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**MINUTES OF A MEETING OF THE
PARISH COUNCIL LIAISON COMMITTEE
HELD AT 6.30PM ON WEDNESDAY 14 MARCH 2018
BOURGES VIERSEN ROOMS, TOWN HALL, PETERBOROUGH**

MEMBERS PRESENT:

Parish Councillor Ian Allin
Parish Councillor Geoff Smith
Parish Councillor Jean Mead
Parish Councillor John Howard
Parish Councillor Dawn Magnus
Parish Councillor Denis Batty
Parish Councillor Jane Hill
Parish Councillor Phillip Thompson
Parish Clerk Lynn George
Parish Councillor Martin Greaves
Parish Clerk Jenny Rice
Parish Councillor John Judge
Parish Clerk John Haste
Parish Councillor John Stannage
Parish Councillor John Bartlett
Parish Councillor Neil Boyce

Orton Longueville Parish Council
Werrington Neighbourhood Council
Helpston Parish Council
Hampton Parish Council
Eye Parish Council
Hampton Parish Council
Deeping Gate Parish Council
Deeping Gate Parish Council
Deeping Gate Parish Council
Werrington Neighbourhood Council
Ailsworth Parish Council
Ailsworth Parish Council
Glington & Castor Parish Councils
Wansford Parish Council
Thorney Parish Council
Castor Parish Council

Ian Dewar
Cllr Alan Clarke

CAPALC
City Councillor: Fletton & Stanground Ward

ALSO PRESENT:

Leonie McCarthy
Louise Porter
Jason Ablewhite
Cambridgeshire
Adam Roberts

Chief Executive Officer: PCVS
Community Development Manager: PCVS
Police and Crime Commissioner for

Engagement Officer: Office of the Cambridgeshire
Police and Crime Commissioner

OFFICERS PRESENT:

Sylvia Radouani
Joanna Morley

Parish Council Community Co-ordinator
Democratic Services Officer

Appointment of Chairman (for this meeting only)

The Democratic Services Officer opened the meeting and advised the Committee that as the Chairman was unable to attend, a new Chairman for the meeting would need to be appointed. Nominations were sought from the members of the Committee who were present. Ian Dewar was nominated by Councillor Neil Boyce and seconded by Sylvia Radouani and there being no further nominations Ian Dewar was appointed Chairman.

1. APOLOGIES FOR ABSENCE

Apologies were received from the Chairman, Councillor Walsh.

Apologies were also received from City Councillor Anne Sylvester and from Parish Councillors Henry Clark, Joseph Dobson, Richard Perkins, Peter Lee, Vince Moon, and Keith Lievesley

2. MINUTES OF THE MEETING HELD ON:

2.1 7 February 2018

The minutes of the meeting held on 7 February 2018 were agreed as a true and accurate record.

3. THE ROLE OF THE POLICE AND CRIME COMMISSIONER AND CURRENT WORK BEING UNDERTAKEN

The Police and Crime Commissioner for Cambridgeshire gave an overview of his role and the current work being undertaken and invited questions from the committee members. Discussion took place around the following points:

- The Police and Crime Commissioner had four main statutory obligations;
 1. Appointing a Chief Constable, and if necessary dismissing them.
 2. Setting the police and crime objectives for the area through a Police and Crime Plan
 3. Setting the force budget and determining the precept
 4. Holding the Police to account
- In terms of the Police and Crime Plan, victims were the top priority. Initiatives such as the Sexual Assault Referral Clinic which included a paediatric ward were in place to better help victims.
- Although there were some offenders who wholly deserved prison there were also large numbers of vulnerable, young and mental health cases that needed help and support to aid rehabilitation and prevent reoffending.
- There was an integrated offenders' hub which used conditional cautions for those with drugs and alcohol problems.
- An example was given of an offender who, as she was hugely in debt from payday loans, could only feed her children by shoplifting. The woman was given debt and finance advice which helped her manage the loans and ensured that her life did not spiral downwards due to a criminal record.
- The cost of the criminal justice system and the demand from policing could be reduced if people could be rehabilitated and prevented from offending in the first place.
- Children with four or more adverse experiences were more likely to have mental health and drug and alcohol issues which then led them to offend.
- The question was posed whether more time and resource should be spent mending 'broken' adults or spent preventing bad experiences for children in the first instance.
- Partnership working and strategic engagement with, for example Children and Adult Safeguarding, the Council, Parish Councils and the Fire service were hugely important.
- Fire service training had been integrated with Police training services in a shared training facility which had lessened costs for both parties.
- An innovative 'Blue Light Hub' had recently been set up in Wisbech. This hub brought together the Police, Fire and Ambulance services onto one site. This initiative was not about closing police stations but about closer working between the services and bringing about substantial savings from reducing building running costs.
- Transformation was a strand of the Police and Crime Plan which looked at taking advantage of some of the estates owned to benefit not only from one off sales but also from creating a revenue stream by leasing buildings to other services.

- By sharing specialist capabilities with Bedfordshire and Hertfordshire forces, £2 million savings had been delivered.
- The Local Police Review recommended moving from a six area model to a two area, North and South model. This would mean that Peterborough and Fenland would now share a senior management team.
- The force was growing for the first time in twenty months which reflected the exponential growth in the population.
- Over the past few years there had been a substantial increase in the numbers of reported crime. This number was however skewed, partly due to the new way in which crimes were reported. For example a bar fight between two large groups would have previously been logged as a single crime but now everyone involved would be logged as an individual case, even if no-one wanted to press charges.
- Burglary and car crime (which involved theft from car and vehicles and any damage to them) had however been on the increase. There were covert teams that worked to catch burglars, particularly around organised crime and the Police aimed to have the highest rates of burglary detection. Mug shots of criminals were on police station walls and were rag rated; green for in prison, amber for out but not active and red for active.
- On average the Police handled 30,000 101 calls per month and 10,000 999 calls per month. 80% of police time was spent dealing with non-crime issues for example mental health issues, call outs to elderly people and missing people. This had led to increased resources being placed within the force control room, including a new mental health professionals team.
- Over the next 4-5 years £16-20 million savings need to be delivered, with £8.5 million savings this year. The service would have delivered this but was now working at 105% of budget in order to ultimately speed up the process. This required dipping into reserves but would allow for the recruitment of 50 more frontline constables.
- Police were now dealing with issues that were historically ignored such as modern day slavery, domestic crime and cybercrime.
- Cambridgeshire police was still doing extremely well despite budgetary and resource issues and shortages. The victim satisfaction rate was at 86.7% and domestic violence victim satisfaction rate was the highest in the country at 92%.
- 150 of the 6000 roads and streets in the County accounted for 60% of all crime which conversely meant that some villages had no crime recorded last year.
- The Police worked alongside community groups with 8,000 people involved in neighbourhood watch, 2,500 involved in countryside watch, and 2,000 involved in Speedwatch. In addition a large number of special constables had been recruited.
- Parish Councillors felt that the Meet the Police and Crime Commissioner meetings were extremely useful but needed to be more widely publicised to increase attendance.
- Councillors expressed concern that the shortage of accommodation available for offenders once they left prison meant that they reverted to their former lifestyles and started reoffending in order to obtain food and shelter.
- It cost £30,000 a year to keep a prisoner in Peterborough prison and work was being done through the IOM (integrated offenders management) scheme to stop prisoners reoffending and keep them out of prison. A charitable trust was looking at renting a property to offer prisoners accommodation on release from prison.

4. PETERBOROUGH CVS: HOW WE SUPPORT LOCAL COMMUNITIES

The Chief Executive Officer of the Peterborough Council for Voluntary Service (PCVS) and the Community Development Manager gave a presentation on the work of PCVS and then discussed grants that were available to Parish Councils to apply for. Discussion took place around the following points:

- PCVS was a registered charity that had been set up by local organisation in 1980 as an umbrella and network organisation to the voluntary sector in Peterborough. PCVS existed to

- promote and develop the effectiveness of voluntary action.
- PCVS focussed on 5 areas;
 1. Being a volunteer centre that matched people to opportunities.
 2. Providing community groups with support so that they operated with the correct governance and were able to sustain and promote themselves.
 3. Acting as a voice for the voluntary sector as a whole.
 4. Bringing Partnerships together eg. the Peterborough Plus organisation which was looking to put a bid together to tackle hate crime.
 5. Spreading good practice and avoiding the duplication of services.
 - Additionally PCVS provided direct services where there were no other member organisations to do so, and acted as a signposting and referral service for health and wellbeing needs.
 - There was a great amount of pressure on Parish councils to deliver services in light of the funding issues faced by the City Council.
 - The site <http://www.parishresources.org.uk/resources-for-treasurers/funding/> provided very useful advice on how to write and submit bids to access extra funding.
 - The Sport England Community Asset Fund provided capital funding grants of £1 000 to £100 000 for improving local sporting facilities. The definition of sporting facilities included any outdoor spaces such as woodlands and towpaths where people could become physically active.
 - The Big Lottery Fund had two types of available funds; Awards for All and Reaching Communities.
 - *Awards for All* offered grants of up to £10 000 for community projects lasting up to one year.
 - *Reaching Communities* offered grants of between £10 000 and £500 000. The fund was being reopened on 2 April after a redesign of the application process to make it more person centred. Awards would be given to ideas that supported lasting and sustainable changes to places and spaces and communities that developed happier and stronger relationships with each other.
 - The Heritage lottery fund had three funds; *Our Heritage* offered grants from £10 000 to £100 000 to help protect and share the heritage that communities cared about. *Heritage grants* were for bigger projects up to £5m. *Resilient Heritage* offered grants of £3000 - £250000 to help strengthen organisations to build the capacity of staff and volunteers to better manage heritage in the long term.
 - Funds that were available specifically for health matters included *One Stop Carriers for Causes* and *Comic Relief – Levelling the Field*. *One Stop Carriers for Causes* issued grants of up to £2000 to promote physical activity. *Comic Relief – Levelling the Field* offered grants of £30 000 to £250 000 to increase the social inclusion of women and girls in sport.
 - Funding available for environment projects included *Viridor*, and *Tesco Bags of Help*. *Viridor* offered small grants up to £20,000, main grants of £20 000 – £50 000 and large grants of up to £100 000. The funding priorities for all three *Viridor* grants were Community, Biodiversity and Heritage.
 - *Tesco Bags of Help* was always open to applications from community projects which were then shortlisted for an instore vote. The project that received the most votes from all the stores in the region received £5000, the second project, £2000 and the third £1000.
 - Funding for buildings was available from the Sport England Community Asset Fund, the Big Lottery Reaching Communities and Lord Barnaby's Charitable Foundation.

ACTIONS AGREED:

1. The Parish Council Community Co-ordinator to circulate the presentation slides and accompanying notes.
2. The Democratic Services officer to circulate a draft copy of the minutes as soon as possible as the next meeting of the committee was not provisionally scheduled until July in the new municipal year.

5. CO-OPTED MEMBERS FEEDBACK SESSION

The Co-opted Member of the Adults and Communities Scrutiny Committee provided feedback on the last meeting of this scrutiny committee which had been held on 12 March 2018.

Discussion took place around the following points:

- There had been two items on the agenda; the report of the Task and Finish Group that had assisted with the development of a New Homelessness Strategy and a report on the background of Peterborough City Council's delivery and ownership of social housing stock. The reports can be found within the following link. [Adults and Communities Scrutiny Committee 13 March 2018 Agenda](#)
- The Adults and Communities Scrutiny Committee considered the Task and Finish group's report and the new Homelessness Strategy and recommended that the Homelessness Strategy 2018 - 2020 be endorsed and to be taken to Cabinet for approval and adoption.
- The Committee also recommended that the Cabinet Member for Growth, Planning, Housing and Economic Development contacted (i) the Secretary of State for Housing, Communities and Local Government, (ii) the Secretary of State for Work and Pensions, and (iii) the Local Government Association, to seek their support to amend legislation so that:
 - (a) the Housing Benefit element of welfare benefit payments are paid direct to landlords rather than to tenants, in an attempt to encourage more landlords to offer their properties for homeless households or those at risk of becoming homeless; and,
 - (b) Section 21 of the Housing Act 1988 (*Recovery of Possession on Expiry or Termination of Assured Shorthold Tenancy*) is reviewed with a view to ending its widespread use, and in its place introduce legislation that provides for greater tenancy security in the private rented sector.
- The Housing & Strategic Planning Manager introduced a report which provided the Committee with the national context relevant to the delivery and ownership of social housing stock by local authorities in general, and also the background to the delivery and ownership of social housing stock by Peterborough City Council.
- The Committee noted the challenges to delivering council houses in the traditional sense for Peterborough as a local authority that has transferred its housing stock and no longer had a Housing Revenue Account
- The Committee also noted the mechanism that the Council had already put in place to enable the provision of social housing that Peterborough City Council was directly engaged in delivering, through the establishment of the housing joint venture with Cross Keys Homes, Medesham Homes
- The Committee recommended to full Council that the Council's focus for delivering social housing should continue to be through the now established joint venture housing company, Medesham Homes, rather than seeking to return to providing council housing in the traditional sense; this vehicle having the flexibility to deliver a range of tenures and to take advantage of the capability of each partner to provide land, funding and capacity and share risk when responding to the challenges of austerity and the housing crisis

ANY OTHER URGENT BUSINESS

The Democratic Services Officer advised the Committee that nominations would be sought for the Scrutiny committees' co-opted positions for the new municipal year.

ACTION AGREED:

The Parish Council Community Co-ordinator to seek nominations for the co-opted members positions for each of the four scrutiny committees: Adults and Communities, Growth, Environment and Resources, Children and Education and Health. The names of the nominees to be sent to the Senior Democratic Services Officer ahead of the first scrutiny meetings of the new municipal year in July.

CHAIRMAN 6.30 – 8.30pm

**MINUTES OF A MEETING OF THE
PARISH COUNCIL LIAISON COMMITTEE
HELD AT 6.30PM ON WEDNESDAY 7 FEBRUARY 2018
BOURGES VIERSEN ROOMS, TOWN HALL, PETERBOROUGH**

MEMBERS PRESENT:

Parish Councillor Ian Allin
Parish Councillor Geoff Smith
Parish Councillor Jean Mead
Parish Councillor Keith Lievesley
Parish Councillor Richard Clarke
Parish Councillor Vince Moon
Parish Councillor Peter Lee
Parish Councillor Andrew Kenedler
Parish Councillor Jane Hill
Parish Councillor Phillip Thompson
Parish Councillor Joseph Dobson
Parish Councillor Martin Greaves
Parish Councillor John Haste
Parish Councillor John Bartlett
Ian Dewar

Orton Longueville Parish Council
Werrington Neighbourhood Council
Helpston Parish Council
Ufford Parish Council
Wansford Parish Council
Werrington Parish Council
Sutton Parish Council
Hampton Parish Council
Deeping Gate Parish Council
Deeping Gate Parish Council
Helpston Parish Council
Werrington Neighbourhood Council
Glington Parish Council
Thorney Parish Council
CAPALC

OFFICERS PRESENT:

Peter Carpenter
Sylvia Radouani
Joanna Morley

Service Director: Financial Services
Parish Council Community Co-ordinator
Democratic Services Officer

Appointment of Chairman (for this meeting only)

The Democratic Services Officer opened the meeting and advised the Committee that as the Chairman was unable to attend, a new Chairman for the meeting would need to be appointed. Nominations were sought from the members of the Committee who were present. Ian Dewar was nominated by Keith Lievesley and seconded by Richard Clarke and there being no further nominations Ian Dewar was appointed Chairman.

1. APOLOGIES FOR ABSENCE

Apologies were received from the Chairman, Councillor Walsh.

Apologies were also received from Parish Councillors Henry Clark, Jason Merrill, Susie Lucas, Neil Boyce, Lynn George, Dennis Batty and Richard Perkins.

2. MINUTES OF THE MEETING HELD ON:

2.1 20 December 2017

The minutes of the meeting held on 20 December 2017 were agreed as a true and accurate record.

3. PHASE 2 BUDGET PROPOSALS

The Service Director: Financial Services introduced the report on the Phase 2 Budget proposals. Discussion took place around the following points:

- One of the key considerations was making sure that the proposed budget was sustainable going forward.
- Over the next three years there would be a budget gap of £43.5m
- Current government funding did not take into account population growth or demand levels and as Peterborough was one of the fastest growing cities in the Country and was facing unprecedented demand it had been particularly affected by this.
- The revenue support grant from Government would have been cut by 80% over seven years, down from £55m in 2013/14 to £10m in 2019/20.
- The cost of providing adult social care services alone for a year was £46m.
- 23,000 homes were due to be built under the Local Plan so demand would continue to grow.
- Demand was also exacerbated by the fact that house prices were unusually low so other Authorities, mainly London boroughs, had started to house people in Peterborough.
- The average council tax band in Peterborough was Band B compared with an average Band D in other areas.
- There had been a comprehensive review of the Council's fixed assets over the last six months so that this year the budget would be supported by the sale of £12m worth of assets.
- The pay award this year was expected to be 2% which would increase costs by a further £400k.
- There were plans for a number of shared services with Cambridgeshire in order to get the requisite economies of scale to reduce spending whilst maintaining service levels.
- Income was generated through Peterborough Highway Services and the SKANSKA contract which, when sold on to other councils, gave PCC a 'joiners' fee.
- There would be additional income from raising the Council tax by 1% in addition to the 1.99% already allowed.
- Preventative measures were being taken to alleviate the homelessness pressures and it was hoped that these would reduce costs.
- Following the Phase 2 Budget position would mean that the Council's budget gap would drop from £43.5m to £19.2m over the next three years.
- More recent census figures have not been used to calculate population increases partly because for every net gainer there was a new loser and the Government could never get agreement between these winners and losers.
- Extra schools and classrooms needed to be built to cope with increasing demand. The funding for this would have to be found from developers section 106 agreements or the Council would have to debt fund it.
- Devolution funding had yet to be allocated but the Council was trying to get members and officers on to all the decision making committees as there was still a lot of strategizing and policy work going on.
- The pressures that the Council were under had not affected their reserves policy. There was a general, absolute emergency fund of £6m, earmarked reserves of £7m for such things as schools and insurance and £31m of other emergency funding. This last reserve was down to £21 million as funds had been used to offset the reduction of revenue grant funding.
- If the Government offered any match funding schemes the Council spent money to take part in these.
- The Stand Up For Peterborough was a three year cross party campaign aimed at getting fairer funding for Peterborough.
- The Fletton Quays development had been a great success as all of the penthouse

apartments had been sold and a Hilton hotel was due to open soon. The Council would be moving to their new offices there in July.

- The proposed Council Tax for 2018/19 was 5.99%. This consisted of the 1.99% allowed, the extra 1% flexibility given in the LG Provisional Finance Settlement 2018/19 and the 3% Adults Social Care precept. For those residents on Band B Council tax this would mean an increase of £1.10 a week and for those on Band D this would mean an increase of £1.40 a week.
- The Council had looked at increasing the Council Tax even further but this would have necessitated a referendum which was not favoured as it was expensive to stage and also if not enough people participated there would be questions about its legitimacy.
- The Stand Up For Peterborough campaign had attracted national coverage and local authority pressures were being highlighted by key figures such as the LGA Chair Lord Porter.
- Northamptonshire County Council had been warning central government that it would be unable to balance its budget and on 2 February it had issued a section 114 notice which meant that all its commitments (unless exceptionally urgent) would be frozen for 21 days. A section 114 notice had not been issued for more than 20 years and so all Councils would be taking a keen interest in what the Government's approach to the situation would be.
- Peterborough City Council did not have any joint ventures with Northamptonshire but it did have shared services with Cambridgeshire who in turn had joint back office services with Northamptonshire.
- The Council was working hard to close the funding gap over the next three year period and Officers were trying to give Cabinet Members options to do so. As part of this approach, officers were putting processes in place so that budgets could be implemented throughout the year in order that the Council could be both proactive and responsive to situations much earlier.

ACTIONS AGREED:

1. The Parish Council Community Co-ordinator to circulate the Phase 2 Budget proposal presentation to all parish clerks for distribution to their Councillors.

4. CO-OPTED MEMBERS FEEDBACK SESSION

The Co-opted Member of the Growth Environment and Resources Scrutiny Committee provided feedback on the last meeting of this scrutiny committee which had been held on 16 January 2018.

Discussion took place around the following points:

- The meeting scrutinised the following the reports: Peterborough Trees and Woodland Strategy, Draft PCC Biodiversity Strategy, Peterborough Green Infrastructure and Biodiversity Supplementary Planning Document, Peterborough Flood and Water Management Supplementary Planning Document, and the Developers Contributions Supplementary Planning Document. The reports can be found in the link here: <http://democracy.peterborough.gov.uk/ieListDocuments.aspx?CId=657&MId=3953&Ver=4>
- Every tree in the City had been surveyed and logged into a tree database that enabled the Council to undertake maintenance of them.
- The strategy did not mention hedgerows which the Co-opted Member felt was an omission that needed to be rectified and which he would be taking up with officers outside of the committee forum.
- It was felt that the Trees and Woodland Strategy was too urban focussed.

- The Biodiversity strategy included sites that were not managed directly by the Council.
- The restoration of old quarry sites was covered by the Council's Minerals plan which was undergoing revision. It was a shared plan undertaken by Peterborough, Cambridgeshire and Northamptonshire Councils as it was linked to the geography of the quarries which cut across counties.

5. FEEDBACK FROM THE ANNUAL PARISH CONFERENCE

The Parish Council Co-ordinator provided an update on the outcomes from the Parish Council Annual Conference which had taken place on 14 November 2017. Discussion took place around the following points:

- Parishes had received the evaluation feedback which showed that 91% of delegates felt that the Conference was well organised. 94% felt that the information presented was very useful with the Health and Wellbeing presentation rated the most interesting topic followed by the CIL presentation.
- A number of people who had registered for the conference failed to turn up and in total there were about 30 no-shows. To combat this and to avoid the considerable food waste that there had been, it was proposed that this year there would be a charge of approximately £15 per head.
- The layout for this year's conference would also be different with delegates seated around tables rather than formal lecture style seating.
- The date for the next Parish Conference had provisionally been set for 15 November 2018.

ACTIONS AGREED:

1. The Parish Council Community Co-Ordinator to inform Parishes what section 106 monies each had to spend.

6. ANY OTHER URGENT BUSINESS

- The Transparency Fund still had funds available to spend and Parishes were urged to get applications in, which could be submitted online, within the next week, as the deadline had been extended until then. Applications could be for any equipment that helped the Parishes become more transparent in their dealings so would cover a range of digital and IT equipment.
- Lobby day was being held on 20 March 2018 which was where any issues could be fed in to the CAPALC office for NALC reps to take forward to MPs.
- The General Data Protection Regulation (GDPR) would be coming into force on 25 May 2018 and had implications for Parish Councils as any breaches of GDPR could be liable for a fine of up to 4% of turnover. CAPALC would be running information sessions on GDPR on 15 and 16 May, in both the afternoon and evening.
- The new CAPALC e-bulletin was now available for all member Councillors and Clerks. Parishes needed to check whether they had received the mailchimp bulletin.

7. DATE OF NEXT MEETING

Wednesday, 14 March 2018

CHAIRMAN 6.30 – 8.00pm