



## Warwick District Council Forward Plan August 2019 to November 2019

**Councillor Andrew Day  
Leader of the Executive**

The Forward Plan is a list of all the Key Decisions which will be taken by the Executive in the next four months. The Warwick District Council definition of a key decision is: a decision which has a significant impact or effect on two or more Wards and/or a budgetary effect of £50,000 or more.

Whilst the majority of the Executive's business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of the Executive meeting listed in this Forward Plan will be held in private. This is because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. Those items which are proposed to be considered in private are marked as such along with the reason for the exclusion in the list below.

If you would like to make representations or comments on any of the topics listed below, including the confidentiality of any document, you can write to the contact officer, as shown below, at Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ. Alternatively, you can phone the contact officer on (01926) 456114. If your comments are to be referred to in the report to the Executive or Committee, they will need to be with the officer 7 working days before the publication of the agenda. You can, however, make comments or representations up to the date of the meeting, which will be reported orally at the meeting. The Forward Plan will be updated monthly and you should check to see the progress of the report you are interested in.

**(1,063)**

**Section 1 – The Forward Plan August 2019 to November 2019**

<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>If requested by Executive – date, decision &amp; minute no.</b>	<b>Date of Executive, Committee or Council meeting</b>	<b>Publication Date of Agendas</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>
<b>21 August 2019</b>						
Newbold Comyn: Engagement for Phase 2 (Ref 1,022)	To approve an engagement plan for masterplan options at Newbold Comyn.		21/8/2019	13/8/2019	Andrew Jones / Guy Collier; Cllr Norris	
Kenilworth Leisure Centres Design Update (Ref 1,013)	To inform Members of the design developments for the Kenilworth Leisure Centres and to seek their re-confirmation of commitment to the project.		<del>10/7/2019</del> Reason: 1, 5 21/8/2019	<del>2/7/2019</del> 13/8/2019	Paddy Herlihy/ Rose Winship; Cllr Grainger	
Relocation of Kenilworth School (Ref 1,034)	To seek Executive approval to enter into commercial arrangements with Kenilworth School thereby facilitating its relocation.		21/8/2019	13/8/2019	Andrew Jones; Cllr Cooke	Warwickshire County Council
Amendments to Custom & Self-build Register Process (Ref 1,036)	To propose changes to the Custom & Self-build Register, including the introduction of a charge.		21/8/2019	13/8/2019	Aspia Jannat; Cllr Cooke	

Interactive Futures (Ref 1,037)	To seek approval for the funding to deliver the "Interactive Futures" computer gaming event in 2020.		21/8/2019	13/8/2019	Martin O'Neil; Cllr Rhead	
Review of Local Development Scheme (LDS) (Ref 1,039)	To review and refresh the LDS.		21/8/2019	13/8/2019	David Butler; Cllr Cooke	
Budget Review Quarter 1 (Ref 1,045)	To report on Budgets to end of June 2019.		21/8/2019	13/8/2019	Andy Crump; Cllr Hales	
Land East of Kenilworth Development Brief – Site Access Amendment (Ref 1,042)	The report seeks approval from Executive to undertake a public consultation specifically on an amendment to the Development Brief so that the document does not suggest or support the use of Thickthorn Close as a vehicular access, other than emergency access, to serve any new dwellings within the housing allocation, H06.		21/8/2019	13/8/2019	Andrew Cornfoot; Cllr Cooke	
2nd Warwick Sea Scouts - Phasing of Headquarters (Ref 1,056)	To update Members on 2nd Warwick Sea Scouts (2WSS) proposed approach to building their new headquarters and the implications of this for agreed funding.		21/8/2019	13/8/2019	Guy Collier; Cllr Grainger	
Restructure of the Contract Services Management Team (Ref 1,057)	To seek approval of the Contract Services Management Services Team Restructure. <b>It is anticipated that part or all of this item will be considered in private by virtue of Schedule 12A of the Local Government Act 1972, following the Local</b>		21/8/2019	13/8/2019	Gary Charlton; Cllr Norris	

	<b>Government (Access to Information) (Variation) Order 2006 because it contains information relating to an individual and information which is likely to reveal the identity of an individual.</b>					
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<b>3 October 2019</b>						
Discretionary Business Rates Relief as a tool for business growth and inward investment (Ref 991)	To report back to Executive on the results of a consultation exercise in relation to the draft policy, and take recommendations for next steps to adopt the policy formally.		6/03/2019 Reason: 5 <del>10/7/2019</del> Reason: 4, 5 3/10/2019	<del>26/02/2019</del> <del>2/7/2019</del> 18/9/2019	Suzee Laxton; Cllr Rhead	
Corporate Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council's buildings and land holdings.		<del>Executive</del> <del>29/6/2016</del> Reason 5 <del>1/9/16</del> Reasons 3 & 5 <del>5/1/2017</del> Reasons 3&5 <del>8/2/2017</del> Reasons 3&5 <del>26/07/2017</del> Reasons 3&5 <del>31/8/2017</del> Reason 3 3/10/2019	18/9/2019	Bill Hunt; Steve Partner; Cllrs Day, Rhead, Norris, Grainger & Hales	

Warwick Castle Development Principles (Ref 1,023)	This report sets out the principles which should underpin future development proposals within Warwick Castle.		<del>10/7/2019</del> Reason 3 3/10/2019	<del>2/7/2019</del> 18/9/2019	Dave Barber; Cllr Cooke	Historic England; Warwick Town Council
Charges for Lifeline services - new tenants of designated properties (Ref 967)	To seek approval to introduce charges for Lifeline services for new tenants of designated stock as a condition of the tenancy.		<del>9/1/2019</del> Reason: 5 <del>6/2/2019</del> Reason: 5 <del>6/3/2019</del> Reason: 5 <del>3/4/2019</del> Reason: 5 10/07/2019 Reason: 5 21/8/2019 Reason: 3 3/10/2019	<del>31/12/2018</del> <del>29/1/2019</del> <del>26/2/2019</del> <del>26/3/2019</del> <del>2/7/2019</del> 13/8/2019 18/9/2019	Caroline Russell; Cllr Matecki	
Safeguarding Adults and Children Policy and Procedures (Ref 1,033)	To seek approval for the new safeguarding policy and procedures.		3/10/2019	18/9/2019	Lisa Barker; Cllr Falp	WCC safeguarding team, Legal Services and local district and borough councils' safeguarding teams
Regeneration of the Leper Hospital Site, Saltisford, Birmingham Road, Warwick (St Michael's Chapel and Master's House) (Ref 1,035)	The Executive agrees to support an affordable housing scheme that would regenerate the site.		3/10/2019	18/9/2019	Andrew Jones; Cllr Cooke	Historic England, Warwickshire County Council

Creative Quarter (Ref 1,038)	To agree any detailed matters still required from the Council's Regeneration Partner to enable the completion of the masterplan for the Creative Quarter.		3/10/2019	18/9/2019	Guy Collier / Philip Clarke; Cllr Rhead	The "Creative Quarter Big Picture" document which forms the basis of the masterplan was subject to public consultation during December 2018 and January 2019. The Council's Regeneration Partner also undertook extensive stakeholder engagement during 2018.
Fees and Charges (Ref 1,046)	To propose the level of Fees and Charges to be levied from 2nd January 2019.		3/10/2019	18/9/2019	Andy Crump; Cllr Hales	
Review of Final Accounts (Ref 1,047)	To report on the issues from the 2018/19 and proposed action plan.		3/10/2019	18/9/2019	Mike Snow; Cllr Hales	
Homeless Support Services Review (Ref 1,032)	To consider the merits of making the Direct Access Hostel for Rough sleepers and provision of support and Move on accommodation when the MHCLG funding ceases on 31 March 2020. The report to be listed on the forward plan in September 2019.		3/10/2019	18/9/2019	Elaine Wallace; Cllr Matecki	Community Safety Team and Warwickshire Police

Canalside DPD - Issues and Options Request to Consult (Ref 1,055)	To request permission to take an Issues and Options paper to public consultation.		3/10/2019	18/9/2019	Lorna Hale; Cllr Cooke	
Request for additional budget for additional posts within HCP (Ref 1,017)	To request budget to cover additional posts within HCP subject to Employment Report. <b>It is anticipated that part or all of this item will be considered in private by virtue of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006 because it contains information which is likely to reveal the identity of an individual.</b>		<del>10/7/2019</del> Reason: 3&4 <del>21/8/2019</del> Reason: 5 3/10/2019	<del>2/7/2019</del> <del>13/8/2019</del> 18/9/2019	Marianne Rolfe; Cllr Falp	
HRA Business Plan (Ref 1,044)	To report on viability of Business Plan following changes to strategy, projects and legislation.		<del>21/8/2019</del> 3/10/2019	<del>13/8/2019</del> 18/9/2019	Andrew Rollins; Cllr Hales	
Community Stadium and related projects update (Ref 1,014)	To update Members on progress on the development of the community stadium and related projects on the site to the north of Gallows Hill and elsewhere in the District.		<del>21/8/2019</del> 3/10/2019	<del>13/8/2019</del> 18/9/2019	Paddy Herlihy/ Chris Elliott; Cllr Matecki	

<b>13 November 2019</b>						
Local council tax reduction - banded scheme (Ref 1,020)	Review working age local council tax reduction banded scheme.		13/11/2019	5/11/2019	Andrea Wyatt; Cllr Hales	
Regulation of Investigatory Powers (Ref 1,052)			13/11/2019	5/11/2019	Andrea Wyatt; Cllr Hales	

<b>Section 2 Key decisions which are anticipated to be considered by the Council between December 2019 and March 2020</b>						
<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>If requested by Executive – date, decision &amp; minute no.</b>	<b>Date of Executive, Committee or Council meeting</b>	<b>Publication Date of Agendas</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>
Replacement of rural street lighting bulbs with LED replacements (Ref 1,053)	To recommend the phased replacement of existing rural street lighting bulbs with energy efficient LED units.		18/12/2019	10/12/2019	Steve Partner; Cllr Matecki	

<b>Section 3 Key decisions which are anticipated to be considered by the Council but the date for which is to be confirmed</b>						
<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>History of Committee Dates &amp; Reason code for deferment</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>Expansion on Reasons for Deferment</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>	<b>Request for attendance by Committee</b>
HQ Relocation Project – outcome of phase 1 work (Ref 801)	To consider the outcomes of the phase 1 work and, if appropriate, seek approval for commencement of the phase 2 delivery works.	Executive 26/07/2017 Reason 3	Bill Hunt Cllrs Day, Hales, Cooke, Rhead,	<del>28/11/2018</del> Reason: 1&3 9/1/2019 Reason: 3 6/2/2019		



	<b>It is anticipated that part or all of this item will be considered in private by virtue of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006 because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information)</b>		Norris	Reason: 3 <del>6/3/2019</del> Reasons: 1&4 <del>10/7/2019</del> Reason: 3		
Project management Resource for replacement of HCP, Development Services, Neighbourhood Services and Private Sector Housing back office systems (Ref 1,040)	To agree any detailed matters still required from the Council's Regeneration Partner to enable the completion of the masterplan for the Creative Quarter.		Marianne Rolfe; Cllrs Cooke, Falp, Matecki, Norris & Rhead			
District Network heating (Ref 1,041)	To update on findings of the feasibility study and seek permission to progress to the project further.		Marianne Rolfe; Cllrs Falp & Rhead			

**Section 4 – Items which are anticipated to be considered by the Executive but are NOT key decisions**

Topic and Reference	Purpose of report	If requested by Executive – date, decision & minute no.	Date of Executive, Committee or Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
Rural and Urban Initiatives Scheme (Ref 1,043)	Consider applications for Rural and Urban Initiative Grants.		21/8/2019	13/8/2019	Jon Dawson; Cllr Hales	
Urgent Decision made under Delegation – Confidential (Ref 1,054)	To inform the Executive of an urgent decision the Chief Executive took in relation to a staffing matter. <b>It is anticipated that part or all of this item will be considered in private by virtue of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006 because it contains information relating to an individual and information which is likely to reveal the identity of an individual.</b>		21/8/2019	13/8/2019	Tracy Dolphin; Cllrs Day and Rhead	
Risk Management Annual Report 2018/19 (Ref 1,058)	Report updates the Risk Management Strategy and advises on the progress being made in implementing and embedding risk management throughout the Council.		21/8/2019	13/8/2019	Richard Barr; Cllrs Day & Hales	

Resources in Planning Enforcement (Ref 1,059)	To agree funding for additional staff resources within the Planning Enforcement team.		21/8/2019	13/8/2019	Dave Barber; Cllr Cooke	
Update on Action Plan following Review of Closure of Accounts (Ref 1,060)	This is a monthly report which will set out the progress on the agreed action plan that was agreed in the report on the Review of the Closure of 2017/18 Accounts in October 2018.		21/8/2019	13/8/2019	Andrew Jones; Cllr Hales	
Master's House, Saltisford, Birmingham Road, Warwick (Leper Hospital site) – Urgent Repair Notice (Ref 1,062)	This report recommends that Executive releases up to £30,000 from the Contingency Budget to ensure that funding is available to cover the cost of the urgent repairs (subject to the agreement of Planning Committee) should the owner of the land not undertake the repairs himself.		21/8/2019	13/8/2019	Andrew Jones; Cllr Cooke	
Update on Action Plan following Review of Closure of Accounts (Ref 1,061)	This is a monthly report which will set out the progress on the agreed action plan that was agreed in the report on the Review of the Closure of 2017/18 Accounts in October 2018.		3/10/2019	18/9/2019	Andrew Jones; Cllr Hales	
Rural and Urban Initiatives Scheme (Ref 1,048)	Consider applications for Rural and Urban Initiative Grants.		3/10/2019	18/9/2019	Jon Dawson; Cllr Hales	

Review of Significant Business Risk Register (Ref 1,049)	To inform Members of the Significant Risks to the Council.		3/10/2019	18/9/2019	Richard Barr; Cllr Day	
Review of Significant Business Risk Register (Ref 1,050)	To inform Members of the Significant Risks to the Council.		12/2/2020	4/2/2020	Richard Barr; Cllr Day	
Review of Significant Business Risk Register (Ref 1,051)	To inform Members of the Significant Risks to the Council.		22/4/2020	14/4/2020	Richard Barr; Cllr Day	

Delayed reports:

If a report is late, officers will establish the reason(s) for the delay from the list below and these will be included within the plan above:

1. Portfolio Holder has deferred the consideration of the report
2. Waiting for further information from a Government Agency
3. Waiting for further information from another body
4. New information received requires revision to report
5. Seeking further clarification on implications of report

**Details of all the Council's committees, Councillors and agenda papers are available via our website [www.warwickdc.gov.uk/committees](http://www.warwickdc.gov.uk/committees)**

**The forward plan is also available, on request, in large print on request, by telephoning (01926) 456114**