

Town and Parish Council Conference

21 November 2017

| Agenda | | |
|--------|---|---|
| 5.30pm | Arrival and registration | Networking, refreshments |
| 6.00pm | Welcome and introduction | Councillor Tracey Stock Deputy Executive Member - Health and Lead Member for Stronger Communities |
| | Highways Reporting and Resilient Network | Jade Jones Team Leader Highways Business Support |
| | Governance Review | Claire Carpenter Electoral Service & LLC Manager |
| | Local Plan Update | Andrew Davie AD Development and Infrastructure Connie Frost-Bryant Head of Strategic Growth |
| | General Data Protection Regulation (GDPR) | Quentin Baker Executive Director, LGSS Law Ltd Maria Damigos Corporate Solicitor, LGSS Law Ltd |
| 8.30pm | Close | |

Highways Update

Jade Jones - Highways Team Leader
Business Support
21st November 2017

Resilient Network

- The Resilient Network refers to the transport routes that are given priority in order to maintain economic activity and access to key services and was developed with input from the Emergency Planning Team and stakeholders from the Resilience Forum.
- Public consultation 7th August to 30th October 2017
- All responses were analysed and suggestions for changes were assessed
- Executive on 5th December for adoption

New Highways Reporting Tool Coming Soon

- Current reporting tool launched in 2016
- We have listened to all the feedback and reviewed best practice from other authorities
- We are developing a new tool using the Essex model.

Essex Model

<http://www.essexhighways.org/Transport-and-roads.aspx>



**Welcome to the Highways
Service Information Centre**



For the latest highways, transport and travel information in Essex

What would you like to do?



Tell us about something

Any issue on or around a road or pavement, such as potholes, streetlights, traffic lights, overgrown trees



Check a Query

Use a reference number or search a location for status updates on existing issues



Information & Applications

Information on major works, blue badges and applications



Interactive Maps, Live traffic and travel

Highways Information Map, Roadworks and latest traffic news



Bus Information

Bus passes, Park and Ride, Timetable information or changes



Winter Travel

Information on winter travel, salting routes, #EssexGritters

CBC Reporting Tool in Development

What is it about?

Select one of the 14 options below



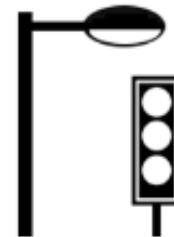
Potholes and Road Surface

Potholes and road surface issues



Pavements, Kerbs & Cycle Paths

Damaged or uneven pavements, cycle paths or kerbs



Lighting

Street lights, traffic lights and lit signs



Flooding and Blocked Drains

Standing water, blocked or broken drains, flooded property or impassable roads



Grass, Trees, Verges and Weeds

Vegetation issues such as overgrown trees, bushes, verges or weeds



Public Rights of Way

Footpaths, byways and bridleways Blocked access or broken stiles



Signs Damaged or Missing

warning or traffic signs



Missing or Damaged Manhole Covers

Broken, missing, noisy or rocking manhole covers

CBC Reporting Tool in Development



Potholes and road surface

Pothole is a widely used term to describe damage to a road/carriageway. Before you continue, would you like to [find out more about potholes](#)? Click on the image below which looks most like your issue. Please focus on the type of issue rather than the location or type of road.



Contact us...

Area 1:

Nick Carofalo

0300 300 4715

Area 2:

Mark MacDonald

0300 300 4499

Area 3:

Jill Cross

0300 300 5369



QUESTIONS?

Community Governance Review

Strong and Prosperous Communities

Claire Carpenter

Electoral Service & LLC Manager

Overview

- Local authorities are required, by Central Government, to undertake a review of local governance arrangements every 10-15 years; this is a review of Town and Parish Council arrangements.
- Since Central Bedfordshire Council has been formed this will be its first full Governance review. It needs to be completed by November 2018, in time for the next Town and Parish Council elections in 2019.

Review Timetable

| Dates | Review Stage | Activity |
|-----------------------------------|--|---|
| 26 October 2017 | | GP Committee – approves Terms of Reference |
| 1 November 2017 | Commencement | Terms of Reference published, Council notifies stakeholders |
| 1 November 2017 – 31 January 2018 | Stage One - Submissions | Initial submissions invited in response to consultation document |
| 1 February 2018 – 29 March 2018 | Stage Two – Consideration of Initial submissions | Consider submissions received and prepare draft recommendations |
| 30 March 2018 – 30 June 2018 | Stage Three – Publish Draft Recommendations for Consultation | Publish draft recommendations for further consultation with stakeholders and residents |
| 1 July 2018 – 22 August 2018 | Stage Four – Consider final recommendations | Consider submissions received and prepare final recommendations |
| August 2018* | Conclusion | Final recommendations are approved by GP Committee and recommended to Council |
| September 2018* | Resolution | Council resolves to make a Reorganisation Order |
| October/November 2018 | Implementation | Effective date of Order Effective date of any changes to parish/town boundaries and electoral arrangements |
| 2 May 2019 | | Parish Elections |

Current Arrangements

- 71 Parish Councils and 8 Parish Meetings (pop under 150)
- Responsible for setting precept to manage local facilities such as:
 - Village / Town Hall, allotments, bus shelters, parks, playgrounds, public seats, public toilets, public clocks
 - Councillors elected by local community every 4 years
- Parish populations range from 100 to 41,000. Larger towns and villages are warded

What can be changed?

- Changing boundaries
- Creating new parishes
- Changing the name of your council
- Changing the number of councillors
- Dividing parish into wards
- Changing parish ward boundaries

What should you consider?

- The identities and interests of the community
- Cost of casual vacancies
- The effective and convenient governance of the area
- The impact the proposal may have on community cohesion
- Do the changes make sense?
- Acknowledge people's sense of place and historic attachment to the area

What now?

- We can come and talk at your council meeting
- Speak to your Ward Councillor
- Refer to the NALC guidance
- Speak to community groups
- Advertise on Noticeboards and in newsletters.

QUESTIONS?

Contact details

- Brian Dunleavy – Democratic Services Manager
- Brian.dunleavy@centralbedfordshire.gov.uk
- 0300 300 4049
- Claire Carpenter – Elections and LLC Manager
- Claire.carpenter@centralbedfordshire.gov.uk
- 0300 300 6284

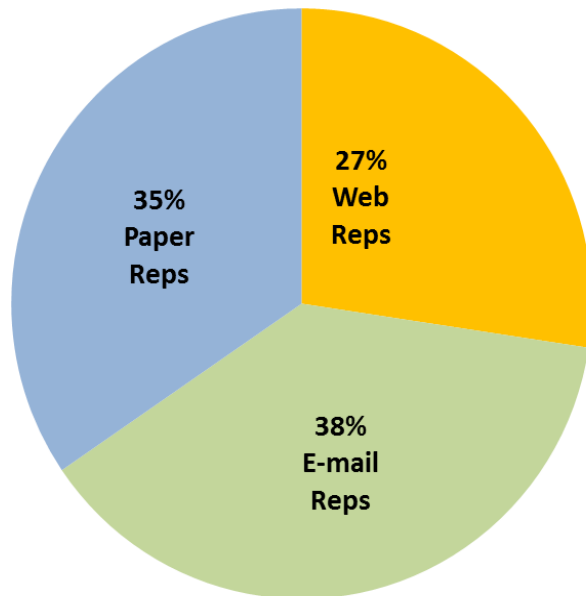
Local Plan Update

Connie Frost-Bryant, Head of Strategic Growth
21st November 2017

Draft Local Plan Consultation (Reg 18)

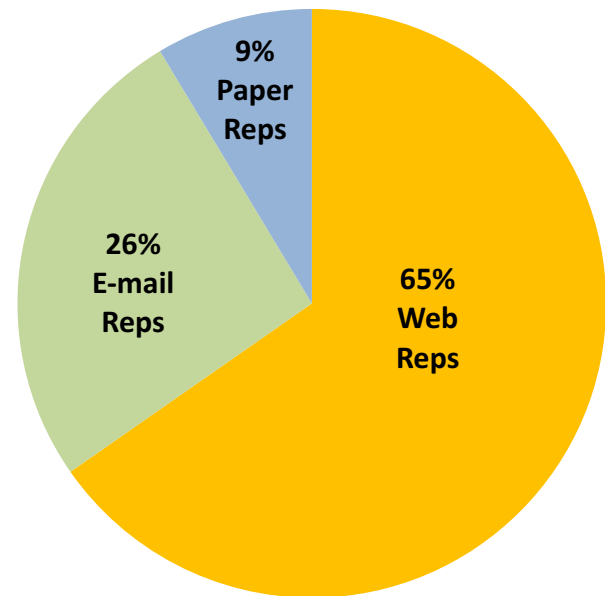
- **PREVIOUS LOCAL PLAN 2012**
- **Total Representations 3,133**

| Draft Dev Strat Type of Representations | Reps | % |
|---|-------|------|
| Web Representations (Reps) | 858 | 27% |
| E-mail Representations (Reps) | 1,193 | 38% |
| Paper Representations (Reps) | 1082 | 35% |
| | 3,133 | 100% |



- **CURRENT LOCAL PLAN 2017**
- **Total Representations 16/10/17 6,828**

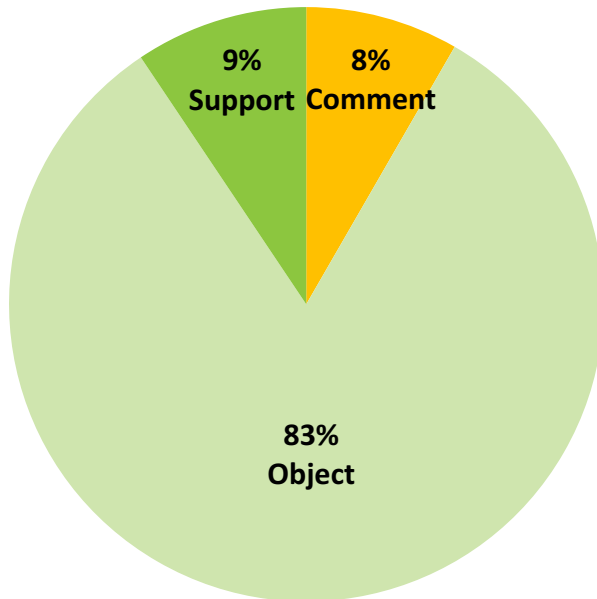
| Reg 18 Type of Representations | Reps | % |
|--------------------------------|-------|------|
| Web Representations (Reps) | 4,459 | 65% |
| E-mail Representations (Reps) | 1,780 | 26% |
| Paper Representations (Reps) | 589 | 9% |
| | 6,828 | 100% |



Draft Local Plan Consultation (Reg 18)

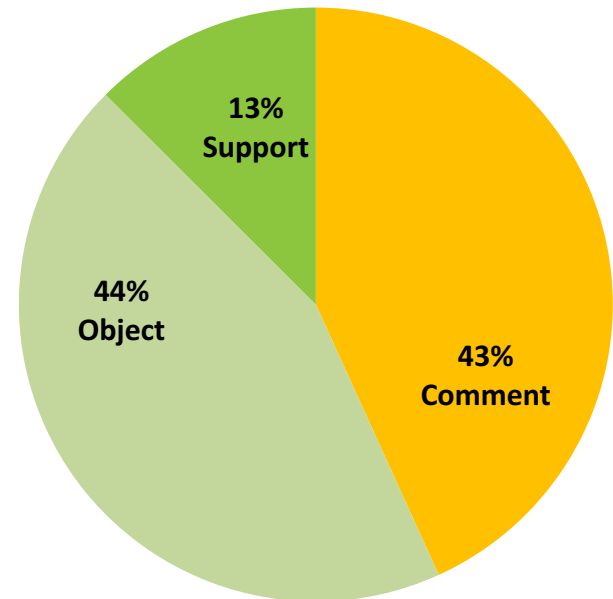
- PREVIOUS LOCAL PLAN 2012**

| | |
|---------|-----|
| Comment | 8% |
| Object | 83% |
| Support | 9% |

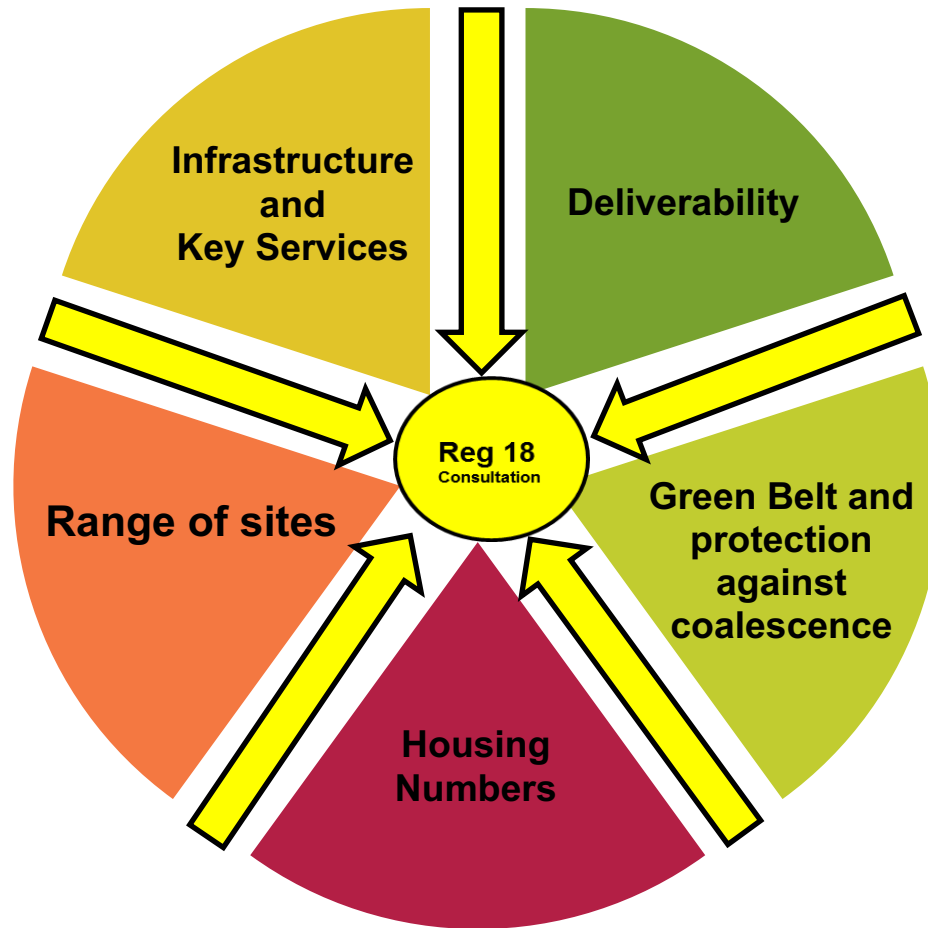


- CURRENT LOCAL PLAN 2017**

| | |
|---------|-----|
| Comment | 43% |
| Object | 44% |
| Support | 13% |



Main Themes from the Consultation



CBC Response to the OAN Consultation

Technical

- Baseline ONS Population projections are flawed for CBC
- Affordability ratio method skews homes figure due to flawed assumptions

Practical

- Lack of labour and materials to allow delivery on the ground
- Drastic scale of step-change with limited transition – 1800 homes – 2553 homes

Capacity

- Housing growth at that scale may not be sustainable due to constraints e.g. 40% Green Belt or cumulative impact – significant strategic infrastructure investment needed
- May therefore have to export our own unmet need
- Outcomes will not address drivers underpinning the formula

Impact – Accelerated Local Plan Timeline

[illegible]

Key Components of New Programme

- Submission date brought forward to March 2018

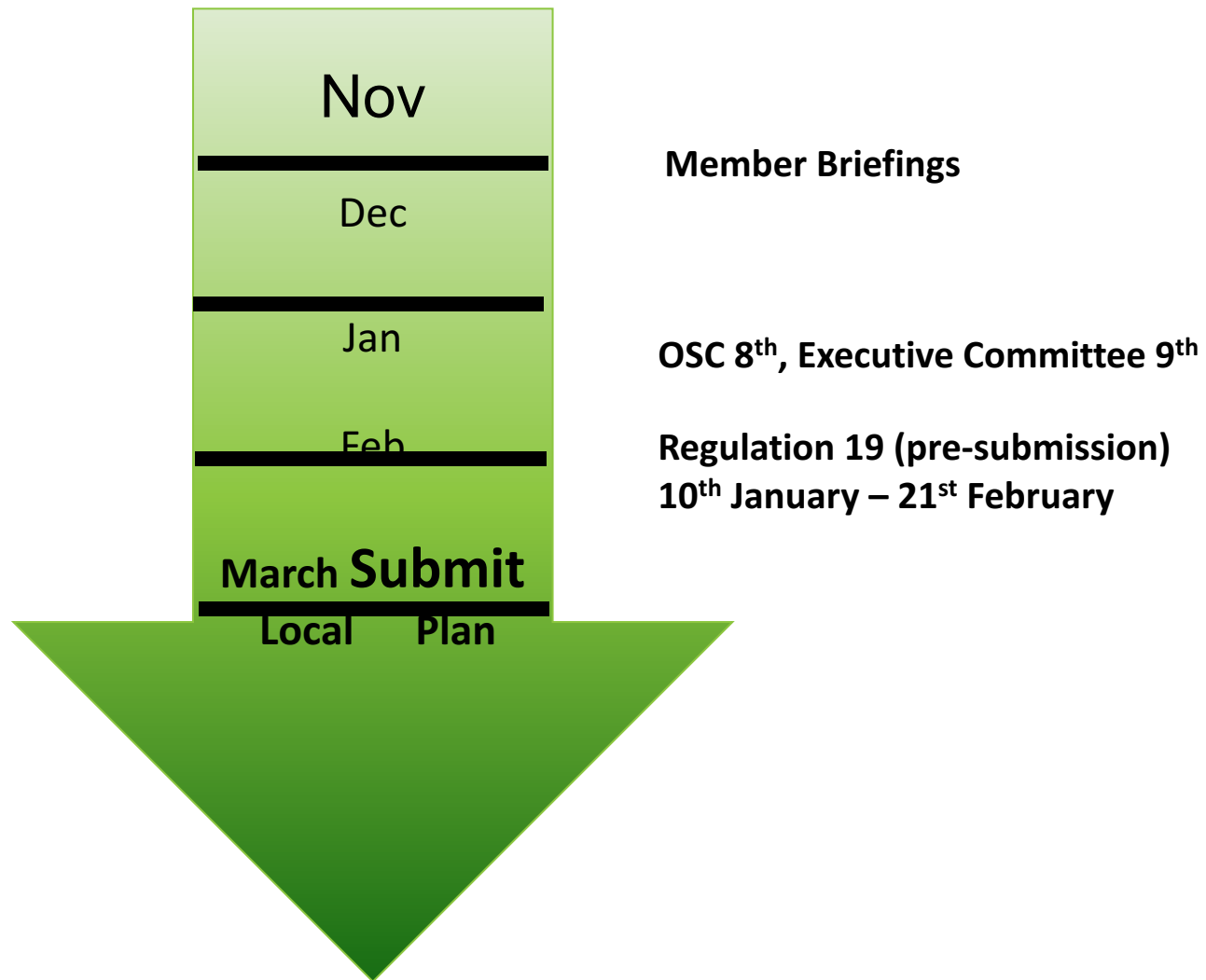
Workstreams

- Communications, engagement and statutory consultation
- Duty to Co-operate
- Redrafting of Plan – site specific policies
- Streamlined evidence base (inc. Sustainability Appraisal, Transport Modelling, Viability Evidence & SHLAA)
- Policy maps and key diagram

Approach to Growth

- Plan for **lower end of 20-30K range for new homes**
- Figure delivers identified housing need for CBC and will consider Luton's unmet need
- This ensures a prudent plan target that enable us to **demonstrate a 5 year HLS.**
- However to demonstrate ambition a contingency on our 'supply' of housing will be identified
- Plan for **24K new jobs**
- This will be comprised of allocations, broad locations at **all scales** that are **deliverable and developable**
- Spatial strategy approach taken from regulation 18 Plan

Engagement Timeline



QUESTIONS?

Town and Parish Councils and the GDPR (General Data Protection Regulations)

**Maria Damigos
Corporate Solicitor
LGSS Law Ltd**

Overview

- What is it and why is it relevant
- Who does it apply to
- Some of the changes
- Things to do
- Data Protection Officers
- Further Information
- Questions

What is it and why is it relevant?

- The GDPR is an EU Regulation which will unify data protection regulations within the EU and is directly applicable in all EU Member States from 25th May 2018.
- The UK's decision to leave the EU will not affect the commencement of the GDPR.
- After Brexit it is envisaged that the GDPR will still be applicable to the UK via the Great Repeal Bill.
- The new Data Protection Bill currently going through Parliament will clarify some parts of the GDPR.
- It contains changes to how data protection is approached and dealt with.
- Significantly increases the monetary penalties for breaches

Who does it apply to?

- **Data Controllers**

All organisations who collect, store or use personal data for their own purposes

- **Data Processors**

All organisations who use or store personal data on behalf of data controllers

- **Your Councils will all be Data Controllers**

You hold data on your Councillors, your employees and your residents

Changes to Data Protection requirements include

- Data Protection Principles
- Lawful processing
- Breach Notification
- Restrictions on transfers of personal data outside EU
- Contract requirements
- Consent and privacy notices
- Appointment of a Data Protection Officer
- Accountability and governance

As well as an increase in fines which can be imposed



Data Protection Principles

Reduced
from
8 to 6

Suppose it will
be easier to
remember them
though?



- The basis of lawful processing will change – choice of 5

- **Consent**

OR

- One or more of the remaining 4 available to a public authority:
 - Performance of a contract
 - Legal obligation
 - Protection of vital interests
 - **Task carried out in the public interest or exercise of official authority**

Breach Notification

- Certain types of data breach must be reported to the ICO within 72 hours and in some cases to the individuals affected.
- The ICO can impose a fine for failure to do this



Restrictions on transfers of personal data to outside the EU

- Although not done intentionally, such transfers **may** take place if you are making use of cloud services.
- In this instance you should investigate the safeguards in place with your cloud provider



Contracts

- Must contain particular terms
- Will apply to all contracts which deal with personal information
- Will apply to all contracts active as at 25 May 2018

- No more implied consent – cannot use opt-out boxes
- Must be clear, affirmative, explicit
- Must be able to be understood by the data subject
- Must be a real consent: must be able to withdraw consent easily

Individuals will have the right to be informed of what is being done with their information.

Consent must be clear, affirmative and explicit.

- Need to contain specific information
(Very similar to Consent Notice)
- Need to be given at the time of collection of data or as soon as possible afterwards
- If information supplied by a third party full details need to be provided to the data subject

Individuals will have the right to be informed of what is being done with their information.

Appointment of a Data Protection Officer

- All public authorities must appoint a Data Protection Officer (DPO).
- The new Bill currently defines a public authority as any body or organisation subject to the Freedom of Information Act 2000.
- This includes Town and Parish Councils



You must demonstrate that you have complied with the principles

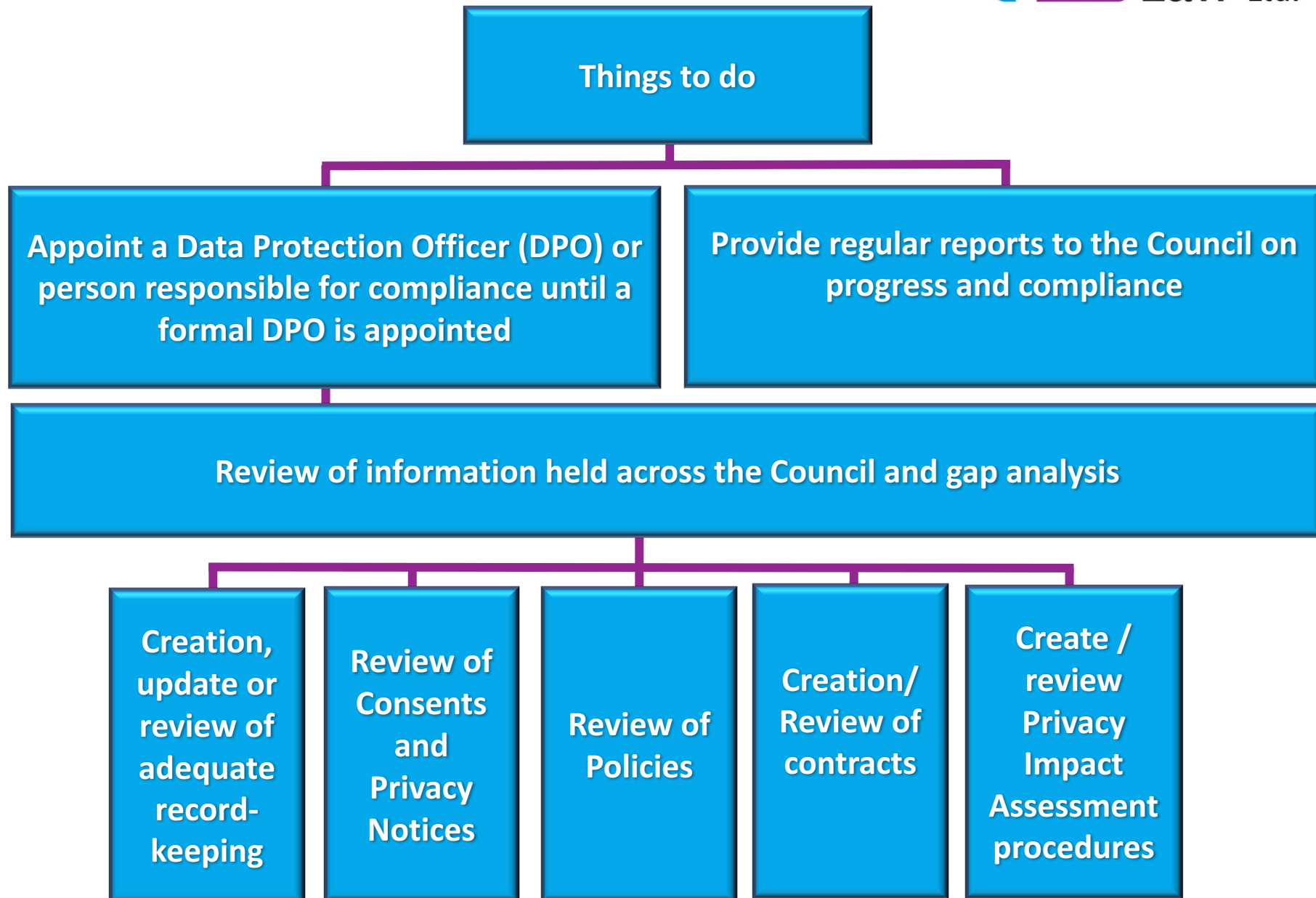
- Technical and organisational measures
- Build data protection and privacy into the day to day running of the Council:
 - e.g. data minimisation, pseudonymisation, transparency, monitoring
- Maintain adequate records of what you have done:
 - e.g. audits, policies, training, privacy impact assessments



Fines

- Up to 10 million Euros (2% of turnover) for lesser breaches
- Up to 20 million Euros (4% of turnover) for serious breaches (e.g. infringement of rights)





DPOs – Who are they?

Can be an employee, external or shared with other public authorities



DPOs – What they do ?

Not expected to deal with the day to day work all the time but they need to be involved with all issues which relate to the protection of personal data therefore:

Participate in management meetings involving any discussion or decisions with data protection implications

Must be consulted if a data breach or other incident occurs

Advise on privacy impact assessments

Contact point for the ICO

Oversee and advise on internal compliance with GDPR/DPA

Their advice must be given due weight



Further Information



ICO

Information Commissioner's Office

<https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/>



Maria Damigos 01223 743853 or maria.damigos@lgsslaw.co.uk

Q&A

Get the latest consultations by email

If you would like informed of consultations open to the public, please register on [Central Bedfordshire Council updates](#) and tick which areas you would like to hear about

You can also [follow us on Twitter](#) or find us on [Facebook](#)

Contact us

consultations@centralbedfordshire.gov.uk

NB: The Budget Consultation starts on 4 January 2018

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