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**Date:** 18<sup>th</sup> July 2012

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**To: All Members of the Planning, Transport and Environment Policy  
Development and Scrutiny Panel**

Councillor Marie Longstaff  
Councillor Caroline Roberts  
Councillor Malcolm Hanney  
Councillor Geoff Ward  
Councillor Ian Gilchrist  
Councillor David Martin  
Councillor Douglas Nicol

Cabinet Member for Homes & Planning – Councillor Tim Ball  
Cabinet Member for Transport – Councillor Roger Symonds  
Cabinet Member for Neighbourhoods – Councillor David Dixon

Chief Executive and other appropriate officers  
Press and Public

Dear Member

**Planning, Transport and Environment Policy Development and Scrutiny Panel: Thursday,  
26th July, 2012**

You are invited to attend a meeting of the **Planning, Transport and Environment Policy  
Development and Scrutiny Panel**, to be held on **Thursday, 26th July, 2012 at 2.00 pm** in the  
**Council Chamber - Guildhall, Bath.**

The agenda is set out overleaf.

Yours sincerely

Mark Durnford  
for Chief Executive

**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 Mark Durnford who is available by telephoning Bath 01225 394458 or by calling at The Guildhall, Bath (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 be received in Democratic Services by 4.30pm the previous Friday)

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 be received in Democratic Services by 4.30pm the previous Friday). 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 Mark Durnford 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 Mark Durnford 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.

**Planning, Transport and Environment Policy Development and Scrutiny Panel -  
Thursday, 26th July, 2012**

**at 2.00 pm in the Council Chamber - Guildhall, Bath**

**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 AND SUBSTITUTIONS

4. DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972

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 CHAIRMAN

6. ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING

At the time of publication no notifications had been received.

7. MINUTES - 15TH MAY 2012 (Pages 7 - 22)

8. CABINET MEMBER UPDATE

This item gives the Panel an opportunity to ask questions to the Cabinet Member(s) and for them to update the Panel on any current issues.

9. SERVICE LED POLICY REVIEW AND DEVELOPMENT: TRAVEL TO WORK (Pages 23 - 30)

The centre of Bath offers a wide range of employment with a high percentage of retail and hospitality such as restaurants and hotels. A large volume of people travel into the city every day/night to go to work using public transport and long stay car parks. It is important that we understand the needs and requirements of those business/ organisations/ individuals that travel into work to help to continually improve the travel options available whilst benefiting the local economy. The review investigations will therefore hope to provide a greater understanding of the current travel to work options available and how best that we can work together to ensure Bath & North East Somerset's future Travel Strategy reflect these, but also support the wider promotion of greener and cleaner travel choices for everyone.

10. DRAFT STRATEGY FOR THE PROVISION OF ALLOTMENTS IN BATH & NORTH EAST SOMERSET (Pages 31 - 80)

The Draft Allotments Strategy has been developed with the full involvement of representatives of the Allotment Association. Its key purpose is to maximise participation in allotment gardening. The Draft Strategy recognises the importance of allotments as a leisure and recreational facility and for their benefits to local communities, green spaces, health and well-being wildlife, as well as their role in producing low-cost healthy food produced locally in a sustainable way.

11. PARKING CHARGES UPDATE (Pages 81 - 88)

This paper provides an update on the current position in regard to the agreed 3 year plan for parking charge increases. It also sets out the actions proposed or being undertaken to ensure that the service continues to provide value for money whilst supporting the council's wider transport policies.

12. TRANSPORT STRATEGY

The Panel will receive a presentation on this item from the Group Manager for Transport and Planning Policy.

13. LONDON ROAD CONGESTION

The Panel will receive a presentation on this item from the Group Manager for Transport and Planning Policy.

14. MOD SITES - CONCEPT STATEMENTS

The Panel will receive a verbal update on this item from the Policy & Environment Manager.

15. PANEL WORKPLAN (Pages 89 - 98)

This report presents the latest workplan for the Panel (Appendix 1).

The Committee Administrator for this meeting is Mark Durnford who can be contacted on 01225 394458.

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**BATH AND NORTH EAST SOMERSET COUNCIL**

**PLANNING, TRANSPORT AND ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL**

Tuesday, 15th May, 2012

**Present:-** Councillors Marie Longstaff (Chair), Malcolm Hanney, Geoff Ward, David Martin, Douglas Nicol and Ian Gilchrist (In place of Neil Butters)

**Also in attendance:** Simon De Beer (Policy & Environment Manager), Lucy Corner (Ecologist), Meghan Rossiter (Senior Planning Officer), Richard Daone (Planning Policy Team Leader), Sara Grimes (Corporate Sustainability Officer) and Stephen George (Senior Planning Policy Officer)

**1 WELCOME AND INTRODUCTIONS**

The Chairman welcomed everyone to the meeting.

**2 EMERGENCY EVACUATION PROCEDURE**

The Chairman drew attention to the emergency evacuation procedure.

**3 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Councillor Caroline Roberts and Councillor Neil Butters had sent their apologies to the Panel. Councillor Ian Gilchrist was present as a substitute for Councillor Neil Butters for the duration of the meeting.

**4 DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972**

There were none.

**5 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN**

The Chairman announced that agenda item 12 (Gypsies, Travellers and Travelling Showpeople Site Allocations Development Plan Document (DPD): Preferred Options consultation paper) would move up the running order and be debated as item 8.

**6 ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING**

A number of public statements were made in relation to agenda item 12 (Gypsies, Travellers and Travelling Showpeople Site Allocations Development Plan Document (DPD): Preferred Options consultation paper). These statements were all heard directly before the Panel debated the item. A copy of the statements can be found on the Panel's Minute Book.

## **7 MINUTES - TUESDAY 13TH MARCH 2012**

The Panel confirmed the minutes of the previous meeting as a true record and they were duly signed by the Chairman.

## **8 CABINET MEMBER UPDATE**

No Cabinet Member was able to be in attendance on this occasion. Councillor Roger Symonds, Cabinet Member for Transport issued a written report to the Panel.

## **9 PROCEDURE FOR DESIGNATION OF LOCAL SITES IN BATH & NORTH EAST SOMERSET**

The Ecologist introduced this item to the Panel. She informed them that the adoption of this criteria-based and objective process for the designation of Local Sites within the District will bring the Council in line with the current guidance, increase the robustness and defensibility of the system, raise standards and improve consistency of approach.

Councillor Malcolm Hanney asked if the key stakeholders were happy with the procedure.

The Ecologist replied that it had been agreed by all.

Councillor David Martin asked if the figure of 300 Local Sites was likely to change greatly by adopting this procedure.

The Ecologist replied that no, it would not.

The Panel **RESOLVED** to commend the proposal to the Cabinet for the procedure as detailed in Appendix 1 to be followed for designation of Local Sites in Bath & North East Somerset.

## **10 CORE STRATEGY UPDATE**

The Policy & Environment Manager introduced this item to the Panel. He explained that the strategy is a key Council strategy that sets out the overarching development requirements & policy framework. It is central to achieving objectives such as economic growth, protecting the environment, education & housing. The strategy focuses on brownfield urban regeneration & seeks to avoid greenfield urban extensions.

The strategy is undergoing an examination by an independent Inspector and his report is expected in the next few months, but this depends on when the examination is closed. Full Council will need to respond to the Inspector's report.

In meantime, work is underway on; Placemaking Plan, Community Infrastructure Levy, Gypsies & Travellers Sites Plan, Supplementary Planning Documents and Neighbourhood Planning



Councillor David Martin asked if the National Planning Policy Framework (NPPF) would come into effect if the inspector finds any fault with the strategy.

The Policy & Environment Manager replied that the NPPF was already in place and had been from March.

Councillor Geoff Ward asked how Neighbourhood Plans would interact with the Core Strategy.

The Policy & Environment Manager replied that they should look to compliment the Core Strategy.

The Chairman thanked him for his presentation.

## **11 SUSTAINABLE CONSTRUCTION & RETROFITTING SUPPLEMENTARY PLANNING DOCUMENT**

The Planning Policy Team Leader and Corporate Sustainability Officer introduced this item to the Panel.

The Planning Policy Team Leader informed them that the Sustainable Construction & Retrofitting Supplementary Planning Document (SPD) had been prepared and was approved by Cabinet on 14th March 2012 for public consultation. The guidance will support the Council's Core Strategy policies on these issues. He added that the guidance within the SPD was aimed at householders and small scale house builders and includes practical advice, tips and information including planning, building control and historic buildings advice.

Councillor Ian Gilchrist asked if they had any first thoughts on some of the comments received through the consultation.

The Planning Policy Team Leader confirmed that the comments received so far were still being analysed and that some areas for improvement of the SPD had been identified, including greater clarity and detail on retrofitting Listed Buildings. The Corporate Sustainability Officer replied that they had received around 50 comments and around 600 people had visited the Fit for the Future exhibition. She added that many of the comments were of a detailed and technical nature.

Councillor Geoff Ward asked for clarification on how Cavity Wall Insulation would be carried out on certain properties as he would not want to see the buildings suffer unduly.

The Corporate Sustainability Officer replied that they would clarify that detail as part of the next stage of the process.

Councillor David Martin commented that he had been following this subject matter from its inception and believed the document to be well written. He felt though that the Planning Process section should be expanded, including links to Neighbourhood Planning. He also thought links should be included to the Green Deal, Listed Building

Consent section should be clearer and information on Low Cost / High Impact measures should be included up-front in the document.

The Planning Policy Team Leader thanked the Panel for their comments.

## **12 GYPSIES, TRAVELLERS AND TRAVELLING SHOWPEOPLE SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT (DPD)**

Judith Chubb-Whittle, Chair of Stanton Drew Parish Council addressed the Panel (a full copy of the statement is available on the Panel's Minute Book, a summary is set out below). She spoke of the overwhelming opposition that had been voiced by the residents of Stanton Wick hamlet and Stanton Drew, at their Parish Council public meeting on 2nd May. The parish council vehemently opposes the proposal on the following grounds:

The scoring matrix defies logic.

How can a site that was scored 17th out of 23 sites becomes one of the preferred top 7 sites, when alternative sites demonstrated superior access to amenities?

The proposed 15 permanent & 5 transient pitches will totally dominate the hamlet of 26 dwellings i.e. approx. 60 people, contravening Planning Policy for Traveller Site, March 2012.

Based on Designing Gypsy and Traveller Sites document, a pitch comprises of an average 1.7 caravans but the DPD states 3 caravans. This could mean an influx of 50 to 100 people into the hamlet putting significant pressure on the local community utilities and services, especially the already faltering mains water supply.

The DPD states that amenities should be accessible by foot, cycle & public transport within 1500m. The local shop in Pensford is due to close in 5 months' time, it has been on the market for over 2 years. The next shop & dentist are over 3 miles away. The doctors' surgery is 5 miles away. No public transport runs to this site.

2011 Filers Coaches [next door to the proposed site] applied for retrospective parking for 8 coaches, which was refused on the grounds of

- 'inappropriate use of Green Belt'  
It is a Site of Nature Conservation.
- 'vehicle parked...would detract from the openness & rural character of this area'
- 'local road system, is unsuitable in width, & alignment at junctions.
- 'location is remote from services & public transport...
- Benefits ...clearly do not outweigh the harm by reason of appropriateness

Have Highways been consulted?

- 2005 B&NES Economic Development Dept turned down an application on the Old Colliery buildings site as

- ‘...not in a sustainable location for a significant employment use...particularly unsuitable for HGV traffic.’
- Contamination report during winter 2009/10 for the landowner, reported arsenic concentrations exceeding Residential SGV, stating that; ‘certain areas are unsuitable for use in garden & landscape areas...600mm of Made ground would need to be removed & replaced’. Thus creating many HGV movements during remediation works.

We fully understand that B&NES needs to provide authorised sites but location of unauthorised sites over the past 10 years indicates that travelling communities prefer to be near urban areas.

Is it fair on the travellers to put them in an unhealthy, unsafe remote ghetto that will put significant pressure on them and existing inhabitants?

Liz Richardson, Stanton Wick Action Group addressed the Panel (a full copy of the statement is available on the Panel’s Minute Book, a summary is set out below). She wished to emphasise certain planning related issues around the proposed Gypsy and Traveller site at Stanton Wick.

Stanton Wick is situated within the Green Belt- to the South West of Bath. The proposed site is some 10 Hectares - or 25 Acres. This is a daunting size in many urban settings and a size that is completely overwhelming in a Hamlet of just 26 houses and 60 people.

Policy C of The National Planning Policy Framework 2012 and Planning Policy for Travellers Sites March 2012 - Sites in rural areas and the countryside; states that when assessing the suitability of sites in rural or semi-rural settings local planning authorities should ensure that the scale of the site does not dominate the nearest settled community. This one clearly will!!

Looking at previous applications for the site in question and its immediate neighbours the Local Authority has shown itself to respect the Green Belt by continually rejecting planning applications.

Examples of this include various planning applications by Filers Coach Yard. There have been several applications and rejections - one is still outstanding and was due a decision in January - but the previous application **Ref 11/03051/FUL** was refused in November last year - reasoning included that it was contrary to GB1 and GB2 in that...

**“The proposed expansion of the area to be used for coach parking would represent ‘inappropriate development’ in the Green Belt, ...”** and it would **“....detract from the openness and rural character of this area within the designated Green Belt,...”** We are talking 8 coaches here.

With such tightly regulated planning protection it seems utterly incredulous that a separate arm of the same planning department could allow a proposal for the Development of a Gypsy and Traveller site in Wick Lane to go beyond the initial call for sites.

Policy E of the Planning policy for traveller sites states

**“...Inappropriate development is harmful to the Green Belt and should not be approved, except in very special circumstances. Traveller sites (temporary or permanent) in the Green Belt are inappropriate development”**

We believe that the harm caused to the openness of the green belt by (using GTAA average) 60 caravans and 40 vehicles together with domestic paraphernalia and outside storage and infrastructure will not be outweighed by the need for gypsy sites. Also the harm to the openness of the green belt would not be reduced by the reduction in pitch numbers as development on site would without question expand to fill the space available.

The allocation of this site would be contrary to both local policies GB1 and GB2 which have been quoted in reasons for refusal on this site and the Coach Yard and upheld in the high court when the grant of permission for the extension of the coach yard was successfully challenged. As such - please could this committee call for the proposed Gypsy and Traveller Site at Stanton Wick to be removed from the list immediately?

Sue Osborne addressed the Panel (a full copy of the statement is available on the Panel's Minute Book, a summary is set out below). She explained that Stanton Wick Lane cannot sustain more traffic. It is predominantly a single lane, with sharp bends, narrow and steep sections, exiting to A368 through a dangerous double blind junction one end and through the Conservation area, over the narrow medieval bridge and listed properties flush to the road the other.

Filers coaches in Stanton Wick Lane have repeatedly been refused permission to increase the number of coaches able to use the depot, based on the highway capacity of the road and inappropriate development in the Greenbelt. These decisions have been tested by Judicial Review. Of concern to us is the fact that a further application made in November 2011 has not been determined, despite complaint from the applicant and outside of the published target date for a decision of 5<sup>th</sup> January 2012. Our concern is that this application is being held up by B&NES as it would severely embarrass them, if it is refused and would add further to the existing pressure on the roads if it is granted. This is possibly abuse of the planning process.

The G&T Assessment acknowledges that Old Colliery is 'not in a sustainable' location. The assessment process failed to engage with the Highways Dept prior to drawing up the shortlist despite having marked the assessment question, 'existing road network can accommodate additional traffic movements' as 'NO'. The assessment guidance suggests that there should not be a rejection if only 'modest' additional daily movements. This is contemplation of a huge increase in traffic movement.

The scoring matrix has been drafted to expressly ignore the new Policy Statement for Traveller Sites. The original policy stated 'gypsy and traveller site are normally inappropriate developments in greenbelt'. The new policy has removed normally

from this statement and thereby delivers an explicit message. B&NES has failed to acknowledge this and as a consequence will therefore waste significant time and financial resource pursuing sites, and especially this vast site, that are undeliverable.

Our assessment of the scoring of the Stanton Wick site using the criteria set out by B&NES is minus 8 – B&NES score was 10.

Notwithstanding the emphasis placed by B&NES on the scoring matrix, in respect of the Stanton Wick site it has been ignored and the site has been, without explanation, elevated from 17th position from 23 (on B&NES scoring) to the first 6.

The site is contaminated with arsenic. The contamination report is held on public planning file. The Cabinet not directly involved with this project appeared to be unaware of this. The matrix accepts the contamination and despite planning guidance of 'only where land has been properly decontaminated should development be considered on that land', this site has been proposed. We suggest that insufficient information was provided to Cabinet to enable a fully informed decision to take Old Colliery to a short list.

In summary, Old Colliery is unsustainable, inaccessible, contaminated, unmanageable, overwhelming, segregated and located in the green belt.

Karen Abolkheir addressed the Panel (a full copy of the statement is available on the Panel's Minute Book, a summary is set out below). She spoke of having attended two local meetings in Pensford and Stanton Drew and without doubt one of the recurring themes was the lack of communication & consultation between the Council and the local residents. Local residents and the Parish Council called meetings to inform and debate the situation and petitions have been signed by an overwhelming majority of residents, objecting to the development.

Any development in the Green Belt is emotive but to place a huge development on a tiny single track lane onto a short list without a) any communication or consultation & b) checking the basic background is reprehensible. You can see on the B&NES planning application website that there are a number of objections for just an increase of 8 buses in a coach depot in Stanton Wick and local residents have planning applications turned down consistently.

It was on 18 April 2012 that our community first heard that not only was the Stanton Wick site to be considered but that it was on the short list. Even our Ward Councillor, Jeremy Sparkes, and our local Parish Councils heard on that date. How would any community feel if placed in the same position? The Council's position that we are now going into 8 weeks of consultation is irrelevant and unacceptable.

The Council did not consider other non-Green Belt sites that were already earmarked for development such as the 3 MoD sites and those identified in the 2007 B&NES Local Plan. One of our members has asked the question can they and I quote:

“confirm if the council is looking to make provision for Gypsy and Traveller pitches within any of these new residential developments. Referring to section B9 - General Development Sites, in particular the large developments mentioned in B6, B13, K1, K2, NR2, NR4, NR15, may from initial observations be suitable regarding amenities

and location for the allocation of a small number of pitches. In addition to these there are developments at other disused MOD sites within the B&NES area, again if these are to include a significant number of residential dwellings in the re-development then ought these also be looked at for appropriate positioning of small numbers of pitches.” I believe that a new call for sites is now on the B&NES website.

The Selection Criteria Matrix barely changed between the DPD publication and the completion of the short list – despite 39 pages of responses – many asking for the Green Belt scoring to be amended to save development on the Green Belt. It also included a statement from Stowey Parish Council to consult with residents.

The decision made at the 9th May 2012 Council Cabinet Meeting that the Stanton Wick site would be taken forward to ‘Consultation’ was pre-determined. We had understood that there would be a debate on the issues of the site and this was clearly side-stepped. Cllr Tim Ball read from a prepared statement so it was obvious that the decision had already been made.

Until we have any other evidence we have no option but to interpret the chaos surrounding the extremely hasty process, the lack of consultation; the erroneous matrix scores and site assessment details; the hurdles we are facing at every stage with regard to lack of information; and the unwillingness of the Council to find other sites which already exist and should have been included in the process; as an attempt by some members of the Council to bulldoze this site through despite the obvious & substantial constraints.

In short there has been great harm done over this issue and we respectfully ask you to consider the concerns and misgivings surrounding the process to date and ask you to recommend - after due consideration - that this unsuitable & inappropriate site is removed from the short list before the formal consultation process is due to start on 23 May.

Clarke Osborne addressed the Panel (a full copy of the statement is available on the Panel’s Minute Book, a summary is set out below). He wished to present the concerns of the Stanton Wick Group in relation to the conduct of the Cabinet Meeting, the comments made by members of the Cabinet and the decisions taken by Cabinet members post the meeting on May 9th.

He stated that he thought that the actions of the Cabinet prior to the meeting on 9th May, at the meeting on the 9th May and subsequent to that meeting are flawed, have been without proper consideration and have damaged the residents of Stanton Wick, Stanton Drew, Pensford and Publow.

Firstly, I address my concerns regarding the conduct of the Cabinet meeting. This is best outlined by a copy of my letter to Paul Crossley which was delivered yesterday. In this letter, I say,

Following the 14 presentations made to the Cabinet, which covered important and fundamental issues surrounding the consultation process and assembly of the published proposed sites shortlist, each member of the Cabinet responded with, in essence, the same statement, namely; reminding the audience of B&NES responsibilities to provide sites, blaming the previous administration for lack of

progress in finding suitable sites, providing a lecture on the need for social inclusion of and the deprived state of Gypsy and Traveller communities. In addition the speakers were advised by yourself and a number of your Cabinet colleagues that the meeting was in fact the start of the consultation process.

Further it became clear from the statements made by various members of the Cabinet that in assessing the sites for the short list, no level of due diligence had been undertaken. In particular, and in relation to the Stanton Wick site it was clear from the remarks that no account of the site contamination, hazardous nature, protected wildlife and road access had been considered, despite all of this information being readily available to the Council.

Can you list the reasons that following the submissions made directly to Cabinet, the letters, e-mails and phone call received, the submission of your own ward councillor and the presentation of a petition representing over 90% of the residents and 100% of the residents in Stanton Wick, that the Cabinet did not a) debate the removal of the Stanton Wick site from the short list and b) did not consider it appropriate to remove the Stanton Wick site from the short list?

To summarise, I consider that the Cabinet have;

Failed to ensure reasonable due diligence as to the suitability and sustainability of the Stanton Wick site (the largest site proposed) before promoting to the short list of 7 sites

Failed to ensure a proper process of consultation before deciding upon the short list of 7 sites

Failed to undertake an efficient and effective process of considering all possible sites within B&NES

Failed to undertake an effective process of evaluation of the sites under consideration

Failed to comply with its own evaluation scoring process when making the selection for the short listed sites

Failed to consider the submissions made at the Cabinet meeting before making a decision

Incorrectly advising speakers at the Cabinet Meeting on 9th May that the meeting was the start of the consultation process.

Peter Duppa Miller, Secretary of the B&NES Local Councils Association and also the Clerk to Combe Hay Parish Council addressed the Panel (a full copy of the statement is available on the Panel's Minute Book, a summary is set out below).

Taking into account the detailed caravan counts in B&NES between July 2009 and January 2012, it is recommended that the West of England Gypsies and Travellers Accommodation Assessment 2007 be reviewed forthwith, in order to establish a more reliable basis for the current process of preparing the B&NES Gypsies,

## Travellers and Travelling Show People Site Allocations Development Plan Document.

It is also recommended that further suitable land (particularly land to the far south of the District and thus not in the Bristol/Bath Green Belt) should be identified and assessed.

These two actions, taken together, might very well do away with the need to put forward sites in the Green Belt, which not only contravenes paragraph 14 of DCLG's "Planning Policy for Traveller Sites" dated March 2012 but also for which the "very special circumstances" argument is, inevitably, weak - if not specious.

Councillor Eleanor Jackson addressed the Panel. She spoke in relation to the site at the Former Radstock Infant School Canteen.

She stated that £270,000 was potentially available through the Housing Association to build 12 new homes on the site for currently homeless families.

She urged Councillor Tim Ball to remove the site from the shortlist and questioned who actually the owner of the site was.

Councillor Malcolm Hanney asked who she thought was the owner of the site.

Councillor Eleanor Jackson replied that Lord Waldegrave was seeking legal clarification on the matter.

Councillor Geoff Ward asked if the roof of the building was damaged and whether it contained asbestos.

Councillor Eleanor Jackson replied yes to both questions.

Rosemary Collard addressed the Panel (a full copy of the statement is available on the Panel's Minute Book, a summary is set out below). She informed them that contracts were exchanged on Ellsbridge House, better known locally as Norton Radstock Veterinary College, in December 2011 and the sale was completed at the beginning of January 2012. We were completely unaware of the proposed Travellers' Site next door to the property and nothing was revealed in the solicitors' search even though the purchase took place during the public consultation period.

Towards the end of April we heard that the woodland adjacent to Ellsbridge House was being considered as a possible travellers' site from a local journalist who had just discovered the proposals and told us it was going to be announced to the public. This was the first intimation we had of the Council's plans for this site.

We immediately contacted the B&NES Planning Department and were told that there was a Cabinet meeting on 9th May where 7 sites possible sites would be discussed and that following this meeting there would be an 8 week public consultation period beginning towards the end of May. During this conversation we were not informed that we could have any input at the cabinet meeting, in fact, we were given the impression that this was a purely internal affair for cabinet members. We were told that the list of 7 sites being considered on 9th May had been released into the public



domain at the very early stages of the process of choosing sites so that the public was involved and that the process was transparent. Subsequently we have discovered that Ellsbridge House had by that time already been short-listed from an initial 23 sites and that the process had been begun in November 2011.

The B&NES Early Years Team have known of our intention to open a children's nursery at Ellsbridge House since we first expressed an interest in the property, yet only last week I received a phone call from them asking if we knew about the proposals as they had only just heard about it themselves

Since purchasing Ellsbridge House we have spoken to someone in B&NES Property Services with a view to finding out if the adjacent land would be available for sale or rent because we place a strong emphasis on running forest school at our sites and the woodland presents a wonderful natural resource. Up to this point I haven't received any information as to the possibility of either. Once again there seems to have been a missed opportunity for letting us know that there were some other possible ideas as to the use of this land.

We have grave concerns about shared access onto this site. If we have shared access the point at which the land next to Ellsbridge House is accessed would be very difficult if not impossible to secure, leaving the site vulnerable and exposed to trespassers and loose animals. This is of particular concern because of our responsibility to safeguard the children in our care and because the site is unprotected during the evenings and weekends.

There is currently no existing physical boundary between Ellsbridge House and the land in question and this would require a substantial amount of fencing in order to separate the two sites and secure the boundary. The plan provided in the Planning Department's documentation is, in fact, incorrect and includes a section of land which is owned by us. We will be happy to supply you with the correct boundary map.

As a children's day nursery we are highly regulated by Ofsted and part of our protecting and safeguarding children responsibility means that all staff need to have a CRB and that all visitors to the site need to be signed in or escorted. This is further reason why the boundary of the site is so important to us.

Whilst the Planning Department maintains that the public consultation period has not yet begun, it is clear that decisions as to the suitability of the vast majority of the 23 original sites have already been made and we have already missed opportunities to represent our interests due to a lack of information in the public domain. I would therefore ask that you take this statement into account during any further discussions and I seek your reassurance that we will be kept informed in advance of every stage of the decision making process.

Councillor Geoff Ward asked if she could describe the woodland area.

Rosemary Collard responded by saying it was an area that children would love to explore.

Councillor Charles Gerrish addressed the Panel. He stated that he felt that the process so far was flawed due to the lack of input from the Highways dept. He added that Ellsbridge House has not agreed to dual access of the site. He also objected to the removal of mature trees from the site and called for an Environmental Impact Assessment to take place.

Councillor Bryan Organ addressed the Panel. He said that the choice of Ellsbridge House as a potential site was a dreadful one given that it is so close to a busy main road. He added that he did not believe that a dual entrance to the site was workable.

Councillor Vic Pritchard addressed the Panel. He stated that he felt that the Cabinet had given themselves a considerable challenge and were making the criteria fit into the proposed sites. He called for the Cabinet to review the number of sites required.

The Chairman summarised a range of questions made in the public statements and asked the officers present to respond.

The Policy & Environment Manager stated that the Cabinet has acknowledged that a provision of sites within Bath & North East Somerset Council is required. He said that they were aware that each site would have its own difficulties and that at this stage they were under no legal obligation to consult with the public. The current consultation was a discretionary stage and was being held to facilitate community involvement.

Councillor Malcolm Hanney asked if the respective Ward Councillors for each site had been approached.

The Policy & Environment Manager replied that he was unsure whether they all had been approached and would clarify that with the Panel at a later date.

The Senior Planning Officer stated that the Scrutiny Panel had been consulted, and both Cabinet and Council agreed the scoring matrix prior to the Issues and Options stage consultation. The Policy & Environment Manager clarified that the scoring matrix was only the first part of a two stage site selection. The second stage, as set out in the report to Cabinet, was a more detailed site analysis. However it was recognised that this is still a formative stage in the process and there were still some issues that needed further assessment before the draft Plan could be prepared later in the year. These issues were set out in the Cabinet report.

The Policy & Environment Manager stated that other sites will be considered if brought forward and that the Cabinet will receive the results of the initial consultation at its September meeting. He added that the formal consultation on the draft Plan was due to commence following the Cabinet meeting in December 2012. The Senior Planning Officer clarified that the formal Call for Sites had closed in January 2012 but that information on sites was still being accepted.

The Chair sought clarification as to whether the consultation continues until December.

The Policy & Environment Manager clarified the timetable and the current consultation is from May until July and the next consultation would be in September.

This stage of the plan preparation is informal with the first formal stage being the Draft Plan due in December on which there would be a formal consultation.

Councillor Malcolm Hanney proposed that the Panel may need to move its September meeting or hold a special meeting in order to receive the consultation results and consider any additional sites recommended for public consultation prior to the Cabinet meeting.

Councillor Geoff Ward asked if there was legal deadline to which the Council had to meet for agreeing the provision of sites.

The Policy & Environment Manager replied that there was no deadline. He added though that the Council was the only authority in the West of England not to have permanent sites.

The Senior Planning Officer stated that a long-list of Council-owned property and sites were assessed by Property Services who had released a shortlist of sites for further assessment by Planning Policy. She added that the matters of Ecology, Highways and Contaminated Land had been considered as part of an internal officer consultation, the results of which are incorporated in the detailed site assessment report. The Senior Planning Officer added that additional surveys would now take place on the significant issues identified on the Preferred Sites to assess feasibility and potential costs of site development.

Councillor Malcolm Hanney requested that the Panel be made aware of the Property Services report and stated that he felt an alternative use should be considered by the Council on all sites.

He added that he could not see how the proposed site at Stanton Wick had any chance of being permitted through the Development Control process. He also felt that the site in Radstock and at Ellsbridge House had little chance of permission. This would then leave only 2 Permanent sites and 15 Transit pitches going forward. He stated that the consultation that had taken place so far was false as it had not considered properly the amount of work required on each site, the costs involved, the possibility of Compulsory Purchase Orders or alternative uses for the sites. He called for the needs assessment to be reviewed and asked for officers to advise the Cabinet Member accordingly.

Councillor David Martin said that a final decision on sites would be a difficult one, but acknowledged that they were required and were agreed as part of the Core Strategy. He also felt it might be wise for the Panel to move its September meeting forward to accommodate the receipt of further information.

The Chairman stated that her biggest concern was the proposed use of the Green Belt as it had already been highlighted within the report that some of the sites were inappropriate.

She then proposed the following resolution:

*The Panel asks the Cabinet to consider at its next public meeting the postponement of the consultation until it has conducted an updated needs assessment and*

*reconsidered the suitability of the various sites listed in the report having regard to the concerns expressed by the Panel. The Panel requests that the updated needs assessment is then presented to the Panel prior to any further decision by Cabinet.*

3 Panel members voted for the resolution, 3 Panel members voted against and there were no abstentions. The Chairman of the Panel has the discretion to use a second vote in this situation which resulted in the resolution being passed.

The Panel **RESOLVED** to ask the Cabinet to consider at its next public meeting the postponement of the consultation until it has conducted an updated needs assessment and reconsidered the suitability of the various sites listed in the report having regard to the concerns expressed by the Panel. The Panel requests that the updated needs assessment is then presented to the Panel prior to any further decision by Cabinet.

Councillor Geoff Ward stated that he felt that the consultation process was flawed and should not have taken place between November 2011 and January 2012 in the first instance.

The Corporate Policy Manager for Equalities suggested that in future consultations the issue of Boat Travellers should also be investigated.

The Chairman thanked all those present for attending and their contribution to the debate.

### **13 DRAFT CONCEPT STATEMENTS FOR MOD SITES IN BATH**

The Senior Planning Policy Officer introduced this item to the Panel. He informed them that two public events had been held with regard to the Foxhill site and that the documents had been well received. He added that the key issues coming forward were that Combe Down Primary School were wishing to have a split site for the school and the question as to whether a local shop was required on the site. He also mentioned that public events in relation to the Warminster Road site were due to take place later this week on Thursday and Saturday.

The Chairman asked if aspects of this report should be seen by the Early Years, Children & Youth Panel.

The Senior Planning Policy Officer replied that he would be happy to do that if required.

Councillor Ian Gilchrist asked if he had personally visited the pathway known locally as 'Blind Lane' as he was informed by a resident that it was not suitable for pedestrians or cyclists.

The Senior Planning Policy Officer replied that he had discussed the matter with a number of residents and visited the route on a number of occasions. He added that it would not necessarily become a cycle route.

Councillor David Martin spoke with regard to the Warminster Road site. He spoke of the need for a school and local shop on the site and called for the site to be

sustainable. He asked if the sale of the sites had been through the Placemaking Plan process.

The Senior Planning Policy Officer replied that they all have to be taken through the rigorous Placemaking Plan process.

Councillor Malcolm Hanney suggested that the Council looks closely at what elements of the New Homes Bonus might be allocated to support overall sustainability of the developments and linkages with relevant communities i.e. beyond the funding we should reasonably expect to come from the developments directly.

The Senior Planning Policy Officer replied that he would report that back to the Cabinet.

Councillor Charles Gerrish asked if Sport England had been engaged with regarding the playing fields at Kingswood School as he believed they were in the ownership of the Methodist Church and not the School.

The Senior Planning Policy Officer replied that the Council's Business Development Manager had been in contact with Sport England regarding this matter.

The Chairman asked if the MoD sites were ever considered as a possible solution for any of the Gypsies & Travellers sites.

The Policy & Environment Manager replied that the Council had already made a decision on the MoD sites through the Core Strategy process and allocated these sites to cater for its general needs Housing allocation to avoid the loss of Green Belt land.

The Chairman asked what building materials would be used in the construction of the new homes.

The Senior Planning Policy Officer replied that all homes are due to be built to the Code Level 4 standard and will attempt to incorporate elements of Code Level 5 & 6.

The Chairman asked what the Council could do to reduce the impact of the removal of a number of trees on the Ensleigh site.

The Senior Planning Policy Officer replied that they could encourage that further trees be planted on the site.

Councillor David Martin asked how the statements had been received by local bodies, such as the MoD themselves, British Waterways and Network Rail.

The Senior Planning Policy Officer replied that he would need to check in relation to British Waterways and Network Rail. He added that the MoD were broadly supportive of the statements.

Councillor Douglas Nicol stated that he felt that carbon neutrality should be encouraged across all sites.

Ian Barclay, a member of the public, asked if Backstone Field was to be involved in the scheme.

The Senior Planning Policy Officer replied that it was not currently within the concept statement.

The Chairman requested that the Panel receives the Placemaking Plan at a future meeting.

The Policy & Environment Manager replied that the Cabinet were due to receive an options report in either November or December this year. He added that he would also like to have a discussion with the Chairman and the Vice-Chair as to what future items the Panel could debate in the future.

The Panel **RESOLVED** to ask that their comments from this meeting be passed to the Cabinet.

#### 14 **PANEL WORKPLAN**

The Chairman introduced this item to the Panel. She stated that she would work together with the Vice-Chair and the Strategic Director of the Panel in order to formulate the workplan so that it would take into account the upcoming decisions of the Cabinet until the end of 2012.

Councillor Ian Gilchrist requested that the Panel receives an update on 20mph zones at its September meeting.

Councillor Douglas Nicol informed the Panel that he had still not received a response to his question relating to Victoria Bridge that he posed in December 2011.

The Chairman requested that an email be sent on behalf of the Panel in order to seek a response.

The Panel **RESOLVED** to approve all of the above proposals.

The meeting ended at 5.30 pm

Chair(person) .....

Date Confirmed and Signed .....

**Prepared by Democratic Services**

<b>Bath &amp; North East Somerset Council</b>	
MEETING:	Planning Transport and Environment Policy Development and Scrutiny Panel
MEETING DATE:	26th July 2012
TITLE:	Service led policy review and development: Travel to work
WARD:	ALL
<b>AN OPEN PUBLIC ITEM</b>	
<b>List of attachments to this report:</b>	
1. Draft Terms of Reference for Travel to work (Policy review & Development)	

## 1. THE ISSUE

- 1.1 The centre of Bath offers a wide range of employment with a high percentage of retail and hospitality such as restaurants and hotels. A large volume of people travel into the city every day/night to go to work using public transport and long stay car parks. It is important that we understand the needs and requirements of those business/ organisations/ individuals that travel into work to help to continually improve the travel options available whilst benefiting the local economy. The review investigations will therefore hope to provide a greater understanding of the current travel to work options available and how best that we can work together to ensure Bath & North East Somerset's future Travel Strategy reflect these, but also support the wider promotion of greener and cleaner travel choices for everyone.
- 1.2 It has been suggested and agreed at the March Policy Development & Scrutiny Chairs meeting that the PTE Panel would undertake a *Scrutiny Inquiry Day which would investigate the issues surrounding those who travel into Bath for Business. This would provide the opportunity to improve communications with other local business in the area and help to improving future travel plans.* However, after the agreed scoping meeting with officers it was felt that rather than duplicate the existing plans for a Transport Conference in September the Panel could undertake some smaller scale work which would add value to the overall findings for the Transport Vision/ Strategy.
- 1.3 It has been proposed that the Panel may wish to undertake this in the form of 'Service led policy/ review' work which will provide the opportunity for local organisations, businesses/ employees in Bath to share their ideas and thoughts on what would encourage them and their employees to take alternative methods of travel to work and provide the opportunity to identify and share what different types of local industry travel strategies already exist within B&NES.

## **2 RECOMMENDATION**

The Planning Transport and Environment Policy Development & Scrutiny Panel is asked to:-

- 2.1 Note the Draft Terms of Reference and agree the proposal to have a Service led Policy Review and Development investigation and make any further comments on the terms of reference
- 2.2 Nominate 2 Councillors from the Panel to act as key contacts to conduct investigations and bring their findings back to the Panel
- 2.2 Agree to undertake the review within the timescales set out in the terms of reference.

## **3 FINANCIAL IMPLICATIONS**

- 3.1 The enquiry day will be conducted within the resources available to the Planning Transport and Environment Policy Development & Scrutiny Panel.

## **4 THE REPORT**

- 4.1 The draft Terms of Reference details the purpose and key objectives of undertaking a Service led Policy Development Review investigation into the current travel work options available and how best that we can work together to ensure Bath & North East Somerset's travel Strategy reflects these.

## **5 RISK MANAGEMENT**

- 5.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

## **6 EQUALITIES**

- 6.1 Equalities issues were considered by the Panel as part of their work in formulating the scope of this proposed investigation.

## **7 CONSULTATION**

- 7.1 *Policy Development & Scrutiny Panel; Cabinet Member; Other B&NES Services; Stakeholders/Partners; Section 151 Finance Officer; Monitoring Officer*
- 7.2 Consultation has happened with relevant Service Officers. More detailed consultation will take place with local businesses/ residents during the course of this investigation.

## **8 ISSUES TO CONSIDER IN REACHING THE DECISION**

- 8.1 *Customer Focus; Sustainability; Property, Health & Safety, Impact on Staff*

## **9 ADVICE SOUGHT**



9.1 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.

<b>Contact person</b>	<i>Donna Vercoe – Policy Development &amp; Scrutiny 01225 396053</i>
<b>Background papers</b>	<i>None</i>
<b>Please contact the report author if you need to access this report in an alternative format</b>	

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## (Review Title) **Travel to work**

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### **Service led policy review and development**

*(One or two Councillors may volunteer and therefore be tasked by the Panel to conduct further investigation into a subject via interviews with service officers/relevant organisations and background research, and bring their findings back to the Panel)*

#### Purpose

The centre of Bath offers a wide range of employment with a high percentage of retail and hospitality such as restaurants and hotels. A large volume of people travel into the city every day/night to go to work using public transport and long stay car parks. It is important that we understand the needs and requirements of those business/ organisations/ individuals that travel into work to help to continually improve the travel options available whilst benefiting the local economy. The review investigations will therefore hope to provide a greater understanding of the current travel to work options available and how best that we can work together to ensure Bath & North East Somerset's future travel Strategy reflect these, but also support the wider promotion of greener and cleaner travel choices for everyone.

It was agreed at the March Policy Development & Scrutiny Chairs meeting that the PTE Panel would undertake a *Scrutiny Inquiry Day* which would investigate the issues surrounding those who travel into Bath for Business. This would provide the opportunity to improve communications with other local business in the area and help to improve future travel plans.

However, after the agreed scoping meeting with officers it was felt that rather than duplicate the existing plans for a Transport Conference in September which will be providing the opportunity for all key stakeholders to discuss the future transport plans/strategies for the future of Bath, the Panel could undertake some smaller scale work which would add value to the overall findings for the Transport Vision/ Strategy.

Service led policy/ review work will provide the opportunity for local organisations, businesses/ employees in Bath to share their ideas and thoughts on what would encourage them and their employees to take alternative methods of travel to work and provide the opportunity to identify and share what different types of local industry travel strategies already exist within B&NES.

#### Key Objectives

To investigate and understand:

- (A) what local businesses feel the Council needs to do to encourage them and their employees to take alternative methods of travel to work, identifying what incentives would make the difference for them and why? This would help identify the barriers to sustainable transport.

- (B) the different types of private industry travel strategies that exist in and around Bath which could be used a best practice model to feed into overall findings e.g. Retail, Big business, such as the RUH

### **Scope**

The following activities have been agreed:-

1. That the steering group consists of Cllr Marie Longstaff, Cllr Roberts, PDS officers, and key service led officers to be agreed to work on the detail of the scope and objectives/ outputs of the review work and in support of the identification of key stakeholders.
2. Some basic research to investigate what hard data is already available on Travel to work in the area and what can it tell us? For example:
  - a. Bristol Snapshot survey – Travel to work
  - b. Census data – 10 year survey
  - c. Chamber of Commerce research –Transport in the City of Bath
  - d. UWE - Parking permit
3. Explore further methods of research taking on board the findings from point two including a small scale survey to ask local businesses & (employees) what they feel the council could do to encourage alternative means of transport into the city?
  - a. Identify key stakeholders to consult? ( including ft/pt employees)
  - b. Examines areas such as, *Price, Location of bus stops, connectivity between buses, bus driver manners, timing-Reliability of service, standards of service, lack of bike parking, etc.*
  - c. Identify what facilities/ incentives would work for businesses and why? i.e. such as off-street parking and discounted rail travel
  - d. Understand uncontrollable factors which determine methods of transport such as school runs and holidays
4. Investigation into the different types of private travel plans that exist within the area of Bath and share best practice approaches/ methods:
  - a. RUH Parking strategy
5. That the steering group meet to develop a short briefing report of findings which will support the council in identifying travel to work priorities. The report will hope to provide a greater understanding of what more needs to be done, and the identification of what is achievable.

**Out of Scope:** (what will the review not be looking at?)

Home to school travel plans/options

## Outputs of this Review

- Notes and papers from public Planning, Transport and Environment Policy Development & Scrutiny Panel meetings
- Notes and papers from any consultation findings/ results
- Report incorporating key findings, conclusions and recommendations
- Recommendations to be presented to the Cabinet Member for Transport Roger Symonds

## **Constraints**

- The review must be managed within the budget and resources available to the Panel.
- The review research and findings will need to have consideration to the requirements of the Equalities Act.
- The consultation with Businesses will need to be timely, allowing enough time to undertake results and analyse and to feed into the overall findings of the Transport Conference.
- The Steering Group will report back on the findings from this review to the Planning Transport and Environment Policy Development & Scrutiny Panel at the Nov 2012 Panel meeting.

## **Draft Outline Project Plan**

<b>Date</b>	<b>Stage / Activity</b>	<b>Meeting Type</b>
<b>Terms of reference</b>		
June 2012	PDS Private briefing to discuss Terms of reference	Private
July 2012	Public agreement of TOR at PTE PDS	Public
August 2012	Research and briefing reports	Private
<b>Consultation with key stakeholders</b>		
August 2012	Steering group meeting	Private
Sept 2012	Small scale Survey	Public
<b>Report Writing on research / consultation</b>		
Oct 2012	Steering group meeting to discuss Recommendations/ Resources	Private
Nov 2012	Panel Meeting	Public
Dec 2013	Final report and recommendations to Cabinet	Public
Feb 2013	Cabinet Response	Public

## Enquiries

For further information, contact:

Chair of PTE Panel-  
Vice Chair of PTE Panel  
Policy Development & Scrutiny  
  
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<b>Bath &amp; North East Somerset Council</b>	
MEETING:	Planning, Transport and Environment Panel
MEETING DATE:	26 <sup>th</sup> July 2012
TITLE:	Draft Strategy for the Provision of Allotments in Bath & North East Somerset
WARD:	ALL
<b>AN OPEN PUBLIC ITEM</b>	
<b>List of attachments to this report:</b>	
Appendix 1 – Draft Allotments Strategy	
Appendix 2 – Equalities Impact Assessment	

## **1 THE ISSUE**

- 1.1 The Draft Allotments Strategy has been developed with the full involvement of representatives of the Allotment Association. Its key purpose is to maximise participation in allotment gardening. The Draft Strategy recognises the importance of allotments as a leisure and recreational facility and for their benefits to local communities, green spaces, health and well-being wildlife, as well as their role in producing low-cost healthy food produced locally in a sustainable way.
- 1.2 This Draft Allotment Strategy aims to facilitate a satisfactory level of service provision over the next 5 years to 2017 and into the future. It is suggested that this needs to be at least a 5 year Plan as the targets set are dependent upon the finances and resources available, especially in relation to revenue implications, capital investment, Community Infrastructure Levy, or other planning gain and income from allotment rents. It is intended that the Allotments Strategy will connect to the wider developing Green Infrastructure Strategy and existing Green Space Strategy, and inform the Core Strategy and other key Council policies.

## **2 Background**

- 2.1 The Council has a statutory duty to provide allotments within Bath. Outside of Bath responsibility for allotment provision falls to the respective Town and Parish Councils throughout the district. The Council has a duty to ensure that efficient and effective management of the allotment sites for which it is responsible, takes place.
- 2.2 There has been an increasing demand for allotments over recent years for a variety of reasons. These include concerns about the use of pesticides and chemicals in food production, the environment, food miles, food quality, food knowledge among children, the rising cost of fruit and vegetables and lifestyle choices.

- 2.3 In order to address the increasing demand the Council has undertaken a range of measures to increase plot numbers including dividing large plots, creating new plots in areas of rough ground, bringing derelict areas back into cultivation and working to ensure that abandoned and uncultivated allotments are identified promptly and handed on to new tenants. The Council has also recently committed resources to create additional sites through the More Plots for Bath project, which is aiming to create an additional 200 plots within Bath over the next 3 years. Where possible, sites already in Council ownership will be identified as part of this project, thus minimising any land acquisition costs. However, there will be a need to ensure that there is sufficient resource provision to ensure infrastructure is in good order and that sites are secure and have sufficient water supplies.
- 2.4 However the Council will continue to face additional pressures on resources over the foreseeable future and therefore it is important to ensure that there is a more strategic overview for allotment provision and a need to plan to avoid a situation where there is reliance solely on the Council to provide allotments.

### **3 THE WAY FORWARD**

- 3.1 It is important that the Panel understands that what is before them is a **draft** strategy and is **un-costed** at this stage. Any commitment to a 5 year plan/service level would have to be subject to the Council's usual budgetary processes and challenge. Because of the pressures on the authority's budget, it would seem prudent to move to a model where the management of allotments is not dependent upon the level of available Council funding.
- 3.2 The results of the forthcoming consultation will be incorporated into this draft Allotment Strategy which will be reported back to the Panel later this year. This is in order that the Panel may consider the feedback and make final recommendations to the Cabinet Member for Neighbourhoods with a request that these are forwarded on to Full Cabinet for their consideration and possible adoption of the draft strategy as Council policy.
- 3.3 It is hoped that the results from the consultation will be completed and reported to the Panel by December 2012.

### **4 RECOMMENDATIONS**

The Panel is invited to:

- 4.1 Note and comment on the report and in particular the draft strategy.

The Panel is asked to recommend that:

- 4.2 Consultation be undertaken to determine the standard of service provision for allotments in Bath & North East Somerset through the adoption of the Allotments Strategy.
- 4.3 That the results of the consultation be incorporated into the draft Allotment Strategy to be reported back to the Panel later this year as set out in para 3.3 of the report.



## 5 FINANCIAL IMPLICATIONS

- 5.1 This Allotment Strategy sets out to achieve a high quality service provision over the next 5 years to 2017 and then beyond. It is considered that this needs to be a 5 year Plan as the targets set are dependent upon the finances available, especially in relation to revenue implications, capital investment, increased allotment rents, Community Infrastructure Levy, or other planning gain.
- 5.2 Property Services are responsible through the Corporate Repairs & Maintenance Budget (R&M) for all aspects of physical maintenance of structures including boundaries, gates, pathways, water supplies and drainage. Close liaison with Parks and Estates is maintained in order to prioritise R&M in a corporate manner. This prioritisation is achieved through a programme of 5 yearly Condition Surveys which produce items of outstanding R&M which in turn form the starting point for the production of programmes of work on a financial year basis.
- 5.3 As stated in para. 3.1 this is a **draft** strategy and is currently **uncosted**. Any commitment to a 5 year plan/service level would have to be subject to the Council's usual budgetary processes and challenge. Costs associated with this service that need to be included are officer time, operational maintenance, plot clearance, on-site services such as fencing, security, paths, water supply, tree work and other costs. It would be unwise to rely upon Council funding being available and so the Council and allotment stakeholders need to consider alternative models of funding that are not solely dependent upon the Council providing the entire service.
- 5.4 Costs associated with any decisions on the strategy will be researched further prior to the provision of a further report to the Panel on the outcome of the public consultation.

## 6 THE REPORT

- 6.1 Allotment provision is (a) historical and (b) set out in legislation and guidance on allotment management provided by the Department of Communities and Local Government, through various policy documents. The legislation and national policy, and their implementation in local policy, are set out in Appendix A of the draft Allotment Strategy. Essentially there is a statutory duty on the authority to provide allotments where there is demand. This is the case within B&NES where the current waiting list exceeds 550 applicants, with some applicants waiting more than 4 years before they can be offered a plot. Advice received suggests 1 year is an acceptable period to wait.
- 6.2 Extensive work has been undertaken with Allotments Association and subsequently the Allotment Forum to jointly create the draft strategy. The strategy incorporates best practice from other authorities as well as guidance from the Department for Communities and Local Government (DCLG).
- 6.3 Key elements of the strategy are the efficient and effective administration of the existing provision of 1120 plots on 24 sites within Bath, adequate resourcing of the infrastructure for allotments such as security of sites and the 'More Plots for Bath Project' which ensures we have an acceptable standard of service provision.

## **7 RISK MANAGEMENT**

7.1 Key overarching issues that have been identified in compliance with the Council's decision making risk management guidance are summarised below:

7.2 **Strategic** - A strategy for the provision of allotments will contribute to the medium to long term goals and the Council's priorities in the areas of:-

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

It would 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.

7.3 **Timescale** - Approval of the strategy early in 2013 will allow integration with the Local Development Framework, the Green Infrastructure Strategy and other planning interventions that will facilitate and capitalise on future opportunities for funding contributions such as through the Community Infrastructure Levy. This timescale would also enable an early inclusion in the budget setting process for 2013/14. As previously stated because of the likely future pressures on the authority's budget, the Council and relevant stakeholders need to explore alternative models of allotment management which are not totally dependent upon Council funding.

7.4 **Stakeholders** - It will help to establish the public's expectation for allotments in Bath & North East Somerset and the standards that can be achieved.

7.5 Specific detailed risk assessments will be carried out where appropriate and relevant to individual projects and work areas as necessary and in consultation with the Lead Member.

## **8 EQUALITIES**

8.1 An Equalities Impact Assessment has been completed. No adverse or other significant issues were found.

## **9 CONSULTATION**

9.1 Representatives of the B&NES Allotment Association have been heavily involved in the creation of the draft documents. With further input from Property and Legal Services.

9.2 Consultation is proposed following the panel's consideration of this report. This will be achieved via a variety of means and the panel's views on the most effective approach would be welcomed.

## **10 ISSUES TO CONSIDER IN REACHING THE DECISION**

*10.1 Social Inclusion; Customer Focus; Sustainability; Property; Human Rights; Corporate; Health & Safety; Other Legal Considerations*

## 11 ADVICE SOUGHT

11.1 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.

<b>Contact person</b>	Graham Evans, Parks & Estate Manager, 01225 396873
<b>Background papers</b>	Green Spaces Strategy
<b>Please contact the report author if you need to access this report in an alternative format</b>	

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**BATH & NORTH EAST SOMERSET COUNCIL  
DRAFT ALLOTMENTS STRATEGY**

**FOREWORD BY CABINET MEMBER FOR THE ENVIRONMENT**

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## SECTION 1 INTRODUCTION

### 1.1 Background

The Allotments service sits within the Parks and Estates Section of Customer Services which includes Parks & Green Spaces, Tree & Woodland Management, Conservation and Children's Play as well as Allotments. The Allotment Strategy has been developed as a way to improve the management of the Allotments Service.

Its key aim is to maximise participation in allotment gardening. The Strategy recognises the importance of allotments as a leisure and recreational facility and for their benefits to communities, green spaces, health and well-being and wildlife, as well as in producing low cost locally produced food in a sustainable way.

This Allotment Strategy sets out to achieve a high quality service provision over the next 5 years to 2017 and then beyond. It has been decided that this needs to be a 5 year Plan, with a possible extension beyond this, as the targets set are dependent upon the finances available, especially in relation to capital investment through increased allotment rents, Community Infrastructure Levy, or other planning gain. It is intended that the Allotments Strategy will link as a sub-strategy to the wider Parks and Green Spaces Strategy, Green Infrastructure Strategy and other Corporate Agendas which are also being developed at the present time.

Over recent years there has been an increasing demand for allotments, even with new allotment sites being created there are long and increasing waiting lists for all the sites which further justifies the need for efficient and effective management of a valuable scarce resource.

This Strategy has been developed in partnership with Bath & North East Somerset Allotments Association whose primary objective is to promote the establishment and use of land in the Bath area as allotments. It provides its members with regular newsletters and near cost-price seeds and gardening items via the Trading Hut which it runs jointly with Bath Organic Group.

Allotments in Bath city are the responsibility of B&NES' council, and the town and parish councils have responsibility for allotments elsewhere in the District. This strategy has been written for the Bath city allotments, but it is hoped that the quality standards developed in the strategy will be relevant for allotment management throughout the District.

**Appendix C** lists internal and external stakeholders involved in the provision of this service. Council departments outside Parks and Open Spaces include Property Services and Legal Services.

Legal Services have produced the standard documents and will keep these under review as well as producing guidance from a legal point of view.

Property Services is responsible through the Corporate Repairs & Maintenance Budget (R&M) for all aspects of physical maintenance of structures including boundaries, gates, pathways, water supplies and drainage. Close liaison with Parks and Open Spaces is maintained in order to prioritise R&M in a corporate manner. This prioritisation is achieved through a programme of 5 yearly Condition Surveys which produce items of outstanding R&M which in turn form the starting point for the production of programmes of work on a financial year basis. Finalisation of these

programmes follows consultation with all stakeholders including Parks and Open Spaces as well as the Bath Allotments Association.

## **B&NES COMMITMENTS 2012 - 2017**

B&NES is committed to an environmentally sustainable, low carbon and climate resilient future. It recognises the importance of allotment gardening in local food provision, recreation and sustainable regeneration. It believes that the benefits of allotments are to the whole community and not just to the individuals who use them.

### **B&NES is committed to –**

- To endeavour to provide an adequate number of allotment plots in Bath.
- Encouraging and promoting the use of organic and environmentally friendly sustainable methods of cultivation and plot management.
- Working with the Allotment Association, site representatives, individual tenants and interested groups to deliver efficient, effective and equitable distribution of plots and to maximize occupancy.
- Maintaining safe and secure sites ensuring that maintenance and repairs are carried out efficiently and promptly
- Managing boundary hedges, trees and shrubs in an appropriate manner maintaining common areas in a good and safe condition including communal paths and entrance areas
- Providing water to all sites through water troughs or stand pipes.

## **1.2 Structure of Strategy**

Allotment provision is (a) historical and (b) set out in legislation and guidance on allotment management is provided by the Department of Communities and Local Government, through various policy documents. The legislation and national policy, and their implementation in local policy, are set out in Appendix A. Existing allotment provision is set out in Appendix B, and the Council's partner organisations are listed in Appendix C.

This document starts by stating Bath & North East Somerset Council's vision for allotments, and then sets out objectives to achieve this (Section 2). Each objective is broken down into specific recommendations/actions identified as necessary to implement them (Section 3).

The strategy is a working document, to be monitored annually and fully reviewed every five years in order to maintain its currency with regard to policy and recognised good practice. The framework for its review is set out in the section 4 [Terms of reference for allotment forum, annual reporting, annual feedback from site reps, three yearly consumer surveys].

## **SECTION 2 AIMS AND OBJECTIVES**

### **2.1 AIMS FOR ALLOTMENT PROVISION**

National policy and guidance on allotments is set out in Appendix A.

B&NES Council's *vision for allotment provision* is:

*to provide, facilitate, improve and maintain well-tenanted allotments, managed in an open and accountable manner.*

It will maximise the opportunities for its residents to enjoy the experience and benefits that allotment gardening can bring, ensuring that sites are safe, celebrate cultural diversity, and provide opportunities for learning and socialising. It recognises that allotments have an important role to play in promoting local food production to meet the challenge of climate change.

In the emerging Core Strategy, new allotment provision is primarily funded through developer contributions (Policy CP13) as part of the District-wide spatial Strategy (DW1, IDP reference DW1.10). Policy CF.8, which protects allotments and land last used for allotments, is one of the policies saved from the Adopted Local Plan 2007.

The Strategy is intended to set a standard for the supply of allotments, to improve the standard of service provision and to consider the demand for allotments both now and in the future. Without an effective strategy the process of managing allotments becomes one of merely reacting to events. It is important to maintain a strategic direction, a continuing and evolving sense of what is to be achieved and to be able to explain the agenda to others including raising awareness of the benefits of allotments for all.

### **2.2 OBJECTIVES**

The following objectives form a 'good allotment charter' for allotment management in the city of Bath.

#### **2.2.1 To provide enough allotments**

The Council has a statutory duty under the Small Holdings and Allotments Act 1908 (Appendix A1) to provide allotments where there is a demand. The law is not clear on whether there is a duty to meet demand. However, guidance suggests 17 plots per 1000 households is a 'reasonable' standard.

The Council will endeavour to ensure that there is a sufficient number of allotment plots in the City to enable all sections of the community to enjoy the health, education and social benefits of allotment gardening. (On current demand this would require a further 600 or more plots costing in the order of £600k - £1m (This does not include purchase of land)

The Council will safeguard existing allotment sites from redevelopment for other use. Noting that any development should result in a net increase of Full Plot Equivalents (FPE's) through Community Infrastructure Levy (CIL) or Section 106 agreements.



### **2.2.2 To promote allotment use and food growing**

The Council recognises that allotment use plays an important role among a range of methods for local food production which will help mitigate, and prepare for, climate change. The Council will promote allotment use for food production and will encourage tenants to use organic gardening methods. Where demand dictates this will be with the creation of 'organic' sites or sections of sites.

### **2.2.3 To provide an effective management and administration process**

The Council is responsible for the management of all the statutory allotment sites in the city. It will ensure that allotment management is effective, efficient and equitable.

The Council will develop strong partnerships with allotment associations, site representatives, individual tenants and other organisations to help provide effective management, working towards sustainable local food production, so that they can help shape policy and practice.

### **2.2.4 To provide a high quality standard of service provision**

The Council will ensure that sites are safe in terms of health, safety and security that maintenance and repairs are carried out in a timely and efficient way, involving allotment representatives in decision-making and work plan formulation where this is appropriate.

### **2.2.5 To promote environmental sustainability**

Allotments have the potential to provide a source of fresh, low-cost food with a very low carbon footprint. The Council will encourage organic gardening methods, on-site composting, the use of sustainable materials and will discourage the use of peat and pesticides. It will encourage biodiversity, particularly for beneficial insects, seed collection, use of green manures and water conservation.

### **2.2.6 To provide adequate resources to supply and manage allotments**

Good management results in improved income, by maximising occupancy rates. Where possible, the Council will maintain a forward programme of investment in new plots, improved infrastructure and maintenance. It will provide sufficient staffing for efficient management and maintenance subject to available resources.

Each of these objectives is examined in more detail in Section 3.

## SECTION 3

### OBJECTIVES and ACTION PLAN

Ref.	Objective / Sub-objective	Action	Resource / Cost	Responsible Officer or Department	Timescale Year
<b>3.1 To provide enough allotments</b>					
3.1.1	Improved data collection and analysis on existing provision, waiting lists and future demand.	Maintain a relational database by site, plot, tenant and applicant to provide management data. (See section 4 also)	Staff	GIS Team, Allotments Officer, Business Support	Setup 1 Maintenance ongoing
		Analysis of waiting list figures by ward and by proximity to residence. To inform Planning provision process and for presentation to the Forum	Staff	Parks & Estates Manager,	1 See VW comments
3.1.2	All sections of the community including disabled, elderly, families with children, BEM	Promote the benefits of allotment gardening across the community balanced against supply and demand	Staff/ Volunteers	Allotments Officer, Allotments Forum	3
		Identify constraints to allotment gardening experienced by any particular section of the community. Carry out accessibility audit	Staff	Equalities Unit, Parks & Estates Manager,	3
3.1.3	Ensure requirements for allotments are included in planning policies.	Define a clear strategy for allotment provision and enhancement within emerging policy. To be included within the Green Infrastructure Strategy	Staff	Parks Planning and Strategy Officer	1
		Review how allotments should be considered in relation to other forms of green space. Included in Green Spaces	Staff	Parks Planning and	2

Ref.	Objective / Sub-objective	Action	Resource / Cost	Responsible Officer or Department	Timescale Year
		Strategy and its review		Strategy Officer	
3.1.4	Provide a sufficient ratio of allotments to households to meet demand.	Review B&NES decision that its standard plot size will be 125sqm. This is at least 50% smaller than the national norm, which is 250-300 sq.m. Consideration will be given to multiple plot tenancy	Staff/ Volunteers	Parks & Estates Manager,	1
		Monitor the ratio of plots/household/proximity set out in Green Spaces Strategy.	Staff	Parks & Estates Manager,	1
3.1.5 Cf 3.6.4	Maximise the investment potential from new developments.	Confirm current system Ensure that all opportunities for collection of developer contributions, via planning approvals and S106 agreements, etc., are exploited.	Staff	Parks Planning and Strategy Officer	1
		Include allotments within Community Infrastructure Levy CIL		Parks Planning and Strategy Officer. Planning Dept	1
		Establish systems for effective coordination with the Planning team.	Staff	Parks Planning and Strategy Officer	1
3.1.6	Optimise opportunities for new allotment sites and 'meanwhile'	Maintain a register of sites with potential for use as allotments, working in close collaboration with Property Services	Staff	Parks Planning and Strategy Officer	1

Ref.	Objective / Sub-objective	Action	Resource / Cost	Responsible Officer or Department	Timescale Year
	gardening on council-owned land.	Identify opportunities for informal gardening within Parks & Open Spaces or other authority owned open space, such as 'guerrilla gardening', demonstration plots.	Staff	Property Services, Allotments Officer	2
		Work with Property Services to find opportunities for temporary allotments and alternative growing opportunities, e.g. raised beds, sanctioned 'guerrilla gardening'.	Staff	Property Services, Allotments Officer	2
		Establish/improve systems for collaborative working with the Property Services team. Asset Management Working Group to determine	Staff	Parks & Estates Manager, Property Services	1
3.1.7	Encourage allotment development in rural areas.	Work with parish councils to promote and develop allotment sites.	Staff	Allotment Association, Policy & Partnerships	2
3.1.8	Encourage private landowners to establish temporary allotment sites (with guidance on legal constraints)	Compile and issue guidance notes on the legal issues relating to temporary (non – statutory) allotments.	Staff	Property Services, Legal Services	3
		Refer private landowners to the Allotments Regeneration Initiative for guidance on the design of allotment sites	Staff	All	1
3.1.9	Prevent encroachment onto	Coordination with Property Services, to stop encroachment by neighbouring properties.	Staff	Parks & Estates	Immediate

Ref.	Objective / Sub-objective	Action	Resource / Cost	Responsible Officer or Department	Timescale Year
	allotment sites from neighbouring properties, and erosion of boundaries by inadequate demarcation and fencing.			Manager, Property Services	
		Keep boundaries clearly defined, filling in any breaches.	Staff	Allotments Officer, Property Services	1
3.1.10	Reduce the number of uncultivated allotments within the city.	Clarify and improve the enforcement process to reduce the number of uncultivated plots.	Staff	Allotments Officer	1
3.1.11	Minimise illegal tenancing of allotments.	Administrative procedures to ensure that tenancies are not transferred to third persons, either by unauthorised proxy gardening or by handing on tenancy when accommodation is sold or rented out.	Staff	Allotments Officer	2
<b>3.2 To promote allotment use and food growing</b>					
3.2.1	Mainstream support for local food growing, including allotment provision, across Council departments.	Build allotment gardening into sustainable community policy, including biodiversity, green spaces, green infrastructure, food, health and well-being, waste management and culture and locality. Strengthen support for local food production policy, including allotments, implementing it across Council departments.	Staff	Parks & Estates Manager,	2/3

Ref.	Objective / Sub-objective	Action	Resource / Cost	Responsible Officer or Department	Timescale Year
		Include within emerging Environmental Sustainability & Climate Change Strategy			
		Improve promotional support for local food/allotments in council publications (electronic and public space).	Staff	Parks & Estates Manager,	2
		Enhance partnership with other organisations focusing on local food production.	Staff/ Volunteers	All	2
3.2.2	Develop the allotments service as an education resource to support life-long learning.	The traditional skills of growing and preparing fruit and vegetables are not widely handed down generation to generation; this requires improved education of children and adults, via gardening courses, links with schools and colleges, promotion via health centres and other community spaces. There is likely to be demand for courses in the evening or at weekends.	Staff	All	2
		Work with partner organisations to provide gardening training.	Staff	Allotments Officer	2
		Encourage and create opportunities for volunteer gardening.	Staff	Allotments Officer	2/3
		Allotment gardening provides a useful introduction to horticulture and will contribute to the District's long-term sustainability in local food production. Therefore include in all relevant strategies and initiatives	Staff	Parks Planning and Strategy Officer	1
3.2.3	Ensure that	Maintain secure boundaries by ensuring that there are no	Staff	Property	1

Ref.	Objective / Sub-objective	Action	Resource / Cost	Responsible Officer or Department	Timescale Year
	allotment sites are safe and pleasant spaces for gardeners of all ages and abilities to enjoy.	gaps in fencing or hedging and that all gates are secured by padlock.		Services	
		Calculate resource costs	Staff	Property Services	
		While allotment sites overlooked by houses may be monitored by neighbours, they may be subject to vandalism, theft and dumping of rubbish. Work with the police to monitor and reduce damage. Other allotment sites are some distance from housing and isolated gardeners may feel insecure from trespass	Staff	Allotments Officer	1
		Encourage use of allotments as social spaces, with communal areas and space for children to play, to maximise social interaction and thus improve security.	Staff	Allotments Officer	2
3.2.4	Use public space for other forms of food growing.	Provide space for community gardens and orchards; encourage edible landscapes e.g. via 'guerrilla' gardening.		Parks & Estates Manager, Allotment Association	2/3
		Reassess the priority given to ornamental gardening in public spaces in terms of time and space, and maximise opportunities for incorporating edible plants, fruiting shrubs and trees.		Parks & Estates Manager,	2
3.2.5	Encourage workplace gardening.	Encourage public and private sector employers to offer opportunities for growing fruit and vegetables in the workplace, by utilising forecourts, landscaped areas, window boxes, balconies, living walls and roofs.		All	3

Ref.	Objective / Sub-objective	Action	Resource / Cost	Responsible Officer or Department	Timescale Year
<b>3.3 To provide an effective management and administration process</b>					
3.3.1	Set out an accountability structure to deliver effective and efficient allotment management.	Set out organisational structure with responsibility for allotment provision and management.		Parks & Estates Manager,	Immediate 1
3.3.2	Establish an Allotments Forum	Allotments Forum to meet twice a year, its members to include members of the council, officers and allotment tenant representatives.		Parks & Estates Manager,	On-going
		Consult on the Terms of Reference for the Allotments forum, defining responsibility for monitoring performance, strategic thinking and policy formulation.		Parks & Estates Manager,	done
		Effective communication and consultation is an essential component of good practice; the Allotments Forum will have responsibility for effecting this, both directly by its own actions and by monitoring the Council's performance		Parks & Estates Manager,	1 Ongoing
		The Forum will monitor, advise and lobby for allotment provision and budgeting, thereby replacing the current planning issues and budget liaison sub-groups of the Allotments Association.		Parks & Estates Manager,	Immediate 1
3.3.3	Improve information gathering and analysis.	Create a relational database with linkages between site, plot, tenant, waiting list, maintenance and repair, to act as both a management and a monitoring tool.		GIS Team	1



Ref.	Objective / Sub-objective	Action	Resource / Cost	Responsible Officer or Department	Timescale Year
		Require proof of residence annually, when the rent is due, to deter informal transfer of tenancies.		Business Support	2
		Investigate an integrated software system incorporating a Geographical Information System (GIS).		GIS Team, Allotment Officer	1
		Provide greater clarity of budgeting, accounting and decision-making processes.		Parks & Estates Manager,	1
3.3.4	Clarify, and where necessary consult on, procedures for the day-to-day management of allotments, in order to increase coherence and transparency and thus improved customer service. Ensure equitable provision/manage ment across all council-owned sites.	<p>Create an Operations Manual for allotment management, setting out:</p> <ul style="list-style-type: none"> <li>▪ Procedure for administering applications/waiting lists</li> <li>▪ A fair and equitable lettings policy, set out procedure for letting plots (First come basis)</li> <li>▪ Allocation and replacement of keys</li> <li>▪ Procedure for inspections and enforcement</li> <li>▪ Rules defining cultivation rates, i.e. percentage cultivation in relation to time since start of tenancy, and nature of cultivation, i.e. food productivity, flowers, biodiversity practices</li> <li>▪ Procedure for managing plot in the event of a tenant's acute ill-health lasting up to 12 months.</li> <li>▪ Clearing plots before letting</li> <li>▪ Acceptable weed control (extent, methods)</li> <li>▪ Guidelines on wildlife, bonfires, seed saving, green manures, bees and hens</li> <li>▪ Policy on sheds, what constitutes a 'structure'</li> <li>▪ Policy on fruit trees (incl. cordons)</li> </ul>		Parks & Estates Manager,	1

Ref.	Objective / Sub-objective	Action	Resource / Cost	Responsible Officer or Department	Timescale Year
		<ul style="list-style-type: none"> <li>▪ Health and Safety: standards, procedures/audits</li> <li>▪ Repair/maintenance: procedure and standards</li> <li>▪ Procedure for recording and handling complaints</li> <li>▪ Procedure for moving from a starter plot up to a half or full plot, or downsizing, or temporarily vacating; maximum 1 plot equivalent per person (natural wastage removing 2+ plot tenancies)</li> <li>▪ Procedure for authorised sharing, handing tenancy over to the sharer or to a relative ensure this equitable for those at top of waiting list</li> </ul> <p>Copies of the Operations Manual will be made available to tenants' representatives.</p>			
3.3.5	Tenancy agreement revised to be more specific about council and tenant's responsibilities and enforcement procedures	Revise tenancy agreement in consultation with allotment representatives.		Parks & Estates Manager,	2
		Incorporate "rules" as set out in the Operations Manual (see 3.3.4)		Parks & Estates Manager,	2
		The tenancy agreement to be reviewed every five years.		Parks & Estates Manager,	1 ongoing
3.3.6	Encourage respect and tolerance on allotment sites.	Create a code of practice to include respect for other plot holders who may be less experienced, from different cultural backgrounds, or practicing different growing methods.		Equalities Unit	2
		Include a framework for resolving differences of opinion, and provide links with the complaints procedure in the		Parks & Estates	2

Ref.	Objective / Sub-objective	Action	Resource / Cost	Responsible Officer or Department	Timescale Year
		Operations Manual. [Include Allotment Handbook 'dignity statement']		Manager,	
3.3.7	Improved information and support for new tenants	Before applicants take on a tenancy, provide written information and site visits/introduction via the site rep.		Allotments Officer/ Allotments Association	1
		Ensure that applicants sign the tenancy agreement <u>before</u> taking on the tenancy, so that they are aware of their responsibilities.		Allotments Officer	1
		Offer new tenants a range of support: gardening workshops; starter plots [requires a review of the use/success of starter plots on Bloomfield Road].		Allotments Officer	2
		Explore the possibility of introducing a mentor/buddy system.		Allotment Association	2
		Work with the Allotment Association and other partner organisations to write an "Allotment Gardeners Beginner's Guide", to include advice on: weed control, soil fertility, organic gardening, non-chemical weed and pest control, rat control, the dangers of introducing non-biodegradable or toxic substances, wildlife gardening, companion planting .		Allotments Officer	2
		Monitor new tenants' progress via regular inspection and early identification of 'failing' newcomers who need additional support.		Allotments Officer	1
3.3.8	Improved information for	Provide applicants with information about their position on the waiting list		Business Support	1

Ref.	Objective / Sub-objective	Action	Resource / Cost	Responsible Officer or Department	Timescale Year
	prospective tenants.	In view of the length of the waiting list, applicants should be asked to re-register annually to confirm their contact details and their continued interest in acquiring an allotment.		Business Support	1
		Provide applicants with information about tenants' responsibilities and about the time and effort involved in re-establishing and maintaining a productive plot, so they can make an informed choice about the size of plot to start.		Business Support	1
3.3.9	Improved communication with tenants.	Make greater use of electronic communication with tenants.		Allotments Officer	1
		Systems for dealing with enquiries including logging telephone calls and e-mails, and complaints procedure		Parks & Estates Manager,	Immediate 1
		Improve the quality of web-based information on allotments and their management.		Parks & Estates Manager,	2
		Develop strong partnerships with site representatives, the allotments association and other complementary organisations		Allotments Officer	1
3.3.10	Explore options for self-management (see Appendix A, Growing in the Community); and its incentives and disincentives	Provide support and advice to groups who wish to move towards self-management either wholly or in part. This would have to be with strong support of the allotment site plot holders and demonstrable commitment and ability to fulfil the role.		Parks & Estates Manager, Policy & Partnerships	2/3
		Encourage the participation of allotments associations and allotment tenants in the management of allotments		All	2/3

Ref.	Objective / Sub-objective	Action	Resource / Cost	Responsible Officer or Department	Timescale Year
3.3.11	Memoranda of Understanding with Allotments Association (and any other tenants' organisations) re commitments/ responsibilities on both sides	Consult the associations in the prioritisation of available funds for improvements and essential maintenance.		Allotments Officer, Property Services	2
		Develop a system for giving advance notice to site representatives of proposed works on site. Property Services re. Minor works		Allotments Officer, Property Services	1
<b>3.4 To provide a high quality standard of service provision</b>					
3.4.1	Establish quality parameters for each site.	For each site establish a site management plan, which will include type of provision, occupancy target, security, facilities and service levels.		Allotments Officer	1/2
		Review site management plans annually with tenants and/or their representatives.		Allotments Officer	2 ongoing
		A rolling programme of capital funding is required to maintain/upgrade allotments will be maintained, with bids prepared for additional capital funding and opportunities for grant funding. This will funded through capital programme, increased rents or S106.		Parks & Estates Manager, Property Services	Annually prior to August
		The allotments officer will carry out a joint site inspection with the site rep annually, in April, so that analysis of the site plans is available for the Forum in May. Timings will be adjusted to optimise the benefits of the joint inspections		Allotments Officer/ Allotment Association	annual
		The allotments officer will draw up and agree a summer maintenance plan and a winter maintenance plan (see 3.4.5		Allotments Officer/	1

Ref.	Objective / Sub-objective	Action	Resource / Cost	Responsible Officer or Department	Timescale Year
		and 4.2.2 below).		Allotment Association	
		Improved service will require collaborative links between the internal stakeholders, e.g. Property Services, Waste Management, Finance and Parks & Open Spaces.		Allotments Officer	1
3.4.2	Ensure freedom from neglected plots.	Ensure tenants are not inconvenienced by nuisance weeds, overgrowth, rubbish, creeping or seeding weeds.		Allotments Officer	1
3.4.3	Ensure good quality facilities on site.	Cost estimate and feasibility for capital funding to establish: Good access, effective security, well maintained central pathways, adequate water supply, sufficient storage facilities and adequate site drainage.		Property Services	2
		Cost estimate and feasibility for capital funding: The changing gender and age structure of allotments demography and the need to ensure social equality means that basic on-site facilities should include toilets. There are currently no toilets on any of the allotment sites Therefore to this end the installation of compost toilets will be promoted. Complete Access Audits.		Property Services, Allotments Officer	3
3.4.4	Access and boundaries will be safe in terms of security, health and sustainability.	Access to the site should be safe, secure and not in itself a barrier against any group of users, such as people with disabilities.		Property Services, Allotments Officer	2
		Secure and well-maintained fencing/hedging ensures the security of the site and prevents access by trespassers, dogs and deer where reasonably practicable.		Property Services, Allotments	1

Ref.	Objective / Sub-objective	Action	Resource / Cost	Responsible Officer or Department	Timescale Year
				Officer	
3.4.5	Efficient maintenance programme	Maintenance will include: <ul style="list-style-type: none"> <li>written action plan for each site, formulated as a result of joint site visit with site rep;</li> <li>timely repairs, with monitoring response rate</li> <li>dedicated maintenance staff to build on experience and commitment</li> </ul>		Allotments Officer	1
		Clearing vacant plots within one month for re-letting (removing rubbish, retaining fruit bushes/canes, removing saplings of non-fruit trees and ornamental shrubs, strimming remainder of plot.		Allotments Officer	1
		Investigate collection of a deposit prior to occupation to ensure plots are left in good order		Parks & Estates Manager,	2
3.4.6	Action to be taken to support improved management of sites.	Re-mapping of sites/plots		GIS Team	1
		Re-marking plot numbers/boundaries		Allotments Officer	1
		Clearing derelict plots		Allotments Officer	1
		Confirmation of applicants on waiting list			1
		Checking that no tenancies have lapsed because tenants have moved away/died/given up or failed to pay their rent.		Business Support	2
3.4.7	Preventing encroachment onto allotments of trees and non-fruiting shrubs	Saplings of non-fruiting trees on the perimeter of allotment sites or elsewhere on the site will be removed before their trunks measure 3" in diameter.		Allotments Officer	2
		If saplings are not removed in time, application will be made by Parks staff for permission to remove the trees.		Allotments Officer	2

Ref.	Objective / Sub-objective	Action	Resource / Cost	Responsible Officer or Department	Timescale Year
		Non-fruiting bushes, such as ornamental shrubs, will be removed where they form a nuisance e.g. blocking pathways, causing shade or taking up disproportionate space. By the tenant or at their cost.		Allotments Officer	2
		Tenancy agreement to include a condition prohibiting the planting of non-edible ornamental shrubs			1
<b>3.5 To promote environmental sustainability</b>					
3.5.1	Allotments contribute to overall environmental sustainability and to health and well-being.	Allotments as 'locality', as opportunity for food production and source of health, activity and enjoyment.		Parks & Estates Manager,	2/3
		Provide opportunities for children to 'play' within allotment sites		Parks & Estates Manager,	2/3
3.5.2	Promote organic gardening.	The Council will encourage and support organic methods of growing.		All	2
		The use of organic methods to be monitored and future consideration given to voluntary or statutory designation of sites as 'organic'		Allotments Officer	2
3.5.3	Define acceptable methods of weed control.	Non-organic methods of weed control, i.e. chemicals be discouraged.		Allotments Officer	1
		Use of carpets made from inorganic materials, to be banned		Allotments Officer	1
		Guidelines will be included in the Operations Manual (see 3.3.4) and rules will be set out in the revised tenancy		Parks & Estates	1



Ref.	Objective / Sub-objective	Action	Resource / Cost	Responsible Officer or Department	Timescale Year
		agreement (see 3.3.5).		Manager,	
		Guidance on acceptable methods of weed control and suppression will be developed with advice from Bath Organic Group and similar organisations.		All	2
3.5.4	Encourage on-site composting	The Council promotes on-site composting by providing advice and, from time to time, subsidised compost bins.		Allotments Officer	2
		The introduction of non-biodegradable items is discouraged; rubbish will be removed from derelict plots before they are re-let		Allotments Officer	1
		. Consider the most cost effective method of providing a service of one rubbish collection per year per site.		Parks & Estates Manager,	2
		Guidance will be given on the composting of (i) perennial weeds, (ii) annual weeds.		Allotments Officer	2
3.5.5	The Council will support the environmental sustainability of its green infrastructure by recycling leaves and other green waste	The Council will deliver leaves and woodchip to allotment sites as it is available as part of parks management operations. Distribution will be as equitably as possible between the sites as resources allow.		Allotments Officer	1
		Each site will have space for communal manure, leaves for leafmould and woodchip supplies.		Allotments Officer	1
3.5.6	Improved water conservation.	The Council will control the use of water by not allowing the use of hosepipes directly from the mains supply.		Allotments Officer	2
		Determine a standard for water provision.		Allotments	1

Ref.	Objective / Sub-objective	Action	Resource / Cost	Responsible Officer or Department	Timescale Year
				Officer, Property Services	
		Support plot-based water harvesting, storage and conservation.		Allotments Officer	1
3.5.7	Ensuring soil quality	Soil quality on allotments should be equivalent to that present on good agricultural land. Soil must be free of toxic wastes and residues, and have a satisfactory depth of topsoil (250 mm). Soil testing procedures need to be based on expert advice, yet to be obtained. Actions to be determined on an individual basis.		Environmental Protection Team / Parks & Estate Manager	1
3.5.8	Hedges as boundaries.	Well-kept thorn hedges can be excellent boundaries and provide a haven for birds. Hedging is therefore considered better than other forms of fencing both for environmental sustainability and for security, but requires appropriate management on a site by site basis.		Allotments Officer	1
3.5.9	Keeping chickens and bees.	The 1950 Allotments Act allows tenants to keep chickens (but not cockerels) on their plots. The Act also allows tenants to keep bees. Hives must be situated with due consideration to other tenants and neighbours.		Allotments Officer	statement
		Produce guidance in consultation e.g. with local bee-keeping associations. Council Connect number is displayed for use in the event of a swarm.		Allotments Officer	2

Ref.	Objective / Sub-objective	Action	Resource / Cost	Responsible Officer or Department	Timescale Year
3.5.10	Biodiversity and wildlife	Animal pests on allotments include: deer, badgers, rabbits and rats. Apart from maintaining the patency of fences/hedges, there is little that can be done to deter deer, badgers or rabbits, but good husbandry can reduce the number of rats. Produce with appropriate guidance.		Allotments Officer	2/3
		The encouragement of birds and beneficial insects helps reduce the number of insect pests, by the growing of colourful flowers, dry seed heads and some grasses.		Allotments Officer	2/3
		Encourage the use of green manures, including rye grass and clover, allowing the use of nettles and comfrey as fertilisers.		Allotments Officer	2
		Ponds contribute to biodiversity; the parameters for ponds on allotments will be defined as part of 'rules'			2
3.5.11	Encourage micro-generation experiments to assess potential.	Allotment sites may provide opportunities for solar and wind power generation, if only to power tools or irrigation pumps.		Allotments Officer	2/3
<b>3.6 To explore methods of resourcing the supply and management of allotments</b>					
3.6.1	Allotment budget and accounts will be open for inspection.	Make the accounts easier to understand with information set at a level to produce optimum clarity.		Parks & Estates Manager, Finance	1
		Budgeting and expenditure will be reviewed regularly by the Allotments Forum.		Parks & Estates Manager, Finance	1

Ref.	Objective / Sub-objective	Action	Resource / Cost	Responsible Officer or Department	Timescale Year
3.6.2	Forward programme of investment, where possible in (i) new plots, (ii) improved infrastructure and maintenance will be maintained.	Sufficient officer resources will be allocated to ensure that there is a coherent plan with risk analysis for the expansion and improvement of allotment provision. This could be achieved by the releasing of capacity in the service.	£20k	Parks & Estates Manager,	Ongoing
3.6.3	Income will be improved by maximising occupancy rates through the use of good management and efficient administration.	<p>The higher the vacancy rate, the lower the income and the greater the resources needed for weed control, promotion and letting.</p> <p>The following list of tasks are needed to administer the service effectively and dealt with within the Procedures Manual:</p> <ul style="list-style-type: none"> <li>▪ Record/recall all information regarding a plot and a site</li> <li>▪ Control all aspects of plot letting</li> <li>▪ Conduct and control site/plot inspections</li> <li>▪ Flag and produce automatically required notice letters</li> <li>▪ Raise, track and acknowledge repair instructions to completion</li> <li>▪ Control budget expenditure for each cost centre</li> <li>▪ Identify outstanding debtors quickly</li> <li>▪ Produce comprehensive management reports quickly</li> <li>▪ Map plots/sites with GIS mapping links</li> <li>▪ Link to corporate finance systems for invoicing</li> <li>▪ Provide clear, definitive and easily accessible information</li> <li>▪ Processes should be well-defined and coherent</li> </ul>		Parks & Estates Manager, Allotments Officer, Business Support	1

Ref.	Objective / Sub-objective	Action	Resource / Cost	Responsible Officer or Department	Timescale Year
3.6.4 Cf 3.1.5	Maximise income from developer contributions.	Ensure allotment provision is included in Section106, Community Infrastructure Levy (CIL), Green Infrastructure Strategy and any other development opportunities. Planning staff.		Parks Planning and Strategy Officer	Ongoing
3.6.5	Adequate staffing levels will be provided	Set out staffing levels for (i) management, (ii) maintenance, (iii) administrative support.		Parks & Estates Manager,	1
3.6.6	Monitoring allotment rents	A procedure will be established for reviewing allotment rents; this will include scrutiny by the Allotments Forum.		Parks & Estates Manager,	2
		Loss of potential income from vacant plots will be monitored.		Parks & Estates Manager,	2
		Causes of loss of potential income from non-payment should be identified.		Parks & Estates Manager,	
3.6.7	Explore opportunities for grant-funding outside the Council's responsibility to provision and effective maintenance.	Grant funding may be available for facilities/improvements which are outside the Council's remit but which would contribute to raising the overall quality of allotments and their enjoyment.		Allotments Association	2/3



## **SECTION 4 MONITORING AND REVIEW**

### **4.1 Allotment Forum**

Effective communication and consultation is an essential component of good practice; the Allotments Forum will have responsibility for effecting this, both directly by its own actions and by monitoring the Council's performance.

The Council will consult on the Terms of Reference for the Allotments Forum, which will define responsibility for monitoring performance, strategic thinking and policy formulation.

#### **Draft Terms of Reference**

Allotments Forum to meet twice a year.

It will be chaired by the Cabinet member with responsibility for the Environment.

Its members will include councillors (numbers in proportion to elected Council), officers, allotment tenant representatives and a representative from the allotment waiting list. Additional expertise may be co-opted onto the Forum.

The Forum will

- monitor and advise on allotment provision
- monitor and advise on the allotment budget and expenditure, and on future requirements for capital investment
- receive and consider management reports (analysis of plot occupancy rates, annual site reports and the complaints log, and any other reports identified as useful by the Forum)
- monitor the delivery of the Allotments Strategy and fulfilment of the Council's vision for allotments
- consider methods of monitoring customer satisfaction [other authorities conduct regular customer satisfaction surveys]
- bring to the attention of the full Council issues of concern relating to allotment provision and management
- assist in the development of policies for Green Infrastructure, Waste Management, and Climate Change mitigation.

### **4.2 Monitoring Data Collection**

#### **4.2.1 Tenancy data**

There appears to be an absence of quantified information and physical identification of derelict plots; it is therefore important to establish the current baseline and then set a timetable of targets to reach the optimum level of tenancy (100% less a turnover/minimum vacancy figure).

Focus to increase plot occupation and reduce the waiting list:

Number/percentage of vacant plots

- Number vacant for more than 3 months, 6 months, 9 months, 1 year+
- Derelict/unworkable plots

- Number/percentage of tenanted plots
- Turnover
- Length of tenancy
- Proximity to residence
- Reason for termination of tenancy

Analysis will determine how closely the waiting list and the number of actual plots match the standard of provision in the Green Spaces Strategy.

Improved tenant satisfaction with the allotments service and the value for money it provides are likely to increase tenants' interest in devolved management.

#### **4.2.2 Facilities/maintenance on allotment sites**

Annual joint reports, with separate sections completed by the Council officer responsible for allotments and the site representative, with an agreed action plan will be prepared within one month of the annual joint site inspection (currently March/April). Each site will be rated against the minimum agreed standard and an estimate of the expenditure required to bring it up to standard. This information will be monitored by the Allotments Forum.

- Water supply
- Secure boundary fence
- Non-compostable rubbish removal
- Paths cut
- Hedges cut
- Weed control
- Overgrown trees and shrubs
- Quiet environment
- Vehicle access to site
- Access for the disabled
- On-site information board
- Access/carparking
- Freedom from theft, vandalism and graffiti (register of crime)
- Repair response time.

#### **4.3 Overview of site management**

Information from the annual site report, analysis of plot occupancy and the complaints log will be combined to give an overview of allotment management for each site.

#### **4.4 Performance Management**

Annual joint site reports and minutes of the Allotments Forum will form part of the officers' annual performance review. Review and positive feedback would be welcome.

The Allotments Strategy will be monitored annually and fully reviewed every five years. Progress against the Action Plan will be reviewed at Allotment Forum Meetings.



## Appendix A

### A.1 National Legislative and Policy Framework

#### **The Small Holdings & Allotments Act 1908**

This consolidated all previous allotment legislation. It placed a duty on local authorities to provide sufficient allotments according to demand.

*Section 22 of the Act* covers use. It defines an “allotment garden” as “not exceeding 40 poles (1,012 square metres) in extent, which is wholly or mainly cultivated by the occupier for the production of vegetable and fruit crops for consumption by himself or his family.” This precludes the use of an allotment garden for carrying out any trade or business, but provided that it is cultivated mainly for growing fruit and vegetables, other activities are not prohibited.

These include:

- The use of a plot as a leisure garden – There is no legal restraint on using part of the plot as a leisure garden for recreation or for growing flowers or crops that take longer than 12 months to mature.
- Limited sale of surplus produce – provided that the allotment is mainly cultivated for consumption by the plot holder and their family there is no legal constraint on selling surplus produce.
- Use of part of a plot for keeping livestock – permitted by section 12 of the Allotments Act (1950), but not in such a manner as to create a nuisance. The 1950 Act also allows for the construction or erection of shelters for hens and rabbits.

*Section 23.* This requires that authorities are duty bound to provide allotments for residents if they consider there is a demand for them.

*Section 27.* This provides for the temporary use of allotment land for other purposes if it cannot be let as allotments. However, if the land is subsequently required for allotment use, the authority must be able to regain possession by giving no more than 12 months notice.

*Section 32.* Revenue obtained from the sale or exchange of statutory allotment land must be spent on discharging debts associated with the acquisition of allotment land, acquiring new land for use as allotments, or improving the existing stock of allotments. Only the surplus may be used for other purposes.

#### **The Allotments Act 1922**

This Act covered the release of land requisitioned for allotment use during the First World War. The Act also gave some measure of security of tenure to tenants of allotment gardens and improved rights of tenants to compensation on termination. The Act has since been amended by the Local Government Act 1972. Allotment committees are no longer compulsory for urban authorities.

The Act limited allotment size to a quarter of an acre and that they should be “mainly cultivated by the occupier for the production of vegetables and fruit crops for consumption by himself or his family.” This implies that only a limited proportion of a plot may be used for growing flowers and no commercial use may be made of produce.

Continued/

**(The Allotments Act 1922 continued)**

The act protected tenants in terms of laying down periods of notice and requiring compensation for terminating tenancies. This act has since been amended by the Local Government Act 1972.

Any revenue obtained from the sale of land or exchange of statutory allotment land should be spent on discharging debts associated with the acquisition of allotment land, in acquiring new land for use as allotments or improving the existing stock of allotments. Only the surplus may be used for other purposes.

**Allotment Act 1925**

Allotments are protected by Section 8 of the Act, which requires that local authorities seek the Secretary of State's consent, via the relevant local office for disposal or appropriation to other use. Consent cannot be given unless the secretary of state is satisfied that:

- the allotment in question is not necessary and surplus to requirements
- adequate provision will be made for displaced plot holders
- the number of people on the waiting list has been effectively taken into account
- the authority has actively promoted and publicised the availability of allotment sites and has consulted the National Society of Allotment and Leisure Gardeners.

**Smallholding and Allotment Act, 1926**

This Act made a number of improvements to the 1925 and preceding acts.

- The provision relating to rents that may be charged for allotments was amended.
- The period of notice to quit was extended to 12 months as far as allotment gardens were concerned.
- Compensation should be payable to an allotment holder at whatever season of the year a tenancy terminates.
- Allotment holders who have allowed their allotment plot to deteriorate through neglect should be made liable to pay compensation for dilapidation and quitting.

**Allotment Act 1950**

This strengthened the requirements on councils to provide allotment gardens. Provisions relating to rents were also affected; it has provision for reduced payments of rent in special circumstances, which might include retired, elderly, unemployed, or disabled tenants, or tenant of long standing, or any other circumstances the authority may see fit. This Act included issues relating to notices to quit and compensation.

**Occupiers' Liability Act (1957)**

Places a common duty of care on anyone involved in allotment management to ensure their allotment site(s) is run in as safe and appropriate manner as possible.

**Town and Country Planning Act 1971**

Removed requirement made in 1925 Act for town planning authorities to consider allotment provision within town planning schemes.

Continued/

### **The Local Government Planning & Land Act 1980 and the Local Government & Planning (Amendment) Act 1981**

Consolidated planning legislation which has further influenced the forward planning of allotments. The council must safeguard existing land used as allotments. Development proposals resulting in the loss of allotments should only be considered where:

- There is evidence of long-term insufficient demand for continued use of land as allotments
- Suitable land is made available, either by retention or relocation, to replace allotments that are in use
- Where it is necessary to develop a site for other purposes, suitable sites are made available to relocate tenants
- Any proceeds from land sale is re-invested in developing the allotment service.

### **Planning Policy Guidance Note (PPG) 17 (2002)**

#### **Planning Policy Guidance note (PPG) 17: Sport, Open Spaces and Recreation**

Annex 3 of PPG 17 includes allotments as a specific category in the classification of open space. PPG 17 places an obligation on local authorities to undertake assessments of need for all open space classifications, combined with an audit of existing provision, incorporating both quantitative and qualitative criteria. These should feed into the establishment of local standards for provision, and the preparation of a strategy ensuring these local standards are met before any surplus land can be released. Plots that are well maintained and in full use, delivering the full range of benefits to the local community are likely to enjoy strong protection under the planning system. Development that would result in the loss of allotments should not be permitted unless replacement allotment sites are provided, and these should be of acceptable quality:

- Be comparable in terms of size, accessibility and convenience, and should not normally be more than three quarters of a mile from the centre of demand
- Have a soil quality and condition comparable or superior to that of the existing allotments
- Avoid detrimental impact on landscape character and other landscape features.

The Revised Planning Policy Guidance note (PPG) 17: Sport, Open Spaces and Recreation recommends the following criteria against which applications for consent to dispose of statutory allotments are determined. The revised criteria are that:

- The allotment in question is not necessary and is surplus to requirements.
- Consent of the secretary of state is required for the erection of any dwellings (but not sheds or greenhouses) by the council on allotment land (Land Settlement (Facilities) Act 1919).
- Adequate provision will be made for displaced plot holders, or that such provision is not necessary or is impracticable.
- The number of people on the waiting list has been taken into account.
- The authority has actively promoted and publicised the availability of allotment sites and has consulted the National Society of Allotment and Leisure Gardeners
- The implication of disposal for other relevant policies, in particular development plan policies, has been taken into account.

**Assessing needs and opportunities: a companion guide to PPG17 (2002, DLTR, now CLG)**

The number of allotments required in any area is a function of demand and there needs to be a demand-led methodology based on local authority records. Local Authorities should provide and rent allotments and keep a waiting list. There is likely to be a need for a population based provision standard, coupled with an accessibility standard or distance threshold. Waiting lists should not be treated as the only indicator of demand.

**Planning and Compulsory Purchase Act 2004**

Has considerable influence on the forward planning of allotments and are relevant to the council's Unitary Development Plan and the emerging Local Development Framework.

**Planning Policy Statement (PPS) 3 (housing) (revised 2006)**

Annex B explicitly excludes allotments and associated buildings from the definition of 'previously-developed' land which should be the subject of ongoing search for suitable new sites for housing

*Legislation and policy overview taken from*

*(i) North Tyneside Allotments Strategy, 2009-2015:*

[http://www.northtyneside.gov.uk/pls/portal/NTC\\_PSCM.PSCM\\_Web.download?p\\_ID=50980](http://www.northtyneside.gov.uk/pls/portal/NTC_PSCM.PSCM_Web.download?p_ID=50980) [accessed 19.09.10]

*(ii) Allotment Strategy for Canterbury District, 2010-2014*

<http://www.canterbury.gov.uk/assets/outdoorleisure/adopted%20allotments%20strategy%20allotment%20strategy.pdf> [accessed 19.09.10]

**A.2 Local Policy**

[Develop from ....

Existing: Adopted Local Policy  
Community Strategy  
Green Spaces Strategy

Emerging: Core Strategy (cf. climate change and mitigation)  
Green Infrastructure Strategy

## **A.3 Recent Guidance from Department for Communities and Local Government (DCLG)**

### **A.3.1 'Growing in the Community'**

[a major part of this relates to different forms of self-management]

### **A.3.2 'A Place to Grow'**

Further increased demand for allotments compelled DCLG to produce guidance on the more efficient use of land for allotments, in particular:

#### **Managing the existing allotment portfolio**

##### **(a) Non-cultivation**

- Having a publicly-available management plan which deals with non-cultivation (a) assists existing tenants and (b) reduces the concern of allotment applicants that existing plots are being wasted.
- Weed control: removal of weed seed-heads before the seed had set; control of pernicious weeds such as couch-grass and bind-weed; removal of long grass or detritus likely to harbour slugs and snails; keeping paths trimmed and free of hazards.
- The establishment of standards for productive cultivation of plots<sup>1</sup> and the provision of advice to new tenants on the amount of work required
- Record kept of the quality of the plot before it is let to new tenants, to ensure expectations of cultivation of reasonable<sup>2</sup>
- New tenancies should be monitored frequently to detect problems in working the plot at an early stage and to enable the provision of adequate advice.
- Tenants failing to cultivate their plot should be offered the opportunity to reduce its size or to relinquish a plot temporarily until they have more time.<sup>3</sup>

##### **(b) Waiting lists**

- The guidance suggests that waiting list data be kept up-to-date by an annual verification that applicants contact details are current and that they have a continued interest in obtaining a plot.
- Accurate waiting list data enables more efficient management through regular analysis
- Applicants on the waiting list should be kept informed of their position on the list and the amount of time they are likely to have to wait for a plot to become available.
- Covert exchange of tenancies or assumed inheritance of an informally shared plots deflects from the equitable allocation of plots to applicants who are at the top of the waiting list.
- Allotment authorities should minimise the length of time plots are left untended, by establishing efficient procedures.

##### **(c) Working with Allotment Associations**

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<sup>1</sup> The guidance notes that, in the past, these have often not been made explicit in tenancy agreements and that local authorities' should recognise their responsibility for this.

<sup>2</sup> The notes suggest that digital cameras are used to keep a record of plot cultivation

<sup>3</sup> In those circumstances, the former tenant would 'jump' the waiting list when they are ready to take on a plot again.

- The guide advocates devolution of management responsibilities to Allotment Associations wherever they have the capacity and enthusiasm to accept them. What is the AA view on this?
- LAs should develop a co-operative approach with allotment associations. A system of periodic joint reviews is recommended, to allow development of good practice and sharing of information.
- Good practice for managing waiting lists requires (i) adequate data, and (ii) support to ensure a common standard of service.
- It is important for LAs to reach agreement with allotment associations in respect of cultivation standards, plot sizes, management of waiting lists and other aspects of good practice.

### **Provision of new allotment sites**

#### **(d) Legislation**

There is a body of legislation covering allotment provision and management, but the key legislation on provision remains the 1908 Small Holdings and Allotments Act (section 23). Having determined that there is a demand (from six or more local taxpayers or electors), the LA must be able to demonstrate that it has a strategy in place to meet that demand.

#### **(e) Allotments and Green Space Strategies**

The guidance “strongly advocates” that LAs prepare allotment strategies, which will guide the development of the allotments service, but also form part of the broader strategic policy for green spaces.

Calculating the need for new allotment sites should be based on a ratio of plots per household, with the size of a standard plot is defined. However, demand for differently sized plots allow for flexible use of green space, including shared space e.g. communal gardens, or shared use of space, e.g. allotment sites adjacent to other recreational space.

The design of new sites should take sound environmental practices and sensitivity to visual impact into account. Design should include: palisade fencing with hedging to encourage biodiversity, vehicle access for manure deliveries and access for ploholders with restricted mobility; the provision of piped water via water tanks, of a sufficient number to meet the needs of gardeners with physical impairment.

As well as the specification of maintenance and cultivation standards (see (a) above), allotment strategies should include policies on composting and waste disposal, greenhouse, shed and polytunnel design and size. Specified areas for organic gardening should be encouraged.

#### **‘Meanwhile’ gardening**

The provision of alternative opportunities to grow fruit and vegetables can (a) help allotment plot applicants to gain experience in growing, (b) alleviate temporary demand, and (c) provide opportunities for communal gardening. The guidance makes clear that LAs should not regard such alternative opportunities as a substitute for addressing allotment provision.

Alternative opportunities include the temporary use of other land, e.g. intended for cemeteries, for allotments; small areas of land too small for permanent allotment sites, or land intended for development - using raised beds where the soil might be contaminated.

**APPENDIX B  
EXISTING ALLOTMENT PROVISION**

Location maps

Site maps [NB currently out-of-date]

Aerial photos [Google]

Description

List of facilities

Staffing (Structure, management, operatives, administrative staff WTEs)

Budget

[Other Authorities have carried out 'site audits' as part of the strategy]

Current tenancy agreement



## **APPENDIX C PARTNERS AND STAKEHOLDERS**

### **External:**

B&NES Allotments Association  
Bath Organic Group  
Somerset Housing  
Transition Bath  
Allotments Regeneration Initiative  
National membership organisations (e.g. NSALG, SWCAA)

### **Internal:**

Other council departments, e.g. Property Services, Environment and Sustainability Policy, Legal Services, Planning Policy.

### **Community:**

B&NES Council is the authority responsible for allotment provision within Bath city (town and parish councils have responsibility for the rest of the B&NES administrative district). Stakeholders within the community include any six individuals (cf. 1908 Act), residents' associations, community groups, local ward councillors .....

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## Equality Impact Assessment / Equality Analysis

<b>Title of service or policy</b>	Allotments Strategy
<b>Name of directorate and service</b>	Service Delivery - Environmental Services – Neighbourhoods
<b>Name and role of officers completing the EIA</b>	Graham Evans, Parks & Estate Manager Cathryn Humphries, Neighbourhood Environment Manager
<b>Date of assessment</b>	July 2011

Equality Impact Assessment (or 'Equality Analysis') is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The primary concern is to identify any discriminatory or negative consequences for a particular group or sector of the community. Equality impact Assessments (EIAs) can be carried out in relation to service delivery as well as employment policies and strategies.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EIA) or Equality Analysis on a policy, service or function. It is intended that this is used as a working document throughout the process, with a final version including the action plan section being published on the Council's and NHS Bath and North East Somerset's websites.

<b>1. Identify the aims of the policy or service and how it is implemented.</b>		
	<b>Key questions</b>	<b>Answers / Notes</b>
<b>1.1</b>	Briefly describe purpose of the service/policy including <ul style="list-style-type: none"> <li>• How the service/policy is delivered and by whom</li> <li>• If responsibility for its implementation is shared with other departments or organisations</li> <li>• Intended outcomes</li> </ul>	The overarching aim of the policy is to improve the quality, quantity and distribution of publicly accessible allotment within Bath and ultimately throughout the authority  Policy will be delivered through existing service provision and also through partnership working with local stakeholders and private sector organisations.
<b>1.2</b>	Provide brief details of the scope of the policy or service being reviewed, for example: <ul style="list-style-type: none"> <li>• Is it a new service/policy or review of an existing one?</li> <li>• Is it a national requirement?).</li> <li>• How much room for review is there?</li> </ul>	This is a new strategy for an existing service which supports the initiative from central government to encourage local authorities to develop strategies with their local communities. The provision of allotments is a duty set in statute. There is scope to review the level of delivery and the methods used to provide the service
<b>1.3</b>	Do the aims of this policy link to or conflict with any other policies of the Council?	This policy links with many service areas across the Council including the public realm and movement strategy, sustainable communities strategy, planning policy and regeneration aims, disability access policy, Strategic Needs assessment for health, Green Spaces Strategy, emerging Green Infrastructure Strategy and

maintaining the Council's assets.

## 2. Consideration of available data, research and information

Monitoring data and other information should be used to help you analyse whether you are delivering a fair and equal service. Please consider the availability of the following as potential sources:

- **Demographic** data and other statistics, including census findings
- Recent **research** findings (local and national)
- Results from **consultation or engagement** you have undertaken
- Service user **monitoring data** (including ethnicity, gender, disability, religion/belief, sexual orientation and age)
- Information from **relevant groups** or agencies, for example trade unions and voluntary/community organisations
- Analysis of records of enquiries about your service, or **complaints** or **compliments** about them
- Recommendations of **external inspections** or audit reports

	<b>Key questions</b>	<b>Data, research and information that you can refer to</b>
<b>2.1</b>	What is the equalities profile of the team delivering the service/policy?	All Officers have experience of dealing with the public and delivering front line services.
<b>2.2</b>	What equalities training have staff received?	The Officers delivering have received ongoing equalities training.
<b>2.3</b>	What is the equalities profile of service users?	Potentially all sectors of society
<b>2.4</b>	What other data do you have in terms of service users or staff? (e.g results of customer satisfaction surveys, consultation findings). Are there any gaps?	No specific data on demographics of service users. The strategy will use census data to inform future standards of quality, quantity and distribution. Satisfaction surveys and direct involvement with and through the Allotment Forum are integral to achieving the aims of the strategy.
<b>2.5</b>	What engagement or consultation has been undertaken as part of this EIA and with whom? What were the results?	None specific to the EIA but considered through the formulation of the draft strategy
<b>2.6</b>	If you are planning to undertake any consultation in	We would include consultation with specialist interest groups. e.g. Action

	the future regarding this service or policy, how will you include equalities considerations within this?	for Pensioners,	
<b>3. Assessment of impact: 'Equality analysis'</b>			
	Based upon any data you have considered, or the results of consultation or research, use the spaces below to demonstrate you have analysed how the service or policy: <ul style="list-style-type: none"> <li>• Meets any particular needs of equalities groups or helps promote equality in some way.</li> <li>• Could have a negative or adverse impact for any of the equalities groups</li> </ul>		
		<b>Examples of what the service has done to promote equality</b>	<b>Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this</b>
<b>3.1</b>	<b>Gender</b> – identify the impact/potential impact of the policy on women and men. (Are there any issues regarding pregnancy and maternity?)	Where possible, the Council will seek to provide toilet facilities on allotment sites.	None
<b>3.2</b>	<b>Transgender</b> – – identify the impact/potential impact of the policy on transgender people	As above	None
<b>3.3</b>	<b>Disability</b> - identify the impact/potential impact of the policy on disabled people (ensure consideration of a range of impairments including both physical and mental impairments)	<p>Accessible plots have been created which include raised beds and boarders.</p> <p>There is the National RADAR key scheme where a radar key will open any 'accessible' site. The Council provides RADAR keys free of charge.</p> <p>The Council's website provides information about which sites are fully accessible.</p> <p>Where refurbishments are undertaken relevant Building Regulations are followed to improve access.</p>	None

		<b>Examples of what the service has done to promote equality</b>	<b>Examples of potential negative or adverse impact and what steps have been or could be taken to address this</b>
<b>3.4</b>	<b>Age</b> – identify the impact/potential impact of the policy on different age groups	No impact likely	None
<b>3.5</b>	<b>Race</b> – identify the impact/potential impact on different black and minority ethnic groups	We do not consider that there are any cultural barriers to accessing allotments.	None
<b>3.6</b>	<b>Sexual orientation</b> - identify the impact/potential impact of the policy on lesbians, gay, bisexual & heterosexual people	There is no evidence to suggest that there are issues with regard to sexual orientation and so there are no specific examples to provide here.	None
<b>3.7</b>	<b>Religion/belief</b> – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.	There is no evidence to suggest that there are issues with regard to religion/belief.	None
<b>3.8</b>	<b>Socio-economically disadvantaged</b> – identify the impact on people who are disadvantaged due to factors like family background, educational attainment, neighbourhood, employment status can influence life chances	Concessions are made for tenants for the lowest income groups. Opportunities are sort for 'occasional' gardening where no charge is made.	Community gardening initiatives will be supported to minimise the cost.
<b>3.9</b>	<b>Rural communities</b> – identify the impact / potential impact on people living in rural communities	Rural communities are often at an advantage due to their location and the availability of open space.	None

## 4. Bath and North East Somerset Council & NHS B&NES Equality Impact Assessment Improvement Plan

Please list actions that you plan to take as a result of this assessment. These actions should be based upon the analysis of data and engagement, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

Issues identified	Actions required	Progress milestones	Officer responsible	By when
Accessible allotments are costly to provide and may not be achievable on all sites	Match supply to demand across all sites to be addressed within the strategy	Links to Strategy action -- to plan for improving on-site provision	Cath Humphries	On-going to 2017

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## 5. Sign off and publishing

Once you have completed this form, it needs to be 'approved' by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equalities Team ([equality@bathnes.gov.uk](mailto:equality@bathnes.gov.uk)), who will publish it on the Council's and/or NHS B&NES' website. Keep a copy for your own records.

**Signed off by: John Crowther, Service Manager Neighbourhood Services and Cathryn Humphries, Neighbourhood Environment Manager**

**Date: 16<sup>th</sup> July 2012**



<b>Bath &amp; North East Somerset Council</b>	
MEETING:	Planning, Transport & Environment Panel
MEETING DATE:	26 <sup>th</sup> July 2012
TITLE:	Update on Parking Charges
WARD:	ALL
<b>AN OPEN PUBLIC ITEM</b>	
<b>List of attachments to this report:</b>	
Appendix 1 - List of current charges	

## **1 THE ISSUE**

1.1 This paper provides an update on the current position in regard to the agreed 3 year plan for parking charge increases. It also sets out the actions proposed or being undertaken to ensure that the service continues to provide value for money whilst supporting the council's wider transport policies.

## **2 RECOMMENDATION**

The Planning, Transport & Environment Panel is asked to:

2.1 Note the decision of Full Council on 14<sup>th</sup> February 2012 that the parking charges in Bath & North East Somerset should not be increased in line with year 3 of the 3 year plan at this time for the reasons set out below.

2.2 Identify any issues arising from the decision it wishes to refer to the Cabinet Member for Service Delivery for further consideration.

### 3 FINANCIAL IMPLICATIONS

3.1 Over the last 3 year period, income from off street car parks has failed to meet budget expectations (fig1 below). However, overall levels of income have stayed relatively steady year on year.

Financial Year	Budgeted Income (net) £'000	Actual Income (net) £'000	Variance £'000
2009 / 2010	5,332	5,346	14
2010 / 2011	6,244	5,102	-1,142 (18% lower than budget)
2011 / 2012	5,800	5,075	-726 (13% lower than budget)
2012 / 2013	5,550	-	-

Fig 1

3.2 The budget for 2012/13 provides for £250K budget reduction in off-street income as part of the MTSRP growth. However, we are still forecasting a deficit of between £400k and £500k against the revised budget in this financial year due to reasons as set out within this report.

3.3 In 2009/10 and 2010/11 the on street budget included income from on street permits and Christmas Markets so it is not directly comparable with the actual pay & display income (Fig 2) and therefore variances cannot be given. In 2011/12 income showed a 9% variance due to a drop in vehicles parking towards the end of the financial year.

Financial Year	Budgeted Income (net) £'000	Actual Income from pay & display (net) £'000	Variance £'000
2009 / 2010	1,315 (includes on street permits and Xmas markets)	1,018	n/a
2010 / 2011	1,401 (includes on street permits and Xmas markets)	930	n/a
2011 / 2012	990	896	-94 (9% lower than budget)
2012 / 2013	990	-	-

Fig 2

### 4 THE REPORT

4.1 In June 2009 the Council's Strategic Director for Customer Services consulted on a range of proposals for 2009/10 and the need for further changes in future. He set out proposals for increased parking charges across the 3 years from 2009/10 to 2011/12 inclusive and these indicated that changes in year 1 (2009/10) would be modest but that increases in later years would be more pronounced.

4.2 In July 2010 a report was presented to the Safer and Stronger Communities Overview & Scrutiny Panel setting out the proposals for the implementation of the second year of the 3 year plan on parking charges. After consideration the changes were implemented by Single Member Decision in September 2010. Since the implementation of the plan the income forecast by the report has not been realised due to a number of factors. Therefore an update on the position is required.

4.3 It is considered that the unit costs for on-street city centre parking should be at a premium over off street parking and that the Park & Ride service should be the most financially attractive travel option for the travelling public as this hierarchy of charging supports the Council's wider transport objectives.

The charges for the Park & Ride service attempt to recover the full cost of providing the services so that there is no burden on Council Tax payers whilst keeping Park & Ride as the most financially attractive option for most car driving commuters and visitors to the city.

4.4 The price rises in September 2010 as year 2 of the plan were an average of 7% across all tariff bands and expected to increase income. However, this did not happen and income has flat lined. Occupancy has fallen for two main reasons - recessionary impact (typically reducing activity by up to 10% across authorities nationally) and increased competition (the new Southgate car park, refurbished Podium car park and the opening of the Tesco store in Keynsham offering 2 hours of free parking.). Particularly affected has been Avon St car park as some shoppers have favoured Southgate due to quality and location and marketing offers. Additional pressure has been placed on income by changes in shopping habits and the significant growth of internet shopping (latest figures suggest year on year growth of over 18%) as well as the cost of car ownership and motoring increasing significantly. Changes to VAT rates from 15% to 17.5% and subsequently 20% have also reduced net income. This is because car parking charges are inclusive of VAT: if the VAT element increases, the income element decreases. VAT contributions increased by an additional £90,000 in 2010/11 compared to the previous year and an additional £95,500 in 2011/12, masking the increase in gross revenue seen in 2011/12.

4.5 When dealing with a subject such as parking, increasing charges does not guarantee an increase in income due to many factors. People do not visit with only the purpose of purchasing parking, the act is linked to other activities. Some journeys are through choice and others are necessary but all can be either undertaken in another way such as public transport or alternative free parking areas or cancelled completely such as deciding not to visit or choosing an alternative destination. The levels of charges currently in place and the occupancies in the car park suggest that we are at the optimum charging levels and further blanket increases may result in a more significant decline in income. It should also be noted that the Council is not a monopoly supplier in the city therefore whilst our off street pricing no doubt influences the charges made at other car parks, the authority has no control over this and their actions (e.g. discounts, cheap parking on Sundays) can have a significant impact on traffic and our income.

4.6 Outside of Bath, the charges for parking are significantly lower or free. One of the reasons for this anomaly is due to pressure placed on the council to keep low cost or free parking to ensure the competitiveness of the town centres. However, it is generally accepted that the reason for visits to town centres are rarely if ever

affected by parking charges and the retail or facilities on offer the biggest issue for the public choosing to or not to visit.

Additionally, free unrestricted parking generally is filled by those who are staying for long periods reducing the opportunity for visitors to park, damaging trade. Therefore consideration will be given to all free parking areas to ensure that the management regime is appropriate for the location with the option of implementing charges where necessary to resolve this issue at a level that is appropriate for the location.

4.7 A range of service developments are being undertaken to improve services to the public. These actions aim to ensure an appropriate balance is struck between the needs of businesses and wishes of residents (by ensuring that parking is still competitively priced against other similar destinations) whilst meeting the Council's budget requirements.

4.8 The planned actions will help regain some lost income over time but it is considered that, over the shorter term, they actions may only slow the rate at which income is declining in the current climate. Of further concern is that a number of other events in future years that are likely to have an adverse impact on parking income. In particular:

- *Award of new Park & Ride contract - will effect Parking Services income from 2012 with Sunday opening and an on-going year on year revenue implication if less vehicles park in the chargeable car parks on Sundays*
- *Expansion of Park & Ride sites - will reduce number of cars parked in city centre*
- *City centre development sites - will reduce revenue as car parks are developed.*

4.9 It is therefore concluded that at this time it would not be advisable to further increase all charges as the impacts on visitor numbers, car park occupancy, income streams and hard pressed local families would be detrimental except when used to achieve the desired outcome of moving vehicles from on street parking to off street car parks. However, the situation will be monitored on-going to ensure that if any of the factors change significantly a further review can be undertaken to find the most appropriate actions.

## **5 RISK MANAGEMENT**

5.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

## **6 EQUALITIES**

6.1 An EqIA has been completed. No adverse or other significant issues were found.

## **7 CONSULTATION**

7.1 Overview & Scrutiny Panel; Section 151 Finance Officer; Monitoring Officer

7.2 Under legislation, once a Traffic Regulation Order is made, parking charges contained within can be reviewed by notice without any further need to consult.

## 8 ISSUES TO CONSIDER IN REACHING THE DECISION

8.1 Select from: *Social Inclusion; Customer Focus; Sustainability; Corporate; Other Legal Considerations*

## 9 ADVICE SOUGHT

9.1 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.

<b>Contact person</b>	<b>Chris Major 01225 394231</b>
<b>Background papers</b>	
<b>Please contact the report author if you need to access this report in an alternative format</b>	

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## Parking Charges in Bath and North East Somerset - June 2012

### Bath On-Street

	15 mins	30 mins	45 mins	1 hour	1 hour 30 mins	2 hours	4 hours	4-6 hours	6-10 hours
Inner Central Zone	-	£1.50	-	£2.90	-	-	-	-	-
Outer Central Zone	-	£1.30	-	£2.40	£3.10	£3.70	-	-	-
Zone 1	-	£1.30	-	£2.40	£3.10	£3.70	-	-	-
Marlborough Lane	-	-	-	-	-	-	£4.90	£7.20	£9.50
Henrietta Road / Royal Avenue	-	-	-	-	-	£2.50	£4.90	-	-

### Bath Off-Street

	Up to 30 mins	Up to 1 hour	Up to 2 hours	Up to 3 hours	Up to 4 hours	Up to 6 hours	Up to 8 hours	Up to 11 hours
Avon Street			£3.10	£4.30	£5.40	£7.40	£9.90	£12.50
Charlotte Street					£5.40	£6.40	-	£8.50
	After 6pm til 8 pm							
Avon Street	£1.50							
Charlotte Street	£1.50							

	Up to 30 mins	Up to 1 hour	Up to 2 hours	Up to 3 hours	Up to 4 hours	Up to 6 hours	Up to 8 hours	Over 8 hours
Manvers Street			£3.10	£4.30	£5.40	£7.40	£9.90	£12.50
Kingsmead Square	£0.80	£1.60	£3.10	£4.30	£5.40	-	-	-
Saw Close	£0.80	£1.60	£3.10	£4.30	£5.40	-	-	-
Broad Street	£0.80	£1.60	£3.10	£4.30	£5.40	-	-	-
Cattle Market	£0.80	£1.60	£3.10	£4.30	£5.40	-	-	-
Bath Sports Centre	£0.80	£1.60	£3.10	£4.30	£5.40	-	-	-
Claverton Street	-	£1.60	£3.10	-	-	-	-	-

## Keynsham Off Street

	Up to 2 hours	Up to 3 hours
<b>Civic Centre</b>	£0.40	-
<b>Ashton Way</b>	£0.40	-
<b>Ashton Way East</b>	-	£0.60

	Up to 2 hours	Up to 4 hours	Up to 8 hours	Over 8 hours
<b>The Labbott</b>	£0.40	£0.80	£1.30	£1.70
<b>Fox and Hounds</b>	£0.40	£0.80	£1.30	£1.70
<b>Bath Hill East</b>	£0.40	£0.80	£1.30	£1.70
<b>Station Road</b>	£0.40	£0.80	£1.30	£1.70



<b>Bath &amp; North East Somerset Council</b>	
<b>MEETING: PLANNING, TRANSPORT AND ENVIRONMENT POLICY DEVELOPMENT &amp; SCRUTINY PANEL</b>	
MEETING DATE:	<b>26<sup>th</sup> July 2012</b>
TITLE:	<b>WORKPLAN FOR 2011/12</b>
WARD:	All
<b>AN OPEN PUBLIC ITEM</b>	
<b>List of attachments to this report:</b>	
Appendix 1 – Panel Workplan	

**1 THE ISSUE**

- 1.1 This report presents the latest workplan for the Panel (Appendix 1).
- 1.2 The Panel is required to set out its thoughts/plans for their future workload, in order to feed into cross-Panel discussions between Chairs and Vice-chairs - to ensure there is no duplication, and to share resources appropriately where required.

**2 RECOMMENDATION**

- 2.1 The Panel is recommended to
  - (a) consider the range of items that could be part of their Workplan for 2012/13

**3 FINANCIAL IMPLICATIONS**

- 3.1 All workplan items, including issues identified for in-depth reviews and investigations, will be managed within the budget and resources available to the Panel (including the designated Policy Development and Scrutiny Team and Panel budgets, as well as resources provided by Cabinet Members/Directorates).

## 4 THE REPORT

4.1 The purpose of the workplan is to ensure that the Panel's work is properly focused on its agreed key areas, within the Panel's remit. It enables planning over the short-to-medium term (ie: 12 – 24 months) so there is appropriate and timely involvement of the Panel in:

- a) Holding the executive (Cabinet) to account
- b) Policy review
- c) Policy development
- d) External scrutiny.

4.2 The workplan helps the Panel

- a) prioritise the wide range of possible work activities they could engage in
- b) retain flexibility to respond to changing circumstances, and issues arising,
- c) ensure that Councillors and officers can plan for and access appropriate resources needed to carry out the work
- d) engage the public and interested organisations, helping them to find out about the Panel's activities, and encouraging their suggestions and involvement.

4.3 The Panel should take into account all suggestions for work plan items in its discussions, and assess these for inclusion into the workplan. Councillors may find it helpful to consider the following criteria to identify items for inclusion in the workplan, or for ruling out items, during their deliberations:-

- (1) public interest/involvement
- (2) time (deadlines and available Panel meeting time)
- (3) resources (Councillor, officer and financial)
- (4) regular items/"must do" requirements (eg: statutory, budget scrutiny, etc)?
- (5) connection to corporate priorities, or vision or values
- (6) has the work already been done/is underway elsewhere?
- (7) does it need to be considered at a formal Panel meeting, or by a different approach?

The key question for the Panel to ask itself is - can we "add value", or make a difference through our involvement?

- 4.4 There are a wide range of people and sources of potential work plan items that Panel members can use. The Panel can also use several different ways of working to deal with the items on the workplan. Some issues may be sufficiently substantial to require a more in-depth form of investigation.
- 4.5 Suggestions for more in-depth types of investigations, such as a project/review or a scrutiny inquiry day, may benefit from being presented to the Panel in more detail.
- 4.6 When considering the workplan on a meeting-by-meeting level, Councillors should also bear in mind the management of the meetings - the issues to be addressed will partially determine the timetabling and format of the meetings, and whether, for example, any contributors or additional information is required.

## 5 RISK MANAGEMENT

- 5.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

## 6 EQUALITIES

- 6.1 Equalities will be considered during the selection of items for the workplan, and in particular, when discussing individual agenda items at future meetings.

## 7 CONSULTATION

- 7.1 The Workplan is reviewed and updated regularly in public at each Panel meeting. Any Councillor, or other local organisation or resident, can suggest items for the Panel to consider via the Chair (both during Panel meeting debates, or outside of Panel meetings).

## 8 ADVICE SOUGHT

- 8.1 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.

<b>Contact person</b>	Michaela Gay, Democratic Services Officer. Tel 01225 394411
<b>Background papers</b>	None
<b>Please contact the report author if you need to access this report in an alternative format</b>	

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**Planning, Transport and Environment Policy Development & Scrutiny Panel Workplan**

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
<b>26<sup>th</sup> July 2011</b>	Bath Transport Package	GC	Peter Dawson	Report		
	Green Spaces Strategy Update	GC	Graham Evans	Report		
	Community Infrastructure Levy / Section 106	GC	Simon de Beer	Report		
	Food Waste Recycling Collections Update	GC	Carol Maclellan	Briefing		
	Cabinet Member Response to Commercial Waste Collection Single Inquiry Day	GC	Lauren Rushen	Report		
	Sustainable Growth Agenda (inc Housing)	JB	John Betty	Report		
	Cabinet Member Update			Verbal		
<b>13<sup>th</sup> Sept 2011</b>						
	Bath Parking Strategy	GC	Adrian Clarke	Report	Panel on 26/7/11	
	Integrated Transport Authority	GC	Peter Dawson	Presentation		
	Subsidised Bus Services	GC	Andy Strong	Briefing		
	Draft Core Strategy	GC	David Trigwell / Simon de Beer	Report	Panel on 26/7/11	
	Emerging Provision Strategy for Public Toilets	GC	Matthew Smith / Kate Hobson	Report		
	Cabinet Member Update					

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
<b>8<sup>th</sup> Nov 2011</b>						
	Cabinet Member Update					
	Community Infrastructure Levy / Section 106 Update	GC	Simon de Beer	Verbal	Panel on 26/7/11	
	Gypsies & Travellers Plan: Issue & Options Consultation & "Call for Sites"	GC	Simon de Beer	Report		
	Local Sustainable Transport Fund	GC	Adrian Clarke	Presentation		
<b>6<sup>th</sup> Dec 2011</b>						
	Article 4 Direction (Student Housing – HMO)	GC	Simon de Beer	Report		
	Medium Term Service and Resource Plans	GC	Glen Chipp	Report		
<b>17<sup>th</sup> Jan 2012</b>						
	Cabinet Member Update					
	Planning & Transport Development – Service Action Plan	GC	David Trigwell	Report		
	Environmental Services – Service Action Plan	GC	Matthew Smith	Report		
	Introducing 20mph Speed Limits	GC	Adrian Clarke	Report	Panel on 26/7/11	
	Climate Change Strategy	AP	Jane Wildblood	Presentation	Panel on 26/7/11	

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
<b>13<sup>th</sup> March 2012</b>						
	Cabinet Member Update					
	Community Infrastructure Levy / Section 106 Update	GC	Simon de Beer / David Trigwell	Verbal Update		
	Waste Strategy Review and Action Plan	GC	Carol Maclellan	Verbal Update		
	Neighbourhood Planning Protocol: Options for consultation	GC	Simon de Beer	Report		
	MOD sites Concept Statements	JB / GC	David Bone / Simon de Beer	Report		
	Travel Smart Cards	GC	Peter Dawson	Presentation		
<b>15<sup>th</sup> May 2012</b>						
	Cabinet Member Update					
	Procedure and Criteria for the Designation and Review of Local Wildlife Sites	GC	Lucy Corner	Report		
	Core Strategy Update	GC	David Trigwell	Presentation		
	Sustainable Construction & Retrofitting Supplementary Planning Document (SPD)	GC	Cleo Newcombe-Jones	Report		
	Gypsy & Traveller Sites Plan	GC	Simon de Beer	Report		
	MOD sites Concept Statements	JB / GC	David Bone / Simon de Beer / Stephen George	Report		

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
<b>26th July 2012</b>						
	Cabinet Member Update					
	Travel to Work Review – Terms of Reference	GC	Donna Vercoe	Report		
	Allotments Management Plan	GC	John Crowther / Graham Evans	Report		
	Parking Charges Update	GC	Matthew Smith	Report		21/2/12 Agenda Plg
	Transport Strategy	GC	Adrian Clarke	Presentation	Panel on 13/9/11	
	London Road Congestion	GC	Peter Dawson	Presentation		28/9/11 Agenda Plg
	MOD sites Concept Statements	JB / GC	David Bone / Simon de Beer / Stephen George	Verbal Update		
<b>August 2012</b>						
	Gypsy & Traveller Sites Plan: Pre-Consultation Results	GC	Simon de Beer	Report		
	Core Strategy Update	GC	David Trigwell	Report		
	Neighbourhood Planning Protocol	GC	Simon de Beer	Report		
	Green Infrastructure Strategy	GC	Simon de Beer	Report		
	Sustainable Construction & Retrofitting Supplementary Planning Document (SPD) Update	GC	Cleo Newcombe- Jones	Briefing		



Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
<b>11<sup>th</sup> Sept 2012</b>						
	Cabinet Member Update					
	Gypsy & Traveller Sites Plan: Cabinet Recommendations	GC	Simon de Beer	Report		
	Article 4 Direction & Supplementary Policy	GC	Simon de Beer	Report		
	World Heritage Site Supplementary Plan	GC	Simon de Beer	Report		
	20mph Speed Limits Update	GC	Adrian Clarke	Report	Panel on 15/5/12	
<b>Oct 2012</b>						
	Community Infrastructure Levy & Review of the Planning Obligations Supplementary Plan	GC	Simon de Beer / David Trigwell	Report		
	Transport Strategy Update	GC	Adrian Clarke	Report		
<b>13<sup>th</sup> Nov 2012</b>						
	Cabinet Member Update					
	Gypsy & Traveller Sites Plan: Draft Plan	GC	Simon de Beer	Report		
	Placemaking Plan	GC	Simon de Beer	Report		

Last updated 17<sup>th</sup> July 2012

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
<b>Future items</b>						
	Commercial Waste Collection Single Inquiry Day - Update	GC	Carol Maclellan	Report	Panel on 26/7/11	