

**MINUTES OF THE PARISH LIAISON MEETING  
WEDNESDAY, 7 DECEMBER 2016**

**Attendance**

Shaun Ambrose-Jones, Castle Donington PC  
Nick Antill-Holmes, Oakthorpe, Donisthorpe & Acresford PC  
Arthur Granger, Ibstock Parish Council  
Barbara Granger, Ibstock Parish Council  
Carole Bramley, Worthington Parish Council  
Martin Buczkiewicz, Osgathorpe Parish Council  
Nicola Burbidge-Mullen, Belton Parish Council  
Karen Edwards, Packington Parish Council  
Jack Fargher, Ashby de la Zouch Town Council  
Helen Foster, Swannington Parish Council  
Stephen Flook, Packington Parish Council  
Maureen Havers, Charley Parish Council  
Andrew Hogsden, Coleorton Parish Council  
Les Hollis, Belton Parish Council  
Russell Johnson, Hugglescote & Donington le Heath PC  
Simon Jones, Breedon Parish Council  
Nicola Land, Swepstone, Worthington, Ibstock Parish Councils  
Sam Lockwood, Breedon Parish Council  
Colin Manifold, Measham Parish Council  
Sue McKendrick, Ashby Woulds Town Council  
George Norley, Ravenstone with Snibston PC, Ellistown & Battleflat PC  
Steve Palmer, Hugglescote & Donington le Heath PC  
Fiona Palmer, Castle Donington Parish Council  
Andrea Robinson, Ashby Woulds Town Council  
Chris Robinson, Swepstone Parish Council  
Brenda Robinson, Worthington Parish Council  
Dawn Roach, Measham PC  
Vicky Roe, Kegworth Parish Council  
Jan Shepherd, Heather Parish Council  
Gill Simkiss, Lockington & Hemington Parish Council  
Michael Specht, Coleorton Parish Council  
Lindsay Swinfield, Appleby Magna PC & Oakthorpe, Donisthorpe & Acresford PC  
Pat Thomas, Ashby Woulds Town Council  
Debbie Warren, Oakthorpe, Donisthorpe & Acresford PC  
Simon Weaver, Hugglescote & Donington le Heath PC  
Norman Williams, Belton Parish Council  
Alison Wright, Heather Parish Council

**Guests**

Jake Atkinson, LRALC  
Alison Smith MBE, Deputy Leader & Portfolio Holder for Community Services,

**Apologies**

Brian Duncombe, Swannington PC and Charley PC  
Karen Turrell, Measham PC and Ellistown & Battleflat PC  
Vic Whitehouse, Swannington Parish Council

**Officers**

John Brown, Resilience Officer  
Ruth Mulvany, Street Environment Officer  
Ian Nelson, NWLDC, Planning Policy Team Manager  
John Richardson, NWLDC, Head of Community Services  
Catherine Ridgway, NWLDC, Community Focus Officer  
Daphne Robinson, NWLDC, Community Focus Officer  
Gillian Squires, NWLDC, Community Focus Officer  
Jackie Sykes, NWLDC, Street Environment Officer  
Emma Trahearn, NWLDC, Community Focus Team Leader

	Detail	
1.	<p><b>WELCOME AND INTRODUCTION</b></p> <ul style="list-style-type: none"> <li>• John Richardson, Head of Community Services, welcomed everyone to the meeting. These meetings are an opportunity to work together but not dwelling on specific locality questions.</li> <li>• John reported the appointments of Emma Trahearn as Community Focus Team Leader and Daphne Robinson as Community Focus Officer for the Ashby, Measham, Moira area.</li> <li>• John congratulated Castle Donington Parish Council on the purchase of premises which will be renovated for offices and a community hub.</li> </ul>	
2.	<p><b>END OF YEAR HIGHLIGHTS</b></p> <ul style="list-style-type: none"> <li>• Emma Trahearn gave a month by month review and celebration of the partnership work between parish/town councils and the district council during 2016 (presentation attached).</li> <li>• Councillor Alison Smith, MBE, Deputy Leader and Portfolio Holder for Community Services congratulated everyone on the strong working relationship between parish/town councils and the district council and the achievements over the year.</li> </ul> <p>Alison highlighted that communication is key to a successful working partnership and will continue to be one of the district council's key priorities with parish and town councils. The district council values parish/town council's knowledge, experience and input to various working groups and the continued support for training this year. The council has also worked with some parishes on the £20,000 for Seven scheme, with 16 projects, that have been match funded throughout the district to a total value of nearly two million pounds.</p> <p>Alison announced that Jack Fargher, clerk to Ashby de la Zouch Town Council, has received a national award - the John Compton Cup - for his work mentoring parish and town clerks in Leicestershire and Rutland and offered congratulations to Jack.</p>	
3.	<p><b>LRALC UPDATES – Jake Atkinson, Chief Officer</b></p> <p>Jake Atkinson gave a presentation on LRALC matters and a review of 2016 (copy attached). Jake highlighted:-</p> <ul style="list-style-type: none"> <li>• Transparency funding is still available to parishes (contact LRALC for more information – email <a href="mailto:admin@leicestershireandrutlandalc.gov.uk">admin@leicestershireandrutlandalc.gov.uk</a>).</li> <li>• An announcement is expected from the government this week on capping.</li> <li>• Whitwick Parish Council has been awarded NALC Council of the Week this year. If any parishes are interested in being nominated, please contact LRALC (<a href="mailto:admin@leicestershireandrutlandalc.gov.uk">admin@leicestershireandrutlandalc.gov.uk</a>).</li> <li>• A draft Bill has been published this week which includes a proposal to create a new Ombudsman to include cover for parish and town councils.</li> <li>• LRALC is preparing a new three strategy and welcomes views on the five strategic areas which have been identified and the main priorities (comments to <a href="mailto:admin@leicestershireandrutlandalc.gov.uk">admin@leicestershireandrutlandalc.gov.uk</a>).</li> <li>• The LRALC Newsletter has been published today (<a href="http://www.leicestershireandrutlandalc.gov.uk/">http://www.leicestershireandrutlandalc.gov.uk/</a>)</li> </ul>	

4.	<p><b>PLANNING UPDATE – Ian Nelson, Planning Policy Team Manager</b> Ian Nelson reported:</p> <p><b>a) Local Plan</b></p> <ul style="list-style-type: none"> <li>• Ian Nelson reported that the Local Plan was submitted to the Planning Inspector for examination on 4 October 2016. A schedule of hearings is planned for 5 - 16 January 2017. The Programme Officer has contacted everyone who made a representation to invite them to participate in the hearings. Full details are available on the website – <a href="http://www.nwleics.gov.uk/news/2016/12/12/planning_inspector_to_view_north_west_leicestershire_local_plan">http://www.nwleics.gov.uk/news/2016/12/12/planning_inspector_to_view_north_west_leicestershire_local_plan</a></li> <li>• The revised housing trajectory is due to be published tomorrow.</li> </ul> <p><b>b) The Gypsy and Travellers Site Allocation Plan</b></p> <ul style="list-style-type: none"> <li>• It had been planned to report the Gypsy and Travellers Site Allocation report to full Council in November 2016 but delays in receiving required site allocation information from the county wide assessment of need has delayed this. The required information from the assessment is still awaited. The next LPALC meeting may include an update on the Gypsy and Travellers Development Plan.</li> </ul>	
5.	<p><b>RESILIENCE PLANS – John Brown, Resilience Officer</b></p> <ul style="list-style-type: none"> <li>• John Brown has liaised with several parish councils on preparing Community Resilience Plans since his visit to Parish Liaison in June 2016</li> <li>• John highlighted the very useful information on the LLR Prepared website which could also be used for local newsletters to publicise plans – <a href="https://www.llrprepared.org.uk/">https://www.llrprepared.org.uk/</a></li> <li>• The Community Emergency Store Scheme has been announced this week. This scheme will give £600 for the purchase of equipment to parish councils and community action groups with an emergency plan. For more details email <a href="mailto:llrprepared@leics.gov.uk">llrprepared@leics.gov.uk</a>. Other funding eg the district council Green Grants may be used to match fund the £600 - <a href="http://www.nwleics.gov.uk/pages/green_grants">http://www.nwleics.gov.uk/pages/green_grants</a>. A workshop for the scheme is planned for 8 February 2017 at Loughborough. All parishes are strongly encouraged to write an emergency plan and John offered to assist parishes with this. Please contact John at <a href="mailto:john.brown@nwleicestershire.gov.uk">john.brown@nwleicestershire.gov.uk</a> or via Community Focus.</li> </ul>	
6.	<p><b>CAR PARKING STRATEGY UPDATE – John Richardson, Head of Community Services</b></p> <p>John Richardson reported that the report from the consultants on a car parking strategy is to be reported to Cabinet on 13 December 2016. Following this, John plans to meet with each parish to develop a simple parish action plan for each parish to capture issues and provide prioritisation. It is intended that these plans and working with partners should improve parking situations and issues over time but are not a magical solution.</p>	
7.	<p><b>LITTER CAMPAIGNS - Jackie Sykes and Ruth Mulvany, Street Environment Officers</b></p> <ul style="list-style-type: none"> <li>• Jackie Sykes and Ruth Mulvany gave a presentation on litter initiatives (copy attached) and highlighted:</li> <li>• The very successful lorry litter campaign is to be revisited in 2017/18. Keep Britain Tidy plan to roll out this campaign nationally. A request was received to include the East Midlands Distribution Centre at Castle Donington in future litter campaigns.</li> </ul>	JS/RM

	<ul style="list-style-type: none"> <li>• Keep Britain Tidy signs have been used in NWL litter hot spots.</li> <li>• MacMarathon campaigns have targeted litter from customers at MacDonalds restaurants and fixed penalty notices issued.</li> <li>• A litter campaign with Hugglescote primary school.</li> <li>• The Keep Britain Tidy annual Spring Clean weekend is 3-5 March 2017. The Street Action Team is concentrating on the area around the Coalville Market care and railway line area working with Network Rail for this weekend. Volunteer litter pickers are welcome to join the litter pick on the Saturday of that weekend in the town centre or to hold their own spring clean litter pick across the district. Anyone wishing to borrow the district council litter picker equipment should book early as this weekend will be very busy with bookings for equipment for annual spring cleans.</li> <li>• Everyone is reminded that they can report environmental crimes via the website - <a href="http://www.nwleics.gov.uk/pages/report">http://www.nwleics.gov.uk/pages/report</a></li> <li>• Requests were received for a larger bin at Ibstock Church and bins at Top Brand, Griffydam and the lay-by at Belton.</li> </ul>	ET
8.	<p><b>MULTI VEHICLE ACTIVATED SIGNS UPDATE (MVAS) – Catherine Ridgway, Community Focus Officer</b></p> <ul style="list-style-type: none"> <li>• Catherine Ridgway reported that following the item on MVAS item at the parish liaison meeting in June 2016, a representative from Leicestershire County Council is visiting Coalville to consider various sites for MVAS.</li> <li>• Catherine reminded parishes that she has further information if any parishes are interested in the signs. If any parishes are interested in sharing signs, then Catherine is happy to match parishes.</li> <li>• Catherine will chase up feedback from LCC on Friday for the Oakthorpe speedwatch volunteer group.</li> </ul>	CR CR
9.	<p><b>PARISH/TOWN CLERKS NETWORK UPDATE – Simon Weaver, Clerk to Hugglescote &amp; Donington le Heath Parish Council</b></p> <ul style="list-style-type: none"> <li>• Simon Weaver reported that the Clerks Network met yesterday. Discussions included concerns at the loss of a number of clerks in NWL and future training for clerks. John Richardson offered district council support to the Clerks Network.</li> </ul>	
10.	<p><b>ROAD CLOSURE WORK UPDATE - John Richardson, Head of Community Services</b></p> <p>John Richardson reported that work is continuing on the road closure work with the police and Leicestershire County Council. Chris Brown will attend a future parish liaison meeting to update on this work.</p>	CB
11.	<p><b>FUTURE AGENDA ITEMS</b> Community Safety Strategy</p>	
	<p><b>DATES OF FUTURE MEETINGS</b> 4.45pm for 5pm start 15 March 2017 (please note the change of date from 1 March 2017) 7 June 2017 6 September 2017 6 December 2017</p>	

The meeting commenced at 5.10pm and closed at 6.35pm.