

15 November 2019

To: Members of the Partnership Committee (Councillors C Palmer, T Morris, S Hemmings, S Owen, F Kharawala, R D Berry, A L Dodwell, V Harvey, B J Spurr and E Wallace)

(Copies to all Town Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend a meeting of **Partnership Committee** to be held on **Thursday, 28 November 2019** commencing at **7.30 pm** in the The Council Chamber, The White House, Hockliffe Street, Leighton Buzzard, Beds LU7 1HD.

**THIS MEETING MAY
BE RECORDED ***



M Saccoccio
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

2. DECLARATIONS OF INTEREST

- (i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
- (ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).

3. QUESTIONS FROM THE PUBLIC (3 MINUTES PER PERSON; MAXIMUM 15

MINUTES)

To receive questions and statements from members of the public in respect of any item of business included in the agenda, as provided for in Standing Order No.s 3(f) and 3(g).

4. TERMS OF REFERENCE (Pages 1 - 4)

To adopt the new Terms of Reference (attached).

5. MINUTES OF PREVIOUS MEETING (Pages 5 - 10)

To receive and approve as a correct record the minutes of the Partnership Committee meeting held on 5 September 2109.

6. ENABLING DELIVERY IN L-L (LAND SOUTH OF THE HIGH STREET) AND WESTLANDS

To receive a presentation from Mr Mooring and Mr Stephenson from Central Bedfordshire council on land south of the High Street and issues in relation to the Westlands site.

7. HIGHWAYS AND PARKING

To receive a presentation from Mr McDonald and Mr Proto from Central Bedfordshire Council on the maintenance approach of the town centre and parking. This will incorporate responses to the Community Forum consultation in May 2018.

8. STANDING ITEMS

- (a) Taxis
- (b) Market Town Regeneration Fund (MTRF)
- (c) Antisocial behaviour and homelessness

9. BUSINESS GROUPS UPDATES

To receive verbal update, if appropriate, from LB First and LB Connect.

10. COMMUNITY FORUM UPDATE

COMMITo receive a verbal update from the Community Forum steering group regarding the Highways report from Community Consultation in May 2018.

11. COMMITTEE OBJECTIVES AND WORKPLAN (Pages 11 - 12)

To receive and consider the Committee objectives and work plan for 2019-2020 **(attached)**.

12. BUDGET REPORT (Pages 13 - 14)

To receive a Committee budget financial monitoring report and consider any recommendation/s contained therein **(attached)**.

* Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member, officer or member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session. The use of images or recordings arising from this is not within the Council's control.

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PART 3D - DELEGATIONS TO JOINT COMMITTEES

The Terms of References for Biggleswade Joint Committee, Dunstable Joint Committee, Houghton Regis Joint Committee and Leighton Linlade Joint Committee are set out as follows:-

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, employers, 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 Town Joint Committee.

Objectives

3. Help improve the economic, social, environmental and cultural vitality of the town.
4. 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.
5. Opportunities to delegate funding decisions to the Town Joint Committees should be explored, such as Section 106 received to spend on community facilities.
6. The Town Joint Committee will make decisions on any joint funding allocated to it.
7. Influence and help shape strategies / plans that impact on the future viability of the town.
8. Provide a forum for briefing Members of the Town Joint Committee on all key issues affecting the town, at the discretion of the Chair and Vice-Chair.
9. Make recommendations on strategically significant projects to the relevant Council's decision-making committees, including Committees of the Town Council.
10. Develop and maintain joint branding of communication, agendas and minutes.
11. To enable communities to discuss services and influence decisions at the local level as to how these services are delivered.
12. To provide a forum for two-way communication about public service delivery and the implementation and effectiveness of policies affecting the town.

13. Promote resilience by encouraging communities to do more for themselves and champion local solutions.
14. Consider the ways in which proposals and initiatives can help to advance equality of opportunity, eliminate discrimination and foster good relations.

Membership

15. Four Councillors from Central Bedfordshire Council and four Councillors from Biggleswade Town Council (Biggleswade Joint Committee).
16. Four Councillors from Central Bedfordshire Council and four Councillors from Houghton Regis Town Council (Houghton Regis Partnership Committee).
17. Five Councillors from Central Bedfordshire Council and five Councillors from Leighton-Linslade Town Council (Leighton-Linslade Partnership Committee).
18. Five Councillors from Central Bedfordshire Council and five Councillors from Dunstable Town Council (Dunstable Joint Committee).

Who must be elected representatives of the wards.

19. 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 Town Joint Committee and vice versa.
20. Substitutes for Central Bedfordshire Council Members on the Town 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 Town Joint Committee will be a Ward town councillor.
21. Members are appointed annually.
22. All Members of the Town Joint Committee should have the interests of the town as a priority, not their own wards.

Meetings and Quorum

23. At least three Members from each Council must be in attendance for the meeting to be quorate.
24. Meetings will be held a minimum of once per year and up to four per year and take place at venues in the area.
25. The Town Joint Committee may also organise extra ordinary meetings at the discretion of the Chair and Vice-Chair.

26. In addition to the Committee meetings, the Town Joint 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.
27. All meetings will be open to the public unless exempt items are discussed.

Chair and Vice-Chair

28. The Chair and Vice-Chair shall be appointed from and by the Joint Committee's core membership; each Council must be represented in either role.
29. The appointed Chair and Vice-Chair will hold their post for a period of one year, after which they may stand for re-election.
30. The Vice-Chair will preside in the absence of the Chair. If neither is present, the Committee members in attendance will appoint a Chair from amongst them for the duration of that meeting.
31. The Chair and Vice-Chair 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 Town Joint Committee.

Secretariat

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

Decision making arrangements

35. Only members of the Town Joint Committee can vote. Co-opted Members have no voting rights.
36. The Town Joint 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.
37. The Town Joint Committee will reach decisions by a simple majority. The Chair will have the casting vote in the case of a tie.

Co-option

38. To support engagement with local stakeholders the Town Joint 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 and the decision to remove can either be taken by the whole Town Joint Committee or by joint agreement of the Chair and Vice-Chair, depending on each Town Joint Committee's preference.
39. The list of Co-opted Members should be reviewed annually by the Town Joint Committee.

Governance

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

LEIGHTON-LINSLADE TOWN COUNCIL

MINUTES OF PARTNERSHIP COMMITTEE

THURSDAY, 5 SEPTEMBER 2019 AT 7.30 PM

Present: Councillors C Palmer
 T Morris (Chair)
 S Hemmings
 R D Berry
 A L Dodwell
 V Harvey
 B J Spurr

Also in attendance: M Saccoccio, Town Clerk
 V Cannon, Head of Cultural and Economic
 Services
 M Jahn, Committee Officer
 T Humber (Community Forum Group)
 G Borelli (Chair, LB First)
 B Chandler (LB Connect)

Members of the public: 5
Members of the press 0

15/LLP **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor E Wallace and Councillor S Owen.

16/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.

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

A question was raised by a representative from Freddie Sunshine Stop regarding the possibility of their organisation applying for a community grant to fund activities or equipment for children with disabilities/additional needs in the town. It was also explained that Leighton Town football club have a vision for their club to be more disability friendly within the town and asked if Leighton Linslade Town Council would be able to help with their vision. It was suggested that there may be potential to use Section 106 developer contributions to facilitate this vision.

A further question was raised regarding the resurfacing work carried out in

the High Street and whether it had been overseen. There appeared to be certain parts where the paint was already peeling off and some sections where the paving had been sunken and it did not appear to have been rectified. It was confirmed that work had not yet been signed off and that this had been a pilot trial. The new surface would be re-examined in the Spring after being completed for at least six months, the winter period being considered a good testing period. It would then be decided whether this type of surface had the durability required for High Street use. Highways would be attending the next meeting of the Partnership Committee on 28 November to offer a response to Community Forum consultation event findings and Highway's approach to future Town Centre management of refurbishments and maintenance issues.

18/LLP **MINUTES OF PREVIOUS MEETING**

The Committee received the draft minutes of the Partnership Committee meeting held on 6 June 2019.

Item ref 5/LLP Questions from the Public – the question raised concerned whether additional members could be co-opted onto the Committee under the present Terms of Reference. It was confirmed that under the existing Terms of Reference members could not be co-opted to sit around the table. However, under the new Terms of Reference additional members could be co-opted by invitation onto the Committee.

Item ref 6/LLP – Minutes of the previous meeting – a question was raised regarding the wording of item ref 274/LLP free parking on a Wednesday at Leighton Linlade. Free parking was already available at Duncombe Drive car park so minutes should read “expanding free parking on a Wednesday in Leighton-Linslade”.

Item ref 6/LLP – 275/LLP Standing Items – a question was raised regarding the relocation of the Christmas Tree in the High Street. It was confirmed this had been approved and would be implemented this year.

RESOLVED that the minutes of the Partnership Committee meeting held on 6 June 2019 be approved as a correct record and be signed accordingly.

19/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. It was confirmed that officers from Central Bedfordshire Council would be attending the next meeting on 28 November to discuss Land South of the High Street, Highways matters including the refurbishment of the High Street.

A question raised earlier in the meeting regarding enquiries for industrial premises was addressed and it was stated that a new warehouse building had been completed on the A505 crossing and a number of enquiries received.

A Ward Councillor Grant Scheme and Community Assets Grant scheme had been approved by Executive and should be up and running by October 2019 where Councillors would have access to £2,000 to spend on projects in the area. Up to £25,000 grant would be available under the Community Asset Grant scheme.

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

RESOLVED to note the report.

20/LLP TOWN CENTRE ENHANCEMENTS (S106)

Sarah Hughes, Central Bedfordshire Council, gave a verbal presentation on how to access information on the S106 Developer Contributions secured for Leighton Linlade and how the spreadsheet worked.

Questions were raised regarding the relocation of the Fire Station and whether this would be happening to fit in with High Street Funding improvements. Also the relocation of the Christmas tree and would it affect the fun fair in the High Street.

It was confirmed that signage improvements were planned for this to Ryland Mews, High Street Mews, and/or Bell Alley, following liaison with landlords.

RESOLVED to note the information.

21/LLP COMMUNITY FORUM UPDATE

The Committee received a verbal update from Tricia Humber, Community Forum Steering Group and whether a revised framework could be used and the work of the Forum be closely aligned with the work plan of the Committee.

After discussion it was agreed that a topic on "What Services Young People Need" should be led by the Community Forum and explored in greater depth.

RESOLVED

- (a) To endorse the Community Forum Operational Framework**
- (b) To continue to allocate £500 per annum and to secure unused funds into an earmarked reserves fund to facilitate work activity.**

22/LLP BUSINESS SUPPORT UPDATES

The Committee received a brief update from LB Connect, members of which were reporting good business, and from LB First.

Bob Chandler, LB Connect, informed the Committee the group now met at The Dukes in Heath and Reach and were looking to support new Charities – either Carers in Bedfordshire or Florence Nightingale Hospice.

Gennaro Borelli, LB First, gave an update on Independents Day in the High Street and thanked Leighton-Linslade Town Council for their support. The Christmas Festival weekend planning had now begun and nominations would be sought for a local person to switch on the Christmas Lights.

RESOLVED to note the information.

23/LLP STANDING ITEMS

- (a) Enabling Delivery in L-L - it was confirmed that two officers from Central Bedfordshire Council would be attending the next Partnership Meeting on 28 November to talk about Land South of the High Street
- (b) Market Town Regeneration Fund - Architectural Lighting discussion still on-going with The Swan, Lloyds, All Saints Church and Pizza Express
- (c) Taxis - no update at present, should be attending the next meeting in November 2019.

RESOLVED to note the information.

24/LLP COMMITTEE OBJECTIVES AND WORK PLAN

The Committee received and gave consideration to the objectives and work plan for the municipal year 2019-2020. Adoption of the new Terms of Reference to be added to the November meeting with Homelessness and Foodbanks to be moved to February 2020. Also the meeting scheduled for the 16 April would possibly be rescheduled to 9 April 2020.

RESOLVED to note the information.

25/LLP BUDGET REPORT

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

The members agreed that any unused money be put into earmarked reserves to assist with future Community Forum activities as needed.

RESOLVED to note the report.

The meeting closed at 9.13 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON THURSDAY, 5 SEPTEMBER 2019.

Chair

28 November 2019

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LEIGHTON LINSLADE PARTNERSHIP COMMITTEE WORK PLAN 2019-2020 (INCORPORATING OBJECTIVES 2019-2024)

Partnership Strategic Objectives for

Objective	Timescale	Comments
Leighton-Linslade Town Council 5 year Plan	5 year Plan	<p>Growth, Community Cohesion and Infrastructure</p> <ol style="list-style-type: none"> 1. To continue to lobby Central Bedfordshire Council for improve and timely infrastructure 2. To continue to liaise with the local authority on matters for which it is responsible, and which affect residents of the parish.

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Meeting Date	Regular Updates	Work Plan 2018-2019
06 June	Business update Community Forum update MTRF update Taxis Enabling Delivery in L-L (Land South of the High Street)	<ul style="list-style-type: none"> • Taxis – enforcement and location • Community Forum - Highways event report • Business to Business event – highlights <i>withdrawn</i>
05 September	Business update Community Forum update MTRF update Taxis	<ul style="list-style-type: none"> • CBC update • Parking <i>deferred to 28 November</i> • Town Centre enhancement (S106) • Neighbourhood Plans <i>withdrawn, LLTC is now leading</i>

Agenda Item 11

	Enabling Delivery in L-L (Land South of the High Street)	<ul style="list-style-type: none"> • Highways <i>deferred to 28 November</i> • Community Forum Review
28 November	Business update Community Forum update MTRF update Taxis	<ul style="list-style-type: none"> • Adoption of new Terms of Reference • Business Support update <i>deferred to April 2020</i> • Land South of High Street / Westlands • Green Wheel Masterplan <i>deferred to February 2020</i> • Homelessness/Black Horse and Foodbanks <i>deferred to February 2020</i> • Community Forum Highways report from Community Consultation in May 2018 • Highways – maintenance approach of the town centre / Parking / Highways feedback on Community Forum consultation
06 February	Business update Community Forum update MTRF update Taxis Enabling Delivery in L-L (Land South of the High Street)	<ul style="list-style-type: none"> • CBC update • Rotary Club of Leighton Linlade – ‘Yes We Can’ project update • Building Health Partnerships <i>TBC</i> • Green Wheel Masterplan (including results from consultation) • Community Asset Grant Scheme (s106) <p>LLTC Council Meeting Ref.47 (30/09/19) - relating to land south of the High Street, progression of delivery work:</p> <ul style="list-style-type: none"> • To request Central Bedfordshire Council to generate an action plan with timescales for the meeting of the Partnership Committee on 6 February 2020 • To invite the portfolio holder at Central Bedfordshire Council to attend the Partnership Committee meeting on 6 February 2020.
9th April	Business update Community Forum update MTRF update Enabling Delivery in L-L (Land South of the High Street)	<ul style="list-style-type: none"> • Business Support update • Homelessness/Black Horse and Foodbanks • Taxis



Partnership Committee

Date: 28 November 2019

Title: Budget Report

Purpose of the Report: To confirm the 2020/21 Partnership budget and earmarked reserves

Contact Officer: Vivien Cannon, Head of Cultural and Economic Services

Corporate Objective/s	LLTC Three Year Plan – Aim: 2 - To continue to support a vibrant town through partnership working and initiatives including management of the street market, support for local businesses, town and community promotions and town centre enhancements.
Implications:	
Financial	√ Confirming 2020/21 budget & Earmarked reserves
Human Resources	
Operational/Service delivery	
Procedural/Legal	
Risk/Health and Safety	

1. RECOMMENDATION/S

Should members be minded, the proposals are to;

- 1.1 To recommend to the Town Council Policy and Finance Committee the retaining of an annual budget for the Community Forum activities at £500 per annum for financial year 2020/21.
- 1.2 To recommend to the Town Council Policy and Finance Committee to keep existing earmarked reserves and to carry forward unused funds from budget year 2019/20 into the same earmarked reserves code (960/9034) to assist in future Community Forum activities.

2. INFORMATION

- 2.1 At its meeting on 05/09/19, Committee endorsed to, "...continue to allocate £500 per annum and to secure unused funds into an earmarked reserves fund to facilitate work activity." (Ref. 21/LLP)
- 2.2 At the same meeting, Committee agreed, "that any unused money be put into earmarked reserves to assist with future Community Forum activities as needed." (Ref. 25/LLP).

- 2.3 In support of Town Council budget preparation and formal processes for financial year 2020/21, Committee is asked to confirm the two recommendations as set out above in paras. 1.1 and 1.2.
- 2.4 By way of a reminder, Committee agreed that the next topic of focus would be, "What Services Young People Need" and that it should be led by the Community Forum and explored in greater depth. (Ref.21/LLP).

END