

PARISH COUNCIL LIAISON MEETING

WEDNESDAY 15 SEPTEMBER 2021

6.30 PM

Virtual Meeting via Zoom

AGENDA

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1. Apologies for Absence	
2. Minutes of the Parish Council Liaison Meeting held on 23 February 2021	3 - 18
3. Rural Charter - Review and suggested alterations	19 - 28
4. Parish Conference - Scoping for Themes	
5. Liaison With Co-opted Members	
6. Parish Council Liaison Work programme	
7. Date of Next Meeting	
1 December 2021	

Committee Members:
Councillor D. Over (Chair)
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

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**MINUTES OF THE PARISH COUNCIL LIAISON MEETING
HELD AT 5.30PM, ON
TUESDAY, 23 FEBRUARY 2021
VIRTUAL MEETING VIA ZOOM**

Present:

Parish Cllr Keith Lievesley	Acting Chair for this meeting only Ufford Parish Council
Councillor Irene Walsh	Cabinet Member for Communities (not chairing)
Parish Cllr Margaret Long	Thorney Parish Council
Parish Cllr Alyson Willans	Thorney Parish Council
Parish Cllr Anne Perkins	Ailsworth Parish Council
Parish Cllr Catherine Lee	Bretton Parish Council
Parish Cllr Chris Burbage	Bretton Parish Council
Parish Cllr Henry Clark	Peakirk Parish Council
Parish Cllr Jason Merrill	Bretton Parish Council
Parish Cllr June Bull	Orton Longueville Parish Council
Parish Cllr Phillip Thompson	Deeping Gate Parish Council
Parish Cllr Richard Clarke	Wansford Parish Council
Parish Cllr Vince Moon	Werrington Neighbourhood Council
Parish Cllr Susie Lucas	Bainton and Ashton Parish Council
Parish Cllr Neil Boyce	Castor Parish Council
Richard Astle	Chair, Langdyke Countryside Trust (LCT)
Matt Oliver	Head of Think Communities
David Beauchamp	Democratic Services Officer
Philippa Turvey	Democratic and Constitutional Services Manager

The Democratic Services Officer opened the meeting, noting that Cllr Walsh had sent her apologies and that Parish Cllr Lievesley had offered to take the Chair for this meeting. There were no objections to this proposal and Parish Cllr Lievesley therefore took the Chair.

6. APOLOGIES FOR ABSENCE

Apologies for late arrival were received from Councillor Walsh, Parish Cllr June Bull, Parish Cllr Susie Lucas and Parish Councillor Neil Boyce.

Apologies for Absence were received from Diane Templeton (Clerk, Deeping Gate Parish Council).

It was noted that Parish Councillor Phillip Thompson would need to leave the meeting at 7.15pm.

7. MINUTES OF MEETINGS HELD ON

26 February 2020 – Parish Council Liaison

The Minutes of the Parish Council Liaison Meeting held on 26 February 2020 were agreed as a true and accurate record.

26 November 2020 – Extraordinary Parish Council Liaison

The Minutes of the Extraordinary Parish Council Liaison Meeting held on 26 November 2020 were agreed as a true and accurate record.

8. RESPONSE TO COVID-19 (HUB UPDATES)

The Head of Think Communities (HoTC) gave an update on the response to the COVID-19 pandemic. Presentation slides may be found in Appendix 1.

The Parish Council Liaison meeting debated the report and in summary, key points raised and responses to questions included:

- Over 95% of the over-70s had been vaccinated and the vaccination programme was now moving on to the over-65s. Members praised the programme's progress.
- Members expressed concern over the impact of the media's portrayal of the efficacy of the AstraZeneca vs. the Pfizer vaccine. The Head of Think Communities responded that there was currently insufficient evidence to compare the effectiveness of the two vaccines. Officers were keen to ensure all available information was on a single website and it was hoped that the NHS would provide the appropriate content. Leaflet and poster campaigns were being considered.
- Members commented that the AstraZeneca vaccine was highly effective
- People with long-term health conditions had already been offered a vaccine alongside the elderly.
- The HoTC did not have information on the progress of the delivery of second vaccine doses. It was known however that Cambridgeshire's vaccination programme was performing well compared with the rest of the country.
- It was noted that people who had received a first dose through the national NHS system would have been assigned a date for their second jab. This was not the case for those booking via GPs.

ACTIONS AGREED

1. The Head of Think Communities to share web information on vaccination and Community Grants in Peterborough with Parish Councillors.

Councillor Walsh joined the meeting at this point but did not take the Chair.

9. JOHN CLARE COUNTRYSIDE PROJECT

The Chair of the Langdyke Countryside Trust (LCT) delivered a presentation on the John Clare Countryside Project. Presentation slides may be found in Appendix 2.

- Orton Longueville Parish Council was considering producing a Biodiversity Action Plan. It was agreed that Chair of the LCT would send Parish Councillor June Bull examples of Biodiversity Action Plans produced elsewhere.
- The LCT did not have the capacity to take forward schemes; they needed to be led by parishes.
- The Cabinet Member had mentioned the John Clare Countryside Project at Cabinet. People would be impressed by the community-led approach. This tied in well with the Think Communities approach mentioned in the next agenda item.

- Parish Councillor Neil Boyce commented that he would be happy to assist Bretton Parish Council with formulating environmental projects. The countryside to the west of Peterborough had a significant role to play and people from both urban and rural areas should be encouraged to enjoy it.
- It was noted that John Clare country had cultural and heritage significance, e.g., stately homes and medieval churches. Heritage trails from urban areas could be considered.

10. PETERBOROUGH TOGETHER

The Head of Think Communities (HoTC) delivered a Presentation on Peterborough Together and the next steps for the Think Communities Programme.

The Parish Council Liaison meeting debated the report and in summary, key points raised and responses to questions included:

- The Cabinet Member commented that she had just attended a meeting of city leaders to discuss the COVID-19 pandemic. The Think Communities approach had built up stronger partnerships to tackle the pandemic. It was important to develop the relationship between partners and residents.
- Members commented that the relationship between parishes and the Council needed to improve. Feedback was provided on some issues by the Council but not others.
- Members suggested that while the presentation delivered by the HoTC was positive, there needed to be clarity on what parishes could do in practice. The John Clare Countryside Project and Good Neighbours Scheme were positive as they provided a focus for the community and enabled parishes to work together. The relationship needed to be two-way; with the City Council contributing ideas as well as parishes.
- Members suggested that parish councils should consider producing a five-year plan, as Barnack had done.
- Members commented that Asset Based Community Development (ABCD) was effective at including people and developing an action plan was a good idea. Officers needed to be aware the community groups were already active and new initiatives needed to complement them, not alienate them.
- The HoTC thanked members for their comments and agreed that the Council could take an active role in developing suggestions for local schemes. The ultimate aspiration was to understand individual areas so that the appropriate Council officers could be identified and a passion generated in the Council for these areas of the City. The Council was requesting the help of parishes to generate a place-based approach within the organisation.
- Some Members commented that they had not received feedback on their completed parish profiles for Community Connectors and highlighted the importance of two way communication between parishes and the City Council. There were many good ideas at the grass roots level and discussions took place at meetings such as the CAPALC Parish Forum but there was no one to consolidate these ideas.
- It was agreed that the HoTC would chase up feedback to parishes on their completed parish profiles. It was noted that Community Connectors had competing priorities between ABCD and the COVID-19 response.
- Members asked who the Community Connectors were and if one had been appointed to Bretton. Officers responded that there were only two connectors, and neither had been appointed to Bretton. The challenge was to train ABCD champions and work was underway to do this.

ACTIONS AGREED

11.

- It was agreed that the HoTC would chase up feedback to parishes on their completed parish profiles.

ANY OTHER BUSINESS

The Cabinet Member commented that this was the last Parish Council Liaison meeting of this municipal year and thanked attendees for their contributions. It was yet known how the meeting would be taken forward in the new municipal year.

It was noted the information on Peterborough City Council's website relating to Thorney Parish Council was out of date. It was agreed that the Democratic Services Officer would update this information.

ACTIONS AGREED:

It was agreed that the Democratic Services Officer would update information on Peterborough City Council's website relating to Thorney Parish Council.

CHAIR

5.30pm – 6.55pm

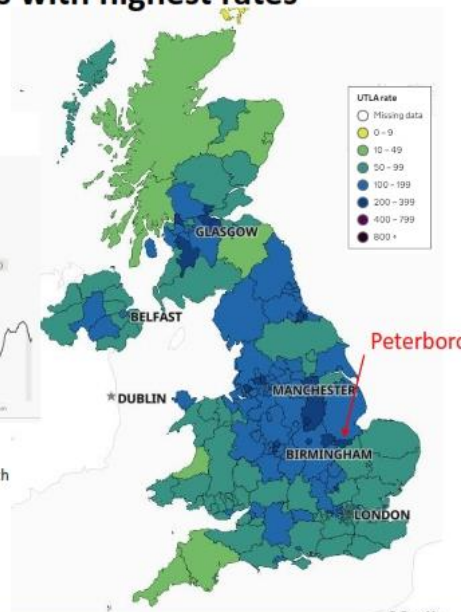
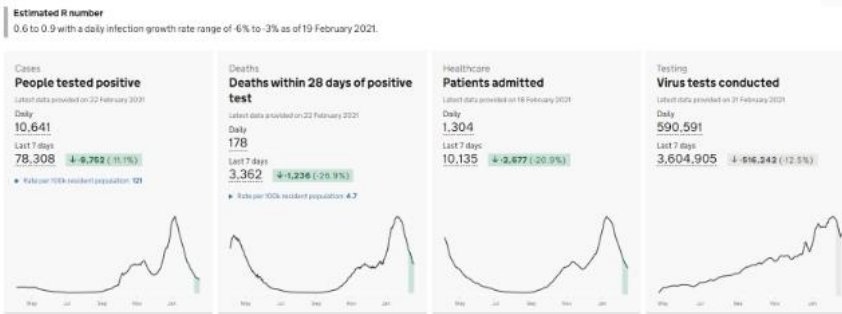
Covid Response Update

Peterborough Parish Council Liaison
23rd February 2021

Matt Oliver
Head of Think Communities

Positive cases, hospital admissions and deaths are all decreasing at a national level. Peterborough remains one of the areas with highest rates

UK Summary



Peterborough's all age incidence rate of 254 per 100,000 (for week ending 17th April) is over twice the England rate of 125 per 100,000

Peterborough's incidence rate remains high and has stopped dropping rapidly. Peterborough is 7th highest LTLA for 7 day all incidence rate.

Incidence and Positivity data									
Area	Provisional surveillance adjusted weekly incidence (cases/100,000) & trend vs previous 7 days		Weekly Incidence (cases/100,000) & trend vs previous 7 days		7-day change in case rate (%)	Weekly incidence - 60+ years (cases per 100,000) & trend vs previous 7 days		Positivity Rate (%) & trend vs previous 7 days	
Data to date	18-Feb		16-Feb		16-Feb	16-Feb		16-Feb	
Cambridge	67	↓	69.7	↓	-31.5%	27.9	↓	2.5%	↓
East Cambridgeshire	76	↓	70.1	↓	-42.7%	34.0	↓	2.9%	↓
Fenland	195	↓	198.3	↓	-30.8%	154.3	↓	6.4%	↓
Huntingdonshire	124	↓	120.8	↓	-30.4%	103.1	↓	4.8%	↓
South Cambridgeshire	55	↓	66.6	↓	-44.5%	47.3	↓	2.9%	↓
Peterborough	269	↓	282.3	↑	0.2%	120.8	↓	9.5%	↓
EAST OF ENGLAND	-	-	110.6	↓	-26.3%	82.2	↓	4.7%	↓
ENGLAND	-	-	128.5	↓	-23.6%	94.3	↓	5.4%	↓

NOTE: Provisional adjusted weekly incidence rates are subject to change with the inclusion of additional cases on subsequent days. Figures are rounded to nearest whole number to account for possible minor discrepancies with national data.

OFFICIAL-SENSITIVE

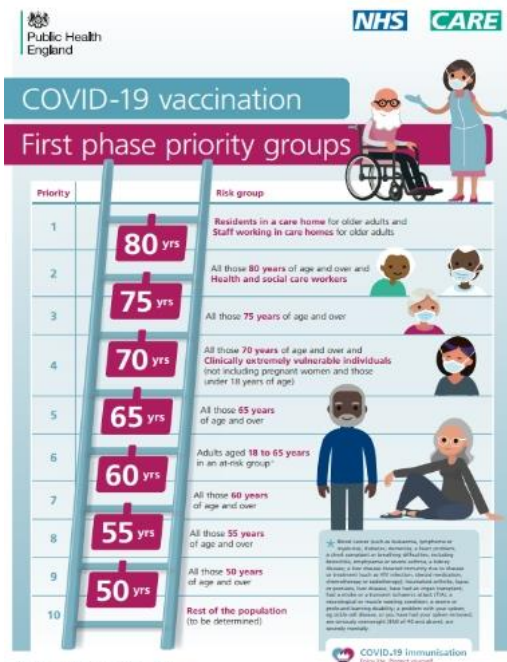
Differences in trends across the districts, with Peterborough and Fenland having higher rates and slower decline



OFFICIAL-SENSITIVE

Continued Rapid Response Through Lockdown

- Continued Rapid Response Meetings Weekly
 - Marshals, Youth Workers, School, PES, Public Health, Environmental Health, Community Groups, Police
 - More robust intelligence, data and information
 - Action based on intel and evidence – with resources available.
- A communications programme has been developed for the BAME community including a script for community leaders.
- The 'Stand Firm' campaign has launched with a range of powerful films from people who have experienced Covid and youth videos.
- The Police are targeting areas of non-compliance and issuing tickets when there is continued non-compliance.
- The Team are focussing on responding to the increase in rates in working age adults
- The Public Health team have identified the top 10 local businesses who may benefit from lateral flow tests, although there has been reluctance from some of the businesses to take up the offer



PHE 11895 COVID vaccine priority poster.pdf

Vaccination in Peterborough

Over 90% over 70s have been vaccinated

Some Concerns about Fake News and Myths

[COVID-19 national vaccination programme | Cambridgeshire and Peterborough Clinical Commissioning Group \(cambridgeshireandpeterboroughhccg.nhs.uk\)](https://www.cambridgeshireandpeterboroughhccg.nhs.uk/)

The Fleet Community Centre, Peterborough
Thistle Moor Medical Centre, Peterborough
Werrington Surgery, Peterborough
Stanground Surgery, Peterborough
Halls Chemist (Napier Place), Orton Wistow
City Care Centre in Peterborough
Peterborough City Hospital
Jenner Practice, Whittlesey & Thomas Walker Surgery, Peterborough
East of England Arena and Events Centre in Peterborough

Additions to the CEV (Shielding List)

District	Previous number of CEV	Newly added	Total
Cambridge	4297	1716	6013
East Cambridgeshire	3567	748	4315
Fenland	4859	1228	6087
Huntingdonshire	7558	1714	9272
Peterborough	6089	4000	10089
South Cambridgeshire	6691	1301	7992
Total	33061	10707	43768

Think Communities: Peterborough Local Hub

- 703 calls were received for support in the last 3 months
- Call rates more than doubled each month for the last 3 months
- Increase in calls due to a residents needing food parcels / vouchers over the Christmas period and struggling financially.
- A lesser but no less significant number of calls for mental health, covid test booking and prescription support.
- The Hub team are continuing to support those who are self-isolating / CEV clients eg providing them with priority DEFRA supermarket slots and sourcing volunteers to do shopping for them.
- The team have also been supporting the county hub in arranging for local transport for those struggling to attend their vaccine appointments.
- Increased focus on supporting vaccine hesitancy through work with communities

Winter Support Grant

- In total 3609 applications as of 11am today across Cambridgeshire & Peterborough
- 1497 applications were Peterborough residents
- All applicants that applied before the pause on the 22nd December were contacted - we focused on meeting immediate/urgent need
- 250 families were supported with accessing food through local food banks in the 2 weeks leading up to Christmas across Cambridgeshire and Peterborough
- 12,184 eligible children/young people received food vouchers for the Christmas break
- Over 500 emergency fuel vouchers have been provided and over 190 families signposted to their local libraries to get basic hygiene supplies across Cambridgeshire and Peterborough
- Main support is around fuel, hygiene & children's supplies

Think Communities: Safer Peterborough Partnership

- Funding for 4 Community Covid Support Workers in key areas Mental Health, Disability, Older People and Family Support.
- Covid Secure Unit for IAG on learning and employment opportunities
- CPFT are supporting Peterborough by developing the HAY mental health support website. www.HAYPeterborough.co.uk
- The Peterborough Food Bank received a high level of donations over the Christmas period, although staffing has been an issue with some having to self-isolate/or shield
- Cross Keys Homes have made available two houses to support those fleeing from domestic abuse

Community connector news

- Community and Parish Covid-19 grants
 - 56 applications to date – 13 from parished areas (mostly rural)
 - Deadline extended to March 5th

<https://forms.office.com/Pages/ResponsePage.aspx?id=ZLMn4x4EUUyC8skGp4-cyXJ9mz6YRzhltnxjFI2IZO9UN0NYWFVRVURKUVZaQVI0Qlk1S1pPVUZMUy4u>

- Football and physical activity consultation (Hampton)
- ABCD and the Armed Forces

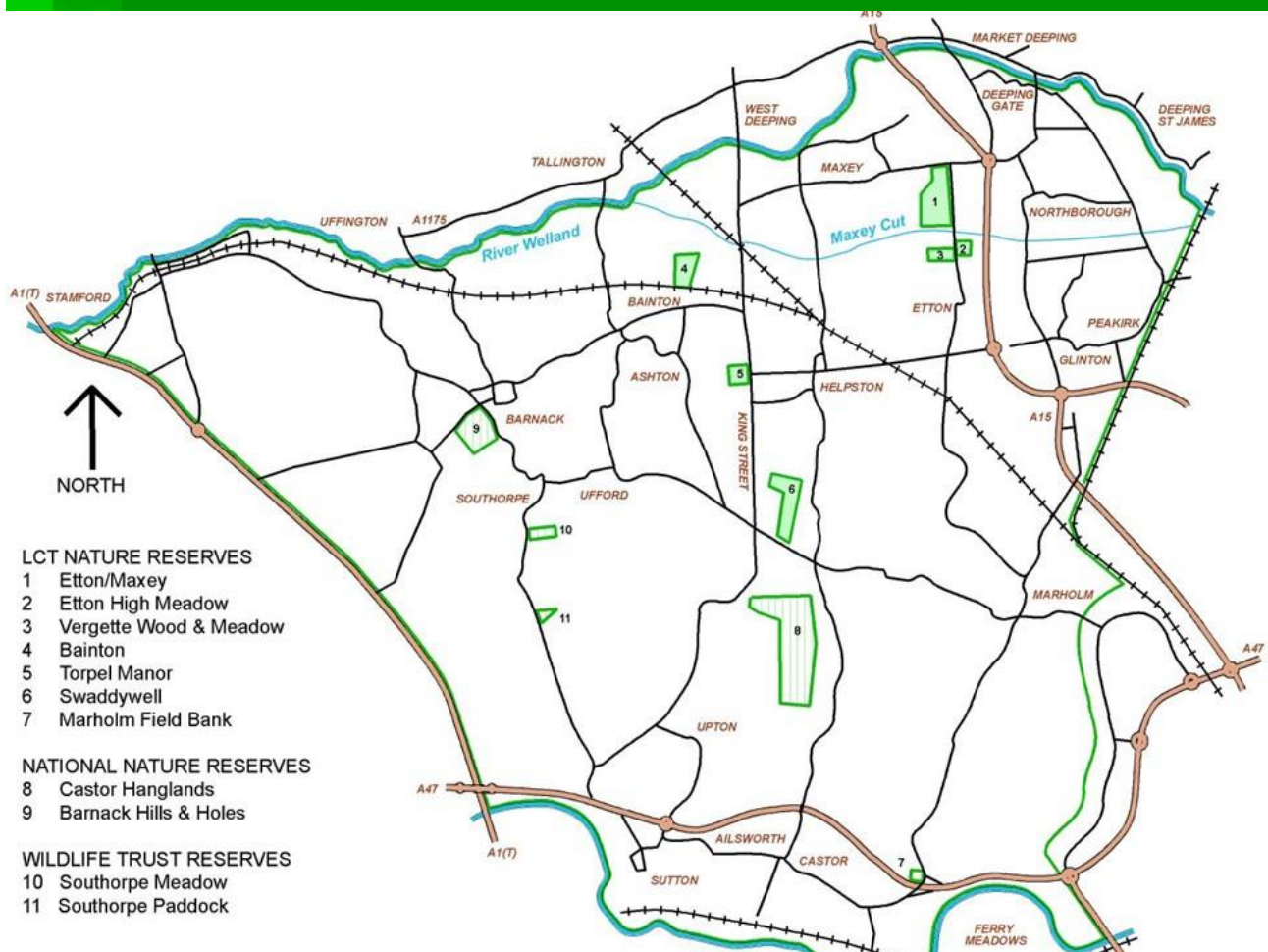
Think Communities to Peterborough Together

- As we progress in to recovery we will mainstream the Hub and the expanded Safer Peterborough Partnership way of working.
- Applying this to future challenges of economic hardship, mental/physical health and educational / digital inequalities
- To foster a preventative approach we want to foster a sense of active citizenship which we will call “Peterborough Together”
- As a system of local councils, health, public, voluntary and community sectors we need to support the activities that not only help people in the short term but that enable them to find longer term solutions.
- Parish councils have a central role to play

**Thank you all
for your support
during this difficult time.**

John Clare Countryside

*a heritage landscape
with nature at its
heart*



Our objectives

- To deliver significant **increases in key wildlife habitats**
- To promote **public health and wellbeing**, providing large areas of accessible green open space for the people of Peterborough
- To help local communities to **understand, appreciate and enjoy their local natural and built heritage**
- To pilot and **champion best practice sustainable development** across the built and farmed environment
- To create **new jobs and economic opportunities**

Our partners

- Parishes in the JCC area
- Natural England
- Natural Cambs
- PECT
- Wildlife Trust
- WSAT (Sacrewell)
- Nene Park Trust
- Langdyke CT
- Milton Estates
- Burghley Estate
- Protect Rural Peterborough
- Welland River Partnership
- Peterborough City Council
- Tarmac
- John Clare Trust
- John Clare Society

Parish Nature Recovery

- 16 parishes signed up to create 10 year plans
- Focus of 2021 - Thank You Nature includes
- 41 projects identified - £26,000 of initial funding allocated, including
 - Hedge and tree planting
 - New access trails
 - Road verge maintenance
 - Pond and wildflower meadow creation
 - Churchyard and school-grounds nature plans
 - Signage and information

Thank You Nature



- Series of planting events in autumn 2021
- Further round of funding
- More projects across wider landscape, working with private landowners

Your invitation

- Get involved!
- Parish Council decides to develop a nature recovery plan
- Set up small, local team to take forward
- Advice from our central team of 'informed volunteers'
- Funding bids autumn 2021

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Rural Vision for Peterborough

Background

Peterborough is made up of a total of 24 wards, five of these wards can be considered rural, under the ONS definition which defines areas as rural if they are outside of settlements with more than 10,000 resident population. These wards are Glinton and Wittering, Newborough, Northborough, Eye and Thorney, and Barnack. (In May 2016 the wards will become Glinton & Castor, Wittering, Barnack and Eye, Thorney & Newborough.)

In Peterborough, approximately 12% of the population can be considered as living in a rural ward.

A Sense of Place.



Our rural area is made up of...

- 5 Wards
- 23 Parishes
- 21,776 residents = 12% of total Population
- 26,307 Hectares = 77% of total Land Mass
- Growth in population over last 10 years of 2,678 people (10% of overall city's growth)

The rural areas and villages of Peterborough are valued as an important asset now and for the future of Peterborough. They have strong independent local identities and sense of heritage and belonging, choosing to retain their rural way of life, supported by their own social and economic structure (e.g. schools, church, pubs, small businesses), enabling their communities to be viable long term and to evolve.

Peterborough's rural communities, including boundary urban/rural areas offer countryside of great natural beauty, open landscapes, accessible green spaces rich in wildlife and areas and buildings of historical interest for the benefit of all. They offer viable places to live and work, visit and enjoy – for their communities and the people of Peterborough and beyond.

Conserving this unique heritage will be an important part of the future development of Peterborough, contributing to our wider ambitions to 'grow the right way' and be recognised as the national environment capital.

Sustainable Community Strategy

Peterborough's sustainable community strategy aims to deliver a bigger and better Peterborough through improving the quality of life for all.

The vision and priorities are to:

- Create opportunities, tackle inequalities
- Create strong and supportive communities
- Create the country's environmental capital
- Deliver substantial and sustainable growth

All policies, procedures and strategies that form part of the overall community strategy will have a direct or indirect relevance for rural issues. This vision and supporting Parish Charter will direct that all existing and emerging policies, procedures and strategies are '*rural proofed*' to ensure the implications for rural communities are an integral consideration in their development and delivery.

Ownership and governance for the Rural Vision and Parish Charter for Peterborough

A strong rural voice is vital to ensure that the challenges and opportunities facing rural areas are managed in a way that both supports and empowers rural communities and the people who live and work in them.

A Rural Vision and Strategy for Peterborough was originally developed in 2008 by a working group comprising Parish representatives, the Cambridgeshire and Peterborough Association of Local Councils (CAPALC) and the Greater Peterborough Partnership (GPP). The aim was to develop a long term and sustainable framework for engaging the rural communities.

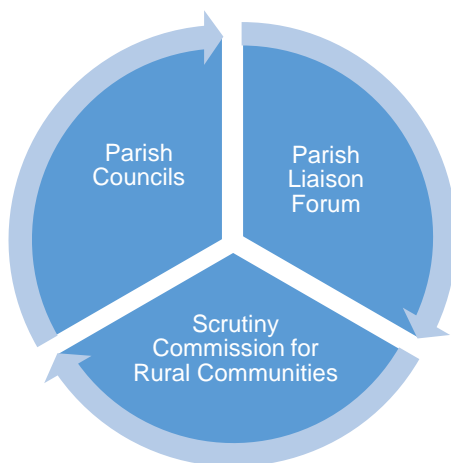
Today all Parish Councils in Peterborough have the regular opportunity via the Parish Liaison Forum to network with peers, share information and best practise and identify and embrace opportunities for working together to address mutually common themes that impact across all areas.

The Parish Liaison Forum now also have a working sub group with a remit to:

- Plan and prepare the agenda for the quarterly Parish Liaison meetings, ensuring these networking opportunities provide educational and informed items of interest and benefit
- Plan and prepare the Annual Parish Conference
- Support and promote the exploration of local interest groups to establish new Community Councils in unparished areas of the city
- Support and promote the role and opportunities of Parish/Community Councils in the current living and working environment
- Develop and implement the Rural Vision and Parish Charter

The Rural Vision will be delivered via the Parish Councils, communities, and the statutory, voluntary sector, and wider civil society sectors, all of whom will be encouraged to adopt the vision, supporting action plan and the Parish Charter.

Up to 4 representatives of the Parish Liaison Forum are co-opted to the Council's Scrutiny Commission for Rural Communities. This governance structure represents the mutual agreement for the City Council to work in partnership with the Parish Councils so that services are delivered more efficiently and meet the needs of the rural communities.



The Shared Vision

The Rural Vision aims to provide a framework for achieving sustainable and viable rural communities in Peterborough and outlines how Peterborough City Council will work in partnership with Parish Councils to ensure that services are delivered more effectively and meet the needs of the local rural (and urban) communities.

Objectives

1. To recognise and promote current activities and programmes that support rural communities
2. To identify the priorities within rural communities to inform linked strategies and plans
3. To provide baseline data and information from which to measure success
4. To develop, implement, monitor and evaluate an annual action plan to ensure continuous alignment and ability to influence strategic priorities locally and across the city
5. To develop a Parish Charter for Peterborough to *'Improve joint working between the city council and Parish Councils so that services are delivered more efficiently and meet the needs of the local community'*

Delivering the shared vision

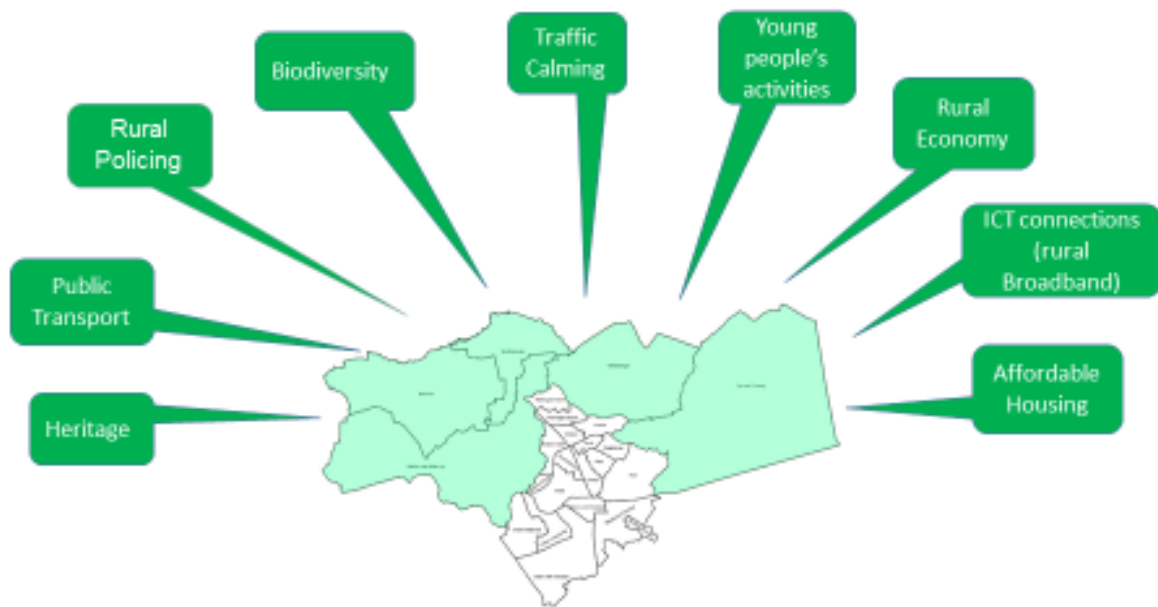
An annually refreshed working Action Plan will reflect the strong vision of Peterborough City Council to support Parish Councils achieve their aim to:

- Build ability to be self-supporting, independent rural communities
- Address and challenge infrastructure improvements that ensure rural communities are able to maximise equal opportunities to enhance the quality of life

Common strategic priorities will be captured in the action plan under the following themed headings:

- a. Transport, Utilities and Communications (*incorporating: transport networks; public realm; waste management; electricity, water, gas and ICT connections; public transport; road safety and traffic calming*)
- b. Education and Skills (*incorporating: pre-school, primary, secondary and post-16 education; apprenticeships*)
- c. Environmental Sustainability (*incorporating: flood risk management; carbon emissions reduction; strategic green open spaces; biodiversity conservation; built environment conservation*)
- d. Community and Leisure (*incorporating: affordable housing; community buildings; community safety; parks and open spaces; sports and recreational facilities; crematorium and burial grounds; libraries, museums and lifelong learning; public footpaths and bridleways*)
- e. Health and Wellbeing (*incorporating: Primary Health Care facilities; emergency services*)
- f. Economics (*incorporating: social and micro enterprises; farm diversification and productivity; tourism, culture and heritage; support for village shops and pubs; maintenance of rural character*)

Common Themes across Peterborough's Rural Communities.



Reference and useful information: For more information regarding Parish Councils, PCC Scrutiny Commission for Rural Communities and CAPALC refer to: www.peterborough.gov.uk/



Parish Charter for Peterborough

Foreword

Peterborough City Council recognises the significant role that Parish Councils have in the lives of Peterborough's diverse communities.

This Charter has been developed in partnership with Peterborough's Parish Councils and represents a mutual agreement to improve joint working between the city council and Parish Councils so that services are delivered more efficiently and meet the needs of the local community.

Cllr Nigel North, Cabinet Member for Communities and Environment Capital.

Parish councils have long been independently providing services to their communities. They have revenue raising powers to fund projects and the provision of services for the benefit of their residents.

With central government's declared aim of dramatically reducing their financial contribution to local authorities it is time for parishes to cooperate better amongst themselves and with Peterborough City Council. In this way we can try to mitigate the effects of the cuts and continue to meet the needs of our communities.

The Rural Vision and Parish Charter are an important step towards effective collaboration in local government.

Henry Clark, Chair CAPALC

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1. Introduction

The Peterborough Parish Liaison Forum, which comprises all Parish Councils in Peterborough, together with the Peterborough City Council have agreed to publish this Charter, which sets out how they aim to work together for the benefit of local people.

The Charter is designed to support parishes in retaining their distinctiveness while providing a framework that ensures opportunities are embraced and the need to build the ability to withstand external forces is recognised.

Peterborough City Council acknowledges the important role that Parish Councils play as the first tier of local government. Peterborough City Council believes that Parish Councils can be very effective by influencing and shaping the decisions that affect their communities in the following ways:

- ❑ They offer a means of devolving certain services and of revitalising local communities
- ❑ They can represent the views of their area and effectively influence the development of policies and services
- ❑ They can provide valuable feedback on how Council services are working in their area and how changes in policy are likely to affect the local community

Peterborough City Council wishes to strengthen and maintain the relationship with Parish Councils and the local communities they serve in a spirit of partnership and consultation. In turn, Parish Councils recognise the strategic role of Peterborough City Council and that they have to achieve a fair distribution of services across the city as a whole.

This Charter sets out the broad principles upon which Peterborough City Council and Parish Councils will work together. All parties agree to develop and support a process for how the relationship will work in practice.

2. Partnership Working for Communications and Engagement

Both parties will:

- 2.1 Advise each other in advance of key personnel changes (e.g. Council Clerk or the Head of Planning Services)
- 2.2 Make information available to each other and to the public, electronically as the preferred method of choice, as well as other formats
- 2.3 Endeavour to ensure that the customer experience is 'right first time' regardless of service approached with the enquiry
- 2.4 Engage with each other in advance about proposed changes to the operational services they provide. This includes levels of service and/or frequency of service
- 2.5 Seek opportunities for economies of scale and value for money through individual, consortium or clustering arrangements where possible
- 2.6 Respect and promote the role of elected councillors as representatives of their communities
- 2.7 Promote active democracy to ensure communities are able to have a say and help to develop a shared vision, identity and sense of belonging

Peterborough City Council will:

- 2.8 Seek comments from Parish Councils before making decisions which affect the Parish Council's residents or the Parish generally
- 2.9 Allow Parish Councils a reasonable time to make comments in response to consultations (this period may be determined by statutory consultation requirements)
- 2.10 Circulate information / news of interest to Parish Councils
- 2.11 Signpost customers to local Parish facilities where available
- 2.12 Offer support for the development of Parish Council websites where needed
- 2.13 Organise, via the network of the Parish Liaison Forum, information events, training and/or briefing sessions
- 2.14 Arrange for relevant officers to attend Parish Council meetings when appropriate
- 2.15 Treat all Parish Councils equally on merit regardless of size
- 2.16 Support the exploration of establishing new Parish Councils in areas that have demonstrated a desire for neighbourhood governance

Parish Councils will:

- 2.17 Adopt arrangements which enable them to respond to Peterborough City Council consultations in a timely way
- 2.18 Encourage direct participation from the Parish Council and their local community in the implementation of activities to support the Sustainable Communities Strategy
- 2.19 Attend information, training and briefing events organised by Peterborough City Council and where possible provide local venues to host these events
- 2.20 Nominate representatives to be co-opted to the Scrutiny Commission for Rural Communities
- 2.21 Promote the services and events of Peterborough City Council amongst the local community and make information available for residents via local means.
- 2.22 Enable training for Councillors and staff

3. Devolved Services and Assets

Peterborough City Council will:

- 3.1 Develop and publish criteria against which requests for the devolving of services to Parish Councils will be considered
- 3.2 Formally consider and respond to requests from Parish Councils for the devolving of services
- 3.3 Respond to requests from the Parish Council to 'enhance' a service provided by Peterborough City Council through payment of a contribution (or other means agreed)
- 3.4 Put in place formal agreements, including financial arrangements, to clarify the arrangements and deliver enhanced services within the agreed terms

Parish Councils will:

- 3.5 Prepare an appropriate business case to demonstrate how local services will be managed if seeking to do so or if wishing to exercise powers for the first time. The business case must prove the capacity to finance and deliver the service and show the benefits for the local community
- 3.6 Submit formal requests, with sufficient notice, to Peterborough City Council if it wishes to contribute towards an enhanced service.

4. Finances

It is noted there are no additional funds available for implementing the Charter. The Charter is established with the principle of finding innovative ways of maximising contributions and benefits to make the best of limited resources that respond to local need in the most cost effective way.

Peterborough City Council will:

- 4.1 Consult on proposed changes to service provision and budget implications in a timely manner
- 4.2 Provide information to support Parish Councils in determining their precepts
- 4.3 Meet the administration and staff costs associated with elections and Neighbourhood Plan referendums whilst national legislation mandates the council to do so

Parish Councils will:

- 4.4 Provide precept information by the mutually agreed deadline
- 4.5 Implement financial planning procedures that produce budget forecasts for a minimum of 3 years

5. Monitoring and Evaluation

- 5.1 The Charter and any associated delivery framework will be reviewed on an annual basis by the working group of the Parish Liaison Forum. The first review will take place in March 2016.

6. Key Contacts

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This Charter is signed by:

Chair of the Parish Liaison Forum

Chair of CAPALC

CEO CAPALC

Chair Parish Liaison Forum Working Group

Leader of Peterborough City Council

CEO Peterborough City Council

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