

**Agenda item: FC 187/20**

**WOUGHTON COMMUNITY COUNCIL**

**Full Council**

**Monday 14<sup>th</sup> September 2020**

**PURPOSE OF REPORT:**

To provide an update on the Annual Service Plan.

**RECOMMENDATION:**

- 1. That the Council notes the report.**
- 2. That the Council Manager continues to work with officers to achieve the plan, with variations based on this paper.**
- 3. That further updates are provided, with links to 2021/22 plan and budget, in December and March.**

**MAIN ISSUES AND CONSIDERATIONS:**

Following the Coronavirus pandemic, the closure of WCC offices and buildings, shops, schools, etc. and the ongoing impact of the restrictions relating to the pandemic, the service plan that was agreed for delivery this year is in need of review to reflect this impact.

The service plan has 21 items on it. Some are unaffected, some will need adjusting and some will not be met this year. Briefly, this breaks down as:

1 – Woughton on the Road. The trailer is up and running and the wrapping should happen, if somewhat later than anticipated. City Fibre have agreed to support the wrapping of the trailer and designs are being finalised currently. The trailer has provided an excellent resource over the summer and this can be extended to include a variety of other provision (pop up Community Fridge, pop up café, etc.)

2 – Community Allotments. Transfer is progressing. Planning being considered. Big Lottery have halted ALL non-CV-19 funding for six months, so progress will be slowed by this. However, alternatives will be investigated, and work can start once land transfer is agreed and planning permission given.

3 – Community Engagement – limited to online currently and the big events where feedback was going to be encouraged are not taking place. Some positives over the summer, but not as much as had been hoped. Continued work on this over the coming months.

4 – Play Park Assessment. This will take place as planned.

5 – Community Led Housing. Paper provided to this meeting – recommendation that this is 'on hold'.

6 – Increase the equipment library. Due to MKC refusing permission for additional storage, the ‘hold’ on the community growing space and the need to reduce spending, we will replace broken but not

increase the number of items this year. Some additional items in place (pressure washer, carpet cleaner) and webpage / online form being created.

7 – Woughton Business Forum. Paper went to Operations Committee in September and verbal update from this will be provided.

8 – Resident Skills Development. No face-to-face training at the current time, but potential for some ‘online’ options. To be discussed in RA Forum.

9 – Long Term Planning. Will continue as planned but will also include an element of ‘recovery’ planning, post pandemic. First draft in place and being worked on with senior officers.

10 – Waste, recycling and the environment. Difficult currently and impact on summer plans likely. Building understanding, volunteer teams and similar restricted by situation, but work is continuing, nevertheless. Significant work to do to promote Woughton cleanliness.

11 – Training and Development (Internal) – halted by current restrictions but plans for later in the year / 2021 ongoing. Paper went to Operations in September – verbal update to be provided.

12 – Community Development – continuing, but in a different way. Some good work started (e.g. Beanhill Comm Garden, online Res Association Forum) but restrictions limit significantly.

13 – Events. Trailer and Play Rangers have happened. Pop up café has been successful. Limits to what is possible, but consideration for different types of event continuing.

14 – Partnerships, collaborations and clustering. Work ongoing and hopefully will see some impact this financial year.

15- Accreditation – will take place as planned.

16 – Improvements to website / communications. Will take place as planned.

17 – Youth Council. Unlikely in 2020, but potential for early 2021 for new council year / new school year (either May or September). *Saving made through placing ‘on hold’ but may be needed in early 2021.*

18 – CCTV. Decision to make on spend, given impact of CV19 on budgets. Unable to meet with TVP / MKC to discuss potential, so likely to need to wait until early 2021 for full evaluation

19 – MK Storehouse. Decision made and reduced funding awarded.

20 – Policy and Procedure – will continue as planned.

21 – IT systems and processes. Will continue, but with some items less likely to happen due to costs (e.g. new database). Potential for work to be undertaken to integrate new finance system with data management and existing systems.

**FINANCIAL IMPLICATIONS:**

Some savings are likely and necessary due to impact of Covid. Full breakdown of savings to be provided within Resources and Finance committee after half year budget is finalised (October 2020)

**STAFFING IMPLICATIONS:**

No variation noted. Some officers have had variations to usual working patterns and focus, due to situation, but nothing specific within this proposal / paper.

**OTHER IMPLICATIONS:**

**BACKGROUND PAPERS:**

Service Plan 2020/21

**AUTHOR:**

Steve McNay – Council Manager

**Agenda item: FC 188/20**

**WOUGHTON COMMUNITY COUNCIL**

**Full Council**

**Monday 14<sup>th</sup> September 2020**

**PURPOSE OF REPORT:**

To update the council on the CCTV proposals, costs and developments.

**RECOMMENDATION:**

- 1. That Council notes the report.**
- 2. That Council allows time for discussions to take place, post lockdown, with essential partners, to fully understand demands, placement, costs and benefits.**
- 3. That this item falls within discussions regarding the service plan for 2021/22, on the understanding that in the event that proposals are sufficient prior to this, delivery of CCTV provision can commence earlier.**
- 4. That a further report comes to Council with all relevant details in November 2020.**

**MAIN ISSUES AND CONSIDERATIONS:**

As previously discussed within Service Plan, committees and at Full Council, CCTV provision is something that has been requested by residents, TVP and MKC. Work has been started in looking into contracts to support this and previously, Netherfield Local Conversations, Community Action, Netherfield Residents Association and a CCTV company were in an agreement to provide cameras on Netherfield. This agreement has ended and at the current time, no cameras are operating within the parish.

The original discussions focused on the provision of one fixed and two 'movable' cameras, enabling both long term provision for 'hot spots' and flexible cameras to address specific issues identified (e.g. fly tipping, ASB, littering, etc.). The costs associated with this were approximately £15k per annum.

Later discussions included the potential for including existing resources; both NF cameras and another camera that is owned, but not used, by WCC. These discussions led to an agreement that a meeting would be called to include representatives from WCC, TVP and MKC to assess the viability, suitability and value that this proposal would bring.

Due to recent events, this meeting has not taken place and so no further information has been gained, leaving the council in the same position as previously. Whilst there is a service plan item linked to CCTV provision, this does not include the additional cameras, which will, undoubtedly, add additional costs.

It is recommended that with the loosening of restrictions and the ability for meetings to now take place, the Council Manager convenes a meeting of those noted above, alongside the CCTV Company, to explore and finalise the proposal, with current costing to include the additional provision and a plan for how these resources could / should be used to best effect.

**FINANCIAL IMPLICATIONS:**

Unclear, but a minimum of £15k per annum for the original suggestion (1 fixed / 2 movable). Likely to be additional costs if additional cameras are included.

**STAFFING IMPLICATIONS:**

None noted.

**OTHER IMPLICATIONS:**

This proposal is costed within the Service Plan and budget for the current financial year. However, with the impact of CV19, budget pressures are clear and as such, any decision should be taken with this in mind.

**BACKGROUND PAPERS:**

CCTV Management proposal (August 2019).

**AUTHOR:**

Steve McNay – Council Manager



- 1. General Information**
- 2. Executive Summary**
- 3. Understanding Requirements**
- 4. How this will be achieved**
- 5. Costs**

## **1.0 General Information**

Crimewave is an innovative crime management company that specialises in the management and review of rapidly deployable CCTV cameras. We do not sell any cameras more over we sell a fully managed CCTV service that includes:

- Capital purchase of equipment
- Maintenance and service
- Installation and camera movements
- Loss and damage of equipment
- Review of CCTV and evidence gathering
- Production of evidential reports and statements to prosecution level
- Liaison with Police

## **2.0 Executive Summary**

Crimewave have been requested to outline a package for the management of evidence gathering service. The purpose of this proposal is to outline key services and costs needed for a long-term relationship with Woughton Community Council as well as how day to day operations will be carried out.

## **3.0 Understanding Requirements**

Woughton Community Council need to be able to respond, investigate and reduce various offences, issues and incidents in the area they cover. The service needs to be controlled, supported and managed as a complete service to ensure value for money, efficiency and to obtain the best result.

### **Investigation and CCTV review examples:**

- Fly tipping.
- Littering.
- Anti-social behaviour
- Identification of people responsible for dog fouling.
- Traffic counting/ enforcement measures
- Pedestrian counting

### **4.0 How this will be achieved:**

Crimewave will run this agreement in consultation with Lorraine Essam, Environmental Officer. The use, deployment location, image review of CCTV cameras and report preparation will be conducted by Crimewave. This is a fully inclusive equipment and labour agreement.

Woughton Community Council will have the use of one rapidly deployable CCTV cameras and two fixed image smaller cameras for areas with no power.

- Lamp post mounted HD quality 360 degree remotely operated camera (permanent 240v power supply required) Including a SIM card for data communication.
- Small HD quality Jpeg images fixed cameras. Recording will be via SD card and Crimewave will attend site to review/check and replace SD card and batteries when needed if camera will be in situ for a protracted period.

Crimewave will control and operate the cameras in any place within Woughton Community Council area. The cameras will be for the sole use of Woughton Community Council. They can be left in location as long as is required by Woughton Community Council.

On identifying any images of evidence or note Crimewave will attend site, download any footage, review and prepare a report to forward to Woughton Community Council or relevant authority. Crimewave will liaise with Police or local authority in support of a prosecution.

- Any evidential footage obtained will be stored by Crimewave and also transferred to Woughton Community Council by fully GDPR complaint means.

Any agreement must include:

- **Policy, procedure and CCTV standards:**

Woughton Community Council and Crimewave must agree policies, procedures and standards that must be adhered to during the contract. As a starting point Crimewave have put together a draft guide. Please see appendix A.

### **Case study:**

Milton Keynes Council Recycle bins.

Crimewave were requested to position a deployable CCTV unit in the area of the Recycle bins located at the Emerson Valley local centre. Once a prior survey of the suggested site had been completed Crimewave installed a HD 360° lamp post mounted camera a short distance away from the bins. The position of the camera was to try to identify people but more importantly vehicle identification plates of those persons leaving recycling material by the side of the bins and not in the bins as required. The CCTV was in position for a three-week period during which we identified 27 number of offences and obtained 17 vehicle registration numbers.

During the time of the operation Crimewave attended site each week and obtained a download of the CCTV. This was then taken back to the CCTV studio and reviewed for evidence. Statements were then completed by the Crimewave analysts and an evidence pack was produced for the Milton Keynes Council.

A Crimewave evidence pack contains statements from the Crimewave operatives, CCTV images and a report fully outlining the offences identified and referencing the time and date of the offences.

## 5.0 Cost

Crimewave to supply and operate the outlined agreement will be:

£1,250 per month + VAT a 12 month period. (Or as a one off payment of - £15,000 + VAT)

Or

£1,333 per month for a 6 month period. (Or a one off payment of - £7.998 + VAT)

### Additional charges:

Additional charges will apply if remote live monitoring is required.

The cost of mounting the deployable camera on lamp posts is controlled by the Milton Keynes Council Street Lighting Department at a charge of £90 per movement. Milton Keynes Council will not allow un-authorized persons to install the camera. Therefore, any PTZ camera movement will be an extra charge.

## Appendix “A”

### The Woughton Community Council Re-Deployable CCTV camera deployment guidelines

#### Introduction

This document sets out the policy and guidelines of Woughton Community Council on issues involved in the planning for, and actual deployment of Woughton Community Council Re-Deployable (mobile) CCTV cameras (RCCTV).

#### 2. Aims and Objectives

It is important that all those who are likely to be affected by the deployment of the RCCTV cameras, those who are likely to request their deployment and all personnel involved in their operation have a clear understanding as to the circumstances in which the system will be deployed. The key objectives of The Woughton Community Council RCCTV system are:

1. Assist in the detection of crime by providing evidence in criminal proceedings.
2. Deter crime, improve public safety and enhance the general public's perception of safety.
3. Assist in the prevention and reduction of public disorder and anti-social behaviour.
4. Assist the tracking and apprehension of persons who are suspected of having committed a criminal offence.
5. Assist in identifying witnesses.

### 3. Area of Deployment

The RCCTV system will normally be deployed upon request only within the boundaries of Woughton Community Council designated area. The area will be subject to a detailed survey prior to deployment. Deployments outside this area will only be considered after full consultation with the environmental crime unit.

### 4. Criteria for Deployment

The request for deployment must be compatible with the Aims and Objectives in paragraph 2 above and should normally cover one or more of the following circumstances:

- Deployment is requested or supported by the Police or Woughton Community Council
- Will assist in detection and arrest of perpetrators of a spate of particular crime(s)
- Is to respond to crime hotspots, anti social behaviour or transient problems.
- For emergency planning incidents and public safety
- To support special Police or Council operations
- Is to assist in the detection and prosecution of “environmental crime” e.g. fly -tipping

All applications for the deployment of RCCTV cameras must take into consideration the Council’s responsibilities under the Data Protection Act 1998, the Human Rights Act 1998, the Regulation of Investigatory Powers Act 2000 and the Crime and Police Act 2013. Applications must also take the following requirements into consideration:

**Justifiable** - there must be adequate reason to show that the cameras are an appropriate response. This will usually be shown by evidence of repeated complaints of past incidents, or intelligence on future incidents or events;

**General** - the target of the surveillance must be in a public area or against unknown offenders. If a known individual(s) is the target this becomes ‘Direct Surveillance’ and the deployment will additionally have to be authorised under the Regulation of Investigatory Powers Act 2000.

**Reviewable** - there must be a clear time limit for the duration of the deployment and an identified process of ongoing evaluation of the need for the cameras’ continued use in a specific location. Normal deployments will last up to four weeks; this may be extended but only in exceptional circumstances.

**Objective** - **there must be specified objectives to be achieved by the camera deployment and the achievement of these objectives should be monitored.**

It is suggested that Crimewave and the environmental crime unit review the continued need for any deployed camera every four weeks.

- Signage – RCCTV cameras will be mounted within public view and with clear signage indicating their use within the area. They should be mounted within the immediate vicinity of the cameras. It is worthy of note that should the cameras be moved in the same areas it is suggested to leave the CCTV signage in situ to prevent continued movement of signs.
- Fixed JPEG cameras – In the case of fixed camera applications where small fixed Jpeg cameras are to be used in areas with no power the requirement to use them must be justified. It is suggested that Woughton Community Council refers to the “RIPA” act as a code of conduct for the use of covert cameras and decides on their use for each deployment.

**Suggested RCCTV application and deployment form.**

Annex ‘A’ to RCCTV Camera

Deployment Guidelines dated Jan 2015.

Applicant

Name:.....Position.....:

...

Organisation

(Name and

Address).....

.....

.....

.....

.....

.....

Postcode:.....

TeleNo:.....

FaxNo:.....email:.....

..

I request the deployment of the RCCTV cameras for the period:

Start Date.....until end date.....

(Not to exceed 4 weeks unless there is a clear justification for longer)

For the Surveillance of (location/area to be observed):

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.....

Evidence of the need for the Deployment:

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**Agenda item: FC 189/20**

**WOUGHTON COMMUNITY COUNCIL**

**Full Council**

**Monday 14<sup>th</sup> September 2020**

**PURPOSE OF REPORT:**

To discuss options regarding community led housing and WCC housing development.

**RECOMMENDATION:**

1. That the committee notes the report.
2. That the committee understands the limitations on the council at the current time, both in terms of finances and expertise, and considers whether this should be a priority when setting budgets and agreeing expenditure. It is likely that this will need a considerable amount and whilst building costs can be considered within any borrowing / income generation, the preparatory work will not and as such, will be expenditure that will come via other routes.

**That the following items only be considered if the committee is in agreement that funding and focus on this is a priority for the council.**

3. That funding via grants is explored to see whether there is any way that early exploratory work can be funded via means other than existing income streams.
4. That this issue is included within discussions around estate renewal, with particular reference to the four estates previously highlighted as 'regeneration' estates.
5. That potential pockets of land are identified and highlighted to MKC for community led housing initiatives.
6. That any initiatives include work with partners to:
  - a. Provide work experience and jobs for residents and students within the parish.
  - b. That people are enabled to take part in any construction of homes which they can then live in (where practicable and possible).
  - c. That any housing development is considered within a local lettings policy.

**MAIN ISSUES AND CONSIDERATIONS:**

There is currently a lack of housing within the parish and that that exists is a mix of privately owned, council or housing association managed or increasingly, privately rented. Costs are often too high for many to afford and the housing in many of our estates is sub-standard. Whilst the proposed Regeneration project may address some of the structural issues (through repairs, refurbish or replacement of existing

homes), it is likely that there will remain a shortfall in truly affordable and suitable accommodation for local people.

There are many people who are simply unable to live with the parish, even when they have grown up and lived here for many years. This is reflected in the statistics noted in Appendix 1, which suggest significant price rises (20% plus over the past two years in some areas\*) and few homes even coming up for sale (85 properties within Woughton in the past year\*). In addition, the significant

number of homes owned and rented by 'social landlords' (either housing associations or MK Council) means that often, local people are unable to access these as they are part of city-wide demand.

Private rental remains the only option for many local people – buying outright remains out of reach for most and allocation of a social landlord managed property is unlikely. Therefore, they find themselves at the mercy of the private sector, where the lack of property has led to price rises that make many properties inaccessible or leave residents in a position where their lives are lessened due to the percentage of income being spent on housing. Additional burdens come from the unsuitability of many local properties, with poor insulation, high running costs and property that reflects the temporary nature of the original design. This situation is likely to become more challenging as University MK is created, where student accommodation is limited and housing within the parish has the potential to become student shared housing, leading to further increases in local rent and a further reduction in local property being available.

Private rents within Woughton are limited and expensive - £600+ for a one bed roomed property and £800 minimum for a family home\*. This means that it is likely that well over 60% of income will be spent on housing costs for many within our community.

This situation is unsustainable and as the council closest to the people of Woughton, we aim to work towards creating alternative housing models, providing high quality, affordable and community led housing initiatives that support local need. Whether this is an area where the council / committee feels we should be working internally towards or working with existing providers to improve the situation is one for the council to agree.

The recommendation from the Council Manager is that this is an area which, in the current climate and with the budgetary constraints within which we are currently working, is that this proposal is left as 'current, but not a priority', with continued work undertaken to explore the actual costs, challenges and potential for this to happen. This should include seeing whether there are any grants available to explore possible ventures, whether there are partners that would be better placed to deliver this on our behalf, what impact the 'estate renewal' might have on the parish and whether the financial climate changes over the coming year(s).

\*Please note that figures are based upon 2018 assessments – the situation will have changed but is unlikely to have improved.

## **FINANCIAL IMPLICATIONS:**

Housing provision is expensive. The initial work needed to even start considering approaches to land owners with a detailed, comprehensive and budgeted proposal is considerable and likely to cost a significant sum (in the £10's of thousands). Whilst there are some areas where, due to ownership and suitability of sites, a pilot scheme could be trialed (e.g. Tinkers Bridge Meeting Place), to gain permissions, planning consents, architectural drawings, etc. is estimated to be around 10% of the overall project costs, with building costs for a community centre plus housing above likely to run into the £millions. This means upfront investment of £100,000 plus.

With Covid-19 recovery, a challenging financial landscape and a precept that has increased significantly over the past few years (with additional increases possible in coming years, to mitigate.

The potential loss of LCTRS income), it is questionable as to whether this is an area that would be consider prudent to invest in.

## **STAFFING IMPLICATIONS:**

For this area to be fully explored with proposals provided that give full oversight, external expertise will be essential. Whilst some research and exploration is possible from existing officers, the necessary knowledge and skills are not present within the team. This would mean buying in additional resources, with no guarantee of a successful outcome.

## **OTHER IMPLICATIONS:**

None.

## **BACKGROUND PAPERS:**

See appendix below.

## **AUTHOR:**

Steve McNay – Council Manager

## **Appendix 1 – House Prices within Woughton (as at April 2018)**

**Netherfield** - an overall average price of £157,192.

In the past year house prices in Netherfield were 21% up on the year before and 23% up on 2015 when they averaged at £127,891.

There were only 13 properties sold in the last year.

**Eaglestone** - selling for an average price of £214,292. Detached properties sold for an average of £202,600, with semi-detached properties fetching £199,200.

Overall sold prices in Eaglestone over the last year were 9% up on the previous year and 26% up on the 2015 level of £161,348.

There were only 23 properties sold in the last year.

**Beanhill**, with an overall average price of £191,583.

Overall sold prices in Beanhill over the last year were 6% up on the previous year and 22% up on the 2015 level of £157,462.

There were only 6 properties sold in the last year.

**Tinkers Bridge**, with an overall average price of £380,179.

Overall sold prices in Tinkers Bridge over the last year were 66% up on the previous year and 52% up on the 2015 level of £249,800.

There were only 14 properties sold in the last year.

**Leadenhall**, with an overall average price of £123,409.

Overall sold prices in Leadenhall over the last year were 13% down on the previous year and 6% up on the 2015 level of £116,720.

There were only 11 properties sold in the last year.

**Peartree Bridge**, with an overall average price of £167,350.

Overall sold prices in Peartree Bridge over the last year were 10% down on the previous year and 5% up on the 2015 level of £159,363.

There were only 10 properties sold in the last year.

**Coffee Hall**, with an overall average price of £204,687.

During the last year, sold prices in Coffee Hall were 5% up on the previous year and 16% up on 2015 when the average house price was £176,026.

There were only 8 properties sold in the last year.

**WOUGHTON COMMUNITY COUNCIL**

**Full Council**

**Monday 14<sup>th</sup> September 2020**

**PURPOSE OF REPORT:**

To discuss the 'Together We Can' document – a partnership agreement between the principle authority (MKC) and parish, town and community councils within the city, and decide on any feedback.

**RECOMMENDATION:**

- 1. That Council notes the report and attached 'Together We Can' document.**
- 2. That Council considers any response to this document to be included within the consultation.**
- 3. That when finalised, Council is consulted on whether to 'sign up' to the agreement.**

**MAIN ISSUES AND CONSIDERATIONS:**

The relationship between Milton Keynes Council (MKC), the principle authority, and local councils within the city (Parish, Town and Community Councils) is crucial to ensure effective working, consultation and partnership approaches to support residents. Previously, there were other agreements in place (Parishes Protocol) which had both positive and negative elements. As part of a 'refresh' of the relationship between the parties, a new document was developed – 'Together We Can' (TWC).

TWC describes the importance of local councils as one of the few fully parished parts of the country. Milton Keynes is seen as an example of how parishes can work well, despite some of the challenges faced. This document is focused on developing constructive, respectful and equal relationships, focusing on the benefits this can bring.

**MKC will**

- Respond to Local Councils in a timely manner and manage expectations
- Give inductions to new key officers on the role of Parish, Town and Community Councils
- Strive to continuously improve and not to work in silo's and ensure words work in actions
- Ensure that the Parish Partnership Team continue to be a point of contact and provide issue resolution for parish difficulties.

**Local Councils will**

- Respond to MKC in a timely manner and manage expectations.
- Have parish champions.

- Strive to come together where it is feasible to do so – no silo working.
- Include their Ward Councillors in parish work.
- Provide parish inductions to new officers if required.

There are other areas covered within the proposal, covering areas such as consultations (allowing enough time), devolution of services, facilitation of discussions and similar.

The document does not provide specifics, but is more of a guidance and 'road map' document that sets out basic expectations.

This agenda item aims to promote discussion amongst the council to enable clear feedback around this document and whether it is suitable. The Council Manager suggest that there will always be limitations in terms of defining every aspect of the relationship between the authorities and that this document, whilst falling short in some areas, provides an overarching aim to promote the value of working together.

**FINANCIAL IMPLICATIONS:**

None noted at this time.

**STAFFING IMPLICATIONS:**

None noted at this time.

**OTHER IMPLICATIONS:**

There is currently no official agreement between MKC and the parishes. Whilst WCC maintains a good relationship with MKC in most areas, the need for something formalised is clear. The TWC document should be seen as a first step towards this and feedback, change and review built in as part of the ongoing development.

**BACKGROUND PAPERS:**

Together We Can v9.

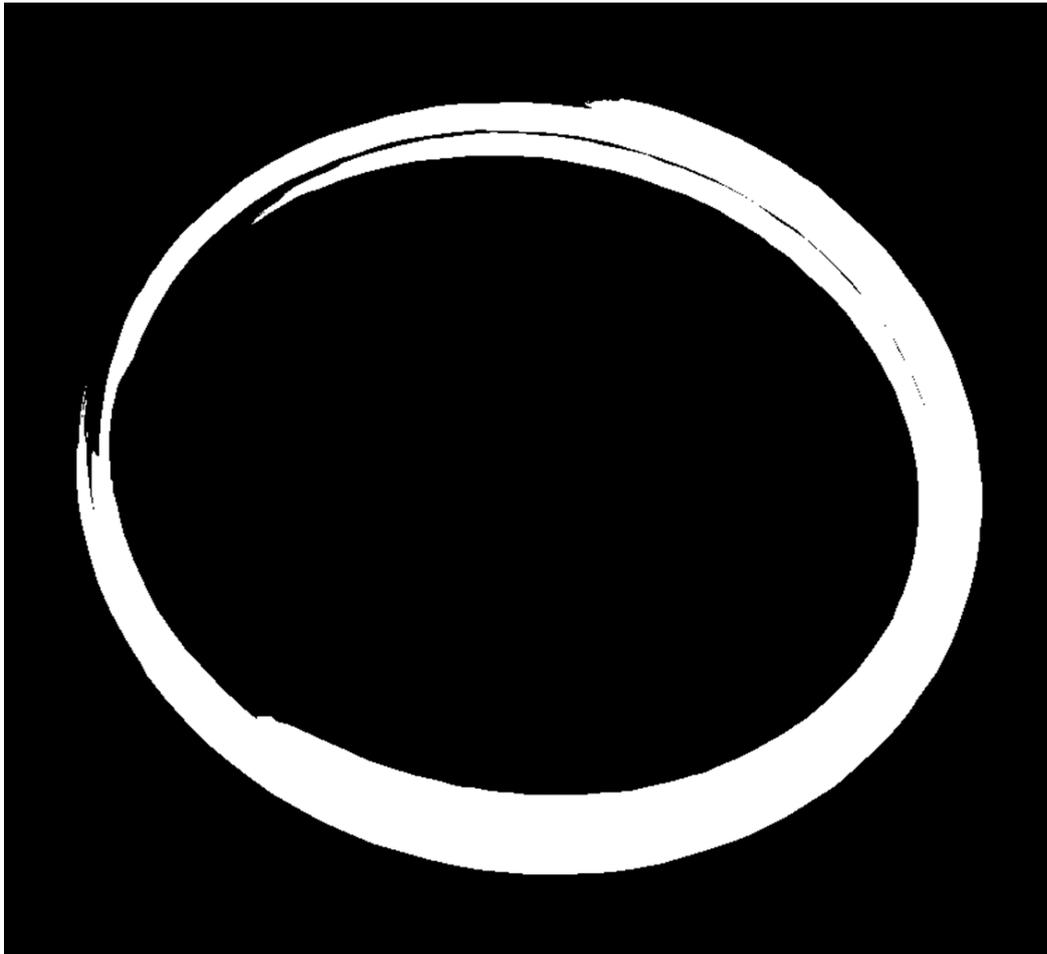
**AUTHOR:**

Steve McNay – Council Manager

# Together We Can

**2020**

**Working together to do  
the best for every local  
community within  
Milton Keynes**



**Local Councils (Parish, Town and Community Councils)** have a key role in supporting local communities and shaping and improving their local areas. We are unique in that Milton Keynes is the first unitary local authority to be fully parished in England, and this is something to celebrate. We can be proud of the relationship between Local Councils and Milton Keynes Council (MKC) and much has been achieved. But, these are difficult times for local government with continued reductions in budgets whilst at the same time an increasing demand on services. The impact of this, both for MKC and its delivery partners has been that the council has had to take a long hard look at what it does and how it does it.

Given the scale of the task, MKC is aware that the only way in which communities can be fully supported is through working with and alongside Local Councils. This relationship is one of equals, as we all have a key role to play, and to this end MKC is committed to creating the right environment so that Milton Keynes continues to develop and thrive with councils and communities taking innovative and bold decisions that can effect real change at the local level.

The MKC Plan (2016-2022) recognises the importance of this partnership working and the vital role that Local Councils have in shaping the local area and Milton Keynes as a whole. There is a vast reservoir of ideas, innovation and local knowledge within our local communities and we want to ensure that, working with Local Councils, feeds into the development of Milton Keynes as a place to visit, work and live. This document provides guidance on how this might be achieved.

## Our structure

- MKC is recognised as the Principal Authority for the area.
- Policy is set by a combination of democratically elected ward councillors and national legislation and administered by MKC Officers.
- Local Councils are the first tier of local government and they have an in-depth knowledge of their local communities and places. Local Councils are autonomous and independent and have a number of statutory powers and broader powers can be acquired through a General Power of Competence.
- Policy is set by democratically elected Parish Councillors and administered by Local Council Officers, usually but not exclusively, the Clerk.
- Ward councillors place great value in having good relationships with their parish tier and see working closely with town, parish and community councillors as important, where good communication and engagement is central to being effective, and town, parish and community councillors understand the role that ward councillors play at the MKC wide level.

## Working together

- ‘Together We Can’ embodies the true ethos of partnership working, which involves all partners contributing to a common goal and communicating and working effectively with each other.
- By pooling knowledge, experience and tools, elected members (both parish and ward) and council officers (both local and principal) will build a better understanding of what works at the very local level and identify the needs and capture the views of residents and communities.
- The key to this is that all partners are treated equally and with respect, with an understanding of the statutory landscape within which each of the partners operates.
- This collaborative relationship can, and should, be mutually beneficial for all and involve both officers and elected members at every level.
- There is a non-statutory Milton Keynes Association of Local Councils (MKALC) which gives voice to issues affecting Local Councils and can liaise with MKC on their behalf (though of course individual Local Councils also raise specific issues) and MKALC is supported by a County and National Association which provide advice, training and literature to Local Councils.

We know that the challenges that local communities are facing are sometimes very difficult to solve but **together we can** work towards positive solutions. To ensure that all parties feel valued it is important that we all treat each other with respect, dignity and politeness (even when we might not always see things the same way). We must behave fairly and constructively towards each other when we disagree, and we will listen and be respectful in our exchanges of views. We know that disagreements will arise sometimes and that’s okay, because everyone is allowed to express their opinion and be listened to.

#### **MKC will**

- Respond to Local Councils in a timely manner and manage expectations
- Give inductions to new key officers on the role of Parish, Town and Community Councils
- Strive to continuously improve and not to work in silo’s and ensure words work in actions
- Ensure that the Parish Partnership Team continue to be a point of contact and provide issue resolution for parish difficulties.

#### **Local Councils will**

- Respond to MKC in a timely manner and manage expectations.
- Have parish champions.
- Strive to come together where it is feasible to do so – no silo working.
- Include their Ward Councillors in parish work.
- Provide parish inductions to new officers if required.

Consultation

MKC will:

- Recognise that Local Councils are important partners and consultees.
- Consult and engage positively with Local Councils on matters which impact them, in addition to statutory Public Consultations.
- Ensure that consultations, other than those governed by statutory regulations such as planning matters, will be for a minimum of 6 weeks excluding the Christmas/New Year holiday period and giving some extra allowance in August when many Local Councils do not meet.
- Understand that community engagement and consultations is about listening and learning and having meaningful dialogue with the community, and is an opportunity to find out what is important to them, their neighbourhoods and local areas.
- Use the most effective method to consult, including digital methods.
- Consult in plain English to be clear and concise.

Useful documents:

- *Cabinet Guidance on Consultation*  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/691383/Consultation\\_Principles\\_1\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/691383/Consultation_Principles_1_.pdf)
- *Statement of Community Involvement* setting out how MKC engages and consult with local communities and stakeholders on planning policy documents and planning applications <https://www.milton-keynes.gov.uk/planning-and-building/planning-policy/statement-of-community-involvement-sci>

## Asset and Service Devolution

We will recognise that Local Councils are all different in their makeup, capacity and size and will require different solutions – one size does not fit all.

## Facilitation

We will ensure we meet regularly to discuss issues that are important to each other. The **Parishes Forum** (PF) will meet four times a year to achieve this. Meetings may be held physically or virtually. It is envisaged that physical meetings will take place in a various locations, eg MKC offices, Parish Council Offices, other appropriate venues, etc. Membership will consist of two representatives from each parish who will be nominated annually. Parishes will advise MKC of their representatives following their Annual General Meetings. The Cabinet Member with responsibility for Parish Partnerships will chair the Parishes Forum. A vice chair will be elected to serve for two years, by ballot at the Parishes Forum. The Cabinet Member (chair) and vice chair will also hold the same roles on the **Parishes Advisory Group** (PAG). The PAGs purpose is to

- To advise the Cabinet Member on matters of mutual interest to MKC and the parishes and make any appropriate and relevant recommendations to MKC or hold consultations with the parishes.
- To shape and agree approaches on key issues and pieces of work before wider circulation to parishes
  - Sub Working/Task Groups may be set up to focus on the identified areas of concern or progress. Working / Task Groups will be chaired by a PAG representative and opportunities to attend will be issued to all parish and town councils. This could be parish clerks, parish councillors or a combination of both
- To determine way forward for the devolution agenda, and ensure that services and assets rest with the level of local government that can best maximise the opportunity of particular assets and services to work for the wider community.
- To consider agenda items for the Parishes Forum, and agree the final agenda for the Parish Forum each quarter
- To foster close co-operation between other stakeholders and partners to ensure the best possible outcomes for the communities that we all work to serve

A representative from the **Milton Keynes Association of Local Councils (MKALC)** will hold one place on the PAG.

**Local Area Forums (LAFs)** are meetings for groups of parishes who share common interests / are connected by physical locality. Support for LAFs will be agreed by MKC and each individual LAF.

## Covid-19

We know that Covid 19 has brought about a sudden change to the way in which parish and town councils and Milton Keynes Council are working to support our communities. There has been a fantastic response from parish and town councils, with a significant amount of extra work undertaken, especially for the more vulnerable members of the community. As a group, we will need to take stock and consider what has worked well and less well and what we can learn from this in terms of working more effectively together. Working together, we know that we can make a real difference to our residents as we move into the post Covid 19 recovery era. We know it will not be easy, and we are all anticipating difficult and challenging times but with an open and honest dialogue between us we will be able to make progress.

Together we can...

Create the right environment to make things better for our residents and communities with a new collaborative way of working, sending a powerful signal that old ways of thinking and working in silos are no longer appropriate. Collaboration has the potential to:

- 1) bring in a much wider range of resources and use available resources far more efficiently and effectively;
- 2) be fit for purpose to tackle the complexity of the challenges; and
- 3) add far more creative and innovative approaches, as a result of the organisations involved.

This is intended to be a living document to be edited and updated / revised over time to encourage open collaboration and avoid stagnation.

**Agenda item: FC 191/20**

**WOUGHTON COMMUNITY COUNCIL**

**Full Council**

**Monday 14<sup>th</sup> September 2020**

**PURPOSE OF REPORT:**

To agree the proposals to amend the current Standing Orders.

**RECOMMENDATION(S):**

1. To note the report.
2. To add in the Standing Orders that “Voting will be carried out either by a show of hands or by using the poll facility on the online meeting system, whichever is more convenient, this will be made clear before a vote is about to take place by either the Parish Manager, Committee & Member Services Officer, the Parish Manager or Lead Officer, once the voting has been concluded the result of the vote will be announced.”
3. To add in the Standing Orders that “Members of the public can access any documents for each meeting on the website, any other unrelated documents can be emailed to members of the public by request subject to the Freedom of Information regulations that have been adopted by Woughton Community Council.”
4. To add in the Standing Orders that “Members of the Public and the Press can view the meeting proceedings via the Woughton Community Council Facebook or YouTube page, If a Member of the public wishes to ask question(s) on any item(s) on the agenda, then they should contact either the Parish Manager or Committee & Member Services Officer to access the meeting via the online meeting system with at least 24 hours’ notice before the start of the meeting.”

**MAIN ISSUES AND CONSIDERATIONS:**

The Government has recently introduced a new Regulation 5 Section 6 into the, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) which the new act came into force on Saturday 4<sup>th</sup> April 2020.

This new regulation states that Councils must show how the following items will be addressed:

- How voting by Councillors will take place at online meetings.
- How members of the public can access meeting documents.
- How members of the public and press can access online meetings.

It is proposed to amend the Standing Orders by adding the following additions:

- “Voting will be carried out either by a show of hands or by using the poll facility on the online meeting system, whichever is more convenient, this will be made clear before a vote is about to take place by either the Parish Manager, Committee & Member Services Officer, the Parish Manager or Lead Officer, once the voting has been concluded the result of the vote will be announced”
- “Members of the public can access any documents for each meeting on the website, any other unrelated documents can be emailed to members of the public by request subject to the Freedom of Information regulations that have been adopted by Woughton Community Council”
- “Members of the Public and the Press can view the meeting proceedings via the Woughton Community Council Facebook or YouTube page, If a Member of the public wishes to ask question(s) on any item(s) on the agenda, then they should contact either the Parish Manager or Committee & Member Services Officer to access the meeting via the online meeting system with at least 24 hours’ notice before the start of the meeting”

**STAFFING IMPLICATIONS:**

None.

**OTHER IMPLICATIONS:**

None.

**BACKGROUND PAPERS:**

2020/2021 Standing Orders.

**AUTHOR:**

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Committee & Member Services Officer