

Democratic Services

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Date: 29 November 2011

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To: All Members of the Cabinet

Councillor Paul Crossley	Leader of the Council
Councillor Nathan Hartley	Deputy Leader of the Council and Cabinet Member for Early Years, Children and Youth
Councillor David Bellotti	Cabinet Member for Community Resources
Councillor Simon Allen	Cabinet Member for Wellbeing
Councillor Tim Ball	Cabinet Member for Homes and Planning
Councillor Cherry Beath	Cabinet Member for Sustainable Development
Councillor David Dixon	Cabinet Member for Neighbourhoods
Councillor Roger Symonds	Cabinet Member for Transport

Chief Executive and other appropriate officers
Press and Public

Dear Member

Cabinet: Wednesday, 7th December, 2011

You are invited to attend a meeting of the **Cabinet**, to be held on **Wednesday, 7th December, 2011** at **6.30 pm** in the **Council Chamber - Keynsham Town Hall**.

The agenda is set out overleaf.

Yours sincerely

Col Spring
for Chief Executive

The decisions taken at this meeting of the Cabinet are subject to the Council's call-in procedures. Within 5 clear working days of publication of decisions, at least 10 Councillors may signify in writing to the Chief Executive their wish for a decision to be called-in for review. If a decision is not called-in, it will be implemented after the expiry of the 5 clear working day period.

If you need to access this agenda or any of the supporting reports in an alternative accessible format please contact Democratic Services or the relevant report author whose details are listed at the end of each report.

This Agenda and all accompanying reports are printed on recycled paper

NOTES:

1. **Inspection of Papers:** Any person wishing to inspect minutes, reports, or a list of the background papers relating to any item on this Agenda should contact Col Spring who is available by telephoning Bath 01225 394942 or by calling at the Riverside Offices Keynsham (during normal office hours).
2. **Public Speaking at Meetings:** The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. Advance notice is required not less than two full working days before the meeting (this means that for meetings held on Wednesdays, notice must normally be received in Democratic Services by 4.30pm the previous Friday but Bank Holidays will cause this to be brought forward).

The public may also ask a question to which a written answer will be given. Questions must be submitted in writing to Democratic Services at least two full working days in advance of the meeting (this means that for meetings held on Wednesdays, notice must normally be received in Democratic Services by 4.30pm the previous Friday but Bank Holidays will cause this to be brought forward). If an answer cannot be prepared in time for the meeting it will be sent out within five days afterwards. Further details of the scheme can be obtained by contacting Col Spring as above.

3. **Details of Decisions taken at this meeting** can be found in the minutes which will be published as soon as possible after the meeting, and also circulated with the agenda for the next meeting. In the meantime details can be obtained by contacting Col Spring as above.

Appendices to reports are available for inspection as follows:-

Public Access points - Riverside - Keynsham, Guildhall - Bath, Hollies - Midsomer Norton, and Bath Central, Keynsham and Midsomer Norton public libraries.

For Councillors and Officers papers may be inspected via Political Group Research Assistants and Group Rooms/Members' Rooms.

4. **Attendance Register:** Members should sign the Register which will be circulated at the meeting.
5. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.
6. **Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are sign-posted.

Arrangements are in place for the safe evacuation of disabled people.

7. **Officer Support to the Cabinet**
Cabinet meetings will be supported by the Director's Group.
8. **Recorded votes**
A recorded vote will be taken on each item.

Cabinet - Wednesday, 7th December, 2011
in the Council Chamber - Keynsham Town Hall

A G E N D A

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure as set out under Note 6

3. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972

To receive any declarations from Members/Officers of personal or prejudicial interests in respect of matters for consideration at this meeting. Members who have an interest to declare are asked to:

- a) State the Item Number in which they have the interest;*
- b) The nature of the interest;*
- c) Whether the interest is personal, or personal and prejudicial.*

Any Member who is unsure about the above should seek advice from the Monitoring Officer prior to the meeting in order to expedite matters at the meeting itself.

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

6. QUESTIONS FROM PUBLIC AND COUNCILLORS

At the time of publication, no items had been submitted

7. STATEMENTS, DEPUTATIONS OR PETITIONS FROM PUBLIC OR COUNCILLORS

At the time of publication, no items had been notified

8. MINUTES OF PREVIOUS CABINET MEETING (Pages 5 - 16)

To be confirmed as a correct record and signed by the Chair

9. CONSIDERATION OF SINGLE MEMBER ITEMS REQUISITIONED TO CABINET

This is a standard agenda item, to cover any reports originally placed on the Weekly list for single Member decision making, which have subsequently been the subject of a Cabinet Member requisition to the full Cabinet, under the Council's procedural rules

10. CONSIDERATION OF MATTERS REFERRED BY POLICY DEVELOPMENT AND SCRUTINY BODIES

This is a standing agenda item (Constitution rule 21, part 4D – Executive Procedure Rules) for matters referred by Policy Development and Scrutiny bodies. The Chair(person) of the relevant PDS body will have the right to attend and at the discretion of the Leader to speak to the item, but not vote

11. SINGLE MEMBER CABINET DECISIONS TAKEN SINCE PREVIOUS CABINET MEETING

There were none

12. PROVISION STRATEGY FOR PUBLIC TOILETS IN BATH & NE SOMERSET (Pages 17 - 58)

Publicly accessible toilet facilities are a fundamental need for everyone whenever they are "away from home". This Provision Strategy establishes a framework for future provision in a range of ways and by a range of providers and with a range of funding sources, to achieve an overall improved standard of quality, quantity and distribution.

13. OLYMPICS / CULTURAL OLYMPIAD 2012 (Pages 59 - 78)

To seek approval of the plans to engage the community in both sporting events and cultural projects and events, and to leave a lasting legacy

14. LOCAL SUSTAINABLE TRANSPORT FUND MAJOR BID

Approval to submit as invited by DfT a bid with the WoE for a major scheme within the Local Sustainable Transport Fund

Note: *The papers for this item were not available at the time of agenda despatch and will be distributed as a supplementary despatch in due course.*

15. KEYNSHAM REGENERATION SCHEME AND WORKPLACES PROGRAMME (Pages 79 - 160)

This report will provide an update on the Keynsham Town Centre Regeneration Scheme and the Workplaces Programme. The previous report approved by Cabinet in December 2009, required a return to Cabinet with an update prior to the appointment of a Construction Delivery Partner. The stage has now been reached for this appointment to be implemented together with the submission of a full planning application for the scheme.

BATH AND NORTH EAST SOMERSET

CABINET

Wednesday, 9th November, 2011

The decisions contained within these minutes may not be implemented until the expiry of the 5 working day call-in period which will run from 11 to 17th November. These minutes are draft until confirmed as a correct record at the next meeting.

Present:

Councillor Paul Crossley	Leader of the Council
Councillor Nathan Hartley	Deputy Leader of the Council and Cabinet Member for Early Years, Children and Youth
Councillor David Bellotti	Cabinet Member for Community Resources
Councillor Simon Allen	Cabinet Member for Wellbeing
Councillor Tim Ball	Cabinet Member for Homes and Planning
Councillor Cherry Beath	Cabinet Member for Sustainable Development
Councillor David Dixon	Cabinet Member for Neighbourhoods
Councillor Roger Symonds	Cabinet Member for Transport

85 WELCOME AND INTRODUCTIONS

The Chair was taken by Councillor Paul Crossley, Leader of the Council.
The Chair welcomed everyone to the meeting.

86 EMERGENCY EVACUATION PROCEDURE

The Chair drew attention to the evacuation procedure as set out in the Agenda.

87 APOLOGIES FOR ABSENCE

There were no apologies for absence.

88 DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972

There were none.

89 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

There was none.

90 QUESTIONS FROM PUBLIC AND COUNCILLORS

There were 10 questions from the following people: Councillors Martin Veal (2), Eleanor Jackson, Nigel Roberts (2), Patrick Anketell-Jones (2), Charles Gerrish, Rob Appleyard; and Member of the public: Bo Novak.

[Copies of the questions and response, including supplementary questions and responses if any, have been placed on the Minute book as Appendix 1 and are available on the Council's website.]

91 STATEMENTS, DEPUTATIONS OR PETITIONS FROM PUBLIC OR COUNCILLORS

A number of registered speakers opted to speak at the item relevant to their statement.

Cllr Rob Appleyard made a statement relating to affordable housing. He was pleased that the Cabinet was taking the issue seriously, because he felt it should be the number 1 priority for the Council to address.

Cllr Eleanor Jackson made a statement relating to the Railway between Radstock and Frome [*a copy of which is attached to these Minutes as Appendix 2, but not on the Council's website*]. She felt that the long-awaited job specification was woefully inadequate. She appealed to Cabinet to reinstate the line.

92 MINUTES OF PREVIOUS CABINET MEETING

On a motion from Councillor Paul Crossley, seconded by Councillor Nathan Hartley, it was

RESOLVED that (subject to the correction of two mistyped names), the minutes of the meeting held on Wednesday 12th October 2010 be confirmed as a correct record and signed in due course by the Chair.

93 CONSIDERATION OF SINGLE MEMBER ITEMS REQUISITIONED TO CABINET

There were none.

94 CONSIDERATION OF MATTERS REFERRED BY POLICY DEVELOPMENT AND SCRUTINY BODIES

There were none. However, the Planning, Transport and Environment Policy Development and Scrutiny Panel had in its meeting the previous night made some comments for Cabinet to consider in relation to the Gypsy and Travellers Sites (Item 17) and the Notes of the Panel's meeting would be considered at that item.

95 SINGLE MEMBER CABINET DECISIONS TAKEN SINCE PREVIOUS CABINET MEETING

The Cabinet agreed to note the report.

96 CAPITAL PROJECT APPROVALS AND UPDATES TO THE CAPITAL PROGRAMME

The pupils of Oldfield Park Junior School made a statement [*a copy of which is attached to these Minutes as Appendix 3 and on the Council's website*] in which they appealed to the Cabinet to approve the capital funding to purchase a playing field for their school.

Councillor David Bellotti, in proposing the item, said that he was delighted to be able to propose the allocation of funding to enable Oldfield Park Junior School to have its playing field after waiting for so long. He went on to explain how important the Hetling Spring borehole was to the local economy.

Councillor Nathan Hartley seconded the proposal. He thanked the school children for making their statement. He explained that the school had provided £70K towards the purchase, and £190K had been made available through the sale of the Hayesfield playing field. A further £350K was coming from government.

Cabinet members spoke in support of both the proposed capital allocations.

On a motion from Councillor David Bellotti, seconded by Councillor Nathan Hartley, it was

RESOLVED (unanimously)

(1) To APPROVE the Capital Project – Oldfield Park Junior Playing Field Compulsory Purchase Order for inclusion in the Council's 5 year Capital Programme;

(2) To APPROVE the Capital Project – Hetling Spring Borehole for inclusion in the Council's 5 year Capital Programme.

97 PUBLIC REALM AND HIGHWAY IMPROVEMENT SCHEME FOR HIGH STREET/NORTHUMBERLAND PLACE: OPTIONS FOR ORANGE GROVE/TERRACE WALK

Councillor Brian Webber in a statement commended the Cabinet for making so many decisions in public. He welcomed the fact that Cabinet were tackling the Bath High Street issues. He acknowledged that the Orange Grove decision would be a difficult one, but felt that Option 3 would only be a temporary solution which would not solve the coach parking problem.

Rob Hollingdale (Bath Taxi Association) made a statement appealing to Cabinet not to allow coaches to tail back in Orange Grove. He said he had collected over 5000 signatures in favour of retaining the taxi rank in Orange Grove.

Paul Thomas (Bath Taxi Association) made a statement in which he explained that allowing large numbers of people to queue at the student bus stop would result in bad behaviour which would be out of sight of the marshals.

Derek Noble (Empire Owners Association) in a statement welcomed the consultation. He observed that coaches, taxis and buses jostled for space at Orange Grove. He felt that the solution would be to provide a coach park. He favoured Option 2 in the short term, but emphasised the important role played by taxi marshals in ensuring good behaviour.

Councillor Tim Warren welcomed the project but did not express a preferred option. He gave credit to previous Cabinet members Charles Gerrish and Colin Darracott for their hard work leading up to this point. He observed however that there were not enough pedestrian crossings in the vicinity.

Adrian, a trader in Orange Grove, appealed to Cabinet to remember that the traders were dependent on the visitors who arrived by coach.

Annette Martin, a trader in Orange Grove, felt that the traders had not been adequately consulted over the proposals and asked to be given a copy of the consultation procedure.

A number of taxi drivers made statements in favour of retaining the taxi rank in Orange Grove.

Juliet, a trader in Orange Grove, felt that Orange Grove was an ideal dropping off point for coaches, who could then drive off to a coach park (possibly Avon Street). The loss of footfall if coaches were banned would be critical for local traders.

Councillor Cherry Beath introduced the report. She thanked all those who had contributed to the debate, including those who had responded to the consultation. She felt that the public realm improvements would enhance the pedestrian experience and that this would itself produce improved trading conditions in Orange Grove. She responded to Councillor Warren's comments about pedestrian crossings by observing that there was an improved crossing place in the plans. She acknowledged that the improvements would have to take place as a long term programme but was determined that there should be an overarching strategy in place.

Councillor Roger Symonds thanked Councillor Webber for his remarks. He stressed that the High Street project must not be delayed further and reminded Cabinet that the 3 options had been the subject of consultation since May. He explained that he preferred Option 1, under which coaches would drop off at Terrace Walk and would enter and exit the city via North Parade, so there would be no need for coaches to drive round the Guildhall searching for a stopping place. He moved a proposal that Option 1 would be the preferred option, subject to a statutory Traffic Regulation Order advertisement and consultation, with a final decision on the TRO to be taken in due course by Single Member decision. He explained that proposals for a possible coach park had not yet been finalised, and he intended to make progress on this during 2012.

Councillor Tim Ball felt that it was appalling that coaches were allowed to park outside listed buildings and that large numbers of passengers were alighting onto such narrow pavements. He seconded the motion.

Councillor David Dixon said that he had visited the site at different times of the day and described the scene as chaos. He felt that moving the coaches round the corner would not decrease the number of visitors to the city. He favoured Option 1 and felt it was the best long term solution. He promised to consider the number of taxi ranks in the future.

Councillor David Bellotti emphasised the need to consider the long-term aims for the area. The intention was to pedestrianize the whole of the centre, in due course, and the council had been slower off the mark than many other towns and cities. He was concerned that the present situation meant that there was a real possibility of a road traffic accident. He stressed that removing coaches from Orange Grove would only be the first step towards full pedestrianisation in due course.

On a motion from Councillor Roger Symonds, seconded by Councillor Tim Ball, it was

RESOLVED (unanimously)

(1) To AGREE that the preferred option for Orange Grove/Terrace Walk (from the three options presented in the report) is OPTION 1: Taxi rank in front of Orange Grove (in front of shops) and 2 right-hand door tourist coach bays in terrace Walk;

(2) To NOTE that this option will subsequently be the subject of a Traffic Regulation Order report to the Cabinet Member for Transport to be determined under the Single Member Decision process;

(3) To DELEGATE authority for the final development and delivery of the detailed scheme for High Street and Northumberland Place to the Strategic Director (Development and Major Projects), in consultation with the Cabinet Member for Sustainable Development.

98 PROPOSED FOOTWAYS AND OBSTRUCTIONS POLICY - A BOARDS

Councillor Brian Webber made a statement in which he expressed regret that the current rules about pavement displays were not being adequately enforced. He felt that the policy could only be successful if permits were required and felt that a fee of £100 would not be too onerous. He deplored the reduction in pavement width from 1.8m to 1.5m.

Robin Kerr made a statement on behalf of Henry Brown (Chair, Federation of Bath Residents Associations) [*a copy of which is attached to the Minutes as Appendix 4 but not on the Council's website*] in which he said that A Boards had no place in a world heritage city and pointed out that most other historic towns had banned such advertising. He asked that Cabinet would not agree to dilute the rules; that whatever Cabinet agreed would be rigorously enforced; and that A Boards should be banned until 10am every morning to allow for street cleansing.

Councillor Charles Gerrish made an *ad hoc* statement in which he said he recognised the thorny issues needing to be resolved. He expressed sympathy for those who were concerned about the narrowing of pavements. He strongly recommended a robust policy, actively enforced.

Councillor Patrick Anketell-Jones made an *ad hoc* statement agreeing with Councillor Webber's comments. He highlighted the problems experienced by some traders in side streets and felt that there should be some flexibility to allow for particular circumstances.

Councillor David Dixon, in proposing the item, referred to the draft Leaflet for Traders [*copies of which had been placed in the public gallery before the meeting and are attached to these Minutes as Appendix 5 and can be seen on the Council's website*]. He recognised that the proposals presented in March had caused some concern, but said that he was determined to keep pavements as clear as possible without preventing traders from doing business. He confirmed that the policy would be reconsidered after 1 year.

Councillor Cherry Beath seconded the proposal and said that the proposals were sensible.

Councillor Roger Symonds expressed his agreement with Councillor Patrick Anketell-Jones in the matter of flexibility.

Councillor David Dixon said he would be concerned about this suggestion, because the Council could not allow a few traders to break the rules or the whole policy would lose credibility.

On a motion from Councillor David Dixon, seconded by Councillor Cherry Beath, it was

RESOLVED (unanimously)

(1) To ADOPT the Footways Obstructions Policy – A Boards;

(2) To ASK the Divisional Director (Environmental Services) to ensure that promotional work is carried out to ensure that businesses are aware of their responsibilities.

99 EVENTS POLICY FOR BATH & NORTH EAST SOMERSET

Councillor Charles Gerrish made an *ad hoc* statement reminding Cabinet that recent tragic events on the M5 motorway showed that all well attended public events were potentially dangerous and no policy could cover all eventualities.

Councillor David Dixon, in proposing the item, gave credit to officers who had worked so hard to bring the policy to the stage at which it could be adopted. He was conscious that 2012 would have a large number of events, because of the Jubilee and the Olympics. He acknowledged Councillor Charles Gerrish's comments and agreed that this was a challenge, but he felt that the Council had a number of licensing options available to it. He acknowledged that the operation of small *cul de sac* events should be simplified.

Councillor Nathan Hartley seconded the proposal. He welcomed the simplification of the rules.

Councillor Roger Symonds welcomed the fact that there would be no charge for road closures to facilitate small community events.

On a motion from Councillor David Dixon, seconded by Councillor Nathan Hartley, it was

RESOLVED (unanimously)

(1) To RATIFY the Events Policy

100 DELIVERING SUSTAINABLE ECONOMIC GROWTH IN BATH AND NORTH EAST SOMERSET

In an *ad hoc* statement, Councillor Charles Gerrish celebrated the success of one small local business which had recently landed a large overseas contract. He referred to recommendation 2.4 in the report, which related to the Bristol Temple Quarter Enterprise Zone and said that he had recently attended a meeting there at which Bath had not been mentioned once. He encouraged Cabinet to speak up for the area.

Councillor Cherry Beath, in proposing the item, congratulated officers for the great deal of work which had been done to reconsider the economic strategy in the light of so many changed circumstances. She said that the report highlighted the Council's key objectives and had at its heart the economic success of the whole area. She was delighted that Bath Riverside had been designated as an Enterprise Area. The objective was to bring forward schemes to meet the social and economic aims of the area, particularly the high number of small businesses.

Councillor Paul Crossley in seconding the proposal stressed the importance of ensuring lasting employment opportunities. He was pleased that the Local Economic Partnership was well thought of in government circles. He assured Councillor Charles Gerrish that the LEP was not Bristol-centric, and that this Council was very involved. He was very pleased that there were 3 actions to improve secure employment opportunities for long-term unemployed and disabled people.

Councillor Roger Symonds referred to the table in section 5.11 of the report, which showed that the number of unemployed 18-24 year olds in B&NES had risen by 3% in a year. He found this alarming.

Councillor David Bellotti warmly supported the report, but expressed some concerns that in paragraphs 5.16 and 5.18 there were references to “office development”. He felt that, with new ways of working, office accommodation requirements were reducing and that new office accommodation should not be built unless it could be demonstrated that it was already pre-let.

Councillor Cherry Beath summed up by saying that the problem of youth unemployment was being addressed although it was a national problem.

On a motion from Councillor Cherry Beath, seconded by Councillor Paul Crossley, it was

RESOLVED (unanimously)

(1) To AGREE that while the thrust of the Economic Strategy, launched in April 2010, remains valid and the basis for action, strengthened actions will be required to ensure it meets the current economic challenges faced by the District. These will include re-invigorated actions on business support, delivering regeneration schemes and promoting the District as a business location to promote local business and jobs growth.

(2) To NOTE the changes in National Government Economic Policy which led to the creation of the West of England Local Economic Partnership.

(3) To AGREE that the Council will actively engage with the West of England Local Enterprise Partnership (LEP) in order to provide a strong voice in the sub region and nationally.

(4) To AGREE that following the launch of the LEP and the establishment of an Enterprise Zone at Bristol Temple Quarter and a recommendation for a series of Enterprise Areas in the West of England, that Bath City Riverside be designated as the B&NES Enterprise Area, as a key zone for economic growth, with the ability to deliver 65% of the District's jobs growth by 2026 and therefore play a key role in providing jobs for local people. The Enterprise Area will be resourced through Development and Major Projects to bring forward its development opportunities.

(5) To ASK the Director for Development and Major Projects to develop a Plan to support the Council's Placemaking Plan and delivery of the Bath City Riverside 'City of Ideas' Enterprise Area and setting out the options for financing its delivery, called "Planning the Future, Financing the Future", and exploring options for providing incentives to high growth business sectors; and to bring the Plan back to Cabinet in March 2012.

(6) To AGREE that the Bath and North East Somerset Sustainable Growth Alliance will be relaunched and re-named the Bath and North East Somerset Economic Partnership. It will mirror the LEP structure and will focus on delivering the District's key developments, including the Bath Enterprise Area. Its effectiveness will be reviewed after one year.

(7) To AGREE that in order to maximise the benefits to be gained from the New Homes Bonus, the Council will work with its partners, including the Homes and Communities Agency, to focus strongly on bringing forward the key housing led and mixed use sites in the District, all in accordance with the Core Strategy.

Councillor David Dixon, in proposing the item, said that the area was very fortunate to have such amazing open spaces. Although Sydney Gardens had been neglected over the years, there was now an opportunity to bid for finance from the Heritage Lottery Fund to restore the gardens. The plan was to return Sydney Gardens to what was originally intended.

Councillor Roger Symonds seconded the proposal and said that Sydney Gardens was a wonderful place which he remembered from its heyday. He was delighted that it would be restored. He asked for an assurance that the restoration would not be spoiled by the presence of the railway.

Councillor David Dixon readily assured Councillor Symonds of this.

On a motion from Councillor David Dixon, seconded by Councillor Roger Symonds, it was

RESOLVED (unanimously)

(1) To AUTHORISE officers to progress work on:

- The feasibility and development work to make a Round 1 application to the Heritage Lottery Fund, under the Parks for People programme, for development funding for the restoration of Sydney Gardens;
- Examining potential alternative future governance arrangements for the management of Sydney Gardens.

102 WEST OF ENGLAND GREEN INFRASTRUCTURE FRAMEWORK

In an *ad hoc* statement, Councillor John Bull expressed regret that the recent Planning and Housing Board of the West of England Partnership had not been quorate. He welcomed the proposals.

Councillor Brian Webber asked whether Park and Ride sites could be included in the proposals, because the verges could easily become nature reserves.

Councillor David Dixon, in proposing the item, responded to Councillor Webber by observing that because a small space, left alone, would look nice, this would not make it a suitable nature reserve. He emphasised the importance of getting sign up to the Framework from all the west authorities, because the issues did not stop at council boundaries.

Councillor Tim Ball seconded the proposal.

On a motion from Councillor David Dixon, seconded by Councillor Tim Ball, it was

RESOLVED (unanimously)

(1) To APPROVE the West of England Strategic Green Infrastructure Framework as an evidence base that will inform the Council's Local Development Framework and in particular the emerging Green Infrastructure Strategy for the area

103 GYPSY & TRAVELLER SITES PLAN: ISSUES CONSULTATION AND "CALL FOR SITES"

Peter Duppa-Miller (Secretary to the Local Councils Association in North East Somerset) made an *ad hoc* statement urging that the Town Councils, Parish

Councils and Parish Meetings should be consulted fully about this issue. He also asked that information about mobile library provision should be made available.

Councillor Tim Ball, in proposing the item, drew attention to the Notes from the Planning, Transportation and Environment Policy Development and Scrutiny Panel [*copies of which had been placed in the public gallery before the meeting and are attached to these Minutes as appendix 6 and can be seen on the Council's website*]. He pointed out that consultations had already taken place at the Parishes Liaison Committee, the Local Development Strategy Group, the Policy Development and Scrutiny Panel and the Development Control Committee. He assured Peter Duppa-Miller that parishes would be consulted, as part of his proposal for a formal consultation period, from 21st November to 6th January and that mobile library provision would be considered as part of the consultation.

Councillor Simon Allen seconded the proposal and said that he was very pleased that this proposal had come forward, after such a long wait. He emphasised the need to consult widely.

Councillor Cherry Beath expressed support and agreed with Councillor Allen. She recognised that this would be a difficult issue to resolve but was pleased that a resolution might at last be found.

Councillor Roger Symonds expressed his support for the proposal.

On a motion from Councillor Tim Ball, seconded by Councillor Simon Allen, it was
RESOLVED (unanimously)

(1) To APPROVE the Issues Paper (incorporating a Call for Sites) for public consultation; and

(2) To AGREE that the public consultation is undertaken over an extended period of 8 weeks, to run from late November 2011.

104 IMPROVING ACCESS TO SUPERFAST BROADBAND IN B&NES - THE BROADBAND DELIVERY UK OPTION

James Weeks made a statement [*a copy of which is attached to the Minutes as Appendix 7 and on the Council's website*] in which he appealed to Cabinet to fund a superfast broadband project in the area.

Councillor John Bull made an *ad hoc* statement emphasising the danger that the authority would be left behind by neighbouring authorities. He pointed out that large numbers of small businesses, who work from home, would depend increasingly on superfast broadband provision. He asked Cabinet to consider what they would do for those in the area who were not trained or could not afford to pay for broadband.

Councillor Neil Butters made an *ad hoc* statement in favour of spending a modest amount on a feasibility study.

Peter Duppa-Miller made an *ad hoc* statement strongly supportive of an urgent start on the proposed project.

Councillor Patrick Anketell-Jones in an *ad hoc* statement observed that without the proposed investment, the area would achieve only 65% coverage. He felt that the funds would be well spent and would improve the rural economy.

David Banfield (Claverton Parish Council) in an *ad hoc* statement appealed to Cabinet to invest in the broadband infrastructure, and emphasised the importance of homeworking to the local economy.

Councillor Cherry Beath introduced the item by pointing out that government was not, in fact, offering match funding - the Council would have to invest £1.2M to get £670K of government funds; nationally, there had been only 5% take up of superfast broadband; BT had said they would roll out superfast broadband by 2014; and there was no guarantee that any Council investment would become operational before it was overtaken by private provision. Councillor Beath referred to her amended proposals (displayed on the screen), which she explained were not the same as those which had been recommended in the report.

Councillor David Bellotti seconded the proposal. He felt that even if Cabinet were to agree the investment, pockets of the community amounting to 10-15% would still be left out. The Council could not continue to borrow, even for good causes. He felt that the preconditions laid down by government for the funding had made it unattractive to Bath and NE Somerset.

Councillor Bellotti explained that the report being proposed would answer questions which had not been fully addressed in the existing report.

Councillor David Dixon said that the figures did not appear to be advantageous to the Council. He observed that not many businesses actually needed superfast speeds, and in any case the price of satellite packages was already falling.

Councillor Nathan Hartley recognised that everyone would like to have superfast broadband, but the cost would be over £1M and he felt that it was important to concentrate funds on front line services.

Councillor Simon Allen said that, with the technology moving ahead so quickly, any large investment in existing technology would not be well spent.

Councillor Cherry Beath, summing up, reassured the speakers that the Cabinet wanted to address inequality; and that the study would identify how and where this should be done.

On a motion from Councillor Cherry Beath, seconded by Councillor David Bellotti, it was

RESOLVED (unanimously)

(1) To NOTE:

- That there are many advantages to the local economy and to individuals to bring Broadband to as many residents and businesses as possible. The private sector will bring superfast broadband to 56% of our residents by 2015.
- That the Government is offering funds to support the development of superfast broadband of £670K. The Council would need to contribute £1.045M, making a Government Grant of 39%.
- That the project would bring superfast broadband to around 29% to 34% of premises and dwellings, but a significant number of those dwellings do not have Computers, so the number benefitting is likely to be much less.
- That the current national take up of Superfast broadband from those to whom it is enabled is only around 5%. For some of our residents with computers and internet access, superfast speed may not be a concern.

- That 10% to 15% of premises in our area would still not be reached and therefore not benefit from the expenditure.
- That the Council cost of £1.045M would add to our borrowing and to our revenue costs (around £50,000 per annum) in future years to support the borrowing.

(2) NOT to prepare a joint plan with Bristol and South Glos under the terms of the Government Broadband UK offer;

(3) To ALLOCATE £25,000 of funding from Development and Regeneration reserves, with a brief to be agreed by Cabinet, to identify how internet access can be brought to as many of our residents as possible. This would include investigating the development of Community opportunities in our villages and rural areas.

105 TREASURY MANAGEMENT MONITORING REPORT TO 30TH SEPTEMBER 2011

Councillor David Bellotti, introducing the item, said that the risk to the Council had been minimised and that the Council's investments had been made as safe as possible. He moved that Cabinet note the report.

Councillor Paul Crossley seconded the proposal.

On a motion from Councillor David Bellotti, seconded by Councillor Paul Crossley, it was

RESOLVED (unanimously)

(1) To NOTE the Treasury Management Report to 30th September 2011, prepared in accordance with the CIPFA Treasury Code of Practice;

(2) To NOTE the Treasury Management Indicators to 30th September 2011;

(3) To NOTE that the Treasury Management Report and its appendices have been referred to November Council.

106 REVENUE AND CAPITAL BUDGET MONITORING, CASH LIMITS AND VIREMENTS - APRIL 2011 TO SEPTEMBER 2011

Councillor David Bellotti moved the recommendations in the report.

Councillor Paul Crossley seconded the proposal.

Councillor David Dixon congratulated the officers in his portfolio area for having achieved a £402K underspend.

On a motion from Councillor David Bellotti, seconded by Councillor Paul Crossley, it was

RESOLVED (unanimously)

(1) To ASK Strategic Directors to continue to work towards managing within budget in the current year for their respective service areas, and to manage below budget where possible by not committing unnecessary expenditure, through tight budgetary control;

(2) To NOTE the revenue budget position as shown in the report;

(3) To NOTE the capital expenditure position in the financial year to the end of September and the year-end projections detailed in the report;

- (4) To AGREE the revenue virements listed for approval in the report;
- (5) To NOTE the changes in the capital programme listed in the report.

The meeting ended at 9.45 pm

Chair _____

Date Confirmed and Signed _____

Prepared by Democratic Services

Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	7 December 2011	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2312
TITLE:	Strategy for provision of public toilets in Bath & North East Somerset, 2011- 2026	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Appendix A:		
Provision strategy for Public Toilets in Bath & North East Somerset, 2011 - 2026		

1 THE ISSUE

Publicly accessible toilet facilities are a fundamental need for everyone whenever they are “away from home”. This Provision Strategy establishes a framework for future provision in a range of ways and by a range of providers and with a range of funding sources, to achieve an overall improved standard of quality, quantity and distribution.

2 RECOMMENDATION

The Cabinet agrees:

- 2.1 to adopt the Provision Strategy for Public Toilets in Bath & North East Somerset, 2011-2026, with reviews to be carried out every 5 years.

3 FINANCIAL IMPLICATIONS

- 3.1 **Strategic:** The national and local financial position is under increasing pressure and is likely to remain so for a number of years. There is little prospect of the Council being able to allocate any increase in capital or revenue funding to this non-statutory service. Any substantial development works around public toilets by the Council will therefore need to be self-funding either through efficiencies or income generation (i.e. charging for use or funded by external contributions).
- 3.2 This strategy will support and facilitate changes to the way publicly accessible toilets are potentially funded in the ways shown below, sometimes in combination. This seeks to relieve ongoing Council budgetary pressure in this area.

- developer funding towards major refurbishments of existing toilet facilities
- developer provision of new sets of toilets in or near appropriate housing or commercial (retail, entertainment, leisure) developments
- local partnership and sponsorship working with retail, hospitality and other businesses
- innovative solutions in joint arrangements with toilet industry providers
- business case-supported capital/revenue investment by the Council (self-funding through charging and external contributions)
- extended use of planning channels and licensing policies

- 3.3 There are currently two projects at an initial proposal stage, one on improvements at Riverside Coach Park toilets, a key gateway for visitors to the city, the other for a possible permanent installation in the Orange Grove area to serve night-time and day-time needs. Cross-service support and corporate approval is being sought to enable these projects to progress and identify alternative sources of funding.
- 3.4 **Neighbourhoods Operations:** The strategy establishes recommended quality and quantity standards for the existing provision. The 2011/12 Neighbourhoods budget (£295k) includes cleansing (labour, transport and materials/consumables); utilities; rates; insurances; Automatic Public Convenience (APC) leasing, maintenance and service contracts; and Parish Council fees. Miscellaneous and APC income totals £14K.
- 3.5 Overall, the average cost of managing and cleansing operations of the Council's public toilets is approximately £10k per annum per facility (27 in total as at November 2011). There is an action in the strategy delivery to review cleansing

operations and standards on a periodic basis to ensure most efficient and effective within available resources, every two years.

- 3.6 **Property Services:** Since 2004, approximately £540k has been spent on upgrading a number of the Council public conveniences, mainly focussed on Disability Discrimination Act (DDA) compliance works which has been completed at most of them. This is in addition to regular responsive and planned repairs and maintenance and miscellaneous servicing costs.
- 3.7 There is also an action in the strategy delivery to work with Property Services to develop a rolling programme to maintain Council-run facilities at a minimum British Toilet Association 3 Star grading or higher where possible. This will need to be considered alongside other priorities and budget pressures, and will include cost-benefit consideration of energy- and water-saving measures.
- 3.8 Two Council public toilets are programmed for DDA works in 2011/12 – Sydney Gardens, Bath and Ashton Way, Keynsham. Refurbishment and remodelling works are in progress at two locations this year – Gullock Tynning, Midsomer Norton and Monksdale Road, Bath, part-funded by Aiming High for Disabled Children.
- 3.9 The Council spend on public toilet provision through Neighbourhoods and Property Services will be subject to the annual revenue budget and medium term service and financial planning processes.

4 CORPORATE PRIORITIES

- 4.1 A policy on the provision of public conveniences will contribute to the medium to long term goals and the Council's priorities in the areas of:-
- Better lives for young people
 - Climate change
 - Independence for older people
 - Feeling safer
 - Sustainable growth
 - Transport & public spaces
- 4.2 In anticipation of the transfer of responsibility for Public Health to the Council, a clear policy will also contribute to improving public health and reducing health inequalities through the priority of:
- Health and wellbeing
- 4.3 Overall, this Strategy will clearly define what the Council is seeking to provide in this area and may help to arrest any decline in the standard of provision brought about by reductions in budget.

5 THE REPORT

- 5.1 Publicly accessible toilets are an important factor in delivering a 'people friendly' and attractive environment for everyone who goes to shopping centres, leisure and entertainment venues, sports facilities, parks and green spaces, everyone who moves about on foot, or bicycle, car, van, lorry or public transport for many and varied reasons, whether for work or pleasure.

- 5.2 There are those with particular needs like families with babies and children, older people, people with disabilities and poor or specific health conditions. The overseas tourists and visitors to our villages, towns and city are also important as their overall experience can be influenced by their impressions of such essential facilities.
- 5.3 Although the current economic position will adversely affect Bath and North East Somerset for now, the area is set to grow through new housing developments, through tourism and through economic development. This is therefore an opportune time to set a framework for providing toilet facilities where they are needed and wanted, so that we are well placed to ensure maximum public benefit as and when developments occur.
- 5.4 The full draft Provision Strategy for Public Toilets in Bath & North East Somerset is attached as Appendix A. It has been developed from national guidance, referencing and benchmarking with other authorities, comments and clarifications from the Planning Transport and Environment PDS Panel, previous consultation with the Safer and Stronger Communities Panel, as well as a public consultation exercise in 2009/10.
- 5.5 The background papers include the Communities and Local Government document “Improving Public Access to Better Quality Toilets - a strategic guide” and the Parliamentary Select Committee on Communities and Local Government report which recommended that Local Authorities develop a strategy for the provision of public conveniences in consultation with their local communities.
- 5.6 It sets the standards of provision required by the Council and its residents through the public consultation (2009-10) related to quality, quantity and distribution. Any new toilet provision, however it is to be delivered, needs to be demand-driven with the local community involved in the assessment and decision-making.
- 5.7 It enables resources to be targeted at the areas where public customer satisfaction needs to be improved and where the local community is involved in identifying a need. FOBRA raised a number of issues in 2008 through the Cleansing Task & Finish Group, requesting these be addressed through this process.
- 5.8 It includes the following overarching aim and headline objectives where “provide or facilitate” means that the Council will give leadership and support where possible to enable publicly accessible toilets to be in place.

Our Aim:

To provide or facilitate the provision of clean, safe, accessible and sustainable toilets for residents and visitors at key locations across Bath & North East Somerset.

Our headline objectives are to provide or facilitate:

- Clean, safe and well maintained facilities
- Facilities accessible to all, at all practicable locations
- Facilities suitable for the location making it viable and inclusive
- Easily found facilities with good direction signage and

individual facility information signs

- Enough facilities for the local population and users
- Enough facilities for the high levels of visitors to central Bath
- Evening/overnight provision at key locations where specific need is established
- User information available through webpages and other media
- Maximised availability through Council, partnership and commercial provision
- Frameworks for future needs provided by commercial developments through Council strategy and planning channels
- Provision of adequate temporary toilets by the promoters/organisers at one-off events
- Sustainable provision and within the budget available

6 RISK MANAGEMENT

6.1 The report author and Lead Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

6.2 If the strategy is not adopted, the risk is that there will be continuing and significant financial and public pressure on the Council to provide more public toilets itself. There will also be the risk of further reductions in the existing cleansing and property budgets which would be likely to lead to a decline in quality and quantity standards.

7 EQUALITIES

7.1 An Equalities Impact Assessment has been carried out using corporate guidelines as part of the drafting of this strategy. No negative impacts on particular groups were raised during the EIA.

7.2 It recognises, however, the aims of working towards a number of positive impacts including increased provision of women's cubicles to match provision for men, baby changing facilities in both female and male toilets, additional provision of disabled accessible toilets, improved signposting and location information in general, and in particular to free-entry toilets, where an entry charge might disadvantage lowest income groups.

7.3 Equalities and special interest groups (e.g. related to specific illnesses) were identified with the support of the Equalities Team and other Service areas such as Community Development and contacted for the consultation in 2009/10 and will continue to be contacted for specific input where identified.

8 RATIONALE

8.1 Strategic – A policy on the provision of public conveniences will contribute to the medium to long term goals and the Council's priorities as noted in Section 4. It will clearly define what the Council is seeking to provide in this area and may help to

arrest any decline in the standard of provision brought about by reductions in budget.

- 8.2 Economic – The strategy will assist the Council in expanding the level of private provision of public conveniences which could replace and supplement existing Council-provided facilities and thereby relieve internal budgetary pressure. It will set a standard intended to avert failure to manage the existing assets and resources necessary to provide a service.
- 8.3 Timescale - Approval of the strategy in 2011/12 will allow integration with the Local Development Framework and its progress, and other planning interventions that will facilitate and capitalise on future opportunities for funding contributions such as through the Community Infrastructure Levy (CIL) (largely replacing the previous Section 106 planning obligations arrangements), Late Night Levy and other sources as they arise.

9 OTHER OPTIONS CONSIDERED

9.1 Other options which have not been considered in depth are outlined here:

- (1) Closure of some or all of the Council's existing public toilet facilities. This would be contrary to the 2004 Executive Member decision (E075) "Public Convenience Provision" and have a significant detrimental impact on the residents and visitors.
- (2) Major capital investment by the Council in redeveloping and upgrading existing public toilet facilities and in constructing new facilities in a number of key locations. This would be an unaffordable spend in the current economic climate on a non-statutory service.

10 CONSULTATION

- 10.1 Ward Councillors; Cabinet Member; Parish Council; Town Council; Trades Unions; Policy Development and Scrutiny Panel; Staff; Other B&NES Services; NHS B&NES; Service Users; Local Residents; Community Interest Groups; Stakeholders/Partners; Other Public Sector Bodies; Section 151 Finance Officer; Chief Executive; Monitoring Officer, Strategic Director.
- 10.2 A public consultation exercise was carried out in 2009/10. The results were reported back to the Safer & Stronger Communities panel. The outcomes and recommendations have been incorporated into the strategy.
- 10.3 The draft strategy document was considered by the Planning, Transport and Environment PDS Panel in September 2011; comments and clarifications have been included in the strategy document in Appendix A.

11 ISSUES TO CONSIDER IN REACHING THE DECISION

- 11.1 Social Inclusion; Customer Focus; Sustainability; Human Resources; Property; Young People; Human Rights; Corporate; Health & Safety; Impact on Staff; Other Legal Considerations

12 ADVICE SOUGHT

12.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	Matthew Smith, Divisional Director, Environmental Services, Ext 6888 John Crowther, Service Manager, Neighbourhoods, Ext 6878
Sponsoring Cabinet Member	Councillor David Dixon
Background papers	<p>(1) Report on a Draft Strategy for Provision of Public Toilets in Bath & North East Somerset – to Planning, Transport & Environment PDS Panel, September 2011 Link to report and minutes http://democracy.bathnes.gov.uk/ieAgenda.aspx?A=3333</p> <p>(2) Report on Consultation - Locally derived standards for a Provision of Public Conveniences Strategy – to Safer & Stronger Communities Overview & Scrutiny Panel, 25th March 2010 Link to report or full web address http://democracy.bathnes.gov.uk/CeListDocuments.aspx?Committeeld=127&MeetingId=2412&DF=25%2f03%2f2010&Ver=2</p> <p>(3) Penny for your Thoughts.....Public Consultation documents and questionnaires, November 2009 – February 2010 Link to consultation or full web address http://consultations.bathnes.gov.uk/inovem/consult.ti/PCs.Standards.2009/consultationHome</p> <p>(4) Provision of Public Conveniences Strategy report to Safer & Stronger Communities Overview & Scrutiny Panel, 29th January 2009. Link to report or full web address http://democracy.bathnes.gov.uk/CeListDocuments.aspx?Committeeld=127&MeetingId=2405&DF=29%2f01%2f2009&Ver=2</p> <p>(5) Communities and Local Government document “Improving Public Access to Better Quality Toilets - a strategic guide” (March 2008) Link to report or full web address http://www.communities.gov.uk/publications/localgovernment/publicaccesstoilets</p> <p>(6) Parliamentary Select Committee on Communities and Local Government report (October 2008) Link to report or full web address http://www.publications.parliament.uk/pa/cm200708/cmselect/cmcomloc/636/63602.htm</p>
Please contact the report author if you need to access this report in an alternative format	

Appendix A – Copy of “A Provision Strategy for Public Toilets in Bath & North East Somerset, 2011 - 2026” (December, 2011)

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A provision strategy for public toilets in Bath & North East Somerset

2011 – 2026

(to be reviewed every 5 years)

December, 2011

**Bath & North East
Somerset Council**

Contents

Section		Page
1	Introduction	3
2	Why do we need toilet facilities?	3
3	Who provides public toilets? A – Council-owned B – Commercial / Retail sector provision C – Partnership/Community Toilet schemes	4
4	The future	5
5	Why do we need a strategy for providing toilet facilities?	6
6	How has this strategy been developed?	6
7	What is the strategy and what will it do?	6
8	How does it fit with other Council priorities and services?	7
9	What are the overarching aim and objectives?	8 - 9
10	Description of objectives and actions to deliver	10 – 22
11	Delivery actions over 3 year provisional timetable	23 – 26
Appendix 1	List of current Council public toilets as at November 2011 Redundant toilet buildings note	27
Appendix 2	Summary of quality, quantity and distribution standards	28 – 32
	Document access and contact information	33

1 Introduction

In an area of 570 square kilometres, Bath & North East Somerset is home to about 179,700 people (2010 mid-year estimate) with over 50% living in the towns and countryside areas outside Bath. The district is made up of different settlements each with their own character and function, as well as an attractive and distinctive surrounding countryside. A significant proportion of the district is designated as an Area of Outstanding Natural Beauty (AONB) and is in the Green Belt.

The city of Bath is a [World Heritage Site](#) in which tourism is a major economic activity, (worth around £450m a year). Nearly 8,500 jobs are supported by the 759,000 staying visitors and 3.7 million day trips made by people to the area, many of whom are from overseas. There is a concentration of jobs in other service industries, including central government offices and several higher education establishments.

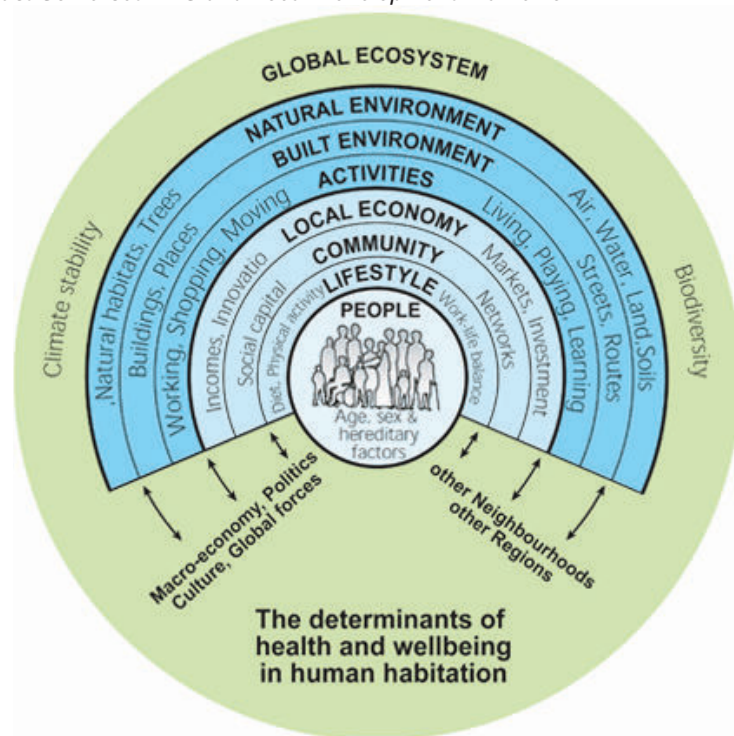
Further information on the district's key characteristics can be found in the [Core Strategy](#) documents.

2 Why do we need toilet facilities?

Wherever people go, outside of their own home, toilet facilities are needed for the enjoyment of the area by visitors and also residents who may be some distance from their home. They can make a significant impact upon the comfort of individuals and families who visit public spaces and their perception of the area as a desirable place to visit.

Diagram – determinants of health and wellbeing

Source: Bath & North East Somerset NHS and Local Development Framework



The provision of public conveniences has implications for public and individual health, transportation, crime prevention, urban design, economic and cultural development and

social equity and accessibility. It is an important factor in delivering a 'people friendly' environment for everyone who goes to shopping centres, leisure and entertainment venues, sports facilities, parks and green spaces, everyone who moves about on foot, or bicycle, car, van, lorry or public transport, whether for work or pleasure.

In summary, everyone who goes "away from home" for some reason. And of course that includes those with particular needs like babies and children, older people, people with disabilities or poor health, and also overseas tourists and visitors to our villages, towns and city.

You can find more information on the Communities and Local Government document "Improving Public Access to Better Quality Toilets - a strategic guide" (March 2008) via this [web address](#).

3 Who provides public toilets?

Local councils are no longer the only providers of toilet facilities and the below describes other providers and options. A combination of these forms part of this provision strategy to help achieve the aim and objectives outlined later on page 8.

A - Council-owned

Stand-alone – council-managed or outsourced

These are what many people would consider traditional public toilets. They have usually been stand-alone, purpose-built buildings providing separate areas for Ladies, Gents and more recently an accessible unit for disabled people. The local council has usually been responsible for the maintenance, management and cleaning, either by in-house staff or a contractor and often across different services, for example Property and Street Cleansing.

We have a portfolio of mature public toilets which, while generally satisfying user basic needs historically, are not now all best equipped for current needs, according to the recent British Toilet Association (BTA) survey report. Details of the facilities like this provided by the Council can be found on [this web page](#) and a list in Appendix 2.

Within council facilities and offices

Toilet facilities may be made available to the general public where the individual location access and circumstances allow, such as libraries, sports centres and ordinary council offices. This has often been part of a wider need to ensure that all services offered are accessible by all members of the community.

B - Commercial / Retail sector provision

Many toilet facilities provided by commercial and retail businesses have been primarily or solely for use by customers in the past. Some larger shops in city and town centres understand that people come in to use the toilets and recognise that this may lead to people buying goods whilst inside. Out of town shopping centres and new mixed retail developments now generally make provision for toilet facilities for all visitors and

shoppers. Most visitor and tourist attractions and entertainment venues such as cinema complexes provide toilet facilities. Bus and railway stations often provide toilet facilities as do many car parks.

C - Partnership/Community Toilet schemes

These have been set up by a number of local authorities in partnership with local businesses in a wide variety of places eg Brighton, Sheffield, Chester, Richmond (upon Thames), Oxford, Lewisham, Waltham Forest, Camden and other London Boroughs, Perth & Kinross, Eden (Lake District), York, Cambridge and Cardiff.

There is no recognised standard of provision – local circumstances have dictated how the scheme evolved and budget available to support the initiative.

Some of the common features are:

- Local retailers and other services make toilets accessible to both customers and other members of the public
- Available in addition to existing council-run or other public toilet facilities
- Proprietors reserve the right of admission in exceptional circumstances
- District wide, but particularly city and town centres and other areas where people stay for 2 or more hours
- Safe, clean and accessible toilets, available during the partners' opening hours
- Toilets can be used without having to make a purchase
- Regularly inspected by council officers to ensure they meet appropriate standards
- Marketing and stakeholder provision skills required
- Partnership based communication programme necessary

4 The Future

Providing toilet facilities in separate buildings (and mainly by local councils), has been the model for many decades. This may still have a role in certain circumstances, where there are already facilities there and where a local community wants the facilities.

However there may be increasing benefits from co-located provision in existing buildings wherever possible to reduce some of the negative aspects such as anti-social behaviour and vandalism and the associated costs.

Alongside commercial providers in significant retail centres with extended opening hours and in entertainment venues and visitor attractions, the case for publicly accessible toilets in a wider variety of community buildings and service centres will become stronger, drawing in a wider range of potential partners to fund and manage them.

5 Why do we need this strategy for providing toilet facilities?

The Parliamentary Select Committee on Communities and Local Government recommended that Local Authorities develop a strategy for the provision of public conveniences in consultation with their local communities. You can read the full Select Committee Report (October 2008) via this [web address](#).

This should contribute toward achieving accessible and clean toilets wherever people live, work or visit. The district is set to grow through new housing developments and through tourism. This is an opportune time to set a framework for providing toilet facilities where they are needed and wanted.

6 How has this strategy been developed?

The Council's Safer & Stronger Communities Overview & Scrutiny (O&S) panel agreed recommendations about carrying out consultation in a report presented to it in January 2009. You can read the whole report via this [web address](#).

A public consultation exercise was carried out between November 2009 and February 2010. The main public consultation was set up on the Council's [online consultation](#) system with a range of documents accessible to read or download and several ways to respond.

The Safer & Stronger Communities O&S panel considered a report on the results of the consultation in [March 2010](#) and agreed recommendations to progress this strategy development.

More recently in [September 2011](#), a draft version of this document was considered by the Planning Transport and Environment Policy Development and Scrutiny Panel, and its comments and clarifications have been included.

7 What is the strategy and what will it do?

This strategy for public toilet provision sets the standards of provision required by the Council and its residents through the public consultation (2009-10), related to quality, quantity and distribution. Any new toilet provision, however it is to be delivered, needs to be demand-driven with the local community involved in the assessment and decision-making.

This strategy will enable resources to be targeted at the areas where public customer satisfaction needs to be improved and where the local community is involved in identifying a need. It will also establish a framework for future provision in a range of ways and by a range of providers.

It will support and facilitate changes to the way publicly accessible toilets are funded in the following ways, sometimes in combination:

- developer funding towards major refurbishments of existing toilet facilities
- developer provision of new sets of toilets in or near appropriate housing or commercial (retail, entertainment) developments
- local partnership and sponsorship working with retail, hospitality and other businesses
- innovative solutions in joint arrangements with toilet industry providers
- business case-supported capital/revenue investment by the Council
- extended use of planning and licensing policies

When we say provide or facilitate in the aim and objectives on the following page, we mean that the Council will give leadership and support where possible to enable publicly accessible toilets to be in place. The strategy will undergo a review every 5 years to ensure it remains up-to-date and valid.

8 How does it fit with other Council priorities and services?

The Council is committed to a clear [vision](#) in which Bath and North East Somerset is a distinctive place with vibrant communities and equal opportunity for everyone to fulfil their potential.

This public toilet provision strategy can contribute to that, supporting a number of the Council's priorities to make the vision a reality, such as:

- Better lives for young people
- Climate change
- Independence for older people
- Feeling safer
- Sustainable growth
- Transport & public spaces

More than that, as described earlier, publicly accessible toilets are needed by every one of us at some point when we're "away from home" and so provision touches on every other area of the Council in some way and to some degree.

As part of the national healthcare changes, there is a closer relationship between the Council and NHS B&NES (the new name for the Primary Care Trust) and the new social enterprise for health care delivery, Sirona Health & Care.

The joint [Health and Wellbeing Partnership Board](#) is responsible for the development of strategy and performance management of adult health and social care, children's health and social care and public health. In anticipation of the future transfer of responsibility for public health to the Council, a clear policy will also contribute to improving public health and reducing health inequalities through the priority of:

- Health and wellbeing

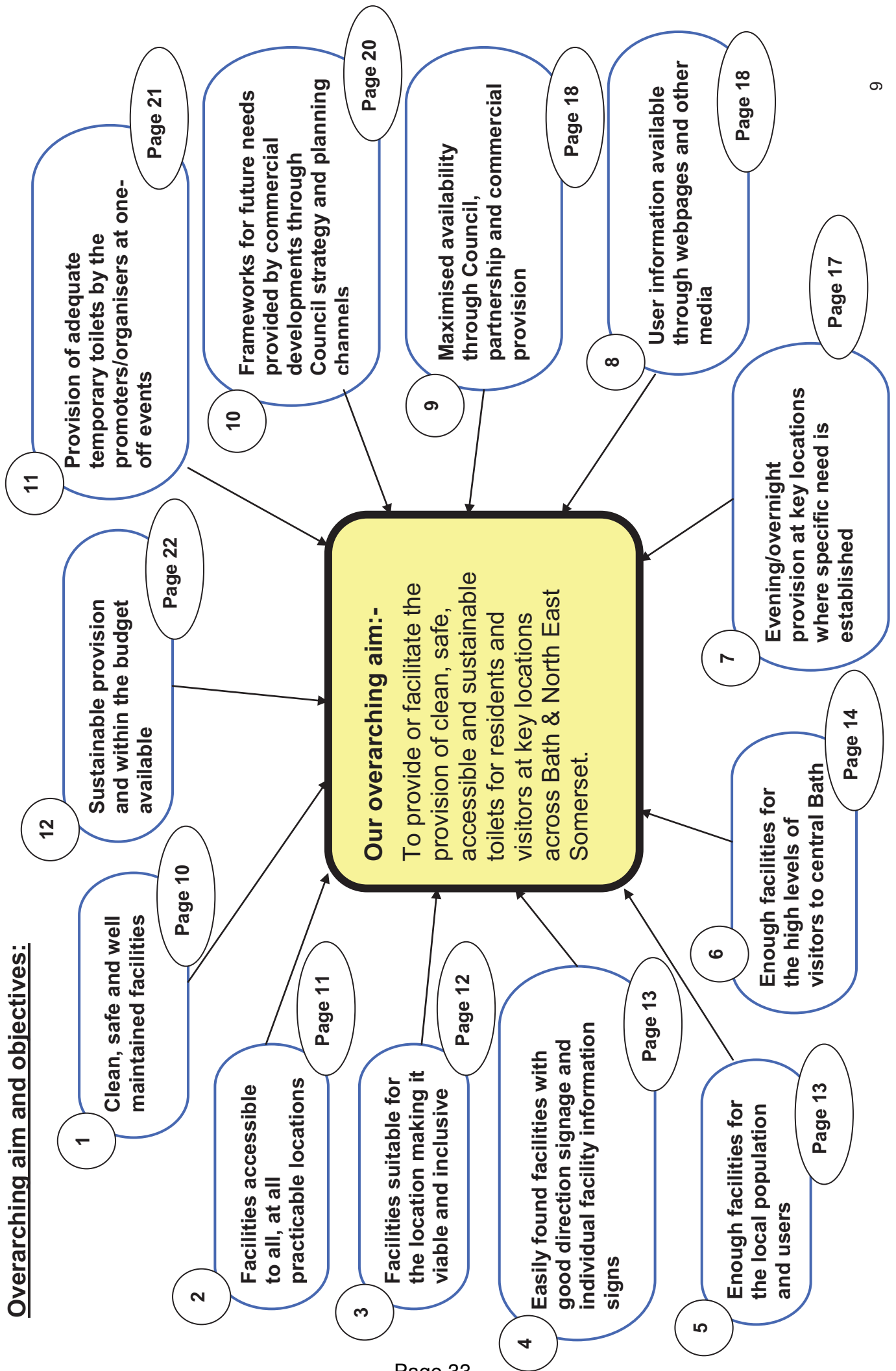
Value for Money, Resources and Delivery are the core values which support the Councils' vision and priorities. The [Corporate Plan](#) represents the Council's high level strategic plan and sets out the Council's objectives and targets to achieve its vision and priorities.

It also refers to its available resources and how they will be managed, using a robust and systematic approach to managing and using our resources to deliver value for money and better and sustainable outcomes for local people. All Council spend and including that on its public toilets through Neighbourhoods and Property Services will be subject to the annual revenue budget and medium term service and financial planning processes.

9 What are the overarching aim and objectives?

We consulted on the overarching aim and headline objectives shown in the chart on the following page, and which gained support.

Overarching aim and objectives:



10 Description of objectives and actions to deliver

1	Clean, safe and well maintained facilities
---	--

Table A is a summary of the star grading of each Council-run facility as assessed by the British Toilet Association (BTA) in August 2009. It used a similar scoring method as for the Loo of the Year awards (which the BTA runs). Further information on the BTA can be found on their [website](#).

This part of the survey reviewed the main features of the signage, building and equipment – what there is and what condition it is in. The grading scale is from 5 Star (excellent standard) to 1 Star (very poor). Overall the BTA's conclusion was that the Council-provided toilets compare reasonably favourably with other areas. This table has been updated with the accurate BTA gradings across the 3 areas of the district.

We have carried out works on some of these Council toilet facilities since the BTA survey and more are programmed this year 2011/12. We would anticipate a positive change in these star gradings if the survey was repeated particularly in the West & South area.

Table A: Summary of BTA Grading results

Grading-Location	Central Bath	Outer Bath	West & South	Total
5 Star	1	1	1	3
4 Star	8	7	3	18
3 Star	1	2	3	6
2 Star	0	0	0	0
1 Star	0	0	0	0

The BTA survey also reviewed other internal features of the toilet facilities which indicate cleaning and maintenance standards, including such items as dispensers and availability of soap and toilet tissue, hand washing and drying facilities and other comfort fixtures and fittings etc. Responses through the public consultation in 2009/10 suggested that people are prepared to pay for entry to good quality, clean facilities if the income is used to support the facility ongoing.

As key members of the [Local Strategic Partnership](#), the Council has developed excellent relationships with the Police in a number of areas including [Community Safety](#) and through Neighbourhoods working. Working with the local Beat Managers and PCSOs and the Council's Property Services department, measures to reduce vandalism and abuse have been introduced ranging from the use of anti-graffiti paint to targeted surveillance and there are existing legislative powers which can help prevent anti-social behaviour.

<u>Actions to deliver</u>	Work with Property Services to develop a rolling programme to maintain Council-run facilities at a minimum 3 Star grading or higher where possible.
----------------------------------	--

<u>Objective 1:</u>	<p>Review cleansing operations and standards on a periodic basis to ensure most efficient and effective within allocated resources</p> <p>Review existing access fees and introduce entry charges at key public toilets to support the cleansing operations, based on benchmarking with other councils</p> <p>Carry out a study of the benefits and cost-effectiveness of attended public toilets and including increasing the locations with entry charges</p> <p>Continue to work with the Police, Community Safety and residents, community groups and others</p>
----------------------------	--

2	Facilities accessible to all, at all practicable locations
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Within the Council's Equal Opportunities Policy (adopted in 2006) this aim is contained within our commitment to provide services:

- To provide appropriate, accessible and effective services and facilities to all sections of the community without prejudice or bias;

Bath & North East Somerset Council and the Health and Wellbeing Partnership's Single Equalities Scheme has now been developed and can be found via this [web address](#).

The BTA survey reviewed the level of accessibility of the Council's toilet provision and this is reported in Appendix C – Accessible toilets key features matrix (part of the BTA report). The Council has invested considerable funds in a DDA improvement programme including its public toilets over the last 7 - 8 years with works carried out on 19 of its public toilets plus the 3 Automatic Public Convenience (APC) installations.

The APCs are fully compliant units which have the added benefits of deterrents against vandalism and abuse, self-cleaning and automatic locking mechanisms, 24 hour opening, and the income from the entry charge contributes to supporting the technical maintenance and utilities costs.

Discontinuing any further works on the remaining Council public toilets would mean that the DDA Improvement programme would not be completed, to the detriment of disabled groups and other stakeholders.

The BTA report acknowledged that a Changing Places facility (www.changing-places.org) will be provided at the new Southgate Railway Vaults set of toilets (due to open in Autumn 2012), which is a suitable and recommended location for such a facility.

<u>Actions to deliver Objective 2:</u>	<p>Work with Property Services to bring forward DDA compliance to the remaining public toilets</p>
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	<p>Maintain the profile of the need for accessible toilet facilities wherever practicable in small and large retail, leisure and office developments</p> <p>Explore the opportunities with Parking and with organisations like Crohn's and Colitis UK and its Can't Wait card, and Blue Badge schemes to provide better emergency and urgent access to particular illness-sufferers.</p>
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3	Facilities suitable for the location making both viable and inclusive
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A previous Executive Member report in 2004 (the [decision entry](#) summary can be found here, the full report is available on request) set out policy and criteria for this – that the Council provision would be primarily for shoppers and visitors in areas of high volume and that all existing public conveniences located in Parks would be retained. Parks attract tourists and residents and can often include childrens' play areas; it is unlikely that there will be other facilities close by which people can use, whilst enjoying the park.

Local shopping centres/precincts generally include mixed retail shopping which are often small/medium local businesses (rather than large retail chains) and are areas where people are encouraged to stay for a length of time.

Transport interchanges and key entry points like bus stations and intersection points with numerous bus stops should also be criteria, and this links with [Sustainable Transport](#) and [Tourism](#) initiatives.

In linking with the Public Realm & Movement programme, a design-led approach can be developed to ensure that any new facilities are built and located sensitively to the immediate surroundings.

<p><u>Actions to deliver Objective 3:</u></p>	<p>Maintain the profile of the need for publicly accessible toilet facilities in specific locations and circumstances</p> <p>Engage in the Local Development Framework and Community Infrastructure Levy programme to influence provision of toilets where appropriate and desirable</p> <p>Carry out periodic reviews of the Council-run facilities to take account of changes in the surrounding area affecting the case for provision</p> <p>Work with the Public Realm & Movement programme and Planning to support suitable and appropriate designs and locations</p>
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4	Easily found facilities with good direction signage and individual facility information signs
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One of the areas for improvement, highlighted by the Bath Visitor Survey 2010, is the “availability of public conveniences” and the same survey shows that “signage” was also quoted as a cause for concern previously. This indicator has seen an improvement from previous years’ surveys. This issue was also noted in the BTA survey (2009). You can read more information about tourism in the area via this [link](#) to the Visit Bath official tourism website, where public toilets are included on city centre and parking maps.

The [Public Realm and Movement Strategy](#) Supplementary Planning Document (SPD) adopted by the Council earlier in 2009, includes **Revealing the City through a new Wayfinding and City Information System** - for which the strategy is to develop an integrated, multimodal, user-friendly information and wayfinding system which transforms the user's experience of the city centre both before and during their visit.

This will be articulated through a series of physical and virtual products ranging from online information maps to physical maps and information sheets, to on-street signage and panels, and potentially, to downloadable information accessed via mobile phone technology.

This project is now being delivered on a phased basis over the next 10 years. There have already been 10 way-finding signs installed, with 28 more to follow in early 2012. This links with Objective 8.

The BTA also recommends individual facility signs be fitted on the outside with information like opening hours, contact information for reporting problems and the specific facilities provided inside, such as if there is a baby-changing room.

<u>Actions to deliver Objective 4:</u>	<p>Continue to liaise with the Public Realm & Movement project</p> <p>Keep the Council’s webpages up-to-date for access to accurate information by guide and map publishers, residents and visitors</p> <p>Monitor technology developments for new ways, when and how to convey information</p> <p>Develop a plan for renewing and updating on-site information signage</p>
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5	Enough facilities for the local population and users
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Population-related provision

The BTA makes recommendations on the number of toilet facilities needed in an area based on population density, gender mix and footfall. The ideal level is recommended as

1 cubicle per 550 females and 1 cubicle or urinal per 1100 males, which is a ratio of 2:1 in favour of women. One accessible toilet and also one baby change facility should be provided for every 10,000 population.

For Bath & North East Somerset, based on a population of 176,390, as used in the BTA report, and a split of 50% males and 50% females, the calculations of ideal levels are as follows:

Table C: Council female to male cubicle and baby-changing ratios, Bath & North East Somerset overall:

	BTA	Actual	New Southgate
Female Cubicles	160	96	107
Male cubicles/urinals	80	157	165
Baby-change	18	10	12

This imbalance of cubicle type against the BTA recommendation is a historic element due to the design and build of the Council's toilet buildings mostly some decades ago. For more detailed information on individual towns in the area, please see Appendix 2.

Any new facilities or substantial remodelling of existing toilets would seek to address the gender imbalance on cubicles, partly through modern design with unisex cubicles.

Distance-related provision

An additional method of estimating toilet need is through another recommendation that people should not have to walk more than 500m to a toilet facility. The 400m radius was chosen to interpret the BTA recommendation of 500m to a more conservative measure.

Using a 400m radius makes allowance for people not being physically able to walk from one place to another as the crow flies, instead you have to follow the streets and paths around buildings and other structures.

<u>Actions to deliver Objective 5:</u>	<p>Engage in the Local Development Framework and Community Infrastructure Levy programme to influence provision of toilets, including unisex facilities, male/female cubicle ratios, and walking distance to access, wherever possible.</p> <p>Consider cubicle ratios and facilities during Property Services refurbishments of existing Council facilities</p>
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6	Enough facilities for the high levels of tourist visitors to central Bath
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Tourist/visitor effect – central Bath focus

These are visitor statistics for the area in recent years.

Visitors to Attractions - Bath & surrounding area

	2008	2010
Total visitors to all attractions	1,886,199	2,168,253

Source: Bath Attractions Survey 2008 and 2010, Heritage Services

The Roman Baths and Bath Abbey attract the highest numbers of visitors, totalling about 1.2m per year. There are another 9 or 10 attractions in the city and the rest of Bath & North East Somerset which receive substantial numbers of visits per year, between 50,000 and 200,000 each. It is not possible to estimate the ratio between our residents visiting these places and visitors from outside the area, which means there is an element of crossover with the local population numbers.

<u>Total Visitor Statistics - Bath & North East Somerset</u>	2007	2009
Total Visits	4,425,000	4,467,000
Day visits	3,579,000	3,708,000
Total staying visitors trips	846,000	759,000

Source: Economic Impact Survey 2007, Value of Tourism Survey 2009, South West Tourism

These day and staying visitor statistics include at least some of the same people counted as Visitors to attractions above, so again an element of crossover occurs which is difficult to unpick.

Population-related provision:

These statistics clearly demonstrate that there are very significant numbers of people who will have a need for "somewhere to go" whilst visiting our area. The significant number of tourists visiting Bath and the surrounding visitor attractions throughout the year also places considerable additional demands for toilets in central Bath particularly. Using a standard based on resident population only is clearly not applicable for such a situation.

There is a further recommendation that the size of facilities should be adequate for the number of people expected to use the toilets without overcrowding or undue waiting times. The relevant 'population' in an area, when calculating toilet need, should include commuters, tourists and visitors as well as residents. This can be especially pertinent where a facility such as Riverside Coach Park toilets sees peaks and troughs of use according to the arrival of coaches and the time of year.

Therefore, a standard based on Pedestrian flowcount figures with the BTA female to male toilet ratios is applied. Pedestrian flowcounts have been carried out regularly for the Council, commissioned by the Development & Regeneration section of Development & Major Projects. The data has been collected in a certain way to be consistent over a number of years.

Pedestrian flowcount results with BTA female to male toilet ratios applied, Central Bath

Month/Year	Pedestrian flowcount	BTA - Female cubicles	BTA - Male cubicles
May 2009	37,790	34	17
Feb 2009	49,120	45	22
Dec 2008	75,310	68	34
Aug 2008	42,090	38	19
May 2008	41,750	38	19
Feb 2008	47,360	43	22
	Actual	52	79
	New Southgate	63	87

This shows that current Council provision has a female to male imbalance, with male cubicles and urinals always well-provided. The table also shows that at a peak time of year for visitors - December - when the Christmas market is on, female cubicles are under-provided. This is now addressed by temporary facilities being set up close to the market area, supported by the Bath Tourism Plus funding pot.

In summary, this supports the relatively higher number of Council public toilets in the central Bath area – see Map 1 in Appendix 2, where the quality and distribution standards are also key factors in meeting the expectations of visitors who are being encouraged to visit and importantly re-visit through tourism, leisure and culture festivals, events and other special occasions, for example the [2012 Olympics](#).

Distance-related provision

The standard of a 200m radius is selected for the city centre of Bath, as being a more appropriate distance, taking account of the city's and relevant population characteristics.

<u>Actions to deliver Objective 6:</u>	<p>Engage in the Local Development Framework and Community Infrastructure Levy programme to influence provision of toilets, including unisex facilities, male/female cubicle ratios, and walking distance to access, wherever possible</p> <p>Input to major redevelopment & infrastructure projects brought forward by the Council to influence appropriate toilet provision</p> <p>Consider cubicle ratios and facilities during Property Services refurbishments of existing Council facilities</p>
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7	Evening/overnight services at key locations where specific need is established
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Anti-social and drug-related misuse, vandalism and graffiti damage to Council public toilets in the past have led to most facilities being locked up at a scheduled time in the early evening to prevent this. Facilities provided by shops and others are normally limited to the place's opening hours for safety and security reasons.

Development of the night time economy and changes in demographics and human activity in city and town centres means they have now become leisure and entertainment hubs rather than predominantly centres for retail/commercial trade. The centre of Bath also has a high number of residential properties in the core of the city in many of the heritage buildings that are such a key feature.

The Purple Flag accreditation scheme is the national 'gold standard' for entertainment and hospitality zones - incorporating aspects of safety, cleanliness and creating more easily accessible city and town centres at night. The Council achieved Purple Flag accreditation in January 2010 and this was retained in [August](#) 2011.

Night time economy growth has led to an increase in alcohol-related anti-social behaviour (acts) which includes 'street fouling' and the need for night toilet facilities. The trial of temporary portable WCs installed by The Abbey/Orange Grove taxi rank 3 nights per week has proved very successful, and received specific recognition in the Purple Flag inspection. Its success is measured by the quantity of urine collected and also decreased disturbances in and around the taxi rank.

However, this arrangement is not considered sustainable in the longer term, and the situation should be addressed to support the night-time economy and the Council's Purple Flag and [Cultural Strategy](#) aspirations, including tourism and leisure activities.

Population-related provision: Night-time population has cross-references with resident and visitor data as under Objectives 5 and 6, although there is little separate data available. Information has been gathered by Community Safety related to the Orange Grove taxi rank which recorded 140,000 users, during 2010, during the time periods the taxi marshals were on duty.

Distance-related provision: This standard needs to be more closely related to key features that become more prominent during the evening and night. Publicly accessible facilities need to be in close proximity to key night-time gathering points such as taxi ranks, car parks, railway/bus stations and stops – see Map 2 in Appendix 2.

<u>Actions to deliver Objective 7:</u>	Engage in the Local Development Framework and Community Infrastructure Levy programme to influence increased and appropriate night-time provision
	Explore opportunities for meeting night-time requirements with the Night-Time Economy Working Group, Community Safety, Tourism, Leisure and Culture, residents, relevant NTE-based

	<p>businesses and linkages with the Public Realm & Movement programme</p> <p>Liaise with Town Councils, business groups and other stakeholders regarding the needs in other towns such as Keynsham, Midsomer Norton and Radstock.</p>
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8	User information available through webpages and other media
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Also within the Council's Equal Opportunities Policy is this aim within our commitment to provide services:

To provide accessible information about our services on request;

There is a link here with Objective 4 and the Public Realm & Movement programme which will be bringing forward online information maps, physical maps and information sheets, and potentially, to downloadable information accessed via mobile phone technology.

Our [website](#) includes a public toilets section where you can find a list of the Council-provided toilets and information about the individual facilities. These webpages include a link to the interactive mapping to help people find the exact location if they are travelling to an unfamiliar area.

This information is kept up-to-date for use by other service areas such as Parks & Green Spaces which has links from relevant webpages. It can also be used by the Council and independent publishers of visitor guides, tourist maps etc.

When a Partnership/ Community Toilet Scheme is set up in the future, many of those publicly accessible toilets could also be listed or shown in all these webpages and publications too.

<p><u>Actions to deliver Objective 8:</u></p>	<p>Keep the Council's webpages up-to-date</p> <p>Liaise with Bath Tourism Plus and guide and map publishers to make sure the most accurate information is used</p>
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9	Maximised availability through Council, partnership and commercial provision
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These are some extra ways of facilitating publicly accessible toilet provision:

Partnership/Community Toilet Scheme – This has already been referred to on page 5 at the beginning of this document. A scheme like this is to be developed in Bath & North East Somerset.

Parish/Town Council lease agreements – Two of the existing public toilets continue to be managed under lease agreements with Parish Councils (Batheaston and Paulton) with financial contribution from the Council. There may be further scope for similar agreements in future.

Public Protection / Local Government (Miscellaneous Provisions) Act 1976 section 20 - Under this Act, a local authority may require any business classed as a place of entertainment or selling food and drink to the public for consumption on the premises, to provide public toilets. Relevant officers can use powers (if the Act has been adopted) to ensure that public toilets are provided and maintained for public use in relevant commercial premises.

Public Protection / Late Night Levy (an emerging power for licensing authorities in 2011) ([weblink](#)) – the intention is for a power to introduce a charge for premises that have a late alcohol licence. Whether or not to implement the levy will be left entirely at the discretion of the licensing authority that will make the decision based on the situation in their local area. In the areas that it is introduced the levy will be collected annually and the revenue will be split between authorities and the police. This is subject to further development here.

Localism Bill (due to be granted Royal Assent in 2011/12) ([weblink](#)) - Part of the national Big Society agenda, this new legislation gives local authorities a general power of competence which may allow them to carry out different activities than previously, as long as it's not prohibited by existing national legislation. This may create opportunities to be developed, once it is passed by Parliament.

Letting policies – Where the Council is letting its own property to a suitable business like a shop or café, it could include public access to toilet facilities within the lease agreement. This needs to be developed with Property Services to ensure the full implications for the Council are established and understood prior to implementing.

<p><u>Actions to deliver Objective 9:</u></p>	<p>Set up a focused Community Toilet Scheme, working with the Bath BID, City Centre Management and other business organisations in the district</p> <p>Identify and work with local communities to facilitate Partnership/community toilet schemes, potentially using neighbourhood allocations of Community Infrastructure Levy revenue</p> <p>Liaise with Parish or Town Councils, businesses and other community stakeholders regarding the needs in other towns such as Keynsham, Midsomer Norton and Radstock.</p> <p>Identify the scope and priority for future Parish/Town Council lease agreements and progress negotiations</p> <p>Work with Public Protection to identify opportunities for increasing availability through relevant legislative approaches</p> <p>Work with Property Services to assess the implications of appropriate changes to lease agreements in future</p>
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10	Framework for future needs provided by the commercial sector through Council strategy links and planning channels
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There are a variety of different tools that local authorities can use as a lever to promote the provision of toilet facilities as part of our support to the local community through, for example, Sustainable Community Strategies, Local Development Frameworks and Planning policy channels.

Community Infrastructure Levy (CIL) (service responsible: [Planning Policy](#)). The new [CIL Regulations](#) came into force in April 2010 and largely replace the previous way of creating planning obligations ('S.106 Agreements' or simply 'Planning Agreements') from April 2014.

The publicly accessible toilets in the SouthGate Plaza (and to follow in the SouthGate Railway Vaults redevelopment) and in The Podium are part of successful S106 agreements. The ones in the new bus/coach station were not part of a S106 but are being provided by the bus operator at opening hours it sets, as publicly accessible for bus, coach and café users, as well as the general public, with an entry charge payable.

CIL enables local planning authorities to raise funds from developers undertaking new building projects in their area. The funds can be used for a wide range of infrastructure costs, such as education, healthcare, police and fire rescue, that is needed as a result of new housing for example. This may be one way to secure funding for future public toilet provision within or near new developments, on a need and demand-driven basis and depending on the prioritisation between new infrastructure needs.

Planning Policy have prepared a plan for the preparation of CIL and this is closely linked to the Council's [Local Development Scheme](#).

Major Development proposals internal consultation process (Planning conditions) (service responsible: [Planning, Major Developments](#))

Some large-scale commercial developments that are going to include cafes, bars, shops, entertainments for example, could be required, as a Planning condition, to allow general public access to any toilet facilities that are being built in the premises.

Linked Council Strategy:

Core Strategy (Local Development Framework) and Infrastructure Delivery Plan (service responsible: [Planning Policy](#))

Under the new planning regime brought in during 2004 the Council is preparing a new generation of development plans for our district - a new suite of documents known as the Local Development Framework (LDF). The key document in this process is the Core Strategy which will become the main planning document for B&NES. New housing areas and other types of development may trigger a need and demand for more publicly accessible toilets. You can find more information on the Core Strategy and the future process via this [web address](#).

Sustainable Community Strategy (service responsible: [Policy & Partnerships](#))

The Sustainable Community Strategy (SCS) sets out a high level aspirational vision for the area and provides a framework for how the Local Strategic Partnership will work to

achieve that vision, moving towards 2026. The vision for the area is "Making Bath & North East Somerset an even better place to live, work and visit".

The strategy will be a living document subject to regular reviews and refreshes to ensure that it remains valid and that it captures the changing needs of the area. You can find more information on the [Sustainable Community Strategy](#) and the future process.

Economic Regeneration Delivery Plans (service responsible: [Development & Regeneration](#))

The Council's [Economic Strategy 2010-2026](#) and action plan aims to create the conditions for jobs growth across the district, leading to a more diverse, productive and resilient economy which provides better opportunities for all. In addition a clear [Vision](#) for the district was developed and supported by an evidence base to underpin the corporate economic policy.

Following on, Economic Regeneration Delivery Plans for [Bath](#), [Keynsham](#) and [Midsomer Norton](#) town centres have been prepared which identify potential development sites, set out appropriate uses, design principles and infrastructure requirements.

Green Space Strategy, March 2007 (service responsible: [Environmental Services](#))

This strategy was driven by a number of factors at both national and local levels and includes consideration of a number of factors including:

- Quantity
- Need
- Policy
- Value
- Distribution
- Quality

Green Space & Play was adopted as one of the policy areas under Planning Obligations and this has already proved successful in securing funding for new or improved facilities in the area through contributions by housing and other developers.

As referred to under Objective 3 above, there are strong links established for the need for toilet facilities in parks including play areas and more informal green spaces. The [Green Space Strategy](#) is being reviewed during 2012/13 and will be integrated with the Council's emerging Green Infrastructure Strategy.

<u>Actions to deliver Objective 10:</u>	Engage in the Local Development Framework and Community Infrastructure Levy programme to influence provision of toilets Maintain the profile of the need for publicly accessible toilet facilities in specific locations and circumstances
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11	Provision of adequate toilet facilities by the promoters/organisers at one-off events
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Toilet facilities for people attending special, one-off outdoor events need to be considered, whether through temporary installations or through the use of existing facilities at or near the event location, by agreement with the Council.

An Events Policy is to be adopted by the Council to provide a framework and guidance for events organisers and including the use of land for events in the open, including highways under the direct control of Bath and North East Somerset Council.

The associated [Events Toolkit](#) includes advice and guidance on temporary toilet facilities as part of a consistent, proactive and integrated approach to the provision of support services and regulatory functions for events and a sound financial framework for this support, as well as ensuring compliance with Health & Safety standards.

<u>Actions to deliver Objective 11:</u>	Provide input to the Events Toolkit, including referrals to other sources of advice and guidance and suppliers of temporary toilets.
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12	Sustainable provision and within the budget available
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The Council is committed to [sustainability](#) in its own operations as well as across the district more widely through [climate change](#) and carbon management plans. There is potential for investment in water and / or electricity saving measures which make for efficient running and reducing costs, in addition to contributing to climate change targets.

For example there has been a programme of installing PIR (Passive Infra-Red) light fittings and urinal water-saving devices. Safeguarding this type of budget saving is to be introduced to reallocate towards ongoing cost-value assessment work and investment outlined above. Related to public health and sustainability, an improved feature of a modern publicly accessible toilet would be access to public drinking water. This may be considered in future remodelling and new designs, as it may be relatively low cost, giving the benefit of a separate hygienic water supply.

The current national and local financial position is under increasing pressure and will remain so for a number of years. There is little prospect of the Council being able to allocate any substantial increase in capital or revenue funding to this non-statutory service. Any capital or revenue commitment will need to be supported through a business-case approach, taking account of full costs and possible income sources, such as access fees.

<u>Actions to deliver Objective 12:</u>	Work with Property Services on a development programme for water- and electricity-saving measures Monitor toilet industry developments to seek areas for future improvement and efficiencies Reinvest budget within Neighbourhoods' public toilets area where any reductions in spend are achieved, to safeguard and improve current provision
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11 Delivery actions over 3 year provisional timetable

These have been identified as the key delivery actions prioritised into a provisional timetable over the next 3 years.

Year 1 – 2012/13

Year 2 – 2013/14

Year 3 – 2014/15

Objective 1	Clean, safe and well maintained facilities
<u>Year</u>	<u>Actions to deliver</u>
Years 1 & 3	Work with Property Services to develop a rolling programme to maintain Council-run facilities at a minimum 3 Star grading or higher where possible
Years 1 & 3	Review cleansing operations and standards on a periodic basis to ensure most efficient and effective within allocated resources
Year 1	Review existing access fees and introduce entry charges at key public toilets to support the cleansing operations, based on benchmarking with other councils
Year 2	Carry out a study of the benefits and cost-effectiveness of attended public toilets and including increasing the locations with entry charges
Ongoing	Continue to work with the Police, Community Safety and residents, community groups and others

Objective 2	Facilities accessible to all, at all practicable locations
<u>Year</u>	<u>Actions to deliver</u>
Years 1, 2, 3	Work with Property Services to bring forward DDA compliance to the remaining public toilets
Ongoing	Maintain the profile of the need for accessible toilet facilities wherever practicable in small and large retail, leisure and office developments
Year 1	Explore the opportunities with Parking and with organisations like the NACC and its Can't Wait card, and Blue badge schemes to provide better emergency and urgent access to particular illness-sufferers.

Objective 3	Facilities suitable for the location making it viable and inclusive
<u>Year</u>	<u>Actions to deliver</u>
Ongoing	Maintain the profile of the need for publicly accessible toilet facilities in

Years 1 & 2	specific locations and circumstances
Year 3	Engage in the Local Development Framework and Community Infrastructure Levy programme to influence provision of toilets where appropriate and desirable
Ongoing	Carry out periodic reviews of the Council-run facilities to take account of changes in the surrounding area affecting the case for provision
	Work with the Public Realm & Movement programme and Planning to support suitable and appropriate designs and locations

Objective 4	Easily found facilities with good direction signage and individual facility information signs
<u>Year</u>	<u>Actions to deliver</u>
Ongoing	Continue to liaise with the Public Realm & Movement programme
Ongoing	Keep the Council's webpages up-to-date for access to accurate information by guide and map publishers, residents and visitors
Ongoing	Monitor technology developments for new ways, when and how to convey information
Year 1	Develop a plan for renewing and updating on-site information signage

Objective 5	Enough facilities for the local population and users
<u>Year</u>	<u>Actions to deliver</u>
Years 1 & 2	Engage in the Local Development Framework and Community Infrastructure Levy programme to influence provision of toilets, including unisex facilities, male/female cubicle ratios, and walking distance to access, wherever possible.
As appropriate	Consider cubicle ratios and facilities during Property Services refurbishments of existing Council facilities

Objective 6	Enough facilities for the high levels of visitors to central Bath
<u>Year</u>	<u>Actions to deliver</u>
Years 1 & 2	Engage in the Local Development Framework and Community Infrastructure Levy programme to influence provision of toilets, including unisex facilities, male/female cubicle ratios, and walking distance to

Ongoing	access, wherever possible
As appropriate	Input to major redevelopment & infrastructure projects brought forward by the Council to influence appropriate toilet provision
	Consider cubicle ratios and facilities during Property Services refurbishments of existing Council facilities

Objective 7	Evening/overnight provision at key locations where specific need is established
<u>Year</u>	<u>Actions to deliver</u>
Years 1 & 2	Engage in the Local Development Framework and Community Infrastructure Levy programme to influence increased and appropriate night-time provision
Year 1	Explore opportunities for meeting night-time requirements with the Night-Time Economy Working Group, Community Safety, residents, relevant NTE-based businesses and linkages with the Public Realm & Movement project
Year 2	Liaise with Town Councils, business groups and other stakeholders regarding the needs in other towns such as Keynsham, Midsomer Norton and Radstock.

Objective 8	User information available through webpages and other media
<u>Year</u>	<u>Actions to deliver</u>
Ongoing	Keep the Council's webpages up-to-date
Ongoing	Liaise with Bath Tourism Plus and guide and map publishers to make sure the most accurate information is used

Objective 9	Maximised availability through Council, partnership and commercial provision
<u>Year</u>	<u>Actions to deliver</u>
Year 1	Set up a focused Community Toilet Scheme, working with the Bath BID, City Centre Management and other business organisations in the district
Year 3	Identify and work with local communities to facilitate Partnership/community toilet schemes, potentially using neighbourhood allocations of Community Infrastructure Levy revenue

Years 2 & 3	Identify the scope and priority for future Parish/Town Council lease agreements and progress negotiations
Year 2	Work with Public Protection to identify opportunities for increasing availability through relevant legislative approaches
Year 2	Work with Property Services to assess the implications of appropriate changes to lease agreements in future

Objective 10	Frameworks for future needs provided by commercial developments through Council strategy and planning channels
<u>Year</u>	<u>Actions to deliver</u>
Years 1 & 2	Engage in the Local Development Framework and Community Infrastructure Levy programme to influence provision of toilets
Ongoing	Maintain the profile of the need for publicly accessible toilet facilities in specific locations and circumstances

Objective 11	Provision of adequate temporary toilets by the promoters/organisers at one-off events
<u>Year</u>	<u>Actions to deliver</u>
Year 1	Provide input to the Events Toolkit, including referrals to other sources of advice and guidance and suppliers of temporary toilets.

Objective 12	Sustainable provision and within the budget available
<u>Year</u>	<u>Actions to deliver</u>
Ongoing	Work with Property Services on a development programme for water- and electricity-saving measures
Ongoing	Monitor toilet industry developments to seek areas for future improvement and efficiencies
As appropriate	Reinvest budget within Neighbourhoods' public toilets area where any reductions in spend are achieved, to safeguard and improve current provision

Appendix 1 List of current Council public toilets (27) as at Nov 2011

Site Code	Site Name	Ward
WC07	Charlotte Street, Bath	Kingsmead
WC27	Shaftesbury Road, Bath	Oldfield
WC55	The Island, Midsomer Norton	MSN North
WC51	London Road car park, Batheaston	Bathavon North
WC56	High Street, Paulton	Paulton
WC26	Seven Dials, Monmouth Street, Bath	Kingsmead
WC24	Riverside Coach Park, Bath	Kingsmead
WC52	Ashton Way car park, Keynsham	Keynsham North
WC57	Greenlands Road, Peasedown St John	Peasedown
WC19	Monksdale Road, Bath	Oldfield
WC54	Gullock Tying, Midsomer Norton	MSN North
WC29	Royal Victoria Park Play Area, Bath	Kingsmead
WC53	Memorial Park, Keynsham	Keynsham East
WC01	Alexandra Park, Bath	Widcombe
WC02	Alice Park, Bath	Lambridge
WC14	Henrietta Park, Bath	Abbey
WC21	Parade Gardens, Bath	Abbey
WC28	Sydney Gardens, Bath	Bathwick
WC31	Royal Victoria Park Pavilion, Bath	Kingsmead
WC60	The Shallows, Saltford	Saltford
WC08	Charlotte Street Car Park, Bath	Kingsmead
WC05	Bradford Road, Bath	Combe Down
WC15	Dominion Road, Twerton	Twerton
WC16	High Street, Weston	Weston
WC18	Larkhall Square, Bath	Lambridge
WC03	Approach Golf, Bath	Lansdown
WC61	Odd Down Park and Ride, Bath	Bathavon West

Redundant toilet buildings:

Most Council public toilets that have been closed in the past have been sold and are now in private ownership or already demolished (Ham Gardens for example to make way for the SouthGate development).

Property Services are carrying out works in 2011/12 at two remaining redundant toilets under the Council's control at Rainbow Woods and Bear Flat/Wellsway. This is to include infilling the subterranean toilets at Bear Flat/Wellsway, removing the surrounding walls & railings and generally tidying the area up. Rainbow Woods is to be demolished and landscaped. Redundant toilets at Roseberry Place off the Lower Bristol Road are in an area earmarked for future redevelopment.

The position in relation to the location commonly known as Bog Island at Terrace Walk in the city centre of Bath is complex and is to be reviewed by Highways in the first instance because of the underlying vaults and the current highway support arrangements.

Appendix 2 Summary of quality, quantity and distribution standards

A Quality - star grading of Council facilities (Sept 2009): Refers to Objective 1

Grading-Location	Central Bath	Outer Bath	West & South	Total
5 Star	1	1	1	3
4 Star	8	7	3	18
3 Star	1	2	3	6

Target: 3 Star or above for all facilities

B Quantity - Council female to male cubicle and baby-changing ratios, overall, Outer Bath, Keynsham, Midsomer Norton, Radstock:

Refers to Objective 5

**Target: BTA ratios per head of population
1 female cubicle per 550
1 male cubicle per 1,100**

Overall position:

	BTA	Actual	New Southgate
Female Cubicles	160	96	107
Male cubicles/urinals	80	157	165
Baby-change	18	10	12

Note: Population statistics to be updated with 2011 data once available.

B (1) Outer Bath (including Batheaston): Population, 2001 census = 63,000
(excludes Abbey and Kingsmead ward population, see C – Bath city centre below)

	BTA	Actual
Female Cubicles	57	28
Male cubicles/urinals	29	45
Baby-change	6	4

B (2) Keynsham: Population: 2001 Census = 15,530

	BTA standard	Actual
Female Cubicles	14	6
Male cubicles/urinals	7	11
Baby-change	1	0

Note: In 2011/12, Memorial Park to be fitted with baby-changing unit; and Ashton Way car park to receive DDA compliance works and to incorporate baby-changing units where possible.

B (3) Midsomer Norton: Population: 2001 Census = (North and Redfield wards) = 10,460

	BTA standard	Actual
Female Cubicles	10	4
Male cubicles/urinals	5	6
Baby-change	1	1

Note: Gullock Tying, Midsomer Norton to be remodelled during 2011/12.

B (4) Radstock: Population: 2001 Census = (Radstock and Westfield wards) = 10,865

	BTA standard	Actual
Female Cubicles	10	0
Male cubicles/urinals	5	0
Baby-change	1	0

Note: The Victoria Square public toilets in Radstock were closed at the beginning of June 2011, due to their condition, the previous termination and lapse of agreements with Norton-Radstock Town Council and the Norton Radstock Regeneration Company, and the recent exchange of contracts for the site with a developer.

C Quantity - Bath city centre

Refers to Objective 6

Target: BTA ratios per head of population
1 female cubicle per 550
1 male cubicle per 1,100

The relevant 'population' for Bath city centre includes commuters, tourists and visitors as well as residents, using pedestrian flowcount numbers.

Pedestrian flowcount results with BTA female to male toilet ratios applied, Central Bath

Month/Year	Pedestrian flowcount	BTA - Female cubicles	BTA - Male cubicles
May 2009	37,790	34	17
Feb 2009	49,120	45	22
Dec 2008	75,310	68	34
Aug 2008	42,090	38	19
May 2008	41,750	38	19
Feb 2008	47,360	43	22
	Actual	52	79
	New Southgate	63	87

D Distribution - distance-related provision to/from key feature(s)

Refers to Objectives 5 and 6

Target: Bath city centre (day-time) 200m radius

(night-time) 200m radius overall and immediate proximity

Rest of Bath & North East Somerset 400m radius

The following maps show the city centre of Bath with the current day-time and night-time facilities with a 200m radius drawn which show the main gaps.

Map 1

Central Bath : Daytime Public Convenience Boundaries

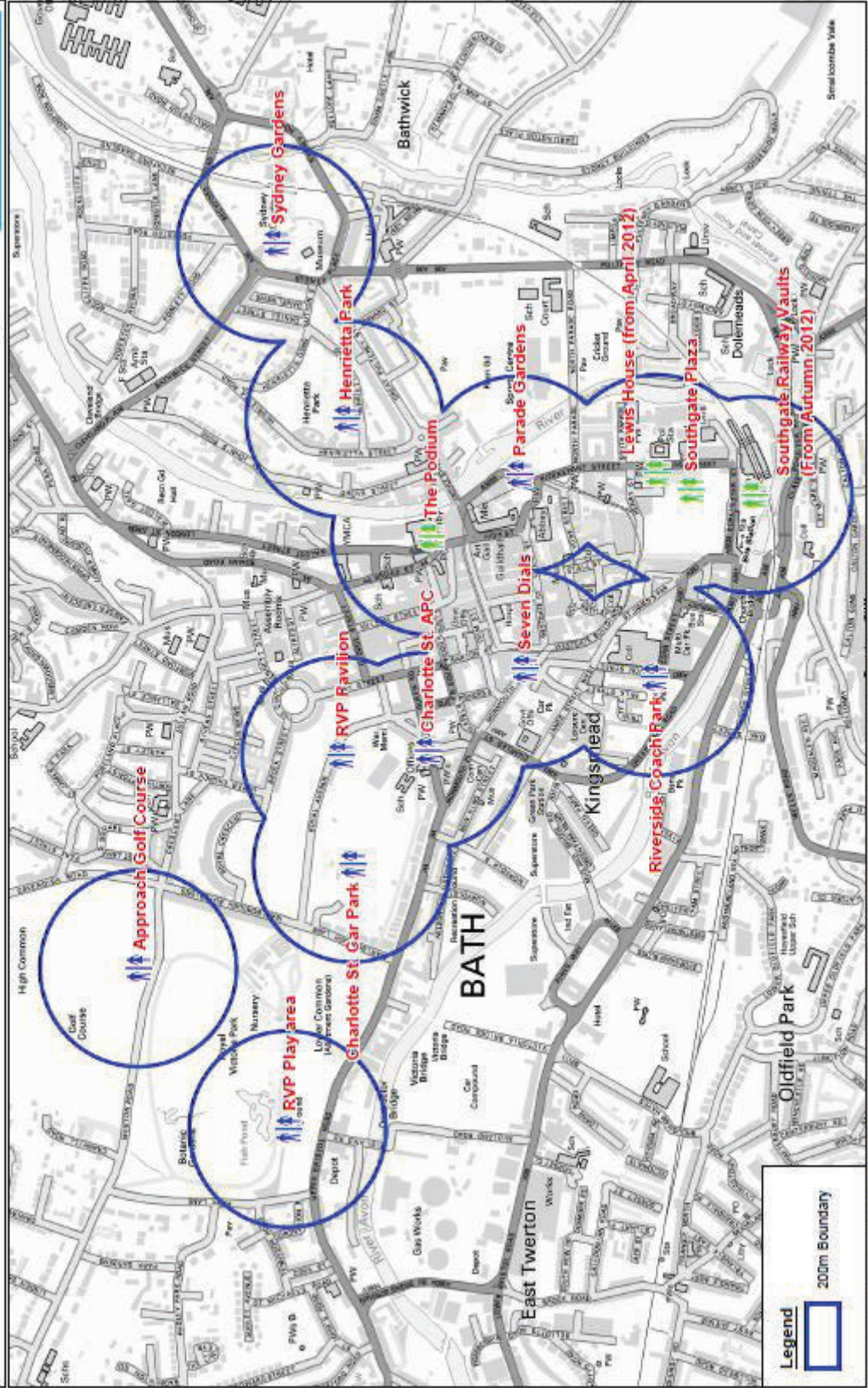
Scale 1: 10,000

Author : Mark Dicken

August 2011

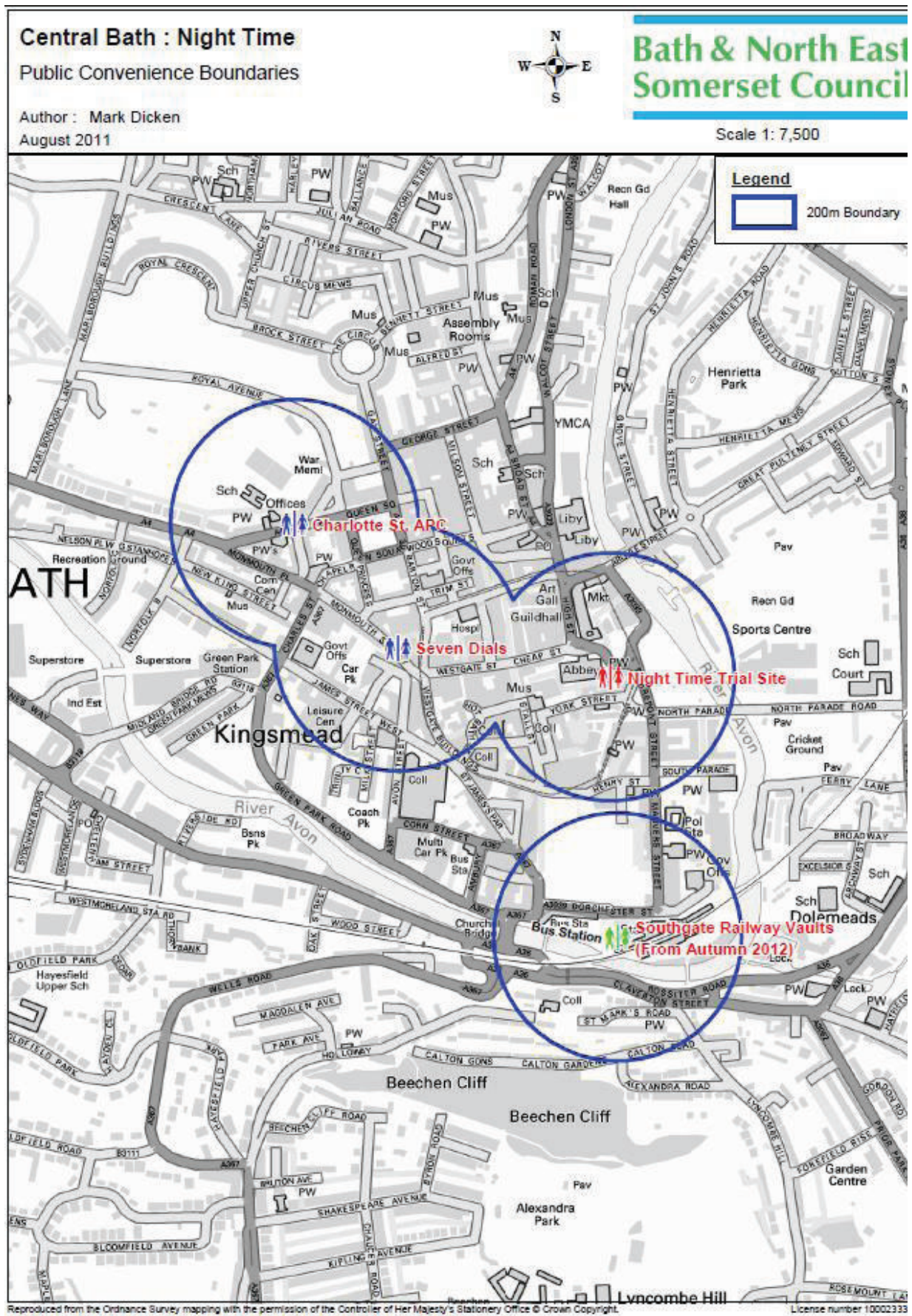


**Bath & North East
Somerset Council**



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Map 2



This provision strategy for public toilets in Bath & North East Somerset can be made available in large print, Braille, audio format or your own language.

Please contact Council Connect:

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SMS Text: 07797 80 65 45

Email: councilconnect@bathnes.gov.uk

This document is published by
Environmental Services, December 2011

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Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	7 December 2011	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2314
TITLE:	Olympics/Cultural Olympiad 2012	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
<ul style="list-style-type: none">▪ Appendix 1: Gold Challenge▪ Appendix 2: Quest Project▪ Appendix 3: Calendar of Events▪ Appendix 4: Budget		

1 THE ISSUE

- 1.1. Next year 2012 is the Olympics year. This presents Bath & North East Somerset with a unique opportunity to enthuse, inspire and engage all generations from all communities of the Authority in sporting and cultural activities to celebrate this National and International event and feel part of something special.
- 1.2 This Report identifies how the opportunity of London 2012 can add value to the Council's Vision, and benefit the communities we serve. As well as the celebration of sporting talent and achievement, London 2012 also has a Cultural Olympiad – the surrounding programme of non-sports events, festivals, and projects.
- 1.3 On 7 November 2011, the London Organising Committee of the Olympic Games (LOCOG) made a public announcement that Bath has been chosen as one of the 'Communities on Route' to host the Olympic Torch Relay. This is a once in a lifetime opportunity for Bath to be a part of something extremely special and its moment to shine to a world-wide media audience.
- 1.4 Building on the objectives of the Department of Culture, Media and Sport Legacy Promise, we want to create a legacy for Bath & North East Somerset:
 - 1.4.1 to improve the quality of life for all

- 1.4.2 to inspire a new generation of young people to take part in local volunteering, cultural and physical activity
- 1.4.3 to be a creative, inclusive and welcoming place to live in, visit and for business

2 RECOMMENDATION

The Cabinet agrees that:

- 2.1. It engages in the National celebrations of the Olympic and Paralympic Games and the ambitions of the London Organising Committee of the Olympic Games (LOCOG) and the Government to leave a legacy for future generations.
- 2.2. It will embrace all the plans outlined in this Report and support the activities proposed positively.
- 2.3 Councillors are encouraged to enthuse and engage their own communities in the planned programme of events and challenges and participate fully in the opportunities and benefits offered by 2012
- 2.4 All Council staff adopts an Olympics message in their email signature from January 2012 and are encouraged to participate in the activities associated with this Report, in line with the Council's Health, Safety and Wellbeing Policy.
- 2.5 The Council Leader will be the Olympics Champion and will be the figurehead for 2012 locally

3 FINANCIAL IMPLICATIONS

- 3.1 The Cultural Olympiad Programme has been funded by a one-off allocation of funds from the Council's Corporate Headroom allocation within the 2010/11 budget. The programme does not currently provide for the full estimated cost of hosting the Torch Relay, which are currently estimated at £100,000, of which £50,000 is already provided for and detailed in Appendix 4. Additional funding is required of £50,000 and can be obtained by the release of the remaining reserve earmarked for the Olympics as set out above.

4 CORPORATE PRIORITIES

- 4.1 The programme of Olympics year activities for 2012 will contribute to some or all of the following:
- Building communities where people feel safe and secure
 - Promoting the independence of older people
 - Improving life chances of disadvantaged teenagers and young people
 - Sustainable growth
- 4.2 The programme contributes to the following themes of the Sustainable Community Strategy 2011-26:
- Health & Wellbeing
 - Stronger Communities
 - Children & Young People
 - Environmental Sustainability
 - Economic Development & Enterprise

5 THE REPORT

- 5.1 Bath and North East Somerset is in a unique position coming into 2012. The Torch Relay provides a fantastic opportunity for the Authority and, as such, we want to ensure that we do everything possible to make this Event successful, not only for visitors, but more especially for our communities, from all generations and all walks of life.
- 5.2 We will be working with schools, community groups, faith organisations, businesses, families and visitors to the City to support the Event and wave the flag for Bath and North East Somerset and feel part of a unique occasion.
- 5.3 A cross-Council and statutory Agency Community Task Force has been set up, with Officers from the Tourism, Leisure & Culture division leading on the delivery of a successful event through our Authority area.
- 5.4 In addition, the University of Bath is playing host to a number of athletes competing at the Olympic Games, and ParalympicsGB choosing Bath as their pre-training Camp to the Paralympic Games, what better time to inspire our communities to challenge themselves? Whether it be trying out a sporting or cultural activity for the first time, or coming together to celebrate all that the Olympics and Cultural Olympiad can offer and leave a lasting legacy of sport and arts in the area, 2012 is truly an exceptional year in the life of our community.
- 5.6 The Gold Challenge is one of the official mass participation legacy programmes for London 2012 – Places, People, Play. The aim is to challenge individuals, teams, families, whatever age, whatever their ability to try an Olympic sport, at the same time raising money for their chosen charity.
- 5.7 The Gold Challenge contributes to the Council's Get Active Strategy to increase participation levels in physical activity and enables us to build on our strong relationships with sports clubs, leisure providers, schools, FE and HE establishments and the volunteer sector. Full details of the Gold Challenge can be found at Appendix A.
- 5.8 The Quest project, which runs in parallel with the Gold Challenge, is a community participation project. It will encourage all residents of the district to 'make a local difference' by creating projects, setting challenges, and working together to create a 'living map' of our people, places and history.
- 5.9 Quest challenges might include, for example, community or neighbourhood clean-ups, sponsored walks, growing your own food initiatives, or individual projects such as learning a foreign language, learning to cook, or researching a family tree. Everyone's projects will be captured on a project website which will form a story and archive of our Olympics year.
- 5.10 The Tourism Leisure and Culture Division is also leading on a number of special events for 2012, which also marks the Queen's Golden Jubilee. Key events are:

Jubilee Weekend 2-5 June: Picnic in the Park at Royal Victoria Park; Skyride

21 July: Family Festival of music and sports at Bath Racecourse

July-August: Rio2016 - community arts sessions to create a carnival parade and show for the August bank holiday weekend, on a Brazilian theme

In addition the regular calendar of events such as Bath International Music Festival, Bath Fringe Festival and the Keynsham Music Festival will run throughout the summer season.

- 5.11 Officers are planning to use bunting and coloured flags and special planting schemes in parks, to create a lively and attractive celebration of the Olympics year for residents and visitors. Bath Tourism Plus and the BID group will work with officers to engage local businesses and visitor attractions.

6 RISK MANAGEMENT

- 6.1 The report author and Lead Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

7 EQUALITIES

- 7.1 Equality Impact Assessments have been undertaken for both the Get Active Strategy 2010-13, the Arts Development Strategy 2011-14 and the Cultural Strategy 2011-26.
- 7.2 The planned programme of events has the primary objective of encouraging participation in sports and cultural activities, and officers will ensure that all communities in the district are able to benefit.

8 RATIONALE

- 8.1 The excitement which will be generated around London 2012 gives us a timely opportunity to engage all sectors of the community in positive activities, which will not only fulfil the 'big society' agenda, but will also provide the opportunity for a lasting legacy in sport and culture.
- 8.2 The Olympics and Paralympic training camps at University of Bath will ensure that the district will attract significant national and international media coverage, and this gives us a prime opportunity to promote Bath and North East Somerset as a destination.

9 OTHER OPTIONS CONSIDERED

- 9.1 None.

10 CONSULTATION

- 10.1 *Cabinet members; Parish Council; Town Council; Other B&NES Services; Service Users; ; Youth Council; Stakeholders/Partners; Other Public Sector Bodies; Section 151 Finance Officer; Chief Executive; Monitoring*
- 10.2 Officers have been holding discussions and meetings with key groups and organisations since early 2010, and this is ongoing. Communication with staff has been initiated through 'Staff Matters' and an email newsletter to interested officers.
- 10.3 Consultation was carried out by email and in person.

11 ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 Social Inclusion; Customer Focus; Sustainability; Young People; Corporate; Health & Safety; Impact on Staff;

12 ADVICE SOUGHT

12.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	Lynda Deane (01225 396428) Ann Cullis (01225 396455)
Sponsoring Cabinet Member	Councillor David Dixon
Background papers	Get Active Strategy 2010-13 Arts Development Strategy 2011-14 Cultural Strategy 2011-26
Please contact the report author if you need to access this report in an alternative format	

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Gold Challenge is a brand new sponsored charity event where participants can take part in Olympic and Paralympics sport challenges.

Whatever your age, whatever your ability, you can take on the Gold Challenge and all proceeds go to charity.

Gold Challenge is part of the official mass participation legacy programme for London 2012 – Places People Play.

The Gold Challenge works with the British Olympic Association, Sport England, **sportscotland**, Sport Wales, ParalympicsGB and the National Governing Bodies of the Olympic and Paralympic sports.

Adult Gold Challenge

The Adult Gold Challenge is a unique new charity challenge where you can test yourself in 5, 10, 20, or 30 Olympic and Paralympic Sports by the end of 2012. You can take part in Gold Challenge as an individual or as part of a team challenge

- **Olympic Sport Challenge**
- **2012 km Challenge**
- **Gold Challenge In A Day**

The Gold Challenge is open to everyone aged 16 and above and encourages everyone to take part irrespective of ability and fitness levels.

Youth and Family Gold Challenge

The Youth & Family Gold Challenge is a charity challenge where anyone seven and over can take on Olympic and Paralympic sports to raise money for charity

There are three great challenges to choose from depending on whether you want to learn new sports, do something together as a family or push yourself:

- **5 Sport Challenge**
- **Family Activity Challenge**
- **2012km Challenge**

Our challenges in Bath & North East Somerset are to...

...make use of Olympic and Paralympic sports to increase participation levels and promote programmes that contribute to Get Active Strategy

...integrate the Gold Challenge into existing programmes and events including P2H, Community Activators, Running with the Girls to provide motivation, and improve retention by giving new challenges and exit routes for clients and participants

...offer Family Activity Challenges as part of Breakthrough Project with pupils taking part in challenges with their mentor and family members.

...provide a programme of Gold Challenge events will provide opportunities for challengers to complete their challenge e.g. Gold Challenge Cotswold Way 10 k race will be part of the Music and Sport Festival at Bath Race Course in July 2012, Bath Rugby Triathlon (Rowing, Swimming and Running); Sport Relief Mile (March 2012), Bath Half, 5k series and Cycle races in Royal Victoria Park

...organise celebration events to recognise the achievement of challengers. This will include a category at the annual Chairman's Sport Awards

...work with leisure providers/centres to offer Gold Challenge sessions to provide coaching in specific sports or provide the opportunity to clock up valuable kilometres for the 2012 challenges using gym equipment and pools. (Eligible for Sportivate funding)

...provide a series of 'Gold Challenge in a Day' at Aquaterra managed Leisure Centres for Council staff and general public. A service to organise corporate challenges will be offered to local business by Sport and Active Lifestyles.

...encourage and support clubs to open their doors to 'Gold Challengers' and hold taster sessions and attract new members. These projects would be eligible for Sportivate funding if they target 14 – 25 year olds. Local facilities and clubs will be supported to get themselves listed on the Sport Finder database so that sessions can be promoted and Challengers signing up can see what is on offer in the area

...provide sports leadership programmes to increase capacity to provide more 'Gold Challenge' coaching opportunities

...offer work place Gold Challenge programmes for BANEs/PCT staff (and other organisations). Staff teams to complete in 'Team Gold Challenges. Cycling to work would contribute to 2012 km challenge. Badminton, table tennis, swimming sessions will be organised for staff. The Sport and Active Lifestyles have signed up to complete the 2012km challenge by the end of October 2011!

...invite Councillors to take part in a special challenge

...to work with Gold Challenge and local charities to tailor fundraising to local priorities e.g. Julian House, Bath Cat and dogs Home, Forever Friends, Bath Rugby Community Foundation, Clic Sargent, British Heart Foundation

...create opportunities to link with businesses and deliver Gold Challenge sports/events

...promote and facilitate and programme of Family activities provided by clubs, coaches and leisure centres linked to Gold Challenge that will support community programmes e.g. Gold Challenge Weekends or Holiday Camps for adults and children, Bath Rugby Gold Challenge Triathlon (Rowing, Swimming and Running), Bath Half Junior Series

...work with School Sport Partnerships to provide a Schools Gold Challenge programme

...make the most effective use of the access to GB athletes and Olympic Legends through gold Challenge for events

...use monthly reports provided by Gold Challenge which will include Level of interest for sports and activities so programmes can be designed locally to respond to demand.

...to engage with Olympic and Paralympic GB coaches and Programmes for 'challengers' to have tasters in sports. Pentathlon GB are going to run a programme of taster sessions for shooting, fencing, swimming and running at Culverhay Sports Centre in February. It is hoped this a programme of monthly master classes will be offered beyond this

...promote the Senior Challenge for over 50's to engage older people

...facilitate cross-club challenges - different clubs to challenge each other in their sports e.g. Rugby coach Hockey for 3 hours and then they compete in a friendly rugby match and vice versa

...develop a full marketing and media plan with Communication and Marketing that will take advantage of social networking to promote the opportunities to be active in Bath and North East Somerset

...to make Bath and North East Somerset and even better place to live, work and visit

What will your challenge be?



LONDON 2012: CULTURAL OLYMPIAD

THE BATH & NORTH EAST SOMERSET 'QUEST'

A year-long community project 2011-2012 to mark the Cultural Olympiad in our local area

Funded by Future Bath Plus with Bath & North East Somerset Council

July-Sept 2011: Development & set-up (3 months)
Oct 2011-Sept 2012: Public engagement period (12 months)
Oct 2012-Jan 2013: Evaluation & close-down (4 months)

1. The Cultural Olympiad: What is it? And what is the opportunity?

The Cultural Olympiad is the wider celebration that surrounds the London 2012 Olympic Games.

Previous Olympics host cities have concentrated their Cultural Olympiad into the 12 months leading up to the Games. London 2012 is the first Olympic Games to run a Cultural Olympiad throughout the entire 4-year lead-up period. It was this imagination and commitment which was one of the key reasons leading to London being selected for 2012.

For the UK, the Cultural Olympiad is a massive opportunity to celebrate London 2012; to welcome visitors from all over the world to the UK; to show our pride in both our cultural heritage and our modern, contemporary cultural attractions and events; and to engage the nation in the Olympics values and the Cultural Olympiad themes.

At the regional and local level, we can do the same. Consequently, the Cultural Olympiad presents a fantastic opportunity to promote Bath and the beautiful surrounding area to overseas visitors, and to engage and entertain our own residents with events and activities.

Cultural Olympiad aims:

Welcoming the world

- Making connections and looking out beyond your usual boundaries

Inspiring young people

- Engaging and supporting young people [under 24] who are our decision-makers and leaders of the next generation

Delivering a legacy

- Creating an impact and sustainability of the Olympics values after 2012

2. Cultural Olympiad in the South West region: the 'Quest' theme

Each UK region and nation will be interpreting the Cultural Olympiad themes in a way appropriate for their area.

The Cultural Olympiad for the SW region focuses on a region-wide project theme called '**Quest**', which West of England local authority officers and cultural organisations have signed-up to.

The 'Quest' theme can be interpreted in many different ways, and we have put together a project for Bath and North East Somerset that will be distinctive for our district – *see next section (3)*.

What is a quest?

A traditional quest always has two aspects:

- Physical journey – the hero or heroine undertakes exploration, movement, travel
- Personal journey – the hero or heroine undergoes mental or emotional change, does or makes something new, achieves something they never thought possible

A Quest is therefore essentially about aspiration:

- striving towards a goal
- as sportsmen and women do in the Olympic Games.

These values are the same as those which Future Bath Plus represents:

- change, innovation, challenge

Regional performance for the south-west

Cirque Bijou and Desperate Men, two well-established theatre and circus skills companies based in the Bristol area, are co-producing the Quest travelling theatre performance.

This will be performed at Weymouth, the Olympics sailing venue, on the last weekend of July 2012, and will involve performers from every county in the SW. Starting from the theme of sailing, the show is based on myths and legend about the four winds and the elements, and will be very visual and magical - bringing surprise, entertainment, inspiration, and imagination.

3. The B&NES QUEST

The Olympics ideal is that of personal endeavour and achievement on behalf of the greater whole – pride in achieving in your sport, pride in representing your country, pride in the support from your local sports club and your community.

In the same way, the Quest theme can link the personal and the individual with a community or group. This encapsulates our shared values as a local authority and as the business community: it is our duty to support and serve both the individual and the community, whether this is through the Council's service provision or Future Bath Plus's advice and encouragement to entrepreneurs and new ventures.

The theme also relates to the concepts of citizenship, democracy, and responsibility, whereby people take personal responsibility and contribute to the common good. A good example of this has been the 'clean-up' of Westgate Street where retailers and businesses were prepared to contribute a little of their time and resources to achieve a much greater benefit for all.

These values and aspirations have shaped the community project 2011-2012 to mark the Cultural Olympiad in our local area.

'A Journey through Bath and North East Somerset'

Create your own project; set yourself a quest ... Be part of a living map of our unique people, places and history

This 12-month project will **connect the district** through the concept of **journey** and will encourage residents to be actively engaged – physically, mentally, and democratically:

Physical Journey

- Active leisure and gentle fitness; sustainable transport

Mental Journey

- Local history & heritage; learning; creating

Democratic Journey

- Citizenship; local identity; pride and belonging

The B&NES Quest aims to involve and include the whole district:

- It has the potential to engage all residents, and to involve a range of partners - Council departments and services; Future Bath Plus and local businesses; voluntary sector organisations
- It contributes effectively to achieving the Sustainable Community Strategy themes and the Cultural Strategy aims
- It is led and championed jointly by the Tourism Leisure & Culture Division of Customer Services and Future Bath Plus

Driver - Why this project?

The administrative district is diverse (city of Bath, different neighbourhoods in Bath, the surrounding villages, Radstock, Midsomer Norton, Keynsham, the Chew Valley, more isolated rural areas). It is different in character within quite short distances.

- Within Bath, people in different neighbourhoods and communities have sometimes not often (or ever) been to other parts of the city, or to parts of NE Somerset
- Within NE Somerset, people in the different towns and villages have sometimes not often (or ever) been to other parts of NE Somerset, or to Bath
- People living in the different parts of the district often identify with a small locality (village, neighbourhood) but not with the whole of B&NES
- This leads to poor community cohesion within the district

Both the Council and Future Bath Plus want our residents to be proud of where they live, and proud to contribute to the life of the community, making it an 'even better place to live, work and visit'.

The project uses physical activity and creative activity to connect people and communities.

Outcomes of the project

The B&NES Quest will:

- Bring together people and communities across B&NES
- Get everyone out walking or cycling or using public transport
- Encourage people to go somewhere they have never been before, explore their district, talk to people on their journey
- Engage people in creating their own personal map or picture or story of the district

How will the B&NES Quest project work?

The B&NES Quest can be done as an individual, or in a small group, or a larger group (eg. a primary school).

It could be done as a one-off activity (perhaps a half-day or day), or as a series of small activities over the whole 12 month period (Oct 2011-Sept 2012). Individuals and groups can decide what works best for them.

The Council and Future Bath Plus, as champions and leaders of Quest, will:

- Create some Quest activities and projects for individual residents to participate in

- Promote the idea of Quest and encourage groups, schools and communities to join in by devising their own project, interpreting the theme in whatever way they wish
- Work with partner organisations to engage them in supporting the Quest idea
- Show leadership by having high-profile local individuals in the Council and Future Bath Plus participating

Quest promotion

Effective promotion of the project through every possible avenue and contact is essential. This will be done in two stages:

- Engagement of key Council officers, schools and community leaders:
July-Sept 2011
- Engagement of the general public
From Oct 2011

Quest website

There will be a Quest project website alongside and linked to the Council website. This will have three functions:

- Promote Quest projects and opportunities
- Enable participating residents to submit documentation and creative responses to record their quests, like an online travel diary or journal or photographs
- Provide a 'library' of information, local history, contacts etc

Participants' documentation might include:

- Photos and drawings
- Conversations with people
- Music
- Journal, story or poem
- Something special about a place
- Account of a personal achievement

As it develops, the website will become an online resource – a combination of museum, gallery and journal - for the whole district, enabling people to discover new knowledge and to share their experiences and findings about where they live. It will be an archive of the project long after it has finished.

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Olympics / Cultural Olympiad Timescaleⁱ: July 2011-March 2013 = 21 months of activity Calendar – key activity

Quest community challenge project

July-Sept 2011	Community project set-up
Oct 2011-Sept 2012	Community project activity
Oct-Dec 2012	Community project wind-up & exit
Jan-March 2013	Community project evaluation

Gold Challenge

October 2011-December 2012	Olympic sports participation
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SW Regional Quest project

April-June 2012	Battle of the Winds community participation workshops (up to 3 locations in B&NES? tbc)
July 2012	Battle of the Winds vehicles travel to Weymouth
	Outdoor event 26-29 July in Weymouth
	Battle of the Winds community participation workshops (up to 3 locations in B&NES? tbc)

August 2012

Torch Relay day: Bath

22 May 2012	Torch Relay through Bath & NE Somerset
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Queen's Diamond Jubilee

June 2012	Weekend 2/3 June, bank hols 4/5 June – SkyRide; 'Picnic in the Park' Tues 5 June
-----------	--

Family Music Festival

July 2012	Sat 21 July at Racecourse – music & sports
-----------	--

Street/city decorations

mid April-30 September	'Summer season' & Olympics celebration-themed: planting; flags/bunting; other 'specials'
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Schools engagement

Sept 2011-July 2012	Schools engagement in Olympics (use of teaching resources etc)
---------------------	--

Paralympic Torch Relay

August 2012	Event tbc
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Rio2016 project

August 2012	Sessions July/August, Community event/parade 25-27 August (1 day, tbc)
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10K Challenge

October 2012	Challenge run
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Art at the Edge

1 May-30 September 2012	Outdoor sculptures on show throughout city & VAG exhibition 26 May-1 July
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Fashion & Sport exhibition

From Feb & throughout 2012	Fashion Museum
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Cultural Olympiad Expenditure 2010/11 to 2012/13

	2010/11 £000	2011/12 £000	2012/13 £000	Total £000
Cultural Olympiad	Actual	Actual	Budget	
Quest Project	0	66	44	110
	0	66	44	110
Other events				
Festival of Britain	25	0	25	50
Gold Challenge			6	6
Torch Relay		10	70	80
Contingency			20	20
	25	10	121	156
Total	25	76	165	266
Total funded from Corporate Headroom allocation	25	56	169	250
Funded from existing Arts budgets	0	20	0	20
Funded from existing Sport & Active Lifestyles budget	0	0	6	6
Total	25	76	175	276

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Bath & North East Somerset Council			
MEETING:	Cabinet		
MEETING DATE:	7 th December 2011	EXECUTIVE FORWARD PLAN REFERENCE:	
		E	2317
TITLE:	Local Sustainable Transport Fund Main Bid		
WARD:	All		
AN OPEN PUBLIC ITEM			
List of attachments to this report: Appendix 1: Key Component Final bid Appendix 2: Large Project Costs V6.XLS Appendix 3: Match Funding Log Appendix4: Key Component Final bid http://www.travelplus.org.uk/local-sustainable-transport-fund/developing-our-bid Appendix 5: Diagram showing WEST themes Appendix 6: Local Sustainable Transport Fund Large Project Initial Proposals June 2011 http://www.travelplus.org.uk/local-sustainable-transport-fund			

1 THE ISSUE

1.1 In September 2010 the Government announced the creation of a Local Sustainable Transport Fund (LSTF) aimed at both climate change and local economic growth through the implementation of sustainable transport solutions. The Fund provides a total of £560m over the four year period 2011/12 to 2014/15, split between £210m capital (38% of the Fund) and £350m revenue (62%). Applications to the Fund can either be for small (up to £5m) or large (up to £50m) projects. Guidance on the application process for these funds was provided by the Department for Transport (DfT) in January 2011. The Council together with the other West of England Councils made a bid for initial Key Component funding of £5 million in April 2011 as endorsed by the Joint West of England Executive Committee on 4th March 2011. This bid was successful with the full sum being awarded by DfT in July 2011 to Bristol City who accepted on behalf of the four authorities (ref Appendix 1). This Council's share of this award is £750,000.

1.2 The Local Sustainable Transport Fund (LSTF) provides an opportunity for local transport authorities to bid for funds to bring forward packages of sustainable travel measures with a primary focus of supporting economic growth and reducing carbon. In addition guidance advises that these packages should seek to address supplementary objectives of tackling problems of air quality, delivering

improvements in public health, improving safety, and delivering wider social and economic benefits for communities.

- 1.3 The West of England also made an application in June 2011 to be granted approval to bid for £25.5 million major scheme funding from the LSTF fund. In August 2011 the DfT announced that West of England's application had been successful and invited them to submit a bid for the WEST major project by the 20th December 2011. Confirmation of Cabinet's approval to submit this bid is now sought. The Councils share of the major scheme bid if successful is £3.25 million.
- 1.4 A report is also being submitted to the West of England Partnership Joint Executive Committee on the 7th December with the recommendation that Members note the progress with the Key Commuter Routes Project and approve the submission of the WEST project bid.
- 1.5 The approval of the Cabinet to submit the WEST bid will enable the West of England Partnership to submit the bid to the Department for Transport by the 20th December 2011

2 RECOMMENDATION

The Cabinet agrees that:

- 2.1 the £750,000 awarded through the Local Sustainable Transport Fund Key Component bid be accepted by Bath & North East Somerset Council.
- 2.2 the West of England joint bid for £25.5 million (WEST) from the DfT Local Sustainable Transport Fund be approved subject to approval of the Council's matched funding elements as part of the Revenue Budget and Capital Programme in February 2012

3 FINANCIAL IMPLICATIONS

- 3.1 The £750,000 awarded for the Key component bid consists of capital and revenue to spend by July 2013. The Department of Transport have been clear that money allocated for 2011/2012 must be used within that period
- 3.2 The total cost for the WEST project bid to the Department for Transport will fund £25,432,000. The funds will consist of £14,606,000 revenue, £10,826,000 capital.
- 3.3 The WEST major bid if successful will provide a further £3.25 million (comprising £1,592,000 capital and £1,658,000 revenue funding as detailed in Appendix 2 Large Project costs) for the Council. The Government has yet to make clear what level of local and/or matched funding will be required. Local authority funding of £1,993,000 is available of which £1,327,000 is represented by the Council's contribution to the implementation of the Public Realm and Movement Strategy and £500,000 towards area wide 20 mph schemes (ref Appendix 3 Match Funding). In addition matched funding contributions of £2,351,000 provided by 3rd parties are available but these are not underwritten by the Council. The Council matched funding elements will be subject to formal approval of the Capital Programme as part of the Budget Report to Council in February 2012.

3.4 After completion of schemes funded through the LSTF bid in 2015 any continuing commitment would be funded through existing budgets. Where this is not possible there would be no further commitment as such schemes would be reviewed against existing priorities at that time.

4 CORPORATE PRIORITIES

4.1 The project has a direct effect on six of the Council's key priorities as described below

- *Building communities where people feel safe and secure*
Improved walking and cycling facilities will provide a safer environment for all people eg through the implementation of 20mph speed limits
- *Improving life chances of disadvantaged teenagers and young people*
Improved accessibility through walking, cycling, and improved information and through transitions training at key points in school and college will provide better opportunity for the disadvantaged and young to gain access to services and job opportunities
- *Sustainable growth*
Through providing improved alternatives to the car and through engaging directly with employers accessibility to work can be improved while at the same time dealing with the causes of congestion.
- *Addressing the causes and effects of Climate Change*
Encouraging the change to alternative modes of transport at various stages of life will have a direct effect on emissions by reducing the level of car use and also associated congestion.
- *Improving transport and the public realm*
Improved walking and cycling environments will enable public realm improvements to be realised

5 THE REPORT

5.1 In September 2010 the Government announced the creation of a Local Sustainable Transport Fund (LSTF) aimed at both climate change and local economic growth through the implementation of sustainable transport solutions. "These solutions will be geared to effectively tackling the problems of congestion, improving reliability and predictability of journey times, enabling economic investment, revitalising town centres and enhancing access to employment". Two separate tranches of funding were available an initial small Key Component up to £5 million and a subsequent Major Scheme bid up to £50 million.

5.2 This Council together with Bristol City Council (as the lead authority), North Somerset Council and South Gloucester Council made a West of England bid for initial Key Component funding of £5 million in April 2011 as endorsed by the Joint West of England Executive Committee on 4th March 2011 (Appendix 4). This bid was successful with the full sum being awarded by DfT in July 2011 to Bristol City Council on behalf of the West of England. This Council's share of this award is £750,000 and is to be used to fund

- a) a cycle route from Batheaston to Bath Spa through the city centre,
- b) a member of staff to engage directly with employers on key commuter routes regarding sustainable transport services made available through the project.

- c) a Sustainable Transport Field Team which will visit employers to promote available sustainable transport services.

5.3 The West of England authorities, with Bristol City Council as the lead council, also made an expression of interest for the now named “WEST” major scheme to bid the LSTF fund for £25.5 million. In August 2011 the DfT announced that West of England’s expression of interest had been successful and invited them to submit a full bid for the WEST major scheme project by December 2011.

5.4 The WEST bid covers the West of England journey to work area but focuses measures on specific routes or locations where the effect will be greatest. This includes Bath, Bristol and Weston Super Mare town centres, 11 key commuter routes, 3 key employment clusters, 4 universities, 90 schools and a selection of urban and rural communities. The scheme will be delivered between 2012/ 2013 and 2014/2015. Clear governance procedures will be agreed between the four authorities and the Department for Transport to ensure that, should the bid be successful, the use of the funds made available comply with the award conditions.

5.5 In addition the bid is based around three main themes as shown on in Appendix 5

<http://www.travelplus.org.uk/local-sustainable-transport-fund>

- **Low Carbon Commuting**

This involves targeting business travel on key commuter corridors and at major employment locations.

- **Active and Sustainable Communities**

Working with local communities to develop sustainable transport solutions.

- **Transitions to a Low Carbon Lifestyle**

Focussing on influencing the choices people make as they move school, university, home or job.

5.6 Bid development has involved, and will involve further, extensive working with partners such as schools, universities, employers and health authorities

5.7 Details of bid are contained in the Local Sustainable Transport Fund Large Project Initial Proposals (ref. Appendix 6)

6 RISK MANAGEMENT

6.1 The report author and Lead Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

7 EQUALITIES

7.1 The WEST project is taking forward policies contained within the 3rd Joint Local Transport Plan and is not expected to have an adverse impact on equality groups. This report seeks only permission to bid for funding at this stage. In the event of a

successful outcome final approval to take the project forward will be subject to an Equalities Impact Assessment

8 RATIONALE

8.1 The bid if successful will bring £3.25 million of additional funding to the Council to assist in meeting its corporate priorities which would not otherwise available.

9 OTHER OPTIONS CONSIDERED

9.1 There are no other sources of Government funding available for schemes of this size and scope so no other options were considered other than not to bid at all. Not bidding would have left the Council with no opportunity to obtain additional sustainable transport funding.

10 CONSULTATION

10.1 : *Cabinet members; Parish Council; Town Council; Overview & Scrutiny Panel; Other B&NES Services; Service Users; Local Residents; Community Interest Groups; Stakeholders/Partners; Other Public Sector Bodies;; Section 151 Finance Officer; Chief Executive; Monitoring Officer*

10.2 Consultation will be undertaken in various ways (stakeholder meetings, workshops etc) at various stages throughout the development of detailed schemes which together form the WEST bid

11 ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 : *Social Inclusion; Customer Focus; Sustainability; Young People; Corporate; Impact on Staff; Other Legal Considerations*

12 ADVICE SOUGHT

12.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	Adrian_Clarke@ Bathnes.gov.uk, Tel 01225 395223
Sponsoring Cabinet Member	<i>Councillor Symonds</i>
Background papers	Local Sustainable Transport Fund – Guidance on the Application Process; Department for Transport; January 2011
Please contact the report author if you need to access this report in an alternative format	

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Department for **Transport**

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lstf@dft.gsi.gov.uk

Web Site: www.dft.gov.uk

5 July 2011

Dear Alistair Cox,

West of England Key Commuter Routes

I am pleased to inform you that Ministers have approved the above Key Component bid to the Local Sustainable Transport Fund, submitted in April. I can tell you that we received a very healthy response to the Fund and a large number of bids which Ministers fully considered before arriving at their decisions.

This was a clearly themed bid that fits together well, with strong alignment with the Fund's objectives.

The Department's funding contribution to the project will be paid as resource and capital grant on the basis of the expenditure profile set out in your bid document. There will be no opportunity to carry forward any unspent funds into subsequent financial years. In order to manage funding levels nationally, we would be open to any requests to bring forward expenditure from 2012/13 into 2011/12. Please contact Richard Mace (richard.mace@dft.gsi.gov.uk ; 020 7944 6647) should you wish to do so.

We will write to you shortly with a formal offer of grant under Section 31 of the Local Government Act 2003. The letter will include the full terms and conditions under which the grant is to be provided. These conditions will include accepting full financial responsibility for the project going forward and a commitment to submitting quarterly reports to the Department on progress and expenditure. You will be asked to confirm these conditions in writing.

Thank you for taking the time to develop your bid to the Fund. My team and I look forward to working with you and we wish you every success in implementing the project and realising the benefits for your local communities.

Yours sincerely,



Jessica Matthew

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Local Sustainable Transport Fund				Large Project		Capital	Revenue
Summary - B&NES Local funding						3247	1097
Project Management and Evaluation	12/13		13/14		14/15		Total Large Project
Project Management	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital Revenue
Evaluation							0 0
							0 0
Area Travel Plans	12/13		13/14		14/15		Total Large Project
Employer Account Management	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital Revenue
On site Measures							0 0
Off site Infrastructure Cycling and Walking							0 0
Off site Infrastructure Public Transport							0 0
New Public Transport/Demand Responsive Services							0 0
							0 0
Sustainable Transport Field Team							0 0
Promotions, Marketing and Incentives							0 0
Sub Total	0	0	0	0	0	0	0 0
Key Commuter Routes	Large Project 12/13		13/14		14/15		Total Large Project
Project Management	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital Revenue
Engagement with Employers							0 0
Market Research							0 0
Sustainable Transport Field Team							0 0
Strategic Routes for Walking and Cycling	402		323		385		1110 0
Bus Improvement Measures	10	338		343		313	10 994
Promotions/Marketing							0 0
Communications Strategy							0 0
Network Management Measures							0 0
Sub Total	412	338	323	343	385	313	1120 994
Business Travel	12/13		13/14		14/15		Total Large Project
Electric Vehicle Charging Infrastructure	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital Revenue
Go-Low approach							0 0
Working with businesses							0 0
Sub Total	0	0	0	0	0	0	0 0
Rural Links and Hubs	12/13		13/14		14/15		Total Large Project
Community Engagement	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital Revenue
Danger Reduction							0 0
Research, Promotions and Communication							0 0
Active Neighbourhood Fund							0 0
Car Sharing and Car Clubs							0 0
Wheels to Work							0 0
Community Transport							0 0
Sub Total	0	0	0	0	0	0	0 0
Vibrant Streets	12/13		13/14		14/15		Total Large Project
Community Engagement	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital Revenue
Danger Reduction	166		167		167		0 0
Research, Promotions and Communication							500 0
Sustainable Transport Infrastructure - Vibrant Streets	30		65		105		0 0
Active Neighbourhood Fund							200 0
Car Clubs							0 0
Sub Total	196	0	232	0	272	0	700 0
Key Centres	12/13		13/14		14/15		Total Large Project
Public Realm	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital Revenue
Way Finding	442		442		443		1327 0
Cycling and Walking Infrastructure							0 0
UTMC Parking Management							0 0
Freight							0 0
Interchanges			50		50		100 0
Sub Total	442	0	492	0	493	0	1427 0
Move to Secondary School	12/13		13/14		14/15		Total Large Project
Bike It Plus	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital Revenue
Promotions, Events, Initiatives							0 0
Back up Bikeability, Facilities, Pedestrian Training							0 0
Links to School/Safer Routes to School							0 0
Sub Total	0	0	0	0	0	0	0 0
Preparing for Adulthood	12/13		13/14		14/15		Total Large Project
Job Centre/Training Providers/Colleges	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital Revenue
Youth Card Plus							0 0
Wheels to Work							0 0
Life Course Approach - Pre-Licence Holders							0 0
Sub Total	0	0	0	0	0	0	0 0
Universities	12/13		13/14		14/15		Total Large Project
Project officer	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital Revenue
Students to Travel More Sustainably							0 0
Extending U-Link							0 0
Wider Public Use of Services							0 0
Marketing and Promotions							0 0
Specific Initiatives							0 0
Car Clubs Younger Members							0 0
Sub Total	0	0	0	0	0	0	0 0
New Developments	12/13		13/14		14/15		Total Large Project
Project Officer	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital Revenue
Targetted Marketing and Promotion							0 0
Car Clubs	35		34		34		0 103
Telecentres/Hubs							0 0
Accelerated PT Delivery Fund							0 0
Sub Total	0	35	0	34	0	34	0 103
TOTAL	1050	373	1047	377	1150	347	3247 1097

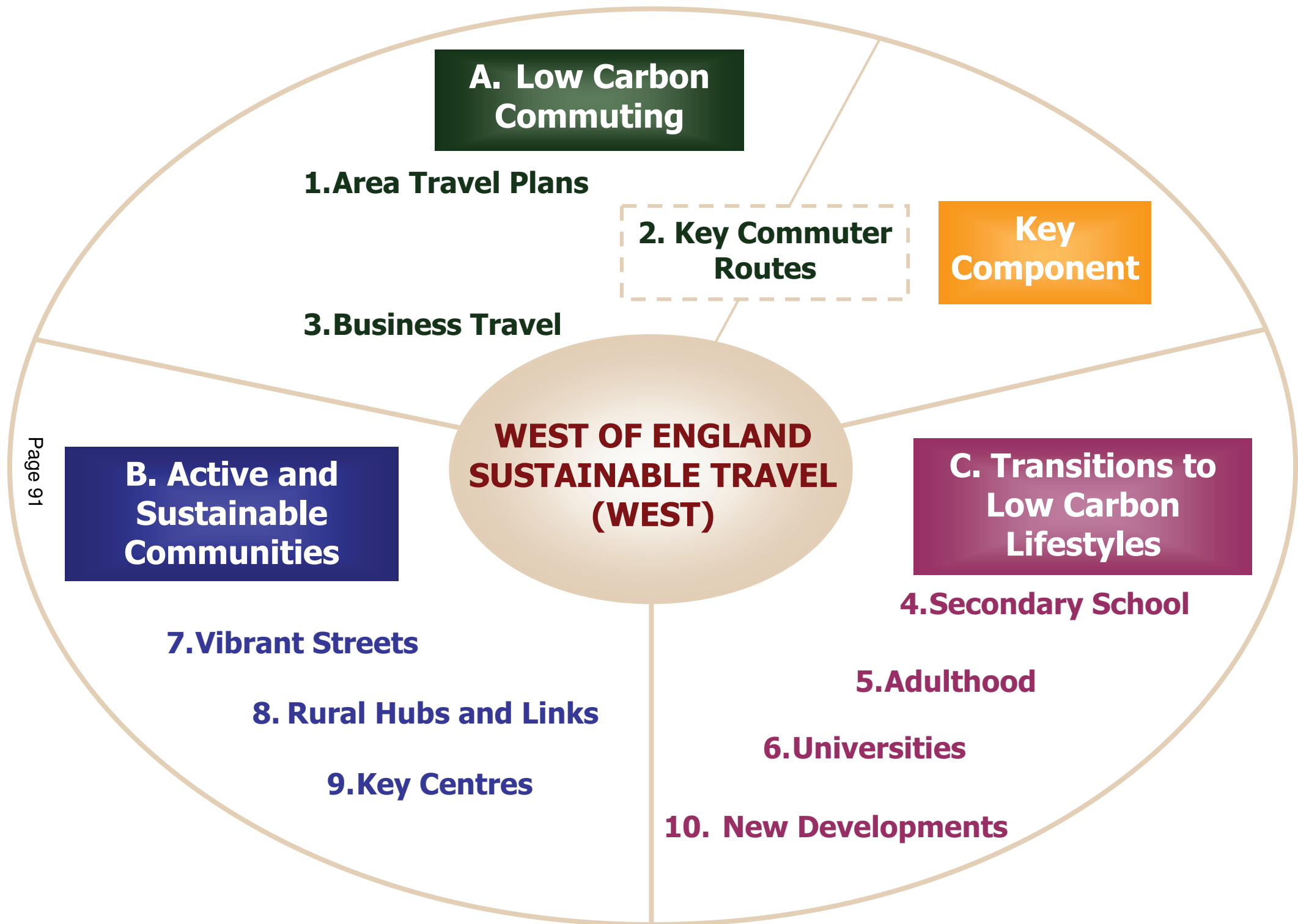
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LSTF B&NES Match Funding Log

Private Sector	Public Sector	Third Sector	Measure
	£166,000		Cycle Route
	£500,000		20mph
	£1,327,000		
£480,000			Ped/Cycle Bridge
			Various
£50,000			
£225,000			
£30,000			
£89,000			
£73,000			
£100,000			
£50,000			
£100,000			
£200,000			
£250,000			
£460,000			
£244,330			
Total	£2,351,330	£1,993,000	
281111 B&NES Match Funding V5			
£4,344,330			

Description of Activity	Status	Responsible
B&nes Cycle Network	Local Transport	Adrian Clarke
Area wide 20mph zones	Plan Funded	" "
Bath Public Realm Improvements	B&NES Funded	" "
	Council Funded	Simon Martin
Refurbishment of Victoria Bridge	S106 Funded	Adrian Clarke
Bath Western Riverside	S106 Funded	" "
Controlled Parking Zones	"	" "
Public Footpath Improvement	"	" "
Travel Plan	"	" "
Pedestrian/Cycle Route	"	" "
Green Travel Strategy	"	" "
Oldfield Park Station	"	" "
Traffic Regs	"	" "
Weston Traffic Calming	"	" "
Bus Services	"	" "
Highway Works	"	" "
Paulton, Pole Star	S106 Funded	Adrian Clarke
Bus Service Improvements		
Sainsbury's Odd Down, Bath	S106 Funded	Adrian Clarke
Bus Service Improvements		

Appendix 3



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Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	7 th December 2011	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2326
TITLE:	Keynsham Town Centre Regeneration & Workplaces Programme Update	
WARD:	All	
AN OPEN PUBLIC ITEM		
<p>List of attachments to this report:</p> <p>Appendix 1: Keynsham Consultation Paper</p> <p>Appendix 2: Riverside Concept Option</p> <p>Appendix 3: Bath One Stop Shop Design Images</p> <p>Following appendix is entered as an exempt item:</p> <p>Appendix 4: Leasing Strategy</p>		

1. THE ISSUE

1.1. This report provides an update on the Keynsham Town Centre Regeneration Scheme and the Workplaces Programme.

The previous report approved by Cabinet in December 2009, required a return to Cabinet with an update prior to the appointment of a Delivery Partner.

The stage has now been reached for this appointment to be implemented together with the submission of a full planning application for the scheme. Approval is therefore being sought from Cabinet.

The implications for the capital programme will also be included in the budget report for consideration by Cabinet and Council in February. Costs have been reduced, return on investment in the project maintained and an alternative financing method is proposed.

Project arrangements have been refined and best practice adopted to minimise procurement risk to the Council.

The wider aspects of regeneration in Keynsham have been considered especially the potential for the Riverside site and an approach developed. The results of the local well attended consultation event in Keynsham have been taken into account and further consultation is programmed in advance of submitting a planning application.

The approach taken is to maximise flexibility in the Council's accommodation strategy, retain the decision making hub at the Guildhall, secure sustainable solutions using the best standards available and maximise the potential for the scheme to act as a catalyst for regeneration in Keynsham.

2. RECOMMENDATION

The Cabinet agrees to instruct officers to:

- 2.1. proceed in line with the planned accommodation model detailed within this report including the planned partnership arrangements;
- 2.2. proceed with submission of a full planning application for the Keynsham Town Centre Regeneration in January 2012 after further consultation;
- 2.3. proceed with the appointment of a delivery partner for the Keynsham Town Centre Regeneration in line with arrangements in contract standing orders;
- 2.4. proceed with financing Option 5 – Internal Borrowing backed by cash flow and capital receipts as the preferred option to provide the operational Capital Funding Requirement for this project, subject to the agreement by Full Council as part of the Revenue Budget and Capital Programme, and the Prudential Borrowing Limits in February 2012;
- 2.5. adopt the changes to the Keynsham Town Centre Regeneration scheme to reflect the public consultation as detailed in the report;
- 2.6. give a 6 month notice to the current retail tenants in order to gain vacant possession in line with the current programme. The notice period for current retail tenants as above will enable trading to continue over Christmas 2011 and into early summer 2012.

The Cabinet notes:

- 2.7. the options that are being pursued in respect of the future redevelopment of Riverside;

- 2.8. the progress of negotiations to secure tenants for the retail units including draft heads of terms with the anchor tenant;
- 2.9. the strong support for the Keynsham Regeneration scheme from the consultation undertaken.

3. FINANCIAL IMPLICATIONS

3.1. Following the election and at the request of the new administration, the Council has undertaken a review of the funding options available to the Keynsham Town Centre Regeneration project.

A range of options have been examined to provide the capital funding required for this project – specifically:

- Option 1 - Traditional Borrowing from the Public Works Loan Board
- Option 2 - “Income Strip” strip arrangement with a private sector investor
- Option 3 - Public or Private Local Authority Bond Placement
- Option 4 - Mix of Traditional and Internal Borrowing
- Option 5 - Internal Borrowing supported by cashflow and capital receipts

Each option was evaluated to consider a range of factors including overall cost, risk, availability and complexity. An analysis of each option is available as a background paper. In summary the findings were:

Options 1 and 4 – provide some advantages in terms of reducing risk and providing cost stability although in overall terms were a higher cost than the preferred Option.

Option 2 – discussions with potential funders revealed it was extremely unlikely to meet the regulatory requirements covering capital funding and the statutory restrictions on using Council Assets as security for borrowing.

Option 3 - represented poor value for money.

Option 5 – is considered to represent the best option for the Council.

This option provides a significant value for money advantage, particularly in the current financial climate.

This preferred Option 5 effectively involves utilising the Council’s own internally available cash balances. These balances are available as a result of sustained positive cash flow and earmarked capital receipts. Cash flow assumptions

indicate that these funds can be made available to the project for the life of the assets being financed.

This will result in reductions in the planned level of external borrowing, the so called operational borrowing limit. The approach generates significant annual savings for the Council. External investments are now earning very low rates, typically in the region of less than 1% in the short term whereas the project will pay internally a rate of 4% albeit this will be kept under regular review. In the long term the rate to be paid by the project is in line with what might be expected from external investments, but in the short term there is a substantial real advantage to the Council from this approach.

Should market conditions change significantly or an unexpected call be placed on the Council's cash balances, then this option will be backed by an authorised Borrowing approval as required by the Treasury code. The revenue costs arising from the preferred option have been factored into the overall revenue financial model referred to separately in this report. These capital financing costs are therefore reflected within the savings achieved from the project.

3.2. Capital Summary

WORKPLACES CAPITAL BUDGET PROGRAMME SUMMARY								
PROJECT	2009/10 £000's	2010/11 £000's	2011/12 £000's	2012/13 £000's	2013/14 £000,s	2014/15 £000's	2015/16 £000's	Total £000's
Workplaces – Programme Delivery	690	1,138	1,037	731	339	3,114	4	7,053
Lewis House	189	2,342	2,410	431				5,372
The Hollies	15	96	1,984					2,095
Keynsham Regeneration		295	2,238	7,067	19,275	5,300		34,175
Total	894	3,871	7,669	8,229	19,614	8,414	4	48,695

The Workplaces Programme Delivery line includes for the costs expended in assessing the viability of the various projects that form workplaces including the Keynsham Development. It also allows for the decant costs, fees furniture and IT hardware installations as these are all client side costs as opposed to construction and development costs.

The area of the offices has been reduced by 238m² from stage C to D due to the reduction of B&NES staff. This has resulted in a £1,000,000 reduction in capital costs from the reduced floor area and simplification of the superstructure design.

There is an option involving selling Bath Street offices in Bath to realise capital, but the market suggests that in the short term leasing may be more achievable.

3.3. Revenue Summary

The summary table below has been updated to reflect the recommended funding option detailed above.

WORKPLACES REVENUE FORECAST PROGRAMME SUMMARY								
	2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's	2015/16 £000's	2016/17 £000's	2017/18 £000's	2018/19 £000's
Baseline	3,936	3,936	3,910	3,910	3,910	3,910	3,910	3,910
(Costs)/Savings	-155	-430	-1,098	-928	141	525	525	525
% Savings	-4%	-11%	-28%	-24%	4%	13%	13%	13%

The savings identified above are based on Property Savings only and therefore do not include any efficiency savings experienced by Service Departments from flexible working, home working, reduced travel, reduced parking costs etc.

The model makes no allowance for costs towards the Guildhall accommodation. The model assumes the Council will negotiate a partnership deal that will bring in sufficient capital to reduce the borrowing requirement equivalent to on-going running costs of the Council occupied element.

4. CORPORATE PRIORITIES

Emerging Corporate Priorities

- *Promoting independence and positive lives for everyone*
- *Creating neighbourhoods where people are proud to live*
- *Building a stronger economy*
- *Developing resilient communities*

The Workplaces programme forms part of the wider Change Programme, the main aim of the programme is as follows:

- Meeting the financial challenge
- Prioritising customer needs
- Joining up public services

We are changing to ensure that the services we deliver are totally focussed on what our community needs.

By re-shaping, we can also provide customers with a seamless range of integrated services, not just from the Council, but also other key partners such as Citizen's Advice Bureau, Police, Health, Somer Housing, HMRC and other local agencies. We can become more efficient by integrating some public services. It makes sense to simplify, standardise and share the way we do things across public services.

The provision of shared One Stop Shops in the three main offices is helping to provide an improved service to customers aligned to other public bodies. A key part of the Keynsham Town Centre Regeneration scheme is the new Civic Centre, One Stop Shop and Library building, which is being designed with a focus on the needs of the local community.

The works to the public realm and market space in Keynsham is also focused on improving the experience for pedestrians and finally the regeneration as a whole is achieving the vision of the land use and regeneration masterplan for the town centre and as such should lead to the regeneration of the high street. The masterplan as a whole should lead to increased employment and economic growth.

The project works well with other potential developments in Keynsham that should through additional housing, and employment, generate additional demand for the planned retail. Also S106 or community infrastructure levy will potentially be available to add to the plans for street scene improvements at a later date.

5. THE REPORT

5.1. Accommodation Model

5.1.1. Progress to Date

- The release of Trimbridge House and Plymouth House has brought in new employment to Bath.

- Trimbridge House is now occupied by the private sector and Plymouth House is currently on the market. Both were leased by the Council and vacated on the scheduled lease expiry dates
- The Council did not replace the vacated accommodation but instead used flexible working to make better use of its existing accommodation.
- This required investment in Lewis House in Bath and now the Hollies in Midsomer Norton.
- Lewis House main office refurbishment is complete
- Almost 1000 staff have been role reviewed for Flexible Working, ensuring that they have the right tools for the job. (e.g. laptop, broadband for home working etc.).
- Off-site Records Store and Archive System is fully operational
- Lewis House Lower Ground Floor refurbishment is complete and houses a new post room for Bath and the Council Connect call centre.
- The Hollies refurbishment is due for completion in January 2012
- The Bath One Stop Shop project is progressing as planned and due to open by June 2012.

5.1.2. Planned Benefits

Benefit	Achieved to Date	2014 Target
Reduction in Floor Area	16%	40%
Reduction in Workstations	16%	40%
Disposal/Release of Properties	3	8
Staff to Workstation Ratio	3:2 (on completed offices)	3:2
Reduction in Office Carbon Footprint	26%	70%
Increased Recycling	40%	40%

5.1.3. Planned Accommodation

Location	Building Name	Leasehold / Freehold	Current Staff	Current Wkstn	Planned Staff	Planned Wkstn
Bath	Guildhall	F	140	155	100	66
	Lewis House	F	270	200	376	246
	St Martins	L	73	49	73	49
	Bath Street	F	75	68	0	0
	Palace Yrd	F	23	34	0	0
	Northgate	L	91	100	0	0
Keynsham	Keynsham Office	F (Riverside is sub-let)	615	615	597	389
Midsomer Norton	The Hollies	F	41	81	91	64
Total			1328	1236	1237	814
Assumed Staff Reduction			75			

The above accommodation model excludes all contractors and partners working within the Council accommodation. The model also excludes staff who have recently transferred to Sirona.

The Keynsham office data above excludes the partner staff, who will occupy the third 'smaller' block (approximately 60 workstations) and will include the Police, Citizen's Advice and Mouchel staff.

We have assumed that the impact of the LEA role and Health Commissioning / Public Health role will not have a substantial impact on the above numbers based on the following details:

- LEA – Total Number of staff undertaking role = 79
- LEA – Total staff based in main offices = 57
- LEA – Estimated reduction as a result of academies = 30
- Estimated growth due to Public Health Role = 20

The model includes no plans to increase Council staff in Keynsham but instead sees a reduction with significant space to be taken up by partners at commercial rates. The staff that will be based there will be determined by service delivery.

The Guildhall accommodation will retain a presence in Bath to support the decision making hub including:

- The 'Political seat of Power';
- Registrars area, Mayor's Parlour and Group Rooms;
- The income generating function rooms; and
- Accommodation for around 100 including key staff to support these functions.

The staff savings are those already disclosed as being required as a result of the financial challenges ahead. The element of those savings that relate to office based staff has been estimated. The model deals with accommodation for office based staff only

Retaining additional space would impact on the revenue costs summarised in paragraph 3.3 but detailed planning has taken place to minimise this risk.

5.2. Keynsham Regeneration Procurement

The Council is seeking a Delivery Partner for the Keynsham Town Centre Regeneration Project using a two stage procurement approach.

The Form of Contract for appointment of the Delivery Partner will be NEC Option A, which has been successfully used by the Council on a number of high profile projects

19 companies expressed an interest in tendering for the project. 6 companies were shortlisted to tender for the project and all submitted a tender on 4th November 2011, which the Project Team are now assessing.

It is envisaged that 3 or 4 tenderers will be invited to interview on 24th November 2011.

The appointment of a Delivery Partner would progress under usual delegated authority, but Cabinet are asked to agree that the Chief Property Officer to appoint in line with contract standing orders.

The appointment is a two stage process and the main commitment will not take place until after the Council budget meeting, again using delegated arrangements in line with standing orders.

5.2.1 Procurement Approach

The following procurement approach was presented in the Gateway 3 Report (June 2011), and subsequently approved by B&NES.

Form of Contract

NEC3 Engineering and Construction Contract Option A.

The NEC3 form of contract is regarded as a clear, simple and flexible form of contract that encourages a creative environment with pro-active and collaborative relationships. Strictly speaking, it is an Engineering form of contract (rather than a building form of contract). However, in 2007 the RICS reported that it had been used on over 7% of UK building projects. More importantly, it has been tried and tested by the Council on a number of successful projects, including Writhlington Pathfinder School and Combe Down Stone Mines.

Delivery Partner

The two stage approach allows the successful tenderer to work in partnership with the Client team under a Pre-Construction Services Agreement to tender the sub-contract packages on an open book basis and then negotiate a final contract sum on the basis of the sub-contract packages that have been awarded. Also, under the Pre-Construction Services Agreement the Contractor works with the Client team to develop the design and identify and mitigate risks during the design process as the design is progressed from detailed design through to construction drawings.

5.3. Keynsham Consultation

The Keynsham Civic Centre Community Focus Group was established in November 2010 to work in conjunction with the project team, acting as a sounding board during the design development and consultation and providing a link to the community of Keynsham.

In October 2011 the project team undertook a public exhibition to present proposals for the scheme which had been developed over the previous 12 months. The exhibition had an overwhelming response, with over 1000 people attending.

The headline messages from the public consultation event are:

- 89% of respondents are supportive of the overall masterplan proposals
- 71% agreed that the buildings and layout have been designed to make best use of the site and relate to the surroundings.
- 85% thought a mix of sizes and locations of new retail units will improve the retail offer in Keynsham attracting a variety of new shops and complementing existing businesses.
- 92% thought that the presence of employment space in the new development is important for Keynsham.
- 75% respondents felt it would improve experience for pedestrians

A summary of the 10 Key Issues raised at the session are listed below, Appendix 1 details how we have amended the design in response to the sessions:

Local Planning Authority:

- 1 Extend the site masterplan strategy to include how the scheme informs the Fire Station & Riverside sites
- 2 Develop the design of the High Street / Bath Hill junction
- 3 Make the Civic Centre more of a Landmark building with a better relationship to Temple Street
- 4 Improve the environment along Bath Hill and create an active frontage

Community Engagement:

- 5 The design of the office buildings to address comments about the height, blandness and box-like nature of the three blocks, which some felt resemble Riverside
- 6 Improve connections to the park and create active spaces to improve natural surveillance of Park Street
- 7 Provide a replacement for the existing Clock Tower
- 8 Provide additional car parking spaces

Disability Groups:

- 9 Slow traffic on approach to the main junction through the treatment of the road surface and an increase in the number of street trees
- 10 Consider kerb lines and pedestrian safety.

5.4. Retail Agreements

Positive negotiations are continuing with two potential anchor tenants.

The exempt Appendix 4 is an outline of the letting strategy, the objectives of which are to achieve the following criteria:

- Create an attractive environment that will prove to be a desirable place to live, work and shop
- Maximise income in line with the agreed target rents
- Maximise medium/long term value
- Control tenant mix and retail offer
- Maintain flexibility to subdivide or amalgamate units

5.5. Partnership Aspirations

We are currently discussing 'Heads of Terms' for the Police to occupy 100sq.m of office space within the Keynsham Office. The future accommodation also houses Sirona staff, Avon and Wiltshire Partnership and our incumbent IT Service Provider Mouchel. These partners will occupy the smaller block with the remaining two office blocks being used to accommodate Council staff.

The One Stop Shops aim to develop an integrated shared space to deliver multiple public, voluntary and third sector services to the most vulnerable members of the community in a single location. Dialogue is on-going with potential partners, with the following bodies already committed to the scheme:

- There is commitment from the Citizens Advice Bureau to transfer their back office functions within Midsomer Norton and Keynsham into the Hollies and Keynsham office respectively. In addition the CAB have committed to providing their front of house service within the Council One Stop Shops.

- HMRC have been working within the Council Connect in the Guildhall for almost a year and have committed to being part of the One Stop Shop in Bath.
- Also positively discussing with key partners such as Health, Police, Somer Housing, DWP and other local agencies. Appendix 3 includes the design report for the Bath One Stop Shop with images and general philosophy.

5.6. Riverside Options

We have explored a number of options for the potential use of Riverside and the Fire Station site. These options are described in more detail within Appendix 2 and include:

- Residential Accommodation
- Sheltered Housing Accommodation

In addition to these option studies, we have undertaken some soft market testing on the uses and discussed these with the potential end users.

Discussions have also been undertaken with the current Head Tenant of Riverside and the Fire Brigade.

5.7. Programme Timetable

Keynsham –

<i>Feedback on Consultation</i>	<i>December 2011</i>
<i>Appointment of Delivery Partner</i>	<i>January 2012</i>
<i>Detailed planning submission</i>	<i>January 2012</i>
<i>Planning Exhibition</i>	<i>February 2012</i>
<i>Detailed planning approval</i>	<i>July 2012</i>
<i>Start on site</i>	<i>August 2012</i>
<i>Completion (including fit out works)</i>	<i>August 2014</i>

The Hollies – Project completion	January 2012
Lewis House – Bath One Stop Shop start on site	January 2012
Lewis House – Bath One Stop Shop Open	May 2012

6. RISK MANAGEMENT

The report author and Lead Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

The risk register is available as a background paper to this report. High level risks, typically associated with a project of this nature, have been identified based on an assessment by the Council. The risk register outlines the potential key risks, risk ratings and also proposed risk mitigation strategies. The highest risks at this stage are considered to be:

	Risk	Proposed Mitigation
1	Planning permission is refused, which would then delay the project and add costs for revisions / resubmissions / etc.	Regular dialogue with the planners and public - including pre-apps, focus groups, exhibitions and press coverage.
2	Securing retail tenants	Identify / secure Anchor Tenant. DTZ appointed to lead negotiations.
3	Programme delayed resulting in increased costs for remaining in existing properties.	Ensure stakeholders are aware of impact of delays, respond to queries in a timely manner.
4	Keynsham Project delayed by on-going negotiations with Landlord.	Seek legal advice of terms of current lease. Negotiate new access rights with Landlord.
5	Archaeological finds delay works	Desktop study completed. Watching brief will probably be needed for any excavations.
6	Highways Authority does not accept the proposed highways improvements	On-going liaison with Highways Authority, including 2 planning pre-apps. Highway modelling underway. Encouraging feedback received from the public consultation.
7	Income assumptions not realised in line with the cashflow	Monthly monitoring of costs and savings, if necessary revisit cashflow and Business Case
8	A significant increase in the level of national interest rates.	A review of the financing arrangements for the Keynsham Project would be required in this event.
9	The potential revenue reversion risk should the Keynsham Project be aborted prior to completion,	The potential risk will vary depending upon the stage of completion of the project. Robust project management and governance arrangements are in place to minimise this risk, The risk must also be viewed in light of the Council's overall revenue reserves.

7. EQUALITIES

A full EIA has been carried out using corporate guidelines, for the New Ways of Working concept which has been implemented with Lewis House and The Hollies. There are no perceived discriminatory or particularly negative consequences for any group, on the grounds of race, gender, disability, faith, sexuality or age. A full EIA will be completed on the Keynsham project as part of the detailed design stage. We have consulted with the Disabled Workers Group on all projects as design progresses to ensure that any concerns are addressed prior to completing the project. This will continue through the final stages of the Keynsham Design. Feedback from the group on consultation has been very positive.

8. RATIONALE

Having regard to the options and financial analysis work, Financing Option 5 is the most affordable and deliverable option that will meet the objectives set out above.

9. OTHER OPTIONS CONSIDERED

Other options considered for the Workplaces Programme are detailed within the previous Cabinet Reports. A full list of options for financing the scheme is highlighted within Section 3 of this report.

10. CONSULTATION

Cabinet members; Town Council; Trades Unions; Overview & Scrutiny Panel; Staff; Other B&NES Services; Service Users; Local Residents; Community Interest Groups; Youth Council; Stakeholders/Partners; Other Public Sector Bodies; Charter Trustees of Bath; Section 151 Finance Officer; Chief Executive; Monitoring Officer

Consultation has been carried out in line with the Communications Strategy approved as part of the December 2009 Cabinet Report. The Strategy is available as a background paper for members. The Strategy is aligned with the wider Change Programme and is supported by detailed Change Management plans for the individual projects.

11. ISSUES TO CONSIDER IN REACHING THE DECISION

Customer Focus; Sustainability; Human Resources; Property; Corporate; Health & Safety; Impact on Staff; Other Legal Considerations.

12. ADVICE SOUGHT

The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact persons	<p>Andrew Pate, Strategic Director Resources 01225 477300</p> <p>Tom McBain, Chief Property Officer 01225 477806</p>
Sponsoring Cabinet Member	<i>Councillor David Bellotti</i>
Background papers	<p>January 09 Cabinet Report and minutes; December 09 Cabinet Report and minutes; Funding Options Analysis Communications Strategy Risk Register.</p>
<p>Please contact the report author if you need to access this report in an alternative format</p>	

Keynsham Regeneration Listening to Feedback



Keynsham Town Centre Regeneration Strategy

What You Have Said So Far...

These proposals have been informed by various consultations over the last few years. Over 2,000 people responded to the Town Plan Questionnaire in 2010; a Community Forum has been established and workshops with local groups took place earlier this year.



Introduction

Since its inception, the Keynsham Town Hall Regeneration Project has consulted with various groups (internal to the Council and external) to help develop the design to ensure it reflects the community and council's future needs.

This report outlines the consultation that has taken place to date, summarises the pre-application advice received from Development Team and considers feedback received at the public exhibition. It demonstrates how the proposals have evolved to take on board the main comments received.

Consultation Overview

Page 113

The Keynsham Civic Centre Community Focus Group was established in November 2010 to work in conjunction with the project team, acting as a sounding board during the design development and consultation, and providing a link to the community of Keynsham.

During the past 12 months the project team has benefited from:

- 5 x meetings with Keynsham Civic Centre Community Focus Group
- 2 x stakeholder workshops (March and May 2011)
- Treasure & Transform Exhibition & Presentation (Feb 2011)
- Session with The Keynsham Network (learning disability network)
- Session with Keynsham 'Time Out' (Youth Service)
- 2 x meeting with Disability Workers Challenge Group (joined by Equality B&NES for 2nd meeting)
- 12 x Internal user group
- 1 x Urban Regeneration Panel meeting

This culminated in proposals which were shared with the general public at an exhibition at the end of September 2011. The team were overwhelmed with the response to the exhibition, with over 1,000 people attending over six days.

In addition to this, the team has submitted two Pre-Application submissions to the Local Planning Authority and has attended a meeting with the full Development Team Review Panel, and 2 subsequent meetings with specific officers to develop the detail of the designs.

01

Local Planning Authority Feedback

The initial planning feedback has been very positive in support of the overall direction of the project.

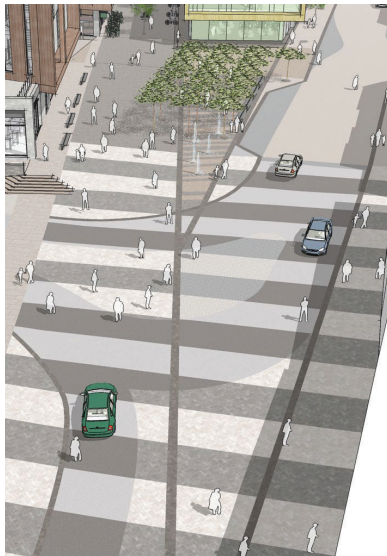
Reviewing the comments made by individual officers the principle of development and the uses proposed on the site have been accepted. The scheme is fully compliant with Core Strategy Policy KE1 & KE2.

The scale, bulk, mass and height of the proposed development in general have been accepted although more justification is needed in terms of reflecting the character.

Concern has been raised with regards to four main areas within the first pre-application submission. In summary these are shown right and are each addressed in the 'Responses' section of this report.

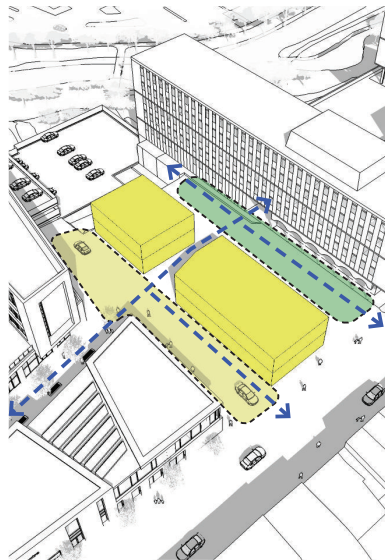
1. Develop the **design of the junction** at the top of High Street / Bath Hill

- Provide a more conventional highways design which can be tested but which has an emphasis on pedestrian priority



2. The **Site Masterplanning strategy** including:

- How the proposed development fits with and informs the adjacent sites including the Fire Station and Riverside
- How the positioning and form of the Civic Centre as a separate building contributes to the regeneration of Riverside and does not form a barrier to development



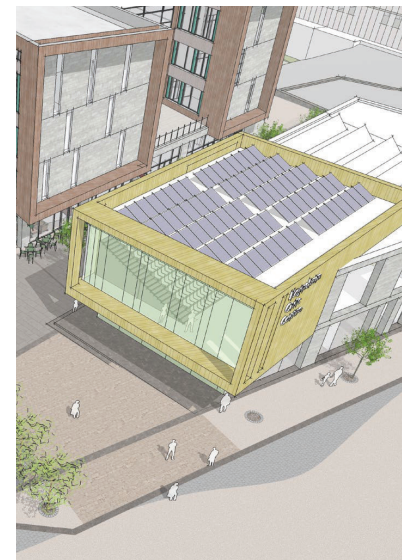
3. The site **Retail Strategy** including:

- Where is the best location for the Anchor Store?
- How the development addresses Bath Hill to ensure appropriate active facade design



4. The **Civic Centre building and associated public realm** including:

- Suitability as a 'Landmark'
- Opportunity to improve pedestrian flow around the building
- Opportunity for more active frontages
- Flexibility of the building to change



02

Public Consultation Feedback:

The headline messages from the public consultation event held in September & October 2011 are:

- **89%** of respondents are supportive of the overall masterplan proposals
- **71%** agreed that the buildings and layout have been designed to make best use of the site and relate to the surroundings
- **85%** thought a mix of sizes and locations of new retail units will improve the retail offer in Keynsham attracting a variety of new shops and complementing existing businesses
- **92%** thought that the presence of employment space in the new development is important for Keynsham
- **55%** respondents felt it would improve experience for pedestrians
- Extending the Civic Centre car park was the most popular choice for increasing car parking for employees in Keynsham

Below is a summary of the independent report by Avril Baker Consultancy (ABC) of the responses to the public exhibition. The full report will be available online.



Introduction:

This first round of public consultation, which followed the two earlier stakeholder workshops, was focussed around an exhibition which was on display on the Town Hall site, in Unit 9, the Centre, from 26 September - 1 October. A further session was held to tie in with the farmers market on Saturday 8 October to encourage people to participate and return final comments by 10 October. During the week of the exhibition the exhibition was open and staffed by B&NES and ABC during the day with two additional meet the team sessions when representatives from the project team were also available to talk to visitors.

Notifying the public:

An information leaflet about the project and the exhibition was produced and hand delivered to all households and premises in Keynsham. It was also sent/emailed to all those representatives of stakeholder groups and organisations who had been involved in previous consultation workshop events. Posters and leaflets were displayed in Council venues and sent to local shops and businesses. Press releases were issued by B&NES which resulted in coverage in The Week In, Bath Chronicle and the Bristol Evening Post. A public notice was also placed in The Week In.

Exhibition:

The consultation exhibition consisted of 16 display boards together with samples of some of the proposed building and paving materials. The boards provided background on the site in relation to the Town Centre Regeneration Strategy before moving on to explain more about the site itself and the project brief. There then followed a series of boards covering the draft masterplan, building design and materials, the landscape masterplan together with the new streets and spaces, community spaces and retail, parking and highways and a final board summarising the benefits to Keynsham.

The computer generated fly through of the scheme was also available at some sessions.

02

Public Consultation Feedback:

For those not able to view the exhibition in person copies of the consultation boards and comment form were available to view online on B&NES website www.bathnes.gov.uk/keynshamregen and bound copies were also placed in Keynsham Library and the Town Council offices.

Attendance:

Over 1,000 people came through the doors between 26 September - 8 October. This included a specific session for the Keynsham Business Association and a discussion session at the Time Out drop-in which was attended by some 40 young people. Following queries raised around disability access standards a specific session was set up with the chair of the Disability Workers Challenge Group and Equality B&NES to discuss access in and around the new streets and spaces.

Over 820 unique visitors were also recorded on the Keynsham Regeneration pages of B&NES website in the run up to and during the consultation (1 September to 10 October).

Looking at the information from those who completed comment forms (330) and provided further information 299 described themselves as local residents, 23 said they worked locally, 8 were visitors to Keynsham and 13 described themselves as other e.g visiting relatives, shopping, leisure.

Feedback:

Feedback was invited through completion of a comment form, B&NES website and through dialogue with members of the team who staffed the exhibition. By the stated return date of 10 October around a third of attendees, i.e. a total of 330 forms had been received, together with some additional emails and letters.

Overview:

Generally feedback was positive with a clear majority showing support for the overall masterplan proposals. There was also strong support for the landscape

strategy and treatment of new streets and spaces and feedback regarding potential uses and facilities in the One Stop Shop/Library building.

There were many additional comments and feedback regarding highways and parking issues. Overall there was strong support for more parking, particularly free short stay parking and some progress around the preferred highways solution though there are still a range of views as to how this would work in practice.

The area of most concern related largely to the design, scale and massing of the office buildings which some people felt were out of context with Keynsham as they knew it and that they were uncomfortable with such a contemporary solution.



02

Public Consultation Feedback:

Feedback by section:

Draft masterplan, building design and materials

Generally feedback was extremely positive with an overwhelming majority (89%) showing a level of support for the masterplan proposals, with 33% expressing support and a further 56% broadly supportive with some concerns and only 9% saying they were opposed.

71% agreed that the buildings and layout have been designed to make best use of the site and relate to the surroundings.

There was broad support for the One Stop Shop/Library building and retail elements but in some of the verbal and written feedback there were strong views around the design of the office buildings. These included comments about the height, blandness and box-like nature of the three blocks, which some felt resemble Riverside and are out of keeping with Keynsham.

There were calls for more visual interest and variety between these buildings and in the roofline.

There was strong support for most of the suggested building materials with 90% in favour of stone, 61% for lime render and 55% for timber. Only 43% said they agreed with metal cladding, however in the additional comments and verbal feedback others particularly liked the historic link with the brass industry and people were clearly interested in seeing brass used in other ways such as smaller feature areas or in public art.

Landscape masterplan, new streets and spaces

There was strong support for the landscape strategy and treatment of new streets and spaces with more than 75% agreeing with the design and landscape features of Market Square, Market Street and Park Street.

90% expressed support for new street trees in Bath Hill and Temple Street to improve the streetscape and enhance the town centre.

87% expressed support for new paving and landscape treatment to provide a high quality environment and help to link the High Street to Temple Street.

85% agreed with the landscape treatment of Park Street with new planting and trees, ramps and steps down to Bath Hill, improving connections to the park and greening this approach to the development. There were also comments about inclusion of more seating or a feature to create a meeting point and generally add life and activity to the area.

From the discussion with the Disability Workers Challenge Group and Equality B&NES both groups agreed that the ramps leading up through Park Street offered the best solution to the level change across the site. There is however a concern about the lack of kerb lines around the new junctions. Further discussions with the Equality B&NES and the RNIB are required.

Water feature

There were differing views about the location and design of the water feature.



02

Public Consultation Feedback:

Whilst in the comment forms over half supported this being in Market Square there were also various additional comments and verbal suggestions including ideas for instead siting this in Park Street or even possibly combining it with a clock. There were also concerns raised about vandalism, misuse, litter and the need for proper ongoing maintenance.

Library/One Stop Shop

The most popular service requested was the library which was specifically mentioned by more than half of all the respondents, followed by Council Connect and access to other Council services. The external service most requested was the Citizens Advice Bureau followed by the Police and jobs/employment advice.

There were many positive comments made around the potential for more community spaces and facilities particularly the multi-use performance space. This facility and scope for a range of activities such as showing films was also positively mentioned by the Time Out teenagers as was space for the display of historic artefacts.

Retail

85% thought a mix of sizes and locations of new retail units will improve the retail offer in Keynsham attracting a variety of new shops and complementing existing businesses.

67% agreed that a new anchor food retailer will help enhance the shopping experience at the southern end of the town centre and attract other new retailers into Keynsham with a wider range of views about the potential operator.

Employment space

92% thought that the presence of employment space in the new development is important for Keynsham.



Highways & Parking

Whilst views about the location and charges for parking differed there was broad agreement that there needs to be more parking especially to support this development and to avoid people parking in residents roads plus a strategy for dealing with what is likely to be additional B&NES staff parking.

When asked whether the preferred highways option will improve the experience for each group of users: there was support by 75% of pedestrians, 56% of bus users, 47% of cyclists and 46% of car users though in each case, other than pedestrians, there were around a third who were undecided or of no opinion.

Regarding additional parking at either Ashton Way, Bath Hill or the Civic Centre nearly half the respondents just ticked boxes instead of ranking choices making it difficult to give precise comparisons, though there were however some clear trends. Ashton Way was the most popular choice for shoppers and visitors receiving around three times the number of first choices when compared to the Civic Centre which came in second and Bath Hill East third, though Bath Hill East was the most popular 2nd/3rd choice over the Civic Centre.

02

Public Consultation Feedback:

For employee parking the Civic Centre just edged ahead of Bath Hill East as the preferred option with Ashton Way coming in a definite third place.

An overwhelming majority of 95% of respondents agreed that there should be free parking though there were differing opinions as to whether 2 hours was long enough.

Other

In discussions with the team there was interest from all age groups about a replacement clock as a feature/meeting point or piece of public art with various ideas from a traditional design through to a contemporary digital design as suggested by the Time Out group.

Additional comments:

There were hundreds of additional comments provided in the open text boxes after each question which also provide useful feedback and ideas plus verbal feedback reported by the team from the exhibition. More detailed analysis of these will be included in the full report.



03

Disability Group Consultation Feedback:

An essential part of the project brief is to make the new development accessible to all. There are various building standards that can guide this, however the team were keen to discuss the proposals with different user groups to ensure the building, new streets and spaces are fully accessible. At an early stage a session was held with the Keynsham Network - a forum for people with learning difficulties.

As a direct result of a request from this meeting, a “Changing Places” WC was incorporated into the design of the Library/ One Stop Shop building.

During the recent public exhibition the team had a useful initial meeting with:

- Disability Workers Challenge Group - a staff group advising the Council about the issues of disabled employees, in particular physical access to workplace facilities
- Equality B&NES - external advisory organisation providing a voice for disabled people across the district

At this stage of the process, feedback on the external areas were sought. Generally there was support for the concept of a pedestrian priority junction at Bath Hill / Temple Street, although it was felt that further consideration is required on the design of the approach to the junction to encourage slower speeds. There are concerns that the lack of kerbs would create an unsafe environment for the visually impaired. Although there are a series of ramps leading to the park, it was agreed that this is the best solution to deal with the level change across the site.

Further consultation will take place with these groups as the project moves forward on issues such as fixtures & fittings, internal colour palette, layout of office space.



Design Response to Consultation

Page 121

This report draws out some of the key issues from the various discussions that have taken place.

The following pages demonstrate in more detail how the proposals have changed and evolved to take on board these issues.

A summary of the 10 Key Issues are listed below:

Local Planning Authority:

- 01 Extend the site masterplan strategy to include how the scheme informs the Fire Station & Riverside sites
- 02 Develop the design of the High Street / Bath Hill junction
- 03 Make the Civic Centre more of a Landmark building with a better relationship to Temple Street
- 04 Improve the environment along Bath Hill and create an active frontage

Community Engagement:

- 05 The design of the office buildings to address comments about the height, blandness and box-like nature of the three blocks, which some felt resemble Riverside
- 06 Improve connections to the park and create active spaces to improve natural surveillance of Park Street
- 07 Provide a replacement for the existing Clock Tower
- 08 Provide additional car parking spaces

Disability Groups:

- 09 Slow traffic on approach to the main junction through the treatment of the road surface and an increase in the number of street trees
- 10 Consider kerb lines and pedestrian safety

01

Extend the site masterplan strategy to include how the scheme informs the Fire Station & Riverside sites

Although this will not form part of the planning application, Aedas have produced an indicative masterplan redevelopment concept for the Riverside and Fire Station sites.

The location of the Civic Building and the creation of a new pedestrian street alongside this was conceived from the beginning of the project as a strategy for improving the viability of the Fire Station site for redevelopment, and also as a strategy to remedy the existing problems with Riverside, which include the under-used secondary frontage to the East and the extremely poorly positioned entrance to the Leisure Centre.

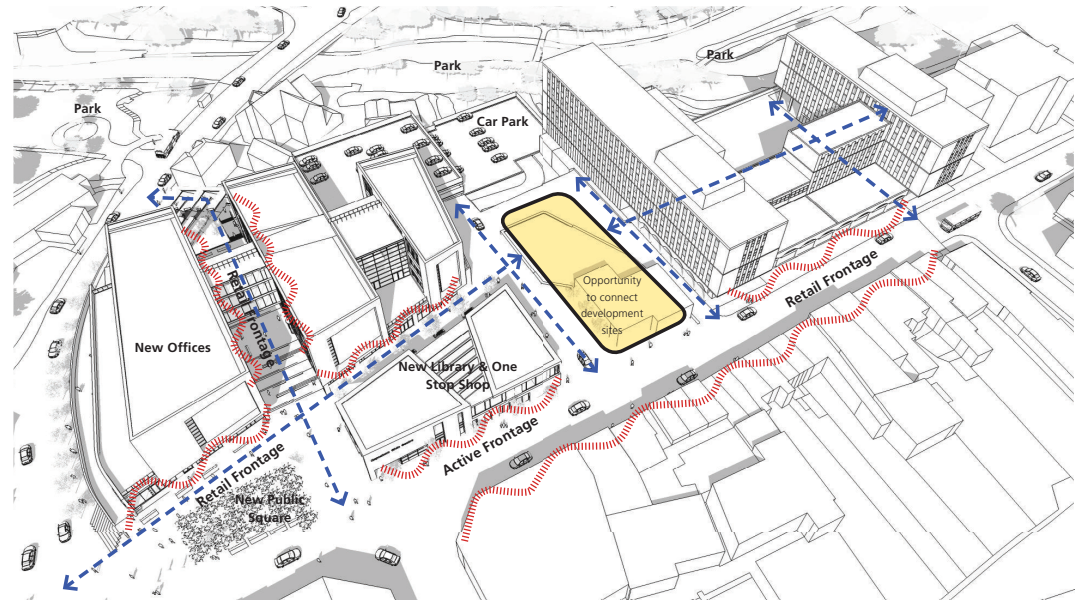
The urban design strategy taken is critical to enabling the redevelopment of Riverside in a coherent way.

The existing Riverside building has good orientation, a narrow plan depth and adaptable concrete frame structure which makes it suitable for a variety of other uses.

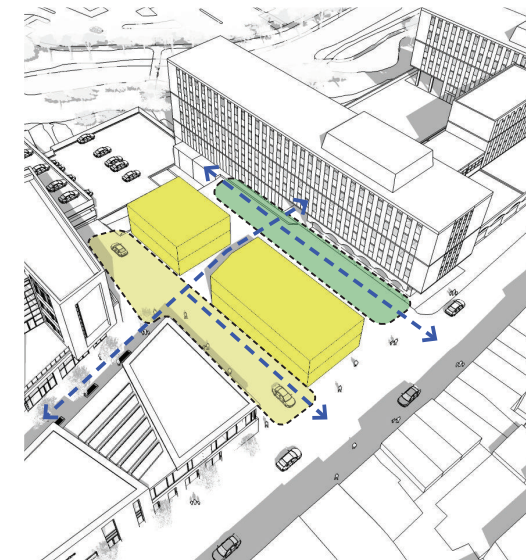
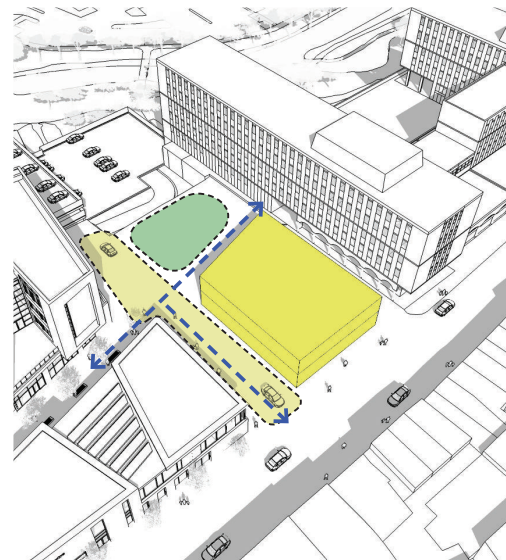
Some possible uses could include:

- Conversion to residential flats
- Refurbishment as offices
- Conversion to Student Residences / Flats

The site has good access to the park, multiple entrances and good active frontages. Combined with the redevelopment of the fire station site and the new shops and library on the Town Hall site this could easily become a valuable development site as Keynsham's prominence grows within the Bristol / Bath conurbation.



Site masterplan : creating connections



Possible development options for Fire Station site

02

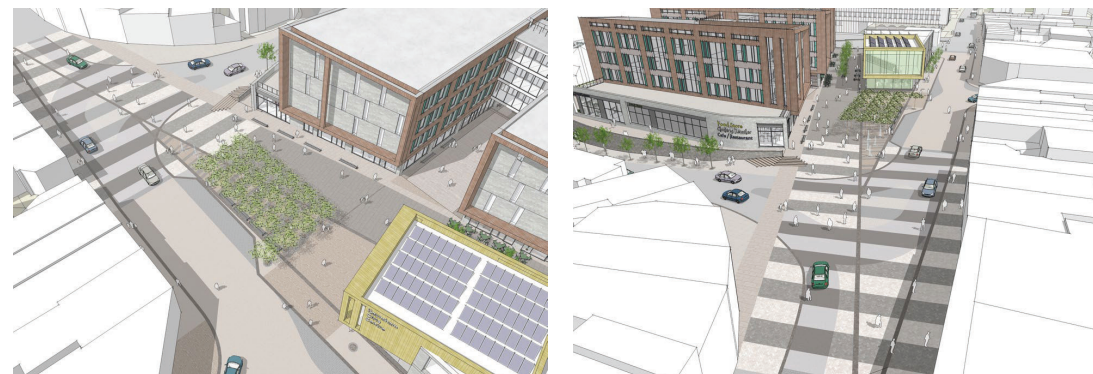
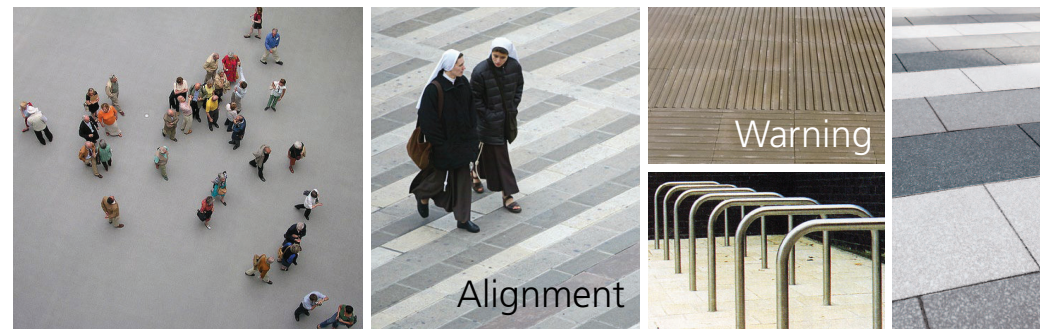
Develop the design of the High Street / Bath Hill junction

The concept has changed to address the highways department concerns about a full 'shared space' junction (mixing cars and pedestrians) to a pedestrian priority junction.

The following key features help to create a pedestrian friendly high quality public realm and improve pedestrian flow from High St to the new shops & spaces:

- One way High Street with left turn only
- Raised table junction
- Separate carriageways with a pedestrian refuge in the middle
- Tactile paving edge to define hazardous zones
- Providing a 'safe' space in the centre of the junction which is sheltered by trees

Transport modelling work is currently underway to assess the junction design and flow of traffic around Keynsham.

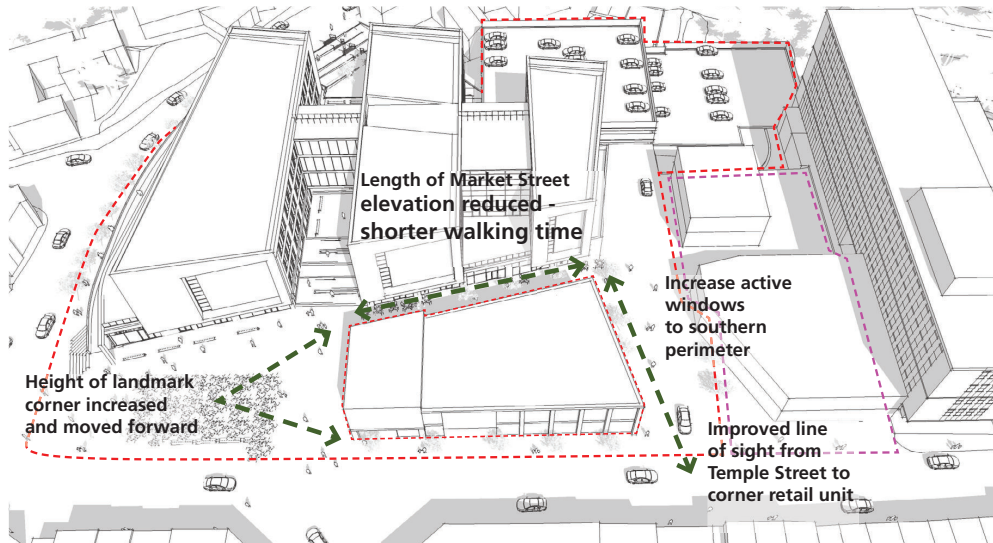


03

Make the Civic Centre more of a Landmark building with a better relationship to Temple Street

The following amendments have been made which address the Development Teams comments:

- Southern facade angled back to improve pedestrian flow and provide increased visibility to the retail units on Market Street
- Building height kept low at 2 storey to remain in keeping with the existing townscape of Temple Street
- Northern (front) end of the building projected further forward to improve visibility from key views & vistas
- Multi purpose space at first floor increased in height to create a taller, more landmark building
- Cladding of front of building changed to copper-aluminium sheet metal cladding which has a golden yellow colour. It is in keeping with the office Brass cladding, reading as part of the same family of buildings while maintaining its own landmark identity



Projecting multi purpose space has been rotated to better relate to the High Street and new Market Square



Internal view of flexible Library / One Stop Shop space

04

Improve the environment along Bath Hill and create an active frontage

Significant improvements have been made to the public realm along Bath Hill.

More space has been given over to the public footpath by reducing the width of the vehicle carriageway. A split level pavement has been created which connects up to the terrace that faces east towards the park.

This scissoring path offers the following opportunities:

- Stepping up breaks up the mass of the new development
- There is the potential for dual frontage retail
- It creates a retail 'circuit' linking back round to Park Street
- Level delivery access from a designated delivery lay-by on Temple Street
- Fire escape from the rear of the shops
- Better signage opportunities for the large retail units
- Links in with the terrace with views over the park

Additional small units have been introduced within the stone base accessed from lower Bath Hill. These are envisaged as small commercial or retail units similar to the estate agents and solicitors offices located on the site next door.

New tree planting is provided along with new paving to significantly improve the quality of the public realm.



Upper level retail terrace including leisure/cafe use with external space



New commercial units along Bath Hill with new street trees and reduced road width

05

The design of the office buildings to address comments about the height, blandness and box-like nature of the three blocks, which some felt resemble Riverside

As shown at the exhibition the design of the offices is influenced by many factors including:

- Consideration of the scale and mass of the surroundings
- Sensitivity to local history and materials
- Optimisation of the building form to create a sustainable, naturally ventilated building

The proposed facades must balance these often competing factors in order to ensure that the building is not just highly performing in terms of technical requirements but also a well designed, characterful addition to the town.

Height & Form

The size of the development requires a multi storey solution if the scheme is going to be able to deliver the required amount of office accommodation as well as the new retail space and high quality public streets and spaces.

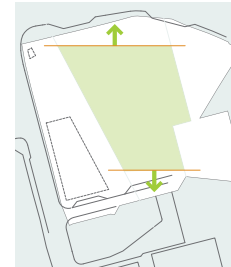
In contrast to this a low rise, high density scheme would have completely filled the site in order to provide the same level of accommodation and would not be able to deliver the high quality public realm improvements.

The design seeks to marry up the requirements of a multi storey scheme with consideration for the 2 storey character of the surrounding streets by setting the bulk of the offices back from Bath Hill through the use of a retail podium, and from Temple Street by the introduction of the 2 storey Civic Centre.

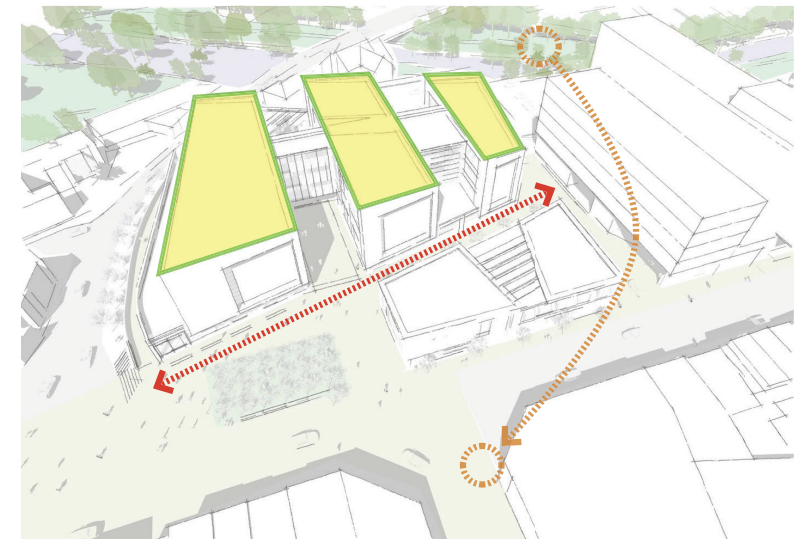
The diagrams on the right show how the form of the buildings and streets has been derived by reconciling the strong urban grain of Temple Street with the optimum orientation for creating a low carbon, naturally ventilated building.

Through the use of materials and texture the building design has been amended to address peoples perceptions about the scale and mass of the buildings. These changes are described further on the following pages.

Narrow wings break up the mass of the building and provide windows for cross ventilation:



The taller buildings are set back from Bath Hill and Temple Street. The 2 storey retail podium and civic building masks the height of the offices.



Roofs pitched south to allow installation of photovoltaic panels to generate electricity. Roof pitch also aids natural ventilation to remove the need for air conditioning.

05

Roof Profile

A number of people raised concerns about the buildings having flat roofs. Unfortunately the drawings presented at the exhibition seem to have misrepresented the design which have one way pitched roofs.

This mono-pitch roof form is a response to the solar orientation and is part of the strategy to create naturally ventilated low energy buildings to meet the councils carbon reduction targets.

The heights of the buildings have been carefully considered in relation to the street widths and are of an entirely appropriate proportion for an urban site.

The way that the buildings project out past the retail podium is a response to requests in earlier Stakeholder consultations held in March and June for the buildings to provide covered and sheltered areas similar to the roof canopy which currently exists along Temple Street.

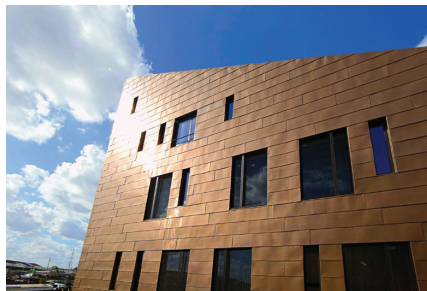
Facade Treatment

Following the consultation the design of the office elevations has been reviewed in order to address peoples concerns.

Many people commented that the facades seemed 'flat' and 'straight' with the East and West elevations which face the Park and Temple Street criticised for being 'bland'.



Example of brass soffit providing cover for shopping



Colour and texture created by hand formed brass cladding

The following changes are proposed in order to address peoples concerns:

- **Materials:** By far the most popular material at the public consultation was the Blue Lias stone which will be used extensively on the retail podium and on the Civic Centre. The verbal feedback at the exhibition events was that people were concerned about the use of timber because of the way that it greys with age. The Brass cladding seemed to polarise opinion and was in part misrepresented by the images produced for the consultation. Many people were particularly concerned with the way that the buildings will weather and how they will look in many years time. Of all of the materials consulted on the brass will weather extremely well requiring very little maintenance and will give a highly textured, natural and hand made quality to the buildings.



Example of brass clad projecting balcony

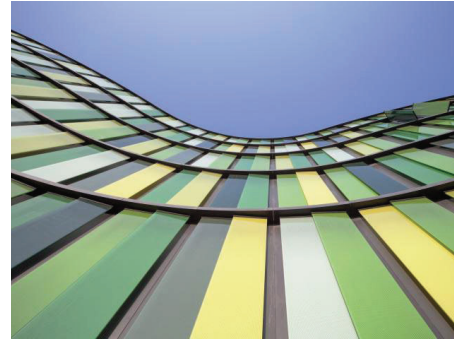
- **Scale:** It is proposed to change the orientation of the standing seam metal cladding to horizontal since the vertical cladding was felt to be accentuating the height of the buildings. The window arrangement has also been amended from 3 storey vertical panels to horizontal bands.



Buildings given a horizontal emphasis to reduce the perceived height

05

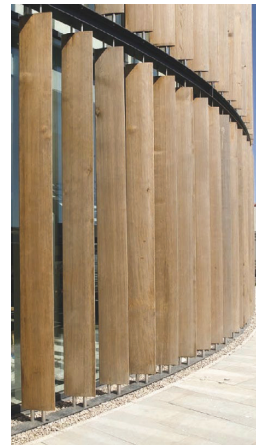
- **Relieve 'flatness' & 'straightness':** The requirements for an efficient and cost effective office dictates the need for straight walls, however the design has evolved to provide some relief in the facade, particularly the north elevation facing Bath Hill. Projecting bay windows and recessed double height glazing will give the impression of the windows punching in and out of the flat facade.



Example of coloured glass panels



Horizontal seamed cladding with recessed or projected bay windows to articulate the elevation



Example of timber shading fins

- **Less 'boxy' or 'bland':** The East and West facades have been the most radically rethought in order to create a more exciting and individual look for the buildings. All East and West facing elevations are now proposed as glazed, either as a clear window or as a coloured glass panel. The use of colour in the facades will help to enliven the buildings and also create individuality and more visual interest between each of the 3 wings. A number of options for possible colour palettes are currently being considered.



Glass and colour to differentiate the 3 office wings and enliven the Market Square

05



1. Standing seam brass cladding changed to horizontal seam to reduce perceived height by giving buildings a horizontal emphasis
2. Windows tied together in horizontal bands rather than vertical bays
3. North elevation windows changed to projecting bay windows and deep reveals to reduce 'flatness' of facades
4. Retail wraps around corner to increase active frontage on Bath Hill & amount of stone cladding increased elsewhere



1. Civic centre height increased to form more of a landmark
2. West elevation amount of brass cladding reduced and shape amended to accentuate pitched roofs
3. Amount of windows increased to improve activity in the facades and coloured glass panels introduced to enliven the buildings facing the public square
4. Location identified for public art clock
5. Retail wraps around corner to increase active frontage on Bath Hill & Park Street
6. Junction design amended to increase pedestrian priority area further down Temple Street

06

Provide a replacement for the existing Clock Tower

There was interest from all age groups about a replacement clock as a feature/ meeting point or piece of public art with various ideas from a traditional design through to a contemporary digital design as suggested by the Time Out group.

The project team are keen to progress this idea and various options have been considered as to where a replacement clock could be sited. These include a free standing structure or locating it on the Civic Centre, however the suggested location is the West facade of the office building (shown below). This fits within the strategy of enlivening the East and West facades of the office buildings through the use of glass and colour.

The next step in developing this part of the project will be commission an artist with a background in large scale public works to produce a bespoke design for the building which will draw upon Keynsham's heritage.



Suggested location for new clock



Example clock face on brass shingle cladding

07

Provide additional car parking spaces

Analysis has shown and consultation has confirmed that there is a need to provide additional car parking spaces to meet the requirements of the new office accommodation.

The team has considered the options for extending car parking in more detail to determine the preferred option moving forward. Each option was considered against:

- Impact on the Conservation Area
- Operational benefits
- Public opinion

Option	Assessment
Option 1: Deck Bath Hill Way	Essential shoppers car park Currently operating under capacity Not suitable for employee parking
Option 2: Deck / Extend Bath Hill	Visual impact of car park structure on river valley and park Restricted covenant currently prevents deck extension Visual impact from adjacent houses Significant impact on Conservation Area
Option 3: Extending existing Civic Centre car park	Public's preferred location for increasing employee car parking Has potential to provide some but not all spaces required

On these grounds the team consider Option 3 to be the preferred. In addition to this, the team is looking at how the existing car parks could be optimised to increase the number of spaces within the town centre. Further details will be presented at the feedback session on 9th and 10th December.



08

Improve connections to the park and create active spaces to improve natural surveillance of Park Street

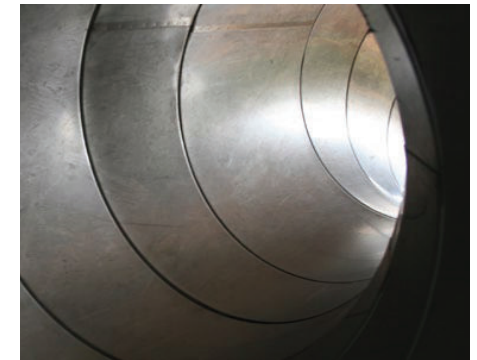
The access from Bath Hill up into the development is via a series of landscaped steps and ramps. This provides code compliant wheelchair and buggy access.

The following changes to the design have been made since the public consultation:

- Planting areas between the ramps will be planted with willows, osiers and dogwood species to reflect the heritage of basket making in the Chew Valley
- The ramps will form the slower, more gentle approach to the development around a central stepped route. Places to stop and rest have been included to enjoy views of The Park

The most significant change is the proposed creation of a new play space for children which will be overlooked from the café terrace and Park Street. The equipped play area for children 5-10 years old will provide:

- An enclosed slide and timber play furniture
- A sand pit and sand moving play features
- Musical play elements
- Seating for parents and guardians
- A stepped seating area to be used as information gathering space
- Space for ornamental planting as part of Keynsham in Bloom



09

Slow traffic on approach to the main junction through the treatment of the road surface and an increase in the number of street trees

The design has been amended to introduce surfacing between the junction of Bath Hill / High Street / Temple Street and the junction of Temple Street / Rock Road which indicates that drivers are within a pedestrian-priority area.

Consideration has also been given to the transition areas between the current arrangement and the pedestrian-priority junction; this is being worked-up in further detail in consultation with user groups.

As part of this work, particular consideration is being given to the point of 'transition' on Bath Hill – this is likely to occur at or around the new pedestrian crossing linking the site with the park.

A 'Stage 1 Road Safety Audit' has been undertaken, which raised no 'in principle' issues with the design.

Detailed design matters will be safety audited at Stage 2, post-planning, in line with the requirements of the Design Manual for Roads and Bridges (DMRB).

Page 133



New George Street, Plymouth



Ashford, Kent



View of pedestrian priority zone around Bath Hill, Temple Street & Rock Road

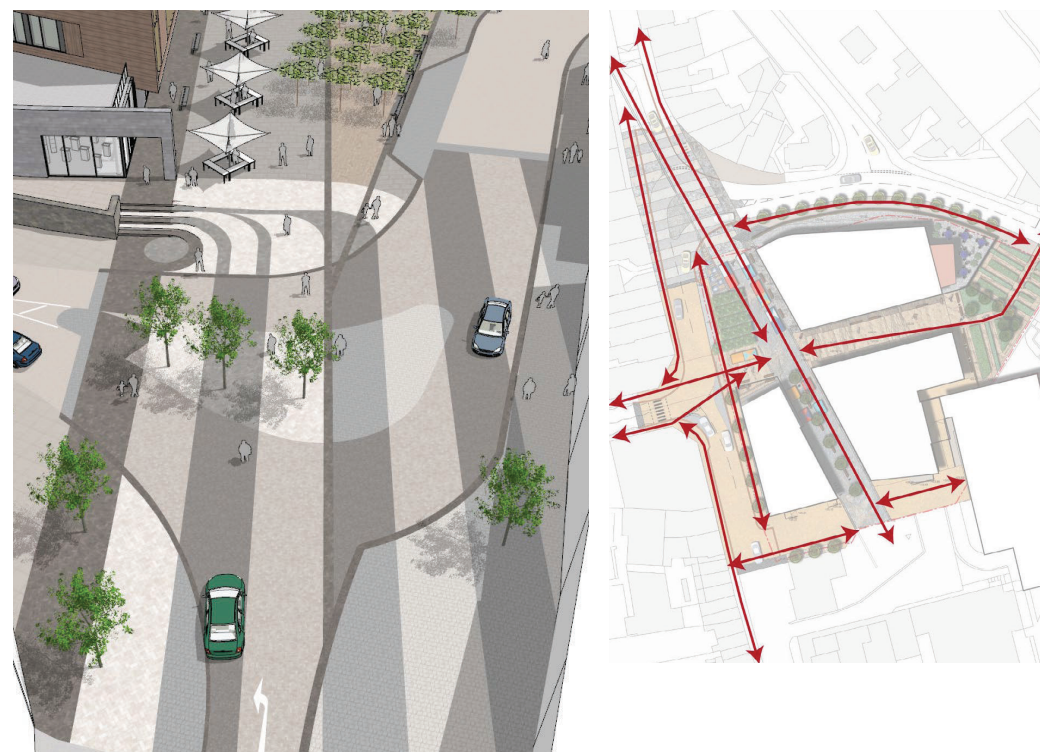
10

Consider kerb lines and pedestrian safety

As previously noted, the Road Safety Audit raised no issues with the potential for the junction of Bath Hill / High Street / Temple Street to be 'at grade'. Subsequent discussions have been held with Equality B&NES and these have helpfully led to a meeting which is currently being organised with RNIB.

The discussions with Equality B&NES have resulted in an the introduction of a different surfacing treatment to include the Temple Street / Rock Road junction, as the removal of the existing pedestrian crossings was considered to be problematic for users with visual impairments.

Consideration of other changes to details of the design, including whether kerb upstands are required, and how to provide a strong indication to all users that they are entering a pedestrian-priority area, will follow the forthcoming meeting with RNIB.



Level pedestrian priority space

Predicted pedestrian routes

Next Steps

Members of the public will be invited to see how their comments have shaped the proposals before a planning application is submitted.

There will also be an exhibition, including a physical model, of the planning application once submitted.

Further meetings will take place with the Keynsham Civic Centre Community Focus Group to help shape the next consultation exercise which will include feedback on the public exhibition as well as options for the provision of parking within the town centre.

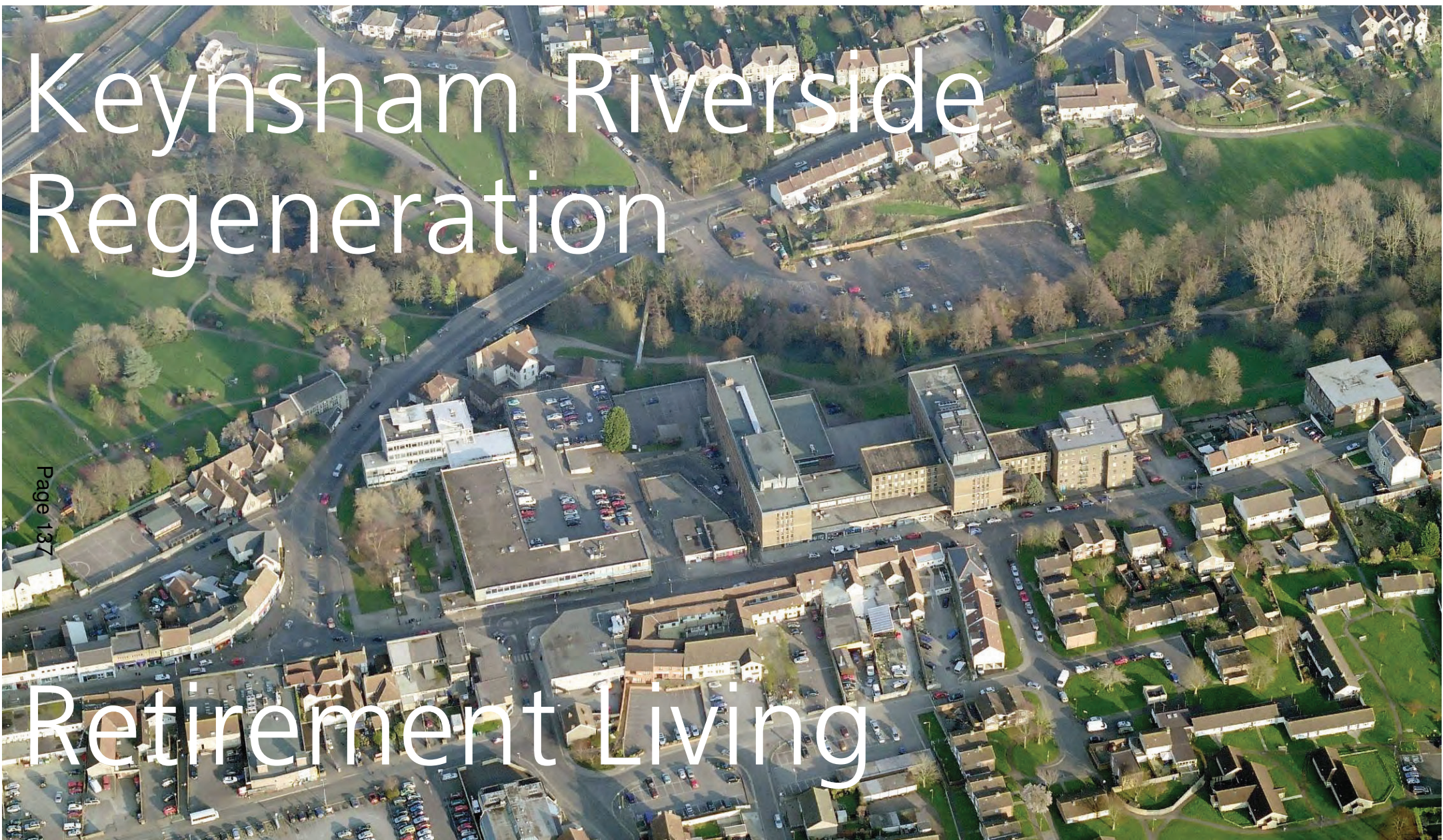
On submission of a planning application, the proposals will be exhibited in Keynsham and will include a physical model of the scheme. A Statement of Community Involvement will be submitted with the planning application detailing all of the consultation that has taken place and how the proposals have responded to the feedback.

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Keynsham Riverside Regeneration

Retirement Living

Page 137

KEYNSHAM REGENERATION

RETIREMENT LIVING
DRAFT APARTMENT PLANS

NOVEMBER 2011
2011.00662

Aedas

1.0 RETIREMENT LIVING LEVEL 0



LEVEL 0

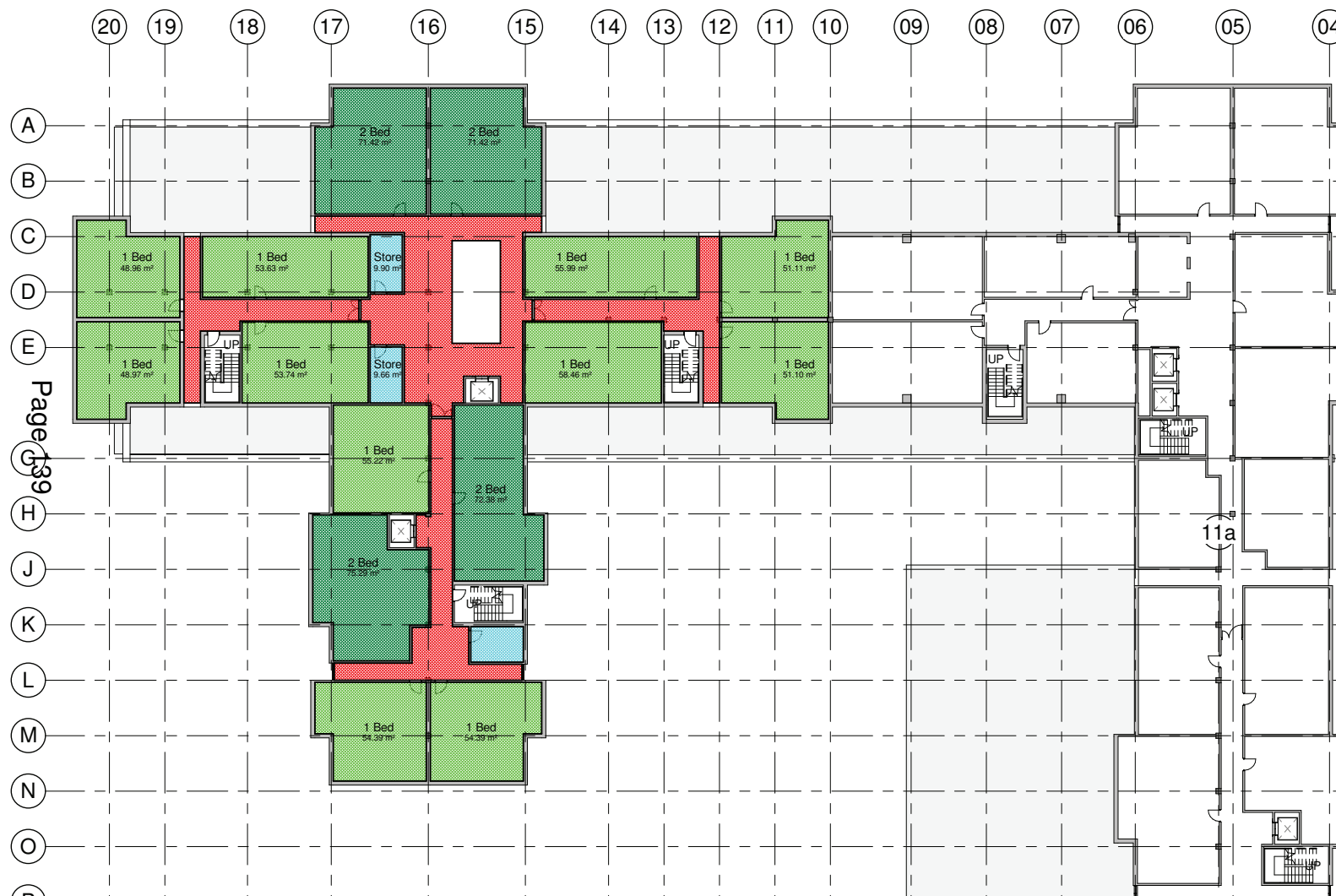
- Entrance – bright and welcoming - aligned with main Leisure Centre axis through to new Town Hall development
- Open Plan Foyer – residents can wait for family and visitors and observe activity in the main entrance area
- Communal Lounge – vibrant hub with glorious views across the park and access onto the landscaped garden
- The main ancillary spaces (e.g. Buggy store, refuse store, laundry and plant) are discreetly located at ground floor and do not impact on the communal or residential parts of the scheme

There are a range of communal and support spaces including:

- Staff Administration Office / Manager's Office
- Communal Lounge
- Laundry
- Guest Room
- Buggy Store / Disabled WC's



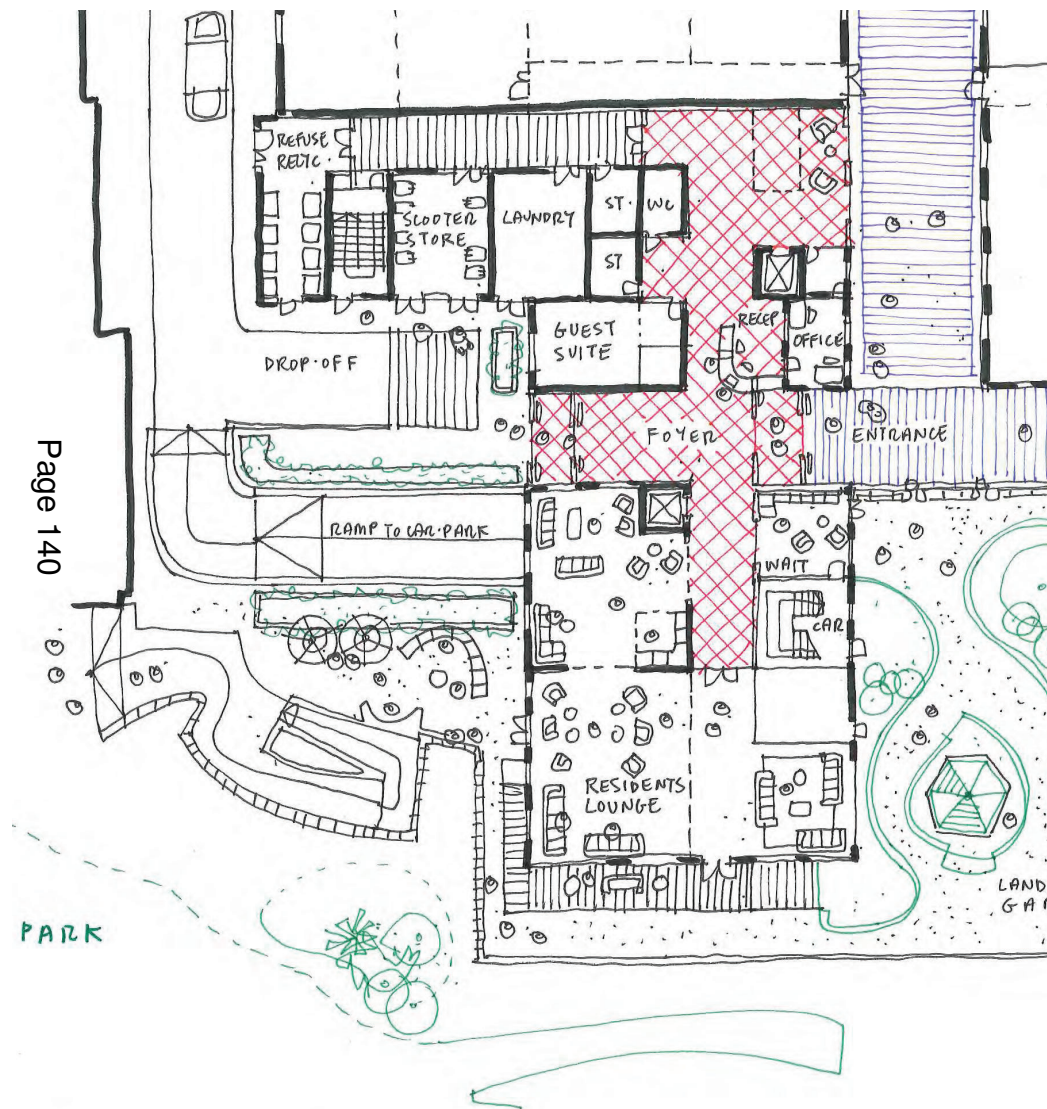
1.0 RETIREMENT LIVING LEVELS 1, 2 & 3



LEVELS 1, 2 & 3

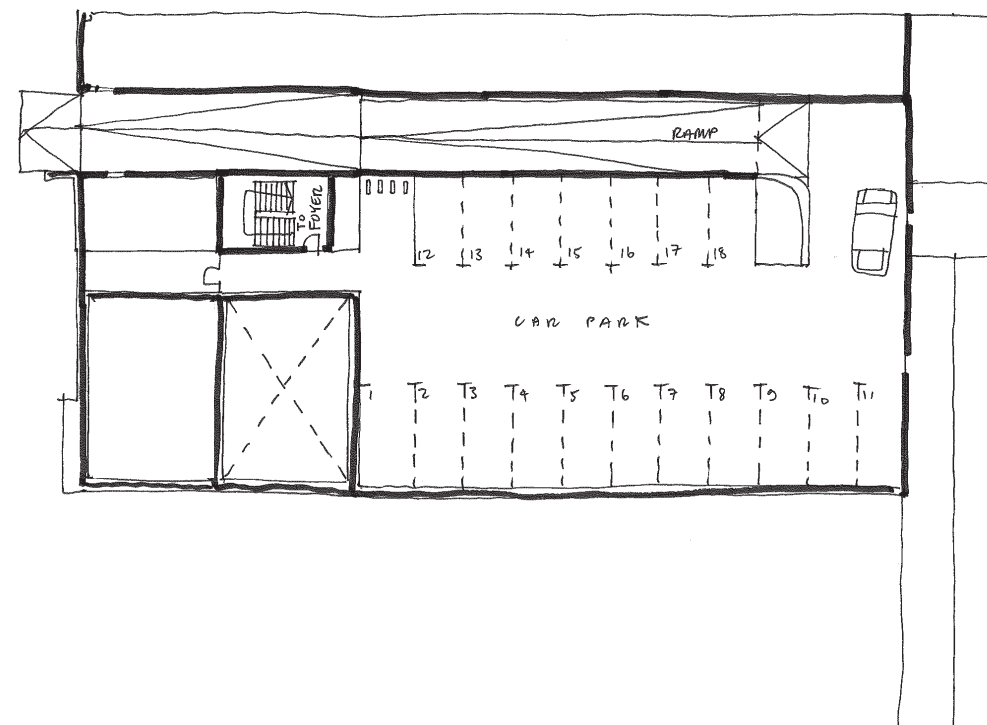
- Accommodation - 49 self-contained apartments
- 35 one bedroom (72%) and 14 two bedroom units (28%) with good space standards at 55sq.m and 70sq.m respectively – support spaces at ground floor level
- Balcony or terrace to each apartment
- Permeable Plan – clusters of apartments arranged around an internal atrium
- Creates a strong connection between the ground communal areas and residential areas on the upper floors
- Promotes neighbourliness, maximises natural daylight and assists orientation

1.0 RETIREMENT LIVING LEVEL -1



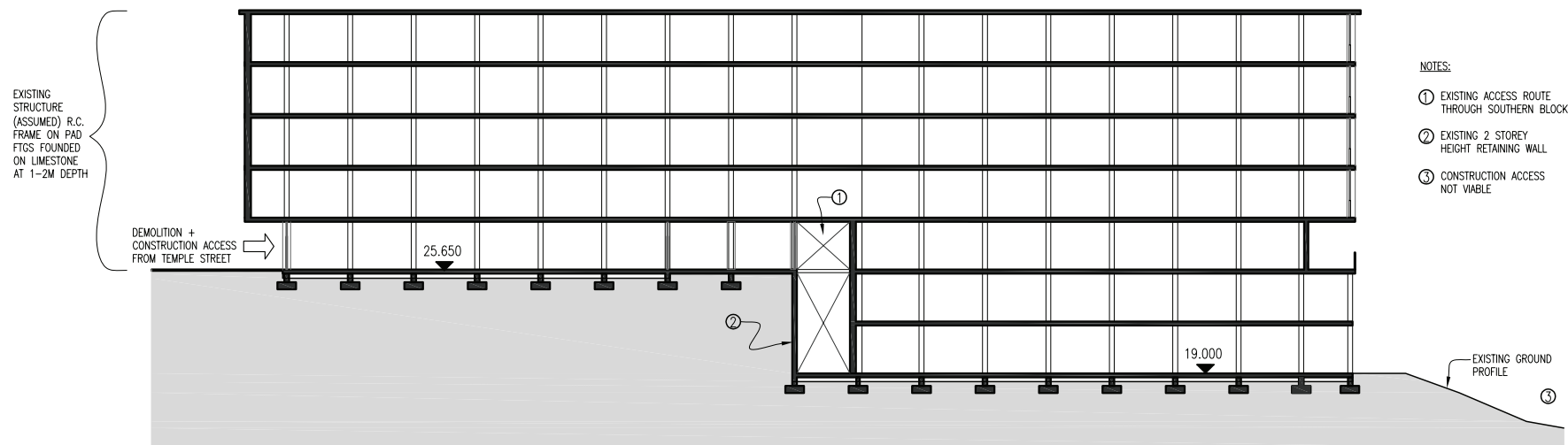
LEVEL -1

- Parking – ramping down as shown would provide approx. 18 spaces to a raised level within the existing sports hall
- Alternatively 6 spaces could be achieved at grade instead of the ramp



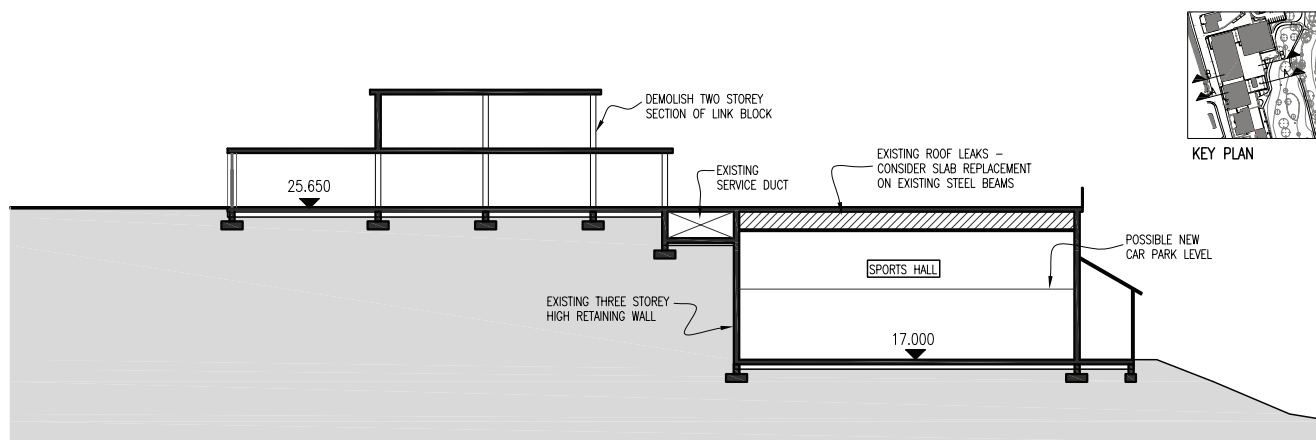
1.0 RETIREMENT LIVING STRUCTURAL COMMENTARY

Page 141



SECTION A-A

EXISTING STRUCTURAL FORM (SOUTHERN BLOCK)



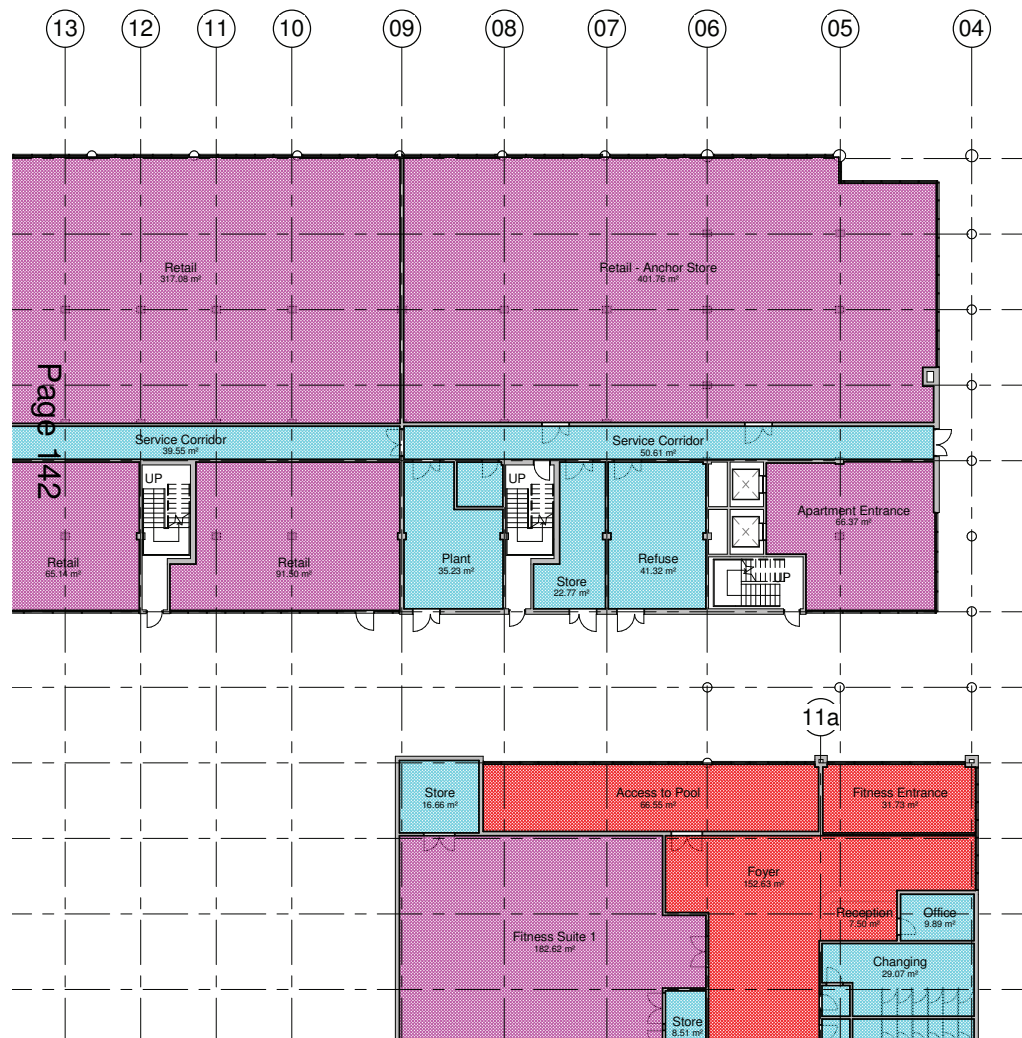
SECTION B-B

EXISTING STRUCTURAL FORM (SPORTS HALL)

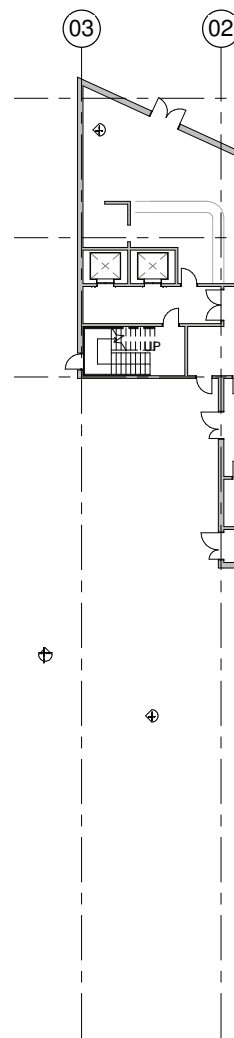
STRUCTURAL CONSIDERATIONS

- (i) Demolition of semi-basement levels will be extremely difficult from high level. An access ramp would be required from 25.65 down to approximately 17m AOD within existing sports hall to facilitate demolition.
- (ii) Existing 2-3 storey height retaining wall would require significant temporary propping to facilitate demolition.
- (iii) Existing structural grid is very tight hence significant foundation obstructions in the ground if new build option pursued.
- (iv) Existing frame works well with proposed architectural layout and appears in generally good condition. (from visual inspection only - to be confirmed by intrusive concrete survey)
- (v) Proposed scheme is therefore to retain South and North wings and Sports Hall "volume." The latter to be re-roofed (potentially new roof slab on existing steel beams) to create new parking area.
- (vi) Demolish and replace two storey section of existing link block.

2.0 OPEN MARKET APARTMENTS LEVEL 0



Ground Floor Plan



LEVEL 0

- Entrance/Concierge on prominent corner on Market Street opposite Leisure Centre entrance
- 4K sq.ft Retail Anchor Store to corner of Temple Street

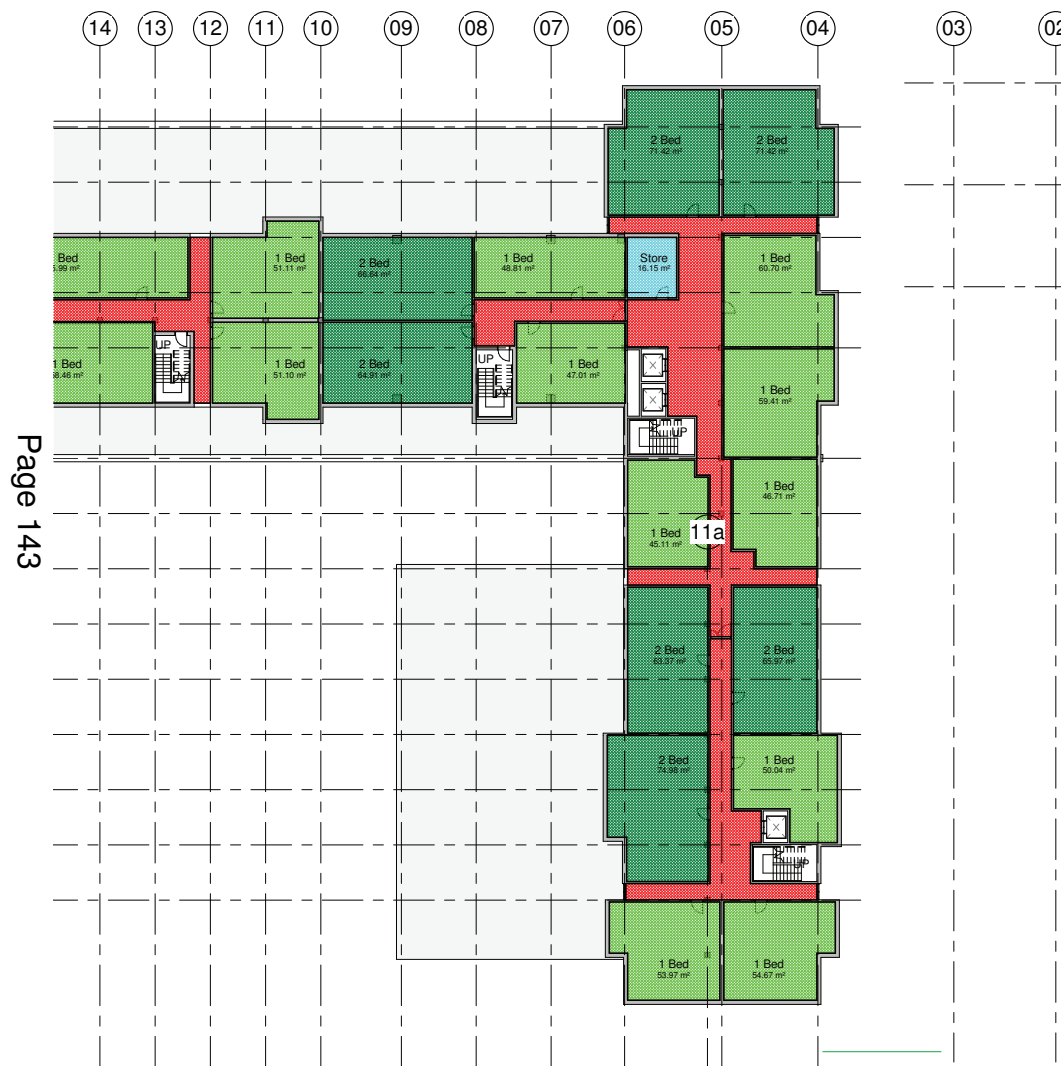


Aerial View



View from Park

2.0 OPEN MARKET APARTMENTS LEVELS 1, 2 & 3



Ground Floor Plan

LEVELS 1, 2 & 3

- Accommodation - 48 self-contained open market apartments + 4 penthouse apartments.
- 27 one bedroom and 21 two bedroom units with good space standards at 55sq.m and 70sq.m respectively – support spaces at ground floor level.
- Balcony or terrace to each apartment.
- Permeable Plan – clusters of apartments arranged around an internal atrium.
- Promotes neighbourliness, maximises natural daylight and assists orientation.



Temple Street View

3.0 LEISURE CENTRE LEVEL 0



Leisure Centre - Ground Floor Plan

LEISURE CENTRE

- Existing Snooker Club refurbished
- Entrance moved to a more prominent position on the corner of Market Street, allowing for a more logical progression past reception and through to the swimming pool and fitness suites.
- 3 No. Fitness Suites with associated changing rooms

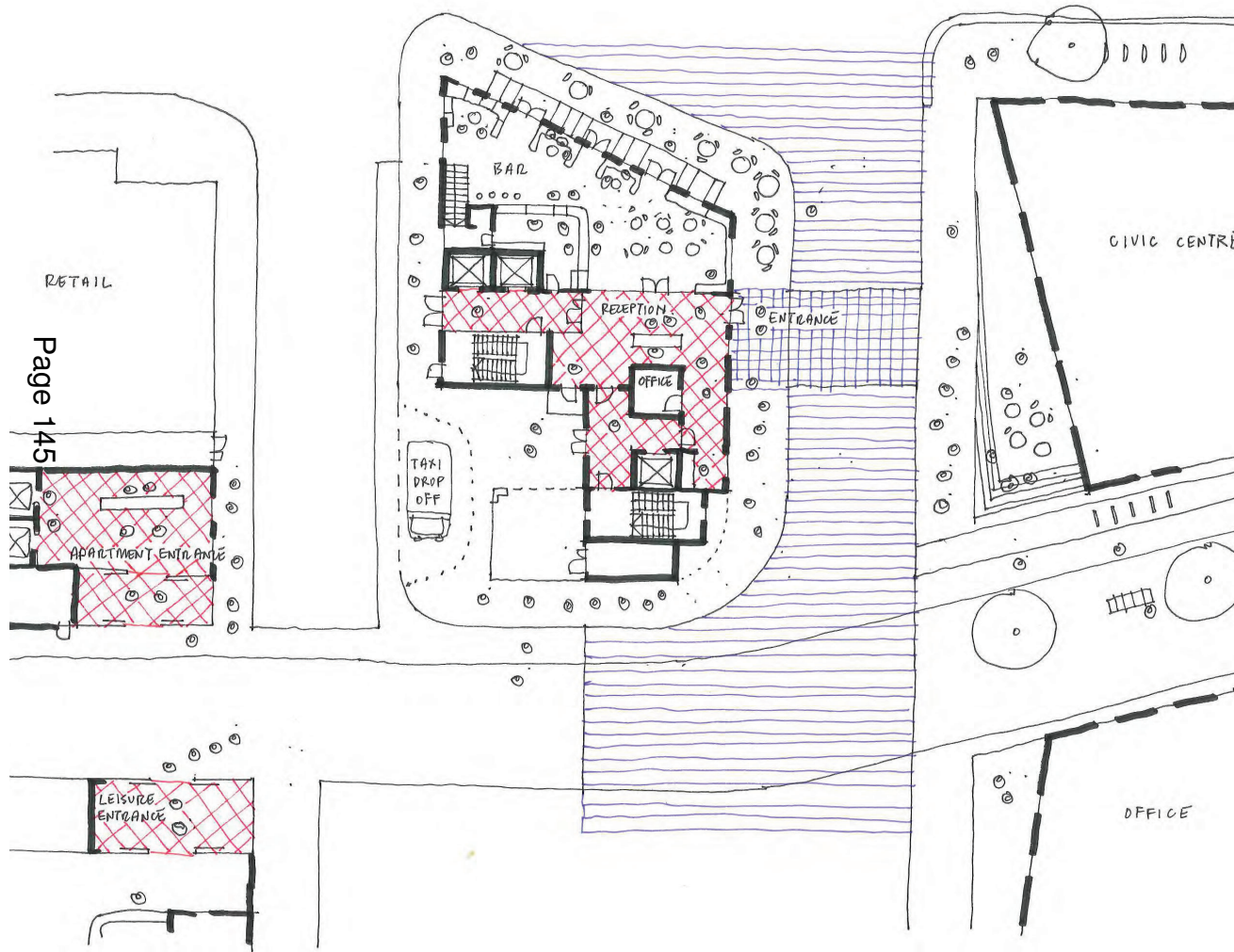


Prominent Entrance on Market Street



Refurbished Snooker Club

4.0 FIRE STATION SITE LEVEL 0



Ground Level Plan - Bar and Entrance

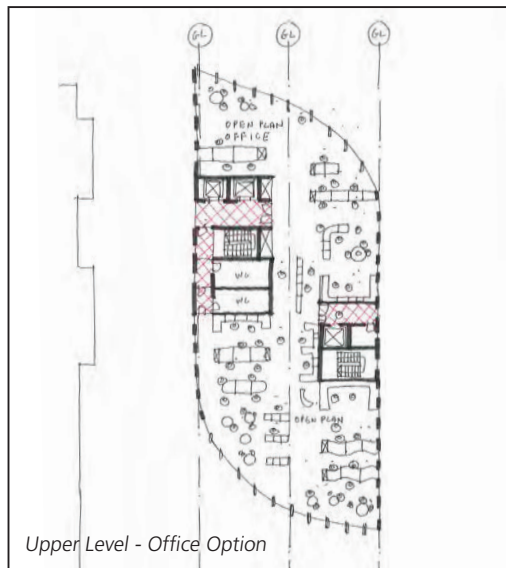
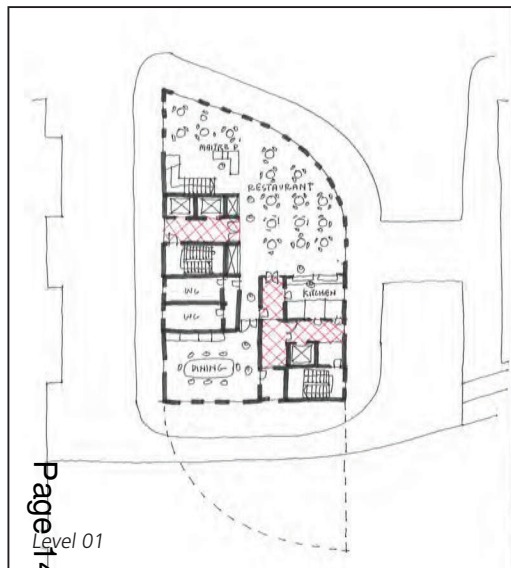
LEVEL 0

- The Fire Station site can play an important role in linking the Town Hall regeneration site with Riverside
- Careful attention, however, needs to be paid to the form of the building due to its close proximity to the other buildings – contrasting residential, commercial and civic neighbours.
- A bar and restaurant to the ground and first floors, possibly associated with a boutique hotel to the floors above, will provide activity at street level out of office hours and stitch together the urban grain.
- The curved façade at ground level will draw people into the site and set up a positive relationship with the Civic Centre opposite.
- The shifting geometry of the upper floors will add dynamism to the composition, with the upper storeys extending over Market Street, framing views to and from Riverside.



View from Temple Street

4.0 FIRE STATION SITE UPPER LEVELS



UPPER LEVELS

Level 01

- Restaurant and Kitchen/Back of House

Upper Levels - Office Option

- New Grade A office space - open plan floorplate

Upper Levels - Hotel Option

- 15 Beds per storey - 45 beds over 3 storeys



4.0 FIRE STATION SITE VIEWS



View along Temple Street with Civic Centre in the foreground



View along Temple Street leading into Market Street



View along Market Street - framed views to Riverside



Positive contribution to Public Realm in relation to Civic Centre - lots of activity

TEMPLE AND MARKET STREET VIEWS

- A bar and restaurant to the ground and first floors will provide activity at street level out of office hours and stitch together the urban grain.
- The curved façade at ground level will draw people into the site and set up a positive relationship with the Civic Centre opposite.

5.0 SITE PHOTOS

Page 148



Aerial View

5.0 SITE PHOTOS



5.0 SITE PHOTOS



5.0 SITE PHOTOS



Page 151

Aerial View

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Customer Services and Partner Requirements

The One Stop Shop

The aim is to develop an integrated shared space to deliver multiple public, voluntary and third sector services to the most vulnerable members of the community in a single location. This community 'place' will be situated in the centre of Bath (Lewis House) and will be supplemented by 2 other One Stop Shops in Midsomer Norton and Keynsham as well as service delivery from other appropriate community or locally based premises for those unable or less likely to use them. The One Stop Shop should provide a place for the community to go to access all of the appropriate services that they might need, at the time that they need them, and in one place.

All areas should comply with DDA accessibility requirements, including the pods, meeting rooms, cafe and staff areas.

- Natural light
- Open space to facilitate an easy & natural customer flow
- Triage / enquiry / meet & greet space close to entrance
- Floor walker's podium stands/desks with access to IT for mediated service
- Privacy pods for various service delivery and/or providers
- Self service and payment area(s) for quick access & leisurely browsing
- Variety of public seating & waiting area (s)
- Service areas able to take cash securely
- Customer Service Counters
- Small back office to include desk space room for secure banking, tea/coffee making facilities and storage space
- Interview rooms (various sizes, soundproofed)
- Shop mobility - limited storage for mobility scooters etc plus pick up/drop off access, allowing an entrance which is separate from main entrance so that the whole area can be separated off to allow different opening hours. Fully DDA compliant WC facilities easily accessible within / close to, shop/mobility area.
- Display area (s)
- TV screen for public information
- Coffee shop
- Children's play area (s)
- Public WC facilities (DDA compliant) within main area
- Where possible design should enable 'out of hours' use for events, consultations, group use etc, so ability to close off or secure some areas would be desirable.

The space must have clearly designated zones, with clear visibility to all areas from the meet and greet area as you enter. The customer services visual identity and agreed colour

schemes, which satisfy the corporate branding guidelines, should be used throughout the building for zoning as appropriate, alongside the need to accommodate partner publicity requirements where necessary. This consistent approach will be applied across all supporting council One Stop Shops and other community hubs etc.

The design and technology (e.g. use of wifi, multi-use of phones and PC's) must provide flexibility to enable the delivery of a wide range of services considering customer flow to maximise the use of the space and service delivery points. This is necessary as the One Stop Shop will also be the service delivery point for both internal and external service partners, however their detailed requirements are still to be agreed.

It is important to factor into the design Health and Safety and DDA compliance which includes access, manoeuvrability, layout and all service delivery points.

Security is a key element in respect of the overall requirements and must include:

- Intruder alarm system with secure cash area as a separate zone (to include alarm limpet for safe)
- [REDACTED]
- Panic alarm system fixed and portable
- Fixed required for each service counter, individual meeting room desks, Case Conference Room and each privacy pod
- Portable required for use within all locations
- CCTV in all areas including individual meeting rooms, Case Conference Room, Ante Room, and located strategically across the overall location to maximise coverage.
- Swipe card access to staff secure areas/external doors
- Secure strong door to secure cash area
- Bolt holes to private meeting rooms and Case Conference room/Ante room

HMRC

HMRC moved into the Bath interim One Stop Shop in March 2011. As part of the development of the One Stop Shop HMRC will re-locate with Customer Services from their current location at the Guildhall to Lewis House in April 2012.

HMRC is available every Monday, Wednesday and Friday during the hours from 9.30am – 4.00pm. There are a number of service delivery options:-

1. Echo Desk (triage)
2. Directed to self service telephones
3. Pre-booked appointments

Due to data security and confidentiality HMRC cannot use Wi-fi technology for either network access or printing. This greatly restricts the ability for HMRC to utilise the space and therefore dictates their service delivery locations e.g. privacy pods, 'meet and greet area' will not be available to use due to use of Wi-fi in these areas. IT requirements include the necessity for segregated hardwired network access points for PC's, printers and telephones; however dual fuelling of HMRC PC's will enable shared working by partners at these locations (front and back office locations).

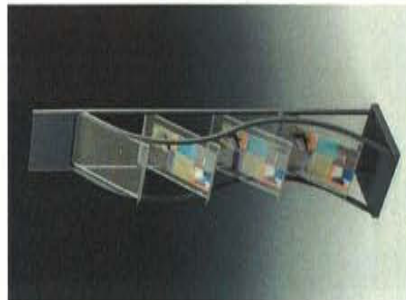
Requirements include:-

One Stop Shop front office

- 2 wall mounted self service telephones to be located side by side, preferably within the vicinity of the counter area.
- 4 hardwired dual fuelled PC's.
- Final location of these PC's is yet to be confirmed however, due to the limitations above it is anticipated that these will be located on 2 x counters and 2 x private meeting rooms.
- 4 hardwired telephones.
- Final location of these PC's is yet to be confirmed however, due to the limitations above it is anticipated that these will be located on 2 x counters and 2 x private meeting rooms.

The Stop Shop back office

- (This needs to be located to allow for less than 90 metres cabling from Comms Room on floor 2).
- 3 x dedicated HMRC desks (hard wired and dual fuelled), however these can be within the open plan working environment, but must be located together.
 - 3 hardwired dual fuelled PC's
 - Proposed location is Lower Ground Floor at Lewis, yet to be confirmed.



- 3 hardwired telephones
- 1 hardwired MPS printer which includes printer, photocopying, scanning and fax facilities. (Dimensions already provided, however depending on HMRC space available this may dictate where printers are located).
- 2 storage cupboards, including 1 that must be lockable for security purposes.
- A request has been made for individual pedestals for each desk, however the working environment at Lewis House does not allow for this facility. Individual personal lockers will be available, and HMRC are advised to agree a work around to identify a suitable solution.

Comms Room requirements

In order for the HMRC server to connect to their secure network, a new BT circuit must be installed directly into the Comms Room at Lewis House. The lead time for this work, is 90 working days (18 weeks), which must be agreed and submitted to BT by no later than 15 September 2011. In addition a router must be supplied and fitted once the circuit has been installed. From the move in March 2011, this took several weeks, however it is understood that advised lead time for delivery is usually within 7 working days subject to availability.

A Fujitsu Environmental Survey must be requested which has a lead time of 2 months. This can be done from the detailed architectural design as the comms room is not due for completion until April 2012. The survey must be completed prior to the installation of the server which will be co-ordinated through Mouchel (Leighton Ballard) and HMRC IT Services.

HMRC require an individual lockable storage facility within the Comms Room for their server. However, this can be integrated into a shared unit, provided that the HMRC server is in a separate lockable compartment. With reference to mandatory cabling requirements mentioned above, the HMRC server must be located to allow for less than 90 metres cabling from all hardwired service locations.

HMRC IT requirements will restrict locations from where their staff can work, however work is being undertaken to review and analyse current demand. This will enable informed decisions to be made regarding their service delivery options and design at the new One Stop Shop.

A request was made to clarify whether costings in relation to the move, have been agreed with HMRC Estates Department. In addition a Business Change Request is to be submitted to agree budget to fund the move and this must be completed 6 weeks prior to the BT Circuit installation request. It must be recognised that any delays in meeting critical deadlines will impact on HMRC ability to provide a full service to their customers and could have a negative impact on opening of the One Stop Shop in April 2012.

Meet and Greet Area

The 'Meet and Greet' area is the first point of contact with the customer and must be immediately accessible and identifiable as they enter, with clearly visible signing and branding. A functional space that will give customers the opportunity for a triage service, it will allow us to respond and deal with simple enquiries or propagate the continued flow of the customer within the overall space.

The area available needs to retain a spacious feel but include the minimum of 4 'Meet and Greet' welcome pods if possible (height-adjustable), to facilitate the requirements of all service partners (both external and internal). Each welcome pod will require PC and Telephone electric and network access, a 'perch stool' and access to some storage within the specific area for frequently used information and leaflets. (Limited access and storage). In addition the Queue Management ticket dispenser that requires an electric point and connection to the system module (current system requires no network points) will be located within this area, close to the Welcome Pods to enable staff 'meeting and greeting' customers to assign enquiries to a particular service delivery point.

With high footfall we would require wide access entrance doors with automatic motion sensors and safety features, and a mechanism in place to minimise movement of air e.g. loss of heat. The flooring needs to be of a non slip variety and the immediate entrance must have dry matting area.

Self Service Area

The self service area will be located near to the entrance in close proximity to the 'Meet and Greet' area. The space allows customers to use the facilities for themselves to access services, which includes telephones, PC's and customer information.

The area that must be clearly branded will require 6 self-service PC's, 4 self service telephones with a surface for viewing information. Space must be made available to locate concessionary bus pass equipment 1 x PC, location for a webcam and suitable backdrop for taking a portrait photo. PCs must be placed on height adjustable desks for DDA compliance. It may be worth considering the need for perch stools at each of the height-adjustable desks but this still needs to be reviewed and agreed. Similarly, the telephones must be alternately height located for DDA as well as have individual privacy dividers between each phone.



Shopmobility

Shopmobility which will now be incorporated into the One Stop Shop provides a service to customers that require the use of either manual or electric wheelchairs. Shopmobility has specific electrical requirements due to the need to charge wheelchair batteries overnight and this must be included as part of the specification. Each electric wheelchair (9 in total) will require a standard electric socket, to maximise space they need to be located around the edge of the allocated area within Shopmobility.

In addition space for 4 manual wheelchairs will be located within the Shopmobility area. The design needs to incorporate a turning circle of 1.82 metres to enable all electric chairs to be manoeuvred and turned around. The flooring needs to consider the nature of the service and the equipment that is used and the type of customer (reduced mobility), so the flooring needs to be of a hard wearing non slip variety and the immediate entrance must have dry matting area. The entrance must be wide access automatic doors with motion sensors and safety features, and a mechanism in place to minimise movement of air e.g. loss of heat.

One enquiries desk is required which includes one PC and telephone with electric and network access points, 1 MPS printer, 1 'all day user' office chair and 2 customer waiting chairs. The space must also include space for one DDA toilet facility. Storage for spare parts is required and must be considered as part of the plan, however it is recognised that this area could be located elsewhere within/close to the One Stop Shop. Staff accessing the One Stop Shop from the upper floors of Lewis House will cross the path of the Shopmobility area which will create a Health and Safety risk. It is proposed that a mechanism is put in place to manage and/or alleviate this risk,

Shopmobility provides a Saturday service and therefore a mechanism should be considered to potentially close off the area from the main One Stop Shop.

Private Meeting Rooms

These meetings rooms will be used for dealing with the more sensitive and confidential enquiries including appointment based meetings. They will be used by all service providers (internal and external) and due to the location within the One Stop Shop they will need to clearly identifiable.

They will be used by all service providers (internal and external) and due to the location within the One Stop Shop they will need to clearly identifiable. The meeting rooms must have air conditioning and heating, be adequately sound proofed e.g. to enable use of monitoring/recording equipment, have a semi frosted glass front wall and door and lit by class 1 lighting. Each private meeting room must have a bolt hole door with lift to lock to minimise risk which can be accessed easily by staff using the rooms. A 1200mm desk, 4 customer waiting chairs and a hearing loop are required in each room, in addition to a PC and telephone that require electric and network access.



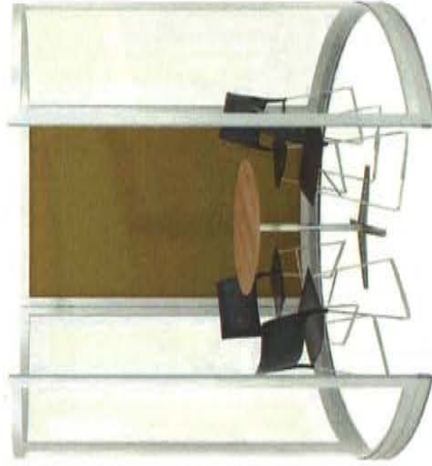
Case Conference Room/Ante Room

The Case Conference Room/Ante Room will be used typically by Social Services for conducting Case Conferences involving vulnerable young persons. However, when the space is not in use for Case Conferences, it will be made available for other services to use. It is not necessary for the rooms to be clearly visible from the main public area e.g. Meet and Greet area, but to ensure that access or exit for customers using the area it must be discreet and also easily accessible from the Shopmobility entrance/area.

The Case Conference Room and Ante Room must have air conditioning and heating, be fully sound proofed due to the sensitivity and nature of its use and have a semi frosted glass front wall and door. The Case Conference Room and Ante Room must be adjoined, have bolt hole door(s) with lift to lock to minimise risk. These must be located between the Case Conference Room and Ante Room in addition to a separate bolt hole(s) leading from the Case Conference Room. They must be easily accessible by those using the rooms.

One telephone will be required in both the Case Conference Room and the Ante Room which requires network access; however additional network and electric points will be required to enable the space to be used for other service delivery. A projector and interactive white board is also required.

The Case Conference Room will need to accommodate up to 20 people therefore 20 chairs are required together with a compound conference table that can be separated to make maximum use of the space. A small amount of storage is also required.



The Ante Room is a less formal setting that accommodates fewer numbers however it still requires a 1200mm desk, 8 waiting chairs and PC and telephone network points.

Privacy Pods

Privacy Pods need to be located behind the 'Meet and Greet' area but centrally within the remaining space. The privacy pods will be used by all service partners (internal and external) on an ad hoc/duty basis and will be used to deal with mediated and/or more complex but not potentially lengthy enquiries in a semi private environment.

Each privacy pod will not be permanently branded by service, but it must have the facility to clearly advertise the service that is occupying the space during the time it is in use e.g. HMRC every Monday, Wednesday and Friday. Individual pods will require queue management number displays at the front, directed towards to the relevant seating area, a round table, 4 chairs and a PC and telephone with electric and network points together with class 1 lighting and a hearing loop. A Secure cash area for cash payments may need to be considered as part of service delivery in privacy pods to incorporate the take on of new services e.g. Bath Street licensing.

Customer Service Counter Area

Customer Service counters are used to deal with less complex and less confidential customer enquiries or mediated service requests. Demand for this type of service is high and uses service specific systems and equipment. As the furthest access point for customers the area must be clearly visible and identifiable with signposting, branding and service delivery listing being a key element. This also includes the installation of 2 scrolling message boards that require electric points.

The service delivery counter area has the highest requirement for equipment, storage and cash handling facilities and therefore requires an appropriate level of security e.g. swipe doors to counter area, secure location of equipment. In order to deal with expected customer demand the area will require the installation of 3 payment kiosks with the front of machines located next to the service counters, each kiosk requires individual privacy dividers between each one.





Five individual service counters are needed with individual privacy dividers between each counter. Each counter will require, '1 all day user' office chair, 2 customer waiting chairs, one PC, one telephone, close access to a photocopier/printer, leaflets and general information, together with individual queue management number displays at the front of each, directed towards to the relevant seating area.

The space behind the customer service counters must be maximised to accommodate the requirements as a result of the nature of services that are delivered from this location. It must be noted that additional equipment for issuing taxi vehicle licences also needs to be accommodated (currently issued from Bath Street), however the location of where this service will be delivered is currently under review as part of a Systems Thinking Review.

Secure Cash Office

The secure cash office provides both a secure area for daily banking and cash handling together with the provision of secure access to the 3 payment kiosks. This area must adjoin the Customer Services counter area. Due to the need for full security as large volumes of cash are received each day, the room must have a secure strong-door with swipe card access and must not open into a public area. The room requires air conditioning, shelving and electrical and network points for ancillary equipment and 3 x payment kiosks. To accommodate cash handling the room must have a desk for banking, 1 x 'all day chair', 1 x telephone and 1 x PC and enough space to open the rear of the payment kiosks/remove the cash boxes. This area will have 2 wall mounted key safes and 2 safes located within it. (1 x Customer Services to include alarm limpet and 1 x Social Services Finance team, unable to combine the 2 safes into one due current Social Services finance protocols). The floor must be able to support the weight of the two safes, and the secure cash office must have a separate alarm zone so it can be set independently from the rest of the One Stop Shop/Lewis House.





Waiting Area

The waiting areas will be located across the One Stop Shop and must be conducive to the look and feel of the new environment. Space must be maximised to incorporate as much customer seating space as possible. Each waiting area needs to be easily identifiable and located within easy access to the service delivery points, and they can in themselves be used to deliver services.

- Privacy pods
- Customer service counter area
- Ante room
- Private meeting rooms

The seating must be comfortable flexible and varied in design, with a less formal and regimented layout to promote a more relaxed and welcoming atmosphere. However whilst the furniture should not be secured to the floor, as it needs to be movable to create flexible spaces for events, mechanisms need to be incorporated to mitigate potential safety or security risks.

Children's Area

The One Stop Shop needs to incorporate areas dedicated to children's play which can be used whilst families are accessing the services. It is important to make sure that the location of the Children's play areas are easily identifiable and are in close proximity to the seated areas where families and parents could be waiting e.g. seated waiting areas, café. A variety of children's play equipment must be available which must be conducive to the look and feel of the new environment; therefore we would require fixed wall mounted educational play equipment in preference to loose free standing toys.

Display Area

The One Stop Shop needs to incorporate dedicated display areas where service partners and organisations can promote their service and inform the public of forthcoming events. The display areas must be highly visible and need to be located in areas of high customer throughput to ensure maximum exposure. The display areas will be a combination of fixed and movable items to increase versatility and usability. In addition to formal display areas, there is a requirement to include a number of wall mounted notice boards and some form of leaflet racks for the display of general information regarding services delivered etc.





Café Area

As a community space the café is an important focal point of the One Stop Shop. Although likely to be self contained, it will still need to coordinate with the rest of the space and must not impinge on the space required for the One Stop Shop. Consideration must be made in respect of responsibility for the café area which needs to adhere to our principles, creating flexibility to enable joint use of this space outside of office hours e.g. events, promotions. In addition, customer toilets must be within easy access from the café area and One Stop Shop.

Potential Partners and Stakeholders

The following list provides an indication of the types of services/partners with whom discussions may be held. Note though that this list is neither exhaustive nor definitive.

1. **Internal**
 - a. Neighbourhood environmental Services
 - b. Public Protection
 - c. Parking services
 - d. Housing Services
 - e. Building Control
 - f. Planning
 - g. Library Service
 - h. Children's social care
 - i. Adult Health and social care
 - j. Youth Service
 - k. Public Health
2. **External**
 - a. Citizens Advice Bureau
 - b. HMRC
 - c. Police
 - d. Fire Service
 - e. Somer Housing
 - f. Age Concern
 - g. Job Centre Plus
 - h. Connexions

Footfall

Footfall will be dependent on individual service's customer demand, time of day, day of the week and other seasonal trends. How long customers spend or which areas of the space they utilise will depend on the nature of their need or service they require

Maximum football is anticipated to be around 1000 customers a day based on current trend data but will only be verified after final partner inclusion is known and demand analysed.

The Communications Hub

CCTV

The Contractor shall allow to relocate and update the Council's CCTV control room from the Guildhall, High Street, Bath to Lewis House, Manvers Street, Bath.

The CCTV control room relocated to Lewis House and shall provide a high quality CCTV system monitoring environment that can be used by the Council's CCTV operators or any partner agencies for the following purposes:

- Monitoring and recording the Councils CCTV cameras for the prevention and detection of crime.
- Production of CCTV evidence for use by authorised bodies (Police).
- Monitoring security radio systems for the prevention and detection of crime.
- Act as an information hub for controlling major incidents under the control of Business Continuity & Emergency Planning team.
- Facilitating the Councils bus lane enforcement cameras / technology.
- Facilitating the Police ANPR system.
- Monitoring vehicle movements and traffic signalling systems for urban traffic control.

This shall generally comprise of relocating the main CCTV system components (digital video recorders, CCTV matrix, CCTV telemetry control system, optical fibre transmission system, microwave transmission system radio communication systems and bus lane enforcement system), integrating them into a new CCTV server room and CCTV control room with a new CCTV monitor wall and control room furniture.

The CCTV control room shall be future proof with the capacity to display and record 240 CCTV cameras images simultaneously at 4CIF resolution, 10Mbps, 25 frames per second (minimum).

The CCTV control room shall be equipped with a monitor wall, three operator stations, local printing facilities and evidence storage. The monitor wall shall display all the Councils Public Space and Lewis House internal CCTV camera images

simultaneously at the highest quality possible. The monitor wall shall be viewable from each operator station. The monitor wall shall be viewable by the occupants of the Business Continuity & Emergency Planning team area during major incidents.

Each operator station shall be height adjustable. At each operator station there shall be a monitor to display live images that can be controlled by the existing relocated CCTV system keyboard and joystick via the CCTV system matrix.

There will also be another large monitor to display the CCTV system software to enable the recovery of CCTV evidence onto recordable DVD's. These monitors will not be smaller than 19 inches and display images at the highest quality possible. The operators must also have access at each desk to the Vetac CCTV software system.

Each radio system shall be accessible at each operator station via a radio interface 'front end'. Each desk will also have a telephone, task light, storage pedestal, and 13 amp sockets accessible from the desk top. The operators chairs shall be robust and will be suitable for 24hr use in a control room environment.

Local printing facilities will be provided with access to CCTV still image colour laser printer, Vetac system printer and a fax machine.

Secure CCTV evidence storage shall be provided for 100 DVD's and storage shall be provided for 1000 blank DVD's.

Urban Traffic Control

The Contractor shall allow to relocate the Urban Traffic Control (UTC) CCTV equipment from Council's CCTV control room, Guildhall, High Street, Bath and Riverside Office, Keynsham to Lewis House, Manvers Street, Bath.

This shall generally comprise of relocating the main UTC CCTV system components (digital video recorders, CCTV matrix, CCTV telemetry control system functionality, optical fibre transmission system), integrating them into a new CCTV server room and UTC monitoring area with a new UTC monitor wall and control station.

The UTC monitor wall shall display all UTC CCTV camera images simultaneously at 4CIF resolution, 10Mbps, at 12.5 frames per second (minimum). The UTC monitor shall have the ability to display any Public Space CCTV camera image at 4CIF resolution, 10Mbps, at 12.5 frames per second (minimum).

One UTC operator station shall be shall have the capability to control the CCTV images displayed on the UTC monitor wall by the existing relocated UTC CCTV system keyboard and joystick via the CCTV system matrix. There will be no facility to transfer recorded CCTV images to any form of portable media.

Business Continuity and Emergency Planning

The Contractor shall allow to relocate the Business Continuity & Emergency Planning (BCEP) CCTV equipment from BCEP meeting area, Guildhall, High Street, Bath to Lewis House, Manvers Street, Bath.

This shall generally comprise of relocating the main BCEP monitor (television) and BCEP PC (with CCTV system software) integrating them into a new CCTV server room and BCEP team area, and a new BCEP monitor, with the same provisions, located in a meeting room on an upper floor of Lewis House (exact location to be determined).

The BCEP monitors shall be wall mounted and be capable of displaying any public space and UTC CCTV camera live images and recordings via the BCEP PC's at 4CIF resolution, 10Mbps, at 12.5 frames per second (minimum).

Planning Requirements

The premises are currently classified as retail and a change of use will be required. A pre planning meeting took place and has since led to a planning submission indicating the plans and changes for new entrance lobby and additional access doors to shopmobility. Planning was submitted on 01.09.2011, with a 10 week period programmed.

Advertisement consent will be required for external signage. Any external plant will require a separate planning consent. An acoustic survey may be required for external plant.

Quality Standard Targets

The design will comply with all relevant building and statutory standards – Approved Documents for Building regulations, British Standards, national and local planning guidelines. H&S regulations and DDA requirements.

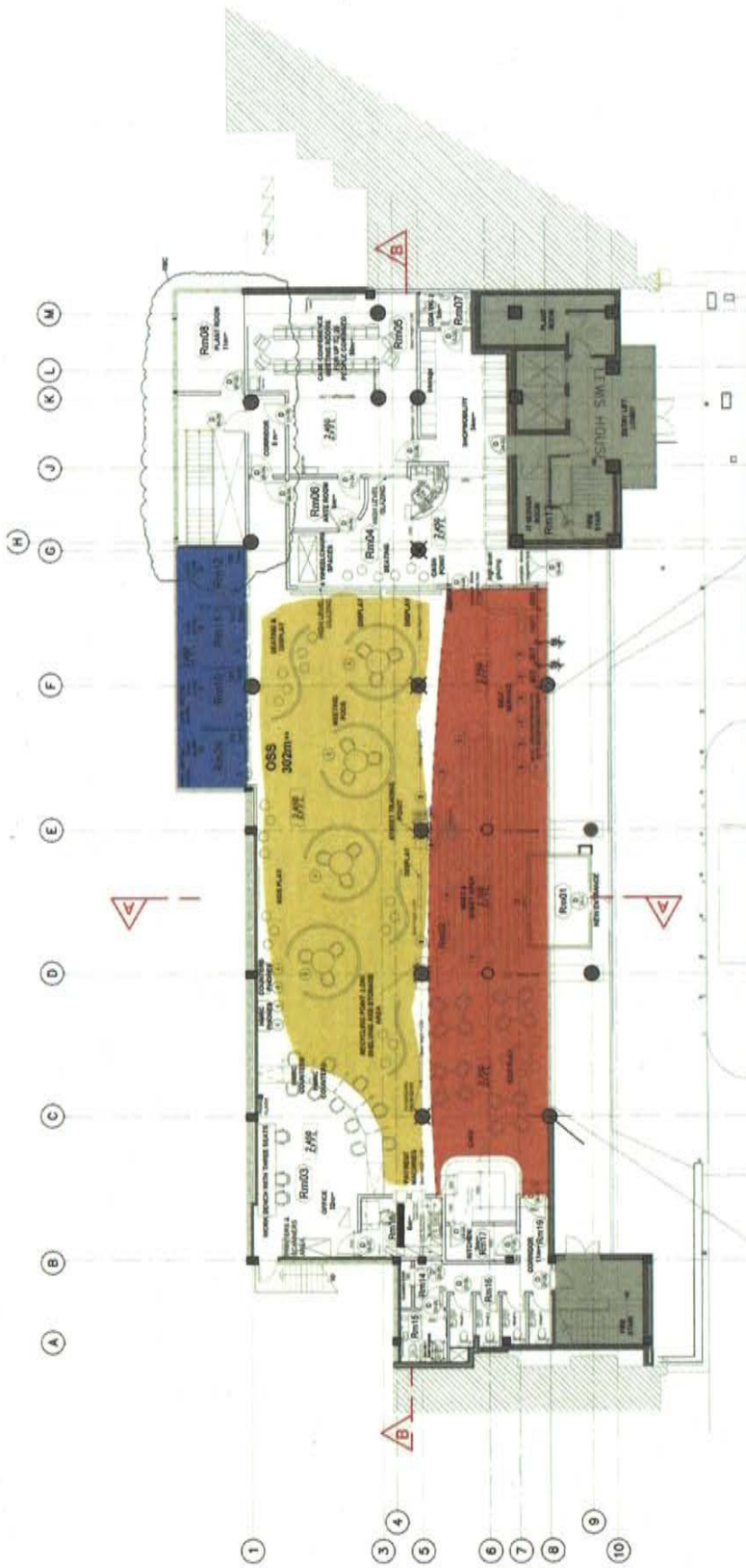
The design team will apply their internal quality procedures for the design in line with the above.

Sustainability Aspirations

The implication of retaining space in the Guildhall is that inefficient space, in terms of carbon emissions, is retained.

Services that are currently accommodated in buildings due to be disposed of must be re-housed. Utilising existing space in Lewis House is more carbon efficient than either taking on new build property or retaining additional properties.

Zoning



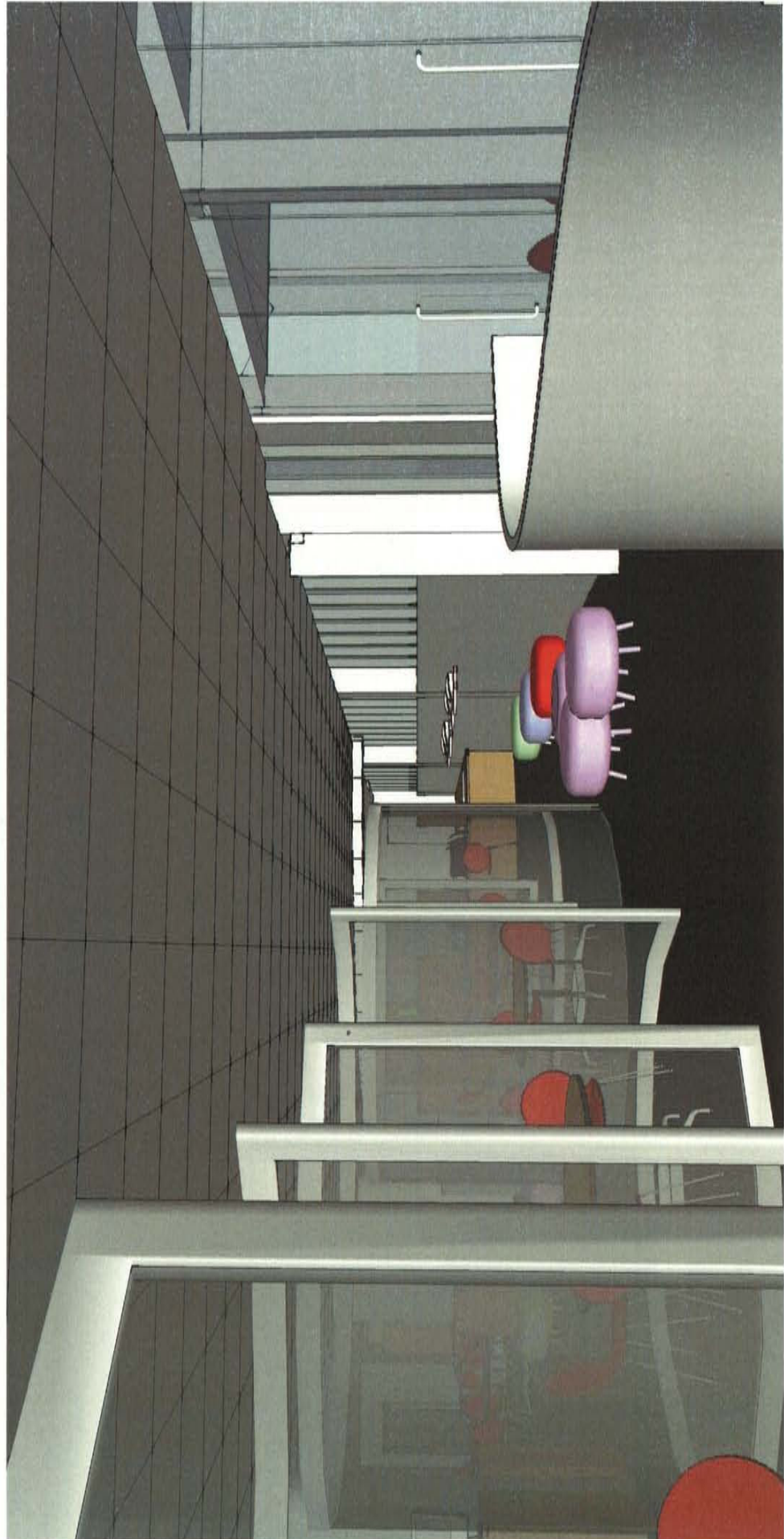
- 1 WELCOME PODS
- 2 SELF SERVICE PODS
- 3 MEETING PODS
- 4 PHONES
- 5 BUS PASS TERMINAL WITH CAMERA

PUBLIC

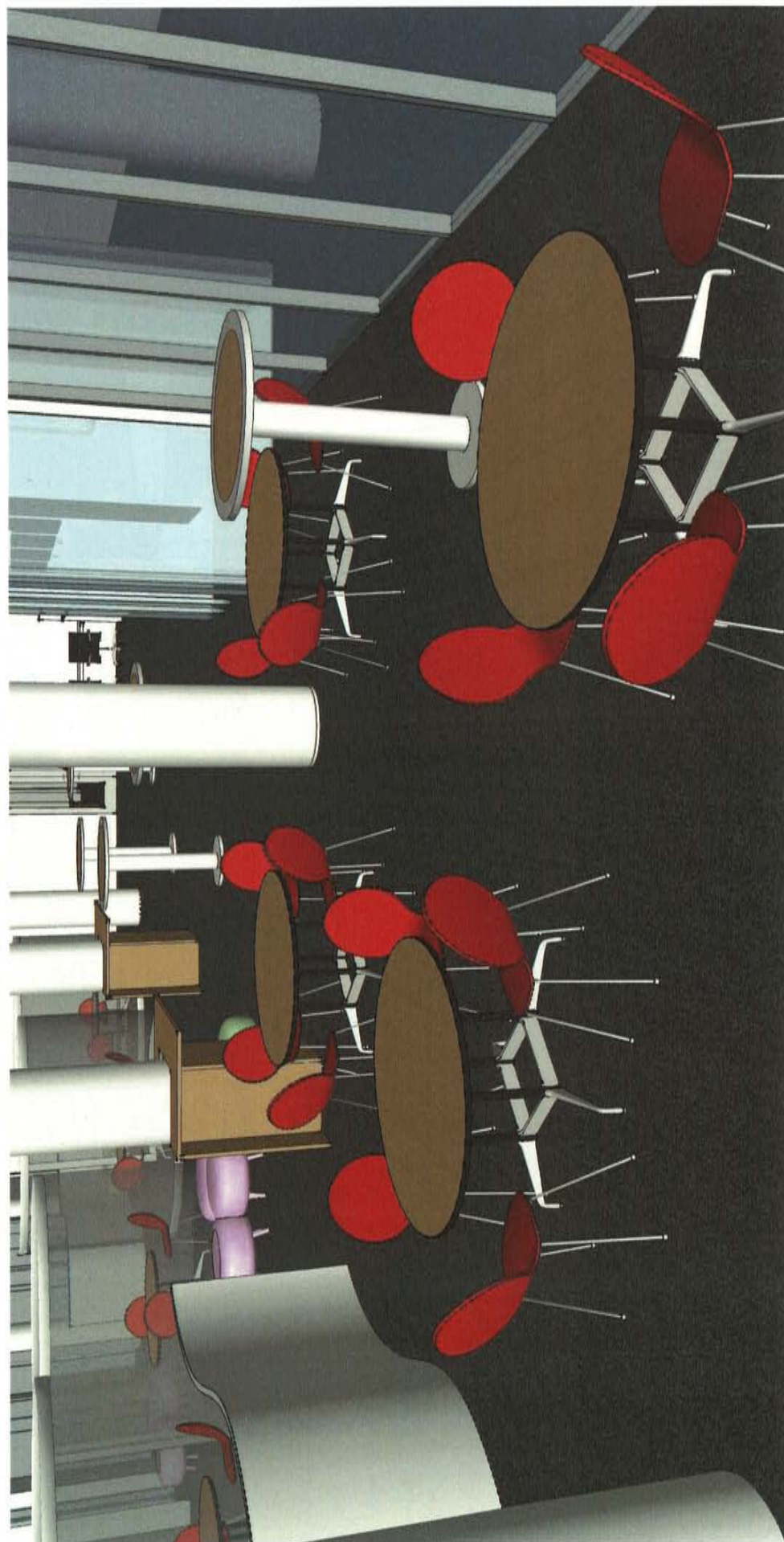
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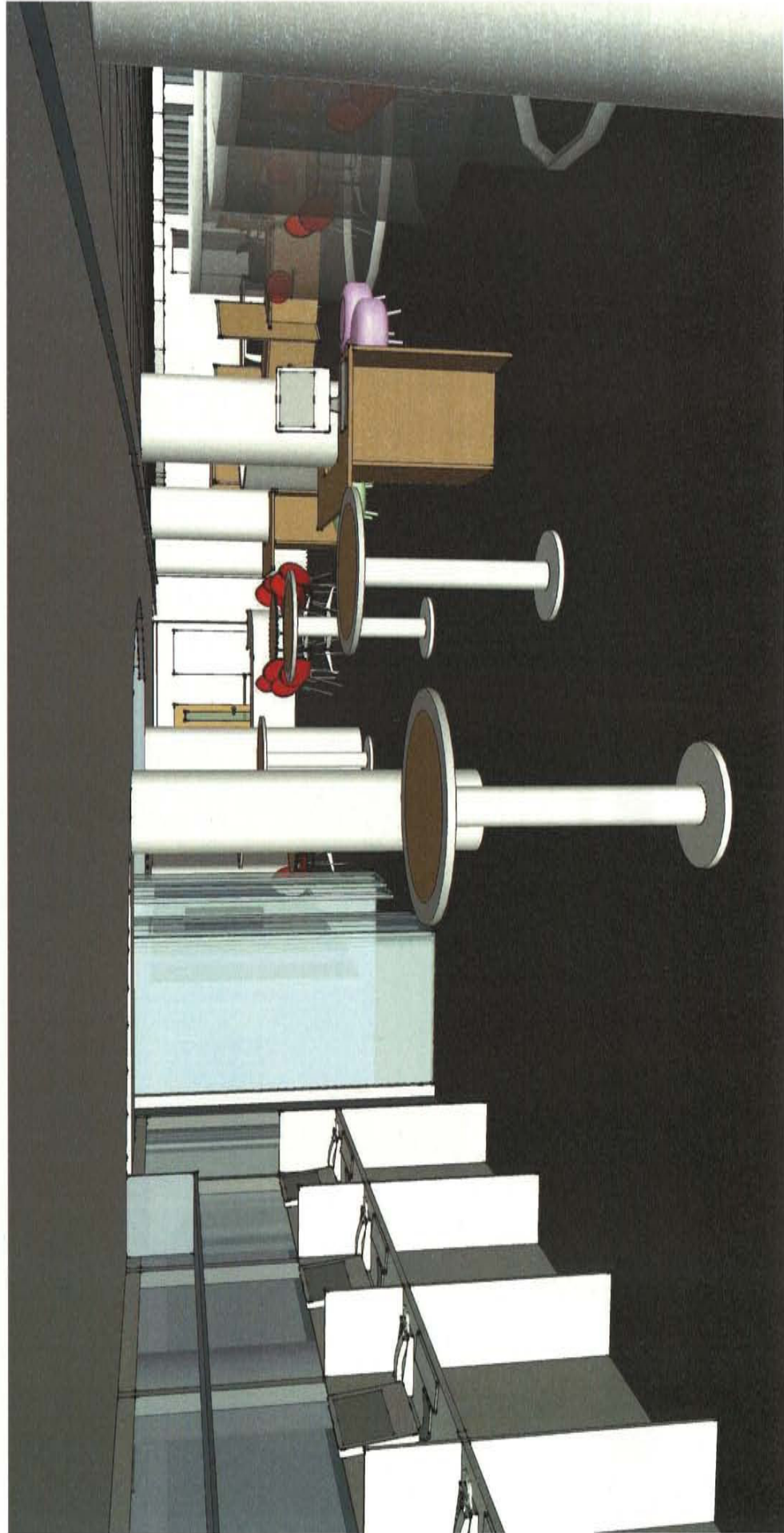
3D Visuals



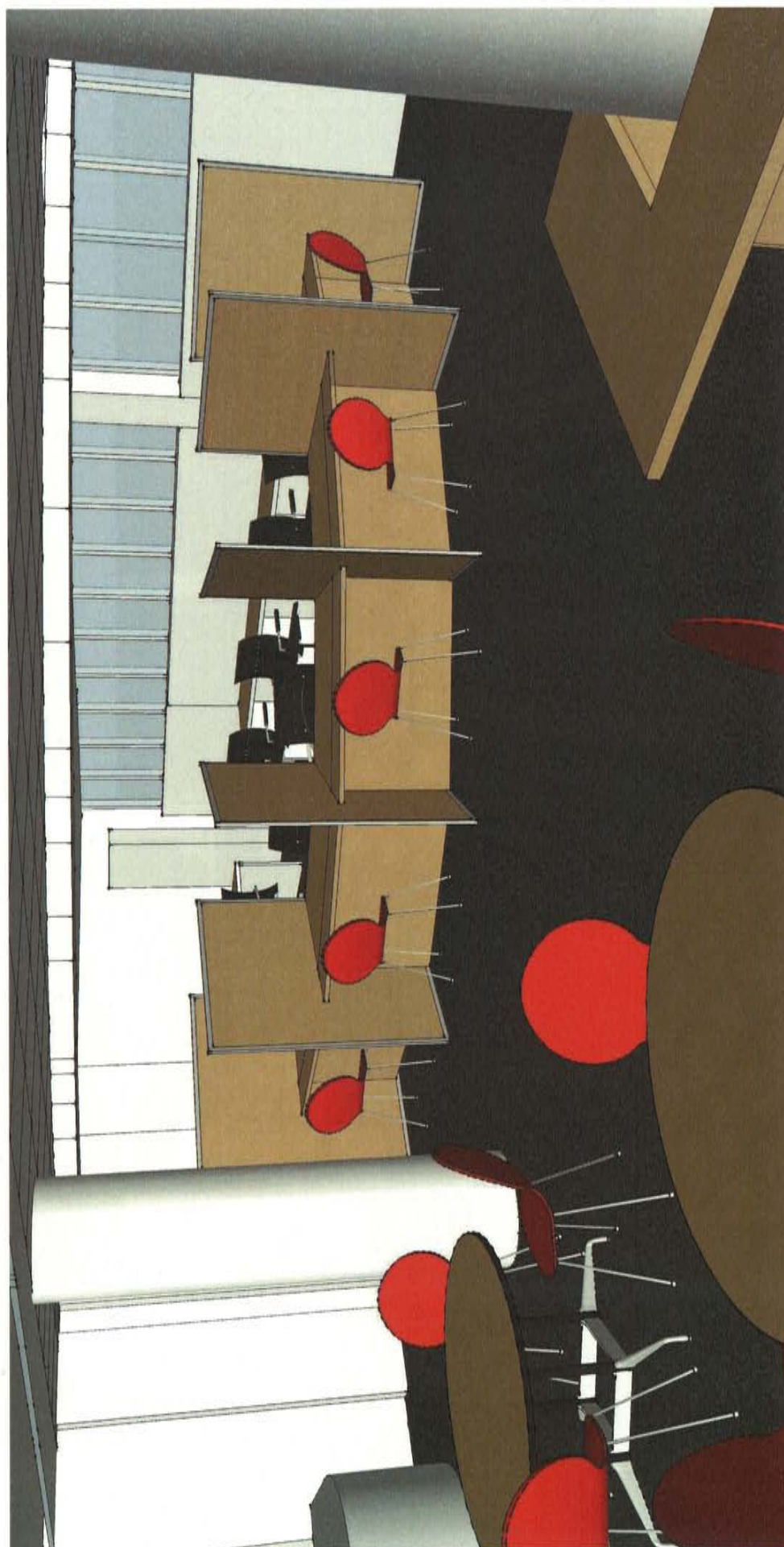
3D Visuals



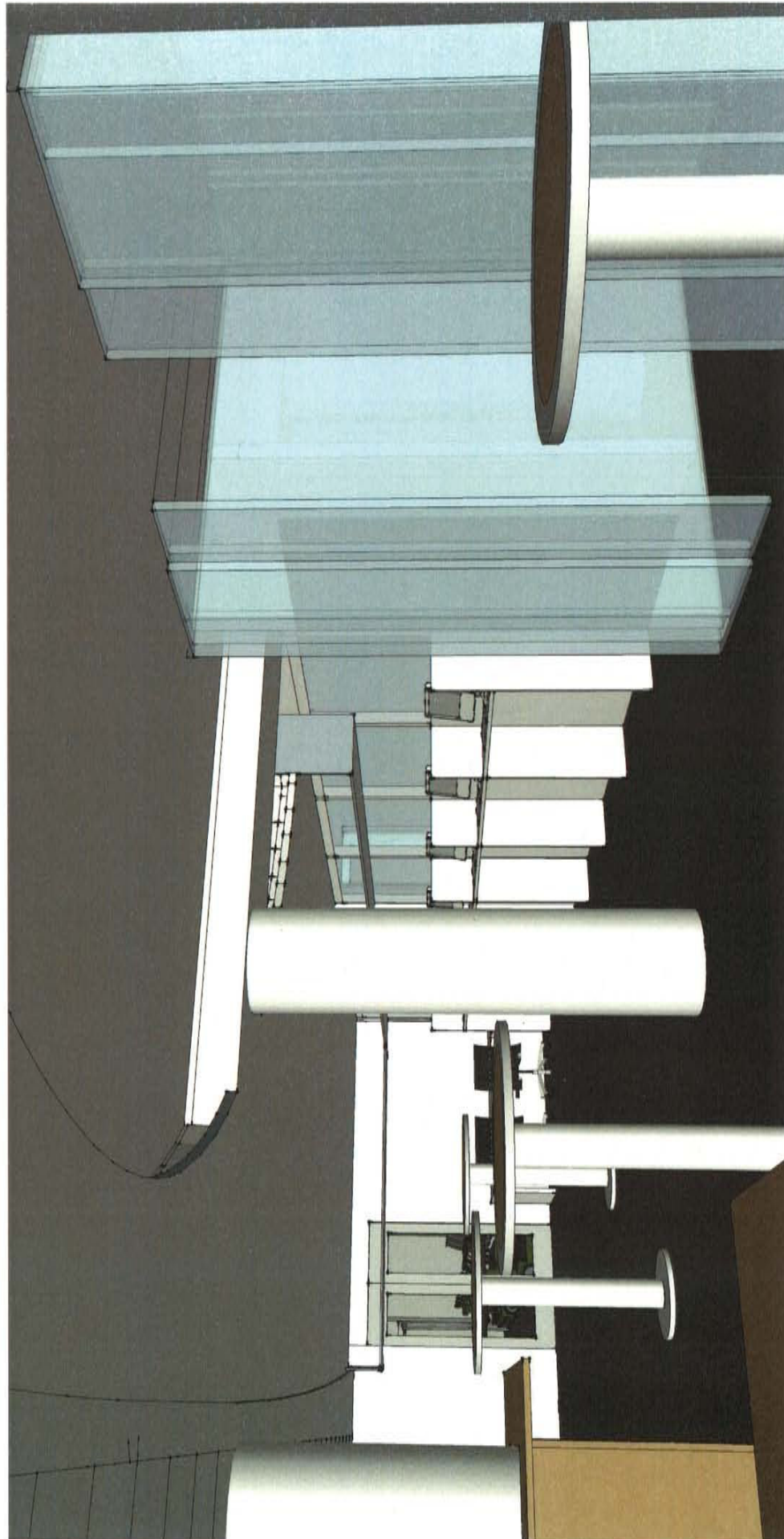
3D Visuals



3D Visuals



3D Visuals



Access to Information Arrangements

Exclusion of access by the public to Council meetings

Information Compliance Ref: LGA-11-018

Meeting: Cabinet

Date: 7th December 2011

Author: Tom Mc Bain

Report / Appendix Title/s: **Keynsham Town Centre Regeneration & Workplaces Programme Update**

Exempt Appendix 4 – Leasing Strategy

The appendices contain exempt information, according to the categories set out in the Local Government Act 1972 (amended Schedule 12A). The relevant exemption is set out below.

Stating the exemption:

3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).

The public interest test has been applied, and it is concluded that the public interest in maintaining the exemptions outweighs the public interest in disclosure at this time. It is therefore recommended that the Panel resolve to exclude the public, should they wish to discuss the appendices to the report. The paragraphs below set out the relevant public interest issues in this case.

Factors for withholding:

The exempt appendix contains information on financial and contractual options in relation to Keynsham Town regeneration.

Disclosure of this information is likely to prejudice the Council's ability to negotiate suitable contracts for the provision of these services in future to

ensure the Council gets best value for money, as its funds are in essence public funds.

The appendix also contains details about other companies which if disclosed could also prejudice their commercial interests.

Factors for disclosure:

Disclosure would:

- Further public understanding of the issues concerned.
- Promote accountability and transparency by the Council for the decisions it takes.
- Allow individuals and companies to understand decisions made by the Council affecting their lives and assist individuals to challenge those decisions.
- Promote accountability and transparency in the spending of public money.

Reasons why the public interest favours withholding:

There is strong public interest in the Council delivering cost effective services and obtaining best value for money. Release of this information would prejudice this function, as outlined above, and is therefore not in the public interest.

The Appendices refer to unresolved issues about which the Council hasn't yet formed a final view - there is an important public interest in the Council being able to consider these issues in private.

It is in the public interest that the Council is able to deliver cost-effective solutions in relation to significant local issues. This depends partly on the Council being able to protect its commercial position while the detailed terms of relevant schemes are agreed.

It would not be in the public interest if advisors and officers could not express in confidence opinions which are held in good faith and on the basis of the best information available.

It is also important that the Committee should be able to retain some degree of private thinking space while decisions are being made, in order to discuss openly and frankly the issues under discussion in order to make a decision which is in the Council's best interests.

The Council considers that the public interest has been served by the fact that a significant amount of information has been made available on these issues – by way of the main report and additional appendices.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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