

PARISH COUNCIL LIAISON MEETING

WEDNESDAY 10 APRIL 2019
6.30 PM

Council Chamber - Town Hall

AGENDA

	Page No
1. Apologies for Absence	
2. Minutes of the Parish Council Liaison Meeting held on 13 February 2019	3 - 10
3. Education Strategy Overview Presented by Jonathan Lewis, Service Director of Education, Children's Resources and Corporate Property for Peterborough and Cambridgeshire.	
4. Home Delivery Service - Living independently longer Presented by Belinda Child – Head of Housing, Prevention and Wellbeing	
5. Good Neighbourhood Scheme Presented by Neil Boyce – Chairman, Castor Parish Council	
6. Overview of the Strength and Balance Campaign Presented by Joe Matthews, Falls Prevention Wellness Coach – Solutions4Health	
7. Co-opted Members Feedback Session Scrutiny Committee Updates	
8. Parish Council Liaison Work Programme	11 - 14

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: I Walsh (Chairman) and A Ellis
All Parish Councillors and Parish Clerks
Substitute: Councillor R Brown

Further information about this meeting can be obtained from David Beauchamp on telephone 01733 384628 or by email – david.beauchamp@peterborough.gov.uk



There is an induction hearing loop system available in all meeting rooms. Some of the systems are infra-red operated, if you wish to use this system then please contact David Beauchamp on 01733 384628 or david.beauchamp@peterborough.gov.uk

This page is intentionally left blank

**MINUTES OF THE PARISH COUNCIL LIAISON MEETING
HELD AT 6.30PM, ON
WEDNESDAY 13 FEBRUARY 2019
BOURGES / VIERSEN ROOM, TOWN HALL, PETERBOROUGH**

Members Present:

Councillor I Walsh (Chair)	Peterborough City Council
Vince Moon	Werrington Neighbourhood Council
Cllr Henry Clark	Peakirk Parish Council
Cllr Keith Lievesley	Ufford Parish Council
Cllr Junaid Bhatti	Bretton Parish Council
Cllr June Bull	Orton Longueville Parish Council
Cllr Phil Thompson	Deeping Gate Parish Council
Cllr Jane Hill	Deeping Gate Parish Council
Cllr Sandra Hudspeth	Deeping Gate Parish Council
Cllr John Bartlett	Thorney Parish Council
Cllr Paula Blades	Eye Parish Council
Cllr Dawn Magnus	Eye Parish Council
Cllr Mike Chambers	Orton Waterville Parish Council
Cllr Neil Boyce	Castor Parish Council
Cllr Peter Lee	Sutton Parish Council

Officers Present:

Nicola Francis	Integrated Programme Manager
Jawaid Khan	Head of Community Resilience
Peter Carpenter	Acting Corporate Director - Resources
Sylvia Radouani	Community Capacity Officer and Parish Coordinator
Karen Dunleavy	Democratic Services Officer

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Parish Councillors Susie Lucas and members of Northborough Parish Council, Cllr Joseph Dobson, Mrs Jean Mead, Cllr Richard Clarke, Cllr Okonkowski, Cllr Jeff Smith and Cllr Ellis, Judy Cuddington Jinks and Jerry Crosby from Wittering Parish Council and Lynn George from Deeping Gate Parish Council.

2. MINUTES OF THE PARISH COUNCIL LIAISON MEETINGS HELD ON 19 DECEMBER 2018

The minutes of the Parish Council Liaison meeting held on 19 December 2018 were agreed as a true and accurate record

3. INTEGRATION STRATEGY – CITIZEN ALLIANCE UPDATE

The Integration Programme Manager and Head of Community Resilience provided an update on the Citizen Alliance, which entailed the collaboration of civic leaders to

form a group in order to organise a funding assembly to support shared community issues such as changes to the living wage and mental health support.

Members of the Parish Council Liaison meeting debated the update and, in summary, key points raised and responses to questions included:

- Training provided to civil society member would predominantly include relationship leadership and engagement.
- The Peterborough Together Partnership, chaired by Richard Astle, would oversee the work of the Integrated Community Strategy and there could be an exercise undertaken to understand how the Peterborough City Leadership Forum and the Citizen Alliance would work together.
- The £1.6m is funding to deliver a number of projects under the Integrated Community Strategy (ICS) in Peterborough. The Citizen Alliance initiative would be seed funded at the outset to kick start the work and then it was expected that organisations would pay to become part of the Citizen Alliance initiatives.
- The ICS is funded by the Ministry of Housing, Communities and Local Government (MHCLG) and awarded via a section 31 grant enabling delivery of a two year project.

The Integration Programme Manager and Head of Community Resilience also provided an update on the Community fund, which was a rolling programme to help not for profit community organisations and groups to provide an integration opportunity, which would benefit Peterborough residents. Members were also provided with information about the types of community organisations and groups that could apply for the funding and that a panel would consider applications from mid-March 2019. There had been support provided for applicants online and through workshops.

Members of the Parish Council Liaison meeting debated the update and, in summary, key points raised and responses to questions included:

- There could be more than one application submitted by a group.
- Any group making an application would be subject to the same constitutional and financial requirements as all community groups. There to be a bank account and two people acting as responsible signatories. However, the group or organisation would not need to be a registered charity.
- Members commented that they looked forward to an update on the outcome of the funding allocation and which groups had benefited.
- There would need to be safeguarding and public liability policies requirements for applicants of the Community funding.

ACTIONS AGREED

It was agreed that the Integrated Programme Manager would provide Parish Council Liaison Members with information about how the Peterborough City Leadership Forum and the Citizen Alliance would work together.

4. MEDIUM TERM FINANCIAL STRATEGY 2019/20 TRANCHE THREE BUDGET CONSULTATION

The Acting Director of Resources provided a response to three outstanding questions, which had arisen from the previous Parish Council Liaison meeting which included:

- The Council had spent £15.18m on section 75 agreements, which had included the provision of joint agreements with the Clinical Commissioning Group to support mental health.
- The spending block for pre-school had amounted to £17.2m in 2018/2019 and 2019/2020.
- The net gross expenditure for the Peterborough Enforcement Services provision had amounted to: Gross £2.446m, Income £187.6m and a net budget of £0.57m.
- The housing provision within villages for people who needed to downsize had presented planning approval challenges, however the issue continued to be explored.

The Acting Corporate Director of Resources provided Members with an update on tranche three budget process. Key points highlighted, which could be found at appendix 1 of the minutes included:

- Robustness statement
- Medium Term Finance Strategy overview for tranche three
- Reserves position
- An overview of growths and savings
- Council Tax assumptions
- Capital programme summary

Members debated the report and in summary, key points raised and responses to questions included:

- Members raised an issue with the contact phone number dedicated for members of the public to report empty houses to the Local Authority in that there had been a voicemail service, however, no responses were being provided to members of public reporting the empty home. Members were advised that systems had recently changed and the issues would be investigated, however, if anyone continued to experience issues they were to report these to the Acting Director of Resources directly.
- Council tax banding would not change despite the undervaluation of homes for Peterborough. The Government were however, changing the rules around Business Rates and Council Tax and currently setting a criteria for fair funding. Peterborough was an upper tier Council in respect of the frontline services it provided and it was unlikely to see any major funding reductions in this area, however, this was being monitored closely. There were other pressures for other areas of the Council's budget, which were going to present in 2020 - 2021 onwards. It was thought to be a real tipping point for the next few years for most Councils.
- Members were concerned about the dwindling reserves of the Council and sought advice about the joined up services approach. The following approach updates were provided:
 - Local government reform and funding for health services were being explored for joined up services, such as with the Clinical Commissioning Group and other Councils. There were many joint Service Directors already appointed to organisations such as Cambridgeshire. There had been progress made in respect of Information Technology and other support services going forward, with the aim to provide local authorities and health services with a single method of conducting business.

- An exercise had recently been undertaken to learn from the Wigan model, which was an asset based social model where local residents signed up to a deal. The deal entailed the Council providing services such as refuse collection and residents would agree to implement healthy lifestyles and help out in the community in return. This had saved millions of pounds for Wigan Council.
- The Combined Authority's (CA) funding was a capital budget and it was important for Peterborough for projects such as housing education, and the recent works being undertaken on Rhubarb Bridge. Highways maintenance was ultimately funded through the Department of Transport and then through the CA Mayor. There were pooled budget pilots available to the Combined Authority, however, they had not been successfully gained to date.
- The Council would continue to pay for community asset transfers, despite any delay.
- Members asked what Parish Councils could do to help with the budget situation given that their precepts were not capped. Parish Council's should continue their work on strong community programmes and think about their priorities in order to relieve some of the demand on the Council's services. Parish Councils had the power to implement schemes in their area to support communities. The Integrated Community Strategy could be one way to develop and fund some of the schemes.
- Following a recent Parish questionnaire held in Castor, residents confirmed that they would be willing to pay a little extra for services such as street cleaning duties. It was felt by Members that communication was key in being up front with residents in regards to budget pressures.

ACTIONS AGREED

It was agreed that the Acting Director of Resources would:

1. Organise a training session for parish councils on local authority budgets.
2. Investigate the issues being experienced to report empty houses to the Council.

5. CO-OPTED MEMBERS FEEDBACK SESSION

The Chairman introduced this standing item on the agenda which gave the co-opted Parish councillors on Peterborough City Council's Scrutiny Committees the opportunity to provide feedback from these meetings.

Cllr Neil Boyce, a co-opted member on the Adults and Communities Scrutiny Committee, provided a summary of the meeting that took place on 15 January 2019. Discussion points from the scrutiny meeting were listed below under each agenda item. The co-opted member also provided a summary of the content of the four reports which could all be found on the Peterborough City Council website. In summary the updates and responses to questions included:

Integrated Communities Strategy

- Parish Councils were encouraged to promote the Community funding available to groups and projects in their parish and provide them with support to complete

applications. Parish Councils themselves could also apply for the Community funding.

Portfolio progress report for the Cabinet Member for Integrated Adult Social Care and Health Incorporating Adult Social Care Self Assessment

- Parish Councils were encouraged to become more involved in their residents adult social care needs and act as a conduit to persuade them to undertake self assessments in order for them to access support and remain in their homes.

Review of the homeless reduction strategy 2018 - 2020 and safer of the streets

- This was a regular item which scrutinised temporary accommodation for young people in order to prevent homelessness. The team had been successful in preventing homelessness in 245 households. Parish Councils were recommended to report any homelessness issues to the Council's Outreach team to ensure that they receive the appropriate assistance.
- Members commented that although the Garden House which supported rough sleepers had been successful, funding was due to run out in April 2019. Conversations were being held with officers to ensure that further funding for the Garden House continued. It was also suggested that an application for Community Integrated funding was explored to continue the service.

Youth Offending Service and HM Probation Inspection

There was an inspection being undertaken for areas of the youth offending service which provide support for vulnerable young adults and children in care.

Cllr Keith Lievesley, a co-opted member on the Growth, Environment and Resources Scrutiny Committee, provided a summary of the meeting that took place on 9 January 2019. Discussion points from the scrutiny meeting are listed below under each agenda item. The co-opted member also provided a summary of the content of the reports which can be found on the Peterborough City Council website. In summary the updates and responses to questions included:

Minerals and Waste Local Plan, Further Draft for Consultation

- The joint mineral and waste plan was being consulted on and there were a number of new application and reallocation of sites being explored by the Council. The plan was subsequently approved at Cabinet on 4th February 2019 for further consultation.

Report of the Task and Finish Group to report fly tipping

- The purpose of the review was for the group to recommend changes to the Council's fly tipping policies and procedures. A report had recently been presented to Cabinet which was subsequently approved in the main. Cabinet recommended that further work was carried out by the group to explore issues such as the bulky waste collection policy. The report had highlighted that most incidents of fly tipping were in the urban areas and other areas such with houses of multiple occupation.
- Although some private landowners had purchased their own covert cameras, this option could not be implemented by Parish Councils as there were legal requirements in respect of use and enforcement. An assessment on use of covert cameras in hot spot fly tipping areas would be undertaken by the Council's Prevention and Enforcement Services (PES) Team.

- Eye Parish Council were in discussions with the PES Team in regards to the use of covert cameras. There had been a property near a plot of land where rubbish was being fly tipped on a regular basis, however this footage could not be accepted by police as evidence.
- Members commented that the Keep Britain Tidy campaign had recommended that an effective way to deter fly tipping was to place crime scene tape around an area where rubbish had been discarded. In some cases the offenders had returned to collect their discarded rubbish.

Council Asset Strategy

- This item provided Members with an update on the Council's Asset Acquisition Strategy and Asset Management plans. In conclusion the aim of the Council Asset Strategy was to provide long term rental income and capital growth for the City.

Parish Councillor Henry Clark, coopted member for Health Scrutiny Committee updated that he was unable to attend the meeting held on due to a clash with Parish Council meeting.

Parish Councillor Susie Lucas, coopted member for Children and Education Scrutiny Committee had provided an update via email, which would be circulated to Parish Councils.

ACTIONS AGREED

The Parish Council Liaison Members noted the updates and agreed that:

1. The co-opted members on Scrutiny Committees would submit their briefings for inclusion on the agenda, prior to the Parish Council Liaison meeting in order for attendees read the information and ask questions at the meeting.
2. The Head of Waste, Resources and Energy, would be invited to a future Parish Council Liaison meeting to provide a presentation about the new householders waste facility.

6. PARISH COUNCIL LIAISON WORK PROGRAMME REVIEW

The Chairman presented a work programme development document and asked Members to consider how the meetings could operate in the future such as appointment of a revolving chairman. The discussion held and points raised included:

- Members felt that Parish Council Liaison (PCL) meetings were currently poorly attended.
- Awareness of the PCL meetings had not always been apparent. More effective ways to communicate the dates could be made at Parish Council meetings and through the PC Chairman. The issues had been that Parish Clerks filtered the emails sent to Parish Councils and generally the PCL meeting dates were not being communicated to all Parish Councillors.
- Some Members felt that an official summons to PCL meetings could be effective in terms of increasing the number of attendance.
- It was helpful for Parish Councils to share information in respect of Council business with other Parish Councils.
- Some Members felt that the idea of a revolving chairmanship for PCL should be explored with caution.

- Some Members felt that the priority was to ensure that PCL meetings had greater attendance.
- Further information should be provided on agendas about the PCL business scheduled for discussion.

ACTIONS AGREED

1. The training session provided by the Senior Democratic Services would be held at the earliest opportunity following the appointment of PC Coopted members for Scrutiny Committees.
2. The Community Capacity Officer and Parish Coordinator would liaise with Democratic Services over future meeting format ideas to ensure that any approach was appropriately constituted.

7. ANY OTHER BUSINESS

The Community Capacity Officer and Parish Coordinator provided an update to Members on the recent Parish Conference. Key points raised and discussions held included:

- The number of attendees at the conference had been successful. The conference had covered updates on topics such as the policing strategy, the Council's community safety and the community resilience overview.
- New topic ideas for future conferences could include: a new voluntary residents welcoming scheme, the planning regime, local plan, neighbourhood planning presentations, Integration strategy and citizen alliance.
- Members suggested that a 4pm start for conferences should be considered.

8. DATE OF NEXT MEETING

10 April 2019

Chairman
6.30pm –8:45pm
13 February 2019

This page is intentionally left blank

Parish Council Liaison Work Programme 2018/2019

Updated: 02 April 2019

Meeting Dates	Items
<p>10 APRIL 2019</p>	<p>Education Strategy overview Presentation by Jonathan Lewis - Service Director for Education, Children’s Resources and Corporate Property for Peterborough and Cambridgeshire</p> <p>Home Delivery Service – Living independently longer Presentation by Belinda Childs, Head of Housing, Prevention and Wellbeing</p> <p>Good Neighbourhood Scheme – How Castor & Ailsworth welcome newcomers into the area Presented by Neil Boyce, Chairman of Castor Parish Council</p> <p>Overview of the Strength & Balance Campaign Presented by Presentation by Joe Matthews, Solution4health Falls Prevention Wellness Coach</p> <p>Co-opted Members Feedback Session</p>
<p>Pending Items for 2019/20 Municipal Year</p>	
	<p>Scrutiny Training – Preparing Parish Councillors for the role of scrutiny member and broader role of Parish Liaison members. Presentation by Paulina Ford - Senior Democratic Services Officer, Scrutiny / PCC Change Champion</p>
	<p>Planning Enforcement – Dealing with breaches and what is Article 4? Presentation by - TBC</p>
	<p>Dementia awareness – Understanding support networks Presentation by Holly Hodge & Kathy Hartley, Cambridgeshire Public Health Manager – Children’s Mental Health</p> <p>Mental Health Awareness – Understanding support networks Presentation by Holly Hodge & Kathy Hartley, Cambridgeshire Public Health Manager – Children’s Mental Health</p>

	<p>Neighbourhood Watch Presentation by –TBC</p> <p>Victims Against Fraud Presentation by - TBC</p> <p>Speed Watch – How it works and can be implemented in your area Presentation by - TBC</p>
	<p>Unauthorised Traveller Encampments – The role of the Local Authority, Police and emerging government policy Presentation by – TBC</p> <p>Parking Enforcement Policies – Who is responsible, Police or Council? Presentation by – TBC</p>
	<p>What is Peterborough Limited? – Evolution from AMEY Presentation by James Collingridge - Head of Environmental Partnerships</p> <p>Street Cleansing – Overview of the requirements and frequency Presentation by James Collingridge - Head of Environmental Partnerships</p>
	<p>Fly tipping – Working Group recommendations and further work Presentation by – TBC</p>
	<p>Neighbourhood Plans – An overview and resources /support from Peterborough City Council Presentation by – TBC</p>
	<p>Drug & Alcohol Misuse – Aspire strategy, needless, dealing with rough sleepers Presentation by – TBC</p>
	<p>Offender Management Presentation by – TBC</p> <p>Domestic Abuse / Sexual Violence Presentation by -TBC</p>

Closed Items	Date
Phase 2 Budget Proposals – Peter Carpenter Co-opted Members Feedback Session Feedback from the Annual Parish Conference	7th February 2018
Potential funding for Parish Councils - Leonie McCarthy Police / Crime Issues - Adam Roberts & Cambridgeshire Police & Crime Commissioner Co-opted Members Feedback Session	14th March 2018
GDPR - Presented by Ben Stevenson CAPALC Services - Henry Clarke & Ian Dewar Co-opted members	18TH July 2018
Integrated Community Strategy Presented by Jawaid Khan – Head of Community Resilience and Integration, Cambridgeshire County and Peterborough City Councils Carers Trust: Unpaid Carers - Presented by Miriam Martin – CEO, Carers Trust Cambridgeshire, Peterborough Norfolk Age UK: Winter Planning - Presented by Melanie Wicklen, Chief Operating Officer - Age UK Cambridgeshire and Peterborough Co-opted Members Feedback Session	19 September 2018
Medium Term Financial Strategy 2019/20 Tranche Two Budget Consultation - Presented by Peter Carpenter, Acting Corporate Director – Resources	20 NOVEMBER 2018 (Extraordinary meeting)
Integration Strategy Update Presented by Nicola Francis – Integrated Programme Manager Co-opted Members Feedback Scrutiny Committee Updates	19TH December 2018
Integrated Community Strategy - Citizen Alliance Presented by Nicola Francis – Integrated Programme Manager Financial Strategy 2019/20 Tranche Three Budget Consultation Presented by Peter Carpenter, Acting Corporate Director – Resources Co-opted Members Feedback Scrutiny Committee Updates Conference Feedback	13th February 2019

This page is intentionally left blank