

Executive

Minutes of the meeting held on Wednesday 25 July 2018 at the Town Hall, Royal Leamington Spa, at 6.00 pm.

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

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

28. **Declarations of Interest**

There were no declarations of interest.

29. **Minutes**

The minutes of the meetings held on 27 June 2018 were not available and would be submitted to a future meeting.

Part 1

(Items on which a decision by Council was required)

None.

Part 2

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

30. **Final Accounts 2017/18**

The Executive considered a report from Finance which provided summary information on the 2017/18 out-turn with the Appendices and Statement of Accounts (draft available on the website) an in depth analysis.

The 2017/18 Accounts had been closed and the draft Statement of Accounts had been available on the Council's website since 31 May 2018. This report provided Members with an update on the progress towards the production of audited accounts and the implications of the out-turn position.

At the time of writing, the Statement of Accounts had yet to be finalised. These would then be audited. It was also intended that the Finance and Audit Scrutiny Committee would formally approve the Audited Statement of Accounts on the 25 September 2018, to enable publication the following day.

The report advised that in November 2016 (Budget Review Report) Members approved that any surplus or deficit on the General Fund balance was to be appropriated to or from the General Fund Balance within the Statement of Accounts. It had been agreed for the Housing Revenue

Account, that the balance be automatically appropriated to/from the HRA Capital Investment Reserve.

The final out-turn positions upon closure of the Accounts were detailed in paragraph 3.2.1 of the report. Under agreed delegation, the General Fund Surplus of £937,646 had been allocated to the General Fund Balance. The HRA balance was automatically transferred to the HRA Capital Investment Reserve and any adjustments to these arrangements would be carried out in 2018/19. Should there be any change to the Variation when the Accounts were audited, Members would be updated accordingly. An analysis by Portfolio Holder was shown at Appendix Bi to the report. Appendices Bii and Biii provided more detailed breakdowns of major service variations with the most significant being discussed below as well.

The Revised Budget for the HRA was a net credit of £5,084,100, the actual outturn was a net credit of £5,862,782. The resulting surplus of £778,682 had been appropriated to the HRA Capital Investment Reserve. This was summarised in Appendix Ci and Appendix Cii provided a detailed analysis of the variations.

In February of this year as part of the Budget Setting Process, Members approved the Revenue Ear Marked Reserves to be carried forward into 2018/19 where it had not been possible to complete projects during 2017/18. These totalled £292,200 for the General Fund and £10,700 for the HRA.

Further requests had been approved under delegated authority by the Head of Finance and were shown in Appendix Ai to the report. It was recommended that the Executive note the position on Revenue slippage. As in previous years, expenditure against these Budgets would be regularly monitored and reported to the Executive as part of the Budget Review Process.

Capital Expenditure showed a favourable variance against the revised budget (£25,136,000) of £9,730,000. This was comprised of the Housing Investment Programme and Other Services. A table detailed at 3.6.1 of the report summarised Budget and Expenditure by Fund. Appendix D showed an analysis of the Capital Programme, with Appendix E providing explanations for the variations.

At the time of writing, officers were in the process of analysing how the changes to the movement in Reserves would impact upon 2018/19 and subsequent years. It would be prudent to allocate the Surplus to those Reserves which were most likely to be depleted in the future. Once the projections had been updated, Members would be asked to approve how the surplus should be re-allocated. It was planned to report to Executive on this further, as part of the Quarter 1 Budget Review due to be reported to Executive in August.

The report was a statement of fact. However, how the outcomes might be treated, could be dealt with in a variety of ways. The alternative options were to allow the General Fund balance to vary from the £1.5m level,

along with how the 2017/18 surplus had been allocated. Any changes to the allocations would be carried out during 2018/19.

The Finance & Audit Scrutiny Committee supported the recommendations but expressed their disappointment that the government deadline of 31 July 2018 for the sign-off of the audited Statement of Accounts would not be met. Members noted that officers were working on a programme to rectify the situation and supported the decision that a report detailing the reasons for the delay would be submitted to them in due course.

In response, the Executive stated that they shared the concerns relating to the failure to meet the deadline. However, whilst pleased about the underspend, they recognised the ongoing need to invest in Council assets and make budgetary provision for this investment.

The Executive therefore,

Resolved that

- (1) the final revenue outturn positions for the General Fund of £937,646 surplus and Housing Revenue Account £778,682 surplus, are noted;
- (2) the final position for Revenue Slippage (Ear Marked Reserves) to 2018/19 of £798,700 General Fund and £10,700 HRA, along with Section 3.2 of the report, with the additional requests having been approved under delegated authority by the Head of Finance in conjunction with the Finance Portfolio Holder, are noted;
- (3) the Capital Programme shows a favourable variation of some £9,739,000; and
- (4) the re-allocation of the surplus referred to in recommendation 2.2 of the report and discussed in paragraph 3.7 will be considered until the Reserves Projections have been updated and reported to the Executive in August.

(The Portfolio Holder for this item was Councillor Whiting)
Forward Plan Reference 918

31. Ultra-Low Emission Bus Scheme Grant Application

The Executive considered a report from Health and Community Protection which asked Members to endorse the Council's funding bid to the Office of Low Emission Vehicles (OLEV) for the Ultra-Low Emission Bus Scheme (ULEBS).

The ULEBS funding was expected to support a range of bids and formed part of OLEV's long-term strategy to increase the uptake of ultra-low emission buses into fleets and tackle poor air quality.

The report advised that £48m of ULEBS funding was available for the purchase of ULEBs and the infrastructure to support them between 2018/19 and 2020/21. OLEV would contribute up to 50% (or up to 75% where the bus could operate in zero emission mode) of the cost difference between the ULEB and the standard conventional diesel equivalent of the same total passenger capacity. However, bids which requested less funding would be favoured.

For infrastructure, OLEV would contribute up to 75% of the capital expenditure incurred as a result of its purchase and installation, and would reward bids asking for less funding. The capital cost could include surveys at the point of procuring the infrastructure, provided that these were capitalised.

The deadline for submission of the expression of interest was the 1 May 2018 and the full bid was 16 July 2018. The submitted expression of interest for the scheme was attached at Appendix B and the submitted bid application, and associated documents, was attached at appendix A to the report. Due to the short timeline of the bid application process, which did not align with the Executive reporting process, the bid was submitted with the support of the Health and Community Protection Portfolio Holder.

The bid identified match-funding of circa £277k, however, it was not necessary to identify where that funding would come from at the time of reporting and a decision on this would only be necessary if the bid was successful. However, options for funding included this Council, Warwickshire County Council, Section 106 contributions, a commercial model or a combination of two or more of these. Due to the number of available options and potential contributors, it was suggested that the decision be delegated to the Head of Finance and the Head of Health and Community Protection, in consultation with the respective Portfolio Holders, to agree the most financially desirable model and release of the appropriate funding.

In order to deliver the project, should the bid be successful, various consents and/or permissions could be required. The report proposed that it be delegated to the Head of Finance and the Head of Health and Community Protection, in consultation with the respective Portfolio Holders, to seek those consents and / or permissions.

The alternative options were that Members could decide that it was inappropriate to support the grant application and determine that it was appropriate to withdraw WDC support for the application. Alternatively, Members could determine that the 25% match funding requirement for infrastructure should not include a contribution from Warwick District Council which may cause partners to reconsider their respective positions.

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

Members felt that this was an innovative bid which should be welcomed because it covered Leamington, including an air quality management area.

The Executive, therefore,

Resolved that

- (1) the Council's funding bid to the Ultra-Low Emission Bus Scheme (ULEBS), supported by Warwickshire County Council (WCC), Volvo Group UK and Stagecoach Midlands for a fully electrified bus route in Royal Leamington Spa, is endorsed, noting that this Council will be the accountable body; and
- (2) match funding of circa £277k would be needed if the bid was successful and should this be the case, authority is delegated to the Head of Finance and the Head of Health and Community Protection, in consultation with the respective Portfolio Holders, to agree the level and release of funding and seek, as necessary, consents and/or permissions.

(The Portfolio Holder for this item was Councillor Thompson)
Forward Plan Reference 946

32. Software and Hardware Upgrade for CCTV Service

The Executive considered a report from Health and Community Protection which set out the business case for the digital upgrade of the software and hardware used to deliver the Closed-circuit television (CCTV) service and for the steps required for the relocation of the service to the new Headquarters.

CCTV within the district developed in accordance with the national picture in the 1990's to protect vehicles in car parks in the town centres. In 2001, the scheme expanded to include a CCTV Suite at the Town Hall and cameras in Lillington & Whitnash. The Control room was refurbished in February 2013.

The report outlined the role that the CCTV service provided which included a proactive 24 hour monitoring of 190 cameras, 365 days a year. A number of other services were also provided on behalf of the Council including manning the Emergency Duty phone as a Category 1 responder as part of statutory duties under the Civil Contingencies Act (2004), a base & assistance for the Street / Taxi Marshalls, Street Pastors and Night Noise Team and the monitoring of Regent Court cameras generating £8,000 income, amongst others.

The successes achieved by the CCTV service were detailed at paragraph 3.1.4 of the report. A comprehensive description of the facilities within the CCTV Suite, the facilities available to the Police, compliance details and the quality of CCTV images were discussed in paragraphs 3.1.5 to 3.1.8 of the report.

Section 3.2 of the report explained the upgrade to the Hardware and Software and advised that currently, Warwick District Council had 73 x Pan Tilt Zoom cameras, 33 x Dome cameras and 84 Static cameras. These were analogue cameras linked to a Synectics video management recording system via primary storage nodes.

Shortly after installation of the Synectics Software in 2013, the company advised that they would be moving to a digital platform in the future and the current system would only be supported until 2020. Technology had developed rapidly since 2013 and the system's core technology had aged. From a maintenance perspective, the systems software and hardware were becoming harder to maintain in terms of support and availability of spare parts. ADT had been the Council's supplier since 2001, supported by a BT line contract, and provided a maintenance service based on two inspections per year and supported by the in house daily patrols of every camera.

ADT (through its consultancy arm Tyco) had worked with the CCTV team to assess the Council's needs; evaluated the available market software and hardware; and mapped and tested the ability to move the signal around the District. Their comprehensive report was enclosed in Appendix B to the report and identified the need to address the aging technology risks and ensure that the service was fit for future operation.

The upgrade of the cameras and software would allow the service to move to a WiFi based system rather than a hard-wired system. This almost completely removed the services reliance on BT and would save the Council £51,000 per year.

Section 3.3 of the report detailed the relationship of the upgrade to the Council's new HQ move. It had been suggested that the CCTV service relocated to the new HQ when built and the original estimate was £250,000 for this work.

The core of the system's architecture relied on BT fibre lines and therefore the existing location within the Town Hall was a significant location with regard to the design and operation of the CCTV system. In order to relocate the existing CCTV service to the new Headquarters, the 60 fibre optic cables which terminated in the equipment room of the Town Hall's CCTV suite would need to be rerouted to the new location. This would require the services of both BT and ground work contractors in order to achieve a relocated service. Two estimates for this work had been received with the highest being £1,100 per metre as detailed at Appendix C to the report.

Section 3.4 of the report outlined the business case for mobile cameras and advised that the current and emerging national security picture was prompting service providers to review their services to ensure that they complied with the relevant legislation, codes of practice and assisted to deter/identify at an early stage threats.

The Council had outlined its vision of increasing the number of events held throughout the District and the majority of these were not held on land well served by CCTV cameras. Officers felt it would be beneficial to have the ability to install cameras on a temporary basis in order to assist event organisers and to monitor for issues of a relevant nature. By including deployable mobile cameras within the CCTV service it would be possible to respond to the growth in events and other temporary activities within the District.

It had been proposed that the digital upgrade took place following a phased approach as outlined in appendix B to the report. A table summarising the work phases and associated costs was shown at paragraph 3.5.1 of the report. Appendix B outlined two different Video Management Systems (VMS) which the Council could choose to operate and officers had identified Genetic as the preferred VMS (option 2) which would bring maximum flexibility and address a major risk of over-reliance on a single supplier.

The report advised that there would be project management implications associated with the project and would require the reallocation of workloads. It had been calculated that, subject to Hay and Employment Committee outcomes, the recurring cost would be £16,000. At the end of phase two, annual revenue savings of £78,824 would be achieved. This would be made from savings on BT line rental, £51,309, and the reduction in ADT maintenance contract, £26,975. These were also outlined in appendix C to the report.

From a procurement process view point, officers would be utilising the ESPO 68 framework for Security and Surveillance Equipment & Services via mini competition.

Future commercial opportunities were also explained in the report, including the potential for the CCTV service to operate the security contract for the Council's new HQ along with further work involving council housing initiatives.

Consideration had been given to the different options of upgrading the software and hardware of the CCTV service or not and relocation from the town hall or not. Appendix C to the report compared the costs, risks and benefits of moving to the new headquarters or not.

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

The Executive, therefore,

Resolved that

- (1) the service currently provided by the Council's CCTV operation, is noted;
- (2) the business case for upgrading the Council's CCTV software and hardware, is noted;
- (3) the relationship between a CCTV upgrade and relocation of the Council's headquarters, is noted;
- (4) the proposal to upgrade the software and hardware technologies for the CCTV service including the introduction of mobile cameras is agreed, current cost estimates of the upgrade are in the region of £800k to c£1m and a further report will be received when there is more cost certainty to agree the release of the necessary funding;
- (5) the approach to procuring the software and hardware upgrades, is noted;
- (6) the opportunities for further commercial activity that can be explored following the system upgrade, are noted.

(The Portfolio Holder for this item was Councillor Thompson)
Forward Plan Reference 945

33. Air Quality SPD

The Executive considered a report from Development Services which advised that the Warwick District Local Plan 2011 – 2029, adopted in September 2017, required relevant applications to provide an air quality assessment (Policy TR2). These assessments were in turn required to use guidance, currently the Low Emission Strategy Guidance, published in 2014. Working with authorities in the sub-region, this Guidance had been reviewed and revised and the document was prepared and attached at Appendix 1 to the report.

The policies within the NPPF and the Local Plan superseded those quoted throughout the current Low Emission Strategy Guidance. The draft SPD gave clear criteria for applicants to follow and also demonstrated the mitigation required dependant on the air quality issues caused by the development.

The Supplementary Planning Document had been developed in conjunction with other local authorities in the sub-region (with the exception of North Warwickshire) to ensure that a consistent methodology and mitigation process was used across the area.

The Council's 'Statement of Community Involvement' (SCI) adopted in January 2016, outlined in Table 2 of the report, gave guidance on community involvement in stages of Supplementary Planning Document (SPD) production. The SCI stated that once guidance, such as the Air Quality SPD, had been prepared, comments would be invited from all interested parties and the wider community. This document had reached this stage and consultation was required to progress the document.

The alternative options were that the Executive could decide not to pursue the adoption of an Air Quality SPD but this would have a detrimental effect overall on the health and wellbeing of residents by depriving officers of the support required to ensure that developments were designed with appropriate air quality mitigation.

The Overview & Scrutiny Committee welcomed and supported the report and recommended that the report be aligned with the new NPPF prior to the report going out for consultation.

The Executive, therefore, approved the recommendations in the report along with the recommendation from the Overview & Scrutiny Committee that the SPD be aligned with the new draft National Planning Policy Framework (NPPF) prior to it going out to consultation.

Resolved that

- (1) the content of the Draft Air Quality SPD attached as Appendix 1 to the report, is agreed and this be made subject to a public consultation for no less than six weeks;
- (2) following the public consultation, a final version of the SPD will be brought before them to formally approve, following which it will assist in the determination of planning applications; and
- (3) the SPD is aligned with the new NPPF prior to consultation.

(The Portfolio Holder for this item was Councillor Rhead)
Forward Plan Reference 943

34. Canal Conservation Area

The Executive considered a report from Development Services which updated Members on work being undertaken to designate a Canal Conservation Area as outlined on the boundary maps attached to the report and including public consultation on the proposed designation. The Canal Conservation Area would assist heritage-lead regeneration, including the Creative Quarter in Leamington's Old Town, and other waterside development opportunities across the District.

A major conservation project to establish a new Canal Conservation Area began in October 2017. The key output was a new designated conservation area - to be approved by WDC - following public engagement informed by the appraisal of existing policy, social and physical context.

The appraisal document described the character and appearance, and defined the heritage values of this two centuries old heritage asset; by explaining what was significant about the evolution of the District that flowed from the canals; identifying key features in the landscape and built form and considering setting; and identified vulnerabilities and opportunities for enhancement.

The report advised that the Warwick District Council Local Plan had identified that Waterways could be used as tools for place making and place shaping and contribute to the creation of sustainable communities (Warwick District Local Plan NE7).

The Grand Union canal (including the former Warwick and Birmingham canal and Warwick and Napton canal), and Stratford on Avon Canal serve as a major heritage asset that strengthened Warwick District's overall economy and tourism offer and enhanced the quality of life for the 66,000 residents who lived within one kilometre/ ten minutes' walk of a canal.

An appraisal had been undertaken to explore the physical context, to understand, analyse and articulate exactly how the eighteenth century landscape had changed and evolved and would continue to do so; why the waterway corridor was special and what elements within the area contributed to this special quality and which did not; and how to preserve and enhance what was significant.

It was therefore in the public interest for the Council to work with the Canal & River Trust and owners in the surrounding area to:

- sustain the existing heritage assets;
- manage change to enhance the settings;
- promote access and use that would enhance quality of life for the District's residential population; and,
- strengthen the local economy and tourism offer.

Public Consultation would extend over a seven week period and would follow the procedure adopted by the Council's Statement of Community Involvement adopted in January 2016. The reward for meaningful engagement was that community knowledge and values could inform professional judgment, and was the best way to generate broad support for plans and projects that impacted on places people value. A public meeting and formal resolution to adopt appraisal and management proposals would be required.

It would be possible for the Council to ignore this opportunity to work with the Canal & River Trust and others in the stewardship of this asset. However, this would fail to recognise the foresight and belief of Warwick's eighteenth century citizens, in creating this enduring legacy. Not to designate would accept that this was a lost opportunity to build on that

enterprise, and thus to miss out on the regeneration, investment and improved quality of life that recognition of this asset through designation and guidance could bring.

The Executive requested that their thanks be passed to all of the officers involved for their work on the project so far.

The Executive therefore,

Resolved that

- (1) the special interest identified in the summary canal appraisal, attached at Appendix 1 to the report, is noted;
- (2) the work being undertaken to designate a proposed Canal Conservation Area as outlined on the enclosed draft boundary maps attached at Appendix 2 to the report, is noted;
- (3) a seven week public consultation is undertaken on the proposed Canal Conservation Area as set out in Appendix 2 to the report.

(The Portfolio Holder for this item was Councillor Rhead)
Forward Plan Reference 934

35. Second Warwick Sea Scouts Headquarters

The Executive considered a report from Development Services which sought agreement for the Council to make a financial contribution totalling £160, 000 towards the overall costs of £770,000 (with £334,318 already raised/ pledged) for a new headquarters (HQ) for the Second Warwick Sea Scouts (2WSS). This would help ensure the sustainability of 2WSS in its current location and improve the provision of activities/ services available in St. Nicholas Park, Warwick.

Members were aware of the work being undertaken by 2WSS to improve their facilities in St. Nicholas Park, Warwick. These were last reported to Executive in July 2017 and had evolved since an earlier report was brought before Executive in 2014.

The report advised that 2WSS had revised their original business plan to reflect more accurate costing. Following the 26 July 2017 Executive Report, 2WSS held detailed discussions with surveyors as part of procuring a contractor to undertake works on the new jetties, improved slipways and new boatyard. This demonstrated that works would cost more than originally anticipated, rising from £50,000 to £125,000. The updated business plan also included an up to date fundraising position which stood at £334,318 (including pledges not yet received amounting to £153,124) and included a grant of £82,000 from the Wren Community Action Fund.

2WSS were able to fund the jetties work from existing resources, raised specifically for that phase. The support from the Council would be used to fund Phase Two of the works.

The Council had previously agreed relocation costs for the skate park adjacent to St. Nicholas Park Leisure Centre, which was on the site of the proposed HQ. This had been agreed with the Green Spaces Team at £40,000 and £50,000 had been allocated from the Service Transformation Fund in the report to Executive 12 February 2014. In order to simplify the delivery of the HQ scheme, the Council's Green Spaces Team agreed to manage the skate park relocation project, retaining £40,000 with the remaining £10,000 allocated directly to 2WSS. This was to be allocated at a time decided by the Chief Executive in conjunction with the Portfolio Holder, in line with the recommendation made in the report.

The work undertaken by 2WSS over the last three years had given them a much better understanding of the costs, challenges and opportunities of the significant project they were undertaking. 2WSS had recently approached the Council with a request for a further grant of £150,000.

Discussions with Charitable Trust providers suggested that major funders would be receptive to the idea of creating a funding consortium whereby individual large funders made pledges conditional on the total required amount being achieved. Council support at the level requested would act as a catalyst for this process.

The sum sought was well outside of the parameters of the Council's RUCIS scheme. In similar situations, the Council had taken the approach of considering the request in the light of the use of its Community Projects Reserve. This reserve was funded by monies received as part of the New Homes Bonus Scheme and was intended as a financial reward to Councils for accepting new housing development that could and should be reinvested in the local community. Therefore, it was proposed that the Council administered the request as if it were a RUCIS scheme grant application but fund it from the Community Project Reserve subject to:

- The other sources of funding being agreed
- The signing off of a finalised business plan
- That the administration of the application met all the usual criteria of the administration of a RUCIS grant application i.e. that draw down of the grant was on a monthly basis in line with invoices received by 2WSS for work and submitted to the Council via a Monthly Valuation Certificate.

The revised business plan which was attached as Appendix 1 to the report, identified three delivery phases as follows:

Phase one – To renovate/ extend jetties and build a new boatyard, scheduled for autumn 2018.

Phase two – To build a new HQ building adjacent to the St. Nicholas Leisure Centre, scheduled for 2019/ 2020. This had been further sub-

divided into Phase 2a (construction of main hall and core facilities) and Phase 2b (storage annex). It was 2WSS' intention to deliver both phases together.

Phase three - Renovation of existing hut into a riverside boathouse.

Discussions were ongoing with regards to the 2WSS storage facilities on Myton Fields. This currently occupied the site of the former sailing club and included property that required secure storage – a rigid inflatable boat (RIB) and petrol for the RIB engine. 2WSS had indicated that they would vacate the site prior to the completion of Phase 1 of the scheme, if an alternative storage solution could be agreed. It was suggested that authority be delegated to agree any such solution.

It was anticipated that Phase 2 would not commence until the financial year 2019/ 20. The Council's funding for this project should be confirmed in February 2019 as part of the Budget Setting report.

The alternative options were that the Council could refuse to provide additional funding or provide less funding. However, this would threaten the viability of the scheme or further reduce its scale and therefore delivery of services/ activities within the park.

The Executive welcomed the report and felt the project was a positive initiative to improve not only this facility but part of the wider community.

The Executive, therefore,

Resolved that

- (1) the continuing progress being made by Second Warwick Sea Scouts (2WSS) in its efforts to replace its current facilities in St Nicholas Park, Warwick and in particular that 2WSS now proposes to deliver the new headquarters (HQ) building in two phases should it be unable to raise funds to build in a single phase, is noted;
- (2) a further £150,000 be contributed from the Community Projects Reserve from 2019/20 towards the cost of constructing the new HQ subject to:
 - a. Receiving written confirmation that all matching funds required have been received.
 - b. Receiving a final and acceptable version of the business plan for the scheme.
 - c. The conditions that normally apply to the administration of RUCIS scheme grants are met.
 - d. Council agreeing to confirm sufficient funding to the Community Projects Reserve in February 2019 as part of the Budget report;

- (3) authority is given to the Executive to sign off the final business plan and to agree to release monies in accordance with the recommendation;
- (4) £10,000 of the £50,000 previously allocated to 2WSS is provided to support the relocation of the skate park with the remaining £40,000 that was previously allocated to now be retained by the Green Spaces Team to manage/ deliver the relocation of the skate park as a separate project;
- (5) discussions as to the timing of 2WSS vacating their site on Myton Fields are ongoing and delegates authority to the Chief Executive and Head of Neighbourhood Services , in consultation with the portfolio holder for Neighbourhood Services to sign off an agreed solution.

(The Portfolio Holders for this item were Councillors Coker and Grainger)
Forward Plan Reference 944

36. Centenary Fields Initiative

The Executive considered a report from Development Services which set out proposals by the Council to dedicate four open spaces in the District under the Centenary Fields initiative to commemorate those who lost their lives in World War I.

Fields in Trust was a national charity that operated throughout the UK to safeguard recreational spaces. Their mission was to ensure that everyone, young or old, able bodied or disabled and wherever they lived, should have access to free, local outdoor space for sport, play and recreation, advocating that these spaces were vital to building happy and healthy communities.

The Centenary Fields programme was launched in 2014 by Fields in Trust President, HRH the Duke of Cambridge. It aimed to protect at least one green space in every local authority area across England, Wales, Scotland and Northern Ireland to commemorate the centenary of World War I. Safeguarding these sites would create a living UK wide legacy in commemoration of the sacrifice made by those who lost their lives in WWI.

Fields in Trust was working in partnership with the Royal British Legion to deliver the programme which would commemorate this significant milestone in history and create a tangible local legacy that would be valued by communities for generations to come.

The main benefits of taking part in the initiative were to:

- contribute to a UK initiative to commemorate those involved with World War I
- raise awareness of both the initiative and the Council's commitment to providing for public access and recreation
- raise the profile of the nominated sites.

The initiative also aimed to safeguard valued public spaces for the future. However, as most of these green spaces were already safeguarded through other means, this was not necessarily an additional benefit.

Each of the green spaces proposed had significant connections with World War I.

Abbey Fields, Kenilworth - There was a war memorial in form of obelisk unveiled in 1922. It commemorated those who died in WWI, WWII and the Korean War. It was located at the top of Abbey Fields near the junction of Abbey End and Abbey Hill.

St. Nicholas Park, Warwick - This had an avenue of trees central to the park. At the base of some of the trees were small stone cairns on which were plaques mounted commemorating various individuals from both world wars. More recently, a new war memorial had been erected dedicated to those involved in World War I.

The Pump Room Gardens - Soldiers from across the country as far afield as Gateshead and Exeter came to Royal Leamington Spa Pump Rooms to receive special treatment for their war wounds during WWI. The Turkish baths and radical radiant treatments were the main attraction. Approximately more than 7,000 treatments were given to injured soldiers at the Pump Rooms over the four years of WWI.

RAF Centenary Park (Tapping Way open space) in Warwick - This site had been discussed with The Fields in Trust and even though there was a less strong link with WWI, there was a link with Royal Air Force Warwick. RAF Warwick was a former Royal Air Force relief landing ground and was opened on a large grass field called Tournament Field in December 1941. Due to the 100th Anniversary of the founding of the RAF the Fields in Trust had said they would consider an application for this site. This was a new open space which was about to be adopted by the Council from the developer Taylor Wimpey. Locally, the open space was known as Tapping Way open space. Council officers had discussed the new name with the Chase Meadow Residents Association which supported the proposed name of RAF Centenary Park.

It was not necessary for the green spaces involved in the programme to change their names. Each of these green spaces already had names that were instantly recognisable within the community through their long usage. The green space would acquire Centenary Fields status, and would receive and display signage associated with this, which would ensure there was no requirement for any actual name change.

If each of the green spaces was accepted as a Centenary Field, the legal process would start and green spaces would be protected via a Deed of Dedication. Fields in Trust would draw up the draft deed and the Council then had the opportunity to make amendments. When all parties were satisfied with the deed, it would be signed and registered with the Land Registry.

Once the green spaces had been dedicated, each would receive a Centenary Fields commemorative plaque. The requested funding would ensure that the plaques were sensitively located within each green space and interpreted specific to each of them.

Alternative sites around the District had been considered for designation, however, they had been discounted on the basis that they did not have a clear link with WWI and did not meet the selection criteria. Therefore, the four sites proposed were considered the most suitable sites for designation.

Members welcomed the report and felt that this was an appropriate way to mark this anniversary.

The Executive, therefore,

Resolved that

- (1) the open space known locally as Tapping Way open space, within the residential area of Chase Meadow, Aylesford ward, Warwick, is formally named as RAF Centenary Park;
- (2) an application is submitted to the Fields in Trust for the dedication of Abbey Fields Kenilworth, St. Nicholas Park Warwick, Pump Room Gardens Royal Leamington Spa and RAF Centenary Park (Tapping Way Open Space) Warwick as Centenary Fields;
- (3) each of these green spaces will be dedicated as Centenary Fields, if the applications are successful;
- (4) authority is delegated to the Head of Neighbourhood Services, in consultation Portfolio Holder for Neighbourhood Services, to agree and sign the terms of a Deed of Dedication to provide Centenary Field status to those green spaces;
- (5) £2,000 of funding will be made available from the Community Project Reserve to support the costs of erecting plaques and any associated interpretation.

(The Portfolio Holder for this item was Councillor Grainger)

37. Leamington Car Park Displacement Strategy

The Executive considered a report from Neighbourhood Services which provided an update on the implementation of the previously agreed Car Park Displacement Strategy for Leamington and set out further proposals to minimise parking disruption during the displacement period, including the potential use of the existing Riverside House car park to provide public car parking capacity on weekdays.

The Council had been in dialogue with the Leamington Chamber of Trade and officers from the Leamington Business Improvement District to ensure a car park displacement strategy would be put in place for the period between the closure of the existing Covent Garden car parks (maximum current capacity 468 spaces) and the opening of the new Covent Garden multi-storey car park (maximum capacity 618 car park spaces, plus 20 motorcycle bays and 30 bicycle spaces). The displacement strategy would cover an estimated 18 month period but, crucially, the timetable for the development works ensured that this would only cover the 2019 Christmas period.

Members noted that the Executive of 7 February 2018 approved funding for capital works to develop new car parking capacity around the periphery of Leamington town centre, the use of the existing Riverside House car park to provide weekend public parking, and proposals to change the parking arrangements at St. Peters multi-storey car park. These proposals underpinned a strategy of maximising short-term car parking provision within the town centre (on and off-street) during the displacement period.

The strategy would provide significant additional car parking capacity to minimise the disruption caused by the closure of the Covent Garden car parks. New provision of 302 spaces, with a further 260 available at weekends would be provided at various locations around Leamington. These were listed in full at section 3.1. of the report along with the detailed plan for each location.

The LLP, as the applicant for the approved planning applications was also seeking increased prioritisation of short stay car parking at St. Peter's MSCP as part of the s106 Agreement.

Work was progressing to deliver dedicated short stay parking at St. Peter's Car Park from the point that the Covent Garden car parks closed. It was proposed to dedicate the lower five floors to short stay car parking, with the remainder for long stay parking and season ticket holders. To achieve this new method of operation, the car park would change from pay on foot to pay and display during the displacement period.

Following the approval of the recommendations within the February 2018 report, Members requested that further work be undertaken to determine

whether some weekday parking could be provided at Riverside House. Therefore, a review was undertaken to look at ways of reducing the demand for staff parking by working in a more agile way and considered opportunities to create additional capacity by formalising the layout of the lower staff car park, and creating clearer parking bays.

The current Ranger Team was comprised of 12.5 FTEs, and provided a number of functions including parking enforcement, staffing St. Peter's Multi-Storey Car Park, sign posting for customers, information gathering, reporting, and liaising with numerous partners and agencies.

The current number of Rangers was only sufficient to enforce on the Council's existing car parks, and carry out a limited range of duties and did not provide the capacity that was likely to be required to ensure the smooth operation of the displacement strategy. Additional visits would be needed at the new Court Street, Archery Road, Princes Drive, and Station Approach car parks as well as more visits to St Peters Multi Storey Car Park, to ensure areas were safe and parking machines were working properly.

The report therefore proposed to employ four additional temporary Rangers for the first twelve months, reducing, on review, to two for the second twelve month period when it was anticipated car park users would be familiar with the new arrangements.

The Business Support team within Neighbourhood Services currently comprised five Full Time Equivalents (FTE's) (3 x Full Time and 2 x Part Time) and a Team Leader. One of the Part Time advisors was on Maternity Leave at the time of reporting. The team was multi-functional and alongside the car parking duties the team liaised with the three main externalised contractors over enquiries, orders, complaints and telephone calls.

The implementation of the displacement strategy would increase the workload of the Business Support team in a number of ways which were outlined in full at section 3.4 of the report.

Additional resources were essential within the team to provide resilience over the car park displacement period, but also the period when the Council moved to its new headquarters.

The temporary additional Ranger and Business Support resources would cost in the region of £225,000 over two years.

The report asked Members to note that a specialist company had been engaged to assist in the delivery of a signage strategy for the displacement period, to ensure smooth traffic flow and clear information on parking options. Further details were provided at section 3.5 of the report. The traffic management company was already in the process of developing an initial signage plan for consultation with local stakeholders and Warwickshire County Council. The signage strategy was estimated to cost in the region of £10,000.

Concerns had been raised by BID Leamington and the Chamber of Trade that any parking disruption would add to the current pressure being faced by businesses in Leamington Town Centre. It was important to counter any perception that visiting or parking in Leamington would be a problem and the report therefore requested agreement to fund a comprehensive communications plan to ensure there was a clear message that "Leamington is open for business" throughout the displacement period.

The specialist parking consultant would be jointly funded by the Council and BID Leamington and could be accommodated within existing budgets. The communication plan would cost in the region of £150,000 over two years.

In addition, Warwickshire County Council had an established Active Travel campaign for Warwickshire and it was proposed that Warwick District Council would link into this campaign with promotions about walking, bus, rail and cycle travel promoted through digital and print media and through online channels.

The report advised that the current temporary Car Park Project Manager Post would come to an end in October 2018. The project work in Leamington would need to be delivered for the next two years and therefore there was a need to establish a permanent project management post to help develop capacity within the Service Area, and allow the post holder to develop their skills and knowledge. This would be at a cost of circa £45,900 per annum and the additional cost would be funded from the Contingency Budget for 2018/19. From 2019/20, this cost would be included with the Medium Term Financial Strategy.

An alternative option was not to implement the changes at St. Peters Multi Storey Car Park or Riverside House, however, these had been discounted as these changes were a condition of the planning approval.

Members could decide not to agree to the additional funding for any, or all of the elements, however, this was likely to have a detrimental impact on the project and local businesses and the Council was committed to putting in place as many initiatives as possible to mitigate disruption.

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

The Overview & Scrutiny Committee noted the report.

The Executive thanked the scrutiny committees for their support and the discussions at their meetings which would help shape the ongoing work to develop the strategy further. The Leader highlighted that Covent Garden Car Park needed to be replaced irrespective of the decision to move the Council HQ.

The Portfolio Holder for Neighbourhood Services, explained that dispersal onto the streets was already occurring because not everyone wanted to pay to park. The Council would be offering alternative car parks further

out of town at a cheaper rate. She advised that officers were talking to the County Council but so far progress had been frustrating.

The Executive, therefore,

Resolved that

- (1) the overall proposals to provide at least an additional 302 spaces will be provided during the week and an additional 562 spaces at weekend, and the progress towards delivery of additional public car parking capacity at Princes Drive, Archery Road, Court Street, Station Approach and Riverside House, as detailed in section 3.1 of the report, are noted;
- (2) the progress towards delivery of revised parking arrangements at St. Peters multi-storey car park, is noted;
- (3) the principle of public car parking being provided on weekdays at Riverside House in the week, is agreed;
- (4) subject to the approval of the proposed revised establishment by Employment Committee, a temporary increase in both front-line and back-office staffing resources will be funded, to ensure additional resources can be deployed to manage the additional car parking provision effectively and ensure swift and effective communication with the public in the lead up to, during, and after the displacement period;
- (5) a specialist company has been engaged to assist in the delivery of a signage strategy for the displacement period, to ensure smooth traffic flows and clear information on parking options;
- (6) in conjunction with BID Leamington, a specialist parking consultant has been engaged, to assist in the identification of any further areas of work that would help to minimise disruption during the displacement period, and their work will be funded jointly by the Council and BID Leamington;
- (7) a comprehensive communications plan will be funded, to ensure there is a clear message that "Leamington is open for business" throughout the displacement period;

- (8) the other work strands that are currently being investigated to encourage modal shift, to more sustainable forms of transport;
- (9) the creation of a permanent post will be funded within Neighbourhood Services to deliver a range of projects to develop both a wider car parking strategy and other initiatives to encourage modal and behavioural shift, throughout and after the displacement period, funded from the Contingency Budget in 2018/19 and included within the Medium Term Financial Strategy thereafter; and
- (10) the resultant one-off additional costs, totalling £385,000, will be funded from the 2017/18 surplus.

(The Portfolio Holder for this item was Councillor Grainger)
Forward Plan Reference 942

38. **Rural and Urban Capital Improvement Scheme (RUCIS) Application**

The Executive considered a report from Finance which provided details of two Rural/Urban Capital Improvement Scheme grant applications for St Chad's Centre Trust Company and Cubbington Sports & Social Club Limited.

The Council operated a scheme to award Capital Improvement Grants to organisations in rural and urban areas. The grants recommended were in accordance with the Council's agreed scheme and would provide funding to help the projects progress.

St Chad's Centre Trust Company had requested a grant from the rural cost centre budget for St Chad's Centre Trust Company Ltd of 49% of the total project costs. This was to construct a pathway from the centre to the village green, including re-ordered drainage and a pathway lighting system, and to provide mains power supply from the centre to the village green, up to a maximum of £9,000 including vat. Further details were provided in Appendix 1 to the report.

Cubbington Sports and Social Club Ltd had requested a grant from the rural cost centre budget for Cubbington Sports & Social Club Limited of 50% of the total project costs. This was to resurface the top car park, up to a maximum of £11,430 excluding vat, subject to receipt of the written confirmation from Cubbington Parish Council (or an alternative grant provider) to approve a capital grant of £5,000, written confirmation from Cubbington Free Holders (or an alternative grant provider) to approve a capital grant of £5,000 and proof of ownership of the land. Further details were provided in Appendix 2 to the report.

The report advised that the budget for the Rural/Urban Capital Improvement Scheme applications for 2018/19 was £150,000 (£75,000 for rural projects and £75,000 for urban projects).

There was £49,075 available to be allocated for Rural/Urban Capital Improvement Scheme Grants from the rural cost centre budget in 2018/19. If the applications were approved, £28,645 would remain in the rural cost centre budget.

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

The Executive, therefore,

Resolved that

- (1) a Rural/Urban Capital Improvement Grant from the rural cost centre budget for St Chad's Centre Trust Company Ltd of 49% of the total project costs to construct a pathway from the centre to the village green, including re-ordered drainage and a pathway lighting system, and to provide mains power supply from the centre to the village green, is approved, up to a maximum of £9,000 including vat;
- (2) a Rural/Urban Capital Improvement Grant from the rural cost centre budget for Cubbington Sports & Social Club Limited of 50% of the total project costs to resurface the top car park, is approved, up to a maximum of £11,430 excluding vat, subject to receipt of the following:
 - written confirmation from Cubbington Parish Council (or an alternative grant provider) to approve a capital grant of £5,000;
 - Written confirmation from Cubbington Free Holders (or an alternative grant provider) to approve a capital grant of £5,000;
 - Providing proof of ownership of the land.

(The Portfolio Holder for this item was Councillor Whiting)

39. **Significant Business Risk Register**

The Executive considered a report from Finance which set out the latest version of the Council's Significant Business Risk Register for review by the Executive. It had been drafted following a review by the Council's Senior Management Team and the Leader of the Council.

The Significant Business Risk Register (SBRR) recorded all significant risks to the Council's operations, key priorities, and major projects. Individual services also had their own service risk registers.

The SBRR was reviewed quarterly by the Council's Senior Management Team and the Council Leader and then, in keeping with Members' overall responsibilities for managing risk, by the Executive. The latest version of the SBRR was set out as Appendix 1 to the report.

A summary of all the risks and their position on the risk matrix, as currently assessed, was set out as Appendix 2 to the report.

The scoring criteria for the risk register were judgemental and were based on an assessment of the likelihood of something occurring, and the impact that might have. Appendix 3 set out the guidelines that were applied to assessing risk.

In line with the traditional risk matrix approach, greater concern should be focused on those risks plotted towards the top right corner of the matrix whilst the converse was true for those risks plotted towards the bottom left corner of the matrix. If viewed in colour (e.g. on-line), the former set of risks would be within the area shaded red, whilst the latter would be within the area shaded green; the mid-range would be seen as yellow.

Any movements in the risk scores over the last six months were shown on the risk matrices in Appendix 1 and were normally explained in this section of the report. There had been no movement in any of the risk scores in the past two quarters, however, so no narrative to explain these was required. No risks were currently in the red zone.

This report was not concerned with recommending a particular option in preference to others so other suggestions were not applicable.

The Finance & Audit Scrutiny Committee were unable to consider this item.

Councillor Quinney addressed the Executive and expressed his disappointment that the Leader had not been present to discuss this item at Finance & Audit Scrutiny Committee. He felt that this sent the message that the risks were not being paid due respect.

In response, the Executive highlighted that Councillor Whiting was also listed on the report as Portfolio Holder and had been present at the time of discussion. Members did not feel that the absence of the Leader was a sufficient reason for the Committee not to consider the report.

The Executive, therefore,

Resolved that

- (1) the Significant Business Risk Register attached at Appendix 1 to the report is noted; and
- (2) the changing risks and the emerging risks identified in sections 9 and 10 of this report, are noted.

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

40. Risk Management Annual Report 2017/18

The Executive considered a report from Finance which updated the Risk Management Strategy and advised on the progress being made in implementing and embedding risk management throughout the organisation.

The report advised that Members were responsible for overseeing the organisation's risk management arrangements, and further information was detailed in Section 8 of the report, 'Responsibility for Risk Management'. The recommendations set out in the report helped to fulfil that responsibility.

The overriding objective for risk management was to embed it within the organisation so that it was a seamless, but fundamental, part of the organisation's processes and not viewed as a separate bureaucratic activity with little value. However, as with all objectives of this nature, there was no specific picture of what a fully risk-embedded organisation looked like and the goal of embedding risk management was an ongoing journey rather than one with a definite ending.

To help achieve the objective of embedding risk management, the Council had a Risk Management Strategy and the current strategy was set out at Appendix A to the report.

A Risk Management Action Plan was produced each year which detailed a number of tasks to advance risk management in the Council. Last year's Action Plan and a review of the progress in achieving the actions were attached in Appendix B to the report.

There were numerous activities being carried out on a day-to-day basis that followed risk management principles or that helped to embed risk management in the organisation. Examples of these activities were summarised in Appendix C to the report and were divided into corporate initiatives and service-led initiatives.

Appendix D to the report set out the Council's Risk Management Action Plan for 2018/19. Progress in achieving this would be monitored by line management and reported at the end of the year.

The report was not concerned with recommending a particular option in preference to others so there were no alternative options considered.

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

The Executive, therefore,

Resolved that

- (1) the report and its contents are noted, in particular that which sets out members' responsibility for risk management;
- (2) the Council's Risk Management Strategy, attached at Appendix A to the report is reaffirmed;
- (3) Members are satisfied with the progress being made in establishing risk management in the Council, noting the progress in completing the previous year's Risk Management Strategic Action Plan, attached at Appendix B to the report, and other activities undertaken during the year that provide evidence of a risk management culture attached at Appendix C to the report, are noted; and
- (4) the Council's Risk Management Action Plan for 2018/19 attached at Appendix D to the report, is noted.

(The Portfolio Holder for this item was Councillor Whiting)

41. 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.

42. **Creative Quarter: Growth Deal, Bid Options & Potential Purchases**

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

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

The Overview & Scrutiny Committee's comment and recommendation is detailed in a separate confidential document.

The recommendations in the report were approved, subject to the amendment recommended by the Overview & Scrutiny Committee and 2.3 be amended to read "in the region of".

(NB: recommendation 2.3 and 2.4 were recommendations to Council for it to consider and therefore would not be subject to call-in)

(The Portfolio Holder for this item was Councillor Mobbs)

43. **Ultra-Low Emission Bus Scheme Grant Application - Appendix**

The Executive considered a confidential appendix relating to Agenda Item 4, Ultra-Low Emission Bus Scheme Grant Application.

The appendix was noted.

(The Portfolio Holder for this item was Councillor Mobbs)

44. **Software and Hardware Upgrade for CCTV Service - Appendix**

The Executive considered a confidential appendix relating to Agenda Item 5, Software and Hardware Upgrade for CCTV Service.

The appendix was noted.

(The Portfolio Holder for this item was Councillor Mobbs)

45. **Second Warwick Sea Scouts Headquarters – Appendix**

The Executive considered a confidential appendix relating to Agenda Item 8, Second Warwick Sea Scouts Headquarters report.

The appendix was noted.

(The Portfolio Holder for this item was Councillor Mobbs)

46. **Minutes**

The confidential minutes of the meeting held on 27 June 2018 were not available and would be considered at a future meeting.

(The meeting ended at 7.09pm)