

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

23rd June 2015.

To Members of the Parish Council

The next meeting of the Parish Council will be held at the above address on Monday 29th June 2015 at 7:30 pm.

The presence is summoned of Councillors duly elected on 7th May 2015 and 24th June 2015 for the purpose of transacting the business outlined below.

The press and public are welcome to attend the meeting.

Tim Perkins
Clerk to the Council

AGENDA

1. Declarations of Acceptance of Office

To receive an update from the Clerk on declarations received since the election held on 24th June 2015.

2. Apologies for Absence

To receive and accept apologies for absence.

3. Declarations of Interest

To receive declarations of interest in items on the agenda.

4. Public Participation

To note if any members of the public have requested to speak at this meeting, in accordance with the Parish Council's Public Speaking Arrangements.

5. Hertfordshire Police

To receive a report from the Police (if present).

6. To confirm the Minutes of the Meeting held on

18th May 2015.

7. Minutes for adoption

To adopt the following minutes and approve publication on the Parish Council's website.

Planning & Highways Committee - 27th May & 10th June 2015.

The following agenda items 8 - 11 were deferred from the Annual Parish Council meeting held on 18th May 2015 to allow members elected at the postponed poll on 24th June 2015 to take part in the decisions.

8. Election of Vice Chairman

To elect a Vice Chairman of the Parish Council for the year 2015-2016.

9. Appointments to Other Bodies

To appoint members to serve on the following outside bodies.

Community Centre Management Committee (2)

Joint Committee of Parish Councils (1 + Chairman + Clerk)

Abbots Langley Parish Council

Citizens Advice Bureau (1)
Abbots Langley History Society (1)
Three Rivers District Council Environmental Forum (3) ^[1]
Parmiter's School (1)
YMCA Woodlands (2)
Abbots Langley Carnival Committee (1)
Hertfordshire Police Authority (1)
HAPTC (Cllr Owen Roe serving until July 2015)
Henderson Hall Managing Trustees - Councillor contact

^[1] *Next meeting is on the 1st July at 19:30 in the Penn Chamber, Three Rivers House. The agenda is available from the Clerk.*

10. Election of Committees

To confirm the membership of the following committees:

Planning & Highways
Leisure
Finance & Administration
Staffing
Review Panel

11. Election of Committee Chairman

To confirm the Chairman of the committees listed above.

12. Neighbourhood Plan

To consider if members want to progress the above. (See Clerk's report item 1 and enclosed Neighbourhood Plan - Initial Stages report.)

13. Matters Referred to the Parish Council by Committee

Finance & Administration Committee min. 434 b.

To consider the report from the past Chairman of the committee following his meeting with the Internal Auditors. The committee asked that this be referred to the Parish Council for consideration, as it would prove useful when the newly elected Parish Council considers its strategic objectives. (enclosed)

14. Hertfordshire Rail Strategy Public Consultation

To consider the above consultation from Hertfordshire County Council (See enclosed news release and Clerk's report item 2.)

15. Local Government Ombudsman

To consider the above consultation from the Department for Communities and Local Government. (See the enclosed briefing from LAIS and the Clerk's report item 3.)

16. Chairman's Report

To receive and consider the Chairman's report.

17. District and County Council Member's Reports

To consider any reports submitted by members of the above authorities.

18. Clerk's Report

To consider items in the Clerk's report not covered elsewhere on the agenda.

19. Monthly Statement of Accounts

To consider the Monthly Statement of Accounts for May 2015 and approve its publication on the Parish Council website.

Abbots Langley Parish Council

Clerk's Report - June 2015

1. Neighbourhood Plan

A number of training sessions on Neighbourhood Planning were held for members in 2014, some of the members attended are no longer serving. Further training opportunities will be available later this year.

There is some accessible information available on Three Rivers District Council's website, from the home page search "Neighbourhood Planning" and follow the "more" link. There is also information on the Parish Council website, see "Planning".

The You Tube at <http://locality.org.uk/projects/building-community/> also provides good overview information.

I have enclosed a report showing the stages completed so far and a summary of what will lie ahead in the future.

2. Hertfordshire Rail Strategy Public Consultation

The enclosed news release gives a summary of the consultation. The consultation papers are extensive. I have a printed copy of the main document that runs to 100+ pages and there is further information available through the link in the release

I circulated this to members on 15th June suggesting that as five members will only have been elected a few days prior to this meeting, subject to Chairman's approval, that members have a couple of weeks after the meeting to submit any comments to me (say 13th July), I will consolidate these and re-circulate with any final response being agreed with the Chairman.

3. Local Government Ombudsman

The enclosed paper from the Local Associations Information Services outlines a consultation being carried out by DCLG on extending the remit of the Local Government Ombudsman to cover Parish and Town Councils.

The consultation in Q1 asks if the Ombudsman's remit should be extended to "larger" Parish and Town Councils, accepting that the scope of the services provided by most local councils is limited and complaints are best resolved at a local level.

It then goes on to ask how a "larger" council should be defined. The suggestion in Q4 that it should be a combination of both precept and population seems the most reasonable.

If members want to respond to the consultation then a decision is needed at this meeting as the closing date for submissions is 30th June.

4. Register of Interests Form

All members elected on 7th May have submitted their copies of the above and they have been posted on the Parish Council's website, as required by law.

The completion of box two seems variable, usually I would expect to see a declaration concerning any election expenses paid for by your political parties. Your political parties, or long serving members, should be able to advise.

For members elected on 24th June I need your Register of Interests form by no later than 22nd July.

5. NALC Star Councils Awards 2015

NALC have introduced a new set of awards for the sector. (Google: "NALC Star Councils 2015")

There are various award categories one of which is "Local Council Project of the Year". I have submitted a nomination for the defibrillator project.

The submission can be viewed at <http://bit.ly/alpcaward> or there is a print copy in the members information tray, along with NALC's award guide.

I also worked with my colleague Julia Warren, Clerk of Wheathampstead Parish Council, to submit nominations for HAPTC for their Clerk's Leadership Programme and the Highways Together Project, both of which were initiated and led by HAPTC.

Abbots Langley Parish Council

Clerk's Report - June 2015

6. Three Rivers District - Parish Council Chairman & Vice-Chairman 2015-2015

Croxley Green - Councillor Chris Mitchell & Councillor Jeremy Hollands.

Chorleywood - Councillor Tony Edwards & Councillor Jane White

Sarratt - Councillor Anthony Soothill & Councillor John Dean.

Watford Rural - Councillor Valerie Coltman & Councillor Ty Harris

7. Office Copies

Copies of the following are available in the office for member's reference.

Hospice of St. Francis newsletter - Summer 2015

Connected Counties (HCC) - May 2015

HCC Trading Standards Consumer News - Summer 2015

WCHT Councillors News - June 2015

Local Council Review - Summer 2015

8. Diary Dates

8th July - Watford Community Housing Trust, Councillors Visit, Clarendon Road, Watford 18:00-20:15. WHCT have circulated details to members I also have a copy.

13th July - Joint Parishes in Three Rivers Meeting, Council Chambers at 19:30. (Chairman, Leader and Clerk usually attend.)

21st September - Annual Tough 10 Curry Night, Abbots Tandoori. Tickets £15 for a three course meal are available from Langley Travel.

9. Absence from Office

14th July (AM) - Hertfordshire Forward Conference (HCC), Stevenage

16th July (PM) - HAPTC AGM, Redbourn

17th July (PM) - HAPTC/SLCC Leadership Programme Set Meeting, Harpenden

I will be taking some annual leave in July or August, dates tbc.

Tim Perkins

Clerk to the Council

23rd June 2015

z:\alpc meetings 2015-2016\clerks report\pc\alpc-clerks-report-pc-2015-06.docx

Abbots Langley Parish Council
Neighbourhood Plan - Initial Stages Only

No.	Detail	Who	When	Chk.
1.	PC resolves to undertake a Neighbourhood Plan.	PC	05/2014	P
2.	PC advises Three Rivers District Council of intention to proceed with a Neighbourhood Plan and that it will be designating the whole of the civil parish as the plan area.	Clerk	05/2014	P
3.	Three Rivers District Council confirm acceptance of Neighbourhood Plan area proposal and will take to consultation.	TRDC	06/2014	P
4.	Three Rivers District Council publish details of application, write to all properties in the plan area, publish details of the application in the Watford Observer and consult on boundaries of plan area.	TRDC	Consultation ended 12/09/2014	P
5.	Report on proposed Neighbourhood Plan area considered by TRDC Sustainable Development, Planning and Transport Committee and approved.	TRDC	18/11/2014	P
6.	Set up Steering Group (Research participants, initial meeting, and terms of reference.)	PC		
7.	Apply to Locality for initial £8,000 grant. Funding provided by DCLG. <i>(There were indications that this funding maybe withdrawn, it has been confirmed that a further tranche of funding is now available and no closing date has been set.)</i> http://mycommunity.org.uk/programme/neighbourhood-planning/	PC		
8.	Prepare initial position statement. Clarity of current position and outcomes required from the Neighbourhood Plan. SWAT analysis.	Steering Group		
9.	Project Plan. (Responsibilities, leadership, financial management, secretariat, timelines, meeting locations and meeting management.) Project plan vital to keep everyone focussed and to avoid scope and financial creep.	Steering Group		
10.	Community Engagement. Drop in sessions, stakeholder liaison (DC, businesses, residents, groups), surveys, questionnaires, youth and older residents involvement. May find key community contributors at this stage.	Steering Group		
11.	Data gathering. Location, people, population, housing economy, retail, community and social facilities, character and history, landscape and environment, key issues. Data will be analytical, photographic, statutory (maps, Land Registry), etc.	Steering Group		
12.	Position statement and evidence gathered in 9. Starts to create the evidence base for the Neighbourhood Plan.	Steering Group		

Abbots Langley Parish Council
Neighbourhood Plan - Initial Stages Only

No.	Detail	Who	When	Chk.
13.	<i>Communications strategy, social and traditional media. "Talk to" sessions with community groups and clubs.</i>	Steering Group		
14.	<i>Understand what the community wants.</i>	Steering Group		
15.	<i>Analysis of collected data</i>	Steering Group		

Community engagement vital through initial stages. *(Italics)*

Source data: Towns Alive - Training material from session run for PC members 23/04/2014.
Locality/HAPTC - Training session Kimpton PC - 11/03/2014.
Other general subject specific publications.

Consultant time: Heavily skewed to the early stages of the project, data gathering and data analysis period.

Costs: Very difficult to estimate at this stage, until Steering Group is formed and skills and potential contribution of membership understood. But based on a very rough estimate of consultant time needed. Say, 60 days consultant time @ £350/day = £21,000. With a possible variance of 50% either way.

Tim Perkins
Clerk to the Council
23rd June 2015