

PARISH COUNCIL LIAISON MEETING

WEDNESDAY 27 MARCH 2013

6.30 PM

Council Chamber - Town Hall

AGENDA

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1. Apologies for Absence
2. LGBCE Electoral Boundary Review - Tim Bowden
3. Minutes of the Meeting Held on 17 January 2013 1 - 4
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5. Draft terms of reference - Adrian Chapman
6. Neighbourhood Committees - Adrian Chapman
7. Police & Crime Commissioner Forum - Sir Graham Bright
8. Update from Planning Project - Simon Machen / Sally Ann Jackson
9. Parishing in other areas - Ian Dewar & Henry Clark
10. Online Parish Portal / Forum - Adrian Chapman

Emergency Evacuation Procedure – Outside Normal Office Hours

In the event of the fire alarm sounding all persons should vacate the building by way of the nearest escape route and proceed directly to the assembly point in front of the Cathedral. The duty Beadle will assume overall control during any evacuation, however in the unlikely event the Beadle is unavailable, this responsibility will be assumed by the Committee Chair.

Committee Members:

Councillors: P Hiller (Chairman)

Substitutes: Councillors:

Further information about this meeting can be obtained from Mark Emson on telephone 01733 452282 or by email – mark.emson@peterborough.gov.uk



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**MINUTES OF A MEETING OF THE PARISH COUNCIL LIAISON MEETING HELD AT THE
COUNCIL CHAMBER - TOWN HALL ON 17 JANUARY 2013**

Members Present: Councillor Peter Hiller (Chairman)
Councillor Graham Fletcher, Bainton and Ashton Parish Council
Councillor Richard Harris, Bainton and Ashton Parish Council
Councillor Amy Kavanagh, Bretton Parish Council
Councillor Neil Boyce, Caster Parish Council
Councillor Andy Martin, Castor Parish Council
Sandra Hudspeth, Clerk to Deeping Gate Parish Council
Councillor Jane Hill, Deeping Gate Parish Council
Councillor Denis Batty, Glinton Parish Council
Kate Day, Clerk to Hampton Parish Council
Councillor Andrew Kenedler, Hampton Parish Council
Councillor Joe Dobson, Helpston Parish Council
Councillor Paul Bianchi, Orton Longueville Parish Council
Councillor Jean Ellis, Orton Longueville Parish Council
Councillor Paul Froggitt, Orton Waterville Parish Council
Councillor Henry Clark, Peakirk Parish Council
Councillor John Bartlett, Thorney Parish Council
Councillor John Brooks, Thorney Parish Council
Councillor Marian Browne, Ufford Parish Council
Alan Smith, Werrington Neighbourhood Council
Geoffrey Smith, Werrington Neighbourhood Council
Ian Dewar, CPALC

Officers Present: Adrian Chapman, Head of Neighbourhood Services
Simon Machen, Head of Planning, Transport and Engineering Services
Julie Rivett, Neighbourhood Manager
Nurun Ahmed, Marketing Officer
Carrie Denness, Senior Solicitor
Louise Tyers, Compliance Manager

1. Apologies for Absence

Apologies for absence were received from:

Councillor McKean
Brenda Stanojevic, Clerk to Eye Parish Council
Dick Talbot, Clerk to Maxey Parish Council
Councillor Martin Witherington, Thornhaugh Parish Council
Helen Edwards, Solicitor to the Council
Kim Sawyer, Head of Legal Services
Mark Emson, Electoral Services Officer

2. Minutes of the Meeting Held on 30 August 2012

The minutes of the meeting held on 30 August 2012 were agreed as a true and accurate record.

3. Update from 2012 Parish Conference

Adrian Chapman, Head of Neighbourhood Services gave a presentation on the outcomes from the 2012 Parish Conference. The key points raised were:

- This was the inaugural conference and was attended by around 75% of the parish councils.
- The conference was the beginning of a new relationship between the council and parish councils, including the relaunch of this meeting.
- Philip Blond had offered to broker with the Department for Communities and Local Government (DCLG) a pilot project involving an end to end review of parish council operations.
- The future of the Rural North Neighbourhood Committee was currently being discussed.
- The conference planning group would continue to act as an agenda setting group for this meeting.

Feedback from each of the sessions was:

Session 1: Localism

- Delivery of local services
- Management and/or ownership of community assets
- Potential role in providing care and social support services
- Community engagement and involvement
- Supporting the skills agenda e.g. apprenticeships
- Building volunteering opportunities
- Greater understanding needed of what potential exists through Localism
- Greater co-operation between councils
- Greater co-operation with wider partner networks – business, faith, voluntary sector
- Need to ensure the right skills are in place
- Training and technical support facilitated by and provided through PCC
- Campaign to raise the profile of councils
- Need to map services and facilities in parishes

Session 2: Planning

- Shapers as well as consultees
- Too many 'plans' – not enough clarity
- Rural plan or strategy needed
- More feedback needed from planning officers
- Two tiers – local (feel of the parish), citywide (deliver the vision)
- Real choice needs to be offered

Session 3: Shared Services

- Bigger and better things can come from it
- Could support local services to remain
- Intra and inter boundary working
- Community assets, timebanking, volunteering
- Parish clustering – sharing employment, liabilities
- Larger parishes supporting smaller parishes
- Need ideas and options from PCC
- Need data and intelligence
- Need to understand liabilities, legislation, time commitments etc

- Need to overcome barriers – health and safety, insurance, cashflow

Session 4: Open Discussions

- Lots of ideas for owning, building or managing assets
- ‘Youth’ parish councillors or local youth councils
- All parishes to have we sites, use social media etc
- Direct access to relevant expertise – central support hub?
- End to end review of parish council operations
- Welfare role within parished areas
- Co-ordination of local groups
- Working with schools to develop volunteering, work experience and apprenticeships
- Greater use of technology to communicate – including webcasting meetings
- Local currency

Actions were now being developed to move this work forward. Phase 1 actions were:

- Planning pilot

Simon Machen, Head of Planning, Transport and Engineering gave an update on the planning pilot. Four of the parish councils had formed a working group and were currently looking at neighbourhood planning. The forthcoming Community Infrastructure Levy (CIL) would entail 15% of CIL income going to parished areas and where there was a neighbourhood plan in place that figure would be 25%

- Knowledge and skills hub

Two officers had been allocated to work on this area.

- Potential for parishing in other areas

The council would support those areas who wanted to parish.

- Parish marketing and promotional campaign

Nurun Ahmed, Marketing Officer gave an update on a possible campaign to raise the profile and awareness for parish councils. A number of tools could be used including Facebook, Twitter and websites and a portal was being considered where parishes could network and share skills. A Marketing Plan would be developed for sign off at a future meeting.

Councillor Martin advised that within Caster Parish Council a lot of engagement was already happening and he was happy to work with Nurun about their experiences.

- Pilot with DCLG – end to end review of parish processes?

Philip Blond had offered to work with parishes, DCLG ministers and civil servants around parish councils and how they worked. It would be for this meeting to decide the scope of any review.

Councillor Bartlett asked whether there was a will from the Administration for the whole of the city to be parished. Councillor Hiller advised that it was his personal view was that all of the city should be parished.

- Parishing other areas – DCLG consultation

The outcomes of the DCLG consultation would be brought to a future meeting when available.

- Neighbourhood Committee

A discussion on the Neighbourhood Committee would be held at the next meeting.

ACTION – Adrian Chapman to work up a brief/scope for a review and circulate to the meeting.

4. Re-launch of Parish Liaison - Purpose, Aims, Ethos

Adrian Chapman advised that the council wanted to hear what parish councils wanted from this meeting. The council saw it as being regular, open, honest and strategic, supported by a long term agenda plan. Terms for Reference for the meeting would be developed detailing everybody's responsibilities.

Councillor Hiller stated that he wanted to encourage more parish councillors to attend this meeting. This meeting would be far more effective in a strategic way and would react to issues the parish councils had.

Councillor Dobson advised that he believed that the neighbourhood committees were undemocratic with decisions only taken by city councillors. It would be important to ensure that parish councillors attended this meeting equally with officers as it was a two way process.

Adrian Chapman advised that the working group would develop an agenda planning role. The council's Governance Team had experience around deadlines and submission of items. Task and Finish groups could be used when necessary to look at particular items in depth. A possible agenda plan could include consultation on the council's budget, bringing plans and strategies at a formative stage to ensure early involvement and holding open forums. Other items suggested included Peterborough's energy policy and strategy; and flood prevention and disaster management – how do parishes fit in with disaster management.

Councillor Kavanagh highlighted an issue with discrepancies in recent planning consultations. Councillor Hiller asked for examples to be given to Simon Machen outside of the meeting and he would take them back and provide full feedback.

Ian Dewar advised that how to respond better to planning would be helpful as not all parishes fully understood the planning system. Simon Machen advised that planning officers did often visit parish councils to deliver some bespoke training. Ian advised that CPALC did put on training but it would be helpful to link up with someone from planning.

Carrie Denness, Senior Solicitor advised that a high level of queries were being submitted from parish councillors around Disclosable Pecuniary Interests (DPI). Councillors were reminded that any queries about the Code of Conduct and DPIs should be referred to the relevant parish clerk in the first instance for advice.

CHAIRMAN
6.30 - 7.37 pm

PARISH COUNCILS – BUDGET CONSULTATION MEETING HELD AT THE COUNCIL CHAMBER - TOWN HALL ON 19 FEBRUARY

Present: Councillor Andy Goodsell, Eye Parish Council
Brenda Stanojevic, Clerk to Eye Parish Council
Kate Day, Clerk to Hampton Parish Council
Councillor Joe Dobson, Helpston Parish Council
I C Allin, Orton Longueville
Councillor Paul Bianchi, Orton Longueville Parish Council
Councillor Sheila Davis, Orton Longueville Parish Council
Councillor Jean Ellis, Orton Longueville Parish Council
Councillor Pam Winslade, Orton Longueville Parish Council
Councillor Mike Chambers, Orton Waterville Parish Council
Councillor Paul Froggitt, Orton Waterville Parish Council
Councillor Keith Lievesley, Ufford Parish Council
Martin Greave, Werrington Neighbourhood Council
David Hedges, Werrington Neighbourhood Council
Geoffrey Smith, Werrington Neighbourhood Council
Ian Dewar, CAPALC

Others Present: Councillor David Seaton, Cabinet Member for Resources
Steven Pilsworth, Head of Strategic Finance
Adrian Chapman, Head of Neighbourhood Services
Julie Rivett, Neighbourhood Manager
Louise Tyers, Compliance Manager

1. Apologies for Absence

Apologies for absence were received from Patricia Stuart-Mogg, Jane Hill and Amy Kavanagh. Councillor Peter Hiller gave his apologies for his expected late arrival.

2. Minutes of the Meeting Held on 17 January 2013

As this was a special meeting to enable parishes to be consulted on the Council's proposed budget, the minutes of the meeting held on 17 January 2013 would be considered at the next ordinary meeting.

3. Budget Consultation

Steven Pilsworth, Head of Strategic Finance gave a presentation on the proposals for the City Council's budget for 2013/14 and Medium Term Financial Strategy to 2022/23.

During discussion the following points were noted:

- The Community Leadership Fund was not always used properly by city councillors and would suggest a reduction of 50%. Applications for use of the fund should also be thoroughly assessed for need. *Spending of the Community Leadership Fund was published on the website so the public were able to see how it had been spent. How the fund was used was also an issue raised by the Youth Council who had suggested that there should be one pot of money where bids were independently decided on.*
- Whilst supporting the end of the Neighbourhood Committees, there was concern about the role of the Neighbourhood Managers being relegated. They did an

excellent job in providing support to parish councils and parishes would want assurances that the role would be maintained to support parish councils. *Thank you for the positive comments about the Neighbourhood Managers. City councillors also had concerns about whether there would still be the same level of support as now and this needed to be looked at. Before neighbourhood management was introduced councillors were previously directed to the relevant officers but having the managers may have made some councillors reliant on them to get problems solved rather than speaking to the relevant officers directly. We needed to take the pressure off the managers to enable them to work on major projects and with parish councils. All departments needed to make significant savings and we could not commit at this stage that there will not be changes, however as stated at the previous meeting we were committed to parish councils.*

- Litter bins in some parishes appeared not to be emptied as often as they should which was leading to more littering. *Litter was an area that the Council had received much feedback and to address this we had proposed an additional street cleansing team to work in targeted areas. It was important for both city and parish councillors to raise issues around litter with Enterprise Peterborough.*
- Could the Community Payback Teams be used to help clear litter? *It was believed that they could only be used for specific issues and not day to day work. Neighbourhood Managers could help parishes obtain help from the payback teams.*
- How much money does the Tour Series bring into the city? *This had been one of the difficult decisions the Cabinet had to make. The race brought people into the city and also brought wide media coverage including television. However it costs the Council money to bring it to Peterborough as we were unable to secure our own sponsorship, unlike events such as the Great Eastern Run.*
- There appeared to be some anomalies between the budget book and the consultation document around renewable energy. In the budget book it stated capital investment of £100m and in the consultation document it stated £149m, why was there a discrepancy? *The figures were two separate items. The £149m was the investment in the energy parks and the £100m was the Invest to Save budget for the scheme where the cost of borrowing would be offset by the income generated.*
- Should the energy parks receive planning permission it appeared that there would be a phasing of wind power over solar power as wind power created greater returns. If the Council went ahead with wind power land would still be available for farming. *It needed to be remembered that only 0.24% of local arable land would be used for the schemes. The land being proposed for the schemes produced feed crops and not food that would end up on our tables. If we did not go forward with the schemes, which we believe can bring in over £4m each year, then the future years budget gaps would increase. It was about protecting services and doing what was right for Peterborough.*
- Was the London Road Football Ground investment still in the budget? *The proposed education centre at the ground was still shown as a capital investment in the budget and was agreed a number of years ago. Work had not yet started as we required the football club's permission to start work and that had not yet been received.*
- Was the Council confident that the new Vista development and any other future developments on the riverside would be protected from flooding as it could be a problem area? *The riverside area was an exciting development area for the city. It was accepted that it could be a problem area for flooding but we did not take a view of the whole river and often flooding may occur as other areas further up the river released water.*
- It was fully accepted that everyone would be under severe financial pressure in the future and it was important to ensure that the Council and parish councils were working to the same aims. Some parishes may want to pick up some services but needed to ensure that this did not raise costs. There was a need to ensure that reliance on parish councils did not push up precepts. *We agree that the next few years would be tough and it may come to a point where we started looking at parish councils and precepts.*

- Would the Council be suggesting to parish councils about taking on services or would it be left to chance that parishes would want to do it? *Within the current localism agenda we could see it being put forward that parishes in the future may wish to pick up some services. It would need to be a joint initiative between the Council and the individual parishes as not all parish councils may want to take on services. This may be a good issue to examine at the next meeting of this group to look at what would need to happen and what support may be needed for parish councils to take on some services.*
- If some parishes decided to take on services would they be funded to do it especially the smaller councils? *This would need to be mutually agreeable to both the Council and parish council. We would be happy to have those types of discussions as this Cabinet supported the localism agenda. An example of it working well was the Gladstone Park Community Centre where we worked with the community about them taking over the running of the centre and it has now proved to be a real success.*

CHAIRMAN
6.30 - 7.37 pm

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