Cutting began in November 1793 at

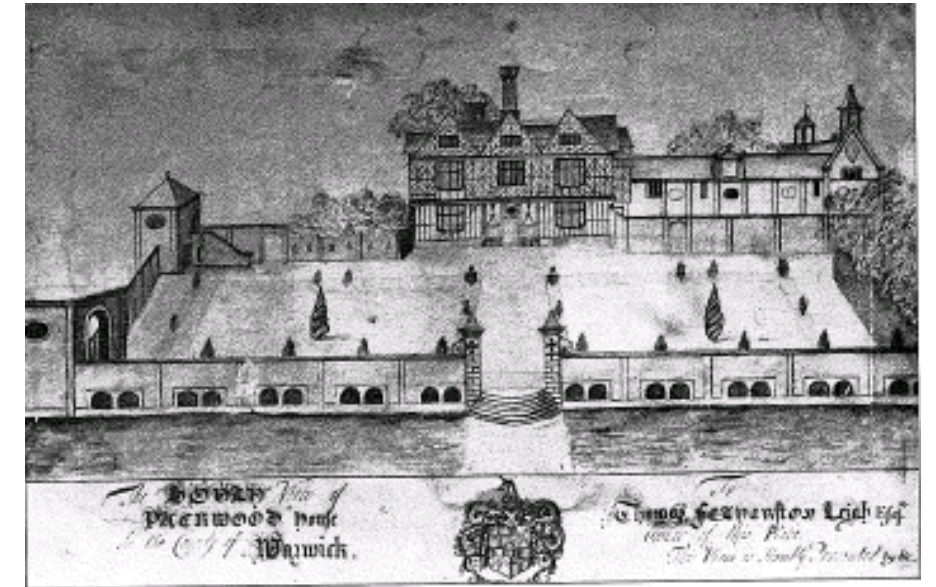
Kings Norton on the Worcester and Birmingham Canal and went as far as Hockley Heath. The northern section was completed to Kingswood and connected to the Warwick and Birmingham by 1802. In 1809 a further act enabled the work to start again south in 1812 and the full canal was opened at its junction with the River Avon at Stratford on 24th June 1816.

As completed the canal was twenty five and a half miles long and had cost £297,000 to build. The major constructions on the canal include 56 locks, a 352 yard 16 feet wide tunnel, a large single span brick aqueduct and three cast iron trough aqueducts, three high embankments and a reservoir. The Stratford canal company then extended their line further by Tramway built to Morton in the Marsh in 1826 with a branch to Shipston upon Stour in 1836.

In the early days, heavy goods were carried to Kingswood from industrial Staffordshire and Worcestershire, using the Dudley canal and along the Northern Stratford-upon-Avon canal heading south along the Warwick Canals. The two Warwick canals were open to trade from Birmingham to Napton on the Oxford Canal in 1800, the same year the Grand Junction Canal opened from Braunston to Brentford with a temporary railroad across Blisworth Hill.

By 1805, when the Grand Junction was finally completed, the county town of Warwick was at the heart of major new waterways from the industrial Midlands to London.

The Stratford upon Avon Canal edged the Packwood estate of Mr Featherstone to the north and that of Philip Martin largely to the south of Old Warwick Road. There are historic timber framed houses in the vicinity of the canal from the former Forest of Arden, with red clay being burnt for local brick and tile making. Limestone was quarried locally, coal was needed. Trade on the canal steadily increased to a peak in 1838, with 181000 tons in that year; 50,000 tons of it was coal, with



agricultural produce malt and corn going up to Birmingham; but with the coming of the railways trade was gradually taken from the canal. The Stratford Canal Company sold out to the Oxford, Worcester and Wolverhampton Railway Co in 1856. Three years later the railway company also bought the Upper Avon navigation. Ownership passed to the Great Western Railway in 1865. Great Western Railway controlled all the water and rail routes to Stratford and the river navigation was allowed to gradually decay, as was the southern section of the Stratford-upon-Avon Canal.

In the twentieth century, the Stratford-upon-Avon Canal saw the GWR replace a collapsed bridge with a 'temporary' steel structure that prevented the passage of most boats. LTC Rolt, a trained engineer and the writer of *Narrowboat* (1944), and an enthusiast for industrial archaeology, wrote and publicised this in Parliament, and announced his intention to exercise the right of navigation. As a result the railway company had to lift the steelwork to allow passage.

The canals were nationalised in 1948 as part of the British Transport Commission. Then in 1958 Warwickshire County Council applied for the abandonment of the southern section of the canal to enable them to erect a new bridge at Wilmcote as part of road improvements. The Inland Waterways Association led opposition. Architect David Hutchings was appointed director of operations and, under his

leadership, volunteers from various Waterways Societies, Boy Scouts, the Armed Services and later prisoners from Winson Green prison, carried out the restoration work from 1961 to 1964. The threatened closure was prevented and the southern section was restored and formally reopened in 1964. It became part of the National Trust.

A Lower Avon Trust was formed in 1950, it acquired property navigational rights before restoring the River in 1962 from Tewkesbury to Evesham. The Upper Avon navigation trust followed in 1965 to finish the task and by 1974 the whole river up to Stratford was opened.



LAPWORTH FLIGHT LOCK 7

Of the fifty four locks on the Stratford canal, Lock 2 near Lapworth Hall to Lock 33 at Yarningdale are in Warwick District. All of these are narrow locks with single gates having ground paddles by the top gate and gate paddles at the bottom gates, some twin and some single. The lock chambers were originally brick lined with sandstone copings from the Forest of Dean. The integrity of the chambers and wing walls, particularly on the southern section, has survived despite patching and repairs with a wide variety of different materials, with the copings having also been repaired in a variety of brick, stone and concrete infilling.

Bridges run from Bridge 25 near Hockley Heath to Bridge 44A on the way down to Stratford at Yarningale Common; the numbers going south to Stratford, whereas the Grand Union is numbered north to Birmingham. The design of bridges, particularly the cast iron decks split to allow tow ropes to pass through are a distinct characteristic of the South Stratford. The sweeping brick parapets are a key element too. The Horseley Iron works aqueduct at Yarningale, dating from 1834, is the boundary of Warwick district. It is the smallest of the aqueducts, the others part of the 1813-16 works under Whitmore, are at Wootton Wawen and Bearley/Edstone. Cast Iron Aqueducts are rare. Yarningale was installed when the Grand Union burst and flooded the stream running under the Stratford canal demolishing the original structure on July 28, the canal was reopened on the 23 August 1834 with this cast iron trough in place. The diamond shaped cast iron were signs added by Great Western Railway to proscribe weight limitations on some bridges.



LOWSONFORD LISTED LOCK, BRIDGE AND COTTAGE

Also built as part of the 1813 works are six barrel vaulted lock cottages, including one at Kingswood Junction, where there is also a canal managers house with a polygonal front overlooking the canal; one at Dicks lane, lock 25; an isolated one at lock 28; the one

at lock 31 at Lowsonford, with lock 34 at Yarningale being beyond the district boundary, as is the remaining barrel vaulted cottage at lock 37. Canal workshops at Kingswood in a brindle brick and plain tiled roof, are a good example of functional but not plain design.

There were at least five wharfs for coal, lime, grain and other goods to and from Birmingham and the Black Country as well as to Stratford. The first wharf in Wharf Lane was beside the canal bridge. The second wharf was specifically for coal and was at the end of a branch canal, 250 yards long, which started beside Wharf Lane Bridge and ran parallel to Wharf Lane. It crossed Spring Lane by a drawbridge and ended at the rear of Dowdeswell House, which was then the house and business premises of successive coal dealers. The branch canal was closed and filled in c.1870's .

The wharf at Pinner's Bridge also dealt chiefly in coal, the occupant of the adjacent house usually being a coal dealer. John Hannes who lived there in 1861 also dealt in lime, a small lime-kiln being set into the canal bank a little way from the wharf. Here limestone would be burnt to convert into lime; it was then suitable for use as a fertiliser, or in the making of mortar for building purposes. There was a wharf at Lowsonford.



DICKS LANE LOCK 25



OFFSIDE BANKS MAINTAIN THE RURAL APPEARANCE

The character of this canal is rural despite its nearness to large settlements and at times the impact of traffic noise from the M40. It is desirable to maintain the historic bridge and lock and cottage structures, but also the treatment of the cut itself, in order to best preserve or enhance the character and appearance of the corridor.

The setting of these assets is part of the experience of passing along this early infrastructure either on the towpath or afloat. The tree and hedgerow margins and the open vistas are part of this.

New buildings introduced into this setting should be compatible with what is there. Access can be improved, and surfacing introduced which respects the rural character. Generally being within an area of green belt introduces restraint. Designation as a conservation area will protect the special character as a historic asset from ill-considered development, without banning all change. Enhanced use by local people, as well as visiting tourists, will celebrate the value of this historic asset, broaden understanding of its significance and how what is of value may be maintained.



THE TURNOVER BRIDGE LEADING TO THE GRAND UNION JUNCTION

Stratford upon Avon Canal at the western boundary of the District.



Construction of the Stratford upon Avon canal from the stop lock with the Worcester and Birmingham canal at Kings Norton, paused at Hockley Heath, which became a busy wharf, and is now a pub.



DISTRICT BOUNDARY

Canal bridge 25 under the A3400 is in Solihull, but at the edge of settlement lies the District boundary marked by an oak tree on the offside.



The canal is in a delightful wooded cutting here around one and a half metres below the Old Warwick Road level, with an informal access down this bank. As well as the towpath tree cover, the mature trees of the coppice on the far side of the road add to the character. Overnight moorings at the rings set in the towpath make this an attractive place for people to stop en-route. The steel sheet piling along the water's edge is set just above the waterline creating a soft bank with wildflowers making it feel very natural.



About midway between the bridges the tree cover has been lost, making the road more noticeable and the woodland on the North side of the road is more important still. Bluebells on the bank help to celebrate the season.

Drawbridge 26 serves a public right of way and therefore has to be lifted by boat crews. The metal structure with counterbalancing weight, echoes the Van Gogh dutch style, unlike the Oxford style canal lift bridges further on.



BRIDGE 26

There is a gated access to the towpath for maintenance here and the road is visible. To the east of the bridge, the road is just above the canal grade and becomes more intrusive. This is exacerbated by a hedge which is manicured and lacks trees. On the offside bank there is currently a Christmas tree plantation with distant Oaks along the field boundary, extending the setting. The eye is led on to the ribbon development on this part of the A3400, owing to the absence of hedgerows. The canal bends round to the South, possibly to avoid sandy material in what is known as Sands Farm, the outbuildings of which appear above the towpath hedge.

On the offside of the curve there is a reed margin, and Swallow cruisers moorings with views through to Nuthurst and the cottages at the Wharf Lane.



The paraphernalia associated with permanent moorings is largely concealed by the boats and the hedgerow behind. Boat servicing includes a fabric covered yard and large metal workshop.



Next to the boatyard is a white painted Waterside house which has been extended including a large conservatory. Bridge 27 has a high arch, carrying Wharf Lane with a winding hole beyond, which is all that remains of the arm that followed the line of Wharf Lane to the West.



An old sign under the bridge records this as the boundary between the Severn River Authority and the Trent River Authority.



At this point the canal is at grade with paddocks beyond the towpath hedge and temporary moorings down the towpath.



Swallow Cruisers moorings continue on the offside to bridge 28 and Lapworth church is visible in the distance to the South. The towpath hedgerow includes a lot of mature trees.



Bridge 28, a lift bridge provides the access to Drawbridge farm and enables a connection to the towpath from the Old Warwick Road, as well as the millennium way footpath.



Cottages behind the towpath hedge have gardens sandwiched between the towpath and the road, and beyond, the vista extends to ornamental trees. The roadside dwellings back onto the canal where a balcony provides a sunny sitting area above the towpath.



A residential mooring on the offside is the precursor to bridge 29.



The setting includes individual houses which appear to have had money spent on them and this reflects the attractiveness of the location and setting.



Bridge house appears to have been extended to the rear. It is stucco fronted with conservatory and sits behind an incongruous wall on the lockside.

Lapworth Lock 2

Lapworth top lock, lock no 2 on the canal, is 10 miles from the guillotine lock at Kings Norton, with a single top gate and a pair at the bottom. There are stone copings to the lock chamber with blue diamond brick copings on both the offside and towpath side. Access to the towpath is by the CRT compound, just west of the lock itself.



Church Lane connects the canal to the historic core of Lapworth and the fine church. The bridge itself has had a 1920's style stone parapet added above the metal beam.



Immediately below the lock on the towpath side is Canal Cottage, whose outdoor terrace sits at the back of the towpath.



Lapworth church meadows lie immediately to the south west of the navigation. The existing conservation area is immediately around the listed St Mary's church and rectory and Broomfield House (1969-extended 2001) would thus abut the Canal Conservation Area.



The spillweir to Lock 3 on the offside and the vista extends to the woodland, ponds, and meadow to the south. The narrow strip of land between the towpath and the road contains a timber yard, set against the towpath abutment but open to the passing traffic and is a distinctive element of the area, a reminder of when timber and stone wharves were much more open, without recourse to extensive perimeter fencing for security. The offside is a gorse bund. Much of the activity is hidden from the canal.



ROADSIDE TIMBER YARD



THE TIMBER YARD WORKS OFF THE BACK OF THE CANAL



A gap in the neatly hedged garden strip exposes a modern home office building with a single house beyond. A balance between private space and the public space of the towpath can usually be found.



Leading up to Lock 4 there are a series of small dwellings with garden fences backing onto the towpath.



Lock 4 has brick copings and the heelgrip quadrants are in poor condition.



Jubilee cottage is largely hidden at road level and from the canal behind a generous hedge.



The turnover bridge, 30, has a footpath off to the South west that skirts the village cricket ground. The elegant bridge curves on plan as well as elevation. It appears to have had a concrete saddle to reinforce the deck. The copings sweep up to smooth the passage of the tow ropes over the saddleback copings as the towpath changes sides.



BRIDGE 30 THE TOWPATH MOVES ONTO SOUTH SIDE



Ladysmith Cottage beyond has been given a contemporary feel with waterside dining area.



Below the lock the waterway wall on both sides is concrete piling, in some places with substantial tree growth out of it. As this is above the roadway edging will need renewing to keep the water in and be treated in a sensitive manner.



On what is now the offside, a red brick barn and house has been extended with terrace oriented towards the canal.



In contrast at lock 5 an apparently new building has been constructed, which fails to respond to the setting and relies on a close boarded fence to separate it from the back of the lock.



The towpath and canal are on embankment with intermittent views south through the hedgerow of parkland beyond leading up to bridge 31.



Pinners Cottage; brick with a slate roof and conservatory extensions, together with its outbuildings of roughly the same age but with a tiled roof are let down by unfortunate fake lead double glazing with the flat glass reflections. The garden is screened by a substantial laurel and conifer hedge. The canal sweeps around the property to pass North East under the Old Warwick Road at its junction with Packwood Lane and Lapworth Street.

The Grand Union Canal is nearby, located where the Packwood House estate met the Baddesley Clinton estate to the east, prior to the railway passing through the gap. There are a number of substantial houses to the north of the canal here.

Lapworth Street travels south broadly parallel to the canal to rejoin it again at Lowsonford. It contains a number of listed buildings such as Tudor Farm, Catesby Farmhouse, and High Chimneys, all of which are between 600-800 metres west of the South Stratford Canal.



There are further old buildings along this attractive length of countryside, edged by Bushwood – a line of ancient woodland with a moated farmhouse – Bushwood Hall.



Bridge 31

Bridge 31 was widened on the west side where it has a concrete face and polychromatic parapet to both sides. There is a ramped access on the west side.



The east side is red brick below the parapet with a keystone at the centre of a gracious arch.



Bridge 31

Passing under the bridge 31, you enter a wooded cutting, with temporary moorings as the canal begins to curve back through 90 degrees. The curve takes the eye around the corner. At Lock 6 Lapworth Farm, a simple collection of red brick with slate and tile roofs, is nearby with more extensive vistas to the North and north west to the mature trees within the original Packwood estate.



The lock chamber has mixed stone and brick copings and the chamber is deformed in alignment, with metal heel gates.

Lock seven is an ensemble with a split bridge at the heel and a red brick cottage with slate roof that includes a false window painted on the west elevation. The garden sits on the offside and the conifer hedge and close board fence, crowd the lock chamber.



The chamber itself has a mixture of blue brick copings and a timber bollard, particular to this part of the canal. The cottage itself faces down the lockflight to the South East, with a tiled porch and extension.



This is the first of the cast iron split heel bridges on the canal and as this is a turnover bridge it includes a spindle to avoid the towrope becoming tangled in the structure.



Descending from lock 7 the canal turns back to the south east and the flight of the next seven listed locks is laid out before you. Lock eight has a side pond above it and the pounds are brick edged, some of which are failing. The side pounds to the south are wooded and enclose the view, whereas to the north and east views extend far into the distance.

Lock nine -the copings are a mixture of bricks and some convenient robust seats have been introduced facing the water. The towpath is surfaced with limestone. The heel quadrants will need to be reinstated in the medium term and could possibly be more sympathetically done without the contrasting brick colours and to minimise the trip hazards that have arisen from settlement. Lock 10 has large brick copings on the towpath side and smaller brick copings on the offside, as does lock 11.



Lock 12 has the larger blue copings with diamond anti-slip tread. those on Lock 13 identify W. Bennitt from Oldbury as the manufacturer.

The pound between Lock 12 and 13 has moored craft and includes an upright lock cottage, in need of care. A bridge over the by wash connects to a small shop and café on the offside. The much more commercial facility of the Boot Inn with its extensive grounds and car park is fortunately not visible from the canalside. What does impact on the view is the twin pipe crossing belonging to Severn Trent below Lock 14, with pump chambers bookending it and what appear to be the remains of other structural bases around the Southern landing.



Unfortunately, this distracts from the original turnover bridge with its sweeping brick parapets and cast iron split structure. On the approach to the bridge is a diamond weight restriction plaque, the remnants of the Great Western Railway's ownership of the canal prior to nationalisation in 1948.

Listed buildings Mill House to the north east and Packwood Grange to the South are visible from the canal and there are long views to a wooded skyline to the north east towards Baddesley Clinton.



The canal and road briefly meet before dividing again

and the resulting piece of land has been infilled with new housing to extend the Old Bakehouse plot. A 1.8m brick boundary wall runs along a rear access lane from the parking to gardens. The external spaces do not really benefit from their waterside location and the elevated parking area intrudes on the canal.



Mill Lane bridge, 34, unfortunately has pipes attached on the west face. The bridge was originally red brick but the parapets have been rebuilt with red bricks with blue header bricks every alternate course and a stone coping. Kingswood Hollow, a traditional red brick house with clay tile roof and tile hung lean too side extension, is set in generous grounds and is possibly worth local listing.

Mill Lane runs down to Mill House and Yew Tree Cottage which has nice outbuildings with clay tiled roof is a tall dwelling, one room deep that has been extended. A deep plan dwelling at the back of the towpath below the bridge with a municipal post and chain boundary seems out of scale with the surrounding settlement.

Lock 15 still has late 20thC hydraulic paddles whereas most of the paddles have been restored. There is a Stop plank frame at the head of the lock and a groove to allow de-watering.



The lockside is all brick paved and the towing path here has been surfaced by volunteers with materials provided by Warwick District Council. This is a popular place to walk. The brick walls to the pounds are needing repair. There are filtered views through the trees that border the side pounds. Lock 16 returns to grass locksides and normal mechanical ground paddles. Some of the boundary treatment to the back of the towpath could do with improvement. At Lock 17 there are a mixture of copings including the forest of dean stone and concrete planks to the pound below. The hedgerow on the towpath side is dense containing views. The Bridge Cottage is no longer a lock keepers residence and the grounds have had additional housing built in them.

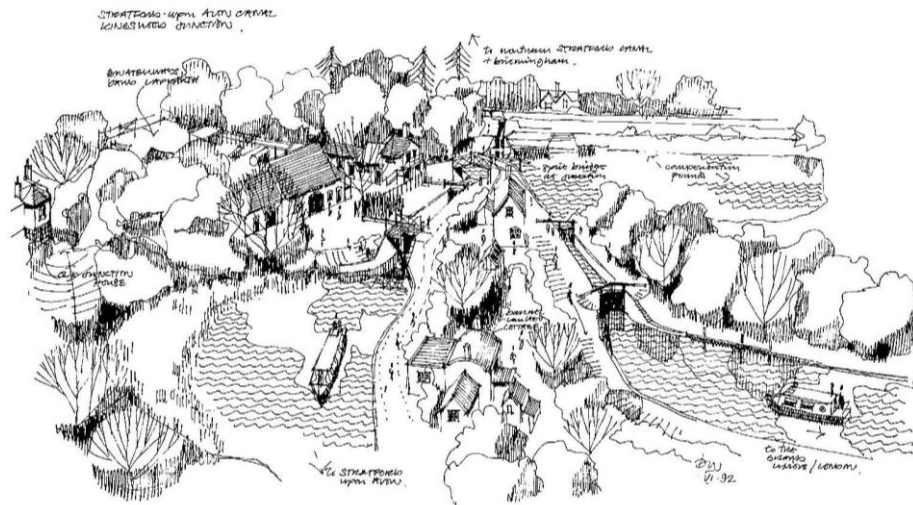


1910 LOCK COTTAGE AND LOCK 17 AHEAD. WARE COLLECTION. THE HOUSE, HAS SINCE BEEN ENLARGED, IT HAS DOUBLED IN PRICE IN THE LAST TEN YEARS, NOW VALUED AT OVER £520K.



Bridge 35 which carries the Old Warwick Road over the canal has had a overly fussy footpath bridge added on the North side together with pipes. The south side of the bridge is equally damaged with pipe crossings outside of the structure which obscure the stone keystone to the arch and very poor patching to the brickwork. Alternative options are available for people with limited walking abilities and wheelchairs given the incline.

Kingswood Junction.



This length of canal opens out to feeder reservoirs on the offside, the top one being used for fishing and the lower one for mooring accessed by floating jetties. There is a walk around the perimeter and this is one of the sites popular with visitors. Simple facilities help increase use of Warwick's waterways



INTERPRETATION PANELS ECHO THE GWR SIGNAGE.



Lock 19 which sits between the two reservoir ponds has an additional timber truss bridge, No 35a at the heel which is need of repair.

At the back of the towpath in a wooded setting there is a car park and picnic area as this is a popular destination.



Discussions with the Warwick Canals about a connection here broke off in 1793 as the Stratford Company favoured its own canal link to the Oxford Canal. In 1795

an act authorising a 1.75 mile link here, was then amended to be much nearer. That link opened in 1802.



SIDE POND RESERVOIRS WERE CREATED AT THE JUNCTION IN 1800.



When the Stratford started constructing the southern section in 1812 the original junction lock was modified, which led to an argument about water. A new junction lock, number lock 20 was built off the lower reservoir to end an expensive legal dispute in 1818.



The line of the original lock has now been reopened and connects the pound below lock 21. This means that to stay travelling down the Stratford the locks go from 19 to Lock 21.



Lock 21 has single gates top and bottom and the lockside is block paved in Baggeridge brindle bricks.



Bridge 36 is the first of a series of listed structures that cluster around Lock 21. This includes two cottages, foreman's house workshop buildings, 2 lock chambers and a former maintenance office. Details of their listing are in the Gazetteer section. Bridge 36 is unusual in that it takes a towpath route over the canal at the top of the lock, therefore there is more brick abutment and parapets, however this is elegantly achieved with the characteristic cantilevered split deck.



CANAL WORKSHOP IS NOW THE CANAL & RIVER TRUST'S VOLUNTEER BASE.



FORMER CANAL MAINTENANCE OFFICE NOW REPURPOSED.



LISTED FORMER MANAGERS HOUSE



A short arm leads off from lock 20, the 1818 lock, to the Grand Union canal, having locked down from the Stratford, which was a requirement of the original canal companies agreement, that the Warwick and Birmingham canal should not lose any water.



The first of the six barrel vaulted cottages sits alongside a link from the lower basin through to the arm. The roof is a mixture of brick rubble and lime mortar, covered in asphalt. The arch roof being an expedient reuse of some of the timber formwork supporting structures used to

construct the brick bridges. Quite small they have often been extended not altogether sympathetically.



This arm passes under the mainline railway, over Rising Brook and under the towpath bridge with a large housing extension site pending construction at the junction with the Grand Union. The planting that screens the site is to be retained and thickened, to avoid adverse impact on the character and appearance of the historic canal assets.



Transport infrastructure shared the same line through the landscape, with rail following the Warwick and Birmingham Canal toward Birmingham, so that the

canal and the rail are close, and the moorings here, both visitor and winter moorings suffer train noise, particularly freight traffic at night. It is a reminder that pictures of tranquillity are not always what they seem. This is also evident after lock 26 when the canal is oversailed by the M42 with the attendant intrusion audibly as well as visually.



COMMEMORATIVE PLAQUE TO A FOUNDER OF THE INLAND WATERWAYS ASSOCIATION

There are facilities for boaters at Kingswood including toilets. Some improvements to towpath surfacing would be helpful given the place's popularity and perhaps some canal related crafts activity.





Canal People

The 1841 census gives the names and records actual occupations of the canal employees. The canal manager was John Kershaw. He lived in a Georgian house beside the canal where, until the waterway was completed to Stratford, the 'Navigation Office', toll clerk, etc., had also been situated. Charles Allen, described as a 'writing clerk' was probably the toll collector and lived in a quite large house overlooking the Kingswood junction pool. The toll-collector checked the boat cargo, gauged the boats and collected the toll. The details of each boat using the canal, the tonnage carried at the depths marked on the boat's hull, were recorded in an official book which was issued to all toll offices. To gauge a boat the toll-collector simply checked the

boat's freeboard, or area above the water line, against the book, worked out the toll which depended on the commodity, per ton per mile and collected the money. Such men were picked for their honesty and were usually well paid, £70 per annum plus a house being about average in 1840.

Richard Soley, the canal carpenter, occupied the lock-house in the middle of Kingswood Basin and Edward Bayliss, the canal carpenter, the lock-house behind the Boot Inn.

The long flight of locks nearby was managed by lock-keeper James Robinson, who lived in a small cottage at the top of the flight.

There were five lock-keepers recorded at Lapworth in 1841 - Richard Smith, James Robinson, William Howse, Jacob Allen and Richard Rogers, paid about £50 pa.

Altogether there were 10 canal employees and their families living and working in Lapworth in the 1840's and 1850's. In later decades this was reduced to seven or eight employees, one or two of the craftsmen apparently doubling as lock-keepers. In 1871 and 1881 the five lock-keepers of 1841 had been reduced to two, one living in the cottage at the top of the long flight of locks behind the Boot Inn and the other beside Walter's lock No. 28 above Lowsonford.

Originally the boat families lived ashore in canal side cottages but after the coming of the railway, pressures to keep the boats continually working forced many families to live wholly aboard. Of the boats tied up at Lapworth on census night 1861 five were the permanent homes of the families aboard the boats.

William James

William James (1771-1837) legal, financial and surveyor skills were all employed to make things happen. James inherited inland waterways interests from his father. He was on the managing committee of the Stratford-upon-Avon Canal, seeing it through to completion, including the money-saving proposal to construct the Edstone Aqueduct in cast iron; (also known as Bearley), at 475 feet (145m), it is the longest in England. James, an enterprising local figure saw the River Avon navigation linked to the canal and proposed a railway to Paddington. As early as 1806 he had realised that the horse-drawn railways that had been a common means of transporting goods in and around collieries for almost two centuries, could form the basis of a national system of public transportation particularly passengers as well as goods.

James' Central Junction Railway to London emerged as the 16mi (26km) horse-worked Stratford and Moreton Tramway opened in 1826.

Southern Section

The southern section of the Stratford-upon-Avon Canal is 13 miles long and has 36 locks between Kingswood and the Avon. Work began in 1812 and was completed to Wootton Wawen in 1813. Finally the canal was opened all the way through to Stratford in June 1816. Earlswood Lakes, north of the district that supply the Stratford-upon-Avon Canal with water, were authorised in 1815.



The southern section has many features not found in the earlier northern part particularly, the unique barrel roofed lock houses and the heel bridges with a gap for the tow lines, designed by the engineer Josiah Clowes. The split bridges were built of iron, in two sections, so that the tow line could pass through the slot between them without casting off.



Lock 22 has had a heavy engineered bridge in the style of a split bridge added to take the towpath to east side of the canal, set in very blue brick abutments with sloping brick paving.



Lock 23 is a turf sided lock chamber with red brick and stone copings and single gates top and bottom. There are views out in both directions and listed buildings; Broome Hall and Catesby Farmhouse clearly visible from the towpath.



Bridge 38 is a traditional split bridge with metal deck topped with gravel. This is listed as a good example.



The towpath remains on the east with bridges serving farms as needed. This went to Brome Hall Farm, along with Kingswood and Lapworth, one of the three manors in Lapworth Parish.



The towpath hedge is hawthorn with a tree lined offside where sheep are using the canal as a drinking place.



Lock 24 – the heel quadrants are well built but feel imposed as they sit above the level of the coping. Some of the first restoration work has been replaced during the National Trust's stewardship, whilst more recent work was done by British Waterways and follows patterns used nationally. The Canal & River Trust are anxious to ensure that work carried out is researched and seeks to reinforce local distinctiveness.

From Kingswood to Dicks Lane the canal is enclosed within a tree lined corridor with vignettes out to the countryside beyond.

After Dicks Lane the motorway comes into view on the offside and substantial national grid cables cross the canal just above Dick's Lane Bridge. Seasonal changes clearly register on the appearance but also on the character of the area. The canal was designed to pass through this close landscape of undulating pasture and wetland and copses.



Lock 25 has a brick and cast iron heel bridge – bridge 39, GWR diamond plaques and some interpretation. Dick's Lane leads under the railway and back up to Turner's Green at the Grand Union canal. There is evidence of archaeology at Dick's lane, the site of a Roman tile kiln.

Dicks Lane Wharf was a major trading post, although nothing is now left but the pool. Here coal was landed

and agricultural produce and lime loaded. Nearby was another lime-kiln and there was road access to Rowington and to Lapworth and Bushwood. The purpose of the canal was, of course, the transportation of goods and here and there along its route were wharfs where commodities needed, or for sale by, the local community could be set down or picked up.



Trade on the canal steadily increased to a peak in 1838, with 181000 tons of coal in that year; but with the coming of the railways was gradually taken from the canal. The canal company sold out to the Oxford, Worcester and Wolverhampton Railway Co in 1856.

Ownership passed to the Great Western Railway in 1865 and to the State on Nationalisation in 1948.



Lock 26



The motorway crossing is bridge 39a



whilst this little heel bridge at lock 27 is bridge 39



A NOVEMBER VIEW OF A WOODED CUTTING AFTER LEAF FALL.

The man made canal structure looks as if it belongs in this landscape. The cut follows the brook that runs between Finwood and Bushwood. The more wooded margin is now on the west side. Both the canal and the shortlived rail connection are tree lined.



TYPICAL CANAL SOCIETY MARKER



Lock 28 is an isolated home with plenty of wildlife



The sense of the separate world of the waterway is particularly keen here as you leave the bustle of the elevated motorway behind and go deeper into this wateryworld.



North of Lowsonford, a single track railway from Henley in Arden joined the main line in 1894. The course can still be traced , as can the abutments be seen alongside the Stratford upon Avon canal. The service only lasted 20 years. The line ran close to the road which crosses the railway and meets Dicks Lane at Turner's Green. The canals are still less than half a mile apart until the GU heads East and negotiates Rowington Hill by cutting.



Lock 30



BRIDGE 40 MILL LANE



WCRO



A VIEW FROM OUR WARWICKSHIRE



FLEUR DE LYS INN PART OF THE LOWSONFORD CONSERVATION AREA

Fifteenth century grade II Fleur de Lys public house has been a popular eating place since Mr Brookes started making his pies. The operation moved and took over the former Navigation Mill at Emscote on the Grand Union in Warwick in the late 1900's.



THE LANDMARK TRUST LOCK COTTAGE LOWSONFORD LOCK 31 NED'S LOCK LISTED GRADE II

The cottages' construction is described as four brick walls that enclose a space 14 ft. by 35 ft. Iron tie bars along the top of the brickwork are joined at the corners to make a flat rectangle and strengthened by cross bars. The brickwork was then continued upwards, curving over to form a roof as when constructing a masonry bridge.



BRIDGE 41 LISTED GRADE II

Simple restoration of the historic asset is an example of how to do conservation. The canal continues south in this separate world towards Preston Bagot and the welcome of the Crabbe Mill public house in Stratford District, which starts at the Aqueduct, the brook that has shadowed the canal through this valley , marks the border.



LOCK 32



FORMER ACCOMMODATION LIFT BRIDGE; NO LONGER REQUIRED



LOCK 33

Simple structures have been reinstated following virtual abandonment. Some of the expedient solution to the restoration work still stand out, but the canal is a testament to people's faith in waterways as an enduring legacy and an asset that deserves our care and attention.



LOCK 33



BRIDGE 44

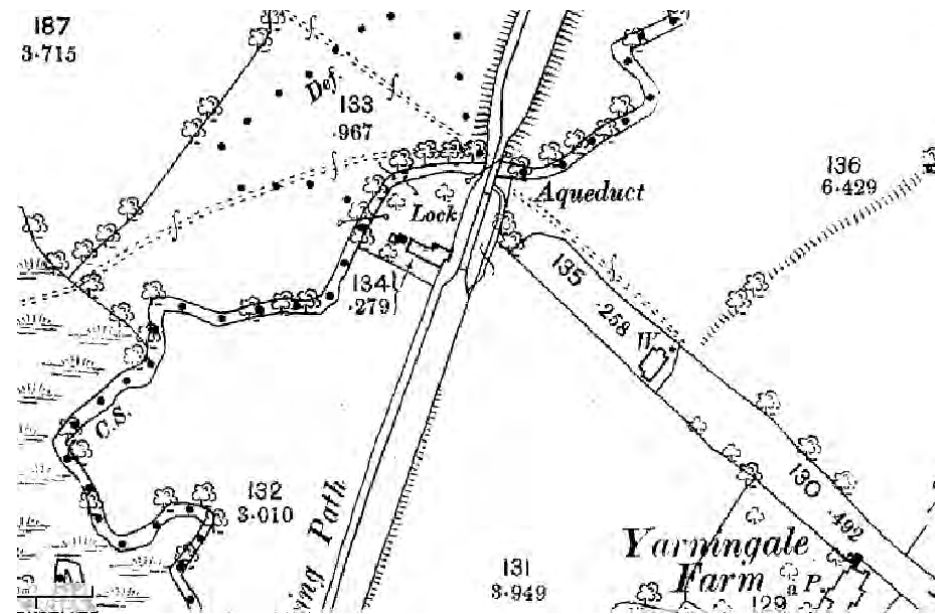


Kingswood to Stratford was the last phase of the canal to be built, 1812-16. The Engineer was William Whitmore led by William James .

Grade II* Yarningale Aqueduct (HEW 655) - one of three cast iron aqueducts on the southern section of the canal. Built 1834 (long after the opening of the canal in 1816) to replace an earlier structure washed away by a flood. This was the result of a breach on the Warwick and Birmingham Canal The other two aqueducts on the Stratford Canal are larger and are located at Wootton Wawen and Edstone are in Stratford District.



LOCK 34



PLAN OF THE LOCK SIDE WITH THE SMALL AQUEDUCT OVER THE BROOK.



LOCK 34 AND COTTAGE WITH LARGE PROPERTY ATTACHED

Aqueduct. 1834. Cast-iron trough with integral towpath with iron railings, moulded handrail and brackets. Brick abutments with stone coping. 2 small plates attached to west side of aqueduct, one inscribed: 'HORSELEY IRON CO', the other one immediately below inscribed: '1834'. This aqueduct replaced an earlier one which collapsed.

The South Stratford Canal was constructed between 1793-1816 at a cost of »500,000. 13.5 miles of the canal from Kingswood Junction, Lapworth to Stratford-upon-Avon was leased by the National Trust in 1960 from the British Waterways Board for restoration. The Trust acquired the freehold c1964. Part of the aqueduct lies in Rowington parish in Warwick District.

Listing NGR: SP1839366381

LISTING DESCRIPTION GRADE II*



AQUEDUCT WITH SUSPENDED WALKWAY

LENGTH 3: WARWICK

Grand Union Canal 1929; (Warwick and Braunston 1794) Warwick and Napton Act 1796

Junction before Birmingham Road Bridge 51 to Emscote Road Bridge 46 Two locks 2.5km 1.5 miles

SUMMARY

Travelling east the Warwick and Napton Canal started at Budbrooke at the junction with the Warwick and Birmingham and took a route around the north of Warwick, skirting the higher ground until Emscote, where an impressive aqueduct crosses the River Avon valley.

Post War development of the fields has changed the canal environs. On the towpath side the Victorian cemetery and landscape margin to the Woodloes, itself connected to further open space, has kept this as an attractive length to walk. South of the canal the remains of the Saltisford Common, including allotments up to Cape Road, sustain this semi-rural character and housing development on the former prison site doesn't intrude on the setting. By contrast the recent development of flats at the longstanding Works Site on the south side at the Cape are overbearing and cut out the sun and sparkle and should not be repeated.

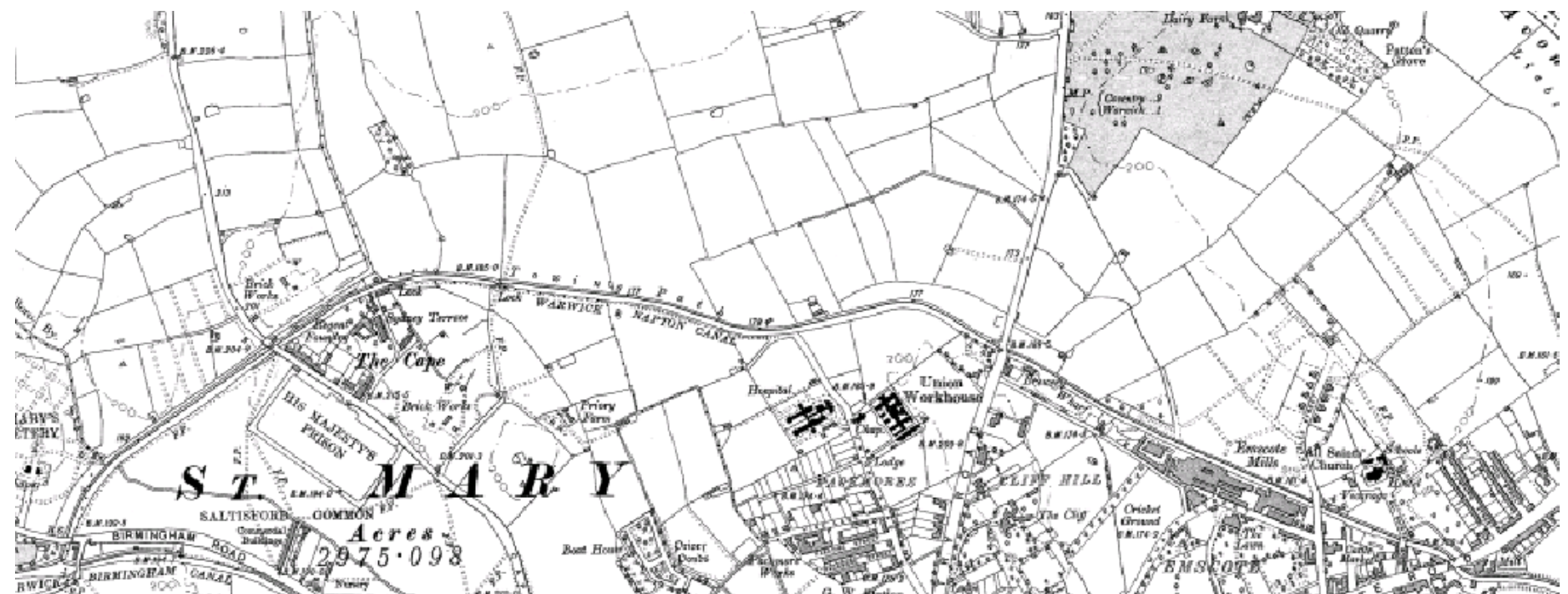
The green corridor between Birmingham Road and Coventry Road is important and adds to the quality of life for a substantial number of residents. Better links, signage, including interpretation, at Lock Lane, Scar bank and by the hospital would promote this further.

Cape Locks and the Cape of Good Hope pub, built for the navvies, retain their original character. As the waterway steps down, the factory sites on the offside as far as the hospital need to respond to this picturesque aspect of the length as and when they are developed. Links to the town could be substantially improved if an overall development framework guides change here. Any new development should front the canal rather than

back onto it. The gardens beyond where private space has arisen on the offside can feel intrusive.

Coventry Road Bridge (Br 49) is a good vantage point high above the canal, as the road rises up Cliffe Hill. The length from Coventry Road through to Emscote Road has canal related activity including Kate Boats and Delta Marine, which should be retained to animate this offside edge in the way the former wharves and Emscote Mills did previously. Employment uses currently dominate the North side with largely post war housing on the former allotment lands. Very little of the tree boundary that separated Nelson's works from their employee housing in Charles Street remain. Good quality planting should be an important part of any brief for future development here. Emscote Lawn, Nelson's listed house has been sensitively incorporated into a good quality housing development of its grounds. Access at All

Saints Bridge (Br 47) would encourage greater use. The car wash and sales facilities that occupy the former wharf could again be a focus for canal activity in the future.



Location and history

Warwick is approximately in the centre of the county of Warwickshire, 9 miles to the south-west of Coventry and 19 miles to the south east of Birmingham. 220 years ago it was far larger than Leamington. Warwick town developed upon a sandstone knoll at a crossing point of the river Avon. Historically the Avon valley formed a transitional zone between the wood pasture landscape, known as the Arden and the arable farmlands growing cereal, known as the Feldon.

A reference to the Earl of Warwick Richard's Beauchamp's second countess, Isabel, preferring to travel to Warwick by barge, than endure the rigours of the winter roads, implies that the river was navigable during the early fifteenth century (Croone and Hilton, 1951: 6). John Rous described a proposal by Richard Beauchamp to remove restrictions along the river and make it navigable for small vessels in the early fifteenth century. Defoe in the early eighteenth century writes 'navigation of the river Avon is an exceeding advantage to all this part of the country...For by this river they drive a very great trade for sugar, oil, wine, tobacco, iron...all heavy goods which are carried by water almost as far as Warwick [to Stratford]; and in return the corn, and especially the cheese, is brought back from Gloucestershire and Warwickshire, to Bristol.' The late eighteenth century canal would have been seen as a way of offsetting the limitations of the river.

Warwick was a market town, and this was the primary source of its urban status. WCRO. Three historic routes from the south converge on the town, while five roads converge towards the town from the north. Crossing points then, such as Warwick, could have been natural places for people to rest, meet and trade.

Canal promoters

Those who promoted a canal from Warwick to Birmingham in autumn 1792 were also behind the survey in early 1793, for a canal south to Braunston. As well as many Birmingham banking names the main

driving force seems to come from Warwick. Dr Walter Landor, who had married an heiress and fathered the poet Walter Savage Landor was prominent. The Canal company's bankers and solicitor were in Warwick. John Tomes, solicitor, who later became the town's MP, was an important figure, chairing both canal companies for over twenty five years and through his association with Greatheed and others highly significant in the development of Leamington. Other locals such as Lawrence and Greenway, treasurer from 1806 of both Warwick canals, were to be found also amongst other canal committees. Landowners such as Edward Ferrers whose Baddesley Clinton estate bordered Packwood estate, saw the Warwick and Birmingham line was set to the edge of both estates where they joined.

The Earl of Warwick was another of the proprietors with land on the route, as was Matthew Wise in Leamington. It was he who was eventually persuaded that the proposed tunnel in Malins Hill could be avoided, by creating a cutting at the back of what is now Bury Road. Rev Edward Willes who owned the Newbold Comyn estate would benefit from the future development of the town. Bertie Greatheed whose land became the site of the Pump Rooms, Regent Hotel and Parade was also a signatory. So the genesis of what was to become Leamington can be seen in the promoters behind this Canal Act.

The Canal committee were at first unsure whether to promote a link with the Oxford Canal or go to the Grand Junction direct. The engineers: William Felkin, James Sheriff, Charles Handley and Samuel Ball carried out surveys and estimates. The proposals were a counter to the Stratford company with its' projected branch from their canal to the Oxford at Fenny Compton.

The company's first Act of 1794 eventually provided for the canal, nearly 18 miles long, to join the Oxford at Braunston. This was seen as a linking canal for long-distance traffic between Birmingham in the north of Warwickshire and London. William Felkin estimated the

cost at £82,444. The authorised capital was £100,000 with power to raise £30,000 more.

The Warwick and Braunston had the same clerk and treasurer as the Warwick and Birmingham. Of the Warwick and Birmingham's committee of 15, 13 were also on the Warwick and Braunston 's committee of 20, and were given preference in subscribing shares.

Work had begun in 1795, when it was suggested that £50,000 would be saved if the line were varied from the Fosse Way at Offchurch onwards, so that the canal met the Oxford Canal at Napton, instead of at Braunston. Charles Handley one of the appointed valuers, described as a yeoman of Barford, was asked to accept 300 guineas for

'his indefatigable attention and perseverance in exploring... The line of the canal between the Fosse Road and Napton, and the practicability of executing the same'. Felkin, the appointed engineer agreed, and the decision was taken in September, apparently without telling Lord Warwick, although he was a member of the committee.

The Grand Junction tried to persuade the committee to build their canal with broad locks and bridges, so that if the connection through Warwick was broad as far as Kingswood, they foresaw barge communication through to Worcester and the Severn; since at that stage the Worcester Birmingham was intended to be a barge canal and was built with broad tunnels. Perhaps unfortunately, the committee were focused on the Birmingham's and Dudley's narrow canal network trade.

The subsequent 1796 act to Napton explained that a tunnel over 800 yards long could be avoided by the change and that the original line through Bascote, Long Itchington, Birdingbury, Leamington Hastings, Broadwell, Grandborough, Woolscott, and Willoughby was 'incommodious for navigation'.

In March 1796, the company decided to replace Felkin with an engineer who was not also employed elsewhere.

The local Charles Handley was paid 350 guineas a year including valuation fees and offered five free shares if the work be completed satisfactorily. Work went on and a tunnel was avoided at Leamington by paying compensation to be allowed to deviate the line. Instead of a reservoir, the company decided to buy its water from the Oxford at a charge of two shillings per boat passing the junction at Napton.

A difference of opinion with the Earl of Warwick led him to leave the committee. Further trouble over shortages of money, meant £4000 had to be borrowed, £2900 of it from John Tomes. The full cost of the canal when opened was about £75,000. This compares with the £160,000 the Warwick and Birmingham had cost, some six miles longer.

The eventual canal was just over 14 miles long from its junction with the Warwick and Birmingham to Napton. There were two locks down and the Avon was crossed by a three arched aqueduct, to a design by Henry Couchman, a long-standing member of the committee. The canal from Radford Semele on rose by 23 narrow locks to its junction at Napton. The company then decided to build a reservoir at Napton instead of buying water from the Oxford, subsequently enlarging it. Later between 1807 and 1815, Boddington reservoir was built by the Oxford Company on its own line, but at the cost of the Warwick and Napton. This was enlarged again in 1833 at the joint cost to the Warwick canals. Dividends rose from 1 ½ a percent in the opening year, to 13% by 1814 and continued at around that level through to the 1840s.

Being of the opinion that all change was for the worse, the Warwick and Napton committee opposed almost every canal proposal in sight. In 1819 the company agreed to a private cut from the bottom of Stockton locks to lime works and a quarry known as Kaye's arm. This was the work of Charles Handley and John Tomes, who were also behind the Navigation Mill at Emscote that used water from the canal to drive a 24' waterwheel. Tomes is a key figure, and was treasurer

to the 'Leamington Building Society', a collection of investors who set up the development of plots in the new town of Leamington north of the river.

In the Early Industrial Period (1750 to 1850), the canal was also important to Warwick.

The improvement of communications following the construction of the two Warwick Canals led to the building of a worsted spinning factory on the Saltisford by a group of entrepreneurs (Messrs Brookhouse, Crompton and Parkes), in 1796. Further east along the Warwick and Napton canal, at Emscote, three large mills were built in 1804, 1828 and 1837: The last of these became the gelatine manufactory of Nelson, Dale & Co., claimed at one period to be the largest gelatine works in the world. During and after WWII an appreciable number of light industries became established in Warwick (of which Potterton's, the boiler manufacturers, now Baxi, which moved to by the Portobello Warwick in 1958, is an example). Saltisford became the base of a major manufacturer of specialist trailers and sanitary vehicles, Eagle Engineering, who in 1911 took over works by the former canal basin, of an earlier firm (William Glover & Sons).

In 1831 the Warwick company had reduced its tolls to ward off the combined threats of the London and Birmingham canal and of the railway. As a canal for through traffic, the full weight of railway competition fell upon the Warwick canals. Dividends came down with a run from 15.5% in 1838 to 2% in 1845 and nothing for many years after 1851. Warwick and Birmingham Dividends went from 16½% in 1838 to 9% in 1845 to 2% in 1853 and then nothing. The company received an offer from the London and Birmingham extension and Northampton Daventry, Leamington, Warwick railway to buy the Warwick canals. The railway promoters paid £10,000 deposit, then came back to say they were unlikely to get an act authorising conversion to a railway and suggested instead buying the Warwick and Birmingham and Warwick and Napton canals for £545,000, however the terms were refused.



1831 ORDNANCE OLD SERIES

Between 1838 and 1848 the tonnage carried reduced from 320,000 to 220,000 tons and the receipts were halved. Bondholders' pressure for repayment eventually meant a receiver was appointed for both canals and the companies were reconstructed with capital much written down in value.

Small dividends resumed later, such that in 1895, both canals made a conditional agreement to amalgamate with Grand Junction but the bill was withdrawn.

In 1903, the carriers Fellows, Morton and Clayton FMC offered to lease both Warwick canals, 'with a view to providing Electric traction along the same'. Ideas such as this came forward, with the Regents canal at one stage considering building a motor road above the canal with the underside used to support cables for overhead electric traction of their craft!

Finally the three Warwick canals were sold to the Regent's Canal and on 1 January 1929 then became part of the new Grand Union.

In February, soon after coming into being, the company applied for a development loan from government to widen the locks between Braunston and Birmingham and increase the draught to 4.5 feet. The scheme was estimated at £881,000 and the enabling Grand Union Act was passed in 1931. Old narrow locks were converted to weirs and 51 broad lock's 83.5' x 15' were built alongside. Lock sills were dropped and weir raised to give a depth of 5 ½ feet over the cills. Over 26 miles of walling was also carried out. A prototype timber craft, 'the Progress' was built at Tring to carry 66 tons. It was in this that the Duke of Kent travelled down Hatton locks on his way to lunch at Warwick after having opened the top lock of the flight on 30 October 1934. The Saltisford arm. the length into Warwick beyond the junction of the two Warwick canals became disused in 1934

By July 1939 there are one hundred pairs of narrowboats and during the war both men and women crews were trained, warehousing had been improved at Brentford, Tyseley and Sampson Road and other subsidiaries acquired including a road transport firm in Brierley Hill.

In 1948 the Grand Union company was nationalised and incorporated in the British Transport Commission who then bought FMC's fleet.

Sourced from The canals of the East Midlands by Charles Hadfield. 1966. David and Charles Ltd. and the Warwick historic towns assessment.

Bridge 51

Access onto the Warwick and Napton length of the Grand Union starts at the bottom of the Hatton Flight on the north side of the waterway. The junction with what is now the Saltisford Arm was the official start and access to the towpath is at the rebuilt Birmingham Road Bridge 51.



BRIDGE 51 THE BIRMINGHAM ROAD BRIDGE CROSSING RECONSTRUCTED IN 1992 A DISCRETE ENTRY TO A DIFFERENT WORLD.

The land North of the Cemetery was contained by the A46 and in its Northernmost part it hosted the IBM business park – itself a good example of the more progressive approach to working environments that have become a key characteristic of creative industries. This should be the subject for local listing.



BUSINESS PARK SETTING WITH GOOD LANDSCAPE TREATMENT



THE 1920 AERIAL PHOTOGRAPH SHOWS THE COMMON AROUND THE FORMER GAOL

In the medium term Harris Road, Broxall Close and the former Benford's site, all North of the canal may become valuable for redevelopment and therefore the canal corridor here needs to be treated with respect, because development does not intrude. This is almost rural as the canal travels eastward between St Mary's Cemetery and the Saltisford Common towards Cape Locks.



THE VIEW FROM THE BIRMINGHAM ROAD BRIDGE WITH THE MID NINETEENTH CENTURY CEMETERY ON THE TOWPATH SIDE AND THE SALTISFORD COMMON, OPEN TO THE SOUTH

These are valuable open spaces which contribute to the setting as well as being important to the history of the town in themselves. The cemetery had a regular plan with a pair of chapels and a gatehouse, and was recommended for inclusion as a key landscape site on the Local List by Jonathan Lovie of the Garden History Society. 19th century planting of trees survives and there is an unusual drive from the east along the canal with topiary Irish yews. The trees contribute a valuable skyline to the canal corridor.



THIS TOWPATH SECTION IS NARROW AND RELIES ON THE CEMETERY ACCESS ROAD TO EASE PASSING PARTICULARLY CYCLISTS OR BUGGIES



THE BLUE BRICK OF THE CEMETERY BUILDINGS IS SIMILAR TO THAT USED ON THE WARWICK GAOL THAT USED TO BE ON CAPE ROAD.



THESE FACTORIES ON THE NORTH BANK ARE QUITE DISCRETE

The green corridor at the back of the towpath is an important landscape element that continues right through to Coventry Road. The wooded margin between Wedgnock Lane and the canal adds to this.



A WOODLAND WALK ALONG THE COMMON EDGE

Whilst the Common isn't as extensive as it was 100 years ago, this open space including the allotments contributes both to the setting of the canal and also to the quality of life for local people.



THE NEW ROAD ACROSS THE COMMON IN ITS SETTING



ON THE OFFSIDE AT WEDGENOCK PARK BRIDGE THERE ARE ALLOTMENTS ALONGSIDE THE OLD PRISON DAIRY, NOW IN RESIDENTIAL USE.



THE FORMER DAIRY'S CURRENT FENESTRATION LETS IT DOWN

There are extant remains of the former Blue brick gaol; the Dairy and the Governors house. Wedgnock Park Bridge (Bridge 50) is where Cape Road crosses the canal. Visitors mooring here are encouraged either to get supplies at the local shops, including the successful conversion of a roadhouse pub to the Cooperative store, or to walk further on to the market, shops and other attractions in the centre of town.



A STUCCO TERRACE AMONGST OTHER GEMS

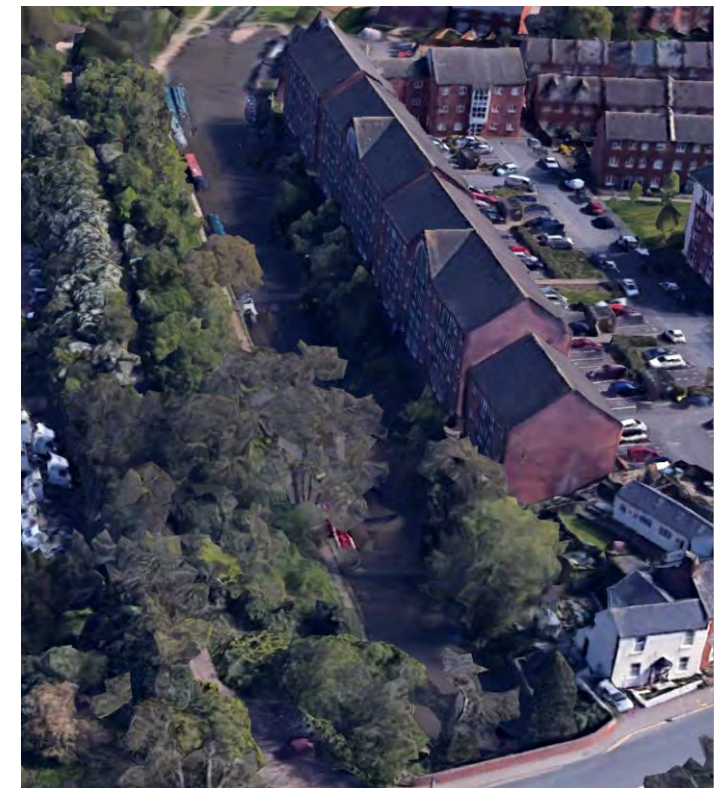
On the North side of Cape road there are a collection of interesting dwellings including a former pub.



There were brickworks on the towpath side with kilns here and also further up Cape Road where the Cooperative store is now. On the canal was Regent foundry which became part of Benford's, a local manufacturer of construction plant This has now been redeveloped as 'warehouse look' flats and named Chandley Wharf.



THE DEVELOPMENT IS TALL AND OVERBEARING AND HAS OVERSHADOWED THE CANAL CORRIDOR





CAPE OF GOOD HOPE OVER 200 YEARS OLD

Cape Locks

Cape Locks is a popular visitor attraction for people afloat and a local destination owing to the presence of the Cape of Good Hope built at the same time as the canal. Despite the limited road access the combination of open space and canal activity and a reason to visit for a meal or a drink makes this an important asset to the District.

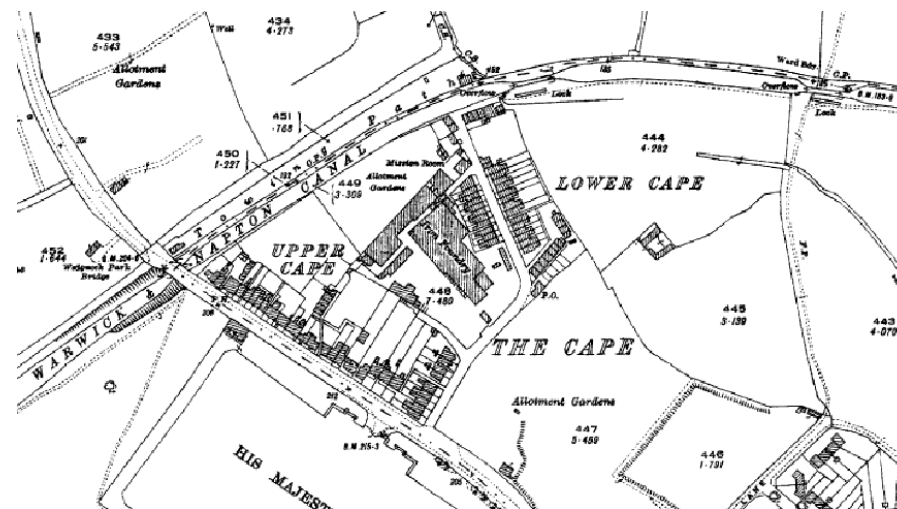


The length from the Cemetery to Cape Locks is already popular with people walking, cycling and jogging and will only become more so. Improvements to widen the

towpath and improve the surface along with better signage to highlight the canal as a linking element are some of the ways of enhancing the conservation area. This must also be done in such a way that doesn't damage the green corridor links, which make it attractive to use.



WEDGNOCK GREEN ESTATE TAKEN IN 1927 SHOWS THE CANALSIDE AT THE TOP LEFT, OPEN AND UNDEVELOPED.



The Cape- a plan also in 1927 with iron works the regent foundry and some housing, whilst the brick works north of the canal is now allotments. The common was the site of brick making for the canal works.



THE LOCK COTTAGE CONSIDER FOR LOCAL LISTING OF GROUP VALUE WITH THE LOCK AND PUB



ROUTES FROM TOWN TO THE CANAL WALKS ARE HIDDEN

Better signage at Lock Lane would help pedestrians navigate to the canal from the nearby housing and employment areas.

Local people will remember the carpet mill off Millers Road and there are a series of small and medium sized employers on the offside bank between Cape Bottom Lock and Scar Bank. A large proportion of the land between Millers Road and the canal is used for parking including staff parking for Warwick hospital.



CAR PARKING ALONG FORMER EMPLOYMENT SITES



THIS FOOTBRIDGE WAS PUT IN AS AN ALTERNATIVE TO PASSAGE OVER LOCK GATES

This is obviously an area in transition. Because this is offside land there are a range of ways in which any development can embrace the canal. Good pedestrian links across the canal into streets on north and south of the canal are important. The existing footbridges were installed to serve the substantial number of children and others in the Woodloes development without access to cars. Crossing the gates at Cape Locks was adequate when there was largely farmland to the North of the canal.



CANALSIDE MARGIN HAS RECREATIONAL AND AMENITY VALUE

The Woodloes housing estate, built in 1970's & 80's, lies to the north of the canal up to the Coventry Road. Fortunately, the canalside margin 30 – 50m wide formed part of the open space which wraps around the South and West edges of the estate, separating it from industry. The towpath therefore provides a good safe linking element to this and the other public space on the common. The absence of cars is a distinct benefit in a suburban area. If there is pressure for further housing there is a need to ensure that similar public benefits are included, and to retain the essential green character of the canal in this section. It would be very easy to forget that this is an historic asset not a natural phenomenon and as such it needs the relationship with what happens around it to be well considered.

The school playing fields add to the sense of openness and the layout of much of the waterside housing being gable-on is very permeable both visually and in terms of access.



WOODLOES FIELDS - THE CANALSIDE IN 1946



THE GREEN CORRIDOR SERVES LOCALS AND PRESERVES THE CHARACTER OF THE CANAL

Lakin Road with the former Union Workhouse and Hospital, now the site of Warwick Hospital, almost collides with the canal before swinging back to connect to Millers Road. Now that this area is more intensively developed an opportunity to connect into the towpath network of open spaces could be of considerable benefit to the health and wellbeing of those at the hospital.



POSSIBLE LINK TO HOSPITAL

On the approach to Coventry road, the offside is now the ends of gardens, with the large house closest to the bridge being more recently developed with detached properties. Much of the character of this edge is formed by the relationship between people's gardens and the water's edge.



Permitted Development Rights for Householders-Technical Guidance published by DCLG in April 2017 says that a: *"Highway"* – is a public right of way such as a public road, public footpath and bridleway. For the purposes of the Order it also includes unadopted streets or private ways. Therefore boundary treatment will also need to be properly considered



ACCESS RAMP DOWN FROM COVENTRY ROAD INTO GREEN CORRIDOR

One function of the Conservation area is to afford protection to the substantial trees which are an important part of the character.

The rising ground on the Guys Cross Park approach to the Coventry Road encloses the canal corridor.

Bridge 49 to Bridge 48 Charles Street



COVENTRY ROAD BRIDGE 49 WITH KATE BOATS HIRE BASE.

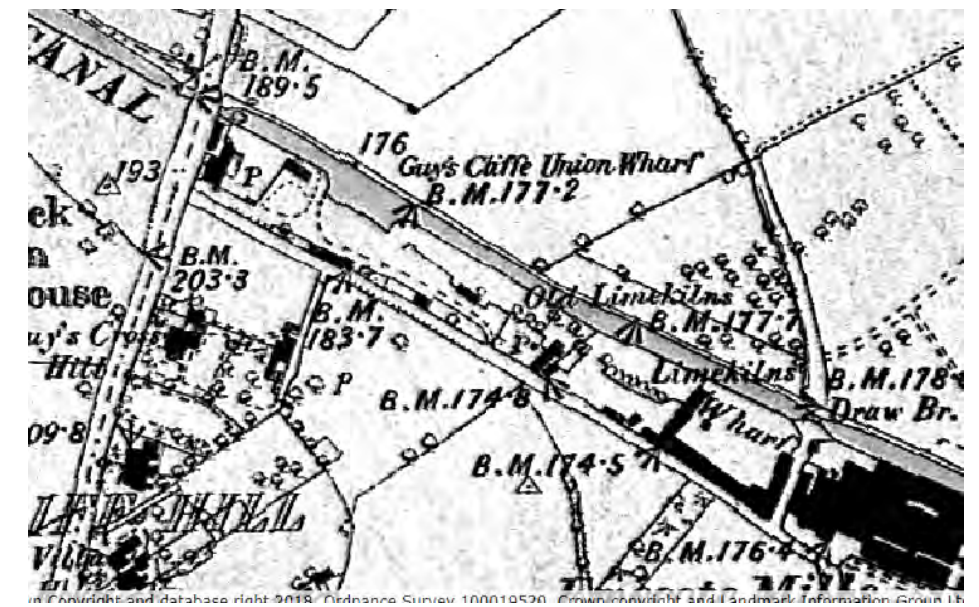
For the next 1km to Emscote Road there have been a series of wharves along the offside which connected the canal to Warwick. The canal related activity is an

important part of the character. Whilst there is thriving water-based activity, inevitably there will be pressures for change.

The New Inn is shown on Thomas Webb Edge's 1808 estate plan, probably gives its name to Brewery Wharf. On Coventry road at the junction with Nelson Lane is the listed Bridge House that predates the canal.



THE LATE EIGHTEENTH CENTURY LISTED BRIDGE HOUSE



1883-89 ORDNANCE SURVEY



DISTINCTIVE POLYCHROMATIC BRICKWORK AND METAL WINDOWS

This is a collection of red brick buildings facing the canal, screening the rather bland late 20th century buildings behind. Guys Cliffe Union wharf extended to Limekilns that which are still shown as active in 1889, but not ten years later.

The focus of views is currently moored boats along the offside edge and the buildings to the rear of this are relatively undistinguished. On the towpath side the views are generally contained by the larger factory units and a sturdy hedgerow. It is important to try and retain some water related activity in any redevelopment here, which is easier on the offside, without compromising safety and security.



COVENTRY ROAD BRIDGE AND THE BOAT HIRE WORKSHOPS



Nelson Lane is a narrow rat-run through the Cliff Hill residential area which has grown to meet it. The wharf margin which is 40m deep has been worked fairly intensively over the last century for employment purposes.

There was a drawbridge across to the fields and allotments on the northern side. One of the names for the farm lane that ran NE from Coten End was Drawbridge Lane – later Wharf Street.



The former school site has been marketed by the County Council as a potential housing location and identified as such in previous local plans. It does perhaps provide one of the best places to look for the much sought after extension of waterspace, that some sort of marina or floating village could be create. It is an opportunity especially considering the proximity to Kate Boats and Delta Marine.





Development of industry extended North of the canal, post the second world war, where a much deeper width was also developed for employment uses and home to larger footprint buildings of which one with a large chimney remain. These are relatively well screened by a well developed boundary hedgerow particularly as the land here is lower than the canal.



WCC OWN SITES IN AREA OF TRANSITION. THE CURRENT PALISADE FENCING IS NOT SOMETHING TO CONTINUE

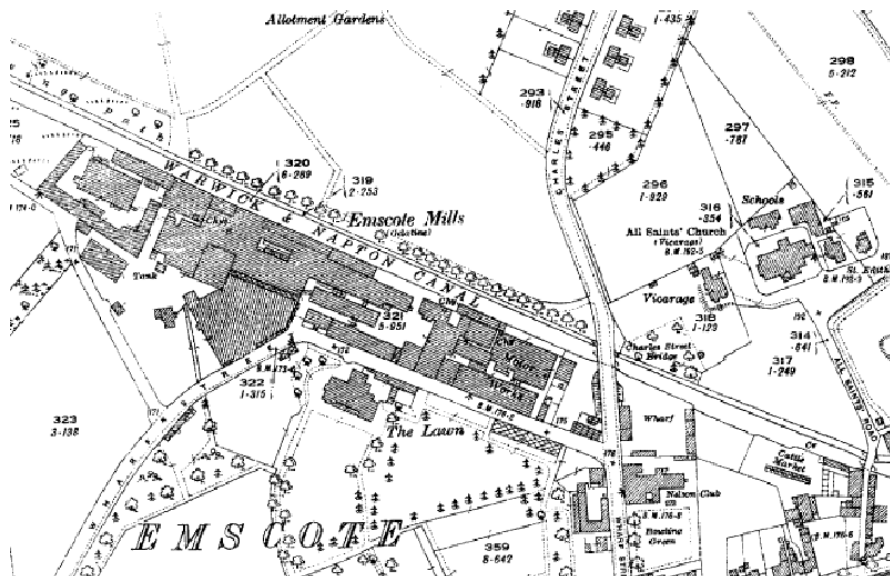


LOOKING WEST FROM THE OFFSIDE THE CHIMNEY IS A LANDMARK

All along the back of the towpath was a line of tall poplars, of which one or two remain and beyond was a patchwork of allotments.



NELSON DALE BUSINESS GREW INTO A MAJOR LOCAL EMPLOYER



To the East of the drawbridge were the mills Thomas Nelson acquired in 1842 and developed as a multi-storey complex including 4 great chimneys along the canal. The canal was used to transport the carcasses to be prepared for the manufacture of gelatine.



NOT SO ELEGANT CLUTTER ON THE WHARF

The use of former wharf as storage tends to result in an abandoned feel. Generally avoiding parking on the waterside reduces visual intrusion. Some of the mill buildings still exist and have been turned to other uses including more recently residential. At the Eastern end the mill buildings became engineering works and then were demolished following use by English Rose Kitchens. Retail sheds have replaced these.



NELSON'S EXPERIMENTAL CAST STONE IDEA AS BLOCKS USED FOR WORKFORCE DWELLINGS.



NELSON CLUB 1882



THE CANAL SIDE MARGIN IS JUST LEFT OVER LAND TO REAR OF RETAIL SHEDS

Future development needs to rise above this and perhaps recapture some of the enterprise that made this Warwick firm known worldwide. Nelsons was an extensive complex which included the extant Nelson Club, a social facility provided by the Nelsons and also the development of twenty-three key worker houses with the extension of Charles Street over the canal.

These drew on the family's other activities at Stockton, further down the canal and were built from experimental concrete blocks pressed to look like stone. At the head of Charles Street was once a water tower supplying the works and the houses, and there is a pair of substantial properties built for the Works managers. ref A Barnard 1899



CHARLES ST 1899 MODEL HOUSING FOR STAFF

WCRO



THE NELSON FAMILY HOUSE, EMSCOTE LAWNS BECAME A SCHOOL, AND IS NOW A NUMBER OF APARTMENTS. ORIGINAL BUILT IN THE 1840S 5-BAY HOUSE WITH LARGE LATER NINETEENTH CENTURY EXTENSIONS

EMSCOTE LAWNS was then developed for housing, successfully retaining the mature trees at the centre of the development and the block built entrance lodge on Emscote road and the gardeners house on Charles Street, renamed after one of the Nelsons.



MONTAGUE ROAD INDUSTRIAL UNITS. THE CANAL FRONTAGE IS LARGELY IGNORED AND THE LINE OF TALL TREES HAS GONE.

Bridge 48



CHARLES ST BRIDGE AND ARCH THROUGH TO FORMER OFFSIDE WHARF. THERE IS ALSO A RAMPED ACCESS TO THE TOWPATH ON THE WEST SIDE OF THE BRIDGE.

A footpath links Charles Street Bridge 48 with the All Saints Church and St Edith's Green.



ALL SAINTS CHURCH 1854 WAS DEMOLISHED 1968

To the east of Charles Street Bridge was All Saints Church a magnificent Victorian building, unfortunately subsequently demolished because of cracking in the tower. Alongside it were church schools and a hostel as well as the vicarage. The Curate's house and St Edith's Hostel remain.



New church & primary school rebuilt with grounds alongside the canal that adds to the green edge.



The length between Charles Street and All Saints Road Bridge is verdant with trees on both sides of the canal, so that what happens either side doesn't intrude on this attractive part of the length. Behind the Nelson Club there is a pocket of housing on what was briefly a DIY store site and before that a cattle market, with a wharf against the Charles Street Bridge which includes a second archway through to Emscote Mills.



The boundary vegetation along the vicarage and school contributes to the appearance.



ALL SAINTS ROAD BRIDGE 47

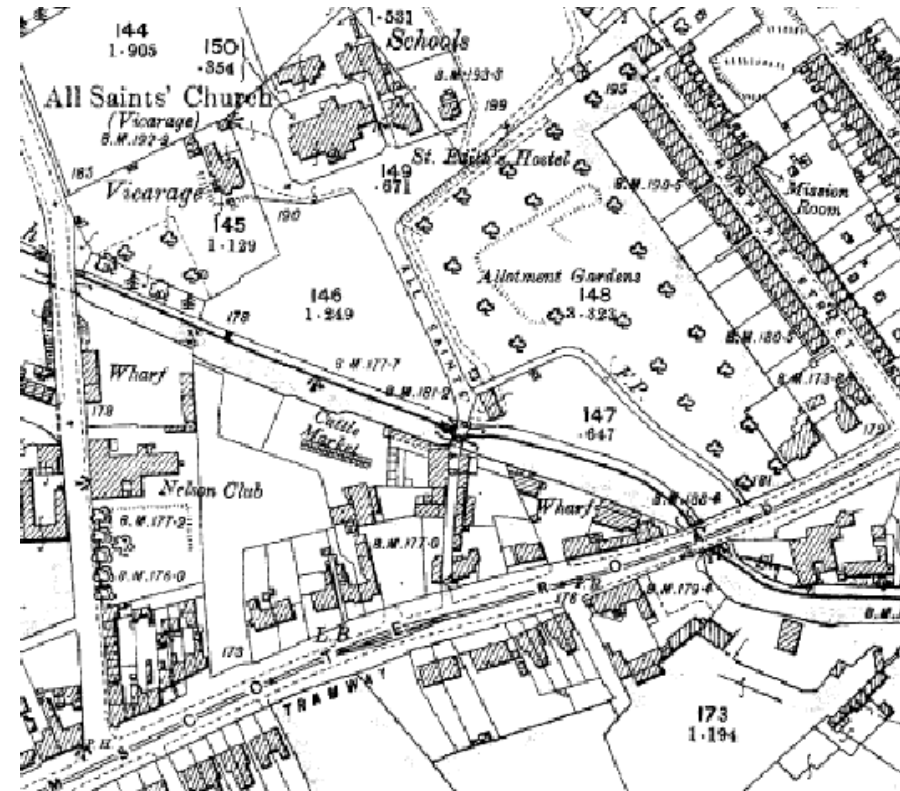
Bridge 47

All Saints Bridge 47 is a narrow hump back bridge with no access point to the canal and a muted green pipe crossing.



Cast iron Rubbing strips are fixed to the corners of the abutment to prevent towropes rubbing the brickwork. Dogsboddy cottage is the only older building remaining on this part.

Housing named after Austin Edwards a photographic manufacturer and Borough of Warwick councillor now fills the back of towpath.



1900



2018 EAST END OF LENGTH 3 EMSCOTE BRIDGE 46 HAS BEEN INCREASED TWICE TO EASE TRAFFIC

<http://maps.warwickshire.gov.uk/historical/>

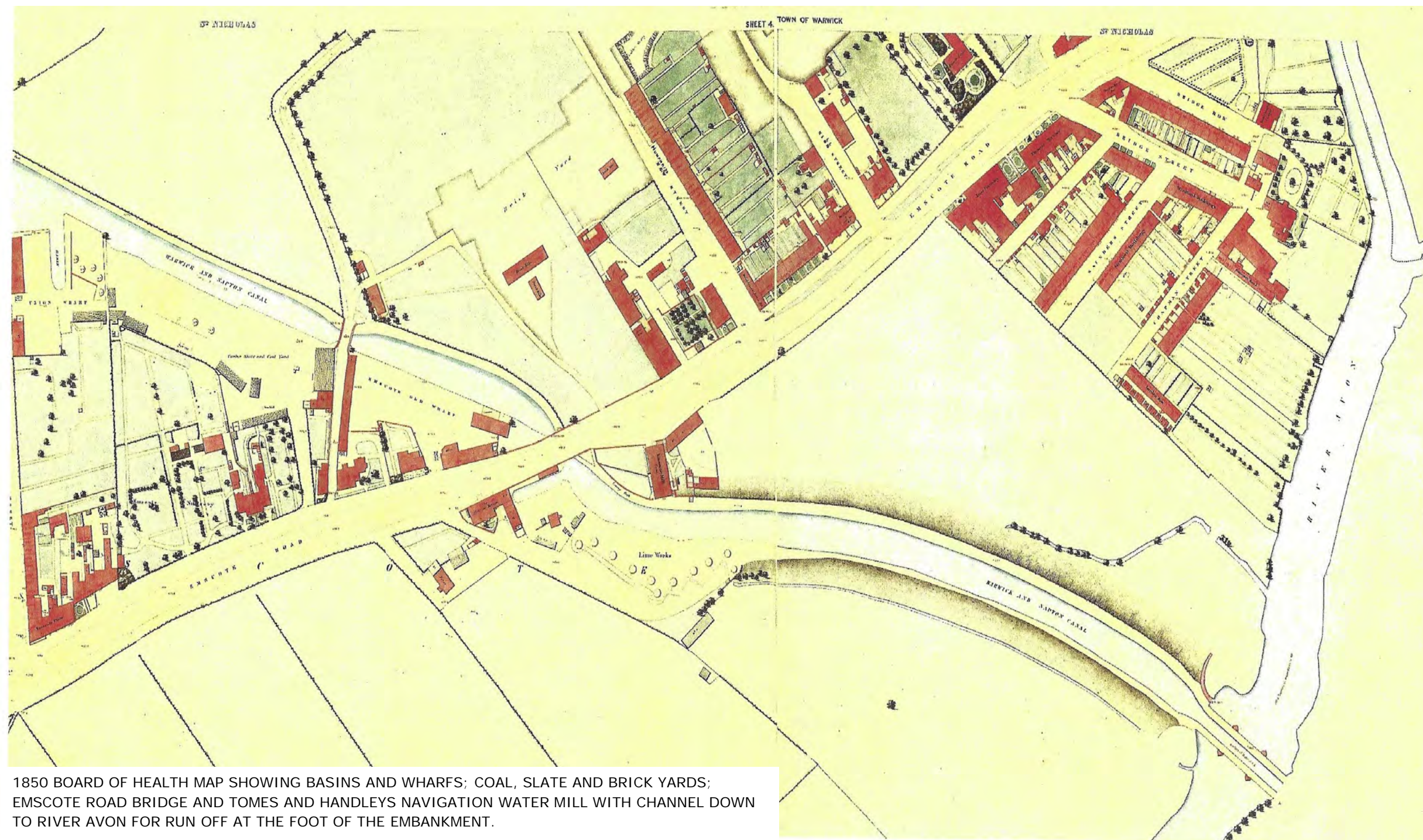
A mission house which stylistically related to St Edith's hostel was demolished when the Fleur De Lys pie factory closed. In the 1930's this land beside the towpath was allotment gardens having previously been a quarry.



Emscote Wharf with brick buildings with slate roofs around the perimeter remains in use as a car wash and car sales.



79 EMSCOTE ROAD WHICH STANDS AT THE SIDE OF BRIDGE 46 ACTS AS A BOOKMARK AND AS SUCH COULD BE LOCALLY LISTED.



1850 BOARD OF HEALTH MAP SHOWING BASINS AND WHARFS; COAL, SLATE AND BRICK YARDS; EMSCOTE ROAD BRIDGE AND TOMES AND HANDLEYS NAVIGATION WATER MILL WITH CHANNEL DOWN TO RIVER AVON FOR RUN OFF AT THE FOOT OF THE EMBANKMENT.

Of the length from Coventry Road Bridge, the Southern offside bank was very much canal related activity, with a series of wharves and waterside mills. Post the Abercrombie and Nickson assessment, 'Warwick, its have lacked any sense of place elsewhere along the canal in Leamington particularly. Re-establishing a footway near to the former drawbridge as part of the

preservation & redevelopment', this became where Warwick's urban borough sought to put new housing. The margin along the canal at the rear of the towpath was utilised for larger employment uses. Godiva pumps development framework of the canalside at this length would enable both the existing residents to the north of the canal and those living and working in any new

recently celebrated 50 years of production at this location but this the South side of Montague road is an area for which a development brief would avoid some of the more piecemeal development of individual sites that development to connect more easily to the station and town centre. A key opportunity is the former Ridgeway school WCC land abutting the Coventry Road.

Glossary of terms

Ancient or veteran tree: A tree which, because of its age, size and condition, is of exceptional biodiversity, cultural or heritage value. All ancient trees are veteran trees. Not all veteran trees are old enough to be ancient, but are old relative to other trees of the same species. Very few trees of any species reach the ancient life-stage.

Ancient woodland: An area that has been wooded continuously since at least 1600 AD. It includes ancient semi-natural woodland and plantations on ancient woodland sites (PAWS).

Archaeological interest: There will be archaeological interest in a heritage asset if it holds, or potentially holds, evidence of past human activity worthy of expert investigation at some point.

Architectural and artistic interest These are interests in the design and general aesthetics of a place. They can arise from conscious design or fortuitously from the way the heritage asset has evolved. More specifically, architectural interest is an interest in the art or science of the design, construction, craftsmanship and decoration of buildings and structures of all types. Artistic interest is an interest in other human creative skill, like sculpture.

Brownfield land: Previously developed land. This does not include land in built-up areas such as residential gardens, parks, recreation grounds and allotments; and land that was previously developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape.

Climate change adaptation: Adjustments made to natural or human systems in response to the actual or anticipated impacts of climate change, to mitigate harm or exploit beneficial opportunities.

Community Infrastructure Levy (CIL): A levy that local authorities can choose to charge on new developments in their area, according to the Community Infrastructure Levy Regulations. In areas where a community infrastructure levy is in force, land owners and developers must pay the levy to the local council. The charges are set based on the size and type of new development. The money raised from the community infrastructure levy can be used to support development by funding infrastructure that the council, local community and neighbourhoods want, like new or safer road schemes, park improvements or a new health centre.

Community Right to Build Order: An Order made by the local planning authority (under the Town and Country Planning Act 1990) that grants planning permission for a site-specific development proposal or classes of development.

Conservation The process of maintaining and managing change to a heritage asset in a way that sustains and, where appropriate, enhances its significance.

Context of a heritage asset: A term used to describe any relationship between it and other heritage assets, which are relevant to its significance, including cultural, intellectual, spatial or functional. They apply irrespective of distance, sometimes extending well beyond what might be considered an asset's setting, and can include the relationship of one heritage asset to another of the same period or function.

Design code: A set of illustrated design requirements that provide specific, detailed parameters for the physical development of a site or area. The graphic and written components of the code should build upon a design vision, such as a masterplan or other design and development framework for a site or area.

Designated heritage asset: A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation.

Development brief: A detailed planning document relating to a specific site or area that provides detailed guidance on the nature and form of the type of development that may take place there. Development briefs use the Local Plan as a first point of reference with which to build upon and create a document with a greater level of detail.

Development plan: Is defined in section 38 of the Planning and Compulsory Purchase Act 2004, and includes adopted local plans, neighbourhood plans that have been made and published spatial development strategies, together with any regional strategy policies that remain in force. Neighbourhood plans that have been approved at referendum are also part of the development plan, unless the local planning authority decides that the neighbourhood plan should not be made.

Enabling Development: Development that would be unacceptable in planning terms but for the fact that it would bring heritage benefits sufficient to justify it being carried out, and which could not otherwise be achieved.

Environmental impact assessment: A procedure to be followed for certain types of project to ensure that decisions are made in full knowledge of any likely significant effects on the environment.

Green belt: Land allocated within the Plan that is intended to prevent urban sprawl by keeping land permanently open in character and appearance. Guidance on green belt policy is contained in the National Planning Policy Framework. The Local Plan defines detailed boundaries of green belt land.

Greenfield land: Undeveloped or vacant land not included in the definition of previously developed land.

Green infrastructure: A network of multi-functional green space, urban and rural, which is capable of delivering a wide range of environmental and quality of life benefits for local communities.

Habitats site: Any site which would be included within the definition at regulation 8 of the Conservation of Habitats and Species Regulations 2017 for the purpose of those regulations, including candidate Special Areas of Conservation, Sites of Community Importance, Special Areas of Conservation, Special Protection Areas and any relevant Marine Sites.

Heritage asset: A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing). Heritage assets are the valued components of the historic environment.

Historic environment: All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora.

Historic Environment Record: HER Information services that seek to provide access to comprehensive and dynamic resources relating to the historic environment of Warwickshire for public benefit and use.

Historic landscape characterisation: A programme involving desk-based mapping and analysis of the historical and cultural origins and development of the present landscape, intended to inform understanding and management of the historic landscape resource and to establish an integrated approach to its sustainable management.*

High Speed Two (HS2): Proposed high speed rail line and associated infrastructure between London and the West Midlands (Phase One)

International, national and locally designated sites of importance for biodiversity: All international sites (Special Areas of Conservation, Special Protection Areas, and Ramsar sites), national sites (Sites of Special Scientific Interest) and locally designated sites including Local Wildlife Sites.

Irreplaceable habitat: Habitats which would be technically very difficult (or take a very significant time) to restore, recreate or replace once destroyed, taking into account their age, uniqueness, species diversity or rarity. They include ancient woodland, ancient and veteran trees, blanket bog, limestone pavement, sand dunes, salt marsh and lowland fen.

Local planning authority: The public authority whose duty it is to carry out specific planning functions for a particular area. All references to local planning authority include the district council (and county council to the extent appropriate to their responsibilities.)

Local plan: A plan for the future development of a local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. A local plan can consist of either strategic or non-strategic policies, or a combination of the two.

Local Nature Reserves : Relates to land of local significance, designated and conserved for its wildlife interest by local authorities in consultation with Natural England.

Listed buildings: Relates to buildings that are statutorily designated for their architectural or historic interest and are legally protected to ensure their retention. For all grades of listed building, unless the list entry indicates otherwise, the listing status covers the entire building, internal and external, objects fixed to it and sometimes also attached and curtilage buildings or other structures. Any works to demolish any part of a listed building or to alter or extend it in a way that affects its character as a building of special architectural or historic interest require listed building consent, irrespective of whether planning permission is also required. It is important to note that it may be a criminal offence to fail to apply for consent when it is required.

Main town centre uses: Retail development (including warehouse clubs and factory outlet centres); leisure, entertainment and more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, nightclubs, casinos, health and fitness centres, indoor bowling centres and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).

Masterplan: A masterplan is a formal planning tool designed to ensure that the development of a site is integrated and best use is made of the land. It will set out a vision for the entire site, but is not intended to dictate the detailed planning of every element. It is a flexible guideline that sets out a cohesive plan, but also allows for changes and adaptations that will inevitably occur as a site is developed.

Material planning consideration: An issue that may legitimately be taken into account when deciding a planning application or in an appeal against a planning decision.

National trails: Long distance routes for walking, cycling and horse riding.

Neighbourhood Development Order: An Order made by a local planning authority (under the Town and Country Planning Act 1990) through which parish councils and neighbourhood forums can grant planning permission for a specific development proposal or classes of development.

Neighbourhood plan: A plan prepared by a parish council or neighbourhood forum for a designated neighbourhood area. In law this is described as a neighbourhood development plan in the Planning and Compulsory Purchase Act 2004.

Non-strategic policies: Policies contained in a neighbourhood plan, or those policies in a local plan that are not strategic policies.

Older people: People over or approaching retirement age, including the active, newly-retired through to the very frail elderly; and whose housing needs can encompass accessible, adaptable general needs housing through to the full range of retirement and specialised housing for those with support or care needs.

Open space: All open space of public value, including not just land, but also areas of water (such as **rivers, canals**, lakes and reservoirs) which offer important opportunities for sport and recreation and can act as a visual amenity.

Original building: A building as it existed on 1 July 1948 or, if constructed after 1 July 1948, as it was built originally.

Outstanding universal value: Cultural and/or natural significance which is so exceptional as to transcend national boundaries and to be of common importance for present and future generations. An individual Statement of Outstanding Universal Value is agreed and adopted by the UNESCO World Heritage Committee for each World Heritage Site.

People with disabilities: People have a disability if they have a physical or mental impairment, and that impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. These persons include, but are not limited to, people with ambulatory difficulties, blindness, learning difficulties, autism and mental health needs.

Permission in principle: A form of planning consent which establishes that a site is suitable for a specified amount of housing-led development in principle. Following a grant of permission in principle, the site must receive a grant of technical details consent before development can proceed.

Planning condition: A condition imposed on a grant of planning permission (in accordance with the Town and Country Planning Act 1990) or a condition included in a Local Development Order or Neighbourhood Development Order.

Planning obligation: A legal agreement entered into under section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal.

Playing field: The whole of a site which encompasses at least one playing pitch as defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Pollution: Anything that affects the quality of land, air, water or soils, which might lead to an adverse impact on human health, the natural environment or general amenity. Pollution can arise from a range of emissions, including smoke, fumes, gases, dust, steam, odour, noise and light.

Previously developed land: Land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure. This excludes: land that is or was last occupied by agricultural or forestry buildings; land that has been developed for minerals extraction or waste disposal by landfill, where provision for restoration has been made through development management procedures; land in built-up areas such as residential gardens, parks, recreation grounds and allotments; and land that was previously developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape.

Priority habitats and species: Species and Habitats of Principal Importance included in the England Biodiversity List published by the Secretary of State under section 41 of the Natural Environment and Rural Communities Act 2006.

Registered parks and gardens: Parks and gardens that appear on the Register of Parks and Gardens of Special Historic Interest compiled by Historic England.

Renewable and low carbon energy: Includes energy for heating and cooling as well as generating electricity. Renewable energy covers those energy flows that occur naturally and repeatedly in the environment – from the wind, the fall of water, the movement of the oceans, from the sun and also from biomass and deep geothermal heat. Low carbon technologies are those that can help reduce emissions (compared to conventional use of fossil fuels).

Rural enterprise: A rural business that depends upon, or supports, the rural environment or a rural community.

Rural exception sites: Small sites used for affordable housing in perpetuity where sites would not normally be used for housing. Rural exception sites seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection. A proportion of market homes may be allowed on the site at the local planning authority's discretion, for example where essential to enable the delivery of affordable units without grant funding.

Scheduled monument: A site of archaeological or historical interest that is statutorily protected in order to ensure its preservation. The Ancient Monuments and Archaeological Areas Act 1979 imposes stringent controls on works affecting these monuments

Self-build and custom-build housing: Housing built by an individual, a group of individuals, or persons working with or for them, to be occupied by that individual. Such housing can be either market or affordable housing. A legal definition, for the purpose of applying the Self-build and Custom Housebuilding Act 2015 (as amended), is contained in section 1(A1) and (A2) of that Act.

Setting of a heritage asset: The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral.

Significance: The value of a heritage asset to this and future generations because of its heritage interest. The interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting. For World Heritage Sites, the cultural value described within each site's Statement of Outstanding Universal Value forms part of its significance.

Special Areas of Conservation: Areas defined by regulation 3 of the Conservation of Habitats and Species Regulations 2017 which have been given special protection as important conservation sites.

Special Protection Areas: Areas classified under regulation 15 of the Conservation of Habitats and Species Regulations 2017 which have been identified as being of international importance for the breeding, feeding, wintering or the migration of rare and vulnerable species of birds.

Site of Special Scientific Interest: Sites designated by Natural England under the Wildlife and Countryside Act 1981.

Statements of community involvement are produced by local authorities to explain to the public how they will be involved in the preparation of local development documents.

Stepping stones: Pockets of habitat that, while not necessarily connected, facilitate the movement of species across otherwise inhospitable landscapes.

Strategic policies: Policies and site allocations which address strategic priorities in line with the requirements of Section 19 (1B-E) of the Planning and Compulsory Purchase Act 2004.

Supplementary planning documents: Documents which add further detail to the policies in the development plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.

Sustainable transport modes: Any efficient, safe and accessible means of transport with overall low impact on the environment, including walking and cycling, low and ultra low emission vehicles, car sharing and public transport.

Town centre: Area defined on the local authority's policies map, including the primary shopping area and areas predominantly occupied by main town centre uses within or adjacent to the primary shopping area. References to town centres or centres apply to city centres, town centres, district centres and local centres but exclude small parades of shops of purely neighbourhood significance. Unless they are identified as centres in the development plan, existing out-of-centre developments, comprising or including main town centre uses, do not constitute town centres.

Transport assessment: A comprehensive and systematic process that sets out transport issues relating to a proposed development. It identifies measures required to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport, and measures that will be needed deal with the anticipated transport impacts of the development.

Travel plan: A long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed.

Wildlife corridor: Areas of habitat connecting wildlife populations.

Windfall sites: Sites not specifically identified in the development plan.

***Historic landscape characterisation (HLC)** operates at the scale of the whole landscape, and therefore wider than sites or settlements, to provide a base map for a better appreciation of the historical evolution of places and their surroundings. It provides strategic information for others to use, such as for land management purposes, guiding development and landscape change, and integrating with other aspects of landscape evolution such as nature conservation, the visual landscape and green infrastructure.

Characterisation is map-based and aims to identify landscape types as they appear today. These are based on historic processes, land use and appearance. Landscape types are built up from information at the local level on a scale appropriate to the locality. Characterisation typically derives mainly from desk-based media such as historic maps, air photos and other land-based survey data such as habitat surveys and ancient woodland inventories. Results are presented digitally using a Geographical Information System base. An outline of the concept is in Fairclough, G., 2005, Boundless horizons: Historic Landscape Characterisation, English Heritage.

Characterisation as an information provision process is usually followed by a second step offering a strategy for the conservation and management of each landscape type. This can identify the sensitivities of the landscape types to change, and therefore the opportunities for improving the distinctiveness of landscapes, the risks which change could pose, and the means of implementing change in ways which most suitably reflect an area's historic evolution. Initially a rural exercise, the technique has been

extended into urban areas where townscapes can be identified. At the town scale the HLC method merges into historic area assessment (see www.english-heritage.org.uk/historicareaassessment). The insight it gives into the strategic historic background to an area can be adapted for planning purposes. Historic landscape characterisation can be used both in the preparation of development plans and to advise on the determination of planning applications. The HER holds information on what has been done for Warwickshire. This was consulted as part of the evidence base for the Canal Conservation Area, along with the aerial views available on Google Earth Pro.

Consultation and engagement

Anyone can respond to a planning consultation. Applications for development which would affect the setting of a listed building, or affect the character or appearance of a conservation area require a site notice, newspaper advertisement and website. Designation as a Conservation Area puts an onus on prospective developers to produce a very high standard of design which respects or enhances the particular qualities of the area in question.

In addition to individuals who might be directly affected by a planning application, community groups and specific interest groups may wish to provide representations on planning applications—the formal consultation period will normally last for 21 days, and the local planning authority will identify and consult a number of different groups such as neighbouring residents and community groups as well as statutory consultees. Consultees may be able to offer particular insights or detailed information which is relevant to the consideration of the application.

A statutory or non-statutory consultee can recommend to the local planning authority that a planning application should be refused in their view. Local Authorities need to be able to justify a decision taken where it is contrary to a statutory consultee's view. A local planning authority can impose a pre-commencement planning condition required by a statutory consultee, but written agreement of the applicant is required for all pre-commencement conditions, except in some circumstances, as set out in the Town and Country Planning (Pre-commencement Conditions) Regulations 2018.

Where an application has been amended it is up to the local planning authority to decide whether further publicity and consultation is necessary. In deciding whether this is necessary the following considerations may be relevant:

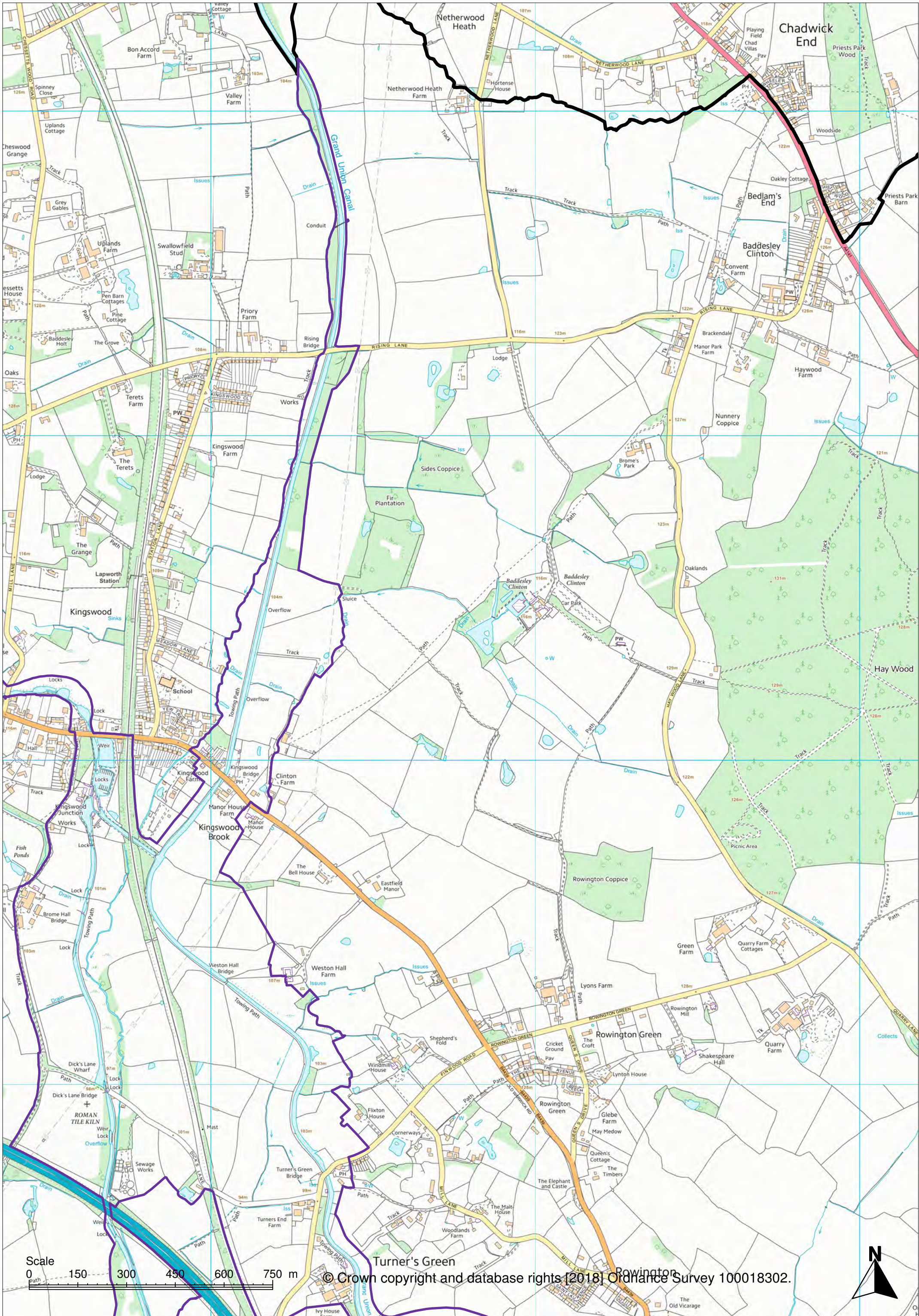
- were objections or reservations raised in the original consultation stage substantial and, in the view of the local planning authority, enough to justify further publicity?
- are the proposed changes significant?
- did earlier views cover the issues raised by the proposed changes?
- are the issues raised by the proposed changes likely to be of concern to parties not previously notified?

Where the local planning authority has decided that re-consultation is necessary, it is open to them to set the timeframe for responses, balancing the need for consultees to be given time to consider the issue that is being re-consulted upon and respond against the need for efficient decision making.

Listed Building consent applications. Advertisement by local planning authorities. Publicity by local planning authorities for applications for planning permission affecting setting of listed buildings. Publicity by local planning authorities of applications by them to the Secretary of State relating to the execution of works for the demolition, alteration or extension of listed buildings are governed by [The Planning \(Listed Buildings and Conservation Areas\) Regulations 1990](#) - Regulation 5, 5A, 13 (as amended).

The requirement for listed building consent is not the same as for planning permission. So for some proposed works both planning permission and listed building consent will be needed and sometimes only one, or neither, is required. Any works to demolish any part of a listed building or to alter or extend it in a way that affects its character as a building of special architectural or historic interest require listed building consent, irrespective of whether planning permission is also required. It is important to note that it may be a criminal offence to fail to apply for consent when it is required. For all grades of listed building, unless the list entry indicates otherwise, the listing status covers the entire building, internal and external, objects fixed to it

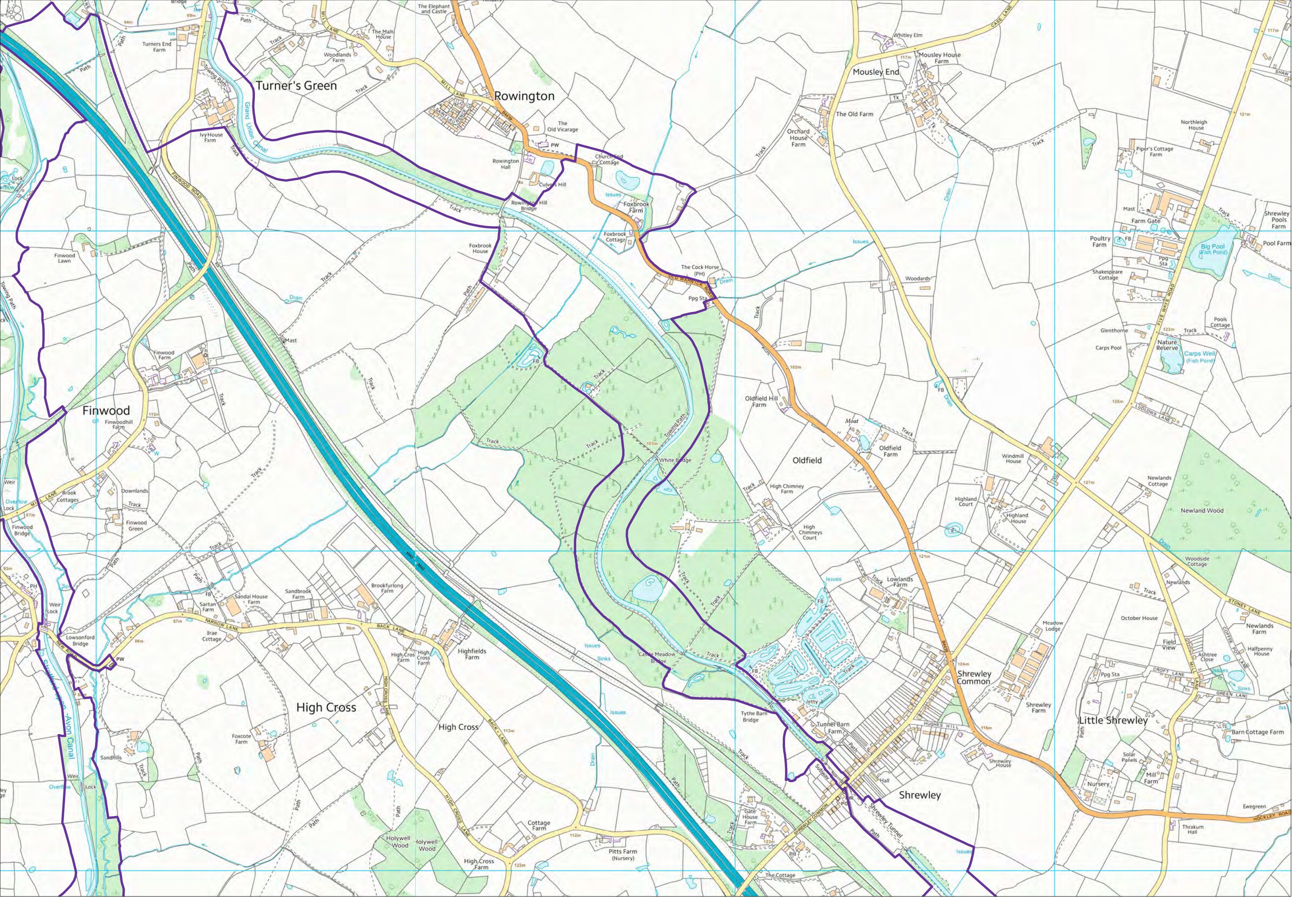
and sometimes also attached and curtilage buildings or other structures. Applications for listed building consent or for demolition of an unlisted building in a conservation area by local planning authorities, where Historic England or a national amenity society are notified and object to the proposed works, and the local authority do not propose to refuse the application are referred to the secretary of state.

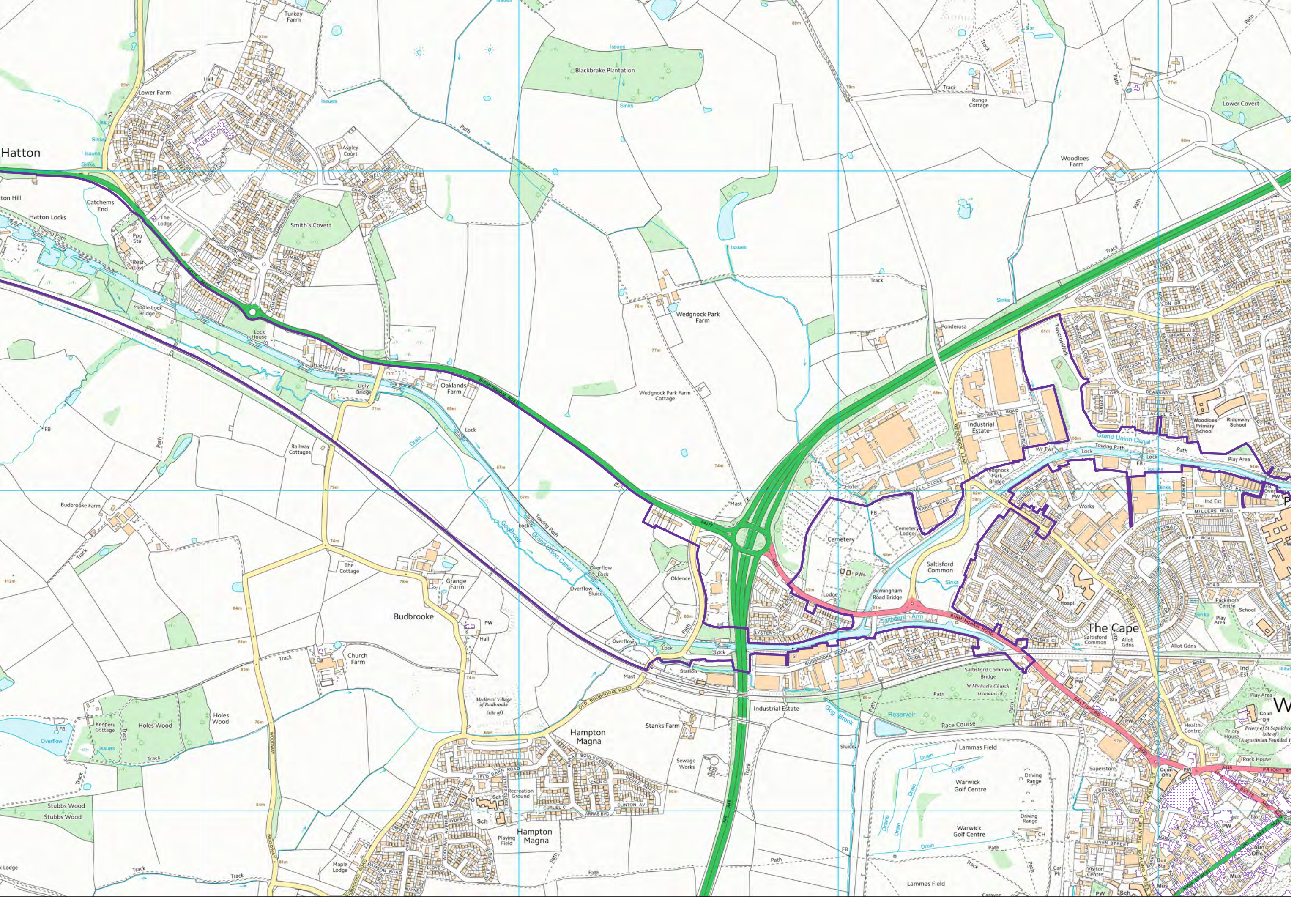


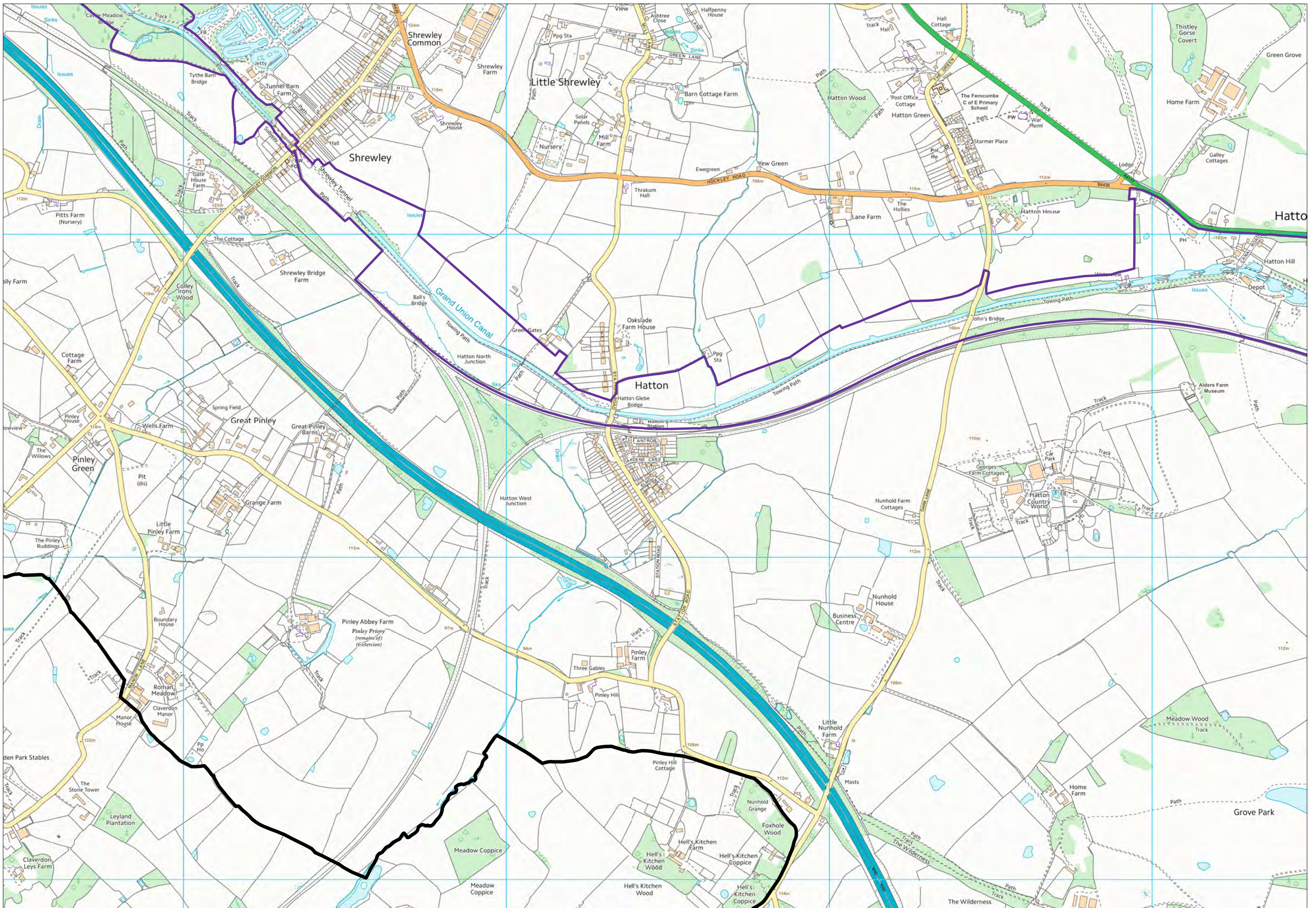
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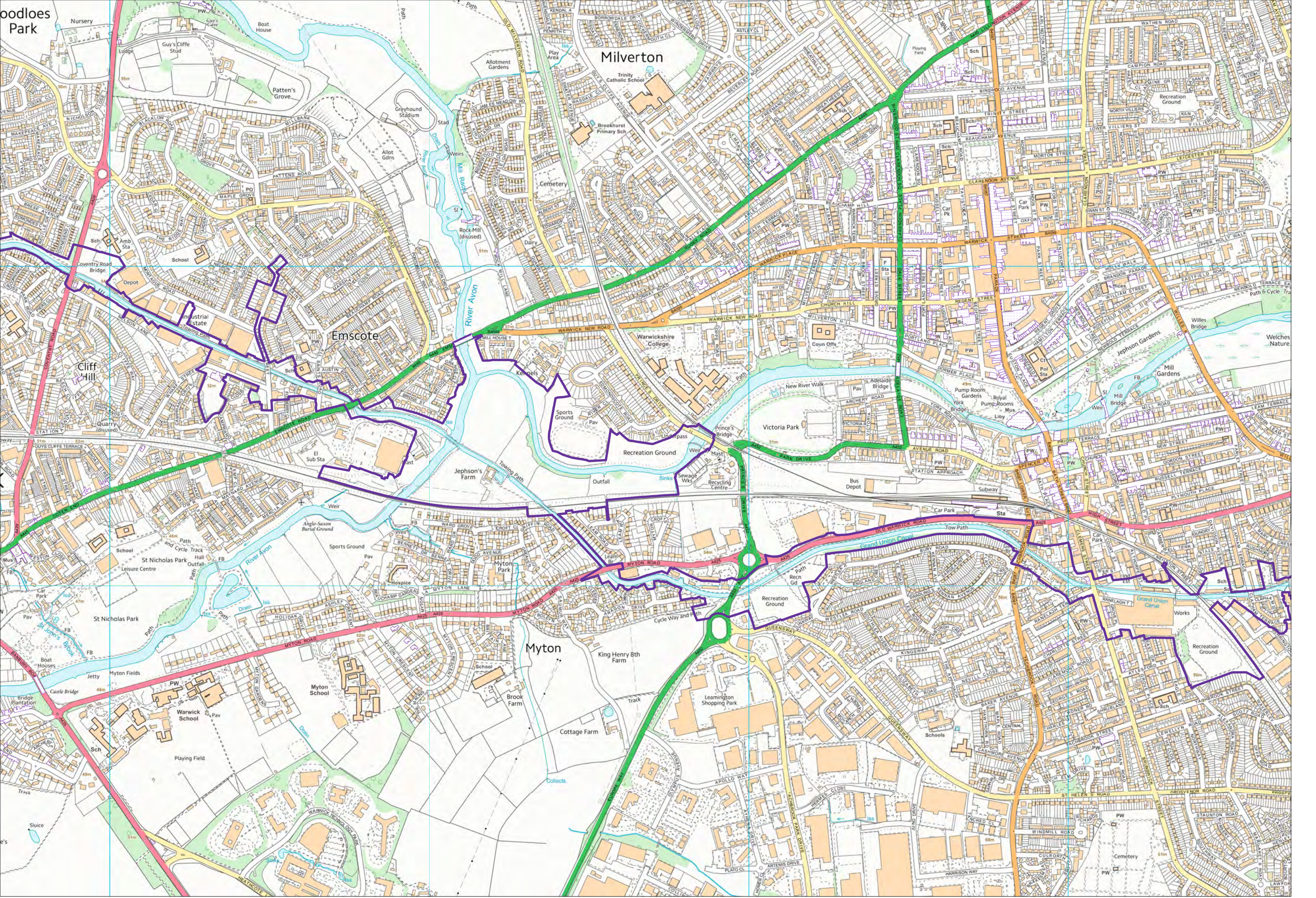
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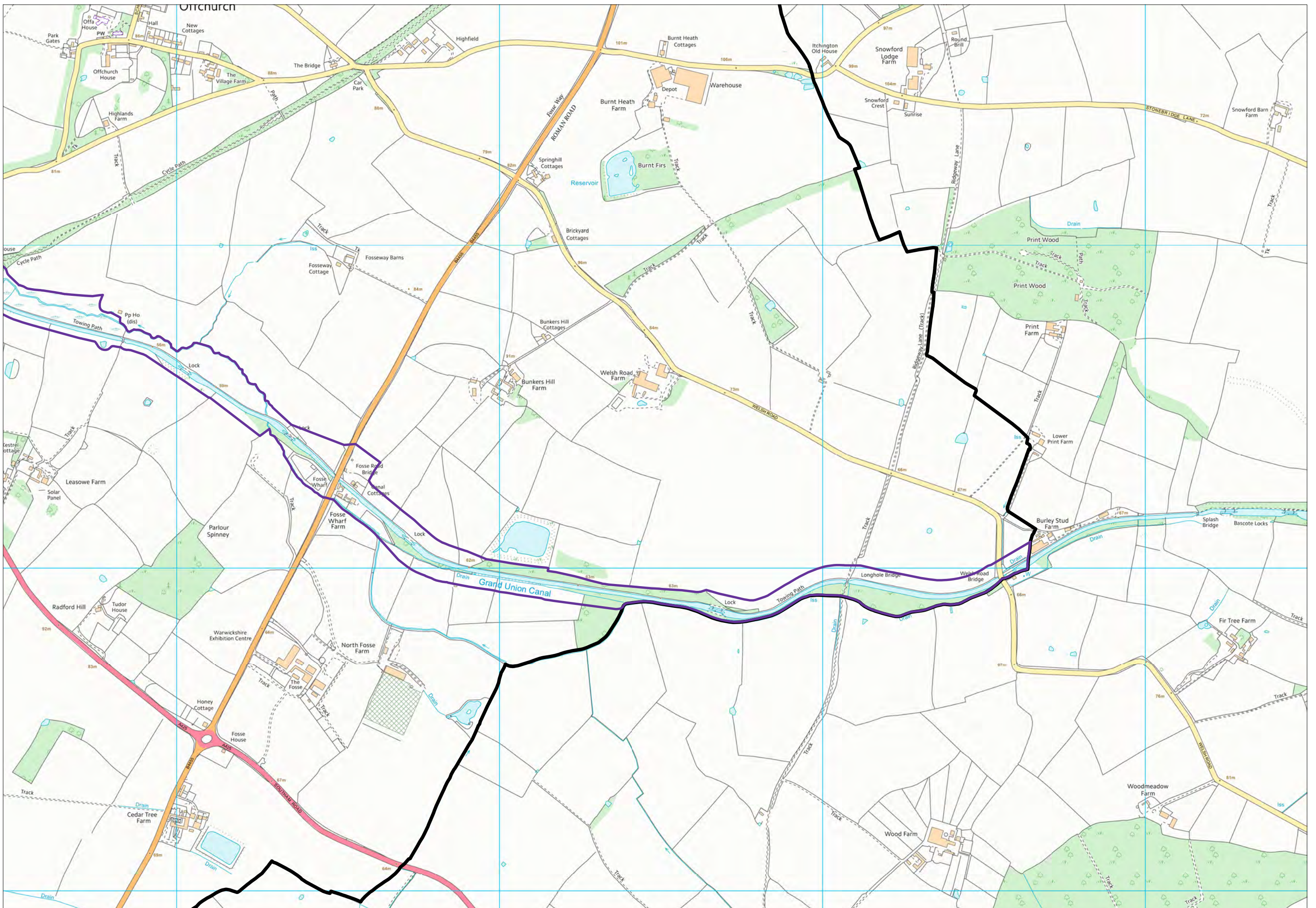


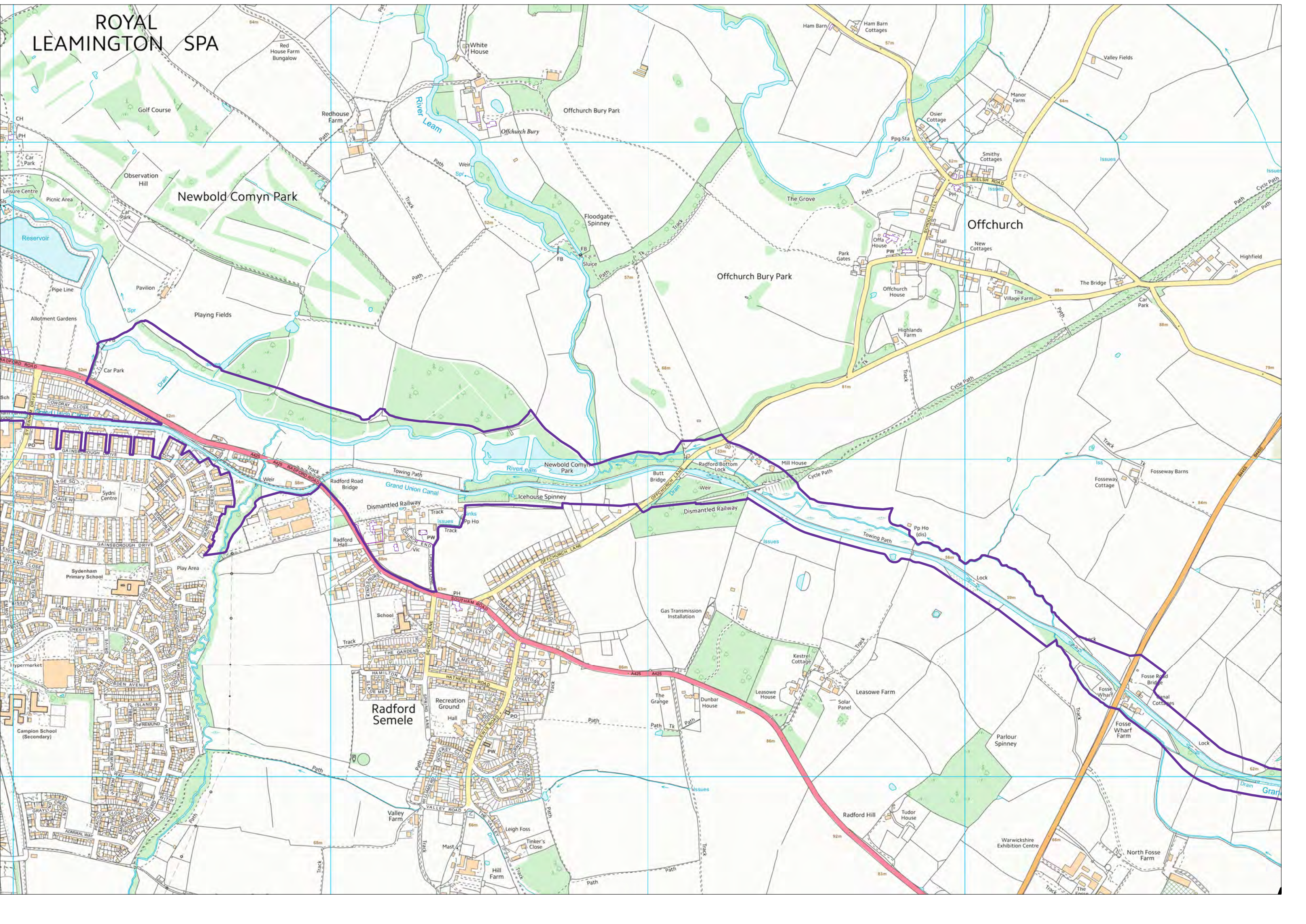










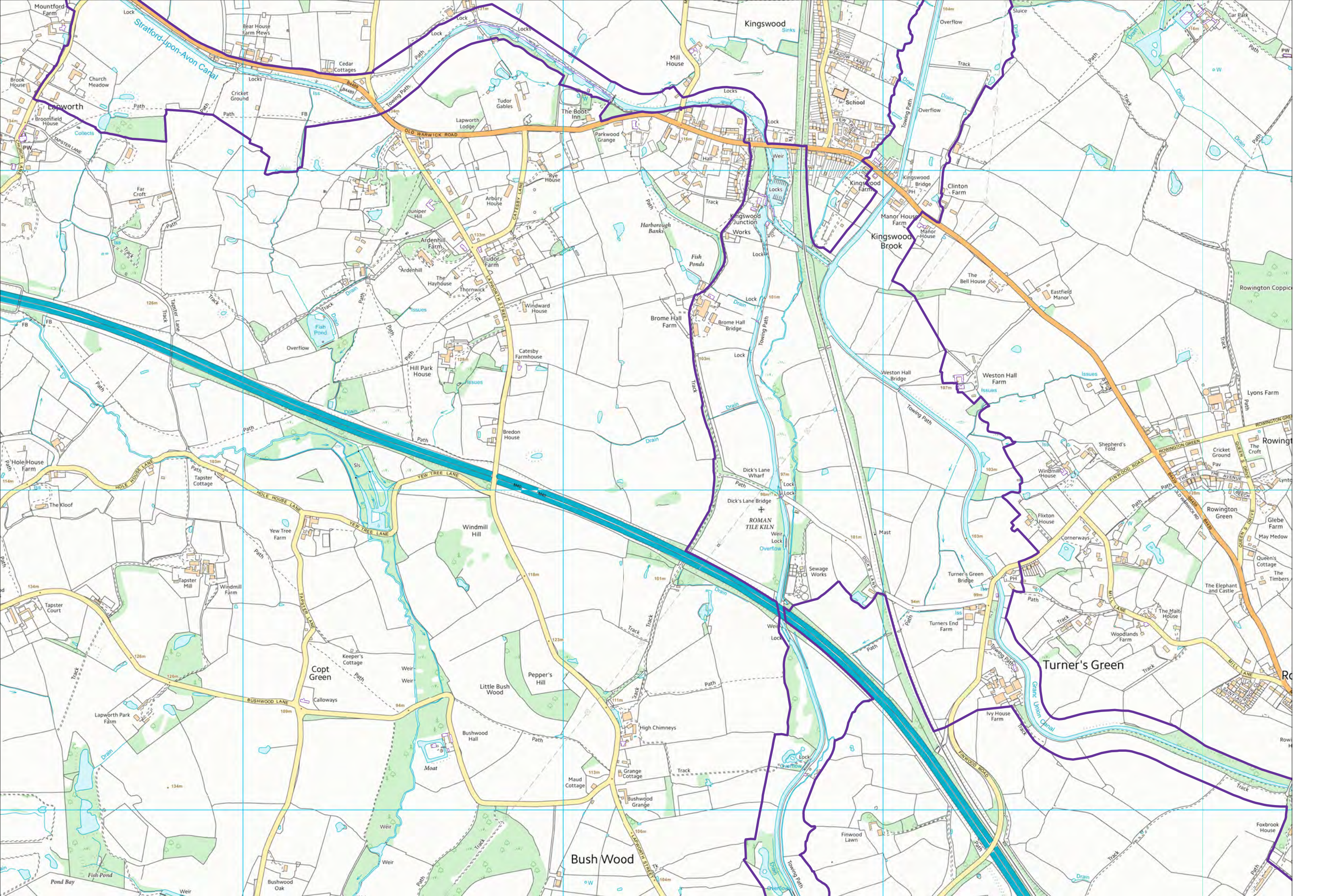


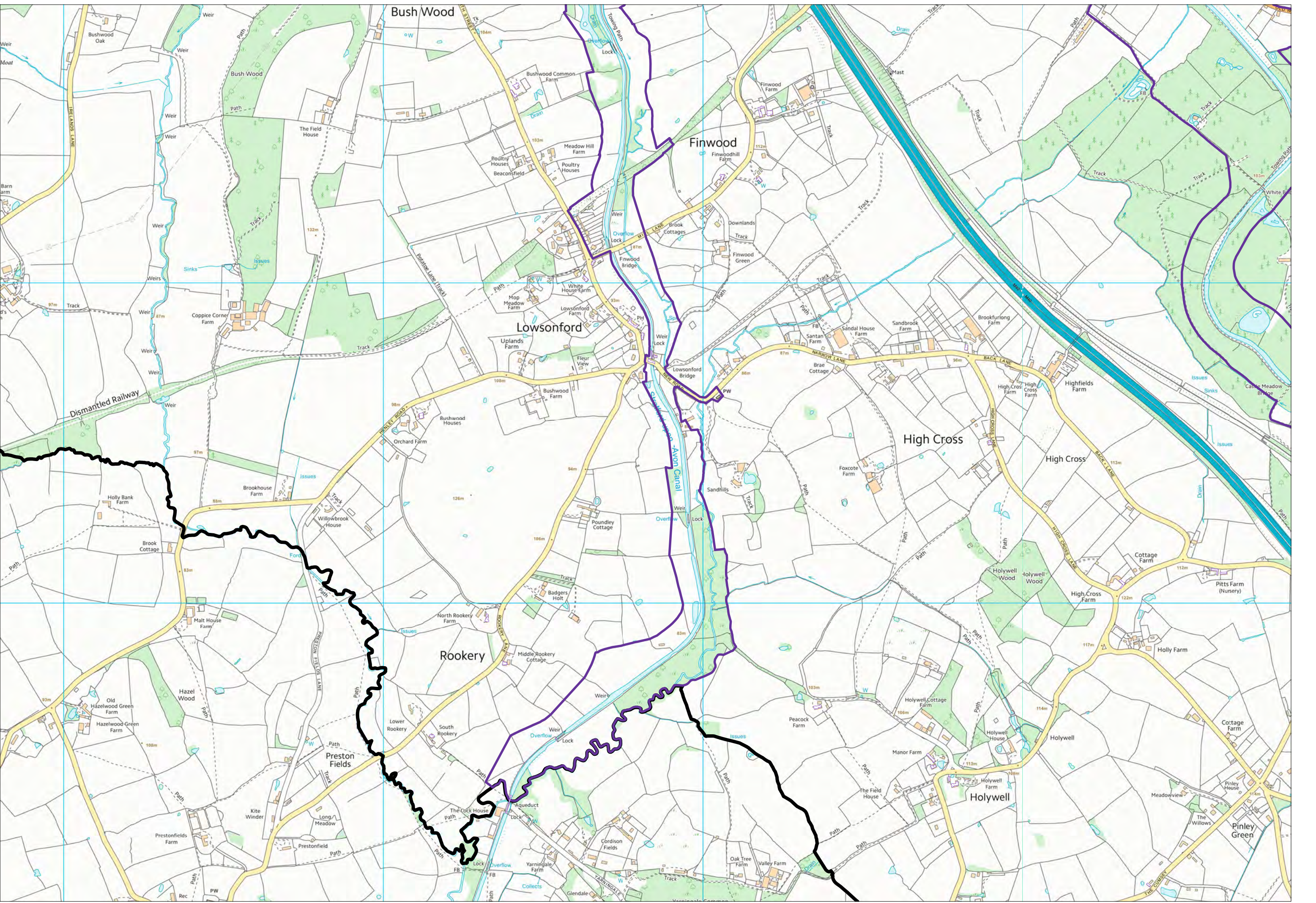
ROYAL
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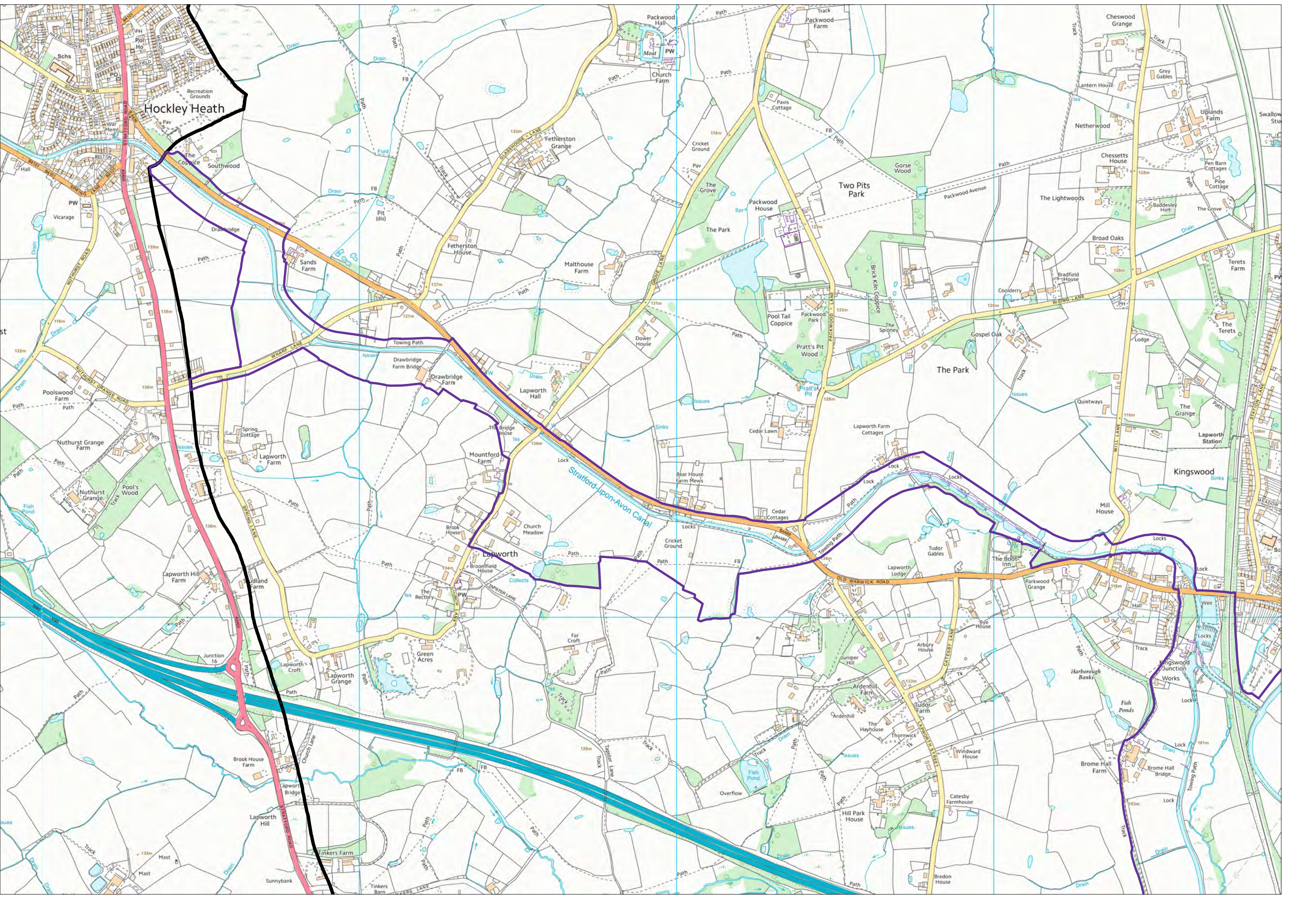
Newbold Comyn Park

Offchurch

Radford Semele







Public consultation

There is no formal procedure for adopting a Conservation Area Character Appraisal, though national guidance encourages 'rigour and openness' in the process.

The intention to designate was made explicit in the local plan. Conservation is a creative activity to find solutions that conserve historic places and use cultural values that continue to apply into the future. It was eighteenth century change that created the canals as a historic place and managing change is essential to the waterway environment preserving its character realising its full potential in the future.

The appraisal draws on fragments of history from a wide range of sources to develop a narrative description and analysis of the qualities and values of the canals in Warwick District as a historic asset. Evaluating the historic environment by understanding how the past is encapsulated in today's landscape, explaining why it has assumed its present form and distinguishing its more significant elements in a Summary of Special Interest, Including the social and cultural circumstance that brought it about and to provide an evidence base for the retention of distinctive character. Initial discussions took place with Historic England, Canal and River Trust, Historic Environment Record, CAF and local History groups and some local councillors. At the outset I spoke to the meetings of local societies and canal organisations. Informal consultation took place over two days at the Leamington Canal Festival held on 23/24 June 2018.

Public consultation was carried out over seven weeks in July, August and September 2018. The Draft Conservation Area Character Appraisal was made available using the local plan consultation system, press releases, the Council's web site, libraries and community centres. Parishes were notified and 900 leaflets distributed to households and businesses in Brunswick. The council website, newspapers and social media such as Facebook and Twitter were used as a practical way to reach large numbers of people.

All 62 consultation responses were evaluated and the document amended in light of comments received as appropriate. The main points of the consultations are below.



23rd-24th June Canal Festival - photo by Councillor Naimo- 68 responses

Engagement is complicated by the number of communities of interest that represent the wide range of people who use the canal in one form or another. The time scale and resources limit what was possible to do beyond the consultation undertaken. The press, radio were able to use the press release; local interest groups; leafleting houses; Providing information in the local libraries/ other community hubs. The council website, newspapers and social media such as Facebook and Twitter were used as a way to reach large numbers of people in a short time. It is important to use all forms of communications to ensure the widest group of people is reached. Each form of communication is not mutually exclusive.

To help communities take an active role in securing understanding of their local area, community participation is a valuable aspect of embedding heritage within place-making processes. There are toolkits devised by Historic England and others that enable communities to identify and record their neighbourhood's appearance, local character and distinctiveness. Using mapping worksheets the community participants define the character of their locality including building types, views, landmarks and recognise boundaries; and to identify the physical attributes, history and meaning; to develop an awareness of neighbourhood qualities and sense of place.

Comments	main points	WDC response
158 designation should be deferred until DPD confirms areas for regen will deliver 200+ homes		<i>separate processes but based on appraisal - explanation*</i>
159 balances re use of heritage assets with opportunities for quality contemporary architecture		<i>support welcome particularly against poor pastiche</i>
160 overall vision preferable to piecemeal change		support for careful and considered approach
161 resisting overdevelopment where impact is on heritage assets		support for constraint
162 identifies potential for public realm improvement		support for enhancement
163 recognises places matter to local communities		support for engagement
164 stewardship highest importance in securing heritage assets		support WDC to lead in tackling issues in partnership
Criteria for assessing devt in proposal is a good framework		support for analysis
165 natural and historic assets should be protected by designation		support for designation & appropriate interpretation
166 improved access and connectivity where feasible		support for length 2
167 improved access and connectivity where feasible		support for length 3
168 improved access and connectivity where feasible		support for length 4
169 designation & appropriate interpretation where feasible		support for improved signage
170 support area proposed for designation		support for length 5 to include old town
171 support area proposed for designation		support for length 6 fosse
172 designation will protect historic and natural assets		support length 7 S on A canal
173 chimes with neighbourhood plan extend to include ecological value of Radford brook		support extensive boundary incl natural and historic assets

174 thoughtful and appropriate...supports area going beyond canal towpath

175 promote devt. that includes and interacts with canal ..not set in aspic

176a focuses on development not conservation

176b development will harm calm corridor through towns

176c too little emphasis on nature conservation

176d boundaries too extensive. 15 detailed observations

176e too short a consultation, not enough key group engagement

177a needs more detailed landscape analysis incl species

177b urban boundary changes require article 4 direction

177c design guide would help

177d consider as potential wildlife site

178 enhance access to towpath

179 signposting green infrastructure advice

180 'excellent idea'

181 no need for additional planning controls

182 'large and comprehensive document'

183 extend boundary to include old town

184 a extra cost concern for lock works

supports Leamington's canal heritage raising quality

special interest and permeability supported

guidance is aimed at vulnerability to incremental change

aim not to ignore what happens around this special world

text on landscape and wildlife added

boundaries reviewed by 2 officer groups and amended

7 weeks(4 norm). devts. already underway need CCA input

some additional landscape guidance added

vulnerability to harmful change to boundaries identified

further advice with DPD

sssi potential rather than CA designation

initiative being progressed with Canal & River Trust

noted

possible use of article 4 on boundaries considered

under consideration for Leam CA review

C&RT consult + to have national agreement consent

184b international visitors interest in doc

184c enforcement will be required

185 Shrubland St and Tachrook St should be designated

186a boundary informed by holistic approach to historic importance + value

186b canal reflects surrounding -

186 c 'very comprehensive', perhaps more attention on Hatton's significance

187 supports CAF comments

188 does not mention biodiversity enhanced by the organic farm practices

189 balance respect for valued features with regenerating canal side

190 current use is negative proposal will have windows and balconies to
enhance visual security + greater use of towpath

191 Town council members support designation

192 canal a valuable asset connecting people and places..
contributes positively to health and well being

193 landlord curious re extent of CA in Old Town

194 Parish urges consideration of wheel chair access too

195 possibly require additional controls on PD rights

196 concern with intrusive decks and loss of greenery

copy to be available on line & HER

aim to guide devt. to achieve quality- enforcement back up

officers propose continuous canal corridor+ review leamCA

agreed - canal is experienced in wider context

WDC officers view setting as an adequate safeguard

additional information on Hatton added

see 176

practices in vicinity of canal margins to respect ecology

support for principle of informed design approach

objectives agreed. Shallow site has no room to address
uncomfortable boundary and loss of vegetation

comprehensive public health guidance attached
supports tenets of Canal Conservation Area

now part of Leam CA review

opportunities identified for DPD guidance

harm to character and appearance a consideration

personalisation of offside and impact on public realm
design guidance needed in DPD

197a lost footpaths - curtailed by 18th century canals

197b detailed corrections and additions to facts and boundary considerations

198 nature conservation not prominent, more extensive boundary needed

199 no specific comment

200 no comments network rail

201a CA should take in more of surrounding area

201b Leamington turns its back on the canal

202a an excellent case for CA – thorough review

202b restore wharves and basins to add variety and activity

204 leam society newsletter

205 invitation to a parish meeting

206 boundary not drawn too tightly encompasses canals zone of influence
amend existing CA townscape when canal related

234a access problem at Clapham Terrace bridge

234b Litter and dog waste concern

234c drug use not identified in canal appraisal

234d better joinery should be grant aided if required

235 team at WDC deserve congratulations

prow to be included on maps

DCLG technical guidance on private ways as highways

text on landscape and wildlife added

HS2 not bound by conservation control

some will fall into Leam CA review

better contact between canal and town is promoted

support

waterspace opportunity identified at St Mary's bridge

extract below**

done. Proposal well received

Historic England extremely supportive ,clear articulation of
special interest, include character of old town canalside

improve access and signage

joint stewardship along with adoption by volunteers

a characteristic of public space, improves with activity

designation uplifts values as quality of area rises

224 wonderful social and environmental resource

225 should represent diverse nature of its community, why leave out public housing

existing CA subject to review

226 footpaths need to be improved

included – contributions from development

227 CA should be extended

existing CA boundaries under review

229 should include Clapham terrace school + Waverley road

CT is in Leam CA

231 –

232 Council will do whatever regardless of feed back

233 cafes, pubs, eating places are all good features

greater use of canal will increase viability of these

*Representation received. ID:71 158

WDC PLANNING POLICY RESPONSE

The Local Development Scheme states "It should be noted that the council is currently seeking to designate the canal network across Warwick District as a conservation area. This work is brought forward in a separate process to, but will be aligned with, this DPD." It should, therefore, be clear that the processes are separate, that the canal conservation area designation will be brought forward separately, and that we will see a degree of harmony between the two. It can be expected that the Canalside DPD will provide details on the interrelation between designated regeneration areas and the conservation area, to allow developers to progress their designs with clear and unambiguous guidance. The purpose of the Conservation Area is not to prevent development but to ensure that where development comes forward that it respects and responds to its historic environment. This does not automatically result in additional costs or in making schemes less viable, and I am sure that we see well designed, high quality and appropriate brownfield schemes come forward once the Canalside DPD is in place.

Some reviews from the consultation responses:

Historic England is extremely supportive of the concept of canal conservation area designation as a way of recognizing the pivotal role that canals played in the evolution of the nation from an essentially rural to an industrial society. The canals within Warwick District are well worthy of such distinction and we are

pleased to note that the proposed boundary has not been drawn too tightly but encompasses features and areas falling within the canals wider zone of influence. These are often also important components and contributors to overall canalside character and the canal's special interest.

'Designated assets - historic and natural - and their settings should be protected - and where appropriate and practical, interpretation provided. Where feasible, improved access and connectivity should also be provided.'

'I think having history and information boards along the canal side would be beneficial to those using either the canal or the towpath'

'Stewardship is of the highest importance in securing the future of heritage assets. It is commendable that WDC looks to take a lead in bringing together the appropriate partnerships to tackle difficult issues. The criteria proposed for assessing development proposals offer a good framework.'

'The canal network is a valuable asset, connecting people and places throughout Warwickshire. Its use should be protected and the opportunities it provides for recreational use and active travel should be promoted. Walking and cycling are sustainable forms of travel which can contribute positively towards health and wellbeing outcomes. To encourage people to use the canal network to walk and cycle more we recommend that wayfinding and measured miles signage are installed as part of the regeneration element of this scheme. As well as connecting places the green and blue infrastructure can also be beneficial to mental health and wellbeing; studies have shown that these environments can reduce feelings of stress and increase feelings of wellbeing.'

I think that the trees and groups of trees and other near natural habitats should be preserved and maintained to the benefit of biodiversity.

'There is huge potential for improvement of public realm and for this to contribute to quality of life for residents and visitors.'

'Living next to the canal we have been able to observe thousands of people on foot, on bikes, joggers, boats families' commuters, parents using it to go to school, dog walkers and it and it is a source of enjoyment to all.'

'The Appraisal appears to be based on a comprehensive assessment of the character of the canal corridor and its surroundings and recognises that adjoining land and/or buildings which have a historic link to, or association with, the canal or which otherwise significantly contribute to its character and setting can form important elements of the wider context in which the canal is seen and experienced. The recommended boundary appears to generally have been informed by such a holistic approach to identifying the historic importance and value of the canal.'

Generally respondents are supportive. There is a great interest in wildlife and nature conservation qualities of the canals as well as heritage. This arose too in the informal dialogues and forms filled in at the **June Canal Festival**. 68 scripts were collected over two days, with people expressing the values

the canals held for them, and many more conversations not recorded. The local History group, local historians, WCC HER and Leamington librarian have all given advice and information.

****From Leamington society newsletter**

Grand Union Canal Conservation Area

Warwick's canals date from 1800 and were a key element in the industrial revolution. The enterprise to build them, led by Warwick people, is an example of how ideas can transform places.

There is currently a major public consultation (see below) on the proposed designation of the Grand Union Canal as a Conservation Area (stretching 24 miles within WDC and 2 miles within Leamington Spa). It is hoped that community knowledge and values will inform professional judgment and be the best way to generate support for this plan, which should also encourage local people to explore this historic asset on their doorstep. The canal links Leamington and Warwick and the countryside beyond and provides open access to a landscape of character for the many residents who do not have their own garden, who want to walk, jog or cycle along the Canal in Warwick District.

Designation of the Canal as a Conservation Area should ensure that its structures be sympathetically altered and restored; access and interpretation be improved and the opportunities for new development be enhanced. Historic England and London School of Economics research confirms that properties in conservation areas have greater value and designation can bring about environmental, economic and social benefits

The Canal Conservation Area seeks to promote intelligent and inspired design, which is responsive to local distinctiveness and respects history and context. The conservation area appraisal and planning and design guidance will avoid piecemeal change being allowed to incrementally devalue the significance of the waterway heritage. Guidance will inform a creative dialogue on investment that will explore the potential of the waterway environment to enhance quality of life for residents, visitors and businesses.

Your individual contributions are welcome, please contact our temporary Conservation Officer roger.beckett@warwickdc.gov.uk

A Public Consultation is in progress until September 24 via the WDC website: go to <https://www.warwickdc.gov.uk/> and click on the picture of the canal. There will also be a public meeting in the Town Hall on September 20th at 19:00.

Roger Beckett and Marianne Pitts

Local views sought on creation of Canal Conservation Area

Warwick District Council has proposed a new Canal Conservation Area across the district and is seeking the views of local people.

The move follows a recent assessment of the canal and its setting, by the Council's Conservation Team to identify and explain what makes it special and its historic significance to our district.

The Grand Union Canal and Stratford-upon-Avon Canal together serve as a major heritage asset dating from the late eighteenth century linking historic towns with the countryside and strengthening Warwick District's character, economy, and tourism offer.

The waterways also provide a recreational facility for local residents, who can walk, jog or cycle along the 40 km of canal in the district.

Designation of the Canal Conservation Area will promote access to the canals, improve interpretation of our industrial heritage, and crucially, it will promote informed, intelligent high-quality design, responsive to local distinctiveness that recognises what local people value.

Warwick district's Local Plan identifies that waterways can be used as tools for place making and can contribute to the creation of sustainable communities. Historic England and London School of Economics research confirms that properties in conservation areas have greater value and designation can bring about economic, environmental and social benefits.

Warwick District Council's Portfolio Holder for Development Services Alan Rhead commented; "The proposed Canal Conservation Area will assist heritage-led regeneration, including the Creative Quarter in Leamington's Old Town, as well as supporting greater access to waterside leisure and recreation. This is a great opportunity to revitalise the canal corridor which in turn will attract more tourism and benefit the local economy."

A public consultation exercise is now open and the draft Canal Conservation Area appraisal document can be viewed on the [Council's website](#). People wishing to contribute local knowledge and values should make their submissions using the links on the [Council website](#) by 24 September 2018.

The project is being delivered for the Council by Roger Beckett, a local Architect/Planner with over forty years' experience of waterside planning, design and conservation and he is seeking feedback from the public on the proposals. He can be contacted at the Council on the following email address: roger.beckett@warwickdc.gov.uk

LENGTH 2: HATTON

Grand Union Canal 1929; (Warwick and Birmingham Canal 1793)

Shrewley Tunnel to Saltisford Arm; 21 Broad Locks, 8 km, 5 miles

SUMMARY

Shrewley to Warwick is a largely rural length. This stretch of canal contains the listed southern portal of the Tunnel and runs alongside the Great Western railway which shares this route to Birmingham from Oxford, as does the nearby M40 motorway. For the canal to descent the 146 feet to Warwick requires one of the nation’s most impressive flights of 21 locks that steps majestically down to the Avon valley. Originally narrow locks, they had broad locks built alongside them to stimulate the economy and improve infrastructure efficiency in the 1930’s. The navigation originally went right into Warwick past the Leper Hospital serving wharves, the gasworks and a substantial factory.

Boats emerge from the tunnel and connect with the horse path. The towpath continues on the south side and one is aware of the railway and motorway nearby. The ground rises north to Little Shrewley and the listed Shrewley House and barn.

Linear moorings on the offside stretch to Bridge 56, where Hatton station provides a good connection, lying immediately next to the towing path. Both the canal and railway take a route through the valley, avoiding higher ground and the land immediately alongside the canal is wet. Views extend north east to the Hockley road, until the canal approaches Dark Lane (bridge 55) where it enters a deep cutting extending to the top of the flight.

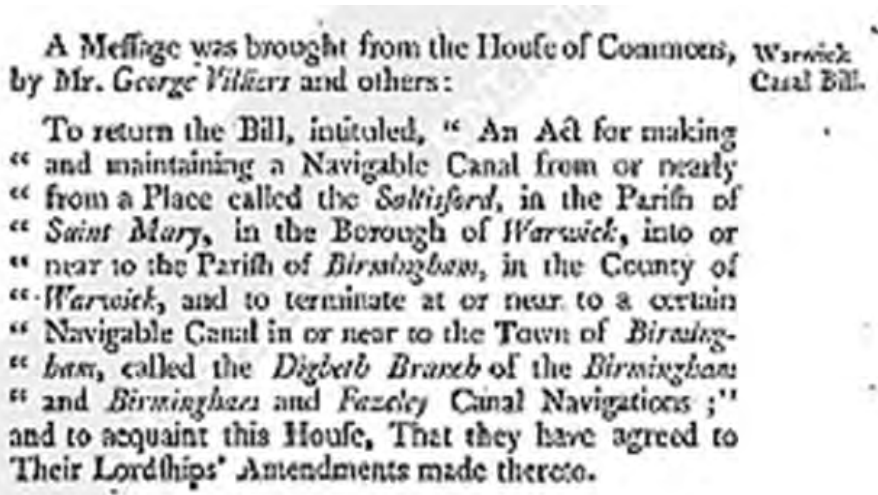
The towpath crosses from South to North at Bridge 54 at what was Hatton maintenance yard, now offices for the Canal and River Trust. The tight grouping of this part of the flight makes use of side ponds to avoid shortage of water. A wooded backdrop screens the nearby elevated railway from view.

The canal used to serve the County’s asylum to the North east (now a residential estate). Hatton parkway Station is a new feature in the landscape and the parking areas signal the start of the urban area beyond the A46.

Saltisford Arm, restored in the late 1970’s as far as the railway crossing, is predominantly home to residential moorings, together with a visitor centre and pocket park.

The southern boundary of the Conservation Area follows the railway as, particularly where the railway is on embankment, this forms the visual edge. To the north the corridor extends to the adjacent field boundaries or planted edge.

Apart from the Hatton Park estate, (where the boundary extends to the Birmingham Road) the area lies within the Green belt as far as the A46. Properties with land extending to the canal are picked up within the boundary. After the A46, the Conservation Area boundary includes the vegetation on both sides of the canal but does not impact further on the properties in Eastley Crescent or Wilmhurst Road.



TAKEN FROM HOUSE OF LORDS JOURNAL MARCH 1793



THE SOUTHERN PORTAL OF SHREWLEY TUNNEL

Shrewley Tunnel was opened in 1799. Having travelled through its own towpath tunnel for 40 yds to the main road, the descent back to the canal is through open fields. The horse would have taken this route, whilst a boat would have been hand-propelled through the tunnel, emerging to reconnect at the southern portal.

The Horse ramp runs steeply down to the towpath through fields, with views toward Little Shrewley. The only intrusion on this tranquil waterway is the noise of rail and motorway; the other transport infrastructure that has followed a similar route from Birmingham.

The land that separates Shrewley from Little Shrewley and Hatton forms a rural backdrop to these settlements. There are two listed buildings - former farmhouses that have been absorbed within more recent residential development.

Part of the rural setting is the occasional bridge crossing the canal. Balls Bridge (Bridge 58) served Great Pinley to the south, original Cistercian Priory lands. The railway is 120 metres away and the M40 300m further, all following the canal alignment



BALLS BRIDGE - BRIDGE 58

A footpath link to Great Pinley crossed the canal at a high level, at the footbridge (Bridge 57) over linear moorings.



LINEAR MOORINGS ON THE APPROACH TO HATTON STATION

GWR opened the Stratford on Avon and Hatton Branch in 1860, feeding into Hatton Station which had been opened in 1852.

The settlement of Hatton Station is within a rural setting where development is contained around the station and canal area and forms a strong ribbon pattern along Station Road. Within the wider area there are individual farmhouses and barns (listed buildings) that have been incorporated within residential and commercial development and which provide visual references to the former small scale pastoral landscape synonymous with Ancient Arden. The skyline is generally well vegetated, formed by hedgerows and mature trees within, or immediately adjacent to, the canal.

There has been some tree planting adjacent to the canal. The length is tranquil due to its quietness and lack of urban views, apart from around Hatton Station. The area immediately around Station Road, north of the canal consists of a small to medium scale field pattern more akin to the Ancient Arden Landscape.



The Station House is a two storey listed former canalside pub in brick with a plain tile roof. Station lane is carried across the canal by Bridge 56, a 1930's concrete construction.



East of Hatton Station is essentially rural with low lying land and open fields to the North of the canal, whilst the railway follows closely on the South. As you approach Dark Lane and Bridge 55, the canal makes a cutting that is wooded, with moorings on the off side where there was a wharf. There is a stepped access that climbs 5 metres from the towpath, making the crown of the bridge a good view point, albeit traffic to Hatton Country World makes taking in the view sometimes perilous.



BRIDGE 55

The domestic paraphernalia of moorings is often more prominent because of the lack of space within the boat for storage. How this is provided for can determine whether the impact of moorings is harmful.



Looking east the top lock; lock 46, is visible at the end of a broad, well wooded cutting that makes it a good place to rest before or after navigating Hatton Flight.



The wooded cutting also conceals the canal from Hatton House, a large early nineteenth century house in red brick with flared headers and stone dressings. Materials

such as the slate for the hipped roof were probably brought by canal that opened in 1800.

The Hatton estate in Warwickshire was apparently purchased by Peter Arkwright (1784-1866) the grandson of Sir Richard Arkwright (1732-92), famous for his development of the factory system of mass production was as significant as the technical developments his cotton mill in Cromford. The estate was bought by Peter Arkwright in 1830 for his second son, Edward (1808-50), and a new country house was probably built there in a designed landscape after his marriage in 1845.



HATTON HOUSE

When Edward died young in 1850, Hatton became the home of his youngest surviving brother, John Thomas Arkwright (1823-1906); who left the estate to his son, John Peter Arkwright (1864-1931), whose heir, John Brassey Arkwright (1912-41) was killed in action in the Second World War. The estate was taken on by his younger brother, Percy Frederic Arkwright (1915-89), and was handed over to his son, Andrew John Arkwright (b. 1953) in 1982. Mr. Arkwright and his wife have developed the redundant farm buildings on the estate in a number of business ventures, including a craft centre and a farm park that are now a popular visitor attraction.



The lock cottage at the top of Hatton flight is little changed



TOP LOCK HATTON 1900'S STILL NARROW LOCKS SOURCE WCRO

Hatton Yard

Stables at the top of the flight are now a very popular café, used by cyclists and walkers. Car parks slightly lower down the flight enables people to arrive by car to explore the impressive Hatton Flight.



The maintenance yard for the Grand Union Canal was at Hatton. The present buildings were erected in the last decade of the 19th Century, whilst the white house opposite pre-dates them. There is a private dock above the turnover bridge, (Bridge 54), itself another 1930's concrete construction. What were canal company tied canal houses, now in various ownerships, lead out to the main road. A footpath across the fields reached the public house known as the Hatton Arms, previously the Waterman. The former maintenance yard is now offices and meeting rooms for the Canal & River Trust.



The small water area opposite the yard has had sculpture placed in it and a car park for visitors to the historic lock flight has been created.

The development of a public art trail on the Coventry Canal by Groundwork Coventry won an RTPi award. As an initiative for the waterways through Warwick District, this would sit well with the recognition of the Conservation Area public realm.

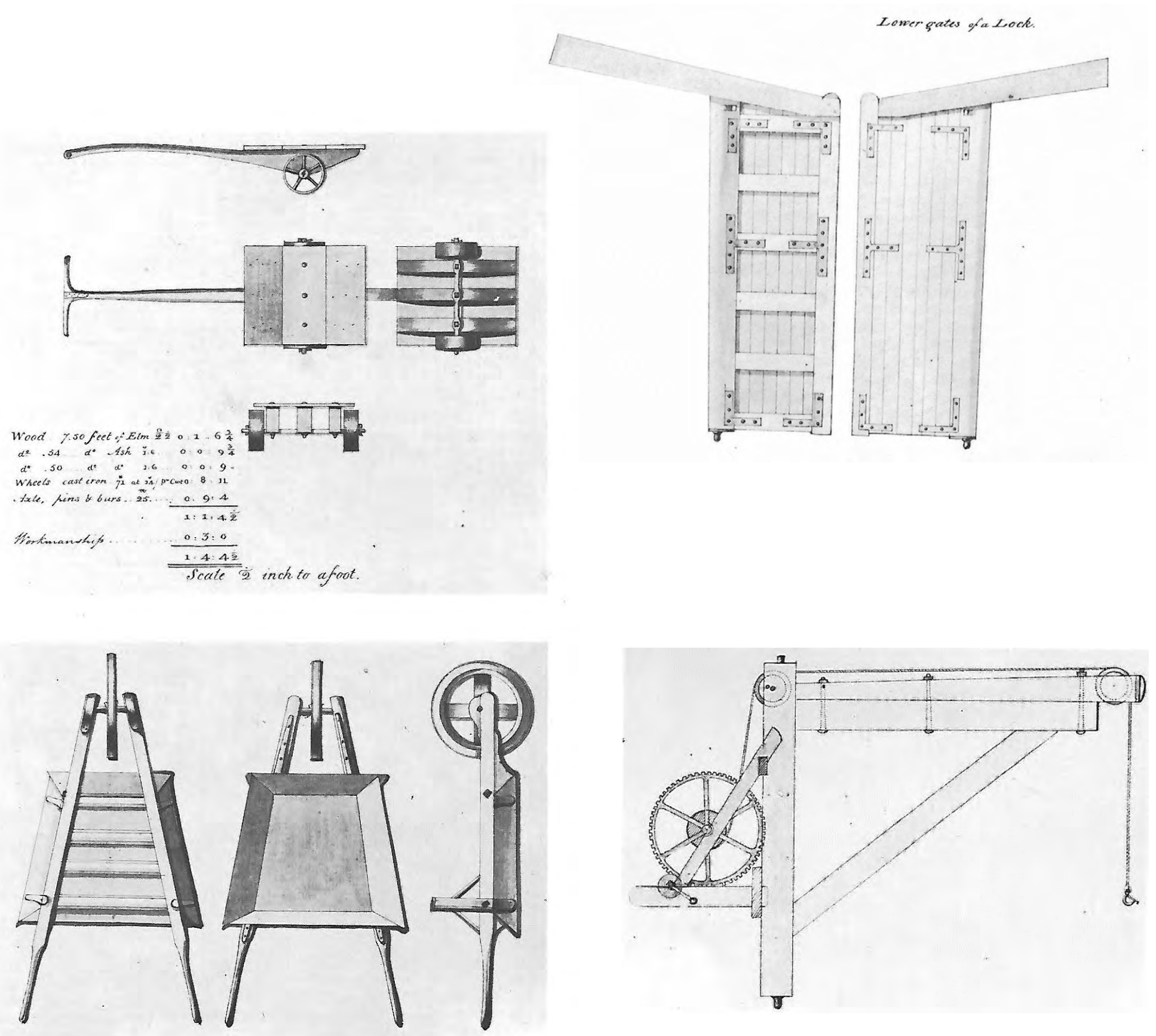


Hatton Flight

Hatton lock flight has 21 locks, numbered 26 to 46, over the next 2 miles.

It is important to recognise that this is an engineered landscape, no matter how natural these side ponds to the lock channels appear. Navigable rivers and canals rarely did such violence to the landscape that later rail and motorways did. Works like Hatton marching down the hillside were sometimes as spectacular, given the spade and barrow technology available when they were first constructed.

The lock flight engineer was Philip Henry Witton (1762-1838) who was employed by the Warwick and Birmingham Canal Company in 1793 as their Clerk/Accountant. In 1795, his collection of drawings of "Utensils in Canal Work" survives and gives a fascinating insight into some of the fine detail of how the canal was built. In 1798 Witton took over the role of engineer and oversaw the completion of works up to the opening of the canal.



1930's widening

Work commenced in April 1932, part of an ambitious scheme of development of over £1,500,000, half of which was spent on new locks on the Warwick section of the canal to allow craft of 12'6" beam to complete the journey to Birmingham from London. 51 new locks were constructed in most cases alongside existing narrow locks without interruption to the traffic of the canal. About 1000 men who had been previously unemployed were engaged on the work to one of the chief commercial waterways in Great Britain

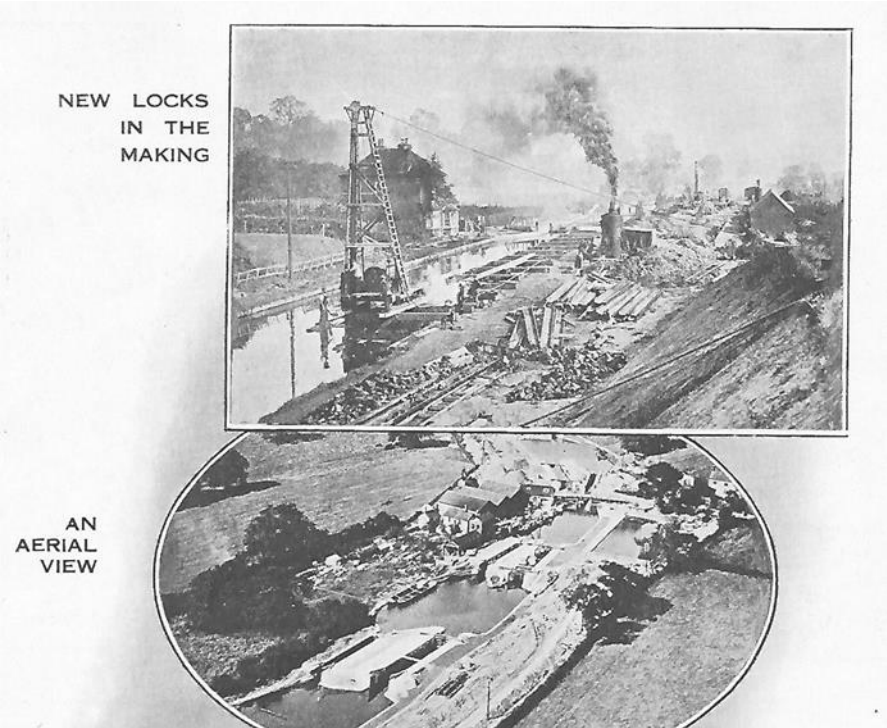


IMAGE FROM ARTERIES OF COMMERCE; GRAND UNION CANAL

To allow higher speed between the locks concrete walls were constructed with over 500 concrete piles a week being manufactured at Warwick. Copings are generally 16 inches wide and 12 inches deep. A number of new road bridges and accommodation bridges are also in concrete construction, Ugly Bridge being one of these with a span of 52 feet. Often assumed to refer to the reinforced concrete construction, Ugly Bridge was actually known as this before the new bridge was constructed.



NEW LOCKGATE BEING FITTED IN BROAD LOCK 1958



The parapets were cast in situ to a pattern that was used on the Hatton Hill Middle Lock and Ugly bridge. Welsh Road Bridge at the eastern edge of the district has a 6metre wide bridge of the same pattern with a span of 15.24 metres.

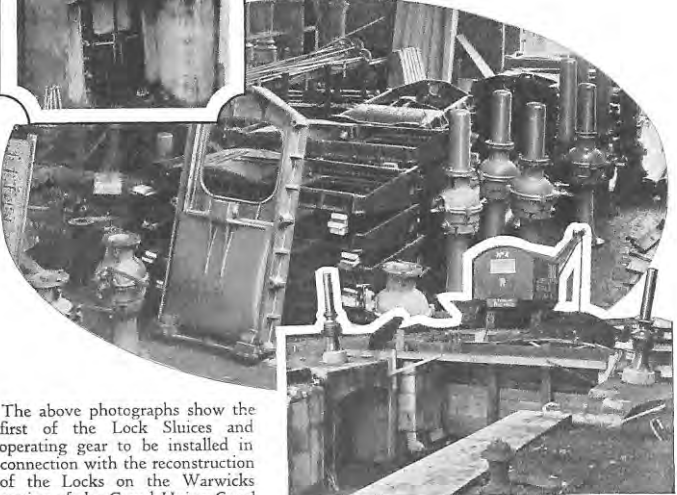
Modernisation also included new paddle gear. Castings are inscribed Ham Baker and Co. Westminster SW. Whilst their London office was 70 Victoria Street SW1, the works were at Langley Green near Birmingham where they also made lock sluices as well as the operating gear installed in the reconstruction of the locks to the design of Sir Robert Elliot-Cooper and Son, consulting engineers. The patented design was approved by the engineers after extensive research and experimental work. The gear is intended to be opened in 30 seconds against a maximum head of 8'6"



SLUICE GATES

FOR THE GRAND UNION CANAL

Consulting Engineers:
SIR ROBERT ELLIOTT-COOPER & SON



The above photographs show the first of the Lock Sluices and operating gear to be installed in connection with the reconstruction of the Locks on the Warwicks section of the Grand Union Canal with others awaiting despatch.

Over 200 of these Sluices have been supplied in sizes varying from 3' 0" x 3' 0" to 2' 6" x 2' 6".

The design (Patent No. 387951) was approved by the Engineers, after extensive research and experimental work in preference to all others submitted, and is unique in that the gear enables the paddle to be opened by one man in 30 seconds against a maximum

head of 8' 6", while closing is by gravity. Many other special features are embodied in this design, details of which we shall be pleased to send to Engineers interested, or a demonstration can be arranged at our Works.

Our Designing Staff is always at the disposal of Engineers who have special problems to face, and we welcome their enquiries.

HAM, BAKER & CO., LTD.

LANGLEY GREEN, NEAR BIRMINGHAM

London Office:—70, Victoria Street, S.W.1.

IMAGE FROM ARTERIES OF COMMERCE; GRAND UNION CANAL



PADDLE GEAR PARTICULAR TO THE BROAD SLUICES



Work was completed in 1934 for a Royal opening. The Duke of York travelled down the flight in the Grand Union's experimental wide boat 'Progress' Specially fitted out for the occasion.



HATTON FLIGHT

The canal runs parallel to the rail tracks of the Great Western Railway as they were before nationalisation and merger it into the British Transport Commission, along with the Grand Union Canal Co. The rail tracks run on embankments and through cuttings evolved from the navigators construction techniques as used on the canal. One of the difficulties of surveying canals in the 1790s was that it was done on horseback with only primitive survey equipment. So the alignment of lock fights like at Hatton, or tunnels such as Blisworth, also on the Grand Union, quite often made use of distant spires to plot a route across the countryside. A Key view, St Mary's Warwick, can be seen in the distance from the yard.



ref Warwickshire Industrial Archaeological society



A copse could be planted to the north-west of the Water Treatment Works to help to screen the engineered embankment and structures in views from the west. This would enhance the Wooded Estate lands character and improve the wildlife corridor along the stream line from the canal to the wider countryside to the north.



The former County Asylum is on the north bank of the canal above Bridge 53 situated on land given by the Earl of Warwick. In 1871 the canal company was supplying water to the asylum for laundry and heating purposes. The rail station alongside the canal at Hatton is probably grander as it served the many visitors to the County Asylum. Nearby is the King Edward VII sanatorium, built during the First World War. Both of these are now part of a larger housing area that took advantage of the previously developed site to create dwellings in the countryside.

There is an older terrace of staff houses whose gardens back onto the canal, that were originally part of the institutions. Some of the houses that edge the flight have made garden accesses. So long as these are not excessive they bring a degree of personalisation. It is the group value of the locks, pounds, side weirs utilising

the narrow locks decked over, the sluices, bridges and canal houses that together make the sense of place. The setting often extends at least to the railway to the south and the main road to the north across the field, but depending on the season this can appear contained by the trees and hedgerows, or more open to the hillside.



BIRMINGHAM ROAD HOUSING FOR ASYLUM STAFF



MIDDLE LOCK COTTAGE

Established woodland margins and views out to the railway to the south, make walking down this majestic canal flight a very popular local activity



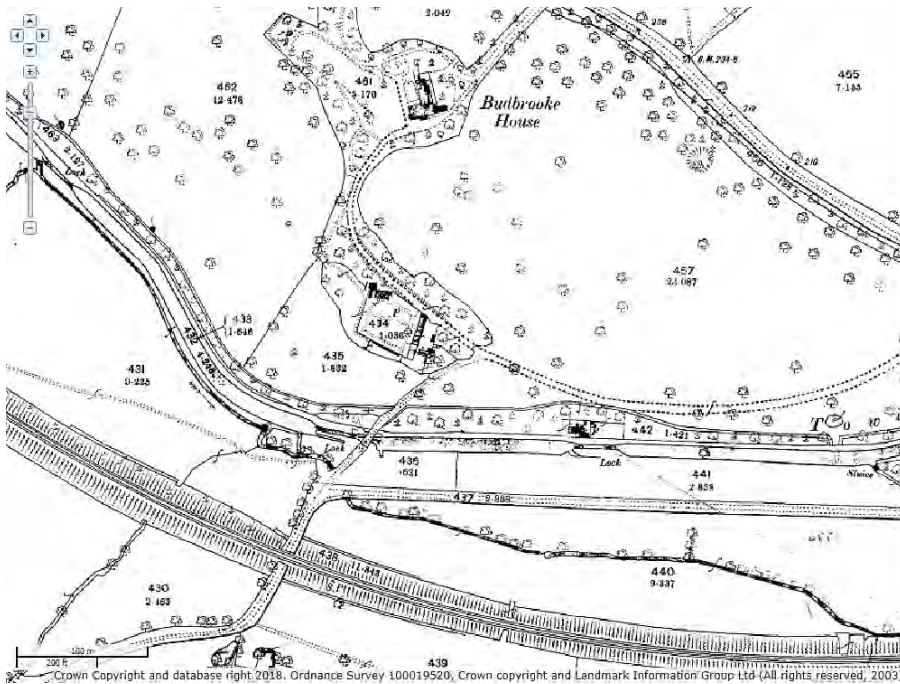
St Michael's Church Budbrooke which forms part of what may be a late Anglo Saxon manorial enclosure can be seen on top of the hill through the trees. The militia, originally near the canal at Clapham Terrace in Leamington, moved to barracks at Budbrooke in 1880. These have also now been redeveloped for housing as Hampton Magna.



A parkway station has been created close to the A46 alongside Hatton bottom lock 26. There is a small car park for canal visitors that could be further developed to compliment that at the top of the flight.



LOCK 26



Prior to the A46, Budbrooke House, a substantial property, sat between the road to Birmingham and the canal in a park setting that the canal sweeps round. The house has gone but some of the buildings near the canal remain as housing and are considered positive features for local listing as is the lock cottage.



Passing under the dual carriageway of the Warwick bypass the urban area now extends to this elevated boundary with houses and employment units.

The volume of traffic is considerable and windblown noise often accompanies this walk into Warwick.



Development of an employment area on the offside of the canal has introduced a pathway on the south side of the canal and this links to Hampton Magna, but the access is unmarked and therefore relatively hidden in the industrial estate. The road to the estate crosses the canal, with gated access to the waterside, the main

towpath being on the northside with a ramp down from the Birmingham Road.



The canal here could function as a safe route under the highway.

Saltisford



SOURCE EARLY BOUNDARY COMMISSION MAP

The original Warwick and Birmingham Canal extended into the town, where it rises up to the church and the castle. What remains is known as the Saltisford Arm and was itself reclaimed during the recession of the late 1970s using unemployed young people to successfully re-water and create a pocket park with moorings to fund its upkeep. The children's activity centre was never built

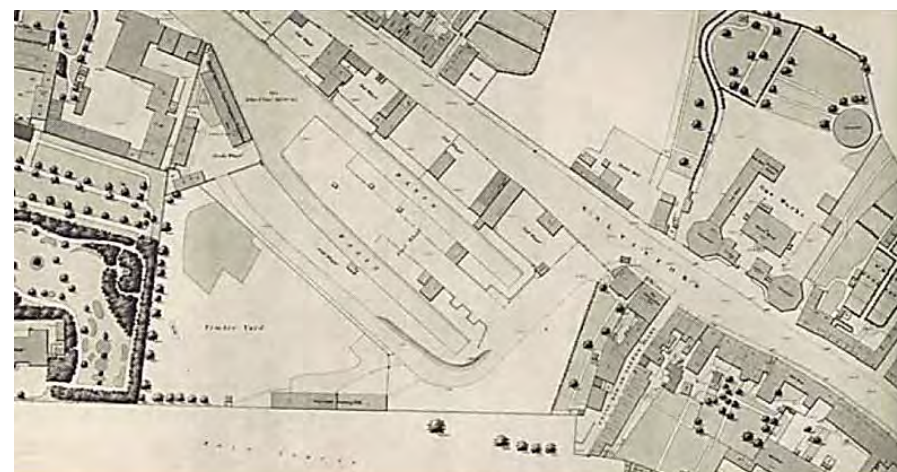
and a temporary classroom was used until it fell apart. Recently a meeting room and activity base has been established and some 'features' introduced to the landscape.



South of the canal arm, a triangle of land with previous uses as a cold store and concrete batching plant, has been covered with housing but fails to make any real connection with the adjacent waterway.



The canal previously extended almost as far as the 1820s gasworks with their octagonal gas holders. The railway was allowed to infill the canal crossing and apart from the remaining bridge to the common, there is little evidence of the former terminal buildings and basins.



1851

The expansion of the built area that came at the end of the 18th century occurred with the construction of the basin of the Warwick and Birmingham Canal. In 1797 Parkes, Brookhouse and Crompton established a worsted spinning factory. The building was 28m long and six storeys high. It was powered by the newly invented Boulton and Watt engine. Adjacent buildings held combing, drying and dyeing operations, and warehousing. The ability of waterways to transport materials like coal and iron was a key part of industrialisation. The Victoria County history reveals that the factory employed five hundred people, a fifth of the population of Warwick at that time.

Until the end of the 18th century, Saltisford was little more than a line of houses on each side of the Birmingham Road. Only St Michael's Chapel, a former Leper hospital, together with the timber framed priest's house, are shown beyond the brook on Hollar's plan

Sheet six of the 1851 Board of Health Map gives a clear picture of the canal basins and coal wharfs as well as the canal company's warehousing and the large timber yard which backed on to the racecourse. In Warwickshire in the 1860s there were 16 coal mines yielding 678,000 tons of coal. The wool and cotton manufactory on the 1806 map was mostly discontinued. Now there is no real evidence of manufacturing, as Eagle Engineering's land has become Sainsbury's supermarket and more housing.

The canal led to the construction of a number of new streets and workers dwellings. Parkes Street and West Orchard appeared in the rate books in 1820 and Wallace Street in 1827. Courts and tenements were constructed behind already existing houses and approached through alleyways. Employment came from Daniel and Henry Mallory; drapers, Charles Pratt; corn, salt and coal merchant, victualer and maltster; John Burton; carpet and worsted manufacturer.

There was a large timber yard between the canal basin and Hill House and two others near the gasworks. In Wallace Street stood the largest brewery; Jaggard Jaggard and Hiron, together with a number of malt houses, public houses and Lambs Hat manufactory



SALTISFORD WORSTED FACTORY THEN BREWERY.

The gasworks were built by the Barlow Bros and started producing gas in March 1822, providing street lighting. The gasworks were subsequently purchased by local residents, by subscriptions for £10,000, and became Warwick Gas Company. It was decided to extend a five inch main to the new town being constructed north of the river Leam with lamps at the top of Union Parade, even though Leamington had its own gasworks, also canal side.



PHOTO WIAS MARTIN GREEN

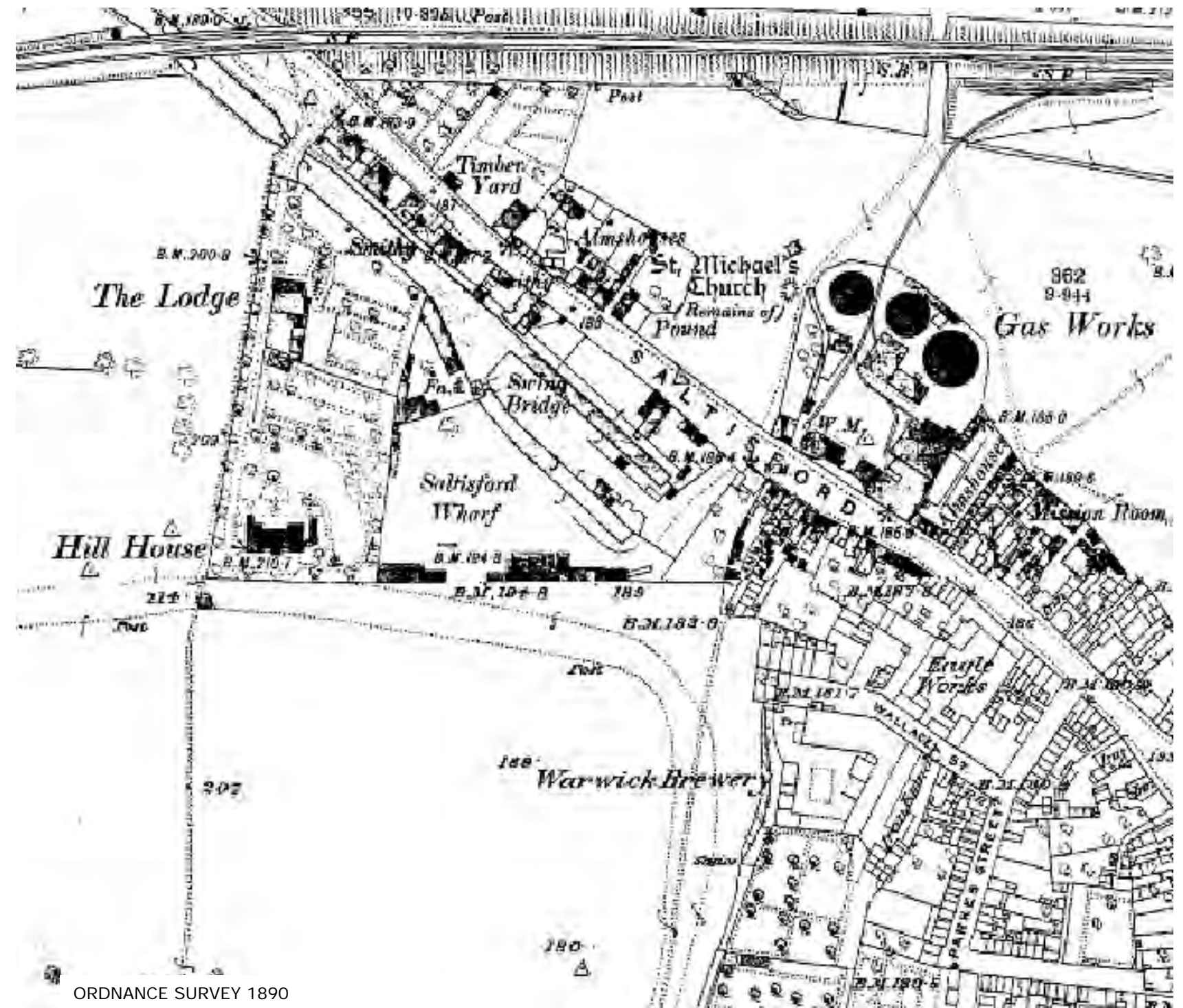
The 1851 map of Warwick shows the two enclosed octagonal gasometers with the retort house setback behind them. This is a rare early example of an enclosed type. They were not built after 1840 because gas holders had become larger, and the practice was considered unsafe. The gas holders are grade II listed structures, made of brick, faced with Parkers Roman cement and painted white. A retort house that slightly predates this one in Warwick, and had an interesting cast and wrought iron roof, was found in Berkeley Street parallel to Gas Street, in Birmingham. The link between gas making and canals has become less obvious since the advent of North Sea gas, but the side of the canal in Leamington, between Tachbrook Road and Clemens Street, was used for coal gas production. A significant number of midland gas works relied on water transport.



1851 WHARF

Messrs. Pickford's Fly Boats, load out from Paddington Wharf, London, every Tuesday, Thursday, and Saturday Afternoons, and arrive at Leamington and Warwick, to deliver Goods every Monday, Wednesday, and Friday.

FIELDS GUIDE TO CANAL SERVICES AT SALTISFORD 1815



ORDNANCE SURVEY 1890



THE WARWICK AND BIRMINGHAM CANAL EXTENDS INTO WARWICK. FROM THE JUNCTION AT BIRMINGHAM ROAD, THE WARWICK AND NAPTON CANAL CIRCLES THE HIGHER GROUND OF WARWICK BOARD OF HEALTH MAP 1851

LENGTH 4: AVON

Emscote Road bridge 46 to Tachbrook Road Bridge 41 two aqueducts 2.5 km 1.5m

Grand Union Canal 1929 (Warwick and Napton 1794)

SUMMARY

Length 4 starts at Bridge 46, Emscote Road Bridge and stretches 2.5km south and east to Leamington Spa at Bridge 41 Tachbrook Road. It provides a valuable and attractive alternative footpath link through the open land between the two towns, and provides a connection to the Riverside Walks.

Immediately south and east of the Emscote Road bridge is the historic site of boatyard, limekilns. The tramway depot was also located here and the residual generating plant remains. The canal is on embankment here, constructed to enable boats to cross the river on a masonry aqueduct. A superstore now sits on the lower ground to the south of the canal and is screened by vegetation. Visitor moorings are located here.

Between the Emscote Road and the canal are the remains of the Navigation Mill (later becoming a local landmark as the Pie Factory).

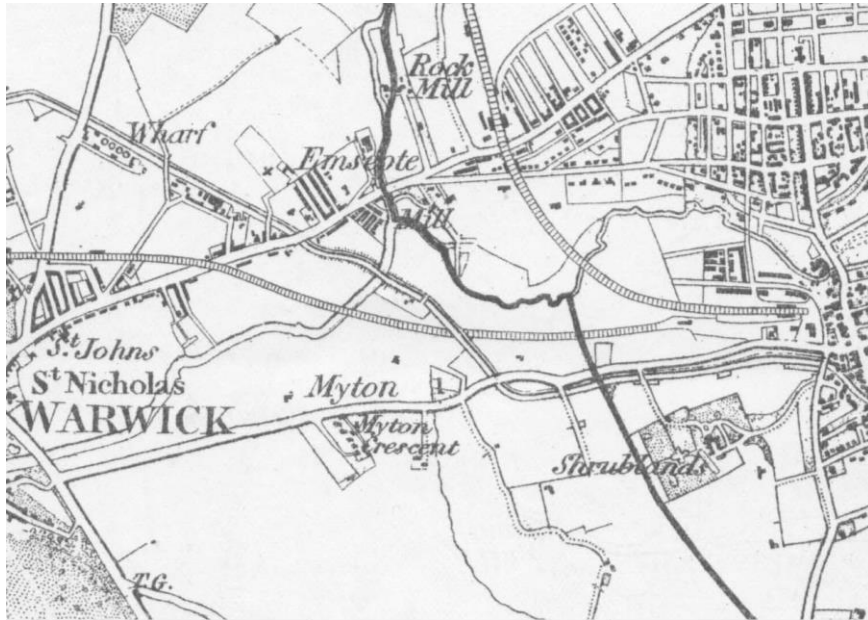
The Avon flows beneath the canal from the north and its confluence with the Leam. The riverside up to the listed Portobello Bridge forms part of the critical green gap between the two towns. Jephsons' farm sitting beside the canal by bridge 45 emphasises this arcadian idyll – a bit of countryside in the town that stretches almost up to the river weir and Princes Drive.

The canal is carried over the railway in a metal trough. After this the waterway up to Europa Way is enclosed by the 20th century residential infilling. A foodstore by Bridge 44, Myton Road has replaced the former garden centre but is well screened by an established hedge with trees. There are access points here that need some improvement.

From this point onwards the canal was diverted, looping south to facilitate the construction of the southern link road – Europa Way. The turnpike road, Old Warwick Road, has the canal running parallel in cutting as far as Leamington Spa Station. Established vegetation on the south side needs proper management to ensure succession. The loss of trees on the roadside edge has

diminished the character of this length. Informal links between the canal and the station lands could be improved as part of the management of this margin.





Location and history

Warwick had not developed beyond Coten End until the construction of the Warwick and Napton Canal in 1800, apart from Messrs. Smart's cotton spinning factory established on the far side of the Avon at Rock Mill in 1792. Wharves on the canal were built for coal, slate, and timber yards and a lime works, and to serve Tomes and Handley's Navigation Mill (1805), later known as Kench and Cattell's Emscote Mill (1828).

Character length 4 starts at bridge 46. Emscote Road runs East from the centre of Warwick to Leamington town centre, the original route forking up to go to Rugby. The towpath is on the north side of the canal throughout the length.

Both north and south of Emscote Road were wharves and basins, brickworks and a mill. The development of the settlements mid nineteenth century saw lime works at the wharves for building. Lime was also used by the gelatine works process, which saw animal hides arrive by canal from places around the world. Two coal merchants were listed at Emscote Wharf in 1828 (there were 18 coal merchants using the basins that were later infilled at Saltisford).



EMSCOTE ROAD BRIDGE SE ELEVATION - WAS WIDENED FOR THE FOODSTORE. THE WHARF IS NOW USED BY VISITING BOATS.



SEATING AREA AND MOORINGS FOR BOATS TAKING ON PROVISIONS

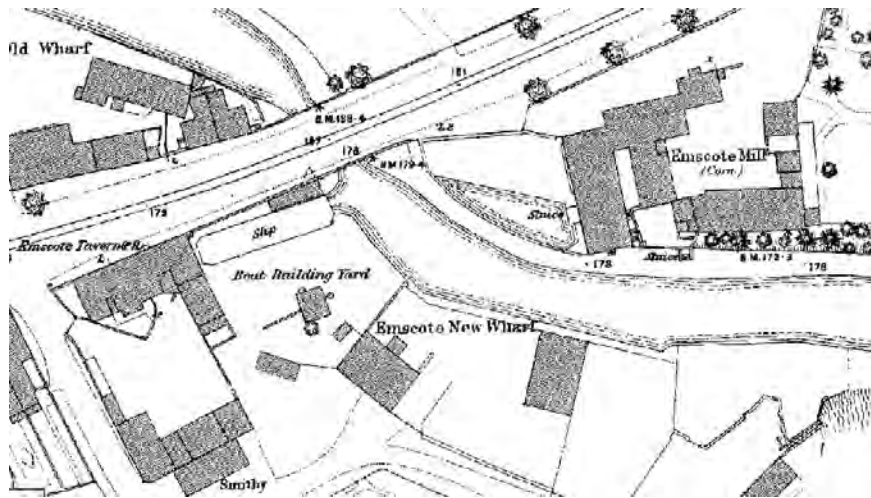
AN ORIGINAL BOAT DOCK IS UNDER THE ENLARGED ACCESS TO THE STORE. THIS SUPERMARKET LOCATION COULD PROVIDE SOME INTERPRETATION OF THIS PLACES FORGOTTEN PAST: THE NAVIGATION WATERMILL, BOAT BUILDING, THE TRAMWAY, AVON POWER STATION, KENCHES FLOUR MILL, FLEUR DE LYS PIE FACTORY



From the Emscote road to the aqueduct the canal sits on a wooded embankment. Planting on the canal embankment encloses the view and is a windbreak.

The fall of the land down to the river meant the canal had to be built on embankment, so that it crossed the river some eight metres below by an aqueduct. Beyond was farmland and a gap between the two towns that has remained. Further on the length at bridge 44 the canal goes under the coaching route from Warwick Castle to Daventry, This eighteenth century turnpike started from the Earl's new bridge on the Banbury Road, went east along past Myton Grange to Leamington Clemens Street, Bath Lane (later Bath street).

The bottom pound of the canal, it is five miles from Cape Road to Radford bottom Lock. The first of 23 locks lifting the canal out of the valley to join the Oxford Canal at Napton. Surplus water discharges to the Leam and Avon, and the company made use of this at Emscote for the Navigation Mill.



The Mill which stood on the northern side of the canal, initially known as the Navigation mill, opened shortly after the canal was completed 1809. It had a water wheel 24ft in diameter and 7ft wide made in cast iron which took water off the canal to drive the mill stones. Water was fed back into the Avon. Field's 1815 account says water passed through nine semi-circular arches under, what is still, a raised towpath, to a penstock 2' deep.

The Mill wheel was made in Warwick of cast iron. It was 24' in diameter and 7' wide. The mill had five pairs of stones capable of grinding and dressing 300 bushels per day.

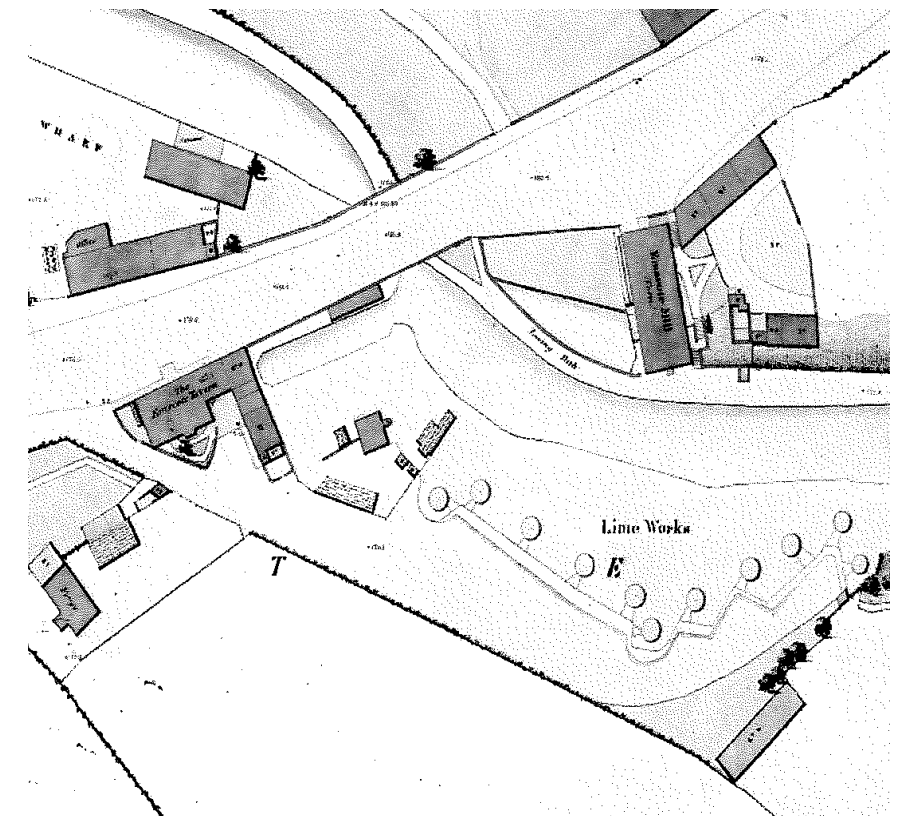


REMAINING RAISED TOWPATH IS EVIDENCE OF THE NAVIGATION WATER MILL

By the 1830's the miller, a lessee of John Tomes and Charles Handley from the canal company, was a P.Kench, milling flour. The Kench family bought it in 1856 for £3000. Eventually wheat was being imported to supply local bakers from Russia, Canada, South America and Australia. The last two delivery horses were sold off in 1917 and their field alongside the embankment became allotments when the first lorry replaced them. Milling ceased in 1961 and in due course it was converted for the manufacture of Fleur de Lys pies, themselves having originated at the pub of that name at Lowsonford on the Stratford upon Avon Canal. The buildings including the Georgian mill house were demolished in 1996. Housing association flats have been built on the site. ref Booth and Risworth.



BRADSHAW'S CANALS AND NAVIGABLE RIVERS, 1904 NAMES REYNOLDS WHARF PROBABLY NORTH OF THE BRIDGE AND BLAYDON'S OLD WHARF AND BUFFERY'S LIME WHARF AS THE SOUTH SIDE.



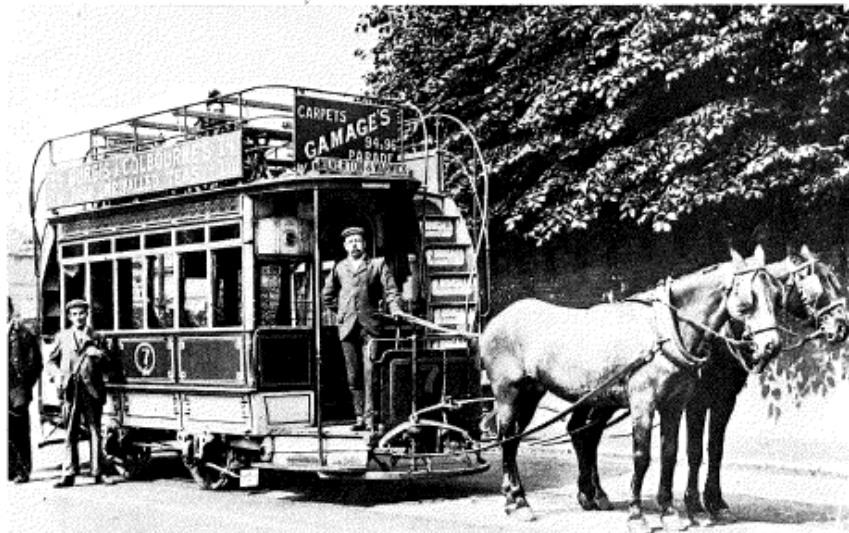
1851 BOARD OF HEALTH PLAN

South of the bridge, on the offside of the canal to the rear of a Tavern, was the site of a basin, boat building yard, smithy and of Emscote New Wharf. Brickwork beneath arch of bridge 46 shows evidence of at least two widenings, the first possibly for the tram at the end of the nineteenth century.



CURRENT GOOGLE AERIAL

Horse drawn buses started in 1829 in London and with trams there were about 25,000 in England in 1890.



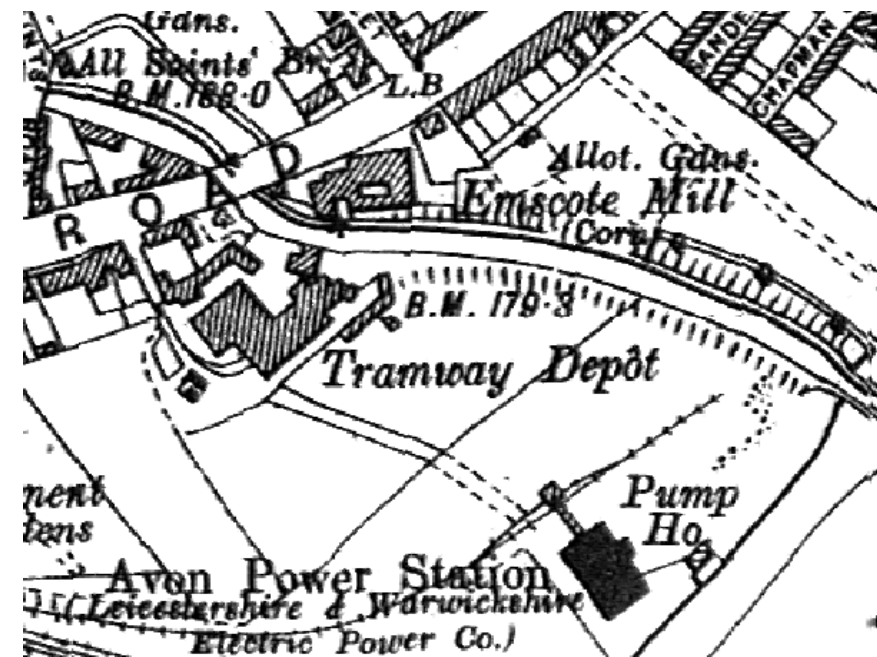
HORSE DRAWN TRAM FROM WARWICK TO LEAMINGTON STATION WERE REPLACED IN 1905 BY ELECTRIC TRAMCARS

Electric trams first appeared in 1883. The horse drawn tramway opened in 1881 and included a loop around Eastgate to safeguard passengers on the top deck. The stables were in Coten End. The track was relaid for the electric trams in 1905 and ran until 1929.



LOOKING EAST FROM EMSCOTE ROAD CANAL BRIDGE ,THE GABLE END OF THE WATER MILL IS ON THE RIGHT, WITH THE EXTRA STOREY ADDED IN 1868, ADJOINING IS THE STEAM MILL, WITH A NEW MILL BUILDING AND WATER TOWER ERECTED IN 1905. THE MILLERS HOUSE IS BEYOND. WCRO

Following the switch from horse drawn to electric trams, a tramway depot was built here in 1904 with a pumphouse alongside the Avon, this supplied power for the tramway and local residents. Promoted by the Leicestershire and Warwickshire power company, It became an ac/dc convertor station, like the one in Wise street alongside the canal in Leamington.



Originally there was an agreement to supply coal and cooling water. The plan shows the Avon generating station had its own rail link. Nationalised in 1948 it closed in the late 60's. It was demolished in 1975. The site now contains the Tesco's store and high voltage electrical sub stations connected to the pylons that follow the canal. The canal infrastructure and the gas making plants using coal supplied by barge, and also electric power generation and telecoms were often linked.

20th Century housing at Bridge Street has infilled the former allotment grounds north of the embankment. The trees along this section are an important part of the appearance and need to be sustained through management.



AVON POWER STATION



AQUEDUCT AND FORMER POWER STATION BW200





MASONRY ARCH AQUEDUCT WAS CONSTRUCTED FROM SAME STONE QUARRIED AND FLOATED DOWN RIVER IN THE 1790's, THE SAME DECADE AS EARL'S AVON ROAD BRIDGE

Avon Aqueduct

By April 1795 Thomas Hawkins was cutting the line between Warwick and Radford, but the Avon was the major challenge, along with the tunnel at Malins Hill (Bury Road). Invitations to tender for the aqueduct were issued in September 1795 in Aris's Birmingham Gazette, with foundations under construction in the river bed the following April.

The aqueduct over the Avon was built between 1796 and 1798, a three span stone arched structure in plain sandstone, quarried locally at Wooten Field. The piers are 9ft wide, the arches 42 feet and the canal is 16ft wide, the total length of the aqueduct being 230ft. It was built by Benjamin Lloyd, Mose .Wilson, Docker and T.Wilson and designed by William Felkin and Charles Handley, the canals engineers. They were advised by Henry Couchman- the county bridgemaster who was on the Warwick and Napton committee. (It was Couchman who rebuilt the bridge over the River Leam to open up the land to the north in 1807-9. That bridge was replaced in 1840 by J G Jackson, Willes agent. By Victoria Bridge)



NORTH ELEVATION FACING FLOW



SOUTH ELEVATION FROM RIVERSIDE WALK

There is a solid masonry wall on the towpath side with the date 1908 inset and a modern imitation parapet rail on the offside, constructed in the 1980's.



PARAPET RECAST IN 1908 - OFFSIDE HANDRAIL 1980'S

A flight of steps linking the canal towpath with The Warwick and Leamington River Walk was constructed in the 1990's by British Waterways Architect/Planners. This completes the link for the series of open spaces starting at the former common land at St Nicholas Meadow through to Newbold Comyn



RIVER LEAM WALK THROUGH MEADOWS. CANAL SAILS OVER AND TOWPATH LINKS GREEN SPACES BETWEEN TOWNS . A LEGACY OF INVESTMENT IN THE CANAL THAT IS USED DAILY BY BOATERS,CYCLISTS, RUNNERS AND WALKERS OF ALL AGES



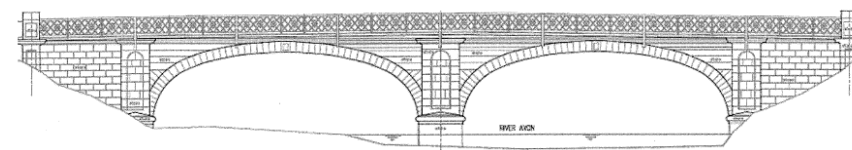
Built three years after Eborall completed the Earl of Warwick's new castle II* bridge, the aqueduct is considered suitable for listing. The aqueduct is in a more hidden location, with a lesser span than the elliptical arch of the castle bridge, but it meets the criteria for pre 1850 bridges. Also it is an important contribution to the creation of the canal as through route by water to London.

One of the potential sites to link a broad waterway connection to the Avon would be at the side of the

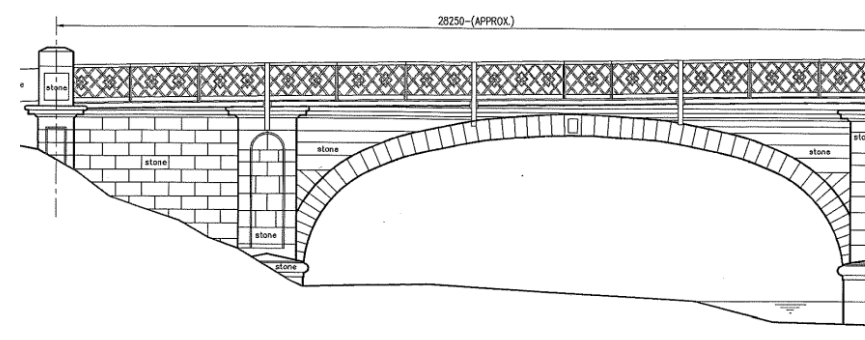
aqueduct. A number of devices from lifts, to inclined planes have been muted. Something with the engineering innovation and presence of the Falkirk Wheel would impact on the character of the area.

River Avon and Leam confluence

Just south of the Emscote road, the River Avon is joined by the River Leam. Portobello Bridge, built in 1831 and then again in 1892, is Grade 2 listed. It forms part of the historic route from Warwick to Rugby and was joined by Warwick Street and Warwick New Road as part of the expansion west of the new town in Leamington. Beyond the canal to the north-east, Hill Street, at least down to 1840, was a private, gated road, leading to a brick yard and quarry. Humphris Street was developed by 1857 but the area was still surrounded by brick yards. East of the canal, Saunders Street, Chapman Street, Bridge Street, and Bridge Row had also been built by 1851 as can be seen on the Board of Health maps.



PORTOBELLO VIEW FROM NORTH



The current road bridge over River Avon, dates from 1831 with further work of 1892. It is Ashlar faced with brick arches and is listed grade II. The bridge has wide elliptical arches with rusticated voussoirs and tall niches in the piers. The arches spring from moulded plinths. It has late C19 wrought-iron pedestrian walk on north side with lattice parapet. Walkways were added either side

in 1881 when the tramway was laid. The south side has a supported footpath added in the 1960's. The CCA boundary takes in this bridge and follows the rivers back to Princes bridge and the Leamington CA.

In 1857, at a cost of £15,000, water started to be taken in from the Avon near Portobello bridge. A pumping station was built at Emscote in 1857 and at the start of 1858 water began to be pumped to the Water Tower on Market Street. Whilst this increased the supply of water to the town its quality was described in 1870 as being 'scandalously filthy'. This was due in part to the towns of Leamington and Coventry allowing raw sewage to enter the river upstream.

A bore hole had previously been drilled near the canal in Packmore Lane (now Lakin Road) in 1854 and although plentiful, the water found there was "hard and full of lime".



ONE OF THE CANAL VALUES IS NOW ITS CONTRIBUTION TO WELL BEING AND NATURE CONSERVATION

From the aqueduct onwards the views open out to surrounding fields and the presence of the town seems quite distant. This gap is extremely important in preventing the urban areas of Warwick and Leamington from coalescing.



MORPHOLOGY OF DISTRICT AS MAPPED BY ABERCROMBIE PLAN IN 1946



SIMPLE SURFACE TOWPATH, WATERS EDGE MARGIN, ENCLOSING HEDGE ALLOWS GLIMPSES OUT TO REMAINING COUNTRYSIDE IN THE TOWNS. INTENSIFICATION OF USE NEEDS TO RETAIN WHAT MAKES IT DISTINCTIVE, WHILST ALLOWING CYCLES/HORSES TO PASS – 1500MM PATH WHERE FEASIBLE. THIS MAY INVOLVE REDUCING SOME ENCROACHMENT.



BRICKS WERE DUG AND BAKED LOCALLY TO FORM THESE SIMPLE BRIDGES THAT SPAN THE CANAL AND TOWPATH. RUBBING STRAKE AT ABUTMENT PREVENTS GRIT IN TOW ROPE FROM ERODING BRICK ARRIS

Jephson's Farm occupies the vestigial fields that separate the urban areas of the two townships, with Bridge 45 linking fields on either side and the farm pond emphasising this arcadian idyll; bit of countryside in the town.



Jephson's farm has an enduring charm. Simple buildings around the central form, stepping up and back down with the roofs hipped. Tall chimney stacks and painted timber casements, (here shielded from casual vandalism).



THE TOWPATH ON THE 1960'S WITH THE POWER STATION JUST VISIBLE OVER THE FARMHOUSE





BRIDGE 45

The brick arched accommodation bridge connects the farm fields. Its simple unaffected form reminds us that such elegant simplicity is a key feature of the canals appearance, along with the use of materials that weather well.



THE FARM BRIDGE IS FRAMED BY THE TREES.



VIEW OF THE CASTLE, ST NICHOLAS AND ST MARYS CHURCHES AS BACKGROUND TO A CANAL BREACH IN 1868. Source Illustrated London News

Just before the canal reaches the railway, a footpath from the towpath runs alongside the railway and back to Princes Drive and provides the link to the open spaces in Leamington beginning with Victoria Park, and on to Spa Gardens and to Newbold Comyn, where reconnecting to the towpath is possible.



Spa Gardens is a Kilometre-long chain of riverside walks, gardens and parks. In 1862 the Local Board of Health created the New River Walk on completion of its works to speed the flow of the sewage-laden River Leam by raising and straightening its banks. The borough,

using powers granted by the 1875 Public Health Act, extended New River Walk to the Pump Room Gardens. Additional Powers under the Leamington Spa Corporation Act 1896 enabled the acquisition of land for Victoria Park, as well as Eagle Rec further along the canal, as a 'people's park'.



West of Victoria Park is currently Edmondscote sports ground, edged by the river Leam and open fields reaching to St Nicholas Park, Warwick. The river Avon flows on past the Castle to Warwick Castle Park, and then through National Trust estate to Stratford upon Avon. A footpath link from Baginton to Stratford along the Avon was put forward by Abercrombie in 1946.

Railway Aqueduct



METAL AQUEDUCT TROUGH SAILS OVER THE MAIN LINE RAILWAY THAT ALSO LINKS BIRMINGHAM WITH LONDON

The mainline railway is in a wooded cutting at this point. In 1851 the Birmingham and Oxford Railway temporarily diverted the Georgian canal to build the aqueduct which carried the Warwick and Napton Canal over their new line. Peto and Betts installed a metal trough, a technique pioneered by Telford and his ironmaster at Longden in 1796 and Pontycysyllte on the Llangollen canal.

The canal is carried in a cast-iron trough which is supported by cast-iron arches. The towpath is supported by brick arches.

There are four equal spans of 21ft. (skew), 15ft. (square) with a skew of 45°. The total length (excluding wing walls) is 104 ft. the trough overall width 18ft. 9in. and is made up from five sections, each 3ft 9in wide. The trough carrying the canal is supported by six segmental arch ribs in cast-iron.

ref Roger Cragg ICE Panel for Historical Engineering Works

AND Warwick and Napton committee minutes PRO Kew



The rapid increase in transport infrastructure brought about the need for solutions, whilst not a grand project, the construction enabled the two primary infrastructure systems to co-exist. This railway structure was part of the rapid expansion of railways post 1840's. It fits quite discretely into the landscape and is considered suitable for listing.



THE CUTTING IN THE 1930's

From the railway cutting up to Bridge 44 the canal on both sides is framed by the rear boundaries of 20th Century housing. On the towpath side this is reasonably well hidden by vegetation, whereas the offside is more recent and jars.



Canalside boundary treatments vary and either rebuff their surroundings or engage with the waterway. Thus the visual envelope that extends beyond the waterspace can intrude on the character and undermine the appearance of this historic asset.

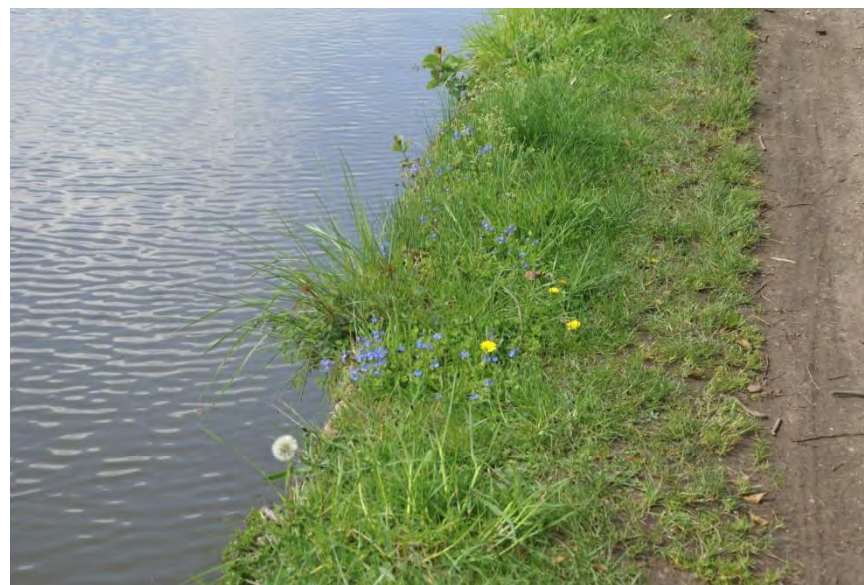


PHYSICAL INTRUSION INTO THE TOWPATH RESTRICTS USE BUT NEEDS TO BE MANAGED IN A WAY THAT DOES NOT INTRODUCE A STANDARD UNIFORM APPROACH. IDEALLY THERE SHOULD BE A MINIMUM 1500 TO 2000MM OF SURFACE WHERE THE ROUTE IS TO HAVE PEOPLE IN WHEEL CHAIRS AND BUGGIES, PASSING OTHERS.

Bridge 44



Leam Bridge - Bridge 44 on the Myton road has a link up to the roadway on the South eastern side. There is an opportunity to improve this in the margins behind the Lidl store (formerly Clows garden Centre).



THE WATERS EDGE MARGIN IS AN IMPORTANT ELEMENT. A SOFT EDGE FOR MOORING SPIKES WHEN PEOPLE STOP TO TAKE ON PROVISIONS, BUT ALSO AN APPROPRIATE GREEN MARGIN BETWEEN THE TOWPATH WALK AND THE WATER.



THE USE OF A KISSING GATES THAT WORK FOR MOBILITY SCOOTERS WOULD BE MORE INCLUSIVE, BUT CAN BE ABUSED BY MOTORBIKES.

Despite the increased footprint the store itself is reasonably well screened by the existing hedgerow. There is another access point into the store's car park connecting with the Myton Road.



South of the Myton Road, the canal travelled through open fields until they were allocated for housing. The layout has kept some of that open quality with a open space here that works with the canal to give a relaxed feel.

On the offside development off Aragon Drive has been orientated so that instead of backing onto the waterway housing is grouped to face onto shared spaces that are linked by a walkway alongside the canal.



OFFSIDE DEVELOPMENT SITED WELL. GROUPING DWELLINGS AND CREATING ATTRACTIVE WATERSIDE SHARED SPACES FOR RESIDENTS

This helps to compliment the canal as an important part of the public realm. Towards the East, housing on the south of the canal rises to 3 or 4 storeys and this is also the scale of the denser apartment development of The Moorings. That development has turned towards the canal and away from the larger areas of roadway and parking to the north and east.



THERE IS A WELCOME VERTICAL EMPHASIS TO THESE FOUR STOREY FLATS. HOWEVER THE ARBITRARY APPLIED CANAL FEATURES HAVE MISTAKEN THE LOGIC OF CANAL WAREHOUSES. WARM BRICK AND MODELLING HELP AND ADOPTING SOME OF THE RHYTHM OF SIMPLE BAYS. AND JOINERY SET BACK INTO OPENINGS.

There is an opportunity for boats to turn in the winding hole, which diverts the towpath around the back of it. Placing The Moorings Pub under the eaves of Europa Way could have resulted in a somewhat awful relationship, but planting and the Southern aspect over the Waterway makes it an attractive terrace to sit and watch the world go by.



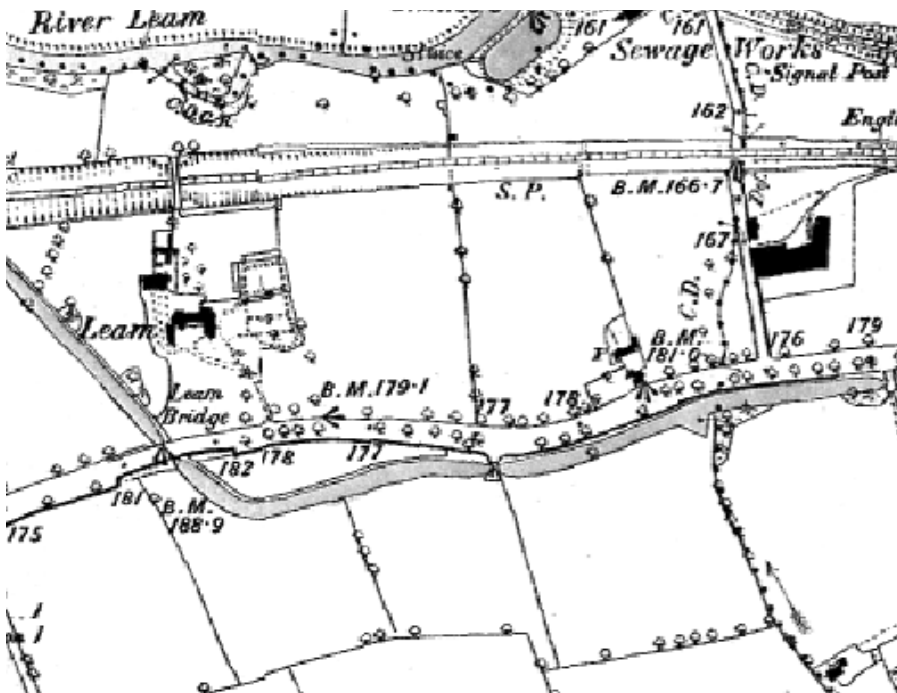
This is the point on the South side of the canal where the cycleway comes back to the water's edge.



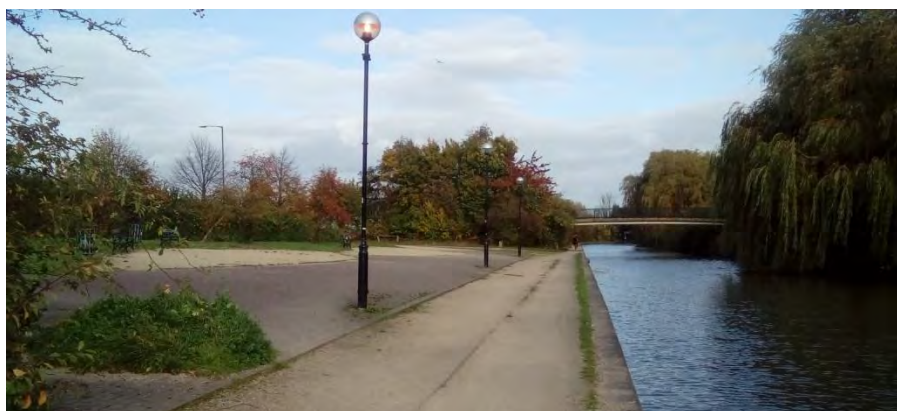
This whole stretch from the Lidl car park through to the end of Bury Road was diverted away from the old turnpike road to enable the roundabouts of the southern extension to Europa Way to be constructed. The Old Warwick Road ran between Warwick and Northampton via Southam and was established in 1765.



LOOKING SOUTH OVER THE DEVELOPMENT THAT NOW ENCLOSES THE CANAL FROM LEAM BRIDGE TO EUROPA WAY



THE CANAL IN 1889 SPACE WAITING FOR SOMETHING TO HAPPEN



This location is particularly prominent on the Southern approach to the town from the M40, and, linked to the railway station, will form a first impression of the town for many visitors. It is also where new housing, as part of the Southern extension of the district, attaches itself to the existing movement infrastructure. This includes cycleways and footpaths, and feeds into the canal network which directly link to the major centres of the district in Warwick and Leamington. An opportunity is therefore presented to make much more of the Bury Road recreation space as an entrance to the canal at this point.

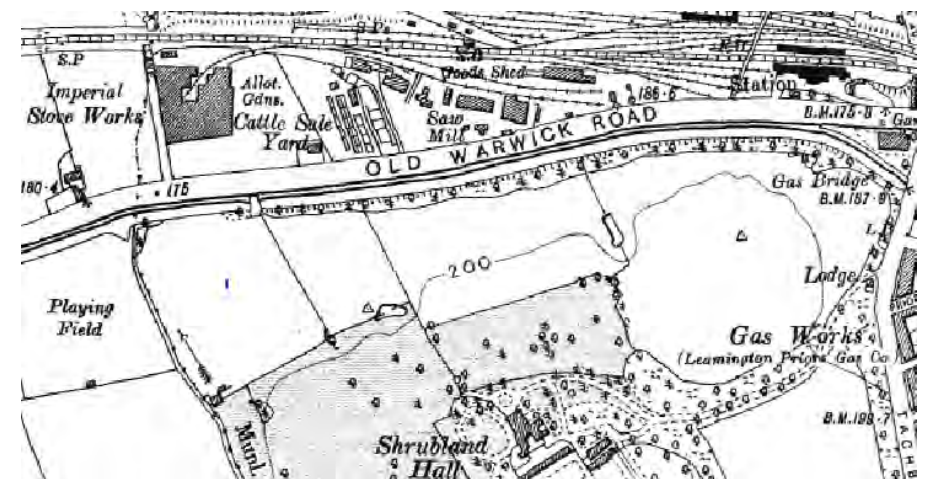


THE CANAL WAS DIVERTED FOR THE ROUNDABOUTS OF EUROPA WAY. SPACE LEFT AFTER ROAD PLANNING IS AN OPPORTUNITY



1946 IMPERIAL FOUNDRY MYTON ROAD PRINCES DRIVE JUNCTION

The Old Town Foundry was established in the 1860's by Radcliffe, Harrison and Blunt in Clemens Street and by the 1890's their company, The Imperial Stove Company, had built the Imperial Foundry on old Warwick Road. Sidney Flavel purchased this in 1902, adding it to the Eagle Foundry Works, producing cooking stoves. Ford purchased the Princes Drive foundry site in 1939 and closed it in 2007. It is now the headquarters and production base for Vitsoe UK a design led furniture company who have constructed an innovative building on the former foundry site.





The Old Warwick Road is not now tree lined, so the natural enclosure of the canal makes an alternative attractive walk. The canalside vegetation needs succession planting and some work to understorey and to the steps up to the toad that link it to the retail and station. The addition of a Floating gallery, café, trading boats would establish a presence and enhance identity as well as to make it feel secure.



ONE OF SIX GRAND PROPERTIES MATTHEW WISE PROPOSED OVERLOOKING THE CANAL IN 1848

A tunnel was proposed at Mallins Hill through Mr Wise's land and what is now Bury Road and Kingsway. Mr Wise was on the canal committee until talks broke down. Wise was worried about potential interference with his mineral spring baths on the corner of High St and Bath St. Eventually after Charles Handley became the Companies engineer, the tunnel contractor was paid off and the canal became this cutting.



MALLINS HILL CUTTING WISE ESTATE EARLY 1800'S

Shrubland House was started by Mathew Wise in 1822 on a hill overlooking the canal to the north. The architect was Henry Hakewill. Wise lived in the Manor House Hotel (now flats) having married the heiress of Thomas Prew of Leamington. The Wise family, descendants of the monarch's gardeners, owned property around the district. After the first world war it became a Girls school, but was demolished around 1939, the estate having been broken up into building plots.



189. Shrubland House, drawing by William Oliver, c.1830-50. The house was built in the 1820s by Henry Hakewill to the south of Leamington Spa, where the Wise family were important landowners.

Tyack. Warwickshire country houses also Cave. Royal Leamington Spa



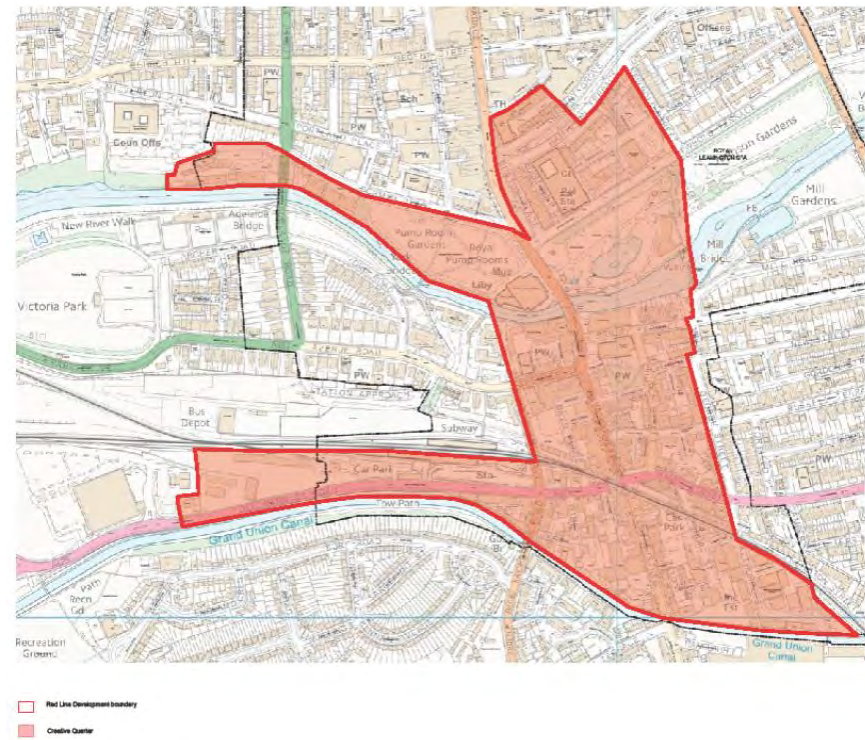
EASTNOR TERRACE FACED SOUTH TOWARDS THE CANAL AND ONTO THE OLD WARWICK ROAD. INCOMPLETE WHEN THE BANK CRASSED IN 1838 IT WAS DEMOLISHED FOR THE RAILWAY LINE



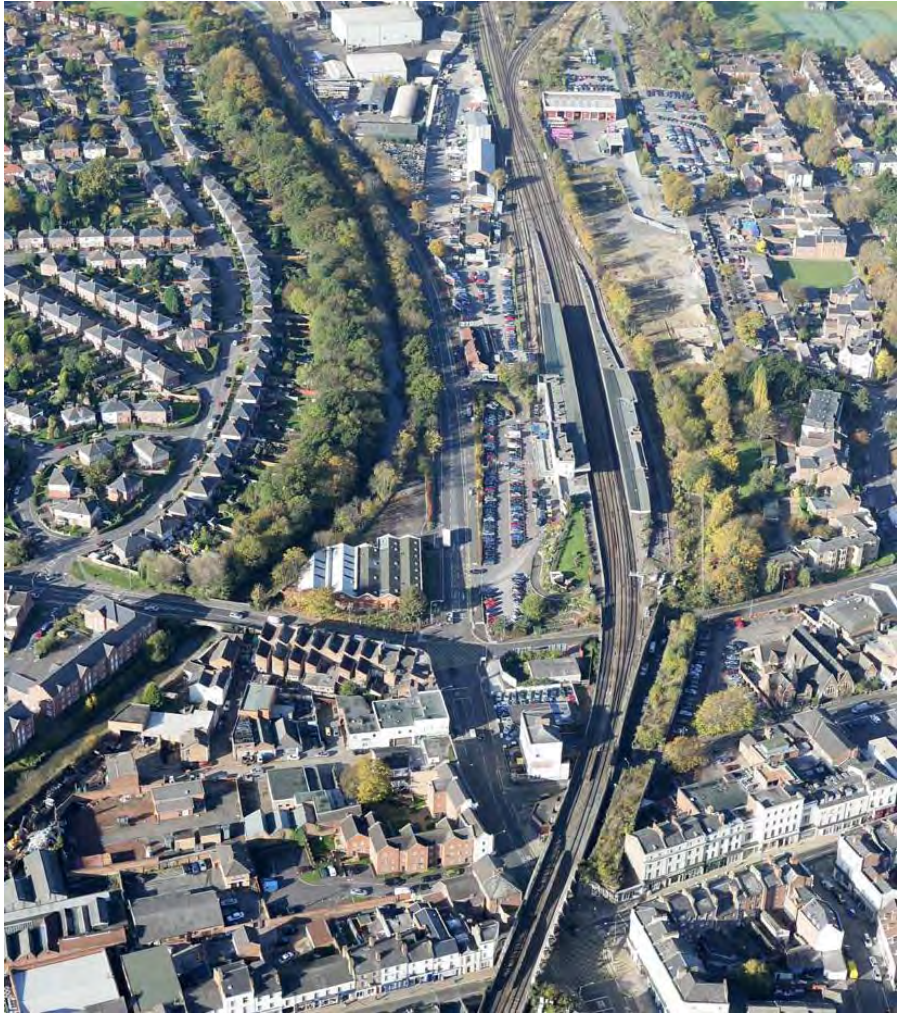
Avenue Road Station opened in 1851. When this was joined by the Great Western Railway in 1852 a new station was built. GWR reconstructed this in 1936 and this is the one listed.



This is perhaps a length where activity on the water would enrich concepts such as The Creative Quarter, possibly introducing floating businesses cafes, galleries, retail and food outlets, for example a book barge or coffee shop or at the very least facilities to attract visiting boats.



THE EDGE TO THE CREATIVE QUARTER IS THE CANAL SIDE. ALONG WITH THE RIVER AND THE HIGH STREET, THIS IS A KEY ROUTE WEST TO EAST



The former bus garage opposite the station has been redeveloped for student housing a new- build Pevsner commends

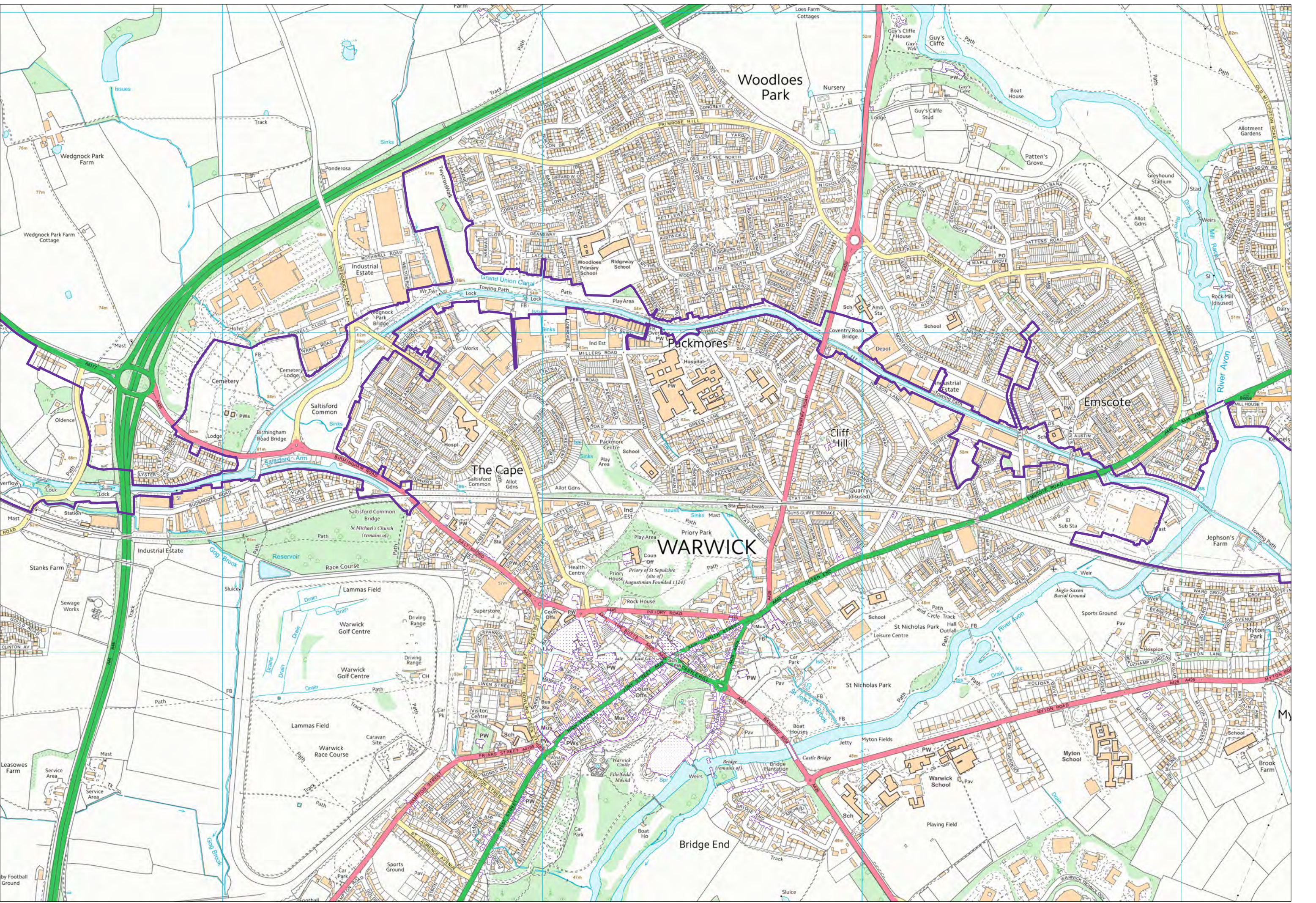


A ROBUST USE OF BRICK MODELLING ON THE CANALSIDE -



REDUNDANT PIPE CROSSINGS AND SIGNS NEED TO BE REMOVED

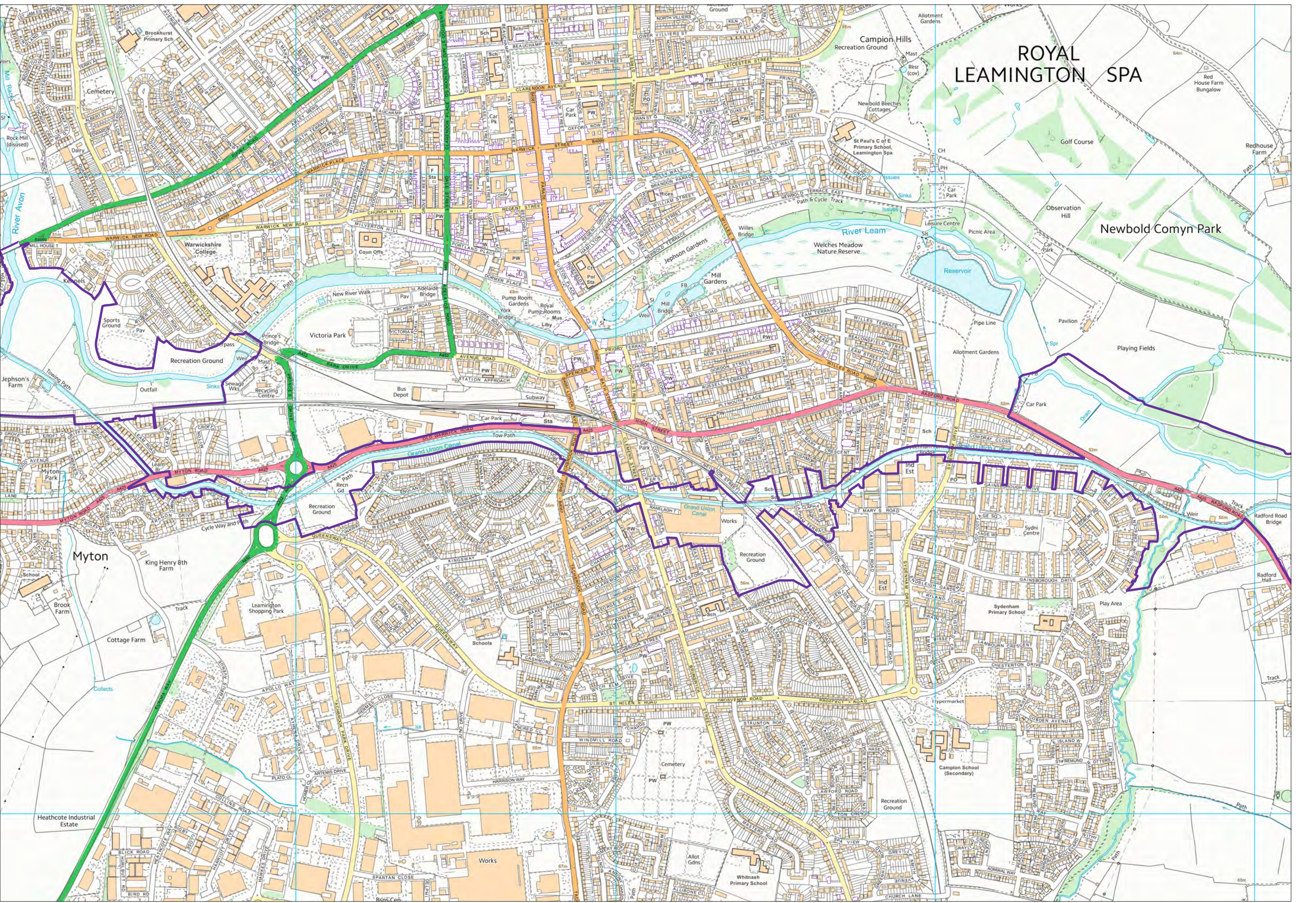
The length ends at Tachbrook Road Bridge 41

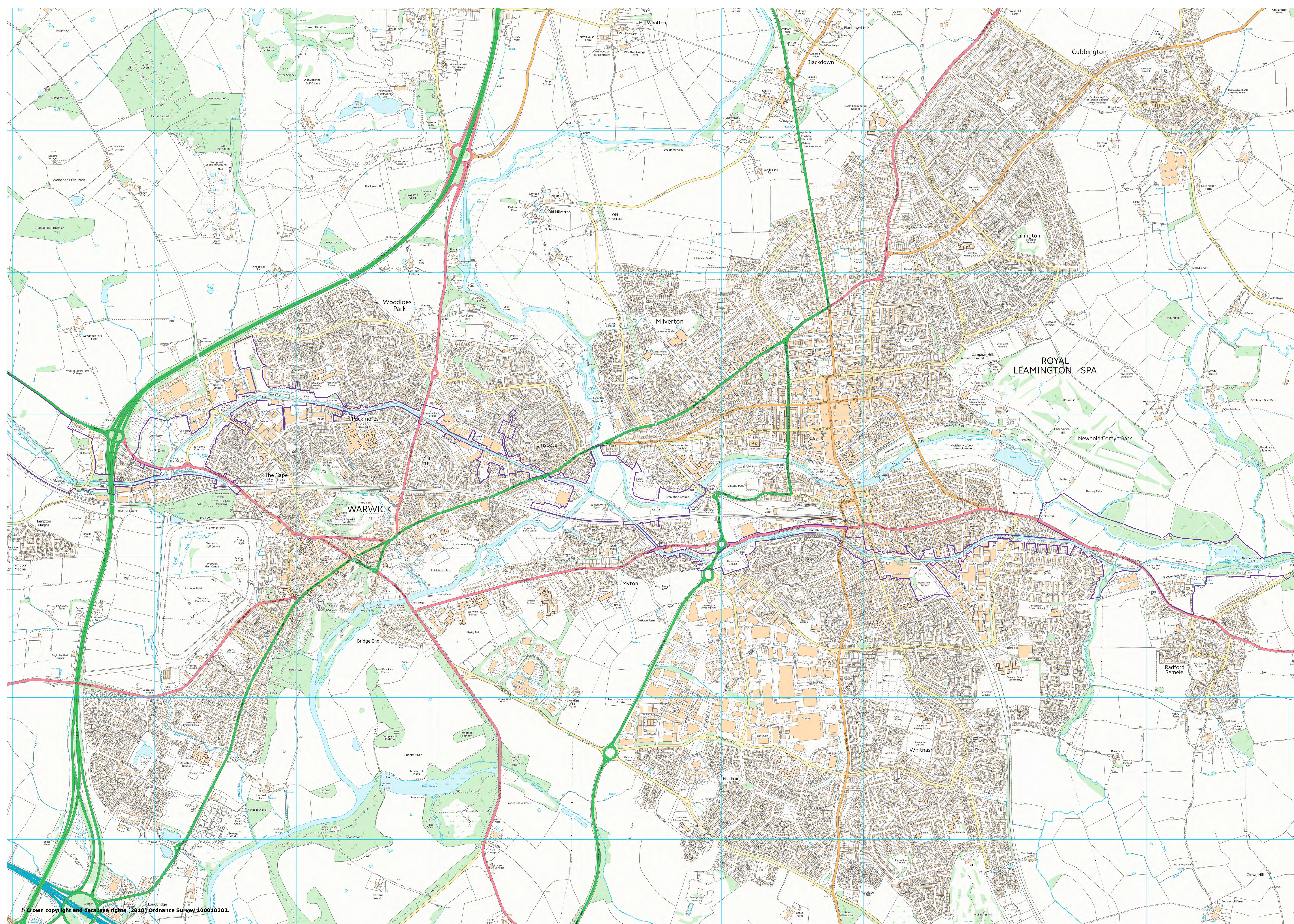


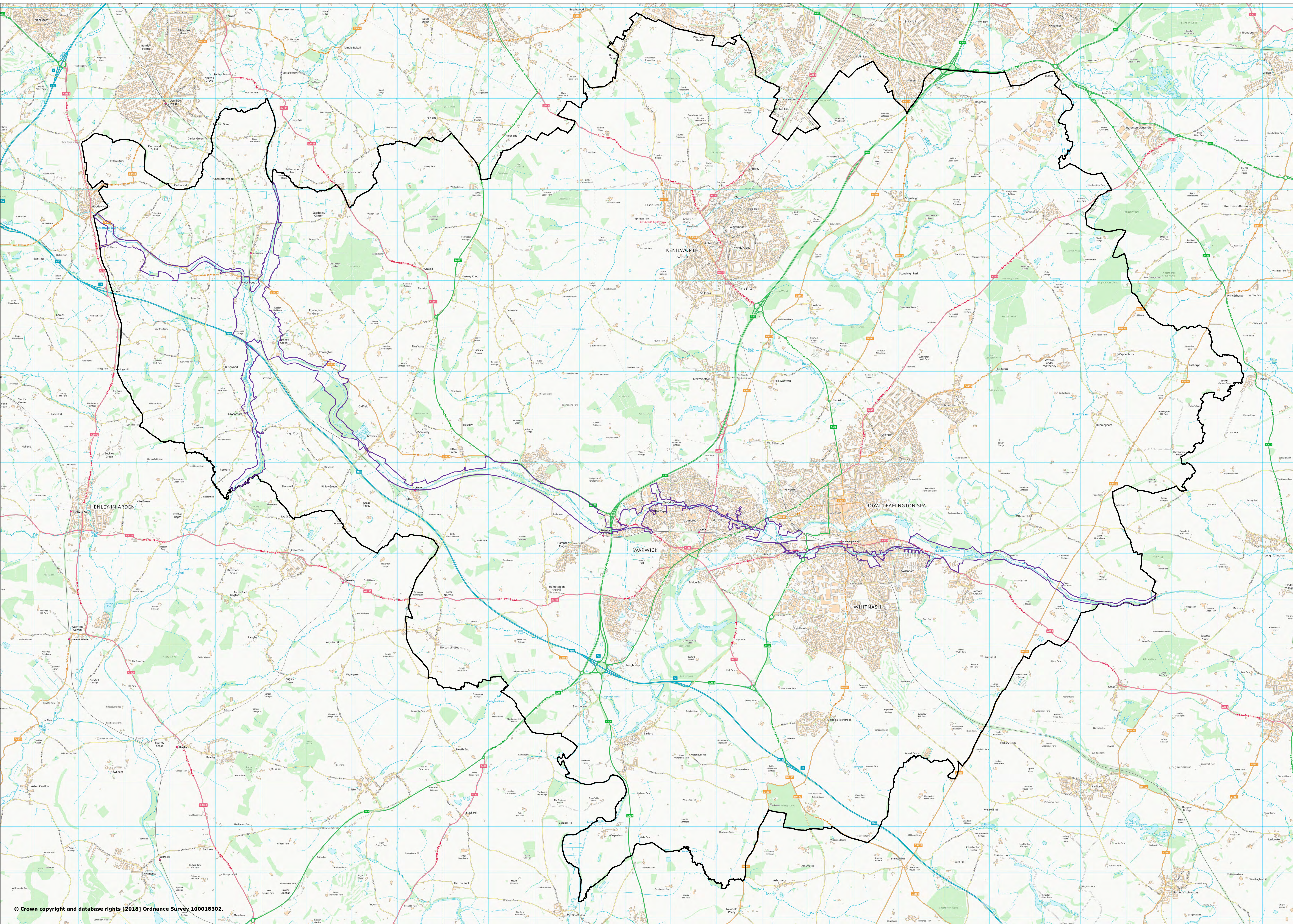
ROYAL LEAMINGTON SPA


Newbold Comyn Park

Myton







 EXECUTIVE January 2019		Agenda Item No. 10
Title	Supplementary Planning Documents (SPDs) – Requests to Consult	
For further information about this report please contact	David Butler (01926 456017) david.butler@warwickdc.gov.yk Lorna Coldicott (01926 456505) lorna.coldicott@warwickdc.gov.uk	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	N/A	
Background Papers	Warwick district Local Plan 2011-2029 Local Development Scheme – Executive March 2018, Item 11	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	964
Equality & Sustainability Impact Assessment Undertaken	Yes
The Local Plan and the policies within it has been subject to equalities impact assessment.	

Officer/Councillor Approval	Date	Name
Chief Executive	28/11/18	Chris Elliott
CMT	28/11/18	Chris Elliott, Bill Hunt, Andrew Jones
Section 151 Officer	28/11/18	Mike Snow
Monitoring Officer	28/11/18	Andrew Jones
Head of Service	28/11/18	Dave Barber
Portfolio Holder(s)	05/12/18	Councillor Alan Rhead
Consultation & Community Engagement		
The report is a request to take draft Supplementary Planning Documents to public consultation for a minimum of 6 weeks.		
Final Decision?	No – As the document will need to come back to Executive for adoption	

1 SUMMARY

- 1.1 The Warwick District Local Plan 2011-2029 was adopted in September 2017 and contains commitments to bring forward Supplementary Planning Documents (SPDs) on a variety of matters, including Public Open Spaces (Appendix 1) and Custom & Self-build (Appendix 2).
- 1.2 A further commitment was made in the Local Development Scheme to produce relevant SPDs on emerging planning issues that have developed since the adoption of the Local Plan, such as Purpose Built Student Accommodation (Appendix 3).

2 RECOMMENDATIONS

- 2.1 That Executive notes the content of the attached documents (Appendices 1-3) and approves them for a six-week public consultation, in accordance with the Council's adopted Statement of Community Involvement (SCI).
- 2.2 That Executive note that following the public consultation a final version of each of the SPDs will be brought before them and if they are approved they will subsequently be a material consideration in the determination of planning applications.

3 REASONS FOR THE RECOMMENDATIONS

- 3.1 Public Open Spaces
- 3.2 The provision of suitable and sufficient Public Open Space (POS) as a requirement of development is an integral part of ensuring that the District is a great place to live work and visit.
- 3.3 The Public Open Spaces SPD refreshes and updates the previous Open Spaces SPD adopted in 2008, ensuring that the evidence base and subsequent requirements are robust and appropriate, whilst adapting to changes in the National Planning Policy Framework (NPPF), case law and other legislation.
- 3.4 The SPD has been the result of collaborative work with the Green Spaces team to ensure that the guidance is deliverable and desirable.
- 3.5 Custom & Self-build
- 3.6 Policy H15 (Custom and Self-build Housing Provision) of the Local Plan encourages the provision of plots suitable for custom and self-builders, and also states that the Council will produce an SPD to assist in the delivery of self and custom build dwellings.
- 3.7 The authority is obliged to maintain a Register of demand for custom and self-build plots in the District in order to assist with formulating policy, and produces an annual Progress Report to provide information on the current demand.

- 3.8 The purpose of the SPD is not to allocate specific land parcels for custom and self-build but rather to simplify the delivery of plots both individually and as part of larger developments by providing extra clarity on the requirements.
- 3.9 Purpose Build Student Accommodation (PBSA)
- 3.10 Leamington Spa is home to 5782 students, principally in Houses of Multiple Occupancy (HMOs) in the south of Leamington. The benefits of students to the local economy, and to the district as a whole, have recently been acknowledged by Executive in the Student Strategy.
- 3.11 However, concerns are raised by local residents regarding the negative impact of a concentration of HMOs, and an Article 4 Direction is in place in Leamington to prevent HMOs coming forward without specific planning permission. Further, Policy H6 of the Local Plan (Houses in Multiple Occupation and Student Accommodation) sets out the criteria for assessing such applications. Policy H6 does not explicitly refer to PBSAs.
- 3.12 In response to these issues, and in order to accommodate the planned growth in the size of the University of Warwick, it is the position of the Council that more PBSA should be encouraged in order to alleviate the pressures on HMOs to the point where some are returned to mainstream housing. The PBSA SPD sets out the criteria where PBSAs can come forward to help deliver this aspiration, whilst also ensuring that any current concentration issues are not exacerbated.
- 3.13 The SPD is the result of collaborative work with the Housing Strategy team who have been leading on the Student Strategy work. Furthermore, there have been several cross-party member briefings that have helped shape the SPD.

4 POLICY FRAMEWORK

4.1 Fit for the Future (FFF)

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. Amongst other things, the FFF Strategy contains Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The Council's SAP's are the programme of work fundamental to the delivery of the strands described in the table below.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/ productivity of local economy

communities	Low levels of crime and ASB	Increased employment and income levels
Impacts of Proposal		
These SPDs will help facilitate self-build homes, ensure that PBSAs come forward in the right locations and that appropriate open spaces are provided	The Public Open Spaces SPD will ensure that the right on and off site open spaces are provided as part of development	The Public Open Spaces SPD will ensure that appropriate POS is provided by development, along with commuted sums for ongoing maintenance.
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
The SPDs will help officers in pre-application discussions and in determining applications	Not applicable	Not applicable

4.2 Supporting Strategies

Each strand of the FFF Strategy has several supporting strategies. The Local Plan is one of the key strategies, cutting across many of the FFF strands.

4.3 Changes to Existing Policies

This document seeks to support the student housing strategy agreed in May 2018 and the policies adopted within the Local Plan and adheres to national and local policies rather than changing them.

4.4 Impact Assessments

The Consultation will be undertaken in line with the Council's Statement of Community Involvement (SCI) 2016 approved by Executive in January 2016. The SCI specifically seeks to ensure that all relevant sectors of the community are consulted. The Local Plan has been subject to an equalities impact assessment which assessed the implications of consultations on equalities.

5 BUDGETARY FRAMEWORK

- 5.1 The costs of conducting the consultations and reviewing the responses are covered within the existing budget framework.

- 5.2 The adoption of Public Open Space by the Council means that additional maintenance costs will be occurred. The draft POS SPD provides for a commuted sum from the developer to cover these costs for the first twenty years.

6 RISKS

- 6.1 There are no specific risks related to taking the proposed SPDs out to public consultation.

7 ALTERNATIVE OPTIONS CONSIDERED

- 7.1 The Executive could decide not to pursue publication of a Public Open Spaces SPD. However, this would be contrary to the commitments made in the Local Plan and will not provide officers with a solid policy basis for the calculation of open space requirements.
- 7.2 The Executive could decide not to pursue publication of a Custom & Self-build SPD. However, this would be contrary to the commitments made in the Local Plan and not help facilitate the delivery of custom and self-build plots.
- 7.3 The Executive could decide not to pursue publication of a Purpose Built Student Accommodation SPD. However, this would not provide officers with a suitable policy basis for determining relevant applications and lose the opportunity to proactively plan for the provision PBSAs.
- 7.4 During the members' briefings the potential to restrict the development of PBSA in specific areas of the District was proposed. Officers took legal advice, which concluded that such a restriction may be deemed discriminatory and as such policies that sought to do this have not been pursued.

8 BACKGROUND

- 8.1 Public Open Spaces
- 8.2 The Public Open Spaces SPD sets out the requirements for varying differing types of POS depending on the size of the development. These principally remain consistent with the 2008 Open Spaces SPD, ensuring the current ratio of high-quality open space remains the same.
- 8.3 Detailed advice is given regarding other aspects of Public Open Spaces, including quality and managements standards.
- 8.4 In response to case law, the SPD will no longer seek mandatory contributions from developments of 10 dwellings or less.
- 8.5 Custom & Self-build Housing
- 8.6 The SPD responds to the Government desire to encourage more custom and self-build dwellings, as articulated in the Self-build and Custom Housebuilding Act, 2015.
- 8.7 Purpose Built Student Accommodation

- 8.8 The SPD sets out why there is a need for this document and how there are pressures on certain areas of the district as a result of the current and forecast increases in student numbers in terms of housing provision.
- 8.9 With a further 1414 bedspaces for students needed within the district until 2029 the SPD sets out how, whilst wishing to acknowledge the benefits of having students in the area, both socially and economically, we need to ensure a sustainable balance in the local community.
- 8.10 The SPD policies aim to achieve this by advising the most acceptable locations for PBSA and setting out what is expected by way of design and management for each new proposal to allow planning officers to make informed decisions on applications for both new build and conversions, without detriment to the amenity of other local residents.

Warwick District Council

PUBLIC OPEN SPACE SUPPLEMENTARY PLANNING DOCUMENT

Consultation Draft January 2019





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SECTION 1

Purpose & Context

This Supplementary Planning Document (SPD) sets out guidance for the provision, enhancement, adoption and future maintenance of Public open spaces (POS) required in conjunction with new residential and commercial development across Warwick District. It replaces the previous Open Space SPD that was produced and adopted by this Council in 2009.

The primary objectives of this SPD are as follows:-

- To secure and ensure the provision of high quality, appropriate public open spaces
- To give clarity to developers as to what will be expected of them in terms of on-site POS provision or where appropriate commuted contributions or enhancements to existing open space
- To help secure safe and convenient access to POS, including children's play facilities to all residents of new housing developments and allotments where appropriate
- To ensure that POS is designed, laid out and maintained to an acceptable standard
- To help ensure that financial contributions for off-site POS enhancements to existing provision are calculated fairly in accordance with the Council's standards and spent appropriately
- To help enhance the environment and ecology/ biodiversity in the vicinity of new housing developments.

Background

It is recognised that green space or POS, as well as good access to outdoor sports pitches and play facilities, has environmental, social and economic benefits. It is therefore an essential component of sustainable development. The Fields in Trust Charity (formerly known as The National Playing Fields Association) has produced research findings that demonstrate that parks and green spaces across the United Kingdom provide the population with over £34 billion of health and wellbeing benefits annually.

In order to maintain a high quality environment and ensure sustainable development, it is essential that sufficient recreational and amenity space is provided throughout the district to meet the existing and future needs of the community.

National planning policy for green space reflects its importance and there is a strong presumption in favour of retaining and improving open space provision, particularly the creation or protection of linked networks of greenspaces in order to produce larger accessible areas of green infrastructure.

National policy requires local authorities to conduct detailed audits of their open space and prepare an open space strategy to assist with planning and management decisions relating to open space. Warwick District Council has completed such an audit of its parks and open spaces and the purpose of this Supplementary Planning Document is to give further guidance to developers on the requirements for public open space on new developments. It therefore expands on policies within the adopted Warwick District Local Plan 2011-2029 (Policy HS4 in particular).

Policy Context

This SPD is underpinned by a range of national, regional and local policy documents and strategies.

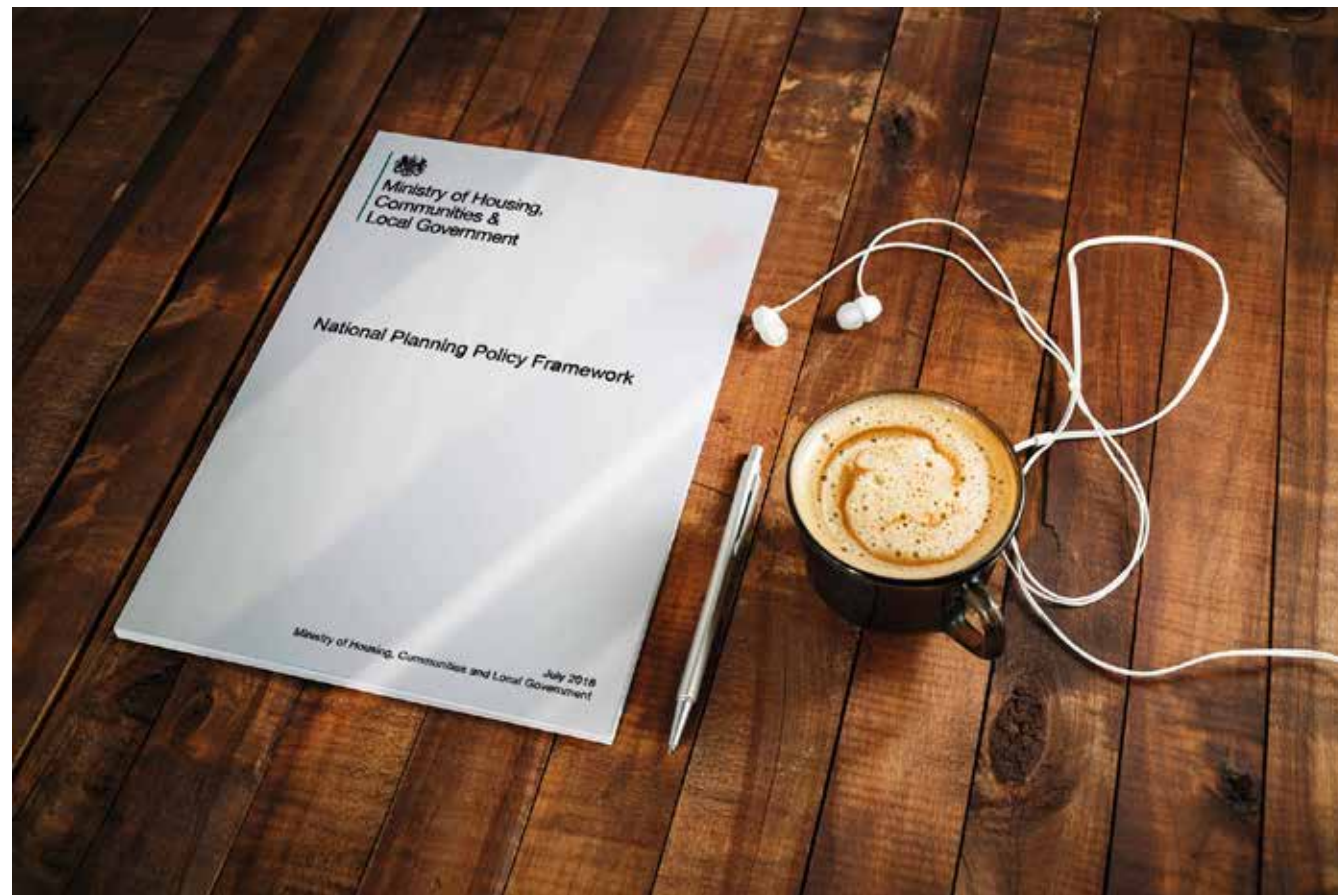
National Policy

National Planning Policy Framework (July 2018)

National Planning Policy is set out in the National Planning Policy Framework (NPPF) with guidance on its interpretation provided in the Planning Practice Guidance (PPG). The NPPF emphasises the value to the health and well-being of communities that come from providing access to a network of high quality open spaces and opportunities for sport and physical activity. National Policy considers the need for open space, sport and recreation facilities to be provided in conjunction with new developments, and the protection of existing spaces and facilities from inappropriate development.

The NPPF advises that planning policies for open space, sport and recreation facilities should be informed by an assessment of need for their provision. The Council published its comprehensive Parks and Open Spaces Audit in 2008. In accordance with the guidance, the Audit also itemised deficits and surpluses of provision to help identify and inform decision making, and comprehensive quality audits have taken place every 3 years since.

Warwick District Council uses legal agreements to secure contributions to public open space. The Community Infrastructure Levy (CIL) Regulations 2010, Regulation 122 imposes statutory restraint on the use of planning obligations. The tests are repeated in paragraph 56 of the NPPF and advice contained within the PPG explains that "Planning Obligations mitigate the impact of unacceptable development to make it acceptable in planning terms".



Local Policy

Warwick District Local Plan (2011-2029)

The Warwick District Local Plan was adopted in 2017. It includes a suite of parent policies which provide a policy framework to ensure that new development delivers open space to meet future needs and forms the context for the development of this SPD. The relevant policies are:-

Policy HS1 Healthy safe and Inclusive communities;

Policy HS2 Protecting Open Spaces, Sport and Recreation Facilities;

Policy HS3 Local Green Space;

Policy HS4 Improvements to Open Space, Sport and Recreation Facilities;

Policy HS5 Directing Open Space, Sport and Recreation Facilities;

Policy HS6 Creating Healthy Communities and

Policy DM1 Infrastructure Contributions

Policy FW2 Sustainable Drainage

Green Space Strategy for Warwick District (2012-2026)

This strategy was adopted by the Council in December 2012 its overriding function is to provide a strategic direction for the current and future provision of green space within Warwick District. It establishes an overall vision and framework for achieving key recommendations between 2012-2026 with a central theme being improving and maintaining the quality and value of all green spaces. The strategy also outlines a green space action plan that identifies specific green spaces that would benefit from qualitative improvements.

Playing Pitch and Outdoor Sport Strategy

The Council maintains and regularly updates a Playing Pitch Strategy. This document consists of a qualitative and quantitative study of the playing pitch provision in the district as well as projecting future demand based on the growth provided for in the Local Plan. This Strategy underpins the requirements laid out later in this SPD with regard to playing pitch provision and forms part of the SPD Evidence Base.

Evidence Base

National policy requires local authorities to assess the level of provision of open space within their boundaries in order to fully understand their current levels and differing typologies of open space. This information provides a basis for informing standards required of new development and becomes an integral part of the wider Green Space Strategy for the Council.

A full, detailed audit of open space in Warwick District was completed by Pleydell Smithyman in 2008 in support of the Green Space Strategy. The open space audit conducted a full examination of the amount, location, type and quality of green spaces available across the District and the varying qualitative and quantitative needs of different areas. The audit

also involved a household questionnaire to help develop an understanding of the public's perception of the District's existing and future open space requirements. Overall there was general satisfaction with the level of open space provision although it was felt that improvements could be made to its quality and management in some instances.

The audit provided a significant amount of information and data on the amount, type and quality of open space available throughout the District as well as the varying qualitative and quantitative needs of different areas. This audit and the data collected was mapped on the Council's GIS system and will continue to assist and inform negotiations regarding open space provision going forwards.

It is the Council's intention to continue to utilise the overall standard of 5.47 Ha of unrestricted open space per 1000 head of population that was derived from the Parks and Open Spaces Audit as the basis for seeking open space contributions. For sites over 100 dwellings, a further 0.42 ha per 1000 head specifically for allotments. Negotiations with developers have, and will continue to, secure both land and financial contributions with regard to this standard in order to ensure that new developments will bring forward POS in a manner that reflects and replicates the District's historical levels of open space delivery as well as the character and nature of the District. In doing so, it is the Council's ambition to ensure that new development and the communities emerging will have access to an appropriate level of opportunities and access to enjoy high quality networks of green infrastructure and open spaces.

A review of major developments approved since the adoption of the Strategy show that the standards have been consistently met and that the findings of the original study remain. The details of this research are provided as part of the SPD Evidence Base.

The document updates advice regarding the process of engaging with the planning process and in particular provides a clearer understanding of what the Council will require from developers regarding the adoption process and legal agreements to ensure appropriate future management and maintenance regimes. Furthermore, it allows for a greater flexibility across the various typologies of public open space, ensuring that the right quantum of open space can be provided, whilst recognising that there can be areas of overlap such as between well-designed SuDS and natural areas.

SECTION 2

Purpose & Context

Residential Developments

On all residential developments of 11 or more dwellings* there will be a requirement for public open spaces provision in accordance with the standards specified in this SPD. The District Council will expect developers to meet the overall open space requirement; however it may apply a degree of flexibility to the individual types of space having regard to the Parks and Open Space Audit and the particular circumstances of the development site in question.

Where it is demonstrated that it is impractical or inappropriate to provide open space physically on-site, the District Council may consider commuting the requirement to an alternative location provided that it is within reasonable walking distance of the development. A distance of 480 meters approximately a 10 minutes' walk is considered appropriate for this purpose.

Where neither an on-site nor off-site location is available or considered appropriate to serve the development, a financial contribution from the developer as a means of providing qualitative improvements to existing open space will be required. The form of any contribution will be guided by the findings of the District's Parks and Open Spaces Audit and any other material evidence.

In instances where off-site financial contributions are proposed, the Council will endeavour to ensure that any qualitative improvements are within a reasonable distance of the development.

Where a developer makes the physical provision of new open space it will be delivered to an agreed standard, as detailed in this SPD. It is the authority's expectation that the public open space will be offered to the Council for adoption.

Commercial Developments

New commercial or industrial developments will create demand for public open space through their workforce. Such open space will need to be available on site so that employees can take advantage of it during their working day. The provision will focus on amenity open space, parks and gardens and accessible natural areas, with no need to provide allotments or youth areas. Smaller developments that will employ less than 100 full-time equivalent employees will be exempt.

* any subsequent changes to national planning policies that alter the minimum number of dwellings that such an obligation can apply to will be used

The Public Open Space Standard – Residential developments

In order to maintain the current average provision of POS, a minimum of 5.47ha of unrestricted public open space will be required per 1000 head of population. The proportion of this space given to each of the 5 typologies is as follows:

For the avoidance of doubt POS must be useable by the public. Thus non-useable landscaping such as 'SLOAP' (space left over after planning) will not count towards the standards. For example, roadside verges would not count but areas where dogs could be walked or people could sit or children play informally would contribute.

Amenity Green Space: 17%

Opportunities for informal activities close to home or work. They are important for the enhancement of the appearance of residential or other areas but are not laid or managed for specific formal functions, such as a sports pitch. Road side verges and similar spaces do fulfil the function of amenity green space.



Parks and Gardens: 35%

Accessible, high quality opportunities for informal recreation and community events. These include urban parks, formal gardens and country parks.

Natural Areas including Urban Woodland: 35%

These areas are principally aimed at protecting and enhancing wildlife conservation, biodiversity and environmental education and awareness through environments such as urban woodlands, grasslands, wetlands and wildflower meadows.

Allotments, Community Gardens and Urban Farms: 7%

Opportunities for those who wish to grow their own produce as part of the long term promotion of sustainability, health and social inclusion.

Children / Youth Areas: 6%

Areas designed primarily for play and social interaction and young people, such as equipped play areas, ball courts, skateboard areas and teenage shelters.

Sites of over 100 dwellings will be required to provide a further amount specifically for allotments of 0.42ha per 1000 head of population.

The Public Open Space Standard – Commercial and Industrial developments

In order to provide public open space for the benefit of employees, a minimum of 2.5ha of unrestricted public open space will be required per 1000 employees. Developments that result in less than 100 f/t equivalent employees will be exempt. The proportion of this space given to each of the 5 typologies is as follows:

Amenity Green Space: 20%

Opportunities for informal activities close to home or work. They are important for the enhancement of the appearance of residential or other areas but are not laid or managed for specific formal functions, such as a sports pitch. Road side verges and similar spaces do fulfil the function of amenity green space.

Parks and Gardens: 40%

Accessible, high quality opportunities for informal recreation and community events. These include urban parks, formal gardens and country parks.

Natural Areas including Urban Woodland: 40%

These areas are principally aimed at protecting and enhancing wildlife conservation, biodiversity and environmental education and awareness through environments such as urban woodlands, grasslands, wetlands and wildflower meadows.

Allotments, Community Gardens and Urban Farms: 0%

Opportunities for those who wish to grow their own produce as part of the long term promotion of sustainability, health and social inclusion.

Children / Youth Areas: 0%

Areas designed primarily for play and social interaction and young people, such as equipped play areas, ball courts, skateboard areas and teenage shelters.

How the standards should be applied

Calculating the quantum of open space to be provided

Residential

The amount of land required to meet the standard is determined by first calculating the population of the proposed development. For residential developments this is worked out by taking the number of bedrooms in each dwelling provided in the development as the head of population, with the exception of one bedroom dwellings which will be assumed to have 1.5 people. For student housing, the number of students to be accommodated will be used

To calculate the total open space required, divide the number of people from the development (see above) by 1000 and then multiply by the open space standard of 5.47 (hectares)

In relation to housing schemes that are to particularly meet the needs of the elderly then contributions for parks and gardens and amenity open space will be the Council's main focus. This means that the proportions of allotment and play areas may be reduced whilst increasing the other public open space typologies in order to maintain the required quantum

In relation to other adult care schemes, flexibility will be afforded in the ratio of the various typologies of open space, for example to provide greater gardening opportunities, as long as the overall quantum required is met.

Apart from the exceptions mentioned above, developments over 100 dwellings will be required to provide allotments on-site, or make alternative provisions within 480 metres of the site. Sites adjacent to one another combining provision in one area will be encouraged to help deliver effective allotment sites. Allotment provision is a statutory duty of the council and less flexibility will be afforded to non-provision when the threshold is reached.

Commercial and Industrial

The amount of land required to meet the standard is determined by first calculating the full-time equivalent jobs of the proposed development.

To calculate the total open space required, divide the number of full-time jobs from the development by 1000 and then multiply by the open space standard of 2.5 (hectares)

Calculation of Commuted Sum for maintenance of public open spaces

Arrangements will need to be made for the maintenance and management of any POS, and this will require the payment of a commuted sum to the District Council. This will involve a site-specific calculation of the annual maintenance costs over a period of twenty years, taking into account the various components that make up the open space, plus a 28% management fee to managing the maintenance

Broadly indicative costs are produced periodically by the authority in order to offer guidance to developers, and such a document is appended to this SPD as Appendix 3. However, each site is unique in requirement and costs, and the provided information should be regarded as advisory only, with definitive calculations produced at the point of application. The provision of such a calculation is dependent upon the provision of a detailed POS Scheme that demonstrates not only the quantum of POS to be provided but also visibly determines the specific provision of the various typologies and management prescriptions.

Calculation of the capital off-site sum

The sum calculated for each type of open space where full provision is not made on site will be based on the estimated cost of creating the public open spaces (and subsequent maintenance costs over a twenty year period). Guidance is provided in Appendix 3.

In order to maintain the high quality of public open spaces that is currently prevalent in the District, and to ensure that maintenance and enhancement can take place seamlessly in the future, it is expected that developers will offer POS land to be adopted by the District Council, along with a suitable commuted sum for future maintenance.

Administering the System

With regard to the on-site provision of public open spaces a Commuted Sum for maintenance is to be paid to the District Council upon formal land adoption by the authority.

Formal Local Authority adoption of POS will only take place when the Council considers that the POS has reached an acceptable standard upon practical completion and any commuted sum for maintenance has been received.

Off-site Provision Capital Sums will be spent on open space improvements identified by the Council as part of the Section 106 agreement. Improvements to open space shall include; the creation of new areas where there is a deficiency; raising existing standards and adding value to an area in terms of the leisure experience on offer.

In addition to the commuted sum, applicants will be expected to pay the Councils legal costs involved in making the planning obligation.



SECTION 3

Site Requirements & Standards

Design Guidance (Appendix 2) is included to detail the minimum requirements than need to be met for POS. This Guidance will inform developer decisions on various matters such as site location, access, biodiversity and so forth. As part of the application submission it will be expected that the applicant submit a compliant public open spaces Design which details and demonstrates compliance with the Guidance and shows spatially the location and appropriate provision of the various open space typologies.

It is expected that POS will be offered to the Local Authority for adoption. In the event that the LA does not adopt the open space then the developer will be required to deliver a maintenance programme to an agreed Management Plan, which will replicate the quality of maintenance prevalent throughout the LA-managed POS. Where one is required, the satisfactory completion of a Management Plan will be a requirement prior to commencement.

public open spaces requires unfettered access for members of the public throughout the year. In order to ensure safety and other considerations elements of gating and fencing may need to be included within the design. These matters should be discussed at the earliest available opportunity to ensure appropriateness and to also ensure that the Local Authorities maintenance vehicles can access the site post adoption. A post-installation independent safety audit of the POS will be required.

Sustainable Drainage Systems (SuDS)

The Local Plan contains a number of policies on flooding and water management. All new developments must incorporate sustainable drainage systems (SuDS) that provide biodiversity, water quality and amenity benefits and be in accordance with the Warwickshire Surface Water Management Plan. It is preferable for SuDS to be located and designed within the public open spaces. Details will need to be submitted and approved that cover the technical design, performance specification and maintenance (short and long-term) of the SuDS and how these integrate with the design of the public open spaces. This will be secured by way of a Planning Obligation under Section 106 of the Town and Country Planning Act 1990.

The expectation is that SuDS will likely form part of the public open spaces and therefore be offered to the Council for adoption and long-term maintenance. It is crucial that developers consider SuDS, landscaping and public open space in the design concept for the site from the outset.

SuDS form part of the surface water drainage system and must therefore be designed to perform a technical drainage function. Developers will be required to submit a SuDS Specification that sets out the detail for how the SuDS will be designed, constructed and maintained (see below). The SuDS Specification should be prepared by a suitably qualified and professionally approved person carrying appropriate Professional Indemnity insurance.

The SuDS Specification, in the form of a report or suite of reports, should include the following plans and technical detail:

1. Hydraulic calculations;
2. Control devices and flow control measures;
3. Geotechnical design criteria;
4. Permeability assessment;
5. Proposed design specification;
6. Proposed landscaping and boundary treatments;

7. A short and long term management plan for the SuDS.
8. Life-saving equipment (e.g. lifebelts) where required;
9. Warning and information signage where required;
10. Proposals that seek to maximise ecological benefit;
11. The exact location and dimensions of the SuDS;
12. A construction programme for the SuDS identifying timings for commencement through to completion of the SuDS;
13. A Management and Maintenance Plan for the SuDS that identifies the required management and maintenance of the SuDS in the short, medium and long-term;
14. A ROSPA assessment/certificate;
15. A CDM designer's Risk Assessment evidencing that the SuDS can be operated safely; and
16. Public Liability Insurance.

The SuDS Specification will be considered and determined by the Council as part of the Detailed or Reserved Matters application process for a development or an area of development. Development shall not commence for an area until the Council has approved the SuDS Specification.

The SuDS for a development or an area of development should be installed and completed in accordance with the SuDS Specification prior to the occupation of any dwelling or use of any buildings.

The developer will need to confirm/demonstrate that the SuDS for any phase or area of development has been constructed and completed in accordance with the SuDS Specification. This will be done by submitting to the Council a report, together with a complete set of 'As Built' drawings, prepared by a suitably qualified and professionally approved person(s) carrying appropriate professional indemnity Insurance. Following inspection by the Council a Completion Certificate will be issued upon satisfactory completion of the SuDS. This process will be set out in detail in the S106 Agreement.

The developer will maintain the SuDS in line with the SuDS Specification for a minimum period of 12 months following completion and until the public open spaces is transferred to the Council for adoption. A Commuted Sum for the maintenance of the SuDS, based on details set out in the approved SuDS Specification, will be agreed between the developer and the Council and paid upon transfer of the public open spaces.

Allotments

The recommendations of 'Growing in the Community' (second edition) published by the LGA, will be implemented. This addresses requirements including minimum depth of topsoil; metered water supply to site, appropriate number of water points (one per every 5 plots), notice board, paths fit for purpose off an adopted highway, and secure fencing. Allotment provision will be required on all sites for 100 or more dwellings.

SECTION 4

Playing Pitch Requirements

Increases in population will inevitably lead to more use of playing pitches for a variety of organised sports, especially football. Participation rates are to be encouraged, with the benefits of team and individual sport being clear. As the District's population grows, new teams will be generated which in turn will put stress on, or exceed, current infrastructure provision.

The Council regularly refreshes its Playing Pitch Strategy (PPS), with the current PPS provided as part of the evidence base. The PPS reviews Team Generation Rates (TGR) as well as the current available infrastructure capacity across a range of sports. Where a deficiency is demonstrated then a plan is put into place to address this, and it is appropriate that developments that are contributing to the increased requirement contribute to the costs of providing the required infrastructure.

Sports pitches are most successful, and efficient when clustered to create hubs, and the Council is focused on provision of four key hubs. These hubs require a variety of work, including but not limited to new pitches and facilities and improvements to existing pitches to allow for increased rates of usage.

The costs of these improvements and expansions have been estimated in the PPS, and developments will be expected to contribute to these. It is recognised that by providing a small handful of key hubs these will be local attractors and will generate trips from across the District, allowing residents to choose where and for whom to participate in team sports. It is appropriate that all developments will be expected to provide to the overall increase in playing pitch capacity. In order to ensure compliance with the current pooling restrictions, Section 106 agreements will specify individual projects. However, in order for developers to plan appropriately, an approved Sports England calculator has been provided in the Evidence Base. This shows that on average developments should expect to pay in the region of £150k per 1000 head of population.

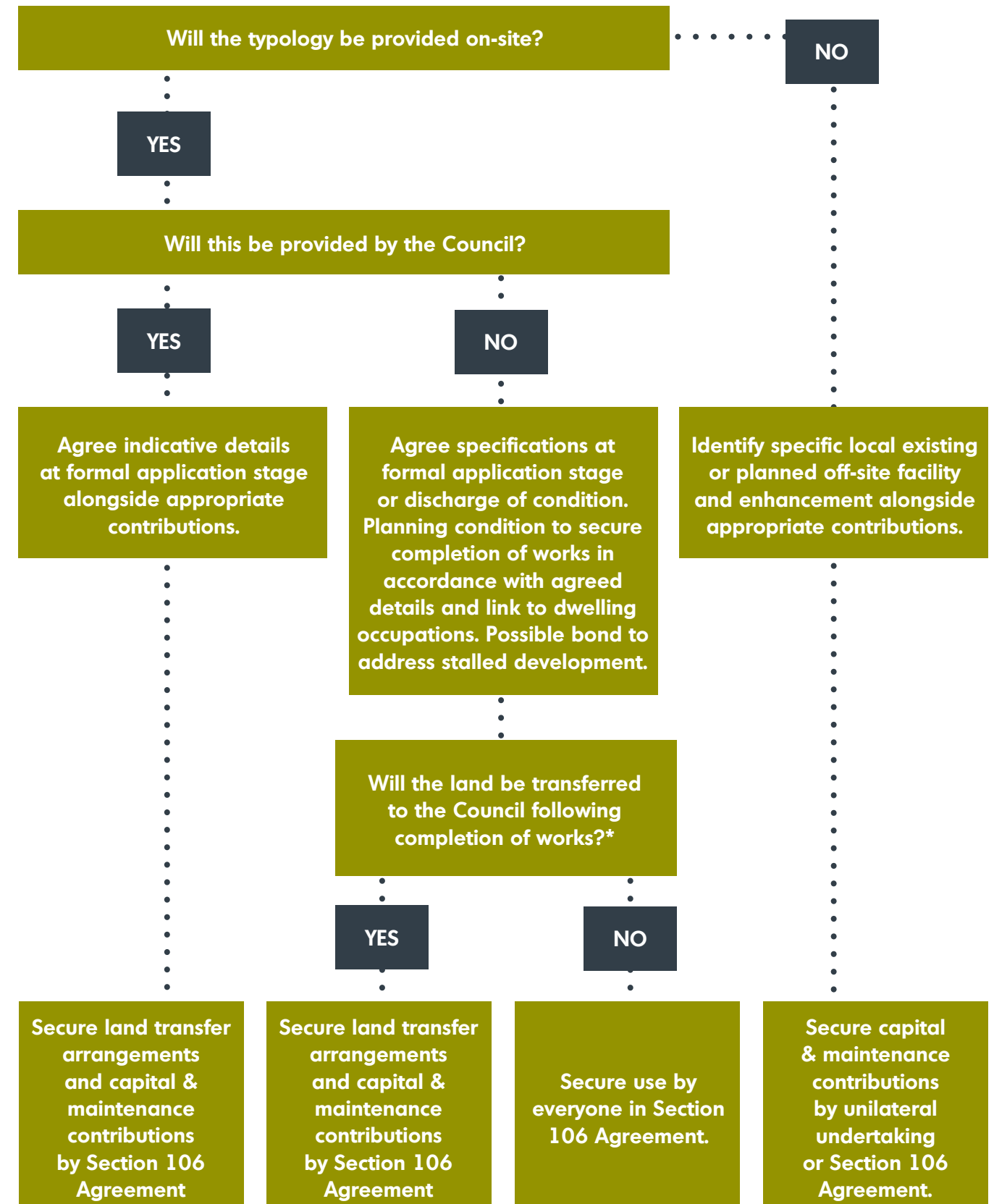


SECTION 5

Public Open Space Process Map

How Provision will be secured

The diagram below shows the processes and procedural considerations to be addressed when formulating POS contributions to accompany a development proposal.





APPENDIX 1

Draft Management Plan

Contents

000 INTRODUCTION

000 POS SCHEME

000 OVERALL MANAGEMENT OBJECTIVES

000 GENERAL MAINTENANCE ITEMS

000 MANAGEMENT PRESCRIPTIONS

000 INTRODUCTION

000 SOFT LANDSCAPING

000 All new planting, including grass (years 1-5)

000 Existing trees

000 Newly planted trees

000 Existing native hedges

000 New native hedges

000 Ornamental and amenity hedges

000 Amenity grass

000 Ornamental grass

000 Perennial meadow

000 Tall herbage (grass)

000 Bulbs in grassed areas

000 Grass paths

000 Shrub beds

000 Mixed herbaceous beds

000 Free standing raised beds and planters

000 Existing coppice

000 Shelter belts

000 HARD LANDSCAPING

000 Paths

000 Street furniture

000 Gabion cages

000 Constructed eco habitats (bat/bird boxes, otter holts, hibernaculum)

000 Bridges

000 Retaining structures

000 WATER BODIES (INCLUDING PONDS, LAKES AND OPEN WATER)

000 Buffer zone

000 Reedbeds

000 Open water

000 Watercourses including drainage ditches

000 Inlets and outlets including ditches and drains

000 Fountains

000 Nesting swans

000 Canadian geese

000 Fish

000 Safety Buoys

000 Pollution

000 CLEANSING

000 Leaf litter

000 Fly tipping, litter, dog fouling and graffiti

000 Litter bins/dog bins

000 Sweeping hard area – sealed surfaces

000 Sweeping hard area – unbound surfaces

000 Cleaning of benches and signs

000 Snow and ice

000 Dead animals

CHILDREN AND YOUTH

- 000 Play areas
- 000 Informal grass sports pitches
- 000 Basketball/Hard surface ball courts
- 000 BMX tracks (grass)
- 000 Stake parks (metal/concrete)

000 **MISCELLANEOUS**

- 000 Pests (animals and insects)
- 000 Notifiable tree pests and diseases
- 000 Invasive species
- 000 Dogs
- 000 Not permitted

000 **POS SCHEME: TABLES TO BE COMPLETED**

- 000 **TABLE 1:** Do the approved landscape plans provide the following detail?
- 000 **TABLE 2:** List of additional plans
- 000 **TABLE 3:** Commuted maintenance sum

Introduction

This management plan sets out the necessary prescriptions for the management of public open spaces and play areas ('POS'). Through Section 106 Agreements, developers and subsequent managers will be required to manage their POS in accordance with it, unless an alternative has been approved, in writing, by WDC. It will apply until the land is formally transferred to WDC.

Landscape Ecology Management Plan (LEMP)

If during the planning process, a LEMP has been approved for the development, it will take president over any duplicate prescriptions in this management plan. However, this management plan applies to all prescriptions absent from an approved LEMP; and will apply when the LEMP expires.

Sustainable Drainage Systems (SuDS)

This management plan does not include SuDS. A Section 106 Agreement or planning condition will require a developer to provide a site specific management plan for SuDS.

POS Scheme

Prior to commencement, a Section 106 Agreement will require the submission of a POS Scheme for approval by WDC.

The POS Scheme will comprise of:

1. This management plan; ACCOMPANIED by
2. An approved LEMP (if applicable).
3. Approved landscape plans (see details below).
4. A boundary plan (see details below).
5. Tables 1, 2 and 3 completed (found at the end of this appendix).
6. A programme for the delivery of the POS.

Approved landscape plans

To accompany this management plan the developer will need to annex a copy of the sites approved landscape plans. It is expected that these plans will detail (as a minimum) the items listed in table 1 at the end of this appendix. Table 1 should be completed to confirm the information is provided. If any details are absent, an additional plan (or plans) will be required to understand what has been, or will be, provided and where, to ensure elements are appropriately managed. Additional plans should be listed in Table 2.

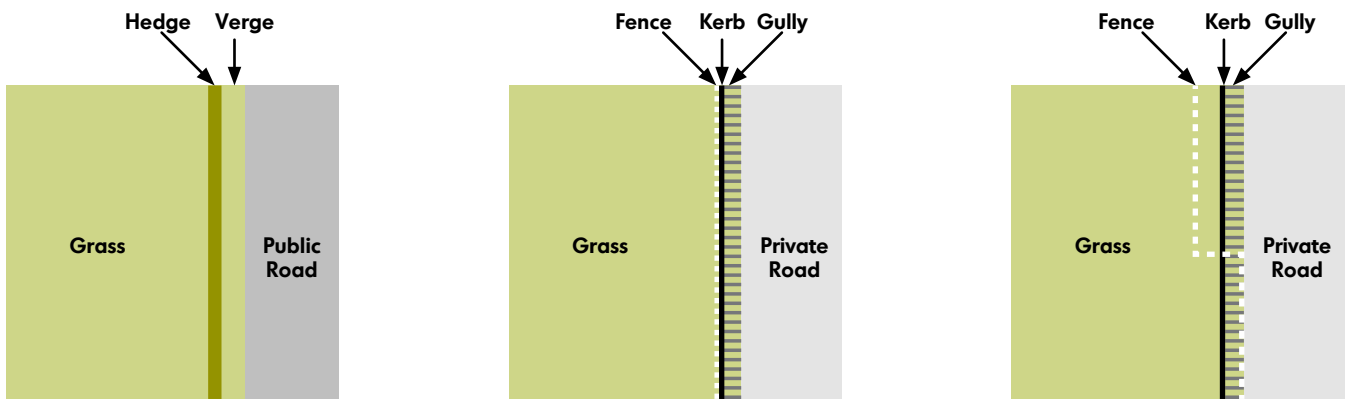
Requirement for a boundary plan

WDC's preference is to adopt POS and a s106 agreement will typically require the developer to formally offer the POS to WDC prior to commencement - although the land would not transfer until it has been laid out to an acceptable standard. To evaluate that offer, a printed, boundary plan, to a recognised scale, is required with the formal offer to understand exactly what land is being offered to WDC for adoption. It needs to clearly and accurately show:

- What land is being offered?
- What physically forms the boundary of that land to understand where responsibility stops/starts?
- Who is (or will be) responsible for that feature?

For example, in scenario 1 (page 32) – is the hedge the boundary? And if so, is the hedge part of the transfer, or will it be for the County Council to maintain as part the public highway? The boundary plan should specify. In scenario 2, is the fence or kerb the POS boundary? And who is responsible for the fence/kerb? Again the boundary plan should specify. And what happens in scenario 3 – the boundary plan should advise.

The boundary plan must be explicit to understand where responsibilities being, and end, to avoid future misunderstanding.



Commuted Maintenance Sum

When the POS is transferred to WDC, a commuted maintenance sum will be payable. To calculate that sum, Table 3 at the end of the document must be completed. The table lists the maintenance prescriptions outlined in this appendix. Should items not appear, they should be added to Table 3 with details of what they cost the developer to install. These costs will be used to assess a maintenance figure.

Overall management objectives

The overriding objective of this management plan is to ensure that all POS are well managed and are safe and welcoming places, which are managed in a sustainable and ecologically sensitive manner. It is the Council's aspiration that all POS would be of a standard to qualify for a Green Flag Award.

The Green Flag Award® scheme recognises and rewards well managed parks and green spaces, setting the benchmark standard for the management of recreational outdoor spaces across the United Kingdom and around the world.

Purpose & aims

- To ensure that everybody has access to quality green and other open spaces, irrespective of where they live.
- To ensure that these spaces are appropriately managed and meet the needs of the communities that they serve.
- To establish standards of good management.
- To promote and share good practice amongst the green space sector.
- To recognise and reward the hard work of managers, staff and volunteers.

Source: www.greenflagaward.org.uk

General maintenance items

To achieve the overall objective, all maintenance will be undertaken by a competent landscape contractor, registered with the British Association of Landscape Industries (BALI) and will be British Agrochemical Standards Inspection Scheme registered (BASIS), with the BASIS Advanced Contractor Certification Scheme (BACCS). One senior member of the landscape contractor working on this project will hold the BASIS Certificate in Amenity Pest Management. Any operative applying chemicals must hold their own personal Certificate of Competence for Pesticide Application (e.g. PA6), which must be available for inspection at all times. All tree work will be undertaken by a qualified professional, registered with the Arboriculture Association and all play area inspections will be undertaken by a professional holding an up-to-date RPII certificate (Register of Play Inspectors International).

Where practicable, waste materials removed from site should be recycled.

Management prescriptions

Introduction

The management prescriptions are not overtly descriptive because qualified professionals (see 'general maintenance items' above) should be familiar with current legislation and good practices; and it is expected that they will keep up-to-date with changes to legislation and working practices.

All arisings removed from site, including controlled waste, is to be managed in line with all current legislation on managing, carrying and disposing of waste.

Soft Landscaping

All new planting, including grass (years 1-5)

Prescription		Frequency	When
Dead/dying	Replace/reseed in the current planting season with the same species and sizes unless alternatives have been approved in writing by the local planning authority.	Annually	Oct-Mar

Existing trees

Prescription		Frequency	When
Site inspections	All trees that would fall on a play area or other area of high foot fall	Annually	Anytime
	All other trees (exc. woodlands)	Every 3 years	
	Woodland edge trees (abutting private property/roads/paths)	Every 5 years	
	'Dangerous' results	Within 24 hours	
	Other faults, including follow up aerial surveys and decay detection	As recommended in the report	
Epicormic growth	Remove	Twice a year	May-June & Sept-Oct
Crown lift	In all amenity areas (exc. woodlands, conifers and weeping species), maintain a clear crown height at 2.5 metres	Annually	Nov-Jan
Pollard	All trees previously pollarded	Every 5 years	
Light columns	Cut back all overhanging vegetation	Annually	
Ivy	When 80% of the crown is covered, cut ivy at ground level and allow to re-grow. Leave cut material in the tree.	As required	Dec-Jan
Arisings	Collect and remove from site, except in woodlands when it can be stacked to create eco habitats.	As created	Anytime

Newly planted trees

Prescription		Frequency	When
Water	Until established	Weekly or more frequently in dry spells	Anytime
Mulch	A 300mm radius of the trunk to be top dressed with untreated bark chip to a depth of 100mm	Annually	Feb-April
Spray	A 300mm radius of trunk to be treated with a contact herbicide (exc. whips)	Annually	April-May
Spiral guards and canes	Remove cane	Year 3	Anytime
	Remove spiral guard	Year 5	
Strim guards	Check and replace if missing	Annually, years 1-5	Anytime
	Remove	Year 6	
Ties and stakes – standard trees (planted with a 'H' staking system) Underground anchors	Check and adjust	Twice a year & after severe weather	Anytime
	Remove ties and the crossbar. Retain upright stakes to protect against strimmer/mower damaged.	Year 3	
	Remove/untie	Year 5	
Weeds (whips)	Within a 0.5 metre, hand weed any weeds outgrowing the tree.	Twice a year	May & Sept/Oct

Existing native hedges

Prescription		Frequency	When
Sides (only)	Cut back current season's growth. Arising to be left on site.	Annually	Feb
Lay	Lay and remove arisings off site	Every 5-10 years	Nov-Jan
Gap up	As needed with whips to match existing hedge species	Annually	Oct-Feb

New native hedges

Prescription		Frequency	When
Year 1-3	Same as 'new tree planting'		
Year 2: top	Reduce height by a third to promote thick growth	Once	Nov-Feb
Year 4-9: sides	Cut back current season's growth. Arisings to be left on site.	Annually	Feb
Year 10: lay	Lay and remove arisings off-site	Annually	Oct-Feb
Year 11+	Same as 'existing native hedge'		

Ornamental and amenity hedges

Prescription		Frequency	When
Cut	Remove current season's growth (top and sides) after first checking for nesting birds. Height not to exceed that specified on the approved landscape plans	Twice a year	May/June & Aug/Sept
Weeds	Hand weed the base of any excessive weeds and any self-sown (or otherwise planted) plants not appearing on the approved landscape plans		May and Aug
Arisings	Collect and remove from site	As created	Anytime
Chemicals	Not to be used		

Amenity grass

Prescription		Frequency	When
Litter	Removed before cutting (do not mow over).	Every cut	Mar-Nov
Mow (height)	Max 80mm, min 40mm	14 times per year	
Arisings	Mulched and spread evenly across the sward	Every cut	
Edges	Cut with a half moon	Once a year	Jun/July
Fixed obstacles	With a residual herbicide spray a 0.2 mere area along/around the edge of each obstacle, avoiding any drift		Jan/Feb

Ornamental grass

Prescription		Frequency	When
Litter	Removed before cutting (do not mow over).	Every cut	Mar-Nov
Mow (height)	Max 40mm, min 20mm	26 times per year	
Arisings	Mulched and spread evenly across the sward	Every cut	
Edges	Cut with a half moon. Overhang not to exceed 25mm	Once a year	Jun/July
Fixed obstacles	With a residual herbicide spray a 0.2 metre area along/around the edge of the obstacle, avoiding any drift		Jan/Feb

Perennial meadow

Year 1

Prescription		Frequency	When
Litter	Removed before cutting (do not mow over).	Every cut	Mar-Nov
Mow (height)	Max 80mm, min 40mm	14 cuts	
Arisings	Collect and remove from site	Every cut	
Weed	Survey to identify pernicious weeds. Pull Ragwort by hand and remove from site. Spot spray others.	Once a year	May

Year 2 onwards

Prescription		Frequency	When
Litter	Removed before cutting (do not mow over).	Every cut	Spring (April/May) and summer (after 15th July)
Mow (height)	Use a reciprocating blade. Max 80mm, min 40mm	Twice a year	
Arisings	In spring, mulch and spread evenly across the sward. In summer, cut and windrow. Leave for 2 days, then collect and remove from site.	Every cut	
Weed	Survey to identify pernicious weeds. Pull Ragwort by hand and remove from site. Spot spray others.	Once a year	May

Tall herbage (grass)

Prescription		Frequency	When
Litter	Removed before cutting (do not mow over).	Every cut	Feb
Cut	In rotation, cut one fifth of the total area	Once a year	
Mow (height)	Max 100mm, min 50mm		
Arisings	Collect and remove from site	Every cut	
Weed	Bramble, seedling trees and other woody vegetation to be removed as part of the cut, ensuring site is left safe with no sharp points or trip hazards	Before each cut	

Bulbs in grassed areas

Prescription		Frequency	When
Litter	Removed before cutting (do not mow over).	Every cut	When 95% of the leaves have turned brown
Cut	In rotation, cut one fifth of the total area	Once a year	
Subsequent cuts	Same as 'amenity grass'		

Grass paths

Prescription		Frequency	When
Litter	Removed before cutting (do not mow over).	Every cut	Mar-Nov
Mow (height)	Max 75mm, min 25mm	14 times per year	
Mow (width)	2.5 – 3 metres.		
Face up	Cut back any vegetation falling in, or over, the cleared path width		
Arisings	Mulched and spread evenly across the sward	Every cut	

Shrub beds

Prescription		Frequency	When
Water (year 1)	To aid establishment	Weekly	April-Sept
Prune	In line with good horticultural practice for each plant species, prune as recommended	Annually	Various
Arisings	Collected and removed from site	Each cut	

Mixed herbaceous beds

Prescription		Frequency	When
Water (year 1)	To aid establishment	Weekly	April-Sept
Prune	In line with good horticultural practice for each plant species, prune as recommended ¹	Annually	Various
Divide	Lift, divide and replant perennials, dispose of weak/dead centre sections	Every 3 years	Mar/Apr
Mulch	Top dress with a weed free organic mulch to a depth of 50mm	Annually	Feb/Mar
Arisings	Collected and removed from site	As created	
Chemicals	Not to be used		

¹The Royal Horticultural Society provides guidance on-line at: <https://www.rhs.org.uk/advice/plant-care/pruning>

Free standing raised beds and planters

Prescription		Frequency	When
Prune	In line with good horticultural practice for each plant species, prune as recommended	Annually	Various
Water	To sustain plants, water weekly or more frequently in sustained periods of dry weather	Weekly (plus)	Apr/Oct Feb/Mar
Weed	Hand weed	Monthly	
Mulch	Top dress gravel to match existing to a depth of 50mm	Annually	
Arisings	Collected and removed from site	As created	
Chemicals	Not to be used		

Existing coppice

Prescription		Frequency	When
Coppice	On a rota cut to the ground one fifth of the total area. Minimum area 0.25ha. (smaller areas to be treated as 'woodland')	Every 10 years	Nov-Feb
Arisings	Collected and removed from site	After each coppice	
Beech and Oak	If present, do not coppice. Leave as free standing trees	Never	Never

Shelter belts

Prescription		Frequency	When
Coppice	On a rota, cut to the ground, one fifth of the total length. No block larger than 20 metres.	Every 10 years	Nov-Feb
Trees	Leave 1 in 10 trees standing to grow to maturity. Never coppice beech or oak.	Never	Never

Hard landscaping

Paths

Prescription		Frequency	When
Inspect	Carry out a safety inspection to ensure fit for purpose	Annually	Anytime
Repairs	Hazardous fault	As reported	Within 24 hrs
	Other faults	As reported	Within a month
Line marking	Remark as necessary to ensure clear depiction	As required	Within a month
Edge	Cut all edges with a half moon ('see grass cutting').	Annually	June/July
Spray	With a contact herbicide, spray any vegetation growing onto, or over the edge of the path	Twice a year	May & Aug
Unbound surfaces	Keep surface level to prevent ponding. Infill to match existing material.	As needed	

Street furniture

Prescription		Frequency	When
Maintain	As per manufactures' instructions	Annually	Anytime
Inspect	Carry out a safety inspection	Twice a year	Spring/Autumn
	Hazardous fault	As reported	Within 24 hrs
Repair	Other faults	As reported	Within a month
Teak furniture	Apply teak oil	Annually	May/June
Metal railings	Re-paint	Every 5 years	May/Aug

Locks	Check to ensure in good working order and lubricate.	Monthly	Each month
	Replace if damaged / missing	As required	Within 5 working days
Lighting	Replace damaged or defective with matching fittings	As required	Within 10 working days
Gates	Inspect to ensure design limitations do not restrict access to mobility vehicles/pushchairs	Monthly	Each month

Gabion cages

In water

Prescription		Frequency	When
Inspect	Check	Twice a year	April/May and Sept/Oct
Repack	If needed, repack with suitable materials		

On land

Prescription		Frequency	When
Inspect	Check	Monthly	Each month
Repack and repair	If needed, with suitable materials	As required	Same day in play areas. Within a month elsewhere.
Weeds	To be kept weed free at all times		

Constructed eco habitats (bat/bird boxes, otter holts, hibernaculum)

Prescription		Frequency	When
Bird boxes	Check and clean	Annually	Nov
Bat boxes	Do nothing. Only maintenance free boxes should be installed	n/a	n/a
Disturbance	Retain a map to identify where all artificial features are located	Continuous	
Teak furniture	Be respectful of operations within the areas shown on the map		

Bridges

Prescription		Frequency	When
Inspect	Visual inspection	Monthly	Each month
	Written inspection report, including a dive inspection for parts submerged in water	Annually	Anytime
Faults	Hazardous reports – repair or close and fence off to prevent access; and sign a diversion	As required	Within 24 hrs
	Repair	As required	Within a month

Retaining structures

Prescription		Frequency	When
Inspect	Safety inspection to be completed by a qualified structural engineer	Annually	Anytime
Actions	As per the report		

Water bodies (including ponds, lakes and open water)

Buffer zone

(On dry land, a 2 metre wide zone of tall vegetation around the edge of a pond/lake

Prescription		Frequency	When
Cut (height)	Max 100mm	Annually	Sept
Self-sown trees	Remove, including the roots	Annually	Oct-Feb
Weed	Remove invasive weeds: · Pull Himalayan Balsam by hand before flowers go to seed. · Spray Giant Hogweed with a contact herbicide (when it is in its rosette form) having acquired the Environment Agency's prior approval in writing. · Remove Giant Hogweed flowers before seeding.	Annually	June/July
			April/May
			As found
Arisings	Deposit off-site	As required	

Reedbeds

Prescription		Frequency	When
Cut	Using manual tools, cut to a max height of 150mm above the water level	Annually	Sept
Woody plant	Check and remove any self-sown trees or other woody plan, including the roots		
Arisings	Leave on the side for 1 week to allow invertebrates to return to the water, then deposit off-site		

Open water

Prescription		Frequency	When
Clear water	Remove plants as needed to maintain 40% of the area open water	Annually	Sept/Oct
Break ice	If water freezes, hit to crack the ice to deter people attempting to walk on it	When ice forms	As soon as identified
Blue/Green or Red Algae	If found, erect and maintain signs until it naturally disappears	As required	
Barley straw	Insert at recommended rates for the volume of water to keep water clear. Whole bails are acceptable, otherwise to be inserted into suitable plastic mesh.	Twice a year	Mar & Oct
	Remove all old applications before inserting new ones and dispose of off-site.	Annually	Oct

Watercourses including drainage ditches

Prescription		Frequency	When
Inspect	Check all watercourses to ensure water flows freely through the central channel	Monthly	Every month
Blockages	Remove anything that impedes, or could impede flows and dispose of off-site		Immediately

Inlets and outlets including ditches and drains

Prescription		Frequency	When
Inspect	Visually inspect	Daily	Daily
Clear	Clear all inlets, outlets, grills and associated chambers of vegetation and debris to allow water to flow freely and dispose of non-biodegradable waste off-site	Monthly	Each month
Jet	Jet all pipes/gullies	Annually	Anytime
De-silt	The base only, including pipes under pathways. Spread on the side for 72 hrs to allow invertebrates to return to the water, then spread evenly over surrounding area so as not to cause and issue to mowing.	Annually	Sept-Oct
Re-shape	Reshape sides and base. Spread on the side for 72 hrs to allow invertebrates to return to the water, then spread evenly over surrounding area so as not to cause and issue to mowing.	Every 5-10 years	

Fountains

Prescription		Frequency	When
Not working	Switch off pump or contact someone who can.	If noticed whilst carrying out any maintenance on site	Immediately
Foam	Apply an anti-foaming agent to the water.		
Winter closure	Turn off and drain	Annually	Mid Nov –mid Mar
Filters	Clean	Weekly	When operating
Water quality	Test and treat if needed		
Litter	Remove all foreign items and dispose of off-site	3 x a week	

Nesting swans

Prescription		Frequency	When
Fence off	Install a temporary fence around any nests to prevent dog disturbance; and remove when nest vacated	Annually	Anytime

Canadian geese

'If population is a human health concern or is causing damage to vegetation, lake banks or structures.

Prescription		Frequency	When
Eggs	Marked with a permeant pen to identify treated eggs. Then seal in a liquid paraffin and replaced back in the nest causing minimum disturbance to birds and public.	3 x a year	Mainly April
Records	Keep records of the number of nests and eggs treated		

Fish

Prescription		Frequency	When
Fishing pegs	For safety, to be inspected annually by a RoSPA inspector and actions taken as recommended.	Annually	Anytime
Remove fish	Remove as many as feasible to prevent overstocking (which will occur naturally); and to prevent fish kill during dry weather when they may be insufficient oxygen in the water. Commercial removal is permitted by an approved licence holder.		Sept/Feb
Fishing	Only permitted at approved fishing pegs		
Stocking	Not permitted		

Safety Buoys

Prescription		Frequency	When
Install	Install ONLY if recommended by a RoSPA inspection	Year 1	Anytime
Check	Replace if missing or until a RoSPA inspector advises otherwise.	Weekly	ASAP

Pollution

Prescription		Frequency	When
Reports	Inspect and report to the Environment Agency	When reported	Immediately
Respond	As directed by the Environment Agency.	Weekly	ASAP

Cleansing

Leaf litter

Prescription		Frequency	When
Grass areas	Using mulching blades on mowers, mulch and spread evenly over the sward	6 x a year	Sept-Dec
Paths	Blow/sweep onto grass areas and treat as 'grass areas'		
Play areas & shrub/flower beds	Collect and spread on grass, then treat as 'grass areas'.		
Large deposits	If impractical to mulch, collect and remove from site	Once	Nov (after last leave fall)

Fly tipping, litter, dog fouling and graffiti

Prescription		Frequency	When
Litter pick	Pick entire area (exc. water bodies, woodland and ecological areas)	Weekly	Every week
Events	Litter pick entire area before and after	When an event is scheduled	
Water bodies (inc. ditches)	Remove all items found	Monthly	Every month
Ecological areas	i.e. bramble and nettle patches. Remove all non-biodegradable items	Annually	Nov-Feb
Woodlands (inc spinneys)	Deep cleanse. Walk through site and collect all litter	Annually	Nov-Feb
Flood debris	Under 'litter pick', remove all debris, including natural materials.	As required	When water has receded
Glass (play areas)	Remove	As reported	Same day
Glass (elsewhere)	Treat as 'litter pick'		
Fly tip	Fly tip is considered anything that would take 2 or more people to remove. Other items treat as 'litter pick'	As reported/seen by staff	Within 24 hrs
Dog waste	Remove		
Drug paraphernalia	Remove		Same day
Graffiti	Offensive: remove		Within 24 hrs
	All other (except stake park): remove		Within 5 working days
Abandoned vehicles	If not in an official parking bay, report to the Police		Same day
	Remove unless advised otherwise by Police	As required	Within 48hrs
Guano	Clean to prevent a build up	4 times a year	Every 3 months
Chewing gum /sticky residues			
Arisings	Remove from site	Each collection	Every time

Litter bins/dog bins

Prescription		Frequency	When
Empty	Bins should never be more than 50% full. After each empty, insert a new plastic sack and relock the bin (if lockable).	3 x a week (or more if needed)	Weekly
External clean	Every time the bin is emptied wash the outside of the bin.		
Litter pick	Every visit, pick up any litter (regardless of type) within a 5 metre radius of the bin		
Internal clean	Wash and disinfect the inside using a jet washer	Annually As required	Anytime
Re-paint & repair	Repaint; and repair as necessary		
Additional bins	To be installed where there is found to be a particular problem.		

Sweeping hard area – sealed surfaces

Prescription		Frequency	When
Moss	If present remove before sweeping	Monthly	Every month
Sweep	Sweep using machinery suitable for the location that will not damage the surface, adjacent planting, grass edges, trees or other structures		
Arisings	Disposed of off-site		

Sweeping hard area – unbound surfaces

Prescription		Frequency	When
Sweep	Manually remove debris. Do not use machines or blowers	Monthly	Every month
Arisings	Disposed of off-site		

Cleaning of benches and signs

Prescription		Frequency	When
Wash	Clean all benches and signs with water and a suitable detergent that will not cause surface damage	Twice a year	Every 6 months
Replace	Any that are lost, stolen, damaged or are illegible	As reported/seen by staff	Within a year

Snow and ice

Prescription		Frequency	When
Grit	When predicted, spread grit at the manufactory's recommended rate on steps and slopes	When forecast	ASAP after forecast

Dead animals

Prescription		Frequency	When
Carcasses	Remove and dispose of off-site	When reported	Within 24 hrs

Children and Youth

Play areas

Prescription		Frequency	When
Inspect	Recorded, visual inspection by a RPII qualified person	Weekly	Every week
	Recorded, operational inspections by a RPII qualified per	Monthly	Every month
	Independent RoSPA inspection and report	Annually	Before the anniversary of the last report
Damage	Make safe	As reported	Same day
	Repair	Every time	Within 2 month of report
Records	To be retained for 18 yrs		
Dogs	No permitted within fenced play area		

Grass sports pitches

Prescription		Frequency	When
Mark out	Using a line to ensure lines are straight and true, mark out the pitch with white line marker when the grass is dry to prevent creep. Before marking, cut the grass to ensure it is no more than 25mm in height. Litter/ leaf pick prior to each marking	Annually	Last week of Aug
	Re-mark as needed during the football season	Generally fortnightly	Sept-May
Cut	Same as 'amenity grass'		
Fertilise	To maintain a good sward, apply a sports field fertiliser at the manufacturers rates (to the whole pitch)	Annually	Oct (in suitable weather conditions)
Slitting	Slit the pitch with an approved tractor mounted slitting machine, with tapered slit tines to a depth of at least 200m	5 times	Sept-May
Harrow	Chain harrow the pitch to assist evenness of the playing surface	3 times	
Roll	Roll with a light roller to level any divots	6 times	
Compaction	Lightly fork compacted areas to relief compaction i.e. in goal mouths.	Once	June-Aug
Re-seed	Apply an amenity grass mix (at the manufacturer's recommended rate) to any bare patches, lightly rake into the surface and water		May
Goal posts	To be left in situ		
Dog foul	Same as 'Fly tipping, Litter, dog foul and graffiti'		

Basketball/Hard surface ball courts

Prescription		Frequency	When
Inspect	Same as 'play area'		
Line markings	Same as 'paths'		
Sweep	See 'Sweep hard surface – bound'		

BMX tracks (grass)

Prescription		Frequency	When
Inspect	Same as 'play area'		
Cut height	Min 100mm, Max, 150mm	3 x a year	May, July, Sept
Arisings	Mulched and evenly spread over the sward		

Stake parks (metal/concrete)

Prescription		Frequency	When
Inspect	Same a 'play area'		
Graffiti	Leave unless offensive in which case same 'Fly tipping, litter, dog foul and graffiti'.		

Miscellaneous

Pests (animals and insects)

Prescription		Frequency	When
Serious damage	To be controlled by an approved contractor holding the relevant licences; and damage repaired i.e. filling in of holes and scraps.	As reported	As required
Moles	Are accepted and to be left untreated unless causing damage to a formal sports pitch. Then the pitch is to be treated as 'serious damage'	No action required	
Wasp nests	Are acceptable as part of local biodiversity; and are to be left untreated (except play areas)		
	Next to a play area, nests are to be removed.	As reported/seen by staff	Within 48 hrs

Notifiable tree pests and diseases

Prescription		Frequency	When
Identification	Train staff to identify	Annually	Anytime
Monitor	If found, or suspected, take photos and report to the Forestry Commission on-line via 'tree alert'	When reported/seen by staff	Within 24 hrs
Manage	Treat as recommended by Defra		

Invasive species

Prescription		Frequency	When
Zero tolerance	Remove/treat as applicable following Defra guideline	When reported/seen by staff	Within 48 hrs
Identification	Train staff to identify	Annually	Anytime
Monitor	Map locations and revisit them to identify instances of re-occurrence; and re-treat as required.		

Dogs

Prescription		Frequency	When
Dogs	To be kept under close control at all time	At all times	Continuously
Dog foul	The person responsible for the animal (when on site) must collect, and responsibly disposed, off it.		Immediately

Not permitted

Prescription		Frequency	When
Scattering of ashes/ interments	No permitted	Anytime	
Swimming			
Model boats			
Camping or rough sleeping			
Fires			
Metal detecting			
Flying of aircraft or drones, of any description.	Not permitted except in a designated area with purpose built, fixed, BBQs – except during sustained periods of dry weather when the risk of fires is higher	At all times unless exception applies	
Fireworks			
BBQs			
Mechanically propelled vehicles	Not permitted, except mobility buggies operated by registered disabled visitors; and authorised maintenance vehicles		

POS Scheme: tables to be completed

Prior to commencement, a Section 106 Agreement will require the submission of a POS Scheme for approval by WDC. This requires Tables 1, 2 and 3 to be completed.

Table 1: Do the approved landscape plans provide the following detail?

If the approved landscape plan (or plans) does not provide details on the items listed, an additional plan (or plans) will be required to identify, where and what has been, or will be, provided. Additional plans should be listed in Table 2.

Site name and address:	
Planning application ref. no.:	
Approved landscape plan ref. no.:	

Item	On the approved l/s plan? (Tick) ²	Item	On the approved l/s plan? (Tick) ¹
1. Soil type (acid/alkaline/neutral)		2. Benches (location, manufacturer, make and model)	
3. Final site contours		4. Bins (location, manufacturer, make and model)	
5. Cross sections illustrating final site contours		6. Signs (location, manufacturer, make and model)	
7. Plant species, sizes and location (proposed and existing)		8. Water features (proposed and existing)	
9. Grass type (ornamental, amenity, meadow)		10. Fences (type, height and construction details)	
11. Play area (location, layout and equipment: manufacturer, make and models)		12. Informal sports facilities i.e. goal posts (location, type)	
13. Paths (type identified: footpath, cycleway, vehicular access track, width and construction details)		14. Bridges (location, type, construction details)	
15. Maintenance access points with dropped kerbs at the roadside		16. Anti-vehicular access measures (location, type and construction details)	
17. Raised beds (height, location, construction details)		18. Structures, i.e. pergolas, arbours, sculptures (type and construction details)	
19. Drainage features not relating to a SuD i.e. inlets, outlets, sluice gates, French drains, gullies (location and details).		20. Bollards/gates/height restrictors (location and type)	
21. Private easements (location and details)		22. Steps (location, construction details)	

²If not on the approved landscape plan, please insert 1,2,3 etc. and give details in Table 2.

23. Retaining structures (location, type, construction details)		24. Underground utilities (location, type, proposed, existing, redundant) 12.	
25. Man-made eco-habitats (location, type)		26. Lighting (location, manufacturer, make and model)	

Table 2: List of additional plans

Site name and address:	
Planning application ref. no.:	

Plan	Name of plan
1	
2	
3	
4	

Table 3: Commuted maintenance sum

Table 3 lists the features likely to be included in POS. It must be completed to inform the quantities being provided; enabling a commuted maintenance sum to be calculated. The Section 106 Agreement will require a commuted maintenance sum to be paid at the point the land is transferred to WDC for adoption.

If items are not listed in the table, they should be inserted at the end with details of what they cost the developer to provide and install. These costs will be used to assess a maintenance figure.

Site name and address:	
Planning application ref. no.:	

	Unit	Quantity
Soft landscaping		
Existing trees	No.	
Existing pollarded trees	No.	
Newly planted trees	No.	
Existing native hedge	Linear metre	
New native hedge	Linear metre	
Ornamental and amenity hedge	Linear metre	
Amenity grass	Metre squared	

Ornamental grass	Metre squared	
Perennial meadow grass	Metre squared	
Tall herbage	Metre squared	
Bulbs in grass	Metre squared	
Shrubs beds	Metre squared	
Mixed herbaceous beds	Metre squared	
Free standing raised beds and planters	Metre squared	
Existing coppice	Metre squared	
Shelter belts	Metre squared	
Hard landscaping		
Paths (tarmac)		Metre squared
Paths (granite)		Metre squared
Fencing	Post and Rail	Linear metre
	Birds mouth (knee rail)	Linear metre
	Metal hoop top	Linear metre
Steps	Insitu concrete	Each
	Precast Concrete Slab, ≤0.5m2	Each
Street furniture		
Benches	Wood	No.
	Metal	No.
	Mixed (metal & wood)	No.
Gates	Pedestrian	No.
	Vehicular	No.
Cycle parking	Single sided, 3 space unit	No.
	Double sided, 6 space unit	No.
Signs (entrance, play area & interpretation)		No
Bird boxes		No

Light columns	see footnote 1	No.
Bollards (fixed)		No.
Bollards (retractable)		No.
Gabion cages		Metre squared
Bridges		No.
Retaining structures		Metre squared
Water bodies		
Buffer zone		Metre squared
Reed beds		Metre squared
Open water		Metre squared
Watercourse including drainage ditches		Linear metres
Inlets and outlets		No.
Fountains		No.
Safety buoys		No.
Cleansing		
Cleansing – site wide litter pick (exc. woodland		Metre squared
Cleaning – annual deep cleanse (woodland only)		Metre squared
Bins		No.
Sweep hard areas (bound)		Metre squared
Sweep hard areas (unbound)		Metre squared
Clean benches and signs		No.
Children/Youth		
Play area		No.
Grass sport pitch		Metre squared
Basketball/hard surface ball court		Metre squared
BMX track		Metre squared
Skate park		Metre squared

Other items

List	Unit	Quantity	Cost to provide	Install

¹ Give costs for buying and installing below

APPENDIX 2

Design Guidance
& Expectations

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Introduction

This Design Guide provides guidance on Warwick District Council's (WDC) expectations for the provision of public open space (POS). It will become evident on reading that it forms guidance only; everything is potentially an exception to the rule and POS should be designed to work in harmony with the immediate environment and demands of the space. WDC does not wish to encourage rigid adherence and 'standardised' offerings. A few elements are however seen as more of a 'must' and these are highlighted in green for easy of identification. Landscape plans are less likely to be approved if not addressed.

Pre-application advice

WDC's Green Space Team is available to provide pre-application advice and landscape architects/developers are encouraged to discuss ideas and concepts before submitting POS and play area plans.

Overriding design principles

The vision³ for green space in Warwick District is:

By 2026 there will be a well-planned and managed network of integrated, accessible and diverse green space within Warwick district; creating a sustainable environment for the benefit of people, wildlife and our natural heritage.

Designs should reflect this vision; and be designed with the Green Flag Award⁴ in mind, a national standard used by WDC to assess the quality and accessibility of green space.

POS must be suitable and useable. It is always recommended that green spaces and play provision are designed by a landscape architect and provide bespoke solutions to the development instead of an 'off the shelf' solution. The location and design of play areas should however comply with the Council's adopted Play Area Standard⁵ (more details under 'play areas').

Well-designed spaces should be:

- Welcoming: entrances and signage work to draw people into the space
- Accessible: there are no barriers to prevent access to pedestrians, cyclists, and those with disabilities⁶
- Promoted: to ensure that interpretation and information is available to enhance the experience of those who use the space
- Safe: designed to enhance busyness and informal surveillance from outside the space to deter crime and vandalism
- Easy to navigate: through routes are suitably positioned and routes within the site promote access to all areas

³ WDC's 'Green Space Strategy for Warwick District 2012-2026'

⁴ More details on the Green Flag Award can be found on-line: <http://www.greenflagaward.org.uk/about-us/>

⁵ Adopted by the WDC's Executive meeting in February 2012.

⁶ The Fieldfare Trust promotes countryside access for disabled people and provides practical guidance in their publication 'A Good Practice Guide to Countryside Access for Disabled People. It is free to download online.

- Places to be active: sport and physical activity are encouraged
- Places to relax: shelter, shade and seating are available for people to enjoy being outdoors
- Well integrated into the surrounding environment
- Sustainable: designed to minimise impact on the natural environment and to adapt to climate change

Connectivity

Green spaces within a development should connect to each other so that the entire development can be traversed seamlessly via green routes by pedestrians and cyclists.

Developments should pay special attention to their permeability of the site and how it connects to any neighbouring developments; whether established, in progress or due to come forward in the future. This permeability also needs to extend to the wider network of pedestrian routes, cycle routes and green spaces. Residents need to be able to access the extensive areas of POS throughout the district via safe and, where possible, green routes.

Pedestrian and cycle routes throughout the development should be integral to the design and provide sufficient green links to the surrounding area and existing areas of settlement. Any developments in more rural areas should involve discussions with Parish Councils so that they can provide support on the need for safe pedestrian and green links.

Garden Towns, Villages and Suburbs

WDC follows the Garden City approach and developments should follow the key planning and design principals. These are not repeated in this appendix but are supported by this SPD. Details can be found in the Council's publication 'Garden Towns, Villages and Suburbs. A Prospectus for Warwick District Council. May 2012', which is available on-line.

POS quantum

Without exception for commercial or industrial developments that will employ 100 or more full time equivalent staff, or for development of 11 or more dwellings, the applicant should clearly state, in metres squared, how much of the five POS typologies [specified in this SPD] will be provided on-site. The location and quantum of each should be clearly identified on a plan, noting SLOAP is excluded (see below).

For outline applications, it is accepted that it will not always be feasible to identify the exact location of the POS typologies. However indicative plans and an access and design statement should provide guidance and the required figures (in metres squared).

SLOAP – space left over after planning

This SPD deals with five types of POS (typologies). It excludes SLOAP and other small areas of land such as roadside verges, which are not intended for specific use. They do however provide a visual amenity and should be carefully designed but they fall outside the definition of POS to which this guide applies.

Phased developments

If a site is likely to be developed in phases and, or by more than one developer, a detailed site wide POS design is required for approval at the outset. This is to ensure a well-designed, joined up and cohesive POS offering.

The Section 106 Agreement for the site will require the submission of a POS Scheme [for the whole site] prior to commence and for it to be offered to WDC for adoption. For more details on a POS Scheme, please see Appendix 1.

POS typologies – what you may expect to see

Below is a guide to what elements are anticipated within each of the POS typologies used in this SPD.

Parks and Gardens

General heading	Description/per hectare
Feature –i.e. pond, sculpture, bandstand, toilets	One
Pathways	15% of paths to be tarmac, 3 metres wide (minimum)
Planted areas	20% of which: 50% shrubs 50% perennial
Grass	65% of which: 60% ornamental grass 25% amenity grass 15% meadow grass
Bulbs	5% (within the grass area)
Trees – heavy standards	20 no.
Ornamental hedging	400 metres
Native hedging	400 metres
Fencing – metal railings	400 metres
Bins (combined dog/litter)	12 no.
Seating	24 no.
Signage	1 no.
Bird boxes	5 no.
Gates (maintenance access)	2 no.
Water supply	2 no.

Natural and semi-natural POS

General heading	Description/per hectare
Feature – i.e. natural pond	1 no.
Pathways	3% of paths to be tarmac, 2 metres wide (minimum)
Woodland spinney	30% of which 33% whips (600-1200mm) 67% half standards (or existing trees)
Grass	66% of which: 50% amenity grass 50% meadow grass
Drainage ditches	1%
Fencing – post and rail	500 metres
Native hedging	150 metres
Bins (combined dog/litter)	3 no.
Seating	1 no.
Signage	1 no.
Bird boxes	11 no.
Gates (maintenance access)	2 no.
Bird boxes	5 no.
Gates (maintenance access)	2 no.
Water supply	2 no.

Amenity POS

General heading	Description/per hectare
Pathways	3% of paths to be tarmac, 2 metres wide (minimum)
Woodland spinney	15% (new supplied as whips 600-1200mm)
Grass	78% of which: 50% amenity grass 50% meadow grass
Shrubs	4%
Drainage ditches	1%
Fencing – post and rail	500 metres

Native hedging	150 metres
Bins (combined dog/litter)	1 no.
Seating	1 no.
Signage	1 no.
Bird boxes	5 no.
Gates (maintenance access)	2 no.
Bird boxes	5 no.
Gates (maintenance access)	2 no.
Water supply	2 no.

Children/Youth

General heading	Description/per hectare
Infrastructure	
• Path	Tarmac
• Benches – contemporary design	4 no.
• Bins (combined dog/litter)	2 no.
• Ground modelling	
• Trees	12 no.
Play Features	
• Inclusive pod swing	1 no of each
• Inclusive rotating bowl	
• Cable/zip wire	
• Additional rotating action equipment	
• Climbing feature	
• Boulders	
• Youth shelter/social zone	
• Pre school/early years multi play unit	
• 5 aside goal posts (x 2)	
Safety Surfacing	

• Loose fill cushion fall or similar	30m² (approx.)
• Grass matting	30m² (approx.)

NB. Where space permits, a neighbourhood play area should include a MUGA, skate park and or BMX track.

Allotments

General heading	Description/per hectare
Access road	Tarmac, 3 metres wide (min.), with turning head
Parking	Near site entrance. Ratio: 1 space per 3 plots.
Path	Tarmac, with tantalised wooden edging. Min width 1.7 metres
Perimeter fence	1.8 metres high, rabbit proof (if applicable)
Gates	Vehicular access gate x1
Pedestrian access gate (1.5 metres (min.) width between hanging and slam post) x1	500 metres
Signage	With contact details x1
Drainage	Ditch
Mains water stand pipe	1 for every 6 full size plots
Bin (combined dog/litter)	1 no.
Shed	1x 8ft x 6ft shed, with 210 litre water butt with a lid, on a stand / per plot
Compost bins	1x 300 litre, Black plastic / per plot
Secure cycle parking	Ratio: 1 stand per 3 plots

Design guidelines

Soft landscaping

General

Species selection

Details will emerge as plans progress but there are several key things that WDC will need to see in the final proposals that should be kept in mind from the outset.

Be sure to provide plenty of pollinator-friendly species in both public and private green spaces and within hedges (e.g. *Rhamnus cathartica*). This should include both early and late pollinators.

Plants should also be included that provide winter forage for birds.

Plants of local provenance should be UK sourced and grown to help control the spread of disease and native plants should be native to Warwick District, not other parts of the British Isles.

Warwickshire County Council has produced guidelines on the landscape characters of the District and tree and hedge species appropriate to them. These should be observed. Details can be found on Warwickshire County Council's website⁷.

Soils and contours

Soil types and their ph, together with a site's final contours will influence species selection. Details are required with each landscape submission.

For ease and the safe operation of machinery, the gradient of grassed areas must not exceed 30°, preferably less than 15°.

Establishment

To aid establishment, water retaining granules or gel should be applied to all planting areas. Bare rooted stock should be dipped in a water retaining dip and microrisal granules should be sprinkled on the roots of all plants. All products to be applied at the manufacturers specified rate.

Mulch and mulch mats

All planting areas (except new hedges) should be mulched with untreated bark chip to a minimum depth of 75mm, taking care not to spread it against plant stems. Mulch mats should be used at the base of hedges to avoid the use of weed killer.

Amenity Grass

Amenity grass should include turf weeds in the mix (e.g. small leaf clover, birdsfoot trefoil, dandelions, daisies, self-heal, etc.) - roughly 10% of the total seed mix. Do not use fertilizer or weed killer.

Meadow Grass

Perennial species should be used to provide long term benefit instead of annuals that can provide an initial burst of colour (to potentially coincide with the development being completed) but which are not likely to return. If included, no more than 5% of the seed mix should be annuals.

⁷ www.warwickshire.gov.uk/landscapeguidelines

Native hedges

Native hedges should be planted in double staggered rows at 5 plants per metre, 4 of which should be *Crataegus monogyna*. The fifth from a remaining mix of native plants (see list below), should include *Rhamnus cathartica*.

Whips should be planted with a cane and rabbit guard and/or by a rabbit proof fence on either side.

Native hedge species	
Hawthorn	<i>Crataegus monogyna</i>
Hazel	<i>Corylus avellana</i>
Field maple	<i>Acer campestre</i>
Purgng Buckthorn	<i>Rhamnus cathartica</i>
Dogwood	<i>Cornus sanguinea</i>
Holly	<i>Ilex aquifolium</i>
Wild privet	<i>Ligustrum vulgare</i>
Blackthorn	<i>Prunus spinosa</i>
Guelder rose	<i>Viburnum opulus</i>
Wayfaring tree	<i>Viburnum lantana</i>

Trees

Planting

Whips should have a cane and rabbit guard.

All standard trees should be fitted with a strim guard and staked (on the prevailing wind side) using either 2 (or 4), 75-100mm round tantalised, softwood stakes, fitted with a 75mm half round tantalised softwood cross bar at 450-600mm above ground level, with the tree attached to it with a rubber tree tie and spacer (diagram 1A). In areas of high footfall, 4, tall stakes should be used to deter vandalism (diagram 1B). All timber products should be FSC certified.

All standard trees should be planted with a perforated irrigation tube, which is fitted to encircle the circumference of the root plate. It should project no more than 10cm above ground level.

Fig. 1A

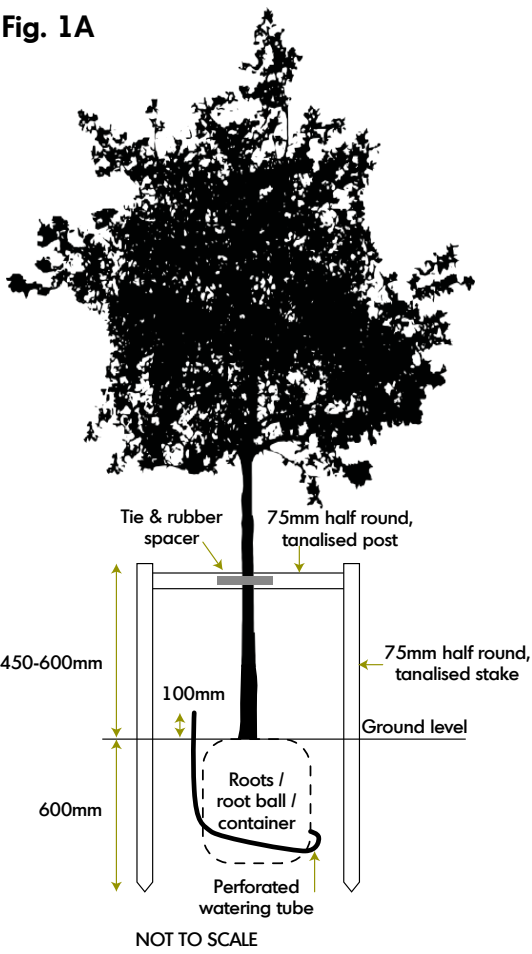
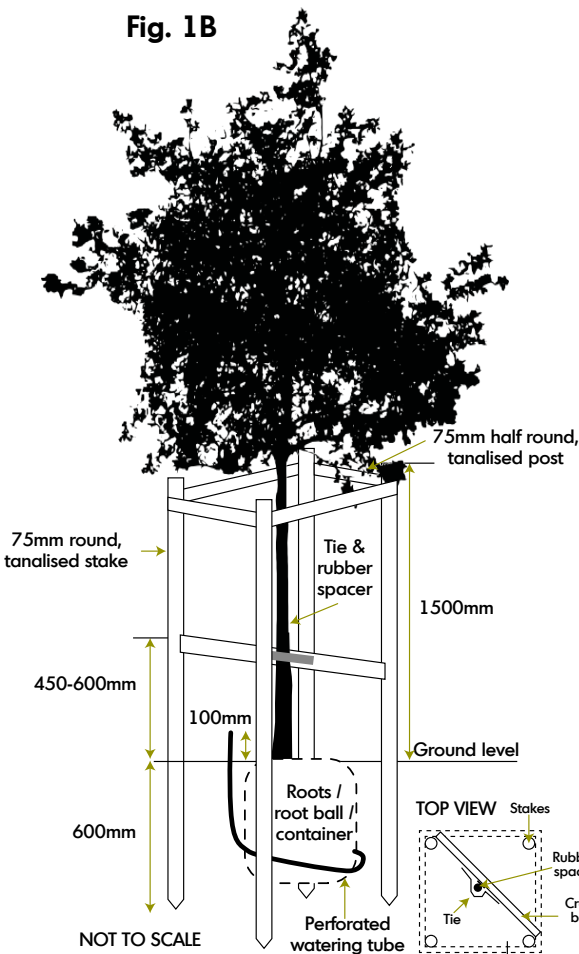


Fig. 1B



Selection

Planting mixes and trees should be considered in light of how they change over the years. Longevity and maintenance must be a key consideration and not sacrificed for short-term aesthetic benefits to coincide with the sale of homes. Fifty percent should be native species (see 'specie selection'). The remaining 50% can be non-native but should wherever possible be beneficial to wildlife, for example flowering, fruiting or good for pollinators.

Due to current [2018] health issues, *Fraxinus* spp and *Aesculus* spp. are not supported.

The Trees and Design Action Group (TDGA) publication 'Tree Selection for Green Infrastructure: A Guide for Specifiers' 2018, provides guidance on selecting appropriate species for a range of constraining planting scenarios based on comprehensive research. It provides clear and robust information to specifiers to enable appropriate species selection and can be downloaded free of charge⁸.

Trees proposed next to dwellings should comply with BS-BS 5837:2012 ('Trees in relation to design, demolition and construction. Recommendations'), to help avoid issues of blocking light, damaging fences and giving rise to insurance claims. Oaks in particular should not be planted near to buildings and never closer than their ultimate canopy spread (c.40 metres), further on clay soils.

Access for tree maintenance

For future maintenance, sufficient space needs to be allowed around a tree for a contractor to access it with machinery. This is especially important on boundaries when access may be limited by private, shared driveways, or on the borders of development sites where tall specimens are often used as visual buffers.

⁸ <http://www.tdag.org.uk/species-selection-for-green-infrastructure.html>

Trees and light columns

Species planted next to light columns should not affect the column's lux pattern when it reaches its natural mature height and spread.

Raised beds

Raised beds are not encouraged because they are prone to drought and require a higher level of maintenance, particularly in prolonged periods of dry weather.

If proposed, a water reservoir should be incorporated and drought tolerant species used. A weed suppressing membrane is required and the bed is to be mulched with gravel to a depth of 50mm.

Hard landscaping

Paths

Widths

Where possible, paths should be wide enough to accommodate both pedestrians and cyclists (3 metres or more) and have an open aspect. Even when not a designated cycle route, they will be used as such. Wider paths are acceptable, even welcomed and can be a real design feature. Wide, open sight lines can also make users feel safer and more comfortable.

Minimum usable, widths.

- **Footpath:** unenclosed: 2 metres (preferably 3 metres). Against a wall or fence: 2.5 metres. Enclosed: 3 metres
- **Unsegregated footpath/cycleway:** 3 metres (preferably 4 metres)
- **Segregated footpath/cycleway:** Footpath 2 metres, cycleway 3 metres.
- **Bridleway:** unenclosed 4 metres. Enclosed 5 metres.
- **Vehicular access:** 5 metres

Drainage

To aid drainage, paths should have a slight camber/cross fall. It is acceptable for paths to drain onto adjoining areas of grass, even if it temporarily ponds because this can enhance an area's wildlife value. Due to maintenance, gullies and French drains are not favoured.

Tarmac

Bituminous (tarmac) paths are the preferred surfacing option. Depending on ground conditions, a typical specification would consist of at least a 20mm surface course, 50mm binder course and 150mm Type 1, compacted sub base, over a permeable geotextile material. If the path is to be used occasionally by vehicles, for example for maintenance, the sub bases should increase to 225mm (minimum); and at access points, turning areas and vehicular drop off areas, where wear will be greater, the surface course should be increased to 50mm (minimum).

Tarmac is the preferred surfacing option and should be edged with concrete kerbs.

Grey Granite

Alternatives to tarmac often become weedy or worn if not regularly maintained. Breedon type surfaces may look ascetically pleasing when first laid but require more regular maintenance to keep on top of weeds. The surface is often spoiled by surface run-off and wear and tear from cyclists and wildlife, and there are frequently issues with scatter, path 'dipping' and water pooling. The same applies when they are near to watercourses, with paths being washed away more easily. Repairing Breedon type surfaces also tends to be a lower priority when resources are limited as, whilst they end up looking untidy, they remain somewhat functional. That is not to say that there is no place for these types of path, but they need to be assessed according to the demands of the space. If a loose stone finish is favoured, WDC would prefer that Breeden gravel (or similar) is replaced by 3-5mm grey coloured granite, which has been found to be more durable. The compacted granite should be 75mm deep over a 150 mm compacted Type 1 subbase (or 225mm if used by vehicles), over a permeable geotextile material.

Instead of a concrete kerb, stone paths may be edged with tanalised timber with a minimum width of 25 mm.

Flag stones, paviers, setts, cobbles, board walks and resin bound gravel

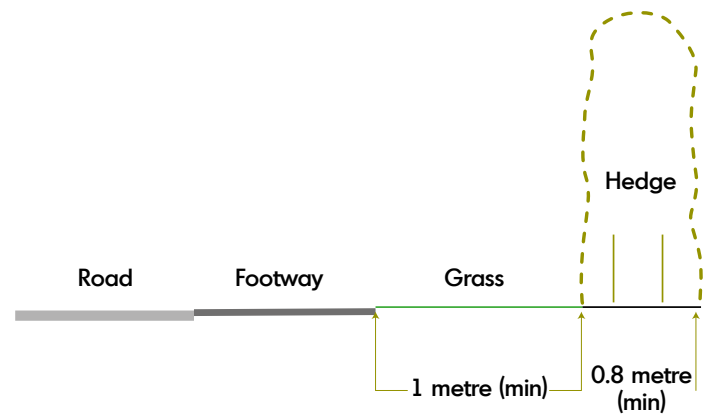
Other surface materials are not likely to be supported because they are not as sustainable and require a high, costly, level of maintenance.

Root barriers

Root damage to paths is a serious concern, and a root barrier should be used to protect vulnerable sections.

Vegetation alongside paths

Vegetation should not be planted too close to paths to avoid issues with overgrowth.



No thorny species should be placed within a metre of a path that could be used by cyclists (permitted or otherwise). Amenity and ornamental hedges should be set back from the edge of a footway or path by at least 1 metre and the verge laid down to amenity grass (see diagram). Native hedges should be off-set by at least 5 metres.

Street furniture

Bins (dual use for dog waste and litter)

All public litter bins should be a standardised size, unless the demands of the space override this consideration. 112L capacity is the preferred capacity due to optimisation of collection routes, frequency of collections and standardised liners. Bins are coloured green for POS installations, and black for highway. In rural areas, this style of bin may be less appropriate.

The details below are taken from WDC's current supplier, Wybone, in order to provide an example of what is required. However, the standards are fairly universal and the developer should approach suppliers as they see fit.

- MLB/112 – 112L galvanised steel litter bin cw laser cut base and stainless steel rod hinge
- PC6605 – Powder coated in RAL 6005 (Green)
- LID/S – Lid standard
- AP/ST/4 – 4 x apertures standard litter
- RETRO/AT/GLD – Easyfit ashtray top
- LC/LDW/GLD – Lasered LITTER & DOG WASTE in gold – all sides
- LOGO/V – vinyl logo – to state 'TAKE PRIDE IN WARWICK DISTRICT' finished in gold. Front & back only
- BAND2 – Dual banding gold – 1 to top & 1 to bottom
- LKS/LH – Lock style slam left hand fitted
- L1 – Square galvanised steel liner 2x handled to exterior (H: 634mm. W: 414mm. D: 415mm)

Bins should be dual use (for dog waste and litter) and installed:

- * Next to every play area (1 bin for every 5 pieces of equipment) – off set by at least 2 metres from any equipment.
- *Next to every bench/table or if grouped, 1 bin per 3 tables/benches – off set by at least 2 metres.
- *At every entry point.
- *As close as possible to adjacent hardstanding for ease of maintenance and to avoid ground damage in wet weather.
- *Near to vehicular access points for ease of collection.

Benches and tables

Stainless steel is preferred over wood for maintenance but if wood is favoured for site aesthetics, it should be FSC approved hardwood.

All benches and tables should be cast into the ground for security. Not bolted in at the base.

Tables and benches should be installed upon hardstanding to prevent ground damage and to allow them to be used all year round. When sited alongside hard surfaced paths, this surface should ideally flare out to provide the base (with rounded edges as opposed to right angled). For benches the hard standing should be able to accommodate a wheelchair, pushchair or similar alongside to avoid blocking the path; and tables designs should be able to accommodate a wheelchair user. Where furniture sits away from hardstanding, then a surface should be used that is appropriate to the setting.

Typically, there should be a bench every 100 metres.

In play areas, benches should have a back and an arm rail, with access provision for the disabled.

Fencing

Fencing should be sturdy and easy to maintain. Bird mouth fencing (a knee high barrier) is a good all round choice. However, fencing, like street furniture, is very dependent upon on the aesthetics of the site and should always be designed with this in mind.

If post and rail fencing is intended to keep the public out of certain areas, such as wildlife sensitive areas, the fence should be 1.3 metres high, with horse netting attached to the side facing the publicly accessible area. The mesh of the horse netting should be 50mm x 100mm. All timber products should be FSC certified.

Fencing of allotments is considered under 'Allotments'.

Barbed wire must not be used unless required to control livestock; and then only when a line of smooth wire is attached opposite it, on the inside side of the post (on the park side).

Signage

Play areas

All play areas must be signed with the site name and details of who maintains it so that damage and accidents can be reported. A site address/postcode will also help an emergency vehicle locate the site (if needed).

If and when a play area is transferred to WDC, the play area sign will need to be replaced.

Upright signage is more appropriate for welcome signs or play area information; and the 2018 specification for this type is:

- Size: 595x420mm landscape
- Material: 4mm heavy duty white plastic – needs graffiti-proof coating
- Print: full colour to face



- Finish: supply with fixings to rear and metal posts (long enough for sign to sit at 1.6m high)
- Post colour should be a mid-grey (RAL 9023, 9022 or 9007; whichever is available from your supplier).

This is a sample image of a 2018 sign, noting the site name would need to be changed and the phone number updated to 01926 356128.

Important
In 2019, WDC will be reviewing its POS signage; and contact should be made before ordering signs to check current specifications.

Information or interpretation boards

Where an information or interpretation board is proposed, an angled sign is normally most appropriate. The specifications for this type of sign is:

- Aluminium display tray and frame fixed to 70mm square galvanized steel frame with 50mm cross bar
- Graphics fitted within display frame secured in place with stainless steel tamperproof security screws
- Powder coated in standard RAL colour to finish
- Leading edge 700 mm from ground level, extending 600mm below ground
- Display angled at 30°
- A1 size display: 841mm x 594mm
- Display graphics embedded in 3mm GRP (Glass Reinforced Plastic); high quality vandal and UV fade resistant for 5 years
- RAL colour should be a judgement call (approved by WDC) based on the setting and what is available from your suppliers, but a standard black finish is always a very good option (e.g. 9005: Jet Black or 9017: Traffic Black)

When installed the sign should face the item being described so that the reader can see/refer to the feature whilst reading.

Welcome to signs

For larger areas of POS, for example where a user would lose sight of a public road and/or there are a variety of paths to take, a 'welcome to' sign, featuring a site map will help to install user confidence, showing them where they can go, and what they can potentially see or do. The map should clearly show the names of the roads adjoining the site, so that users who wish to, or need to, ring for assistance can advise others where to find them. This is particularly important for visitors less familiar with the general. For a specification, see 'play area signs', observing the important note.

'Welcome to' signs are recommended for larger sites at main entrance points.

Gap, Gate, Stiles

In consideration of the Equality Act and 'British Standard 5709:2018 for Gaps, Gates and Stiles', stiles are not permitted.

For pedestrian access, a gap (minimum width of 1.2 metres) is the first preference, followed by a BS compliant swing gate (minimum width of 1.2 between hanging and slam posts), then a BS compliant kissing gate.

For gates, shear nuts must be used to deter theft and to stop gates being lifted off their hinges, the top hinge pin should point down, with the bottom hinge pin facing up.

Lighting

Lighting within areas of POS should be sustainable and consider the effects on wildlife and the usability of the space. Innovative solutions such as solar power, motion sensors and low level

up-lighting to mark out paths should be considered.

Arbours and pergolas

These are not generally supported due to high levels of maintenance. If proposed, it should be demonstrated that the structure is low maintenance, robust and resistant to vandalism.

Vehicles

Access – for maintenance

Secured, vehicular access points are required for maintenance vehicles. At the roadside, barriers must be set back from the edge of the carriageway by at least 6 metres (or otherwise approved by the Highway Authority in writing); and open away from the carriageway. Barriers to have a clear minimum width of 4.5 metres (15ft) between hanging and slam posts, or when bollards are lowered (see bollards for more details).

For gates, a self-latching stop post is needed. Shear nuts must be used to deter theft and to stop gates being lifted off their hinges, the top hinge pin should point down, with the bottom hinge pin facing up. Anti-tamper proof locks should be used.

Access points should have a suitable hard surface.

Landscape plans must detail maintenance access points with dropped kerbs at the roadside.

Unauthorised vehicles

All POS should be sympathetically designed to prevent unauthorised vehicular access, without detracting from the visual amenity of the space. This could include for example, natural earth contouring, planting beds, hedging, fencing, bollards, boulders or a combination.

Landscape plans must detail what anti-vehicle measures will be used.

Bollards

Bollards should either be metal or FSC approved hardwood. Decisions should be informed by site aesthetic. Metal bollards should not necessarily be traditional cast iron.

Bollards should be:

- 900mm high (above ground), with 450mm (minimum) below ground,
- Concreted in place,
- Spaced at 1.5 metre intervals,
- fitted with reflectors when they cross a path, and;
- at the junction with another path, for example a roadside footway, be set back 5 metres from the junction.

Telescopic retractable bollards must be used at maintenance access point (not ones that are laid over).

Height barriers

Designed to suit the site aesthetic and other on-site furniture, height barriers should be:

- galvanised steel,
- 2.1 metres high (clear headroom),
- openable with a key lock pad,
- clearly signed with contact details for opening/closing,
- fitted with an integral handle for opening/closing, and;
- be set back at least 6 metres from the edge of a carriageway unless otherwise approved by the Highway Authority.

Cycle parking

WDC's 'Vehicle Parking Standards Supplementary Planning Document' provides details on the design, layout and siting of cycle parking.

In summary, the use of the Sheffield type stand which allows the frame and both wheels to be secured is recommended as a minimum. An area of 1 square metre should be allowed per stand and a minimum distance of 1 metre should be maintained per stand.

For full details please refer to the above SPD.

A minimum of 3 cycle stands per play area or BMX track is required.

Car parking

WDC's 'Vehicle Parking Standards Supplementary Planning Document' provides details on the design, layout and siting of car parking.

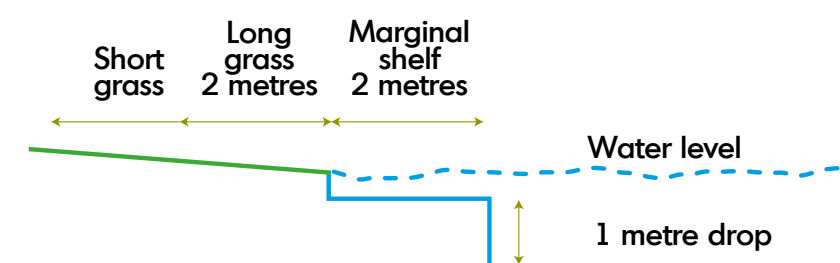
In summary, car park spaces should measure a minimum of 2.4 metres x 4.8 metres. Spaces alongside a wall, fence or boundary should be 3 metres wide and spaces between such features should be 3.5 metres wide. Spaces for people with disabilities should be an additional 1.2 metres wide and long; and should be marked with the British Standard 'Disabled' symbol.

For full details please refer to the above SPD.

Parking bays must comply with WDC's Vehicular Parking Standards SPD.

Waterbodies

Water is important for wildlife. It is also highly valued by the public and is encouraged.



For open bodies of water, there should be a 2-3 metre wide ledge for marginal plants, then a 1 metre drop to prevent them spreading into open water. Around the perimeter, 2 metres of grass should

be permitted to grow tall to deter people accessing the water. The tall grass could be a wildflower meadow mix.

Until established, a chicken wire fence may be required around the marginal planting to deter wildfowl pulling it up.

A similar 2 metre wide corridor of tall grass should be allowed alongside water courses, to control access and reduce wildlife disturbance. They make excellent wildlife corridors.

Constructed eco habitats

A range of eco habitats suitable for the location are actively encouraged. For example but not exclusively, bird and bat boxes, otter holts and wood piles for hedgehogs and other insects. Wood piles should be partially buried/grassed over to deter human disturbance.

Bird boxes

Bird boxes should only be attached to existing mature trees; and be of a type suitable for the species that you wish to support, i.e. robins, tits, sparrow or owls. The species and box design will guide where and how close they should be installed to one another and how many can be accommodated on site. The developer's ecological report should provide guidance.

Bat boxes

Due to licence restriction on handling, only non-openable bat boxes should be installed.

Play

Pre-application discussion is encouraged with WDC's Green Space Team to select what is appropriate for the site.

Play areas should comply with WDC's adopted Play Area Standard ('PAS'). Namely in urban areas,

- **Access** – There is a play area within 480 metres of every home in Warwick District
- **Quality** – That play areas are designed to be as safe and inclusive as possible to access and use and to be of high play value.
- **Area** – that an area of at least 0.3 hectares per 1000 population is provided for play areas on new residential developments.

The access standard is self-explanatory and the area quantum is included in this SPD. In rural areas, it is acknowledged that the access standard may need to be more flexible.

To achieve the quality standard, there is a need to apply the following five principles to the location and design of play areas:

- Play areas should be located where there is good natural surveillance from the street and neighbouring houses.
- Play areas should be located on accessible green space where feasible and include elements of natural and free play.
- A buffer zone should be provided around play areas.
- All play areas should be designed to be inclusive for children and young people with disabilities.

- Play areas should be designed using Play England's 10 principles for designing successful play space⁹, which has been adopted by the Council.

Play areas and green spaces need to be designed in conjunction with a landscape architect. They should be unique, designed for the area, and should avoid off the shelf solutions.

The PAS sets out that new play areas on new developments should be within, or adjacent to accessible green space and have a minimum size of 400m², catering for children up to 14 years. It further aims to retain and enhance a network of 'Destination Play Zones' with a minimum size of 1000m² that cater for young people up to 18 and should include at least one of the following: a Multi Use Games Area (MUGA) skate park, BMX track or other sports facility in addition to play equipment.

Play equipment should be at least 20 metres from the nearest property; and 30 metres for a MUGA, skate park, BMX track or other sports facility.

Play areas catering for all age groups may need separation of younger and older ages groups. This could be through fencing or natural features such as mounds and sensory planting, both of which can add to the play offering. Plant species should not be poisonous and grassy mounds should be 1:3 to create a challenge to run up and down. A 1.5 metre wide mown path should be provided around the base of the mound; and up, over and through it to guide play. These areas will be susceptible to erosion and wear and tear, consequently they should be reinforced. Fencing will be required if a play area is near a road or other obvious safety concern i.e. a car parks or sub station.

In general the play offering should include a climbing feature, rotating element, a swing and slide designed to encourage imaginative and inclusive play.

Play surfacing should comply with British Standard 7188 and the European standard EN1177 – Impact Absorbing Playground Surfacing.

Outdoor Gym equipment should also be provided where possible as this encourages adults and youths to exercise, these should not be installed close to children's playgrounds. Signage should be clear and show the user the correct way in using the equipment.

The equipment material should enhance the existing environment and should be looked at on a site by site basis. When timber is used, it should be from a sustainable source and utilise galvanised steel supports to increase longevity and make replacement easier

Independent safety checks and risk assessments will need to be carried out and reports given to WDC; and if a play area is to be adopted by WDC, warranties and guarantees will need to be transferred to WDC.

Play areas will also require benches, signs, cycle stands and bins – for further information, please see the relevant sections.

SuDS

SuDS need to be designed according to the latest CIRIA guidance, with special attention given to pond and wetland design, and upstream pre-treatment (chapter 23); they should also be a useable feature of the POS. That is, they should bring amenity, landscaping and biodiversity benefits as well as the technical elements required. As a general rule, it is preferred that SuDS feature permanent water instead of being a damp hollow; landscaped (vegetated) instead of 'hard' SuDS. This can help to bring the benefits noted above as well as generally being easier to maintain. SuDS should also interface well with the surrounding space. For example; pathways running the perimeter of ponds to allow

people to interact with the feature, appropriate gradients and beaches to allow for safe access, well landscaped edges instead of fencing to provide safety, etc.

Vegetation planting around SuDS features should pay special attention to the aggressiveness of particular species and how that will interact with the design of the basin. For example, bulrushes can quickly colonise a pond without proper maintenance and reduce the efficiency of the feature. Using marginal shelves within the SuDS design can address this issue.

A full SuDS maintenance programme and set of lifecycle costs will need to be provided, and the costs should be linked to the management programme.

Silt traps and appropriate maintenance access should be provided to facilitate ongoing maintenance and reduce costs.

Allotments

Developments of 100 or more dwellings need to provide allotments on-site.

Allotments are usually managed by Parish or Town Councils (or allotment associations on their behalf) and it is recommended they are consulted before submitting a planning application to discuss provision, local demands and design preferences, i.e full, half or quarter size plots. The results of these consultations should be included in the application; particularly if it is proposed that an off-site financial contribution is made instead. If an off-site contribution is proposed, it will need to be evidenced that this is acceptable and supported by the relevant Parish or Town Council, or local allotment association(s).

They should not be sited in areas prone to waterlogging or flooding, or in areas shaded by trees or buildings. The soil should be of good quality, suitable for food production. A main water supply is a must. The style of the site will depend very much on the particular nature and aesthetics of the site but allotments should be protected with fencing without being intrusive. Paladin (not palisade) fencing may be appropriate, along with hedgerows and other visual cover. If fencing is used, it may need to be sunk into the ground to deter wildlife (i.e. rabbits). Access paths will be required along with parking for cars and bicycles.

To avoid the area becoming visually unkempt, each plot should be provided with a 6ft x 8ft shed and connected water butt that rests on a stand to allow a watering to fit under the tap. A secure, larger communal building is also recommended for storing larger items of machinery, along with a large, three bay composting facility. A community orchard could also be considered as part of the offering.

⁹Design for Play. A guide to creating successful play spaces' Play England, June 2008'

APPENDIX 3

Indicative Cost Schedule

Commuted Maintenance Sum

The prices below are for guidance only and are based on maintaining the features listed in Appendix 2 under 'POS typologies, what you may expect to see' (and used in the 'Developer contribution' tables below).

A site specific commuted maintenance sum will be calculated in accordance with the Section 106 Agreement when the POS is ready for adoption and the quantities and features within, are confirmed.

Twenty year commuted maintenance sum for the period 2018-2038 (guide price only)

POS typology	£/m2
Parks and Gardens	43
Natural and Semi-Natural	21
Amenity	20
Allotments	6
POS typology	£/play area
Children/Youth	£200K
SuD	£/attenuation
SuD within POS	£156K

NOTES:

- (1) Prices are indicative only and are rounded up to the nearest full pound or thousand.
- (2) The guide price includes the 28% management fee specified in the Section 106 Agreement.
- (3) SuD price based on a permanent wet SuD with inlet, outlet and header walls

Developer contributions for commuted payments for new provision/ enhancement of POS and 20 years maintenance

Provision rates – summary notes

The following figures give the commuted sum rates for enhancement of existing POS and provision of new POS within Warwick District including a maintenance payment for 20 years. They are based on the 2018 rates (to be updated annually in line with RPI indexation) for laying out a new POS, as appropriate by category and its associated maintenance. They are calculated by multiplying the provision standards in this SPD by the cost of laying out and maintaining per hectare (Ha). New provision includes a land value of £21K per hectare , as an additional cost for providing the facility, but otherwise is identical to the cost of enhancement¹

An uplift of 10% to cover the delivery and management of enhancement and new provision projects will be included in line with the Landscape Institute’s guidance.

Cost per dwelling size

Prices are based on a cost per person, rounded up to the nearest pound.

Abbreviations:

P&G Parks and Gardens

N&SN Natural and Semi-Natural

A Amenity

C&Y Children and Youths

Allot Allotments

Dwelling size: 1 bedroom or more

Rate per 1.5 person	Type of POS							
	P&G	N&SN	A	C&Y	Allot	Sub total	Multiplier	Total
Provision type	£	£	£	£	£	£		£
Enhance	£1,334	£563	£248	£27	£60	£2,232	X 1.5	£3,348
New provision	£1,374	£603	£267	£33	£69	£2,346	X 1.5	£3,519

Dwelling size: 2 bedrooms or more

Rate per 1 person	Type of POS							
	P&G	N&SN	A	C&Y	Allot	Sub total	Multiplier	Total
Provision type	£	£	£	£	£	£		£
Enhance	£1,334	£563	£248	£27	£60	£2,232	X 1	£2,232
New provision	£1,374	£603	£267	£33	£69	£2,346	X 1	£2,346

Note: Site over 100 dwellings will be required to provide a further amount specifically for allotments of 0.42 hectare per 1000 head of population. Such developments will be required to pay a further amount of £63 per person to enhance and £72 per person for new provision (multiplied by 1.5 for one bedroom dwellings).

Developer Contributions for New Provision/Enhancement of Open Space with 20 years maintenance

Parks and Gardens

General heading	Description	Rate	Unit	Measure/ Ha*	Cost /Ha
Preparation	Clear virgin ground including drainage	£0.78	Sq m	10000	£7,750.00
Pathways	Provide and install 7.5% Tarmac pathways (250m(l) x 3 m(w))	£30.00	Sq m	750	£22,500.00
	Provide and install concrete kerbs to tarmac pathways	£43.00	Lin m	250	£10,750.00
Planted areas	Planted areas at 14%		Sq m	1400	
Shrubs	Supply 50% of 14% as shrubs	£34.10	Sq m	700	£23,870.00
	Cultivate and plant shrubs	£4.32	Sq m	700	£3,027.15
Perennial	Supply 50% of 14% as perennial planting	£31.00	Sq m	700	£21,700.00
	Cultivate and plant perennials	£4.56	Sq m	700	£3,189.90
Grass	Grass areas at 75%		Sq m	7500	
	Provide 42% of 75% as amenity meadow grass		Sq m	3150	
	Provide 16% of 75% as ornamental grass		Sq m	1200	
	Supply and sow grass seed with fertiliser	£0.99	Sq m	4350	£4,315.20
	Provide 42% of 75% as meadow grass		Sq m	3150	
	Supply, prepare and sow meadow grass seed	£1.26	Sq m	975	£1,224.11
	Supply and plant bulbs 10% of 75%	£15.50	Sq m	750	£11,625.00
Trees	Supply trees	£155.00	Nr	20	£3,100.00
	Plant trees with 4 ft stakes	£77.50	Nr	20	£1,550.00
Features	Cost of feature eg ponds, bandstand, toilets etc.	£77,500.00	Nr	1	£77,500.00
Hedging	Provide hedging (5 plants/ metre, double staggered rows)	£2.75	Lin m	600	£1,650.00
	Clear debris, cultivate soil and plant ornamental	£31	Lin m	600	£18,600.00

General heading	Description	Rate	Unit	Measure/ Ha*	Cost /Ha
Fencing	Temporary stock fencing whilst hedge establishing	£15.17	Lin m	600	£9,104.70
	Hoop top metal railing	£85.00	Lr m	200	£17,000.00
Signage	Descriptive sign with graphics and local info	£1,000.00	Nr	1	£1,000.00
Seating	Supply benches	£500.00	Nr	7	£3,500.00
	Install the above benches	£240.25	Nr	7	£1,681.75
Bins	Supply bins	£210.00	Nr	7	£1,470.00
	Install the above bins	£50.00	Nr	7	£350.00
Bird and bat boxes	Supply and install boxes	£46.50	Nr	5	£232.50
Gates	Supply gates	£300.00	Nr	2	£600.00
	Install gates	£240.25	Nr	2	£480.50
Water supply	Supply and install	£1,550.00	Nr	2	£3,100.00

(A) Total cost of providing a hectare of Parks and Gardens £250,87.81

(B) Number of hectares of Parks and Gardens required per 1,000 population 1.9 2.1

(C) Total cost of providing Parks and Gardens per 1,000 population [AxB] £467,654.54 £526,828.71

(D) 10% project management fee (10% of C) £47,665.45 £52,682.87

(E) 20 year maintenance cost [maint. £ per ha x B] £809,641.57 £894,867.00

(F) Total cost of providing and maintaining Parks and Gardens per 1000 population [C+D+E] £1,333,963.47 £1,474,380.68

(G) Rate per person (to enhance existing land & maintain for 20 years) [F/1000] £1,333.96 £1,474.38

(H) Land cost per hectare £21,000.00 £21,000.00

(I) Land cost to provide Parks and Gardens per 1,000 population [HxB] £39,900.00 £44,100.00

(J) Land cost per person [I/1000] £39.90 £44.10

(K) Rate per person (to provide new provision & maintain for 20 years)[G+J] £1,373.86 £1,518.48

Natural and Semi Natural Greenspace

General heading	Description	Rate	Unit	Measure/ Ha*	Cost /Ha
Preparation	Clear virgin ground including drainage	£0.78	sq m	10000	£7,750.00
Pathways	Provide and install 2.5mx150m wide tarmac pathways 3.75%	£30.00	sq m	375	£11,250.00
	Provide and install concrete kerbs to tarmac pathways	£43.00	lin m	150	£6,450.00
Drainage	Drainage ditches	£1.55	lin m	100	£155.00
Fencing	Supply and install post and rail fencing	£46.50	lin m	100	£4,650.00
Native Hedge	Provide native hedging plants	£2.75	lin m	300	£825.00
	Clear debris, cultivate soil and plant native	£31	lin m	300	£9,300.00
	Temporary stock fencing whilst hedge establishing	£15.17	lin m	300	£4,552.35
Woodland Spinney	Woodland at 30%				
	Supply 33% tree 'whips' (600-1200mm)	£1.86	sq m	3000	£5,580.00
	Tree planting at 1m centres	£0.82	sq m	3000	£2,464.50
Grass	Grass at 85%			8500	
	Provide 50% of 85% as meadow grass				
	Supply, prep and sow meadow grass seed	£1.26	sq m	4250	£5,335.88
	Provide 50% of 86% as improved amenity grass				
	Supply, prep and sow amenity grass seed	£0.99	sq m	4250	£4,216.00
Features	Cost of pond or something similar etc.	£7,750.00	nr	1	£7,750.00
Signage	Information and interpretation board	£1,000.00		1	£1,000.00
Seating	Supply benches	£500.00	nr	2	£1,000.00
	Install the above benches	£240.25	nr	2	£480.50
Bins	Supply bins	£210.00	nr	2	£420.00

General heading	Description	Rate	Unit	Measure/ Ha*	Cost /Ha
	Install the above bins	£50.00	nr	2	£100.00
Bird and bat boxes	Supply and install bird boxes	£46.50	nr	5	£232.50
	Supply and install bat boxes	£46.50	nr	6	£279.00
Gates	Supply gates	£300.00	nr	2	£600.00
	Install gates	£240.25	nr	2	£480.50

(A) Total cost of providing a hectare of Natural Greenspace £74,871.23

(B) Number of hectares of Natual Greenspace required per 1000 population	1.9	2.1
(C) Total cost of providing Natural Greenspace per 1,000 population [AxB]	£142,255.33	£157,229.57
(D) 10% project managment fee (10% of C)	£14,225.53	£15,722.96
(E) 20 year maintenacne cost [maint. £ per ha x B]	£406,551.51	£449,346.41
(F) Total cost of providing and maintaining Natual Greenspace per 1000 population [C+D+E]	£563,032.37	£622,298.94
(G) Rate per person (to enhance existing land & maintain for 20 years) [F/1000]	£563.03	£622.30
(H) Land cost per hectare	£21,000.00	£21,000.00
(I) Land cost to provide Natual Greenspace per 1,000 population [HxB]	£39,900.00	£44,100.00
(J) Land cost per person [I/1000]	£39.90	£44.10
(K) Rate per person (to provide new provision & maintain for 20 years) [G+J]	£602.93	£666.40

Amenity Greenspace /Green Corridors

General heading	Description	Rate	Unit	Measure/ Ha*	Cost /Ha
Clearing	Clear virgin ground	£0.78	sq m	10000	£7,750.00
Pathways	Provide and install 2.5mx150m wide tarmac pathways 3.75%	£30.00	sq m	375	£11,250.00
	Provide and install concrete kerbs to tarmac pathways	£43.00	lin m	150	£6,450.00
Drainage	Drainage ditches	£1.55	lin m	100	£155.00
Woodland Spinney	Woodland at 15%				
	Supply 15% tree 'whips' (600-1200mm)	£1.86	sq m	1500	£2,790.00
	Tree planting at 1m centres	£0.82	sq m	1500	£1,232.25
Hedging	Field hedge: supply	£2.75	lin m	200	£550.00
	Field hedge, clear debris, cultivate soil and plant hedging plants	£31.00	lin m	200	£6,200.00
Shrubs	Provide 4% as shrubs	£34.10	sq m	400	£13,640.00
	Cultivate plot and plant shrubs	£4.32	sq m	400	£1,729.80
Grass	Grass at 78%			7800	
	Provide 50% of 78% as meadow grass				
	Supply, prep and sow grass meadow seed	£1.26	sq m	3900	£4,896.45
	Provide 50% of 78% as improved amenity grass				
	Supply, prep and sow amenity meadow seed	£0.99	sq m	3900	£3,868.80
Seating	Supply benches	£400.00	nr	2	£800.00
	Install the above benches	£240.25	nr	2	£480.50
Bird and bat boxes	Supply and install boxes	£46.50	nr	5	£232.50
Gates	Supply gates	£300.00	nr	2	£600.00

General heading	Description	Rate	Unit	Measure/ Ha*	Cost /Ha
	Install gates	£240.25	nr	2	£480.50
Fence	Post and Rail	£46.50		100	£4,650.00
Bins	Supply bins	£210.00	nr	2	£420.00
	Install the above bins	£50.00	nr	2	£100.00

(A) Total cost of providing a hectare of Natural Amenity £68,275.80

(B) Number of hectares of Amenity Greenspace required per 1000 population	0.9	1
(C) Total cost of providing Amenity Greenspace per 1,000 population [AxB]	£61,448.22	£68,275.80
(D) 10% project management fee (10% of C)	£6,144.82	£6,827.58
(E) 20 year maintenance cost [maint. £ per ha x B]	£180,001.99	£200,002.21
(F) Total cost of providing and maintaining Natural Greenspace per 1000 population [C+D+E]	£247,595.03	£275,105.59
(G) Rate per person (to enhance existing land & maintain for 20 years) [F/1000]	£247.60	£275.11
(H) Land cost per hectare	£21,000.00	£21,000.00
(I) Land cost to provide Amenity Greenspace per 1,000 population [HxB]	£18,900.00	£21,000.00
(J) Land cost per person [I/1000]	£18.90	£21.00
(K) Rate per person (to provide new provision & maintain for 20 years) [G+J]	£266.50	£296.11

Children & Young People

General heading	Description	Rate	Unit	Measure/ Ha*	Cost /Ha
	Supply and install the following: Supply rates include 17.5% VAT and carriage at 1.5%				
Infrastructure	Linked 1.5 m tarmac path	£45.00	m2	200	£9,000.00
	Concrete kerb edging to path	£43.20	lr m	200	£8,640.00
	4no contemporary benches	£1,472.50	nr	4	£5,890.00
	2no litter bins	260	nr	2	£520.00
	Ground modelling	£3,100.00	nr	1	£3,100.00
	Tree provision planting	£232.50	nr	12	£2,790.00
Play features	Inclusive pod swing	£6,200.00	nr	1	£6,200.00
	Inclusive rotating bowl	£8,176.25	nr	1	£8,176.25
	Cable way/zip line	£9,000.00	nr	1	£9,000.00
	Additional rotating action equipment	£4,650.00	nr	1	£4,650.00
	Climbing features	3100	nr	1	£3,100.00
	Boulders	310	nr	5	£1,550.00
	Youth shelter/social zone	£14,725.00	nr	1	£14,725.00
	Pre school/early years multi play unit	8000	nr	1	£8,000.00
	5 aside goal posts	£1,000.00	nr	1	£1,000.00
Safety Surfacing	Loosefill cushion fall or similar	£60.00	cu m	30	£1,800.00
	Grass matting	£29.00	sq m	30	£870.00

(A) Total cost of providing an equipped area of play £89,011.25

(B) Rate required per 1000 population	0.3	0.4
(C) Total cost of providing an equipped are of play per 1,000 population [AxB]	£26,703.38	£35,604.50
(D) 10% project managmenet fee (10% of C)	£2,670.34	£3,560.45
(E) 20 year maintenacne cost [maint. £ per ha x B]	£60,088.14	£80,117.52
(F) Total cost of providing and maintaining Natual Greenspace per 1000 population [C+D+E]	£89,461.85	£119,282.47
(G) Rate per person (to enhance existing land & maintain for 20 years) [F/1000]	£247.60	£35.60
(H) Land cost per hectare	£21,000.00	£21,000.00
(I) Land cost to an equipped area of play per 1,000 population [HxB]	£6,300.00	£8,400.00
(J) Land cost per person [I/1000]	£6.30	£8.40
(K) Rate per person (to provide new provision & maintain for 20 years) [G+J]	£33.00	£44.00

Allotments

General heading	Description	Rate	Unit	Measure/ Ha*	Cost /Ha
Road	Hardcore road 3m wide	£31.00	sq m	648	£20,088.00
Footpath	Path: tanalised edging filled with hardcore 1m wide	£15.50	sq m	100	£1,550.00
Fencing	Supply and install 1.8m high galvanised palisade	£93.00	lin m	472	£43,896.00
Gates	Supply and install 1.8m galvanised palisade vehicle access gate	£1,250.00	nr	1	£1,250.00
	Supply and install 1.8m galvanised palisade pedestrian access gate	750	nr	1	£750.00
Signage	Site sign giving contact details	£1,000.00	nr	1	£1,000.00
Drainage	Drainage ditch	£0.51	lin m	136	£69.56
Water	Standpipes	£1,550.00	nr	8	£12,400.00
Bins	Supply bins	£210.00	nr	1	£210.00
	Install the above bins	£50.00	nr	1	£50.00

(A) Total cost of providing a hectare of allotments **£81,263.56**

(B) Rate required per 1000 population	0.4	0.42
(C) Total cost of providing allotments per 1,000 population [AxB]	£32,505.43	£34,130.70
(D) 10% project managmenet fee (10% of C)	£3,250.54	£3,413.07
(E) 20 year maintenacne cost [maint. £ per ha x B]	£24,531.21	£25,757.77
(F) Total cost of providing and maintaining allotments per 1000 population [C+D+E]	£60,287.18	£63,301.54
(G) Rate per person (to enhance existing land & maintain for 20 years) [F/1000]	£60.29	£63.30
(H) Land cost per hectare	£21,000.00	£21,000.00
(I) Land cost to provide allotments per 1,000 population [HxB]	£8,400.00	£8,820.00
(J) Land cost per person [I/1000]	£8.40	£8.82
(K) Rate per person (to provide new provision & maintain for 20 years) [G+J]	£68.69	£72.12

APPENDIX 4

Template POS
Section 106
Agreement
Schedule

Public Open Space Provisions

Grounds Maintenance Contract	means the contract between a provider of Grounds Maintenance Services and the Council
Public Open Space Completion Certificate	means a certificate issued by the Council to the effect that the public open spaces has been laid out in accordance with the public open spaces Scheme to the reasonable satisfaction of the Council and the issue of an public open spaces Completion Certificate shall commence the public open spaces Maintenance Period in respect of the whole or the part of the public open spaces to which the public open spaces Completion Certificate relates
Public Open Space Final Certificate	means a certificate issued by the Council which shall be conclusive evidence that the public open spaces has been properly maintained during the public open spaces Maintenance Period to the effect that the public open spaces is finally complete and any defects which have become manifest since the issue of the public open spaces Completion Certificate have been remedied and all outstanding works identified in the aforementioned Certificate have been completed together with, where applicable any outstanding works required by the ROSPA Final Inspection Report
Public Open Space Maintenance Period	means a period of at least 12 months commencing with the issue of the public open spaces Completion Certificate and ending with the issue of the public open spaces Final Certificate
Public Open Space	means the areas to be provided within the Application Site for public recreation and amenity space to meet the standards specified within Appendix B of the Council's Open Space Supplementary Document June 2009 or any successor or revised open space supplementary planning document in accordance with the public open spaces Scheme and any Reserved Matters Application and [for outline applications] provided in a location to be agreed in writing with the Council. OR [for full planning applications] to be provided in the location coloured blue for identification purposes on the Plan [] which are to be permanently retained and maintained as public open space to serve the Development
Public Open Space Commuted Maintenance Sum	means the sum that shall be paid by the Owner to the Council prior upon the public open spaces Transfer for the purposes of future maintenance of the public open spaces to be calculated in accordance with the formula set out in Part [] of the [] Schedule

Public Open Space Scheme	means a written detailed scheme: of works for the laying out and maintenance of the public open spaces to include (i) the design, specification and landscaping including any play equipment and associated equipment, boundary treatments (ii) the programme for the delivery of the public open spaces Works (iii) details of the maintenance programme that shall be implemented to repair and replace equipment, facilities or landscaping to be submitted to and approved in writing by the Council
Public Open Space Works	means the works to be carried out in accordance with the approved public open spaces Scheme
Royal Society for the Prevention of Accidents (RoSPA) Report	means a report and risk assessment issued by an independent qualified assessor and dated not more than 11 months prior to the date on which it is provided to the Council confirming the safety of all elements of the public open spaces including any SUDS, play area equipment and associated equipment on the public open spaces
Royal Society for the Prevention of Accidents (RoSPA) Final Inspection Report	means a report and risk assessment issued by an independent qualified assessor and dated no more than three months prior to the date on which it is provided to the Council confirming the safety of all elements of the public open spaces including any SUDS play area equipment and associated equipment on the public open spaces at the end of the public open spaces Maintenance Period

The Owners hereby covenant and undertake as follows:

Public Open Space Delivery

1. Commencement of Development shall not take place until:
 - 1.1. the Owners have submitted the public open spaces Scheme to the Council which for the avoidance of doubt shall be separate and additional to any landscaping scheme or any other scheme required to be submitted in accordance with a planning condition; and
 - 1.2. the Council has approved the public open spaces Scheme in writing (such approval not to be unreasonably withheld or delayed)
2. Prior to Occupation of 70% of the Dwellings the Owner shall complete the public open spaces to the reasonable satisfaction of the Council as evidenced by the public open spaces Completion Certificate.
3. Upon the completion of the public open spaces Works the Owners shall notify the Council in writing
4. 40 Working Days from receipt of the Notice served pursuant to paragraph 3 above the Council shall inspect the public open spaces Works and shall, if satisfied that the works have been carried out in strict accordance with the public open spaces Scheme and the Owner has provided to the Council a satisfactory ROSPA Report together with transferable guarantees and warranties relating to play area equipment and other associated equipment, issue the public open spaces Completion Certificate.
5. In the event that the Council inspects the public open spaces Works and identifies necessary remedial works (which it will notify to the Owners in writing within 15 Working Days of the inspection having been carried out), the Owners shall carry out such remedial works to the reasonable satisfaction of the Council and send written Notice to the Council to re-inspect the public open spaces.
6. The procedure set out in paragraphs 3, 4 and 5 shall be repeated in respect of the public open spaces Works until such time as the Council either;
 - 6.1 issues the public open spaces Completion Certificate or;
 - 6.2 fails to inspect the public open spaces Land within 40 Working Days of the receipt of a written Notice where proof of delivery to the Councils Head of Development Services can be provided, in which case the public open spaces Completion Certificate shall be deemed to have been issued 40 Working Days following receipt of the Notice or;
 - 6.3 fails to issue the public open spaces Completion Certificate within 40 Working Days of the inspection where no remedial works have been identified in which case the public open spaces Completion Certificate shall be deemed to have been issued 40 Working Days following the inspection

Public Open Space Maintenance

7. The Owner shall;
 - 7.1 maintain the public open spaces in strict accordance with the public open spaces Scheme until such time as the public open spaces is transferred to the Council and

- 7.2.** from the date the public open spaces Certificate of Practical Completion is issued or deemed issued allow free unrestricted use and access of the public open spaces for the general public at all times of the day and night PROVIDED THAT use and access maybe restricted in the following circumstances:
- 7.2.1** in the event of emergency such that access and use by the general public should be prevented by reasons of health and safety
- 7.2.2** in the event that any works to the public open spaces need to be undertaken which would necessitate, as a direct result of the said works, access and use by the general public being prevented PROVIDED THAT if any such closure is to last longer than 7 Working Days or for more than 10 Working Days in any 3 month period then the Owner shall first obtain the Council's prior written approval to the closure.
- 8.** The Owner shall notify the Council in writing at the end of the public open spaces Maintenance Period and invite the Council in writing to inspect the public open spaces with a view to issuing the public open spaces Final Certificate
- 9.** 40 Working Days from receipt of the Notice served pursuant to paragraph 8 above the Council shall inspect the public open spaces and shall, if satisfied that the public open spaces has been properly maintained during the public open spaces Maintenance Period and the Owner has provided to the Council a satisfactory ROSPA Final Inspection Report together with any transferable guarantees and warranties relating to play area equipment and other associated equipment not previously supplied to the Council shall issue the public open spaces Final Certificate.
- 10.** In the event that the Council inspects the public open spaces and identifies necessary works (which it will notify to the Owners within writing within 15 Working Days of the inspection being carried out) the Owners shall carry out remedial works to the reasonable satisfaction of the Council and send written Notice to the Council to re-inspect the public open spaces.
- 11.** The procedure set out in paragraphs 8, 9 and 10 shall be repeated in respect of the public open spaces until such time as the Council either
- 11.1** issues the public open spaces Final Certificate; or
- 11.2** fails to inspect the public open spaces within 40 Working Days of the receipt of a written Notice where proof of delivery to the Councils Head of Development Services can be provided in which case the public open spaces Final Certificate shall be deemed to have been issued 40 Working Days following receipt of the Notice; or
- 11.3** fails to issue the public open spaces Final Certificate within 40 Working Days of the inspection where no remedial works have been identified in which case the Public Open Space Final Certificate shall be deemed to have been issued 40 Working Days following the inspection.

Public Open Space Transfer

- 12.** The Owner shall continue to maintain the public open spaces in accordance with the public open spaces Scheme and permit unrestricted public access in accordance with paragraph 7 above until its transfer

- 13.** Prior to commencement of development the Owner shall offer to transfer the public open spaces Land to the Council on the terms set out in the [] Schedule hereto, such offer to be in writing, addressed to the Head of Development Services and served on the Council via recorded delivery ("the Offer"). For the avoidance of doubt the Owner shall pay the costs of the transfer of the public open spaces and the transfer will contain a covenant that the public open spaces shall not be used for anything other than amenity open space for the enjoyment of the general public and the Council shall confirm in whether it accepts the Offer within 40 Working Days of receipt of the Offer.
- 14.** Where the Council confirms in writing that it does not accept the Offer the Owner shall elect to transfer the public open spaces to a management company.
- 15.** Where the public open spaces is transferred to a management company under paragraph 14 above the management company shall be expected to meet the requirements set out at Appendix xx of the Councils Open Space Supplementary Planning Document (or revised or successor document) and the Councils written approval shall be required before the transfer shall take place
- 16.** On completion of the transfer of the public open spaces Land to the Council the Owners shall pay to the Council the public open spaces Commuted Maintenance Sum

Formulae For Calculation Of Open Space Maintenance Sum

- 15.** The Open Space Maintenance Sum shall be calculated in accordance with the following formula:
- ((Rate x area in square metres*) + 28% markup) x 20 years

* or equivalent unit of measure

here:-

- 15.1** The Rate is based on the schedule of rates from the Council's Grounds Maintenance Contract current at the date of transfer,
- 15.2** 28% mark up calculated on (rate x area in square metres) being the cost to the Council of the management of the Grounds Maintenance Contract

[] SCHEDULE

Transfer Of The Open Space .

The Owner shall transfer ownership of the public open spaces (excluding highway related land or engineering / land drainage functions of SUDS/ balancing ponds) to the Council in accordance with the requirements set out below:

The public open spaces is transferred with vacant possession free from any encumbrances on completion.

The Owner shall transfer with Full Title Guarantee.

The Owner shall ensure that the Council has the right to access the public open spaces from the public highway to enable the land to be maintained

The National Conditions of Sale (20th Edition) shall be deemed to be incorporated so far as they are not inconsistent with the provisions of these conditions.

Title should be deduced in accordance with the Land Registration Act 2002.

The purchase price is nil consideration.

In the transfer of the Open Space Land to the Council the Council will covenant with the transferor for themselves and their successors in title that the same will run with and bind the land into whosoever hands the same may pass:

Not to develop the Open Space Land or any part thereof for any purpose whosoever save for the erection of non commercial buildings ancillary to its recreational purposes to the intent that it shall remain in perpetuity as public open space for the enjoyment of the general public

To maintain the Open Space Land in reasonable condition to a reasonable standard and conforming to good horticultural practice.

APPENDIX 5

Public Open Space Calculation Examples

A development proposal is submitted to the Council for 100 dwellings. It is established that the 100 dwellings will be made up of the following (based on Housing Mix Guidance):-

- 50 x 3 - bed houses (50 x 3 = 150 residents)
- 30 x 2 - bed houses (30 x 2 = 60 residents)
- 15 x 2 - bed houses (15 X 2 = 30 residents)
- 5 x 1 - bed flats (5 x 1.5 = 8 residents)

Total = 248 residents

In accordance with the standards, the developer would therefore be expected to make provision for the following:

Total residents $\frac{248}{1000} \times 5.47 = 1.35 \text{ Ha}$ (Overall requirement for open space).

- Amenity Green Space $1.35 \text{ Ha} \times 17\% = 0.24\text{Ha}$
- Parks and Gardens $1.35 \text{ Ha} \times 35\% = 0.47\text{Ha}$
- Natural Areas $1.35 \text{ Ha} \times 35\% = 0.47\text{Ha}$
- Allotments $1.35 \text{ Ha} \times 7\% = 0.09 \text{ Ha}$
- Children's / youths $1.35\text{Ha} \times 6\% = 0.08\text{Ha}$

However, it should be noted that the above requirements set the basis for negotiating appropriate on -site requirements. This would then be considered in the context of the site in question as well as current position in the locality of the intended development and an acceptable combination of sizes and types of provision would be negotiated.

APPENDIX 6

Minimum Area
Size thresholds
for Public Open
Space to be
adopted by
The Council

The following table sets out examples of minimum area size standards for a variety of POS typologies. The District Council will not normally consider the formal adoption of POS that are not of the size stipulated in the table below. Should the calculations require a contribution less than the standards shown below it will require the developer to negotiate arrangements for an off-site contribution or financial contribution in lieu. The exception to this may be if the smaller area proposed is of particular merit (or is marginally below the standard) and the developer can satisfy the Council that maintenance (of an agreed standard / regime) will be undertaken in perpetuity and bound by a legal agreement.

Typology	Proposed Standard(Hectares)
Parks and Gardens	0.25
Natural Areas including urban woodland	0.25
Amenity Greenspace (includes Green corridors)	0.1
Children’s and Youth Areas	0.18
Allotments	0.11





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Warwick District Council

CUSTOM & SELF-BUILD

SUPPLEMENTARY PLANNING DOCUMENT

Consultation Draft, January 2019



CHAPTER 1

Introduction & Purpose

Custom and self-build housing is an aspect of housebuilding that the government is keen to promote and expand. It offers an alternative and financially accessible model for home owners, as well as helping deliver energy efficient, well designed and bespoke properties.

Following the Self-build and Custom Housebuilding Act 2015, and the subsequent Housing and Planning Act 2016, and in accordance with the Self-build and Custom Housebuilding (Register) Regulations 2016, Warwick District Council maintains a Custom and Self-build register in order to monitor interest and to quantify the volume of plots that suitable planning permission should be granted. The Act states that “a development permission is “suitable” if it is permission in respect of development that could include self-build and custom housing” (para 10.6).

This document responds to these challenges, as well as to Policy H15 in the district’s Local Plan. The following Supplementary Planning Document will clearly lay out the requirements of custom and self-build plots, helping those who wish to bring forward self-build plots either for themselves or others, and thereby assist appropriate delivery. This document should be read in parallel with the Warwick District Council Local Plan.

Definition

Custom build houses are properties commissioned by people from a builder, contractor or package company.

Self-build housing is when people physically build their homes themselves, sometimes with help from sub-contractors.

In either case, it is expected that the dwelling will be the principle residence for the owner for at least the following three years.

The provision of a plot for either custom or self-build requires an appropriate highway along with the basic utilities brought to the edge of the plot.

CHAPTER 2

Policy context

In March 2015, the government enacted legislation (Self-build and Custom Housebuilding Act 2015) that placed a requirement on local councils to maintain a register of people seeking to acquire land to build a home for themselves. The government is keen to promote self- and custom building (also sometimes referred to as private homebuilding in government and national publications) as a means of increasing the overall number of dwellings and encouraging the growth of the custom build sector.

The Housing and Planning Act 2016, Chapter 2, set out further legislation relating to self-build and effectively amended the 2015 Act. It included a new section (2a), which required any authority to which the section applied to give suitable development permissions in respect of enough serviced plots of land to meet the demand for self-build and custom housebuilding in the authority's area arising in each base period. The first base period runs from the time the register was established and ends with the date on which Section 10 of the Housing and Planning Act came into force (and every subsequent 12- month period thereafter).

The Act requires local authorities to understand what the demand is in their areas for self- and custom build housing and to have regard to that demand when exercising their strategic planning and other relevant functions.

National Planning Policy Framework

The NPPF, as amended in 2018, includes at para 61, "people wishing to commission or build their own homes" within the list of the different groups whose needs should be assessed and reflected in planning policies.

Community Infrastructure Levy Regulations

The Community Infrastructure Levy (Amendment) Regulations 2014 (CIL) defines self-build as a dwelling built or commissioned by a person and occupied by them as their main or sole residence. Under current legislation, self-build dwellings are exempt from the need to pay CIL as long as they are the sole or main residence for at least three years following completion; any move to either sell or rent the property during that period would trigger a retrospective requirement for CIL to be paid by the self-builder.

Warwick district Local Plan

Warwick District Local Plan was adopted in September 2017 and contains a specific Custom & Self-Build Policy.

H15 Custom and Self-build Housing Provision

Proposals for custom and self-build housing in the district are encouraged and will be approved in suitable, sustainable locations:

- a) sites to the south of Coventry
- b) other major strategic housing sites
- c) brownfield sites in built-up areas
- d) growth villages
- e) appropriate locations within infill villages

subject to compliance with all other relevant policy requirements in the Local Plan and national policy, including green belt, historic and environmental designations,

Neighbourhood plans are encouraged to identify sites for self/custom build. The neighbourhood plan may also establish a locally derived design code.

The Council will produce an SPD to assist in the delivery of self/custom build dwellings

The subsequent explanatory texts explains the benefits of custom and self-build and the authority's commitment to encourage developers to bring them forward.

Neighbourhood plans

Under the Localism Act 2011, Neighbourhood Plans can be proposed by relevant Qualifying Bodies, and may propose to alter non-strategic Local Plan policies where a local need can be demonstrated. Policy H15 of the Local Plan is not considered a strategic policy and therefore, where evidenced, Neighbourhood Plans may propose a requirement for the provision of self-build plots.

Following a public referendum on 15 November 2018 the Kenilworth Neighbourhood Plan was made and its policies came into effect on 16 November 2018. It includes a requirement for self-build plots on the major extension to the east of the town. The policy KNP4 reads that developments at Land East of Kenilworth should follow the following principles...

- e) the provision of a proportion of the open market homes as self-serviced plots for self-build and custom build, commensurate with demand evidenced on the local authority self-build register of interest, not exceeding 5% of the total number of dwellings

The policy presented in this SPD for the delivery of plots on larger sites may be a starting point for future Neighbourhood Plans to consider, should they wish to encourage self-build plots in their area.

CHAPTER 3

The Custom & Self-Build Register

In line with the Government's requirements, the Council keeps a register of those people interested in acquiring a serviced plot for self-build development. The Custom and Self-build register runs in base periods of 12 calendar months, the first full base period commencing on 01 November, 2016. The Annual Progress Report covering the first three base periods, i.e. two full periods (16/17 and 17/18) and the partial base period that ran from April 2016-October 2016 is provided as part of the evidence base and is published on the Council's website.

The Register is open to all who have an interest in custom or self-build within the District. The Council has not at this time enacted a requirement for a local connection or to charge for entry to the Register. As of the end of Base Period 3 (i.e. end of October 2018) there were 303 entries on the register.



CHAPTER 4

Plot requirements

Individual custom and self-build plots may often be brought forward on challenging or unusually-shaped plots, responding to both site-specific constraints and the requirements of the applicant. It would, therefore, be unhelpful to set a rigid spatial requirement for individual plot dimensions as it may unnecessarily fetter the development coming forward. Where an application is coming forward as a part of a larger scheme it will need to respond to the local housing mix requirements in line with the wider site.

It is expected that applications for custom and self-build dwellings will meet the requirements of all relevant policies in the Local Plan and its Supplementary Planning Documents such as Parking Standards.



Serviced plots requirements on larger sites

Many self-build plots will come forward on an individual basis, meeting the needs of the specific plot owner. However, custom and self-build plots will also be encouraged as part of larger developments to meet wider demand, offering a variety of opportunity and helping to deliver distinctive and quality developments throughout the district.

In order to assist these coming forward the following principles should be met;

- a) Custom and self-build plots should be in small clusters rather than individual plots dispersed throughout the site.
This will ensure that the individual street scene is not broken up with discordant custom or self-build properties whilst also providing a good volume of plots
- b) The mix of plot typology offered should respond to the most recent SHMA or subsequent documents in line with the wider site.
The Custom and Self-build Register is used to understand the demand for custom and self-build plots. However, the type of plots provided should conform to the housing type needs established in the SHMA or subsequent documents and accord to the housing mix agreed for that particular site. This detail is explained in detail in the Housing Mix Guidance document.
- c) Custom and self-build plot size should conform to the average size of plot typology provided on the rest of the site
To ensure that sufficient space is available on plot to build appropriate dwellings and that there is consistency across the site
- d) a Custom or Self-build plot should have the following infrastructure in place and to provided edge of plot prior to marketing
 - i) suitable highway access
 - ii) Electric
 - iii) Gas (where being delivered elsewhere on site)
 - iv) foul water
 - v) broadband/telecommunication conduitsThis will ensure that the plot is available, viable and desirable self-build or custom build plot.
- e) The authority will be contacted once marketing of available plots has commenced. The authority may then take the opportunity to contact those on the Custom and Self-build register and use their website to promote the opportunity
This will help ensure that the marketing of the site reaches those who have already expressed an interest in custom and self-build
- f) Following notification to the local authority about the availability of a plot, should a custom or self-build plot not sell after 12 months marketing and that this can be evidenced by the applicant, the plot may be developed as market housing (if the plot came forward as part of the market housing allocation), conforming to the appropriate market housing mix
This will ensure that plots do not remain vacant for significant periods of time and ensures that we continue to meet the housing needs evidenced in the Local Plan.

Design codes for larger developments

Where small clusters of self-build plots come forward as part of the above principles, the production of simple design codes are encouraged. The Local Authority commits to working with developers in producing these, as they will help ensure that there is clarity and consistency for the building-out of the self-build plots within the larger site. Design codes may be expected to address the following;

- building form and orientation
- density
- developable footprint
- building lines and types
- views and vistas
- soft landscape
- waste facilities

Other policies to be considered

Applications will need to meet other relevant policies in the Local Plan, and also adhere to relevant Supplementary Planning Documents such as Parking Standards.

Commuted Sums

Para 4.103 of the Local Plan states "It may be that an element of commuted funding could be used to purchase and service plots in suitable areas as a means of offering opportunities to local people". Should a site that is compelled to provide custom and self-build plots be unable to deliver these plots on site on the grounds of viability, a commuted sum in lieu of plot provision may be considered upon presentation of suitable evidence.

CHAPTER 5

Monitoring progress

An annual analysis of the Custom and Self-build Register will be provided in the yearly Progress Report that will be produced and published on the Council's website by the end of each calendar year. This will include a summary of the registrants each year, as well as detailing the volume of plots suitable for custom and self-build in the base period in question.

Following the adoption of this SPD a further chapter will be added to the report for following years that will detail the plots brought forward in line with the larger sites policy above, demonstrating the active marketing of said plots.

Should the demand demonstrated by the Register significantly exceed the quantum of suitable plots being granted planning permission then this SPD will be reconsidered along with any other powers the Local Authority might have in order to meet the Councils' obligation.





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**INVESTORS
IN PEOPLE**

Warwick District Council
**PURPOSE BUILT
STUDENT
ACCOMMODATION**

Supplementary Planning Document
Consultation Draft, January 2019





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CHAPTER 1

Introduction

Warwick District Council acknowledges the positive contribution that the student population brings to the local economy and to the vibrancy of its communities and welcomes and encourages students to become part of the local communities in which they live. The towns of the district are well placed to serve the two universities: the University of Warwick and Coventry University, as well as Warwickshire College which is based in Leamington Spa and has subsidiary colleges at Stratford on Avon, Moreton Morrell, Rugby, Pershore and Solihull.

The aim of the provision of Purpose Built Student Accommodation (PBSA) and the SPD is to:

- Provide a high quality and safe environment conducive to student life with easy access by public transport, walking and cycling to places of study and other facilities
- To welcome students to the district and recognise their contribution to the local economy and the richness of its communities
- To encourage students to participate in local events and activities and to continue to live and work in the district once their period of study is over
- To reduce the negative effect that concentrating the student population can have on other residents, in some parts of south Leamington in particular
- To reduce the pressure on shared accommodation*¹ in family homes resulting in a return of those properties to the housing market or for rental to those other than students
- To improve relationships within existing communities between residents and the student population and encourage integration

This document does not seek to allocate specific sites for the development of PBSA but provides the criteria by which sites will be assessed when planning applications are received for consideration and is an extension of policy H6 of the Warwick District Local Plan (hereinafter referred to as the local plan).

University of Warwick

Consistently ranked ninth in the top ten UK league tables, 57th in the world (QS World Rankings 2018) and voted University of the Year in 2015*, the University of Warwick attracts students not only from the UK but from all over the world. Student numbers are given in Figure 1 below.

The university straddles the boundary between Warwick district and the city of Coventry. The majority of the university's land within Warwick district has been given over to student living accommodation, with more planned for the future. The adopted local plan considered the needs of the university as a major site within the green belt and has excluded land from the green belt to allow further development to happen

^{*1}Shared accommodation includes houses in multiple occupation and various forms of temporary accommodation

* The Times Good University Guide

Coventry University

The university is rated 12th in the UK in the Guardian University Guide 2018 and within the top 50 of the world’s best student friendly cities (QS world rankings, 2015). Again, the university attracts a large number of overseas students. Student figures are given in Figure 2 below.

Warwickshire College

Warwickshire College students are largely drawn from the local area, however, in recent years, more overseas students are being attracted to the college and although there is now some accommodation on campus, some students are living in property owned by local landlords, placing even greater pressure on the private rental housing stock. Warwickshire College does not however keep records of the number of students living locally in rented accommodation or the whereabouts of the HMO’s in use.

Figure 1 – University of Warwick

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	Change 2017/18 to 2020/21
Full-time Students	19,195	19,955	21,515	22,072	22,534	22,818	1,303
University Beds	6,433	6,433	6,774	6,597	6,868	7,177	403
Nomination Agreements	590	540	1,122	1,122	1,122	1,122	-
Private Rental Sector	12,172	12,982	13,619	14,353	14,544	14,519	900

(Source: University of Warwick Noms agreements for 2019/20 – 20/21 assumed to continue at 2018/19 levels)

Figure 2 – Coventry University

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	Change 2017/18 to 2020/21
Full-time Students	24,655	27,160	28,518	29,944	31,441	33,013	4,495
University Beds			1,800	3,300	3,800	3,800	2,000
Other Purpose Built			5,000	7,500	10,000	12,500	7,500
Private Rental Sector			21,718	19,144	17,641	16,713	5,005

(Source: Analysts’ projections based on university data)

Projecting Student Numbers

The data in Figure 3 projects student numbers forward to 2023 showing how full time student numbers will rise, with part-time student figures falling. This is perhaps more of a problem in terms of accommodation demand given that the pressure will be coming largely from full-time students who are not from the local area. Part time student numbers are therefore not considered for accommodation purposes.

Figure 3

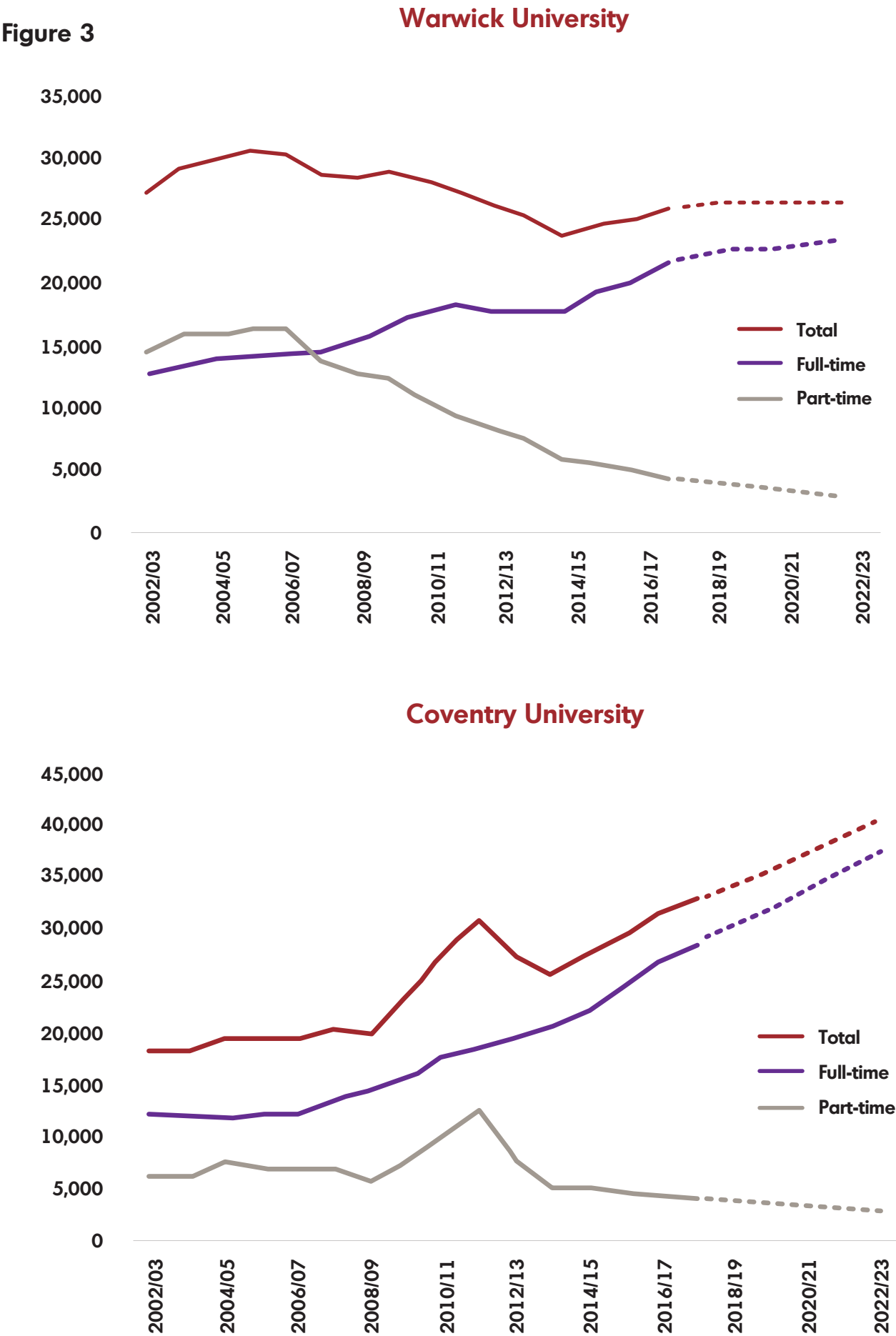


Figure 4 – University of Warwick Estimated Housing Demand

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	Change 2017/18 to 2020/21
Full-time Students	19,200	20,000	21,500	22,100	22,500	22,800	1,300
University Beds	6,400	6,500	6,800	6,600	6,900	7,200	400
Nom Agreements	600	500	1,100	1,100	1,100	1,100	-
Private Sector	12,200	13,000	13,600	14,400	14,500	14,500	900

Source: HESA, University, Residential Analysts Estimates

Currently (2017/18) 5782 students live in Warwick district (University of Warwick figure, August 2018, see Figure 7 of this report). This number is set to increase by 120 bedspaces per annum for the next three years and then by 2%pa until 2029.

This results in a total demand for 1414 additional bedspaces in Warwick district over the same period as shown in Table 1 below.

Table 1

17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29
5782	5902	6022	6142	6265	6390	6518	6648	6781	6917	7055	7196

Figure 5 – Coventry University Estimated Housing Demand

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	Change 2017/18 to 2020/21
Full-time Students	24,700	27,200	28,500	29,900	31,400	33,000	4,500
University Beds			1,800	3,300	3,800	3,800	2,000
Other Purpose Built			5,900	7,600	10,500	12,600	6,700
Private Sector			20,800	19,000	17,100	16,600	4,200

Source: HESA, University, WDC, Residential Analysts Estimates

“Using available forecasts for student numbers and estimates of student housing supply, a residual number of students that would need to be housed in the private sector can be calculated (as seen in Figure 4). Based on these calculations, there will be an estimated increase of 900 University of Warwick students needing to be housed in the private sector over the next three years. The latest trends in where University of Warwick students live suggest that around 360 of these students will live in Royal Leamington Spa during that period. The forecast growth to 2029 advised in the University of Warwick Masterplan is 2% year on year.

Meeting this increased student housing demand in the private rented sector via HMOs risks increasing the pressure on everyone in the community, including students. Additionally, it remains to be seen whether there is sufficient demand from landlords given national tax changes and other considerations limiting demand for new purchases. Recent evidence from the BBC suggests that ‘buy to let’ is no longer considered to be the investment it once was and for this reason, fewer landlords will increase their portfolios in this market. While the University of Warwick is encouraged to increase housing provision on campus, the purpose-built sector is ideally placed to cater for the additional student housing demand. “Relying on the purpose-built sector is not without risk but it can help accommodate more students and reduce the pressures if planned for appropriately.” (Residential Analysts report Student Housing Need in Warwick District, 2018).

Coventry University student numbers are set to decline in Warwick district as there are many new PBSA schemes in the city which will be more attractive to those students based there. No additional provision is therefore forecast for this district and no additional bedspace requirements have therefore been added to the need.

Similarly, Warwickshire College students are largely already locally based and those that aren’t, are almost entirely accommodated on campus. No resulting additional need has been identified therefore and no additional provision made.

CHAPTER 2

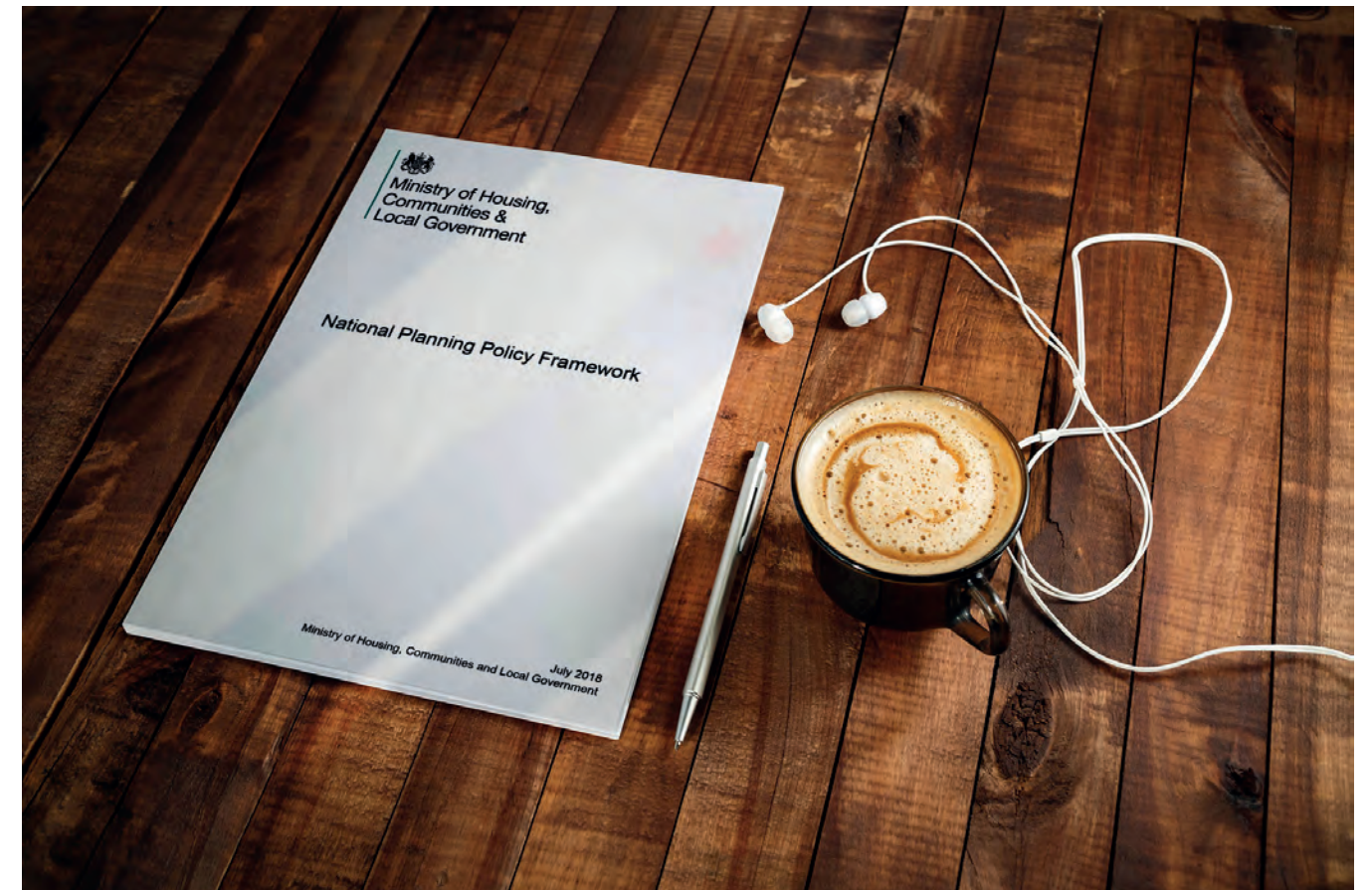
Planning Policy

National Planning Policy Framework (NPPF), 2018

The NPPF states in paragraph 61 that local planning authorities should consider

‘the size, type and tenure of housing needed for different groups in the community should be assessed and reflected in planning policies (including, but not limited to, those who require affordable housing, families with children, older people, students, people with disabilities, service families, travellers, people who rent their homes and people wishing to commission or build their own homes’

These specific groups, include the needs of students in areas where there is a demand, such as Warwick District.



National Planning Policy Guidance (NPPG)

Paragraph 021 reference ID:2a-021-20160401 (revised April 2016) of the NPPG states that:

‘Local planning authorities should plan for sufficient student accommodation whether it consists of communal halls of residence or self-contained dwellings and whether or not it is on campus. Student housing provided by private landlords is often a lower-cost form of housing. Encouraging more dedicated student accommodation may provide low cost housing that takes pressure off the private rented sector and increases the overall housing stock. Plan makers are encouraged to consider options which would support both the needs of the student population as well as local residents before imposing caps or restrictions on students living outside the university-provided accommodation. Plan makers should engage with universities and other higher educational establishments to better understand their student accommodation requirements.’

Student accommodation is allowed to be counted toward the districts housing requirement, based upon the amount of accommodation released to the housing market:

‘All student accommodation, whether it consists of communal halls of residence or self-contained dwellings and whether or not it is on campus, can be included towards the housing requirement based on the amount of accommodation it releases in the housing market.’

(This guidance is due to be updated in line with the 2018 NPPF in due course).

Local Policy

Warwick District Local Plan (2011 – 2029) adopted Sept. 2016

Under Objective A of the local plan – Providing sustainable levels of growth in the District

2. Provide a sustainable level of housing growth (and balance this with economic growth) to reduce the number of people who are currently homeless or living in unsatisfactory accommodation to meet future housing needs and to help deal with the issues of need for affordable housing. The Local Plan will:

- Identify and maintain a supply of land for housing to meet the requirements for market and affordable housing, ensuring this is of the right size, provides for the right tenure and is in the right location;
- Make sure that the district can accommodate university students without harming the balance of existing communities;



- Allow providers to meet the special housing needs of the growing number of older people; and
- Make provision for gypsies and travellers in order to deal with local need and historic demand’

Policy H6 Houses in Multiple Occupation and Student Accommodation

Policy H6

‘Planning permission will only be granted for Houses in Multiple Occupation, including student accommodation, where;

- a) The proportion of dwelling units in multiple occupation (including the proposal) within a 100m radius of the application site does not exceed 10% of total dwelling units;
- b) The application site is within 400m walking distance of a bus stop
- c) The proposal does not result in a non-HMO dwelling being sandwiched between two HMO’s;
- d) The proposal does not lead to a continuous frontage of three or more HMO’s; and
- e) Adequate provision is made for the storage of refuse containers whereby –
 - i. The containers are not visible from an area accessible by the general public and
 - ii. The containers can be moved to the collection point along an external route only.

Exceptions to a) may be made where the application site is located:

- On the campus of the University of Warwick or Warwickshire College or;
- On a main thoroughfare in a mixed use area where the proposal would not lead to an increase in activity along the nearby residential streets (for example, by way of pedestrian movements between the application site and the town centre or car parking)

Exceptions to e) may be made if alternative arrangements for the storage and movement of containers are agreed in writing by the Council’s Contract Services section.’

Clearly this policy was not meant to apply specifically to PBSA and therefore this document seeks to influence the location and quality of PBSAs whilst supporting Local Plan policy H6 to address issues around existing concentrations of student accommodation in parts of the district.

In paragraph 4.66 of the Local Plan the Council outlines its support for increasing the amount of on campus accommodation at the University of Warwick; “The Council supports the provision of student accommodation on the University campus that falls within Warwick District. The number of full-time University students increased by 29% in the five years up to 2011-12. A large proportion of this increase has been in international students, who are more likely to prefer purpose-built accommodation. Since the Masterplan for the University was approved in 2009 a substantial amount of building work has taken place across the University, including in the area that falls within Warwick District. This includes 800 additional student bed spaces as well as permissions to replace older stock. The Local Plan allows for further expansion of the University within Warwick District and this is likely to include further accommodation for students.”

Much of the University of Warwick campus lies within the Coventry Local Administrative Area. That part that lies within Warwick district is also within the Warwickshire Green Belt and has been designated as a major site within the green belt in the local plan, thus allowing new development to take place despite its green belt status. Paragraph 3.143 of the local plan states that “Within the district’s boundary, development has been to meet the residential needs of the university. In the past this has involved a recognition that development in the green belt will be necessary to allow the university to expand. The predominantly built-up nature of the area currently known as Central Campus West means that this land is no longer appropriate for retention in the green belt. Further, the importance of the University in supporting the local economy (as recognised in the Strategic Economic Plan), and the need for the University to be able to grow within its existing boundaries, provide the exceptional circumstances to justify amending the green belt boundary to exclude the area shown on the Policies Map from the green belt. Any further development in the green belt proposed in any future masterplan will need to be considered carefully as part of the long term plan for the University across the two local authority areas.”

Policy MS1 relates directly to the University of Warwick with regard to future development:

Policy MS1

Development at the University of Warwick will be permitted in line with an approved Masterplan or Development Brief as agreed with the relevant local planning authorities. The Masterplan should set out how proposals will contribute to the University delivering a world-class educational campus including the range of uses associated with that. It will provide the framework within which further planning applications will be determined. As such the Masterplan should:

- a) identify the physical and economic context;
- b) identify the development principles to underpin future development proposals;
- c) identify the location of developments, demonstrating how proposals will mitigate any potential adverse impacts; and
- d) identify how the proposals support the vitality of the local and /or sub- regional economy

Land has been removed from the green belt to enable growth of the university through the local plan process. Developments will be considered and promoted through the masterplan. Other development proposals for the south of Coventry will need to take into account the potential for the future growth at the university as part of policy DS20, Directions for Growth South of Coventry.

Objectives within the Local Plan include:

- “Improved bus provision, including the extension of extant services and provision of additional routes where necessary
- The creation and enhancement of a network of cycle routes and paths, including safe and accessible links into the conurbation, University and to and from new rail infrastructure
- The creation and enhancement of safe and accessible pedestrian routes into the conurbation, University and adjacent development, linking wherever possible to existing public footpaths and longer distance routes”

The provision of sustainable levels of growth in the district includes ensuring that we:

- “Make sure that the district can accommodate university students without harming the balance of existing communities”

And within the objectives for education:

- “The ongoing development and expansion of the University of Warwick, with best use made of the existing landholding and the extension of the University’s built environment in accordance with an agreed masterplan that reflects the high quality of design and sustainability sought for the area.”

Within the objectives for employment and economic growth:

- “Spin-out activity from the university will be supported and delivered in close proximity to it, in line with a masterplan.”

Student Housing Strategy

In May 2018 the Council’s Executive agreed a Student Housing Strategy. This strategy set out to assess and respond to the issues raised in south Leamington about the impact of student numbers and the transient nature of the population in concentrated areas.

The strategy’s policy statement is:

“Warwick District Council welcomes all students to our District and recognises the important social and economic benefits that they bring. The Council also understands that having a large student population can place stress on the settled community and has an impact upon housing demand. Our goal is to support local people while positively integrating the student population among local communities, and encouraging students to remain in the area for employment after graduation as permanent long-term residents.”

The aims of the strategy are:

- “To attract students to live in the district, during and after their studies, throughout the academic year.
- To encourage the provision of purpose-built student accommodation of an appropriate type and quality in sustainable locations thereby encouraging students to move from HMO style accommodation.
- To ensure that the necessary support services are in place for the whole community to ensure community cohesion and integration across all the generations.”

In concluding, the report stated that one of the next steps would include:

“Preparing a Student Housing Supplementary Planning Document (SPD) setting out our planning policies towards the design and location of purpose-built student accommodation”

This document fulfils this requirement and sits alongside and supports the Warwick District Local Plan policies and the Student Housing Strategy.

Current situation

At the time that the Local Plan was examined (Sept – Dec 2017), about 81% of HMOs in the district consisted of accommodation for students, most of whom attend the University of Warwick. The concentration of HMOs is located in and around central and south Leamington Spa. The policies within this document, which expand upon local plan policy H6, aim to maintain the amenity of existing residents by restricting the concentration of HMOs in sensitive areas and by providing adequate storage of waste and ensuring student accommodation is within reasonable walking distance of a bus stop because access to public transport is essential for most University of Warwick students due to severely restricted parking arrangements on campus.

In April 2012, the Council agreed an Article 4 Direction to remove permitted development rights in Leamington Spa, for a change of use from a single dwelling to a small HMO (use class C4). This was in response to the concerns of local residents with regard to anti-social behaviour, particularly in the early hours of the morning, but also including noise, increased on-street parking and increased burglaries but also, poor attendance to waste storage and poor property maintenance.

The intention of the Article 4 Direction is to restrict further concentrations of HMO’s to prevent the worsening of the situation and to ensure the need for planning permission to enable the council to control further concentrations of small HMOs, as large HMOs would need planning permission anyway.

There is a knock-on effect to the implementation of the Article 4 Direction in that there has been an increase in the demand for and planning applications for Purpose Built Student Accommodation blocks. Moreover, the availability of brownfield land within the urban area is at a premium and in order to utilise such sites, a concentration of planning applications has been directed to canalside locations where a number of opportunity sites for development exist as a result of small industrial and other employment sites which provide opportunities which are attractive to the market.. This has had the effect of concentrating stand-alone student accommodation in this area, following a more linear layout. The applications received have not always been of the best design or layout and have not always addressed the sensitivity of the canalside location (the length of which is to be designated as a new Conservation Area shortly).

Figure 6 – Student Residence 2017/18 by postcode (Warwick University)

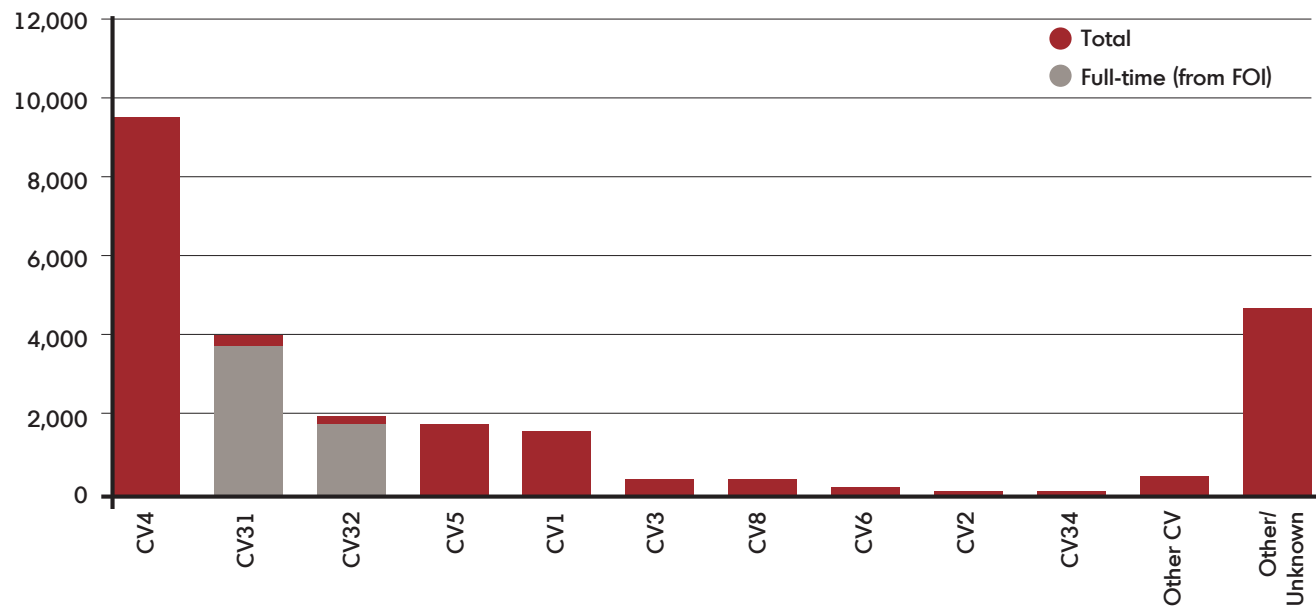


Figure 7 - Actual figures for Leamington Spa postcodes CV31, CV32 and CV33 are as follows in the academic year 2017/18

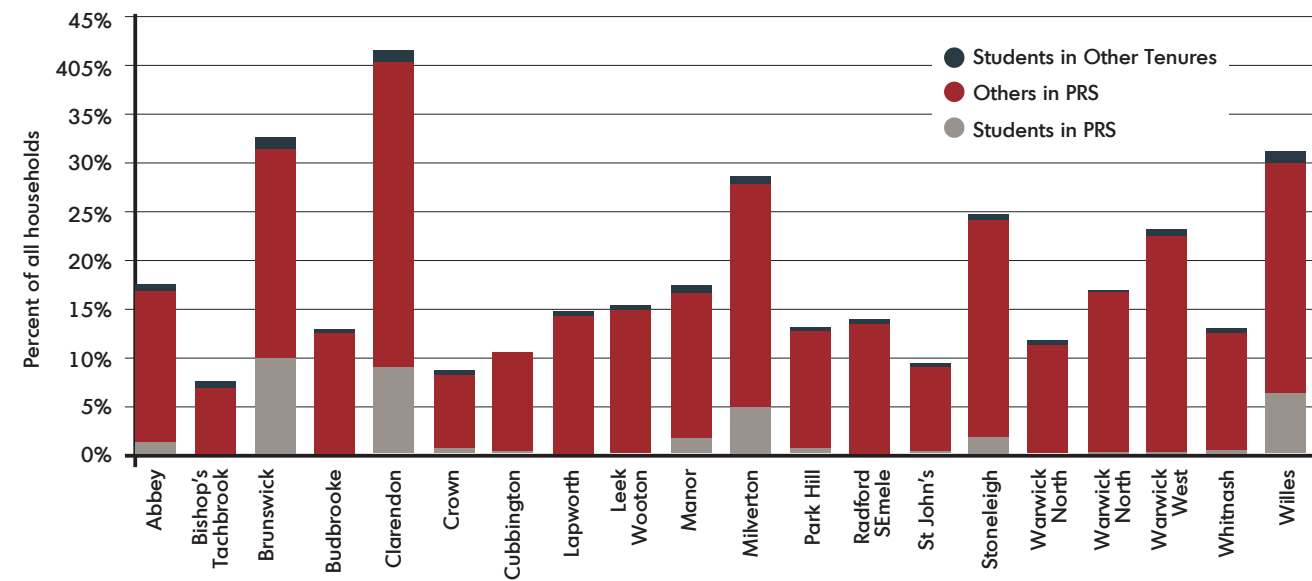
Number of students at the University of Warwick with Leamington Spa as their address for the academic year 2017/18	
Postcode Area	Number of Students
CV31	3,925
CV32	1,822
CV33	8
Other using LS in address CV31-CV33	27
TOTAL	5,782

These figures have been provided by the University of Warwick utilising data taken from the Student Records system on 23/11/2017.

Students considered include all full-time undergraduate and postgraduate students who were fully enrolled on courses for the 2017/18 academic year.

Full-time students have been determined by reference to the “Mode of Attendance” field in the university’s student records system (all students with a Mode of Attendance of “F: Full-time” have been included in the data set; all other students have been excluded).

Figure 8 – Concentrations of students in the private rental sector



The number of students in the private rental sector (pale grey on the graph in Fig 8) is considerably smaller than other groups (red on the graph). (Note these are not just HMO’s, but all private rental figures).

What is currently on offer?

University of Warwick

Accommodation on offer: All first year students are guaranteed accommodation on campus in self-catered rooms. The rooms vary in price currently (2017/18) costing between £80 - £167 per week dependent on facilities. A few families can also be accommodated in up to three bedroom houses on campus if necessary, but these are allocated to overseas staff. There are also rooms available for post graduate students wishing to return to campus.

The university has a relocation service which assists students in finding accommodation off campus, particularly students post year 1, mature students and those with families. The university does not own off campus accommodation but some such accommodation is managed by the university. Students are advised to look for privately rented accommodation in Coventry, Leamington Spa, Kenilworth, Stratford on Avon, Warwick and Solihull for such accommodation after their first year.

There is another part of the university based in Wellesbourne. There are a limited number of three bedroom houses on campus available at £575 pcm. A bus service links the main campus to that at Wellesbourne.

In terms of accessibility, the bus service runs direct to Coventry, Leamington Spa and Kenilworth. This puts particular pressure on these areas for student accommodation. Within these areas, Coventry (Earlsdon, Canley and Tile Hill) and south of Leamington Spa as far as Sydenham, are the cheaper areas to live in terms of accommodation and availability of private rental properties.

There is no promotion of PBSA accommodation on the university website whereas HMO's are given as an alternative after the first year in university accommodation. This approach is changing as the university begins to develop more accommodation on campus. (Information from university website)

Most universities have a 'Student Accommodation Code' that lays down the minimum standards and requirements for such accommodation (e.g. minimum room sizes) to meet the needs of students. Additionally, students are also required to sign up to a 'Code of Conduct' which includes respecting the local area and other residents in the community.

Coventry University

Accommodation on offer: All first year students are guaranteed university owned accommodation in their first year. The university also has a number of partners providing/managing student accommodation across a number of buildings located within or close to the city centre in purpose built blocks or conversions of older buildings. Accommodation ranges in price from £4,640 per 40 week contract to £6,794 for a 43/44 week contract. This accommodation is being promoted on the website with little mention of private landlord accommodation in HMO's. PBSA provision is growing rapidly in Coventry and there may be an overprovision according to sources beyond the university which will have to be dealt with in future years. (Information from university website)

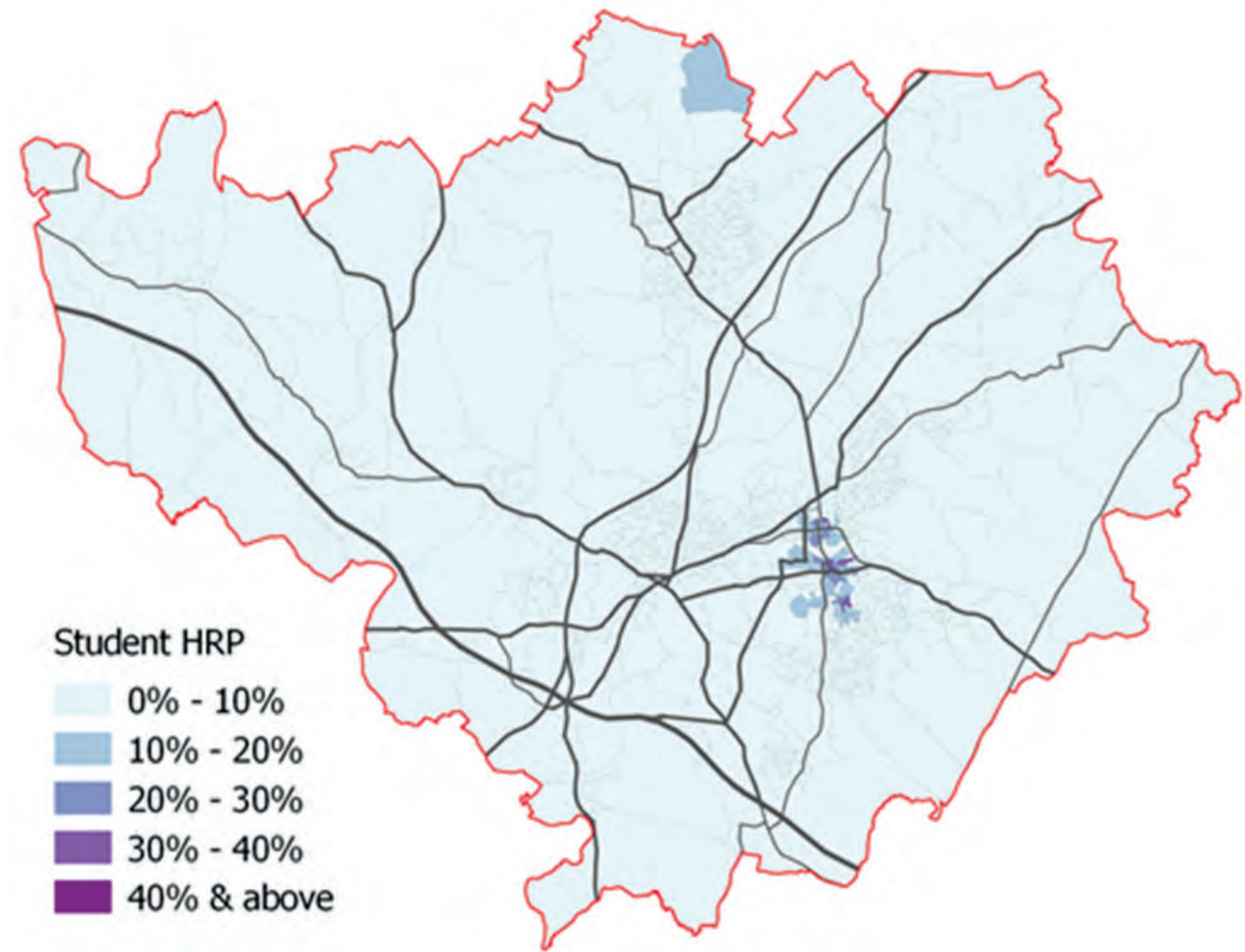
Where do students live currently in Warwick district?

The following maps show the concentration of students in privately rented accommodation in the district. It is evident that the concentrations are along the transport corridor from Leamington Spa, through Kenilworth and then on to the universities.

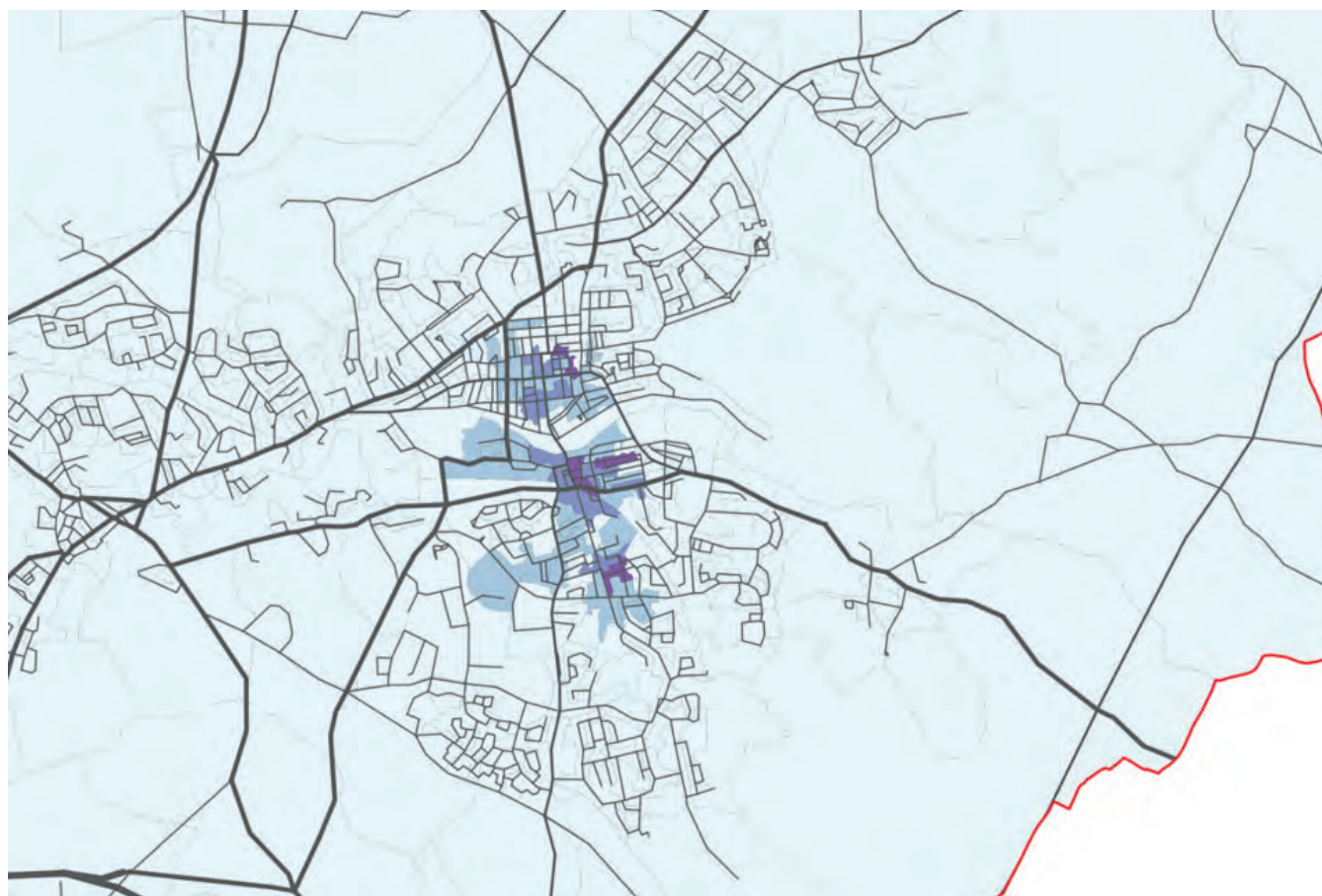
The highest level of student numbers are just to the south of the central area of Leamington Spa as suggested by previous studies and public perception. This is due to the relatively cheaper rents offered

in this part of the town and the suitability of properties for conversion to HMO's. It is also convenient for the town centre, for bus routes and for the railway station.

Figure 9 Student Households as % of Total by 2011 Output Area



Source: 2011 Census



High concentrations of private renters will typically lead to a more transient population in the local area.

The residents' view point:

The views of some local residents have been provided by members of South Leamington Area Residents (SoLAR). SoLAR representatives have highlighted issues with transience in that students will soon move on and as a result do not invest in the local community to the same degree and often have a disregard or lack of understanding about the impact they have on more established communities. This happens at least on an annual basis and means that residents do not know who their neighbours will be and what affect that will have on their living conditions. In addition to this, residents are concerned that their community changes not only annually, but during non-term time when students tend to go home unless they are overseas students who cannot go home so often. During the summer months for example, residents describe their local area as a 'ghost town'. It no longer feels like the residential area that they knew and can feel intimidating.

There is also disagreement about the contribution that the student population make to the local economy and how that local economy changes to meet the demands of students. Small retail shops, or the 'corner shop' as it once was, has been replaced by a multitude of take-aways and bars. More centrally shops are also converted to additional residential development, clubs, bars and leisure uses. This has altered the character and dynamic of areas where there are concentrations of HMO's.

The problem of waste, particularly at the end of an academic year, is an additional problem with both students and landlords piling up rubbish in the street where it is an eyesore and attracts vermin. Ordinary household refuse bins are said to be wholly inadequate to deal with the amount of refuse

generated by this type of accommodation.

Residents also raise the issue of noise and anti-social behaviour. Some of this can be attributed to students as the problem is reduced out of term time, however not all such instances can and the nearer the town centre, the more likely these problems are to be experienced. It is the presence of students in a concentrated area, rather than the students themselves, that has led to a perceived increase in burglaries.

Residents believe that, far from being a popular area chosen by students, their area is actually attracting more students because of the existing number of students already located there. Friends want to live close to one another and this intensifies and concentrates the demand in specific areas.

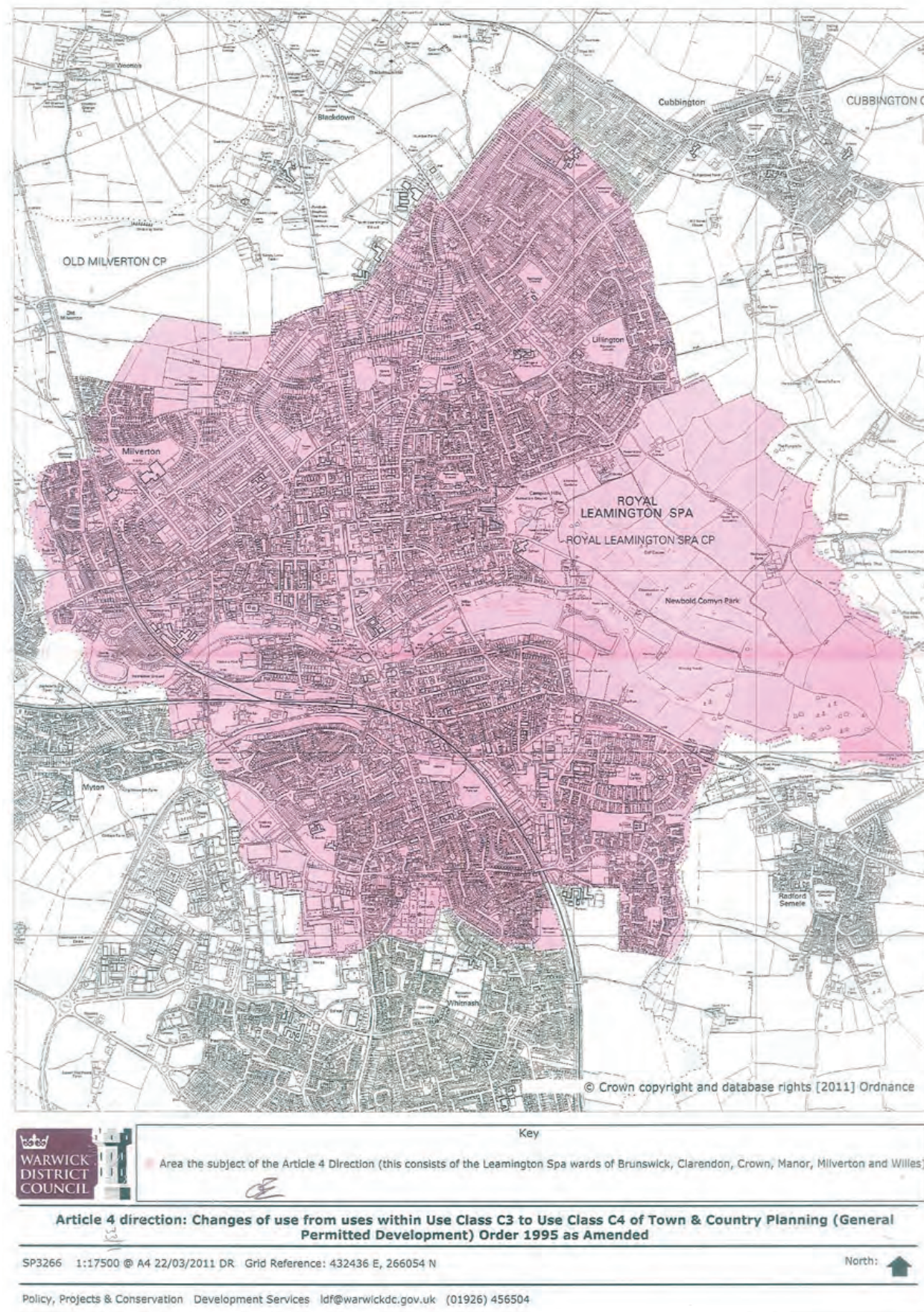
There is additional pressure put on local health services as students not living on campus are unlikely to be registered with GPs located there. They are much more likely to use doctors and dentists located close to where they are living. Exam time exacerbates these problems as stress and mental health issues are at their worst and add pressure to existing services (BBC, Sept 2017).

There are other effects on the local area which are not immediately apparent. School rolls are dropping for example as the number of families reduce. This could eventually force the closure of some local schools. Larger family homes are bought up by landlords and converted to HMO's which reduces the housing stock available for family occupation. A concentration of HMO's in an area therefore has considerable impact on the ability of a family to occupy a suitable house.

Policy H6 (above) of the adopted local plan and the accompanying Article 4 Direction was designed to control the number of HMO's in a designated part of Leamington Spa. This covers most of the urban area and includes all the wards that are most affected (see fig 10).

Residents feel that it is 'too little too late' as many HMO's were already established when this policy came into being. They also feel that it is not implemented strictly enough and that some planning applications are being granted consent at committee to the detriment of the local community.

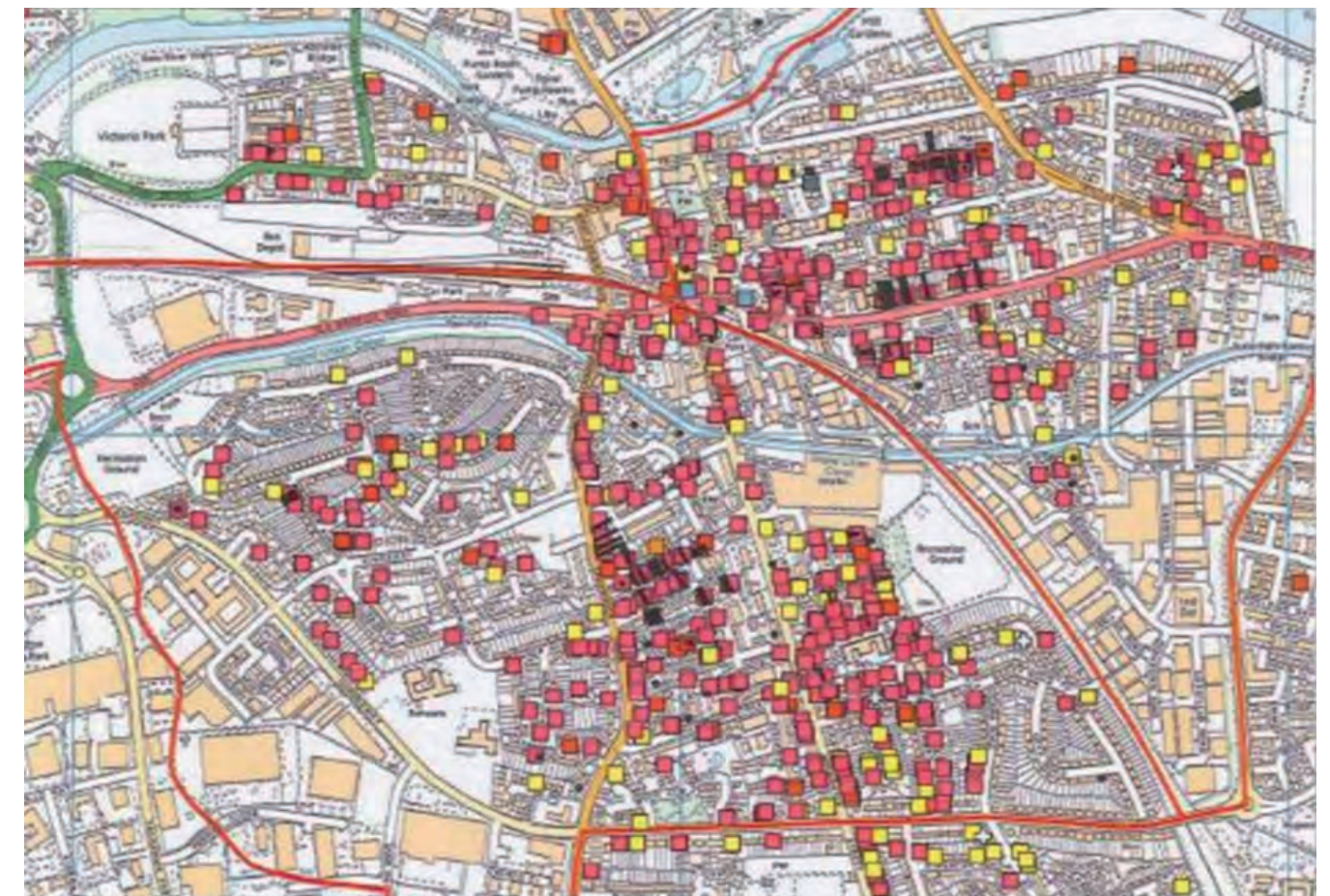
Figure 10 – Article 4 Direction coverage map



The popularity of the south of Leamington for student HMO's is partly due to being located on a direct public transport route to the University. Residents feel that if transport routes were expanded to cover other parts of the district, the pressure for HMO's in their area would reduce and a more dispersed pattern would emerge. The cost of this travel is also an important factor and other towns and cities with this problem offer reduced travel costs to students with a pass. They also feel that the university should be doing more to promote and subsidise the use of electric buses to reduce the negative impact on air quality in parts of the district where this has become such a problem that air quality management areas (AQMA's) have been designated; in the south of Leamington Spa this is centred on High Street, Clemens Street and Bath Street.

Residents views regarding the provision of PBSA are that although it may be a good thing in that HMO's could be freed up, dispersal is unlikely and that the popularity of areas along the existing transport route and where students are already concentrated will continue increasing pressure and stress.

Figure 11 – The Hotspot Map of Waste Issues in Leamington Spa



Source: Warwick District Council

There is a correlation between the maps of concentration of the student population and the incidence of waste issues across the centre and south of Leamington Spa, although this is by no means conclusive evidence that students are to blame. Similarly, complaints about noise and nuisance cannot be entirely laid at the door of the student population.

In order to deal with the occupation of HMO's by students in the area in and around Leamington, it is proposed to encourage more PBSA building thus providing an alternative for students, still within a sustainable location, but built specifically to address their needs and of good modern construction and design with added facilities that will be attractive, such as communal social and study areas and managed property with on-site security.

To ensure however, that PBSA is provided in a sustainable and suitable location and to a high quality of design, the following policies provides a series of criteria against which all new proposed developments will be assessed.

The Policies

Purpose built student accommodation (PBSA) is defined as a development, normally in the form of a single block of residential accommodation used by students in full time education at the university and colleges in the area. The accommodation can comprise a mix of cluster flats, a communal lounge and bathroom and studio flats, a single room of accommodation containing bed space, living space and en-suite facilities. The accommodation often includes communal common, gyms/games rooms and laundry rooms

NB: for the purposes of this document and policies PBSA guidance will also include all non HMO conversions which provide student accommodation in a format consistent with the above definition. Also, although the usual model for PBSA's is to provide self-catering accommodation, this document and policy will also apply to catered student accommodation.

PBSA1

Location

Support will be for accommodation to be provided on campus as the preferred location wherever proposals comply with other local plan policies,, however, the provision of PBSA elsewhere in Warwick district will be supported if the following criteria are met:

- 1. The proposal does not result in an excessive concentration of PBSA student accommodation in one locality. Developments will need to demonstrate that they do not exceed acceptable impact levels, which will vary dependent on their location (see the table below)

The development is within one of the following locations, thereby ensuring it is easily accessible to the university/college facilities by sustainable travel modes, public transport (including dedicated bus services), cycling and walking.

- a) On or adjacent to a higher education campus
- b) Within a town centre as defined by the Local Plan policy maps; or
- c) On a thoroughfare*1 within 400m of a bus stop

*1 A thoroughfare is normally defined as A or B roads (para 4.65 of the Local Plan for further explanation)

Zone	Definition	Area of Impact (AOI)	Concentration of PBSA permitted within AOI
1	Town Centre Retail Areas and in Leamington Area of Search for Major Retail (as defined by the local plan policy maps)	None	N/A
2A	Town Centres, excluding areas in residential use and those in Zone 1 (local plan policy TC13)	This will be calculated from the centre of development with the radius extending 1m for each bed space proposed	No PBSA within AOI
2B	Town Centres – area in residential use only (local plan policy TC13)	Same as 2A	No more than 25% of the total number of dwellings
3	Along all thoroughfares that comply with policy H6, para 4.64 outside of a town centre	This will be calculated from the centre of development with the radius extending 2m for each bed space proposed	No more than 10% of the total number of dwellings

- d) Where an AOI covers several Zones, the original zone criteria will be applied across the AOI, with the exception of any part of an AOI that is in Zone 1, where Zone 1 rules will apply. The concentration of student accommodation with the AOI must then be assessed;
- e) The number of individual dwellings should be calculated with the AOI excluding the proposed and any other PBSA developments
- f) Any existing PBSA's within the AOI should be calculated as follows: each kitchen in an existing PBSA will be equivalent to a new dwelling. The number of these PBSA 'dwelling equivalents' already present within the AOI should be calculated
- g) A proposal for a new PBSA will be considered not to have caused excessive concentration of student accommodation in one locality where the figure for PBSA 'equivalent dwellings' including those in the proposal do not exceed:
 - In Zone 1 no concentration limit
 - In Zone 2B no more than 25% of the total number of dwellings (calculation to include proposal)
 - In Zone 3 no more than 10% of the total number of dwellings. Applications outside of the above Zones will not be supported (calculation to include proposal)
- 2. Proposals should demonstrate that they would not lead to an unacceptable increase in on-street parking in the surrounding area. Parking (including disabled spaces) should be provided on site where applicable and additionally for servicing and emergency vehicles, in accordance with the standards set out in table 2 of this SPD. Electric recharging points will be provided in line with the Council's adopted Parking Standards for residential property serving both electric vehicles and electric powered cycles.
A transport assessment will accompany planning applications to include details of public transport adequacy to deal with the number of students expected in each development.
Zone maps are attached at Appendix 3

PBSA2

Design and Management

- 3. The ground floor of new PBSA will be expected to maintain an active frontage providing a mixed use development overall. This may be for employment, retail or leisure uses for example, or for common/games rooms/gyms where retail may not be local plan policy compliant but must be appropriate for the location and compliant to the other policies of the local plan
- 4. The layout, design and facilities provided within the development are of a high standard and meet identified student needs including adequate laundry provision, disabled access and facilities, communal space and social learning facilities and with secure and adequate refuse and cycle storage facilities*3. Planning applications should include appropriate CGIs/sections/street-scene drawings to demonstrate that the design is appropriate in its context.
- 5. Appropriate management plans are submitted ensuring that a positive and safe living environment is created for students and to minimise the potential negative impacts on the local community such that there will be no unacceptable impact upon residential amenity in the surrounding area through issues such as increased noise, excessive on street parking and disturbance. This should include details of the management of car parking spaces and how students’ drop-off/pick-up will be managed at the beginning and end of terms.
- 6. A mix of sizes of available rooms and flats/houses, should be provided for a wide range of demand across various sectors, but at least to meet the minimum standard for rooms as outlined in the University of Warwick documents ‘Information for Developers’ and ‘Standard Requirements’.*3
- 7. The design of Purpose Built Student Accommodation should respond to the character of the area. Furthermore, it should demonstrate how the design ensures it can be adaptable to alternative uses. A planning statement demonstrating character analysis and illustrating future potential reuse is to be included with any planning application for PBSA
- 8. The development complies with all other requirements set out in the policies of the adopted Warwick District Local Plan 2011-2029 and any ‘made’ Neighbourhood Plan which relates to the specific area in which the proposal is located

- 9. External amenity space will be provided in line with the guidance published in the Council’s adopted Open Space SPD

*3 Please contact the University of Warwick for more details

Explanation for the above criteria

Criterion 1

It is important to ensure that at least the current need is met locally and exceeded where evidence shows that the demand for student accommodation is likely to increase for the foreseeable future and to encourage students out of HMOs. This is to ensure that more pressure is not put onto other types of rented accommodation, particularly HMO’s, where there is a need for families and others who wish to rent rooms and are prevented due to lack of supply. The aim of providing PBSA is to divert most of the student population into this type of accommodation and ease the pressure elsewhere. It is recognised that there will always be students who wish to live in HMO’s, but the numbers can be reduced if provision is made in PBSA, particularly for overseas students, whose numbers are growing with the success, investment and popularity of the local universities and colleges.

Sustainable locations need to be identified to enable proper provision of PBSA’s that won’t have a negative effect on the local community who currently feel that there is a high concentration of students in their area which affects their lives in an adverse manner. While it is important to ensure that students are able to access their place of study along public transport routes or allow easy access by cycling or walking, there are other factors that also need to be considered. Locating PBSA away from traditional residential areas where noise disturbance and refuse issues are exacerbated will also need to be taken into account when considering the suitability of a location and a balance has to be reached.

Criterion 2

This SPD sets out parking standards for PBSA as they are not included in the council’s current adopted parking standards. They are based on the experience of other local authorities and the standards (see benchmarking exercise in Appendix 2) that they have decided and on the fact that the universities do not encourage students to have cars either at their place of study or temporary home. There is a need for some disabled parking however and parking for those dropping off and collecting students at the beginning and end of term. There also needs to be space for waste collection vehicles, emergency services and delivery/maintenance vehicles on site together with appropriate manoeuvring space. The experience in areas of high concentrations of HMO’s is a perceived increase in on street parking. Some parking on site is therefore necessary to ensure that on street parking is kept at an acceptable level, particularly where accommodation is located further away from bus routes. Additionally, there may be on site staff to manage the building and a parking space is required to serve their need. In order to encourage the use of cycles to access study and other facilities, a method of secure storage is also required at a rate set out in table 2.

It may be acceptable to make car parking areas more attractive by demarcation without black-top and white lined spaces. This can be discussed with development management officers in advance of submission of a planning application for such a scheme.

The parking standards for PBSA are given in table 2 below

Secure cycle parking should be located within buildings or near to entrances/exits of the premises.

Table 2 – Parking standards for PBSA

Students	Disabled	Visitors/pick up/drop off	Emergency vehicle/servicing/ maintenance	Secure, covered cycle storage provision
Zone 1: *4(within 400m walking distance of a bus stop) None	One space per 20 bedspaces	One space per 75 bedspaces	One space per 75 bedspaces	One per bedspace
Zone 2a and 2b.One space per 20 bedspaces	One space per 20 bedspaces	One space per 75 bedspaces	One space per 75 bedspaces	One per bedspace
Elsewhere: One space per 12 bedspaces	One space per 50 bedspaces	One space per 75 bedspaces	One space per 75 bedspaces	One per bedspace

*4as defined in the adopted local plan

Criterion 3

This is to ensure that not only do PBSA buildings provide accommodation for students, but also other uses which will secure an active frontage reducing the perception of a 'ghost town' when students are not in residence. This approach can also contribute to the integration of students into the community.

Criterion 4

This criterion is necessary to ensure that PBSA includes all the facilities needed to ensure that students are provided with good quality designed accommodation that is conducive to study and to social interaction whilst also providing day to day living facilities in line with the universities 'Student Accommodation Code'.

UK universities and colleges are inclusive places that welcome disabled and non-disabled students. They are legally required not to discriminate against disabled students. Both private and university accommodation must adhere to the Equality Act 2010 and be fully accessible and may require bespoke furniture, such as height adjustable beds and types of mattresses, ergonomic chairs and bathroom requirements.

Externally, it is important that building design reflects any historical references locally and is built to a high standard and being sympathetic to the locality in form, massing, height and the use of materials. This is of particular concern in conservation areas and alongside the river and canals.

External amenity areas should use appropriate lighting schemes to improve the appearance of the scheme but also ensure that external lighting is designed so as not to cause nuisance to neighbouring uses.

Criterion 5

An appropriate management plan will include the requirement for students to sign up to a 'Student Code of Conduct' either with the university or the provider of such accommodation. It will also include details of the facilities and arrangement for the storage and disposal of waste and recycling materials; details of the proposed management of the building and how staff can be accessed in case of problems with the accommodation, with details of any on site staff; a proposed cleaning and maintenance regime; access and egress arrangements via a security system; control of car parking and access to secure cycle storage facilities; arrangements for arrival and departure at the beginning and end of term and arrangements for community liaison through university staff and/or the local community.

Criterion 6

Peer group friendships are forged in the first undergraduate year at university and groups of students then wish to share suitable accommodation in years 2 and 3. To ensure that these groups of up to 12 sharing, can remain together, a variety of configurations of rooms should be provided within PBSA flats/houses.

Criterion 7

For the foreseeable future and certainly during the life of the current local plan (2011-2029), student population figures look set to increase year on year. PBSA is particularly popular amongst overseas students; the fastest growing sector of the student community. However, should student numbers stabilise or even decline in future years, e.g. through the unknown consequences of Brexit for example, there may come a time when not all PBSA is required for student use. In order to

future proof these buildings, it is important to ensure that, in the design process, the potential future conversion to other uses is taken into account. Modular and timber framed buildings for example cannot be changed internally once erected and this would result in the need for unsustainable demolition and replacement. To ensure that buildings can be reused, internal partitioning must be moveable/removable and ceiling heights should be similar to those in domestic houses to allow a change of use to other residential or commercial uses. External materials should be of high quality and built to last. To ensure that these issues have been considered and factored into the scheme, a planning statement should be included with any planning application for a PBSA proposal together with a plan demonstrating how the building's use could be changed in future.

Criterion 8

The Local Plan is the policy document for Warwick District. All developments are governed by these policies and any review or replacement of the document will also apply. Any 'made' Neighbourhood Plan applicable to the area in which the PBSA is proposed should also be consulted for design guidance and relevant policies. This SPD is a document that supports the Local Plan and has been prepared in conformity with it. Developers of PBSA are advised that these documents should inform their design. Planning applications and all such proposals will be assessed against the criteria and policies in all relevant documents.

Criterion 9

It is necessary to provide not only a pleasant landscaped area as the setting for new or converted buildings, but also to allow for a social space externally where people can sit and relax. It also allows for soft landscaping which can provide trees for screening and the provision of shady areas during warmer months.

Locating PBSA in the district

There will always be a preference for student accommodation to be located on the relevant campus.

There are obviously certain parts of the district that have proven especially popular with students when looking for accommodation off campus; central and south Leamington Spa in particular. This does not mean however, that these are necessarily the areas of choice for students and are more likely to be indicative of a location away from the University campus but with good transport links and cheaper rental accommodation in older housing stock, more suited to conversion. It is however these very houses that the council wishes to see freed up for occupation by those other than students or returned to the housing market. These are the houses most likely to be purchased by first time buyers wishing to invest in a property and make home improvements to increase the value and living standards.

Several options have been considered in exploring the best locations for PBSA.

1. In the Town Centres of Leamington Spa, Kenilworth, Warwick and to a lesser extent, Whitnash.
2. Along the transport corridor to the university.
3. Close to the university and within easy walking and cycling distance
4. Elsewhere in the district

Taking each of these in turn,

1. Town Centres are already crowded places, but they are also where the majority of the facilities and services are located. The advantages of Leamington Spa and Kenilworth town centres are that they are also along the main bus route to the university. Warwick is popular to a lesser extent as the transport services are not so regular and Whitnash is not as close to the relevant bus services.

Advantages of a town centre location	Disadvantages of a town centre location
Close to a direct bus route to the university	Potential increase in noise issues, particularly late at night
Close to facilities and services including entertainment venues	Potential increase in waste issues
Added surveillance	Lack of suitable vacant plots
Economic benefits to shops and other businesses	Less conducive to quiet study
Potential use of unused/vacant spaces, especially above retail and where office and other business space has failed or wouldn't be considered	Potential for increased public nuisance/vandalism issues
Reduced need for the private car	Possible increase in on-street parking with associated issues with parking unavailable on site
Possible less disturbance to the settled residential community	Could isolate the student population still further being remote from residential areas
Could lead to greater integration within the wider community	Any negative issues are likely to be blamed on student population whether or not that blame is deserved
Allows student participation in public events locally	May change the nature of the retail offer
Is likely to be popular with students given the proximity to bars, restaurants and entertainment venues	'Town centre' is likely to mean Leamington Spa and Kenilworth and to a lesser extent, Warwick

2. Along the transport corridor/at transport hubs

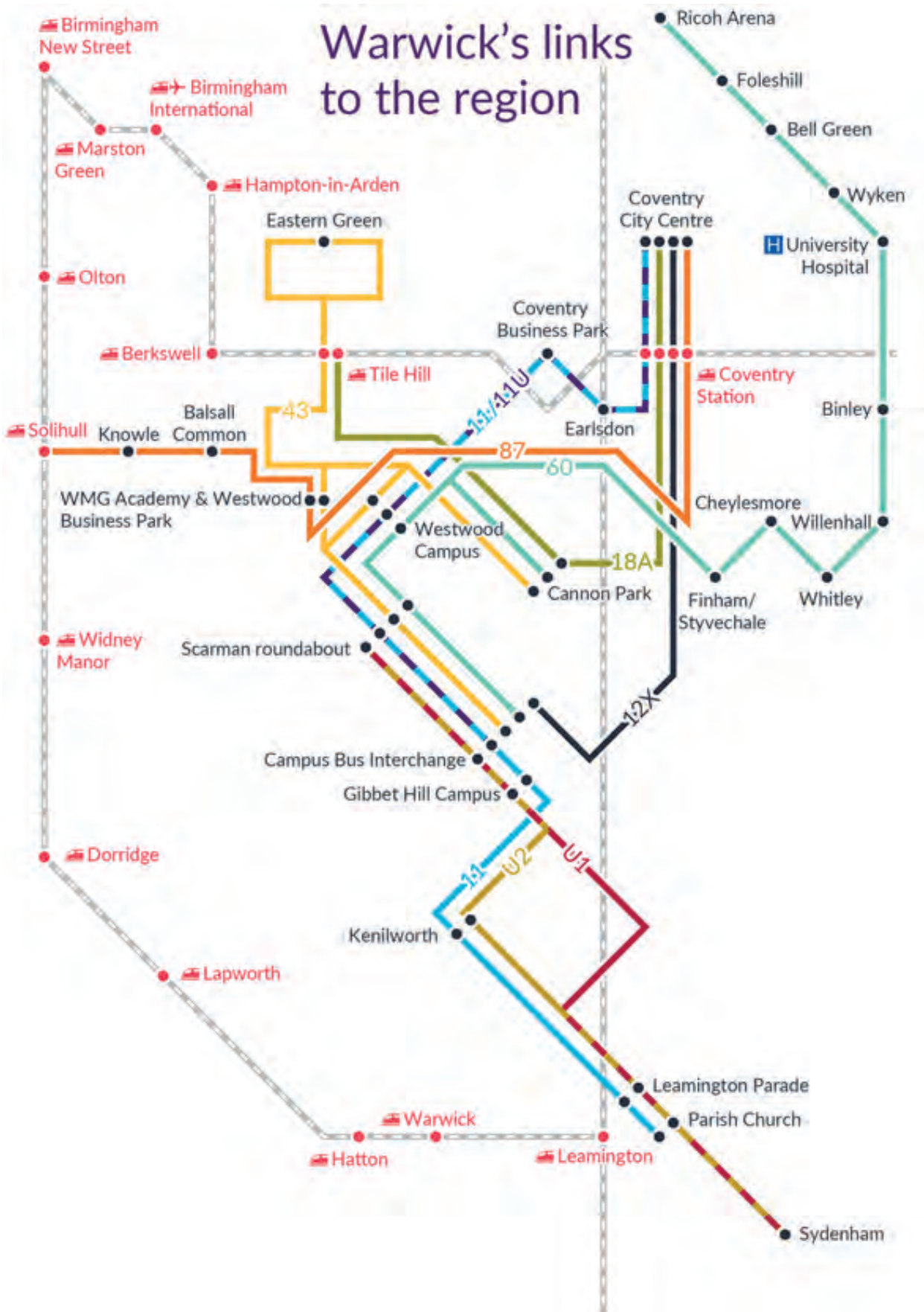
Universities do not want or encourage their students to bring their cars onto the campus where parking is limited or not available other than in car parks with a high associated cost. This however, does not prevent students from bringing their cars with them from home and leaving them parked near their accommodation in the local area, predominantly on street, until required either to go home or further afield for leisure pursuits. Very regular and well used bus services operate along the route from Leamington Spa to the university and include services U1, U2, U12, 11, 11U, 12X, 60, 43 and the 'hopper' service 18, 18A and 12X. Stops include Coventry railway station, University Hospital, Warwick Hospital, Coventry City Centre, Cannon Park shops and Ricoh Arena. Several services enter the campus and follow a circuitous route which serves individual parts of the university complex. It is therefore logical to provide PBSA along this route, although there are parts of the transport corridor that are less suitable as they are in the green belt or isolated from other services.

Rail services are also good and with a new station being opened recently in Kenilworth, this could add to the attractiveness of living in this area for those students attending Coventry University in particular, or even travelling further afield to Birmingham.

It may be possible to extend the public transport offer if suitable sites can be found given the influence that the university has with regard to bus routes.

Advantages to locating along the transport corridor	Disadvantages to locating along the transport corridor
No need for a private car with easy access to university, towns of Warwick district and Coventry city centre	Can be isolated from other services
Potentially more land and sites that could be available	Can in part, lead to lack of integration with the settled community
Could lead to greater use/provision of cycleways and routes and linking to existing network	Runs in part, through the green belt
Reduces friction in more densely populated areas	Likely to invoke negative reaction in quieter, more rural areas
May result in an increase in bus service provision/ frequency	May result in more property being purchased for HMO use
A popular choice of location amongst students	Increase in road congestion at peak times
More use of local railway stations for routes into Coventry	
Encourages students to leave their car at their non-term time address	

Figure 12 – Current public transport service links to the University of Warwick and connections forward to Coventry



3. Close to the University of Warwick

This approach may well be the most popular amongst local residents, particularly those who are aggrieved by the number of students living in their On the other hand, it is that isolation that leads to a less harmonious integration between the student population and long term local residents.

There may be private landowners with previously developed land in the green belt who are interested in providing land for this use. If a suitable, sustainable location can be found that is capable of providing sufficient footprint in terms of existing non-residential buildings to allow for conversion or redevelopment, this could be considered. This land would need to be located within easy reach of the university.

Unfortunately, such a location is unlikely to be popular with those students looking for second and third year undergraduate accommodation since it does not provide the facilities and entertainment that a town centre does, nor does it provide that break with the restrictions and conformity of campus living so desired by students after their first year in halls of residence. If such a location is likely to be unpopular with students, it stands to reason that a developer of such accommodation is unlikely to wish to provide it in that area.

Advantages of grouping PBSA close to the university	Disadvantages of grouping PBSA close to the university
Students are in close proximity to their peers	Highly likely to be in the green belt if not on an already allocated site
Close to the university	Most of student life is likely to be centred entirely on the university facilities and would not be popular with the student seeking such accommodation
Critical mass could lead to new local facility provision if associated with other new development	Perception of creating a student ghetto if too large
Close to existing local facilities	Less experience of living within the community
Would lead to more cycling/walking and possible provision of new cycle/footpaths	Lower level of contribution to local communities
May be environmentally less damaging	Lower level of contribution to local economy
Minimum negative impact on roads	Unlikely to appeal to a developer
Ease of working with peer groups on university coursework	Lack of integration into the local community
Facilities beyond the university may be accessible by public transport (Kenilworth, Leamington Spa, Coventry, Warwick)	Suitable residential sites are already allocated in Local Plan
On site (but still limited) parking provision could be considered at an early stage of design and result in a more pleasing scheme	Lack of suitable sites
Opportunity to design a good landscaped scheme providing a better environment	

4 Elsewhere in the district

Having considered specific options in the previous three scenarios, the remainder of the district also needs to be considered.

A considerable area, particularly in the north of district and therefore close to the university, is within the Warwickshire Green Belt. Approaching 80% of the district is covered by green belt within which development can only take place where ‘very special circumstances’ can be demonstrated. The NPPF at para.88 states “When considering any planning application, local planning authorities should ensure that substantial weight is given to any harm to the Green Belt. ‘Very special circumstances’ will not exist unless the potential harm to the Green Belt by reason of inappropriateness, and any other harm, is clearly outweighed by other considerations.”

This very much restricts consideration of other parts of the district and allocating residential land for the Local Plan has demonstrated that it is not only difficult to find sufficient land but it is also difficult, even through the Local Plan process, to amend the green belt boundary to accommodate new uses. It is therefore those pockets of land which can be described as ‘previously developed’ sites that offer the best opportunities. These may include agricultural buildings for example which could be replaced with a building of the same footprint to accommodate this use.

Land outside the green belt remains expensive and under considerable pressure for other residential uses and will again be considered as part of the review of the local plan which is due to commence shortly. This pressure may result in little coming forward for PBSA unless part of a bigger, mixed use scheme.

Advantages of locating PBSA elsewhere in the district	Disadvantages of locating PBSA elsewhere in the district
Could be located away from existing residential ‘hot spots’	Much of the potential land is within the green belt, particularly in close proximity of the university
Could be located close to the university which would allow cycling and walking	Would be unlikely to be sustainable
Could be viewed as true dispersal	Access issues
Although mainly green belt, there may be the potential to convert/replace existing buildings	Lack of facilities and lack of critical mass to trigger need for shops, GP surgery and other community facilities
	Lack of public transport route would result in increased use of the private car and need to be reflected accordingly in the car parking requirements
	Negative impact on open countryside or on villages
	Potentially less popular with students
	Lack of potential for integration
	Few opportunities to integrate
	Land outside the green belt is under considerable pressure for other uses and is very expensive
	May not be fully utilised if not easy for access and facilities

CHAPTER X

Conclusion

In order to provide a sustainable, achievable and popular location for PBSA, there are certain areas that will be more suitable locations than others. With reference to the above options, it seems likely that the best option will be one that combines 1 and 2; i.e. Town centres and the public transport corridor.

There are potentially more areas that could be considered in relation to option 2 than is currently the case as the University of Warwick has influence over the public transport providers and can suggest new routes that would serve other parts of the district. It is also the case however that the student population are more likely to choose town centres for easy access to leisure activities and all local facilities. This could mean that Kenilworth and Warwick provide an alternative to south of Leamington town centre. Kenilworth is already coming under the scrutiny of developers in this field as a location for student accommodation. This is largely due to its proximity to the university and to the existing transport corridor. If this corridor could be extended into Warwick or to a lesser extent, Whitnash, a wider range of potential sites is opened up to such proposed developments. Links could also be made to the new Kenilworth railway station to open up a wider search area for potential sites.

Whilst option 3 is likely to prove very popular amongst the public; locating students away from existing residential areas and closer to the university, it is recognised that this is much harder to provide given the green belt designation of most of the relevant area. It would also be harder to encourage students to live in an area that relates strongly to the university but poorly to the town centres with their obvious attractions and services. Students beyond their first year on campus are looking for the separation from the university that living in towns provides. This results in a lack of interest from developers of schemes for student housing and an increasing reliance on HMO's in the existing towns, more specifically, Leamington Spa. It is considered therefore that this option is a less realistic proposition.

Option 4 is not considered to be a realistic one due to green belt and countryside status. These areas cannot offer the facilities or interest for students and are unlikely to be acceptable in village and other rural locations, particularly where there are already issues with the provision of public transport and access to the towns with their accompanying services and facilities. Rural communities would be put at risk of being outnumbered by large numbers of students who would be unable to contribute to the local community given the time spent in travel and study. It is unlikely that this option would be popular with providers, students or the local population.

CHAPTER X

Glossary

Amenity: The extent to which people are able to enjoy public places and their own dwellings without undue pollution, disturbance or intrusion from nearby uses.

Amenity space: an area provided externally that allows occupants of dwellings to enjoy outdoor activity or relaxation within the curtilage of the dwelling or close by

Green belt: Land allocated within the Local Plan that is intended to prevent urban sprawl by keeping land permanently open in character and appearance. Guidance on green belt policy is contained in the National Planning Policy Framework. The Local Plan defines detailed boundaries of green belt land.

House in Multiple Occupation (HMO or HiMO): Generally a house or flat shared by an unrelated group of people. Usually they have their own bedroom and share the bathroom and/or kitchen facilities. Where three or more unrelated people share a house of flat in this way it is defined as a HMO. It does not include a house converted to self-contained flats. Note that many HMO's also, but not exclusively, house students.

Houses in Multiple Occupation (HMOs) and student accommodation - 100m radius: The 100m radius is used to calculate concentrations of HMOs and student accommodation in accordance with Policy H6. The calculations are undertaken as follows:

- Measurements are taken from the centre point of the front elevation of the application property
- All properties that fall within the 100m radius circle (whether fully or partially) are to be counted.
- For the purposes of the calculation, each flat in a block of flats needs to be counted as one dwelling unit.
- Each HMO cluster (self-contained unit) within a student accommodation block needs to be counted as one dwelling unit

Local Plan: The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004

Neighbourhood Plan: A plan prepared by a Parish Council or Neighbourhood Forum for a particular neighbourhood area (made under the Planning and Compulsory Purchase Act 2004)

Nomination Agreements: Nomination Agreements are entered into between the university and accommodation provider whereby the agreement is to nominate a minimum number of students into the accommodation each year and for an agreed period in return for a level of control on rents and some operational matters

Purpose Built Student Accommodation (PBSA): normally in the form of a single block of residential accommodation used solely in term time by students in full time education at the University and Colleges in the area. The accommodation can comprise a mix of cluster flats, which normally contain around 6 bedrooms, a communal lounge and bathroom and studio flats, a single room of accommodation containing bed space, living space and en-suite facilities. The accommodation often includes communal common and laundry rooms.

NB for the purposes of this document and policy, PBSA guidance will also include all non HMO conversions which provide student accommodation

Supplementary planning documents (SPD): Documents that add further detail to the policies in the Local Plan or expand those policies. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.

Sustainable transport modes: Any efficient, safe and accessible means of transport with overall low impact on the environment, including walking and cycling, low and ultra-low emission vehicles, car sharing and public transport.

Town centre: Area defined on the Policies Map, including the primary shopping area and areas predominantly occupied by main town centre uses within or adjacent to the primary shopping area. References to town centres or centres apply to city centres, town centres, district centres and local centres but exclude small parades of shops of purely neighbourhood significance. Unless they are identified as centres in Local Plans, existing out-of-centre developments, comprising or including main town centre uses, do not constitute town centres.

Urban area: The urban areas are identified on the Policies Map and are Royal Leamington Spa, Warwick, Kenilworth and Whitnash. These are highly sustainable locations with a wide range of services and facilities including schools, shops, cultural and recreational provision as well as jobs and transport facilities. These locations also provide the best opportunities for developing new, and expanding existing, infrastructure to meet the needs of new development.

Appendix 1

Student Housing Need in Warwick District

Summary Report & Evidence Review

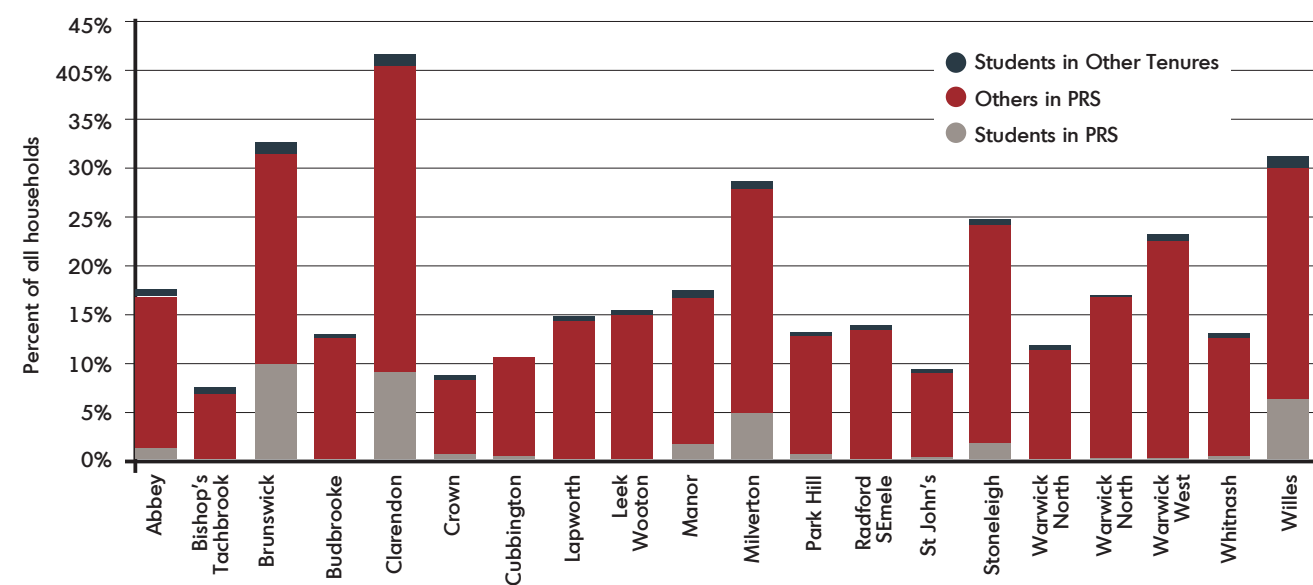
Report for Warwick District Council

16 May 2018

Summary Report

Warwick district is home to many students, with nearly 3% of households headed by a full-time student in 2011 compared to 1.8% across England & Wales. That may not be a significant proportion of total households across the district but, as Figure 1 shows, there are high concentrations in specific local wards (2011 based). These include nearly 10% of households in both Brunswick and Clarendon, 6.6% in Willes, and 5.2% in Milverton.

Figure 1 – Student Households & Other Private Renters by 2011 Ward



Source: 2011 Census (excludes students in halls of residence)

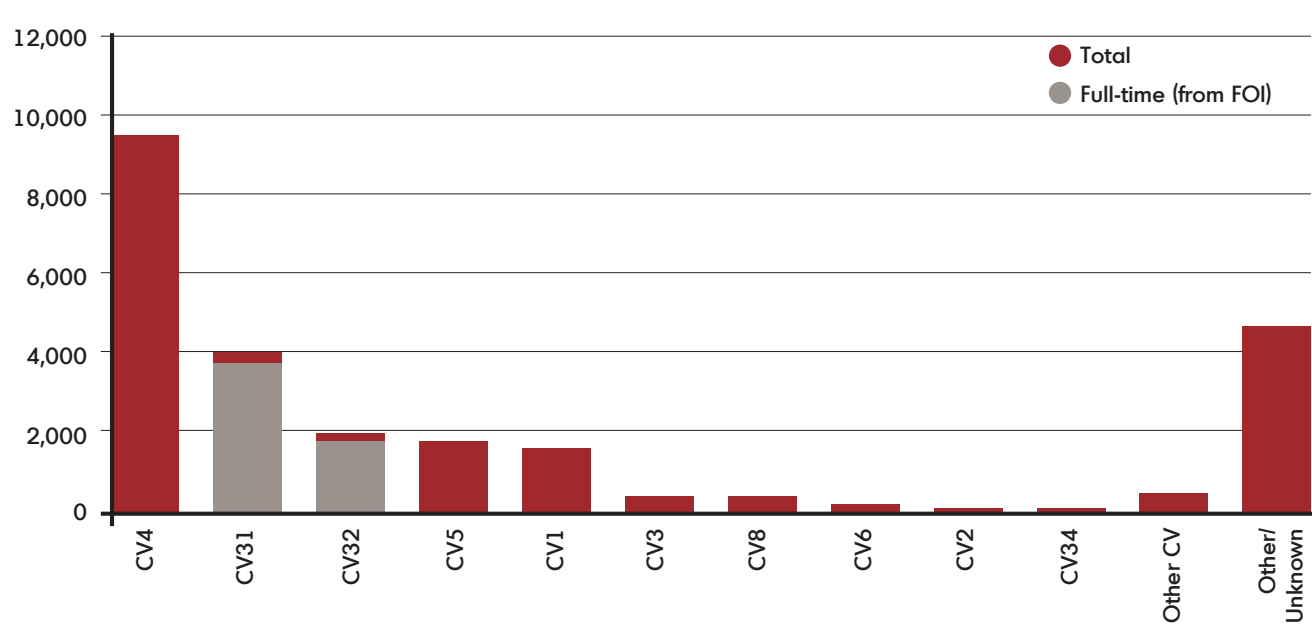
Students' contribution to the local community and economy is important but there are other implications for these areas of high student concentration. This is particularly the case in areas such as the centre and south of Royal Leamington Spa. However, as Figure 1 also shows, even in locations with high proportions of student households most private renters are non-students. Care needs to be taken to balance not just the needs of students versus the needs of home-owners but also versus those of other private renters, including the many single person and family households in the sector.

The impact of high concentrations of HMOs, often lived in by students but not exclusively, can sometimes include but is not limited to: a more transient population, noise complaints, issues with rubbish, and other anti-social behaviour. An Article 4 Direction and other initiatives have been used to help manage these issues.

To assess the potential impact of any growth in student numbers at the University of Warwick, we have looked at where existing students live and available forecasts for future numbers. The forecasts provided by the University of Warwick indicate they are seeking to grow their student numbers in future years, albeit at a relatively slow rate. This will increase demand for student housing in the district, putting further pressure on existing housing and communities.

However, it is not enough to just look at total student numbers at the University of Warwick. Warwick district is not a self-contained student housing market as it is closely linked with Coventry district. As Figure 2 shows, students at the University of Warwick live in both districts. The postcode district CV4, where the university is located, is split across the two districts. CV31 and CV32 are in Warwick district while CV1 and CV5 are in Coventry district. With a choice of where to live across the two districts, any changes to student numbers at Coventry University and student housing supply in Coventry district will have an impact on student housing demand in Warwick district.

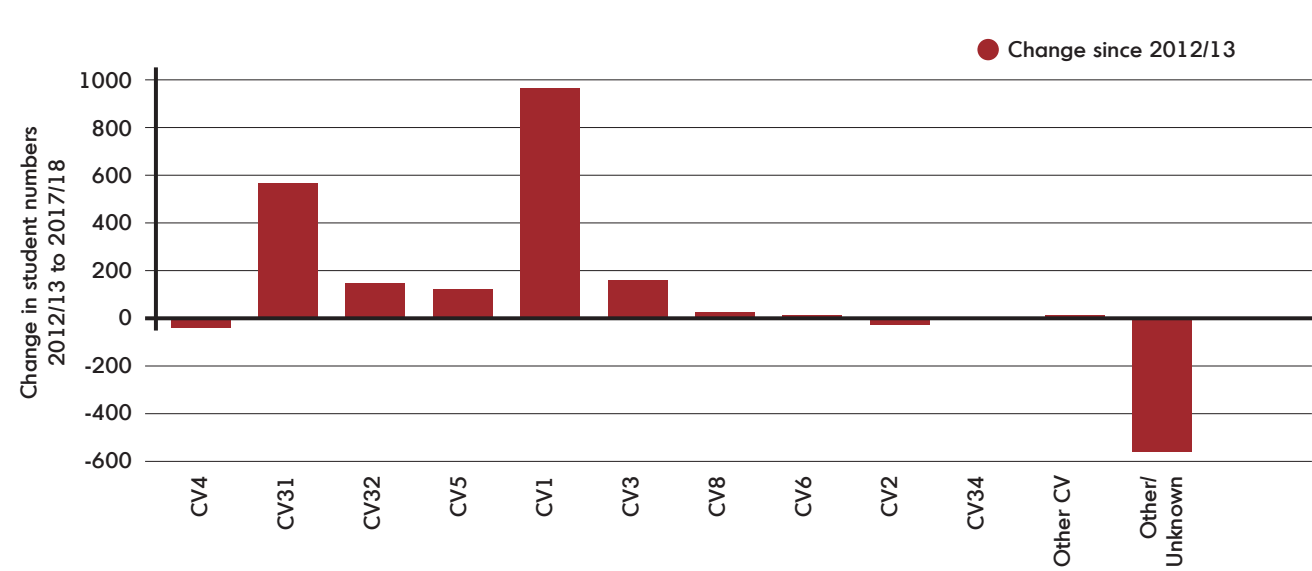
Figure 2 – Postcode District of Residence, University of Warwick, 2017/18



Source: University of Warwick

The links between two districts can be seen in Figure 3 which shows the change in where University of Warwick students live over the last five years. The biggest numerical increase is seen in central Coventry, CV1, which has benefitted from substantial development of purpose-built student housing in recent years. However, despite this growth, there has still been an increase in students living in Warwick district, specifically Royal Leamington Spa.

Figure 3 – Change in Postcode District of Residence, 2012/13 to 2017/18



Forecasts published by Coventry University suggest they are looking to continue their recent robust growth in student numbers. However, the increase in student numbers is being met by the substantial development of purpose-built student housing. Therefore, despite the increase in student numbers, the number of beds available in the purpose-built sector will increase and so demand for beds in the private rented sector is falling and will likely continue to fall. Anecdotal evidence from the Coventry market suggests that landlords are finding it difficult to find enough student tenants. It is quite likely that this surplus private rented housing will be occupied by other non-student private renters or sold to home-owners.

Despite the increased competition from Coventry, Warwick district remains an attractive place to live for many students and the council should seek to benefit from any increase in student numbers. Using available forecasts for student numbers and estimates of student housing supply, a residual number of students that would need to be housed in the private sector can be calculated (as seen in Figure 4). Based on these calculations, there will be an estimated increase of 900 University of Warwick students needing to be housed in the private sector over the next three years. The latest trends in where University of Warwick students live suggest that around 360 of these students will live in Royal Leamington Spa.

Figure 4 – University of Warwick Student Housing Supply & Demand

	2015/16	2016/17	2017/18	2020/21	Change 2017-18 to 2020/21
Full-time Students	19,200	20,000	21,500	22,800	1,300
University Beds	6,400	6,500	6,800	7,200	400
Nomination Agreements	600	500	1,100	1,100	-
Residual	12,200	13,000	13,600	14,500	900

Source: calculated using University of Warwick and other data

Meeting this increased student housing demand in the private rented sector via HMOs risks increasing the pressure on everyone in the community, including students. Additionally, it remains to be seen whether there is sufficient demand from landlords given national tax changes and other considerations limiting demand for new purchases. While the University of Warwick should be encouraged to increase housing provision on campus, the purpose-built sector is ideally placed to cater for the additional student housing demand. Relying on the purpose-built sector is not without risk but it can help accommodate more students and reduce the pressures if planned for appropriately.

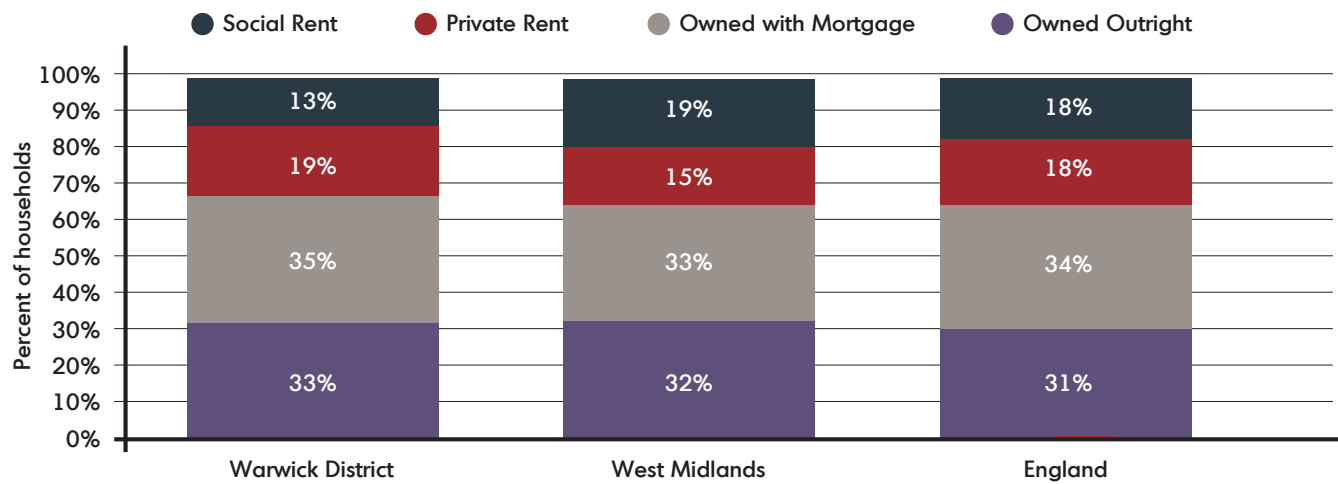
Evidence Review

This section of the report contains further evidence used to create the summary report.

The best source for local information on demographics and housing is the Census. Unfortunately, the 2011 Census is increasingly out-dated. However, it still provides a useful reference for understanding local markets and can be cross-referenced against timelier national and regional data.

In 2011 Warwick district had a broadly similar tenure distribution to the national average, though with a slightly higher proportions living in privately owned tenures. National data suggest the private rented sector has grown by only around 2 percentage points since 2011 and so the Census data should still be broadly indicative of trends in the local market.

Figure 5 – Housing Tenure, 2011



Source: 2011 Census

Much of the following analysis is undertaken using 2011 wards. These do not exactly match current (2016) wards and so the two maps in Figure 6 are provided. The left-hand map shows the boundaries and names of 2011 wards while the right-hand map shows the difference in boundaries between 2011 (red) and 2016 (blue).

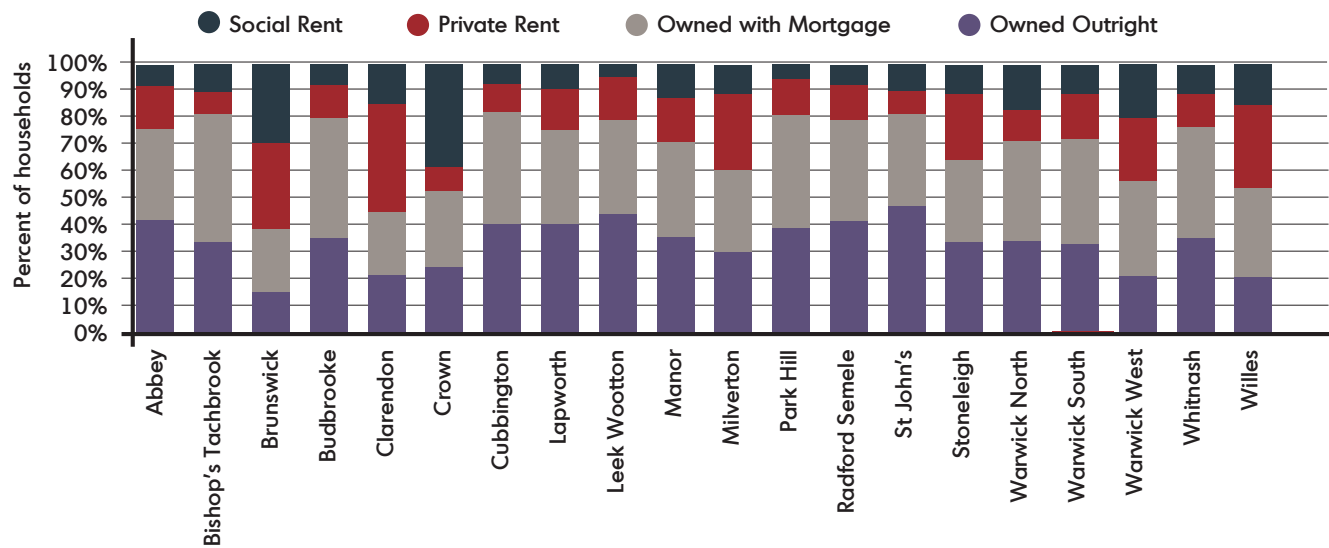
Figure 6 – 2011 Ward Names and Comparison With 2016 Ward Boundaries



Source: ONS

Investigating housing tenure by ward across Warwick district highlights significant variation. The wards with the highest rates of private renting were: Clarendon (40%), Brunswick (32%), Willes (30%), and Milverton (28%). In 2011 these four wards housed 44% of all private rented households living in Warwick district. These are also the four wards with the highest proportions of student households.

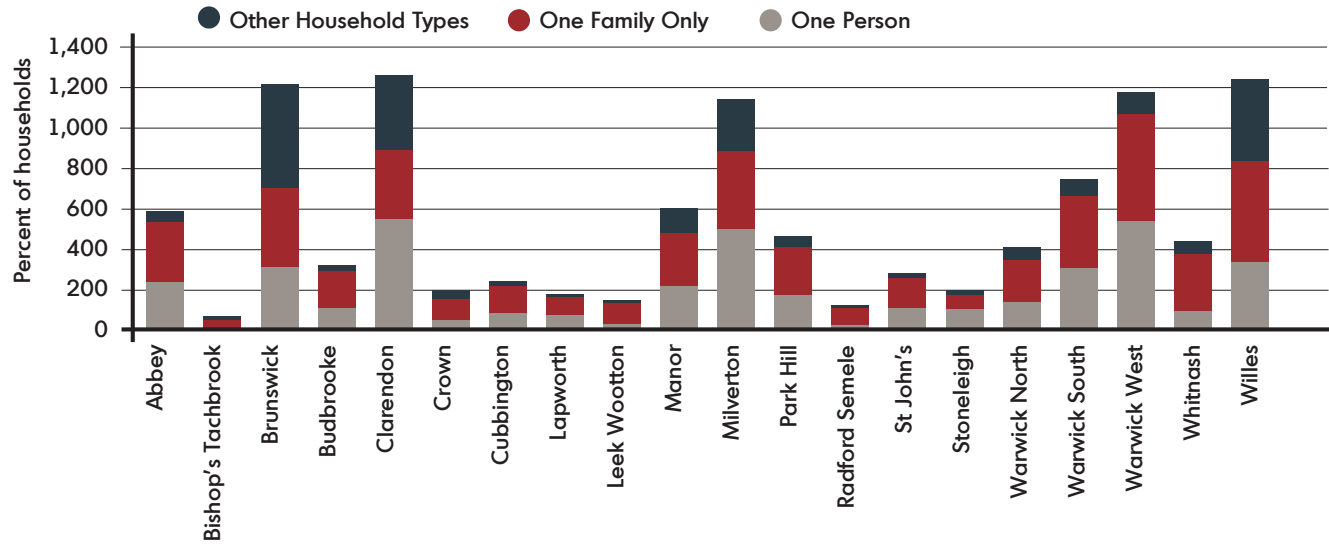
Figure 7 – Housing Tenure by 2011 Ward



Source: 2011 Census

Figure 1 has already shown that most private rented households are not student households. Figure 8 reinforces this point by showing that most private rented households are single family and one-person households rather than multi-family households. This is true across all wards in Warwick, even those with the highest proportion of student households.

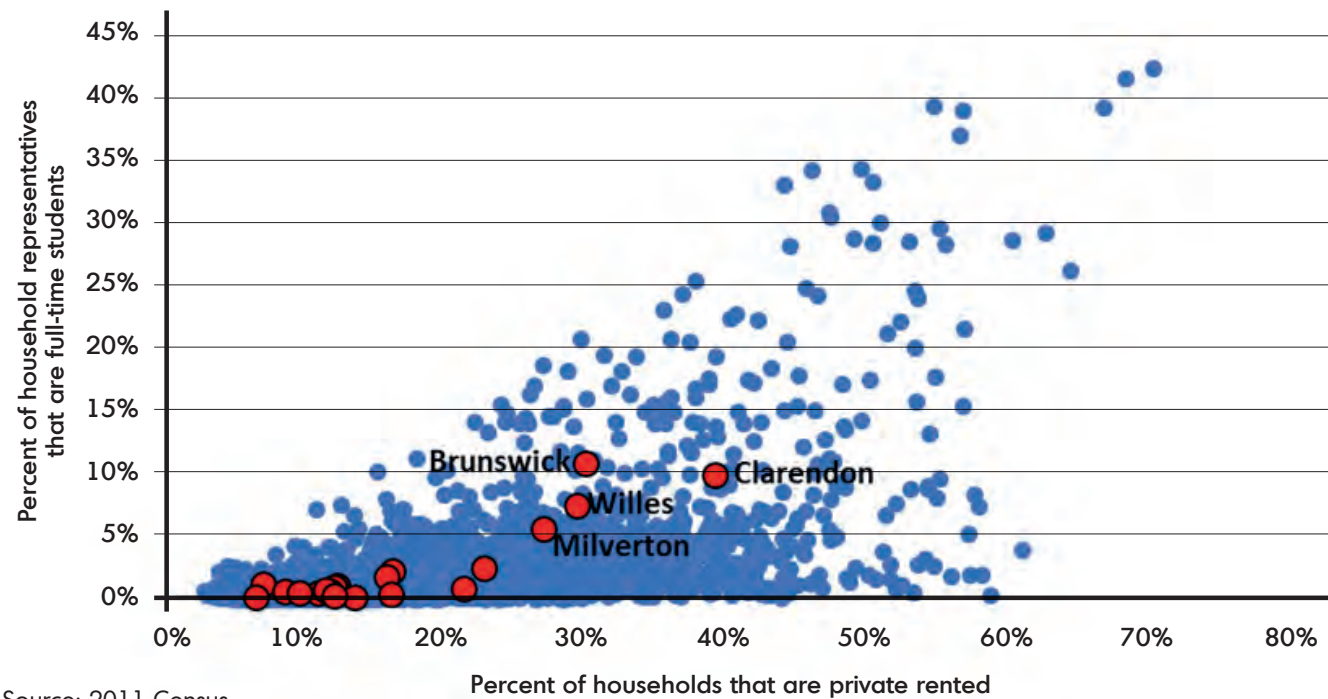
Figure 8 – Private Renter Household Composition by 2011 Ward



Source: 2011 Census

Figure 10 provides a comparison of all wards across England and Wales in terms of the proportion of households living in the private rented sector (x axis) and the proportion of households headed by a full-time student (y axis). All wards in Warwick are highlighted in red while the four wards with the highest rate of private renting and student households are also labelled. It shows that, while the rates are relatively high and above the typical national range, there are other local areas across the country with similar or higher proportions of private renting and student households.

Figure 10 – Comparison of Wards Across England & Wales, 2011



Source: 2011 Census

Students may not form the majority of households at a ward level but analysis at Output Area, the lowest publicly available Census geography, shows that there are very local areas in Royal Leamington Spa with very high concentrations of student households.

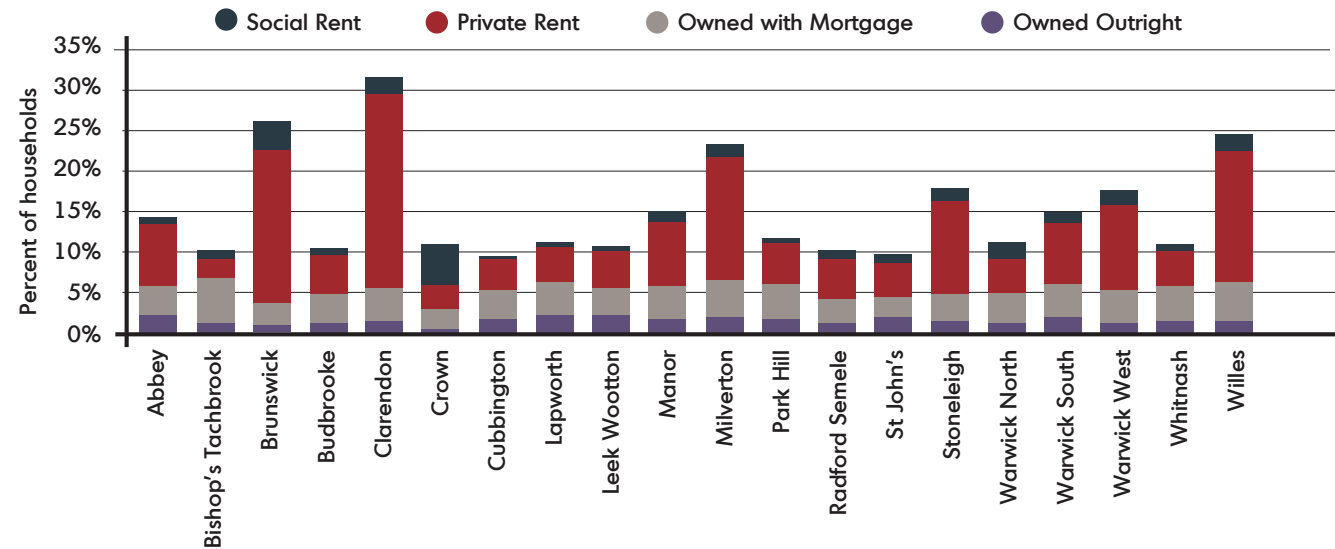
Figure 9 – Student Households as % of Total by 2011 Output Area



Source: 2011 Census

As noted in the summary report, high concentrations of private renters will typically lead to a more transient population in the local area. Figure 11 shows the percent of households that either partially or wholly moved in the year leading up to the 2011 Census along with the tenure of the household. The impact of the four wards with the highest proportions of private renters and student households can be seen. 31% of all households in Clarendon, 26% in Brunswick, 24% in Willes, and 23% in Milverton partially or wholly moved in the year.

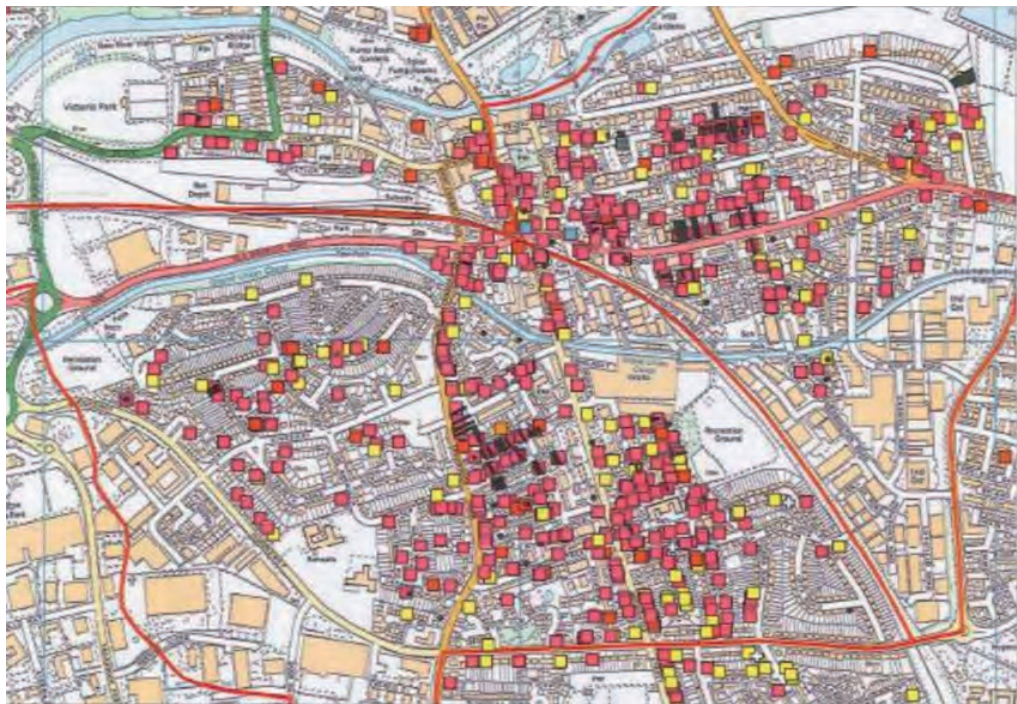
Figure 11 – Households Partially or Wholly Moved by 2011 Ward



Source: 2011 Census

Areas with high concentrations of HMOs may also experience more issues with rubbish. The hotspot map below, created by Warwick District Council, highlights areas in south Leamington Spa with large numbers of waste issues. There is some correlation with this map and the map in Figure 9.

Figure 12 – Hotspot Map of Waste Issues in Royal Leamington Spa



Source: Warwick District Council

Comprehensive data on the available supply of student housing is limited. However, the Council Tax base provides a useful reference, particularly the dwellings excluded due to:

- class M: A hall of residence provided predominantly for the accommodation of students
- class N: A dwelling which is occupied only by students, the foreign spouses of students, or school and college leavers.

Comparison of the number of excluded dwellings/halls of residence in Warwick and Coventry districts shows two different patterns. The number of exempted properties in Warwick has increased by 12% since 2011 while the number in Coventry has increased by 39% over the same period. All the increase in Coventry has occurred since 2014 and probably reflects the substantial increase in available student housing in the district.

Figure 14 – Council Tax base – Class M/N Exemptions

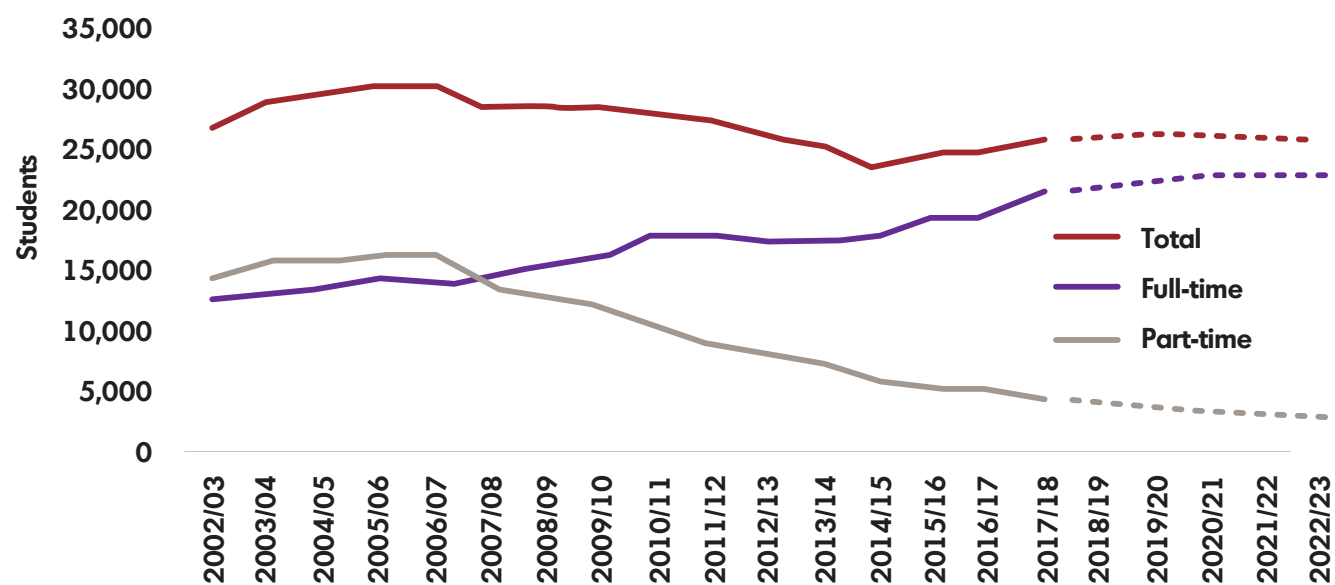


Source: MHCLG

To assess the future student housing need in Warwick district, forecasts of future student numbers are required. We have created forecasts for full-time and part-time student at both the University of Warwick and Coventry University. These are based on historic data from HESA, data provided by the University of Warwick, published documents from Coventry University, and trend-based analysis. They are the best available estimates but may be subject to change in the event of more detailed information being released.

Part-time student numbers at the University of Warwick have seen a large fall in recent years. This decline is expected to continue while full-time student numbers will continue to slowly increase over the forecast period.

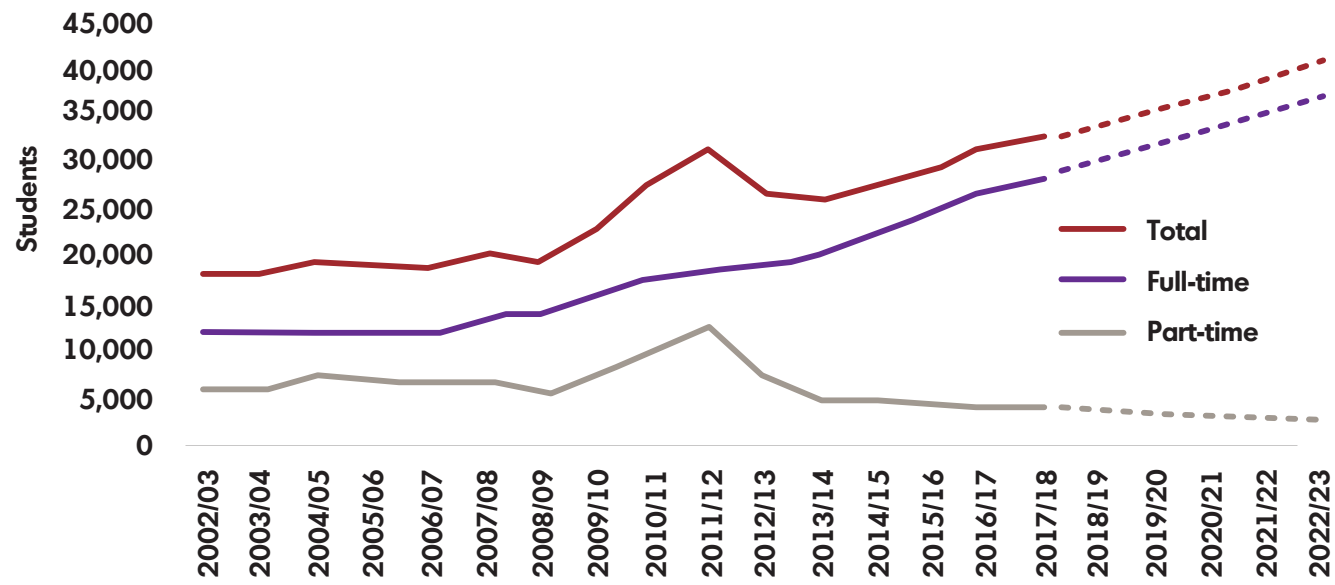
Figure 15 – University of Warwick Projected Student Numbers



Source: HESA, University, Author’s Estimates

Coventry University has also seen a decline in part-time student numbers but this has been more than compensated for by the rapid increase in full-time student numbers. This is expected to continue but there are significant risks to the forecast, including the expected growth in international student numbers failing to materialise.

Figure 16 – Coventry University Projected Student Numbers



Source: HESA, University, Author’s Estimates

Figures 17 and 18 provide a more detailed university-based breakdown of supply and demand that is summarised in Figure 4 of the Summary Report. Although the number of students at Warwick is expected to grow slower than at Coventry, the lack of identified supply increases results in a need for the private sector to absorb an additional of 900 students over the next three years. Meanwhile, the robust growth in Coventry student numbers will be met by the continued growth in both university and private provider purpose-built accommodation. That will see fewer students needing to find somewhere to live in Coventry’s private rented sector.

Figure 17 – University of Warwick Estimated Housing Need

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	Change 2017-18 to 2020/21
Full-time Students	19,200	20,000	21,500	22,100	22,500	22,800	1,300
University Beds	6,400	6,500	6,800	6,600	6,900	7,200	400
Nomination Agreements	600	500	1,100	1,100	1,100	1,100	-
Private Sector	12,200	13,000	13,600	14,400	14,500	14,500	900

Source: HESA, University, Author’s Estimates

Figure 18 – Coventry University Estimated Housing Need

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	Change 2017-18 to 2020/21
Full-time Students	24,700	27,200	28,500	29,900	31,400	33,000	4,500
University Beds			1,800	3,300	3,800	3,800	2,000
Nomination Agreements			5,900	7,600	10,500	12,600	6,700
Private Sector			20,800	19,000	17,100	16,600	-4,200

Source: HESA, University, Council, Author’s Estimates

Appendix 2

Benchmarking Parking Standards

Of those LA's that were found to include bespoke standards, there is significant variation in the amount of parking spaces required, and it is unclear what evidential basis has been used in determining these. Several authorities have adopted a zonal approach to parking standards which clearly differentiates between central more accessible areas and those further toward the periphery.

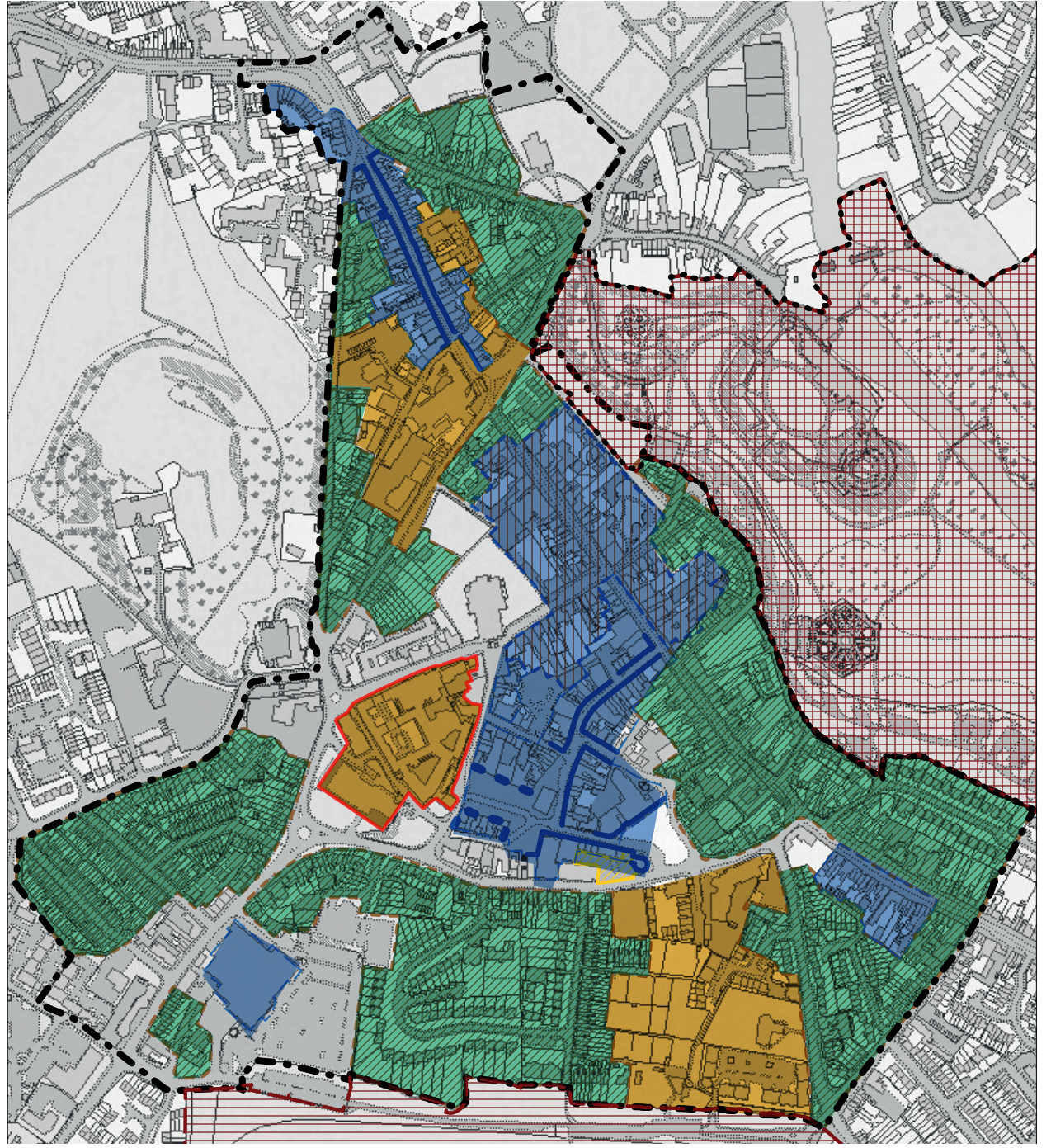
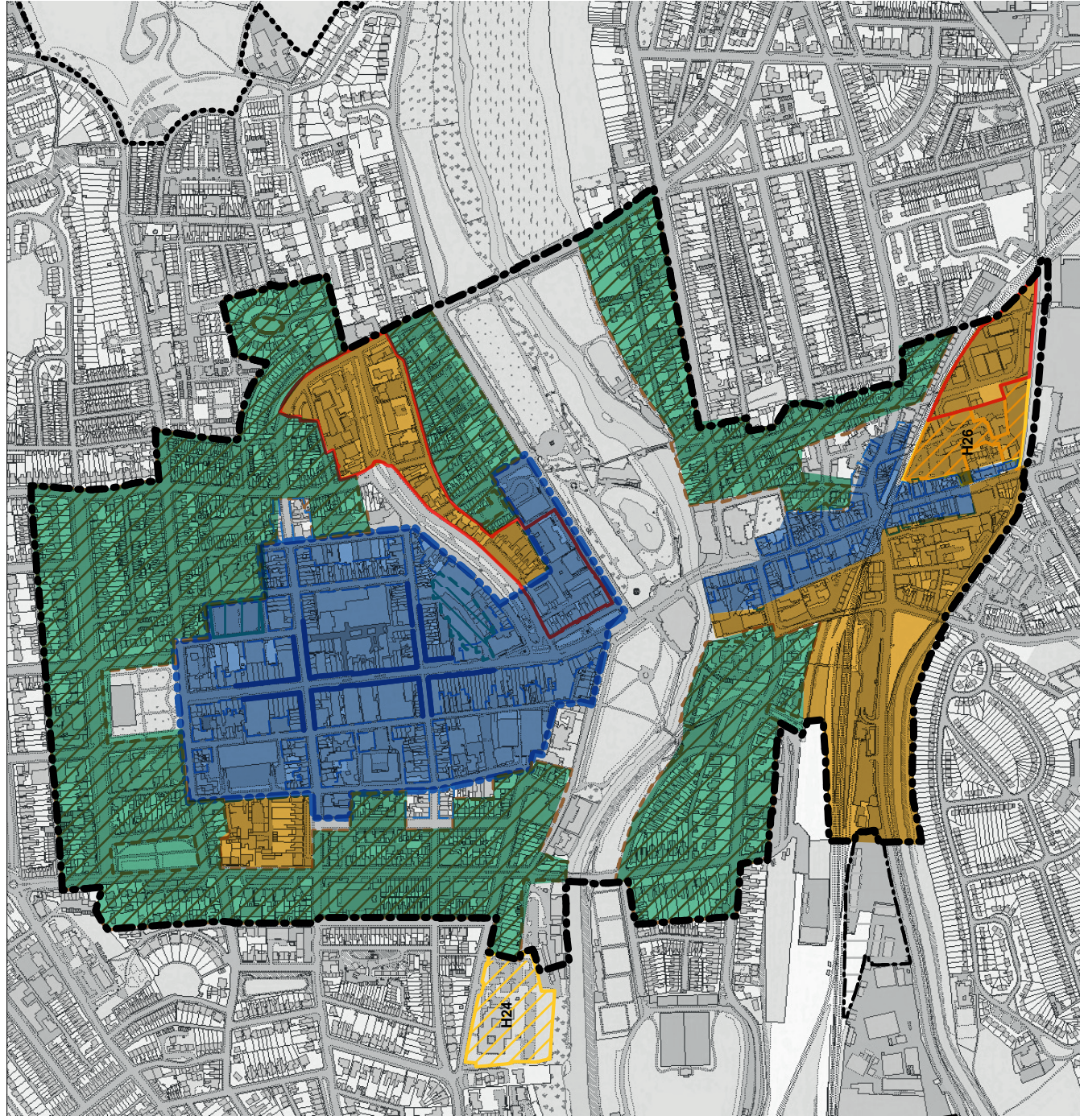
The following table demonstrates that relatively few local authorities specify parking standards for this land use. Furthermore, disparate results have emerged from the benchmarking. The draft SPD is proposing a single standard for PBSA's (i.e. it is not proposing to define zones and PBSAs on campus for example, might benefit from a different standard to those located in other areas of the district. There is a wider debate regarding the desirability of students bringing cars to their place of study and management arrangements for controlling and enforcing parking in PBSAs. In addition, there is concern that over-specifying parking standards could encourage greater numbers of students to bring cars, or result in large areas of underutilised land.

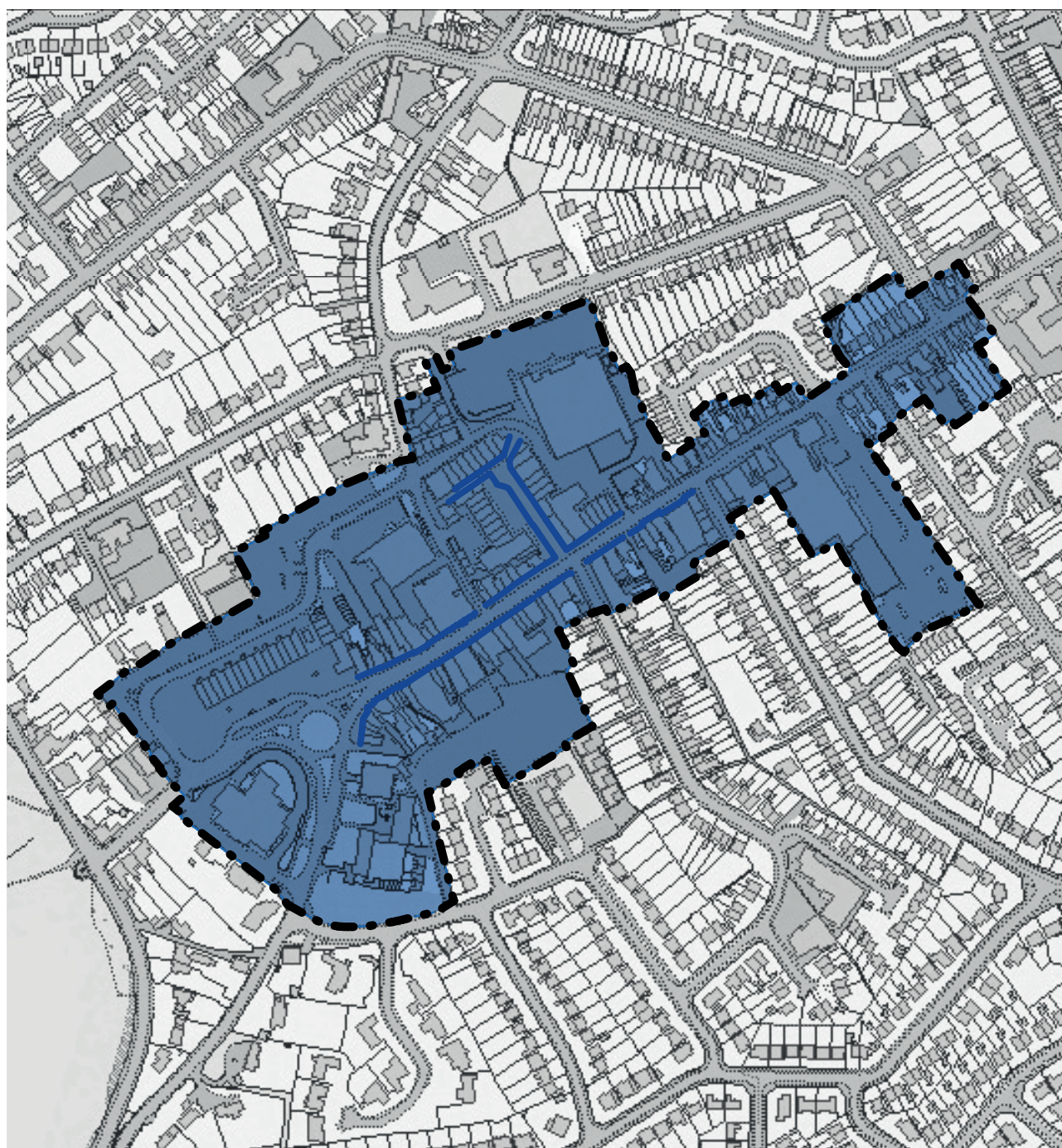
Benchmarking Table

Cardiff 2010 Parking Standards	Newport 2015 Parking Standards	Birmingham 2012/Newport 2015 Parking Standards	Nottingham 2016 Emerging Parking Guidance
Sui Generis PBSA in All areas: 1 space per 25 beds, and 0.25 cycle visitor short spaces in addition at 0.05 per unit	<p>PBSA within the City Centre: 1 space per 25 beds for servicing, wardens and drop-off areas, with no visitor spaces.</p> <p>PBSA (under college/ university control) outside of the City Centre:</p> <p>1 space per 25 beds for servicing, wardens and drop-off areas.</p> <p>The visitor car Parking requirement is 1 space per 10 beds (for students and/or visitors).</p>	<p>Purpose Built Student Accommodation (Use Class C2):</p> <p>Area 1: 1 space per 10 bedrooms.</p> <p>Area 2: 1 space per 7.5 bedrooms.</p> <p>Area 3: 1 space per 5 bedrooms (lower provision will be appropriate in campus situations)</p>	<p>C2 PBSA is differentiated.</p> <p>Notes that it is based on discussions with Planning/Highways</p>

Appendix 3

Newcastle 2015 Parking Standards	Swansea (March 2012) (referenced in the 2017 HMO and PBSA SPD)	Plymouth (May 2013) (Maximum standard)	Derby City (2013)
Limited or no car parking provision is generally acceptable in PBSA	<p>1 space/25 beds for servicing, wardens and drop off areas (zone 1)</p> <p>1 space/25 beds for servicing, wardens and drop off areas + 1 space/10 beds for students and visitors (zones 2-6)</p>	1 space/2 occupiers	1 space/ 4 bed spaces (at least 1 space per 15 bed spaces or less should be for ambulance or mini-bus parking and indicated as parking for disabled people)








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INVESTORS
IN PEOPLE

 Executive Meeting 9 January 2019		Agenda Item No. 11
Title	Adoption of the Air Quality and Planning Supplementary Planning Document	
For further information about this report please contact	Hayley Smith: Senior Planner Hayley.smith@warwickdc.gov.uk 01926 546331	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	25 July 2018, minute no.	
Background Papers	Warwick District Local Plan 2011-2029	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	Yes
Included within the Forward Plan? (If yes include reference number)	Yes (988)
Equality Impact Assessment Undertaken	Yes
The Local Plan has been subject to an equalities impact assessment which assessed the implications of consultations on equalities.	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	28/11/18	Chris Elliott
Head of Service	28/11/18	Dave Barber
CMT	28/11/18	Chris Elliott/Andy Jones/Bill Hunt
Section 151 Officer	28/11/18	Mike Snow
Monitoring Officer	28/11/18	Andy Jones
Finance	28/11/18	Mike Snow
Portfolio Holder(s)	28/11/18	Cllr Alan Rhead
Consultation & Community Engagement		
The document is submitted to committee with a recommendation that it is adopted following a public consultation carried out between 06 September and 17 October.		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. **Summary**

- 1.1 The Warwick District Local Plan 2011 – 2029, adopted in September 2017, requires relevant applications to provide an air quality assessment (Policy TR2). These assessments are in turn required to use guidance, currently the Low Emission Strategy Guidance, published in 2014. Working with authorities in the sub-region this Guidance has been reviewed and revised, and it is now put forward as a Supplementary Planning Document (SPD) to give it greater weight in the planning process.
- 1.2 The draft version of the Air Quality and Planning SPD was subject to a period of consultation between 06 September and 17 October 2018. This report sets out the outcome of the consultation and recommends adoption of an amended SPD.

2. **Recommendation**

- 2.1 That the Executive notes the statement of community consultation (Appendix 1) and approves the revised Air Quality SPD for adoption (Appendix 2).
- 2.2 The Executive notes that the adopted Air Quality SPD will be used in the determination of planning applications.

3. **Reasons for the Recommendation**

- 3.1 The draft SPD has been jointly prepared with partners in Warwickshire and Coventry. It represents an evolution of the Low Emission Strategy Guidance for Developers published in 2014, and will directly supplement policies in the adopted local plan.
- 3.2 As a result of the recent public consultation, several representations were received in relation to the document. As a result, some minor changes have been made which are outlined in the statement of public consultation (Appendix 1). The most notable amendments are summarised in Section 8 of this report.
- 3.3 The draft SPD gives clear criteria for applicants to follow and also demonstrates the types of mitigation required dependant on the air quality issues caused by the development. This is an evolution of the guidance in the Low Emission Strategy Guidance for Developers published in 2014, and adoption of this document as a SPD will give it greater material planning weight in decision making than the existing guidance.

4. **Policy Framework**

4.1 **Fit for the Future (FFF)**

"The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

"The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy."

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all	<u>Intended outcomes:</u> Area has well looked after public spaces	<u>Intended outcomes:</u> Dynamic and diverse local economy
met Impressive cultural and sports activities Cohesive and active communities	All communities have access to decent open space Improved air quality Low levels of crime and ASB	Vibrant town centres Improved performance/ productivity of local economy Increased employment and income levels
Impacts of Proposal		
The Air Quality SPD will ensure appropriate mitigation is in place to deliver better air quality.	The Air Quality SPD will ensure appropriate mitigation is in place to deliver better air quality	Not applicable
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
The Guide assists staff assessing planning proposals and provides a tool by which advice can be given to applicants for planning permission	Some of the required mitigation will help Environmental Services deliver better air quality management.	Not applicable

4.2 Supporting Strategies

Each strand of the FFF Strategy has several supporting strategies. The Local Plan is one of the key strategies, cutting across many of the FFF strands. The

Residential Design Guide ensures the delivery of high quality design enabling and supporting the growth required through the plan period.

4.3 Changes to Existing Policies

This document seeks to support the new policies adopted within the Local Plan and adheres to national and local policies rather than changing them. This SPD will replace the Low Emission Strategy Guidance for Developers (2014).

4.4 Impact Assessments

The Consultation has been undertaken in line with the Council's Statement of Community Involvement (SCI) 2016 approved by Executive in January 2016. The SCI specifically seeks to ensure that all relevant sectors of the community are consulted. The Local Plan has been subject to an equalities impact assessment which assessed the implications of consultations on equalities.

5. Budgetary Framework

- 5.1 The costs of conducting the consultations and reviewing the responses were covered within the existing budget framework. Adoption of the SPD is unlikely to have further budgetary implications as it represents an evolution of existing guidance. However, some training for officers in its application is envisaged.

6. Risks

- 6.1 There are no specific risks related to adopting the SPD.

7. Alternative Option(s) considered

- 7.1 The Executive could decide not adopt the Air Quality and Planning SPD, 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 are designed with appropriate air quality mitigation.

4. Background

- 4.1 The draft SPD has been jointly prepared with partners in Warwickshire and Coventry. It represents an evolution of the Low Emission Strategy Guidance for Developers published in 2014, and will directly supplement policies in the adopted local plan.
- 8.3 As a result of the recent public consultation, several representations were received in relation to the document. As a result, some minor changes have been made which are outlined in the statement of public consultation (Appendix 1).
- 8.4 The most notable amendments to the document following the consultation can be summarised as:

- The creation of a new sub-heading in Section 5.3 – Mitigation, relating to construction and demolition activities.
- Clarification that the damage cost calculation will act as a *guide* to the scale and kind of mitigation anticipated on a scheme. However, applicants must demonstrate that any mitigation is likely to effectively address the *impact* of development in air quality terms (damage costs are calculated based on emissions, not impact). Thus mitigation schemes might theoretically be of a value greater than or less than the damage cost calculation. This amendment follows responses received to the consultation and subsequent legal advice sought.
- Section 5.4, 'Assessing the acceptability of a scheme', has been reworded to more accurately reflect the intention of the SPD.

Report of Public Consultation

Ref	Name	Company/Organisation	Comment	Response	Amendment
71221	Councillor Kristie Naimo	WDC	Pg 8 One of the objectives is: • <i>to provide guidance on the use of planning conditions and Section 106 obligations to improve air quality.</i> Suggest CIL should be mentioned here also.	On liable developments, CIL will be applied and receipts allocated to projects listed on the Regulation 123 list at that point, which may or may not include projects targeting air quality. Conditions and S106 obligations will apply only in circumstances directly related to the proposed development. Therefore whilst this point is understood, it is considered that (as amended- see below) paragraph 5.57 will address this matter.	N/A
71221	Councillor Kristie Naimo	WDC	Pg 32 para 5.57 says that <i>our list does not include infrastructure to improve air quality.</i> This statement needs updating – as there are specific items on the list for 2018/19 eg Bath St Gyratory, Emscote road works, Warwick Town Centre improvement works. There must be other works that are related to air quality also on the list.	Agree that this paragraph needs amending to reflect specific projects on the CIL list, which are likely to have air quality benefits. It has to be acknowledged however that some of these projects may be led by transport changes, and over time these may change. Amended text needs to take this into account.	Amend para 5.57 to reflect that there are currently specific projects on the Regulation 123 list which should have air quality benefits, but that this list is likely to change over time.
71221	Councillor Kristie Naimo	WDC	Also on pg 8 <i>Air Quality to be considered as a material planning consideration.</i> Could I clarify that all future developments within the AQMAs will be required to submit a	The Local Validation list (p7) stipulates that an Air Quality Mitigation Statement is required with applications for “relevant developments”. Any	N/A – though the Local Validation List may need to be reviewed to ensure

Ref	Name	Company/Organisation	Comment	Response	Amendment
			statement of Air Quality mitigation?	<p>development within an AQMA would be considered a relevant development. <u>All developments within an AQMA will require an Air Quality Assessment, and the mitigation statement would normally be anticipated to be included within this.</u></p> <p>Development that has the potential to worsen air quality in an existing AQMA, create a new AQMA, or introduce new sensitive receptors into an area of existing poor air quality will generally be opposed unless there is a justifiable reason for the development to take place. See Table 2 and Section 5.5 of the SPD for further information.</p>	consistency with the SPD.
71221	Councillor Kristie Naimo	WDC	Pg 10 Identifying the AQMA - are there plans for more detailed work to take place in these areas to actively reduce the high level of dangerous particulates?	This is beyond the scope of the Supplementary Planning Document, which is concerned with land use planning matters. The identification and designation of AQMAs is within the remit of colleagues in Environmental Health, and they have been made aware of this comment/query.	N/A
71221	Councillor Kristie Naimo	WDC	pg 21 Low Emission Strategy Guidance for Developers (2014). 5 years out of date - will that be updated?	This document will replace the Low Emission Strategy Guidance for Developers (2014) as set out on page 21. It will also have greater weight in the planning process than the existing guidance. It is acknowledged however	In the introduction, highlight that the SPD is intended to update and replace the Low Emission Strategy Guidance.

Ref	Name	Company/Organisation	Comment	Response	Amendment
				that this information might be more usefully and clearly included in the introduction to the SPD.	
71221	Councillor Kristie Naimo	WDC	How can this SPD be used to protect mature trees in developments? E.g pg 32. 5.56 What about a statement to encourage retention of mature trees? These can also assist with general air quality.	<p>It is good practice to retain quality and mature trees within new developments for a range of reasons. As paragraph 5.56 highlights, there are challenges in evidencing air quality impacts of green infrastructure generally, however the general approach to highlighting the potential role of green infrastructure has been well received through the consultation. It therefore seems reasonable to include reference to retaining existing trees wherever possible.</p> <p>It should be noted however that some trees with large canopies may trap pollutants at low level so there may be instances where removing trees would improve dispersion of pollutants. Each case would have to be assessed on its merits.</p>	Include reference to retaining existing trees within paragraph 5.56, but also highlight that there may be exceptions.
71221	Councillor Kristie Naimo	WDC	Car share should be promoted more and encouraged	Agree with the principle. This is the type of principle that could be brought forward through a travel plan (table 4, type 2 mitigation). Warwickshire County Council's 'Choose how you move' active travel campaign also promotes a Warwickshire car share	N/A

Ref	Name	Company/Organisation	Comment	Response	Amendment
				group on their website https://www.warwickshire.gov.uk/activetravel	
71221	Councillor Kristie Naimo	WDC	Cycling infrastructure such as covered cycle racks should be essential in commercial /employment land as well as housing developments. Are bike share schemes to be considered also?	The draft Air Quality SPD refers to “measures to support cycling and walking infrastructure” as a form of type 2 mitigation in table 4. Whilst this is a general statement, the adopted Parking SPD does require secure cycle storage within commercial/employment areas, as well as housing developments. Bike share schemes could be considered as part of the cycling infrastructure.	N/A
71220	Councillor Peter Phillips	WDC	AQMAs. I am surprised that none of the AQMAs have been amended since March 2011 – and most of them since 2008 - nor any added, given the marked increase in traffic in the area in recent years.	The draft SPD is concerned with land use planning and what might be achieved through the planning system in respect of new developments. Whilst the SPD includes details of the existing designated AQMAs, and how these might impact planning consideration, AQMAs are determined through a separate process. As a result, these comments extend beyond the scope of the SPD and have instead been forwarded to colleagues in the Environmental Health team.	N/A
71220	Councillor Peter Phillips	WDC	Map 2. Warwick – Coventry Road. I fully support this area being designated as an AQMA. However I am somewhat surprised that the area from the Sainsbury’s in Coten End to the St John’s traffic lights is also not designated an AQMA, as this is	The draft SPD is concerned with land use planning and what might be achieved through the planning system in respect of new developments. Whilst the SPD includes details of the existing	N/A

Ref	Name	Company/O rganisation	Comment	Response	Amendment
			constantly backed up with traffic throughout the day in a similar fashion to Coventry Road.	designated AQMAs, and how these might impact planning consideration, AQMAs are determined through a separate process. As a result, these comments extend beyond the scope of the SPD and have instead been forwarded to colleagues in the Environmental Health team.	
71220	Councillor Peter Phillips	WDC	Map 3. Leamington Spa. I note that Lower Avenue/Bath Place is excluded from this AQMA and would like to see it included. Lower Avenue is also consistently suffering from traffic fumes often due to congestion on Avenue Road/Spencer Street. In addition in the last 12 months All Saints House supported living scheme and the first of the (affordable housing) flats at Station Approach have been occupied, increasing the number of potentially vulnerable people in these areas. Similarly Old Warwick Road outside the Station is also excluded despite suffering from constantly backed up traffic as well as having the PBSA in Station House on that part of the road designated in the AQMA.	The draft SPD is concerned with land use planning and what might be achieved through the planning system in respect of new developments. Whilst the SPD includes details of the existing designated AQMAs, and how these might impact planning consideration, AQMAs are determined through a separate process. As a result, these comments extend beyond the scope of the SPD and have instead been forwarded to colleagues in the Environmental Health team.	N/A
71220	Councillor Peter Phillips	WDC	I would like consideration to be given to examining if an AQMA needs to be considered for i) Bridge Street in the village of Barford. This has become a rat run and the village is now congested with traffic backing up from the A429 in the afternoon/evening rush-hour ii) Birmingham Road, Hatton Park (A4177), where the traffic is very heavy in the morning and	The draft SPD is concerned with land use planning and what might be achieved through the planning system in respect of new developments. Whilst the SPD includes details of the existing designated AQMAs, and how these might impact planning consideration, AQMAs are determined through a	N/A

Ref	Name	Company/Organisation	Comment	Response	Amendment
			spends a significant portion of time idling in queues backed up beyond the roundabout into Hatton Park from Stanks' Island	separate process. As a result, these comments extend beyond the scope of the SPD and have instead been forwarded to colleagues in the Environmental Health team.	
71220	Councillor Peter Phillips	WDC	<p>2) Following on from the last two points, the SDP is entirely town centric and ignores the villages/rurals totally. These areas do suffer from congestion and traffic pollution and while they may not be as bad as the worse of the towns, to ignore them completely is a major flaw in the proposed SDP and consideration should be given to air quality issues in the rurals.</p> <p>In particular there is a major threat to air quality in the village of Barford and surrounding areas from the proposal by St John's College Oxford to extract sand and gravel to the south of the village. This potentially could have major detrimental effects on the health of the local population through considerably worsened air quality through dust and particle pollution.</p>	<p>The Air Quality SPD, once adopted would apply to <u>all</u> new developments the whole district, including the rural areas.</p> <p>Air quality would be a material planning consideration in determining any planning application. This SPD aims to attribute greater weight to air quality in the determination of planning applications.</p>	<p>N/A</p> <p>N/A</p>
71220	Councillor Peter Phillips	WDC	<p>The amount of research data is too voluminous to quote here. First Silicosis is a preventable disease caused by the inhalation of fine particles of crystalline silica dust (invisible to the naked eye) and can progress to lung failure and death. It is also a cause of lung cancer. No effective treatment exists.</p> <p>In Barford I think an important point is that not</p>	<p>Noted. However the SPD aims to provide a framework for the consideration of air quality in planning applications. It is beyond the scope of the SPD to address these research findings, which appear to relate to a specific concern regarding a specific site/land use. Each case has to be considered on its own merits.</p>	N/A

Ref	Name	Company/O rganisation	Comment	Response	Amendment
			<p>only is the large village school within a few hundred yards of the proposed quarry site but is directly under the flight path of the prevailing winds that will carry this invisible lethal dust over for at least nine years. Do we want to expose our children/grandchildren, elderly and infirm to this insidious and potentially fatal disease which is preventable? The science is slow coming and up to now HSE have denied there is a risk to the general population but one day it surely will admit there is a risk. Why wait when we can all do something about it now. Think of the examples of Asbestosis, thalidomide and lung cancer in cigarette smokers where decades of institutional denial has eventually buckled under the weight of science at enormous cost to life and the subsequent gargantuan litigation. Surely we have a duty of care to the children and elderly in our village to stop sand and gravel mining on our doorstep. We have reached the stage now where we shouldn't have to prove to the institutional authorities and St.John's College Oxford there is a risk. They should prove to us there is not a risk. This major risk is entirely ignored in the SPD and presents a significant flaw as drafted. It should be included as a significant risk and given due consideration.</p>		
71220	Councillor Peter Phillips	WDC	<p>3) Many of the most modern vehicles have stop-start systems and they generally function well. For those of us who don't drive such a vehicle I would like to see WDC promote the concept of</p>	<p>Noted. This is covered by separate regulation, and is not connected to the planning process. It cannot therefore be addressed through this SPD.</p>	N/A

Ref	Name	Company/O rganisation	Comment	Response	Amendment
			<p>turning your engine off at traffic lights rather than let the engine continue to emit exhaust fumes. This was deployed in Switzerland more than 25 years ago by the use of notices at traffic lights and general education of the local population as below. I am sure that there must be English equivalents. (If there are such signs in Warwick District, then they are conspicuous by their inconspicuousness).</p> <p>WDC has the authority under AQMAs to enforce no idling zones, with fixed penalty fines. But it would be much more effective generally if WDC were to promote and educate the public through usage of such signs , not just in AQMAs but across the District, and have a campaign to promote turning your engine off when in a stationery queue. And in particular WDC should be looking to enforce AQMA rules on buses that sit idling outside the Parish Church in Leamington on both sides of the road.</p>		
71228	Councillor Peter Phillips	WDC	<p>One further point I would like to raise that would both save money and improve air quality relates to traffic lights in the evenings and overnight. It is ridiculous for vehicles to have to stop at traffic lights in the middle of the night with no other traffic in sight. E.g. waiting at Longbridge Junction 15 with no traffic on any other part of the roundabout at 4:00 am. Instead I would like consideration be given to making many of the light sets into "part-time signals" as seen at various junctions across the country.</p>	Noted. However this is not related to the planning of new developments, and is therefore beyond the scope of the SPD.	N/A

Ref	Name	Company/Organisation	Comment	Response	Amendment
71219	Claire Holman	Hoare Lea on behalf of Barwood	Table 1 (page 23) sets out the classification system for minor, medium and major development. For all classes an assessment of the exposure to poor air quality of future users of the development is required. Table 1 would be clearer if it explicitly says whether a) an exposure assessment is required; and b) an air quality impact assessment is required by having two separate rows in the Table.	<p>It is not proposed that further additional rows are provided, but further clarification will be provided under Table 1 Major developments Column 4, Row 3 to include exposure assessment.</p> <p>It is also proposed to cross reference information about the criteria to trigger an exposure assessment as set out in Section 5.2.</p>	<p>Amend Table 1, column 4, row 3 to state "Air Quality Assessment required including an evaluation of changes in emissions and exposure assessment (where applicable)</p> <p>Insert sub-heading to identify exposure test requirements in section 5.2 to aid navigation.</p>
71219	Claire Holman	Hoare Lea on behalf of Barwood	<p>The quantification of the impacts is only required for major developments. These are defined as developments which:</p> <ol style="list-style-type: none"> 1. are required to have a Transport Assessment or Travel Plan and 2. are within or adjacent to an AQMA or Clean Air Zone (CAZ)1, or 3. is an Environmental Impact Assessment (EIA) development and air quality is included; or 4. meet the criteria in Table 2 of the SPD (i.e. there may be a material impact). 	Noted but do not propose to amend this as it provides indicators/examples for lay readers	N/A

Ref	Name	Company/Organisation	Comment	Response	Amendment
			EIAs are only required to include significant effects. If none of the criteria in Table 2 are met there will be no significant impact on air quality and therefore an air quality assessment would be scoped out of the EIA. Therefore item three in the list on page 23 is redundant and should be deleted.		
71219	Claire Holman	Hoare Lea on behalf of Barwood	Table 2 of the SPD (page 24) provides a very comprehensive list of 14 additional criteria that would trigger the need for an air quality impact assessment. There is duplication of requirements. Some of them are based on old non-statutory guidance and may no longer be relevant. The source of criteria has been identified where possible. In the table EPUK is Environmental Protection UK and IAQM is the Institute of Air Quality Management. These organisations produced non statutory guidance 'Land-Use Planning & Development Control: Planning For Air Quality in 2015, which was last updated in 2017. EPUK also produced guidance in 2010 which drew on 2008 IAQM guidance. The 2010 EPUK document was replaced by the 2015 joint guidance. Table 1: Criteria for an Air Quality Impact Assessment The EPUK/IAQM non statutory guidance is very widely relied upon by both air quality consultants	Some additional criteria have been derived based on local knowledge and experience as well as emerging policy changes on issues such as biomass boilers, standby generators, etc. Professional judgement and liaison with developers will confirm the need for air quality impact assessments. It is however accepted based on detailed comments on each criterion that criterion 11 represents duplication and may be deleted.	Delete Criterion 11.

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			<p>and air quality officers in local authorities. It is well understood by the profession and was produced by a working group comprising of local authority officers and air quality consultants. It was consulted on prior to its publication and is regularly updated. It is not clear why WDC believe they need a bespoke set of criteria. Pollution levels are not abnormally high in the District. Unless there are special circumstances in Warwick District it is recommended that this table is deleted and replaced with reference to the EPUK/IAQM guidance. For example, the SPD could say: "For all major development should consider the need for a detailed air quality assessment using the criteria in the latest version of the EPUK/IAQM guidance. The developer or agent will need to submit to the local planning authority either a compliant air quality assessment or the reasons why they consider one is not required."</p> <p>It is good practice to consult with local authority to agree the scope and method of assessment prior to commencing the work. This is the opportunity for the local authority to raise any local issues that may require a non-standard approach or an assessment where normally one would not be required.</p>		
71219	Claire Holman	Hoare Lea on behalf of Barwood	<p>5.1 Minor and medium development (SPD page 24)</p> <p>For minor and medium developments an assessment of exposure of future users of the</p>	Noted. Add reference to statutory guidance.	Add "Examples of where the air quality objectives should apply are

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			proposed development to poor air quality is required. This is a reasonable requirement for development where users may be exposed over the relevant averaging period of the objective. Statutory guidance provides examples of where the air quality objectives apply. It is normal practice to assess exposure against the national air quality objectives. It would be useful if this is included in the final SPD.		detailed in Local Air Quality Management Technical Guidance (TG16) by DEFRA. “
71219	Claire Holman	Hoare Lea on behalf of Barwood	If the District Council intends to use a lower value with respect to PM it should say so, and justify its choice. It should be noted that there is good evidence that the direct (exhaust) emissions of PM from road vehicle fitted with diesel particle filters (DPFs) are extremely low. This technology has been installed in new vehicles for a number of years, and as the fleet turns over the exhaust emissions of PM for traffic will continue to decline.	Do not propose to introduce more stringent PM criteria above nationally set objective levels. The SPD may be reviewed in line with any subsequent changes to legally established air quality objective levels.	N/A
71219	Claire Holman	Hoare Lea on behalf of Barwood	The draft SPD requires an exposure assessment within 20 metres of roads highlighted on Defra’s GIS model or roads with more than 10,000 AADT. The Defra GIS map does not show any exceedances of the objective in Warwick District. The air quality objective will not be exceeded alongside the vast majority of roads that meet this criterion in rural areas where background concentrations are low. Even in urban area many roads with traffic flows greater than 10,000 AADT will not exceed the air quality objective. Therefore this requirement will require a large	There are two points here: Under paragraph 5.2, one of the criteria for exposure assessment is where a proposal is in a location 20m from roads at or above the relevant national objective highlighted in the DEFRA GIS maps. Where there are no exceedances within Warwick District at the time of application, this criterion will not be triggered, however it is proposed to retain this criterion for consistency with	N/A

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			<p>number of unnecessary assessments to be undertaken. The local authority has, as mentioned earlier, a statutory duty to review and assess air quality in its district. This duty was introduced over 20 years ago, and therefore the local authority should have a very good idea of where air quality is poor. The need for an exposure assessment should be limited to the AQAMs and where monitoring shows that NO2 concentrations are close to the objective. For example, the SPD could state "An exposure assessment is required where new development is in an AQMA or annual average concentrations of greater than 98% or more of the air quality objective have been measured".</p> <p>It is reasonable to refuse planning consent if no suitable mitigation measures are proposed where there is a risk of users of the development being exposed to concentrations exceeding an air quality objective.</p>	<p>neighbouring authorities and in case the current situation should change over time.</p> <p>There is another criterion which requires exposure assessment:</p> <ul style="list-style-type: none"> • "the proposal is one of the following land use types: C1 to C3, C4, and D1 <u>and</u> is within 20m of roads with >10,000 AADT <p>Where it is clear that it is highly unlikely that air quality objectives will not be exceeded in the location of a proposal falling within the above criteria, the lack of usefulness of an exposure assessment may be agreed with Environmental Health officers at pre-application stage.</p>	
71219	Claire Holman	Hoare Lea on behalf of Barwood	<p>5.2 Major development (SPD page 38-39 and Appendix 2)</p> <p>The SPD requires a detailed air quality assessment to determine the impact on public health and the local environment. This should meet the requirements of the most recent version of LAQM.TG16 and Appendix 2 of the SPD. It does not mention the exposure assessment (or health exposure test as it is termed in Figure 1). It would be useful to</p>	<p>Agreed and need to amend Table 1 and Figure 1 to include this. Language should be consistent too 'exposure assessment'?</p>	<p>Agreed – amend Table 1, row 3 column 4 to include exposure assessment.</p> <p>Include potential need for an exposure assessment within</p>

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			reiterate that it is required in this section. It is too easy to classify a development as major and then only read the text under the Major Classified Proposals heading.		<p>section 5.2 where it refers to major classified proposals</p> <p>Update Figure 1 to ensure consistent reference to 'Exposure Assessment'.</p>
71219	Claire Holman	Hoare Lea on behalf of Barwood	The SPD directs the reader to a website (www.warwickdc.gov.uk/info2050/pollution) for further details of the air quality assessment requirements. This website does not provide further detail of the requirements.	Agreed. Link to contact details for EH team.	<p>Page 26- Clarify this is for contact only and not further online advice:</p> <p>"Further details of the air quality assessment requirements can be found in Appendix 2 and through contact with the Council's Environmental Health team¹⁷"</p>
71219	Claire Holman	Hoare Lea on behalf of Barwood	The SDP states " <i>Should there be no net increase in trips arising from a development scheme then the damage costs are zero</i> ". This ignores the emissions from any centralised boiler that might be part of the proposed development. This should be re-phrased to make it clear it only relates the transport emissions.	Agreed	Rephrase to reference transport emissions and highlight other emission sources that may need to be mitigated

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71219	Claire Holman	Hoare Lea on behalf of Barwood	<p>Appendix 2 states (emphasis added) <i>“An air quality assessment should clearly establish the likely change in pollutant concentrations at relevant receptors resulting from the proposed development during both the construction and operational phases. It must take into account the cumulative air quality impacts of committed developments (i.e. those with planning permission).”</i></p> <p>It is not possible to quantify the impact of construction on pollutant concentrations. Indeed Appendix 2 of the SPD (page 38) states that modelling is not appropriate for this type of assessment. This requirement to <i>“clearly establish the likely change in pollutant concentrations”</i> for the construction phase should be deleted from the SPD.</p>	Noted – the Assessing Demolition/Construction Impacts subheading explains that modelling is not required for construction/demolition impacts and that the IAQM approach should be used for the purpose of assessment	<p>Amend Appendix 2 as follows: <i>“An air quality assessment should clearly establish the likely change in pollutant concentrations at relevant receptors resulting from the proposed development. It must also take into account the cumulative air quality impacts of committed developments (i.e. those with planning permission) and assess the potential impacts arising from construction and demolition activities associated with the proposed development.”</i></p> <p>Also need to amend Page 26</p>

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					<p>under Major proposals.</p> <p>“The identification of the level of exposure through the change in pollutant concentrations at relevant receptors resulting from the proposed development. It must take into account the cumulative air quality impacts of committed developments (i.e. those with planning permission) and assess the potential impacts arising from construction and demolition activities associated with the proposed development.</p> <p>Mitigation</p>

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					measures should be identified and modelled where practicable.”
71219	Claire Holman	Hoare Lea on behalf of Barwood	It would be useful for there to be a paragraph on the requirements for an assessment of the impact of the demolition and construction phases in the main part of the assessment. It is currently in Appendix 2 (Page 38). In this appendix the relevant IAQM guidance is wrongly referenced. It should be ‘ <i>Guidance on the assessment of dust from demolition and construction</i> ’ ⁴ . This uses a risk based approach with the aim of identifying the most appropriate mitigating measures commiserate with the risk.	Agreed	Correct reference to “Guidance on the assessment of dust from demolition and construction”. Include short reference to Appendix 2 in main body of SPD.
71219	Claire Holman	Hoare Lea on behalf of Barwood	For the operational impacts (Appendix 2 page 36) it is reasonable to require dispersion modelling to assess the impact of the emissions associated traffic on local air quality in most, but not in all, cases. There may be some situations where a qualitative assessment is adequate, for example where monitoring data shows that the objectives are achieved by a wide margin. It is therefore suggested that the word ‘ <i>generally</i> ’ is inserted before ‘require’ in the following sentence: “ <i>The assessment will require dispersion modelling utilising agreed monitoring data, traffic data and meteorological data.</i> ”	Agreed	Revise wording to include ‘generally’ “The assessment will generally require dispersion modelling utilising agreed monitoring data, traffic data and meteorological data.” Page 36
71219	Claire Holman	Hoare Lea on	The key components of the Air Quality	Noted – the SPD will obviously not be	N/A

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		behalf of Barwood	Assessment (Appendix 2 page 36) are appropriate. It should be recognised, however, that the prediction of the impact of a proposed development with mitigation measures (point 4.) will require assumptions to be made where there is little empirical evidence. For example the provision of electric vehicle charging points will encourage people to use electric vehicles, but we are not aware of data relating the provision of charging points, for example in new residential developments and the use of electric vehicles.	able to cover all eventualities therefore the LPA will have to use informed professional judgement and discussion with the applicant on circumstances such as these.	
71219	Claire Holman	Hoare Lea on behalf of Barwood	<p>The SPD (Appendix 2 page 37, third line) requires a modelling sensitivity test to be undertaken assuming that future emissions may not reduce. There is good evidence that the latest generation of diesel vehicles have lower NOx emissions than earlier generations, and that DPFs are very effective at reducing exhaust PM emissions. Therefore it is reasonable to expect vehicle emissions per kilometre driven to decline in the future.</p> <p>The approach taken to the sensitivity test should take into account how far ahead the assessment year is. If only one or two years ahead it is reasonable to use the same emissions per vehicle kilometre as in the base year for the sensitivity test. For an assessment year, say, ten years ahead this approach will significantly overestimate future air quality, and may result in unnecessary</p>	<p>Noted. It is anticipated that the SPD will be reviewed (as highlighted by comments from Leamington Town Council) at an appropriate interval, in which case this matter will be addressed.</p> <p>Furthermore previous toolkits have predicted vehicle emission improvements that did not materialise. Given the numerous assumptions and variables involved in air quality modelling, WDC routinely require a sensitivity analysis to evaluate a reasonable worst case scenario. The SPD will be reviewed to account for any changes/progressions in assessment tools and modelling methods.</p>	N/A

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			and potentially costly, mitigation measures being installed. Therefore the guidance should not be prescriptive.		
71219	Claire Holman	Hoare Lea on behalf of Barwood	<p>6. Stage 3 – Mitigation (SPD pages 27-32) The introduction to this section quotes from paragraph 152 of 2012 NPPF; paragraph 32 of the 2018 NPPF is similar. It states “<i>Where significant adverse impacts are unavoidable, suitable mitigation measures should be proposed (or, where this is not possible, compensatory measures should be considered).</i>”</p> <p>6.1 Construction phase (draft SPD Tables 3 and 6 page 29) For the construction phase medium and major developments are required to meet specified emission standards for non-road mobile machinery. The standards recommended in Table 6, are not the most recent, and are considered to be reasonable.</p>	<p>Agreed</p> <p>Noted</p>	<p>Change to Section 32 of NPPF 2018</p> <p>N/A</p>
71219	Claire Holman	Hoare Lea on behalf of Barwood	A Construction Environmental Management Plan (CEMP) is required to be submitted and agreed with the Council officers for medium and major development (see Table 3). It would be clearer if this requirement was for a Dust Management Plan (DMP) including appropriate mitigation measures identified in the construction assessment. The DMP could be incorporated into a Construction Environmental Management Plan.	Noted . Other respondents have discussed the inclusion of CEMP in table 3. It is concluded that it would be beneficial to include a new sub-heading on construction and demolition mitigation, which will include reference to DMP as suggested.	Create new subsection on construction and demolition mitigation.
71219	Claire Holman	Hoare Lea on behalf of Barwood	The mitigation section would be clearer if all the requirements for the construction phase were grouped together. It is confusing that Table 3 for	Agreed	Amend to create a separate section to clarify

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			Type 1 developments, i.e. minor developments, includes construction phase mitigation measures that only apply to medium and major developments.		construction/demo lition requirements. Insert subheading after mitigation types.
71219	Claire Holman	Hoare Lea on behalf of Barwood	Whilst the SPD provides details of many mitigation measures for the operational phase, only one (on non-road mobile machinery) is provided for the construction phase. Was this imbalance intended?	Noted – most construction impacts on medium and major sites will normally be addressed separately through a construction management plan.	N/A
71219	Claire Holman	Hoare Lea on behalf of Barwood	<p>6.2 Operational phase (draft SPD, Tables 3 to 5, pages 27 to 29)</p> <p>The SPD requires developers to produce a mitigation statement setting out the mitigation/compensation measures to be adopted which must be equal in value to the damage cost calculated as part of the assessment (page 27). This approach assumes that the cost of mitigation or compensation measures is equal to the damage cost. This is not the case as the damage cost is based on emissions not local air quality. One tonne of emissions of a pollutant will have a very different impact on air quality depending on where it is emitted.</p> <p>The mitigation (and compensation) measures should be aimed at the reducing the impact to make the development acceptable in air quality terms. There have been two recent High Court judgements where developers have lost their appeals because they failed to demonstrate that</p>	<p>Noted and agreed. The basis of this argument is that a development of equivalent scale and type in one location may have a greater adverse impact than in another location. However the damage cost calculation may still be similar. It is therefore important to clarify that mitigation must directly and demonstrably address the <i>impact</i> of the development in line with the policy tests of the NPPF and the statutory tests in the CIL Regulations 2010.</p> <p>It is assumed that one of the high court rulings referred to in this comment is the case of Gladman vs Secretary of State for Communities and Local Government (CO/873/2017). In this case, a damage cost calculation had</p>	<p>Amend text under 'Major Classified Proposals, B' (p26 of the consultation draft) as follows:</p> <p>"The pollutant emissions costs calculation will identify the damage costs associated with the proposal and will assist WDC in assessing the overall impacts on air quality arising from major developments. WDC will use</p>

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			the mitigation measures would be effective at reducing the impacts.	<p>been undertaken and a suite of mitigation measures identified to the equivalent cost, with the final scheme to be approved by the Council. One of the conclusions of this judgement was that whilst mitigation measures had been proposed to mitigate the adverse impacts of the development (judged to be at least moderately adverse and therefore significant to health) in air quality terms, there was no clear evidence to demonstrate their likely effectiveness. It was further concluded that it was possible that the contributions to fund those measures potentially fail to reflect the full scale of the impact.</p> <p>On this basis it is proposed to amend the text on page 26 of the draft; 'Major Classified proposals, B'. It should be clarified that damage costs are a useful <u>guide</u> to considering the scale and nature of mitigation required. However the suite of mitigation (types 1, 2 and 3) put forward must demonstrate the likely effectiveness of mitigating the adverse impact of development in air quality terms. There is potential therefore that in some instances the damage cost calculation may not</p>	<p>damage costs as a <u>guide</u> in considering the appropriate scale and kind of mitigation that is required to make certain major schemes acceptable in terms of air quality. It should be noted however that applicants must demonstrate that proposed mitigation is likely to effectively address the adverse impact of development in air quality terms. Failure to do so may result in the application being refused. It is possible therefore that in some instances mitigation schemes might need to</p>

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				effectively reflect the full scale of the impact to be mitigated, and conversely there may be instances where a mitigation scheme equivalent to less than the damage cost calculation can effectively demonstrate mitigation of the impact. This will need to be considered on a case by case basis, and it is recommended that applicants discuss assessment and mitigation with WDC planning and environmental health officers at the earliest possible opportunity – ideally through the pre-application process.	exceed the value of the damage cost calculation, or conversely they might have a value equivalent to less than the damage cost calculation. This will need to be evidenced and considered on a case by case basis, and the overall benefit of the scheme will be taken into account in making the site acceptable. The calculation should utilise the most recent DEFRA Emissions Factor Toolkit to estimate the additional pollutant emissions from a proposed development and the latest DEFRA IGCB Air Quality Damage Costs for the specific

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					pollutant of interest, to calculate the resultant damage cost. The calculation process includes:"
71219	Claire Holman	Hoare Lea on behalf of Barwood	This approach of using the damage cost calculator to determine the amount of mitigation has been adopted by a small number of local authorities. Whilst we are not aware of any appeals relating to its use, there is increasing litigation regarding air quality in the Courts, often brought by residents groups opposing new development. There is a risk therefore, that this approach may be challenged in the future. It is recommended that it is not used to identify the mitigation measures. Mitigation measures should be identified for a development taking into account the predicted impact of the development on local air quality, and the likely impact of the mitigation measure.	As above, the damage costs calculation will be used to guide the scale and nature of mitigation. The likely impact of the mitigation proposed will need to be demonstrated. Where adverse impacts cannot be mitigated, the application should be refused.	N/A
71219	Claire Holman	Hoare Lea on behalf of Barwood	The SPD gives examples of mitigation measures are presented for each type of development. It would be useful at the start of each Table to make it clear that for Type 1 development only Table 3 applied, for Type 2 developments both table 3 and 4 apply, and for Type 3 developments Tables 3. 4 and 5 all apply. Although this is stated in the text surrounding the tables, readers may miss it.	This is already shown in Table 1 on Page 23 and Figure 1 on Page 25.	N/A

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71219	Claire Holman	Hoare Lea on behalf of Barwood	Type 1 Mitigation (Table 3) Minor Development This sets out the requirements for electric vehicle charging points for residential, commercial/retail and industrial developments. For example, this requires one charging point for dwelling with dedicated parking or one charging pointer per 10 spaces.	Noted	N/A
71219	Claire Holman	Hoare Lea on behalf of Barwood	Type 2 Mitigation (Table 4) Medium Development Most of the measures in this table are transport measures designed to support the use of monitored transport plans, public transport, cycling and walking. The only mitigation measures directly addressing air quality are those that encourage the use of low emission and electric vehicles. It should be made clear that the same transport measures can be used to mitigate transport and air quality impacts.	Noted – Mitigation proposals should be accompanied by evidence to show the likelihood of the proposals mitigating the impact in air quality terms.	N/A
71219	Claire Holman	Hoare Lea on behalf of Barwood	Type 3 Mitigation (Table 5) Major Development The measures in Table 5 are under a heading “off-set mitigation”. It is unclear what these means in this context. If it is a financial contribution it is important given the recent judicial Reviews that the measures are directly related to the impacts of development. A financial contribution for example, to an ‘Air Quality Monitoring Programme’ is not mitigation. The local authority has a statutory duty to review and assess air, and new development should not be used to support a local authority’s statutory duties.	Noted – Type 3 measures will be used to mitigate / offset air quality impacts related to development. Monitoring and assessment programmes may be needed, however, to determine the effectiveness and feasibility of proposed measures or the success of measures implemented by a developer.	N/A

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71219	Claire Holman	Hoare Lea on behalf of Barwood	5.5 Specific issues The draft SPD includes minimum standards for heating plant. These are the same as used in the 2014 London Supplementary Planning Guidance on Sustainable Design & Construction.	Noted	N/A
71219	Claire Holman	Hoare Lea on behalf of Barwood	5.53 Standby/ backup power generation It would be useful to include a statement that the air quality assessment should consider both the long term and short term impacts, and that the assessment should use the maximum number of hours per year that it will operate. Consideration should be given to including a condition to the planning permission restricting operation to the number of operational hours included in the assessment.	Agreed	Amend wording of Section 5.53 as follows: “All standby/back-up power generation applications will require a full air quality assessment to assess the acceptability of the site for such a scheme. Any assessment shall consider both the short and long term air quality impacts of the proposed standby/back up power generation scheme, and shall specify the maximum number of hours per year

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					that it will operate.”
71219	Claire Holman	Hoare Lea on behalf of Barwood	<p>5.55 Mechanical ventilation</p> <p>This section is too prescriptive requiring sensitive development, to be at least 20m from the kerb, with the arrangement of living space to afford separation from a pollutant source. This is again too prescriptive. This should only apply where an air quality objective is predicted to be exceeded. The use of mechanical ventilation to protect users of a development should not be dismissed out of hand. In the planning balance it might be better to have housing with mechanical ventilation than no housing.</p>	Noted - This is intended for areas of poor air quality thus locations where air quality objectives are predicted to exceed. These are listed as considerations rather than mandatory requirements. Professional judgement and discussion with the applicant will be used to determine acceptability of schemes within AQMAs.	N/A
71218	Jasbir Kaur	Warwickshire County Council	The County council has been engaged and contributed to the development of this SPD. Therefore, we support the SPD.	Noted	N/A
71217	Elaine Kemp	TidCom Group, Hatton Park Residents	<p>The air quality in the County of Warwickshire has been documented as having one of the highest levels of pollution in the country.</p> <p>Our county is surrounded by M40/M42/M6/M5/M45 and with recent press coverage that there has been an increase of 2.5 million additional cars on the roads in the last five years, it clearly shows that WDC are truly out of touch in monitoring the severe high levels of pollution being added to this county, which is totally unsustainable.</p>	Noted. The aim of the SPD is to give greater weight to considering air quality impacts and appropriate mitigation in all new developments across the district.	N/A

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			<p>Warwickshire has also the highest rate of Asthma diagnosis amongst youngsters in the country.</p> <p>As a sufferer myself of bronchiectasis which has been the result of living near to the M40 since it was built , clearly shows that there are many other suffers with respiratory conditions caused by heavy pollution being dispersed in now rural surroundings as well as towns and villages.</p>	The SPD once adopted, would apply to consideration of planning applications in both the urban and rural areas.	N/A
71217	Elaine Kemp	TidCom Group, Hatton Park Residents	Also we would question any information that states pollution levels meet current standards in this district. The current rate of houses being built adds further pollution to residents lifestyle. Construction traffic dominates the projects for a year. Residents have to deal with dust and additional pollutants in the atmosphere, from cement mixers, running engines and the list is endless.	Noted. The aim of the SPD is to give greater weight to considering air quality impacts and appropriate mitigation in all new developments across the district. The draft also seeks to mitigate the impacts at the construction phase.	N/A
71217	Elaine Kemp	TidCom Group, Hatton Park Residents	We would like to ask about the monitors placed on the A4177 and Ugly Bridge road back in July 2017. Which were logged for just 36 hours? We would question the ability of getting a true reading when this exercise was conducted in the school holidays and the levels of traffic were lower than they would be in normal term time.	This query does not directly relate to the draft policy within the SPD. Monitoring queries have been forwarded to the Environmental Health team.	N/A
71217	Elaine Kemp	TidCom Group, Hatton Park Residents	Transport quite regularly comes to a grinding halt within the vicinity of Hatton Park, which was the case two weeks ago when traffic was gridlock from Hockley Heath to Leamington following a	Noted. The SPD aims to re-affirm the principle of the district as an emission reduction area.	N/A

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			<p>major fire on North and southbound of the M40 near Henley in Arden.</p> <p>Morning traffic from 7.30 - 9 am is at a standstill most days while queuing down the A4177 into Warwick. Residents all around are breathing in obnoxious air pollution from the exhaust fumes.</p>		
71217	Elaine Kemp	TidCom Group, Hatton Park Residents	More houses means more cars means higher pollution, as it will take another two decades to address all cars becoming electric .	Noted. The SPD aims to re-establish the principle of the district as an emission reduction area. It sets out an assessment and mitigation framework.	N/A
71217	Elaine Kemp	TidCom Group, Hatton Park Residents	<p>The only way to reduce pollution is stop decimating the green belt area.</p> <p>Trees are being cut down when there should be more Planted to help keep the air cleaner.</p>	Noted. The SPD aims to re-establish the principle of the district as an emission reduction area. It sets out an assessment and mitigation framework for new developments within the district. It also highlights the role of green infrastructure.	N/A
71217	Elaine Kemp	TidCom Group, Hatton Park Residents	<p>I feel very sorry for the next generation who will not thank us for the way in which we have left this planet, by over populating small areas with thousands of houses which equate to more cars on the road.</p> <p>2.5 million more cars on the road in just 5 years sends out a clear message to WDC in the way they address air pollution for the next 40 years.</p>	Noted. As above.	N/A
71216	Jessica Evans	Barton Wilmore on behalf of Stoford Developments	Stage 1 - Development Type Classification Table 2 (Additional Trigger Criteria for Major Developments) is generally in accordance with IAQM guidance on the assessment of traffic	This can be addressed by providing clarification in a separate construction and demolition section in the SPD	Insert new section on construction and demolition activities after

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		Limited	impacts and other Air Quality/Low Emissions Strategies that have been published to date. However, it is considered that the inclusion of demolition and construction criteria is not commensurate with the impacts. Construction and demolition will be associated with fugitive dust generation, which can be mitigated by standard construction techniques. The fact that a development involves demolition and construction may not be related to the level of traffic generated and therefore the need for operational mitigation.		other types of mitigation.
71216	Jessica Evans	Barton Wilmore on behalf of Stoford Developments Limited	Stage 3 - Mitigation This section refers to Paragraph 152 of the previous NPPF (March 2012), so needs to be updated to refer to Paragraph 32 of the Revised National Planning Policy Framework (NPPF) (July 2018).	Agreed.	Update section 3 reference to the updated NPPF (July 2018)
71216	Jessica Evans	Barton Wilmore on behalf of Stoford Developments Limited	Table 3 (Type 1 Mitigation) lists out a series of mitigation measures related to electric vehicle charging. Stoford Developments Limited agree with the phasing of EV charging points for industrial development. However, they do not agree that rapid chargers should be provided for industrial development. The parking time for rapid chargers is limited to one hour and this is not practical to enforce on employees that are parking there for longer periods (i.e. for a full working day). It is also not clear what is meant by 'All charging units shall be installed where practical' and we request that	Noted - Rapid chargers should be considered at commercial developments – in a retail situation, a rapid charging facility may be appropriate for customers that only spend an hour or two visiting the premises. In an office situation where there is predominantly staff parking with limited vehicle turnover, a rapid charger may not be appropriate. However, table 3 only refers to 'considering' rapid charging unit in industrial developments. Infrastructure	N/A

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			this is clarified.	will need to be fit for purpose, and where considered inappropriate, rapid charging units may not be sought. The reference to installation of charging points where practical links back to policy TR2 (d).	
71216	Jessica Evans	Barton Wilmore on behalf of Stoford Developments Limited	For Type 1 Mitigation, Stoford Development Limited welcome the inclusion of green infrastructure and planting where it can be shown that it will reduce exposure from air pollution.	Noted.	N/A
71216	Jessica Evans	Barton Wilmore on behalf of Stoford Developments Limited	It is considered that Table 3 relates to Type 1 Mitigation for Minor Development. Table 3 identifies that Construction Environmental Management Plans (CEMPs) should be incorporated into Medium and Major developments. On this basis, a CEMP is not applicable to Minor development and should therefore be omitted from Table 3.	Agreed	Omit CEMP from table 3. Create a section subheading for construction and demolition mitigation.
71216	Jessica Evans	Barton Wilmore on behalf of Stoford Developments Limited	<p>Table 4 (Type 2) Mitigation lists out a series of mitigation measures including: monitored Travel Plan; measures to support public transport infrastructure and promote use; and measures to support cycling and walking infrastructure. Stoford Development Limited support these measures through their development schemes.</p> <p>Table 4 also sets out commercial development-specific measures. Given that commercial/retail is set out separately to industrial development in Table 3, we presume that commercial</p>	<p>Noted</p> <p>Need to clarify this to <u>include</u> industrial developments</p>	<p>N/A</p> <p>Clarify Table 4 as follows: "Commercial and</p>

Ref	Name	Company/Organisation	Comment	Response	Amendment
			development in Table 4 does not include industrial development. Therefore, we request that this is clarified in Table 4.		Industrial development specific:"
71216	Jessica Evans	Barton Wilmore on behalf of Stoford Developments Limited	<p>Section 106 Agreements and the Community Infrastructure Levy (CIL)</p> <p>This section refers to Paragraph 203 of the previous NPPF (March 2012) so needs to be updated to refer to Paragraph 56 in the Revised NPPF (July 2018). In line with this national guidance, Stoford Developments Limited support the approach to Section 106 Agreements and consider contributions should be:</p> <ul style="list-style-type: none"> • Necessary to make the development acceptable in planning terms; • Directly related to the development; and • Fairly and reasonably related in kind and scale to the development. 	Noted and agreed.	Update this section to refer to the updated NPPF (July 2018)
71215	Victoria Geffert	Warwickshire County Council (Senior Transport Planner)	The Warwick District Council draft Air Quality Supplementary Planning Document mentions ultra-low emission buses but this can include a diesel Euro VI as a minimum standard. Should we start pushing for all-electric buses, which are zero emission?	Noted - The preference would be for all-electric buses; however, the relevant charging infrastructure would first need to be in place before this could be routinely requested.	N/A
71214	Robert Nash	Royal Leamington Spa Town Council	The SPD is welcomed and represents an important document to be used in conjunction with other Planning Policies to achieve an acceptable balance between the need for development and environmental protection.	Noted	N/A
71214	Robert Nash		Measures to seek financial compensation through the use of Section 106 Agreements, where mitigation measures cannot be integrated	Noted	N/A

Ref	Name	Company/Organisation	Comment	Response	Amendment
			into a planning proposal, are welcomed.		
71214	Robert Nash	Royal Leamington Spa Town Council	The SPD does not indicate a time span or date for review. Given the pace of technological change in terms of both vehicles and societal attitudes, it is suggested that a review is conducted no later than on the fifth anniversary of the SPD adoption	Noted. The SPD should indeed be updated to reflect technological advances. Given that this document is an SPD, this is likely to be linked to policy changes also. It is therefore difficult to specify a review trigger/timescale at this time.	N/A
71214	Robert Nash	Royal Leamington Spa Town Council	It is pleasing to see a Section (5.56) devoted to “green infrastructure”. Whilst there remains some conflicting evidence on the benefits of the green environment to managing air quality, the Town Council firmly endorses the principles within the District Council Green Spaces Strategy and advocates the retention of trees within the sites of future developments wherever possible. Where trees need to be removed there should be compensatory planting elsewhere within the same site.	Noted and agreed.	Include reference to retaining existing trees in developments, and where necessary replacing them (see also rep 71221 above in respect of a similar comment).
71213	Rodney King	Cycleways	P8, para2 – <i>The guidance establishes the principle of Warwick District as an emission reduction area and requires developers to use reasonable endeavours to minimise emissions and, where necessary, offset the impact of development on the environment.</i> This statement would benefit by being specific and measurable.	Each case has to be determined on its planning merits. In respect of air quality this will depend on the type and scale of development and its location within the district.	N/A
71213	Rodney King	Cycleways	P8 - Sets out the WDC’s objectives, however, objectives need to be measurable, incorporating terms such as: Define, List, Measure, State, etc.	As above	N/A
71213	Rodney King	Cycleways	P6 – Sustainable Development, (SD), needs to be defined, it is used in line 3 of para1, p8	Sustainable development and the achievement thereof, is set out on page	N/A

Ref	Name	Company/O rganisation	Comment	Response	Amendment
				5 of the NPPF – the national tier of planning policy which all other local policies expand upon.	
71213	Rodney King	Cycleways	P15 – reference to particulates: The underlying feature of vehicle particulates is that they are toxic. As a DEFRA study noted, <i>There is no known safe level for exposure to particulate matter, it is not appropriate to rely solely on the use of air quality objectives¹.</i> The hazard of particulates is of particular relevance to children, hence high levels of traffic adjacent to schools are of significant concern.	Agreed. The draft SPD acknowledges the impact of particulate matter on health on page 15.	N/A
71213	Rodney King	Cycleways	P17, 181, AQMAs and Clean Air Zones. Within this context it is worth noting the experience from London. Evidence that Low emission zones, LEZs, work is mixed.....Three years after the introduction of the London scheme, there was no evidence of improvement in air quality.	Noted.	N/A
71213	Rodney King	Cycleways	P17, 102 It would be more prescriptive to state, <i>Transport issues <u>must</u> be considered</i> . Likewise, it would be helpful to define what the <i>transport issues</i> are.	Page 17 of the draft SPD quotes paragraphs from the National Planning Policy Framework. It would not therefore be appropriate to amend these in the SPD.	N/A
71213	Rodney King	Cycleways	P18, 103 Within the context of sustainable development, it would be useful to <u>state</u> the transport modes.	Page 18 of the draft SPD quotes paragraph 103 of the NPPF.	N/A
71213	Rodney King	Cycleways	TR1, p21, Access and choice, p28, Table 4 – Type 2 Mitigation, and p29 Table 5 – Type 3 Mitigation	Noted and agreed. However as a land use planning tool, there are limitations to what and SPD can achieve.	N/A

¹ 2nd Report produced by the Air Quality Expert Group, 2005, for DEFRA

Ref	Name	Company/Organisation	Comment	Response	Amendment
			<ul style="list-style-type: none"> • Policies to support and deliver walking and cycling need to include measure that will bring about <i>behaviour change</i>, as well as the high standard of physical infrastructure required. • Behaviour change needs to start at the front door when designing for the provision of attractive options for walking and cycling. Thus, <i>streets within housing developments should be safe and attractive places to walk or cycle, to encourage a shift away from car based travel.</i>² • Car parking should be located away from the house. • For cycling, secure and accessible undercover cycle storage should be provided close to the house. • The workplace destination should 	<p>Agreed. This is specifically addressed in Local Plan policies SC0 and BE1, and other best practice guidance. Layout and street design are outside the scope of this SPD.</p> <p>Car parking is addressed specifically in the adopted Parking SPD.</p> <p>Agreed. This is specifically addressed in the adopted Parking SPD, and falls within the mitigation suggested in table 4.</p> <p>As above, this matter is specifically addressed in the adopted Parking SPD, and included in the mitigation suggested in table 4.</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>

² Ch 5, p60, Cherwell Design Guide, www.cherwell.gov.uk

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			<p>provide similar storage, plus changing and wash/shower facilities, along with clothes lockers. Such arrangements should be part of a planning condition on new employment centres.</p> <ul style="list-style-type: none"> Residential areas should be connected to places of work, leisure, shopping etc, with a network of good quality cycle routes. 	Agreed. This is covered by other design and layout policies including those sited above, and other best practice guidance. It is not within the scope of this SPD.	N/A
71213	Rodney King	Cycleways	<p>Other information and guidance, The Copenhagen Reverse Traffic Pyramid³ Lynn Sloman – A nationally recognised expert in design and evaluation of sustainable transport investment programmes⁴. London Cycling Design Standards⁵,</p>	Noted	N/A
71212	Elaine Dixon	Individual	I have looked through the supplementary planning document & the Annual Status Report. I am encouraged to see the council is working to address the high pollution levels in our area.	Noted	N/A
71212	Elaine Dixon	Individual	I should like to know if an evaluation has been undertaken on the A4177 Birmingham Road by Hatton Park? As I am sure you are aware during the peak travel hours traffic is often stationary or	Noted. This does not directly relate to the draft policy in the SPD. A response to this question has been sent separately.	N/A

³ Introduction, Healthy Travel Choices in Warwickshire, 2016, WCC

⁴ lynn@transportforqualityoflife.com

⁵ London Cycling Design Standards, Transport for London, www.tfl.gov.uk

Ref	Name	Company/Organisation	Comment	Response	Amendment
			slow moving. I can see the report mentions site W68 Birmingham Road but I couldn't see it in the street maps & I wondered if it was a monitor by the A46?		
71211	Jacqui Salt	Natural England	Whilst we welcome the opportunity to give our views, the topic of the SPD does not appear to relate to our interests to any significant extent. We therefore do not wish to comment.	Noted	N/A
71210	Eri Wong	Highways England	Highways England has been appointed by the Secretary of State for Transport as strategic highway company under the provisions of the Infrastructure Act 2015 and is the highway authority, traffic authority and street authority for the Strategic Road Network (SRN). It is our role to maintain the safe and efficient operation of the SRN whilst acting as a delivery partner to national economic growth. We have reviewed the consultation document provided. Given the distance of the SRN to the locations that it specifies, we can confirm that the plans and policies set out within the Draft Air Quality Supplementary Planning Document are unlikely to have implications for the continued safe operation and functionality of the SRN. We welcome the opportunity to provide comments to this consultation, and support the sustainable development principles contained within the Air Quality SPD, but have no comments to make on its contents.	Noted	N/A
71209	Ian Dickinson	Canal and River Trust	In Chapter 5, Table 4 sets out the range of measures identified as Type 2 mitigation and	Acknowledged. The canal towpaths could fall within the category of	N/A

Ref	Name	Company/Organisation	Comment	Response	Amendment
			includes measures to support cycling and walking infrastructure. The Trust manages some 37km of canals across the district, passing through both rural and urban areas. The canal towpath can provide a sustainable, traffic-free environment for walking and cycling for accessing services and facilities or for leisure and recreation. In order to fully realise the potential of canal towpaths to fulfil this role and contribute to reducing reliance on private motor vehicles for journeys, it is important to ensure that they are, and will remain, in good condition, and that they are as accessible as possible to the widest range of people.	supporting cycling and walking infrastructure.	
71209	Ian Dickinson	Canal and River Trust	The Trust considers that it is reasonable and justified to consider improvements to canal towpaths, whether in the form of upgrading towpath surfaces or improving access arrangements, as being appropriate mitigation measures that developers could be required to contribute towards. We suggest that reference to this could be included within the SPD as an example of appropriate Type 2 mitigation	It is considered that the general mitigation principle outlined above is capable of including canal towpaths, and this is therefore sufficiently incorporated. Clearly each planning application and any improvements to be made have to be considered on a case by case basis. In singling out towpaths might set a precedent for other types of routes or infrastructure, which could make this SPD unwieldy.	N/A
71208	Matthew Benson	Hitchman Stone Architects	We have completed a few developments now with a Low Emission Strategy and are used to the process. We note the additional triggers proposed for a Major Development.	Noted	N/A
71208	Matthew Benson	Hitchman Stone Architects	Mitigations On the projects that we have completed we have	The emissions calculations/damage	N/A

Ref	Name	Company/Organisation	Comment	Response	Amendment
			<p>incorporated mitigations as outlined in the AQA Addendum, not all of them can be adopted on each project and we have to balance the needs/operation of the end user with the requirements of the AQA Addendum. Paragraph 5.3 states that "mitigations/compensation measures are to be equivalent to the value of their emissions calculation". Is this going to apply to ALL developments in of Minor/Medium/Major Classification?, or just Major as at present?.</p> <p>We note that for Type 1 mitigations (Table 3) the proposals are expanded and include rapid charging units to be incorporated to commercial/retail and industrial developments.</p> <p>We note that for Type 2 mitigations (Table 4) measures to support public transport infrastructure and promote its use, measure to support cycling/walking infrastructure and measures to support an electric vehicle plan are included. We envisage that these would require and a section 106 or equivalent agreement with the developer.</p> <p>We note that for Type 3 mitigations (Table 5) it is proposed to add CAZ, LEZ and LES operations, again no doubt this would need to be conditioned or part of a section 106 or equivalent agreement. It also proposes a plugged in development and demonstration scheme which</p>	<p>costs will apply to Major developments only. This is intended to guide the scale and kind of mitigation needed, though such mitigation will need to demonstrate how it is likely to address the impact of development in air quality terms.</p> <p>Noted.</p> <p>Noted. The use of conditions and obligations is addressed in paragraph 5.57.</p> <p>Noted. The mitigations in the tables are given as examples. It is accepted that the appropriateness of different mitigation measures will need to be considered on a case by case basis, as will the mechanisms by which they can</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>

Ref	Name	Company/Organisation	Comment	Response	Amendment
			could encourage the use of green vehicles. Infrastructure for low emission, alternative fuels for service vehicles, refuse collections and community transport services is more difficult to achieve depending on the development.	be secured. Mitigation measures proposed should be accompanied by evidence of the likely effect in addressing the impacts.	
71208	Matthew Benson	Hitchman Stone Architects	The proposal to add NRMM controls (Table 6) also seems to be unworkable as this is proposed to be included in Construction Environmental Management Plan, which will no doubt be a conditions/section 106 agreement or equivalent to be attached to any planning application. The onus then falls on the contractor to ensure that equipment they use meets the standard. Who is going to ensure this is being complied with?, and what penalties would they face if caught in breach of the condition/S106?.	NRMM controls will be managed through construction management plans which will be required by a planning condition as necessary. The contractor will be required to provide documentation with the construction management plan such as statements of conformity to demonstrate that the plant complies with the NRMM requirements. If the plant on the development site differs from those provided in the construction management plan, it will be a breach of planning control and enforced accordingly if it does not meet the relevant standards.	N/A
71208	Matthew Benson	Hitchman Stone Architects	With regard to the new AQMA zones in Warwick and Kenilworth. Have sufficient traffic management schemes been considered?. These areas do suffer from serious peak hour traffic congestion, however at quiet times traffic congestion could probably be eased with better controls to traffic light sequences to ensure that at quiet times the traffic can flow more freely.	Noted – though this is beyond the scope of what the SPD can achieve.	N/A
71223	Dan	Marrons on	3. Provision of charging points on unallocated	As this comment notes, p27 identifies	N/A

Ref	Name	Company/Organisation	Comment	Response	Amendment
	Robinson-Wells	behalf of Hallam Land Management and William Davis	<p>parking spaces is not accordance with TR1</p> <p>One of the Type 1 mitigation examples provided includes 1 vehicle charging points for every 10 unallocated spaces. However, Local Plan policy TR1 is clearly states that the provision of charging points should only be considered, where practical, where development proposals include the provision of off street charging.</p> <p>In addition, whilst the SPD states that all the mitigation measures are only examples, there is concern that these will become standards. If they were to be applied in practice as such it would go beyond the remit of an SPD as it would be setting policy requirements. Legal judgements have confirmed that SPDs cannot set policy, which should be tested through a DPD examination process nor be used to amend plan policy to address new evidence. For instance see William Davis Ltd & Ors v Charnwood Borough Council [2017] EWHC 3006 (Admin) (23 November 2017).</p>	<p>that the suite of measures included in the mitigation tables; specifically Table 3 in this instance; are examples. It is identified that they can be adapted for particular locations and needs as identified.</p> <p>It should also be noted that this type of mitigation is identical to that in the existing Low Emission Strategy Guidance for Developers (2014), and given the objectives of the SPD, it is considered perverse to give examples lower than the Council has previously encouraged.</p> <p>Local Plan policy TR1 is specific about <u>off street</u> parking, however this does not preclude additional provision where this is practicable. It should also be noted that there is a subtle difference between 'off-street' parking (as specified in the Local Plan) and 'unallocated parking' as defined in the example mitigation measures (and indeed in the adopted Parking Standards SPD). Unallocated parking spaces might not be exclusively accommodated on street – i.e. they could be off-street.</p>	

Ref	Name	Company/Organisation	Comment	Response	Amendment
				Some developments can include unallocated off street parking where EV charging infrastructure could be provided i.e. office accommodation, residential flats/apartment buildings.	
71222	Dan Robinson-Wells	Marrons on behalf of Hallam Land Management and William Davis	<p>The approach to mitigation in accordance with Local Plan policy TR2</p> <p>Local Plan Policy TR2 states the following: "Any development that results in significant negative impacts on air quality within identified Air Quality Management Areas or on the health and wellbeing of people in the area as a result of pollution should be supported by an air quality assessment and, where necessary, a mitigation plan to demonstrate practical and effective measures to be taken to avoid the adverse impacts."</p> <p>On the basis of the above policy only development that results in significant negative impacts should require mitigation.</p> <p>The principle of only significant impacts being assessed is set out in the NPPG: "When deciding whether air quality is relevant to a planning application, considerations could include whether the development would: Significantly affect traffic in the immediate vicinity of the proposed development site or further afield. This could be by generating or increasing traffic congestion; significantly</p>	<p>The draft SPD clearly sets out in table 1 the categorization of development types, and demonstrates that the level of assessment and mitigation required is proportionate to these categories. In line with policy TR2, the SPD requires an Air Quality Assessment where the impact is deemed to be significant, as well as appropriate and proportionate mitigation measures falling within types 1, 2 and 3.</p> <p>Policy TR2 does not preclude consideration and mitigation of air quality impacts where that impact is not concluded on its own to be significant. Indeed the final sentence of policy TR2 requires full consideration of the cumulative impacts of all development on traffic generation and air quality.</p> <p>Furthermore, the explanatory text associated with local plan policy TR2 (most notably paragraph 5.50) sets out that all development proposals which</p>	N/A

Ref	Name	Company/Organisation	Comment	Response	Amendment
			<p>changing traffic volumes, vehicle speed or both; or significantly altering the traffic composition on local roads. Other matters to consider include whether the proposal involves the development of a bus station, coach or lorry park; adds to turnover in a large car park; or result in construction sites that would generate large Heavy Goods Vehicle flows over a period of a year or more."</p> <p>NPPG 005 Reference ID: 32-005-20140306</p> <p>Furthermore, the NPPG is clear that the purpose of mitigation is to prevent "unacceptable" risks.</p> <p>"Mitigation options where necessary will be locationally specific, will depend on the proposed development and should be proportionate to the likely impact. It is important therefore that local planning authorities work with applicants to consider appropriate mitigation so as to ensure the new development is appropriate for its location and unacceptable risks are prevented. Planning conditions and obligations can be used to secure mitigation where the relevant tests are met."</p>	<p>generate traffic movements should demonstrate how they have addressed the three stage process set out in the Low Emission Strategy Guidance (2014). This SPD is effectively an evolution of that document (it will supersede it) and includes the same three stage process of classification, assessment and mitigation.</p> <p>In summary therefore, it is concluded that the SPD is aligned with the policy intentions of TR2.</p>	
71222	Dan Robinson-Wells	Marrons on behalf of Hallam Land Management and William	<p>2. It is unclear and significant impacts are not defined</p> <p>As noted above, significant impacts are not defined in the SPD. However for Major</p>	Under the three stage process in the SPD, it is set out that mitigation has to be proportionate to the impact of a development proposal, albeit that cumulative impacts with other	N/A – see earlier representation regarding damage costs.

Ref	Name	Company/Organisation	Comment	Response	Amendment
		Davis	<p>developments at the assessment stage, a damage costs calculation is required. Concern is raised that the Council will require compensation or mitigation for mitigation for proposed development undertaking this exercise irrespective of whether overall the impact is deemed significant.</p> <p>Furthermore, paragraph 5.4 suggests that only WDC can assess the significance and acceptability of a development proposal, based on local air quality knowledge and cumulative impacts. This statement is not considered an appropriate response in a supplementary planning document which is meant to expand upon development plan policies and provide clear guidance as to what may or may not be acceptable. In addition, the methods for assessing cumulative impacts exist, and data in relation to existing, committed and planned development sufficient for assessment.</p>	<p>commitments have to be considered as well in line with local plan policy TR2. As noted above, it is recommended that the relationship of damage costs and mitigation be clarified. Therefore damage costs will assist WDC as a guide to the scale and nature of mitigation required. It must however be demonstrated that any mitigation proposed is likely to specifically address the assessed impact on air quality.</p> <p>This was not the intention of paragraph 5.4, and therefore it is suggested that the paragraph be reworded. The paragraph should indicate that WDC will consider all material considerations when determining the acceptability of a scheme. This may include consideration of the proposals in the context of local air quality knowledge and cumulative impacts of schemes.</p>	Amend paragraph 5.4 as outlined.
71230	Lee Osborne	FSB	Our response focuses on a number of key principles that should be considered by Local Authorities in relation to small businesses when developing measures to tackle air pollution. Supporting small businesses in tackling air pollution	Noted	N/A

Ref	Name	Company/O rganisation	Comment	Response	Amendment
			<p>* The FSB understands that improving our air quality in urban areas, is a complex issue and requires the joint action of Government and local authorities. One of the most significant challenges is the build-up of nitrogen dioxide concentrations around some local roads.</p> <p>In response to this policy development the FSB released its report 'Clearing the Air: Supporting small businesses in tackling air quality in England (November 2017). The report is designed to help Government and local authorities to understand the diverse small business audience in relation to development of policies designed to tackle air pollution. The report is available here and we have highlighted some of the main recommendations in our response.</p>		
71230	Lee Osborne	FSB	Engagement with the small business community is key when developing guidance and we are therefore grateful for the opportunity to respond to this consultation on planning guidance and the designation of five air quality management areas.	Noted. However, the SPD does not designate the AQMAs, it makes reference to them in respect of how planning decisions should respond to the air quality context. The AQMAs are already defined through separate processes.	N/A
71230	Lee Osborne	FSB	Despite widespread concern about the issue, it is important to note that air quality is improving nationally. By 2022 only 10 local authorities in England are forecast to still be in breach of air quality limits, even without the addition of new remedies. In the consultation guidance it states that air quality management areas established do not breach Air Quality Objectives.	Noted	N/A

Ref	Name	Company/O rganisation	Comment	Response	Amendment
71230	Lee Osborne	FSB	However it is acknowledged that fine particulate matter levels have a significant impact on health across the district and reductions will still bring health benefits to the local population. As a result we would welcome regular assessment of measures to determine whether proposed mitigation measures are proportion or whether additional measures need to be included.	Noted - Addressed under our local air quality management responsibilities	N/A
71230	Lee Osborne	FSB	The document proposes a number of mitigation measures for minor, medium and high new developments against the threshold criteria. These must be fair and transparent allowing those in the areas affected to adapt to and take advantage of any new requirements. The impact on small businesses operating in the designated areas and those travelling into the areas and impacted by any new developments should be considered when determining mitigation measures. The FSB believes that WDC in planning requirements should ensure that important and small business trades and services are not being deterred from the designated areas and town centres.	Noted	N/A
71230	Lee Osborne	FSB	The mitigation measures for major new developments include the establishment of Clean Air Zones. Where these are proposed as part of the planning requirements the FSB believe there should be further engagement and to ensure that small businesses are fully account for as part of the development process. Businesses must be	Noted. These are given only as an example of the suite of mitigation measures which might be appropriate, and are not necessarily therefore a default requirement.	N/A

Ref	Name	Company/O rganisation	Comment	Response	Amendment
			given further fair opportunity to input and comment on proposals.		
71230	Lee Osborne	FSB	Any supplementary planning documents and guidance resulting from this consultation should be implemented and followed fairly and transparently by planning officers so that a consistent and proportionate approach is taken to any new development.	Noted and agreed	N/A

Warwick District Council

AIR QUALITY & PLANNING SUPPLEMENTARY PLANNING DOCUMENT

January 2019



Aims to assist in reducing air quality impacts of development.

This guidance has been developed in co-operation between Coventry City Council, Coventry & Warwickshire Public Health, Nuneaton and Bedworth Borough Council, Rugby Borough Council, Stratford District Council and Warwick District Council.

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Glossary

AADT	Annual average daily traffic flows
AIR QUALITY ASSESSMENT (AQA)	An assessment of the impact of a development on the levels of certain pollutants in the local area and the impact of pollution levels on future occupants
AIR QUALITY MANAGEMENT AREAS (AQMAS)	Areas where the air quality objectives are likely to be exceeded. Declared by way of an order issued under the Section 83(1) of the Environment Act 1995
AIR QUALITY OBJECTIVES	Air quality targets to be achieved locally as set out in the Air Quality Regulations 2000 and subsequent Regulations. Objectives are expressed as pollution concentrations over certain exposure periods, which should be achieved by a specific target date. Some objectives are based on long term exposure (e.g. annual averages), with some based on short term objectives. Objectives only apply where a member of the public may be exposed to pollution over the relevant averaging time
CLEAN AIR ZONES (CAZ)	Zone implemented by a local authority setting nationally set emission standards for vehicles. Non-charging zones can be implemented through policies covering bus and taxi emissions. Charging zones require non-compliant lorries and possibly vans to pay a charge to enter the zone
DAMAGE COSTS	Damage costs are a simple way to value changes in air pollution. They estimate the cost to society of a change in emissions of different pollutants
ENVIRONMENTAL IMPACT ASSESSMENT (EIA)	Assessment required for projects specified in Environmental Impact Assessment Directive. Governed by the Town & Country Planning (Environmental Impact Assessment) Regulations 2017
EU LIMIT VALUE	Legally binding pollutant concentration limit on Governments of EU Countries
EURO STANDARDS	European Emission Standard (progressively tightened emission standards for vehicles. Euro Standards for cars and small vans are stated in Hindu-Arabic numbers and HDVs in Roman numerals)
EXCEEDENCE	Concentrations of a specified air pollutant greater than the appropriate Air Quality Objective
EXPOSURE ASSESSMENT	An assessment of a development where residential accommodation or other relevant exposure is proposed and there is likely to be exposure to concentrations above the air quality objective levels.
HDV	Heavy duty vehicle (lorry or bus greater than 3.5 tonnes gross vehicle weight)
LAQM.TG (16)	Local Air Quality Management Technical Guidance (2018). This document provides national advice on how local authorities should assess air quality
LOW EMISSION STRATEGY (LES)	Overarching council strategy to integrate policies and practices to achieve year on year vehicle emission reductions, optimising opportunities for national funding assistance

LOW EMISSION ZONE (LEZ)	Council area in which emission standards apply for either road transport vehicles or power generation/industrial emissions. The council can set emission standards that differ in standard and scope from the Government requirements for implementing Clean Air Zones for vehicles
LDV	Light duty vehicle (car or small van less than 3.5 tonnes gross vehicle weight)
LIMIT VALUES/EU LIMIT VALUES	The maximum pollutant levels set out in the EU Daughter Directives on Air Quality. In some cases the limit values are the same as the national air quality objective, but may allow a longer period for achieving
MITIGATION	Mitigation measures will minimise, but not necessarily remove, the impact of or effect of poor air quality on a development
NATIONAL AIR QUALITY OBJECTIVES	See Air Quality Objectives
NATIONAL AIR QUALITY PLAN	Government Plan to improve roadside concentrations of nitrogen dioxide (July 2017)
NET POWER	The engine power in kw obtained on a test bench at the end of the crankshaft, or its equivalent, measured in accordance with the method of measuring the power of internal combustion engines specified in UNECE Regulation no.12
NON-ROAD MOBILE MACHINERY (NRMM)	Diggers, cranes, bulldozers, plant etc used on construction sites
NO₂	Nitrogen dioxide
NOx	NOx = nitrogen oxides, which includes nitric oxide and nitrogen dioxide. Most pollution sources emit nitrogen oxides primarily as nitric oxide. However, once in the atmosphere nitric oxide can be converted to nitrogen dioxide. Therefore, it is important to know the concentrations of both NOx and NO ₂
OFFSETTING	Measures which 'compensate' for anticipated increases in pollution in the area but not necessarily at the exact locality. This might be for example by funding more general measures in the air quality action plan
PM	Particulate matter
PM_{2.5}	Particulate matter with a diameter of 2.5 microns or less
PM₁₀	Particulate matter with a diameter of 10 microns or less
PART A1 AND A2 PROCESSES	Industrial processes which are regulated under the Pollution Prevention and Control (PPC) Regulations and subsequent Integrated Pollution Prevention and Control (IPPC) for emissions to all media (i.e. atmosphere, land and water)
PART B PROCESSES	Industrial processes which are regulated under the Local Air Pollution Control (LAPC) and Local Air Quality Pollution Prevention and Control (LAPPC) Regulations for emissions to air only
POINT SOURCES	Any single identifiable source of pollution from which pollutants are discharged, such as a pipe or chimney

POLLUTING DEVELOPMENT	A development which will directly or indirectly increase levels of relevant pollutants. This may include industrial processes but may also include developments which could cause increased traffic emissions
SENSITIVE DEVELOPMENT	A development which would allow users of the site to potentially be exposed to pollutants above the objective for the relevant period. For example, the introduction of a new residential development into an area where an air quality objective is already exceeded, would create the potential for the exposure of residents to poor air quality above the objective level. Incidentally, this type of development may also generate significant additional traffic flow and also be a polluting development

CHAPTER 1

Purpose of the guidance

Warwick District Council has to weigh up economic, social and environmental factors when deciding to grant or refuse planning permission or decide if conditions are required to achieve sustainable development. Air quality is a material consideration that planners are required to take into account when making their plans and when taking planning decisions.

In view of the air quality issues identified within the District, and the withdrawal of general planning guidance on air quality as part of the National Planning Policy Framework (NPPF), there is a need for local planning guidance on air quality. Warwick District Council has developed this guidance to assist developers. The guidance establishes the principle of Warwick District as an emission reduction area and requires developers to use reasonable endeavours to minimise emissions and, where necessary, offset the impact of development on the environment. It supersedes the Low Emission Strategy Guidance for Developers (2014).

This guidance aims to simplify the consideration of air quality impacts associated with development schemes and focus on incorporation of mitigation at design stage, countering the cumulative impacts of aggregated developments, providing clarity to developers and defining of sustainability in air quality terms.

The objectives of this SPD / Guidance are:

- Improve the consideration of air quality & health impacts in the planning process, in line with national / local policy and practice
- to help ensure consistency in the approach to dealing with air quality and planning in the district;
- to highlight the existing policy framework in the district, and emphasise the importance of air quality as a material planning consideration;
- to identify the circumstances where detailed assessments and/or low emission strategies will be required as part of planning applications;
- to provide guidance on measures that can be implemented to mitigate the potentially harmful impacts of new developments on air quality in the district;
- to provide guidance on the use of planning conditions and Section 106 obligations to improve air quality; and
- to encourage co-benefits of reducing Carbon and noise emissions

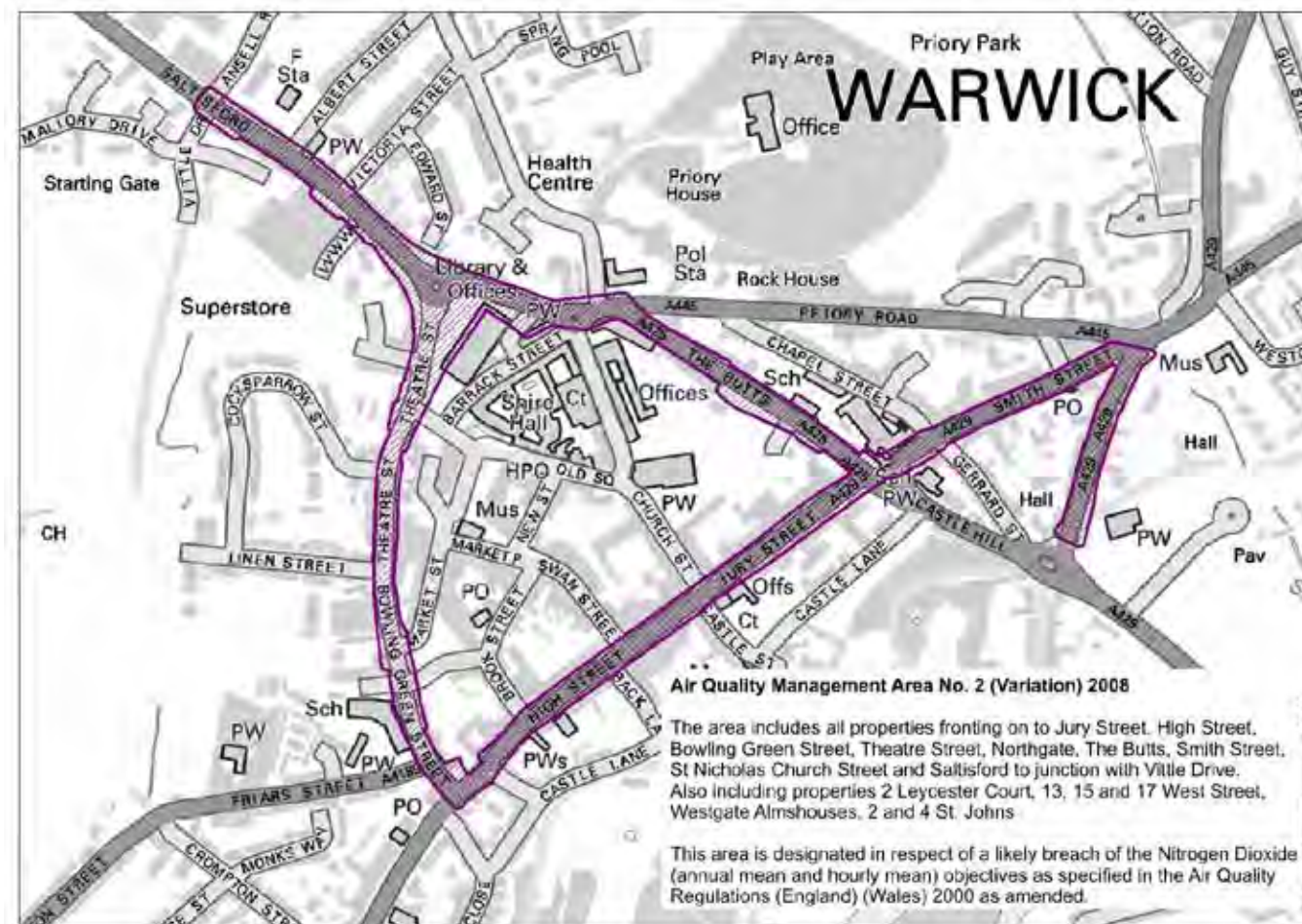
CHAPTER 2

Local Air Quality

Warwick District Council has designated five air quality management areas (AQMA) due to elevated annual average concentrations of nitrogen dioxide (NO₂). The AQMAs include Warwick Town Centre, Coventry Road (Warwick), Leamington Spa and two AQMAs in Kenilworth. These AQMAs are shown in Maps 1 to 5 respectively.

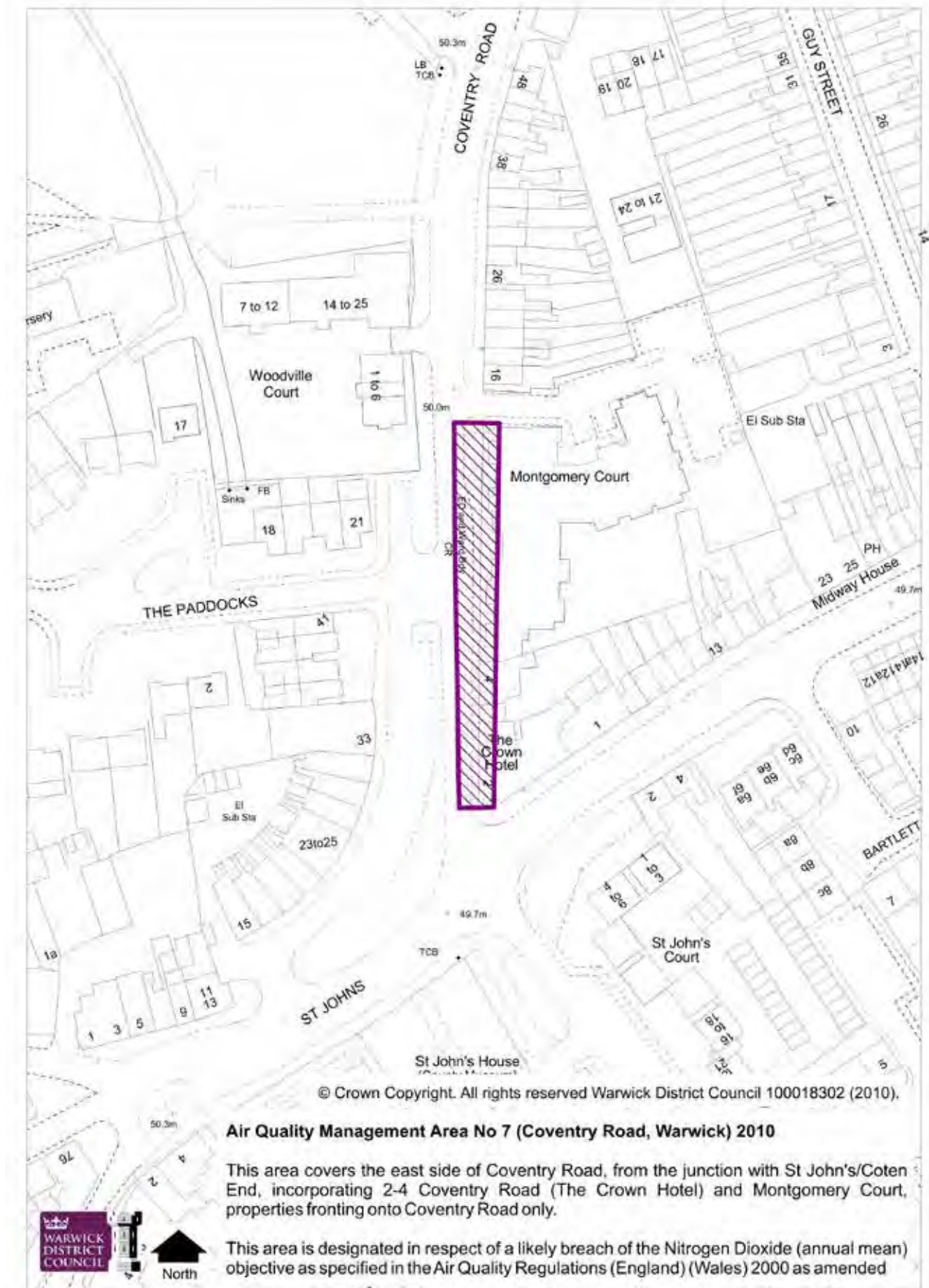
Further information on air quality in the Warwick district, including air quality monitoring data, can be found in our latest Annual Status Report¹. A copy of our current Air Quality Action Plan (AQAP) can also be found on the Council website¹

Map 1 – Warwick Town Centre Air Quality Management Area (AQMA)

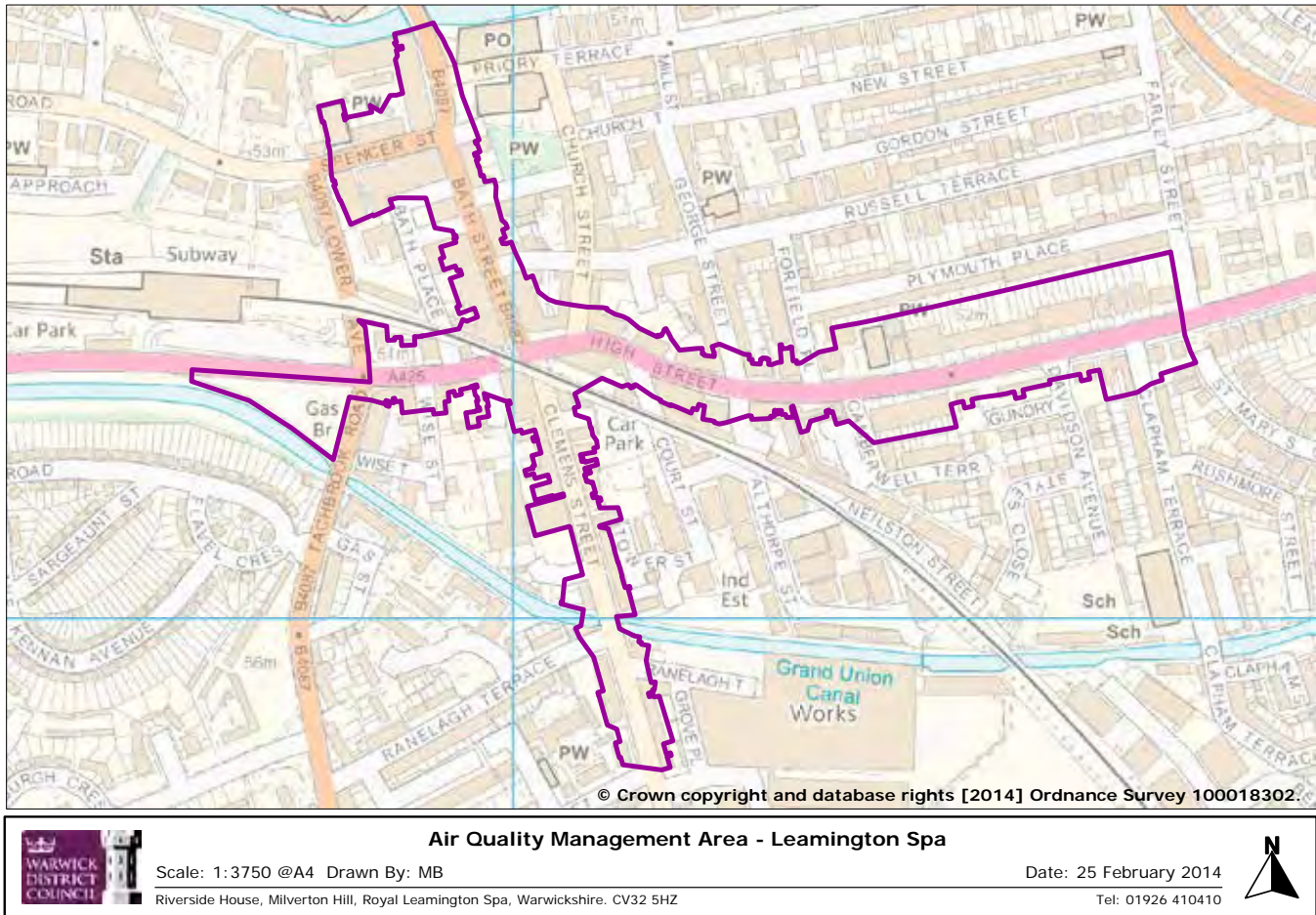


¹https://www.warwickdc.gov.uk/info/20505/air_pollution

Map 2 – Coventry Road Air Quality Management Area (AQMA)



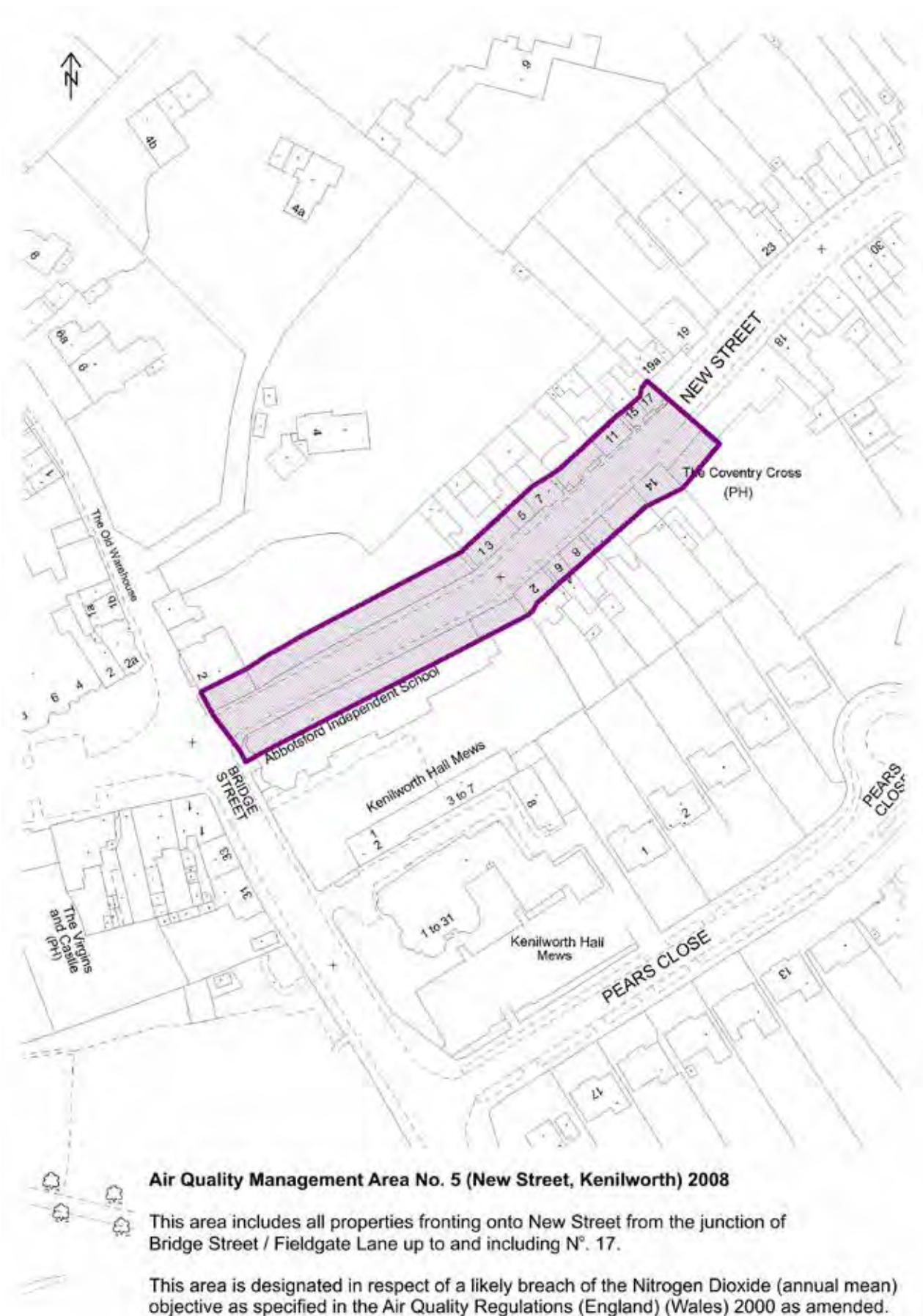
Map 3 – Leamington Spa Air Quality Management Area (AQMA)



Map 4 – Warwick Road, Kenilworth Air Quality Management Area (AQMA)



Map 5 – New Street, Kenilworth Air Quality Management Area (AQMA)



While levels of particulate matter (PM_{10}) in the district do not breach Air Quality Objectives it is acknowledged that fine particulate matter ($PM_{2.5}$) levels have a significant impact on health across the district and reductions in concentrations below EU Limit Value levels will still bring significant health benefits to the local population. The equivalent of around 1 in 20 deaths are estimated to be attributed to $PM_{2.5}$ concentrations accounting for 64 deaths (over 25s) and 694 associated life-years lost in 2010³.

For the purpose of improving air quality and health impacts in the Warwick district this guidance is concerned with achieving and maintaining compliance with Air Quality Objectives and with improving air quality further, particularly with respect to particulate concentrations.

³https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/332854/PHE_CRCE_010.pdf

CHAPTER 3

National Policy & Practice

3.1 National Planning Policy Framework

The National Planning Policy Framework (NPPF) 2018 sets out the overarching national policy objectives relating to air quality and development. Most notably, it emphasises that development should, wherever possible help to improve local environmental conditions such as air quality. The most relevant paragraphs in respect of air quality are set out below:

- 170** Planning policies and decisions should contribute to and enhance the natural and local environment by:
- e) preventing new and existing development from contributing to, being put at unacceptable risk from, or being adversely affected by unacceptable levels of soil, air, water or noise pollution or land instability. Development should, wherever possible, help to improve local environmental conditions such as air quality;
- 181** Planning policies and decisions should sustain and contribute towards compliance with relevant limit values or national objectives for pollutants, taking into account the presence of Air Quality Management Areas and Clean Air Zones, and the cumulative impacts from individual sites in local areas. Opportunities to improve air quality or mitigate impacts should be identified, such as through traffic and travel management, and green infrastructure provision and enhancement. So far as possible these opportunities should be considered at the plan-making stage, to ensure a strategic approach and limit the need for issues to be reconsidered when determining individual applications. Planning decisions should ensure that any new development in Air Quality Management Areas and Clean Air Zones is consistent with the local air quality action plan.

The following paragraph outlines the relationship between the planning process and the environmental permitting system:

- 183** The focus of planning policies and decisions should be on whether proposed development is an acceptable use of land, rather than the control of processes or emissions (where these are subject to separate pollution control regimes). Planning decisions should assume that these regimes will operate effectively. Equally, where a planning decision has been made on a particular development, the planning issues should not be revisited through the permitting regimes operated by pollution control authorities.

The following paragraphs recognise the impact of traffic on air quality and health and the benefits of sustainable transport modes

- 102** Transport issues should be considered from the earliest stages of plan-making and development proposals, so that:

- d) the environmental impacts of traffic and transport infrastructure can be identified, assessed and taken into account – including appropriate opportunities for mitigation and for net gains in environmental quality;

103 The planning system should actively manage patterns of growth in support of these objectives. Significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. This can help to reduce congestion and emissions and improve air quality and public health. However, opportunities to maximise sustainable transport solutions will vary between urban and rural areas, and this should be taken into account in both plan-making and decision-making.

- Expose people to existing sources of air pollutants. This could be by building new homes, workplaces or other development in places with poor air quality.
- Give rise to potentially unacceptable impact (such as dust) during construction for nearby sensitive locations."

The NPPG states that where a planning proposal, including mitigation, prevents sustained compliance with EU Limit Values or National Objectives for air quality and cannot be made acceptable then refusal of planning permission should be considered.

3.2 National Planning Practice Guidance

National Planning Practice Guidance (NPPG)⁶ provides advice to planning authorities on implementing the NPPF, including guidance on how air quality can be considered as part of the planning process, stating that, "Local Plans may need to consider:

- the potential cumulative impact of a number of smaller developments on air quality as well as the effect of more substantial developments;
- the impact of point sources of air pollution (pollution that originates from one place); and,
- ways in which new development would be appropriate in locations where air quality is or likely to be a concern and not give rise to unacceptable risks from pollution. This could be through, for example, identifying measures for offsetting the impact on air quality arising from new development including supporting measures in an air quality action plan or low emissions strategy where applicable.

When deciding whether air quality is relevant to a planning application, considerations may include whether the development would:

- Significantly affect traffic in the immediate vicinity of the proposed development site or further afield. This could be by generating or increasing traffic congestion; significantly changing traffic volumes, vehicle speed or both; or significantly altering the traffic composition on local roads. Other matters to consider include whether the proposal involves the development of a bus station, coach or lorry park; adds to turnover in a large car park; or result in construction sites that would generate large Heavy Goods Vehicle flows over a period of a year or more.
- Introduce new point sources of air pollution. This could include furnaces which require prior notification to local authorities; or extraction systems (including chimneys) which require approval under pollution control legislation or biomass boilers or biomass-fuelled CHP plant; centralised boilers or CHP plant burning other fuels within or close to an air quality management area or introduce relevant combustion within a Smoke Control Area;

⁶<https://www.gov.uk/government/collections/planning-practice-guidance>

CHAPTER 4

Local Plan

The Planning and Compulsory Purchase Act 2004, amended by the Localism Act 2011 requires planning authorities to prepare Local Plans. The Warwick District Local Plan 2011 to 2029 was adopted in September 2017 and includes the following policies:

TR1 Access and Choice

Development will only be permitted that provides safe, suitable and attractive access routes for pedestrians, cyclists, public transport users, emergency vehicles, delivery vehicles, refuse vehicles and other users of motor vehicles, as appropriate.

Development proposals will be expected to demonstrate that they:

- a) are not detrimental to highway safety;
- b) are designed to provide suitable access and circulation for a range of transport modes including pedestrians, cyclists, emergency services and public transport services;
- c) create safe and secure layouts for motorised vehicles, cyclists, pedestrians and public transport and integrate the access routes into the overall development;
- d) where practical, incorporate facilities for charging plug-in and other ultra-low emission vehicles where the development proposals include provision for off street parking and is for one or more dwelling, and;
- e) have taken account of the needs of people with disabilities by all modes of transport.

TR2 Traffic Generation

All large-scale developments (both residential and non-residential) that result in the generation of significant traffic movements should be supported by a Transport Assessment, and where necessary a Travel Plan, to demonstrate the practical and effective measures to be taken to avoid the adverse impacts of traffic.

Any development that results in significant negative impacts on the health and wellbeing of people in the area as a result of pollution, noise or vibration caused by traffic generation will not be permitted unless effective mitigation can be achieved.

Any development that results in significant negative impacts on air quality within identified Air Quality Management Areas or on the health and wellbeing of people in the area as a result of pollution should be supported by an air quality assessment and, where necessary, a mitigation plan to demonstrate practical and effective measures to be taken to avoid the adverse impacts.

A Transport Statement may be required for development that has relatively small transport implications in line with the Guidance on Transport Assessments.

All measures required in the policy should take full account of the cumulative impact of all development proposed in this Plan (and any other known developments) on traffic generation and air quality.

⁷https://www.warwickdc.gov.uk/downloads/file/1971/low_emission_strategy_guidance

NE5 Protection of Natural Resources

Development proposals will be permitted provided that they ensure that the district's natural resources remain safe, protected, and prudently used.

Development proposals will be expected to demonstrate that they:

- a) do not give rise to soil contamination or air, noise, radiation, light or water pollution where the level of discharge, emissions or contamination could cause harm to sensitive receptors;
- b) ensure that, where evidence of contamination exists, the land is made fit for its intended purpose and does not pose an unacceptable risk to sensitive receptors;
- c) do not result in a reduction in the quality or quantity of groundwater resources; this includes the protection of principal aquifers and the source protection zones associated with public supply boreholes within the northern part of the district; there will be a presumption against development within a groundwater SPZ1 that would physically disturb an aquifer;
- d) avoid the best and most versatile agricultural land unless the benefits of the proposal outweigh the need to protect the land for agricultural purposes;
- e) do not sterilise mineral resources identified as of particular importance unless it can be demonstrated that it would not be practicable and environmentally feasible to extract the identified mineral resource prior to development taking place;
- f) where appropriate, identify how the proposals will contribute to the EU Water Framework Directive and the Severn River Basin Management Plan, which requires the restoration and enhancements of water bodies to prevent deterioration and promote recovery of waterbodies.

The Council has also published Low Emission Strategy Guidance for Developers (2014)⁷ as an addendum to the Air Quality Action Plan. This document updates and replaces the Low Emission Strategy Guidance.

CHAPTER 5

Development Classification, Assessment and Mitigation

The assessment of air quality for relevant planning applications should follow a three-stage process:

- 1. Determining the classification of the development proposal;
- 2. Assessing and quantifying the impact on local air quality;
- 3. Determining the level of a mitigation required by the proposal to make the scheme acceptable.

Not all development may fit into this classification model and further guidance on specific developments has been provided in Section 5.5 of this guidance.

5.1 Stage 1 - Development Type Classification

The classification of developments is shown in tables 1 and 2. The assessment and mitigation of development proposals is shown in figure 1.

Table 1 – Air quality classification of developments

SCHEME TYPE	MINOR	MEDIUM	MAJOR
Threshold	Below threshold criteria for a Transport Assessment ⁸ or Travel Plan	Meets threshold criteria for a Transport Assessment or Travel Plan	Medium type developments which also trigger any of the following criteria: i) Where development is within or adjacent ⁹ to an AQMA or CAZ ii) Where development requires an EIA ¹⁰ and air quality is to be considered iii) Where any of the criteria in Table 2 are triggered
Assessment	Exposure Assessment where applicable (see 5.2)	Exposure Assessment where applicable (see 5.2)	Air Quality Assessment required including an evaluation of changes in emissions ¹¹ Exposure Assessment where applicable (see 5.2)
Mitigation	Type 1	Types 1 and 2	Types 1,2 and 3

The Department for Transport (DfT) threshold criteria for Transport Assessments (TA) can be found in Appendix 1.

⁸https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/263054/guidance-transport-assessment.pdf
⁹Where development has potential to impact on concentrations in AQMA or CAZ
¹⁰<https://www.gov.uk/guidance/environmental-impact-assessment>
¹¹Assessment includes monetisation of the impacts arising from emission changes in line with Defra IGCB Damage Costs

Table 2 – Additional Trigger Criteria for Major Developments

- Proposals in areas where sustained compliance with EU Limit Values may be at risk¹²
- Any development proposing a net increase of 100 or more parking spaces
- Any development that could increase the existing traffic flows on roads of > 10,000 AADT by 5% or more
- Any development that causes a change in LDV (cars and small vans) flows of:
 - more than 100 AADT within or adjacent to an AQMA, CAZ or exceedance area
 - more than 500 AADT elsewhere
- Any developments that could increase traffic flows by 5% or more in road canyons¹³ (or creates a canyon) with > 5,000 AADT
- Any development that causes a change in HDV flows (lorries, large vans and buses) of:
 - more than 25 AADT within or adjacent to an AQMA, CAZ or exceedance area
 - more than 100 AADT elsewhere
- Proposals that could introduce or significantly alter congestion (DfT Congestion) and includes the introduction of substantial road infrastructure changes
- Proposals that reduce average speeds by more than 10 km per hour
- Proposals that include additional HGV movements by more than 10% of total trips
- The construction, widening or repositioning of a road in the vicinity of sensitive receptors¹⁴
- Where a centralised combustion unit of thermal input >300kWh is proposed
- All biomass boiler and other large novel fuel appliance applications
- All stand-by/short-term power generation units regulated by the Environment Agency

5.2 Stage 2 – Air Quality Impact Assessment

Exposure Assessment – MINOR, MEDIUM and MAJOR classified Proposals

Smaller development proposals may not in themselves create an additional air quality problem but will add to local air pollution and potentially introduce more people likely to be exposed to existing levels of poor air quality. It can be seen from table 1 that no assessment is required for minor and medium impact schemes expect for the need to consider whether the development will expose future occupiers to unacceptable levels of N02 and or particular matter.

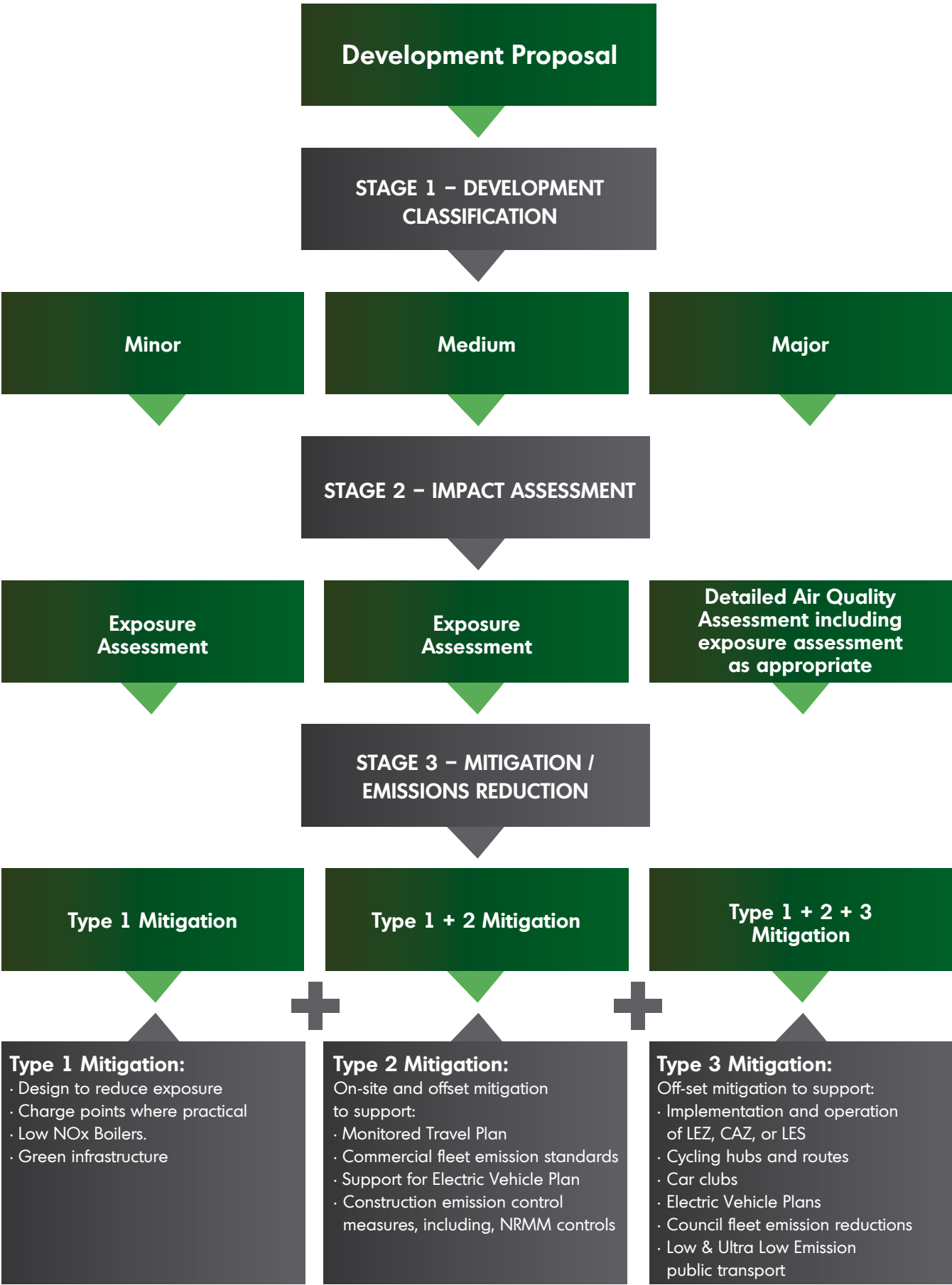
An assessment of the likelihood of introducing additional exposure within Warwick District will be determined using the following criteria:

- The proposal is adjacent to or within an AQMA;
- The proposal is in a location 20m from roads at or above the relevant national objective highlighted on the DEFRA GIS modelled maps - <http://uk-air.defra.gov.uk/data/gis-mapping>
- The proposal is one of the following Land Use types; and within 20m of roads with >10,000 AADT
 - C1 to C3;
 - C4 (Homes of Multiple Occupation);
 - D1
 - and within 20m of roads with >10,000 AADT

Examples of where the national air quality objectives apply are detailed in Local Air Quality Management Technical Guidance (T616) by DEFRA.

The outcome of the exposure assessment will determine the level of mitigation required to make the development acceptable. Should there be no acceptable mitigation the recommendation may be to consider refusing the proposal on air quality grounds.

Figure 1 – Classification, assessment & mitigation of new developments



¹²Where current monitoring data shows NO2 annual average concentrations of 36 ug/m3 or more

¹³Where the height of buildings adjacent to both sides of the road are higher than the width between them. Local knowledge and professional judgement will be required to help identify road canyons

¹⁴See section 5.2

¹⁵<https://laqm.defra.gov.uk/documents/LAQM-T616-February-18-v1>

MAJOR Classified Proposals

It is important that all major schemes should identify suitable assessment requirements and potential mitigation through pre-application discussions. The scale and nature of this type of proposal is such that a detailed air quality assessment will be required to determine the impact on public health and the local environment. In addition, an exposure assessment may be required in line with criteria set out on page 27.

Air Quality Assessment requirements:

- The identification of the level of exposure through the change in pollutant concentrations at relevant receptors resulting from the proposed development. It must take into account the cumulative air quality impacts of committed developments (i.e. those with planning permission) and assess the potential impacts arising from construction and demolition activities associated with the proposed development. Mitigation measures should be identified and modelled where practicable.
- The calculation of pollutant emissions costs from the development.

A. The methodology to be used for the determination of pollutant concentration change should meet the requirements of the Department for the Environment, Food and Rural Affairs (DEFRA) Technical Guidance Note LAQM TG. (16)¹⁶ (or any subsequent revisions). Further details of the air quality assessment requirements can be found in **Appendix 2** and through the Council's Environmental Health team¹⁷.

All Air Quality Assessments received will be assessed by the Council against the requirements of this Technical Guidance Note. If the requirements are not met, Warwick District Council may request that the applicant carries out the assessment again. If the assessment does not meet the required standards, the application may be refused.

B. The pollutant emissions costs calculation will identify the damage costs associated with the proposal and will assist WDC in assessing the overall impacts on air quality arising from major developments. WDC will use the damage costs as a guide in considering the appropriate scale and kind of mitigation that is required to make certain major schemes acceptable in terms of air quality. It should be noted however that applicants must demonstrate that proposed mitigation is likely to effectively address the adverse impact of development in air quality terms. Failure to do so may result in the application being refused. It is possible therefore that in some instances mitigation schemes might need to exceed the value of the damage cost calculation, or conversely they might have a value equivalent to less than the damage cost calculated. This will need to be evidenced on a case by case basis and the overall benefit of the scheme will be taken into account in making the site acceptable. The calculation should utilise the most recent DEFRA Emissions Factor Toolkit¹⁸ to estimate the additional pollutant emissions from a proposed development and the latest DEFRA IGCB Air Quality Damage Costs for the specific pollutant of interest, to calculate the resultant damage cost¹⁹. The calculation process includes:

- Identifying the additional trips generated by the proposal (from the Transport Assessment);
- The emissions calculated for the pollutants of concern (NO_x and PM₁₀) [from the Emissions Factor Toolkit];
- The air quality damage costs calculation for the specific pollutant emissions (from DEFRA IGCB);
- The result is totalled for a five-year period to enable mitigation implementation.

The calculation is summarised below. Further information can be obtained from the Council's Environmental Health team. **Should there be no net increase in trips arising from a development scheme then the damage costs from transport related emissions are zero.** Further information on damage costs can be found in Appendix 3.

Road Transport Emission Increase =

$\sum [\text{Estimated trip increase for 5 years} \times \text{Emission rate per 10 km per vehicle type} \times \text{Damage Costs}]$

5.3 Stage 3 – Mitigation

Where mitigation is not integrated into a proposal, we will require this through planning conditions. The NPPF (paragraph 32) states that 'where significant adverse impacts are unavoidable, suitable mitigation measures should be proposed (or where it is not possible, compensatory measures should be considered)'. If on-site mitigation is not possible then WDC will seek compensation for the identified air quality impacts through a Section 106 Agreement or similar agreement. Each development will require an air quality mitigation statement. This should set out the mitigation measures proposed and demonstrate their likely effectiveness. As a guide, it is anticipated that the value of the mitigation measures should be equivalent to the damage cost calculation as set out under section 5.2 above. Where adverse impacts cannot be appropriately mitigated, planning permission should be refused.

Example mitigation measures are presented for each type of proposal that demonstrate a minimum requirement. This is not an exhaustive list but a suggested suite of measures and will be adapted for particular locations and needs identified by the Council. We welcome the opportunity to work with developers to devise innovative measures that will lead to improving local air quality.

Type 1 mitigation is listed in Table 3 and Types 2 and 3 are listed in Tables 4 and 5 respectively.

Due to elevated concentrations of particulate matter in the district, Medium and Major developments will be required to implement suitable abatement controls for the use of non-road mobile machinery (NRMM) – see Table 6.

¹⁶<https://laqm.defra.gov.uk/technical-guidance/>

¹⁷<https://www.warwickdc.gov.uk/info/20501/pollution>

¹⁸<https://laqm.defra.gov.uk/review-and-assessment/tools/emissions-factors-toolkit.html>
¹⁹<https://www.gov.uk/guidance/air-quality-economic-analysis>

TABLE 3 – TYPE 1 MITIGATION

Plug-in Vehicle Re-Charging:

Residential:
1 charging point per unit (dwelling with dedicated parking) or 1 charging point per 10 spaces (unallocated parking) and ensure appropriate cabling is provided to enable increase in future provision

Commercial/Retail:
10% of parking spaces (32 amp) which may be phased with 5% initial provision and the remainder at an agreed trigger level. At least 1 charging unit should be provided for every 10 disabled parking spaces. Where 50 parking spaces or more are provided then 1 rapid charging unit (43kW/50kW) per 50 spaces shall also be considered and parking time limited to a maximum of 1 hour for public access car parks.

Industrial:
10% of parking spaces which may be phased with 5% initial provision and the remainder at an agreed trigger level. At least 1 charging unit should be provided for every 10 disabled parking spaces. Where 50 parking spaces or more are provided then 1 rapid charging unit (43kW/50kW) per 50 spaces shall also be considered and parking time limited to a maximum of 1 hour.

All charging unit shall be installed where practical. Developers installing public charging points shall ensure that the National Charge point Registry is updated.

Green Infrastructure and planting

Where it can be shown that such infrastructure will reduce exposure from air pollution

Type 2 Mitigation

The following tables provide a suite of measures to be considered where appropriate.

TABLE 4 – TYPE 2 MITIGATION

- Monitored Travel Plan, including mechanisms for discouraging high emission vehicle use and encouraging the uptake of low emission fuels and technologies²⁰
 - Measures to support public transport infrastructure and promote use
 - Measures to support cycling and walking infrastructure
 - Measures to support an Electric Vehicle Plan
 - Designated parking spaces and differentiated parking charges for low emission vehicles
 - Non-road mobile machinery (NRMM) controls (see Table 6)
- Commercial and industrial development specific:
- Use reasonable endeavours to use/require vehicle use complying with the latest European Emission Standard from premises opening and to be progressively maintained for the lifetime of the development
 - Provide a fleet emission reduction strategy/low emission strategy, including the uptake of low emission fuels and technologies, such as ultra-low emission service vehicles

Type 3 Mitigation

TABLE 5 – TYPE 3 MITIGATION

Off-set mitigation to support:

- Implementation and operation of Clean Air Zones (CAZ), Low Emission Zones (LEZ) or Low Emission Strategies (LES)
- Growth in low and ultra-low emission public transport, including buses
- Electric Vehicle Plans
- On-street EV recharging
- Air Quality Monitoring programmes
- Car clubs (including electric) and car sharing schemes
- Cycling Hubs and corridors, including bike and e-bike hire schemes
- Plugged-in development and demonstration schemes e.g. new occupants given trial demonstration of plug-in vehicle
- Contributions to subsidised public transport for staff or residents
- Low emission waste collection services
- Contributions to renewable fuel and energy generation projects
- Infrastructure for low emission, alternative fuels e.g. refuse collection and community transport services

Further information on the suitability of mitigation for developments can be obtained from the Council’s Environmental Health team and through pre-application discussions.

Construction and demolition - mitigation

Construction management plans (CMPs) will be used to address how adverse impacts associated with proposed development activities, and any cumulative impacts of other nearby construction sites, will be mitigated and managed. CMPs will normally be secured by a planning condition and will generally be applicable to MEDIUM and MAJOR developments. A CMP will be required to consider a number of environmental issues. With regards to air quality a CMP must consider adverse impacts generated by dust, non-road mobile machinery (NRMM), and any other harmful emissions to air. The level of detail required in a CMP will depend on the type and scale of a development. Further information on NRMM requirements has been provided in Table 6 of this document. These NRMM controls will be regulated through the use of CMPs. Contractors will be required to provide an inventory of all NRMM to be used at a development site along with statements of conformity and proof of emission limits.

An assessment of the air quality impacts of demolition, earthworks, construction, and track out will normally be carried out at the same time as an assessment of a development’s operational impacts. There are some occasions, however, where a construction and demolition impact assessment can be carried out prior to commencement of the development as part of a CMP. An assessment of dust from demolition and construction activities should be conducted in accordance with the principles of the Institute of Air Quality Management’s (IAQM) ‘Guidance on the assessment of dust from demolition and construction’ (or any subsequent revisions) and appropriate mitigation measures shall be proposed in line with the assessment results. Please see Appendix 2 of this document for further information on assessing air quality impacts.

²⁰Where the developer funds the monitoring of a travel plan

TABLE 6 – NON-ROAD MOBILE MACHINERY (NRMM) CONTROLS

NRMM of net power between 37kW and 560kW will be required to meet the standards based upon the engine emissions standards in EU Directive 97/68/EC and its subsequent amendments. This will apply to both variable and constant speed engines for both NOx and PM.

These standards are:

- (a) NRMM used on the site of any MEDIUM classified development will be required to meet Stage IIIA of the Directive as a minimum.
- (b) NRMM used on any MAJOR classified development will be required to meet Stage IIIB of the Directive as a minimum.

From 1 September 2020 the following changes will apply:

- (a) NRMM used on any construction or demolition site within urban areas will be required to meet Stage IIIB of the Directive as a minimum.
- (b) NRMM used on any MEDIUM or MAJOR classified development will be required to meet Stage IV of the Directive as a minimum.

The requirements may be met using the following techniques;

- (a) Reorganisation of NRMM fleet
- (b) Replacing equipment (with new or second-hand equipment which meets the policy)
- (c) Retrofit abatement technologies
- (d) Re-engining.

All eligible NRMM should meet the standards above unless it can be demonstrated that the machinery is not available or that a comprehensive retrofit to meet both PM and NOx emission standards is not feasible.

5.4 Assessing the acceptability of a scheme

WDC will consider all material considerations in determining the acceptability of a scheme. Evidence of how proposals have addressed the three stage process set out in this SPD will be required. Any conclusions regarding the significance of air quality impact or air quality impacts upon a scheme, may be considered in the context of local air quality knowledge and cumulative impacts.

Where adverse air quality impacts are identified, particularly where sustained compliance with EU Limit Values may be at risk and mitigation measures cannot be demonstrated as effective in mitigating these adverse impacts, the application will likely be refused.

5.5 Specific Issues

5.51 Heating

Minimum emission standards that are outlined below should be applied where relevant.

Heating plant on developments outside of AQMA or urban areas that are >500m from an AQMA:

- Individual gas fired boiler <40mgNOx/kWh
- Spark ignition engine 250mgNOx/Nm3
- Compression ignition engine 400mgNOx/Nm3
- Gas turbine 50mgNOx/Nm3

Heating plant on developments in or adjacent to AQMA (within 500m of an AQMA):

- Individual gas fired boiler <40mgNOx/kWh
- Spark ignition engine 95mgNOx/Nm3
- Compression ignition engine 400mgNOx/Nm3
- Gas turbine 20mgNOx/Nm3

5.52 Biomass boilers and other large novel fuel appliances

Biomass boiler provision has increased over recent years, supported by the financial benefits of the Government’s Renewal Heat Incentive (RHI)²¹. However, the emissions from biomass plant can lead to significant emissions of NOx and PM, even from relatively small plant.

Biomass boiler plant and other large novel fuel appliance applications will be subject to a full air quality assessment and will be resisted in our urban areas unless mitigation is provided to achieve emissions of NOx and PM that are equivalent or lower than gas fired plant (see 5.51)

5.53 Standby / back-up power generation

All standby/back-up power generation applications will require a full air quality assessment to assess the acceptability of the site for such a scheme. Any assessment shall consider both the long and short term air quality impacts of the proposed standby/back up power generation scheme, and shall specify the maximum number of hours per year they will operate.

WDC expect all such assessments to include reasoning as to whether gas powered generation can be utilised in the first instance e.g. identify the provision of suitable gas mains in the vicinity.

Any diesel-powered generators will be required to incorporate abatement equipment such as selective catalytic reduction and particulate trap (SCRT).

5.54 Permitting under the Pollution Prevention and Control Act 1999 and the Environmental Permitting (England and Wales) Regulations 2016 (as amended)

Industrial processes which may range from large industrial plant to dry cleaners and paint spraying workshops, are regulated by the Environment Agency (Part A1 processes) and the Council (Part A2 and Part B processes). The planning regime must assume that the permitting regime will ensure the processes comply with their permits and the Act. The planning regime can, however consider whether a land use is appropriate and it must consider the exposure to pollutants.

All Part A and B Process developments requiring planning applications and where NO_x and PM emissions are relevant will be required to carry out a detailed air quality assessment

5.55 Mechanical Ventilation

Air quality concentrations may affect the suitability of certain locations for sensitive developments and this should be assessed in line with section 5.2.

Some applications in areas of poor air quality have proposed mechanical ventilation as a solution to overcoming potential exposure to poor air quality. This may involve sealed windows / triple glazing with trickle vents and a forced ventilation system, incorporating filters to remove pollutants.

Not only do such schemes increase the energy requirements of developments but also provide a questionable living space in what is essentially a 'hermetically sealed unit' and should not be seen as an acceptable solution to mitigating against exposure, particularly where mechanical failure would make the situation even worse.

Any sensitive development in an area of pollutant exceedance should have regard to the following considerations:

- The sensitive development should be at least 20m from the curb, with the arrangement of living space to afford further separation from a pollutant source
- Take account of the height separation of living accommodation from a road source eg can residential dwellings be provided from floors 2 / 3 upwards with commercial premises at lower levels
- The use of green infrastructure to provide a barrier to an adjacent pollution source (see 5.56)
- The projected length of time that the sensitive dwelling will be exposed to elevated pollution levels from scheme completion
- Reduce the potential for internal pollution eg through electric cooking provision
- Provision of monitoring data to support applications for sensitive developments. This requirement should be agreed with the Council's Environmental Health team prior to commencement of monitoring

Where the above considerations cannot achieve acceptable exposure for a sensitive development then consideration should be given to the refusal of the scheme.

5.56 Green Infrastructure and Planting

Plants and trees may provide an aesthetically pleasing aspect to a scheme and may also be used to provide a barrier from a pollutant source such as a trafficked road.

While there is conflicting evidence as to whether green infrastructure can help reduce concentrations of NO₂, it is acknowledged that certain types of shrubs and trees are effective at removing particulates from the atmosphere.

For example, a living wall or a framework for climbing plants may offer some protection between a pollution source such as a road and a dwelling. Additionally, certain types of trees such as varieties of pine, planted between a road and residential accommodation may help reduce exposure to particulates.

Careful consideration is needed as to the type of green infrastructure to be used as certain tree species can produce their own emissions, such as isoprenes, which may exacerbate air pollution. Furthermore, the retention of existing green infrastructure such as mature trees, on or around a site should be encouraged where appropriate.

5.57 Section 106 Agreements and the Community Infrastructure Levy (CIL)

WDC has adopted the Community Infrastructure Levy (CIL) At the time of writing, the Regulation 123 list includes a number of infrastructure projects that aim to improve air quality. However these are locationally specific and the list is subject to change over time. Therefore, subject to the rules on pooling, we will seek Section 106 Agreements (Town and Country Planning Act 1990) and other relevant obligations with developers to secure mitigation, including off-set, on larger schemes (Medium and Major) where appropriate.

Section 106 Agreements will only be sought where the following legal tests are satisfied:

- necessary to make the development acceptable in planning terms
- directly related to the development; and
- fairly and reasonably related in scale and kind to the development.

Additionally, Section 106 Agreements must also satisfy the policy tests in the NPPF, paragraph 56.

²¹http://www.energysavingtrust.org.uk/scotland/grants-loans/renewables/renewable-heat-incentive?gclid=EAlaIqobChMI_ZiY2Z7Q2gIVgbHtCh0dwgxCEAAYASABEgKGgvD_BwE

Appendix 1

Department for Transport Criteria for Transport Assessments
(now archived²²)

LAND USE	DESCRIPTION	TA REQUIRED
Food Retail (A1)	Retail sale of food goods to the public – supermarkets, superstore, convenience food store	>800 m²
Non-Food Retail (A1)	Retail sale of non-food goods to the public; but includes sandwich bars or other cold food purchased and consumed off site	>1500 m²
Financial and professional services (A2)	Banks, building societies and bureaux de change, professional services, estate agents, employment agencies, betting shops.	>2500 m²
Restaurants and Cafés (A3)	Use for the sale of food for consumption on the premises.	>2500 m²
Drinking Establishments (A4)	Use as a public house, wine-bar for consumption on or off the premises.	>600 m²
Hot Food Takeaway (A5)	Use for the sale of hot food for consumption on or off the premises.	>500 m²
Business (B1)	(a) Offices other than in use within Class A2 (financial & professional).	>2500 m²
General industrial (B2)	(b) Research & development – laboratories, studios.	>4000 m²
Storage or Distribution (B8)	(c) Light industry	>5000 m²
Hotels (C1)	General industry (other than B1).	>100 bedrooms
Residential Institutions (C2)	Storage or distribution centres – wholesale warehouses, distribution centres & repositories.	>50 beds
Residential Institutions (C2)	Hotels, boarding houses & guest houses	>150 students
Residential institutions (C2)	Hospitals, nursing homes used for residential accommodation and care.	>400 residents
Dwelling Houses (C3)	Boarding schools and training centres	>80 units
Non-Residential Institutions (D1)	Institutional hostels, homeless centres.	>1000 m²
Assembly and Leisure (D2)	Dwellings for individuals, families or not more than six people in a single household.	>1500 m²
OTHER		
1. Any development generating 30 or more two-way vehicle movements in any hour		
2. Any developments generating 100 or more two-way vehicle movements per day		
3. Any development proposing 100 or more parking spaces		
4. Any development generating significant freight or HGV movements per day, or significant abnormal loads per day		
5. Any development proposed in a location where the local transport infrastructure is inadequate		
6. Any development proposed in a location within or adjacent to an Air Quality Management Area (AQMA)		

Appendix 2

²²<http://webarchive.nationalarchives.gov.uk/20100409053422/http://www.dft.gov.uk/adobepdf/165237/202657/guidanceontaappendixb>

Air Quality Assessment Protocol to Determine the Impact of Vehicle Emissions from Development Proposals

An air quality assessment should clearly establish the likely change in pollutant concentrations at relevant receptors resulting from the proposed development. It must take into account the cumulative air quality impacts of committed developments (i.e. those with planning permission) and assess the potential impacts arising from construction and demolition activities associated with the proposed development.

Air quality assessments should consider NO_x and PM emissions and NO₂ and PM concentrations

Key Components of an Air Quality Assessment

The assessment will generally require dispersion modelling utilising agreed monitoring data, traffic data and meteorological data. The modelling should be undertaken using recognised, verified local scale models by technically competent personnel and in accordance with LAQM TG.16. The study will comprise of:

1. The assessment of the existing air quality in the study area for the baseline year with agreed receptor points and validation of any dispersion model;
2. The prediction of future air quality without the development in place (future baseline or do-nothing);
3. The prediction of future emissions and air quality with the development in place (with development or do-something).
4. The prediction of future emissions and air quality with the development (with development or do-something) and with identified mitigation measures in place.

The assessment report should include the following details:

A. A detailed description of the proposed development, including:

- Identify any on-site sources of pollutants;
- Overview of the expected traffic changes;
- The sensitivity of the area in terms of objective concentrations;
- Local receptors likely to be exposed;
- Pollutants to be considered and those scoped out of the process.

B. The relevant planning and other policy context for the assessment.

C. Description of the relevant air quality standards and objectives.

D. The assessment method details including model, input data and assumptions:

For traffic assessment;

- Traffic data used for the assessment;
- Emission data source;
- Meteorological data source and representation of area;
- Baseline pollutant concentration including any monitoring undertaken;
- Background pollutant concentration;

- Choice of base year;
- Basis for NO_x:NO₂ calculations;
- A modelling sensitivity test for future emissions with and without reductions;

For point source assessments:

- Type of plant;
- Source of emission data and emission assumptions;
- Stack parameters – height, diameter, emission velocity and exit temperature;
- Meteorological data source and representation of area;
- Baseline pollutant concentrations;
- Background pollutant concentrations;
- Choice of baseline year;
- Basis for deriving NO₂ from NO_x.

E. Model verification for all traffic modelling following DEFRA guidance LAQM.TG (16):

F. Identification of sensitive locations:

G. Description of baseline conditions:

H. Description of demolition/construction phase impacts:

I. Summary of the assessment results:

- Impacts during the demolition/construction phase;
- Impacts during the operation phase;
- The estimated emissions change of local air pollutants;
- Identified breach or worsening of exceedences of objectives (geographical extent)
- Whether Air Quality Action Plans are compromised;
- Apparent conflicts with planning policy and how they will be mitigated.
- Uncertainties, errors and verification

J. Mitigation measures.

Air Quality Monitoring

In some case it will be appropriate to carry out a short period of air quality monitoring as part of the assessment work. This will help where new exposure is proposed in a location with complex road layout and/or topography, which would be difficult to model or where no data is available to verify the model. Monitoring should be undertaken for a minimum of six months using agreed techniques and locations with any adjustments made following Defra technical guidance LAQM.TG (16).

Assessing Demolition/Construction Impacts

The demolition and construction phases of development proposals can lead to both nuisance dust and elevated fine particulate (PM10 and PM2.5) concentrations. Modelling is not appropriate for this type of assessment, as emission rates vary depending on a combination of the construction activity and meteorological conditions, which cannot be reliably predicted. The assessment should focus on the distance and duration over which there is a risk that impacts may occur. The Institute of Air Quality Management (IAQM)²³ has produced a number of documents to which this guidance refers. The document 'Guidance on the Assessment of dust from demolition and construction should be the reference for reporting the construction assessment.

Cumulative Impacts

The NPPF (paragraph 181) recognises that a number of individual development proposals within close proximity of each other require planning policies and decisions to consider the cumulative impact of them. Difficulties arise when developments are permitted sequentially, with each individually having only a relatively low polluting potential, but which cumulatively result in a significant worsening of air quality. This will occur where:

- A single large site is divided up into a series of units, such as an industrial estate or retail park;
- A major development is broken down into a series of smaller planning applications for administrative ease; and
- There are cumulative air quality impacts from a series of unrelated developments in the same area.

The first two cases the cumulative impact will be addressed by the likelihood that a single developer will bring forward an outline application for the whole site which should include an air quality assessment as part of an Environmental Assessment. For major developments that are broken down into a series of smaller planning applications, the use of a 'Master or Parameter Plan' that includes an air quality assessment will address the cumulative impact.

Appendix 3

²³IAQM www.iaqm.co.uk

Damage Costs: calculations and example

Damage costs are the costs to society (mainly health) per tonne of pollutant emitted. They provide an easy reckoning of the monetised value of changes in pollution. The Government publishes damage costs for NOx and PM and also provides an Emission Factor Toolkit to allow the calculation of the emissions from schemes over the coming years.

Applicants calculating damage costs should incorporate the following:

- The most recent version of the Emission Factor Toolkit
- Both NOx and PM to be considered
- Appropriate HGV % traffic split to be used
- Traffic speed of 30km / hour to be used
- The appropriate damage cost category as advised by the Council's Environmental Health team

The following example outlines the damage cost calculation process for an urban mixed-use development outside London, to be operational in 2019, including residential development in 2 blocks and a hotel. The trip generation for the residential scheme is low due to less than 50% parking level per dwelling, including 25% provision of electric vehicle charging points (and a further 25% potential) and cycle stores. The hotel scheme includes 100+ space parking provision. Service deliveries to both the residential and hotel scheme are also considered.

The scheme is categorised as 'outer conurbation (not London)' for damage costs.

Step 1 – Using the trip increase for each aspect of the scheme calculate the annual emissions of NOx and PM (in tonnes) for each of the 5 years from opening.

LAND USE	PROJECTED YEARLY EMISSIONS (DEFRA EMISSION FACTOR TOOLKIT V8) TA REQUIRED				
	2019	2020	2021	2022	2023
Residential NOx	129.73952	120.58516	110.44020	100.85574	92.75155
Residential PM	11.50558	11.31002	11.17497	11.06880	10.98908
Hotel NOx	506.79502	471.03580	431.40703	393.96773	362.31073
Hotel PM	44.94366	44.17977	43.65224	43.23749	42.92610
Deliveries NOx	477.56736	409.78076	347.56394	296.07882	256.18598
Deliveries PM	32.62307	31.71858	30.96677	30.38716	29.94013
Total NOx (kg)	1,114.1019	1,001.4017	889.41117	790.90229	711.24826
Total PM (kg)	98.07231	87.20837	85.79398	84.69345	83.85531
Total NOx (t)	1.1141019	1.0014017	0.8894111	0.7909022	0.7112482
Total PM (t)	0.0980723	0.0872083	0.0857939	0.0846934	0.0838553

Step 2 – Using the selected damage cost category, uplift the 2015 prices provided by the IGCB by 2% per annum to reflect the correct cost in each of the first 5 years from opening.

	PRICE PER TONNE OF POLLUTANT IN PROJECTED YEARS (DEFRA IGCB)					
	2015 price/tonne	2019	2020	2021	2022	2023
NOx	£31,776	£34,395	£35,083	£35,784	£36,500	£37,230
PM	£87,770	£95,003	£96,903	£98,841	£100,817	£102,833

Step 3 – Multiply the tonnage of emissions for each pollutant by the damage cost price for each year. Provide a cumulative total for 5 years.


	DAMAGE COSTS				
	2019 (year 1)	2020	2021	2022	2023 (year 5)
NOx	£38,319	£35,132	£31,826	£28,867	£26,479
PM	£9,317	£8,450	£8,479	£8,538	£8,623
Totals (cumulative)	£47,636	£91,218	£131,523	£168,928	£204,030



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**INVESTORS
IN PEOPLE**

 Executive Committee 9 January 2019		Agenda Item No. 12
Title	Centenary Fields Request	
For further information about this report please contact	David Anderson 01926456214 david.anderson@warwickdc.gov.uk Chris Elliott 01926 456003 chris.elliott@warwickdc.gov.uk	
Wards of the District directly affected	Aylesford, Warwick	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	N/A	
Background Papers	Letter and enclosures from Friends of St Mary's Lands	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	Yes. Ref 948
Equality Impact Assessment Undertaken	No
There is no equality impact assessment for this initiative as there are no negative impacts on the community.	

Officer/Councillor Approval		
Officer Approval	Date	Name
Deputy Chief Executive	17.12.18	Andrew Jones
Head of Service	17.12.18	Robert Hoof
CMT	17.12.18	Chris Elliot, Andrew Jones, Bill Hunt
Section 151 Officer	17.12.18	Mike Snow
Monitoring Officer	17.12.18	Andrew Jones
Finance	17.12.18	Mike Snow
Portfolio Holder(s)	17.12.18	Cllrs Butler and Grainger
Consultation & Community Engagement		
Fields in Trust; St Mary's Lands Working Party, Warwick Town Council, Friends of St Mary's Lands.		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. **Summary**

- 1.1 This report sets out the proposed response to a request for this Council to apply to designate St Mary's Lands in Warwick under the Centenary Fields initiative to commemorate those who lost their lives in World War I.

2. **Recommendation**

- 2.1 That the Executive notes the progress made on securing Centenary Field designation for Abbey Fields Kenilworth, St. Nicholas Park Warwick, Pump Room Gardens Royal Leamington Spa and RAF Centenary Park (Tapping Way Open Space) Warwick as Centenary Fields.
- 2.3 That the Executive notes the response by the Fields in Trust to the request from the Friends of St Mary's lands to have St Mary's lands designated as a Centenary Field.
- 2.4 That the Executive agree for officers to make an application for the Northern Enclosure of St Mary's lands as a Centenary Field and the Nature Reserve Area as a Green Space for Good designation on the understanding that if successful with these applications the Executive agrees to a deed of dedication for each of these green spaces.
- 2.4 That the Executive agrees to delegate authority to the Head of Neighbourhood Services, in consultation Portfolio Holder for Neighbourhood Services, to agree and sign the terms of a Deed of Dedication for the areas of land referred to in recommendation 2.4 and as shown on Plans 1 and 2.

3. **Reasons for the Recommendation**

- 3.1 Fields in Trust is a national charity that operates throughout the UK to safeguard recreational spaces. Their mission is to ensure that everyone young or old, able bodied or disabled and wherever they live should have access to free, local outdoor space for sport, play and recreation, advocating that these spaces are vital to building happy and healthy communities.
- 3.2 The Centenary Fields programme was launched in 2014 by Fields in Trust President HRH the Duke of Cambridge. It aims to protect at least one green space in every local authority area across England, Wales, Scotland and Northern Ireland to commemorate the centenary of World War I. Safeguarding these sites will create a living UK wide legacy in commemoration of the sacrifice made by those who lost their lives in WWI.
- 3.3 Fields in Trust is working in partnership with the Royal British Legion to deliver the programme. This will commemorate this significant milestone in our history and create a tangible local legacy that will be valued by communities for generations to come.
- 3.4 The main benefits of taking part in the initiative are to:
- contribute to a UK initiative to commemorate those involved with World War I
 - raise awareness of both the initiative and the Council's commitment to providing for public access and recreation
 - raise the profile of the nominated sites

- 3.5 The initiative also aims to safeguard valued public spaces for the future. However, as most of these green spaces are already safeguarded through other means, this is not necessarily an additional benefit.
- 3.6 In July 2018 the Executive agreed that applications should be made for the following open spaces in the District as each had significant connections with World War I.

Abbey Fields, Kenilworth

There is a war memorial in form of obelisk which was unveiled in 1922. It commemorates those who died in WWI, WWII and the Korean War. It is located at the top of Abbey Fields near the junction of Abbey End and Abbey Hill.

St. Nicholas Park, Warwick

This has avenue of trees central to the park. At the base of some of the trees are small stone cairns on which there are plaques mounted commemorating various individuals from both world wars. More recently a new war memorial has been erected dedicated to those involved in World War I.

The Pump Room Gardens

Soldiers from across the country as far afield as Gateshead and Exeter came to Leamington Spa Pump Rooms to receive special treatment for their war wounds during WWI. The Turkish baths and radical radiant treatments were the main attraction. Approximately more than 7,000 treatments were given to injured soldiers at the Pump Rooms over the four years of WWI.

RAF Centenary Park (Tapping Way open space) in Warwick

This site has been discussed with The Fields in Trust and even though there is a less strong link with WWI there is a link with Royal Air Force Warwick. RAF Warwick was a former Royal Air Force relief landing ground and was opened on a large grass field called Tournament Field in December 1941. Due to the 100th Anniversary of the founding of the RAF the Fields in Trust have said they would consider an application for this site. This is a new open space which is about to be adopted by the Council from the developer Taylor Wimpey. Locally the open space has been known as Tapping Way open space. Council officers have discussed the new name with the Chase Meadow Residents Association which supports the proposed name of RAF Centenary Park.

- 3.7 The applications have been made and have been accepted as eligible by Fields in Trust. It is not necessary for the green spaces involved in the programme to change their names. Each of these green spaces already have names that are instantly recognisable within the community through their long usage. These green spaces will acquire Centenary Fields status; and will receive and display signage associated with this which would ensure there was no requirement for any actual name change.
- 3.8 As each of the green spaces is accepted as a Centenary Field, the legal process then starts and green spaces will be protected via a Deed of Dedication. Fields in Trust will draw up the draft deed and the Council then has the opportunity to make amendments. When all parties are satisfied with the deed, it will be signed and registered with the Land Registry.
- 3.9 Once the green spaces have been dedicated each green space will receive a Centenary Fields commemorative plaque. The requested funding will ensure that the plaques are sensitively located within each green space and interpreted specific to each of them.

- 3.10 At the end of October 2018 the Friends of St Mary's Lands wrote to the Council asking that St Mary's Lands be applied for as a Centenary Field. Officers made contact with the Fields in Trust to establish its eligibility which resulted in the response to the original letter writer – see appendix 1. There are clear issues with the extent and type of land being requested and the evidence of the historic relationship with WW1.
- 3.11 Further enquiries indicated that the Northern Enclosure – an area of woodland may have been the site of a building used as a hospital in WW1 and so may be suitable for the Centenary Field designation. In addition the Field in Trust also administer other programmes of protection for open spaces but which are not connected to WW1. A programme called Green Spaces for Good is one such programme and the nature reserve area could be eligible. The implications for the land are the same as for the Centenary Fields initiative. It is suggested that applications for these areas of land be made and that delegated authority be provided to secure the deed of dedication should the applications be accepted. Both areas of land are proposed to be improved but have no development proposals on them arising from the Master Plan that was approved in 2017.

4. **Policy Framework**

4.1 **Fit for the Future (FFF)**

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. The provision of high quality green spaces makes a significant contribution to making Warwick District a great place to live, work and visit.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy."

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/ productivity of local economy Increased employment and income levels
Impacts of Proposal		
More cohesive communities with greater awareness.	It will meet one of the quality standards for greenspaces. Potentially sites become Green Flag sites.	It will have a beneficial effect on the local economy in terms of attracting visitors.

Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
The scheme will offer the opportunity for some staff to become involved in the project.	The proposal will improve the public experience of the Council's services in respect of open space	N/A

4.2 Supporting Strategies

Each strand of the FFF Strategy has several supporting strategies and the relevant ones for this proposal are explained below.

Local Plan

- 4.2.1 The Council has an agreed a strategy statement "The future and sustainable prosperity for Warwick District" which amongst other things seeks to:
- Support the growth of the local economy; and
 - Maintain and promote thriving town centres.
- 4.2.2 The Council acknowledges the value of green spaces to the district and that they are an essential community amenity that needs to receive the necessary awareness and promotion to enable it to attract visitors and businesses to the district.

4.3 Changes to Existing Policies - None

4.4 Impact Assessments – Not applicable. There is no equality impact assessment for this initiative as there are no negative impacts on the community.

5. Budgetary Framework

- 5.1 The costs associated with this initiative will be any legal costs in drafting the deed and also the cost of registering with the Land Registry. These costs can be met through existing budgets.

6. Risks

- 6.1 There is the possibility that the applications are unsuccessful and the sites do not get designated however officers have met with officers of the Fields in Trust who have indicated that the sites meet the criteria required.

7. Alternative Option(s) considered

- 7.1 As the Fields in Trust has indicated that the Friends original request is not appropriate there is no real option to agree to the Friends request.
- 7.2 The Executive could decide not to apply for any further designations and this is an option open to Members.

8. Background

- 8.1 Each application will be assessed through a site visit but as a minimum, the following criteria must be met:
- The Landowner of the site must complete the application form
 - Evidence of ownership, and where relevant freehold interest must be produced
 - The principal use should be outdoor recreation, sport or play. This can include buildings or facilities if the use is ancillary to the outdoor space
 - Sites must have public access
 - Sites should be accessible in terms of location and affordability for the local community
 - Sites should have local managers who are responsible for the quality of the facilities, maintenance and development, improving participation and financial and operational sustainability
- 8.2 The deadline for the applications was 11th November 2018 (but there is still some latitude to apply) and all Deeds of Dedication must be signed by May 2019. Any sites where the deed is not signed by this time will not become Centenary Fields.
- 8.3 A major national event is anticipated in 2019 to commemorate the 100th anniversary of the Peace Day held in 1919.
- 8.3 For further information please visit <http://www.fieldsintrust.org/centenary-fields>

From: Angela Lewis
To: ["John Ciriani"](#)
Cc: [Chris Elliott](#)
Subject: St Marys Lands
Date: 22 November 2018 17:41:38

Dear John

I just wanted to give you an update about St Marys Lands, following my meeting with Chris Elliott and Simon Richardson earlier this week. Having found out more about the site, it is apparent that large areas of it are not suitable for protection with Fields in Trust. We do not protect racecourses nor land with non-recreational buildings on it.

Having said that, the good news is that we have agreed to protect the nature reserve area on the lands under our new programme *Green Spaces for Good*. This provides the same level of protection as the Centenary Fields Programme, i.e. protection of the site from non-recreational development in perpetuity.

I'm not sure, from the document you provided, where exactly the hospital that was used in World War I was located, but I suggest that if it was on the site of the Nature Reserve, and the Friends Group would like to organise an interpretation board explaining the historical links, then we can organise a Centenary Fields plaque in recognition of this. Equally, this would apply if it was on the Northern enclosure as Council Officers have been informed it might have been.

I trust the Friends Group will be happy with this outcome, which will result in a valued green space being protected.

Kind regards

Angela



Angela Lewis
Head of Programmes

020 7427 2111

www.fieldsintrust.org



Fields in Trust champions and supports our parks and green spaces by protecting them for people to enjoy in perpetuity. The information contained within this Internet e-mail is confidential and may be legally privileged. It is intended solely for the addressee and access by anyone else is unauthorised. If you are not the intended recipient, please contact postmaster@fieldsintrust.org. Any disclosure, copying, distribution, or any action taken or omitted in reliance on it, is prohibited and may be unlawful. We process personal data in line with our [Privacy Policy](#). Fields in Trust – the operating name of the National Playing Fields Association – is a registered charity (No. 306070) incorporated under Royal Charter (Company No. RC000370).

From: [Chris Elliott](#)
To: [Chris Elliott](#)
Subject: FW: Fields in trust application
Date: 18 December 2018 16:22:13
Attachments: [Proposal for classification of St Marys Lands.pdf](#)

From: John Ciriani [mailto:john.ciriani@gmail.com]
Sent: 12 November 2018 22:22
To: Chris Elliott
Cc: Robert Hoof; Simon Richardson
Subject: Re: Fields in trust application

Dear Mr. Elliott,

Thank you for your email dated 2 November. The updated Proposal, attached, has been amended to include numerous references to verify the statements.

There are reference to dated newspaper articles and books as well as web links to photographic evidence.

There has been a great deal of support to the proposal from many different interested parties so I have copied them with the final input to you.

Please can you advise me of the outcome of your meeting on 20th November with Angela Lewis? She has assured me that she does not need any further information.

Yours Sincerely,
John Ciriani

On Fri, 2 Nov 2018 at 19:43, Chris Elliott <Chris.Elliott@warwickdc.gov.uk> wrote:

Dear Mr Ciriani,

We are investigating your request and have conversed with the Fields in Trust. We have arranged to meet them on 20th November to discuss the prospects for the application but they have advised us to check the historical records which make clear the link between WW1 and the area of land concerned. We have asked the Warwick Society if they can help but they are not able to provide any additional information. They have however, suggested that we ask if you are able to quote the direct research records for the information you refer to in your submission. Please do not take this as suggesting that we do not believe what you say rather that to make the application we need to know directly that the links are clear.

I'd be grateful if you can advise on this by the time we meet the Fields in Trust Regional Development Manager on 20th November 2018.

Yours sincerely

Chris Elliott
Chief Executive

From: John Ciriani [mailto:john.ciriani@gmail.com]
Sent: 14 October 2018 10:47
To: Robert Hoof <Robert.Hoof@warwickdc.gov.uk>
Subject: Fields in trust application

Please find attached a request from Friends of St Mary's Lands.
Best Regards,
John Ciriani

What's on - www.warwickdc.gov.uk/events

Latest news - www.warwickdc.gov.uk/news

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**Justification for classification of St Mary's Lands as a Centenary
Park. Application to Fields in Trust charity
Centenary First World War cessation.**

1. **Military and Recruitment.** Llamas Lands, parts of St Marys Lands (SML) (*ref o*) was purchased by the Chamberlains of St Marys Common and an area off Wedgenock Lane was used by the Earl of Warwick to train soldiers. (*ref i*) The Third Royal Warwickshire Regiment included a military band. The regiment camped on the land and the band played public performances on SML to aid the recruitment of soldiers. (*ref a*).
Military Training on Warwick Common. (*ref b*) Image (*ref k*) (*ref e*)
2. **Food Rationing.** There were grazing rights for Warwickians prior to the 1948 Act of Parliament. During the Great War the lands were used extensively for food production to sustain the community. This included hay crop for grazing beasts, catching rabbits, for the rare commodity, meat, collecting blackberries to manufacture jam as well as edible cereal and root crops. (*ref i*)
3. **Transport.** Supplies and commandeered horses were gathered in Warwick Castle Park, the SML Common, as well as Margetts sale yard. The horses were valuable for transportation of military equipment over rough ground. The Royal Warwickshire Regiment used SML paths to walk from the Barracks at Budbrooke to Warwick town. Military training camps were frequently held and located on SML. The canal was used to transport goods into and out of the town. The canal junction at Warwick was important to the war effort. (*ref h*)
4. **Entertainment.** The SML hosted the Bronco Bill's Wild West Exhibition in March 1914. Army Pay Corps sports and races were held in August 1917. Warwick and Leamington Garrison sports days were held on SML in September 1917. (*ref b*) (*ref c*) (*ref d*) (*ref i*)
5. **Casualties.** Budbrooke Barracks was used as a recovery hospital but Hill House, (*ref m*) was used as a Red Cross hospital. (*ref n*) In 1915 there were 21 patients recorded. By 1917 there was an annex "open air" wards to accommodate the demand. The Hill house facility, supported the Great War by accommodating 1,717 patients. This in itself is a huge contribution and supports the request for the application. (*ref f*) (*ref g*)

Bibliography and References.

Books

The History of the Royal Warwickshire Regiment by Mark Smith.

Warwick in the Great War by Graham Sutherland. Acknowledge: image k

Home Front 1914-1918: How Britain survived the Great War by Ian Beckett.

I think I have done my bit by Mark C Smith ISBN: 9780244909017 (ref m).

- a) *Warwick & Warwickshire Advertiser* Saturday April 11th, 1914.
- b) *Warwick & Warwickshire Advertiser* Saturday May 23rd, 1914.
- c) *Warwick & Warwickshire Advertiser* Saturday July 21st, 1917.
- d) *Warwick & Warwickshire Advertiser* Saturday September 15th, 1917.
- e) *Coventry Telegraph* May 27th 1914.
- f) *Leamington Spa Courier* Friday September 18th 1914
- g) *Warwick & Warwickshire Advertiser* Saturday Dec 4th, 1915.
- h) *Warwick & Warwickshire Advertiser* Saturday July 12th 1919.
- i) <http://visitwarwick.co.uk/parkgarden/warwick-common/>
- j) [http:// British-history.ac.uk](http://British-history.ac.uk)
- k) image <https://goo.gl/images/MakzZn>
- l)



- m) [http://www.redcross.org.uk/auxiliary-hospitals/](#)
- n) Red Cross List of Auxiliary Hospitals in UK during the First World War. Page 29 of 54.
- o) Defined in Warwick District Council Act 1984. Preliminary Part 1 Page 3.

Robert Hoof
The Head of Parks and Amenities.
Warwick District Council
Riverside House,
Milverton Hill,
Royal Leamington Spa,
CV32 5HZ

14th October 2018.

Dear Mr Hoof,

St Mary's Lands - Fields in Trust

I am contacting you to ask you to apply to the Fields in Trust Charity for including all of St Mary's Lands in the Centenary Park classification to mark the cessation of the First World War.

The subject was discussed at the recent AGM of the Friends of St Marys Lands (FoSML) and a unanimous vote in favour was recorded. The Fields in Trust charity was contacted and the representative advised that, even with the limited evidence provided to them, there is an excellent case for the Lands to be included. It is a requirement that the "owner" of the land makes the formal request. WDC are the custodians on behalf of the people of Warwick, hence the contact with you now.

It is acknowledged that other areas in WDC are already the subject of similar applications and this request does not seek to change that, just to add St Mary's Lands.

At the meeting I volunteered to make contact with you on behalf of the FoSML committee. I was born and bred in Warwick and have an interest in protecting the lands for our future generations.

Please review the justification document attached and support this request.

Yours faithfully,

John Ciriani.
1 Davis Close,
Royal Leamington Spa,
CV32 6RT.

Justification for classification of St Mary's Lands as a Centenary Park. Application to Fields in Trust charity Centenary First World War cessation.

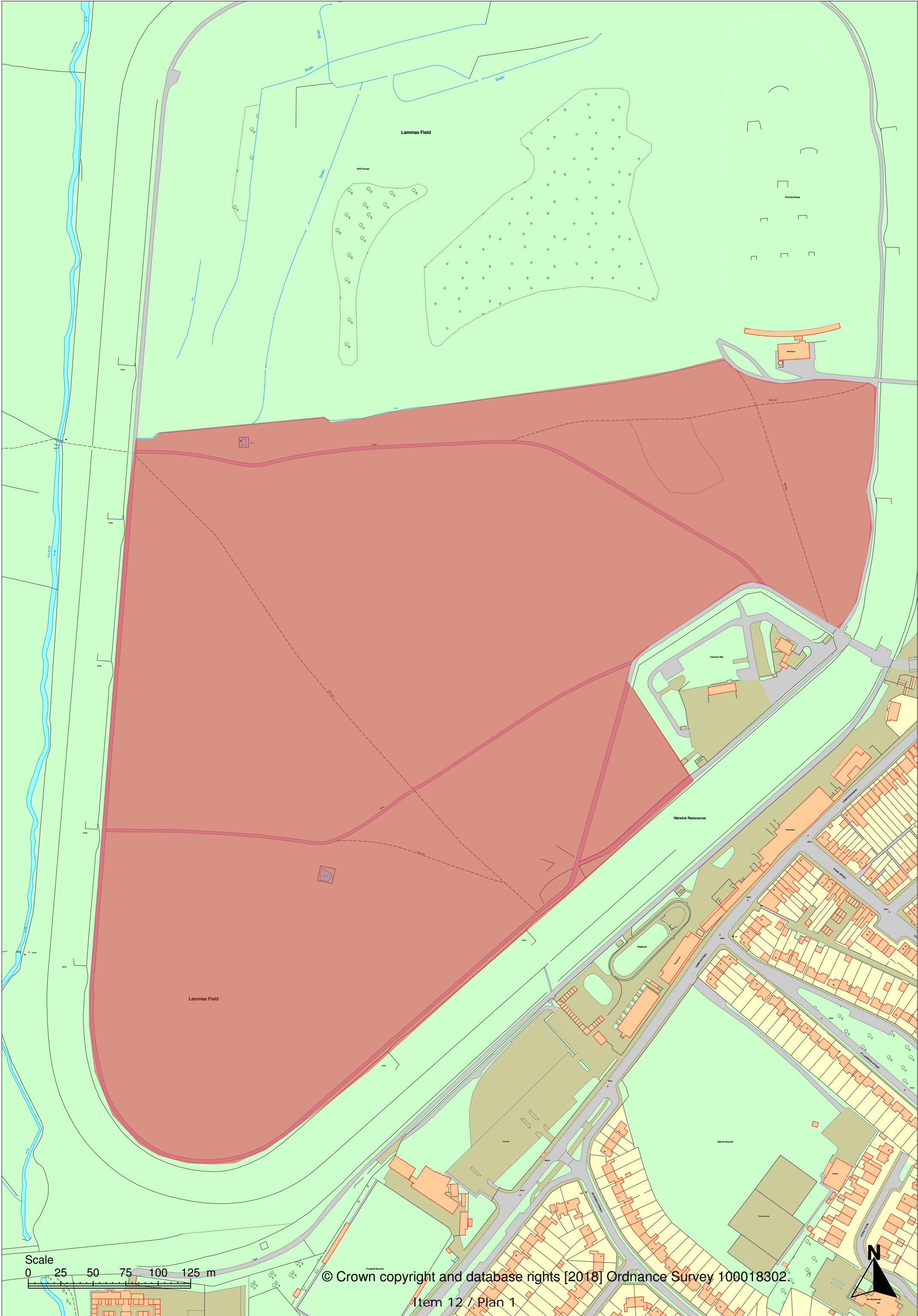
1. **Military and Recruitment.** Llamas Lands, parts of St Marys Lands (SML) was purchased by the Chamberlains of St Marys Common and an area off Wedgenock Lane was used by the Earl of Warwick to train soldiers. The Third Royal Warwickshire Regiment included a military band. The regiment camped on the land and the band played public performances on SML to aid the recruitment of soldiers.
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The information can be ratified in:

The History of the Royal Warwickshire Regiment by Mark Smith.

Warwick in the Great War by Graham Sutherland.

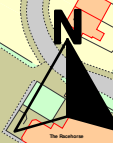
Home Front 1914-1918: How Britain survived the Great War by Ian Beckett.

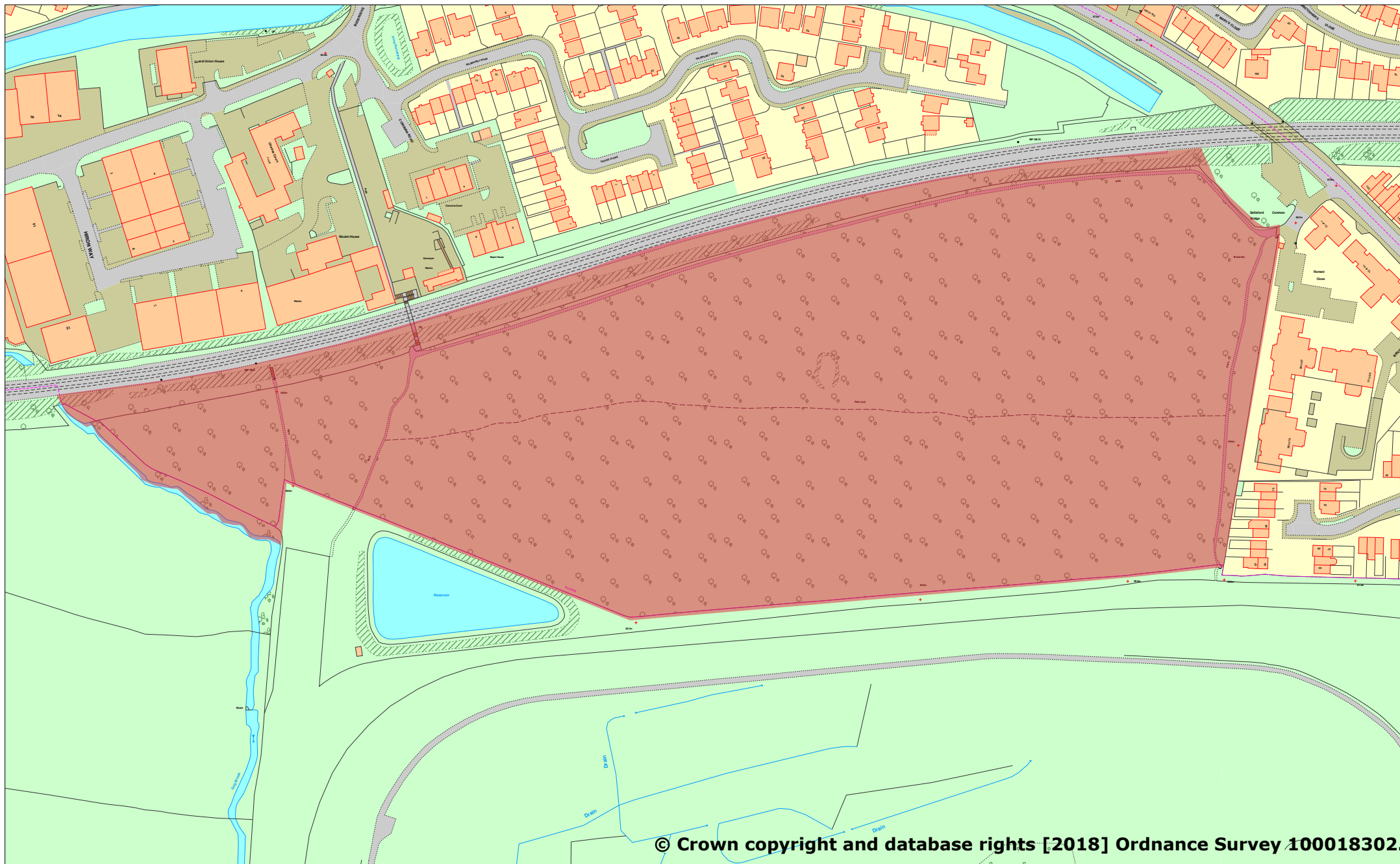



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Item 12 / Plan 1





 EXECUTIVE 9 JANUARY 2019		Agenda Item No. 13
Title	Significant Business Risk Register	
For further information about this report please contact	Richard Barr Audit & Risk Manager Tel: 01926 456815 email: richard.barr@warwickdc.gov.uk	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	31 October 2018 – Executive	
Background Papers	Minutes of Senior Management Team	
Contrary to the policy framework:	No	
Contrary to the budgetary framework:	No	
Key Decision?	No	
Included within the Forward Plan? (If yes include reference number)	No	
Equality Impact Assessment Undertaken	No (N/A: no direct service implications)	

Officer/Councillor Approval		
With regard to report approval all reports <u>must</u> be approved as follows		
Title	Date	Name
Chief Executive/Deputy Chief Executive	29 Nov 2018	Chris Elliott
Head of Service	29 Nov 2018	Mike Snow
CMT	29 Nov 2018	CMT
Section 151 Officer	29 Nov 2018	Mike Snow
Monitoring Officer	29 Nov 2018	Andrew Jones
Finance	29 Nov 2018	As S151 Officer
Portfolio Holder(s)	12 Dec 2018	Councillor Andrew Mobbs and Councillor Peter Whiting
Consultation & Community Engagement		
None other than consultation with members and officers listed above.		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below) N/A		

1 **Summary**

- 1.1 This report sets out the latest version of the Council's Significant Business Risk Register for review by the Executive. It has been drafted following a review by the Council's Senior Management Team and the Leader of the Council.

2 **Recommendations**

- 2.1 That Executive should review the Significant Business Risk Register attached at Appendix 1 and consider if any further actions should be taken to manage the risks facing the organisation.
- 2.2 That Executive should note the emerging risks identified in section 10 of this report.

3 **Reason for the Recommendations**

- 3.1 This report seeks to assist members fulfil their role in overseeing the organisation's risk management framework. In its management paper, "Worth the risk: improving risk management in local government", the Audit Commission sets out clearly the responsibilities of members and officers with regard to risk management:

"Members need to determine within existing and new leadership structures how they will plan and monitor the council's risk management arrangements. They should:

- decide on the structure through which risk management will be led and monitored;
- consider appointing a particular group or committee, such as an audit committee, to oversee risk management and to provide a focus for the process;
- agree an implementation strategy;
- approve the council's policy on risk (including the degree to which the council is willing to accept risk);
- agree the list of most significant risks;
- receive reports on risk management and internal control – officers should report at least annually, with possibly interim reporting on a quarterly basis;
- commission and review an annual assessment of effectiveness: and
- approve the public disclosure of the outcome of this annual assessment, including publishing it in an appropriate manner.

The role of senior officers is to implement the risk management policy agreed by members.

It is important that the Chief Executive is the clear figurehead for implementing the risk management process by making a clear and public personal commitment to making it work. However, it is unlikely that the chief executive will have the time to lead in practice and, as part of the planning process, the person best placed to lead the risk management implementation and improvement process should be identified and appointed to carry out this task. Other people

throughout the organisation should also be tasked with taking clear responsibility for appropriate aspects of risk management in their area of responsibility.”

4 Policy Framework

4.1 Fit for the Future (FFF)

The Council’s FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council’s FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities.	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB.	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/ productivity of local economy Increased employment and income levels.
Impacts of Proposal		
<p>The Significant Business Risk Register is based on the Council’s corporate priorities and key strategic projects that are reflected in Fit for the Future. The Fit for the Future programme is also based on an agreed set of values amongst which are the ones of openness and honesty. This is integral to the consideration of risk in an organisation; risk issues needs to be discussed and debated and mitigation put in place, in order to prevent them materialising. It does not mean, however, that all risks recorded are immediately impending or are likely to happen. Paradoxically, to not debate risks is to help them more likely to materialise.</p> <p>It is worth members re-apprising themselves of the basis on which risks are scored in relation to likelihood and impact – see Appendix 3. The probability of a risk being realised, and how many times it might happen, is assessed over a number of years, not as if it is going to happen tomorrow.</p>		

Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours.	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services.	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money.
Impacts of Proposal		
Although there are no direct policy implications, risk management is an essential part of corporate governance and will be a major factor in helping to achieve the above outcomes.		

4.2 **Supporting Strategies**

Each strand of the FFF Strategy has several supporting strategies but description of these is not relevant for the purposes of this report.

4.3 **Changes to Existing Policies**

This section is not applicable.

4.4 **Impact Assessments**

This section is not applicable.

5 **Budgetary Framework**

- 5.1 Although there are no direct budgetary implications arising from this report, risk management performs a key role in corporate governance including that of the Budgetary Framework. An effective control framework ensures that the Authority manages its resources and achieves its objectives economically, efficiently and effectively.
- 5.2 The risk register sets out when the realisation of risks might have financial consequences. One of the criteria for severity is based on the financial impact.

6 **Risks**

- 6.1 The whole report is about risks and the risk environment. Clearly there are governance-related risks associated with a weak risk management process.

7 Alternative Options Considered

- 7.1 This report is not concerned with recommending a particular option in preference to others so this section is not applicable.

8 Background

- 8.1 The Significant Business Risk Register (SBRR) records all significant risks to the Council's operations, key priorities, and major projects. Individual services also have their own service risk registers.
- 8.2 The SBRR is reviewed quarterly by the Council's Senior Management Team and the Council Leader and then, in keeping with members' overall responsibilities for managing risk, by the Executive. The latest version of the SBRR is set out as Appendix 1 to this report.
- 8.3 A summary of all the risks and their position on the risk matrix, as currently assessed, is set out as Appendix 2.
- 8.4 The scoring criteria for the risk register are judgemental and are based on an assessment of the likelihood of something occurring, and the impact that might have. Appendix 3 sets out the guidelines that are applied to assessing risk.
- 8.5 In line with the traditional risk matrix approach, greater concern should be focused on those risks plotted towards the top right corner of the matrix whilst the converse is true for those risks plotted towards the bottom left corner of the matrix. If viewed in colour (e.g. on-line), the former set of risks would be within the area shaded red, whilst the latter would be within the area shaded green; the mid-range would be seen as yellow.

9 Recent Movements in Risk

- 9.1 Any movements in the risk scores over the last six months are shown on the risk matrices in Appendix 1 and are normally explained in this section of the report. There has been no movement in any of the risk scores in the past two quarters, however, so no narrative to explain these is required. No risks are currently in the red zone.

10 Emerging Risks

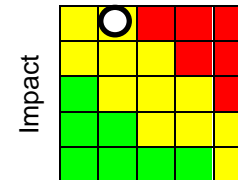
- 10.1 As part of the process of assessing the significant business risks for the Council, some issues have been identified which at this stage do not necessarily represent a significant risk, or even a risk at all, but as more detail emerges may become one. These have been mentioned in previous reports but as their status has not changed they are included again for completeness.

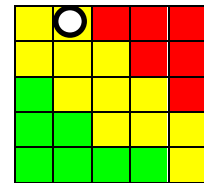
The EU referendum result, already recognised as a potential trigger to some of the Council's existing risks, will be kept under review so that as details emerge of exactly what Brexit may mean – generally for Local Government and specifically for this Council – its implications for the Council's risk environment can be considered further.

The Government has started consultations around changes to the Business Rate Retention scheme by Local Government and the Fair Funding Review, with both these changes due to be effective from 2020/21. Depending on how these proposals develop, there may be a substantial impact upon the Council's finances.

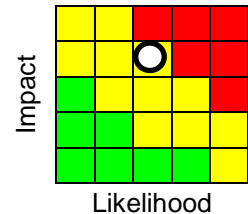
- 10.2 In respect of the first point above, as the country moves closer to the departure date there is concern as to what the Council ought to be considering by way of contingency planning for potential impacts on services or the local community. That has been and remains difficult to do without knowing the nature of the basis for the country leaving the EU. It is hoped that more will be known after the forthcoming summit and the next quarter's report on the SBBR should provide a more explicit update.
- 10.3 One service issue that has already been identified relates to the potential need to set up a Port Health Authority for Coventry Airport. The extent and impact of this will depend on the detail of the exit agreement. By way of explanation, Coventry Airport is currently a postal hub and is not classed as a Border Inspection Post. However, the implications of the exit from Europe may require the establishment of a Port Health Authority in order to deliver the range of controls which are required. These would include inspection, monitoring and implementation of: risks from sick passengers/staff, insects and rodents on board aircraft, food and sanitation waste, imported food controls, noise, dust, water and air quality and civil contingency responsibilities

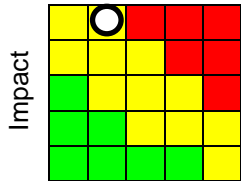
Significant Business Risk Register

Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
Performance Management Risks				
1. Fit for the Future Change Programme not managed appropriately/effectively.	Poor organisational communication. Conflicting priorities and priorities increasing in number. Unable to dedicate appropriate resources due to the impact on existing services. Poor management. Ineffective use of project management or systems thinking. Lack of funding.	Reduced service levels. Non or reduced achievement of objectives. Adverse financial impacts. Reputational damage. Demoralised and de- motivated staff.	Project prioritisation. (SMT) SMT are Programme Board. (SMT) Fit for the Future change programme and associated governance arrangements. (SMT) Budget monitoring process. (HoF) Clear communications, staff focus group. (SMT) People Strategy Action plan. (SMT) Strong leadership to ensure priorities are managed to a deliverable level. (SMT) Securing additional resources to support existing service provision. (CMT) Projects drawn up within RIBA framework. (SMT) FFF June 2018 report agreed further projects to include in the programme. (SMT)	 <p>Impact</p> <p>Likelihood</p>

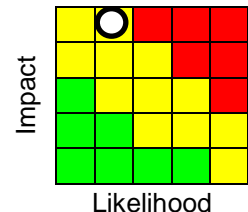
Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
Performance Management Risks (Cont.)				
2. Risk of sustained service quality reduction.	<p>Shortage of staff resources and staff skills and knowledge.</p> <p>Staff skills and resources diverted to service redesign proposals as part of delivering Fit For the Future and other emerging corporate priorities.</p> <p>Cannot afford cost of maintaining service quality.</p> <p>Partners such as WCC make service cuts.</p> <p>Health pandemic.</p> <p>Contractor failure.</p> <p>Unplanned termination of contract by contractor.</p> <p>Housing numbers not achieved.</p> <p>Increase in Members' and Citizens' expectations.</p> <p>Greater demand on services from increases in the population as well as societal, technological and legislative changes.</p>	<p>Poor customer service and reductions in income.</p> <p>Lack of direction with critical projects and services being compromised.</p> <p>Public lose confidence in Council's ability to deliver.</p> <p>Demoralised and demotivated staff.</p> <p>Additional costs attached to re-procuring contract, including legal fees.</p> <p>Loss of New Homes Bonus.</p>	<p>Effective Management of Change Programme. (CMT)</p> <p>Agreeing additional resources where service quality is reduced. (CMT)</p> <p>Strong leadership to manage priorities to a deliverable level. (SMT)</p> <p>Effective vacancy control. (SMT)</p> <p>Service Reviews. (SMT)</p> <p>Workforce Planning. (SMT)</p> <p>Launch of employee branding and recruitment package (July 2017) developed by Workforce Steering Group. (HR Manager)</p> <p>Effective contract management supported by appropriate legal support. (SMT)</p> <p>Enhanced Performance Management System (HoNS)</p> <p>Corporate Workforce Steering Group project completed in respect of salary review; and impact of National Living Wage. (HR Manager)</p> <p>Corporate Workforce Steering Group project ongoing in respect of Apprenticeships. (HR Manager) [Nominations received from all Service Areas. The recruitment process has now started – apprenticeships are being advertised.]</p> <p>Implement actions necessary from the new National Agreement regarding salaries. (HR Manager)</p> <p>Identify where pressure points are and develop action plans to address as appropriate:</p> <p>(a) Individual service areas to assess workload and resources capability</p> <p>(b) Council-wide approach to address issue corporately.</p>	<p>Impact</p>  <p>Likelihood</p>

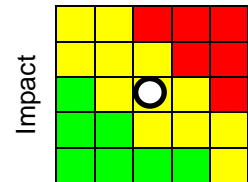
Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
Performance Management Risks (Cont.)				
3. Risk of major contractor going into administration or deciding to withdraw from the contract.	Poor procurement of contractor. Poor contract management. Poor management of company. External factors. State of economy (including Brexit factors). Introduction of Living Wage.	Reduced service levels. Non or reduced achievement of objectives. Adverse financial impacts. Reputational damage.	Properly procured contracts. (SMT) Active contract management supported by appropriate legal support. (SMT) Business Continuity Plan. (SMT) Soft market testing as appropriate. (SAMS) Monitor Parent Company Guarantees. (SAMS) [CreditSafe being signed up to help assess potential contractors and monitor existing ones.]	<p>A 4x4 grid with Impact on the vertical axis and Likelihood on the horizontal axis. The grid is color-coded: Green for Low (bottom-left 2x2), Yellow for Medium (middle 2x2), and Red for High (top-right 2x2). A black circle with a white dot is positioned in the top-middle cell (Impact High, Likelihood Medium).</p>
Corporate Governance Risks				
4. Risk of corporate governance arrangements not maintained effectively.	Ineffective political and senior management leadership. Complacent attitudes. Delays in making, or failure to make, key decisions by Council Members. Breakdown of member-officer relationships. Election of new members.	Breakdown in internal controls leading to: non-achievement of objectives; high volumes of staff, customer, and contractor fraud; and loss of reputation.	Council's constitution. (DCE(AJ)) Council's strategies and policies, including Code of Financial Practice and Code of Procurement Practice. (SMT) Strong scrutiny arrangements. (SMT) Effective internal audit function. (HoF) Annual Governance Statement. (DCE(AJ)) Codes of Conduct. (Members) Effective Political Group discipline. (Group Leaders) Councillor training (CMT) New Member/Officer Protocol introduced. (DCE(AJ)) Local Code of Corporate Governance adopted. (DCE(AJ))	<p>A 4x4 grid with Impact on the vertical axis and Likelihood on the horizontal axis. The grid is color-coded: Green for Low (bottom-left 2x2), Yellow for Medium (middle 2x2), and Red for High (top-right 2x2). A black circle with a white dot is positioned in the top-left cell (Impact High, Likelihood Low).</p>

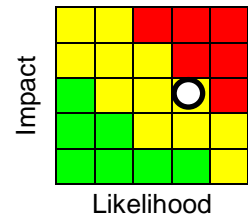
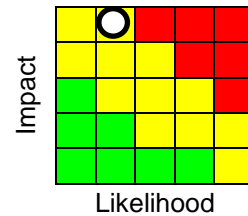
Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
Human Resources Risks				
5. Risk of staff not developed effectively.	Ineffective workforce strategies. Not managing staffing resources efficiently and effectively. Possible insufficient training budget.	Disruption to Council services – staff cannot undertake level or volume of work to meet all priorities. Poor customer service. 'Industrial' action.	Link to People Strategy. (SMT) New Management Framework. (HR) Workforce planning through Service Area Plans. (SMT) Service Area Training Matrices in place to feed into Corporate Training Plan. (SMT/HR) Regular training budget reviews in Workforce Steering Group. (WSG) Appropriate use of external resources. (SMT) Learning & Development guide 2018/19 including Management programme. (WSG)	

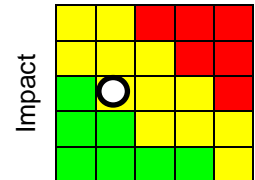
Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
Financial Management Risks				
6. Risk of insufficient finance to enable the council to meet its objectives (including insufficient reduction in operational costs).	<p>Poor financial planning.</p> <p>Unexpected loss of income and/or increase in expenditure.</p> <p>FFF Projects do not achieve sufficient savings.</p> <p>Risk of poor Revenue Support Grant Settlement.</p> <p>Business Rate Retention.</p> <p>Council Tax income base reducing.</p> <p>National Economy declines.</p> <p>Local economy declines</p> <p>Tightening of Government fiscal policy.</p> <p>Changes to Government Policy.</p> <p>Reduced Government grants.</p> <p>Demographic changes.</p> <p>Focus on FFF priorities which compromise existing service delivery.</p> <p>Weak financial planning and forecasts.</p> <p>External competition.</p> <p>Member decision making.</p> <p>Council policy framework not conducive to enterprise development.</p> <p>Increased contract costs (from intro of LW)</p> <p>Housing and Planning Bill reducing the resources available to the Council to maintain its housing landlord service.</p> <p>Housing numbers not achieved.</p>	<p>Forced to make large scale redundancies.</p> <p>Forced to make urgent decisions without appropriate planning.</p> <p>Forced to make service cuts.</p> <p>Increased costs.</p> <p>Fines/penalties imposed.</p> <p>Landlord service becomes unviable and/or the condition of the housing stock reduces its utility and value.</p> <p>Loss of New Homes Bonus.</p> <p>Reduction in reputation.</p>	<p>Codes of Financial Practice and Procurement Practice. (HoF)</p> <p>Effective internal audit function. (HoF)</p> <p>External audit of financial accounts. (HoF)</p> <p>Effective management of FFF Projects. (SMT)</p> <p>All projects accompanied with robust financial appraisals and programme forecasts that allow the Council to understand projected funding requirements. (HoF)</p> <p>Council's constitution. (DCE(AJ))</p> <p>Financial training. (HoF)</p> <p>Robust financial planning and a Medium Term Financial Plan that can accurately forecast income and expenditure. (HoF/SMT)</p> <p>Prosperity Agenda prioritised within Council aspirations and resources aligned to support delivery. (CMT)</p> <p>Code of Financial Practice Training. (HoF)</p> <p>Plan in place to make savings as to meet the anticipated budget shortfall. (HoF/SMT)</p> <p>Leisure Development Programme regarding investment and management arrangements now completed. (HoCS/CMT)</p> <p>New FFF programme agreed by Members. (CMT)</p> <p>Ongoing monitoring and future reports of existing assumed savings – e.g. leisure programme, office move, terms & conditions review. (SMT).</p> <p>Completion of the Relocation Project Phase 1 investigation work by the LLP to enable the Council to agree to move to Phase 2 – project delivery (DCE(BH))</p> <p>Efficiency Plan agreed with DCLG. (HoF/CMT)</p>	 <p>Impact</p> <p>Likelihood</p>

Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
Financial Management Risks (Cont.)				
7. Risk of additional financial liabilities.	<p>Risk of revenue implications of capital schemes not being fully identified.</p> <p>Risk of loss or delay of capital receipts.</p> <p>Risk of increase in superannuation fund contributions.</p> <p>Uninsured loss.</p> <p>Risk of Medium Term Financial underestimating future revenue income and expenditure (including capital)</p> <p>Legal challenge e.g. relating to a planning development.</p>	<p>Greater level of savings to be sought.</p> <p>Forced to make sub-optimum and short term decision without proper planning.</p> <p>Reduced levels of service.</p> <p>Payment of compensation.</p> <p>Failure to deliver service.</p> <p>Contractual disputes.</p>	<p>Fit for the Future change programme. (CMT)</p> <p>Project Risk Registers. (SMT)</p> <p>Project Management. (SMT)</p> <p>Development of an Asset Strategy linked to Asset Database. (DCE(BH))</p> <p>More effective financial planning and scenario analysis. (HoF)</p> <p>Regular monitoring of Fit for the Future. (SMT)</p> <p>Legal advice on projects. (SMT)</p> <p>Projects drawn up within RIBA framework. (SMT)</p> <p>Reserves used to smooth impact of fluctuations in income. (HoF)</p>	<p>Impact</p> <p>Likelihood</p>

Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
Financial Management Risks (Cont.)				
8. Risk of not investigating potential income sources.	Ineffective management. Complacency. Lack of resources to investigate. Other priorities.	More loss-making or subsidised services. Reduced income for the Housing Revenue Account that could compromise banking covenants.	<p>FFF Programme. (SMT)</p> <p>Effective fees and charges schemes. (HoF)</p> <p>Communications & Marketing Strategy. (SMT)</p> <p>Regular reviews of financial forecasts to ensure income projections are up to date. (HoF)</p> <p>Secure additional resources to ensure existing services are not impacted as a result of a focus on FFF/corporate priorities. (HoF)</p> <p>Ongoing engagement with the CWLEP to ensure future funding opportunities are understood and assessed. (CMT)</p> <p>Engagement of external partner to assess opportunities to remodel the Council's non-operational asset base (DCE(BH))</p> <p>DCN Income Generation and Commercialisation Review to be undertaken (HoF)</p>	

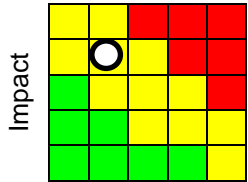
Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
Procurement Risks				
9. Risk of improper procurement practices and legislative requirements not being complied with.	Weak governance arrangements. Ineffective procurement. Poor procurement function.	Reduced levels of service provision. Increased costs. Fines/penalties imposed.	<p>Codes of Financial Practice and Procurement Practice. (HoF)</p> <p>Training of staff. (HoF/SMT)</p> <p>Monitoring of departmental procurement. (SMT)</p> <p>Procurement Strategy (incl. action plan). (HoF)</p> <p>Code of Procurement Practice and related documents being updated. (HoF)</p> <p>WCC Procurement Team and WCC Legal Team providing additional support and expertise. (SMT)</p> <p>New Procurement function arrangements implemented. (HoF)</p>	 <p>Impact</p> <p>Likelihood</p>

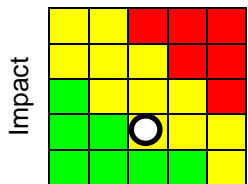
Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
Partnership Risks				
10. Risk of partnerships not delivering stated objectives.	Poor management. Failure to apply a robust process for entering into partnerships. Lack of framework governing partnerships. Existing sub-regional partnerships disrupted or disbanded as a consequence of the regional focus resulting from the announcement of the West Midlands Combined Authority	Required outcomes not achieved. Increased costs. Reduced level of service or failure to deliver service.	Normal management arrangements. (SAMS SMT) Project Groups for significant services. (SMT) Involvement in and engagement with existing sub-regional partnerships such as CWLEP. (CMT)	
Legal Risks				
11. Risk of not complying with key legislation or legal requirements, including failure to protect data.	Breakdown in governance. Bureaucratic mistake. For example – Not seeking legal advice; not implementing it; simply getting delivery wrong e.g. sending out wrong email.	External censure. Financial loss. Litigation. Financial sanctions/penalties Damage to reputation.	Constitution. (DCE(AJ)) External legal advice. (DCE(AJ)) Ongoing monitoring of all Executive recommendations. (DCE(AJ)) Ongoing professional training. (SMT) Implement new arrangements to deal with GDPRs. (DCE(AJ))/SMT [Much progress has been, and is being, made.]	

Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
Information Management Risks				
12. Risk of ineffective utilisation of information and communications technology.	Poor management of IT function. Lack of specialist staffing. Lack of finance. Poor training of new and existing staff on ICT systems. Poor data quality. Resistance to change.	Costly services. Inefficient services. Poor customer service. Data disclosures.	ICT Strategy and Digital Transformation Strategy. (DCE(AJ)) Fully-resourced, effective and secure IT function. (DCE(AJ)) Training for staff. (DCE(AJ)) Procurement of a Change Partner to work with SMT on the optimal use of ICT to support business processes in the lead up to the HQ relocation (ICT/HR/DCE (BH))	 <p>Impact</p> <p>Likelihood</p>

Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
Information Management Risks (Cont.)				
13. Risk of failure to protect information assets from a malicious cyber attack.	Lack of staff training and awareness. Poor or ineffective countermeasures. Ineffective incident response plans. Inadequate penetration testing regime.	Reputational damage. Lost productivity. Recovery costs. Potential fines (ICO).	<p>CESG approved penetration tests. (DCE(AJ))</p> <p>Patch Management Policy. (DCE(AJ))</p> <p>Anti-malware software, plus next generation AV- Intercept X. (DCE(AJ))</p> <p>Anti-malware strategy. (DCE(AJ))</p> <p>Anti-malware risk log. (DCE(AJ))</p> <p>Incident Management Policy & Procedure. (DCE(AJ))</p> <p>Major Virus Response Procedure. (DCE(AJ))</p> <p>Electronic Information Backup Policy. (DCE(AJ))</p> <p>Introduction of multiple file servers to reduce target exposure and to speed up recovery (DCE(AJ))</p> <p>Introduction of temporary web site in the event of a major outage, reducing reputational damage. (DCE (AJ))</p> <p>e-learning solution (DCE (AJ)) [Training programme to be developed by Training Manager.]</p> <p>Next generation AV, including Intercepting Ransomware in place. (DCE(AJ))</p> <p>National Cyber security check now in place. (DCE(AJ))</p> <p>Implement Log Monitoring solution (DCE(AJ)) [Awaiting implementation dates] [Currently being implemented.]</p> <p>Implement network Intrusion Detection/Intrusion Prevention solution (DCE(AJ)) [Requirements agreed, pricing received, final due diligence being undertaken prior to placing order.] [Order placed, awaiting implementation dates]</p>	<p>Impact</p> <p>Likelihood</p>

Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
Asset Management Risks				
14. Risk of failing to provide, protect and maintain Council-owned property.	<p>Poor management.</p> <p>Lack of finance.</p> <p>Ineffective asset management.</p> <p>Incomplete data on asset conditions.</p> <p>Lack of effective asset management planning.</p> <p>Insufficient resources to maintain assets.</p> <p>Inaction re multi-storey car parks.</p>	<p>Lack of a suitable and safe living or working environment for residents, staff and visitors.</p> <p>Sub optimum asset decisions that are poor value for money.</p> <p>Building closure.</p> <p>Closure of car parks with resultant loss of income.</p>	<p>Development of an Asset Management Strategy linked to Asset Database. (DCE(BH))</p> <p>Overall strategic decisions regarding Council's corporate assets managed by multi-disciplinary Asset Strategy Group – chaired by Deputy Chief Executive. (DCE(BH))</p> <p>The operational management of the corporate repairs budget is overseen by the Asset Management Group (AMG) – chaired by Property Assets Manager. (PAM)</p> <p>The role and function of this group reviewed as part of the Assets Team redesign. (DCE(BH))</p> <p>Improvements to be made to end-to-end systems to manage electrical testing, asbestos management fire safety, gas servicing and Legionella monitoring through the Assets Team re-design. (DCE(BH))</p> <p>Remodelling of Housing Investment Programme based on HRA stock condition survey. (AM/DCE (BH))</p> <p>Completion of viability assessment review at end of Relocation Project Phase 1 work being undertaken by the LLP and confirmation of allocation of funding for the new Covent Garden MSCP. (DCE(BH))</p> <p>Completion of review of the corporate asset planned maintenance programme's next 5-year tranche. (DCE(BH))</p> <p>Preparation of Option Appraisal and Business Cases for Linen Street MSCP replacement. (HoNS)</p> <p>Ongoing review through re-established Corporate Compliance Group. (HoH&CP)</p> <p>Corporate Fire Safety Group has been established to review safety procedures in the HRA multi-storey properties. (DCE(BH))</p> <p>Completion of Condition Survey for the non-traditional HRA Stock. (DCE(BH))</p>	<p>Impact</p> <p>Likelihood</p>

Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
Emergency Response and Business Continuity Risks				
15. Risk of a major incident not responded to effectively.	<p>Numerous causes including terrorism, natural disaster, loss of ICT facilities/data and pandemic such as bird flu.</p> <p>In terms of cyber-attacks, the Council does not currently operate an automated Intrusion Detection System (IDS) / Intrusion Prevention System (IPS).</p>	<p>Partial or total loss of resources such as staff, equipment, systems.</p> <p>Major media engagement.</p> <p>Major disruption to all Council services.</p> <p>Possible legal action for damages.</p>	<p>Emergency plan reviewed every 6 months. (CMT)</p> <p>Business continuity plan reviewed every 6 months. (CMT)</p> <p>Training to be provided to councillors and to officers named in MEP. (HoH&CP) [Training has been provided to Councillors.]</p> <p>Review of the MEP, named officers within MEP, associated SOPs. Gaps identification and appropriate updating. (HoH&CP)</p> <p>Operational testing and exercising of the MEP and vulnerability responses within Warwickshire. (HoH&CP)</p> <p>Safety Advisory groups of events held within the district & command and control centres for major district events. (HoH&CP)</p> <p>Review of business continuity plans for service areas. Council wide consolidation of the priorities contained within those plans. (HoH&CP)</p> <p>ICT Business Continuity contract, inc. annual off-site rehearsal. (ICT)</p> <p>Perimeter network protection (Firewall, 2 Factor Authentication, Spam filter, Antivirus, etc.), including penetration testing. (ICT)</p> <p>Backup and recovery procedures. (ICT)</p> <p>Provision of Counter Terrorism training. (HoH&CP)</p> <p>Implement Log Monitoring solution (DCE(AJ)) [Awaiting implementation dates] [Currently being implemented.]</p> <p>Implement network Intrusion Detection/Intrusion Prevention solution (DCE(AJ)) [Requirements agreed, pricing received, final due diligence being undertaken prior to placing order.] [Order placed, awaiting implementation dates]</p>	

Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
Environmental Risks				
16. Risk of climate change challenges not responded to effectively.	Lack of expertise. Lack of finance. Failure to reduce carbon footprint.	Budgetary impacts. Service changes required if long recovery phase. Loss of reputation and external censure. Disruption to services. Public health issues.	Sustainability Action Plan. (HoH&CP)	 <p>Impact</p> <p>Likelihood</p>

Key:

New narrative (since previous quarter)

Narrative transferred (since previous quarter)

~~Deleted narrative~~ (since previous quarter)

Comment

○ = Current risk score

① ② etc = Previous risk scores

↑ → etc = trail (direction) of changes

CMT	:	Corporate Management Team
SMT	:	Senior Management Team
CE	:	Chief Executive
DCE(AJ)	:	Deputy Chief Executive and Monitoring Officer – Andrew Jones
DCE(BH)	:	Deputy Chief Executive – Bill Hunt
HoF	:	Head of Finance (and S151 Officer)
HoDS	:	Head of Development Services
HoH&CP	:	Head of Health & Community Protection
HoNS	:	Head of Neighbourhood Services
HoH	:	Head of Housing
AM	:	Assets Manager
HoCS	:	Head of Cultural Services
HR	:	Human Resources Manager
ICT	:	ICT Manager

Summary of Significant Business Risks

APPENDIX 2

Consequences	Probability of Occurrence				
	Low	Low-Medium	Medium	Medium-High	High
High		Risks 1, 2, 4, 6, 8 & 11			
Medium-High		Risk 15	Risks 3, 5 & 7		
Medium		Risk 12	Risks 9 & 14	Risk 10 & 13	
Low-Medium			Risk 16		
Low					


Methodology for assessing risk: Criteria for scoring residual risk rating

Probability of Occurrence

Estimation	Description	Indicators
5: High (Probable)	Likely to occur each year (e.g. considered as more than 50% chance of occurrence in any year).	<ul style="list-style-type: none"> Potential of it occurring several times within the specified period (for example - ten years). Has occurred recently.
4: Medium to High	Apply judgement	Apply judgement
3: Medium (Possible)	Likely to occur during a 10 year period (considered as between 5% and 25% chance of occurrence in any year).	<ul style="list-style-type: none"> Could occur more than once within the specified period (for example - ten years). Could be difficult to control due to some external influences. There's a history of occurrence
2: Low to Medium	Apply judgement	Apply judgement
1: Low (Remote)	Not likely to occur in a 10 year period (considered as less than 2% chance of occurrence in any year).	<ul style="list-style-type: none"> Has not occurred. Unlikely to occur.

Consequences

Estimation	Description
5: High	<ul style="list-style-type: none"> Financial impact on the organisation is likely to exceed £500K Significant impact on the organisation's strategy or operational activities Significant stakeholder concern
4: Medium to High	Apply judgement
3: Medium	<ul style="list-style-type: none"> Financial impact on the organisation likely to be between £100K and £250K Moderate impact on the organisation's strategy or operational activities Moderate stakeholder concern
2: Low to Medium	Apply judgement
1: Low	<ul style="list-style-type: none"> Financial impact on the organisation likely to be less than £10K Low impact on the organisation's strategy or operational activities Low stakeholder concern

 Executive – 9 January 2019		Agenda Item No. 14
Title	Rural/Urban Capital Improvement Scheme (RUCIS) Application	
For further information about this report please contact	Jon Dawson Finance Administration Manager 01926 456204 email: jon.dawson@warwickdc.gov.uk	
Wards of the District directly affected	Whitnash, Clarendon	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	N/A	
Background Papers	RUCIS Scheme details. RUCIS Application file no. 239 to 242; correspondence with applicants.	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	Yes

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	17.12.18	Chris Elliott
Head of Service	17.12.18	Mike Snow
CMT	17.12.18	Chris Elliot, Bill Hunt and Andy Jones
Section 151 Officer	17.12.18	Mike Snow
Monitoring Officer	17.12.18	Andy Jones
Finance	17.12.18	Mike Snow
Portfolio Holder(s)	17.12.18	Cllr Whiting
Consultation & Community Engagement		
Community Partnership Team, Manoj Sonecha (Active Communities Officer), Stuart Winslow (Sports and Leisure Contract Manager) and Mair Evans (Arts Development Officer); Copy of report forwarded 28 th November 2018.		
Final Decision?		Yes/No
Suggested next steps (if not final decision please set out below)		

1. Summary

1.1 This report provides details of two Rural/Urban Capital Improvement Scheme grant applications:

- Whitnash Town Council to install a height restrictor barrier at Washbourne Playing Fields to prevent traveller encampments
- Avenue Bowls Club to install LED lighting and rewire the clubhouse to resolve current health & safety issues

2. Recommendation

2.1 It is recommended that the Executive approves:

Whitnash Town Council

A Rural/Urban Capital Improvement Grant from the urban cost centre budget for Whitnash Town Council of 80% of the total project costs to install a height restrictor barrier at Washbourne Playing Fields, as detailed within paragraphs 1.1, 3.2 and 8.1, up to a maximum of £1,473 excluding vat.

As supported by appendix 1.

Avenue Bowls Club

A Rural/Urban Capital Improvement Grant from the urban cost centre budget for Avenue Bowls Club of 80% of the total project costs to install LED lighting and rewire the clubhouse, as detailed within paragraphs 1.1, 3.2 and 8.2, up to a maximum of £6,854 including vat, subject to receipt of the following:

- Written confirmation from Leamington Town Council to approve a capital grant of £200 (if the application is declined or a lower amount agreed, Avenue Bowls Club will cover the budget shortfall with funds from their cash reserves; these funds have been evidenced through their annual accounts and the provision of a recent bank statement)
- Proof of ownership of the land

As supported by appendix 2.

3. Reasons for the Recommendation

3.1 The Council operates a scheme to award Capital Improvement Grants to organisations in rural and urban areas. The grants recommended are in accordance with the Council's agreed scheme and will provide funding to help the projects progress.

3.2 Both projects contribute to the Council's Fit for the Future Strategy;

Whitnash Town Council

This project will provide a security measure which will help to prevent traveller encampments which, when they have previously occurred, have caused costly and labour intensive works to clear the mess and destruction that has been left

behind which disengages and weakens the community. The project will ensure that the playing fields remain available all year round and will therefore maintain opportunities for the community to enjoy and participate in physical activity, particularly children using the play area, which helps to reduce anti-social behaviour and obesity. A well used playing field and play area also enables social interaction with children, their parents, grandparents, carers and friends which helps to engage and strengthen the community.

Avenue Bowls Club

Without the club there would be fewer opportunities for the community to enjoy and participate in sport/physical and social activities which could potentially result in an increase in anti-social behaviour, an increase in obesity and disengage and weaken the community. The project will resolve current health & safety issues with the electrical wiring and ensure that the clubhouse remains open for use by home and away bowls teams, darts/crib players and social members. The project will also install LED lighting which will reduce running costs and help the club retain membership fees at the lowest level possible which is vital to those on low incomes and pensions.

4. Policy Framework

4.1 Fit for the Future (FFF):

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands; People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal, if any, in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
All RUCIS applications are designed to encourage and support local communities and	Through the delivery of RUCIS grants the aim is to deliver cohesive and active communities which in turn	N/A

local not-for-profit organisations in developing cohesive and active communities. The details behind this are set out in appendices 1 and 2.	help to support and maintain lower levels of crime and ASB. The details behind this are set out in appendices 1 and 2.	
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
N/A	N/A	N/A

- 4.2 Supporting Strategies; each strand of the FFF Strategy has several supporting strategies and but none are directly relevant in this case.
- 4.3 Changes to Existing Policies; there are no changes to existing policies.
- 4.4 Impact Assessments; there are no new or significant policy changes proposed in respect of Equalities.

5. Budgetary Framework

- 5.1 The budget for the Rural/Urban Capital Improvement Scheme applications for 2018/19 is £150,000 (£75,000 for rural projects and £75,000 for urban projects).
- 5.2 Anticipated future applications within the 2018/19 financial year will exceed the remaining budget, considering this, at the 28th November 2018 Executive, an additional £50,000 budget was agreed; this is from the 2017/18 surplus and has thus reduced the allocation to the Community Projects Reserve.
- 5.3 This now means there is £69,338 available to be allocated for Rural/Urban Capital Improvement Scheme Grants from the urban cost centre budget in 2018/19. If the applications from:
- Whitnash Town Council of 80% of the total project costs up to a maximum of £1,473 (excluding vat)

- Avenue Bowls Club of 80% of the total project costs up to a maximum of £6,854 (including vat)

Are approved, £61,011 will remain in the rural cost centre budget.

- 5.4 There is £6,904 available to be allocated for Rural/Urban Capital Improvement Scheme Grants from the rural cost centre budget in 2018/19.
- 5.5 There is £828 available to be allocated from project underspends in 2018/19.

As per appendix 3.

6. Risks

- 6.1 There are no main risks for this proposal.

7. Alternative Option(s) considered

- 7.1 The Council has only a specific capital budget to provide grants of this nature and therefore there are no alternative sources of funding if the Council is to provide funding for Rural/Urban Capital Improvement Schemes.
- 7.2 Members may choose not to approve the grant funding, or to vary the amount awarded.

8. Background

- 8.1 Whitnash Town Council:

Whitnash Town Council has submitted a RUCIS application to install a height restrictor barrier at Washbourne Playing Fields to prevent traveller encampments which, when they have previously occurred, have caused costly and labour intensive works to clear the mess and destruction that has been left behind .

Projects of less than £10,000 overall costs fall within the Small Grants category of the RUCIS scheme which has a maximum contribution of up to 80% of the overall project costs; the project cost is £1,841 (excluding vat) and therefore qualifies to apply for a grant of up to 80%.

The application is for 80% of the total project costs up to a maximum of £1,473 excluding vat.

Whitnash Town Council has committed £368 to the project costs from their cash reserves; these funds have been evidenced through their annual accounts and the provision of a recent bank statement.

Whitnash Town Council will be reclaiming vat in connection to this project therefore the award will be excluding vat. The vat will initially be paid from the Council's cash reserves; these funds have been evidenced through their annual accounts and the provision of a recent bank statement.

Whitnash Town Council have previously successfully applied for RUCIS grant awards:

- July 2014 - additional award to grant agreed December 2013 which increased the overall award to 37% and equated to an additional £5,364 for third party payment charge for WREN grant application due to unsuccessful Sport England grant application
- December 2013 - 32% grant awarded which equated to £24,500 for installation of a "measured mile" at Acre Close Park
- December 2011 – 44% grant awarded which equated to £26,500 for the replacement and installation of new play equipment at Acre Close Park
- December 2008 – 50% grant awarded which equated to £4,704 for modernisation of play equipment; please note that there was a £359 under spend on this project
- July 2005 – 34% grant awarded which equated to £15,506 for external and internal improvements to the Community Hall and improved security; please note that there was a £2,991 under spend on this project
- December 2004 – 50% grant awarded which equated to £7,743 for replacement play equipment at Acre Close Park and Washbourne Playing Fields play areas
- December 2004 – 50% grant awarded which equated to £5,800 for Community Centre road works and levelling and paving of entrance

The application therefore meets the scheme criteria whereby after a successful grant award an organisation must wait for a minimum of 2 years before re-applying for a new grant.

It is therefore recommended that the Executive approves an award of a Rural / Urban Capital Improvement grant to Whitnash Town Council of 80% of the total costs of the project excluding vat up to a maximum of £1,473.

8.2 Avenue Bowls Club:

Avenue Bowls Club has submitted a RUCIS application to install LED lighting and rewire the clubhouse to resolve current health & safety issues.

Projects of less than £10,000 overall costs fall within the Small Grants category of the RUCIS scheme which has a maximum contribution of up to 80% of the overall project costs; the project cost is £8,568 (including vat) and therefore qualifies to apply for a grant of up to 80%.

The application is for 80% of the total project costs up to a maximum of £6,854 including vat.

Avenue Bowls Club has committed £1,514 to the project costs from their cash reserves; these funds have been evidenced through their annual accounts and the provision of a recent bank statement.

Avenue Bowls Club have made a formal request to Leamington Town Council for a £200 financial contribution to the project; they are now waiting for a decision. If the application is declined or a lower amount agreed, Avenue Bowls

Club will cover the budget shortfall with funds from their cash reserve; these funds have been evidenced through their annual accounts and the provision of a recent bank statement.

Avenue Bowls Club will not be reclaiming vat in connection to this project therefore the award will be including vat.

Avenue Bowls Club have never previously had a RUCIS grant award.

It is therefore recommended that the Executive approves an award of a Rural / Urban Capital Improvement grant to Avenue Bowls Club of 80% of the total costs of the project including vat up to a maximum of £6,854.

RURAL/URBAN CAPITAL IMPROVEMENT GRANTS APPLICATION FOR 9TH JANUARY 2019 EXECUTIVE :

Applicant :	Whitnash Town Council		
Description of scheme:	The project is to install a height restrictor barrier to prevent further traveller encampments on Washbourne Playing Fields; traveller encampments are costly and labour intensive to clear up the mess and destruction caused, additionally there has been damage to play equipment. The project will therefore help to ensure that this community facility remains available for use all year round.		
Evidence of need:	The need has been visibly obvious after previous traveller encampments. Whitnash Town Council have also had numerous requests from local residents to make Washbourne Playing Fields more secure to deter further traveller encampments; when they occur it prevents the local community access to the park and play area and also increases anti-social behaviour.		
3 years accounts received?	3 years accounts for 2014/15 to 2016/17 have been received along with a bank statement summarising all accounts held dated 6th September 2018		
Financial Performance; minus figure = deficit	Year ended 31/03/17 £31,265	Year ended 31/03/16 £16,906	Year ended 31/03/15 £46,276
Available Funds (cash and reserves)	Year ended 31/03/17 £233,184	Year ended 31/03/16 £206,955	Year ended 31/03/15 £186,403
Details of membership, fees etc:	Not applicable - Town Council		
Details of usage:	Washbourne Playing Fields provides recreation facilities for the whole community; the play area is used every day by children, parents, grandparents, carers. Whitnash Town Council estimate approx. 200 people use the area most days. The play area has recently been refurbished and has become even more popular especially with young people.		
Details of Organisations equalities policies:	Whitnash Town Council is a local authority subject to statutory duties applicable to a public body and subject to the Equality Act 2010, but as a public authority it has additional obligations in the 2010 Act. It must have due regard to the need to eliminate discrimination and harassment, victimisation and to advance equality of opportunity in the exercise of its functions. A local council is also a public authority for the purposes of the Human Rights Act. There is also a "policy statement of equal opportunities" in place, a highlight from this is; any discrimination, victimisation or harassment in the workplace, or any other action that affects the dignity of our employees, customers, suppliers and visitors is totally unacceptable and will be investigated.		
3 quotes provided:	Yes		
Which of the Council's Corporate Priorities are met?	Evidence		
Reduce anti-social behaviour	Play areas provide physical activity and act as a focal point for children to congregate and socialise which helps to reduce anti-social behaviour. Previous traveller encampments have prevented the community from using the play area and can also create anti-social behaviour. The project will deliver a height restrictor which will help to reduce the risk of traveller incursions and enable the community continued use of the facility.		
Reducing obesity, particularly in children	The play area provides physical activity for children which helps to reduce obesity. Previous traveller encampments have prevented the community from using the play area which reduces opportunity for physical activity, the project will deliver a height restrictor which will help to reduce the risk of traveller incursions and enable the community continued use of the facility.		
Increase opportunities for everyone to enjoy and participate in sports, arts and cultural activities	Previous traveller encampments have prevented the community from using the play area which reduces opportunity to enjoy and participate in physical activity, the project will deliver a height restrictor which will help to reduce the risk of traveller incursions and therefore maintain continued ongoing use of the facility.		
Engaging and strengthening communities	The play area enables social interaction for children and for adults which helps to engage and strengthen the community. Traveller incursions prevent use of the facility and can also increase anti-social behaviour which disengages and weakens the community, the project will deliver a height restrictor which will help to reduce the risk of traveller incursions and therefore maintain continued ongoing use of the facility.		
Total cost of scheme (excluding VAT)	1,841	VAT will be claimed back, therefore award is excluding VAT; will initially be paid from cash reserves, these funds have been evidenced through their annual accounts and the provision of a recent bank statement	
Funded by:	Status		
Organisations Own Funds	£368	These funds have been evidenced through their annual accounts and the provision of a recent bank statement	
Total RUCIS	£1,473		
equates to	80.0%		

RURAL/URBAN CAPITAL IMPROVEMENT GRANTS APPLICATION FOR 9TH JANUARY 2019 EXECUTIVE :

Applicant : Avenue Bowls Club

Description of scheme: The project is to install LED lighting and rewire the clubhouse to resolve current health & safety issues.

Evidence of need: The club is a well-used by members throughout the year so it is essential to have a safe, well-maintained clubhouse; a report on the electrics in the clubhouse identified that a complete rewiring was needed which would need to be conducted by a qualified and accredited electrician. The project will resolve the current health & safety issues. LED lighting is more efficient and effective than standard lighting and reduces running costs.

3 years accounts received? 3 years accounts for 2014/15 to 2016/17 have been received along with a bank statement summarising all accounts held dated 31st August 2018

Financial Performance; minus figure = deficit	Year ended	Year ended	Year ended
	31/10/17	31/10/16	31/10/15
	£3,799	-£6,545	£9,673

Available Funds (cash and reserves)	Year ended	Year ended	Year ended
	31/10/17	31/10/16	31/10/15
	£18,199	£14,291	£20,820

Details of membership, fees etc: The club is a membership club open to all members of the community to apply. The fees are:

- Under 18's - £10
- Adults Year one - £42.50
- Adults Year two onwards - £85
- U3A member - £1
- Life member - free (to recognise significant contribution to the club)

Details of usage: The Avenue Bowls Club, Leamington Spa was formed in 1923; the club is affiliated to Bowls England, Warwickshire County Bowls Association, Warwickshire Women's Bowls Association, South Warwickshire Bowls Association and South Warwickshire Ladies Bowls Association. Membership includes:

- Under 16 - 1
- Under 18 - 2
- Men 45
- Women - 22
- Social - 16
- Life - 3
- University of Third Age (U3A) - circa 20

The club has a full programme of matches against other local bowls clubs (men's, ladies and mixed). The club also has teams in the Leamington Courier League and the Stratford Herald Ladies League (two teams) and U3A play weekly Thursday mornings. The club also run their own internal competitions and there is the opportunity to enter National, County and South Warwickshire competitions that include home matches. All members are given access to bowls equipment so that they can use the green at their convenience to have a 'roll up' and improve their skills when there are rinks available. This is well used by both the experienced and new bowlers and is free of charge. An annual free-of-charge open day is held each season which is open to the whole community, coaching is available each year, free-of-charge, every Monday and by individual request over a 6 week period (usually June to July). The green is used for practice/training for a nominal fee by visiting teams during the national championships held at Leamington club.

The clubhouse is a well-used facility by members throughout the year;

- During the bowling season the clubhouse is open daily Monday to Friday and weekends when there are home matches or visiting teams
- The bar is open every weekday evening throughout the season and on Sunday lunchtimes all year round
- The membership has a darts evening every Wednesday night and has a team that regularly plays against other local darts teams
- The membership has a crib team that plays every Sunday and competes in a local league
- On average, two to three social events are held every year, for example; galas, donkey derby, race nights, which also help to raise funds for the club which keeps membership fees as low as possible

Details of Organisations equalities policies: The equality policy has been provided, highlights of which include:

- Avenue Club is committed to achieving equal opportunities, respects and values diversity, and is committed to applying equality of opportunity in all its practices and objective/service delivery with regard to ethnic origin, age, gender, religion or belief, sexual orientation, marital status and disability
- It is the responsibility of everyone to ensure that no person receives less favourable treatment than another on the grounds of age, ethnic origin, disability, sexual orientation, religion or belief, marital status or gender.

3 quotes provided: Yes

Which of the Council's Corporate Priorities are met?		Evidence
Reduce anti-social behaviour		<p>While the membership is predominately older people, bowling provides an intergenerational opportunity that can be enjoyed by all ages and the club has an under 16 member who is to participate in the under 18 national bowling programme. The green is used for local club matches, league matches and internal competition. The clubhouse is a well-used facility by members throughout the year;</p> <ul style="list-style-type: none"> • During the bowling season the clubhouse is open daily Monday to Friday and weekends when there are home matches or visiting teams • The bar is open every weekday evening throughout the season and on Sunday lunchtimes all year round • The membership has a darts evening every Wednesday night and has a team that regularly plays against other local darts teams • The membership has a crib team that plays every Sunday and competes in a local league • On average, two to three social events are held every year, for example; galas, donkey derby, race nights <p>The project will resolve current health & safety issues and will ensure that the clubhouse facility remains open for use. This all helps to reduce anti-social behaviour.</p>
Reducing obesity, particularly in children		<p>While the membership is predominately older people, bowling provides an intergenerational opportunity that can be enjoyed by all ages and the club has an under 16 member who is to participate in the under 18 national bowling programme. The club has a full programme of matches against other local bowls clubs and also has teams in the Leamington Courier League and the Stratford Herald Ladies League (two teams). U3A play weekly Thursday mornings. Internal competitions are held and there is the opportunity to enter National, County and South Warwickshire competitions that include home matches. The project will resolve current health & safety issues with the clubhouse which is regularly used by bowls players (both members and non-members) and also members playing darts. This all helps to reduce obesity.</p>
Increase opportunities for everyone to enjoy and participate in sports, arts and cultural activities		<p>The project will resolve current health & safety issues with the clubhouse which will ensure that this facility can remain open and be safely used by members and visiting teams; without completing this work, the clubhouse may eventually become unusable which would decrease opportunity for the community to enjoy and participate in sporting and social activity. With continued use of safe and well-maintained facilities, a recruitment campaign is planned when the new flats being built on Railway Approach in Leamington are completed and occupied. This will offer further sporting and social opportunity to the community.</p>
Engaging and strengthening communities		<p>The club provides an ideal opportunity for older people to develop skills and join in competitive sport. The annual open day and coaching sessions encourage those who have not tried the sport before to have a taste of the sport without cost or need for special equipment as the club will loan appropriate bowls to play. Every match concludes with a social meeting of the rink members for light refreshments and to announce the overall rink scores and winning team. This allows for social interaction with the opposing team where you are not allowed to discuss your match. Friendly matches are generally repeated annually as home and away which encourages good interaction within south Warwickshire. Social membership and darts and crib playing activities bring additional non-bowl playing people from the community together. The clubhouse remains open on Sunday lunch times throughout the year which keeps members in touch during the closed season. The club is also managed and run by a wide range of volunteers from the local community. This all helps to engage and strengthen the community.</p>
Targetting disadvantage in rural / urban areas:		<p>The membership fee is reduced in year one for a new member to encourage them to become members and then stay with the club. The costs of bowling are kept as low as possible by keeping down green fees and having fundraising social events which can be galas, donkey derby, race nights etc. All members are given access to bowls equipment so that they can use the green at their convenience to have a 'roll up' and improve their skills when there are rinks available. Social membership and lower bar prices give accessibility to those on low incomes and pensions. The project will enable installation of cost efficient LED lighting which will further help to keep membership costs as low as possible.</p>
Total cost of scheme (including VAT)	£8,568	
Funded by:		Status
Leamington Town Council	£200	Application made, waiting for a decision which is due 17th January 2019
Organisations Own Funds	£1,514	These funds have been evidenced through their annual accounts and the provision of a recent bank statement
Total RUCIS	£6,854	
equates to	80.0%	

RURAL/URBAN CAPITAL IMPROVEMENT SCHEME - 9th JANUARY 2019 EXECUTIVE**APPENDIX 3****Summary of Financial Impact of Approving Scheme**

Scheme Description	RURAL	URBAN	UNDERSPENDS	TOTAL
<u>Original 2018/19 Budget</u>	£75,000	£75,000	£0	£150,000
<u>Additional 2018/19 Budget (agreed 28th November 2018)</u>		£50,000		£50,000
 <u>31st May 2018 Executive</u>				
Budbrooke Community Association	-£25,925			-£25,925
Brunswick Healthy Living Centre		-£26,256		-£26,256
 <u>25th July 2018 Executive</u>				
St Chad's Centre	-£9,000			-£9,000
Cubbington Sports & Social Club	-£11,430			-£11,430
 <u>30th August 2018 Executive</u>				
Playbox Theatre		-£29,406		-£29,406
 <u>26th September 2018 Executive</u>				
Lapworth Parish Council	-£21,741			-£21,741
 Remaining Budget Sub-Total	£6,904	£69,338	£0	£76,242
 <u>9th January 2019 Executive</u>				
Whitnash Town Council (proposed)		-£1,473		-£1,473
Avenue Bowls Club (proposed)		-£6,854		-£6,854
 <u>Underspends</u>				
Budbrooke Community Association			£415	
Wren Hall			£413	
 Total Remaining 2018/19 Budget	£6,904	£61,011	£828	£68,743