

WINSLOW AREA LOCAL AREA FORUM

DATE:	16 September 2008
TIME:	7.30 pm
LOCATION:	The Winslow Centre



AGENDA

Item		Page No
1	Appointment of Chairman The Chairman to be a County Councillor.	
2	Appointment of Vice Chairman The Vice Chairman to be a District Councillor.	
3	Apologies for Absence/Changes in Membership	
4	Declarations of Interest To declare any personal or prejudicial interests.	
5	Terms of Reference To consider the terms of reference and membership issues. Please find attached the link to background papers on the report submitted to Council on the future of locality working: http://www.buckscc.gov.uk/moderngov/ieListDocuments.asp?CId=107&MId=2493	1 - 16
6	Action Notes To confirm the notes of the Winslow Local Area Forum meeting held on 4 June 2008.	17 - 24
7	Action List of Items Outstanding from Last Meeting To consider the list of items outstanding from the last meeting.	
8	Question Time There will be a 20 minutes period for public questions. Members of the public are encouraged to submit their questions in advance of the meeting to facilitate a full answer on the day of the meeting. Questions sent in advance will be dealt with first and verbal questions after. One supplementary question is allowed to be submitted by the member of the public from whom the question originated.	

<p>9</p>	<p>Issues of Interest Previous issues discussed by the Forum have been:-</p> <ul style="list-style-type: none"> • Home Safety Checks • Adult Social Care • Speeding • Anti-social behaviour • Farm theft • Rural transport • Door-step selling <p>A Forward Plan of issues is currently being developed and Members are asked to let the Chairman know of any issues they wish to be included for future meetings.</p>	
<p>10</p>	<p>Petitions To receive any Petitions that have been submitted to the Local Area Forum.</p>	
<p>11</p>	<p>Fire and Rescue Service</p>	
<p>12</p>	<p>Police Service To receive an update from PCSO Wendy Taylor.</p>	
<p>13</p>	<p>East/West rail Patrick O'Sullivan, a rail consultant with Milton Keynes Partnership who is the client group's project manager for East/West Rail, will provide an update.</p>	
<p>14</p>	<p>Transportation issues</p> <ul style="list-style-type: none"> • A421 diversion – Great Horwood 	
<p>15</p>	<p>Dates of next and future meetings To agree the date of the next meeting and to agree future dates in 2009.</p>	

Democratic Services Contact: Liz Wheaton, Tel 01296 383856, Email
ewheaton@buckscc.gov.uk
Please contact me if you have any special requirements e.g. hearing loop

GETTING CLOSER TO COMMUNITIES

LOCAL AREA FORUMS:

DRAFT CONSTITUTION, TERMS OF REFERENCE AND OPERATING ARRANGEMENTS

A BACKGROUND

- 1 Local decision-making has been part of the County Council's structure since 2000. At various stages since then, our arrangements have evolved, as learning and confidence in the benefits of this way of working has grown. The former Local Area Committees have played a central role in this evolution. The establishment of Local Area Forums (LAF) is the next stage on this journey and will meet one of the objectives in the Getting Closer to Communities Programme (GC2C).
- 2 The increased focus on locality working is becoming the norm for all local authorities. In developing the framework for LAFs we have had regard to examples from elsewhere and will continue to draw on best practice and innovation where this meets our needs.
- 3 Locality working and community involvement in shaping service planning and delivery is also becoming increasingly important as we prepare for the Comprehensive Area Assessment which will be in place from April 2009. The County Council was praised for its vision with regard to its GC2C programme at the last Corporate Performance Assessment (CPA) inspection and it will be of greater importance for the future as we aim to put the needs of different communities in Bucks at the centre of our service planning and delivery. The GC2C Strategy has recently been revised and the five Aims reaffirmed, with some changes to the linked objectives. One of the key proposals for implementation during 2008 is the roll out of Local Area Forums (LAFs) across each of the 19 local areas. This has been embedded in the refresh of the Corporate Plan. The LAFs will also be the "Level 2" forums within the Pathfinder (the Agreement to improve two tier working across the County and District Council in Bucks) Community Engagement pilot for the Wycombe district area (and any other Pathfinder pilots). In Wycombe District LAFs will be known as Local Community Partnerships (LCP); the term LAF is used throughout this document to also apply to LCPs, subject to any local variations agreed as part of the pilot
- 4 The need to understand and measure outcomes for local communities is also an important aspect of the new Local Area Agreement (LAA) framework. Our understanding of local community needs will be the starting point for the LAA, service planning, budgetary processes and central to our performance management.
- 5 The 19 Local Area Forums will replace the 4 District based Local Committees. The County Council is using the 19 local areas as building blocks to plan and deliver services. In addition, with the District Councils and other partners as appropriate, the LAFs will also be used to draw together various forms of

community engagement taking place within the area (ie: the LAFs will have an overview of community engagement for local community planning purposes but will not be the principal means of undertaking this locally). It is, therefore, sensible to base local decision making around the same areas.

B CONSTITUTION AND MEMBERSHIP

6. The *****Local Area Forum is a joint forum of the three tiers of local government in Buckinghamshire, the County Council, *****District Council and representatives of the following Parish Councils:

- XXXXX
- XXXXX
- XXXXX

In law, LAFs are unincorporated associations with written constitutions

Membership also comprises the following other partners (to be agreed locally)

- XXXXX
- XXXXX
- XXXXX

C THE PURPOSE OF LOCAL AREA FORUMS

7 The **purpose** of the LAFs is to strengthen local democratic accountability by empowering locally elected Councillors to take decisions, shape and influence service delivery and Council priorities in the local community area. There will be one Local Area Forum for each of the 19 local community areas

8 The **basic principles** governing the operation of the LAFs are as follows:

- Within the agreed corporate framework for LAFs set out in this paper, the freedom and flexibility exists for them to deliver on the needs of the local area
- The operation of the LAFs should be tailored to meet local needs, this may require cross-LAF working (eg: across district boundaries or for the whole of a district) on certain issues
- Success will require effective and tailored local partnerships and an inclusive approach to engagement
- In particular, the operation of the LAF will need to be sensitive and complementary to existing arrangements for local community engagement and community planning (this will require discussion and agreement at the appropriate local level)
- LAFs should focus on consensus building around local needs and identify what can be delivered locally from the list of local aspirations
- Collective ownership of the delivery of local community priorities across the various partners will be essential to achieve credibility with local people and to make things happen
- LAFs will need to operate with a sense of realism about what can be delivered (particularly in the early days) and to manage community expectations

- All BCC Services (and partners where possible) will be expected to devolve functions and budgets for local decision making where this makes sense
- LAFs should encourage local community engagement and participation within and outside meetings, ensuring that all voices are heard.

D FUNCTIONS OF LOCAL AREA FORUMS

9 The GC2C Strategy sets out three broad roles for LAFs:

- **Local Community Planning:** shaping responses to the needs of the local area
- **Empowered Local Decision Making:** within the delegated functions and delegated budgets
- **Influencing and taking action on local issues**

10 Based on these broad roles, the functions of the LAFs are set out in the Table below:

LOCAL AREA FORUMS – FUNCTIONS	
1	<p>Setting Priorities for the Area</p> <ul style="list-style-type: none"> • To develop, as the basis for collective action, a shared understanding of local issues and priorities for improving the quality of life of the area. • To agree a Local Community Plan for the area, which reflects local priorities, the delivery of County and District Community Plans and the Local Area Agreement within the area. • To oversee the effectiveness of public services within the community area in meeting local needs, informed by residents’ feedback, and to recommend changes to service policy as appropriate. • To consult and engage local people and local stakeholders on the priorities and policies of local service providers, including the desired level and range of services and major service developments affecting the area and annual budget proposals. <i>(Note: examples of this would be waste, major development proposals, school closures).</i>
2	<p>Empowered Decision Making with Funding</p> <ul style="list-style-type: none"> • To take decisions on matters devolved* from the County Council, District Council and other partner organisations, including town and parish councils. • To take decisions on budgets allocated* by the County Council, District Council and other partners. <i>(*Note: this will be subject to negotiation with Services and partners)</i> • To inform the relevant organisations on changes to the allocation of funding in the local community area to more effectively meet local needs
3.	<p>Taking Action on Community Issues</p> <ul style="list-style-type: none"> • To oversee community engagement* in the area, to co-ordinate local consultation events, to promote and extend community empowerment in the area and to ensure feedback on issues raised.

(*Note: this is defined as levels 1 and 2 in the Community Engagement Pathfinder project)

- To refer issues of local concern to the relevant organisation or partnership for attention, to monitor action and negotiate the resolution of issues.
- To undertake a local scrutiny role on service policy, performance or issues of local concern*, including co-option onto local **overview and scrutiny committees** for specific reviews and dealing with **Councillor Calls for Action** and local petitions. (*Note: the local scrutiny function will need to be exercised proportionately and with regard to the programme of Overview and Scrutiny Committees to avoid duplication)

E OPERATIONAL MATTERS

16 Joint Forums

The LAFs will be joint forums of the County Council with the District Councils, local councils and other partners. This is entirely consistent with Pathfinder objectives. The basic principle is equality of voice and participation in the LAFs. However, under present Government legislation, for the Forum to be a properly constituted committee, parish councils and other partners cannot be **formal** members of LAFs for the purpose of voting on the allocation of funding. The County Council is seeking a change in the law to remove this anomaly. (See further below on voting).

A list outlining the specific functions to be included along with the relevant Head of Service and Local Authority is attached as Annex A

17 Membership

Local Authority Membership: all of the County Councillors and District Councillors in the local community area will be invited to attend meetings of the LAF. Representatives of town and parish councils for the area will also attend LAFs (see further below)

Other Members: representatives of police, fire and rescue and health, voluntary and community sector and other key local organisations (eg: local businesses) would also attend the LAFs .

In relation to the attendance of parish and town councils, the County Council is looking at good practice elsewhere and working with Bucks Association of Local Councils (BALC) to develop the arrangements to allocate representatives of local councils to local area forums. One option might be that each Local Area Forum might decide the appropriate number of PC representatives for their area – these then might be nominated by BALC or the Local Area Association.

In keeping with the principle of reflecting local needs, in addition to the suggested core membership. The local county councillors and the LAFs will be able to determine membership of their forum. The LAFs will also be free to invite other partners and stakeholders to meetings as appropriate for specific topics. However they would not necessarily be members of the Committee but (at the Chairman's discretion) might be invited to speak on relevant issues

18 Chairmanship:

In the initial phase, the Chairman will be a County Council Member with the Vice-Chairman normally being a member of the District Council. The intention is to move to rotating chairs in subsequent phases, for example, where a District Council also devolves functions and budgets to the LAFs

19 Voting

The basic premise of the LAFs is to reach consensus on the issues affecting the local area and it is hoped that voting will not be required. However, in the event that voting is required on issues relating to devolved budgets and services. The basic principle is equality of voice and participation in the LAFs. The legal responsibility for monetary allocations devolved by either the County Council or the District Council is devolved to the relevant Head of Service. Therefore, whilst it would be inappropriate for a formal and binding vote to take place in relation to those sums, the Chairman will ensure that the views of the Forum are conveyed to the appropriate Council, who will not normally act against the Forum's wishes

20 Unparished areas

Only a small amount of the County is unparished, the town area of High Wycombe. However, in the unparished areas in High Wycombe town, the Town Committee will form the core non-County Council membership of the Wycombe Local Community Partnership (LCP) but other members may also be nominated as appropriate by the forum.

21 Public engagement

The LAFs will be open to the press and public. All LAFs will allow a 20 minute period for public questions before the start of each meeting. Members of the public should be encouraged to submit their questions in advance of the meeting to facilitate a full answer. In addition the Forums are encouraged to promote public attendance and engagement eg: allowing members of the public to speak on particular items, present petitions.

22 Support for the LAFs

As these will be joint forums it is proposed to ask partners to share the costs of the Forums (eg: officer support, provision of meeting rooms). Lead Support for the meetings will be provided by the County Council's Lead Area Officer and Area Co-ordinator, supported by a representative of Democratic Services, who will provide secretarial support to the Forum and constitutional advice. The funding of corporate costs (e.g. the cost of advertising meetings, logistic and support consequences for small service areas in the event of having to attend 19 forums) has been included in the approved budget.

23 Frequency of meetings

As a starting point, a 3 monthly cycle of meetings is proposed. Meetings of the LAF would normally be held at a location in the community area. Special or

joint meetings can be called to consider issues of concern outside the normal cycle of meetings

24 Sub groups

LAFs are free to establish time limited working groups, but Officer support for these will be limited.

25 Agenda Management

This will develop over time. Agendas will need to be set by Co-ordinator in conjunction with the Chairman, Vice Chairman and Lead Officer. The basic principle is that the LAF should set an agenda that reflects local priorities and issues of concern. There will be topics that are common to all LAFs, such as devolved budgets. Each LAF may hold an annual “community conference” to help to set the priorities for the local community plan with increased participation by local groups and residents.

Chairs of LAFs may wish to meet from time to time to share experiences and good practice

26 Reporting of Issues

Various mechanisms will be required to ensure that the LAFs are connected into the countywide community planning process and that issues discussed by LAFs are reported to the appropriate place. This could include:

- Circulation of Minutes to partners
- Local Community Plan issues being included in the area performance management system
- Attendance of LAF Chairmen at County and District LSP annual conferences
- Annual reports from LAFs

These will be addressed with partners and agreed on a subject by subject basis

F DEVOLVED FUNCTIONS AND BUDGETS

27 It is proposed to adopt the existing arrangements that are in place for the County Council’s Transportation services for LAFs. Under this arrangement the Local Committee advises the Head of Service who then implements the decision. This is the simplest and most effective model which from past experience works effectively. The arrangement will be that the LAF advises the relevant Head of Service, who then implements the decision.

Further detailed guidance will be produced on matters relating to budgets covering, for example:

- Relationship with Financial Regulations
- Policy constraints on decision making
- Arrangements for considering and influencing the annual spend and budget of partners in the area

G LOCAL COMMUNITY PLANNING

- 28 One of the roles of LAFs will be “Setting Priorities for the Area”. Central to this is the lead role of LAFs in overseeing the development and delivery of area based Local Community Plans. These will set out the local priorities for the community based on parish plans (where they exist), other local community planning information (eg: revitalisation groups in Chiltern), needs assessment and other quantitative and qualitative information from local residents. These will feed into (and reflect) the objectives of the county and district councils and other partners.
- 29 It must be ensured that the local plans fit together with the **county and district sustainable community strategies** and the Local Area Agreement (see the diagram at Annex B). The County and District Councils Policy Officers Group are developing a planning framework for community planning which will form the basis of these arrangements. They will evolve over time across the 19 local community areas.

H LINKS WITH OTHER LOCAL WORKING

- 30 The Pathfinder Joint Improvement Board has agreed to pilot joint community engagement arrangements in the Wycombe Area. In Wycombe District LAFs will be known as a Local Community Partnership for the purposes of the pilot. LAFs in other parts of the County would/will? be running alongside the arrangements in place in Wycombe and there will be the need for agreement about differences of approach to specific items e.g. the composition of the forums to meet different needs and existing local arrangements. The LAFs will also need to take account of the Neighbourhood Action Groups (NAG's) and other community engagement mechanisms. Currently there are many more NAGs than LAFs and this is likely to continue. Thames Valley Police have agreed to work in partnership towards these aims.
- 31 The development of LAFs with broader functions than previous local committees and based on smaller geographic areas will help focus debate on local issues and provide opportunities for there to be ‘something for everyone’ at each meeting. They will also enhance the local Member’s local community leadership role. The change to LAFs does not preclude cross LAF working or specific service areas holding events on a wider geographic basis if that is more relevant. At district level the local strategic partnership will also play a lead role, particularly in bringing together local priorities into a district wide picture. For example:
- Issues which would go to the LAF:
 - Rural Grass Cutting
 - Switching off street lights
 - BCC Green infrastructure plan
 - Travel planning in the community
 - Transportation Delegated budget
 - Issues where a cross LAF meeting might be needed:
 - Chesham and Amersham Transportation Study
 - Bus Strategy

- Issues which would go to the LSP:
 - South East Plan
 - Waste Development Plan
 - Extended Services Programme
 - BCC Green infrastructure plan

I PERFORMANCE MANAGEMENT

- 32 A key objective is to provide consistent and prompt follow up or feedback when issues are reported to Services and/or at local area forums. To help address this, a local issue performance management system is being put in place. This will enable us to capture the issues raised in each of the 19 areas (from a variety of sources – LAFs, NAGs, Parishes etc), refer them for action and follow up progress. The Area Coordinators will manage the system for their local area(s).
- 33 The key officers in supporting the Local Area Forums will be the Lead Area Officers and the Area Coordinators. However, it is crucial that all Officers involved with frontline services support local Members and attend meetings. Locality working is a key corporate priority for the Council and all Officers must play their part in delivering our objectives. This will be reinforced via the performance management framework.

J CONSTRAINTS

- 34 LAFs will take time to become established and will require the commitment of all partners to participate, learn and evolve to meet the different needs of the 19 local community areas. Whilst there are clear benefits of working together at a more local level, there are a range of constraints that will need to be borne in mind. These include the following:
- *The additional costs involved in working with 19 LAFs:* the County Council has made additional budget provision in recognition of the wider benefits of locality working
 - *There are some things that it is not appropriate or practical to do 19 times:* this will need to be addressed on a case by case basis
 - *There are some issues where a District wide view is needed:* arrangements for LAFs do not preclude district wide meetings
 - *There is a balance between getting full local representation at LAFs and having so many people around the table that business cannot be conducted effectively:* this will need local discussion, but the LAF is not the only mechanism for bringing together partners to take action on local issues
 - *There are many questions and uncertainties about how LAFs will work:* this is a new way of working, this document provides a framework but not a blueprint; it will be for each area to evolve through experience

K ADDITIONAL RESOURCE/INFORMATION?

- 35 Further guidance will be issued from time to time as our learning grows. There will also be a “*Guide to Local Area Forums*” with more detailed information, which is aimed at Officers supporting LAFs.

ANNEX A: Local Decision Making

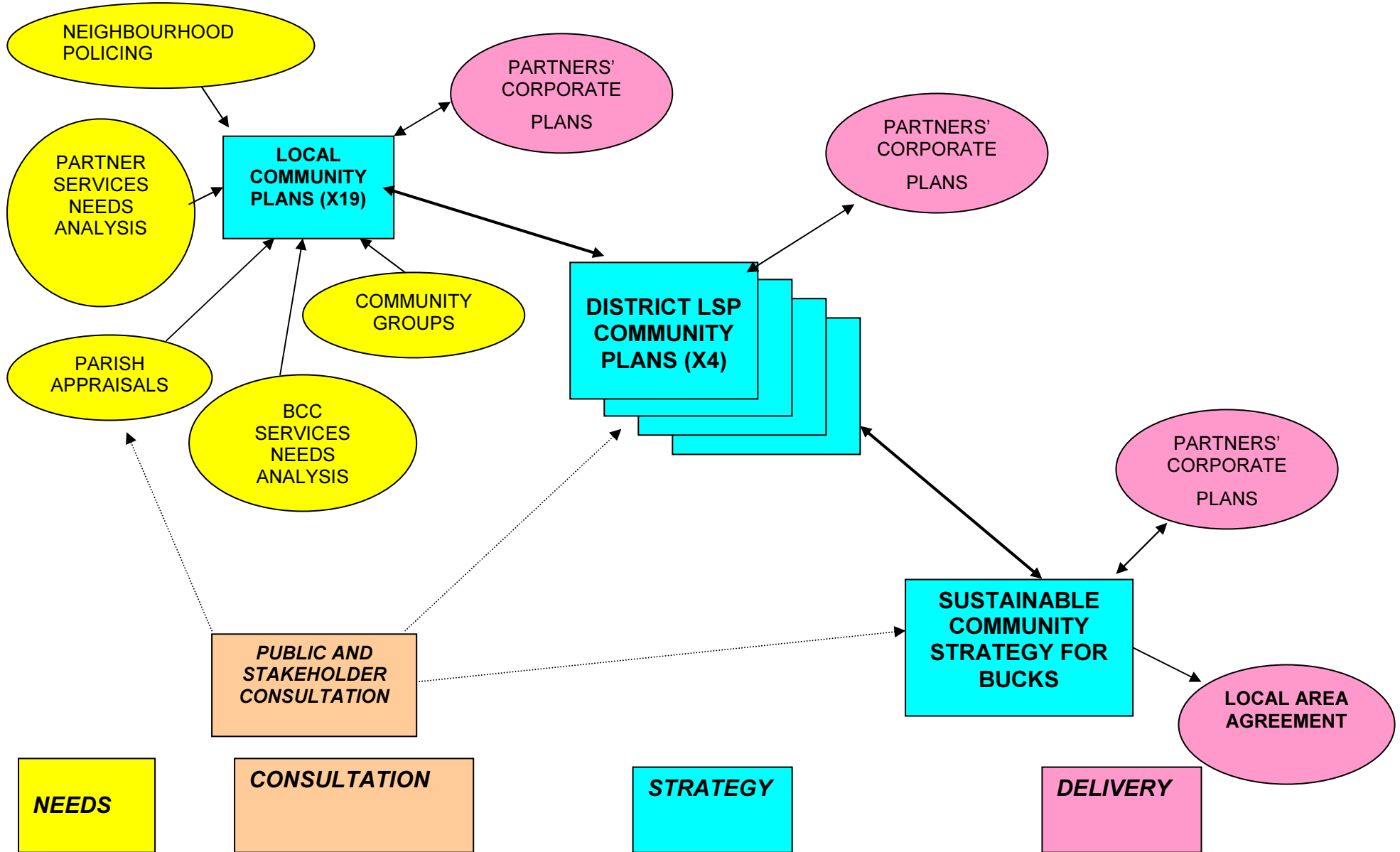
SERVICE	LOCAL DECISION MAKING
Arts/Culture	Consider specific local grants/projects.
Bus Stops/Shelters	Local Area Forums could decide on location of bus stop.
Children's Play Areas	Local decision making with regard to opening hours.
Community Safety (e.g. Domestic Violence, CCTV, anti-social behaviour)	Local decision making with regard to addressing local priorities e.g. CCTV.
Community Planning and Regeneration	Local regeneration schemes, parish planning etc. Develop local community Plans and provide input into the community planning processes
Communications and Council Newspapers	Local Input and focus for publication
Dial a Ride	Consider input from local area forum re local services
Drugs and Substance Misuse	Monitoring/scrutiny could be local consideration.
Early Years and Childcare	Decision making with regard to opening hours, location and development of services.
Environmental Improvements	Input via local forums. Potential for small scale issues to be agreed at local area forum level
Gritting and Snow Clearance	Opportunity here for monitoring and some areas may wish to go above countywide standards of gritting.
Grounds Maintenance	Local decisions with regard to improving beyond minimum standards. Schools have the opportunity to decide on level of service.
Highways	Potential for local decision by local forums and local influence via monitoring and scrutiny and prioritisation of local maintenance schemes.
Household Waste and Recycling Centres	Potential for decision making around opening hours, sites for provision. Also opportunity for local monitoring.
Local History and Archives	Some potential for decision making re local exhibitions and opening times.
Museums	Some potential for decision making re local exhibitions and opening times
Parks, Country	Opportunity for local decision making with regard to improvements above agreed standards. Local scrutiny of services and local inspection via Parishes is a possibility. Consultation re charges
Property	Consultation on local issues
Public Service Points	Decisions locally with regard to opening hours.
Public Transport	Local forums could consider local transport issues and monitoring of transport initiatives.
Residential Homes for Older People	Influence major decisions via forums e.g. closure
Rights of Way and Countryside	Could be considered at local forums

Appendix F

SERVICE	LOCAL DECISION MAKING
Road Safety	Local Community Forums potential for local road safety issues.
Sewers and drains	Could be considered at local community forums
Street Lighting	Local community forums could decide on additional lighting e.g. as part of prioritising local accessibility planning and community safety work. Scrutiny of local service delivery.
Tourist Information	Local decisions with regard to opening hours and location of access points.
Trading Standards and Registration	Some issues may be relevant to input/consultation from local forums e.g. viable location for Registration Outstations, Trading Standards No Door Step Selling Zones and activities to combat the sale of age restricted products. However enforcement decision making could not be devolved.
Traffic Management	Local scrutiny of hotspots with opportunity for local community forum to consider improving and influencing strategic delivery. Local consultation on scheme engineering would be appropriate. Local decision making on prioritising minor local traffic management improvements (funded from the delegated budget).
Transport Planning	Input via local forum and local transport plans
Tree Enquiries, Management & Safety Tree Protection (Planning) Hedgerows	Input from local forums
Voluntary Sector Development	Input from local forum
Waste and recycling	Input from local forum
Youth Offending Service	Input into general issues

LOCAL COMMUNITY PLANNING PROCESS

11



Purpose of Report.

To inform Winslow LAF of the County Council RESOLUTION made on 10 July 2008 regarding the revised GC2C Strategy

Members of the LAF are asked to **note** this report and the agreed County Council recommendations (11) attached and, invited to **discuss** how the resolution items can be effectively used in this local area.

Background

Local Committees

1. In 2000 Buckingham County Council established 4 Local Committees, one for each District Area.

Initially these Committees focused on Transportation and environmental issues and replaced the former Road Safety Consultative groups.

Participants are County Councillors, District Councillors, Parish Councils and other partner bodies including some voluntary sector service providers.

Over the course of the last 8 years both Aylesbury Vale and South Bucks Local Committees have adopted a joint approach with County Council and District Council sharing agendas. Additionally other partners have placed items on agendas and promoted presentations and consultations at all 4 Local Committees.

2. Constitutionally the four Local Committees are advisory although the County Council has made an annual Capital sum of £125K per Local Committee available for local Transportation and environmental use. The committee role is to advise the Head of Transportation on appropriate schemes and projects and wherever possible suggestions/schedules of schemes have been accepted and work implemented. The budget responsibility has however, remained with the Head of Transportation.

Area Working (19 areas of Buckinghamshire)

3. Over the last 2 years the localism agenda has developed both nationally and locally. The County Council, through its Getting Closer to Communities Programme has explored service delivery and participation in consultation at a more localised level. 19 areas have been identified for the County, 7 in Aylesbury Vale and 4 in each of Wycombe, Chiltern and South Bucks District Areas.

This area concept was included within the Pathfinder documents which formed part of the successful bid to Government, jointly submitted by the County Council and the 4 District Council partners.

5. For some time now a number of County Council members have held cluster group meetings with parishes in their divisions and found that this “sub-district” arrangement has helped develop a sense of local identity.

County Council members, holding these cluster meetings, have also included District colleagues and other public service providers. The Local Area Forum concept (see below) rationalises and formalises this sort of meeting.

Proposal

Local Area Forums - Consultation and Development

6. Earlier this year (2008) a consultation document "Buckinghamshire Locality Strategy" was widely circulated. This included a paper on establishing "Local Area Forums: A Framework for Consultation". The consultation sought views on a comprehensive partnership approach to local area working. The draft strategy has five, interlinked aims:

- Community Leadership
- Community Engagement
- Services that meet Community Need
- Local Access
- Joined Up Service Delivery

7. The proposals included the formal establishment of 19 Local Area Forums (building on existing forums) aligning to the 19 areas of the county. This concept accords with the Level 2 in Community Engagement work stream of Pathfinder and allows promotion of locality working countywide. The Forums would have a core Terms of Reference and some key functions, the clear expectations would be that they evolve to meet the different needs of the 19 local areas. The consultation document suggested that the 4 Local Committees would cease and 19 Local Area Forums develop during the next 12 months.

8. The County Council at its meeting on 10 July 2008 agreed the attached 11 recommendations.

9. In the Wycombe District Area the meetings will be known as Local Community Partnerships to reflect the pilot work of the Pathfinder Programme. (see 7 above).

Conclusion

10. The decision to establish Local Area Forums builds on the success of the Local Committees and is a further evolution in locality working (cross LAF or whole District meeting is still be possible). It is recognised that we need to record and preserve the benefits that have come from the Local Committees, whilst embracing the additional benefits that a more local approach can bring. Clearly, Local Area Forums will need time to evolve and to establish a wider partnership base and the management of topics to other forums the LSPs, in particular, will need to be addressed.

Purpose of Report.

To inform Winslow LAF of the contents of the proposed LAF terms of Reference (including Constitutional and Operating Arrangements)

Members of the LAF are asked to **note** this report and are invited to **discuss** elements of the Terms of Reference (including and Operating Arrangements) that are open for LAF decision.

Background

1. The County Council at its meeting on 10 July agreed, as part of the report (appendix F), GC2C a draft CONSTITUTION (including TERMS OF REFERENCE AND OPERATING ARRANGEMENTS)
2. There are elements of these documents that are specifically related to individual LAFs and some items will require discussion and agreement by each LAF. These items include attendance at LAFs by local stakeholders.
3. A presentation of the document and its contents will be made at the first LAF in each area (from September 2008 onwards) and members will be invited to discuss the contents and feedback their views via the minutes of the meeting. Any comments and observations will be used to inform any future reviews of LAF arrangements.
4. Where appropriate recommendations regarding attendance (3 above) specific to each LAF will be noted and added to the document specific to that LAF.

**Winslow Area
Local Area Forum**

**Minutes from meeting held
on 4 June 2008 between
7pm-9pm**

Present:

Brenda Jennings	Local Member (Chairman for the meeting)
David Rowlands	Local Member
James Luck	Buckinghamshire Fire & Rescue
Gary Williams	Buckinghamshire Fire & Rescue
LLew Monger	Winslow Town Council
Gordon Wiseman	Winslow Town Council
Trish Cawte	Winslow Town Council
Ashley Bond	Weedon, AVDC
Andrew Pain	Whitchurch Parish Council
Richard King	Little Horwood Parish Council
David Hedley	Local Area Technician (Transportation)
Mike Trim	Little Horwood Parish Council
Neil Cocks	Mursley Parish Council
John Gilbey	Great Horwood Parish Council
Sylvie Eames	Newton Longville, Parish Council
Steven Goldensmith	Adult Social Care, Bucks CCI
Wendy Taylor	TVP PCSO Winslow area
Richard Maskell	Buckinghamshire Community Action
Louise Goll	Children & Young People's Services, Bucks CC
Freda Ackroyd	GC2C Local Area Co-ordinator
Simon Dudley	Team Leader Area Maintenance North (Transportation)
Ann-Marie Davies	Local Area Co-ordinator (Transportation)
Frank Yabsley	Trading Standards, Bucks CC
Liz Wheaton	Democratic Services, Bucks CC

Apologies from:

Tim Fowler	Transportation, Bucks CC
Sir Beville Stanier	Great Horwood, AVDC
Pam Pearce	Newton Longville, AVDC

		ACTION
1.	<p>Apologies for absence</p> <p>Apologies were received from Cllr Pam Pearce, AVDC Newton Longville, Cllr Sir Breville Stainer, AVDC Great Horwood and Tim Fowler from Transportation at Bucks County Council.</p>	
2.	<p>Notes of last meeting held on 27 February 2008</p> <p>The notes were reviewed and agreed as a correct record.</p>	
3.	<p>Matters arising not covered elsewhere on the Agenda</p> <p>Transportation Update – Simon Dudley, Local Area Team Leader, explained that an additional £3.25m funding has been made available. Work is due to start in the North of the County in September/October time. Community gangs will work in each area, linked in to what residents have been asking to be done. Simon introduced David Hedley who is the Local Area Technician for the Winslow area.</p>	
4.	<p>Home Safety checks</p> <p>James Luck and Gary Williams, two retained fire fighters from Winslow Fire station, explained that since 2004 the nature of their role as fire fighters has changed from pure fire fighting to “educating” people, with the aim of preventing house fires at the outset. At Winslow Fire Station, they have a crew of 13 retained fire fighters who have the same equipment as full-time crews (including full cutting gear, rescue pump, 14 gallons of water and GPS on the engine). The crew has just won an award for their work.</p> <p>There was a recent leaflet drop targeted at lower dependency households as they are at a higher risk of fires. Fire fighters will visit people in their own homes and assess the risks (eg. look at whether items have been left on the stairs, overloading sockets and escape routes). Smoke alarms are provided to homes which do not have one and they have a 10 year guarantee (with batteries which can not be taken out).</p> <p>The fire fighters explained that they attend a number of local events, including fetes, schools and libraries to reinforce the messages but it is difficult to cover all areas, especially as they are a retained crew and, therefore, have other commitments.</p> <p>In terms of trying to increase peoples’ general awareness, the fire fighters explained that they recently held a road safety night for young people where they showed them a</p>	<p>Please could a supply of the home checks leaflets be available at all the parish meetings.</p> <p>James Luck and Gary Williams to send copies of leaflets to Parish Clerks.</p>

	<p>video of a high speed crash to illustrate the consequences of driving at speed. They also held a “Dr Bike” night where people were encouraged to bring their bike along for a general check to ensure they were safe on the road.</p> <p>There is a department within the Fire Service who deal with people who require specialist equipment (eg. those who are deaf or blind). Families are encouraged to work out a fire escape plan so that they would know what to do in an emergency. Winslow Town Council may organise a fire awareness event in the Public Hall.</p> <p>Drill night is every Thursday between 7.30-9.30pm at Winslow Fire Station and the contact number is 01296 712101.</p> <p>The chairman thanked them for their presentation and congratulated them on their recent award.</p> <p>Future agenda item – young drivers.</p>	
<p>5.</p>	<p>Police issues</p> <p>Wendy Taylor, PCSO for the Winslow area, explained that Winslow Town Council has agreed to proceed with a designated area surrounding the town so that the Police can take alcohol away from anyone drinking within that zone. They will now go through a period of consultation.</p> <p>Wendy also explained that they are going into schools to try and “teach” young people how to be good citizens and how their actions can affect others.</p> <p>At a recent Neighbourhood Action Group (NAG) meeting they agreed the following priorities:</p> <ul style="list-style-type: none"> • Speeding • Anti-social behaviour • Farm Theft (re-energising Country Watch). <p>There was a discussion surrounding people parking too close to school gates and what could be done to demonstrate the consequences of parking on yellow lines or obstructing the school gates. Wendy explained that she would like to organise a photo shoot showing a fire engine unable to get to a school on fire due to cars obstructing the entrance. It was agreed that this would create a powerful image and strong message for people and, therefore, worth pursuing.</p> <p>The chairman thanked Wendy for her presentation.</p>	
<p>6.</p>	<p>Adult Social Care</p> <p>Steven Goldensmith, Community Development worker for</p>	

	<p>Bucks County Council, outlined his 3 main areas of responsibility.</p> <ol style="list-style-type: none"> a. There will be 19 GC2C representatives (one for each local area) and they will attend the local area forums to deliver short presentations on what adult social care does and to ask for feedback for the local areas. They will also provide a vital link between adult social care and the local community. b. Setting-up social care surgeries in the local community to provide help and guidance. c. Devising programmes to link communities and adult social care services. The aim is to raise awareness of the services provided by adult social care through its links with local communities to ensure people know where to go to for the support and services they need. <p>Steven reported that to date there have been 24 referrals to adult social care which highlighted the need for people to know what the service can offer and who they needed to speak to. He also explained that there is an “in-touch” service which provides support to people over the telephone. They now have 4,000 signed up to the service which only started a year ago.</p> <p>The chairman thanked Steven for his presentation.</p>	<p style="text-align: center;">The date of the Winslow social care surgery is 27 June 2008.</p>
<p>7.</p>	<p>Rural transport</p> <p>Richard Maskell, Transport Officer for Bucks Community Action, provided an update on the main aims and objectives of the Buckinghamshire & Rural Transport Partnership.</p> <p>These include:</p> <ul style="list-style-type: none"> • To enhance rural transport services • To reduce social exclusion • To secure long-term improvement with the accessibility to jobs, service and leisure • To develop a series of projects in line with the Local Transport Plan. <p>Richard explained that it costs £600,000 to run the “Dial a Ride” transport scheme of which £450,000 has been funded by a Lottery grant. He also explained that there is a taxi/bus which can carry up to 8 people and can be used as either a taxi or a bus. There is also a scheme in place to help young people to get out and about whereby they have the loan of a moped for 6 months to allow them time to find the money to pay for the moped. There is a youth bus which can be hired to take young people out for day trips. It has proved very successful and the vehicles were out every day last half term.</p>	

<p>8.</p>	<p>“No Door Step Selling Zones”</p> <p>Frank Yabsley reported that there has been a pilot study in Cambridgeshire where a neighbourhood put “No door step selling” signs in their street and there was a noticeable decrease in the number of burglaries in that area as a result. Luton also took-on the scheme and they linked it to neighbourhood watch.</p> <p>Frank explained that the request to put signs up in an area comes from the residents rather than the Council imposing it. Residents must seek permission from their parish council before putting the signs up. There is no limit on the size of the “zone” although the ideal size would be one sign per street. Frank said you can have as many signs as you want.</p> <p>For further information, contact Trading Standards on 0845 4040506.</p>	<p>Frank Yabsley to send a copy of the email newsletter to attach to the minutes.</p>
<p>9.</p>	<p>Dates and venues of future meetings</p> <p>The dates and venues for the remaining meetings in 2008 have yet to be agreed.</p> <p>Suggested date for the next meeting – Tuesday 16 September at 7.30pm at the Winslow Centre</p>	<p>Please advise Liz Wheaton by Tuesday 22 July if there are any clashes (ewheaton@buckscc.gov.uk)</p>
<p>10.</p>	<p>Any other business</p> <p>East/West rail will be on the agenda for the September meeting as there should be an update available by then.</p>	

No doorstep selling zones”

Frank Yabsley from Trading Standards came to the June Police Surgery to talk about “No doorstep selling zones” and what this could mean for Slapton.

The idea of making a village or district “No doorstep selling zones” was started in North Yorkshire five years ago. Until then, doorstep selling of goods and services, often at inflated prices, was seen as a civil matter. Although it was a huge problem, no-one was reporting it. It was only when two retired police officers joined Trading Standards that it became recognised that doorstep selling was criminal deception. Trading Standards were successful in making arrests and getting cases through the courts. The important thing was to catch those guilty on site.

Doorstep selling is closely linked with distraction burglary. Many of the victims are pensioners, as they are more likely to be at home, than other groups. In addition, pensioners may have a minor disability which makes them poor witnesses.

If a community decides to become a “No doorstep selling zones” area, notices to this effect are put up on notice boards and stickers are provided for individual houses. Any resident who does not wish to take part does not display a notice. If anyone knocks at a house despite the notice, the homeowner can point out that this person is committing civil trespass, a common law offence, if they refuse to leave. The homeowner can phone the police and ask them to escort the seller from the premises and the police will respond.

In 2004 a pilot scheme was set up in Princes Risborough and the surrounding villages. The area was a doorstep crime hot spot. The partners were Trading Standards who police the scheme, the local Neighbourhood Watch Association who administered it and Wycombe District Council who provided the financed. Before the “No doorstep selling zones” were in place Trading Standards were almost weekly visiting elderly victims in the locality, who usual lost thousands of pounds in bogus property repairs along and distraction burglaries.

Once the scheme was up and running the incidence of bogus property repairs dropped dramatically to a handful a year. Distraction burglaries dropped by almost third.

This article is the first step in making Slapton a non-doorstep selling zone. Do you as residents want to join the scheme? If most of you do, the Parish Council will be given the posters, free of charge, to be put up in every street together with door stickers for every household. Anyone who objects does not receive a door sticker. The campaign is not aimed at stopping initiatives from within the village such as Avon and Bettaware. The sticker on the door is very important as it conveys the message immediately to would-be sellers.

Could you let us know what you think? Contact Maggie Godsland, the clerk on 01525 220415 or on email at im.godsland@btinternet.com or Gerallt Griffiths the editor.

