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**LEIGHTON-LINSLADE TOWN COUNCIL**  
**MINUTES OF PARTNERSHIP COMMITTEE**  
**THURSDAY, 11 APRIL 2019 AT 7.30 PM**

Present: Councillors            T Morris  
   A L Dodwell  
   K Ferguson  
   F Kharawala (Vice-Chair)  
   C Palmer  
   G Tubb  
   R D Berry (Chair)  
   S Jones  
   A Brandham  
   G Perham

Also in attendance:            V Cannon, Head of Cultural and Economic Services  
   M Jahn, Committee Officer  
   S Hughes, Community Engagement Officer, CBC  
   T Humber, Community Forum Group  
   G Borelli, LB First  
   B Chandler, LB Connect  
   Ms Harding, Central Bedfordshire Council  
   Ms Dyton, Partnerships Manager, AccessAble  
   Mr Fletcher, Leighton-Linslade Sports Council  
   Mr Cornell, Leighton-Linslade Sports Council  
   Mr Smith, Leighton-Linslade Sports Council  
   Mr Scott, Leighton-Linslade Sports Council  
   Mr Johnson, Rotary Club – ‘Yes We Can’  
   Mr Goddard, Rotary Club – ‘Yes We Can’  
   Mr Banwell, Rotary Club – ‘Yes We Can’

Members of the public:        2  
Members of the press            0

## 264/LLP **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from the Town Clerk, Councillor B Spurr (substituted by Councillor G Perham) and Councillor E Wallace (substituted by Councillor A Brandham)

## 265/LLP **DECLARATIONS OF INTEREST**

Members were asked to declare any interests, including the nature of those interests, which they had in any of the items under consideration at this meeting. No declarations were made and no dispensations had been requested

**266/LLP QUESTIONS FROM THE PUBLIC (3 minutes per person; maximum 15 minutes)**

No questions from members of the public.

**267/LLP MINUTES OF PREVIOUS MEETING**

The Committee received the draft minutes of the Partnership Committee meeting held on 7 February 2019.

**RESOLVED that the minutes of the Partnership Committee meeting held on 7 February 2019 be approved as a correct record and be signed accordingly.**

**268/LLP PROVISION OF TOWN CENTRE ACCESS INFORMATION**

The Committee received a verbal presentation from Ms Harding of Central Bedfordshire Council and Ms Dyton, Partnerships Manager of AccessAble regarding provision of Town Centre Access information. AccessAble provide factual information on their website to empower disabled people to be able to live their life to the full and access all their community has to offer, by providing essential detailed accessibility information. The website gives facts, figures and photographs and is user driven and free to use providing the detail required by each individual user. An easy read option is available and a recite tool for people with reduced eyesight. The information can also be accessed via a mobile app and guides can be saved within this app.

Guides for Leighton Buzzard have been prepared and detail areas in the High Street, Market Cross area, Church Square and High Street Mews showing parking bays, public transport, dropped kerbs, condition and width of pavements, slopes, obstruction on pavements such as A boards and cycle racks, seating areas, surfaces of roads and pavements and toilets.

A question was raised asking if the information was accessible on Central Bedfordshire Council website via a link to enable more people to find and access it. The information given was updated regularly either from user comments or after a review, the next one being October 2019.

Members of the Committee thanked both Ms Dyton of AccessAble and Ms Harding of Central Bedfordshire Council for their excellent detailed presentation.

**RESOLVED to note the information.**

**269/LLP LEIGHTON-LINSLADE SPORTS COUNCIL - WELLBEING, SPORTS AND HEALTH**

The Committee received a presentation from Mr Fletcher and Mr Cornell of

Leighton-Linslade Sports Council who work to actively promote, influence and educate organisations to promote sport in the area.

Sixteen local clubs have joined the Sports Council enabling them to achieve promotion of their sport in the local area. The aim was to develop a 'Community Sports Hub' and work with the schools and clubs to improve participation in sport in Leighton Buzzard.

Members suggested approaching TACTIC and home schooled children to try and re-engage these young people in sport without being part of the school system and Sarah Hughes, Central Bedfordshire Council, offered to set up a meeting between Leighton-Linslade Sports Council and Leisure colleagues from Central Bedfordshire Council to discuss input to a leisure strategy.

The Committee thanked Mr Fletcher and Mr Cornell for their work for Sport in Leighton-Linslade and the informative presentation.

**RESOLVED to note the information.**

270/LLP **DISABILITY SPORT - 'YES WE CAN' PROJECT - ROTARY CLUB OF LEIGHTON LINSLADE**

The Committee received a presentation from Mr Johnson and members of the Rotary Club of Leighton Linslade regarding the 'Yes We Can' youth disability sport initiative outlining the progress made with the scheme over the last year.

The programme provided affordable and sustainable sporting opportunities for the disabled community which included football, archery, tennis, bowls, hockey and recently added Spectrum Community Arts with dance and drama.

The aim would be to make Leighton-Linslade a centre of excellence for Disability Sport for young people and adults alike. A multi-sports summer camp was offered last year for three Fridays in August with twelve participants at each session organised with MK Dons. These days proved to be very successful and were supported with great enthusiasm by the participants and their families alike.

The Committee all agreed the programme was a great asset to sport in Leighton-Linslade and hoped to see it grow and continue in the next few years. Thanks were given to the excellent presentation and for the work being done to provide this opportunity for the community.

**RESOLVED to note the information.**

271/LLP **COMMUNITY FORUM UPDATE**

The Committee received a verbal update from Tricia Humber confirming information was still being gathered from the Highways analysis and an update would be brought to the meeting in June 2019.

**RESOLVED to note the information.**

#### 272/LLP **BUSINESS SUPPORT UPDATES**

The Committee received a brief update from LB Connect confirming the group were working towards the Business Networking Event due to be held on 24th April 2019 with 124 signed up to attend.

A question was raised by LB First regarding when the requested data regarding parking would be received. It was confirmed this was being worked on at present and would be added to the agenda for the next meeting.

**RESOLVED to note the information.**

#### 273/LLP **JOINT COMMITTEE TERMS OF REFERENCE**

Sarah Hughes, Central Bedfordshire Council, gave apologies for Councillor Stock being unable to attend tonight's meeting but the Final Version of the Joint Terms of Reference had been circulated to all members to consider before the meeting. The Committee agreed to recommend to Full Council at the next meeting on 24 July 2019.

**RECOMMEND to Council to approve the Joint Terms of Reference as set out in the final version document.**

#### 274/LLP **CENTRAL BEDFORDSHIRE UPDATE**

The Committee received an update report from Central Bedfordshire Council on matters relating to the parish, including information in respect of social care, health and housing, crime figures, antisocial behaviour, business rates, car parking, transport matters, community services, waste, schools, public health and services for young people.

The Committee thanked Sarah Hughes, Community Engagement Officer CBC, for her full and clear report.

**RESOLVED to note the information.**

#### 275/LLP **STANDING ITEMS**

- (a) Enabling Delivery in L-L – a bid under Future for the High Street Fund would be made but the process was very competitive. Councillor Palmer reiterated his thoughts from the last meeting to look at the possibility of drawing up a Neighbourhood Plan for this area. With the increased housing in Leighton-Linslade there would

be a need for facilities for young people and families moving into the area. A question was raised regarding the S106 money being used for town centre enhancement and members felt answers were needed regarding this to move forward. Sarah Hughes confirmed she would follow this up with colleagues at Central Bedfordshire Council before the next meeting.

- (b) Taxis – enforcement had been stepped up regarding the number of taxis parking in the area but the search for a suitable solution was still in progress and would be brought back to the June meeting.
- (c) Anti-social behaviour & Homelessness – no update.
- (d) Market Town Regeneration Fund – all electronic signage had now been installed but there was an on-going issue with the sign on the by-pass which needed to be resolved. Liaison with building owners was underway for the architectural lighting scheme.

**RESOLVED to note the information.**

#### 276/LLP **COMMITTEE OBJECTIVES AND WORK PLAN**

The listings for the new work plan 2019 -2020 were still in progress, to be brought back to the next meeting.

The data requested for the car parking was still outstanding but members strongly agreed this should be brought back to the next meeting. Sarah Hughes would relay this to the correct authority at Central Bedfordshire Council.

**RESOLVED to note the information.**

#### 277/LLP **BUDGET REPORT**

The Committee received a brief report regarding the current year budget to date.

**RESOLVED to note the report.**

The meeting closed at 9.37 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON THURSDAY, 11 APRIL 2019.

Chair

6 JUNE 2019

**Report to**                    **Leighton - Linslade Partnership Committee**

**Subject**                    **Joint Committees Terms of Reference**

**Date**                        **11 April 2019**

### **1. Recommendation**

- a) The Partnership Committee is asked to consider the Terms of reference attached in Appendix 1 for approval

### **2. Introduction**

The final version of the Terms of Reference are attached in Appendix 1 to this report and are presented for approval by the Partnership Committee.

The terms of reference have been through extensive consultation with each of the Joint Committees to arrive at this final version.

### **3. Process and Timetable to adoption**

The approval and adoption process of the terms of reference will be as follows:

- Joint Committees formally consider the terms of reference for approval.
- Consideration by CBC General Purposes Committee (GP) with recommendation to full Council.
- Full council to formally approve them for incorporation into Part 3D of the Constitution
- The Town Councils should ideally formally adopt them just prior to or just after full Council approves them.

Comments can be reported to GP and/or officers can make further amendments before GP consider them.

<b>Joint Committee / Meeting</b>	<b>Date 2019</b>
LLPC	11 April
HRPC	30 April
BJC	22 May
DJC	13 June
CBC General Purposes	20 June
CBC Council	18 July
Town Council meetings	July

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**Joint Committees : Terms of Reference Final version****Purpose**

1. To influence decisions and help shape initiatives and their delivery for the benefit of the whole town taking into account the needs of the town, customers, employees, residents, visitors, traders, property owners and developers.
2. To develop and encourage public participation and engagement and take into consideration the resident voice in the work of the Committee

**Objectives**

1. Help improve the economic, social, environmental and cultural vitality of the town
2. Ensure a partnership and collaborative approach to achieve the delivery of town regeneration, including influencing Section 106 funding received for town improvements and community facilities.
3. Opportunities to delegate funding decisions to the Committees should be explored, such as Section 106 received to spend on community facilities.
4. The Committee will make decisions on any joint funding allocated to it.
5. Influence and help shape strategies / plans that impact on the future viability of the town.
6. Provide a forum for briefing Members of the Joint Committee on all key issues affecting the town, at the discretion of the Chairman and Vice Chairman.
7. Make recommendations on strategically significant projects to the relevant Council's decision-making committees, including Committees of the Town Council.
8. Develop and maintain joint branding of communication, agendas and minutes.
9. To enable communities to discuss services and influence decisions at the local level as to how these services are delivered
10. To provide a forum for two-way communication about public service delivery and the implementation and effectiveness of policies affecting the town.
11. Promote resilience by encouraging communities to do more for themselves and champion local solutions.
12. Consider the ways in which proposals and initiatives can help to advance equality of opportunity, eliminate discrimination and foster good relations.

**Membership**

1. Four Councillors from Central Bedfordshire Council and four Councillors from Biggleswade Town Council (Biggleswade Joint Committee).
2. Four Councillors from Central Bedfordshire Council and four Councillors from Houghton Regis Town Council (Houghton Regis Partnership Committee).
3. Five Councillors from Central Bedfordshire Council and five Councillors from Leighton-Linslade Town Council (Leighton-Linslade Partnership Committee).
4. Five Councillors from Central Bedfordshire Council and five Councillors from Dunstable Town Council (Dunstable Joint Committee).

*Who must be elected representatives of the wards.*

5. Two substitutes from each Council will be permitted to attend meetings as full Committee representatives. A Councillor who sits on both CBC and the Town Council can substitute. Central Bedfordshire Council Councillors shall not substitute a Town Councillor on the Committee and vice versa.
6. Substitutes for Central Bedfordshire Council Members on the Joint Committee must be a ward councillor in the town in the first instance or if not available a substitute must be an Executive Member. Substitutes for the Town Council Members of the Joint Committee will be a ward town councillor
7. Members are appointed annually.
8. All Members of the Committee should have the interests of the town as a priority, not their own wards.

**Meetings and Quorum**

1. At least 3 Members from each Council must be in attendance for the meeting to be quorate.
2. Meetings will be held a minimum of once per year and up to 4 per year and take place at venues in the area
3. The Committee may also organise extra ordinary meetings at the discretion of the Chairman and Vice Chairman.
4. In addition to the Committee meetings, the Committee can organise other forms of engagement to take place such as themed discussions / task and finish groups and community conferences, including joint meetings or events with other Joint Committees in Central Bedfordshire.
5. All meetings will be open to the public unless exempt items are discussed

**Chairman and Vice Chairman**

1. The Chairman and Vice-Chairman shall be appointed from and by the Joint Committee's core membership; each Council must be represented in either role.

2. The appointed Chairman and Vice-Chairman will hold their post for a period of one year , after which they may stand for re-election.
3. The Vice Chairman will preside in the absence of the Chairman. If neither is present, the Committee members in attendance will appoint a Chairman from amongst them for the duration of that meeting.
4. The Chairman and Vice Chairman will be responsible for the content of the Committee agendas and will allow committee members and other stakeholders to submit agenda topics which will be included unless the proposed agenda item is not relevant to the Purpose and/or Objectives of the Joint Committee.

#### **Secretariat**

1. Either Council can administer the Joint Committee, according to their own Standing Orders. The Committee will decide annually which Council is to administer the Committee.
2. Agendas, minutes and press releases will be issued under joint branding.
3. The secretariat will prepare, monitor and keep up to date an annual work plan to set the broad direction and priorities for the Committee.

#### **Decision making arrangements**

1. Only members of the Committee can vote. Co-opted Members have no voting rights.
2. The Committee will not have any decision-making powers regarding planning applications and will not seek to duplicate or hinder the work of Central Bedfordshire Council as the Local Planning Authority.
3. The Committee will reach decisions by a simple majority. The Chairman will have the casting vote in the case of a tie.

#### **Co-option**

1. To support engagement with local stakeholders the Committee can co-opt members from local representative groups, as appropriate up to a maximum of 15. Each co-opted Member will be able to engage fully in all discussions but will not have any voting rights. Co-opted members can be removed from the Committee by joint agreement of the Chairman and Vice Chairman.
2. The list of Co-opted Members should be reviewed annually.

#### **Governance**

1. The Minutes and action log for the Joint Committee will be presented to Central Bedfordshire Council. The detail of where this will be presented will be determined by Central Bedfordshire Council and reported back to the Joint Committee.

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