Town & Parish Council Conference

22\textsuperscript{nd} November 2016
Welcome and Introduction

Cllr Tracey Stock
Deputy Executive Member, Corporate Resources
Agenda

• Welcome and introduction

  1. Emergency Planning
  2. LGSS Law
  3. Town & Parish Precept Setting – 2017/18
  4. Volunteering: Watch Schemes
  5. Silsoe Community Sports Centre

• Devolution – a table discussion on joint working and volunteering

• Feedback

• Close
Emergency Planning

Mark Conway
Emergency Planning Manager
Emergencies
Emergency Response

Central Bedfordshire Council have a Duty First Contact Officer on duty 24/7 every day of the year. This is the single point of contact that the emergency services and other responders have to notify Central Bedfordshire Council about an emergency situation or significant event.

Contacting the Duty First Contact Officer

Email: emergency@centralbedfordshire.gov.uk

Direct line (Mobile): 07964 111942
What happened?

Bloor Homes on the development site in Ampthill (Abby Lane) struck a High Pressure Pipeline on 16.11. 2016 at approx. 1600hrs.

The area was cordoned off by Police and Fire. The pipeline was releasing gas and there was a strong smell of gas across the area. National Grid Gas attended and advised that there was no immediate risk to life or of an explosion. They were unable to make the fix with the gas still running and had to shut the pipeline down, which has left Ampthill, Maulden and Clophill without gas.

6036 Properties affected:
- Pipeline had to be fixed
- Each property required a visit by a gas engineer to make the gas safe
- Gas pipelines to be refilled
- Each property required a second visit by a gas engineer to reconnect the gas
- Vulnerable people needed to be identified as quickly as possible to check on them and offer assistance
## Incident

<table>
<thead>
<tr>
<th>Area</th>
<th>No. of properties</th>
<th>No. Gas Users</th>
<th>Gas Still Off (only because unable to get into the property)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clophill</td>
<td>1032</td>
<td>870</td>
<td>18</td>
</tr>
<tr>
<td>Ampthill (Maulden)</td>
<td>1097</td>
<td>975</td>
<td>26</td>
</tr>
<tr>
<td>Ampthill East</td>
<td>2214</td>
<td>1895</td>
<td>139</td>
</tr>
<tr>
<td>Ampthill West</td>
<td>1693</td>
<td>1383</td>
<td>72</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6036</strong></td>
<td><strong>5123</strong></td>
<td><strong>234</strong></td>
</tr>
</tbody>
</table>
Strategy

- Protect the vulnerable
- Protect the electricity supply
- Restore gas as quickly and safely as possible
- Minimise the risk to the wider community
- Maximise the safety of responders
- Gather multi agency information and intelligence to support and guide strategic, tactical and operational decision making
- Warn, inform and advice local communities and key stakeholders
- Gather learning to improve our responses in the future
- Develop a multi-agency recovery plan.
Command and Control Structure – How do we manage an emergency/major incident?

**GOLD**
- STRATEGIC: Formulates strategic aim for the incident
  - I THINK

**SILVER**
- TACTICAL: Formulates tactical plans to achieve strategic aims
  - I DIRECT

**BRONZE**
- OPERATIONAL: Formulates operational plan to achieve Strategic and Tactical aims
  - I DO
What could you have done as the Town or Parish Council?

Before – to be prepared

During – to help the response

After – to help community recovery
A Special Town & Parish Council Emergency Workshop?
Legal Shared Service Update
Town and Parish Conference
22 November 2016

Chris Rushworth
CBC Legal Services Business Relationship Manager

Fiona McMillan
LGSS Law
In respect of the statutory functions under the Localism Act (‘core work’) LGSS Law will continue to provide services to T&PCs without direct charge to them.

These costs will continue to be met from the core legal budget managed by CBC.

In respect of other (‘non-core’) matters T&PCs may wish to seek advice direct from LGSS Law on a chargeable basis.

Your LGSS Law contact will advise if your legal query falls under the Core or Non-Core category.
Who are LGSS Law?

• LGSS was set up as a Shared Service in October 2010 between Cambridgeshire County Council and Northamptonshire County Council to provide legal services to the two founding Councils and also to a range of external clients in the public and not-for-profit sector.

• In March 2015 LGSS Law was granted the ability to become a company owned by non-lawyers (an “alternative business structure”) and became LGSS Law Ltd on 1st April 2015, wholly owned by Cambridgeshire and Northamptonshire County Councils.

• In April 2016 Central Bedfordshire Council joined LGSS Law as our third local authority owner.

• LGSS Law Ltd now employs nearly 150 members of staff within specialist legal teams and provides services to more than 100 organisations across the public and not-for-profit sectors, including local authorities, clinical commissioning groups, foundation trusts, charities and fire services.
Code of Conduct & Governance

• Quentin Baker is the CBC Monitoring Officer and leads a governance team at LGSS Law.

• A key part of our work with parish councils is the ethical framework and how it affects councils and their members.

• We can advise you on declaration of interests, dispensations, pre-determination & bias and the member code of conduct.

• We can also advise on governance procedures.
LGSS Law for parish council legal advice

• LGSS Law has an extensive experience of dealing with the issues that face parish councils, parish councillors and clerks.
• With our local authority background we are uniquely placed to understand the local government context for parish council legal issues and the legal framework in which you operate.
• We can advise you on points of law and procedure in relation to the administration of your parish council and can help resolve disputes over a wide range of issues
• We can also help you bring your community projects to fruition
• We offer a huge team of lawyers covering all areas of law at your disposal at extremely cost-effective rates.
Common parish council legal issues

• Village greens
• Common land
• Rights of way
• Interaction with charities
• Land issues - ownership, occupation and use
• Allotments
• Contracts
• Affordable housing
• Dealing with access to information and requests under the Freedom of Information Act 2000
Employment issues

• Proper employment knowledge and procedures are often beyond the experience of parish and town councils.
• We can advise on good practice and legal requirements whether you are appointing, managing or terminating relationships with your employees
• We can represent you in Employment Tribunals/legal proceedings
Community Projects

We can advise on community projects such as:

• The building of new community centres or village halls
• The outsourcing of council services
• The laying out of recreational facilities and allotments
• The buying, selling, leasing and development of land

• We can also help and advise on the creation of special purpose vehicles for community benefit e.g. Trusts of companies.
For further information on LGSS Law Ltd:

- Go to [www.lgsslaw.com](http://www.lgsslaw.com)
- Pick up one of our brochures on your way out tonight.
- Email me on [Fiona.McMillan@LGSSLaw.co.uk](mailto:Fiona.McMillan@LGSSLaw.co.uk)
Questions
Town and Parish Precept Process – 2017/18

Sarah Michael
Senior Finance Manager – Strategy

Phil Martin
Finance Manager - FPS Strategy
Precept Setting 2017-18
22\textsuperscript{nd} November 2016
Why are we here?

- Last year we provided detailed guidance in the form of a presentation to all Town & Parish Councils via email as well as at the annual training session.

- Despite this, only 39 of the 79 Town & Parish Council’s submitted a fully completed and correct Parish Precept request form. The remaining 40 contained errors or were incomplete.

This short presentation will highlight the most common issues that we found & hopefully help you to avoid them.

- Understanding why your Tax Base Changes.

- Update on Referendum Principles.
Common Issues with Submissions

There were 27 different combinations of ‘issues’ with the returns Towns and Parishes provided us with last year.

1. Incomplete Returns (missing figures)

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
<th>2016-17</th>
<th>Movement (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Precept Requirement (whole Pounds only)</td>
<td>A</td>
<td>£12,000</td>
<td>£12,000</td>
</tr>
<tr>
<td>Tax Base</td>
<td>B</td>
<td>154</td>
<td>156</td>
</tr>
<tr>
<td>Band D Council Tax for Town / Parish, per dwelling</td>
<td>C (= A / B)</td>
<td>£77.92</td>
<td>£</td>
</tr>
</tbody>
</table>

If we processed this one the Precept would have been £11.3m!!
Common Issues with Submissions

2. The maths doesn’t work

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
<th>2016-17</th>
<th>Movement (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Precept Requirement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(whole Pounds only)</td>
<td>A</td>
<td>£7,796</td>
<td>£7,796</td>
</tr>
<tr>
<td>Tax Base</td>
<td>B</td>
<td>101</td>
<td>113</td>
</tr>
<tr>
<td>Band D Council Tax</td>
<td>C</td>
<td>101</td>
<td>113</td>
</tr>
<tr>
<td>for Town / Parish, per</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>dwelling</td>
<td>(= A / B)</td>
<td>£77.19</td>
<td>£77.19</td>
</tr>
</tbody>
</table>

A/B does not equal C

The % change figure is wrong

Using the new Tax Base for 2016-17 and your requested total precept, please calculate and complete the Band D Council Tax per dwelling box.
Common Issues with Submissions

3. “Keep it the same”

A number of Parishes last year told us they wished to “Keep it the same”.

If your Tax Base has changed (For 90% of you it will) then it is not possible for your Precept and Band D figures to remain the same (The Maths won’t work).

<table>
<thead>
<tr>
<th></th>
<th>2016/17</th>
<th>2017/18</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Precept Requirement (whole Pounds only)</td>
<td>A</td>
<td>£100,000</td>
<td>£</td>
</tr>
<tr>
<td>Tax Base</td>
<td>B</td>
<td>1,000</td>
<td>1,500</td>
</tr>
<tr>
<td>Band D Council Tax for Town / Parish, per dwelling</td>
<td>C (= A / B)</td>
<td>£100</td>
<td>£</td>
</tr>
</tbody>
</table>

Keep what the same?
- If Precept remains £100k then Band D will be £66.67
- If Band D remains the same the Precept will be £150,000
**Common Issues with Submissions**

4. Other Problems

- One Parish sent us two returns, in the same envelope, with different Precept Requirement figures on each.

- Confusion regarding the Precept Calculator. Some Parishes misunderstood and thought they needed to choose between the methods, believing they resulted in a different answer or involved different calculation methods.

- Many did not use the Precept Calculator, which resulted in missing/incorrect figures.

- Transposition errors were common.

- In some cases Precept returns differed from the figures recorded in Parish Council minutes.
Common Issues with Submissions

How a return should look;

<table>
<thead>
<tr>
<th>Town / Parish Name</th>
<th>2015-16</th>
<th>2016-17</th>
<th>Movement (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Precept Requirement (whole Pounds only)</td>
<td>A</td>
<td>£134,606</td>
<td>£142,939</td>
</tr>
<tr>
<td>Tax Base</td>
<td>B</td>
<td>1,929</td>
<td>1,939</td>
</tr>
<tr>
<td>Band D Council Tax for Town / Parish, per dwelling</td>
<td>C (= A / B)</td>
<td>£69.78</td>
<td>£73.72</td>
</tr>
</tbody>
</table>

- Use the Precept Calculator to calculate your figures and include a copy of it with your return.
- Please check the arithmetic before you submit.

Please note that we can’t assume anything - we need you to be very clear about what you require from your residents.
Why your tax base changes

• The one factor that seems to cause confusion to Towns and Parishes is the fact that the Tax Base can change!

• It is highly likely that your tax base will change each year (90% changed between 2016/17 & 2017/18).

• The Tax Base is as at a point in time and for larger Towns / Parishes it will change on a daily basis, as the circumstances of your residents change as well new development or demolition.
Why your tax base may change:

- Single Person Discount
- Occupied by students
- Discounts for disabled people
- Resident moved into Hospital or a care home
- Housing Growth
- Demolition
- Council Tax Support
- Resident in prison
- Property is in Probate
The referendum principle Consultation

The DCLG Technical Consultation closed in October. We are awaiting the outcome.

The proposals are:

- A referendum principle of 2% for the larger higher-spending town and parish councils, those with a precept of over £500k and a £75.46 Band D charge.
- They are also considering extending the principle to all local precepting authorities.

As soon as we have more information we will send a communication to you all.
6. Help!

A drop-in Session has been arranged for Thursday 1\textsuperscript{st} December between 1pm and 3pm in room PH 3 at Priory House.

Contact us :

- Precepts@centralbedfordshire.gov.uk
- Phil Martin  0300 300 6132
- Sarah Michael  0300 300 4559
Questions?
Volunteering: Watch Schemes

Juliet Wright
Watch Scheme Development Co-ordinator, Bedfordshire Police

Councillor Tony Morris
Leighton Linslade Town Council
Watch Schemes

WATCH COORDINATOR Juliet Wright

October 2016
SpeedWatch

- 56 schemes
- Sharing 22 devices
- 932 volunteers made up of:
  - 330 Bedford Borough
  - 575 Central Beds
  - 27 Luton
  - 142 Volunteers across the county trained this year
Warning Letters To Date

- January 545
- February 567
- March 810
- April 825
- May 967
- June 1,079
- July 604
- August 549
- September 529
- October 656
Planned SpeedWatch Training 2017

- Saturday 21st January
- Saturday 1st April
- Thursday 27th July
- Saturday 21st October
Neighbourhood Watch

- Luton 190 Schemes
- 4,000+ members

- Bedford 1,000 Schemes
- 9,000 members

- Central 150 Schemes
- 4,000 members
StreetWatch

11 schemes across BEDFORDSHIRE

- Ampthill
- Maulden
- Barton
- Biggleswade
- Shefford
- Clifton
- Caddington
- Marston
- Wootton
- Houghton Regis
- Harlington
StreetWatch

- 100 plus Bedfordshire police volunteers
- Actively tasked
- Trained on Operation Cocoon
- Participating in Operation Fidelity, Operation Beneke
- Integral part of Operation Salcoats
‘ENGAGEMENT’ plus ‘ENERGY & ENTHUSIASM’
Equals
A STRONGER COMMUNITY
About our Town

- Historic market town – market held since Medieval times.
- Between 2001 and 2011, population growth of 14% to 37,430 residents.
- Anticipated future rapid growth to the south and east of the town will bring the population to just under 47,000.
- Leighton-Linslade is one of the UK’s largest precepting authority with an annual budget of just over £2 million.
- Fast transport links – a commuter town.
- Key issues: Traffic, Car Parking, Anti-social Behaviour and other petty crimes

To promote wellbeing for our community
To promote and develop a vibrant town
Our Aspirations – **SPEED** Watch, **STREET** Watch & **NEIGHBOURHOOD** Watch

- Support the Police – Operation Dodford?
- Help to keep the community safe with weekly speed checks at key points within the town.
- Provide a reassuring presence, particularly for the elderly and vulnerable
- Encourage the role of ‘good neighbours’ within the community
- Encourage members of the community to volunteer across the range of the three Watch Schemes
What are we actually doing?

- Single over arching LEIGHTON-LINSLADE Watch Scheme – *simplification of organisation, marketing, funding & website*
- Initially leading with Town Councillor Volunteers
- Encourage use of specialist APPS for both STREET & NEIGHBOURHOOD (TRYGVE & Nextdoor)
- Firstly SPEED WATCH (*2 joint co-ordinators*) done, next: STREET WATCH (*2 co-ordinators*) – one for Leighton Buzzard and one for Linslade.
- Review of existing NEIGHBOURHOOD WATCH Schemes
  - We don’t actually know the status of existing schemes?
  - New Communities – new challenges, new opportunities
- Use of **VOLUNTARY & COMMUNITY ACTION** to help with recruitment of volunteers (Contact: Gina Croxford, Bossard House LB)

**Copying the model of Caddington Parish Council**

**Special thanks to John Waller & Cllr Matt Thomlin**
What difference will it ‘hopefully’ make to our residents?

- Our elderly, our young and our most vulnerable will feel safer. Whether that be in their homes, walking in the street, or simply going about their normal lives.
- Neighbourhoods will become real communities, where people might actually get to know each other.
- New residents to the town will feel more engaged with the town, with the market, with the shops and the activities … all those good things that we, the old established residents love so much about our town.
Christmas Greetings from our 2 Carols !!!

Councillors Carol Chambers and Carole Perham
Speedwatch in the rain - Johnson Drive, Leighton Buzzard 16th November 2016
Silsoe Community Sports Centre

Councillor Ian Kelly
Vice Chairman, Silsoe Parish Council

John Robinson
Chairman, Silsoe Recreational Trust
Silsoe Community Sports Centre

A CASE STUDY
The Initial Decisions

- Parish Council
  - Fully engage with planning process
- Cranfield University
  - Master Plan
  - Legacy
    - Community Centre
    - Land for a New School
    - Community Open Space / Community Woodland
- Outline Agreement
  - CBC Leisure Services
  - Cranfield University
  - Silsoe PC
The Specification

- Design
  - Main Hall - 2 Badminton Courts
  - Kitchen
  - Lounge / Bar
  - Meeting Rooms
  - MUGA
  - Changing Facilities
  - Football Pitches
- Cranfield University request a Business Plan
- S106 Document
Work really starts here

- Working Committee Appointed
  - CBC Representative – Sarah Hughes Community Engagement Manager
  - Parish Representatives
  - CBC Ward Member – Alison Graham

- Professional Feasibility Study paid for by:
  - CBC - Partnerships and Community Engagement Team
  - CBC - Leisure Services Department
  - Bloor Homes Ltd
  - Silsoe PC

- Village Consultation Events
- The Silsoe Community Recreational Trust Established
The Building Project

- Bloor Homes commence building on site – April 2013
- Working Committee progress meetings
  - Bloor Homes Ltd
  - CBC - Partnerships and Community Engagement Team
  - Parish Council Representatives

- Feasibility Study - Interior Design Changes - Gym

- Building Handover
  - Parish Council employs Building Surveyor

- Building handed over 4th December 2015
Management of the Centre

- The Trust
  - Overall supervision by the Trust
  - Ensure benefit to the community

- Stevenage Leisure Limited
  - day to day management of the facilities
  - Sports activities
  - Community activities
  - Volunteer Scheme
S106 Agreement still continues

- Sports Centre – now in operation
- Football pitches – 2017
- Cricket Pitch & Community Woodland – to follow

- The project management by the Trust, supported by CBC Community Engagement Team continues........
It takes a long time

2005
First meeting
With Cranfield

2009
S106 Agreement
Signed

March 2016
Open to the
Public
Silsoe Community Sports Centre
Silsoe Community Sports Centre
Silsoe Community Sports Centre

Two very satisfied customers
Thank You

Communicate
Consult at every opportunity
Make Decisions
Consult at every opportunity

Communicate
Business Plan

Business Plan

Take Advice
Involve everyone you can
Questions?
Table discussion questions:

**Volunteering**

Do you have a bank of volunteers in your parish? What volunteering schemes do they engage in? Where are there any gaps and how might they be filled?

**Devolution**

Are there any services you would like to see devolved to your parish? If so, which? What are the barriers to taking on these services and how could you overcome them?
Feedback