

Stephen Cross
Chairman of the Council

Council meeting: Wednesday, 19 September 2018

Notice is hereby given that an ordinary meeting of Warwick District Council will be held at the Town Hall, Royal Leamington Spa on Wednesday, 19 September 2018 at **6.00pm**.

Emergency Procedure

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

Agenda

1. **Apologies for Absence**
2. **Declarations of Interest**

Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct. Declarations should be 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.

3. **Minutes**

To confirm the minutes of the meeting of the Council held on 8 August 2018.
(Pages 1 to 9)

4. **Communications and Announcements**
5. **Petitions**

6. **Notices of Motion**

To consider a notice of motion by Councillor Naimo, to be seconded by Councillor Gifford that:

"At the public meeting regarding the Office move proposals arranged by the local Business Community in the early summer, many residents expressed the view that there should be another public meeting. They felt that there was insufficient time to cover all the questions they wished to ask, before final decisions are taken, and they would like to be able to ask them of responsible Executive members, as well as Officers.

Therefore it is proposed that should another public meeting be called about the Office move proposals, this Council expects appropriate members of the Executive and senior Officers to make themselves available to attend."

7. **Public Submissions**

8. **Leader's and Portfolio Holders' Statements**

9. **Questions to the Leader of the Council & Portfolio Holders**

10. **Executive Report**

To consider the excerpt of report of the Executive meeting on 30 August 2018.
(Page 1 to 11 plus Appendices 1 & 2)

11. **Revision to Membership of Committees**

To consider the following proposed amendments:

- (a) to replace Councillor Davies with Councillor Day as a member of the Finance & Audit Scrutiny Committee;
- (b) to replace Councillor Day with Councillor Davies as a substitute for Finance & Audit Scrutiny Committee
- (c) to replace Councillor Mrs Gallagher on Employment Committee with Councillor Phillips;
- (d) to replace Councillor Mrs Gallagher with Councillor Illingworth on Standards Committee;
- (e) to replace Councillor Mrs Gallagher with Councillor Cain on Licensing & Regulatory Committee;
- (f) to remove Councillor Cain as a named substitute for Licensing & Regulatory Committee;
- (g) to remove Councillor Mrs Gallagher as a named substitute for both the Finance & Audit and Overview & Scrutiny Committees;
- (h) to replace Councillor Mrs Gallagher with Councillor Mrs Redford as Parish & Town Council Champion.

12. **Public & 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 item by reason of the likely disclosure of exempt information within the paragraphs of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

Item Nos.	Para Nos.	Reason
13	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

13. **Confidential Executive Report**

To consider the confidential report of the Executive meetings on 30 August 2018
(Page 1 to 9)

14. **Common Seal**

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



Chief Executive
 Published Tuesday 11 September 2018

For enquiries about this meeting please contact Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ.
 Telephone: 01926 456114
 E-Mail: committee@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.

WARWICK DISTRICT COUNCIL

Minutes of the meeting held on Wednesday 8 August 2018, at the Town Hall, Royal Leamington Spa at 6.00pm.

PRESENT: Councillor Cross (Chairman); Councillors Ashford, Barrott, Bromley, Mrs Bunker, Cain, Mrs Cain, Coker, Cooke, D'Arcy, Davies, Davison, Doody, Edgington, Mrs Evetts, Mrs Falp, Gallagher, Gifford, Gill, H Grainger, Mrs Grainger, Heath, Mrs Hill, Howe, Mrs Knight, Margrave, Morris, Murphy, Naimo, Noone, Parkins, Phillips, Quinney, Mrs Redford, Shilton, Mrs Stevens, Thompson, Weed, Whiting and Wright.

23. **Recording of meetings**

It was proposed by the Chairman, duly seconded and

Resolved that

- (1) from this point forward, any meetings of the Council, held in the Council Chamber at the Town Hall, Royal Leamington Spa, will be both audio and visually recorded including where the public and press have been excluded; and
- (2) Council Procedure Rules be updated to reflect this.

24. **Apologies for Absence**

Apologies for absence were received from Councillors Boad, Butler, Day and Illingworth.

25. **Declarations of Interest**

There were no declarations of interest.

26. **Minutes**

The minutes of the meeting of the Council held on 20 June 2018 were taken as read and duly signed by the Chairman as a correct record.

27. **Communications & Announcements**

The Chairman informed Council that:

- he had attended 26 engagements since the last Council meeting, these had included Leamington Community Fun Day, RAF 100 in Coventry, Motion House 30th Birthday, Armed Forces Day flag raising, Leamington Society Awards, Bowls England Open Championships in Victoria Park, Commonwealth Games launch for Warwick District, Warwickshire Girl Guides 8th Internal Camp; and
- there was no business to consider under item 5 (Petitions) nor Item 7 Public Submissions.

28. Notice of Motion

Councillor Cross informed Council that after the agenda was published and prior to the start of the meeting, Councillors Ashford, Mrs Bunker, Cain, Mrs Cain, Mrs Evetts, Hill, Murphy, Noone, Mrs Redford, Stevens and Wright had withdrawn their support for the motion. However, because there were more than the required 10 signatories to the Motion, the Council could still consider the matter, in line with Council procedure rules.

Councillor Parkins proposed to consider a notice of motion by Councillor Parkins under Council Procedure rule 16 "Rescission of Preceding Resolution" seconded by Councillor Gallagher and supported by Councillors: Barrott, Bromley, D'Arcy, Davison, Mrs Falp, Gifford, Hill, Naimo, Quinney and Weed as follows:

The former Royal Navy Club premises in Adelaide Road, Leamington Spa, a Warwick District Council asset, is to be leased out to local community groups and associations. This action is welcomed by all. However, in order to secure a long-term base and security for these groups and associations, the following Notice of Motion seeks members' agreement:

"That Warwick District Council protect the premises in Adelaide Road, Leamington Spa, for local community use only and offer security with a minimum 10-year lease and a report is brought to the Executive for them to consider on this matter.

That the resolutions approved under Item 13 of the Executive meeting of 5 April 2018 be duly amended to reflect this motion:

Resolution clause 3 final words "including the Royal Naval Club site, as a priority" be deleted

Resolution clause 5 opening words 'the offer of a short term let' be replaced with "the offer of a minimum 10 year let with no 3 month break clause".

Councillors Parkins, Knight, Gifford, Mobbs, Gill, H Grainger, Cooke, Mrs Grainger, Mrs Falp, Davison, Rhead, Naimo, Quinney, Coker, Gallagher, addressed Council on this matter.

During the debate Councillor Coker provided two Points of Order

- (1) a two year lease had been offered on the property; and
- (2) LAMP would be offered a two year lease with no break clause for its current property.

During the debate Councillor Mobbs proposed that a recorded vote be taken on this matter. As required by Council Procedure Rules this was duly seconded by two Councillors.

On being put to the vote the motion was lost by 24 votes to 13 with four abstentions. The votes were cast as follows:

For: Councillors: Barrott; Bromley; D'Arcy; Mrs Falp; Gallagher; Gifford; Gill; Heath; Mrs Knight; Naimo; Parkins; Quinney and Weed.

Against: Councillors: Ashford; Mrs Bunker; Cain; Mrs Cain; Coker; Cooke; Cross; Davies; Doody; Edgington; Mrs Evetts; Miss Grainger; Mrs Grainger; Howe; Mobbs; Morris; Noone; Phillips; Redford; Rhead; Shilton; Thompson; Whiting and Wright.

Abstention: Councillors: Davison; Mrs Hill; Margrave and Mrs Stevens.

29. **Leader's and Portfolio Holders' Statements**

The Portfolio Holder for Neighbourhood Services, Councillor Grainger, informed Council that there had been an increase in waste collections in parks especially the destination parks and an offer had been made to rural parishes to provide assistance, if possible, in specific parks. In addition the Contract Services Team was back to full strength.

The Portfolio Holder for Development, Councillor Rhead, informed Council that:

- (1) further to previous statements he could confirm it was AC Lloyd who had agreed to build a show home to a high sustainable living standard. In addition to this they had now committed to building eight further houses to the same specification within their Oakley Grove phase 2 scheme. This would be promoted as part of joint campaign between AC Lloyd and Warwick District Council;
- (2) he had an article printed last week in the Leamington Courier, about reducing water consumption and water harvesting. Discussions were ongoing with officers about how these principles could be contained within new build developments; and
- (3) the planning enforcement team had an exceptionally high case load at present and they would be prioritising the cases they could respond to.

The Portfolio Holder for Culture, Councillor Coker informed Council that:

- (1) in the first full year of the contract with Everyone Active there had been almost 1 million attendances at the centres and in the last quarter there had been 260,000 attendances. These figures were greater than expected and with the Climbing Wall opening at Newbold Comyn within the next week, they were due to increase further; and
- (2) there had been a LGA peer review of the cultural aspect of the service area. The draft report had been received and the final report with action points would be brought to Councillors in due course.

The Portfolio Holder for Housing, Councillor Phillips, informed Council that:

- (1) in response to the recent investigation into fire doors failing to meet performance standards and subsequent withdrawal from the market of a form of glazed composite flat entrance fire door identified in Grenfell Tower that failed to meet the required 30 minutes fire resistance following testing. Further investigations by the Minister for Housing Communities & Local Government subsequently had identified problems with similar types of glazed composite doors produced by other manufacturers, all of which had been withdrawn from sale.

Warwick District Council did not have any of the named fire door products within its multi-storey blocks, nor was it installing any of these doors as part of our current refurbishment programme. Following the fire at Grenfell, the Council took the proactive step to inspect all of our flat entrance doors across the seven multi-storey blocks and two six-storey blocks through joint inspections with Warwickshire Fire and Rescue Service (WFRS), replacing any doors that were considered defective or of concern.

The Council was delivering a comprehensive programme to replace all flat entrance door sets within the nine blocks with new door sets to provide 60 minutes fire resistance. By doubling the required fire resistance required within the building regulations from 30 to 60 minutes the Council was

providing the highest level of safety and reassurance to our residents. The installation of 60 minute flat entrance door sets had been completed at 1-54 Radcliffe Gardens and work had started at 44-62 Binswood Street and 44 Clarendon Square. This work would be followed by flat entrance door replacements at Ashton Court, Christine Ledger Square, Eden Court, Southorn Court, 29-74 Stamford Gardens and Westbrook House.

The fire resistance of the new 60 minute flat entrance door sets had been tested and certified by a third party (Exova) to British Standards to ensure its fire resistance and conformity. Furthermore, the installation contractor had been trained and audited by Exova for accreditation to ensure that the fire doors were appropriately installed to each flat entrance. The use of third party accreditation provided the best possible assurance that the new door sets had been suitably sourced as well as suitably installed to comply with the Building Regulations and supporting documents.

The installation of the new flat entrance doors was part of the wider £2.5m programme of investment to improve fire safety as well as the overall aesthetics within the common areas of the nine blocks, all were scheduled to be completed by December 2019. This work had already delivered upgraded fire alarm systems to common areas and individual flats, drench systems within the bin stores and the ongoing installation of mechanical smoke ventilation to stair wells. Further work would deliver improved fire stopping, new 60 minute fire resistant common area doors, bin chute hoppers and dampers, upgraded electrical installations and emergency lighting, new decorations, flooring and signage.

Each element of the work had been specified through consultation with Building Control and WFRS, and where reasonably practicable the Council had chosen to exceed current requirements or to upgrade to meet modern standards;

- (2) on 2 August Warwickshire Fire and Rescue Service undertook a joint large scale operational fire safety exercise at Ashton Court in Lillington. This exercise provided an opportunity for the fire service to simulate a fire within one of the flats in order to test the effectiveness of their new high rise safety procedure; and
- (3) the new allocations scheme that Council approved earlier this year, would come into effect from 9 August 2018. This would lead to a more flexible allocation process and had been delivered on schedule as originally planned in the reports to Council.

The Portfolio Holder for Health & Community Protection informed Council that:

- (1) nail bars were part of the WDC Health and Safety Intervention plan for 2017/2018 on the back of a rapid rise in nail bars opening in the District and complaints from customers concerned about the chemicals being used. 50 nail bars had been inspected, looking at the potential hazards which included: poor ventilation, inadequate chemical control and waste management could affect both staff and customers. Working procedures, equipment maintenance and staff training were checked. Guidance letters were sent to the nail bars and subsequently followed up by an advisory visit. Risk assessments were checked and further guidance given with revisits scheduled to check compliance. Guidance and findings were shared with Warwickshire Health and Safety Liaise Group for them to roll out a similar intervention plan;

- (2) the tell MAMA, the leading response and support service for victims of anti-Muslim hatred and Islamophobia in the UK released its annual report this week, and it once again showed an increase in Hate Crime, with a 16.3% rise in reports from online platforms. This Council was part of a multi-agency group that worked with Police to improve reporting of Hate Incidents and Hate Crimes and reviewed how cases were investigated. Hate Crime had increased in Warwick District between March 2018 and May 2018. Of the 50 recorded crimes with keywords for hate, 19 of the 50 crimes were racist (racially or religiously aggravated public fear, alarm or distress). There were no patterns in term of locations but 26% occurred as part of the persons employment;
- (3) the Bid, Electric Bus Scheme was submitted to the Office of Low Emission vehicles. This was for a grant to being a full electric bus route 67 in Leamington using opportunity charging. A consortium of partners had worked together to deliver the grant application for this first of a kind bus scheme. The bus route passed through the South Leamington Air Quality Management Area and it had been calculated that it would deliver over £17m of environmental cost savings for the scheme's cost of approximately £3m. It was anticipated the decision of the grant application would be towards the end of September;
- (4) the CCTV team had achieved (BS7958:2015 Closed circuit television (CCTV) – Management and operation), following independent annual British Standard inspection. They were the second team in the country to achieve the award and had achieved every year, and for 6 out of 8 years achieved highest standard being 'compliant in every regard with no opportunity to improve'. This was an excellent service recognised in commendations from Police. The team provided a wide range of service not just relating to crime and disorder but missing persons, emergency planning and event management. The Council had agreed to replace the ageing analogue system which would transform service to digital making it Fit for the Future; and
- (5) there were a number of sustainability projects being undertaken across the Council, which had been detailed in a recent report to Overview & Scrutiny Committee. As part of this there would be a further report to the Committee on fuel poverty. To support these projects the Council had two students on placement from Warwick University. Ongoing work included research on the contribution of commercial cars i.e. Taxis to the air quality; review of the 'green' benches and their impact on air quality; evaluation of the electric vehicle charging points installed in the district as result of low emission strategy. Officers would review the outputs from these projects and continuing actions would be determined. Work continued on the EPC and landlords project with Act on Energy, delivering ECO Flex, measuring impacts including district carbon emission and an internal recycling audit.

30. **Questions to the Leader of the Council & Portfolio Holders**

Councillor Mrs Falp asked the Portfolio Holder for Culture if he was aware that a residents, who was in receipt of state pension had had to pay full price at St Nicholas Park Leisure Centre because they were under 67, and that there was no easily identifiable pricelist on the Everyone Active website or at venues so it was difficult to determine what concessions were available?

In response Councillor Coker agreed to investigate this and report back.

Councillor Barrott asked the Portfolio Holder for Neighbourhood Services, if it was possible to have an update on the introduction of a policy regarding single use plastics by the Council and with the reduced rates in recycling in the District how was this impacting on the contract?

In response Councillor Mrs Grainger explained that there was no specific impact on the contract because Sita received the profit from the sales of recyclable materials.

In response Councillor Thompson explained that there was a plastics policy being developed for the Council and this would come to Executive in due course.

Councillor Gifford asked the Portfolio Holder for Finance what lessons had been learned from failing to meet the statutory deadline for publishing accounts and what actions would be taken to ensure this would not happen again?

In response Councillor Whiting explained that a full report would be produced on this matter following an investigation. However at this time the importance was to complete the accounts for the revised deadline.

Councillor Davison asked the Portfolio Holder for Development if he was aware that councils could now require greater levels of insulation in new builds and that Exeter had built some houses to a passive house standard; and therefore was this something this Council could investigate?

In response Councillor Rhead explained he was aware and discussions on this were taking place.

Councillor Naimo asked the Portfolio Holder for Development for clarification regarding the Althorpe Street student housing developments and what involvement the Council had in these?

In response Councillor Rhead explained there was a Student Housing SPD being developed.

Councillor Naimo asked the Leader to instigate a cross party reference group for the work developing the Creative Quarter?

In response the Leader explained there would be consultation for all to respond to and Ward Councillors would be kept informed.

Councillor Shilton asked the Portfolio Holder for Health & Community Protection if he would write to the two local MPs encouraging them to support the private members bill regarding acid attacks?

In response Councillor Thomson agreed to write to the two MPs on this matter.

Councillor Mrs Knight asked the Portfolio Holder for Finance if a budget had been allocated to help mitigate the impact of Universal Credit introduction within Warwick District?

Councillor Whiting, explained that a budget had been allocated and preparations were taking place to ensure that in the transition phase nobody was disadvantaged.

Councillor Quinney asked the Portfolio Holder for Housing if there was an opportunity to build upon the success of resettling five refugee families within the District to aid the Government programme?

Councillor Phillips agreed that this had been successful for the District and there were ongoing discussions in this area.

Councillor Heath asked the Portfolio Holder for Neighbourhood Services why the barriers to prevent high vehicles entering Myton Fields had yet to be installed, when this was known to be a site used by travellers for overnight stays prior to attending Kenilworth horse fair?

In response Councillor Grainger explained that the installation had taken longer than expected but would be completed by the middle of August 2018. When the travellers were there last time there were a number of other campers who set up and used the site, though car parking did not decline. In addition the travellers left very little mess and rubbish was either left in or next to the bin. In addition to this, consideration was being given on how to protect other vulnerable site including rural areas.

31. **Executive Report**

The reports of the Executive meetings held on 31 May 2018 (excluding minutes 2 and 4 that were considered by Council on 20 June 2018) and 27 June 2018, were proposed duly seconded and

Resolved that the reports be approved.

32. **Employments Committee**

It was proposed by Councillor Mrs Bunker, duly seconded and

Resolved that the report of the Employment Committee on 13 June 2018 be approved.

33. **Revisions to the Statement of Licensing Policy**

The Council considered the revised Statement of Licensing Policy which was applicable to all Licenced Premises.

The Licensing Authority was required by the Licensing Act 2003 to review its Statement of Licensing Policy every five years.

The changes to the policy reflected changes in legislation and government guidance and would bring Warwick District Council in line with Coventry City and the other Warwickshire District and Borough Councils to demonstrate a coordinated approach to applications, compliance monitoring and enforcement standards.

The amended policy had been consulted upon and was attached as Appendix 1 to the report.

The revised Policy had been supported by the Licensing & Regulatory Committee at its meeting on 6 August 2018.

It was proposed by Councillor Thompson, duly seconded and

Resolved that the revised Statement of Licensing Policy, as set out at Appendix 1 to the report, be approved.

34. **Amendments to Council Procedure Rules**

It was proposed by Councillor Cross, duly seconded and

Resolved that Council considers amending Council Procedure Rule 33 to record that Overview & Scrutiny Committee and Finance & Audit Scrutiny Committee have all agreed that any of their meetings held in the Council Chamber at the Town Hall, Royal Leamington Spa, will be both audio & visually recorded including where the public and press have been excluded.

35. **Public & Press**

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

Minute Nos.	Para Nos.	Reason
36	1	Information relating to an Individual
36	2	Information which is likely to reveal the identity of an individual
36	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

36. **Confidential Executive Report**

The confidential reports of the Executive meetings held on 27 June 2018 and 25 July 2018 were proposed and duly seconded.

Councillors Heath, Whiting, Barrott, Gifford, Naimo Mrs Falp and Quinney spoke on this item.

On being put to the vote it was:

Resolved that the reports be approved.

37. **Common Seal**

It was

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

(The meeting ended at 8.21 pm)

Chairman
19 September 2018

Housing Investment Programme (HIP) 2018/19 to 2021/22

	Proposed Expend. 2018/19 £'000's	Proposed Expend. 2019/20 £'000's	Proposed Expend. 2020/21 £'000's	Proposed Expend. 2021/22 £'000's
Housing Revenue Account Related HIP Expenditure:				
Construction / Acquisition of Housing:				
Repurchase of Ex-Council Housing	170.1			
Cloister Way House Purchases	825.3			
Beauchamp House / Coton End	1,350.0			
Total Construction / Acquisition of Housing	2,345.4			
Improvement / Renewal Works:				
Aids & Adaptations	647.1	647.1	647.1	647.1
Roof Coverings	632.6	1,117.6	147.7	147.7
Defective Flooring	56.6	56.6	56.6	56.6
Door Entry/Security/Safety Systems	141.4	141.4	141.4	141.4
Window/Door Replacement	530.4	687.4	373.4	373.4
Kitchen Fittings / Sanitaryware Replacement	1,015.5	1,223.0	808.1	808.1
Electrical Fitments / Rewiring	612.4	612.4	612.4	612.4
Central Heating Replacement	1,239.8	1,239.8	1,239.8	1,239.8
Water Services	9.1	9.1	9.1	9.1
Structural Improvements	19.7	19.7	19.7	19.7
Improved Ventilation	4.7	4.7	4.7	4.7
Thermal Improvement Works	329.8	518.4	141.3	141.3
Major Garage Works	24.6	24.6	24.6	24.6
Environmental Works	75.0	75.0	75.0	75.0
Environmental Works: Tenant Participation Projects	37.7	37.7	37.7	37.7
HRA DA Extensions				
Fire safety in high-rise properties	2,350.0			
Capital Salaries for Improvement / Renewal Works	275.0	280.5	283.3	286.1
Total Improvement / Renewal Works	8,001.4	6,695.0	4,621.9	4,624.7
Total Housing Revenue Account Related HIP	10,346.8	6,695.0	4,621.9	4,624.7
Housing General Fund Related HIP Expenditure:				
Private Sector Housing:				
<i>Administered by Housing & Property Services:</i>				
Private Sector Housing Grants & Loans:				
Discretionary Grants	50.0	50.0	50.0	50.0
Discretionary Loans	5.7	5.7	5.7	5.7
Minor Works:				
Care & Repair	10.0	10.0	10.0	10.0
<i>Administered by Health & Community Protection:</i>				
Energy Efficiency Grants	5.0	5.0	5.0	5.0
Total Private Sector Housing	70.7	70.7	70.7	70.7
Total Housing General Fund Related HIP	70.7	70.7	70.7	70.7
Total Housing Investment Programme	10,417.5	6,765.7	4,692.6	4,695.4

Housing Investment Programme (HIP) Financing 2018/19 to 2021/22

	Proposed Expend. 2018/19 £'000's	Proposed Expend. 2019/20 £'000's	Proposed Expend. 2020/21 £'000's	Proposed Expend. 2021/22 £'000's	Total £'000's
Housing Revenue Account (HRA) Related HIP:					
Capital Receipts: One for One replacement	703.6				703.6
Major Repairs Reserve	7,881.6	6,575.0	4,501.7	4,504.5	23,462.8
Capital Grant					
HRA Capital Investment Reserve	1,641.8				1,641.8
Housing Revenue Account (RCCO)	119.8	120.0	120.2	120.2	480.2
Housing Revenue Account Related HIP Financing	10,346.8	6,695.0	4,621.9	4,624.7	26,288.4

Housing General Fund Related HIP:

Capital Receipts	20.7	20.7	20.7	20.7	82.8
Capital Grant	50.0	50.0	50.0	50.0	200.0
Housing General Fund Related HIP Financing	70.7	70.7	70.7	70.7	282.8

Overall Housing Investment Programme (HIP) Financing:

Capital Receipts	20.7	20.7	20.7	20.7	82.8
Capital Receipts: One for One replacement	703.6				703.6
Major Repairs Reserve	7,881.6	6,575.0	4,501.7	4,504.5	23,462.8
Capital Grant	50.0	50.0	50.0	50.0	200.0
HRA Capital Investment Reserve	1,641.8				1,641.8
Housing Revenue Account (RCCO)	119.8	120.0	120.2	120.2	480.2

Total Housing Investment Programme Financing	10,417.5	6,765.7	4,692.6	4,695.4	26,571.2
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Estimated Housing Investment Programme Resources at:-	31/3/2018 £'000's	31/3/2019 £'000's	31/3/2020 £'000's	31/3/2021 £'000's	31/3/2022 £'000's
Any Purpose Capital Receipts	6,704.9	8,004.9	9,304.9	9,938.1	10,914.0
Capital Receipts: One for One replacement	1,446.7	2,543.1	4,343.1	6,143.1	7,943.1
HRA Capital Investment Reserve	29,311.6	33,881.0	38,450.4	43,019.8	47,589.2
Major Repairs Reserve	6,852.4	7,571.9	9,630.2	11,781.3	13,360.4
S 106	1,110.8	1,110.8	1,110.8	1,110.8	1,002.0
Decent Homes Grant	311.6	261.6	211.6	161.6	111.6
Total	45,738.0	53,373.3	63,051.0	72,154.7	80,920.3

Executive

Excerpt of the minutes of the meeting held on Thursday 30 August 2018 at the Town Hall, Royal Leamington Spa, at 6.00 pm.

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

Also present: Councillors: Ashford; Boad (Liberal Democrat Group Observer); Naimo (Labour Group Observer and representing (Overview & Scrutiny Committee); Quinney (Chair of Finance & Audit Scrutiny Committee); and Wright.

(NB: the minute numbers included below are included to enable discussion and these would be amended before the minutes are presented to Executive for approval).

1. **Declarations of Interest**

A declaration of interest was made by Councillor Phillips in respect Minute 6 – Bid for Local Authority Housing Programme – Confidential Appendix

Councillor Phillips informed the Executive that his wife was a member of one of the sites discussed in the Appendix but having taken advice, at this stage it did not cause a conflict of interest and therefore he could participate in this matter.

Part 1

(Items on which a decision by Council was required)

2. **Stock Condition Survey**

The Executive considered a report from Housing that updated the Housing Investment Programme (HIP) as a result of the Stock Condition Survey. This was to enable building components that were considered to be in a less than satisfactory condition to be renewed by March 2020, and set out the financial implications of undertaking the proposed works and improvements.

The report provided details on each component of the survey including both the condition and the age of each element, details of the energy performance of the stock and the proposals for making improvements.

The report was a follow-up to the presentation of the findings of the Stock Condition Survey and the proposals to address them, made to a Joint Scrutiny meeting on 24 July 2018.

A stock condition survey had been undertaken across all the Council's housing stock in 2016/17, supplemented by subsequent specialist surveys (e.g. for lifts). This identified the condition of a range of building components, enabling a targeted, data and intelligence led approach to be

formulated for future improvement work programmes. Whilst the majority of the stock were of a good standard, some of the attributes on properties were not of a satisfactory standard and were in need of renewal.

The process had enabled consideration of the thermal capacity of the stock and for the energy performance of properties to be reviewed.

Each year a Housing Investment Programme (HIP) was set, outlining the budget and funding requirements for these works to be undertaken. The stock condition survey enabled more accurate budget setting to assist with maintaining the stock to a decent standard.

The HIP budgets had been reviewed in light of the proposed works and improvements to deal with the very poor and poor attributes first. Further detail relating to the condition and age of attributes could be found in section 8 of the report. Analysis of the costs of dealing with the very poor and poor attributes had determined that some additional budget allocation was required in order to undertake the works within the desired timeframe.

Alternatively, the Council could decide not to undertake the works. However, this would impact on the value of the property and could, in some instances, for example roofs, lead to more costly works being required over time.

The Council could decide only to renew attributes that were considered to be in a very poor condition; however, this would not achieve the standard of property condition that is desired.

There were reputational risks for the Council in not proceeding with the works to address features that are in a poor or very poor condition. Tenants could lose faith in the Council as a decent landlord and could raise concerns through the press or with the Housing Regulator.

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

The Executive thanked the Scrutiny Committee for their endorsement of the report.

Resolved that

- (1) the principle of continuing to meet the Decent Homes Standard and completing work to remedy those building components identified in the stock condition survey as being in a very poor or poor condition by March 2020, be approved;
- (2) the commitment by the Housing and Property Services Portfolio Holder, at Council in April 2018, to ensure all Council homes are to be

improved such that they achieve an EPC rating of at least D wherever possible. Funding for this can be delivered within the revised HIP and existing HRA revenue budgets, be noted;

- (3) a further report be presented at a later date to the Executive which considers in detail the desired approach to properties that are in satisfactory condition but are over their cyclical date and to examine the possibility of meeting an EPC rating of 'C';
- (4) the budgets for works funded through the Housing Revenue Account (HRA) do not require adjustment as there is sufficient budget availability for this to be incorporated into existing programmes of work.

Recommended that

- (1) the Housing Investment Programme be amended, providing £3,113,700 plus 5% contingency of additional funding during the period up to 31 March 2020, summarised below with further details set out at Appendix 1 to the minutes;

Priority	Current HIP Budget 2018/2020	Proposed Expenditure 2018/2020	Additional Funding Requirement
Roof coverings	£295,400	£1,750,200	£1,454,800
Windows / Doors	£746,800	£1,217,800	£471,000
Kitchens / Bathrooms	£1,616,200	£2,238,500,0	£622,300
Thermal Improvement	£282,600	£848,200	£565,600
Total	£2,941,000	£6,054,700	£3,113,700
Contingency			£155,685
Grand Total			£3,269,385

- (2) the additional funding is financed from the Major Repairs Reserve as shown at Appendix 2 to the minutes, with the use of the further 5% contingency subject to the agreement of the Heads of Housing and Finance, in

consultation with the respective portfolio holders.

The Portfolio Holder for this item was Councillor Phillips
(Forward Plan reference number 952)

3. Adoption of Leamington Spa Art Gallery & Museums Collections Management Framework 2018-2023

The Executive considered a report from Cultural Services that sought approval of the updated Collections Management Framework 2018 – 2023 in order for Leamington Spa Art Gallery & Museum (LSAG&M) to apply for the renewal of its membership of the Arts Council of England (ACE) Accreditation Scheme.

The Accreditation Scheme was managed by ACE and set nationally agreed standards and best practice for museums in the UK. There were currently more than 1,700 museums participating in the scheme across the UK, including LSAG&M which was owned and operated by Warwick District Council.

The Accreditation Scheme helped assure governing bodies, users, partners and potential donors that member museums meet national standards for the sector. It indicates that members provided good quality services for visitors and well cared for and accessible collections for the benefit of the public.

It was normally necessary for a museum to have accredited status in order to borrow exhibits from other museums or art galleries, or to create formal partnerships with them. Accredited status was recognised beyond the sector, and was a major asset when seeking funds provided by public bodies such as ACE and the Heritage Lottery Fund, or from charitable bodies such as the Wellcome Trust or the Contemporary Arts Society.

It was therefore vital that to renew Accreditation in order to maintain the quality of its collections, exhibitions and events programmes, continue its work with other museums and galleries, and to raise external funds.

LSAG&M last successfully gained 'accredited' status in 2012. The accreditation was valid for up to three years. Once a museum had been awarded 'accredited' status, it must prove that it continued to meet the requirements of the scheme by completing an Accreditation Return every two to three years, as required. In the meantime ACE launched a review of the scheme and so it was mutually agreed to defer the LSAG&M return. ACE had now provided LSAG&M with a deadline of September 2018 by which it must submit its Accreditation return or risk losing accredited status.

The Accreditation return required a varied range of detailed information and supporting documentation, including the LSAG&M Collections Management Framework. LSAG&M's Collections Management Framework comprises of four complementary policies: Collections Development

Policy; Collections Care and Conservation Policy; Collections Access Policy; and Collections Documentation Policy.

Up to date versions of all four policies were set out as Appendices to the report.

The previous Collections Management Framework (2012 -2017) was last considered by Executive in May 2012 when it was adopted. The Framework had been reviewed and there had been no significant changes made to these policies since they were first adopted, other than to update their layout and format. Given their overarching nature, it was unlikely that further substantial changes would be made to these policies. However, ACE stipulated that the Framework's policies must all be formally reviewed at least once every five years.

It was a requirement of the Accreditation process that the latest version of the Collections Management Framework always be formally adopted by the museum's 'governing body' and that evidence of this be provided as part of the submission.

Provided that there were no significant changes to the substance of the Framework's policies it was proposed that the Head of Cultural Services, in consultation with the Portfolio Holder for Culture, should be allowed to authorise its ongoing renewal on behalf of Council for the purposes of Accreditation. Officers believed that it was unnecessary to seek approval from Executive if nothing within the policies has changed since it was last considered. It was suggested that the Head of Cultural Services, was best placed to use their judgement to decide whether changes to the Framework are significant enough to bring them to the attention of Executive for re-approval.

The Collections Management Framework was a key part of the Accreditation return and Leamington Spa Art Gallery & Museum's submission would not be considered by ACE without it being formally adopted by the Council's 'governing body'.

There were no alternatives to Accreditation as this was the only nationally recognised accreditation scheme for museums in the United Kingdom.

Failure to achieve Accreditation would significantly undermine confidence in LSAG&M within the museums sector. It would have a direct impact on LSAG&M's exhibitions and events programme because it would become very difficult to borrow exhibits or partner with other art galleries and museums.

Failure to achieve Accreditation would also impair LSAG&M's ability to raise external funds to supplement the council's own funding of the exhibitions, events and conservation programmes.

Resolved that

- (1) the Collections Management Framework 2018 – 2023, attached as Appendices A- D to the report, be adopted;
- (2) authority be delegated to the Head of Cultural Services, in consultation with the Portfolio Holder for Culture, to authorise future renewals of the Collections Management Framework on behalf of the Council, for the purposes of ACE Accreditation renewal and provided that no significant changes are made to the individual policies.

Recommended that Council updates the scheme of delegation so that it records the delegated authority to the Head of Cultural Services, in consultation with the Portfolio Holder for Culture, to authorise future renewals of the Collections Management Framework on behalf of the Council, for the purposes of ACE Accreditation renewal and provided that no significant changes are made to the individual policies.

(The Portfolio Holder for this item was Councillor Coker)
Forward Plan reference number 947

4. Bid for Local Authority Housing Programme

The Executive considered a report from Housing that set out an opportunity to bid to the Ministry of Housing, Communities and Local Government (MHCLG) for additional borrowing headroom for the Housing Revenue Account (HRA).

It provided details of the financial, resource and reputational implications related to bidding and highlighted the potential housing opportunities that the bid could assist to deliver.

If successful, it was estimated that up to c400 homes could potentially be provided on various sites across the district.

Since the reform of the council housing finance system, with the introduction of the self-financing settlement in April 2012, local authorities had the freedom and flexibility to develop new homes within their Housing Revenue Account (HRA). At that time, limits were placed on the amount of borrowing that each local authority could undertake for housing expenditure. The government was inviting local authorities to bid for additional borrowing headroom to finance the building of new council housing or to replace homes sold under the right to buy.

The Government was making available up to £1bn additional borrowing headroom from 2019/20 to 2021/22 to councils that were ready to start

building new homes in areas of high affordability pressure. A bidding prospectus had been issued with a closing date of 7 September 2018.

The available borrowing had been apportioned between London boroughs and local authorities in the rest of the country on a 50/50 basis with the allocation profile for outside London authorities being: 2019/20 - £200m, 2020/21 - £150m, 2021/22 - £150m.

Within this scheme, local authorities could combine the additional borrowing secured through the programme with other funding sources such as retained capital receipts from the sale of council homes sold under the Right to Buy.

The Government was targeting funds to local authorities in areas of high affordability pressure which was defined as where there was a difference of £50+ per week between average social and private rents. Government produced a list of authorities where the affordability criteria applies and had invited those to bid, which included Warwick District.

The evaluation criteria for the programme includes: value for money and deliverability of the bids. There were other schemes which had been identified across the district which could qualify for the additional headroom under the governments bid criteria. These were detailed in confidential appendices one and three. This was confidential as it contained details of sites not currently in the Council's ownership where confidentiality was necessary to ensure any negotiations were not compromised. All but five of the sites comprised of land which was already owned by the HRA (garage sites). Government considered that developments on council owned land had the potential to offer better value for money. Sites were included which were deliverable within the three year timeframe of the programme. This would enable the Council to demonstrate deliverability and for the Council to develop a clear track record.

If the bid was successful, the additional borrowing headroom would support the build costs on 13 HRA owned garage sites, shown on the site plans in non-confidential Appendix Two, producing around 64 new homes of which 100% were proposed to be affordable. These sites provided the greatest level of confidence as they were already within the Council's ownership. Two other sites, not currently in the Council's ownership (listed as numbers Site 1 and Site 2 in the confidential appendix) had been progressed to a good level of certainty of delivery. Together, these were estimated as capable of producing a further 94 affordable homes. A further 3 sites (numbered 16-18 on the appendix) were also being considered but were at an earlier stage of the development process and as a consequence there was a lesser degree of surety for deliverability and costs. Nevertheless, these sites could deliver a further estimated 240 new homes, of which an estimated 180 would be affordable. If all sites were progressed then c400 new homes could be developed with the additional HRA borrowing headroom used to bring forward c340 of them as affordable homes.

Results of the bidding would be announced in the autumn with local authorities able to draw down on additional borrowing from April 2019 onwards.

The largest potential development site (numbered 17 on the confidential appendix) required further work to determine if it was feasible to develop the whole site as affordable housing. It was currently assumed that circa 40% of this site would be developed for market housing. Further discussion would be required with MHCLG to understand if they would permit the purchase of the whole site within the HRA in such circumstances. It was probable that a site with a mix of both affordable and market housing would not be capable of being wholly funded through the additional headroom.

In the event that MHCLG would limit HRA financial support to affordable housing development costs, there was the potential to purchase the market housing element of the site (40%) through the use of General Fund reserves or borrowing, so site 17 was still considered to be a viable option for the proposed bid.

Given the timeline set by the Government, it had not been possible to finalise the proposed bids sufficiently for them to be considered in full by Executive. Although the proposals were in an advanced state, some of the detail was yet to be finalised with some questions posed to MHCLG outstanding at the time of writing. It was possible that some relatively minor amendments could be required up until the date of submission. The proposal for delegated authority to finalise the detail of the bid enabled last minute revisions to proposals to be included.

Following the announcement of successful schemes in the autumn, a further report would be presented to the Executive confirming the overall financing arrangements required to deliver the schemes, and proposing recommendations to Council appropriate amendments to the Housing Investment Programme and Housing Revenue Account Business Plan to fund those requirements.

It was not known if the Government would support any or all of the schemes, or if they will fully fund those supported. The Executive could ask for these schemes to be taken forward even if Government funding was not forthcoming in full or part. There was currently sufficient funding available in the Capital Investment Reserve to support the delivery of these schemes, but its use had an opportunity cost that has yet to be analysed. The confirmed financing arrangements for the scheme would be presented to members once the outcome of the bid is known.

The proposed delegated authority would aid efficiency and timeliness in the delivery of schemes if the Head of Housing Services has the delegated authority to submit outline planning applications to establish the principle of development on individual sites. This applies as much to other sites as to those listed in appendix one and so a general delegation is proposed. Fully costed schemes would then be brought to Executive once both the initial planning outcomes and financial arrangements were clarified.

Delivery of these sites required additional capacity and skills currently not available and therefore it was proposed that external consultancy services were sought to support the process and project management for these schemes. It should be noted that costs for professional services in relation to these developments are included within the overall scheme development costs.

Homes England provided grant funding for the development of affordable housing. Whilst it was not proposed to seek Homes England funding for the schemes in Appendix 1 to the report, it might be a useful funding source for other future developments that the Executive would wish to deliver.

Grants could be sought to complement local authority investment. The homes that Homes England fund include affordable homes for rent and sale, and homes for rent or sale at market prices and are therefore wider than the Housing Revenue Account Borrowing Programme.

The Council could decide not to apply for additional headroom; however, this would constrain the numbers of new homes that the Council could afford to build.

The Council could decide to submit a bid to MHCLG for the entire cost requirement rather than to apply to Homes England for grant. This option would increase the debt repayment requirement and presents a risk of not being viewed as being value for money at the point of assessment.

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

Resolved that

- (1) a bid is made to MHCLG for additional borrowing headroom to fund the delivery of up to c340 new Local Authority affordable homes in Warwick District and note that the bid would need to be submitted by 7 September 2018, be noted;
- (2) to explore in principle the purchase of the sites, listed in confidential Appendix One with site plans shown in confidential Appendix Three, that are not currently in the Council's ownership;
- (3) authority be delegated to the Head of Housing Services in consultation with the Portfolio Holder for Housing and Property Services to finalise the bid including the detail of the individual sites to be included and their delivery proposals;

- (4) if the bid is successful a report be presented to a future meeting confirming the overall financing arrangements required and recommend to Council appropriate amendments to the Housing Investment Programme and Housing Revenue Account Business Plan to fund those requirements;
- (5) approve in principle, the use of Capital Improvement Reserve to fund any or all of the agreed affordable housing schemes which are not wholly funded by government borrowing approval;
- (6) authority is delegated to the Head of Housing Services, in consultation with the Portfolio Holder for Housing and Property Services, to develop and submit outline planning applications for housing sites and any other statutory consents necessary. Executive are asked to note that any fully costed schemes would be presented to Executive for approval following outline planning permission being granted;
- (7) the allocation of an annual budget, from the Capital Investment Reserve, of up to £60,000 for consultancy services to provide support for the process and project management for these schemes, be approved;
- (8) this Council registers with Homes England and agrees in principle for bids to be made to them for grant assistance to fund the development of affordable housing where it is deemed prudent to do so.

Recommended that Council updates the scheme of delegation so that it recognises the delegated authority from the Executive to the Head of Housing Services in consultation with the Portfolio Holder for Housing and Property Services, to develop and submit outline planning applications for housing sites and any other statutory consents necessary. Executive are asked to note that any fully costed schemes would be presented to Executive for approval following outline planning permission being granted

The Portfolio Holder for this item was Councillor Phillips
(Forward Plan reference number 954)5. **Public and Press**

Resolved that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following two items by reason of the likely disclosure of exempt information within the paragraph 3 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

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

6 **Bid for Local Authority Housing Programme – Confidential Appendix.**

Resolved that the confidential appendix be noted.

7. **Creative Quarter Growth Deal, Update report**

The Executive considered a report from the Deputy Chief Executive (BH) which advised Members of an opportunities grant funding to help drive forward the Council's aspirations to develop the Creative Quarter in the Old Town area of south Leamington.

The report also sought approval for the allocation of funding to support the delivery of an alternative submission to the Coventry & Warwickshire Local Enterprise Partnership's (CWLEP) call for Growth Deal funding bids.

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

In a majority decision, (five for, three against, and one abstention), the Overview & Scrutiny Committee voted to support the recommendations in the report. It also asked the Executive a question which cannot be disclosed in the public minutes by virtue to of the exemption set out in minute 5.

The recommendations in the report were approved, with recommendation 2.3 being recommended to Council for consideration on 19 September 2018.

(The Portfolio Holders for this item were Councillor Butler, Mobbs and Whiting).

(The meeting ended at 6.36pm)