

## PARISH COUNCIL LIAISON MEETING

WEDNESDAY 18 SEPTEMBER 2019

6.30 PM

Council Chamber - Town Hall

### AGENDA

	Page No
1. <b>Apologies for Absence</b>	
2. <b>Minutes of the Parish Council Liaison Meeting held on 3 July 2019</b>	3 - 16
3. <b>Overview of the Health &amp; Care Sector Work Academy Programme</b> Presented by:	
<ul style="list-style-type: none"> <li>• Nicola Arbon – Health &amp; Care Social Work Academy (HCSWA) Project Manager, Peterborough City College and;</li> <li>• Vanessa Cave - Engagement Manager, Peterborough City College.</li> </ul>	
4. <b>Overview of the Scrutiny Committees</b> Presented by Henry Clark – Chair, CAPALC	
5. <b>Scrutiny Committee Updates</b> Presented by the Co-opted Parish Members of Peterborough City Council's Scrutiny Committees	
6. <b>Update on Peterborough 2019 Parish Conference</b> Presented by Sylvia Radouani - Community Capacity Officer and Parish Co-ordinator.	
7. <b>Parish Council Liaison Work Programme 2019/20</b>	17 - 22

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Committee Members:  
Councillors: I Walsh (Chairman), R Brown (Substitute)  
All Parish Councillors and Parish Clerks

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



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**MINUTES OF THE PARISH COUNCIL LIAISON MEETING  
HELD AT 6.30PM, ON  
WEDNESDAY 3 JULY 2019  
BOURGES / VIERSEN ROOM, TOWN HALL, PETERBOROUGH**

**Members Present:**

Cllr Neil Boyce (Chair)	Peterborough City Council
Cllr Phil Thompson	Deeping Gate Parish Council
Cllr Jane Hill	Deeping Gate Parish Council
Cllr Sandra Hudspeth	Deeping Gate Parish Council
Lynne George	Clerk, Deeping Gate Parish Council
Cllr Jeff Bell	Glington Parish Council
Cllr Bob Randall	Glington Parish Council
Cllr Henry Clark	Peakirk Parish Council
Cllr June Bull	Orton Longueville Parish Council
Cllr John Bartlett	Thorney Parish Council
Cllr Chris Wiggin	Hampton Parish Council
John Haste	Clerk, Castor Parish Council & Glington Parish Council
Cllr Rob Boulton	Werrington Neighbourhood Council
Cllr John Okonkowski	Orton Longueville Parish Council

**Officers Present:**

Jamie Fenton	Culture and Leisure Development Manager
Sylvia Radouani	Community Capacity Officer and Parish Coordinator
David Beauchamp	Democratic Services Officer

**Also Present:**

Peter Appleton	Chief Executive – Vivacity
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The Democratic Services Officer opened the meeting and advised that Cllr Walsh had sent her apologies. Parish Councillor John Bartlett, seconded by the Community Capacity Officer and Parish Coordinator, proposed that Parish Councillor Neil Boyce take the Chair for this meeting. This was **UNANIMOUSLY** agreed.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Walsh (Chair), Cllr Dawn Magnus (Eye Parish Council), Keith Lievesley (Ufford Parish Council), Susie Lucas (Bainton and Ashton Local Council) and Pamela Blades (Eye Parish Council).

**2. MINUTES OF THE PARISH COUNCIL LIAISON MEETINGS HELD ON 10 APRIL 2019**

The minutes of the Parish Council Liaison meeting held on 10 April 2019 were agreed as a true and accurate record

**3. VIVACITY OVERVIEW**

The Chief Executive of Vivacity delivered a presentation on the work of Vivacity. The PowerPoint slides may be found in Appendix 1. Topics included:

- Overview
- Introducing Vivacity
- Our Purpose
- The local trust model
- Our financial overview – 18/19
- “We are a people focused organisation”
- Our Journey
- Sports, Leisure, Health & Wellbeing
- Heritage and Arts
- Libraries
- Theatre
- Leisure highlights
- Culture highlights
- Award winners
- Wider reach
- Parish Potential

Councillors discussed the presentation and in summary, key points raised and responses to questions included:

- Councillors requested an update on progress made in developing the Must Farm Bronze Age Site, suggesting that the site should be made more attractive to visitors. The Chief Executive responded that an unsuccessful bid for £5m had been made to the Heritage Lottery Fund (HLF) although the bid did reach the national stage of HLF decision making. Of 32 applicants, only four had been successful. HLF gave priority to sites where there was a risk to heritage preservation and this did not apply at Must Farm. Future bids could be considered, and if a resubmission was to take place, this would have to happen by September 2019.
- There were issues with the level of partner contribution. Vivacity had contributed £50,000 but the Council would need to provide half of the capital funding required on top of £5m of lottery funding. External agencies would not commit to funding until bid and council funds were in place and there was a plan in place to pursue these external sources. 10% of the bid value would need to come from these sources.
- There were between 250 and 300 permanent Vivacity staff and 200 on casual contracts for seasonal peaks and demands.
- Some Councillors felt that Vivacity were funding services that should be provided by other organisations and asked what action was being taken to address this. The Chief Executive responded that they would discuss the transfer of Vivacity’s health services to the Clinical Commissioning Group (CCG), NHS and other relevant bodies who would be more appropriate funders. It was likely these groups would argue that they did not have the resources to provide these services either. However, the Chief Executive felt that funding these healthcare services would only cost £50,000-£60,000 and withdrawing them would result in an increased cost to healthcare providers of 10x this figure. It was not sustainable for Vivacity to continue providing these services.
- Vivacity would need to discuss the impacts of withdrawing the provision of these healthcare services with partners, which could include loneliness and isolation leading to greater problems for people in the future.
- Some councillors criticised the fact that Peterborough City Council’s Director of Public Health was also on the Governing Body of the Clinical Commissioning Group (CCG).

#### **4. OVERVIEW OF THE CULTURE AND LEISURE DEVELOPMENT DEPARTMENT**

The Culture and Leisure Development Manager delivered a presentation on the role of his department. Topics covered included:

- The importance of partnership working

- Levels of activity among Peterborough's population
- The importance of encouraging active education in schools.
- Expanding the department's work to better focus on rural areas.
- Various schemes to encourage participation in sport, e.g. outdoor table tennis cables and tennis coaching provision in Central Park.
- The possibility of utilising funding from the Football Foundation.
- Scrutiny and oversight of the Culture and Leisure department's work
- The work of the Peterborough Music Hub.

Councillors discussed the presentation and in summary, key points raised and responses to questions included:

- Members stated that many parishes in Peterborough had heritages assets and asked who should be contacted to raise their profile and encourages visitors, e.g. by creating a Church trail. The Development Manager responded that parishes could consider bidding for Heritage Lottery Funding for heritage assets and also suggested contacting Peterborough City Council's tourism services. No one was looking at this currently.
- Members highlighted the importance of Car Dyke.
- Members requested clarity on the role of Vivacity vs. the Culture and Leisure Department of Peterborough City Council which had far fewer employees. Officers responded that the department managed the Vivacity contract. Vivacity would not undertake Community Sports work. The Development Manager's role was to offer advice and information to groups about funding opportunities and highlight the importance of physical activity to people. This was a different perspective to that of Vivacity who were more focused on facilities.
- Members praised the facilities available at Orton Park Cricket Club and suggested that that Peterborough City Council had not made best use of this resource. Parishes had organised events themselves, with sponsorship from Perkins, but did not want to duplicate the use of public funds. The Development Manager responded that his role was to monitor the work of partner groups and make sure there were sufficient activities available in the City. Work was done in collaboration with Vivacity to develop opportunities. The Culture and Leisure Department had conducted consultations across the City and all sports clubs were invited to contribute. If councillors felt that Cricket Clubs had been missed, they would be happy to look at this further.
- The Development Manager added that he had a meeting arranged with Peterborough City Councillor Ansar Ali regarding the development of cricket in the City.
- The Chief Executive of Vivacity added that Adrian Chapman, the Service Director – Communities and Safety would be a good point of contact for parishes to coordinate events with.
- Events such as the Beer Festival simply booked the Embankment from the Council. The Chief Executive of Vivacity encouraged community groups to alert them of upcoming events to help them operate more commercially and potentially support events that were under threat. The Heritage Festival demonstrated Vivacity's experience of operating events.
- The Chief Executive of Vivacity stated that it was his intention for the organisation to become more sustainable and less dependent on Council funds. Dialogue would take place with the Council in the future regarding this.

## **5. GOOD NEIGHBOURS SCHEME UPDATE**

The Chairman provided an update on the Good Neighbours Scheme. This was originally established in Castor to provide short term assistance to residents and has since expanded to include Way Wardens and to encompass a wider geographical area. Key topics discussed included:

- Background and history of the scheme
- Key Objectives: volunteers providing short term practical assistance to vulnerable residents and acting as a conduit between residents and the City Council.
- Expansion to four parishes and expressions of interest from an additional five
- Ensuring the scheme is run independently of Parish Councils to avoid becoming a financial burden for them.
- Governance arrangements for the scheme and the application for charitable status
- Liaison work underway with the Community Capacity Team regarding funding for a community minibus.

There were no comments or questions raised by councillors.

## **6. ANNUAL PARISH CONFERENCE UPDATE**

The Community Capacity Officer and Parish Coordinator provided an update on the upcoming Parish Conference. Following strong expressions of interest from parish councillors, it had been decided that that event would focus on the topic of Planning. The Officer encouraged good turnout from Parish Councillors as many Senior Officers from Peterborough City Council would be attending. Councillors were encouraged to send through any questions they had to these officers in advance via the Community Capacity Officer.

Members made requests for specific topics to be covered at the Conference as follows:

- Information on the relaxation of planning laws and new permitted development rights
- Conversation areas and Tree Preservation Orders (TPOs)

Other comments by councillors included:

- Concern was expressed that the City Council were not taking Local Plans into account when considering planning applications.
- Members felt that Planning was a controversial subject and that consideration should be given to inviting parishes in Cambridgeshire. The Community Capacity Officer responded that she would monitor attendance.
- The Community Capacity Officer confirmed that the event would be held at the London Road Stadium.
- Concerns were raised by councillors regarding the adequacy of parking arrangements for the Parish Conference.
- The Work Programme for the Conference was still being developed and the attending officers would be confirmed by the beginning of August 2019.

## **7. PARISH COUNCIL LAISON WORK PROGRAMME**

The Chairman introduced this standing agenda item. It was noted that the Community Capacity Officer coordinated speakers for Parish Council Liaison meetings and that the Work Programme would assist in identifying relevant agenda items for the future.

Councillors raised the following suggestions:

- Rough sleeping and drug and alcohol abuse in Peterborough.
- An update on the work of Opportunity Peterborough.
- Planning
- Parking and Speeding issues
- Travellers
- Highways, hedgerows and potholes
- Burial Grounds and Allotments

Additional comments were made as follows:

- Some councillors felt that the items on the work programme were not reflective of the major issues of concern for Parish Councils.
- The Chairman noted that the previous Parish Council Liaison working group had been dissolved due to poor attendance and suggested that this could be set up again, in collaboration with Councillor Walsh. It was suggested that meetings should be held in the early evening to encourage better attendance.
- Councillors stated that the working group had been dissolved due to variable attendance, a lack of commitment and insufficient work completed. Members suggested that the meeting had been of limited effectiveness.
- Some councillors felt that a group should be formed to discuss the organisation of the Parish Conference. Some members felt that Parish Councillors should realise it was their responsibility to contribute to working group meetings.
- Some councillors felt that attendance at Parish Council Liaison meetings was poor. The Community Capacity Officer responded that all Parish Clerks were contacted, and their members encouraged to attend.
- Some councillors felt that new ways of engaging with parishes should be explored in order to improve attendance at Parish Council Liaison meetings. Providing a means of influencing the agenda would encourage more parish councillors to attend the meetings. Re-establishing the working group was suggested as a suitable way of doing this.
- John Haste, Neil Boyce and Henry Clark stated that they would be happy to participate in the working group if it was established.
- SurveyMonkey was suggested as a possible means for parish councillors to make suggestions for Parish Council Liaison meetings. The Community Capacity Officer stated that the scheduling of agenda items was sometimes limited by officer availability.
- It was noted that Parish Councillor Geoff Smith would no longer be attending Parish Council Liaison meetings in the future. Werrington Neighbourhood Council would be represented by Parish Councillor Rob Boulton at future meetings.

## **7. DATE OF NEXT MEETING**

18 September 2019.

Chairman

6 April 2019

6.34pm – 7.43pm





# Vivacity

presents

Vivacity

## Overview of Today

- Introducing Vivacity
- The Vivacity journey
- Our services
- Opportunities

Established May 2010 by Peterborough City Council to:

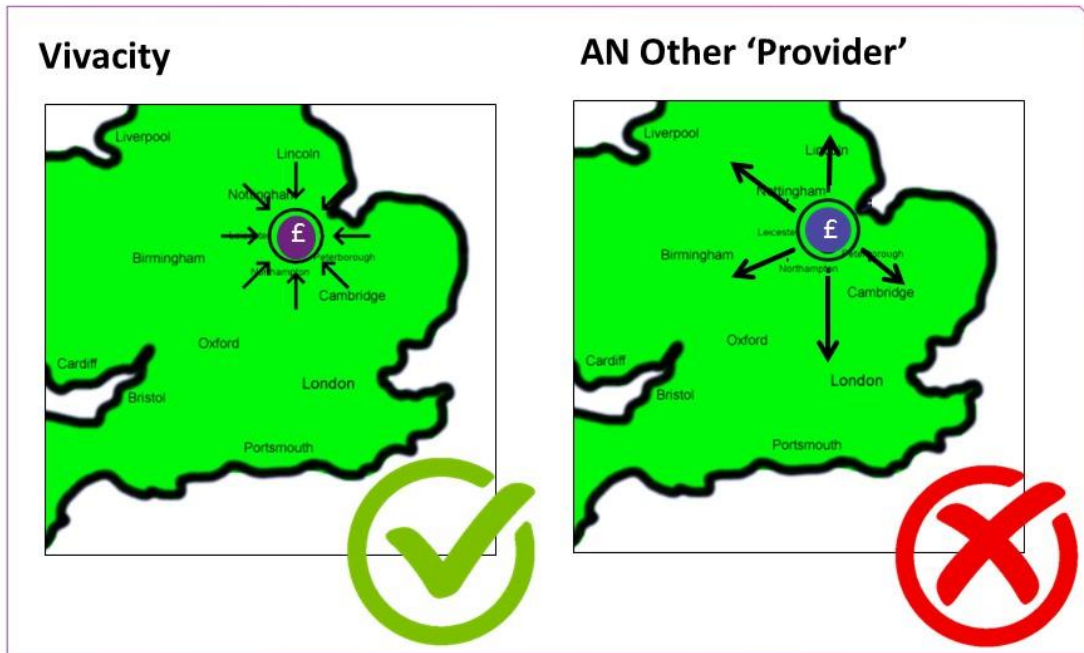
Ensure the sustainability of vital leisure and culture services by outsourcing to an independent locally established charitable trust that is able to work independently to raise funding, act commercially and diversify income.

Our mission:

***A charity that enriches lives by inspiring people through culture, sport and healthy living***

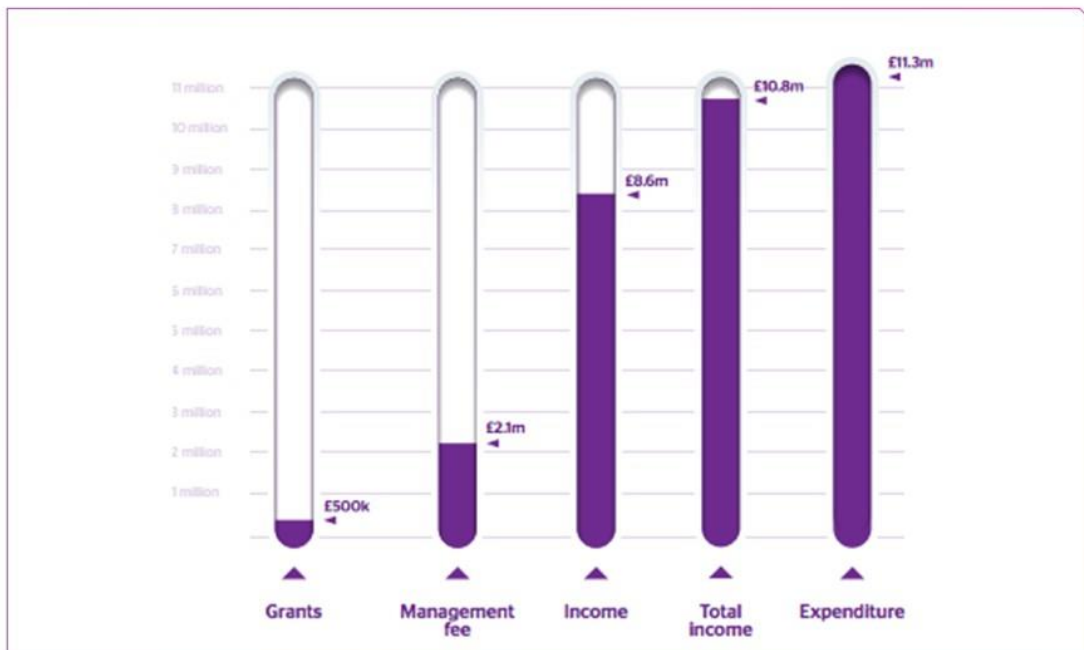
### ***Our purpose***

- Vivacity is an independent, not-for-profit organisation with charitable status.
- We deliver Peterborough City Council's culture and leisure services including operating the statutory services of libraries, archives and Key Stage 2 swimming; driving excellence in customer service.
- We run or support a multitude of charitable activities, funded from income we generate, mainly from our gym and swimming services.
- We are developing our role as a key partner for the Council and supporting the development of its strategic direction for culture and leisure as part of the future vision for Peterborough.



Vivacity. A charity that enriches lives

vivacity.org



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### OUR VALUES



**PEOPLE FOCUSED**  
Putting customers, staff and volunteers at the centre of what we do



**FAIRNESS**  
Treating people with honesty, openness and respect



**WORKING TOGETHER**  
Sharing knowledge and expertise by engaging with others to do things better



**"CAN DO, WILL DO"**  
Having a positive, flexible approach and delivering what we say



**LEARN AND IMPROVE**  
Learning from our experiences and those of others to improve

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2010: Vivacity volunteers at the Great Eastern Run



2011: Flag Fen



2012: Longthorpe Tower



2013: Hampton Library & Leisure Centre



2013: Enabling Fund



2014: Creative People & Places



2014: Heritage Festival Expanded



2014: Premier Fitness



2015: Lido



2015: Key Theatre



2015: Sports Development



2016: Club Viva Launch



2017: Once Upon a Festival



2018: Children's Book Bus



2018: Bretton Water Park



2018: St George's Hydrotherapy Pool

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# Vivacity



We had  
**1.84 million**  
**Visits**  
last financial year



# Vivacity

## Leisure highlights



1. Lido summer season performance



2. St George's Hydrotherapy Pool



3. Cancer Rehabilitation Programme



4. Pop Up Sports Clubs



5. Club Viva

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1. Museum of the Moon



2. Places to Be



3. Treasures



4. Fabric of Society

We saw representation from a wide range of countries including:




5. Peterborough Presents

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Community Leisure UK Awards 2019 winners of the *Community Impact through Arts, Culture and Libraries* category.



In 2018 Customer Care Award in the Peterborough Telegraph Business Awards.



Vivacity's Schools Team were awarded the 2018 Sandford Award for Heritage Education.

Vivacity's Ghost Walks of Peterborough TripAdvisor ★★★★★ rated attraction & awarded 'Unique Experience of the Year' in the Luxury Travel Guide for 2018.

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Much of the Vivacity offer is (by default) facility based.

Facilities & Provision include:

- Flag Fen
- Longthorpe Tower
- Community Libraries
- Mobile Library
- Book Bus available to all schools
- Community dual-use Leisure facilities



- Weekly Free Health Walks led by our health walk leaders at:
  - Kingscliffe
  - Nassington



# Vivacity

A charity that enriches  
lives reaching  
almost 50% of the  
Peterborough  
population

Peterborough Presents has developed arts activity programmes in townships of Bretton; Hampton; Millfield

- Currently exploring potential for activity in the Ortons
- Considering Eye or Thorney for 2020 (funding permitting)

Book Bus can be hired to support other community led events.

Heritage reminiscence sessions for older community.

Deliver health & wellbeing programmes in communities (subject to funding)

- Simply Active programmes
- Over 50's
- Health specific condition classes (e.g. stroke/cancer/cardiac rehabilitation)
- Strength and balance classes (falls prevention)
- Nordic Walking
- Walking for Health



## Parish Council Liaison Work Programme 2019/2020

Updated: 11<sup>th</sup> September 2019

Meeting Dates	Items
18 <sup>th</sup> September 2019	<p><b>Overview of the Health &amp; Care Sector Work Academy Programme</b> - Presented by Nicola Arbon – Health &amp; Care Social Work Academy (HCSWA) Project Manager - Peterborough City College and Vanessa Cave - Engagement Manager - Peterborough City College.</p> <p><b>Overview of the Scrutiny Committees:</b> Presented by Henry Clark –Chair CAPALC</p> <p><b>Scrutiny Committee Updates</b> - Presented by the Co-opted Parish Members of Peterborough City Council’s Scrutiny Committees</p> <p><b>Update on Peterborough 2019 Parish Conference</b> Presented by Sylvia Radouani - Community Capacity Officer &amp; Parish Co-ordinator</p>
	<p><b>Scrutiny Training – Preparing Parish Councillors for the role of scrutiny member and broader role of Parish Liaison members.</b> Presentation by Paulina Ford - Senior Democratic Services Officer, Scrutiny / PCC Change Champion</p>
	<p><b>Planning Enforcement – Dealing with breaches and what is Article 4? –To be covered at the Parish Conference</b> Presentation by - TBC</p>
	<p><b>Dementia awareness – Understanding support networks</b> Presentation by Holly Hodge &amp; Kathy Hartley, Cambridgeshire Public Health Manager – Children’s Mental Health</p> <p><b>Mental Health Awareness – Understanding support networks</b> Presentation by Holly Hodge &amp; Kathy Hartley, Cambridgeshire Public Health Manager – Children’s Mental Health</p>
	<p><b>Neighbourhood Watch</b> Presentation by –TBC</p> <p><b>Victims Against Fraud</b> Presentation by - TBC</p> <p><b>Speed Watch – How it works and can be implemented in your area</b> Presentation by - TBC</p>
	<p><b>Unauthorised Traveller Encampments – The role of the Local Authority, Police and emerging government policy</b> Presentation by – TBC</p> <p><b>Parking Enforcement Policies – Who is responsible, Police or Council?</b></p>

	Presentation by – TBC
	<p><b>What is Peterborough Limited? – Evolution from AMEY</b> Presentation by James Collingridge - Head of Environmental Partnerships</p> <p><b>Street Cleansing – Overview of the requirements and frequency</b> Presentation by James Collingridge - Head of Environmental Partnerships</p>
	<p><b>Fly tipping – Working Group recommendations and further work</b> Presentation by – TBC</p>
	<p><b>Neighbourhood Plans – An overview and resources /support from Peterborough City Council</b> Presentation by – TBC</p>
	<p><b>Drug &amp; Alcohol Misuse – Aspire strategy, needless, dealing with rough sleepers</b> Presentation by – TBC</p>
	<p><b>Offender Management</b> Presentation by – TBC</p> <p><b>Domestic Abuse / Sexual Violence</b> Presentation by -TBC</p>
	<p><b>Overview of the PES officer model in the Rural Communities / how it might work financially in rural communities (i.e. through parish clusters).</b> <b>Presentation by Chair George, Acting Head of Service Prevention and Enforcement</b></p>
	<p><b>Peterborough Environment City Trust (PECT) – Overview of their services and how can they interact with Parishes</b> Presentation by TBC</p>
	<p><b>Youth – Overview of what’s available for youths in Parish areas</b> Presentation by Young People Services TBC</p>
	<p><b>Privacy overlooking – Overview of the rules, and do we adhere to the National Guidelines?</b> Presentation by TBC</p>
	<p><b>Local Authority Budget Training – Organise a training session for Parish Councils/ Investigate the issues being experienced in reporting empty houses to the Council.</b> <b>To be delivered by – Peter Carpenter, Acting Corporate Director – Resources</b></p> <p><b>Householders Waste Facility – Overview of the new householders waste facility.</b> <b>Presentation by The Head of Waste, Resources and Energy -TBC</b></p>

	<p><b>Drug &amp; Alcohol Misuse – Aspire strategy</b>, needles, dealing with rough sleepers. Include the Light Project and The Garden House            Presentation by Steven Pettican CEO Light Project Peterborough</p>
	<p><b>Opportunity Peterborough’s role &amp; model</b> - how it fits with the council’s <i>Belonging Together</i> report.            Presentation by Tom Hennessy, CEO Opportunity Peterborough</p>

Closed Items	Date
Phase 2 Budget Proposals – Peter Carpenter	

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

<p><b>Education Strategy overview</b>  Presentation by Jonathan Lewis - Service Director for Education, Children’s Resources and Corporate Property for Peterborough and Cambridgeshire</p> <p><b>Home Delivery Service – Living independently longer</b>  Presentation by Belinda Childs, Head of Housing, Prevention and Wellbeing</p> <p><b>Good Neighbours Scheme – How Castor &amp; Ailsworth welcome newcomers into the area</b>  Presented by Neil Boyce, Chairman of Castor Parish Council</p> <p><b>Overview of the Strength &amp; Balance Campaign</b>  Presented by Presentation by Joe Matthews, Solution4health Falls Prevention Wellness Coach</p> <p><b>Co-opted Members Feedback Session</b></p>	<p style="text-align: center;"><b>10<sup>th</sup> April 2019</b></p>
<p><b>Vivacity - Overview of their model and how they can they interact with the Parishes</b>  presented by Peter Appleton, Chief Executive for Vivacity</p> <p><b>Overview of the Culture and Leisure Development department</b> Presented by Jamie Fenton, Culture and Leisure Development Manager.</p> <p><b>Good Neighbours Scheme update</b> Presented by Neil Boyce, Chairman of Castor Parish Council</p> <p><b>Annual Parish Conference update</b> –Presented by Sylvia Radouani, Community Capacity Officer &amp; Parish Co-ordinator</p>	<p style="text-align: center;"><b>3rd July 2019</b></p>

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