

**Consultation Draft**

# **PARISH CHARTER FOR COPELAND**

Cumbria County Council  
Copeland Borough Council  
Town and Parish Councils and  
Parish Meetings in Copeland

**FEBRUARY 2007**

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## INTRODUCTION

### Definitions

“Principal Authorities” are Cumbria County Council and Copeland Borough Council.

“Local Councils” are Town and Parish Councils and Parish Meetings.

1. The Government is pursuing a number of policies and initiatives that aim to empower local communities and give citizens the opportunity to help shape decisions about the way public services are designed and delivered to them. As part of this agenda the Government recognises that democratically elected town and parish councils - the most local tier of local government - can play a key role in meeting this aim. The Government therefore launched the “*Quality Parish and Town Council Scheme*” in 2003 to raise the standard of governance at the parish level and provide a framework within which Principal Authorities and town and parish councils can work in partnership to respond to community aspirations and priorities.
2. The national Quality Parish Scheme recommends the agreement of “charters” between Principal Authorities and Local Councils in order to promote partnership working and enhance the opportunities for citizen engagement in the design and delivery of local services. This charter sets down the respective roles and obligations of Principal Authorities and Local Councils and to include any special arrangements for those Local Councils that have been awarded “Quality Parish Status”.
3. The publication of the Local Government White Paper (“Strong and prosperous communities”) on 26 October 2006 has reinforced this approach. Principal Authorities and Local Councils will explore the future opportunities laid out in that document. The main principles of this Charter - better joint working, better communication and better consultations - remain unchanged and apply equally to council structures now and any possible changes in the future.
4. This **Parish Charter for Copeland** has been agreed between Cumbria County Council, Copeland Borough Council and the Local Councils in Copeland
5. For more information about this Charter please contact:

Cumbria County Council – Georgina Ternent, Programme Manager Voluntary and Parish Sectors, on 01768 242361 or [georgina.ternent@cumbriacc.gov.uk](mailto:georgina.ternent@cumbriacc.gov.uk)

Terry Chilcott, Director – Quality of Life, Copeland Borough Council on 01946 598322 or [tchilcott@copelandbc.gov.uk](mailto:tchilcott@copelandbc.gov.uk)

Cumbria Association of Local Councils –The Chief Officer on 01768 242141 or [office@calc.org.uk](mailto:office@calc.org.uk)

# PARISH CHARTER FOR COPELAND BOROUGH

## A. Mutual Acknowledgement

1. *Successful partnership working at the parish level can only be achieved if the partners – the County Council, Copeland Borough Council and the Local Councils – understand and respect each other's roles and work to complement those roles in serving the community.*
2. **Cumbria County Council and Copeland Borough Council** recognise that Local Councils:
  - a. Are a vital part of democratic local government, representing communities at the most local, 'grass roots' level.
  - b. Are there to address the most local needs and concerns of their communities
  - c. Are the primary source of information about community aspirations and opinions
  - d. Provide an opportunity to foster greater community empowerment, particularly through the 'Quality Parish' scheme
3. **Local Councils** recognise that Cumbria County Council and Copeland Borough Council:
  - a. Represent the interests of local communities at the County and District level
  - b. Have strategic as well as operational roles and responsibilities and have to work within Government financial constraints
  - c. Have to take into account community interests wider than the parish
  - d. Can work most effectively with Parish Councils that are pro-active and well organised

## B. General Communications and Liaison

1. *In Cumbria there are three tiers of local government and this makes effective communication between the tiers a major challenge. Securing good communication and liaison between the parish tier and the Principal Authorities is a cornerstone of this 'Parish Charter'. This involves communication at the most strategic level – sharing each others aims – right down to careful liaison on specific local projects.*
2. **Cumbria County Council and Copeland Borough Council** each undertake to:

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- a. Host at least one member-level meeting per year with the Local Councils in Copeland to discuss corporate aims and other matters of mutual concern.
- b. Give a written response to a written communication (including emails) from a Local Council within 10 working days or provide a holding reply saying when a full reply will be available and which officer is dealing with the matter.
- c. Encourage the attendance of County/Borough councillors at Local Council meetings.
- d. Facilitate greater electronic communication and sharing of information between Principal Authorities and Local Councils through the Connected Cumbria Partnership.

### **3. Copeland Borough Council also undertakes to:**

- a. Nominate a Contact Officer to assist Local Councils in resolving any difficulties with Copeland Borough Council.
- b. Nominate the Contact Officer, and any other appropriate officers, to participate in the meetings of the Copeland Association of Local Councils.
- c. Host officer level meetings with Local Councils

### **4. Cumbria County Council also undertakes to:**

- a. Nominate a Parish Liaison Officer to promote partnership working, contribute to 'parish/rural proofing' of policies and initiatives and assist Local Councils in resolving any difficulties with the Principal Authority.
- b. Nominate the Parish Liaison Officer, and any other appropriate officers, to participate in the meetings of the Copeland District Association of Local Councils.
- c. Operate a scheme to facilitate communication between parish councils and the Highways Authority on highways issues (known as the 'Highwayman' scheme).
- d. Maintain web based information about transport policies, priorities and schemes for the use of Local Councils

### **5. Local Councils undertake to:**

- a. Be represented at liaison meetings convened by the Principal Authorities and the Copeland Local Councils Association.
- b. Co-operate with the appointed liaison/contact officers at the Principal Authorities
- c. Respond to a written communication from a Principal Authority within 10 working days or, if the matter needs a decision of the council, within five days of the council meeting.
- d. Encourage the local County and Borough Councillor to attend meetings and provide him/her with agendas and minutes.

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- e. Provide copies of any Parish newsletter (e-mail where possible) to the Liaison/Contact Officer for circulation within the authority.
- f. Make efficient and effective use of IT and electronic communication methods available to Local Councils.

### **C. General Support and Training**

1. *Local Councils have very limited resources available to them and rely, to varying degrees, on the professional support that can be provided by others. Most Local Councils (over 90%) are members of the Cumbria Association of Local Councils and receive advice, support and training from the Association. Nevertheless there are some circumstances where the assistance of Principal Authority officers can be particularly useful to a Local Council.*
2. **Copeland Borough Council and Cumbria County Council undertake to:**
  - a. Allow their officers to meet reasonable requests for advice and guidance from Local Councils
  - b. Provide regular training events for Local Councils on topics that relate to the Principal Authority's statutory functions, notably the Code of Conduct, town and country planning (see section F), financial arrangements and transport/highways.
  - c. Invite new Local Council Clerks to attend one of their staff or member induction courses, where appropriate.
  - d. Make arrangements for Local Councils (councillors and staff) to be invited to appropriate training events arranged by the Principal Authority for its own purposes.
  - e. Undertake to familiarise their staff on the role, responsibilities and functions of the parish tier.
3. **Local Councils undertake to:**
  - a. Identify the training needs of their Clerk and councillors
  - b. Participate, where appropriate, in training courses offered through the Principal Authorities and CALC

### **D. Closer Joint Governance**

1. *Town and Parish Councils and Principal Authorities share many statutory functions and share the desire to deliver 'joined-up' local government services to the general public. This requires appropriate governance arrangements where all tiers of local government can work together and share accountability. Principal Authorities are concerned to ensure that the services they provide are effective in meeting the real needs of the community on the ground. Local Councils are well placed to report on whether or not this is being achieved.*

**2. Copeland Borough Council undertakes to:**

- a. Invite Local Council representatives to attend and participate in relevant Overview and Scrutiny Committees and/or working groups as appropriate
- b. Ensure Local Council member representatives to sit on the Standards Committee in accordance with statutory requirements.

**3. Cumbria County Council undertakes to:**

- a. Invite Local Council representatives to attend meetings as appropriate including Copeland Local Committee and the Copeland Area Transport Advisory Group.

**4. Cumbria County Council and Copeland Borough Council will both:**

- a. Support Local Council participation (through CALC) in the County Strategic Partnership, the West Cumbria Local Strategic Partnership and the arrangements for Local Area Agreements.

**5. Local Councils undertake to:**

- a. Participate fully, including through the Copeland Association of Local Councils, in relevant partnerships, committees and meetings
- b. Ensure, through the Copeland Association of Local Councils, that representatives reflect the views of Local Councils and provide appropriate feedback

## **E. Participation and Consultation**

1. *Public participation and consultation is one of the cornerstones of open government and can lead to better constructed policies and a more engaged general public. Local Councils represent the opinions of a particular community rather than a specific interest group and welcome the opportunity to provide views to Principal Authorities on emerging policies and plans. Consultations with Local Councils require careful preparation if all parties are to get benefits from such exercises.*

**2. Cumbria County Council and Copeland Borough Council undertake to:**

- a. seek the participation of and consult with Local Councils on:
  - i) Community strategies and other Principal Authority policies that affect parishes.
  - ii) The detailed programmes and plans for the implementation of policies that affect parishes.
  - iii) Any specific scheme being promoted by an Authority that affects an individual parish.
- b. Invite Local Council representatives to participate in appropriate committees, working parties and meetings where emerging policies and implementation plans affecting parishes are being discussed

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- c. Invite Local Councils to any public meetings and exhibitions about policies and plans affecting the parish
- d. Ensure that all consultation documents, originating from the two Principal Authorities that are sent to Local Councils, are prepared in accordance with the 'Consultation Protocol' set out in Annex 1.
- e. Discuss with the Local Council concerned at the earliest possible stage, any Principal Authority promoted plan or scheme that affects that specific parish.
- f. Take Local Council views into account before making decisions
- g. Allow appropriate officers to attend Local Council meetings to explain and discuss policies and plans.
- h. Encourage elected members or portfolio holders to attend similar meetings
- i. Meet with the Local Council when particularly contentious issues cannot be resolved in any other way.

### 3. Local Councils undertake to:

- a. Respond positively, where possible, to invitations to attend consultative committees, working groups and meetings.
- b. Respond to all consultations (even if it is a simple 'no observations')
- c. Adopt a standard procedure, including arrangements for delegation, which enable the council to respond within consultation deadlines set by the Principal Authority in accordance with the Consultation Protocol (Annex1)
- d. Work constructively with Principal Authorities to seek mutually acceptable solutions to contentious issues
- e. Respect the final democratic decision of the Principal Authorities
- f. Ensure the Principal Authorities are aware of their views and aspirations, for example through the production of a Parish Plan.

## F. Town and Country Planning

1. *The opportunities to become involved in the town and country planning system are of keen interest to most Local Councils. Planning policies and decisions can have a substantial impact on the future of local communities. Planning policies and procedures can appear very complex to the average Local Council and this requires active partnership working by Planning Authorities and Local Councils to ensure community interests are properly served. **NOTE: In this section 'Planning Authorities' refer only***



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***to Cumbria County Council and Copeland Borough Council; the Lake District National Park Authority is not included in this charter at this stage.***

### **2. Cumbria County Council and Copeland Borough Council undertake to:**

- a. Assist Local Councils to participate in the statutory planning system
- b. Ensure that Local Councils are given full opportunities (beyond statutory minimum requirements, where possible) to participate in the preparation of Local Development Frameworks in accordance with the Principal Authorities' Statement of Community Involvement.
- c. Ensure all planning consultation documents prepared by the two Principal Authorities are in accordance with the Consultation Protocol (Annex1) and in accordance with the Principal Authorities' Statement of Community Involvement.
- d. Consult Local Councils on all planning applications (including revised plans where relevant) in accordance with statutory procedures and inform the Parish Council which Planning Officer is handling the application and in accordance with the Principal Authorities' Statement of Community Involvement.
- e. Allow Planning Officers to attend a Local Council meeting to explain the planning process with regard to major applications.
- f. Invite a Local Council representative to attend any member site visit held by the Planning Authority.
- g. In all circumstances where the decision of the Planning Authority is at variance to the recommendation of the Local Council, a letter be sent to the Local Council fully explaining the Planning Authority's decision.
- h. Respond in writing to enquiries by individual Local Councils for further information on planning applications and changes in revised plans.
- i. Provide annual training to Local Councils on planning policy and procedures.

### **3. Local Councils undertake to:**

- a. Respond to all consultations in relation to Local Development Frameworks within the Planning Authority's deadlines
- b. Respond to all consultations on planning applications within the Planning Authority's deadlines.
- c. Adopt standard procedures that enable the council to respond to consultations on planning applications and Local Development Frameworks within the Planning Authority's deadlines
- d. Ensure that the council representative at any site visit is well briefed and, if asked, presents the views of the council (not personal views) that are material to the planning application.

## **G. Community Planning**

1. *Community planning is an area where Principal Authorities and Local Councils are increasingly working together. Several Local Councils have produced or are undertaking Parish Plans. The challenge is to ensure full community participation in Parish Plans and linkages with Principal Authority strategies.*
2. **Cumbria County Council and Copeland Council undertake to:**
  - a. Support and give guidance in the preparation and implementation of Parish Plans as far as resources allow
  - b. Adopt an Authority-wide protocol for the consideration and assistance with the implementation of identified actions in Parish Plans (See Annex 3)
3. **Local Councils undertake to:**
  - a. Consider producing a Parish Plan for their parish or joining with adjacent parishes to produce a group/ward cluster plan.

## **H. Concurrent Functions and Financial Arrangements**

1. *Some statutory powers are available to both Principal Authorities and Local Councils – these are known as ‘concurrent functions’. In order to avoid confusion and duplication it is necessary to agree locally which Authority is actually going to be responsible for which service. It is also necessary to agree financial arrangements between the Authorities, including arrangements to overcome the potential problem of “double taxation”. (Double taxation arises when council tax payers contribute towards the cost of a service (via the parish precept) which is being provided by their town or parish council and also contribute (via the District Council precept) to the same service being provided in other parts of the District).*
2. **Copeland Borough Council undertakes to:**
  - a. Collect and pay over by the end of April (or April and September if over £1000) in the relevant financial year any precept levy requested by Local Councils
  - b. Operate and keep under review the financial arrangements with Local Councils with respect to concurrent services as set out in Annex 2.
  - c. Give support for community projects through Neighbourhood Forums
3. **Cumbria County Council undertakes to:**
  - a. Review the recommendations from the Commission for Rural Communities report on the use of the council tax received from second home owners

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- b. Give support for community projects through Neighbourhood Forums and the Copeland Local Committee

#### 4. Local Councils undertake to:

- a. Make any precept requests according to the timescales requested by the Principal Authority.
- b. Make efficient and effective use of grants offered by the Principal Authorities
- c. Acknowledge the financial support received from the Principal Authorities in any advertising or publicity associated with projects

### I. Developing the partnership

1. *The Local Government White Paper ('Strong and prosperous communities' – 26 October 2006) clearly shows that strong community or neighbourhood governance is a theme that will be taken forward. This will require increased emphasis on closer partnership working between local government tiers, now and in the future. Capable and effective Local Councils will be a cornerstone of that process; those already with a high standard of best practice will need to maintain it and those wishing to improve will need to be encouraged, supported and given the tools to achieve it.*
2. *Elements that contribute to the development of future capability of Local Councils are given below.*
3. **Training, development and best practice guidance.**  
*Training initiatives and ideas on best practice are constantly evolving via the government's National Training Strategy Steering Group. Well informed councillors and clerks are vital factors in directly improving the effectiveness of Local Councils. Assistance is available from a wide variety of sources and agencies depending on the topic. It can be a combination of personal attendance of councillors and clerks at various training events, obtaining the services of visiting lecturers, seeking written material or publications or just discussing concerns or issues with peer Local Councils.*
- 3.1 **Cumbria County Council and Copeland Borough Council undertake to:**
  - a. Support the implementation of the Cumbria Training Strategy for Town and Parish Councils
- 3.2 **Local Councils undertake to:**
  - a. Examine the wide range of training, development and best practice sources available which can include Principal Authorities (see Section C), the National Association of Local Councils (NALC), CALC or other bodies.
  - b. Ensure that the identified training needs of their councillors and clerks are met
4. **The Quality Parish and Town Council Scheme** *has been in place since 2003 and involves Local Councils meeting seven recognised national standards and being accredited with 'Quality' status (it is not open to Parish Meetings). The October 2006 Local Government White Paper continues to endorse the scheme and has proposed*

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*that the 'well-being' element of expenditure powers is extended to Quality councils. Some 'Quality' accredited councils may simply wish to exert greater influence over the delivery of local government services in their area by Principal Authorities, whilst others will seek to take on the management of certain services themselves.*

*Whilst the scheme is voluntary, the standards embedded in it are recommended to all Local Councils as part of developing future capability for the parish tier. The majority of the tests relate to effectiveness in communication and accountability, all of which are within the reach of most Local Councils now. Thus, Local Councils that aspire to Quality status or to improve their standards in line with the scheme are to be encouraged and supported.*

### **4.1 Copeland Borough Council:**

- a. Strongly supports the Quality Parish and Town Council Scheme but recognise that this is purely voluntary for local councils. However, in line with its commitment in its 2006/07 Corporate Plan, Quality of Life and Social Inclusion Objective (OL 5), those Local Councils wishing to pursue Quality Parish status will be given, in partnership with CALC, active support, advice and consultation to help achieve this.'
- c. Will consider assisting 'Quality' Councils in sustaining their 'Quality' status by meeting the cost of relevant local council elections that arise.
- d. Will offer "Quality" councils and those councils that are actively working towards "Quality" accreditation, the opportunity to enter into joint/agency arrangements for the delivery of certain local functions and will monitor the effectiveness of any arrangements.

### **4.2 Cumbria County Council will:**

- a. Arrange meetings (at least once a year) between "Quality" Councils and the County Council's leadership to discuss service delivery.
- b. Offer "Quality" councils and those councils that are actively working towards "Quality" accreditation, the opportunity to enter into joint/agency arrangements for the delivery of any of the following services:
  - i) minor maintenance works on highways land (following completion of a pilot scheme) – known as the 'Highways Lengthsman Scheme'.
  - ii) Allowing Local Councils to undertake snow clearance on minor roads
  - iii) Allowing Local Councils to undertake maintenance and monitoring of Public Rights of Way outside the Lake District National Park (following completion of a pilot scheme)
  - iv) Working together in the provision of public information and access points
  - v) Allowing parishes to undertake the maintenance of amenity and recreational land owned by the County Council
- c. The County Council is willing to give consideration to requests from Local Councils for other services to be devolved in appropriate circumstances and following consultation.

### **4.3 Local Councils will undertake to:**

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- a. Keep under review the opportunities presented under the Quality Parish Scheme and consider seeking 'Quality' status when national standards can be met
5. **Devolved Functions** can be formally handed over to a Parish Council using Section 101 of the Local Government Act 1972. This devolves a function to a Local Council through an 'agency' arrangement. Section 113 of the same Act gives Principal Authorities the power to provide staff in respect of devolved functions. All arrangements for the devolution of functions to Local Councils require adequate financial provision in accordance with the principle "finance follows function".

### 5.1 Cumbria County Council and Copeland Borough will:

- a. Maintain the current contractual arrangements with individual Local Councils for the devolution of services.
- b. Give consideration to requests from Local Councils for other services to be devolved in appropriate circumstances and following consultation

## J. Monitoring and Review

1. *It is important that this document is maintained as an up-to-date statement of the partnership arrangements between the three tiers of local government in Copeland. The following arrangements will be followed:*
  - a. *A report on the implementation and effectiveness of **Parish Charter for Copeland** will be on the agenda of the annual inter-Authority meetings described in B.2 above. This report will be based on feedback obtained from Local Councils and Principal Authority Departments.*
  - b. *Any complaints about the operation of this Charter (from either the Principal Authority or Local Council side) are to be sent in the first instance to the relevant Contact or Liaison Officer. If the matter is not resolved it will be placed on the agenda of the annual inter-Authority meetings (see B.2 above)*
  - c. ***Parish Charter for Copeland** will be reviewed no later than 2011.*

**PROTOCOL FOR WRITTEN CONSULTATION DOCUMENTS PREPARED BY  
COPELAND BOROUGH COUNCIL AND CUMBRIA COUNTY COUNCIL WHICH ARE  
SENT TO LOCAL COUNCILS**

- The document should be written in 'Plain English'
- Check whether statute or local content requires the document to be sent to all councils. Consider if CALC could provide the response on behalf of local councils
- Check that the information required cannot be obtained by any other means or from another source.
- Ensure that enough information is available to assist consultees in making comment.
- Allow a 6 week minimum consultation period except where this is clearly impractical
- Prepare a summary document or covering letter not exceeding 2 sides of A4 highlighting issues likely to be of particular interest to parishes
- Provide an easy to use response proforma. Where appropriate use headings/questions to structure the response.
- Provide a freepost/prepaid envelope for the response
- Send a copy of the consultation to CALC.
- If possible, make the consultation document and response forms available on a website
- In the covering letter explain how and when the results of the consultation will be considered and the decisions made. Explain how these results will be made available to those local councils that wish to see them.

## **COPELAND BOROUGH COUNCIL AND LOCAL COUNCIL CONCURRENT FUNCTIONS AND FINANCIAL ARRANGEMENTS**

All Copeland Borough Council expenditure is charged at the same level across all parishes, ignoring concurrent expenditure by some parishes. A concurrent services grant scheme is operated where parish councils apply to Copeland Borough Council for funding to undertake certain concurrent functions covered by the scheme. All parish councils are given an initial allocation of funds based on the precept they raise and population. If a parish council does not apply by a specified date, then the allocation is pooled for reallocation to other parish councils.

### **AID TO PARISH COUNCILS SCHEME**

Claims may be submitted for financial assistance towards parish expenditure on the following categories:

- Village Halls operated by the parish council
- Community Halls (i.e. not owned by parish council.)
- Play areas including bowling greens.
- Land drainage of recreational fields.
- Community gardens
- Grass-cutting.
- Cemeteries.
- Burial grounds(closed churchyards)
- Car parks.
- Public conveniences.
- Litter bins.
- Bus shelters.
- Street lighting.
- Footway lighting (n.b. prior consent of the Highway Authority must be obtained and evidence provided of this fact.)
- Christmas lighting

### **OPERATION OF SCHEME**

Applications will only be accepted on the official Application Form, which must be accompanied by a copy of the parish council minute approving the expenditure, and signed by the parish clerk.

Awards will be made at the rate of 50% of the claim, up to the maximum of the parish's allocation. Additional claims may be made by the parish for the balance, if any, of their original allocation.

The grant will be paid in two instalments - 50% will be paid upon approval of the award; the balance will be paid upon submission of copies of the paid invoices for the expenditure or copies of the audited financial accounts for the year.

All applications must be submitted to the Council by 30<sup>th</sup> September.

The balance of unallocated monies at this date will be transferred to the "Pool"; parishes will be advised by 31<sup>st</sup> October of the amount in the Pool and requested to submit claims in writing for a grant therefrom.

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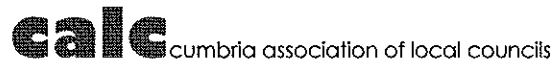
All claims must be submitted by the 16<sup>th</sup> January or such date as advised. The Pool will be available to all parishes and covers the same categories of expenditure as the initial scheme.

The Pool will be divided equally between all parishes that apply for an award but the actual allocations will be the lesser of this amount and the actual claim.

All awards, both original and Pool, must be completed by the end of the year following year that the award was originally approved. e.g. an award approved in 2005/2006 must be completed by 31<sup>st</sup> March 2007. Awards not completed by this date will be forfeited.

In addition specific grants covered by Service Level Agreements are given





## Copeland Community/Parish Plan Protocol

This protocol is designed to facilitate communication and promote good working practices between Community & Parish Planning Groups and Local Authorities in Copeland. It has been developed through working relationships with:

- Copeland Borough Council (CBC)
- Cumbria Association of Local Councils (CALC)
- Cumbria County Council (CCC)
- Lake District National Park Authority (LDNPA)
- Voluntary Action Cumbria (VAC)

It is intended as a guide for local community groups in the preparation and implementation of their plans and to help ensure those local communities can influence the development of strategies for Copeland.

The protocol will be reviewed at a monitoring meeting on a six-monthly basis, organised by Voluntary Action Cumbria, which will be attended by a representative of CBC, CALC, CCC, LDNPA & VAC.

There are 4 sections to the Protocol:

1. Initial contact with Community/Parish Planning Groups
2. Practical support during the process of drawing the plan together
3. Information sharing within and between organisations
4. How issues will be progressed once the plan is produced

### **1. Initial contact with the Community/Parish Planning Groups**

Contact with the group should be as early as is practicably possible. The first point of contact should be VAC to provide initial support to set up the group and input information on good practice for developing a Plan. VAC manages grant aid to support Parish/Community Plan development and are specialists in this field.

The authorities have committed themselves to an introductory meeting with the group, at which officers from each relevant authority will be present. It will be informal in its structure and will convey information about roles, responsibilities and current priorities from each authority's strategic plan relating to the area. The meeting is intended to provide support for the planning group and enable them to feel confident about contacting authorities during the production and implementation of the plan.

## 2. **Practical support during the process of drawing the plan together**

The authorities & VAC will provide a range of support and guidance on request to groups including:

- Provision of information on areas of responsibility and current plans in these areas
- Referring groups to relevant officers for specific information
- Commenting on a draft questionnaire
- Inputting/commenting on a draft plan, including the action plan.
- In some circumstances access to base maps and plans is also available through CCC & CBC

Authorities will provide an initial response to an enquiry within 15 working days.

The key contacts for each authority are:

- Cumbria County Council:  
Dave Smith – Neighbourhood Development Officer:  
Tel. No: 01946 855022 Email: [dave.smith@cumbriacc.gov.uk](mailto:dave.smith@cumbriacc.gov.uk)
- Lake District National Park Authority:  
Clive Wickham – Community Enabler:  
Tel. No: 01539 792661 Email: [clive.wickham@lake-district.gov.uk](mailto:clive.wickham@lake-district.gov.uk)
- Copeland Borough Council:  
- Sustainability Officer  
Tel. 01946 598440 Email:

Authorities would prefer to receive correspondence through email if possible, especially for comments on draft questionnaires & action plans, this allows documents to be shared throughout the relevant departments. If face-to-face meetings are considered useful at this stage, authorities have agreed to meet with groups.

## 3. **Information sharing within and between organisations**

Information regarding all authorities is available on their relevant websites. When a request for information comes into an authority the key contact will coordinate a response and will follow up if it has been referred to another officer within the authority.

Internal communication will vary between authorities, but the key contact will communicate significant information to departments and members relating to Community/Parish Planning. Communication between authorities regarding plans will be through the key contacts.

A Community/Parish Plans Issues document, coordinated through VAC, is used to incorporate information gathered from action plans produced across Copeland. It is useful for identifying recurring issues from across the district.

## 4. **How issues will be progressed once the plan is produced**

Completed Community/Parish Plans should be sent to the key contact at each authority; send the following number for CBC (3); CALC (1); CCC (2); LDNPA (2); VAC (2).

When the authorities receive your plan they will:

- Acknowledge receipt and circulate to relevant departments/teams
- If requested, attend a local steering group meeting during the implementation process
- Put local groups in touch with each other to share experience and good practice

In addition:-

CBC will:

- Circulate the plan to the relevant ward councillor, the Local Strategic Partnership and ensure the existence of the plan and relevant issues are communicated to key officers.
- Respond with a list of areas where the Council has a role to play in the development and delivery of projects. E.g. Ensuring links are made with strategic funding programmes.
- Ensure linkages are made between the Parish Plan and other key local initiatives
- Post a link to Parish Plans on the Council website
- Follow up and feedback progression of actions through the key contact

CCC will:

- Raise issues on Neighbourhood Forum agendas where appropriate, perhaps as points of information, rather than discussion items
- Help to facilitate a local public meeting/launch event to raise awareness & initiate work on the action plan
- Send a copy of the plan to the councillor in that area

LDNPA will:

- Identify actions into:
  - issues for sign-posting
  - actions for information and/or assistance from the Authority
  - actions which can benefit from direct help from the Authority
- Work with steering groups to assist in achieving the actions
- Keep a watching brief over any actions and ensure the steering group are given updates on progress

Local Strategic Partnership will:

- Include actions from Plan into a district wide Community/Parish Plan issues table. Work with VAC to draw issues together & disseminate information to partners.
- Identify actions for Task Groups to work on.
- Put plans on, or develop links to the LSP website.

**CALC**

Chris Shaw is the Parish Development Officer for CALC

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**VAC**

Hellen Aitken is the Rural Community Liaison Officer for West Cumbria at VAC and will support work through the planning process; including organising introduction and implementation workshops. Hellen will also co-ordinate and review this protocol.

Tel. No: 01768 869520 Email: [hellenaitken@ruralcumbria.org.uk](mailto:hellenaitken@ruralcumbria.org.uk)

***March 2007***

This protocol has been agreed to by:

Name: \_\_\_\_\_

Authority: \_\_\_\_\_

Date: \_\_\_\_\_