



Coventry City Council

## Agenda

### Cabinet Member for Housing and Communities

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#### Time and Date

3.00 pm on Monday, 17th September, 2018

#### Place

Diamond Room 1 - 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 meeting held on 6 August, 2018
  - b) Matters arising
4. **Foleshill Community Centre Update** (Pages 9 - 16)

Report of the Deputy Chief Executive (Place)
5. **Outstanding Issues** (Pages 17 - 20)

Report of the Deputy Chief Executive (Place)
6. **Any other item of public business which the Cabinet Member decides to take as matters of urgency because of the special circumstances involved**

#### Private Business

Nil

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Martin Yardley, Deputy Chief Executive (Place), Council House Coventry

Friday, 7 September 2018

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

Membership: Councillor E Ruane (Cabinet Member)

By invitation: Councillors R Bailey (Shadow Cabinet Member), B Kaur (Deputy Cabinet Member), M Lapsa (Shadow Cabinet Member)

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

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language please contact us.

**Usha Patel**  
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**Coventry City Council**  
**Minutes of the Meeting of Cabinet Member for Housing and Communities held at**  
**3.00 pm on Monday, 6 August 2018**

Present:

Members: Councillor R Ruane (Chair)  
Councillor M Lapsa (Shadow Cabinet Member)

Other Members: Councillor G Williams

Employees (by Directorate):

Place: M Andrews, O Aremu, N Chaplin, K Lees, A Millar, T Miller,  
U Patel, L Stockin

Apologies: Councillor R Bailey and B Kaur

## **Public Business**

### **5. Declarations of Interest**

There were no declarations of interest.

### **6. Minutes**

The minutes of the meeting held on 18 June 2018 were agreed and signed as a true record. There were no matters arising.

### **7. Air Quality Supplementary Planning Document - Draft**

The Cabinet Member considered a report of the Deputy Chief Executive (Place) which sought approval to consult on the Draft Air Quality Supplementary Planning Document, as attached at Appendix 1 of the report.

The Supplementary Planning Document (SPD) is intended to provide technical guidance and support to Environmental Policy EM7 set out in the new Local Plan. The Local Plan provides the framework for determining planning applications across Coventry following its adoption on the 6th December 2017. This SPD was developed in partnership between the Council's Planning, Environmental Protection and Public Health functions and is intended to support ongoing joint working on all matters of air quality through the planning process. The report summarised the principles set out in the draft Air Quality Supplementary Planning Document (SPD) and sought approval for a period of statutory public consultation.

Officers tabled an addendum note that provided clarity over a number of proposed technical changes to the Air Quality SPD to ensure clarity between this document and the Coventry Connected SPD also presented at the meeting. The changes would be made to the document in advance of the document being issued for consultation on 8<sup>th</sup> August 2018.

Following consideration of the report and matters raised at the meeting, Members requested that a copy of the Defra report on “Impacts of Vegetation on Urban Air Pollution” and statistical information on how much air pollution is removed by vegetation be circulated to Members for information.

**RESOLVED that the Cabinet Member for Housing and Communities approves the draft Air Quality Supplementary Planning Document (SPD) for a period of public consultation. The consultation is proposed to run for just over 6 weeks between Wednesday 8<sup>th</sup> August 2018 and Friday 21<sup>st</sup> September 2018.**

**8. Coventry Connected Supplementary Planning Document (SPD)**

The Cabinet Member considered a report of the Deputy Chief Executive (Place) which sought approval to consult on the Coventry Connected Supplementary Planning Document (SPD).

**This SPD is intended to provide technical guidance and support to the Accessibility policies set out in Chapter 10 of the new Local Plan. The Local Plan provides the framework for determining planning applications across Coventry following its adoption on the 6<sup>th</sup> December 2017. This SPD was developed in partnership between the Council’s Planning and Highways functions and was intended to support ongoing joint working on all matters of transport considerations through the Planning process. The Coventry Connected SPD was attached at Appendix 1 of the report.**

The SPD was structured to cover each of the Accessibility policies in turn (Policy AC1-AC7). This covers supporting technical detail around matters of:

- Transport Assessments.
- Travel Plans (including Green Travel Plans)
- Highway impacts.
- Promotion of a walking cycling and public transport (including Rapid Transit and rail improvements).
- Assessment of freight suitability.

Alongside the SPD, the Parking Standards Appendix to the Local Plan would be re-issued as an appendix to the SPD.

**RESOLVED that the Cabinet Member for Housing and Communities:**

- 1. Notes the consultation statement included at Appendix 3 of the report.**
- 2. Approves the final round of consultation on the Coventry Connected SPD. The consultation is proposed to run for just over 6 weeks between Wednesday 8<sup>th</sup> August 2018 and Friday 21<sup>st</sup> September 2018.**

**9. Draft Hot Food Takeaway Supplementary Planning Document**

The Cabinet Member considered a report of the Deputy Chief Executive (Place) which sought approval to an initial round of consultation on the draft Hot Food Takeaway Supplementary Planning Document.

Following a period of public examination of the Coventry Local Plan and the issuing of the Inspector's report in November 2017, the Coventry Local Plan was approved at Cabinet on 28<sup>th</sup> November 2017 and adopted by Council on 5<sup>th</sup> December 2017. The Coventry Local Plan became the basis for determining planning applications from 6<sup>th</sup> December 2017.

This SPD is intended to provide technical guidance and support to Policy R6 (Restaurants, Bars and Hot Food Takeaways) of the new Local Plan. This would contribute to delivering one of the overall objectives of the Plan which is to recognise the commercial element of hot food takeaways and their role within community provisions but to balance that with helping improve the health and wellbeing of Coventry people.

The Hot Food Takeaway SPD explained the requirements, relevant thresholds and measures that may need to be taken to ensure that a hot food takeaway is acceptable in planning terms and satisfies policy R6. The requirements consist of:

- Concentration of Hot Food Takeaways;
- Proximity to Schools;
- Litter and Waste Disposal;
- Odour Extraction;
- Highway Safety;
- Opening Times; and
- Conservation Areas and Listed.

The Hot Food Takeaway Supplementary Planning Document and the accompanying appendices were attached as Appendix A(i) of the report.

**RESOLVED that the Cabinet Member for Housing and Communities approves an initial round of consultation on the draft Hot Food Takeaway Supplementary Planning Document. The consultation is proposed to run for just over 6 weeks from 8<sup>th</sup> August 2018 to 21<sup>st</sup> September 2018.**

#### 10. **Health Impact Assessment Supplementary Planning Document**

The Cabinet Member considered a report of the Deputy Chief Executive (Place) which sought approval to the final round of consultation on the Health Impact Assessment SPD.

Following a period of public examination of the Coventry Local Plan and the issuing of the Inspector's report in November 2017, the Coventry Local Plan was approved at Cabinet on 28<sup>th</sup> November 2017 and adopted by Council on 5<sup>th</sup> December 2017. The Coventry Local Plan became the basis for determining planning applications from 6<sup>th</sup> December 2017.

The Coventry Local Plan includes Policy HW1, stating that “*..All major development proposals will be required to demonstrate that they would have an acceptable impact on health and wellbeing..*” and that “*..All Health Impact Assessments shall be undertaken in accordance with the Council's Health Impact Assessment Supplementary Planning Document..*”.

This SPD is intended to provide technical guidance and support to Policy HW1 of the new Local Plan and the delivery of Health Impact Assessments. This would help deliver one of the overall objectives of the Plan which is to help improve the health and wellbeing of Coventry people.

The Health Impact Assessment Supplementary Planning Document and the accompanying appendices were attached as Appendix A(i).

**RESOLVED that the Cabinet Member for Housing and Communities:**

**1. Notes the consultation statement included at Appendix 3 of the report.**

**2. Approves a final round of consultation on the Health Impact Assessments SPD. The consultation is proposed to run for just over 6 weeks between Wednesday 8<sup>th</sup> August 2018 and Friday 21<sup>st</sup> September 2018.**

**11. Draft Urban Extensions Design Guidance Supplementary Planning Document (SPD)**

The Cabinet Member considered a report of the Deputy Chief Executive (Place) which sought approval to an initial round of consultation on the draft Urban Extensions Design Guidance SPD. The draft Urban Extensions Design Guidance SPD and Indicative Keresley Masterplan were appended to Appendix 1 of the report.

**This SPD is intended to provide technical guidance and support to the relevant policies within the new Local Plan that relate directly to the Allocated Urban Extensions at Keresley and Eastern Green. For the avoidance of doubt this primarily relates to Policies DS4 and H2. The Design Guidance can also be applied to other site allocations within Policy H2, especially those situated within the wider Arden landscape. The Local Plan provides the framework for determining planning applications across Coventry following its adoption on the 6<sup>th</sup> December 2017. This SPD has been developed in partnership with various Council departments, including Highways, Drainage and Public Health and is intended to support ongoing joint working to support all infrastructure and design matters going forward.**

The SPD is structured to provide specific design guidance around key areas of development. This primarily includes new homes, but also relates to employment provision and community/commercial buildings. The design guidance also covers green infrastructure, highways and parking provisions.

Alongside the SPD a specific appendix is being issued to provide a high level, Indicative Masterplan for the Keresley Sustainable Urban Extensions (SUE). This reflects the fact that this SUE is split across multiple land ownerships and numerous development phases. The Indicative Masterplan is reflective of the original shortlisted development plots in the Council's Strategic Housing Land Availability Assessment (SHLAA) (2016) and the discussions that were held around this at the Local Plan examinations. It is intended to help site promoters and developers link these respective phases together through design, access and infrastructure. It also highlights key infrastructure features including the green

corridor, protected ancient woodlands and a high-level interpretation of the link road.

**RESOLVED that the Cabinet Member for Housing and Communities approves an initial round of consultation on the draft Urban Extensions Design Guidance SPD. The consultation is proposed to run for just over 6 weeks between Wednesday 8<sup>th</sup> August, 2018 and Friday 21<sup>st</sup> September 2018.**

## **12. Draft Trees & Development Guidelines for Coventry Supplementary Planning Document (SPD)**

The Cabinet Member considered a report of the Deputy Chief Executive (Place) which sought approval to an initial round of consultation on the draft Trees and Development Guidelines for Coventry supplementary Planning Document (SPD) and associated appendix.

**This SPD is intended to provide technical guidance and support to the Green Environment policies set out in Chapter 7 of the new Local Plan, in particular policies GE3 and GE4. To a lesser extent, it also builds upon some of the policies included in chapters; 9 (Heritage), and 11 (Environmental Management). The Local Plan provided the framework for determining planning applications across Coventry following its adoption on the 6<sup>th</sup> December 2017. This SPD was developed by the Council's Planning and Housing Policy team, and is intended to provide a comprehensive overview of the requirements for applicants in the planning process where trees are involved.**

The SPD is structured in a sequential order for an applicant preparing to submit a planning application which involves trees. It covers supporting technical detail around matters of:

- Land Surveys.
- Tree Surveys.
- Tree Constraint Plans.
- Arboricultural Method Statements.
- Capital Asset Value for Amenity Trees.
- Works to trees.
- Tree and root protection measures.
- Planting new trees.
- Accessing and moving around sites.
- Avoiding damage to trees.

**RESOLVED that the Cabinet Member for Housing and Communities approves an initial round of consultation on the draft Trees and Development Guidelines for Coventry SPD and associated appendix. The consultation is proposed to run for just over 6 weeks between Wednesday 8<sup>th</sup> August 2018 and Friday 21<sup>st</sup> September 2018.**

13. **Outstanding Issues**

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

14. **Any other item of public business which the Cabinet Member decides to take as matters of urgency because of the special circumstances involved**

There were no other items of business.

(Meeting closed at 4.45 pm)





## **Public report** Cabinet Member

Cabinet Member

17<sup>th</sup> September 2018

### **Name of Cabinet Member:**

Cabinet Member for Housing & Communities – Councillor E Ruane

### **Director Approving Submission of the report:**

Deputy Chief Executive (Place)

### **Ward(s) affected:**

**Foleshill**

### **Title:**

Foleshill Community Centre Update

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### **Is this a key decision?**

No

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### **Executive Summary:**

Foleshill Community Centre (“the Centre”) has been owned by the Council since 1948/1949 and the Council has managed the Centre remotely since April 2015.

The purpose of this report is to update the Cabinet Member for Housing and Communities following the expressions of interest exercise’ which was conducted between March and July 2018.

Local charity Feeding Coventry has been selected to take on the Centre, following their successful ‘expression of interest’ submission and their presentation to the interview panel with their proposals.

This is a ‘retrospective’ report following the agreement of Cabinet Member for Housing and Communities to allow Feeding Coventry to enter into lease negotiations with officers from Place Directorate early, which subsequently allowed the charity to secure additional funding.

### **Recommendations:**

Cabinet Member is recommended to

1. Endorse the actions of officers from Place Directorate to negotiate terms to complete a lease agreement with Feeding Coventry accordingly.

**List of Appendices included:**

Appendix A: Site Plan of Foleshill Community Centre

**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?**

No

**Will this report go to Council?**

No

## **Report title: Foleshill Community Centre Update**

### **1. Context (or background)**

- 1.1 In January 2018 Cabinet Member for Community Development approved the report titled Foleshill Community Centre Update. Within this report, the recommendation to authorise officers to seek expressions of interest from community organisations to run the centre for the benefit of the whole community was approved.
- 1.2 In March 2018, officers invited community groups to submit 'expressions of interest' by filling in a form online. A total of 9 organisations submitted their online forms for the first part of the exercise, which included producing information on their proposals, previous experience, financial plan and any other information they had wished to include.
- 1.3 Following the submission of the online forms, three organisations were considered as part of the next stage by being invited to an interview where further details of their online submission were discussed and considered further. During this stage the organisations had the opportunity to produce details of their proposals and further demonstrate how they plan to run and manage the centre.
- 1.4 The three organisations who were shortlisted were subsequently scored on their interview and the results of the interview were reported back to officers and Councillors including the Cabinet Member for Housing & Communities. The interviews that took place needed to demonstrate that the organisations would be able to manage the centre appropriately without the need for any further assistance from the Council?, that they had a sound financial plan and that the whole community within Foleshill and beyond is able to use the centre at all reasonable times.
- 1.5 The panel selected the registered charity 'Feeding Coventry' to proceed as the organisation to manage the Centre.
- 1.6 The purpose of this report is to seek approval to allow officers from Place Directorate to continue negotiations and agree terms with Feeding Coventry to sign a long lease agreement on a full repairing and responsibility basis at peppercorn rent.
- 1.7 The charity Feeding Coventry demonstrated the best presentation and proposal to take on the management of the centre for the benefit of the whole community, at all reasonable times. The group provided a sound financial plan, having also had previous building management experience and the proposal included the facility to include all members of the community, regardless of age, sex, religion and socio-economic backgrounds.

### **2. Options considered and recommended proposal**

#### **2.1 Option 1 – Proceed with Feeding Coventry and enter into a lease agreement**

- 2.2 This options allows the Council to proceed with the charity to take on the daily management of the Centre on a long lease and all associated repair and maintenance responsibility will be conducted by the charity. This option is also in line with the Council's corporate objective to have all community centres self-sustaining as stated in Connecting Communities Cabinet Report dated 26<sup>th</sup> November 2015.

#### **2.3 Option 2 – Retain Status Quo**

- 2.4 If the Council continue to do nothing, it would continue to pay the running, repair and maintenance costs of a building with no occupier.

## **2.5 Recommendation**

- 2.6 Option 1 – Proceeding with Feeding Coventry to run the management of the centre for the benefit of the whole community on the basis that the charity successfully completed the 'expressions of interest' exercise and interview.

## **3. Results of consultation undertaken**

- 3.1 The expressions of interest exercise carried out between March 2018 and July 2018 acted part of the consultation process. Foleshill Ward Members were notified accordingly.

## **4. Timetable for implementing this decision**

- 4.1 Cabinet Member for Housing & Communities has approved the early negotiation for officers to enter into discussions with Feeding Coventry for a long lease agreement.

## **5. Comments from Executive Director of Finance and Corporate Services**

### **5.1 Financial implications**

Since the Council resumed management control of the Centre in 2015 it has expended £119,568.60 and generated income of £1,100. This is unsustainable going forward.

These costs, which are primarily in relation to utilities, insurance, grounds maintenance, security and service charges, once transferred to the proposed occupier would equate to an average annual saving to the Council of approximately £28,000.

### **5.2 Legal implications**

Except where it is disposing of property by way of a short lease, the Council has a legal obligation under Section 123 of the Local Government Act 1972 to achieve the best consideration reasonably obtainable when disposing of land or property. Where it proposes to dispose of land for less than the best consideration reasonably obtainable it must seek the consent of the Secretary of State. However, the State of State in 2003 issued a general disposal consent where there is no requirement to seek consent where the undervaluation is less than £2m and the council believes that the disposal will secure the improvement of the economic social or environmental wellbeing of the local area.

## **6. Other implications**

### **Property Implications**

The Centre forms part of the Councils Property portfolio. Since the Council resumed management of the Centre it has met all the operating costs of the Centre whilst receiving minimum income to defray costs. The Council will be seeking a community organisation that could run the centre on a sustainable basis (expenditure met from income).

### **6.1 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)?**

By inviting expressions of interest to manage the centre, the Council will seek to use its community resources to ensure the greatest effect to most residents in the area.

## **6.2 How is risk being managed?**

On taking over management of the community centre the Council carried out health and safety inspections throughout the property and carried out repairs and maintenance and put in place procedures to ensure that the community centre could remain open and in use. The Council does not have the resources or the finances to sustain the current situation long term and if the community centre is to remain in use on site management by a new organisation (Property Guardians) has been put in place to ensure the property is secure.

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

The Council does not have the resources or the finances to sustain the current position. The outcome of the expression of interest exercise has resulted in a sustainable position going forward without the need for the Council to continue to committing resources to the upkeep of the building and which provides maximum benefit for the local community from the site.

## **6.4 Equalities / EIA**

Under the public sector equality duty (s149 Equality Act 2010) the Council must, in the exercise of its functions, have due regard to the need to eliminate discrimination and other conduct prohibited by the Act, advance equality of opportunity, and foster good relations, between persons who share a relevant protected characteristic and those who do not share it. In seeking to lease the building to Feeding Coventry, the Council will be assisting the organisation to meet its aim of working towards a hunger-free Coventry by 2020 and the development of sustainable and just food policies. This aim will benefit all sections of the community including those with protected characteristics.

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

There is a positive impact on the environment arising from proceeding with chosen organisation as the charity Feeding Coventry will be providing a 'Citizen supermarket' delivering discounted and free food.

## **6.6 Implications for partner organisations?**

There would be no impact on partner organisations

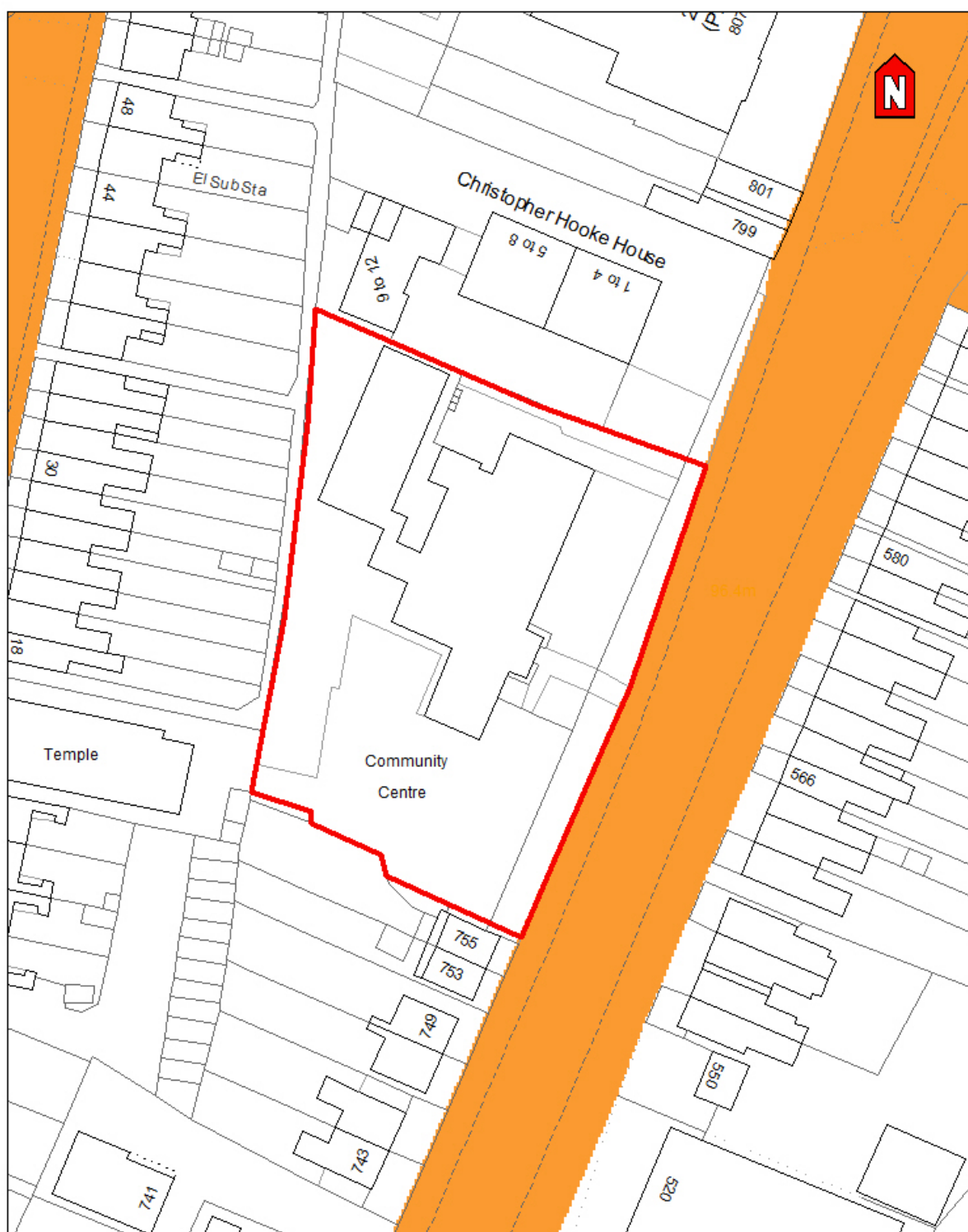
**Report author(s):****Name and job title:** Azim Walimia, Senior Asset Surveyor – Property**Directorate:** Place**Tel and email contact:** 02476 833384 [azim.walimia@coventry.gov.uk](mailto:azim.walimia@coventry.gov.uk)

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>				
Usha Patel	Governance Services Officer	Resources	30.07.2018	31.07.2018
Jon Roy-Gardner	Community Development Officer	Place	30.07.2018	31.07.2018
Richard Moon	Director Property Management & Development Services	Place	30.07.2018	13.08.2018
<b>Names of approvers for submission: (officers and members)</b>				
Finance: Phil Helm	Finance Manager	Resources	30.07.2018	03.08.2018
Legal: Carol Bradford	Solicitor Corporate Governance Lawyer	Resources	30.07.2018	31.07.2018
Director: Martin Yardley	Executive Director Place	Resources	13.08.2018	16.07.2018
Members: Cllr Ed Ruane			03.09.2018	03.09.2018

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## Appendix A – Site Plan Foleshill Community Centre



PLACES DIRECTORATE  
CORPORATE PROPERTY SERVICES  
9TH FLOOR, CIVIC CENTRE 4  
MUCH PARK STREET  
COVENTRY CV1 2PY  
02476 833384



Martin Yardley - Director of Place Directorate  
Nigel Clews - Property Asset Management

**757 Foleshill Road, CV6 5HS**  
**0.687 Acres / GIA: 775 sqm**

Scale 1:1250 Drawn by AW Date 03.10.2015

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## **Public report** Cabinet Member Report

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Cabinet Member for Housing and Communities

17 September, 2018

**Name of Cabinet Member:**

Cabinet Member for Housing and Communities – Councillor E Ruane

**Director Approving Submission of the report:**

Deputy Chief Executive (Place)

**Ward(s) affected:**

None

**Title:**

Outstanding Issues

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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 Housing and Communities so he is aware of them and can monitor progress.

**Recommendations:**

The Cabinet Member for Housing and Communities 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):**

**Name and job title:**

Usha Patel, Governance Services Officer

**Directorate:**

Place

**Tel and email contact:**

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Enquiries should be directed to the above person.

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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>Foleshill Community Centre Update</b>  Results of the expressions of interest exercise from community organisations interested in managing the Centre for the benefit of the whole community.  (Minute 27 of the Cabinet Member for Community Development – 14 March 2017)	30 January 2018	Azim Walimia/ Richard Moon		
2	<b>Article 4 direction - HiMO's</b> (petition)  Review to be undertaken in relation to HiMO's in the Cannon Park area, Coventry, findings to be reported in 12 months time.  CM for Comm Dev, 1 <sup>st</sup> November 2017)	November 2018	Mark Andrews		

\* Identifies items where a report is on the agenda for your meeting

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