

AGENDA

and

MINUTES of BOARDS and COMMITTEES

**to be considered
at the MEETING of the Council
to be held at**

**THE COUNCIL HOUSE
ATHERSTONE**

on

26 June 2013

at

6.30pm

Jerry Hutchinson LLB MBA Solicitor
Chief Executive
The Council House
South Street
Atherstone
North Warwickshire CV9 1DE
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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 : 18 June 2013

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 26 June 2013 at 6.30pm. Members are invited to join the Mayor for prayers, prior to the commencement of business.

After prayer, the following business will be transacted:

- 1 Evacuation Procedure.
- 2 Apologies for absence / Members away on official Council business.
- 3 Disclosable Pecuniary and Non-Pecuniary Interests
- 4 The Mayor to move, in accordance with Standing Order No 6(1):
“That the minutes of the meetings of the Council held on 15 May 2013 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, recommendations and notes of the following meetings circulated herewith and to make the necessary Orders thereon:
- a **Area Forum South** – 5 March 2013 (Pages 4 - 5)
 - b **Planning and Development Board** – 11 March, 15 April, 20 May and 17 June 2013 (Pages 6 - 25)
 - c **Area Forum West** – 14 March 2013 and 13 June 2013 (Page 26 - 28)
 - d **Community and Environment Board** – 18 March and 21 May 2013 (Pages 29 - 37).
 - e **Resources Board** - 25 March and 3 June 2013 (Pages 38 - 47).
 - f **Area Forum North** – 6 June 2013 (Page 48 - 49).
 - g **Scrutiny Board** – 10 June 2013 (Pages 50 - 51).
 - h **Area Forum East** – 11 June 2013 (To follow).
 - i **Executive Board** – 18 June 2013 (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 15 MAY 2013**

Present: Councillor L Dirveiks in the Chair.

Councillors Barber, Butcher, Davis, N Dirveiks, Ferro, Forwood, Fowler, Fox, Hayfield, Holland, Lea, Lewis, May, Moore, Morson, B Moss, M Moss, Payne, Phillips, Pickard, Sherratt, Simpson, Smith, A Stanley, M Stanley, Y Stanley, Sweet, Turley, Watkins, Winter and Wykes

Apologies for absence were received from Councillors Freer and Humphreys

Before the commencement of business, the Reverend Jeremy Fathers led the Council in Prayer.

1 Election of Mayor

It was proposed by Councillor B Moss and seconded by Councillor Sweet and

RESOLVED:

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

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

Councillor Ferro in the Chair

Councillor Ferro then thanked Council Members for the honour they had bestowed on him.

2 Retiring Mayor

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

Councillors Pickard, Forwood and Simpson then offered a vote of thanks to Councillor Dirveiks for her service to North Warwickshire during her year in office.

3 **Declarations of Interest**

None were declared at the meeting.

4 **Minutes**

The minutes of the meetings of the Council held on 27 February, 8 April and 22 April 2013 were approved as correct records and signed by the Mayor.

5 **Appointment of Deputy Mayor**

It was proposed by Councillor Moore and seconded by Councillor Morson and

RESOLVED:

That Councillor Sweet be appointed Deputy Mayor of the Borough of North Warwickshire for the ensuing year.

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

Councillor Sweet thanked Council Members for the honour they had bestowed on him.

6 **Mayor's Announcements**

The Mayor announced:

- that he would be supporting the charity Doorway during his year of office;
- details of fundraising events would be announced at future meetings; and
- that his Civic Service would be held on 22 September 2013 in Coleshill.

7 **Numbers and Appointments to Boards, Committees, Sub-Committees and Area Forums**

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

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

RESOLVED:

That, subject to the amendment of the Co-ordinator for Area Forum West to read Councillor M Moss, the Constitution of Boards, Committees, Sub-Committees and Area Forums for 2013/14 and the appointment of Members thereon and the Chairmen and Vice-Chairmen thereof, as shown in Schedule 1 hereto, be approved.

8 **Appointments to Outside Bodies**

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

RESOLVED:

That the appointment of representatives of the Council to serve on outside bodies for 2013/14, as shown in Schedule II hereto, be approved.

9 Common Seal

It was proposed by Councillor Ferro, 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 2013/2014 AND THE APPOINTMENT OF MEMBERS AND THE CHAIRMAN AND VICE-CHAIRMAN THERETO

Executive Board (9)

- 1 Leader - Cllr M Stanley
- 2 Cllr Sweet (Vice-Chair)
- 3 Cllr Moore
- 4 Cllr Morson
- 5 Cllr Phillips
- 6 Cllr Hayfield
- 7 Cllr Humphreys
- 8 Cllr Simpson
- 9 Cllr Smith

Community & Environment Board (9)

- 1 Deputy Leader – Cllr Phillips
- 2 Cllr Lewis (Vice-Chair)
- 3 Cllr B Moss
- 4 Cllr Ferro
- 5 Cllr M Moss
- 6 Cllr Barber
- 7 Cllr Freer
- 8 Cllr Humphreys
- 9 Cllr Fowler

Resources Board (9)

- 1 Deputy Leader - Cllr Moore
- 2 Cllr N Dirveiks (Vice-Chair)
- 3 Cllr Butcher
- 4 Cllr Forwood
- 5 Cllr Winter
- 6 Cllr Davis
- 7 Cllr Johnston
- 8 Cllr Smith
- 9 Cllr Holland

Planning and Development Board (15)

- 1 Deputy Leader - Cllr Sweet
- 2 Cllr Butcher (Vice-Chair)
- 3 Cllr Winter
- 4 Cllr L Dirveiks
- 5 Cllr B Moss
- 6 Cllr Phillips
- 7 Cllr A Stanley
- 8 Cllr Turley
- 9 Cllr Wykes
- 10 Cllr Watkins
- 11 Cllr Humphreys
- 12 Cllr Lea
- 13 Cllr Sherratt
- 14 Cllr Simpson
- 15 Cllr May

Scrutiny Board (15)

- 1 Chairman - Cllr Pickard
- 2 Cllr Butcher
- 3 Cllr N Dirveiks
- 4 Cllr Forwood
- 5 Cllr Lewis
- 6 Cllr M Moss
- 7 Cllr Y Stanley
- 8 Cllr Turley
- 9 Cllr Davis – Vice Chair
- 10 Cllr Barber
- 11 Cllr Payne
- 12 Cllr Freer
- 13 Cllr May
- 14 Cllr Johnston
- 15 Cllr Fox

Licensing Committee (15)

- 1 Chairman – Cllr Morson
- 2 Cllr Butcher
- 3 Cllr Lewis
- 4 Cllr M Moss
- 5 Cllr Pickard
- 6 Cllr A Stanley
- 7 Cllr Y Stanley
- 8 Cllr Forwood
- 9 Cllr Payne – Vice Chair
- 10 Cllr Davis
- 11 Cllr Freer
- 12 Cllr Holland
- 13 Cllr Sherratt
- 14 Cllr Watkins
- 15 Cllr Wykes

Special Sub-Group (5)

- 1 Chairman – Cllr M Stanley
- 2 Cllr Phillips
- 3 Cllr Sweet
- 4 Cllr Hayfield
- 5 Cllr Smith

Housing Sub-Committee (7)

- 1 Chairman – Cllr Winter
- 2 Cllr N Dirveiks
- 3 Cllr Moore
- 4 Cllr Lewis
- 5 Cllr Davis
- 6 Cllr Johnston
- 7 Cllr Fox

Safer Communities Sub-Committee (7)

- 1 Chairman – Cllr Morson
- 2 Cllr Moore
- 3 Cllr Sweet
- 4 Cllr L Dirveiks
- 5 Cllr Hayfield
- 6 Cllr Smith
- 7 Cllr Fox

Local Development Framework Sub-Committee (7)

- 1 Chairman – Cllr Sweet
- 2 Cllr Butcher
- 3 Cllr Phillips
- 4 Cllr Winter
- 5 Cllr Humphreys
- 6 Cllr Simpson
- 7 Cllr Smith

Standards Committee (5)

- 1 Cllr M Moss
- 2 Cllr Pickard
- 3 Cllr Y Stanley
- 4 Cllr Lea
- 5 Cllr Johnston

Area Forums

North

Cllr Moore
Cllr Sweet
Cllr Morson (Co-ordinator)
Cllr Winter
Cllr M Stanley
Cllr Y Stanley
Cllr A Stanley
Cllr Butcher
Cllr May
Cllr Humphreys

South

Cllr Fowler
Cllr Ferro
Cllr Watkins
Cllr Sherratt (Co-ordinator)
Cllr Smith
Cllr Hayfield
Cllr Turley
Cllr Barber
Cllr Fox

East

Cllr N Dirveiks
Cllr Davis
Cllr Freer
Cllr Johnston
Cllr Wykes

West

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

Cllr Forwood (Co-ordinator)
Cllr Pickard
Cllr L Dirveiks

Cllr Simpson
Cllr Payne
Cllr Holland

Spokesperson for Health Wellbeing and Leisure – Cllr Pickard (Shadow Cllr Payne)

Lead Councillor on HS2 – Cllr B Moss (Shadow Cllr May)

Young Persons Champion – Cllr Ferro (Shadow Cllr Watkins)

**REPRESENTATION ON OUTSIDE BODIES
FROM AREA FORUMS**

A Appointments made for a period of one year expiring in May 2014 except where stated otherwise.

Body	Representation	Name
Coleshill Grammar School Endowment Foundation	2	Councillor Sherratt and Councillor 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)
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 2014 except where stated otherwise

Body	Representation	Name
Age UK – Warwickshire	1 plus substitute	Councillor Forwood Substitute: Councillor Payne
Beeline Community Car Service	1 plus substitute	Councillor Lewis Substitute: Councillor Freer
Best Village of the Year (Warwickshire Rural Community Council)	1 plus substitute	Councillors Moore Substitute: Ferro
Birmingham Airport Consultative Committee	1	Councillor Phillips
Court of the University of Warwick and Court of the University of Birmingham	1	The Mayor during term of office.
Credit Union	1	To be nominated
Executive Group of LEADER Project	1	Councillor M Stanley
George Eliot Hospital – Board of Governors	1	Councillor Winter
Financial Inclusion Forum	2	Councillor Davis and Councillor Moore
Hams Hall BID Project	1	Councillor Ferro
Health Improvement Steering Group	1	Councillor Pickard
Industrial Communities Alliance	2	Councillors Morson and Sweet
Local Government Association	1	Leader of the Council – Councillor M Stanley Substitute: Councillor Sweet
Local Government Association Rural Commission	1	Councillor B Moss
Local Government Association – Fourth Option Special Interest Group	1	Councillor Phillips
Local Government Information Unit	1 plus substitute	Councillor Morson Substitute: Councillor Lea
Local Members' Committee of Warwickshire Community and Voluntary Action (WCAVA)	1 Plus substitute	Councillor Moore Substitute: Councillor Barber

Body	Representation	Name
North Warwickshire Arts Council	2 plus substitutes	Councillor L Dirveiks and Councillor Davis Substitutes: Councillor N Dirveiks and Councillor Wykes
North Warwickshire Citizens Advice Bureau – Management Committee	1	Mayor
North Warwickshire Community Partnership	3	Councillors M Stanley, Phillips and Hayfield
North Warwickshire Community Safety Partnership	2	Chairman of the Safer Communities Sub-Committee and Opposition Spokesperson for Safer Communities
Nuneaton and Bedworth and North Warwickshire Building Control Steering Group	2	Councillors Sweet and Simpson
Sparse	1 plus substitute	Councillor Phillips Substitute Councillor Morson
Supporting People	2	Councillors Moore and Sweet
Warwickshire Children’s Trust Executive Board	1	Councillor A Stanley
Warwickshire County Council – Adult Social Care and Health Overview and Scrutiny Committee	1	Councillor Pickard
Warwickshire County Council Overview and Scrutiny Board	1 plus substitute	Councillor Pickard Substitute: Councillor Fowler
Warwickshire Partnership	1	Leader of the Council
Warwickshire Police and Crime Panel	1	Councillor Morson
Warwickshire Rural Community Council- Executive Committee	1 plus substitute	Councillor M Moss Substitute: Councillor May
Warwickshire Rural Community Council – Project Committee	1	Councillor M Moss
Warwickshire Safer and Stronger Communities Board	1	Chairman of the Safer Communities Sub-Committee
Warwickshire Waste Partnership	1 plus substitute	Councillor Phillips Substitute: Councillor Lewis
West Midlands Councils	1 plus substitute	Leader of the Council – Councillor M Stanley Substitute: Councillor Sweet

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

	Body	Representation	Name
*(1)	Baddesley Ensor Youth Centre House Committee	1 (4 years)	Councillor Moore (31 August 2013)
(2)	Kingsbury Youth Centre and Sports Hall Management Committee	1 (4 years)	Councillor B Moss (31 August 2013)
(3)	Polesworth Youth Wing Committee	1 (4 years)	Councillor M Stanley (31 August 2013)

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

AREA FORUM SOUTH - NOTES

Tuesday 5 March 2013 at Coleshill & District Social Club, Coleshill

Present: Councillor Sherratt (Chair), Barber, Ferro, Fowler,

In Attendance:

PC Ellen Beaty (Beat Manager), PCSO Phillip McGuinness,
Chief Insp Nick Tomkinson – Warwickshire Police
Nick Darwen, Lizzie Price – Warwickshire County Council
Robert Beggs – North Warwickshire Borough Council
Over 50 others.

1. Welcome

Cllr Gordon Sherratt welcomed all present to the meeting.

2. Apologies for absence/ Minutes & You Said We Did

Apologies had been received from Councillors Hayfield and Watkins.

The minutes of the meeting of the Area Forum South, held on 6 December 2012 were agreed and signed by the Chairman. There were no issues to be updated.

3. Safer Neighbourhoods Update

PC Ellen Beaty, Warwickshire Police and Robert Beggs, North Warwickshire Borough Council, presented a summary of the progress and actions that had been undertaken since the last meeting of the Forum.

Following discussion the priorities identified were:

- Speeding on Birmingham Road, Ansley Village
- Parking outside St Edwards School, Packington Lane, Coleshill
- No right turn junction of Church Hill with High Street, Coleshill

Other issues highlighted included:

- Streetlighting in Coleshill – agreed an update for next meeting.
- Shustoke Reservoir Dog Bins – responsibility of Severn Trent
- Parking issues in Coleshill

Inspector Nick Tomkinson advised the Forum that the powers of PCSOs are being reviewed with the alliance with West Mercia Police. Currently PCSOs can't issue parking tickets

Neighbourhood Watch reported that communications are good with over 1200 contacts receiving alerts and there is an excellent partnership with the Council.

4. Ron Ball – Police & Crime Commissioner

Ron Ball introduced himself giving a brief outline of his career and talked about the role & responsibilities of PCC followed by questions and answers.

Weekly meetings with the Chief Constable – every 2 months the meeting is held in public around the County, the next one being 8 April, 10.00am at Elizabeth House, Stratford District Council Office, Stratford-upon-Avon

No change to 'precept' this year

Officer numbers won't reduce

PCSOs numbers will be retained at 100

Recruiting Special constables

Recruiting 30 Community Safety Ambassadors to act as link with local communities and Community Forums

5 Questions & Issues

Concerns were expressed around the proposed night-time switch-off of street lights. Parish Councils are encouraged to report to the County Council if there are lights where there is a specific reason why they should stay on.

It was suggested that more could be done to promote the Area Forum, for instance through the Coleshill Town Hall noticeboard, North Talk and the Gazette.

Discussion around facilities in Coleshill:

Money from Morrisons - development to be used for new Community Leisure Centre for Coleshill and surrounding area (to be built at Coleshill School).

Plans for expenditure on park (Brendan Close) – NWBC have agreed funding.

Coleshill Town Council are to discuss development of play area.

6. Items for Future Meetings

Street-lighting update

Suggested that the Forum should hold a future meeting at Coleshill School, with a view to engaging young people.

7. Next Meeting

Thursday 4 July at Filingley Village Hall, Tamworth Road, CV7 8EQ

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE PLANNING AND DEVELOPMENT BOARD

11 March 2013

Present: Councillor Sweet in the Chair.

Councillors Barber, Butcher, L Dirveiks, Humphreys, Johnston, Lea, B Moss, Phillips, Sherratt, Simpson, A Stanley, Turley, Winter and Wykes

Apologies for absence were received from Councillors May (substitute Councillor Wykes) and Watkins (substitute Councillor Johnston).

Councillors Moore and Fowler were also in attendance and with the consent of the Chairman Councillor Fowler spoke on the business recorded at Minute No 68 Planning Applications (Application No 2013/0050 - Car Park, Park Road, Coleshill, B46 3LA).

67 **Disclosable Pecuniary and Non-Pecuniary Interests**

Councillors Lea, B Moss and Sweet declared an interest in Minute No 69 - Planning Applications (Application No 2013/0002 - De Mulder and Sons Ltd) the County Council) by reason of being Members of the County Council's Regulatory Committee and took no part in the discussion or voting thereon. In addition Councillor Sweet vacated the Chair for the consideration of this item.

Councillor B Moss declared a pecuniary interest in Minute No 69 Planning Applications (Application No 2013/0050 - Car Park, Park Road, Coleshill, B46 3LA) left the meeting and took no part in the discussion or voting thereon.

68 **Minutes**

The minutes of the meetings of the Board held on 17 December 2012, 14 January and 11 February 2013, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

69 **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 as a schedule to these minutes.

Resolved:

[Councillor Winter in the Chair]

- a That in respect of Application No 2013/0002 (De Mulder and Sons Ltd) the County Council be informed that this Council does not object to the proposal;

[Councillor Sweet in the Chair]

- b That Application No 2012/0301 (Priory Farm Karting Circuit, Priory Farm, Robeys Lane, Alvecote, B78 1AR) be approved subject to the amendment of condition 6 to read as follows;

“6. No karts or mini-motorbikes shall be operated (in accordance with the definition under condition 3) other than between 0930 and 2030 hours Mondays to Thursdays, 1030 and 2030 Fridays and Saturdays, and 1030 and 1630 Sundays and Bank Holidays”;

- c That Application No 2012/0394 (Fillongley Social Club, Ousterne Lane, Fillongley, Coventry, Warwickshire, CV7 8EU) be refused for the reasons set out in the report of the Head of Development Control;

[Speakers: Emma Jones and Darren Newitt]

- d That Application No 2012/0550 (Arley Working Mens Club, Spring Hill, Arley, CV7 8FE) be approved subject to the conditions specified in the report of the Head of Development Control;

[Speaker: James Cassidy]

- e That Application No 2012/0598 (Land at Lister Road, Atherstone, Warwickshire) be approved subject to the conditions specified in the report of the Head of Development Control and to additional conditions recommended by the Fire Service and the Environmental Health Officer;

(The Chief Executive has subsequently received a notice signed by Councillors Barber, Lea, Sherratt, Wykes, Simpson, Humphreys and Johnston under Standing Order No 30(1)(b)(Minority Report) with regard to the decision of the Board on Application No 2012/0598 and it is therefore referred to the Council for determination)

[Members are asked to note that the Minority Report has subsequently been withdrawn – Minute No 75 Planning Applications of the meeting of the Board held on 15 April 2013 refers.]

f That in respect of Application No 2012/0610 (The Coleshill School, Coventry Road, Coleshill, Warwickshire, B46 3EX) the Board visit the site prior to the application being presented for determination at a future meeting;

g That Application No 2013/0050 (Car Park, Park Road, Coleshill, B46 3LA) be approved subject to the amendment of conditions 13A, 13B and 13C to read as follows

“13A. No service vehicles shall enter the site, or deliveries be made to the site other than between 0700 and 2200 hours on Mondays to Fridays inclusive; between 0700 and 2100 hours on Saturdays and between 0700 to 1900 hours on Sundays.

13B. Within one month of the date of this permission, the applicant shall submit a noise management plan to the Local Planning Authority to include measures for the minimisation of noise arising from the hours hereby permitted. This plan shall include the installation of a hydraulic restrictor for the scissor-lift levelling plates. This plan shall particularly include measures in respect of the period between 0700 and 0800 on any day.

13C. Following the written approval of the plan referred to above in Condition 13B, any noise arising from deliveries shall not be greater than 40dB LAeq and 55dB LMax when measured at one metre from the façade of any residential property surrounding the site. If at anytime these thresholds are exceeded there shall be no deliveries to the site other than between 0700 to 1900 on weekdays; 0700 to 1300 hours on Saturdays and between 0900 to 1600 hours on Sundays.”

h That Application No 2013/0059 (Dafferns Wood, St Michaels Close, New Arley, Warwickshire) be approved as set out in the report of the Head of Development Control.

70 Corporate Plan Targets 2012/13

The Head of Development Control reported on the progress of a number of targets as set out in the 2012/13 Corporate Plan.

Resolved:

That the report be noted.

71 Practice Note for Handling Amendments to Planning Applications

The Head of Development Control reported on proposed revisions to the Council's Practice Note for Handling Amendments to Planning

Proposals. The reasons for these revisions and a summary of the amendments are set out in full below.

Resolved:

That the revisions to the Council's Practice Note for Handling Amendments to Planning Proposals be formally adopted.

72 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 in Schedule 12A to the Act.

73 Breaches of Planning Control

The Head of Development Control reported on an alleged breach of planning control and the Board was asked to agree suggested course of action. The Head of Development Control circulated an addendum report in respect of the issue.

Resolved:

That in respect of 19 Shawbury Lane, Shustoke, the Solicitor to the Council be authorised to issue an Enforcement Notice requiring the cessation of the use of an existing building as a separate residential dwellinghouse, together with the cessation of the use of the associated garden curtilage for the reasons outlined in the report and the addendum. The requirements of the notice to include: cease the use as a dwellinghouse; demolish the decking area and remove materials; remove the outdoor hot tub; remove all fixtures and fittings that facilitate the unauthorised use, to include kitchen fixtures and fittings, bathroom fixtures and fittings and that the compliance period be six months.

R Sweet
Chairman

Planning and Development Board

11 March 2013

Additional Background Papers

Agenda Item	Application Number	Author	Nature	Date
5/2	2012/0301	Mrs Madge	Objection	07/03/13
5/2	2012/0301	WCC Footways	No objection	05/03/13
5/2	2012/0301	Mr and Mrs Goddard	Objection	02/03/13
5/2	2012/0301	Mr Box	Objection	01/03/13
5/2	2012/0301	Mrs Cook	Objection	26/02/13
5/2	2012/0301	Mrs Madge	Objection	10/03/13
5/3	2012/0394	Mr and Mrs Campbell	Objection	01/03/13
5/4	2012/0550	Agent	e-mail	27/02/13
5/4	2012/0550	Agent	e-mail	27/02/13
5/5	2012/0598	Fire Services Authority	Consultation	07/03/13
5/5	2012/0598	Atherstone Civic Society	No Objection	06/03/13
5/5	2012/0598	Environmental Health Officer	Consultation	04/03/13
5/5	2012/0598	NHS Coventry	Representation	04/03/13
5/5	2012/0598	Atherstone Town Council	No objection	07/03/13
5/7	2013/0350	Coleshill Civic Society	Objection	05/03/13
5/8	2013/0059	WCC Forester	Consultation	01/03/13
9/1		Head of Development Control	Addendum	11/03/13

NORTH WARWICKSHIRE BOROUGH COUNCIL

**MINUTES OF THE
PLANNING AND DEVELOPMENT BOARD**

15 April 2013

Present: Councillor Sweet in the Chair.

Councillors Barber, Butcher, L Dirveiks, Humphreys, Lea, May, B Moss, Phillips, Sherratt, Simpson, A Stanley, Turley, Watkins and Winter

Councillors Fox and Payne were also in attendance and with the consent of the Chairman Councillor Payne spoke on Minute No 75 Planning Applications (Application No 2012/0614 - 4 Station Buildings, Birmingham Road, Water Orton).

74 Disclosable Pecuniary and Non-Pecuniary Interests

Councillor Watkins declared a pecuniary interest in Minute No 75 Planning Applications (Application No 2012/0610 -The Coleshill School, Coventry Road, Coleshill, Warwickshire) left the meeting and took no part in the discussion or voting thereon.

75 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 as a schedule to these minutes.

Resolved:

- a That in respect of Application No 2012/0546 (Marston Farm Hotel, Dog Lane, Bodymoor Heath, Warwickshire) the Council is minded to support this development proposal and as a consequence, it is referred to the Secretary of State under paragraph 9 of the 2009 Consultation Direction with a recommendation that planning permission be granted subject to the conditions specified in the report of the Head of Development Control;**

[Prior to the consideration of Application No 2012/0598 (Land at Lister Road, Atherstone, Warwickshire), Councillor Simpson reported that the Minority Report signed by Councillors Barber, Lea, Sherratt, Wykes, Simpson, Humphreys and Johnston under Standing Order No 30(1)(b) and received following the meeting of the Board held on 11 March 2013 had been withdrawn.]

- b That Application No 2012/0598 (Land at Lister Road, Atherstone, Warwickshire) be approved subject to all of the conditions as set out in Appendix A to the report of the Head**

of Development Control and subject to the plan numbers in condition 2 being substituted for the amended plans as illustrated in the report;

- c That Application No 2012/0610 (The Coleshill School, Coventry Road, Coleshill, Warwickshire) be approved subject to the conditions set out in the report of the Head of Development Control;
- d That Application No 2012/0614 (4 Station Buildings, Birmingham Road, Water Orton) be approved subject to the conditions set out in the report of the Head of Development Control; and
- e That consideration of Application No 2012/0624 (River Tame Flood Defence, Bodymoor Heath Lane, Middleton) be deferred.

76 **Scheme of Delegation**

The Head of Development Control reported on a review of the current Scheme of Delegation and Members were asked to consider what alterations might be required. Representations from a local resident were reported to the Board.

Resolved:

That the alterations to the Scheme of Delegation as set out in the report of the Head of Development Control be agreed subject to an additional amendment of 4.1f) to read as follows

“f) Any application that is submitted by or on behalf of any Member of the Council, a member of a Member’s family or a person with whom you have a close association, and any member of staff employed by the Council.”

77 **Neighbourhood Designation Area for Coleshill Neighbourhood**

The Assistant Chief Executive and Solicitor to the Council reported on the progress of the formal consultation on the Coleshill Neighbourhood Plan Designation area.

Resolved:

- a **That the responses to the proposed Coleshill Neighbourhood Plan Designation be noted; and**
- b **The Neighbourhood Designation Area for Coleshill Neighbourhood Plan be agreed and approved.**

78 **Sub-Regional Green Infrastructure Strategy and Biodiversity Offsetting Pilot Consultation**

The Assistant Chief Executive and Solicitor to the Council reported on the Sub-Regional Green Infrastructure Strategy consultation prepared by officers from all local authorities in the Coventry, Solihull and Warwickshire area. Officers responded to a number of initial observations received from Councillor Simpson.

Resolved:

- a That support is given to the Sub-Regional Green Infrastructure Strategy and Biodiversity Offsetting Pilot;**
- b That the observations in the report of the Assistant Chief Executive and Solicitor to the Council are sent as a response to the consultation;**
- c That the Sub-Regional Green Infrastructure Strategy will be part of the evidence base for the Local Plan for North Warwickshire;**
- d That DEFRA be requested to await the outcome of the pilots before implementing a Biodiversity Offsetting approach;**
- e That a presentation be made to Members on the Sub-Regional Green Infrastructure Strategy and Biodiversity Offsetting Pilot from the Principal Ecologist at the County Council;**
- f That assurances be sought that the Sub-Regional Green Infrastructure Strategy and Biodiversity Offsetting system/approach will not reduce the ability or potential for Local Planning Authorities to refuse what they may consider inappropriate or unsustainable development;**
- g That assurances be sought that the Sub-Regional Green Infrastructure Strategy and Biodiversity Offsetting system/approach will prioritise improvements and the use of compensation, for biodiversity impacts, within the local authorities' areas where the impact/damage has been caused/generated by the development; and**
- h That assurances be sought that the Sub-Regional Green Infrastructure Strategy and Biodiversity Offsetting system/approach will secure the long term delivery of replacement ecosystems or environments in perpetuity.**

79 **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 in Schedule 12A to the Act.

80 **Re-Structure of the Service**

The Head of Development Control reported on a preferred option to deal with the vacancy arising from the departure of a member of staff to a neighbouring Authority and the Board was asked to agree a suggested course of action.

Resolved:

That the preferred option as outlined in the report of the Head of Development Control be agreed and that it be referred to the Special Sub-Group for final agreement.

R Sweet
Chairman

**Planning and Development Board
15 April 2013
Additional Background Papers**

Agenda Item	Application Number	Author	Nature	Date
4/23	2012/0598	Applicant	Plans	9/4/13
4/49	2012/0610	Warwickshire County Council Highways	Consultation	5/4/13
		Coleshill Civic Society	Representation	5/4/13
		Applicant	Plans	5/4/13
		Head of Development Control	Site Visit	6/4/13
		Applicant	E-mail	8/4/13
4/81	2012/0624	Warwickshire County Council Highways	Consultation	10/4/13
		Applicant	Plans	10/4/13

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE PLANNING AND DEVELOPMENT BOARD

20 May 2013

Present: Councillor Butcher in the Chair.

Councillors L Dirveiks, Lea, May, Moore, B Moss, Phillips, Sherratt, Simpson, A Stanley, Turley, Watkins, Winter and Wykes

Apologies for absence were received from Councillors Humphreys and Sweet (substitute Moore).

Councillors Barber, Forwood, Lewis and Pickard were also in attendance.

1 **Disclosable Pecuniary and Non-Pecuniary Interests**

Councillors L Dirveiks, May and Moore declared an interest in Minute No 2 Planning Applications (Applications No 2013/0119 and 2012/0462 -Atherstone Surgery, Ratcliffe Road, Atherstone) left the meeting and took no part in the discussion or voting thereon.

Councillor L Dirveiks declared a pecuniary interest in Minute No 2 Planning Applications (Applications No 2013/0129 and 2013/0136 - Land Adjacent 56 Grove Road, Atherstone, Warwickshire) left the meeting and took no part in the discussion or voting thereon.

Councillor Forwood declared a pecuniary interest in Minute No 2 Planning Applications (Application No 2013/0148 - Chez Nous, 58a Friary Road, Atherstone, CV9 3AQ) left the meeting and took no part in the discussion or voting thereon.

2 **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 as a schedule to these minutes.

Resolved:

- a **That in respect of Application No 2012/0297 (Land at Rowland Way, Rowland Way, Atherstone, CV9 2SQ**
 - i **the Community and Environment Board be recommended to accept the contribution and offer to transfer the land to the Council as set out in the report of the Head of Development Control; and**

ii that subject to the Community and Environment Board agreeing to the terms as set out in the report and to recommendation (i), planning permission be granted subject to the signing of a Section 106 Agreement covering the heads of terms detailed in the report, and to the conditions also detailed in the report.

b That in respect of Application No 2013/0119 (Atherstone Surgery, Ratcliffe Road, Atherstone) the Certificate be granted subject to the limitations set out in the report of the Head of Development Control;

[Speakers John Mohamed and Dr John Winward]

c That Application No 2012/0462 (Atherstone Surgery, 1 Ratcliffe Road, Atherstone, Warwickshire, CV9 1EU) be approved subject to the conditions set out in the report of the Head of Development Control and to the following additional condition

“xi) For the purposes of condition iii), the proportion of over the counter medicines and other sales shall be limited to 20% of the floor area of the pharmacy as shown on approved plan 1219/06F.”

[Speakers John Mohamed and Dr John Winward]

d That Application No 2012/0624 (River Tame Flood Defence, Bodymoor Heath Lane, Middleton) be approved subject to the conditions listed in April’s Board report and the additional conditions set out in the report of the Head of Development Control;

[Speaker John Hindle]

**:
e That provided the applicant first enters into a Section 106 Agreement in respect of the issues set out in the report of the Head of Development Control, Application No 2012/0626 (Cherry Tree Farm, Atherstone Road, Hartshill, CV10 0TB) be approved subject to the conditions set out in the said report;**

f That Application No 2013/0063 (Hunts Green Dairy Farm, Wishaw Lane, Middleton, Warwickshire, B78 2AU) be refused for the following reason

“It is considered that the proposal does not accord with saved policy ECON9 of the North Warwickshire Local Plan 2006 in that the sites location does not meet the terms of the first pre-condition of this policy in that the location does not have direct access to the rural distribution road network and

it is not accessible by a range of means of travel and transport. It is thus in an unsustainable location which means that the principles of the NPPF 2012 are neither met, in that this is unsustainable development.”

[Speakers Terry Moore and Ray Evans]

- g** That Applications No 2013/0129 and 2013/0136 (Land Adjacent 56 Grove Road, Atherstone, Warwickshire) be approved subject to the following additions and amendments to the conditions set out in the report of the Head of Development Control

2013/0136

- 2.** No work relating to the demolition hereby approved, including works of preparation prior to operations shall take place before 0800 hours or after 1700 Monday to Friday. There shall be no work carried out on Saturdays, Sundays or recognised public holidays.

2013/0129

- 2** The development hereby approved shall not be carried out otherwise than in accordance with the plan numbered 543-2012-03A received by the Local Planning Authority on 23 April 2013, the plan numbered 543-2012-02A received by the Local Planning Authority on 9 April 2013 and the plan numbered 543-2012-04 received by the Local Planning Authority on 11 March 2013. For the avoidance of doubt the distance between the rear elevation of number 53 Stafford Street and the rear elevation of the houses hereby approved shall not be less than 23 metres.
- 9** No development shall take place until there has been submitted to and approved in writing by the Local Planning Authority a plan indicating the positions, design, materials and type of all screen walls, fences and gates to be erected and retained. The approved screen walls, fences and gates shall be erected before the dwellings hereby approved are first occupied and shall subsequently be maintained at all times.
- 10.** No work relating to the demolition hereby approved, including works of preparation prior to operations shall take place before 0800 hours or after 1700 Monday to Friday. There shall be no work carried out on Saturdays, Sundays or recognised public holidays.

14 No development shall commence on site until full details of all the roof lights shown on the approved plans have first been submitted to and approved in writing by the Local Planning Authority . Only the approved details shall then be installed on site.

15 No development shall commence on site until such time as details of the type and design of the glazing to be installed in the two side elevations of the property hereby approved has first been submitted to and approved in writing by the Local Planning Authority. Only the approved details shall then be installed.

[Spekers Debbie Jones and Peter Lea]

h That Application No 2013/0148 (Chez Nous, 58a Friary Road, Atherstone, CV9 3AQ) be approved subject to the conditions set out in the report of the Head of Development Control;

i That in respect of Applications No 2013/0168 and 2013/0169 (Father Hudson's, Coventry Road, Coleshill, B46 3EA) a site visit be made prior to final consideration of the application and the applicant be requested to address the matters raised in the report of the Head of Development Control;

j That provided the applicant first enters into a Section 106 Agreement, Application No 2013/0178 (Hill Cottage, Fillongley Road, Coleshill, B46 2QU) be approved subject to the conditions set out in the report of the Head of Development Control; and

k That consideration of Application No 2013/0211 (Mallard Lodge Site, Marsh Lane, Water Orton) be deferred for a site visit).

3 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – March 2013

The Chief Executive and the Deputy Chief Executive informed Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Planning and Development Board for April 2012 to March 2013.

Resolved:

That the report be noted.

4 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 in Schedule 12A to the Act.

5 Breaches of Planning Control

The Head of Development Control reported on recent enforcement action and various other matters at the Heart of England site, Wall Hill Road, Fillongley. The Board was asked to agree suggested courses of action.

Resolved:

- a That the proposed legal action through the Magistrates' Court already delegated to the Solicitor to the Council be initiated in relation to the following issues, all of which are in breach of extant enforcement notices:**
 - i The base of the statue structure remaining in the lake;**
 - ii The base of the former 'lighthouse' tower structure on the island in the lake; and**
 - iii Unlawful gated access and engineered roadway.**
- b That the Solicitor to the Council be authorised to issue an enforcement notice in relation to the siting of a residential mobile home on the site, the notice requiring the cessation of the use of the land for the siting of a residential mobile home and its removal from the land together with the demolition and removal of the decking and that the compliance period be six months;**
- c That it is not considered expedient to take enforcement action in relation to an unauthorised summerhouse sited in the vicinity of Old Hall Farm House; and**
- d That it is not currently considered expedient to take enforcement action in relation to a marquee sited on the land.**

Chairman

**Planning and Development Board
20 May 2013
Additional Background Papers**

Agenda Item	Application Number	Author	Nature	Date
4/36	2012/0462	Grendon Parish Council	Objection	14/5/13
		Agent	Letter	10/5/13
4/55	2012/0624	C Hopkins	Support	28/4/13

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE PLANNING AND DEVELOPMENT BOARD

17 June 2013

Present: Councillor Sweet in the Chair.

Councillors Butcher, L Dirveiks, Humphreys, Lea, Morson, Phillips, Sherratt, Simpson, Smith, A Stanley, Turley, Watkins, Winter and Wykes

Apologies for absence were received from Councillors May (substitute Smith) and B Moss (substitute Morson).

Councillor Lewis was also in attendance.

6 **Disclosable Pecuniary and Non-Pecuniary Interests**

Councillors Lea and Morson declared a non-pecuniary interest in Minute No 7 Planning Applications (Application No 2013/0004 - Marston Fields Farm, Kingsbury Road, Lea Marston, Sutton Coldfield, Warwickshire, B76 0DP) by reason of being members of the County Council's Regulatory Committee and took no part in the discussion or voting thereon.

7 **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 as a schedule to these minutes.

Resolved:

- a **That in respect of Application No 2013/0004 (Marston Fields Farm, Kingsbury Road, Lea Marston, Sutton Coldfield, Warwickshire, B76 0DP) the County Council be informed that this Council has no objection to the principle of this proposal, but that the following matters should be first resolved.**
 - i) **The size of the proposed amenity building is considered to be too large and not appropriate to the Green Belt. A smaller building located closer to existing buildings is preferred;**
 - ii) **A smaller car park is required for the same reasons with an area set aside for "overflow";**

iii) **The County Council should satisfy itself that the clay extracted is used for the stated purpose, that the amounts are limited to that set out in the application, that time limits are imposed, and the final restoration takes place within firm time periods;**

iv) **Conditions are needed to control the scale of the fishing operations; the hours of use; a wheel wash system, the location of the “pegs” and use to which any building is put. There should be no site lighting and no public address systems. All access should be via Kingsbury Road;**

b **That Application No 2013/0045 (35 Church Walk, Atherstone, Warwickshire, CV9 1AJ) be approved subject to the conditions specified in the report of the Head of Development Control;**

[Speaker: Mrs Millership]

c **That Application No 2013/0181 (3, Willow Walk, Arley, CV7 8NY) be approved subject to the conditions specified in the report of the Head of Development Control; and**

d **That consideration of Application No 2013/0224 (Land South Of Dairy House Farm, Spon Lane, Grendon) be deferred for a site visit.**

8 Permitted Development Changes

The Head of Development Control reported on changes that the Government had now made to permitted development rights such that fewer development proposals would require the submission of a full planning application.

Resolved:

a **That the report be noted; and**

b **That additional meetings of the Board are called if required, in order to meet the timetables set out in the new legislation.**

9 Validation

The Head of Development Control reported on a review of the Council's Planning Application Validation Requirements in order to bring them up to date.

Resolved:

That the Council's Planning Application Validation Requirements document be republished with the alterations set out in the report of the Head of Development Control.

R Sweet
Chairman

**Planning and Development Board
17 June 2013
Additional Background Papers**

Agenda Item	Application Number	Author	Nature	Date
4/1	CON/2013/0004	WCC Highways	Objection	07/06/2013

**Notes of the meeting of Area Forum West
Water Orton Primary School, Attleboro Lane, Water Orton
Thursday 14 March 2013**

Present: Borough and County Councillor Lea in the Chair.
Borough Councillors Holland, Lewis, Payne and Phillips. Borough and County Councillor B Moss.

In attendance: J Price, D Barratt and S Roberts - North Warwickshire Borough Council. A Rigby – Warwickshire County Council. PC Stafford and PCSO McMurchie - Warwickshire Police. J and I Thomas and J Rawlin – Piccadilly Community Association. C Ayassamy and A Simpson– Kingsbury Parish Council, J and D Rowland – Middleton Parish Council. P Ross, M Weatherley and A Vaughton – Curdworth Parish Council. T Sproule, W Rees, B Foster, M Bell, and N Rowe, Water Orton residents. S Turner and J McNally – Kingsbury residents. H Allen – Lea Marston Parish Council. V Wright – Nether Whitacre resident. L and A Morgan – Water Orton Parish Council. P Tullett – Water Orton Church. R Pearson – Coleshill & District Civic Society.

Apologies: Councillor M Moss, A Rimmer – Curdworth Parish Council, C Algar – Hurley NHW and K Oakley – Lea Marston Parish Council.

1 Safer Neighbourhoods

The following three Safer Neighbourhood priorities were agreed,

- Speeding Tamworth/Coventry Road, Kingsbury;
- Parking outside primary school, Farthing Lane, Curdworth; and
- Speeding Station Road, Whitacre Heath.

2 Welfare Reform Update

Sally Roberts, North Warwickshire Borough Council, gave a comprehensive presentation on the implications of welfare reform. A copy of Sally's presentation can be viewed on North Warwickshire Borough Council's website.

3 "Have Your Say" Questions and Issues

Items raised included;

- Fly-posting issues around Dunton island/ Lea Marston area.
- Mud on road from car boot sales at Lea Marston.
- Draft Core Strategy and the Site Allocation Plan documents highlighted.
- Update on the new household recycling service tender position.
- Update on the current position at Lower House Farm Household Waste Recycling Centre and Waste Transfer Station.
- Rubbish and debris littering the hedges and lanes around Dosthill/Kingsbury area caused by commercial vehicles leaving the tip with sheeting undone.
- HGV's parking on the footpath on A4097 causing an obstruction to pedestrians.

4 Next Meeting

Thursday 13 June 2013 at Kingsbury Methodist Church Hall.

**Notes of the meeting of Area Forum West
Kingsbury Methodist Church Hall, Barlow Court, Kingsbury
Thursday 13 June 2013**

Present: Borough Councillor M Moss in the Chair.
Borough Councillors Holland, Lewis, Payne and Phillips.

In attendance: J Price and R Beggs - North Warwickshire Borough Council. T de Kretser and J Faulknall-Mills – Warwickshire County Council. PC Stafford - Warwickshire Police. J Thomas, I Thomas, P Cox and J Rawlin – Piccadilly Community Association. C Ayassamy – Kingsbury Parish Council, P Ross, M Weatherley, A Rimmer and A Vaughton – Curdworth Parish Council. J McNally, S Moore and A Trout – Kingsbury residents. H Allen and K Oakley – Lea Marston Parish Council. R Pearson – Coleshill & District Civic Society. F Pitts – WEVH. A Hardman – Neighbourhood Watch. K Woodward – Nether Whitacre Parish Council.

Apologies: Borough and County Councillors Lea and B Moss, C Algar – Hurley NHW, J Rowland – Middleton Parish Council, S Turner, Kingsbury resident and W Reece – Water Orton Parish Council.

1 Safer Neighbourhoods

The following three Safer Neighbourhood priorities were agreed,

- Speeding Birmingham Road, Lea Marston/Whitacre;
- Speeding Birmingham Road, Water Orton; and
- Speeding Trinity Road, Piccadilly.

2 Lower House Farm Household Waste Recycling Centre

David Whitehouse, Warwickshire County Council, gave a presentation on the facilities available at the new household recycling centre and the services it will provide. Information leaflets were made available at the meeting.

3 Mobile Library Consultation

Jayne Faulknall-Mills, WCC Library Service, reported on the future of the mobile library service and highlighted an information exercise due to end on 31 July 2013.

4 Tame Valley Wetlands Landscape Partnership (TVWLP)

Tim Haselden, (TVWLP) highlighted the four principle aims of the Tame Valley Wetlands Landscape scheme and encouraged people to get involved.

5 “Have Your Say” Questions and Issues

Items raised;

- A question was asked as to how we monitor and enforce planning conditions included in planning consents on industrial sites. The Chairman read out a response provided by the Planning Development Manager.

- Concerns about the street lights being turned-off at midnight were raised. Clarification of the rules and criteria as to which lights are switched off and which remain on was sought. **ACTION: A representative of WCC be requested to attend a future meeting to address the issue.**
- The publicity of the Dunton Dance Festival sale of alcohol and entertainment licence application procedure was raised.

6 **Appointment to Outside Bodies**

It was noted that a representative was no longer required for the Wood End Community Centre as it no longer meets. The remaining appointment of representatives to outside bodies as listed in the report be approved.

7 **Next Meeting**

Thursday 19 September 2013 at Piccadilly Community Centre.

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE COMMUNITY AND ENVIRONMENT BOARD

18 March 2013

Present: Councillor Phillips in the Chair

Councillors Ferro, Freer, Humphreys, Lewis, B Moss, M Moss, Payne and Wykes.

Also in attendance were Councillors L and N Dirveiks, Forwood, Johnston, May and Pickard.

50 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

51 **Minutes of the Meeting of the Board held on 29 January 2013**

The minutes of the meeting held on 29 January 2013, copies having been previously circulated were approved as a correct record and signed by the Chairman.

52 **Presentation by Richard Dobbs – Assistant Director (Streetscape)**

Before the commencement of business the Assistant Director (Streetscape) gave a presentation on the new recycling service.

53 **Extension of the Partnership Agreement with Queen Elizabeth School and Sports College, Atherstone.**

The Board was informed of a proposal to extend the existing Partnership Agreement with Queen Elizabeth School and Sports College, Atherstone, to include management of indoor facilities and sports pitches for community use.

Resolved:

- a **That the extension of the existing Partnership Agreement with Queen Elizabeth School and Sports College, Atherstone, to include the management of indoor facilities and sports pitches for community use, be approved;**
- b **That the Assistant Director (Leisure and Community Development) be authorised to enter into the extended Partnership Agreement, as appended to the report; and**

- c That the schedule of fees and charges relating to community services to be provided on the School site in 2013/14, as appended to the report, be approved.**

54 Financial Assistance to Outside Organisations

The Assistant Director (Leisure and Community Development) detailed two requests for assistance through the provision of an annual grant; one from Warwickshire Community and Voluntary Action (WCAVA) for funding towards a single year extension to its three-year countywide agreement and the other from North Warwickshire Citizens Advice Bureau (NW CAB).

Resolved:

- a That the progress made by WCAVA in its delivery of Volunteer and Third Sector Support Services (VATS Services) in Warwickshire be noted and that funding support for a one year extension to the current countywide contract, as identified in the main body of the report of the Assistant Director (Leisure and Community Development), be approved; and**
- b That the draft 2013/14 Service Level Agreement be approved for further negotiation with NW CAB and that the proposed financial award for 2013/14 be approved and administered as indicated in the report, including the provision for the second instalment to be made subject to the prior agreement of the Chairman and Vice-Chairman of the Board.**

55 New Local Community Projects Fund

The Assistant Director (Leisure and Community Development) informed Members of a proposal to establish a new Local Community Projects Fund that will replace the current Area Forum Fund.

Resolved:

That the Area Forum Fund be replaced with the new Local Community Projects Fund in accordance with the provisions detailed in Section 4 and Appendix B of the report of the Assistant Director (Leisure and Community Development) with effect from April 2013.

56 North Warwickshire Green Space Strategy Progress Report

Members were informed of progress in respect of delivery against priorities set out in the North Warwickshire Green Space Strategy and were presented with the supporting Action Plan for Year 6 of the Strategy for approval.

Proposals for partnership working in respect of the ongoing management of Local Nature Reserves were presented for approval in principle.

Additionally, a proposal for the removal of play equipment at Warwick Drive in Atherstone was advanced for the Board's consideration.

Resolved:

- a That progress in respect of the implementation of the North Warwickshire Green Space Strategy Action Plan, be noted;**
- b That the activities proposed for future development within the Action Plan, be approved;**
- c That in principle the proposal to work with Warwickshire Wildlife Trust to establish an ongoing partnership for the management of Local Nature Reserves, be approved; and**
- d That the play equipment at Warwick Drive in Atherstone be removed and that local residents be consulted on proposals for the future use of the site as open space.**

57 Clinical Waste Collections

The Assistant Director (Streetscape) detailed changes within the National Health Service (NHS) which will have an impact on the Council's Clinical Waste Collection Service and the work being undertaken at district level to respond to those changes.

Resolved:

- a That the changes within the NHS and the potential financial and operational impacts, be noted;**
- b That the Assistant Director (Streetscape) be authorised to continue negotiations with pharmacies to reach an agreement for the disposal of medicinal syringes within the existing parameters; and**
- c That a further report be brought back to the Board once the final round of discussions with stakeholders is concluded.**

58 Development of a Food Bank and Retail Outlet for Recycled and Donated Furniture

The Assistant Director (Community Services) updated Members on progress on the development of a food bank to distribute emergency/excess food and a

retail outlet for selling recycled and donated furniture that was due to open April 2013.

Resolved:

That the progress made with regard to the development of the Foodbank and Recycled Furniture project, be noted.

59 Partnership and Development Section – Update on Key Projects

The Partnership and Development section of the Leisure and Community Development Division delivers a wide range of projects that help the Council to achieve its corporate objectives and to meet priorities identified within the Sustainable Community Strategy. The Assistant Director (Leisure and Community Development) informed Members of progress in respect of three key projects undertaken in pursuance of these objectives.

Resolved:

That the progress being made by the Partnership and Development section to positively contribute to the attainment of priorities identified in the Corporate Plan and the North Warwickshire Sustainable Community Strategy, be noted.

60 North Warwickshire LEADER Programme – Progress Report

The Assistant Director (Leisure and Community Development) provided the Board with background information on the North Warwickshire LEADER programme and updated Members on progress to date. The Board was also informed of the plans being developed to evaluate and celebrate the outcomes of the programme.

Resolved:

That the progress being made in respect of the successful delivery of the North Warwickshire LEADER programme and the preparations being made to draw the programme to a conclusion, be noted.

61 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – December 2012

Members were informed of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Board for April to December 2012.

Resolved:

That the report be noted.

62 **Minutes of the BOB Hub Task and Finish Group meeting held on 10 January 2013**

The minutes of the BOB Hub Task and Finish Group meeting held on 10 January 2013 were received and noted.

H Phillips
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE COMMUNITY AND ENVIRONMENT BOARD

21 May 2013

Present: Councillor Phillips in the Chair.

Councillors Barber, Ferro, Fowler, Humphreys, Lewis, B Moss and M Moss.

An apology for absence was received from Councillor Freer.

1 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

2 **Membership of the BOB Hub and Recycling Task and Finish Groups**

Members were asked to consider the membership of the BOB Hub and Recycling Task and Finish Groups for the ensuing year.

Resolved:

That for 2013/14 the membership of the BOB Hub Task and Finish Group comprise Councillors Lewis, Forwood, B Moss, Hayfield and Barber and the Recycling Task and Finish Group comprise Councillors Phillips, M Stanley, Sweet, Fowler and Humphreys.

3 **Proposed Adoption of Open Space at Rowlands Way, Atherstone.**

The Assistant Director (Leisure and Community Development) explained the background to the proposed development of open space at Rowlands Way in Atherstone and asked Members to approve a recommendation to Executive Board that the land be adopted by the Borough Council.

Recommendation to Executive Board:

That the Board be recommended to approve the proposed adoption of open space at Rowlands Way in Atherstone, subject to the provision of an appropriate commuted sum in respect of the associated ongoing maintenance costs.

4 **Play Area Development Programme**

Members were informed of proposals for the completion of the replacement and improvement of the Authority's built play facilities.

Resolved:

That the proposals for the delivery of the third phase of the Play Area Development Programme, as set out in the report of the Assistant Director (Leisure and Community Development), be approved.

5 Implementation of Green Space Management Plans

The Assistant Director (Leisure and Community Development) informed Members of the outcome of the tender process in respect of proposed landscape works at Abbey Green Park in Polesworth and Long Street Recreation Ground in Dordon, to be carried out in accordance with the provisions of the approved Management Plans for the sites.

Members were also informed of action taken by the Chief Executive, using his urgent business powers, in respect of the award of the contract.

Resolved:

That the Board notes the action taken to advance implementation of the approved Management Plans at Abbey Green Park in Polesworth and Long Street Recreation Ground in Dordon.

6 Leisure Facilities – 2013/14 Closures (Revised)

The Assistant Director (Leisure and Community Development) reported on proposed revisions to the schedule of 2013/14 leisure facility closures approved by the Board at its meeting held in October 2012.

Resolved:

That the revised schedule of 2013/14 leisure facility closures, as set out in paragraph 4.6 of the report of the Assistant Director (Leisure and Community Development), be approved.

7 Recycling Banks at Arley Leisure Centre

The Assistant Director (Streetscape) sought Members' approval to permanently remove the recycling banks at Arley Leisure Centre in order to avoid the damage to the surface of the car park caused by the collection vehicles which service the banks.

Resolved:

That with immediate effect the permanent removal of the recycling banks from Arley Leisure Centre, be approved.

8 Kerbside Recycling Contract

The Assistant Director (Streetscape) updated Members on the procurement of the new Kerbside Recycling Collection Service.

Resolved:

That the action taken following agreement by the Recycling Task and Finish Group to halt the procurement process and to investigate alternative methods for the provision of a kerbside recycling service once the current contract ends in October 2013, be noted and endorsed.

9 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – March 2013

Members were informed of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Board for April to March 2013.

Resolved:

That the report be noted.

10 Minutes of the BOB Hub Task and Finish Group meeting held on 14 March 2013

The minutes of the BOB Hub Task and Finish Group meeting held on 14 March 2013 were received and noted.

11 Sports Club Development Officer – Project Completion

The Assistant Director (Leisure and Community Development) highlighted the work undertaken by the Sports Club Development Officer and the value of the project to North Warwickshire.

Resolved:

That the valuable work undertaken by the Sports Club Development Officer in achieving the outcomes established with Sport England as part of the Community Investment Fund Agreement, be noted.

12 Exclusion of the Public and Press

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 of the Act.

13 **Kerbside Recycling Contract**

The Assistant Director (Streetscape) updated Members on the procurement of the new Kerbside Recycling Collection Service.

Resolved:

That the action taken following agreement by the Recycling Task & Finish Group to begin the process of bringing the provision of a kerbside recycling service in-house once the current contract ends in October 2013, be noted and endorsed.

H Phillips
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE RESOURCES BOARD

25 March 2013

Present: Councillor Moore in the Chair

Councillors Butcher, Davis N Dirveiks, Forwood, Johnston, Smith and Winter.

An apology for absence was received from Councillor Holland.

Councillors B Moss and Pickard were also in attendance.

82 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

83 **Minutes of the Resources Board held on 28 January 2013**

The minutes of the meeting of the Board held on 28 January 2013, copies having previously been circulated, were approved as a correct record subject to the addition of Councillor Butcher in the list of those present, and signed by the Chairman.

84 **Land at Waverton Avenue, Warton**

The Assistant Director (Leisure and Community Development) sought approval for the transfer of land at Waverton Avenue in Warton from the Housing Revenue Account to the General Fund, in order that the use of the land for allotments could be protected in the future.

Resolved:

That, in order that the use of the land for allotments be protected in the future, the transfer of land at Waverton Avenue in Warton from the Housing Revenue Account to the General Fund be approved.

85 **Review of Grounds Maintenance Service for Council Sheltered Schemes**

The Assistant Director (Housing) reported on a review of the grounds maintenance service delivered to Council sheltered schemes and flats.

Resolved:

- a That the review of the grounds maintenance service to sheltered schemes and flats be noted; and**
- b That the request for a growth bid for the grounds maintenance pilot scheme of £20,832 for 2013/14 only be agreed.**

86 Asbestos Management Plan – Housing Division

The Assistant Director (Housing) provided the Board with information about the Council's duties with regard to managing asbestos in its housing stock and the proposed new arrangements to undertake the relevant surveys required to manage asbestos in domestic and non domestic premises.

Resolved:

- a That the proposal to employ two agency members of staff for a period of two years to undertake asbestos surveys be approved; and**
- b That a growth bid of £74,900 for 2013-14 and 2014-15 be approved to cover the costs of employing the agency employees.**

87 Adoption of a Revised Discretionary Housing Payment Policy

The Assistant Chief Executive (Community Services) requested that the Council adopts a revised Discretionary Housing Payment Policy (DHP) to reflect the changes in Housing and Council Tax Benefit as well as the wider welfare reforms that take effect on 1 April 2013.

Recommended:

That the Discretionary Housing Payment (DHP) policy as attached at Appendix A to the report of the Assistant Chief Executive (Community Services) be approved.

88 Adoption of an Updated Prosecution and Sanctions Policy

The Assistant Chief Executive (Community Services) requested that the Council adopts the updated Prosecution and Sanction Policy which was necessary due to changes introduced as part of the wider Welfare Reform agenda and to reflect up to date practices.

Recommended:

That the Fraud Prosecution and Sanctions Policy as attached at Appendix A to the report of the Assistant Chief Executive (Community Services) be adopted.

89 Adoption of a Council Tax Discretionary Discount Policy

The Assistant Chief Executive (Community Services) requested that the Council adopts the Council Tax Discretionary Discount Policy which was necessary due to a recent National Local Ombudsman decision in which its recommendations stated that all Councils should have a stated policy around adopting local Council Tax discounts.

Recommended:

That the Council Tax Discretionary Discount Policy as attached at Appendix A to the report of the Assistant Chief Executive (Community Services) be adopted.

90 Corporate Debt Strategy

The Assistant Chief Executive (Community Services) sought approval for a revised Corporate Debt Strategy, originally adopted by the Board in July 2007, which outlined how the Council would approach customers who owed multiple debts to the Council.

Resolved:

That the Corporate Debt Framework as attached at Appendix A to the report of the Assistant Chief Executive (Community Services) be adopted with immediate effect.

91 Internal Audit – Performance for Third Quarter 2012-13

The Deputy Chief Executive reported on the progress made by the Council's Internal Audit function against the agreed plan of work for 2012-13.

Resolved:

That the report be noted.

92 Financial Inclusion Activity Update

The Assistant Chief Executive (Community Services) updated Members on the Financial Inclusion activity undertaken by the Council and its partners in the last twelve months.

Resolved:

That the report be noted.

93 Minutes of the Housing Sub-Committee held on 4 February 2013

The minutes of the Housing Sub-Committee held on 4 February 2013 were received and noted.

94 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.

95 Irrecoverable Local Taxation and Housing Debts

The Assistant Chief Executive (Community Services) detailed the amounts recommended for write off, in accordance with the write off policy agreed by the former Finance Sub-Committee in September 2000.

Resolved:

- a That the write off of 7 balances over £1,500, totalling £21,051.30 in respect of unpaid Council Tax be approved;**
- b That the write off of 42 balances over £1,500, totalling £292,359.87 in respect of unpaid Non Domestic Rates be approved;**
- c That the write off of 4 balances over £1,500, totalling £65,803.23 in respect of overpaid Housing Benefit be approved;**
- d That the write off of 1 balance under £1,500, totalling £384.52 in respect of unpaid Council Tax be noted;**
- e That the write off of 15 balances under £1,500, totalling £5,746.89 in respect of unpaid Non Domestic Rates be noted;**
- f That the write off of 103 balances under £1,500, totalling £14,428.28 in respect of overpaid Housing Benefit be noted;**

- g That the write back of 1 balance totalling £529.88, in respect of unpaid Council Tax be noted; and**
- h That the write back of 1 balance totalling £58.26 in respect of overpaid Housing Benefit be noted.**

96 Adoption of an Updated Write Off Policy

The Assistant Chief Executive (Community Services) sought approval for an update to the Council's "Write Off Policy" that was adopted in September 2000, to ensure consistent practices were followed in respect of those debts administered within the Community Services Division.

Recommended:

- a That the updated Write Off Policy as attached at Appendix A to the report of the Assistant Chief Executive (Community Services) be approved;**
- b That the Assistant Chief Executive (Community Services) delegated authority to write off debts be increased to £5,000 in respect of Council Tax, Non Domestic Rates and Housing Benefit Overpayments with effect from April 2013; and**
- c That the Financial Regulations be updated to reflect the revision in delegated authority.**

97 The Arcade

The Assistant Director (Streetscape) updated Members on the discussions and correspondence with Atherstone Town Council around the conditions of sale of The Arcade and Members were asked to consider a way forward.

Resolved:

- a That delegated authority be given to the Assistant Director (Streetscape) in consultation with the Leader of the Council and the Chairman of Resources Board to negotiate and agree the conditions of sale of The Arcade; and**
- b That should such agreement not be reached within one month from the date of this Board, The Arcade be placed for sale on the open market.**

98 Sale of Land

The Assistant Director (Streetscape) updated Members on progress to date with the sale of land adjacent to 40 Kiln Way, Polesworth and the Board was asked to consider the latest revised offer.

Resolved:

That the revised offer set out in paragraph 3.3 of the report of the Assistant Director (Streetscape) for the plot of land adjacent to 40 Kiln Way, Polesworth be accepted.

J Moore
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE RESOURCES BOARD

3 June 2013

Present: Councillor Moore in the Chair

Councillors Barber, Butcher, Davis N Dirveiks, Johnston and Winter.

An apology for absence was received from Councillor Smith (substitute Councillor Barber).

Councillor Humphreys was also in attendance.

1 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

2 **Internal Audit – Plan of Work for 2013-14**

The Deputy Chief Executive explained the basis upon which the Audit Plan for 2013-14 had been developed, using a variety of sources of information to ensure that all appropriate aspects of service activity were embraced as part of the approved three year review programme.

Resolved:

That the Audit Plan for 2013-14 be approved.

3 **Accreditation Costs for Borough Care Service**

The Assistant Director (Housing) informed the Board about the process for achieving accreditation for the Borough Care service and the costs involved.

Resolved:

That the application for accreditation for Borough Care be supported and the budgetary requirement to enable the application to be made be agreed.

4 **Procurement and Commissioning Strategy 2013-2017**

The Assistant Director (Corporate Services) presented the draft Procurement and Commissioning Strategy 2013-2017 to Members for their consideration, comment and approval.

Resolved:

That the draft Strategy attached as Appendix A to the report of the Assistant Director (Corporate Services) be approved.

5 Membership of the Borough Care Task and Finish Group

The Board was asked to consider the membership of the Borough Care Task and Finish Group for the ensuing year.

Resolved:

That for 2013/14 the membership of the Borough Care Task and Finish Group comprise Councillors Winter, Moore, Pickard, Phillips, Hayfield, Johnston, Smith and Fox.

6 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April-March 2013

The Chief Executive and the Deputy Chief Executive informed Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Resources Board for April 2012 to March 2013.

Resolved:

That the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Resources Board for April 2012 to March 2013 be noted.

7 Customer Relationship Management (CRM) System Replacement

The Assistant Director (Corporate Services) informed Members that the contract for the current Customer Relationship Management (CRM system) would end in March 2014 and gave an update on the procurement of a replacement system.

Resolved:

That the report be noted.

8 Annual Treasury Report for 2012/13

The Deputy Chief Executive detailed the out-turn for 2012/13 and highlighted areas of significance.

Recommended:

a That the Annual Treasury Report be approved; and

Resolved:

b That the Annual Treasury Report be noted..

9 Members' Allowances Out-turn for 2012/13

The Assistant Director (Finance and Human Resources) advised Members of the allowances paid for 2012/13.

Resolved:

That the report be noted.

10 Risk Management Annual Report 2012/13

The Assistant Director (Finance and Human Resources) informed Members of the progress made on Risk Management during 2012/13.

Resolved:

That the report be noted.

11 Minutes of the Housing Sub-Committee held on 22 April 2013

The minutes of the Housing Sub-Committee held on 22 April 2013 were received and noted.

12 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.

13 Incident Involving Asbestos

The Assistant Director (Housing) provided the Board with information about an incident involving asbestos in premises managed by the Housing Division.

Resolved:

a That the information about the incident be noted; and

b That the change to the capital budget to accommodate the increase in costs as a result of the incident be agreed.

14 **Revision of Housing Lettings Scheme – New Systems of Work**

That Assistant Director (Housing) detailed changes required to the staffing structure of the Pre Tenancy Team to reflect the new systems of work brought in by the revised Lettings Scheme.

Resolved:

That a growth bid against the Housing Revenue Account for the additional costs set out in Section 6 of the report of the Assistant Director (Housing) be agreed.

J Moore
Chairman

**Note of the Area Forum North Meeting held at Birchwood Primary School,
Dordon on Thursday, 6 June 2013**

Present:

Councillor Morson in the Chair. Councillors Humphreys, May, Moore, A Stanley, Sweet and Winter. County Councillor D Parsons

In Attendance:

R Beggs and A Tonks – North Warwickshire Borough Council, J Giblin – Warwickshire County Council, J Faulknall-Mills – WCC Library Service, Sgt Fildes, PC Jackson, PCSO Harle – Warwickshire Police, R Ball – Police and Crime Commissioner for Warwickshire, G Taylor – Baddesley and Baxterley Parish Councils, K Broomfield, Baxterley Parish Council, D Waithman – Newton Regis, Seckington and No Mans Heath Parish Council, J Ball – Polesworth Parish Council, D Hanratty and B Whitmore – Dordon Parish Council, D Tattersall – Alvecote Residents, K Mohlabane – Resident and P Harper - Baddesley

Apologies:

Apologies for absence were received from Councillors Butcher, M Stanley and Y Stanley, B Grix and J Onions

1 Safer Neighbourhoods

As part of the Safer Neighbourhoods Update the following three priorities were agreed:-

- Nuisance motorcycles in Baddesley/Baxterley.
- Speeding in Alvecote.
- Parking on Long Street/Browns Lane, Dordon.

In response to a question regarding problems caused by nuisance motorcycles in the area, Sgt Fildes and PC Jackson detailed the work that had been carried out so far to tackle this problem and stated that throughout the summer months the Police would be carrying out five weekend operations in the area along with the Safer Neighbourhoods Team and Special Off Road Unit.

2 Mobile Library Consultation

Jayne Faulknall-Mills, WCC Library Service, reported on the future of the mobile library service and highlighted an information exercise due to end on 31 July 2013.

3 Ron Ball – Police and Crime Commissioner for Warwickshire

Ron Ball, the Police and Crime Commissioner for Warwickshire, was in attendance and reported on a number of issues and matters arising since his election in November 2012. In particular he stressed the progression of the alliance between Warwickshire and West Mercia Police and how they were working together to achieve savings.

Mr Ball was asked how he saw the partnership between the Police and the Local Authorities developing given that both the Police and Local Councils were being subjected to unprecedented cuts in their funding? Mr Ball said he was confident in the collaborative working in Warwickshire and that he would be able to find the best solution and that the public would not notice a difference in the frontline service they would be receiving.

A general question and answer session ensued.

4 **“Have Your Say” - Public Questions, Parish Issues and Any Other Business**

A question was raised as to the reason why residents in Manor Close, Baddesley had not been sent any paperwork with regards to the proposed opening times of Lower House Lane Waste Site and what was the reason for the site opening so early.

Jo Giblin (WCC) undertook to look into why a letter had not been sent to residents in Manor Close, Baddesley.

It was explained that the opening time of 6am was to accommodate the earlier start times of NWBC's refuse collection service which would be operating out of the site from later this year. The change in planning permission was to be considered by WCC Regulatory Committee.

5 **Date and Venue of Next Meeting**

Thursday, 5 September 2013 at Baddesley Ensor Church Hall subject to confirmation.

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE SCRUTINY BOARD

10 June 2013

Present: Councillor Pickard in the Chair

Councillors Barber, Davis, N Dirveiks, Forwood, Fox, Freer, Humphreys, Lewis, Moore, Sweet, Turley and Winter.

Apologies for absence were received from Councillors Butcher (Moore as substitute), May (Humphreys as substitute), M Moss (Sweet as substitute), Payne and Y Stanley (Winter as substitute).

Councillor Phillips was also in attendance.

1 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

2 **Minutes**

The minutes of the meeting held on 18 February 2013, a copy having been previously circulated, were approved as a correct record and signed by the Chairman.

3 **Letting Council Properties**

The Assistant Director (Housing) provided an overview of work recently undertaken to improve the Council's Lettings Scheme and information about how properties were let. The new scheme would be launched on 1 July 2013.

Resolved:

- a **That the report of the Assistant Director (Housing) be noted; and**
- b **That the six months review report on the new lettings scheme to the Housing Sub-Committee be submitted to a future meeting of the Scrutiny Board.**

4 **Industrial Units**

The Assistant Director (Streetscape) updated Members on the occupancy and income levels of the Council's industrial units. The report covered the period since the Board last considered the options for increasing the take up of vacant units on the Council's industrial estates in 2011.

Resolved:

That the contents of the report of the Assistant Director (Streetscape) be noted.

5 Health Scrutiny Update

The Chairman of the Board gave a verbal update on Health Scrutiny.

6 Future Scrutiny Projects

The Assistant Director (Corporate Services) sought Members' views on future topics for the Scrutiny Board.

Resolved:

That, in addition to the items set out in paragraph 2.2 of the report of the Assistant Director (Corporate Services), a report on the progress made in respect of Food Banks and related issues be brought to a meeting of the Board in 12 months time.

D Pickard
Chairman