



Warwick District Council Forward Plan September 2024 Councillor Ian Davison Leader of the Cabinet

The Forward Plan is a list of all the Key Decisions which will be taken by the Cabinet up to the next twelve months. The Warwick District Council definition of a key decision is: A key decision means a decision made in the exercise of an executive function by any person (including officers) or body which meets one or more of the following conditions:

- (1) The decision is likely to result in the Council incurring expenditure or the making of savings in excess of £150,000. Excluded from this are all loans to banks or other financial institutions made in accordance with the Treasury Management Strategy.
- (2) The decision is likely to be significant in terms of its effects on communities living or working in any two or more Wards.

Whilst the majority of the Cabinet'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 Cabinet 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 Cabinet 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.

4 September 2024

Topic and Reference	Purpose of Report	Key Decision?	Date of Cabinet Meeting	Agenda Publication Date	Contact Officer & Portfolio Holder	External Consultees, Consultation Method or Background Papers/Last time considered by Cabinet & Minute Number
Procurement Exercises over £150,000 (Ref 1,463)	The report seeks approval to begin the procurement exercises identified in this report, in line with the agreed Procurement Code of Practice.	Yes	4/9/2024	23/8/2024	Becky Reading; Cllr Chilvers	
Tenant Satisfaction Survey Results (Ref 1,459)	To report to members on the results of the most recent tenant satisfaction surveys.	No	4/9/2024	23/8/2024	Lisa Barker; Cllr Wightman	
Q1 Budget monitoring and updated MTFS (Ref 1,474)	To inform Cabinet and members of the financial position after Q1 for the financial year 2024/25. To support members in decision making relating to the financial position of the authority and its performance against approved budgets.	Yes	4/9/2024	23/8/2024	Steven Leafley; Cllr Chilvers	

4 September 2024

<p>Replacement of planning software (Ref 1,482)</p>	<p>To update on the progress of procuring new planning software and seek additional funding to complete the procurement and project delivery.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 will contain information relating to the financial or business affairs of the Council.</p>	<p>Yes</p>	<p>4/9/2024</p>	<p>23/8/2024</p>		
<p>Shared Ownership - Designated Protected Area Waivers (Ref 1,480)</p>	<p>This report will seek delegated authority for the Head of Housing to apply to Homes England for Designated Protected Area (DPA) waivers. Within DPAs shared ownership homes must either be sold with a restriction preventing a resident from buying additional shares (staircasing) above 80% ownership or, if 100% ownership is permitted (full staircasing), the lease must include a clause requiring a housing association to buy back the property when the resident</p>	<p>No</p>	<p>4/9/2024</p>	<p>23/8/2024</p>	<p>Will Anstey; Cllr P Wightman</p>	

4 September 2024

	<p>wishes to sell. The purpose of these restrictions is to protect the supply of shared ownership homes in rural areas where there aren't many such homes and/or they would be hard to replace. However, some developments are now falling within DPAs despite being urban extensions or are sufficiently large that we aren't concerned over the supply of shared ownership homes. In these situations a waiver would be justified to remove the DPA restrictions and we've received several requests from Registered Providers to apply for waivers (RPs cannot apply, it must be the local authority). At present the Head of Housing does not have authority to request waivers - this report will seek that authority.</p>					
<p>Approval of the Warwick wide Tenancy Strategy (Ref 1,483)</p>	<p>The purpose of the report is to update the Tenancy Strategy which sets out the tenancies which should be administered by Registered Providers within the District and it is a statutory requirement.</p>	<p>No</p>	<p>4/9/2024</p>	<p>23/8/2024</p>	<p>Sally Kelsall; Cllr P Wightman</p>	

4 September 2024

<p>To proceed with the project at St Nicholas Park, Warwick to renovate and improve the paddling pool within the park</p> <p>(Ref 1,484)</p>	<p>At the February cabinet meeting, the Cabinet asked officers to seek external funding to help fund the renovations required at St Nicholas Park Warwick and bring forward a proposal for this to a future meeting. This has been undertaken and there is a plan for funding for the project and agreement is being sought to proceed with the project to refurbish and enhance the paddling pool with the intention to procure alongside Victoria Park, Leamington Spa for economies of scale and benefits of project management.</p>	<p>Yes</p>	<p>4/9/2024</p>	<p>23/8/2024</p>	<p>Sally Watts; Cllr Roberts</p>	
<p>Solar Refuse Collection Vehicles Exemption</p> <p>(Ref 1,486)</p>	<p>To seek approval for a procurement exemption to direct award the contract for the installation of solar panels on our Refuse Collection Vehicles fleet. The report will set out the reasons for which an exemption is required in this instance.</p>	<p>No</p>	<p>4/9/2024</p>	<p>23/8/2024</p>	<p>Katie McAuley-White; Cllr Roberts</p>	
<p>Warwick District Council Social Homes and Leaseholders Retrofit to EPC C including PAS</p>	<p>To request budget, and agreement of the contractual arrangement, to support the delivery of retrofit works to decarbonise Warwick District Council social homes and</p>	<p>Yes</p>	<p>4/9/2024</p>	<p>23/8/2024</p>	<p>Lisa Barker; Cllr P Wightman</p>	

4 September 2024

2035 Compliance (Ref 1,488)	leaseholders towards EPC C. A compliance, risk, project management encompassing methodology called PAS 2035 is to be used when funding is achieved - as a minimum.					
Continuation of BetterPoints "Choose How You Move" Sustainable Travel Incentive Initiative (Ref 1,489)	The report will recommend that Warwick District Council continue its contract with BetterPoints and continue to build on the last 5 years of the initiative	No	4/9/2024	23/8/2024	Graham Folkes-Skinner; Cllr Davison	
Request budget and agreement to outsource PAS 2035 2023 roles to ensure Warwick District Council social homes and leaseholder decarbonisation works are compliant, follow best practice and meet the intended outcomes. (Ref 1,490)	To request budget and contractual arrangement to outsource PAS 2035 2023 roles. This consultancy will work in the best interests of the client (WDC) and the resident of Warwick District Councils domestic properties. The work will ensure work is 100% compliant, meets WDC strategic aims, and long term maintenance expectations, and the projects specified intended outcomes. A contract for up to £500,000 is requested to ensure delivery on our more complex properties and measure mix requirements.	Yes	4/9/2024	23/8/2024	Lisa Barker; Cllr P Wightman	

4 September 2024

<p>Lease extension to Myton Church for the land and buildings known as the Westbury Centre</p> <p>(Ref 1,491)</p>	<p>To obtain Cabinet approval to grant a new fully repairing lease to Myton Church for the land and buildings known as the Westbury Centre for a term of 250 years and to grant a lease of 250 years to Myton Church for the adjacent land and building known as Jubilee House for a term of 250 years in the circumstance that Myton Church takes an assignment of this property from the existing tenant, Young People First. That each lease is granted at one peppercorn, given that the combined value of each lease extension is less than the existing repairing liabilities Warwick District Council potentially holds regarding the presence of defective Reinforced Autoclaved Aerated Concrete within the Westbury Centre roof structures.</p>	<p>Yes</p>	<p>4/9/2024</p>	<p>23/8/2024</p>	<p>Russell Marsden; Cllr P Wightman</p>	
<p>Solar PV Installations at WDC Corporate Assets</p> <p>(Ref 1,492)</p>	<p>To agree funding for the installation of Solar PV at suitable WDC sites including public buildings and leisure centres. The recommended funding route is a soft loan, which will be repaid using cost savings and export income resulting from the generated electricity.</p>	<p>Yes</p>	<p>4/9/2024</p>	<p>23/8/2024</p>	<p>Tim Hornsby; Cllr Williams</p>	

17 October 2024

Topic and Reference	Purpose of Report	Key Decision?	Date of Cabinet Meeting	Agenda Publication Date	Contact Officer & Portfolio Holder	External Consultees, Consultation Method or Background Papers/Last time considered by Cabinet & Minute Number
Procurement Exercises over £150,000 (Ref 1,464)	The report seeks approval to begin the procurement exercises identified in this report, in line with the agreed Procurement Code of Practice.	Yes	17/10/2024	07/10/2024	Becky Reading; Cllr Chilvers	
Fees and Charges (Ref 1,477)	To approve fees and charges uplifts for the Financial year 2025/26	Yes	17/10/2024	07/10/2024	Tony Sidhu; Cllr Chilvers	
Code of Procurement Practice 2024 (Ref 1,481)	Seeking approval for amended standing orders in response to the Procurement Act 2023 in readiness for the new Procurement Regulations 2024 (launch 28 October 2024) to be adopted into the constitution in place of the Code of Procurement Practice 2020.	Yes	17/10/2024	07/10/2024	Becky Reading; Cllr Chilvers; Cllr J Harrison	

17 October 2024

University of Warwick Supplementary Planning Document (SPD) - consultation update and potential adoption (Ref 1,485)	To update Cabinet following the publication consultation on the draft SPD and to seek approval to adopt the final SPD.	No	17/10/2024	07/10/2024	Andrew Cornfoot; Adam James; Cllr King	
Update on Proposals of Cycle Route Across Abbey Fields, Kenilworth (Ref 1,397)	To update Cabinet on the progress of the proposal to introduce a cycle route across Abbey Fields in Kenilworth to include the results of the anticipated Public Consultation on the draft design.	Yes	6/3/2024 Reason 3 4/9/2024 Reason 3 17/10/2024	23/8/2024 07/10/2024	Graham Folkes-Skinner; Cllr Williams	
Kenilworth Wardens Project Update and Property Matter (Ref 1,487)	To update members on the latest status of the project. To seek approval on property matters	Yes	17/10/2024	07/10/2024	Darren Knight, Becky Burridge; Cllr King	
Variations to Client\Contract Management of the Joint Waste Contract (Ref 1,450)	To present the options for the current arrangements of the joint waste contract with SDC	Yes	3/07/2024 4/9/2024 Reason 3 17/10/2024	07/10/2024	Zoe Court/Steve Partner; Cllr Roberts	

17 October 2024

<p>Leper Hospital, Warwick (Ref 1,454)</p>	<p>Approval for re-development of the leper hospital, Warwick to include 8 new build apartments. 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 will contain information relating to the financial or business affairs of the Council.</p>	<p>Yes</p>	<p>4/9/2024 Reason 3 17/10/2024</p>	<p>07/10/2024</p>	<p>Gemma Weller, Lisa Barker; Cllr Wightman</p>	
<p>Minor revisions to the complaints policy (Ref 1,493)</p>	<p>Minor revisions to enhance the corporate complaints policy as part of ongoing engagement work</p>	<p>No</p>	<p>17/10/2024</p>	<p>07/10/2024</p>	<p>Dale Duffy/ Graham Leach</p>	
<p>The Neighbourhood Centre on land next to Fuseliers Way (Ref 1,469)</p>	<p>To seek approval to work with the County Council and others to develop one or more projects in the centre of the wider Fuseliers Way site to produce a neighbourhood centre and related facilities for the public.</p>	<p>No</p>	<p>4/9/2024 Reason 3 17/10/2024</p>	<p>23/8/2024 07/10/2024</p>		

4 December 2024

Topic and Reference	Purpose of Report	Key Decision?	Date of Cabinet Meeting	Agenda Publication Date	Contact Officer & Portfolio Holder	External Consultees, Consultation Method or Background Papers/Last time considered by Cabinet & Minute Number
Procurement Exercises over £150,000 (Ref 1,465)	The report seeks approval to begin the procurement exercises identified in this report, in line with the agreed Procurement Code of Practice.	Yes	4/12/2024	25/11/2024	Becky Reading; Cllr Chilvers	
Q3 Budget Monitoring and updated MTFS (Ref 1,475)	To inform Cabinet and members of the financial position after Q2 for the financial year 2024/25. To support members in decision making relating to the financial position of the authority and its performance against approved budgets.	Yes	4/12/2024	25/11/2024	Steven Leathley; Cllr Chilvers	
Budget Setting 2025/26 - Unavoidable Growth (Ref 1,478)	To seek approval for new budget growth for the financial year 2025/26, which will then be included in the Budget Setting process for 2024/25.	Yes	4/12/2024	25/11/2024	Steven Leathley; Cllr Chilvers	

4 December 2024

<p>Community Stadium at Fusiliers Way</p> <p>(Ref 1,470)</p>	<p>To seek approval to progress the project to construct a Community Stadium on land next to Fusiliers Way. 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 will contain information relating to the financial or business affairs of the Council.</p>	<p>Yes</p>	<p>4/9/2024 Reason 5 4/12/2024</p>	<p>23/8/2024 25/11/2024</p>		
<p>Funding of Development Proposal on Land Off Europa Way</p> <p>(Ref 1,236)</p>	<p>To consider a report on a funding opportunity. 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 will contains information relating to the financial or business affairs of the Council.</p>	<p>Yes</p>	<p>4/12/2024</p>	<p>25/11/2024</p>	<p>Chris Elliott; Cllr Chilvers</p>	

6 February 2025

Topic and Reference	Purpose of Report	Key Decision?	Date of Cabinet Meeting	Agenda Publication Date	Contact Officer & Portfolio Holder	External Consultees, Consultation Method or Background Papers/Last time considered by Cabinet & Minute Number
Q3 Budget Monitoring and updated MTFS (Ref 1,476)	To inform Cabinet and members of the financial position after Q3 for the financial year 2024/25. To support members in decision making relating to the financial position of the authority and its performance against approved budgets.	Yes	6/02/2025	27/01/2025	Steven Leathley; Cllr Chilvers	
Budget Setting 2025/26 (Ref 1,479)	To seek approval for the setting of the balance budget for 2025/26 financial year.	Yes	6/02/2025	27/01/2025	Steven Leathley; Cllr Chilvers	

Section 2 – Key decisions to be considered by the Cabinet without a confirmed date

Topic and Reference	Purpose of Report	Key Decision?	Contact Officer & Portfolio Holder	History of Committee Dates and Reason code for deferment	External Consultees, Consultation Method or Background Papers	Request for attendance by Committee	Reason a date cannot be confirmed
The future of Linen Street Car park (Ref 1,274)	To consider options for the future redevelopment of Linen Street Car park. 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)	Yes	Martin O'Neill; Cllr Williams	10/3/2022 Reason 5 20/4/2022 Reason 3 10/08/2022 Reason 3 21/9/2022 Reason 3			

Topic and Reference	Purpose of Report	Key Decision?	Contact Officer & Portfolio Holder	History of Committee Dates and Reason code for deferment	External Consultees, Consultation Method or Background Papers	Request for attendance by Committee	Reason a date cannot be confirmed
Purpose Built Student Accommodation (PBSA) – Development Plan Document (DPD) (Ref 1,377)	The purpose of this DPD will be to assess the need and set out how any future demand for PBSA’s will be addressed. It will provide a detailed Policy basis to guide the assessment and determination of any future planning applications for such development. It will build upon existing Local Plan Policy H6 (Houses in Multiple Occupation and Student Accommodation).	Yes	Tony Ward; Cllr King	20/9/2023 Reason 5			
Warwick Standard (Ref 1,368)	To present for approval the "Warwick Standard" to set the standards for the delivery of new housing for Warwick District Council	No	Sally Kelsall; Cllr Wightman	20/9/2023			
Leamington Old Town Regeneration Supplementary Planning Document (SPD) (Ref 1,376)	To seek approval to go to public consultation.	Yes	Mark Brightburn/Amit Bratch; Cllrs Billiald & King	8/2/2024 Reason 5			

Topic and Reference	Purpose of Report	Key Decision?	Contact Officer & Portfolio Holder	History of Committee Dates and Reason code for deferment	External Consultees, Consultation Method or Background Papers	Request for attendance by Committee	Reason a date cannot be confirmed
<p>Housing Association Charitable Trust (HACT) Retrofit Credit Scheme</p> <p>(Ref 1,444)</p>	<p>To seek approval to take part in a retrofit credit scheme to attract funding towards retrofit works being undertaken. An organisation called HACT (Housing Association Charitable Trust), working in partnership with Arctica Partners have developed a methodology to measure carbon savings and social value created through retrofit activity. By doing this, "credits" are offered to organisations taking part in the project. The credits, when calculated, result in the payment of funding towards retrofit works focussed on improving the carbon efficiency of the Council housing stock.</p>	<p>Yes</p>	<p>Sally Kelsall; Cllr Wightman</p>				

Topic and Reference	Purpose of Report	Key Decision?	Contact Officer & Portfolio Holder	History of Committee Dates and Reason code for deferment	External Consultees, Consultation Method or Background Papers	Request for attendance by Committee	Reason a date cannot be confirmed
Climate Change Adaptation Supplementary Planning Document (SPD) (Ref 1,382)	The purpose of producing a Climate Change Adaptation SPD is to provide further information and guidance to developers on how to comply with Local Plan Policy CC1 Planning for Climate Change Adaptation to ensure that all development is resilient to, and adapted to the future impacts of climate change.	No	Amit Bratch; Cllr Williams				
Covent Garden Update (Ref 1,355)	To update Cabinet on the outcome of the Feasibility study and next steps.	Yes	Chris Elliot/ Heather Johnson; Cllrs King / Roberts / Sinnott / Billiald	6/3/2024 Reason 5 10/04/2024 05/06/024 Reason 5 4/9/2024			
Tachbrook Country Park (Ref 1,471)	The report on project progress and the latest project information and to seek approval to proceed based on the latest project information	Yes	Paul Garrison; Cllr Roberts	04/09/24 Reason 3			

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 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

Next reference number: 1,494

Details of all the [Council's committees, Councillors and agenda papers are available on our website](#)

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