

EXECUTIVE

Minutes of the meeting held on Monday 12 December 2005 in the Town Hall, Royal Leamington Spa at 6.00 p.m.

PRESENT: Councillor Crowther (Chair), Councillors Mrs Begg, Boad, Gifford, Gill, Mrs McFarland and Tamlin.

ALSO PRESENT: Councillor Caborn (Chairman of the Audit and Resources Overview and Scrutiny Committee)

Councillor Mrs Compton (Chairman of the Environment and Economic Policy Committee)

Councillor Doody (Chairman of the Executive Overview and Scrutiny Committee);

Councillor Hammon (Conservative Group Observer); and

Councillor Coker.

681. DECLARATIONS OF INTEREST

Minute Number 691 – Warwickshire Provisional Local Transport Plan Consultation

Councillor Doody declared a prejudicial interest because of his membership of Warwickshire County Council.

Minute Number 694 – Sign off of Warwickshire Strategic Partnership Plan 2005 - 2008

Councillor Doody declared a prejudicial interest because of his membership of Warwickshire County Council.

Minute Number 698 – Rural Initiatives Scheme Application

Councillor Tamlin declared a personal interest because he had given support and advice to Bishop's Tachbrook Parish Council.

682. MINUTES

The minutes of the meeting held on 24 October 2005 were taken as read and signed by the Chair as a correct record.

683. PETITION

The Executive considered a petition from Councillor Gill regarding the provision of green bins.

The Executive Overview and Scrutiny Committee supported the petition subject to adequate funding becoming available.

EXECUTIVE MINUTES (Continued)

The Executive agreed with the sentiments of the Executive Overview and Scrutiny Committees' comments, but would like a further report on the matter once the Strategy Group had met in January.

RESOLVED that a further report be submitted to the Executive in February after the Strategy Group has met in January.

684. APPROVAL OF GENERAL FUND BASE ESTIMATES 2005/2006 REVISED AND 2006/2007 ESTIMATES

The Executive considered a report from Corporate Management Team on the approval of the general fund estimates 2005/2006 revised and 2006/07 estimates.

The report gave details of the broad action plan adopted by the Council which was as follows:

- The service plan process included the identification of possible service growth items, efficiency savings and possible service reduction proposals, was the integrated business planning process adopted by the authority.
- Detailed preparation of fees and charges to be considered by Members in October 2005.
- Use of the base budget process, which included a detailed analysis of all items in the budget and forms the major part of this report.
- Deliver the political process of considering options, consulting on options and making proposals.

The figures of the proposed Base Budget for 2006/2007 reflected the costs of maintaining the current level of service, and any unavoidable changes in expenditure (for example, where the Council was contractually or statutorily committed to incur additional expenditure). The report also considered the current year's budget, and included details of proposed revision to the 2005/06 Budget.

Alongside the preparation of the Estimates, the 2006/07 Service Area Plans were being developed. Possible service enhancements and service reductions were being identified. These were being considered and prioritised by portfolio holders so as to enable a package of ideas for external consultation during December.

Since the publication of the agenda, a further report had been circulated detailing the overall financial position and consultation and Warwick District Council's settlement briefing.

The supplementary report updated members on:

- Progress on the Budget and Service Planning process
- The latest forecast of the Council's revenue position and its national context
- The latest forecast of the Council's capital position
- The latest forecast on the Council's reserves and provisions

EXECUTIVE MINUTES (Continued)

- Performance information members may wish to take account of in the budget
- The proposals Portfolio holders are putting forward for consultation for balancing the 2006/07 budget, and plans for capital investment
- The decision making process
- Key assumptions, unknowns and risks

The Strategic Director (Community Resources) had circulated a paper to all Councillors on the proposed Government grant settlement, and she talked through the highlights of the settlement.

The Executive Overview and Scrutiny Committee supported the recommendations in the report but further comments would be forthcoming when Members had considered all the information now available.

The Audit and Resources Overview and Scrutiny Committee supported the recommendations in the original report and the supplementary report.

RECOMMENDED that

- (1) the revised base budget revenue estimate for the General Fund services in respect of 2005/06 as outlined in Appendix 'B' to the report, be approved;
- (2) the base budget revenue estimate for the General Fund services in respect of 2006/07 as outlined in Appendix 'B' to the report, be approved;
- (3) the Executive and Audit & Resources Overview and Scrutiny Committees comments be noted;
- (4) consideration of any amendments to the policy in respect of housing being self financed from within housing and any capital savings, be deferred for further information;
- (5) the basis of the reserves and provisions and their usage as set out in Appendix D to the supplementary report be agreed;
- (6) CMT brings forward options for dealing with the potential significant increases in contract costs in 2008/09;
- (7) Consultation responses be circulated via the Members' Bulletin in advance of the final report on the Councils budget report for the next Executive; and
- (8) the settlement briefing be noted.

(The Portfolio Holders for this item were Councillors Begg, Boad, Crowther, Gill, McFarland and Tamlin)

EXECUTIVE MINUTES (Continued)

685. APPROVAL OF HOUSING REVENUE ACCOUNT 2005/2006 REVISED AND 2006/2007 ESTIMATES

The Executive considered a report from Housing and Finance on the approval of HRA Estimates 2005/2006 revised and 2006/2007 estimates.

The report gave details of the broad action plan adopted by the Council which was as follows:

- The service plan process included the identification of possible service growth items, efficiency savings and possible service reduction proposals.
- Detailed preparation of fees and charges to be considered by Members in October 2005.
- The base budget process, which included a detailed analysis of all items in the budget and formed the major part of the report.
- The political process of considering options, consulting on options and making proposals.

The figures of the proposed Base Budget for 2006/2007 reflected the costs of maintaining the current level of service, and any unavoidable changes in expenditure (for example, where the Council was contractually or statutorily committed to incur additional expenditure). The report also considered the current year's budget, and included details of proposed revision to the 2005/06 Budget.

Alongside the preparation of the Estimates, the 2006/07 Service Area Plans were being developed. Possible service enhancements and service reductions were being identified. These were being considered and prioritised by portfolio holders so as to enable a package of ideas for external consultation during December.

The Executive Overview and Scrutiny Committee supported the recommendations in the report, but further comments would be forthcoming when Members had considered all the information now available.

RESOLVED that

- (1) the revised base budget revenue estimate for the Housing Revenue Account services in respect of 2005/2006 as outlined in Appendix 'B' to the report, be approved; and
- (2) the base budget revenue estimate for the Housing Revenue Account services in respect of 2006/2007 as outlined in Appendix 'B' to the report, be approved.

(The Portfolio Holder for this item was Councillor Boad)

EXECUTIVE MINUTES (Continued)

686. REFURBISHMENT OF RAILWAY ARCHES OFF COURT STREET CAR PARK

The Executive considered a report from the Director of Customer Information and Advice on the refurbishment of the railway arches off court street car park.

Some years ago, the Council had acquired the lease on 8 railway arches just off Court Street Car park. This was part of a negotiation to transfer a company that had access rights over the car park which the Council had been seeking to clear to enable it to be developed. The lease required that some improvement works were undertaken. These had not been undertaken pending all of the proposals for the redevelopment of the area but the landlord was now pressing the Council to fulfil its obligation, of which it was clearly in breach. A rent review was due in April 2007. The works required by the landlord had been estimated to cost circa £50,000 but these works were relatively minimal and would not in themselves make the arches a particularly attractive facility for local businesses. A higher specification scheme had been estimated to cost over £134,000 in 2001.

The Executive Overview and Scrutiny Committee reiterated the comments made in July 2005 that the proposals should be investigated in detail by a working party of Councillors Ashford, Copping, Mrs Falp and Mrs Sawdon before any decisions were made.

The Audit and Resources Overview and Scrutiny Committee supported the recommendations in the report and felt that the rental of £7 per square foot was a reasonable figure which would allow for some degree of vacancies.

The Executive considered the suggestion of a Working Party by the Executive Overview and Scrutiny Committee, but decided they would like their decision scrutinising by the appropriate Overview and Scrutiny Committee at a later date. They also agreed with the comment made by the Audit and Resources Overview and Scrutiny Committee.

RESOLVED that

- (1) as part of the capital programme budget proposals for 2006/07 of £284,000, the use of prudential borrowing (or other appropriate financing to be determined as part of the Council's overall Capital financing), be approved and all necessary preparatory work be undertaken and relevant permissions sought in the meantime;
- (2) the Council seeks security of a lease of 15 years from Spacia in order to recover its investment;
- (3) this decision be put into the appropriate Overview and Scrutiny Committee work plan to be scrutinised at a later date.

(The Portfolio Holders for this item were Councillors Crowther and Tamlin)

EXECUTIVE MINUTES (Continued)

687. THE FUTURE OF THE FORMER SPENCER STREET CHURCH, ROYAL LEAMINGTON SPA

The Executive considered a report from the Strategic Director (Customer Information and Advice) & Deputy Chief Executive on the future of the former Spencer Street church.

In 2004 the Executive agreed to the proposals for the Cultural Quarter in the Spencer Yard area. Alongside this it also agreed to support the proposed use by a company of the Church as a Spa. This would have been a significant attraction for the Town as well as relieving the Council of the leasing costs it presently incurred.

Since that time the officers had been working with the company to progress the scheme. Unfortunately in September of 2005, the company informed the Council's officers that they would not be progressing with the scheme. The reasons were that the capital cost of the significant alterations and extension to the Church outweighed the likely financial benefits to that company. They felt that they should give clear notice that they would not be proceeding.

The Executive Overview and Scrutiny Committee recommended that the matter should be investigated by the working party suggested to consider the refurbishment of the railway arches proposals.

RESOLVED that the Council take the following measures to secure a future use of the former Spencer Street Church:

- (1) market the lease to see what other interest there might be on the local market to take over the premises;
- (2) discuss with the Loft Theatre the possibility of relocating the theatre from its current site to go into the Church building; and
- (3) this decision be put into the appropriate Overview and Scrutiny Committee work plan to be scrutinised at a later date.

(The Portfolio Holder for this item was Councillor Tamlin)

688. LOCAL DEVELOPMENT SCHEME

The Executive considered a report from Planning and Engineering on the local development scheme.

The Local Development Scheme (LDS) was a major part of the new planning system introduced by the Government as part of the Planning & Compulsory Purchase Act in 2004. The LDS was a project plan that outlined what planning policy documents the Council intended to prepare.

EXECUTIVE MINUTES (Continued)

The proposed LDS, which was detailed in appendix B to the report, was the second that Warwick District Council had prepared. It was important that the LDS was monitored to measure whether the milestones that the Council had set itself had been achieved. This was done formally through the Annual Monitoring Report (AMR) which was prepared in December of each year.

The Executive Overview and Scrutiny Committee supported the recommendations in the report.

RESOLVED that

- (1) the Local Development Scheme as detailed in appendix B to the report be approved for submission to the Secretary of State;
- (2) the Local Development Scheme shall have effect from the date when the Secretary of State notifies the Council that he does not intend to direct the authority to amend the Scheme;
- (3) delegated authority be given to the Environment Portfolio Holder and the Head of Planning & Engineering to agree any further minor amendments to the presentation of the Local Development Scheme prior to, or after submitting it to the Secretary of State for the reasons, set out in appendix A to the report.

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

689. WARWICK DISTRICT LOCAL PLAN

The Executive considered a report from Planning and Engineering on the Warwick District Local Plan.

In May 2005, the Council approved the Revised Deposit Version of the Warwick District Local Plan and authorised for it to be placed on deposit for public consultation. This deposit had taken place during July and August.

During this period a total of 681 comments had been made from 138 individuals and organisations. Many of these were people who had already made comments on the First Deposit Version. When these comments were added to those made to the First Deposit Version of the local plan, there was now a total of 2104 comments on the local plan, of which 372 were supporting representations and 1732 were objections. Of these objections, 123 had already been conditionally withdrawn following changes made to the Revised Deposit Version.

EXECUTIVE MINUTES (Continued)

The next stage for the local plan was for a public inquiry to be held, at which any objectors were invited to make representations (either in person or by written comments) to indicate how and why they would wish to see the local plan amended. The Council would appear at the Inquiry to defend the local plan. A start date for the inquiry had been set for 4th April 2006 and an inspector, Mr. Clive Richardson had now been appointed to hold it.

The Executive Overview and Scrutiny Committee supported the recommendations in the report.

RESOLVED that

- 1) delegated authority be given to the Head of Planning & Engineering, in consultation with the Environment Portfolio holder, to approve minor changes to the local plan as may be required both before and during the forthcoming local plan inquiry; and
- 2) a consultation be undertaken on those sites that have been proposed by objectors but that the Council does not intend to identify in the local plan in accordance with guidance from the Planning Inspectorate.

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

690. PLANNING DEVELOPMENT GRANT

The Executive considered a report from Planning and Engineering on the revised allocation of the planning development grant.

A report was submitted to the Executive in June, which had set out the Planning Development grant that had been awarded to the Council for 2005/06. The total award at that time was reported as £193,299. Since then further information had been provided by the ODPM on additions to that level of grant. These arose from:

- An additional award for Plan Making of £54,545, slightly larger than the £52,000 anticipated at that time
- An additional sum of £18,156, awarded for 2004 performance, following assessment of final returned performance figures

The total awarded for 2005/06 was therefore £214,000.

In addition, the ODPM had advised that as from 15/06, 25% of the PDG award had to be allocated to capital funding rather than revenue. In addition, an adjustment had to be made to take account of an over allocation of funding for one of the planner and Enforcement officer posts as funding had been allocated for the whole of the year and the appointments were only able to be made at the half point of the 04/05 year. This had a positive effect in that it increases the allocation available for 05/06 by £28,000. As a result of these differences, a revised distribution of PDG for the year was now placed before members. All the original revenue commitments

EXECUTIVE MINUTES (Continued)

can still be met and there had been some adjustment of categories to take account of the capital allocation requirement.

The Executive Overview and Scrutiny Committee supported the recommendations in the report subject to clarification being given to the employment position of the four temporary staff referred to in Appendix 2 to the report.

The Audit and Resources Overview and Scrutiny Committee supported the recommendations in the report.

The Head of Planning and Engineering clarified that the temporary staff would continue to be employed by Planning and Engineering and that after a period of time, they would acquire the same employment rights as permanent staff.

RESOLVED that the revised allocation of Planning Development Grant, as detailed in appendix 1 to the report, be approved.

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

691. WARWICKSHIRE PROVISIONAL LOCAL TRANSPORT PLAN CONSULTATION

The Executive considered a report from Planning and Engineering on the Warwickshire provisional local transport plan.

The County Council had prepared the current provisional LTP 2005. This, when approved would replace the current LTP prepared in 2000. The document would establish the strategy for transport investment for the next 5 years. It had been the subject of public consultation. However, because of committee deadlines, it had not been possible to bring a report to members before this time. Accordingly a provisional response had been submitted to the County Council as set out in the report. This could be confirmed or amended depending on members views following formal consideration of the report

The Executive Overview and Scrutiny Committees supported the recommendations in the report.

RESOLVED that the County Council be advised:

- 1) that there is generally no conflict between the District Local Plan (revised draft) and the policies of the provisional LTP and that the overall approach to transport planning as set out in the document can be supported;
- 2) that reference should be made to the South West Warwick development in the text to match that shown in map form;

EXECUTIVE MINUTES (Continued)

- 3) that the Council expresses its specific support in principle to the major new transport proposals contained within the plan, namely the park and ride for Warwick/Leamington and a new station at Kenilworth;
- 4) that the Council would wish to see more explicit consideration of air quality issues in the development of the specific proposals arising from the action plans; and
- 5) that the Council would wish them to investigate realistic proposals for providing a cycle route from Kenilworth to Leamington Spa which could combine with the Safer Routes to School from North Leamington School to the town centre.

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

692. ANNUAL MONITORING REPORT

The Executive considered a report from Planning and Engineering on its annual monitoring of planning policies.

The Council was required to produce an Annual Monitoring Report (AMR) into its planning policies under the 2004 Planning & Compulsory Purchase Act. This AMR must be reported to a Committee of the Council by December 2005.

This AMR had been prepared utilising existing resources. However, the Planning and Compulsory Purchase Act had set out stringent requirements for the monitoring of plan policies, some of which might necessitate a review of current monitoring systems.

The AMR provided information on the performance of a wide number of the planning policies in the local plan. Some of this information had already been reported to Councillors as part of wider reporting of performance management. The output of the AMR would help inform the development of future planning policy within the district.

The Executive Overview and Scrutiny Committee supported the recommendations in the report.

RESOLVED that the annual monitoring report be noted.

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

693. RACIAL HARASSMENT POLICY - HOUSING

The Executive considered a report from Housing Services on the revised policy and procedures for dealing with Racial Harassment of Council tenants and leaseholders

The Commission for Racial Equality recommended that social landlords adopted measures to counter racial harassment in its Code of Practice in Rented Housing.

EXECUTIVE MINUTES (Continued)

Racial harassment was specifically highlighted in the Housing Anti-Social Behaviour Policy and a rigorous and robust approach should be taken when incidents are reported.

There was a specific clause in the Conditions of Tenancy which prohibited racial harassment. The necessary policy and procedures had to be in place to tackle incidents of racial harassment.

The Executive Overview and Scrutiny Committee supported the recommendations in the report.

RESOLVED that the revised policy and procedures for dealing with Racial Harassment of Council tenants and leaseholders, as circulated with the report, be approved.

(The Portfolio Holder for this item was Councillor Boad)

694. SIGN OFF OF WARWICKSHIRE STRATEGIC PARTNERSHIP PLAN 2005 – 2008

The Executive considered a report from the Chief Executive's Office on the Warwickshire Strategic Partnership Plan (WSPP) 2005 – 2008.

The Draft WSPP was agreed in principle at the Executive in June, but clarification was sought on a number of issues.

The County Leaders Group officially signed off the Plan at its meeting in October and the key partner organisations were now in the process of signing off the Plan via their own committee processes.

The Executive Overview and Scrutiny Committee supported the recommendations in the report.

RESOLVED that the Warwickshire Strategic Partnership Plan 2005 – 2008, be approved.

(The Portfolio Holder for this item was Councillor Crowther)

695. 2005/2006 SECOND QUARTER PERFORMANCE RESULTS

The Executive considered a report from Policy and Performance on the performance in relation to each of the six portfolios for the period April 2005 to September 2005.

The regular and systematic reporting of performance results against target, trended over time and compared with other authorities was a fundamental element of the Council's integrated performance management framework. The performance management framework in turn was a key tool in ensuring the Council stayed focussed on what mattered to ensure it delivered its services efficiently and effectively.

EXECUTIVE MINUTES (Continued)

As in previous quarters, reports which related to each Portfolio had been prepared and arranged to enable the Executive Overview and Scrutiny Committee to hold portfolio holders to account for the performance of services within their portfolio area.

The Executive Overview and Scrutiny Committee supported the recommendations in the report but proposed that the following performance issues should be closely monitored:

DS11: % of planning applications registered in 5 days

DS13: % of alleged breaches of planning control resolved in 12 weeks

ES10: % of planned IPC inspections undertaken within period (Pollution Control)

The Committee also requested reports regarding:

- (a) CM56 (BV12: Number of working days / shifts per employee lost to sickness absence) to identify short term / long term absences, and the service areas involved; and
- (b) CU10 (BV78a: Average processing time new benefits claims).

RESOLVED that

- (1) performance in relation to each of the six portfolios for the period April 2005 to September 2005 be noted;
- (2) the mitigation and corrective actions where results have fallen beyond 10% of target be noted, and approved, as detailed within each appendix;
- (3) the appropriate Portfolio Holders closely monitor the following:
 - DS11: % of planning applications registered in 5 days
 - DS13: % of alleged breaches of planning control resolved in 12 weeks
 - ES10: % of planned IPC inspections undertaken within period (Pollution Control);
- (4) the following areas need to be closely monitored by the appropriate Overview and Scrutiny/Policy Committee, and reports on these matters will be submitted to them in due course:

CM56 (BV12: Number of working days / shifts per employee lost to sickness absence) to identify short term / long term absences, and the service areas involved; and

CU10 (BV78a: Average processing time new benefits claims).

EXECUTIVE MINUTES (Continued)

(The Portfolio Holders for this item were Councillors Begg, Boad, Crowther, Gill, McFarland and Tamlin)

696. CORPORATE IMPROVEMENT PLAN MONITORING

The Executive considered a report from Corporate Management Team on corporate improvement plan monitoring.

The Corporate Improvement Plan was a “living document” overseen by the Corporate Management Team (CMT) as a means to ensure the Council integrated the actions and initiatives necessary to ensure continuous improvement. As such it was monitored, reviewed and updated by CMT each quarter.

The successful and timely implementation of the Corporate Improvement Plan was therefore a key action in ensuring the Council delivered the improvement objectives it committed to as part of the CPA process and in demonstrating a positive direction of travel for future assessments.

The Executive Overview and Scrutiny Committee supported the recommendations in the report.

RESOLVED that

- (1) the progress made on the implementation of the Corporate Improvement Plan be noted; and
- (2) the changes and updates to the Corporate Improvement Plan be approved.

(The Portfolio Holders for this item were Councillors Begg, Boad, Crowther, Gill, McFarland and Tamlin)

697. WARWICK MARKET PLACE REVIEW

The Executive considered a report from the Environment and Economic Policy Committee on the Warwick Market Place Review.

The Environment and Economic Policy Committee had considered and approved the review of which there had been a large number of recommendations contained within the report. The report considered all issues and was subsequently divided into reports relevant to the organisation under whose remit it lay. These were Warwick District Council, the Warwick Town Centre Traffic Forum and Warwickshire County Council’s Area Committee.

The Executive Overview and Scrutiny Committee supported the recommendations in the report.

The Audit and Resources Overview and Scrutiny Committee noted the report but felt that the funding requested should be considered as part of the overall budget process.

EXECUTIVE MINUTES (Continued)

RESOLVED that

- (1) the recommendations made by the Policy Committee, as detailed in the report, be noted; and
- (2) the issues which the Authority are responsible for delivering, be considered when the bid for £10,000 is made as part of the Budget Review.

(The Portfolio Holder for this item was Councillor Tamlin)

698. **GENERAL REPORT**

(A) **GRANTS FOR RURAL INITIATIVE SCHEME**

The Executive considered a report from Finance on an application for a rural initiative grant.

Bishops Tachbrook Parish Council was undertaking major improvements to the facilities on the Meadow playing field for the benefit and enjoyment of the whole community. To this end, the Parish Council had previously been awarded a total of £36,750 in Rural Initiatives Grants. The current application for £2,000 represented 50% funding for the installation of lighting in the drive leading to the Meadow car park and the Sports and Social club in order to improve the accessibility of the playing fields and the Sports and Social club. It also provided a more secure environment for users of the facilities.

The Executive Overview and Scrutiny Committee supported the recommendations in the report.

RESOLVED that the request from from Bishops Tachbrook Parish Council for a grant of £2,000, under the Council's Rural Initiatives Scheme, be approved.

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

(B) **THE FUTURE OF MARKETS IN WARWICK DISTRICT**

The Executive considered a report from Leisure and Amenities on the future of markets in Warwick district.

Current trends suggested that traditional markets were in decline. This was confirmed by the figures for stall lettings across Warwick District where the number of stalls being let, particularly in Kenilworth, was in decline.

Unless some action was taken then the vitality and viability of the town centres, the social benefit of the markets to the local community and the income derived from the markets could be greatly reduced or even lost.

EXECUTIVE MINUTES (Continued)

The Executive Overview and Scrutiny Committee supported the recommendation in the report, but that the changes to the arrangements for the Leamington market be delayed until after the winter period.

The Audit and Resources Overview and Scrutiny Committee supported the recommendations in the report.

RESOLVED that

- (1) a trial be undertaken during June and July of 2006 of a relay and expansion of the Saturday market in Warwick which would include the provision of an area for café culture and special events; and
- (2) discussions take place with partners in the spring of 2006 the feasibility of operating a Saturday / Sunday market on Parade on the 4th weekend of every month with a view to a joint proposal being put together.

(The Portfolio Holder for this item was Councillor Tamlin)

(C) MOVE TO DIGITAL RECORDING OF CCTV

The Executive considered a report from Leisure and Amenities on moving to digital recording of CCTV.

The current system for recording images was via the use of video recording equipment. The recording system introduced in 2002 was now coming to the end of its life and was in need of replacement. New specialised video recording equipment was now being manufactured with the result that the Council would at some time in the near future, be unable to record the images vital for use in court cases.

Given the current advances in technology any replacement system would be in the form of a digital recording system. This system removed the need for changing of tapes and simplified the way information was stored and handled. This time saving would help to offset some of the additional maintenance costs of operating with this new equipment.

The Executive Overview and Scrutiny Committee supported the recommendations in the report.

RESOLVED that

- (1) the need for an upgrade in CCTV recording media to digital be noted; and
- (2) an approach be made to Warwickshire Police and the Home Office for funding.

(The Portfolio Holder for this item was Councillor Tamlin)

EXECUTIVE MINUTES (Continued)

(D) COVENT GARDEN CAR PARK – INTRODUCTION OF PAY ON FOOT/PLANNING APPLICATION

The Executive considered a report from Leisure and Amenities on the introduction of Pay on Foot in the Covent Garden car park.

The Environment and Economic Policy Committee had undertaken a review of the Pay on Foot (PoF) system in St Peter's car park.

The review concluded that the introduction of PoF was both financially beneficial to the car park service and achieved the requirements of the car park strategy agreed in December 2004 by providing an improved level of service to users of the car park and the town centre.

As a result of that review the Environment and Economic Policy Committee recommended to the Executive the following:

- PoF be introduced into Covent Garden multi-story car park which currently offered 534 spaces during 2006/07. That PoF system should be provided for the additional 300 spaces planned over the surface of Covent Garden in 2008. This would ensure that all the spaces on the Covent Garden site operate as PoF.
- Plan to introduce the Pay on Foot systems in car parks which offered over 300 spaces and were linked to VMS. This strategy linked in with the current strategy which sought to provide four large car parks linked to VMS and offering PoF.

The Executive Overview and Scrutiny Committee supported the recommendations in the report.

RESOLVED that

- (1) tenders be invited for alterations, maintenance and improvement work to Covent Garden car park and if tenders are within the Capital budget provision, to undertake the works with the chosen contractor;
- (2) planning applications be made relating to the expansion of the car park over the current surface car park;
- (3) officers be given delegated authority to make applications for any necessary regulatory permissions and consents in order to carry out any of the agreed measures and proposals for the Covent Garden car park complex;

EXECUTIVE MINUTES (Continued)

- (4) tenders be invited in accordance with the Code of Contract Procurement for an Architect and Quantity Surveyor to assist with the obtaining of any necessary regulatory permissions, consents and the production and monitoring of costs for the proposed expansion of the current multi-storey car park;
- (5) the car park strategy be amended to identify the introduction of Pay on Foot as the payment system in car parks of over 300 spaces not 150 as previously identified;
- (6) the capital programme be amended to reflect the works detailed in paragraph 5.4 of the report, being brought forward to 2006/07 and the financing duly amended to reflect the use of the Lunn Poly receipt; and
- (7) an increase in the revenue and income budgets be approved, up to £45,000 in 2006/07 to enable the appointment of appropriate staff effective from whenever Pay on Foot goes live at Covent Garden.

(The Portfolio Holder for this item was Councillor Tamlin)

(E) CONTRACT FOR CLEANING OF COMMUNAL AREAS TO HOUSING PROPERTIES

The Executive considered a report from Housing Services on the contract for cleaning of communal areas to housing properties.

The Council employed contractors to clean the internal communal areas of various blocks of flats. These areas included hallways, lifts, stairways, entrance foyers and refuse container storage areas.

It was intended that the cleaning service would continue to be provided at existing sites. It was not proposed at this stage, to extend the cleaning service into other blocks of flats where contract cleaners were not employed. Neither was it intended to extend the cleaning service into areas where the Council currently employed site-based Estates Supervisors. If, however, an outcome of the Business Process Redesign work in Tenancy Management was that the way in which the cleaning service was provided on sites where Estates Supervisors were employed should change, then the contract may be subject to future variation. There may be some potential for extending the cleaning contract into areas where we had Estates Supervisors and then re-designing their job description.

The current contract was let in April 2001 for an initial period of three years and formally reviewed annually.

EXECUTIVE MINUTES (Continued)

The contract had been operating relatively satisfactorily with no major increases in costs other than the annual cost of living index and minimum wage adjustments. The contract had been extended on an annual basis in April 2004 and again in April 2005.

These extensions were now out of step with the Council's Code of Contract Practice. Under this, if tenders were not sought for a contract, a report must be made to the Executive seeking approval for an extension.

It was appropriate, therefore, to report the circumstances to the Executive and for retrospective approval be obtained for the extension of the contract period.

The Executive Overview and Scrutiny Committee supported the recommendation in the report.

RESOLVED that

- (1) the re-tendering of the cleaning contract for Council owned flats let by Housing Services be approved;
- (2) the Head of Housing Services be authorised to tender the work, and accept the best offer for the new contract by April 2006; and
- (3) retrospective approval for extending the current contract for two years from April 2004 be approved.

(The Portfolio Holder for this item was Councillor Boad)

(F) DELEGATED AUTHORITY RE IEG 5 RETURN

The Executive considered a report from Customer Information and Advice requesting delegated authority be given to the Director of Customer Information and Advice in consultation with the Member e-Champion to approve the Implementing Electronic Government 5 (IEG 5) return to Office of Deputy Prime Minister (ODPM).

The IEG 5 return to the ODPM was required by Monday 19 December 2005. The online proforma for the return was due to be available for completion from 7 November; it would not be possible to complete the document in time for the standard committee timetable.

The Executive Overview and Scrutiny Committees supported the recommendation in the report.

RESOLVED that delegated authority be given to the Director of Customer Information and Advice in consultation with the Member e-Champion to approve the Implementing Electronic Government 5 (IEG 5) return to Office of Deputy Prime Minister (ODPM).

EXECUTIVE MINUTES (Continued)

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

(G) NEXT PHASE OF THE ONE STOP SHOP ROLL-OUT PROGRAMME

The Executive considered a report from Customer Information and Advice on the next phase of the one stop shop roll-out programme.

On 15 September 2004 the Executive took a decision that the Joint One Stop Shop initiative should begin with a pilot at two or three locations. Kenilworth Library had been successfully completed and the next location to be developed was Whitnash Library.

Initial discussions with Whitnash Town Council and the Police Authority suggested that both parties had been keen to move from their respective current premises to a Joint One Stop Shop based at an extended Whitnash Library. However, subsequent consultation indicated that the Town Council was not convinced of the business case for a move and the Police Authority cannot, at this point, give a firm commitment.

So that the potential for the Town Council and/or Police Authority joining at a future date was not lost, a phased planning application would be submitted to the Planning Authority, encompassing plans for initial works to build an extension for a Joint One Stop Shop and subsequent works to accommodate the Town Council and Police Authority.

Paragon Interiors Limited had successfully delivered a Joint One Stop Shop in just 10 weeks and in accordance with agreed budgets at Kenilworth. If the pilot was to include a second site within a reasonable amount of time then a prompt approach was required.

The Executive Overview and Scrutiny Committees supported the recommendation in the report.

RESOLVED that Paragon Interiors Limited be appointed to undertake building works at Whitnash Library as part of the Joint One Stop Shop pilot phase without undertaking a tender exercise, which is to be within existing budgets. If this is not possible, then a report be submitted to the Executive to make a decision.

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

699. MINUTES OF THE OVERVIEW AND SCRUTINY AND POLICY COMMITTEES

RESOLVED that the minutes of the Executive and Audit & Resources Overview and Scrutiny Committees held on 18 October 2005 and the Environment & Economic and Social & Culture Policy Committees held on 19 October 2005 be noted.

EXECUTIVE MINUTES (Continued)

700. PUBLIC AND PRESS

RESOLVED that that under Section 100A of the Local Government Act 1972 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 as set out below:

Item Nos.	Para Nos.	Reason
701	9	Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services. [for so long as disclosure would prejudice the Council in consultations or negotiations]
702 & 703	7	Information relating to the financial or business affairs of any particular person (other than the authority) [but not publicly register able information under certain Acts]
702	12	Any instructions to counsel and any opinion of counsel (whether or not in connection with any proceedings) and any advice received, information obtained or action to be taken in connection with- (a) any legal proceedings by or against the authority, or the determination of any matter affecting the authority, (whether, in either case, proceedings have been commenced or are in contemplation)

701. 1 NEWLAND ROAD, LILLINGTON

The Executive considered a report from the Asset Management Steering Group on the sale of 1 Newland Road, Lillington.

Warwick District Council (Housing Revenue Account) owned the property known as 1 Newland Road, Lillington, Leamington Spa, which was leased as a 'General Store and Grocer' for the local community. The tenant had been there for over 10 years. The current lease commenced on 1st May 1998, for a term of 12 years, and expired on 30th April 2010.

The Executive Overview and Scrutiny Committees supported the recommendations in the report.

The Audit and Resources Overview and Scrutiny Committee supported the recommendation in the report but emphasised that the proposed covenant in the conveyance restricting the use of the premises must be fully enforceable.

EXECUTIVE MINUTES (Continued)

RESOLVED that 1 Newland Road, Lillington, Leamington Spa be sold to the sitting tenant for £55,000, subject to the property being used exclusively as a 'General Store and Grocer', in the interest of the local community

(The Portfolio Holder for this item was Councillor Boad)

702. **KENILWORTH TOWN CENTRE**

The Executive considered a report from Strategic Director (Customer Information and Advice) & Deputy Chief Executive on Kenilworth town centre.

In 2001, the District Council had completed the sale of the freehold of the Abbey End shops to Grevayne Properties which included a number of contractual obligations, which to date had not been carried out.

The proposal to improve the access road through the Abbey End car park would contribute to the revitalisation of Kenilworth Town Centre and so meet the Council's Corporate Strategy for 2003 – 2007 objectives which were follows:

- To contribute to regeneration and economic activity by encouraging a diverse range of businesses
- To promote accessibility to and the vitality of the town centres
- To support tourism

The Strategic Director (Customer Information and Advice) & Deputy Chief Executive also gave a verbal update on developments since the agenda had been published.

The Executive Overview and Scrutiny Committee supported the recommendation in the report.

RESOLVED that

- (1) a Compulsory Purchase Order be made in respect of the land outlined on Plan 1 under Section 226 of the Town and Country Planning Act 1990 (as amended) and all necessary actions and steps be taken to complete the order and acquire the land;
- (2) the Strategic Director (Customer Information and Advice) & Deputy Chief Executive and Portfolio Holder for Economic Services begin negotiations with Grevayne Properties on their contractual obligations; and
- (3) delegated authority be given to the Director of CIA in consultation with the Portfolio Holder to pursue a solution with Grevayne Properties before the CPO is undertaken.

(The Portfolio Holder for this item was Councillor Tamlin)

EXECUTIVE MINUTES (Continued)

703. FUTURE OF SOUTH WARWICKSHIRE TOURISM COMPANY

The Executive considered a report from Strategic Director (Customer Information and Advice) & Deputy Chief Executive on the future of the South Warwickshire Tourism Company.

In September 2005 when considering an update of the Corporate Risk Register, both Executive members and members of the Executive Scrutiny and Audit and Resources Scrutiny Committees, had recognised the concern over the future of South Warwickshire Tourism Company (a public/private partnership involving both Stratford and Warwick District Councils) and the mitigation measure had been to undertake a strategic review.

The strategic review was being undertaken in 2 parts. Firstly, key officers from organisations (including from this Council) party to the Company or linked generally with tourism in the area had met 3 times to consider options and had reported to a Working Party of the Company's Board. This work was likely to continue and would then be subject to a more formal consultation exercise with Company members. Secondly, alongside but also crossing over with that other work, officers from both Stratford and Warwick District Councils were preparing information to be discussed by a joint Scrutiny Group which would then report to the next Executive with recommendations on a way forward.

The Executive Overview and Scrutiny Committee supported the recommendation in the report, and the Executive be recommended to request continuing updates on the matter.

The Audit and Resources Overview and Scrutiny Committee supported the recommendations in the report, but asked that officers be asked to investigate the possible involvement of Stratford Town Council in the Partnership and any other options which would ensure that the Council receives value for money from its tourism budget.

RESOLVED that

- (1) the steps set out at paragraphs 2.1 to 2.2 of the report in respect of the longer term future of South Warwickshire Tourism Company or its activities be approved;
- (2) support be given to the contingency steps to secure the immediate future of the South Warwickshire Company or its current activities as set out at paragraph 2.6 of the report; and
- (3) the Executive be kept up to date with this matter.

(The Portfolio Holder for this item was Councillor Tamlin)

(The meeting ended at 8.15 pm)