



## **BROMSGROVE DISTRICT COUNCIL**

### **PARISH COUNCILS' FORUM**

TUESDAY, 26TH SEPTEMBER 2006  
AT 6.30 P.M.

COUNCIL CHAMBER, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

### **A G E N D A**

Copies of the Parish Councils' Forum Agendas, Reports and Minutes are available on the Council's web-site at <http://www.bromsgrove.gov.uk/pcf>

1. Apologies
2. Minutes of the last Meeting held on 27th June 2006 (attached)
3. Matters arising from the Minutes
4. PACT and the Neighbourhood Agenda: What is the Parish Council's Role? (Agenda item submitted by the Area Committee of CALC) - (Joint presentation to be made by Mr. G. Roche, the Council's Community Safety Officer, and PC A. Holliday, West Mercia Constabulary)
5. Can the Parishes have a copy of the annual schedules for highway and footway sweeping for their areas? (Agenda item submitted by Barnt Green Parish Council)
6. What is the anticipated time lapse between the submission of a Parish Plan to the District Council and its formal adoption? (Agenda item submitted by Barnt Green Parish Council) (report attached)
7. Date of next meeting - reminder: Thursday, 14th December 2006

K. DICKS  
Acting Chief Executive

The Council House  
Burcot Lane  
BROMSGROVE  
Worcestershire  
B60 1AA

18th September 2006

# **BROMSGROVE DISTRICT COUNCIL**

## **PARISH COUNCILS' FORUM**

Tuesday, 27th June 2006, at 6.30 p.m.

PRESENT: Councillor B. L. Fuller C.B.E. Q.F.S.M. (Chairman)

<b>Parish</b>	<b>Representative(s)</b>
Barnt Green	Mrs. E. M. Buckett (Chairman) Mr. R. Westbury (Executive Officer)
Belbroughton	Mr. C. R. Scurrall
Beoley	Miss P. Harrison (Clerk)
Catshill and North Marlbrook	Mr. P. J. Baker (Chairman) Mr. G. F. Witcomb
Clent	Mrs. P. A. Harris (Clerk)
Dodford with Grafton	Mr. R. J. Oakes (Chairman)
Hagley	Mr. A. G. Lewis
Hunnington	Mr. J. Peeney (Chairman) Mrs. L. Teese (Clerk)
Lickey and Blackwell	Mr. R. Brown (Chairman) Mrs. J. A. Casey (Clerk)
Stoke	Mrs. T. Roll (Chairman)
Wythall	Mrs. S. J. Baxter (Chairman) Miss P. Harrison (Clerk)

### 1. **APOLOGIES**

Apologies for absence were received from:-

<b>Parish</b>	<b>Representative</b>
Beoley	Mrs. J. D. Luck (Chairman)
Belbroughton	Mr. R. E. Copley (Clerk) Mr. P. Shotton
Catshill and North Marlbrook	Mrs. C. Russam (Clerk)
Dodford-with-Grafton	Mrs. C. Limm (Clerk)
Stoke	Mr. P. Callaway (Clerk)
Wythall	Mr. R. Hall (Chairman)

Apologies for late arrival from Councillor R. Hollingworth.

### 2. **MINUTES OF LAST MEETING**

The Minutes of the Meeting of the Parish Councils' Forum held on 11th April 2006 were submitted. Subject to the inclusion of Mrs. E. Buckett in the list of those present, it was **AGREED** that the Minutes be approved as a correct record.

3. **PARISH REPRESENTATION ON THE STANDARDS COMMITTEE**

There was discussion on the possibility of including an additional Parish Council representative on the District Council's Standards Committee. This had been suggested by the Area Committee of CALC as it was thought it would be useful when Parish Council issues were under discussion. There had also been a recommendation from the Standards Board of England that Parish Councils have some representation on such committees. This had been suggested in writing to the Head of Legal and Democratic Services but a brief response had been received indicating that the Council was not required to include a Parish representative on the Standards Committee and therefore did not intend to do so.

The Chairman indicated that the role and structure of the Standards Committee was presently under review. He indicated that he would raise this with the Leader of the Council. Following the arrival at the meeting of Councillor Hollingworth, discussion of the issue was resumed and he confirmed that there was a wish to keep the membership of the Standards Committee to a reasonable number and indeed there was a possibility that there would be some restructuring of the Committee. Whilst it was noted that some other District Councils in the County had adopted the recommendations of the Standards Board, Bromsgrove did not intend to do this at present.

4. **PARISH COUNCIL ELECTIONS MAY 2007**

There was a discussion regarding publicity for the forthcoming Parish Council elections which would be held in May 2007 at the same time as the District Council elections. It was particularly important to the Parish Councils that enough candidates were willing to stand for election as, in order to maintain Quality Parish Council status, 100% of places needed to be filled by election. If members were co-opted, this would lead to the loss of Quality Parish Council status. Parishes were therefore stressing that assistance from the District to publicise the procedures and timetable for standing for election would be very important.

The Acting Chief Executive, Mr. Dicks, agreed that assistance would be offered where possible to work with the Parishes to publicise the elections. It was suggested that an appropriate item be included in a future edition of Council Chat and it was agreed this would be useful.

5. **COMMUNITY SAFETY PARTNERSHIP: PARISH COUNCIL REPRESENTATION**

It was noted that the Area Committee of CALC had requested that a Parish Council representative be appointed to the Community Safety Partnership. The Council's Community Safety Manager, Mr. G. Rocke, was unable to be present at the meeting but he had already raised the issue with Chief Inspector C. Hill, who chairs the Partnership. Chief Inspector Hill was agreeable to the proposal but it would need to be confirmed formally by the Partnership at its next meeting on 27th July 2006.

It was reported that CALC had already identified a representative and it was **AGREED** that the details be notified to Mr. Rocke following the meeting.

6. **PARISH PLANS AND VILLAGE DESIGN STATEMENTS**

This item was withdrawn.

7.

**DATE OF NEXT MEETING**

It was **AGREED** that the next meeting of the Forum would take place on Tuesday, 26th September 2006, at 6.30 p.m.

The Meeting closed at 7.00 p.m.

Chairman

# **BROMSGROVE DISTRICT COUNCIL**

## **PARISH COUNCILS' FORUM**

26TH SEPTEMBER 2006

### **1. ADOPTION OF PARISH PLANS**

*"What is the anticipated time lapse between the submission of a Parish Plan to the District Council and its formal adoption?" (Item submitted by Barnt Green Parish Council)*

For a Parish Plan to be formally adopted by a District Council as a Supplementary Planning Document (SPD), it needs to go through a number of important processes. These processes mean that there is no definitive answer as to how long it will take.

It needs to be included in the current version of the Local Development Scheme (LDS). The local development scheme is the project plan for local development framework preparation which has to be agreed by both the Government Office and the Planning Inspectorate. This scheme can be amended periodically as Local Development Framework documents are completed, although it would not be practical to review it every time a parish council would like to get their Parish Plan adopted.

For a parish plan to gain formal status as a SPD, it would also need to go through a process called Sustainability Appraisal where the potential impacts of the Parish Plan are judged against policies and procedures identified in a wide range of other plans, and policies both on a local and a national scale covering a wide range of social economic and environmental factors.

Further to this, once the plan is included in the LDS and gone through Sustainability Appraisal, it would need to go through a period of statutory consultation regardless of how much consultation has already been done in the initial preparation of the plan. Following this consultation, the plan will need to be amended in line with any issues raised as part of this consultation, and only then can it be submitted for formal adoption.

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18th September 2006