

Town & Parish Councils Forum (T&PCF)
Tuesday 14 April 2015
10.00 am at Stoke Gifford Community Centre

Present:	Malcolm Watson (Chair)	Pucklechurch Parish Council
	Mark Pullin (MP)	South Gloucestershire Council
	Michelle Sparano (MS)	South Gloucestershire Council
	Pat Trull	Wickwar Parish Council
	Hannah Saunders	Charfield/Cromhall/Rockhampton PC
	Wendy Mayo	Dodington Parish Council
	Krystyne Hutchinson	Dodington Parish Council
	Christine Howard	Dyrham & Hinton Parish Council
	Beverley Ewens	Emersons Green Town Council
	Bob Symons	Pucklechurch Parish Council
	Graham Ross	Gloucestershire PFA
	Grace Boddy	Bitton Parish Council
	Sharon Robbins	Clerk, Bitton Parish Council
	Sharon Petela	Bradley Stoke Town Council
	Andy Ward	Bradley Stoke Town Council
	Graham Smith	Alveston Parish Council
	Roger Unwin	Tytherington Parish Council
	Cllr Sue Hope	SGC & Hawkesbury Parish Council
	Cllr Ian Boulton	South Gloucestershire Council
	Mike Hawkins	Aust Parish Council
	Steve Shield	Stoke Gifford Parish Council
	Hazel Jones	Hawkesbury Parish Council
	Deborah White	ALCA
	Cllr Claire Young	South Gloucestershire Council
	Graham Ross	Gloucestershire Playing Fields Association
	Dick Whittington	WERN
	Marilyn Curnock	South Gloucestershire Council, note-taker

Agenda Item	Notes	Actions
	SGC = South Gloucestershire Council; SG = South Gloucestershire; T&PCs = Town & Parish Councils; ALCA = Avon Local Councils Association; SG ALCA = South Gloucestershire area ALCA group; SSCG = Safer & Stronger Community Group; CLP = Community Led Plan WERN = West of England Rural Network	
1.	Welcome from Malcolm Watson - Chair	
2.	Apologies were received from: Victoria Hicks, Angela Hocking, Lucy Hamid, Cllr Terry Proffit, Hayley Townsend, Lin McManus, Cllr Bob Veitch, Stephanie Kruse, Cllr Elizabeth Shepherd, Jodie Harvey, Rachael Williams-Lock, Cate Davidson, John Goddard	
3.	Notes of the 7 January 2015 meeting – these were circulated and agreed as accurate. Actions arising: <ul style="list-style-type: none"> • Comment that there was still no flow chart for senior officers on SGC website. • Michael Dixon – no feedback received on accuracy of maps or S106 money for dog bins. 	MS to follow up MS to follow up

	<ul style="list-style-type: none"> • Elizabeth Shepherd – sent out information on pensions immediately after the last meeting. • John Goddard responded to concerns regarding cost of elections. 	
4.	<p>Gloucestershire Playing Fields Association (GPFA) – Graham Ross gave presentation to reintroduce GPFA and what they do. Literature on GPFA was distributed. Key points:</p> <ul style="list-style-type: none"> • Free advice • Training for volunteers • Site visits – free • Assessment of facilities – free service • Grants and loans to members – 5% or 10% of total funding • Funding – help with completing application forms etc for specialised support • Youth Sports Start Up Fund – to establish new clubs • Newsletter sent out in PDF form – useful to see what others are doing <p>Graham will email out further details including how to join. A subscription is needed.</p>	
5.	<p>Community Led Plan – WERN (West of England Rural Network)</p> <p>Dick Whittington gave presentation:</p> <ul style="list-style-type: none"> • Parish plans underway in various parishes. • Working to improve communities. • Prioritise use of resources. • Gets people involved. • Positive change through community action on “<i>anything but development</i>” but should be considering development i.e. for local housing need for example. • Parish plan process should be led by community action plan with support of SGC and stakeholders. Should it be more led by council to be involved and also with Town and Parish Councils? • More flexible approach by Town and Parish Councils for positive change. • Neighbourhood planning helps to understand the needs of the neighbourhood and parish. • Community Rights in order to buy assets i.e. shop, pub or playing field. • Most effective actions are those that the community can deliver. <p>Presentation to be sent out with minutes.</p>	

6.	Welfare Advice Partnership and local debt service in South Gloucestershire – Rachel Williams-Lock, SGC. Apologies from Rachel not able to attend meeting. Presentation deferred to next meeting.	
7.	SGC website issues/concerns. <ul style="list-style-type: none"> • Planning Portal/website up and down. • Concerns that consultations were not put on website promptly or comments not reaching officer. • No response received from SGC on queries. • Hard to find routes to where you want to go (as they change). 	MP to investigate
8.	Use of Facebook and other social media by Town and Parish Councils. <ul style="list-style-type: none"> • The general consensus was to steer clear as not appropriate. • Not a good idea, hard to keep check on what people are saying. • However may be a good idea for getting information out to people • Twitter account could be used. 	
9.	Update on 'Review of Community Engagement' and future arrangement for the Town and Parish Councils Forum. <ul style="list-style-type: none"> • £2,000 to be provided annually to support Town and Parish Council Forum. Preferred Option: <ul style="list-style-type: none"> • Accept money to perform duties within their own duties i.e parish clerk. • One clerk gives continuity – bill other councils for work done. Under umbrella of ALCA is not really feasible as you have to be a member of ALCA.	
10.	AOB <ul style="list-style-type: none"> • Good Councillor Guide available from ALCA plus new dividers for councils for packs. • Good Employees Guide also available from ALCA. Cost to non-members. • CIL – 1st August 2015 will be passed on where development is taking place. S106 officer willing to talk to parishes. Rural high on list. • Broadband rollout guide wanted i.e. Cromhall, as some have Broadband and some areas do not. • Future of group. Mark Pullin to invite Amanda Deeks to speak about SGC approach and interaction between councils. 	MS to invite officer to next meeting MP to action
11.	Date of next meeting Tuesday 7 th July at 10.00am – Sharon Petela to host. <i>Post meeting note:</i> Date of next meeting has changed from date announced at meeting. Now will be held Tuesday 14th July at 10am Venue: Baileys Court Activity Centre, Bradley Stoke	

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