



Coventry City Council

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### **Cabinet Member for Culture, Leisure, Sports and Parks**

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#### **Time and Date**

10.00 am on Thursday, 10th December, 2015

#### **Place**

Committee Room 3 - Council House

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#### **Public Business**

1. **Apologies**

2. **Declarations of Interest**

3. **Minutes** (Pages 3 - 8)

(a) To agree the minutes of the Cabinet Member for Culture, Leisure, Sports and Parks meeting held on 12 November 2015.

(b) Matters arising

4. **Update report in response to a petition concerning a property in Earlsdon Ward** (Pages 9 - 14)

Report of the Executive Director of Place

NOTE: Councillor Andrews, an Earlsdon Ward Councillor and the petition organisers have been invited to the meeting for the consideration of this item.

5. **Outstanding Issues Report** (Pages 15 - 18)

Report of the Executive Director of Resources

6. **Any Other Business**

To consider any other items of business which the Cabinet Member decides to take as a matter of urgency because of the special circumstances involved.

#### **Private Business**

Nil

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Chris West, Executive Director, Resources, Council House Coventry

Wednesday, 2 December 2015

Note: The person to contact about the agenda and documents for this meeting is Usha Patel Tel: 024 7683 3198 Email: [usha.patel@coventry.gov.uk](mailto:usha.patel@coventry.gov.uk)

Membership: A Khan (Cabinet Member)

By invitation Councillors J Birdi (Shadow Cabinet Member)

Please note: a hearing loop is available in the committee rooms

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OR if you would like this information in another format or  
language please contact us.

**Usha Patel**

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**Coventry City Council**  
**Minutes of the Meeting of Cabinet Member for Culture, Leisure, Sports and Parks**  
**held at 9.30 am on Thursday, 12 November 2015**

Present:

Members:                           Councillor A Khan (Chair)  
  Councillor J Birdi (Shadow Cabinet Member)

Employees (by Directorate):

Place:                               D Blackburn, A Harwood, C Hickin, A Walster

Resources:                        U Patel

In Attendance:                 D Keegan – Guphill Residents Association

## **Public Business**

### **11.     Declarations of Interest**

There were no declarations of interest.

### **12.     Minutes**

(a) The minutes of the Cabinet Member for Culture, Leisure, Sports and Parks meeting held on 24 September 2015 were signed as a true record.

(b) There were no matters arising.

(c) The minutes of the Cabinet Member for Policing and Equalities meeting held on 24 September 2015 were noted.

### **13.     Further progress report on action taken to improve security to open land at the rear of 2-66 Brookside Avenue**

The Cabinet Member considered a report of the Executive Director of Place which provided a further progress report on action taken to improve security to open land at the rear of 2-66 Brookside Avenue. The report was in response to a petition bearing 11 signatures, from 6 households which was submitted by Councillor B Singh on 25 March 2014.

Numerous reports in response to the petition were presented to the Cabinet Member for Policing and Equalities between July 2014 and April 2015 detailing the action taken by officers in response to residents' concerns about environmental and nuisance behaviour on the open space at the rear of their properties. The open space is owned by the Council and managed by the Parks Service within the Place Directorate.

The petition organiser attended the meeting and presented a written proposal from the Guphill Residents Association to develop the open space into a nature reserve that could be used as an educational facility by local primary schools and a focal

point for residents. The Residents Association hoped that this would put a stop to antisocial behaviour and burglaries in the area.

The proposal was subject to the City Council agreeing to lease the land to the Residents Association for an agreed period of time.

**RESOLVED that the Cabinet Member for Culture, Leisure, Sports and Parks:**

- 1. Notes the actions taken by officers as outlined in the report.**
- 2. Endorses officers continued liaison with the Police to ensure they continue to patrol the area and to respond to any issues raised.**
- 3. Endorses the continued efforts of the Community Development Service to work with the community in tackling local issues including litter and environmental issues.**
- 4. Endorses that officers continue to monitor incidents of crime and nuisance and to respond appropriately to any such issues.**
- 5. Agrees the removal of the CCTV Camera from Brookside Avenue and that it be repositioned at Caludon Castle Park which is presently suffering from high levels of anti-social behaviour.**
- 6. Requests officers to work with the Guphill Residents Association to investigate the local management and transfer of land to the Residents Association.**

**14. Licensing Act 2003 - Revised Statement of Licensing Policy - Consultation Responses**

The Cabinet Member considered a report of the Executive Director of Place which provided an update on the outcome of the 12 week consultation undertaken on the review of the Council's Statement of Licensing Policy for the Licensing Act 2003. The Cabinet Member for Policing and Equalities authorised the consultation on 26 March 2015 (minute 94 refers).

The Licensing Act requires each licensing authority to prepare and publish a statement of licensing policy. The policy statement sets out how the authority intends to approach its licensing responsibilities and in particular how it intends to promote the four licensing objectives.

The current Statement of Licensing Policy came into effect on 6 January 2011 for a period of 5 years to January 2016. This policy has to be reviewed every five years and be subject to a full consultation process.

The general principals of the Licensing Policy remain the same and the document was still centred on the Licensing Act's four licensing objectives:

- The prevention of crime and disorder

- Ensuring public safety
- The prevention of public nuisance
- The protection of children from harm

The report outlined comments received and proposed amendments to the Council's draft Licensing Policy. The Licensing and Regulatory Committee considered the report on 20 October 2015 and were fully supportive of the Statement of Gambling Policy and did not propose any changes to the draft Policy (Minute 53 refers).

**RESOLVED that the Cabinet Member for Culture, Leisure, Sports and Parks having considered the results of the consultation on the revised Statement of Licensing Policy for the period 2016-2021 and comments from the Licensing and Regulatory Committee, recommends to Council that it adopts the revised Statement of Licensing Policy (attached as Appendix A) for the purposes of Section 5 of the Licensing Act 2003.**

#### 15. **Gambling Act 2005 - Revised Statement of Gambling Policy**

The Cabinet Member considered a report of the Executive Director of Place which provided an update on the outcome of the 7 week consultation undertaken on the review of the Council's Statement of Gambling Policy for the Gambling Act 2005.

The Gambling Act requires each licensing authority to prepare and publish a statement of gambling policy. The policy statement sets out how the authority intends to approach its licensing responsibilities and in particular how it intends to promote the three licensing objectives.

The current Gambling Policy came into effect on 6 January 2013 for a period of 3 years to 31 January 2016. The policy has to be renewed every three years and be subject to a full consultation process. Authority to consult was given by the Cabinet Member for Policing and Equalities on 23 July 2015 (Minute 10 refers).

The general principles of the Gambling Policy remain the same and the document was still centred around the Gambling Act's 3 licensing objectives, namely:

- (i) Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
- (ii) Ensuring that gambling is conducted in a fair and open way;
- (iii) Protecting children and other vulnerable persons from being harmed or exploited by gambling.

The report outlined comments received and amendments made on the Council's draft Gambling Policy. The Licensing and Regulatory Committee considered the report on 20 October 2015 and was supportive of revised Statement of Gambling Policy and did not suggest any changes to the revised policy (Minute 52 refers).

**RESOLVED that the Cabinet Member for Culture, Leisure, Sports and Parks:**

1. **Having considered the results of the consultation on the revised Statement of Gambling Policy for the period 2016-2019 and any comments from the Licensing and Regulatory Committee;**

**2. Recommends Council to adopt the revised Statement of Gambling Policy attached as Appendix A of the report.**

**16. Place Directorate Enforcement Policy**

The Cabinet Member considered a report of the Executive Director of Place which sought authorisation to consult on the new enforcement policy for the Place Directorate. This new policy would support the process of bringing together and consolidating the various regulatory and enforcement disciplines within the Directorate.

The policy detailed enforcement principles, setting clear standards, proportionality of action and the Council's accountability in taking action. It would explain to our customers the enforcement options available, when and where these powers would be used and the decision-making process used in deciding which action would be taken. The proposed Place Directorate Enforcement Policy was attached as Appendix 1 to the report.

The results of the public consultation would be reported to the first available Cabinet Member meeting after the 30 day consultation process ends.

**RESOLVED that the Cabinet Member for Culture, Leisure, Sports and Parks authorises a public consultation on the new enforcement policy for the Place Directorate.**

**17. Progress Report - Fines Policy for Redress Schemes for Letting Agents and Property Management**

The Cabinet Member considered a report of the Executive Director of Place which detailed actions taken to ensure lettings agents and property management businesses belong to an appropriate redress scheme in accordance with the above outcomes.

On 22 January 2015, Cabinet Member for Policing and Equalities considered a report regarding the introduction of a Fines Policy under the Redress Schemes for Letting Agents and Property Management and requested a progress report on the operation of the system (Minute 72 refers).

**RESOLVED that the Cabinet Member for Culture, Leisure, Sports and Parks notes the actions taken by officers to ensure compliance with the Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014.**

**18. Fines Policy - Letting Agents Requirements to Display Fees**

The Cabinet Member considered a report of the Executive Director of Place which sought approval to introduce a fine policy applicable to letting agents for failing to display fees.

Part 3, Chapter 3, of the Consumer Rights Act 2015 imposes a duty on letting agents in England and Wales to publicise a list of their relevant fees for the benefit of client landlords and tenants. This requirement came into effect on 27 May 2015.

In England letting agents were also required to publicise statements regarding their membership of redress and client money protection schemes. In both cases, failure to comply with the requirements could lead to the local authority serving a notice and then issuing a fine.

The fines policy for failing to be a member of a redress scheme was approved by the Cabinet Member for Policing and Equalities on 22 January 2015 (Minute 72 refers). This report sought approval to introduce a similar fines policy for failing to display fees.

**RESOLVED that the Cabinet Member for Culture, Leisure, Sports and Parks:**

- 1. Agrees the level of fines detailed in Para 2.2 of the report.**
- 2. Agrees the criteria set out applicable to each level of fine.**

**19. Progress Report of Primary Authority Partnerships**

The Cabinet Member considered a report of the Executive Director of Place which detailed actions taken to consult with Home Authority and Lead Authority companies and the subsequent implementation of Primary Authority Partnerships.

On 2 October 2014, the Cabinet Member for Policing and Equalities considered a report headed "Primary Authority Partnerships – a revised model for delivering regulatory advice to businesses" and requested a further report in 12 months' time detailing the initial outcomes of implementing the Primary Authority Partnership scheme (Minute 37 refers).

**RESOLVED that the Cabinet Member for Culture, Leisure, Sports and Parks:**

- 1. Notes the good progress made in signing up Coventry's first business to a Primary Authority Partnership agreement, with further businesses wanting to join.**
- 2. Notes the results of the consultation to transfer businesses from previous business advice arrangements to a Primary Authority Partnership.**
- 3. Requests officers continue to promote Primary Authority Partnerships with Coventry based businesses in support of the growth agenda.**

**20. Outstanding Issues Report**

The Cabinet Member noted a report of the Executive Director of Resources that identified those issues on which further reports had been requested and were outstanding so that progress could be monitored.

21. **Any Other Business**

There were no other items of public business.

(Meeting closed at 10.20 am)





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Cabinet Member for Culture, Leisure, Sports and Parks

10<sup>th</sup> December 2015

**Name of Cabinet Member:**  
Cabinet Member for Culture, Leisure, Sports and Parks – Councillor A Khan

**Director Approving Submission of the report:**  
Executive Director of Place

**Ward(s) affected:**  
Earlsdon

**Title:**  
Update report in response to a petition concerning a property in Earlsdon Ward

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**Is this a key decision?**  
No

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**Executive Summary:**

This report provides an update on actions taken since the Cabinet Member meeting (Policing and Equalities) on the 23rd July 2015 in response to a petition received on 3 July 2014. The petition was signed by 71 individuals in the Earlsdon Ward and asked the City Council to take action regarding the poor condition of a property in the Earlsdon Ward and the adverse impact it is having on the surrounding neighbourhood.

**Recommendations:**

The Cabinet Member is recommended to:

- (1) Endorse the action already taken to address the conditions at this property.
- (2) Request that officers from the Planning Enforcement Team continue to monitor the property.

**List of Appendices included:**

None

**Other useful background papers:**

None

**Has it been or will it be considered by Scrutiny?**

No

**Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?**

Yes

Planning Committee 21<sup>st</sup> August 2014 & 5<sup>th</sup> February 2015

**Will this report go to Council?**

No

Page 3 onwards

**Report title:**

Report in response to a petition concerning a property in Earlsdon Ward

**1. Context (or background)**

- 1.1 A resident-led petition consisting of 71 signatures was received on 3<sup>rd</sup> July 2014 requesting the City Council to take action in relation to concerns regarding the poor condition of a property in the Earlsdon Ward.
- 1.2 Cabinet Member had previously endorsed action taken under Section 215 of The Town & Country Planning Act, authorised by Planning Committee on 21<sup>st</sup> August 2014, requiring the owner to carry out improvements to his property.
- 1.3 Following non-compliance with the Section 215 Notice the owner of the property was prosecuted, and he pleaded guilty to the offence at Nuneaton Magistrates Court on 12<sup>th</sup> May 2015. He was fined £1,500 and ordered to pay £892 costs plus a victim surcharge of £120. The Court commented that the matter had gone on for far too long and any materials, which were stored in the garden and were not immediately needed, should be stored elsewhere.
- 1.4 Since the prosecution the owner of the property has been in regular contact with officers from the Planning Enforcement Team and considerable progress has been made towards complying with the requirements of the Notice. The vast majority of the building materials and equipment previously stored across the site have been removed, the partially demolished bay window has been reinstated, the herring fencing removed, and the land levels within the rear garden area returned to those which existed previously.

**2. Options considered and recommended proposal**

- 2.1 The property owner is now cooperating with officers and the majority of the works required by the Notice have been completed; subsequently the appearance of the property and land within the locality has improved considerably. Officers are now of the opinion that the harm which originally resulted has been positively addressed, and the property can no longer be considered as seriously harmful to the appearance of the locality, and further formal action under Section 215 of the Town and Country Planning Act cannot now be justified
- 2.2 There are a few minor outstanding works which require completion to achieve full compliance with the Notice. Planning Enforcement Officers are in regular contact with the owner who is aiming to complete these works soon, and the site is being regularly monitored.
- 2.3 **Recommendations** : Cabinet Member is recommended to:
  - (1) Endorse the action already taken to date to address the conditions at this property.
  - (2) Request that officers from the Planning Enforcement Team continue to monitor the property and work with the owner to achieve full compliance with the Notice.

**3. Results of consultation undertaken**

None

**4. Timetable for implementing this decision**

On-going monitoring of the property and engagement with the owner by the Planning Enforcement Team.

**5. Comments from Executive Director of Resources**

None.

**6. Other implications**

None

6.1.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

6.1.2 There are clear research findings that show that the local environmental quality in a person's living environment has a significant impact on their health and well-being. Residents in areas which have a low environmental quality often have an increased "fear of crime". This particular service contributes to two of the Council's key objectives of creating a cleaner, green and attractive city, and making the community safer

**6.2 How is risk being managed?**

None

**6.3 What is the impact on the organisation?**

None

**6.4 Equalities / EIA**

None

**6.5 Implications for (or impact on) the environment**

See 6.1.1

**6.6 Implications for partner organisations?**

None.

**Report author(s): Joy Adams**

**Name and job title: Environment and Housing Enforcement Manager**  
**Directorate: Place Directorate**

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Enquiries should be directed to the above person.

<b>Contributor/approver name</b>	<b>Title</b>	<b>Directorate or organisation</b>	<b>Date doc sent out</b>	<b>Date response received or approved</b>
<b>Contributors:</b>				
Craig Hickin	Head of Environmental Services	Place	13.11.15	16.11.15
Tracy Miller	Head of Planning and Regulation	Place		24.11.15
Marcus Fothergill	Principal Planning Officer	Place	17.11.15	24.11.15
Usha Patel	Governance Services Officer	Resources	17.11.15	1.12.15
<b>Names of approvers for submission: (officers and members)</b>				
Finance: Cath Crosby	Business Partner	Resources	17.11.15	19.11.15
HR: Jas Bilen	Business Partner (Service Support)	Resources	17.11.15	17.11.15
Legal: David Joy	Solicitor	Resources	17.11.15	19.11.15
Andrew Walster	Assistant Director	Place	17.11.15	12.11.15
Executive Director: Martin Yardley	Executive Director	Place	17.11.15	12.11.15
Cllr. Abdul Khan	Cabinet Member Culture, Leisure, Sports & Parks		26.11.15	26.11.15

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Cabinet Member for Culture, Leisure, Sports and Parks

10 December 2015

**Name of Cabinet Member:**

Cabinet Member for Culture, Leisure, Sports and Parks – Councillor A Khan

**Director Approving Submission of the report:**

Executive Director of Resources

**Ward(s) affected:**

None

**Title:**

Outstanding Issues Report

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**Is this a key decision?**

No

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**Executive Summary:**

In May 2004 the City Council adopted an Outstanding Minutes System, linked to the Forward Plan, to ensure that follow up reports can be monitored and reported to Members. The attached appendix sets out a table detailing the issues on which further reports have been requested by the Cabinet Member for Culture, Leisure, Sports and Parks so he is aware of them and can monitor progress.

**Recommendations:**

The Cabinet Member for Culture, Leisure, Sports and Parks is requested to consider the list of outstanding issues and to ask the Member of the Management Board or appropriate officer to explain the current position on those which should have been discharged at this meeting or an earlier meeting.

**List of Appendices included:**

*Table of Outstanding Issues.*

**Other useful background papers:**

None

**Has it or will it be considered by Scrutiny?**

No

**Has it, or will it be considered by any other Council Committee, Advisory Panel or other body?**

No

**Will this report go to Council?**

No

**Report author(s):** Usha Patel

**Name and job title:** Governance Services Officer

**Directorate:** Resources

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Enquiries should be directed to the above person.

<b>Contributor/approver name</b>	<b>Title</b>	<b>Directorate or organisation</b>	<b>Date doc sent out</b>	<b>Date response received or approved</b>
<b>Contributors:</b>				
Other members	Not applicable			
<b>Names of approvers:</b> (officers and members)				
Finance: Name	Not applicable			
Legal: Name	Not applicable			

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	<b>Subject</b>	<b>Date for Further Consideration</b>	<b>Responsible Officer</b>	<b>Proposed Amendment to Date for Consideration</b>	<b>Reason for Request to Delay Submission of Report</b>
1	<b>Withdrawal of Council Services from Spencer Park Petition - Request that the Council keep the Pavilion open for at least part of each week in the 2015 season and to re-open the tennis courts and the flat green:</b> Progress report on this work be submitted to a future meeting of the Cabinet Member (minute 3/15 refers)	No date specified	Andrew Walster Assistant Director for Streetscene and Greenspace  Place Directorate		
2	<b>Public Space Protection Order (Coventry Dog Control)</b>  A review of arrangements after a year of operation  (CM(P&E) 18 December 2014 (Minute 58))	21 January 2016	Executive Director of Place  Craig Hickin		
3*	<b>Report in response to a petition concerning a property in Earlsdon Ward</b>  Progress made on resolving the issues  (CM(P&E) 23.7.2015 (Minute 8))	10 December 2015	Executive Director of Place  Craig Hickin/Marcus Fothergill		
4	<b>Report in response to a petition regarding smoking in Hall Lane</b>  Progress made on recommendations made by Cabinet Member for Policing and Equalities on 24 September 2015  CM(P&E) 24.9.2015 (Minute 15)	<del>10</del> December 2015  21 January 2016	Executive Director of Place  Liam Nagle		

	<p><b>Progress report on the Hillfields Community Safety Action Plan</b></p> <p>Further report on progress of recommendations made at meeting held on 23 July 2015</p> <p>(CM (PE) 23 July 15 (min 7))</p>	<p>10- December 2015</p> <p>21 January 2016</p>	<p>Executive Director of Place</p> <p>Bev Massey/Liam Nagle</p>		
6	<p><b>Place Directorate Enforcement Policy</b></p> <p>Report on outcome of consultation</p> <p>CM(CLSP) 12 November 2015 (Minute 16)</p>	<p>21 January 2016</p>	<p>Executive Director of Place</p>		
7	<p><b>Petition concerning environmental conditions in Strathmore Avenue</b></p> <p>Initial report on petition</p>	<p>21 January 2016</p>	<p>Executive Director of Place</p>		