

North Warwickshire Borough Council

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**This matter is being dealt with by
Mr D Harris**

Direct Dial : (01827) 719222

Your ref :

Our ref : DH/JB C7

Date : 21 July 2009

To: All Members of the Council

Dear Sir / Madam

You are hereby summoned to attend a meeting of the Council, to be held in the Council Chamber, the Council House, South Street, Atherstone, on Wednesday 29 July 2009 at 6.30pm. David Yeo Poulton, former Minister at Trinity Church, Baddesley Ensor, will be in attendance to lead the Council in Prayer.

After prayer, the following business will be transacted:

- 1 Evacuation Procedure.
- 2 Apologies for absence / Members away on official Council business.
- 3 Declarations of Personal or Prejudicial Interest other than those declared in the minutes of the meetings of Boards/Committees and any personal interests arising from the membership of Warwickshire County Council of Councillors Fowler, Fox, Hayfield, Lea, May, B Moss, Sweet and membership of the various Town or Parish Councils of Councillors Butcher (Polesworth) Davis (Atherstone), Freer (Atherstone), Fox (Shustoke), Lewis (Kingsbury), Moore (Baddesley Ensor), B Moss (Kingsbury), M Moss (Kingsbury), Phillips (Kingsbury), Sherratt (Coleshill), Smitten (Polesworth), M Stanley (Polesworth), Y Stanley (Polesworth) and Zgraja (Over Whitacre) all of which interests are deemed to be declared at this meeting.
- 4 The Mayor to move, in accordance with Standing Order No 6(1):
“That the minutes of the Meetings of the Council held on 13 May and 25 June 2009 be approved as a correct record”.
- 5 To receive the Mayor’s announcements.

- 6 To answer Questions from Members and the Public pursuant to Standing Order No. 7.
- 7 To receive and consider minutes and recommendations of the following Boards circulated herewith and to make the necessary Orders thereon:
 - a **Planning and Development Board** 18 May and 15 June 2009 – (Pages 8 - 17) and 20 July 2009 (to follow)
 - b **Resources Board** 1 June and 6 July 2009 – (Pages 18 - 26)
 - c **Community and Environment Board** 8 June 2009 - (Pages 27 - 29)
 - d **Executive Board** 29 June 2009 - (Pages 30 – 33)
 - e **Scrutiny Board** 28 July 2009 – (to follow)
- 8 To receive and consider any Notice of Motion under with Standing Order No. 10.
- 9 To authorise the Chief Executive, in accordance with Article 13.05 of the Articles of the Constitution, to Sign and Seal, on behalf of the Council, any Orders, Deeds and Documents necessary to give effect to any resolution of the Council.

Yours faithfully

Chief Executive

**MINUTES OF THE ANNUAL MEETING OF THE
NORTH WARWICKSHIRE BOROUGH COUNCIL HELD AT THE
COUNCIL HOUSE, ATHERSTONE ON WEDNESDAY 13 MAY 2009**

Present: Councillor Payne in the Chair.

Councillors Bowden, Butcher, Davis, L Dirveiks, N Dirveiks, Forwood, Fowler, Fox, Freer, Gordon, Hayfield, Jenkins, Johnston, Lea, Lewis, May, Moore, Morson, B Moss, M Moss, Phillips, Pickard, Sherratt, Simpson, Smith, M Stanley, Y Stanley, Swann, Sweet, Winter and Wykes.

Mr Stan Orton (Chairman of the Standards Committee) was also in attendance.

Apologies for absence were received from Councillors Smitten, Welby and Zgraja.

Before the commencement of business, Liz Bickley, Ordinant and Reader in the Church of England, led the Council in Prayer.

1 Election of Mayor

It was proposed by Councillor Sweet, seconded by Councillor M Stanley and

RESOLVED:

That Councillor Moore be and is hereby elected Mayor of the Borough of North Warwickshire for the ensuing year.

Councillor Moore then made and signed the declaration of acceptance of office and was invested with the Chain and Badge of office by the retiring Mayor and took the Chair.

Councillor Moore in the Chair

2 Retiring Mayor

The Mayor presented Councillor Payne and his Consort with their past Mayor's and Consort's Badges. Councillor Payne then thanked Members, Officers and the people of North Warwickshire for their support during his year in office.

It was proposed by Councillor Swann, seconded by Councillor Sweet and

RESOLVED:

That the Council places on record its thanks to Councillor Payne for his service to North Warwickshire during his year of office.

3 Declarations of Interest

Personal or Prejudicial Interest other than those declared in the minutes of the meetings of Boards/Committees and any personal interests arising from the membership of Warwickshire County Council of Councillors Forwood, Fowler, Hayfield, Lea, B Moss, M Stanley, Sweet and membership of the various Town or Parish Councils of Councillors Butcher (Polesworth), Davis (Atherstone), Freer (Atherstone),

Fox (Shustoke), Lewis (Kingsbury), Moore (Baddesley Ensor), B Moss (Kingsbury), M Moss (Kingsbury), Phillips (Kingsbury), Sherratt (Coleshill), M Stanley (Polesworth) and Y Stanley (Polesworth) all of which interests were deemed to be declared at this meeting

4 **Minutes**

The minutes of the meetings of the Council held on 25 February and 22 April 2009 were approved as a correct record and signed by the Mayor.

5 **Appointment of Deputy Mayor**

It was proposed by Councillor Smith and seconded by Councillor Sherratt and

RESOLVED:

That Councillor Johnston be and is hereby appointed Deputy Mayor of the Borough of North Warwickshire for the ensuing year.

Councillor Johnston thereupon made and signed a declaration of acceptance of office and was invested with the Badge of Office by the Mayor.

Councillor Johnston thanked Council Members for the honour they had bestowed on her.

6 **Mayor's Announcements**

The Mayor announced that his two of his charities for the year would be DebRA and the Mary Ann Evans Hospice.

In addition he wished John Bird, Assistant Chief Executive, well for his retirement and announced that the Council had retained its IIP status.

7 **Questions Pursuant to Standing Order No. 7 (2)**

There were no questions pursuant to Standing Order No 7 (2).

8 **Minutes of Boards/Committees**

a) **Resources Board** – 9 March and 27 April 2009

i) **Minute No 150 – Proposed Development at Meadow Street, Atherstone**

It was proposed by Councillor Smith, seconded by Councillor Bowden and

RESOLVED:

That the following be added to the recommendation

d **That the land is surplus to requirements by the Council; and**

e **That any capital receipts received by the Council in connection with the sale of land / proposed development off Meadow Street, Atherstone, be used for affordable housing.**

It was then proposed by Councillor Smith, seconded by Councillor Bowden and

RESOLVED:

That the minutes of the meetings of the Resources Board held on 9 March and 27 April 2009, together with the amendment at i) above and the recommendation contained therein, be approved and adopted.

b) Planning and Development Board – 16 March and 20 April 2009

It was proposed by Councillor Simpson, seconded by Councillor Sweet and

RESOLVED:

That the minutes of the meetings of the Planning and Development Board held on 16 March and 20 April 2009 be approved and adopted.

c) Community and Environment Board – 23 March 2009

It was proposed by Councillor Fowler, seconded by Councillor May and

RESOLVED:

That the minutes of the meeting of the Community and Environment Board held on 23 March 2009, together with the recommendation contained therein, be approved and adopted.

d) Resources Overview and Scrutiny Board – 31 March 2009

It was proposed by Councillor Morson, seconded by Councillor Winter and

RESOLVED:

That the minutes of the meeting of the Resources Overview and Scrutiny Board held on 31 March 2009 be approved and adopted.

e) Community and Environment Overview and Scrutiny Board – 7 April 2009

It was proposed by Councillor Swann, seconded by Councillor Davis and

RESOLVED:

That the minutes of the meeting of the Community and Environment Overview and Scrutiny Board held on 7 April 2009 be approved and adopted.

f) Area Forum (East) – 21 April 2009

It was proposed by Councillor Davis, seconded by Councillor Forwood and

RESOLVED:

That the minutes of the meeting of the Area Forum (East) held on 21 April 2009 be approved and adopted.

g) Area Forum (North) – 23 April 2009

It was proposed by Councillor M Stanley, seconded by Councillor Winter and

RESOLVED:

That the minutes of the meeting of the Area Forum (North) held on 23 April 2009 be approved and adopted.

h) Area Forum (South) – 28 April 2009

It was proposed by Councillor Sherratt, seconded by Councillor Gordon and

RESOLVED:

That the minutes of the meeting of the Area Forum (South) held on 28 April 2008 be approved and adopted.

i) Area Forum (West) – 30 April 2009

It was proposed by Councillor Payne, seconded by Councillor Swann and

RESOLVED:

That the minutes of the meeting of Area Forum (West) held on 30 April 2009 be approved and adopted.

j) Executive Board – 5 May 2009

It was proposed by Councillor Hayfield, seconded by Councillor Smith and

RESOLVED:

That the minutes of the meeting of the Executive Board held on 5 May 2009, together with the recommendations contained therein, be approved and adopted.

9 Numbers and Appointments to Boards/Committees, Area Forums, Portfolios and Portfolio Groups

A schedule of numbers and appointments to the Boards, Committees, Area Forums, Portfolios and Portfolio Groups and the Chairmen and Vice-Chairmen thereof was placed before the Council.

It was proposed by Councillor Hayfield, seconded by Councillor Fowler and

RESOLVED:

That the Constitution of Boards, Committees, Area Forums, Portfolios and Portfolio Groups for 2009/10 and the appointment of Members thereon and the Chairmen and Vice-Chairmen thereof, as shown in Schedule 1 hereto, be approved.

10 Appointments to Outside Bodies

It was proposed by Councillor Hayfield, seconded by Councillor Fowler and

RESOLVED:

That the appointment of representatives of the Council to serve on outside bodies for 2009/10, as shown in Schedule II hereto, be approved.

11 Notice of Motion Under Standing Order No 10

There were no Notices of Motion under Standing Order No 10.

12 Common Seal

It was proposed by Councillor Swann, seconded by Councillor Winter and

RESOLVED:

That the Chief Executive be authorised to affix the Common Seal to any document as necessary to give effect to the decisions of the Council, in accordance with Article 13.05 of the Articles of the Constitution.

**Chairman of the next ensuing meeting
of the Council**

NORTH WARWICKSHIRE BOROUGH COUNCIL

CONSTITUTION OF BOARDS/COMMITTEES FOR 2009/2010 AND THE APPOINTMENT OF MEMBERS AND THE CHAIRMAN AND VICE-CHAIRMAN THERETO

Executive Board (14)

- 1 Leader - Cllr Hayfield
- 2 Cllr Swann (Vice-Chair)
- 3 Cllr Davis
- 4 Cllr Fox
- 5 Cllr May
- 6 Cllr Simpson
- 7 Cllr Smith
- 8 Cllr Zgraja
- 9 Cllr Morson
- 10 Cllr Phillips
- 11 Cllr B Moss
- 12 Cllr Sweet
- 13 Cllr Lewis
- 14 Cllr Moore

Community & Environment Board (14)

- 1 Deputy Leader – Cllr May
- 2 Cllr Fox (Vice-Chair)
- 3 Cllr Freer
- 4 Cllr Gordon
- 5 Cllr Payne
- 6 Cllr Sherratt
- 7 Cllr Smitten
- 8 Cllr Wykes
- 9 Cllr Phillips
- 10 Cllr Pickard
- 11 Cllr Y Stanley
- 12 Cllr M Moss
- 13 Cllr L Dirveiks
- 14 Cllr Lewis

Resources Board (14)

- 1 Deputy Leader - Cllr Smith
- 2 Cllr Johnston (Vice-Chair)
- 3 Cllr Bowden
- 4 Cllr Fowler
- 5 Cllr Jenkins
- 6 Cllr Lea
- 7 Cllr Payne
- 8 Cllr Smitten
- 9 Cllr Moore
- 10 Cllr Winter
- 11 Cllr Butcher
- 12 Cllr N Dirveiks
- 13 Cllr Y Stanley
- 14 Cllr Forwood

Planning and Development Board (14)

- 1 Deputy Leader - Cllr Simpson
- 2 Cllr Lea (Vice-Chair)
- 3 Cllr Bowden
- 4 Cllr Fox
- 5 Cllr Jenkins
- 6 Cllr Sherratt
- 7 Cllr Swann
- 8 Cllr Wykes
- 9 Cllr Sweet
- 10 Cllr Winter
- 11 Cllr B Moss
- 12 Cllr L Dirveiks
- 13 Cllr Morson
- 14 Cllr M Stanley

Overview and Scrutiny Board (14)

- 1 Chairman - Cllr Swann
- 2 Cllr Davis
- 3 Cllr Fowler
- 4 Cllr Freer
- 5 Cllr Gordon
- 6 Cllr Johnston
- 7 Cllr Welby
- 8 Cllr Zgraja
- 9 Cllr M Stanley (Vice-Chair)
- 10 Cllr Pickard
- 11 Cllr Butcher
- 12 Cllr N Dirveiks
- 13 Cllr Forwood
- 14 Cllr M Moss

Licensing Committee (15)

- 1 Councillor Sherratt (Chairman)
- 2 Councillor Lewis (Vice Chair)
- 3 Councillor Bowden
- 4 Councillor Davis
- 5 Councillor Fox
- 6 Councillor Gordon
- 7 Councillor Payne
- 8 Councillor Smitten
- 9 Councillor Welby
- 10 Councillor Wykes
- 11 Councillor Butcher
- 12 Councillor M Stanley
- 13 Councillor Forwood
- 14 Councillor Morson
- 15 Councillor Pickard

Portfolio Holders

- Housing - Cllr Johnston (Shadow Cllr Winter)
- Countryside and Heritage – Cllr Lea (Shadow Cllr L Dirveiks)
- Safer Communities - Cllr Fox (Shadow Cllr Morson)
- Health, Wellbeing and Leisure - Cllr Smitten (Shadow Cllr Pickard)
- Environment – Cllr Wykes (Shadow Cllr N Dirveiks)
- Community Life - Cllr Freer (Shadow Cllr M Moss)
- Resources – Cllr Bowden (Shadow Cllr Butcher)

Standards Committee

- 1 Cllr Johnston
 - 2 Cllr Simpson
 - 3 Cllr Smitten
 - 4 Cllr M Stanley
 - 5 Cllr Butcher
- (Plus 2 Parish Council representatives and 3 independent members)

Special Sub-Group

- 1 Cllr Hayfield
- 2 Cllr May
- 3 Cllr Smith
- 4 Cllr Phillips
- 5 Cllr Sweet

Area Forums

North

Cllr Moore (Co-ordinator)
Cllr Sweet
Cllr Morson
Cllr Winter
Cllr M Stanley
Cllr Y Stanley
Cllr Smitten
Cllr Butcher
Cllr May
Cllr Jenkins

South

Cllr Fowler
Cllr Welby
Cllr Gordon
Cllr Sherratt (Co-ordinator)
Cllr Smith
Cllr Hayfield
Cllr Bowden
Cllr Fox
Cllr Zgraja

East

Cllr N Dirveiks
Cllr Davis (Co-ordinator)
Cllr Freer
Cllr Johnston
Cllr Wykes
Cllr Forwood
Cllr Pickard
Cllr L Dirveiks

West

Cllr Lewis
Cllr Phillips
Cllr B Moss
Cllr M Moss
Cllr Lea
Cllr Simpson
Cllr Payne (Co-ordinator)
Cllr Swann

Portfolio Groups 2009/10

Housing Portfolio Group

- 1 Councillor Gordon
- 2 Councillor Jenkins
- 3 Councillor Johnston
- 4 Councillor Smith
- 5 Councillor Winter
- 6 Councillor Moore
- 7 Councillor Forwood

Countryside and Heritage Portfolio Group

- 1 Councillor Lea
- 2 Councillor Sherratt
- 3 Councillor Simpson
- 4 Councillor Zgraja
- 5 Councillor L Dirveiks
- 6 Councillor Y Stanley
- 7 Councillor Lewis

Safer Communities Portfolio Group

- 1 Councillor Fox
- 2 Councillor Gordon
- 3 Councillor Payne
- 4 Councillor Wykes
- 5 Councillor Morson
- 6 Councillor Sweet
- 7 Councillor Phillips

Health, Wellbeing and Leisure Portfolio Group

- 1 Councillor Fowler
- 2 Councillor Hayfield
- 3 Councillor Smitten
- 4 Councillor Welby
- 5 Councillor Pickard
- 6 Councillor B Moss
- 7 Councillor Morson

Environment Portfolio Group

- 1 Councillor Freer
- 2 Councillor May
- 3 Councillor Swann
- 4 Councillor Wykes
- 5 Councillor Lewis
- 6 Councillor Pickard
- 7 Councillor Phillips

Community Life Portfolio Group

- 1 Councillor Fowler
- 2 Councillor Freer
- 3 Councillor Lea
- 4 Councillor Sherratt
- 5 Councillor M Moss
- 6 Councillor Butcher
- 7 Councillor L Dirveiks

Resources Portfolio Group

- 1 Councillor Bowden
- 2 Councillor Davis
- 3 Councillor Jenkins
- 4 Councillor Smith
- 5 Councillor M Stanley
- 6 Councillor B Moss
- 7 Councillor Butcher

**REPRESENTATION ON OUTSIDE BODIES – RECOMMENDATIONS
FROM AREA FORUMS**

A Appointments to be made for a period of one year expiring in May 2010 except where stated otherwise. To be considered at next round of Area Forums. Current representatives are shown.

Body	Representation	Name
Atherstone Forum	2	Councillor Forwood and (<i>one vacancy</i>) (recommended by Area Forum East)
Coleshill Grammar School Endowment Foundation	2	Mrs S Wallace and Dr Andrew Watkins (recommended by Area Forum South)
Hartshill Hayes Country Park Advisory Committee	1 plus substitute	Councillor Wykes Substitute: Councillor Johnston (recommended by Area Forum East)
Kingsbury Liaison Group	1	Councillor B Moss (recommended by Area Forum West)
Market Towns Initiative Atherstone	2	Councillor Davis and Councillor Forwood (recommended by Area Forum East)
Market Towns Initiative Coleshill	2	Councillors Gordon and Fowler (recommended by Area Forum South)
Middleton Hall Trust	1	Councillor Lea (recommended by Area Forum West)
Piccadilly Community Association	1	Councillor Lewis (recommended by Area Forum West)
Rowan Organisation	1	Councillor Forwood (recommended by Area Forum East)
Stanyer's Charity	2	Councillors B Moss and M Moss (recommended by Area Forum West)
Wood End Community Centre	1	Councillor Phillips (recommended by Area Forum West)

REPRESENTATION ON OUTSIDE BODIES – REMAINDER

B Appointments made for a period of one year expiring in May 2010 except where stated otherwise

Body	Representation	Name
Age Concern – Warwickshire	1 plus substitute	Councillor Payne Substitute: Councillor Forwood
Industrial Communities Alliance (Coalfields CC; Leading action for Textiles, Clothing & Footwear; RETI (UK); Steel action)	2	Councillors Wykes and Sweet
Beeline Community Car Service	1 plus substitute	Councillor Lewis Substitute: Councillor Freer
Best Village of the Year (Warwickshire Rural Community Council)	2 plus substitute	Councillors Fox and Fowler Substitute: Y Stanley
Birmingham Airport Consultative Committee	1	Councillor Sherratt
Court of the University of Warwick and Court of the University of Birmingham	1	The Mayor during term of office.
Coventry, Solihull, Warwickshire Sub-Regional Forum	2 plus 2 substitutes	Councillors Hayfield and Smith Substitutes: Councillors M Stanley and Phillips
Coventry, Solihull, Warwickshire Partnership Destination Management Partnership	1	Councillor Fowler
Credit Union	1	Councillor Pickard
Groundwork Coventry	1	Councillor Fowler
Health Improvement Steering Group	1	Councillor Smitten

Body	Representation	Name
Local Area Agreement: Stronger Communities	1	Councillor Smith
Economic Development & Enterprise	1	Councillor Lea
Safer Communities	1	Councillor Fox
Healthier Communities and Older People	1	Councillor Smitten
Climate Change & the Environment	1	Councillor Wykes
Children and Young People	1	Councillor Freer
Local Government Association	1	Leader of the Council – Councillor Hayfield Substitute: Councillor Smith
Local Government Association Rural Commission	1	Councillor Lea
Local Government Association – Fourth Option Special Interest Group	1	Councillor May
Local Government Information Unit	1 plus substitute	Councillor Swann Substitute: Councillor Morson
North Warwickshire Arts Council	2 plus substitute	Councillors Gordon and L Dirveiks Substitute: Councillor Fox
North Warwickshire Citizens Advice Bureau – Management Committee	1	Councillor Smitten
North Warwickshire Community Partnership	3	Councillors Hayfield, May and Phillips

Body	Representation	Name
North Warwickshire Community Plan Theme Groups:		
Safer Communities	2	Councillor Fox and Morson
Health, Wellbeing and Leisure	2	Councillor Smitten and Pickard
The Local Economy	2	Councillor Lea and M Moss
Children, Young People and their families	2	Councillor Fowler and Butcher
Voluntary and Community Activity	2	Councillor Freer and Dirviaks
Choice, Access and Transport	2	Councillor Fox and Sweet
Decent and Affordable Housing	2	Councillor Johnston and Winter
Education and Lifelong Learning	2	Councillor Forwood plus one Conservative to be nominated ?
Environment	2	Councillor Lewis and Wykes
Sparse	1 plus substitute	Councillor May Substitute Councillor Smitten
Superannuation Fund Consultative Board	1	Chairman of Resources Board – Councillor Smith

Body	Representation	Name
Supporting People	2	Councillors Phillips and Smith Substitute: Councillor Fowler
Warwickshire County Council – Health Overview and Scrutiny Committee	1	Councillor Smitten
Warwickshire Rural Community Council- Executive Committee	1 plus substitute	Councillor Freer Substitute: Councillor M Moss
Warwickshire Rural Community Council – Project Committee	1	Councillor Fox
Warwickshire Waste Management Forum	1 plus substitute	Councillor May Substitute: Councillor Swann
West Coast Rail 250 Campaign	1	Councillor Simpson
West Midlands Local Government Association Council /West Midlands Regional Assembly	1 plus substitute	Leader of the Council – Councillor Hayfield Substitute: Councillor Smith
West Midlands Local Government Association – Regional Planning, Housing and Environment Partnership Advisory Group	2	Councillor Lea plus one other to be nominated.

C Appointments held for periods of longer than one year (date of expiry of appointment in brackets)

Body	Representation	Name
*(1) Atherstone School Youth Club House Committee	1 (4 years)	D. Clews (31 August 2009)
*(2) Baddesley Ensor Youth Centre House Committee	1 (4 years)	Councillor Moore (31 August 2009)
*(3) Coleshill Youth Wing House Committee	1 (4 years)	Councillor L J Smith (31 August 2009)
(4) Kingsbury Youth Centre and Sports Hall Management Committee	1 (4 years)	Councillor B Moss (31 August 2009)
*(5) North Warwickshire Area Community Education Council	2 (4 years)	(1 vacancy) (May 2009) Councillor Phillips (May 2009)
(6) Polesworth Youth Wing Committee	1 (4 years)	Councillor M Stanley (31 August 2009)

* Representatives appointed to these bodies need not be Members of the Council

**MINUTES OF THE SPECIAL MEETING OF THE
NORTH WARWICKSHIRE BOROUGH COUNCIL HELD AT THE
COUNCIL HOUSE, ATHERSTONE ON THURSDAY 25 JUNE 2009**

Present: Councillor Moore in the Chair.

Councillors Bowden, Davis, L Dirveiks, N Dirveiks, Forwood, Fowler, Fox, Gordon, Hayfield, Johnston, Lewis, May, Morson, B Moss, M Moss, Payne, Phillips, Sherratt, Simpson, Smith, Swann, Sweet, Welby, Winter and Wykes.

Apologies for absence were received from Councillors Butcher, Freer, Jenkins, Lea, Smitten, M Stanley, Y Stanley and Zgraja.

Before the commencement of business, The Reverend Paul Harris, led the Council in Prayer.

13 Admission to the Roll of Honorary Freeman of the Borough of North Warwickshire – Sir William Dugdale

It was proposed by Councillor Simpson, seconded by Councillor Smith and unanimously **RESOLVED**:

“That in pursuance of Section 249 of the Local Government Act 1972, this Council does admit to be an Honorary Freeman of the Borough of North Warwickshire, Sir William Dugdale, as an expression of the high esteem in which he is held by the Council and Residents of the Borough and in recognition of his long and distinguished public service with Meriden Rural District Council, Warwickshire County Council a number of local and national bodies and as former High Sheriff of Warwickshire.”

The Roll of Honorary Freeman was attested by the Mayor and Chief Executive.

14 Admission to the Roll of Honorary Freeman of the Borough of North Warwickshire – Reginald Place

It was proposed by Councillor Phillips, seconded by Councillor Sweet and unanimously **RESOLVED**:

“That in pursuance of Section 249 of the Local Government Act 1972, this Council does admit to be an Honorary Freeman of the Borough of North Warwickshire,

Reginald Place, as an expression of the high esteem in which he is held by the Council and Residents of the Borough and in recognition of his long and distinguished public service as a Borough Councillor and County Councillor, a number of local, national and European bodies, and as former Leader of the Borough Council.”

The Roll of Honorary Freeman was attested by the Mayor and Chief Executive.

15 Admission to the Roll of Honorary Freeman of the Borough of North Warwickshire – Jack Macfarlane Stuart

It was proposed by Councillor Hayfield, seconded by Councillor Sherratt and unanimously **RESOLVED:**

“That in pursuance of Section 249 of the Local Government Act 1972, this Council does admit to be an Honorary Freeman of the Borough of North Warwickshire, Jack Macfarlane Stuart, as an expression of the high esteem in which he is held by the Council and Residents of the Borough and in recognition of his exceptional involvement in community life.”

The Roll of Honorary Freeman was attested by the Mayor and Chief Executive.

Chairman of the next ensuing meeting of the Council

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE PLANNING AND DEVELOPMENT BOARD

18 May 2009

Present: Councillor Simpson in the Chair.

Councillors Bowden, L Dirveiks, Fox, Jenkins, Lea, Morson, B Moss, Sherratt, M Stanley, Swann, Sweet, Winter and Wykes.

Councillors Fowler and Moore were also in attendance. With the consent of the Chairman, Councillor Fowler spoke on Minute No 3 Planning Applications (2009/0154 – Car Park, Park Road, Coleshill).

1 **Declarations of Personal or Prejudicial Interests**

Personal interests arising from the membership of Warwickshire County Council of Councillors Lea, B Moss, M Stanley and Sweet and membership of the various Town/Parish Councils of Councillors Fox (Shustoke), B Moss (Kingsbury), Sherratt (Coleshill) and M Stanley (Polesworth) were deemed to be declared at this meeting.

2 **Minutes**

The minutes of the meetings of the Board held on 16 March and 20 April 2009, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

3 **Planning Applications**

The Head of Development Control submitted a report for the consideration of the Board.

Resolved:

a **That in respect of Application No 2008/0523 (World of Spas and Landscapes, Watling Street, Grendon) sign A be approved subject to the conditions specified in the report of the Head of Development Control and sign B be refused for the reasons set out in the said report;**

b **That Application No 2008/0613 (Land adj Old School Court, Former garden of Cherry Tree House, The Common, Grendon) be approved subject to the following additional conditions**

“5. The garage hereby approved shall be used solely as such and shall not be used for any other purpose.

6. No construction work whatsoever shall take place on the implementation of the garages, other than between 0800 and 1700 on weekdays and 0800 and 1300 on Saturdays. No construction work shall take place at any other time.”

- c That Application No 2009/0043 (Alvecote Marina, Robey's Lane, Alvecote) be approved subject to the conditions specified in the report of the Head of Development Control;
- d That Application No 2009/0058 (Trevose, Coventry Road, Kingsbury) be approved subject to the following additional condition

“13. No construction work whatsoever shall take place other than between 0800 and 1700 on weekdays and 0800 and 1300 on Saturdays. No construction work shall take place at any other time.”

- e That in respect of Application No 2009/0154 (Car Park, Park Road, Coleshill) a site visit be arranged and the following additional issues be raised
 - Design
 - Traffic impacts
 - Parking on surrounding roads
 - Opening/Delivery times

4 Infrastructure Planning Commission Consultation Paper

The Head of Development Control reported on a consultation paper from the Infrastructure Planning Commission setting out what was expected of prospective applicants as part of the mandatory pre-application consultation that they would have to engage in.

Resolved:

That the paper be noted.

Recommendation to the Executive Board

That Officers be asked to establish a procedure for notifying Members of issues/events taking place in their Wards.

5 Emergency Tree Preservation Order 45 Rose Road Coleshill

The Board is asked to confirm the making of an Emergency Tree Preservation Order in respect of an oak tree at 45 Rose Road, Coleshill.

Resolved:

- a That in the circumstances outlined, the Emergency Tree Preservation Order at 45 Rose Road, Coleshill be confirmed; and
- b That the matter be referred back to the Board once the consultation period has expired.

6 Exclusion of the Public and Press

Resolved:

That, under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of exempt information, as defined by Schedule 12A to the Act.

7 Building Control Partnership

The Director of Community and Environment reported on the progress of the Building Control Partnership and Members were asked to agree a suggested course of action. Ian Powell and Kevin Bunsell from Nuneaton and Bedworth Borough Council were in attendance. A response from the Chief Executive at Nuneaton and Bedworth Borough Council to issues raised was circulated at the meeting.

Resolved:

- a That the report be noted;**
- b That the Partnership continues to operate for another 12 months;**
- c That given concerns around access to monitoring information, officers from both authorities review the monitoring and reporting process in consultation with the Board Chairman and Cabinet Member from Nuneaton and Bedworth and bring recommendations to the next meeting;**
- d That a report be submitted to the next meeting on proposals to increase the number of days and hours Building Control staff will be present at North Warwickshire offices; and**
- e That a quarterly report on the performance of the Partnership be submitted to the Board.**

8 Review of the Planning and Development Division – Stage 3

The Director of Community and Environment and the Head of Development Control reported on stage 3 of the review of the Planning and Development Division and Members were asked to agree a suggested course of action. Comments from Unison had been circulated prior to the meeting.

Recommended to the Resources Board:

That the changes listed below are implemented to achieve savings whilst sustaining delivery of statutory responsibilities and corporate priorities:

- a That the following posts that are already vacant are frozen:**
 - Assistant Planning Tech Support (part-time)**
 - Principal Planning Control Officer (job share)**
- b That the vacant post of Site Investigation Officer (full-time) be advertised internally with any consequential vacancy being frozen**

and that, if the post is not filled in that manner, a report be submitted to the Board on the implications:

- c That the job description for the post of Principle Planning Control Officer (PPCO) is reviewed and re-evaluated to reflect responsibilities in the new structure to support and deputise for the Head of Service;
- d That in order to sustain the service a Senior Planning Officer (SPO) is seconded for 17hours per week to undertake the responsibilities of the PPCO job share and is paid at the scale for that post for those hours but that the 17 hours lost in the SPO post is not back-filled and that this arrangement is reviewed 6 monthly;
- e That in order to retain professional expertise and enable delivery of statutory responsibilities and corporate priorities, the unfilled post of Senior Planning Policy Officer in the Forward Planning Team that has not been filled continues to be frozen and that work to support delivery of the LDF is commissioned from Planning Development Control officers through agreement of a shared work programme and that this arrangement is reviewed 6 monthly;
- f That in order to sustain a land charges function and increase resilience in Technical Support, the post of Local Land Charges Officer is reviewed to reflect reduced demand, to 17 hours per week on Land Charges and the balancing 20 hours are used to provide support to the Planning Technical Support Officer in validating and registering applications and other technical support duties
- g That whilst maintaining the role of technical planning support, in order to be able to meet changes that may arise through the development of new planning systems and processes and in order to increase resilience should further vacancies arise in technical support, the Planning Technical Support Team report directly to the Systems Support Manager and a service level agreement is drawn up to specify the work that will be supplied to the DC team
- h That quarterly reports be submitted to the Board on the workload and performance of the Development Control Section; and

Recommendation to the Executive Board

- i That Members be asked to review the current arrangement of planning policy coming under the remit of the Executive Board.

9 Stop Notice – Wren’s Nest, Heanley Lane, Hurley

Under Section 100B(4)(b) of the Local Government Act 1972 ,the Chairman had agreed to the consideration of this matter by reason of the urgent need to take legal action. Further alleged breaches of planning control had occurred at the site in Heanley Lane, Hurley and Members were asked to agree a suggested course of action.

Resolved:

That in respect of the site at Wren's Nest, Heanley Lane, Hurley, the Solicitor to the Council be authorised to issue a Stop Notice under Section 183 of the Town and Country Planning Act 1990, to cover the matters identified in the report of the Head of Development Control.

M Simpson
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE PLANNING AND DEVELOPMENT BOARD

15 June 2009

Present: Councillor Lea in the Chair.

Councillors Bowden, L Dirveiks, Fox, Jenkins, Morson, B Moss, Sherratt, Swann, Sweet, Winter and Wykes.

Apologies for absence were received from Councillors Simpson and M Stanley.

Councillor Phillips was also in attendance.

10 **Declarations of Personal or Prejudicial Interests**

Personal interests arising from the membership of Warwickshire County Council of Councillors Fox, Lea, B Moss and Sweet and membership of the various Town/Parish Councils of Councillors Fox (Shustoke), B Moss (Kingsbury) and Sherratt (Coleshill) were deemed to be declared at this meeting.

Councillor Swann declared a personal and prejudicial interest in Minute No 11 – Planning Applications (Application No 2009/0120 – Chevron, Kingsbury Oil Terminal, Trinity Road, Piccadilly, Kingsbury, Tamworth) left the meeting and took no part in the discussion or voting thereon.

11 **Planning Applications**

The Head of Development Control submitted a report for the consideration of the Board. Details of correspondence received since the publication of the agenda is attached a schedule to these minutes.

Resolved:

- a **That Application No 2009/0115 (40 Morgan Close, Arley) be approved subject to the conditions specified in the report of the Head of Development Control;**
- b **That Application No 2009/0120 (Chevron, Kingsbury Oil Terminal, Trinity Road, Piccadilly, Kingsbury, Tamworth) be approved subject to the conditions specified in the report of the Head of Development Control;**
- c **That Application No 2009/0132 (Cole End Stores, 50 Lichfield Road, Coleshill) be approved subject to the conditions specified in the report of the Head of Development Control;**
- d **That Application No 2009/0151 (Caldecote Hall Estate Works, Caldecote Hall Drive, Nuneaton) be approved subject to the conditions specified in the report of the Head of Development Control; and**
- e **That in respect of Applications No 2009/0210 and 2009/0211 (Rectory Road, Old Arley)**

i) the major issues identified in the report of the Head of Development Control be agreed; and

ii) a site visit be arranged prior to the determination of the applications.

12 Former Miners Welfare Site New Arley

The Head of Development Control reported on works completed in default in respect of a Section 215 Notice at the former Miners Welfare site at New Arley.

Resolved:

That the report be noted.

13 Emergency Tree Preservation Order 45 Rose Road Coleshill

Having considered the representations received, the Board was asked to make permanent a Tree Preservation Order made in respect of an oak tree at 45 Rose Road, Coleshill.

Resolved:

a That the Tree Preservation Order in respect of an oak tree at 45 Rose Road, Coleshill be made permanent; and

b That the owner be advised to contact a professional forester for advice about future works to the tree.

14 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2008 – March 2009

The Chief Executive reported on the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Planning and Development Board for April 2008 to March 2009.

Resolved:

That the report be noted.

15 Exclusion of the Public and Press

Resolved:

That, under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of exempt information, as defined by Schedule 12A to the Act.

16 **Breaches of Planning Control**

The Head of Development Control reported on an alleged breach of planning control at 39 Cherryfield Close, Hartshill and the Board was asked to agree a suggested course of action.

Resolved:

- a **That the Solicitor to the Council be authorised to issue an Enforcement Notice relating to the unauthorised change of use of 39 Cherryfield Close, Hartshill to a mixed use comprising a residential use together with the operation of a storage and distribution business; and**
- b **That the Notice require the cessation of the storage and distribution use and that the compliance period be six months.**

17 **Aston Villa Football Club Section 106 Agreement**

Under Section 100B(4)(b) of the Local Government Act 1972 ,the Chairman had agreed to the consideration of this matter by reason of the urgent need to approve the division of the monies.

The Head of Development Control reported on the proposed division of monies paid by the Aston Villa Football Club in accordance with the Section 106 Agreement. Members were asked to endorse the approach taken.

Resolved:

That the approach taken, as set out in the report of the Head of Development Control, be endorsed.

18 **Heart of England Promotions Ltd Wall Hill Road Fillongley**

Under Section 100B(4)(b) of the Local Government Act 1972 ,the Chairman had agreed to the consideration of this matter by reason of the urgent need to take legal action.

The Head of Development Control reported on alleged breaches of planning control at Heart of England Promotions Ltd, Wall Hill Road, Fillongley and the Board was asked to agree a suggested course of action. Members were informed that compensation was payable if the Temporary Stop Notice was withdrawn or the activity was found to be lawful.

Resolved:

- a **That the Solicitor to the Council be authorised to issue a Temporary Stop Notice in respect of land at this site, so as to prohibit further building and engineering operations associated with the “adventure park” proposed for this site as set out in the Heart of England’s website;**
- b **That the owner be required to cease these operations for a period of 28 days as specified in the Notice;**

- c That the owner be invited to remedy the situation through the submission of a planning application;**
- d That a further report be brought to the Board at the expiry of the 28 days, outlining the current position and the range of options open to the Council to remedy any outstanding breaches of planning control;**
- e That the Council issue a Press Release explaining the reasons for this action: and**
- f That , in consultation with the Head of Development Control, the Chairman, Vice Chairman, Ward Members and Shadow Spokesperson, the Solicitor to the Council be given delegated authority to issue further Temporary Stop Notices if considered to be appropriate.**

Chairman

**Planning and Development Board
15 June 2009
Additional Background Papers**

Agenda Item	Application Number	Author	Nature	Date
4/4	2009/0151	Civic Society	No objection	10/6/09
		Mr Vine	Objection	9/6/09
		Mr White	Support	5/6/09

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE PLANNING AND DEVELOPMENT BOARD

20 July 2009

Present: Councillor Simpson in the Chair.

Councillors Bowden, L Dirveiks, Fox, Jenkins, Lea, B Moss, Sherratt, Swann, Sweet, Winter and Wykes.

Apologies for absence were received from Councillors Morson and M Stanley.

Councillor Phillips was also in attendance.

19 **Declarations of Personal or Prejudicial Interests**

Personal interests arising from the membership of Warwickshire County Council of Councillors Fox, Lea, B Moss and Sweet and membership of the various Town/Parish Councils of Councillors Fox (Shustoke), B Moss (Kingsbury) and Sherratt (Coleshill) were deemed to be declared at this meeting.

20 **Planning Applications**

The Head of Development Control submitted a report for the consideration of the Board.

Resolved:

- a **That consideration of Application No 2008/0513 (Manor House Farm, Green End Farm, Green End) be deferred for a site visit:**
- b **That the current position in respect of Application No 2009/0154 (Car Park, Park Road, Coleshill) be noted;**
- c **That Application No 2009/0192 (Betteridge Farm, Dingle Lane, Nether Whitacre) be refused for the reasons set out in the report of the Head of Development Control;**
- d **That in respect of the proposed new freight connection at Nuneaton Station, Network Rail be advised that this Council supports the proposal in principle but objects to the routing proposed for HGV traffic through North Warwickshire. The preferred routing for HGV traffic is through Nuneaton as set out in the report of the Head of Development Control;**

Recommendation to Council

- e **That Applications No 2009/0210 and 2009/0211 (Rectory Road, Old Arley) be approved subject to the amendment of condition x) to read as follows**

'x) No dwelling house hereby approved shall be occupied until such time as all of the following highway measures have first been implemented in full to the satisfaction in writing of the Local

Planning Authority: the implementation of the traffic calming pad at the junction of the new access with Rectory Road and the provision of visibility splays measuring 2.4 by 70 metres as measured to the near edge of the public highway carriageway.

Reason

In the interests of highway safety.'

21 Exclusion of the Public and Press

Resolved:

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act

22 Heart of England Ltd Old Hall Farm, Fillongley

Under Section 100B(4)(b) of the Local Government Act 1972 , the Chairman had agreed to the consideration of this matter by reason of the urgent need to consider legal action.

The Head of Development Control reported further on the situation at Heart of England Ltd, Wall Hill Road, Fillongley and the Board was asked to agree a suggested course of action.

Resolved:

- a) That all six planning applications referred to in the report of the Head of Development Control be reported to the Board for determination;**
- b) That prior to determination, the Board visit the site;**
- c) That the Solicitor to the Council be authorised to issue an Enforcement Notice in respect of the construction of a building for agricultural storage and forestry use, not in accordance with the approved plans, as referred to in the report;**
- d) That an early report is brought to the Board in respect of activities taking place in the woodland adjoining the site of the lake; and**
- e) That the owner of the site and his advisors be invited to meet the Chairman of the Board, the Opposition Planning Spokesperson and the Local Members, on a without prejudice basis, in order to discuss the owner's future intentions for his site.**

M Simpson
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE RESOURCES BOARD

1 June 2009

Present: Councillor Smith in the Chair

Councillors Johnston, Butcher, N Dirveiks, Forwood, Jenkins, Moore, Smitten and Winter.

Apologies for absence were received from Councillors Fowler, Payne and Y Stanley.

Councillor Phillips was also in attendance.

1 **Declarations of Personal or Prejudicial Interests**

Any personal interests arising from the membership of Warwickshire County Council of Councillor Forwood and membership of various Parish Councils of Councillors Butcher and Smitten (Polesworth) and Moore (Baddesley Ensor).

2 **Minutes**

The minutes of the meetings of the Board held on 9 March and 27 April 2009, copies having previously been circulated, were approved as a correct record and signed by the Chairman.

3 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2008 – March 2009**

The Chief Executive and Director of Resources informed Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Resources Board for April 2008 to March 2009.

Resolved:

That the progress made with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Resources Board for April 2008 to March 2009 be noted.

4 **Members' Allowances Out-turn for 2008/09**

The Assistant Director (Finance and Human Resources) advised Members of the allowances paid for 2008/09.

Resolved:

That the report be noted.

5 Collection Progress for Sundry Debts 2008/09 and Prompt Payment of Creditor Invoices, LPI 8

The Assistant Director (Finance and Human Resources) advised members of the collection progress for Sundry Debts in 2008/09 and highlighted the performance of LPI 8, Prompt Payment of Creditor Invoices.

Resolved:

That the performance set out in the report of the Assistant Director (Finance and Human Resources) be noted.

6 Exclusion of the Public and Press

Resolved:

That under Section 100A(4) of the Local government Act 1972, the Public and press be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.

7 Review of Planning and Development Division Stage 3

The Director of Community and Environment and Head of Planning Development Control reported on the staffing review of the Planning and Development Division.

Resolved:

That the changes listed below are implemented to achieve savings whilst sustaining delivery of statutory responsibilities and corporate priorities:

a That the following posts that are already vacant are frozen:

- Assistant Planning Tech Support (part-time)
- Principal Planning Control Officer (job share);

b That the vacant post of Site Investigation Officer (full-time) be advertised internally with any consequential vacancy being frozen and that, if the post is not filled in that manner, a report be submitted to the Board on the implications;

c That the job description for the post of Principle Planning Control Officer (PPCO) is reviewed and re-evaluated to reflect responsibilities in the new structure to support and deputise for the Head of Service;

d That in order to sustain the service a Senior Planning Officer (SPO) is seconded for 17 hours per week to undertake the responsibilities of the PPCO job share and is paid at the scale for that post for those hours but that the 17 hours lost in the SPO post is not back-filled and that this arrangement is reviewed 6 monthly;

- e That in order to retain professional expertise and enable delivery of statutory responsibilities and corporate priorities, the unfilled post of Senior Planning Policy Officer in the Forward Planning Team that has not been filled continues to be frozen and that work to support delivery of the LDF is commissioned from Planning Development Control officers through agreement of a shared work programme and that this arrangement is reviewed 6 monthly;
 - f That in order to sustain a land charges function and increase resilience in Technical Support, the post of Local Land Charges Officer is reviewed to reflect reduced demand, to 17 hours per week on Land Charges and the balancing 20 hours are used to provide support to the Planning Technical Support Officer in validating and registering applications and other technical support duties;
 - g That whilst maintaining the role of technical planning support, in order to be able to meet changes that may arise through the development of new planning systems and processes and in order to increase resilience should further vacancies arise in technical support, the Planning Technical Support Team report directly to the Systems Support Manager and a service level agreement is drawn up to specify the work that will be supplied to the DC team.
 - h That quarterly reports be submitted to the Board on the workload and performance of the Development Control Section.
- Recommendation to the Executive Board:
- i That Members be asked to review the current arrangement of planning policy coming under the remit of the Executive Board.

L Smith
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE RESOURCES BOARD

6 July 2009

Present: Councillor Smith in the Chair

Councillors Butcher, N Dirveiks, Forwood, Fowler, Johnston, Lea, Moore, Payne, Smitten, Y Stanley and Winter.

An apology for absence was received from Councillor Jenkins.

Councillor Phillips and M Stanley were also in attendance.

8 **Declarations of Personal or Prejudicial Interests**

Any personal interests arising from the membership of Warwickshire County Council of Councillors Fowler and Lea and membership of various Parish Councils of Councillors Butcher, Smitten and Y Stanley (Polesworth) and Moore (Baddesley Ensor) were deemed to be declared at the meeting.

9 **Disabled Facilities Grants (Private Sector) – Funding and Waiting Times**

The Director of Community and Environment informed Members of a challenging financial situation and provided options to maintain a Corporate Plan target and Members' expectations on service delivery standards.

Resolved:

That the unallocated capital of £48,000 be vired to the private sector DFG budget for 2009/10 as set out in the report of the Director of Community and Environment.

10 **Funding for Rural Housing Enabler**

The Assistant Director (Housing) reported that the report had been withdrawn with a view to looking at different options.

11 **Treasury Policy Statement**

The Director of Resources invited Members to consider a revised Treasury Policy Statement.

Resolved:

- a That the Revised Policy Statement be accepted; and**
- b That further work be undertaken on credit ratings to enable a revised Strategy to be brought to Board.**

12 Council House Building

The Assistant Director (Housing) provided Members with the background to the Government's new drive to encourage Councils to build properties to add to their current stock and asked the Resources Board to consider whether the Council should bid for funds to build its own properties.

Resolved:

- a** That the Housing Division undertake the necessary work to enable the Council to prepare a bid for Social Housing Grant to develop its own properties on its land with a financial model to be considered by the Board at its meeting in September 2009;
- b** That the Housing Division employ an architect to give advice and provide outline plans, where appropriate, for the pieces of land to be put forward as development sites for the bidding process;
- c** That the areas of land outlined in the report be considered by the Housing Division, the architect employed and local Ward Councillors in order to identify which would provide the best development opportunities;
- d** That, based on the information from (c) above, the Assistant Director (Housing) be given delegated power, in consultation with the Chairman of the Resources Board, to agree which areas of land be submitted for planning permission in time for the Homes and Communities bidding round;
- e** That planning permission be sought on the land selected;
- f** That the Council apply to be a preferred partner of the Homes and Communities Agency; and
- g** That a bid be prepared to submit to the Homes and Communities Agency for 30 October 2009 in order to access Social Housing Grant to build Council properties in the areas agreed in the report.

13 Pedestrian Access – Car Park Adjacent to Croft Mead, Ansley Village

The Assistant Director (Housing) provided the Board with information relating to a request for a pedestrian access over a car park off Croft Mead, Ansley Village and recommended support of the request.

Resolved:

- a** That a licence for a pedestrian access over the Council's car park at Croft Mead, Ansley Common, be granted when planning approval is in place for a change in use of the industrial units;

- b That the licence be granted for an initial term of five years, at an annual charge of £100, with the premium paid in advance; and**
- c That the owner of the Croft Mead Business Centre be granted his request to enhance the visual appearance of the area set out in the report of the Assistant Director (Housing), which includes undertaking regular weeding, re-staining the existing timber fence and installing one CCTV camera overlooking the Council car park.**

14 Concessionary Travel Consultation

The Director of Resources advised the Board of a consultation paper issued by the Department of Transport on possible changes to the administration of Concessionary Fares. The paper looked at options for moving the administration of concessionary travel to a different tier of Government.

Resolved:

That the Director of Resources, in consultation with the Chairman of the Board, be authorised to respond to the consultation taking into account the comments set out in his report.

15 Proposal for Funding Green Space Strategy Biodiversity Projects

The Assistant Director (Leisure and Community Development) reported on proposals for the allocation of revenue funding to projects that both enhance biodiversity and helped to deliver key priorities of the North Warwickshire Green Space Strategy.

Resolved:

That the proposals for the allocation of funding to projects that both enhance biodiversity and help to deliver key priorities of the North Warwickshire Green Space Strategy as set out in the report of the Assistant Director (Leisure and Community Development) be approved.

16 Capital Programme 2009/10 – Period Ending May 2009

The Assistant Director (Finance and Human Resources) updated Members on the progress of the 2009/10 capital programme in terms of both expenditure and outcomes.

Resolved:

That the progress made against the capital budget be noted.

17 **Annual Treasury Report for 2008/09**

The Director of Resources reported the out-turn for 2008/09 and highlighted areas of significance.

Resolved:

a That the Annual Treasury Report for 2008/09 be noted; and

b That the Prudential Indicators set out in Appendix A of the report of the Director of Resources be noted.

18 **Internal Audit – Performance for 2008/09**

The Director of Resources reported on the progress of the Council's Internal Audit function against the agreed plan of work for the year.

Resolved:

That the report be noted.

19 **Risk Management Annual Report 2008/09**

The Assistant Director (Finance and Human Resources) informed Members of the progress made on Risk Management during 2008/09.

Resolved:

That the report be noted.

20 **Budgetary Control Report 2009/2010 Period Ended 31 May 2009**

The Assistant Director (Finance and Human Resources) reported on the revenue expenditure and income for the period from 1 April 2009 to 31 May 2009. The 2009/2010 budget and the actual position for the period, compared with the estimate at that date were detailed, together with an estimate of the out-turn position for services reporting to the Board.

Resolved:

That the report be noted.

21 **Consolidated Budgetary Control Report 2009/2010 – Period Ended 31 May 2009**

The Assistant Director (Finance and Human Resources) updated the Board on the total Council General Fund revenue expenditure and income for the period from 1 April 2009 to 31 May 2009.

Resolved:

That the report be noted.

22 **Housing Revenue Account Budgetary Control Report 2008/2009 Period Ended 31 May 2008**

The Assistant Director (Finance and Human Resources) and the Director of Resources reported on the total Housing Revenue Fund revenue expenditure and income for the period from 1 April 2009 to 31 May 2009.

Resolved:

That the report be noted.

23 **Progress Report on Human Resources Issues**

The Assistant Director (Finance and Human Resources) reported on progress against the Human Resources Strategy Plan, work undertaken by the Human Resources team, sickness levels for the period of April 2008 to March 2009 and further information on action taken in managing absence.

Resolved:

That the report be noted.

24 **Exclusion of the Public and Press**

Resolved:

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by Schedule 12A to the Act.

25 **Sale of Land at Warton**

The Assistant Director (Housing) reported on a proposal to use a piece of Council owned land in Warton for a small housing development of affordable homes and sought approval for the disposal.

Resolved:

That consideration of this item be deferred to allow consultation to take place with the Parish Council and a further report be brought back to a future meeting of the Board.

26 **Redevelopment of Flats, Shops and Land at Lister Road, Atherstone**

The Assistant Director (Housing) reported on the possibility of redeveloping an area of land and properties in Lister Road, Atherstone and sought approval in principle to explore development options further.

Resolved:

- a **That the Housing Division carry out further work with Warwickshire County Council and Waterloo Housing Association to explore the feasibility of developing the area of land shown as Appendix A to the report of the Assistant Director (Housing) in the short term for Extra Care Housing; and**
- b **That a further report be submitted to the Board at its September 2009 meeting in order to consider a comprehensive feasibility report on the potential to develop the site.**

L Smith
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE COMMUNITY AND ENVIRONMENT BOARD

8 June 2009

Present: Councillor May in the Chair

Councillors L Dirveiks, Fox, Freer, Gordon, Lewis, M Moss, Payne, Sherratt and Smitten.

Apologies for absence were received from Councillors Phillips, Pickard, Y Stanley and Wykes.

Councillors Jenkins and B Moss were also in attendance.

1 **Declarations of Personal or Prejudicial Interests**

Any personal interests arising from the membership of Warwickshire County Council of Councillors May and Fox, and membership of the various Town/Parish Councils of Councillors Fox (Shustoke), Freer (Atherstone), Lewis (Kingsbury), M Moss (Kingsbury), Sherratt (Coleshill) and Smitten (Polesworth) were deemed to be declared at the meeting.

2 **Minutes**

The minutes of the meeting held on 23 March 2009, copies having been previously circulated were approved as a correct record and signed by the Chairman.

3 **Presentation on Recycling in North Warwickshire**

The Assistant Director (Streetscape) gave a presentation to the Board on the current position of recycling in North Warwickshire and the future drivers for change.

4 **Playbuilder Programme**

The Assistant Director (Leisure and Community Development) outlined the potential implications of the national Playbuilder Programme for North Warwickshire and invited Members to determine the local priorities for inclusion within the Programme.

Resolved:

- a **That the potential implications of the National Playbuilder Programme for North Warwickshire, be noted; and**
- b **That the play spaces in Ridge Lane, Old Arley, Baddesley Ensor and Kingsbury be selected for inclusion within the local Business Plan Framework.**

5 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2008 – March 2009

Members were informed of the progress and achievement of the Council's Corporate Plan and Performance Indicator targets relevant to the Board for April 2008 to March 2009.

Resolved:

That the performance achieved for the Corporate Plan and Performance Indicator targets for April 2008 to March 2009, be noted.

6 The Environmental Damage (Prevention and Remediation) Regulations 2009

The Board was provided with a brief summary of the Council's responsibilities under the new Environmental Damage Regulations which came into force this year and was asked to approve appropriate delegations to ensure that officers can carry out their duties.

Resolved:

That the staff detailed in Section 3.7 of the report of the Assistant Chief Executive and Solicitor to the Council, be authorised under the Environmental Damage (Prevention and Remediation) Regulations 2009 for the purposes as detailed in that report.

7 Environmental Health Enforcement Policy and Protocols – Updates

The Assistant Chief Executive and Solicitor to the Council provided an update to previously agreed policy and protocols relating to Environmental Health following legislative and personnel changes.

Resolved:

That the revised policy and protocols as appended to the report of the Assistant Chief Executive and Solicitor to the Council, be adopted.

8 Exclusion of the Public and Press

Resolved:

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.

9 Land at St Lawrence Road, Ansley Village – Covenant

The Board was asked to consider setting aside a covenant relating to the maintenance of woodland that should have been planted as part of the Millennium Tree Planting Project. No trees had been planted and a formal request had been received to set aside the covenant.

Resolved:

That the covenant relating to the land at St Lawrence Road, Ansley Village, as described in the report of the Assistant Director (Leisure and Community Development) be “set aside”.

M.MAY
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

**MINUTES OF THE
EXECUTIVE BOARD**

29 June 2009

Present: Councillor Hayfield in the Chair

Councillors Davis, Fox, Lewis, B Moss, Phillips, Smith, Swann, Sweet.

Apologies for absence were received from Councillors May, Moore, Simpson and Zgraja.

1 Declarations of Personal or Prejudicial Interest.

Any personal interests arising from the membership of Warwickshire County Council of Councillors Fox, Hayfield, B Moss and Sweet and membership of the various Town/Parish Councils of Councillors Davis (Atherstone), Fox (Shustoke), Lewis (Kingsbury), B Moss (Kingsbury) and Phillips (Kingsbury) were deemed to be declared at this meeting.

2 Minutes of the meeting of the Board held on 5 May 2009.

The minutes of the meeting of the Board held on 5 May 2009, copies having been circulated, were approved as a correct record and signed by the Chairman.

3 Capital Programme – 2008/09 Final Position

The Assistant Director (Finance and Human Resources) updated Members on the final position of the 2008/09 Capital Programme and highlighted those schemes which had not progressed as quickly as expected and which were recommended to be carried forward into the 2009/10 Capital Programme.

Recommended:

- a That the level of expenditure incurred (both actual and committed) to the end of March 2009 against the 2008/09 Revised Capital Programme be noted;**
- b That the committed expenditure be agreed as slippage to be carried forward into the 2009/10 Capital Programme; and**
- c That the capital budgets which remain uncommitted be included in the resources available for future capital spending.**

4 Annual Governance Statement 2008/09

The Director of Resources reported on the Annual Governance Statement setting out the arrangements the Council had put in place for the governance of its affairs and facilitating the effective exercise of its functions, including arrangements for the management of risk. Members were asked to approve the Statement and Improvement Plan.

Recommended:

- a That the Annual Governance Statement for 2008/09, attached as Appendix A to the report of the Director of Resources be approved; and
- b That the Improvement Plan, attached as Appendix B to the report be approved and progress against the plan be reported to Board.

5 Financial Statement 2008/09

The Director of Resources submitted the Annual Financial Statements for 2008/09 for approval.

Resolved:

That the Financial Statements 2008/09 be approved subject to audit.

6 Process for Achieving Savings/Containing Growth 2010/11

The Director of Resources reported that the Council had agreed savings targets of £380,000 for the General Fund for 2010/11. The Board was informed of the approach that would be used to find the savings.

Recommended:

- a That progress on finding savings be reported to Resources Board on a quarterly basis;
- b That the assessment of each of the options be reported to the relevant Service Boards; and
- c That Officers be informed that growth bids should be minimised.

7 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2008 to March 2009

The Chief Executive reported on the progress with the achievement of the Corporate Plan and Performance Indicator targets applicable to Executive Board for April 2008 to March 2009.

Resolved:

That the report be noted.

8 Green Space Strategy Fund

The Assistant Director (Leisure and Community Development) reported on proposals for the allocation, through the Area Forums, of funding for projects that help to deliver the key priorities of the adopted North Warwickshire Green Space Strategy.

Recommended:

That the proposals for the allocation of funding to projects that help to deliver the key priorities of the North Warwickshire Green Space Strategy, as set out in the report of the Assistant Director (Leisure and Community Development), be approved.

9 Draft Local Development Scheme

The Assistant Chief Executive and Solicitor to the Council reported on proposals for the revised Local Development Scheme and Members were asked to agree a suggested course of action.

Recommended:

- a That the revised Local Development Scheme be approved and made effective from 21 August 2009 subject to a letter of non-intervention by the Secretary of State; and**
- b That the Assistant Chief Executive and Solicitor to the Council be given delegated authority to make any minor alterations to the Scheme.**

10 Capital Accounts 2008/09

The Board was informed that the Capital Accounts for 2008/09 had been prepared. Members were invited to approve the methods of funding used.

Recommended:

That the methods of funding to meet capital expenditure incurred in 2008/09 be approved.

11 Earmarked Reserves 2008/09

The Director of Resources reported on the level of reserves at 31 March 2009. Members were asked to approve the proposed use of reserves in 2008/09.

Recommended:

That the reserves held at 31 March 2009, and the planned use of reserves in 2009/10 be approved.

12 Value for Money Efficiency Update

The Director of Resources reported on the details of the Council's Value For Money (VFM) efficiency achievements in 2008/09. It also detailed the progress made against the 2008-09 VFM Action Plan and proposed a new VFM Action Plan for 2009-10.

Recommended:

- a That the VFM Efficiency gains for 2008/09 to be reported to the CLG, as shown in Appendix A to the report of the Director of Resources be agreed;**
- b That the progress made against the 2008-09 VFM Action Plan be noted; and**

- c **That the VFM Action Plan for 2009-10, as shown in Appendix B, be approved.**

13 Revised Security Threat Policy & Procedure

The Board was invited to approve a revised Security Threat Policy and Procedure.

Recommended:

That the revised Security Threat Policy and Procedure be adopted.

14 Bevin Boys Miners Permanent Memorial Campaign

Under Section 100B(4)(b) of the Local Government Act 1972 ,the Chairman had agreed to the consideration of this matter by reason of the urgent need to consider the request.

The Chief Executive reported on a letter received seeking support for the Bevin Boys Miners Permanent Memorial Campaign. The campaign had been organised to ensure that ensure that the 48,000 Bevin Boys who were conscripted to work in the mines during World War II were not forgotten. It was proposed that a memorial be sited within the grounds of the National Memorial Arboretum in Staffordshire.

Recommended:

That a contribution of £2,000 be made towards the Bevin Boys Miners Permanent Memorial Campaign.

C Hayfield
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE SCRUTINY BOARD

28 July 2009

Present: Councillor Swann in the Chair

Councillors Davis, Forwood, Freer, Gordon, Johnston, M Moss, Pickard, M Stanley, Welby and Zgraja.

Apologies for absence were received from Councillors Butcher, N Dirveiks and Fowler.

1 **Declarations of Personal or Prejudicial Interests**

Any personal interests arising from the membership of the various Town/Parish Councils of Councillors Davis (Atherstone), Freer (Atherstone), M Moss (Kingsbury), M Stanley (Polesworth) and Zgraja (Over Whitacre) were deemed to be declared at the meeting.

2 **Minutes**

The minutes of the Resources Overview and Scrutiny Board held on 31 March 2009 and the Community and Environment Overview and Scrutiny Board held on 7 April 2009, copies having previously been circulated, were approved as a correct record and signed by the Chairman.

3 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2008 to March 2009**

Members were informed of the achievement of the Council's Corporate Plan and Performance Indicator targets for 2008/09 during April to March 2009.

Resolved:

That the performance achieved for the Corporate Plan and Performance Indicator targets for April to March 2009, be noted.

4 **The Place Survey**

The Assistant Chief Executive and Solicitor to the Council reported to the Board the main findings of the North Warwickshire Place Survey carried out during September to December 2008. The survey was carried out on a random sample of 2700 residents who were asked to provide their views on a wide variety of issues.

Resolved:

a That the results of the North Warwickshire Place Survey and information contained in the report of the Assistant Chief Executive and Solicitor to the Council be noted;

- b That the possible future implications with regard to corporate priorities and the new duty to involve, be noted; and**
- c That a further report be brought to the Board on the results from the survey and performance indicators on a Ward or Area basis, where available.**

5 Detailed Scrutiny Projects

The Board's approval was sought for the proposed detailed scrutiny projects and their views on the topics be considered.

Resolved:

- a That the following two topics form the subjects for detailed scrutiny projects:-**
 - Play Areas; and**
 - Recycling.**
- b That a further report be brought back to the Board providing an update on the help being offered by the Council and other partners to individuals and business during the recession. A report will also be brought on proposed actions for the poorer performing areas. Following this the Board would consider a third topic for detailed scrutiny.**

6 Member Development Strategy – Questionnaire to Members

The Assistant Chief Executive and Solicitor to the Council sought the Board's approval for a questionnaire to be sent to Members to identify their training needs.

Resolved:

- a That the questionnaire as set out at Appendix B to the report of the Assistant Chief Executive and Solicitor to the Council, be approved; and**
- b That Members of this Board commit to completing the questionnaire when circulated.**

7 Complaints and Compliments Procedure April 2008 – March 2009 Annual Review

Members were informed of the complaints and compliments received during April 2008 to March 2009. A number of service improvements resulting from the complaints investigations were also highlighted.

Resolved:

That the outcome of the complaints and the service improvements identified in the report of the Assistant Chief Executive and Solicitor to the Council, be noted.

8 **Warwickshire County Council Overview and Scrutiny Board – Nomination of Co-opted Member**

The Assistant Chief Executive and Solicitor to the Council sought the Board's nomination for a Member to be co-opted onto the Overview and Scrutiny Board of Warwickshire County Council.

Resolved:

That Councillor Davis (with Councillor Swann as substitute) be nominated to be co-opted onto the Overview and Scrutiny Board of Warwickshire County Council.

Chairman