

Democratic Services

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Date: 24 November 2014

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To: All Members of the Cabinet

Councillor Paul Crossley	Leader of the Council
Councillor David Dixon	Deputy Leader and Cabinet Member for Neighbourhoods
Councillor Simon Allen	Cabinet Member for Wellbeing
Councillor Tim Ball	Cabinet Member for Homes and Planning
Councillor David Bellotti	Cabinet Member for Community Resources
Councillor Caroline Roberts	Cabinet Member for Transport
Councillor Dine Romero	Cabinet Member for Early Years, Children and Youth
Councillor Ben Stevens	Cabinet Member for Sustainable Development

Chief Executive and other appropriate officers
Press and Public

Dear Member

Cabinet: Wednesday, 3rd December, 2014

You are invited to attend a meeting of the **Cabinet**, to be held on **Wednesday, 3rd December, 2014 at 6.30 pm** in the **Community Space, Keynsham - Market Walk, Keynsham**.

The agenda is set out overleaf.

Yours sincerely

Col Spring
for Chief Executive

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

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

This Agenda and all accompanying reports are printed on recycled paper

NOTES:

1. **Inspection of Papers:** Any person wishing to inspect minutes, reports, or a list of the background papers relating to any item on this Agenda should contact Col Spring who is available by telephoning Bath 01225 394942 or by calling at the 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 normally be received in Democratic Services by 4.30pm the previous Friday but Bank Holidays will cause this to be brought forward).

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

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

Appendices to reports are available for inspection as follows:-

Public Access points - Reception: Civic Centre - Keynsham, Guildhall - Bath, The Hollies - Midsomer Norton. Bath Central and Midsomer Norton public libraries.

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

4. **Recording at Meetings:-**

The Openness of Local Government Bodies Regulations 2014 now allows filming and recording by anyone attending a meeting. This is not within the Council's control.

Some of our meetings are webcast. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators.

To comply with the Data Protection Act 1998, we require the consent of parents or guardians before filming children or young people. For more information, please speak to the camera operator

The Council will broadcast the images and sound live via the internet www.bathnes.gov.uk/webcast An archived recording of the proceedings will also be available for viewing after the meeting. The Council may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

5. **Attendance Register:** Members should sign the Register which will be circulated at the meeting.

6. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.

7. **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.

8. **Officer Support to the Cabinet**

Cabinet meetings will be supported by the Senior Management Team.

9. **Recorded votes**

A recorded vote will be taken only when requested by a member of Cabinet.

Cabinet - Wednesday, 3rd December, 2014

in the Community Space, Keynsham - Market Walk, Keynsham

A G E N D A

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure

3. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTEREST

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to indicate:

(a) The agenda item number in which they have an interest to declare.

(b) The nature of their interest.

*(c) Whether their interest is **a disclosable pecuniary interest** or an **other interest**, (as defined in Part 2, A and B of the Code of Conduct and Rules for Registration of Interests)*

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer or a member of his staff before the meeting to expedite dealing with the item during the meeting.

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

6. QUESTIONS FROM PUBLIC AND COUNCILLORS

Questions submitted before the deadline will receive a reply from an appropriate Cabinet member or a promise to respond within 5 days of the meeting. Councillors may ask one supplementary question for each question they submitted, up to a maximum of two per Councillor.

7. STATEMENTS, DEPUTATIONS OR PETITIONS FROM PUBLIC OR COUNCILLORS

Councillors and members of the public may register their intention to make a statement if they notify the subject matter of their statement before the deadline. Statements are limited to 3 minutes each. The speaker may then be asked by Cabinet members to answer factual questions arising out of their statement.

8. MINUTES OF PREVIOUS CABINET MEETING (Pages 7 - 14)

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

9. CONSIDERATION OF SINGLE MEMBER ITEMS REQUISITIONED TO CABINET

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

10. MATTERS REFERRED BY POLICY DEVELOPMENT AND SCRUTINY BODIES

This is a standing agenda item for matters referred by Policy Development and Scrutiny bodies. The Chair of the relevant PDS Panel will have the right to attend and to introduce the Panel's recommendations to Cabinet.

11. SINGLE MEMBER CABINET DECISIONS TAKEN SINCE PREVIOUS CABINET MEETING (Pages 15 - 16)

This report lists Cabinet Single Member decisions taken and published since the last Cabinet meeting.

12. A REVIEW OF THE COUNCIL'S "THINK LOCAL" PROCUREMENT STRATEGY (Pages 17 - 66)

The Council's "Think Local" Corporate Procurement Strategy was launched in October 2013. A key aim of the Strategy is to support local small businesses whilst demonstrating that the Council is obtaining Best Value from its procurement processes. The Council intends to use Social Value legislation along with existing powers to support the delivery of the Strategy.

13. REVIEW OF THE COUNCIL'S STREET TRADING POLICY AND CONDITIONS (Pages 67 - 116)

This report brings the findings of the consultation exercise carried out on the proposed revision of the Council's Street Trading policy, conditions and new guidance

14. PROCUREMENT OF LEISURE CONTRACT (Pages 117 - 120)

The award of long term contracts for the development, management and operation of the Council's Leisure Facilities and Golf Courses

15. CONNECTING COMMUNITIES: UPDATE (Pages 121 - 124)

This report sets out progress so far on the Connecting Communities programme (including establishing Connecting Communities Forums), provides an update on Bath City governance, and recommends next steps

16. SALTFORD STATION (Pages 125 - 188)

Cabinet previously agreed that a High Level Option Assessment should be commissioned into the potential for reopening Saltford Station. The initial conclusions of that report were shared at a public exhibition in May this year. Cabinet now needs to decide if it wishes to take this project forward and, if so, in what timescale.

17. EDUCATION CAPITAL PROJECTS FOR BUDGETARY APPROVAL FOR EXPENDITURE 2014-15 (Pages 189 - 194)

Approval is requested for commitment of budget and inclusion in the 2014-15 education capital programme of specific capital schemes

The Committee Administrator for this meeting is Col Spring who can be contacted on 01225 394942.

Protocol for Decision-making

Guidance for Members when making decisions

When making decisions, the Cabinet/Committee must ensure it has regard only to relevant considerations and disregards those that are not material.

The Cabinet/Committee must ensure that it bears in mind the following legal duties when making its decisions:

- Equalities considerations
- Risk Management considerations
- Crime and Disorder considerations
- Sustainability considerations
- Natural Environment considerations
- Planning Act 2008 considerations
- Human Rights Act 1998 considerations
- Children Act 2004 considerations
- Public Health & Inequalities considerations

Whilst it is the responsibility of the report author and the Council's Monitoring Officer and Chief Financial Officer to assess the applicability of the legal requirements, decision makers should ensure they are satisfied that the information presented to them is consistent with and takes due regard of them.

BATH AND NORTH EAST SOMERSET

CABINET

These minutes are draft until confirmed as a correct record at the next meeting.

Wednesday, 12th November, 2014

Present:

Councillor Paul Crossley	Leader of the Council
Councillor David Dixon	Deputy Leader and Cabinet Member for Neighbourhoods
Councillor Simon Allen	Cabinet Member for Wellbeing
Councillor Tim Ball	Cabinet Member for Homes and Planning
Councillor David Bellotti	Cabinet Member for Community Resources
Councillor Caroline Roberts	Cabinet Member for Transport
Councillor Dine Romero	Cabinet Member for Early Years, Children and Youth
Councillor Ben Stevens	Cabinet Member for Sustainable Development

75 WELCOME AND INTRODUCTIONS

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

76 EMERGENCY EVACUATION PROCEDURE

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

77 APOLOGIES FOR ABSENCE

There were no apologies for absence.

78 DECLARATIONS OF INTEREST

There were none.

79 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

There was none.

80 QUESTIONS FROM PUBLIC AND COUNCILLORS

There were 19 questions from Councillors and 14 questions from members of the public.

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

81 MINUTES OF PREVIOUS CABINET MEETING

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

RESOLVED that the minutes of the meeting held on Wednesday 10th September 2014 be confirmed as a correct record and signed by the Chair.

82 CONSIDERATION OF SINGLE MEMBER ITEMS REQUISITIONED TO CABINET

There were none.

83 MATTERS REFERRED BY POLICY DEVELOPMENT AND SCRUTINY BODIES

There were none.

84 SINGLE MEMBER CABINET DECISIONS TAKEN SINCE PREVIOUS CABINET MEETING

The Cabinet agreed to note the report.

85 TREASURY MANAGEMENT MONITORING REPORT TO 30TH SEPTEMBER 2014

Councillor David Bellotti introduced the report and asked the Cabinet to note the information contained. He moved the proposal that Cabinet would recommend to Council that it adopts the Treasury Management Strategy.

Councillor Paul Crossley seconded the proposal and observed that the excellent figures contained in the report were a reflection of the rigour with which Cabinet members and Strategic Directors had operated within the budget.

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

RESOLVED (unanimously)

(1) To NOTE the Treasury Management Report to 30th September 2014, prepared in accordance with the CIPFA Treasury Code of Practice;

(2) To NOTE the Treasury Management Indicators to 30th September 2014;

(3) To NOTE that this Treasury Management Report and attached appendices will be reported to November Council and December Corporate Audit Committee; and

(4) To RECOMMEND to Council the proposed amendments to the 2014/15 Treasury Management Strategy.

86 REVENUE & CAPITAL BUDGET MONITORING, CASH LIMITS AND VIREMENTS – APRIL TO SEPTEMBER 2014

Councillor Charles Gerrish in an *ad hoc* statement referred to appendix 5(i) of the report and asked what the Property Acquisition Bath item was; he believed the amount on that line should be £8M, not £10M. He also asked for an explanation of the item Bishop Sutton BN Feasibility.

Councillor David Bellotti proposed the recommendations. He responded to the queries put by Councillor Gerrish by saying that the Acquisition in Bath was the Seven Dials; and the Bishop Sutton BN Study was the Basic Needs Study for the Primary School.

He observed that the Council continued to manage within budget while remaining on target in the delivery of services and projects. He explained that Wellbeing had been challenging because it was a needs-led service and was therefore difficult to predict. He was delighted to announce that it had been possible to increase spending on parks and libraries in order to improve and maintain the services. Transport was well on budget despite the known difficulties of predicting parking behaviour and Park and Ride use. He referred to the overspend in Children and Youth but emphasised that this was caused by one or two very special cases, which warranted the expenditure but which could not have been predicted. In summary, he observed that in the 3 years of the administration the Council had maintained services while saving money.

Councillor Paul Crossley seconded the proposal.

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

RESOLVED (unanimously)

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

(2) To NOTE this year's revenue budget position;

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

(4) To AGREE the revenue virements listed for approval; and

(5) To NOTE the changes in the capital programme.

87 STATEMENTS, DEPUTATIONS OR PETITIONS FROM PUBLIC OR COUNCILLORS

Anne Marie Jovicic-Sas in a statement [*a copy of which is attached to the Minutes as Appendix 2 and on the Council's website*] said that the changes to the 768 bus route had not been consulted on. The timetable had remained the same for 15 years and people had come to depend on it. The majority of users were elderly.

Kim Donovan in a statement [*a copy of which is attached to the Minutes as Appendix 3 and on the Council's website*] appealed to the Cabinet to install suitable pedestrian safety measures at the North Road junction off the A36 Salisbury Road. She referred to diagrams of the road layout during her statement. After speaking she presented a petition of 96 signatures which the Chair referred to Councillor Caroline Roberts for a response in due course.

Councillor Caroline Roberts asked Kim Donovan whether anyone from the Council had spoken to her or the group. Kim confirmed that Councillor David Martin had been helping the group make its case.

Councillor Charles Gerrish in a statement referred to the double yellow lines in the vicinity of the Rest A While Café in Keynsham which prevented customers from parking conveniently. He presented a petition of 109 signatures to Cabinet asking

that the double yellow lines be removed. The Chair referred the petition to Councillor Caroline Roberts for a response in due course.

Councillor Caroline Roberts asked Councillor Gerrish how long the lines had been there. Councillor Gerrish said they had been there for 2 years.

Duncan Hounsell (Saltford Station Campaign) made a statement [*a copy of which is attached to the Minutes as Appendix 4 and on the Council's website*] in which he welcomed the recent announcement that £250K would be included in the budget proposals for 2015 so that the project could move to the next stage. He felt that re-opening the station would be an important milestone in the economic growth of the sub-region.

88 PLACEMAKING PLAN OPTIONS FOR PUBLIC CONSULTATION

Councillor Eleanor Jackson in a statement [*a copy of which is attached to the Minutes as Appendix 5 and on the Council's website*] welcomed the progress made and acknowledged the attention shown to those who had responded during the public consultation period; but observed that some surplus sites had still not been disposed of and she felt that too little attention had been given to issues of drainage and flooding in Radstock. She appealed to Cabinet to improve the rail, broadband and road infrastructures.

Councillor Ben Stevens asked whether Councillor Jackson was more satisfied having read the Economic Strategy, which spoke of improving the economy of the rural areas. Councillor Jackson agreed that, as far as it went, it was good enough but she wanted to see more.

Colin Currie (Radstock Action Group) in a statement [*a copy of which is attached to the Minutes as Appendix 6 and on the Council's website*] expressed concern at the omission of the railway from the Placemaking Plan and appealed to the Cabinet to give equal weight to industry as to housing.

Councillor Charles Gerrish in an *ad hoc* statement welcomed the document but made several observations and suggested amendments which may be seen in his notes [*a copy of which is attached to the Minutes as Appendix 11 and on the Council's website*]

Peter Duppa-Miller in an *ad hoc* statement offered to take a copy of the Plan for display at Combe Hay Public Library.

Councillor Tim Ball in proposing the item, acknowledged the points raised by Councillor Eleanor Jackson. He emphasised that the proposal was to move to a public consultation period and asked people to respond to the consultation. He asked Councillor Gerrish to provide him with a copy of his notes, so that the points he had made could be incorporated into the document.

Councillor David Dixon seconded the proposal and said that 58% of people supported the provision of social housing. He felt that the Placemaking Plan was a central function of local government.

Councillor Paul Crossley reminded the meeting that the document presented options; it was not fixed in stone. The Cabinet was determined to deliver on housing and jobs. He commended Councillor Tim Ball and the officers on the quality of the first draft of the document and observed that final delivery would be the responsibility of the Council which would be elected in May 2015.

Councillor Tim Ball in summing up emphasised that he was eager to improve social housing provision.

On a motion from Councillor Tim Ball, seconded by Councillor Paul Crossley, it was

RESOLVED (unanimously)

(1) To AGREE the B&NES Placemaking Plan Options document for public consultation;

(2) To AGREE the proposed consultation strategy; and

(3) To DELEGATE responsibility to the Divisional Director for Development in consultation with the Cabinet Member for Homes & Planning to make minor textual amendments to the consultation documents prior to publication.

89 ENTERPRISE AREA MASTERPLAN

Councillor Patrick Anketell-Jones in an *ad hoc* statement said that the Masterplan provided an opportunity for long-derelict land to be put back into use, for the river to be given back to the people of Bath and to provide a catalyst for business and the exchange of ideas. He warned however that land was finite, and once sold off could not easily be reclaimed.

Councillor Ben Stevens introduced the item. He explained that the map on the centre pages of the document set out the detail. The Masterplan fitted closely with the Placemaking Plan and the Transport Strategy. The Council was significantly ahead of neighbouring authorities and had available a rich source of sites. He agreed with Councillor Anketell-Jones about the opportunity to return the river back into use by local people. He referred to paragraph 3.2 of the report and explained that the words “these projects” should say “projects in Bath & NE Somerset”; and that after the words “not delivered”, should be added the words “currently a liability of up to £1.5M”.

He moved the proposals.

Councillor Paul Crossley seconded the proposal. He welcomed the observations made by Councillor Patrick Anketell-Jones and stressed that the Masterplan would provide valuable opportunities for the area.

Councillor David Dixon congratulated Councillor Stevens on the document which showed vision and which was an ambitious plan for the derelict stretch of the river. He stressed the need to embrace the very best architecture and the need to attract inward investment in jobs.

Councillor Tim Ball felt that the document was exciting; it would deliver sustainable development and controlled growth. He was keen to develop further plans to extend the enterprise area along the river towards Keynsham.

Councillor Ben Stevens summed up by pointing out that the Masterplan would protect the interests of every resident and would not leave the future in the hands of market interests.

On a motion from Councillor Ben Stevens, seconded by Councillor Paul Crossley, it was

RESOLVED (unanimously)

(1) To ENDORSE the vision, objectives and priorities set out in the Bath City Riverside Enterprise Area Masterplan.

Robin Kerr (Chairman, Federation of Bath Residents' Associations) in a statement [*a copy of which is attached to the Minutes as Appendix 7 and on the Council's website*] made a number of points relating to traffic congestion and air pollution and supported the rapid implementation of the strategy which he said was vital and long-awaited.

Adam Reynolds (Chair, Cycle Bath) in a statement [*a copy of which is attached to the Minutes as Appendix 8 and on the Council's website*] appealed to the Cabinet to invest £10 per head of population into cycling on a yearly basis.

Councillor David Dixon asked Adam Reynolds why he had suggested £10 per head. Adam said he felt that £10 would be a starting point but that Bristol invested £16 per head per year.

Councillor David Bellotti asked Adam Reynolds whether he knew the sum of the Council's investments in cycling in the last year had in fact been more than £10 per head. Adam said he had hoped for a commitment to annual investment, not for a single year. Councillor Bellotti asked whether Adam was aware that the Cabinet could not commit to expenditure under future administrations and Adam acknowledged that he had not been aware of that.

Councillor Tim Ball asked Adam Reynolds whether he felt that all cyclists should undertake training. Adam acknowledged that there were some bad cyclists, as there were some bad motorists.

Professor Donald Thomas (Greenway Residents Association) in a statement [*a copy of which is attached to the Minutes as Appendix 9 and on the Council's website*] urging greater emphasis on pollution in residential areas.

Steve Bradley (Liberal Democrat Prospective MP for Bath) in a statement [*a copy of which is attached to the Minutes as Appendix 10 and on the Council's website*] urged the Cabinet to pursue the Park and Ride proposal for the east of Bath; to make progress on the options available for relief for the east of Bath; and to continue its commitment to the MetroWest project.

Councillor Anthony Clarke in an *ad hoc* statement expressed disappointment that only a limited area was being covered by the proposals and asked that they be seen as the first of a number of building blocks.

Councillor Caroline Roberts moved the proposals. She referred to the Transport strategy which had been held in 2013; the Planning, Transport and Environment PDS Panel had scrutinised the Plan; the Local Development Forum steering group had given it cross-party consideration; and now the Cabinet was being asked to recommend the Plan to Council for adoption.

Councillor Paul Crossley seconded the proposal. He felt it was an exciting Plan with a wide consensus of agreement. He had been particularly impressed by the comments made by Professor Donald on air quality. He also welcomed the challenge made by Adam Reynolds over the issue of cycling provision.

Councillor Crossley emphasised that the MetroWest project would be key to delivery of the Strategy and he was pleased to hear the support from local Residents Associations. He reminded the meeting that attention would next be given to the Transport Strategy for Keynsham, although that responsibility would fall to the next administration.

Councillor Tim Ball said that the administration had successfully introduced the Core Plan, Enterprise Area Masterplan and now was about to agree the Bath Transport Strategy. He agreed with the points made by Adam Reynolds because he too had youngsters who could not cycle on the roads because of bad drivers.

Councillor Dine Romero supported the proposals which she said were a work in progress but which contained some exciting solutions to the needs of the city.

Councillor David Dixon said that it would never be possible to solve completely the problems of Bath's transport system; but under the present administration superb progress had been made. He anticipated an ongoing debate about through traffic and the link road to the east of the city. He was determined to look at more adventurous, sustainable good quality solutions.

Councillor Caroline Roberts summed up by emphasising that the Strategy would meet the needs of all users of the city.

On a motion from Councillor Caroline Roberts, seconded by Councillor Paul Crossley, it was

RESOLVED (unanimously)

(1) To ENDORSE the Getting Around Bath Transport Strategy and recommends that it be adopted by Council on 12th November 2014; and

(2) To APPROVE the capital budget of £350k in 2014/15 and £150k in 2015/16) towards the development of the Park & Ride to the east of Bath.

91 ENVIRONMENTAL SERVICES CAPITAL APPROVAL

Councillor Patrick Anketell-Jones in an *ad hoc* statement said he felt that the new facility should be located in the lower chapel, where most people would use it. He also encouraged the Cabinet member to consider providing funerals on Saturdays.

Councillor David Dixon moved the proposals. He thanked Councillor Anketell-Jones for his contribution and agreed to consider the points he had made. The location would be subject to consultation. He reminded Cabinet that previous improvements to the cemetery facilities had received very positive feedback.

Councillor Dine Romero seconded the proposal. She felt that both the upper and lower chapels could make a good business case for housing the new facilities. She asked for an assurance that local businesses would be given opportunities to get involved.

Councillor Paul Crossley observed that the number 12 bus provided a very important service for visitors to the cemetery. He agreed that in siting the new facilities, both chapels should be considered.

Councillor David Dixon summed up by saying that local businesses would be involved, in line with the council's local procurement policy. He also pointed out that at present, the number 12 bus stopped across the road from the cemetery and that was being considered.

On a motion from Councillor David Dixon, seconded by Councillor Dine Romero, it was

RESOLVED (unanimously)

(1) To APPROVE the release of the £100K capital allocated to Haycombe Cemetery and Crematorium to improve the experience for visitors and give the potential to provide flowers and refreshments on site.

92 BATH AND WEST COMMUNITY ENERGY CO-OPERATION AGREEMENT RENEWAL

Councillor David Martin in an *ad hoc* statement said he supported the proposals. The Co-operation agreement had worked well and had been recognised as a national exemplar.

Councillor Paul Crossley in proposing the item said that he had been delighted with the partnership. It had been ground-breaking and had worked very well. The co-operation elements of the agreement had been crucial to its success and he felt that it was worthy of being renewed for a further 5 years.

Councillor Simon Allen seconded the proposal. He remembered that this agreement had been one of the first made by the Cabinet in 2011. Solar panels had been installed on the roofs of 6 local schools. He was delighted that the Council had doubled the amount of energy it derived from renewable sources.

On a motion from Councillor Paul Crossley, seconded by Councillor Simon Allen, it was

RESOLVED (unanimously)

(1) To RENEW the BWCE Cooperation Agreement for five years, until November 2019.

The meeting ended at 3.27 pm

Chair _____

Date Confirmed and Signed _____

Prepared by Democratic Services

Cabinet Single-Member Decisions and Responses to Recommendations from PDS Panels

published 7-Nov-14 to 21-Nov-14

Further details of each decision can be seen on the Council's Single-member Decision Register at <http://democracy.bathnes.gov.uk/mgDelegatedDecisions.aspx?&dm=3>

Date	Decision Maker
Reference	Title

22-Oct-14 Cllr Caroline Roberts

E2683 Harts Lane, Hallatrow 7.5T Wt Limit and 30mph Speed Limit extension

The Cabinet member approved the proposals as advertised

28-Oct-14 Cllr Caroline Roberts

E2695 DfT Local Sustainable Transport Fund 2015/6

The Cabinet Member agreed to accept the DfT revenue funding award of £643k to support sustainable transport initiatives in 2015/6 and a capital funding award of £486k to improve pedestrian and cycling links

10-Nov-14 Cllr Caroline Roberts

E2646 Terrace Walk Road Space Re-Arrangement Plan

The Cabinet Member approved the proposals as advertised

End of Report

Date	Decision Maker
Reference	Title

Bath & North East Somerset Council		
MEETING	Cabinet	
MEETING DATE:	3rd December 2014	EXECUTIVE FORWARD PLAN REFERENCE:
		E2706
TITLE:	“Think Local” Procurement Strategy	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report: Think Local ‘one-year-on’ report Selling to the Council guide (draft) B&NES Social Value Policy		

1 THE ISSUE

- 1.1 The Council's Corporate Procurement Strategy – "Think Local" was launched in October 2013. A key aim of the Strategy is to support local Small & Medium Sized Enterprises (SME's) and Micro Businesses whilst demonstrating that the Council is obtaining Best Value from its procurement processes. The Council intends to use Social Value legislation along with existing powers to support the delivery of the Strategy.
- 1.2 The "Think Local" one-year-on progress report identifies areas where progress has been made against the Strategy and issues still to tackle in respect of implementing Social Value within the procurement process across the Council.
- 1.3 The Cabinet needs to adopt the Social Value Policy to ensure that Social Value is at the heart of its procurement processes and meets the legal requirements set out in the Public Services (Social Value) Act 2012.

2 RECOMMENDATION

Cabinet is asked to:

- 2.1 Note the progress report on implementing the Councils "Think Local" Procurement Strategy
- 2.2 Note the intention to revise the Council's Contract Standing Orders to reflect the implementation of the Public Contract Regulations 2015 and other legislation. This will include:
 - Revising financial limits to provide local businesses with the opportunity to obtain contracts up to £50,000.
- 2.3 Note the draft Selling to the Council Guide
- 2.4 To adopt the Social Value Policy to ensure that the Council meets its statutory requirements under the Public Services (Social Value) Act 2012

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

3.1 No direct resource implications.

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

4.1 Statutory obligations under the Public Services (Social Value) Act 2012 and clarification of Social Value with relation to other legislation including Section 3 Local Government Act 1999, Best Value Statutory Guidance 2011, Part 1 of the Localism Act 2011.

4.2 B&NES Procurement Strategy April 2013 – *‘We will prioritise Social Value for our community. This means targeting opportunities for the local economy, providing for a sustainable future and supporting the vulnerable’*

- **Stronger communities will be built through the development of sustainable solutions.**

‘Economic, Environmental and Social considerations will be included in Service contract evaluation criteria and in other contracts wherever appropriate.’

‘Guidance and training will be provided to Commissioners and Service Providers on how this can be achieved including examples of the range of added value options that might be included in bids.’

- **Economic, Environmental and Social wellbeing needs will be established and prioritised.**

Research will be undertaken so that appropriate guidance can be given to staff when constructing tender documentation and evaluating bids

4.3 The B&NES Economic Strategy has been updated and was adopted by Cabinet in September 2014. Within the strategy there is specific reference to the “Think Local” Procurement Strategy.

5 THE REPORT

5.1 The attached report *“Think Local” – One Year On* highlights the progress the Council has made in the implementation of the updated Procurement Strategy. One of the cornerstones of the Strategy is to maximise the social value that can be obtained through the procurement and commissioning process. The report shows the progress that has been made and the next steps the Council will be taking.

5.2 The Government has finalised consultation on the Public Contract Regulations 2015 which will transpose the 2014 European Procurement Directives into law. The Council will revise Contract Standing Orders (CSO’s) that reflect the regulations and use the opportunity to embed the “Think Local” strategy within them. This will include revising financial limits to provide local businesses with the opportunity to obtain contracts up to £50,000.

5.3 The Corporate Procurement Team are developing further guidance for suppliers (see the draft Selling to the Council Guide) to help businesses engage with the Council. The guide includes initial proposals on revising the financial limits as highlighted in 5.2. The guide will be subject to consultation with the local business community.

5.4 The “Think Local” Procurement Strategy covers more than the local sourcing dimension. The Social Value Policy provides a way forward to embed all aspects of Social Value within the Council’s contracting arrangements. The Corporate Procurement Team will develop guidance on ethical and sustainable

procurement to support other elements of the Procurement Strategy. This will include guidance on areas such as :-

- Encouraging suppliers not to use zero hours contracts
- The prompt payment of subcontractors
- Whole life costs and reducing the Council's carbon footprint (working with the Sustainability Team)

5.5 With the introduction of the Public Services (Social Value) Act 2012, Local Authorities have a duty to consider how to improve the economic, social and environmental well-being of the area served by them through procurement, and how to undertake the process of procurement with a view to securing that improvement.

5.6 Under the Social Value Procurement Policy the Council commits to applying the obligations of the Act not only to those services contracts to which the Act applies itself, but also to works and supplies contracts, and to services contracts that are below the value where the Regulations apply. The Council has the power to do so under the general power of competence set out at section 1, Part 1 of the Localism Act 2011, and considers that to do so will be in furtherance of its best value duty under section 3 of the Local Government Act 1999.

- All works contracts (including contracts for a mixture of works and services or supplies) where the value of the contract is expected to exceed £500,000;
- All services contracts and supplies contracts (including contracts for a mixture of works and supplies or services) where the value of the contract is expected to exceed £100,000;
- All framework agreements where the anticipated spend in any financial year is expected to exceed the above;
- All joint contracts with other purchasers where the value of the Council expenditure is expected to exceed the above thresholds.

5.7 The Social Value Procurement Policy details how all services and agencies of the Council will implement the above commitments and provides the policy basis for including social value requirements as a part of 'the subject matter of the contract' as the default approach within the Council where the contract falls within the scope of the policy.

5.8 Where Social Value is relevant to the subject matter of the contract, the Council is able to take it into account in its evaluation of tenders. Policy and strategy goals are by their nature relevant to the subject matter of everything that the Council does, including its contracts, as the Council makes its decisions as to what to purchase based on its policy and strategy goals. To the extent that it considers relevant to do so, the Council will treat this Social Value Procurement Policy as relevant to each of its procurement exercises.

6 RATIONALE

6.1 The policy is an essential guide to how officers need to conduct their commissioning and procurement activities over the coming years. Following extensive consultation it represents the identified actions this Council will need to adopt in order to comply with its own financial and organisational objectives and to comply with new national regulatory requirements that have either just been introduced or which are about to be introduced.

6.2 As well as ensuring the Council complies with statutory obligations it will strengthen the Council's position around the delivery of its local objective relating to Economic Development and Health and Wellbeing.

6.3 There are other wider benefits to society of increasing the social mobility of an individual in economic terms, through elevated tax revenues and decreasing pressures on health and education services.

7 OTHER OPTIONS CONSIDERED

7.1 The Policy is required to clarify how the Council will meet its statutory responsibilities therefore other options were not explored at this time.

7.2 The Policy will be incorporated into the Council's Contract Standing Orders once the 2014 EU Procurement Directives are transposed into UK national legislation in early 2015.

8 CONSULTATION

8.1 A Council wide consultation has been undertaken. This included Directors Group and two information and feedback sessions led by the Corporate Procurement Team attended by key B&NES procurement and commissioning staff.

8.2 The B&NES Co-ordinated Employer Gateway has also been consulted.

9 RISK MANAGEMENT

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

9.2 By formally adopting the Social Value Policy the Council further reduces the risks from legal challenges during the procurement process.

Contact person	Richard Howroyd 01225 47 7334
Background papers	"Think Local" Corporate Procurement Strategy
Please contact the report author if you need to access this report in an alternative format	



“THINK LOCAL” – ONE YEAR ON REPORT (October 2014)

1 The “Think Local” Context

The ‘Think Local’ Procurement Strategy 2013-2017 was launched to Bath and North East Somerset’s SME businesses in October 2013. The guiding principles behind the strategy are to open up more opportunities to businesses within the B&NES boundaries whilst at the same time being compliant with internal procurement requirements and the EU Procurement Directives by which the Council’s procurement activities are bound. This opening up of opportunities is taking place in an environment where cost savings and stringent and consistent contract management also prevail.

The strategy gives a mandate to encourage officers to actively engage with B&NES-based organisations as supporting the local economy is crucial to the development of our local area. It is not just the money spent with local organisations that is crucial but it is also the subsequent employment, training, and opportunities that this supports and creates. Indirect spend with local organisations is also important. There are some contracts, such as major construction projects, which might not be the right size for an SME; however, the use of local SMEs as sub-contractors plays an equally important part of the procurement mix.

Much is said about the EU Procurement Directives which govern the rules for public sector procurement. Yes, they do impose restrictions on the council’s ability to award contracts to whom they like without competition, but if local SMEs are willing to engage with the council then there are opportunities available. We cannot promise everything will go to B&NES organisations but we can work with organisations as part of our pre-procurement activities to ensure that they are in a good position to bid. Indeed the new EU Procurement Directive which is expected to come into force in early 2015 actively promotes this as a requirement of procuring bodies.



2 Outcomes since the launch of the Think Local strategy in October 2013

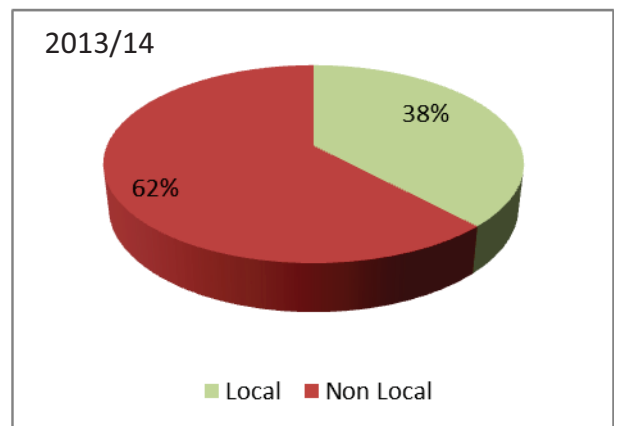
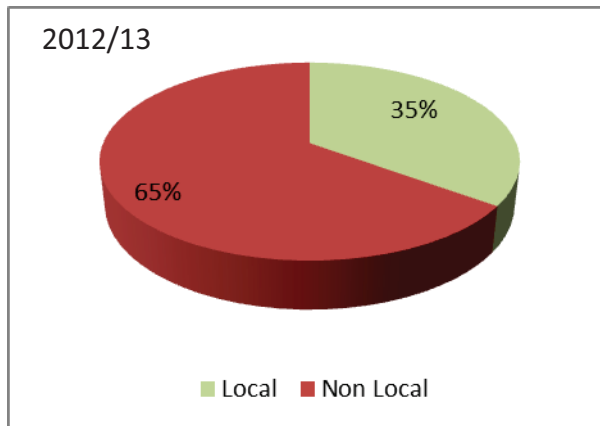
(i) Where we are spending our money

One of the key strands of the “Think Local” strategy is to improve the Council’s spending with local organisations and SMEs. We have had spend analysis tools for some time but it is only in the last couple of years that we have been able to use these to accurately analyse Council spend by different sizes of organisation, and to easily pin-point their location. In 2013/14 over 38% of our spend was with local B&NES organisations which means that close to £60 million is being spent in the local economy with the associated benefits of thriving businesses and employment opportunities. This figure gives us a solid baseline from which to grow. With increased supplier market development and improved procurement processes it is possible to increase this percentage year on year.

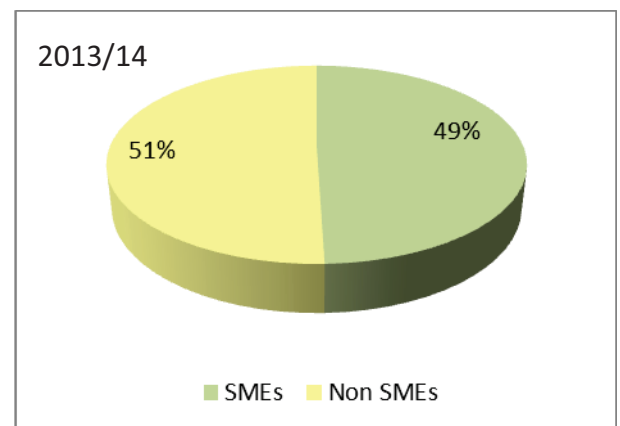
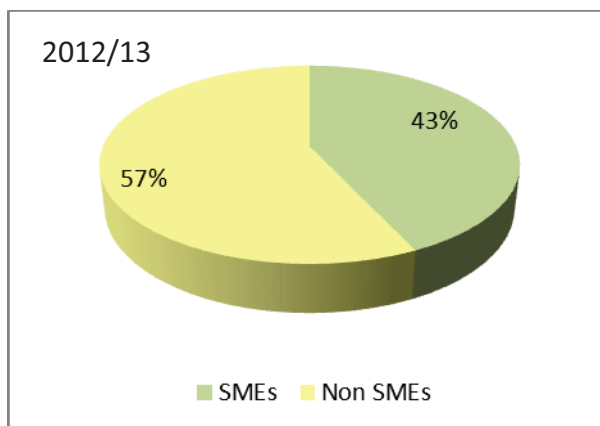
In terms of spending on SMEs overall this is at almost 50% of our spend and the proportion of the number of SME suppliers we have is approximately 81%. This means that the majority of our suppliers are SMEs but that some of the major spend and contracts are delivered by large organisations. What we are unable to ascertain from our data is what is the level of sub-contracting to local and/or SMEs. For example, the contractor for a major construction project will often use local organisations to deliver part of the project and this will have a benefit to the local economy. The use of local subcontractors was an important part of the £34 million project to regenerate Keynsham including the building of the new Civic Centre.



Proportion of Council business with local suppliers:



Proportion of Council business with SMEs:





(ii) Co-Working Hub, Guildhall, Bath

This dynamic space on the ground floor of The Guildhall in Bath has now been open for just over a year and offers a mixture of creative work space and meeting rooms, designed for those working in either the tech or creative industries. It caters, primarily, for the micro end of SMEs and, with B&NES input and support, makes this an important hub for these organisations offering a welcome base for the organisations with the added benefits of flexible workspace and networking with like-minded people.

(iii) Home to School Transport – Taxi provision

Another recent success is the development of a Dynamic Purchasing System (DPS) for the contract for taxis for home to school contract. This method of letting a fully procurement-compliant process will allow small taxi operators to join in the contract, subject to certain service quality requirements being achieved, during the term of the contract. In essence this means that small operators will not be excluded from the contract as they would have been previously. It will provide an improved service for getting children who need this service to and from school using the best provider for their individual situation.

(iv) Local Food Strategy

The Council is putting the finishing touches to its local food strategy. At the heart of the strategy is the promotion of a combination of healthy eating and use of producers and suppliers in the B&NES area through a framework which encompasses social, economic and environmental sustainability. The strategy is cross-cutting across the health, local economic development, procurement and community engagement teams, rather being the remit of just one team. This strategy will provide even greater impetus to the drive for using local suppliers to provide catering and food products across the Council's catering portfolio including school meals.

(v) Selling to the Council Guide

The fully revised and updated Selling to the Council Guide will shortly be available from the Council's website – we are waiting for the new EU Procurement Directive to be transposed into the UK legislation (which is imminent) so we can include those important changes and will be consulting with the local business community prior to final publication. This comprehensive Guide outlines the ways in which the Council procures goods and services. It should be the first port of call of any organisation wishing to do business with the Council.



(vi) Internal Collaboration – better links between the Council’s teams and departments

One of the most common causes for concern is the perceived, and sometimes actual, lack of joining-up of activities of the different teams and departments within the Council itself. This is one of the issues that the “Think Local “strategy aims to address. Accordingly, over the last twelve months, progress has been made in this area with the Corporate Procurement Team having greater input into, and overview of, the procurement activities throughout the Council. The team are now involved in key areas of procurement across the Council. Over the next twelve months this involvement will continue to increase.

(vii) Social Value Toolkit

Under the Public Services (Social Value) Act 2012 the Council is required to consider how it can increase the ‘well-being’ of the area through procurement of its services. Well-being relates to the improvement that can be made to the social, economic and environment aspects of the area. One of the ways that this is being achieved at B&NES is the development of the Social Value Toolkit which is designed to increase the number of apprenticeships, employment and training opportunities that can be achieved through specific contracts. Historically this has related to apprenticeships within construction contracts but, through the toolkit, the Council is aiming to increase the scope across a range of contracts. This will improve the delivery of the contracts and provide vital employment opportunities for those eligible to benefit from the initiative.



3 Next steps - priorities

(i) Training of B&NES officers

Over the next twelve months, the Council is rolling out further training for all Council officers who are involved in commissioning and procurement. This is particularly pertinent with the imminent changes in the procurement regulations. Whilst officers have received initial awareness sessions on the “Think Local” strategy and its implications, the importance of the full adoption of the Think Local strategy will form part of the training content.

(ii) Collaboration and working in partnership

As previously mentioned the Corporate Procurement Team is embedding good practice across the Council and identifying champions and areas of excellence. A key activity in respect of the delivery of the “Think Local” strategy is the Buy Local Buy Social initiative [<http://www.buylocalbuysocial.com>] in conjunction with the local Social Enterprise Network. The aim of this initiative is to inspire, educate and equip organisations to deliver social value and to develop local supply chains through their procurement activity, not only within the Council but within other public sector bodies in the area as well.

(iii) Developing better evaluation and measurement tools

The Council are already improving their IT and analytical systems and, over the coming twelve months, these will be further enhanced. Whilst the Council has baseline information on spend for the past financial years, these improved systems will enable the Council to develop meaningful targets and report on those targets on a year-on-year basis. For example, measuring social value and the impacts of well-being are difficult due to their ambiguous nature: however better systems will enable metrics for measuring this type of target to be developed. This is a priority for the Council. For example, metrics will include how we are progressing against our “Think Local” strategy particularly with regard to our commitment to using B&NES-based organisations.

4 Other initiatives supporting Think Local

So, what else is supporting the “Think Local” strategy? The focus for the first year of the “Think Local” strategy has been on improving internal processes. For the next year, the internal focus will obviously continue but there will be a greater emphasis on how we engage with B&NES-area organisations. The Buy Local Buy Social initiative is one clear example but the Council is also taking a longer term approach. As of Autumn 2014 there is planned programme of ‘meet the buyer’ events which will be primarily based on specific contract opportunities; basic procurement training (for SMEs who are new to engaging with the Council) through a series of drop-in



sessions; improved guidance which will be disseminated through the Council's website; and stronger links with organisations such as the Federation of Small Business. All of the activities are designed not only to improve the visibility of the Council's procurement activities and how local business can get involved but, just as importantly for the Council, how B&NES can get to know the organisations which make up its supply market, their strengths and the issues which affect them.

5 How organisations can get involved

We do understand that it's not always easy to get in contact with the Council and get through to the right person first time. The Corporate Procurement Team has a dedicated email address – procurement@bathnes.gov.uk – through which organisations can contact the procurement team.

We urge all organisations who feel they might want to supply the Council to register on the e-procurement portal – www.supplyingthesouthwest.org.uk – as contracts are advertised through this portal. When registering organisations will be asked to select categories which relate to the organisation's business and when an opportunity is put on the portal which relates to that category the organisation will get an automatic alert.

Attending one of our supplier engagement events will give organisations the most detailed information on a specific contract opportunity basis. These will be held prior to a contract being advertised and will give organisations an opportunity to feed into the process. To make sure they have the best chance of being invited to such an event, organisations should register on the e-procurement portal (see above) as we use this as one of our sources of information on potential suppliers.

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**A GUIDE TO PROVIDING
GOODS,WORKS and SERVICES
to
BATH & NORTHEAST SOMERSET COUNCIL
DECEMBER 2014**

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N.B. Disclaimer: The following information is advice and guidance to interested organisations on how Bath & North East Somerset Council (B&NES Council) conducts its procurement processes. B&NES Council provides this information in good faith but accepts no responsibility for the accuracy of the information or for any subsequent changes, amendments, variations, etc. to any part of the information presented in the guide (published in August 2014) B&NES Council recommends that all organisations/Individuals obtain their own technical and legal advice on the on-going accuracy of such information beyond the date on which the guide was published.

If you require this information to be provided in a different format please email procurement@bathnes.gov.uk visit the Selling to the Council webpage.

Foreword

Welcome to the updated and revised version of the Bath & Northeast Somerset Council's guide for organisations who are already supplying, or who would like to supply the Council, with goods, works and services.

For those of you who have heard rumours that the legal frameworks which set the parameters on how we acquire goods, works and services are about to change, this guide takes all the changes into account. So if you've supplied the Council before please read this guide as things have changed and they will affect the way we do business with you.

We have aimed to make things clearer by removing extraneous text, putting in more diagrams and providing a glossary, together with a section on handy tips and reminders.

Improving transparency of the procurement processes and our involvement with organisations remains high on the list of priorities, not only driven by central Government but by our own standards as well.

We hope you find this guide useful and we welcome any comments and questions you may have. To communicate with us please contact the Corporate Procurement Team via the following methods

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Bath and North East Somerset Council,
The Guildhall,
High Street
Bath
BA1 5AW

Telephone: 01225 477030

E-mail: procurement@bathnes.gov.uk

1 Think Local Procurement Strategy 2013-2017

The Council launched its *Think Local* Procurement Strategy in 2013 and one of the main strands of the strategy focusses on encouraging suppliers and potential suppliers within the B&NES area to work with the Council. This has many benefits ranging from obtaining best value for the Council to supporting the local economy with the associated benefits of thriving businesses and employment opportunities.

The strategy can be accessed at:

http://www.bathnes.gov.uk/sites/default/files/procurement_strategy_final.pdf.

However, there is one caveat which needs to be mentioned. Whilst we have major ambitions to increase the number of B&NES-based organisations, we have to work within the EU Procurement Directive, in particular for higher level contracts.

But what we can do is to work with organisations at the pre-procurement stage to ensure they are aware of opportunities, what procurement actually is, how they can get involved right at the start of the process. Accordingly, the Council is undertaking proactive supply market engagement activities. As part of this, the Council is working closely with the local branch of the Federation of Small Businesses (FSB) to support these activities. Information will be disseminated via our own website and through that of the FSB as well as other sources appropriate to the activity being undertaken.

We are also targeting social enterprise and voluntary and community sector organisations. To that end, we are now part of the new partnership 'Buy Local Buy Social' which brings together public sector procurers (including housing associations) and third sector organisations.

2 Encouraging SMEs

Whilst B&NES have a procurement strategy to Think Local – aimed at organisations in the B&NES area and SMEs, the EU procurement directive is explicit in the involvement of SMEs in procurement. To that end, whilst the UK does not require local authorities to split contracts into lots (ie, smaller packages making up one larger contract) to assist entry by SMEs, the authorities will have to state why they haven't done so in the contract notice. B&NES will encourage the use of lots to increase SME opportunities.

3 Working with Other Local Authorities

Bath & North East Somerset Council (B&NES) collaborative with other public bodies where there is synergy and tangible benefits have been clearly identified. Obviously, this is appropriate for some contracts and the decision to collaborate is currently taken on a case by case basis.

4 Market consultation

Under the previous procurement directive, there was some confusion as to whether or not public sector bodies could engage in market consultation prior to the commencement of a procurement exercise. Some enlightened public sector bodies took the view that so long as the engagement was not discriminatory then they undertook it, others took the view that it wasn't allowed, and some others didn't even consider it.

However, under the new directives it is explicitly allowed and encouraged as the benefits to both the public sector bodies and the supply market are great. These benefits include helping to manage and understand the capacity and strength of the market, and for organisations to get involved in the procurement process, early on, in order to help contribute to the process.

5 Guiding Legislation and Principles

In addition to the EU Procurement Directive UK Public Contracts Regulations, the following legislation and principles govern how we undertake our procurement.

5.1 Best Value

Since April 2001 all local authorities have a duty of Best Value. Under this duty they are required to secure continuous improvement in the way in which they carry out their functions. Best Value recognises that good procurement practice is essential if local government is to obtain real improvements to service, cost and quality.

Other considerations also need to be addressed in obtaining best value. For example, it can also refer to assessing the whole-life cost of the goods, works or services contract, and can take into account the long term economic, social and environmental benefits.

5.2 Public Services (Social Value) Act 2012

Social, economic and environmental benefits are also required to be considered under the Public Services (Social Value) Act 2012 and this small Act complements the Best Value duty. This Act requires authorities to consider how the delivery of a service contract can add to the social, economic and environmental improvement of the area. An obvious example is whether a particular service contract can offer apprenticeships during the term of the contract.

5.3 Community Right to Challenge

Under the Localism Act 2011, communities within the B&NES area such as voluntary/community bodies, employees of the authority and parish councils are able to express an interest in running a local authority service.

The formal 'challenge' process starts when a group submits a written expression of interest available from the Council's website¹. B&NES will then consider and respond to expressions of interest which, if accepted, will trigger a procurement exercise for that service. The challenging body will then need to participate, alongside others, in a procurement process. Be warned - ***there is no guarantee*** that those organisations expressing the interest will be successful in any consequent procurement process.

Under the Act the authority has the right to set a time period in which interest can be expressed. B&NES have made the decision that expressions of interest will be considered each year from: 2nd January (or nearest working day) to 31st March. No expressions of interest will be considered outside of these dates and the authority also holds the right to reject applications received outside of the set period.

¹ <http://www.bathnes.gov.uk/services/business/selling-council/right-challenge-0>

For guidance on this Community Right to Challenge please go to the relevant pages on the B&NES's webpage.

Before submitting a challenge please contact the relevant officer in the Council to discuss your idea as it could save your organisation a great deal of time and resource in the long run.

5.4 Freedom of Information (FOI)

B&NES is a 'public authority' for the purposes of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. Accordingly, certain information submitted to the authority by bidders may need to be disclosed in response to a request made under the Act. The authority may also decide to include certain information in the publication scheme which it is required to maintain under the Act.

Please be aware that what you might consider commercially sensitive information might not be considered sensitive under this Act. We could still be required to provide information if it relates to a tender submitted by your organisation under an FOI request.

5.5 Fair Processing Notice

This authority is under a duty to protect the public funds it administers and to this end we may use key trade creditors standing data and payments history data for the purposes of prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. Further information is available on the Bath & North East Somerset Council web site, www.bathnes.gov.uk, National Fraud Initiative within the A-Z.

6 EU Procurement Directive

The new EU Procurement Directive has substantially changed in some key areas but less so in others.

One of the fundamental changes is the abolition of the old Part A and Part B categories of contracts. In its place it is assumed that all contracts are subject to a full procurement procedure unless they fall into a specific exemption due to the type of service the contract will deliver. These exemptions are generally for contracts which will deliver health and social services and are defined by specific codes in the Directive. The Council cannot arbitrarily decide which contracts fall into the exemption.

These contracts have a higher threshold over which they are caught by an EU process and, accordingly, the process under which they will be let will be a 'light touch' one. The threshold is €750,000. The reason for this change is that is assumed that these type of contracts will not attract cross-EU-border interest.

For all other contracts the threshold remains at €200,000, approx £174,000.

The 'threshold' is the financial value of a contract over the life of the contract (not annually), above which the opportunity must follow the EU procurement rules when being let. [see section for all thresholds]

The procurement processes now available to public sector bodies are shown in table 1 below.

7 UK Public Contracts Regulations

Each EU Member State is obliged to transpose the Directive into their own national legislation. This legislation mirrors the Directive but allows for limited national variation; it also makes it a legal requirement.

Procurement Procedures (*table 1*)

Process	Key characteristics	Advantages	Disadvantages
Open	<ul style="list-style-type: none"> ▪ One stage process. ▪ The opportunity is advertised and any organisation can respond. ▪ The tender will require organisation information and a detailed response to be provided. ▪ Only the 'winning' bidder will be required to proof of organisational details. 	<ul style="list-style-type: none"> ✓ Less restricted as to who can respond ✓ Faster than a restricted process 	<ul style="list-style-type: none"> ✗ Bidder can still get excluded on mandatory exclusion criteria. ✗ Extensive resource required to complete the full tender if bidder is excluded on exclusion criteria.
Restricted	<ul style="list-style-type: none"> ▪ Two stage process ▪ Most commonly used process ▪ The opportunity is advertised and any organisation can respond to the pre-qualification questionnaire (first stage). ▪ Only those that pass the PQQ stage will be invited to complete the invitation to tender (second and restricted stage). 	<ul style="list-style-type: none"> ✓ Bidders only have to complete the first stage before expending the effort to complete the ITT stage. 	<ul style="list-style-type: none"> ✗ Takes longer than the open process. ✗ Organisations under-estimate the importance of this stage.
Competitive procedure with negotiation (New procedure)	<ul style="list-style-type: none"> ▪ Used for complex requirements, possibly including design or innovative solutions, or where a technical specification can't be 	<ul style="list-style-type: none"> ✓ Improved achievement of value for money by the authority through negotiating with bidders to achieve a solution 	<ul style="list-style-type: none"> ✗ Only used in exception circumstances where the open or restricted process would not be suitable.

	established with sufficient precision		✗ Time consuming for all parties.
Competitive dialogue	<ul style="list-style-type: none"> Used for complex requirements often around the nature of the contract, legal or financial complexity or because of the risks involved. 	<ul style="list-style-type: none"> ✓ Improved achievement of value for money by the authority through rounds of submissions to refine the final offer. 	<ul style="list-style-type: none"> ✗ Only used in exceptional circumstances where the open or restricted process would not be suitable. ✗ Time consuming for all parties.
Innovation Partnerships (New procedure)	<ul style="list-style-type: none"> Encouraging suppliers to develop works, supplies or services not currently available using the competitive procedure with negotiation (see above). May be constructed in phases to match research/innovation phases. 	<ul style="list-style-type: none"> ✓ Development of innovative solutions to complex problems where there is currently no product or service able to deliver the contract. ✓ Delivery of cutting-edge technology. 	<ul style="list-style-type: none"> ✗ Only used in exceptional circumstances. ✗ Potentially time consuming.

Fig (i) – Restricted (2 Stage) process - PQQ element

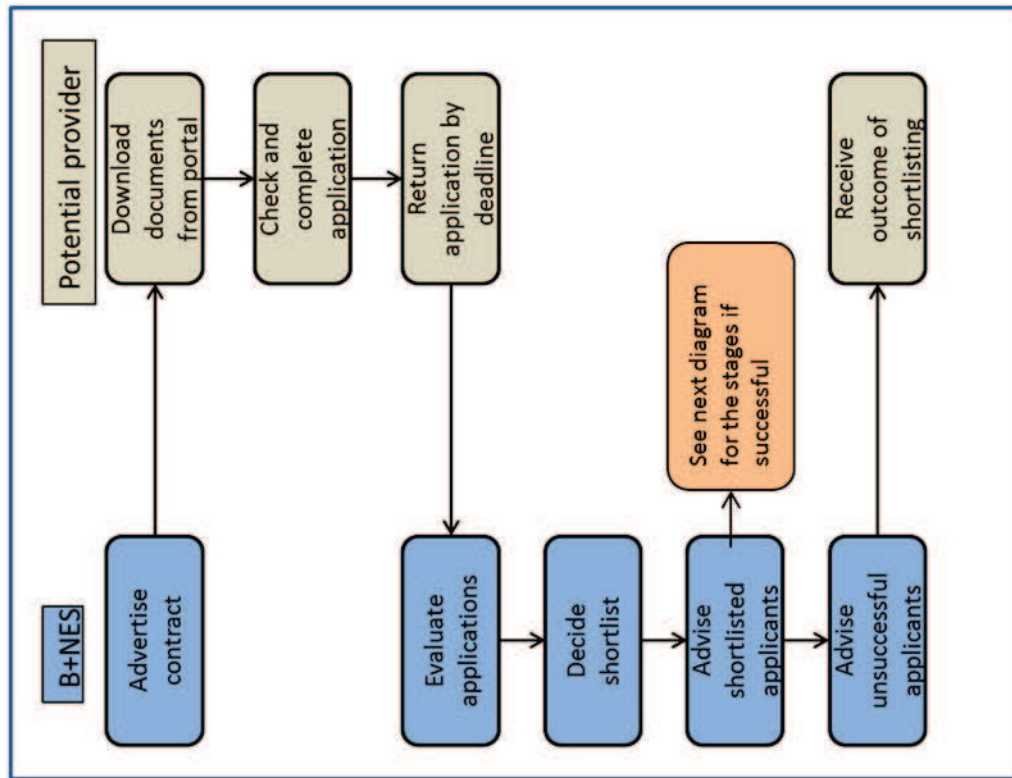
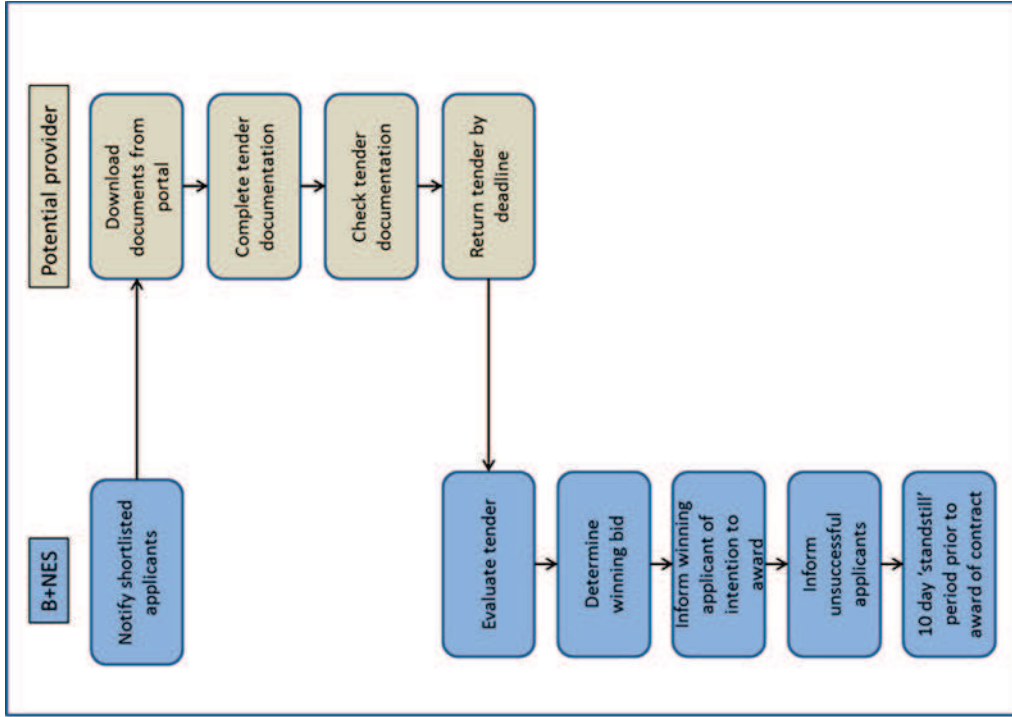


Fig (ii) – Restricted (2 Stage) process - ITT element



8 Time limits in the procurement process

Each procurement procedure has mandatory time limits associated with it and these have been reduced, and with a further option to shorten them should certain conditions apply (table 2). Conversely, when setting time limits, B&NES will also take into account the complexity of the contract and time required for organisations to respond. Take notice of any deadline dates that are stated in the tender documents as late submissions will not be accepted. Please note that the stated days are calendar days not working days.

In order to start the procurement exercise, a Contract Notice is sent, electronically by B&NES to the Official Journal of the European Union (OJEU). This Contract Notice will contain all pertinent information about the tender opportunity. The clock starts ticking when the Contract Notice is published by OJEU. The publication of the Contract Notice is often referred to as advertising the contract.

Increased use of Prior Information Notices (PIN) is made in the new EU directives particularly in shortening time limits on the return of submissions. The time limit table refers to a 'suitable PIN'. This means that a PIN was published and was (i) not intended to be the call for competition, (ii) was published not more than 12 months and no less than 35 days before the date of dispatch to OJEU of the contract notice; and (iii) the PIN contains certain brief information about the type and value of the contract. In essence, if an organisation has had sight of the relevant PIN then they should be in a good position to move quickly and respond to the shorter deadlines.

All tender documents including the specification and evaluation criteria should be published when the contract is advertised. The benefit is that potential bidders will have all the information at the outset and so make an informed decision whether or not to bid for the contract.

Time limits in the procurement process (table 2)

<i>Procedure</i>	<i>Stage</i>	<i>Minimum time limit</i>	<i>Exceptions</i>
Open	Complete tender	If electronic tenders – 30 days If non-electronic – 35 days	(i) if preceded by a suitable Prior Information Notice – 15 days (ii) if urgent – 15 days
Restricted*	Request to participate (PQQ)	30 days	(i) if preceded by a suitable Prior Information Notice – 15 days (ii) if urgent – 15 days
	ITT – tender	If electronic tenders – 25 days If non-electronic – 30 days	(i) if preceded by a suitable Prior Information Notice – 10 days (ii) if urgent – 15 days
Competitive procedure with negotiation	Request to participate (PQQ)	30 days	(i) if preceded by a suitable Prior Information Notice – 15 days
	Initial tender	If electronic tenders – 25 days If non-electronic – 30 days	(i) if preceded by a suitable Prior Information Notice – 10 days (ii) if urgent – 15 days
Competitive dialogue	Request to participate (PQQ)	30 days	None
	Initial/subsequent tenders	No explicit time limit	None

Procedure	Stage	Minimum time limit	Exceptions
Innovation partnerships	Request to participate (PQQ)	30 days	(i) if preceded by a suitable Prior Information Notice – 15 days
	Initial tender	If electronic tenders – 25 days If non-electronic – 30 days	(i) if preceded by a suitable Prior Information Notice – 10 days (ii) if urgent – 15 days

* please note that subject to further formal consultation, there might be a provision to shorten these timescales.

9 Award Criteria

Responses to the ITT part of a tender (through which ever procedure is used) will be based on the evaluation criteria applicable to that tender. The evaluation criteria will comprise a combination of price and quality and the tender will be evaluated on the 'most economically advantageous tender' (also known as MEAT) taking into account **both** price and quality. Under the new EU directives, the whole life cost of the goods or services should also be taken into account, where applicable. In addition, criteria relating to social as well as environmental impacts might be included where they relate directly to the delivery of the contract. The evaluation criteria and scoring matrix will be published at the same time as the other tender documentation.

However, in contrast to the ITT stage, the PQQ stage or 'PQQ element' of other procedures will include some mandatory exclusion criteria. The outcome is that if you are thinking of responding to a tender and if any of these relate to your organisation, it is not worth responding.

In addition to the mandatory exclusion criteria B&NES may exclude organisations on a discretionary basis.

Mandatory exclusion criteria	Discretionary exclusion criteria
Organised crime	Violations of social, labour or environmental conventions (eg ILO convention 29 on forced labour),
Corruption	Plausible indications of agreements aimed at market distortion
Fraud	Conflicts of interest that cannot be remedied
Money laundering	Significant or persistent deficiencies in a prior contract performance
Terrorism	The organisation has tried to unduly influence the authority
Child labour offences	The organisation has provided misleading information
Human trafficking offences	It can be demonstrated the organisation's non-payment of taxes or social security contributions but where no binding legal decision has been taken
Binding legal decision for breach of legal obligations to pay tax or social security obligations (except where disproportionate)	

However, if organisations have provided sufficient evidence of reform they should not be excluded. For mandatory exclusion the maximum exclusion period is five

years and for discretionary exclusion it is three years. Should any evidence come to light indicating that the organisation should have been excluded, it is possible to exclude them at a later stage.

It is worth noting that if you are planning to sub-contract any element of the contract you are bidding for, then any sub-contractor is subject to the mandatory exclusion criteria.

10 Thresholds (Goods & Services) – (subject to change with revised CSOs)

Contract value	Procedure	Internal regs	EU procedure
Up to £5,000	Demonstrate best value by:- <ul style="list-style-type: none"> Using a Corporate Contract/Catalogue A local supplier A Purchase Card Enabled Supplier 	√	
Between £5,000 and £50,000	Demonstrate best value by:- <ul style="list-style-type: none"> Using a Corporate Contract Obtaining a minimum of 3 competitive quotes using Pro Contract with where possible 2 quotes from local suppliers Do not have to accept lowest cost – mindful of Best Value 	√	
Between £50,001 and EU limits*	Demonstrate best value by:- <ul style="list-style-type: none"> Using a Corporate Contract An appropriate Framework arrangement Obtain tenders (based on a price/social value/quality model) using an open tender process) 	√	
Over EU threshold approx £174,000			√
Specific health, social and limited other services Threshold – approx £500,000			√ light touch process

11 e-Procurement

There are some changes around the use of e-procurement portals but the overriding outcome is that they will be more widely used and use will be mandatory by 2017. The baseline for the start of this increased use of e-procurement portals is that all contract documentation must be available for download at the time of the contract notice; ie, the time the contract is advertised. B&NES already use an e-procurement portal (www.supplyingthesouthwest.org) and will continue to enhance their use of this system.

www.supplyingthesouthwest.org.uk

In order to access the documents relating any tender or request for quote over £10K you need to be registered on the portal. Registration is free and once you have posted a profile of your company, specifying what sort of opportunities you are interested in, you will then be alerted of any new advertised opportunities that may be relevant to you.

Once registered on the portal you will also be visible to the other authorities in the South West who use the portal. A word of caution, though, the different authorities use the portal in different ways so pay attention to the specific requirements of each authority if you are lucky enough to supply more than one authority.

Another advantage of registering on the portal is that when we arrange supply market engagement events this is one of the key sources of data which we use to get details of organisations to invite.

All contract opportunities are advertised via this portal. In addition, under the EU procurement directive, all contracts over the OJEU thresholds must also be advertised via OJEU.

For help on how to use the Portal and technical issues please contact [Due North Technical Support Team](#)² by [E-mail](#)³ or call: 0844 334 5204. Lines are open from 08:30 to 17:00 Monday to Friday, excluding English public holidays.

How to get the most out of www.supplyingthesouthwest.org.uk – handy tips

- Instead of using an individual's e-mail addresses which can cause difficulties when an employee is sick, on holiday or has left the organisation, it is useful when registering on the portal to have a dedicated multi-user e-mail address eg, info@yourbusiness.co.uk. By setting up this type of e-mail your notifications can always be received and checked by other members of your organisation that have access to the email account.

² https://www.supplyingthesouthwest.org.uk/procontract/help.nsf/frm_support?openform

³ support@due-north.com

- Some e-mail domains such as Hotmail and Yahoo automatically filter e-mail addresses that are not recognised or, have not been added to your contacts list. We recommend you check your spam filters regularly just in case.
- It is crucial that organisations leave plenty of time to submit their bids for quotes or tenders as late tenders will not be accepted. Be aware that the tender you are responding to might not be the only tender with the same closing date and time and the system can get slow. We advise you to upload documents the day before the deadline as you can amend your tender even once bids are submitted they can be amended, right up until the deadline.

12 Contract Monitoring

The procurement process doesn't stop with the award of the contract; ongoing contract management throughout the duration of the contract is a key part of the process and one which benefits the supplier, Council and end users.

Communication between the authority and the successful supplier will usually be channelled through the Responsible Officer (or contract manager). Dependent upon the requirements of the authority and the nature of the goods or services supplied, this may take the form of regular review meetings and or written/e-mail contact.

All organisations delivering contracts let by B&NES are monitored to ensure continued compliance with the specifications and the terms and conditions of the contract. The authority's drive to promote continuous improvement will often result in a positive developing relationship with organisations.

Under the terms of the contract explanations will be sought from contractors or organisations failing to meet the agreed levels of performance. Continuing poor performance could ultimately lead to early termination of the contract.

13 Handy Hints

Below is a selection of handy hints which we hope will assist you in selling to the council. The list might sound a little bossy and some of it very obvious but it is provided to give you some clear pointers. We've included it as, although we have processes to follow, much of it governed by the EU and UK regulations, we want to give organisations the best chance of being successful with any bid they submit.

Do register on www.supplyingthesouthwest.org.uk – all our opportunities are advertised through this e-portal and we also use it as a source of information for inviting organisations to our supply market engagement events.

Do come to any supply market engagement sessions relevant to the contract that we might hold – you should learn a lot about the proposed contract and will have the opportunity to feed back to us prior to a contract being advertised.

Do read the documentation provided carefully – check that you're in a position to apply for the contract.

Do raise a query through the e-portal if you're unsure about what is being asked. It's better to find clear up uncertainties early on rather than miss the point of a question and consequently miss out on marks.

Do follow the instructions on completing the PQQ and/or ITT – don't re-number sections or delete them.

Do remember that everything that is being asked for is applicable so don't leave a section blank or deem it not applicable.

Don't include information that isn't asked for, such as marketing or publicity material – it won't get read.

Do keep to any word counts stipulated.

Do make sure you have actually answered the question.

Do acknowledge any weak areas in your response and indicate what steps you are putting in place to rectify this.

Do sell yourself in the best possible light!

Don't assume that we already know about you if you already have a contract with B&NES – each tender is marked on its own merit.

Do make sure that the organisations that you include as to where we can obtain references from know they are being named in the PQQ and are happy to provide a positive reference.

Do double... triple... quadruple check that you have answered all the questions and have uploaded all the attachments requested. It can be good practice to get someone who is unrelated to writing the response to read it. If it makes sense to them, it is likely to make sense to us.

Do give yourself plenty of time to upload your response – it might not just be the tender you're responding to that is closing at the same time and the system can go a little slow.

Do make sure that you upload your response before the deadline – we don't accept late responses.

14 Useful Links and information

B&NES Selling to the Council - <http://www.bathnes.gov.uk/services/business/selling-council>

Supplying the South West e-procurement portal – www.supplyingthesouthwest.org.uk

Contracts Finder (Central Government procurement portal) - <https://online.contractsfinder.businesslink.gov.uk/>

Buy Local Buy Social - <http://www.buylocalbuysocial.com/>

Federation of Small Businesses - <http://www.fsb.org.uk/>

Winning the Contract

Winning the Contract is a free on-line procurement course hosted by *learnirect*. It helps organisations, in particular SMEs, learn about public procurement and how to bid for public sector contracts.

The course introduces organisations to the public sector; it explains the procurement process and offers practical advice to help suppliers identify new business opportunities. The course also introduces organisations to the key procurement processes, including:

- identifying the advantages and disadvantages of dealing with public bodies
- understanding how different types of contracts are defined, and advertised
- identifying the key stages in the tendering process
- searching for and finding public sector opportunities as well as helpful hints and tips on drafting and submitting bids.

Bath & North East Somerset Council (B&NES)

Social Value Procurement Policy

1. Introduction

1.1 *The Public Services (Social Value) Act 2012*

This Policy is being adopted by B&NES in response to its duties under the Public Services (Social Value) Act 2012 (the “Act”) but also because the Council has recognised the need to update its commitments in its Procurement Strategy 2013-17, Health & Well Being Strategy and Economic Strategy 2014 -2030 especially in relation to the provision of employment, training and supply-chain opportunities.

The Act provides a specific duty for contracting authorities (as defined in the Public Contracts Regulations 2006 (the “Regulations”) to consider how to improve the economic, social and environmental well-being of the area served by them through procurement, and how to undertake the process of procurement with a view to securing that improvement. The Act covers contracts for services that are caught by the Regulations and are above the financial threshold for the Regulations to apply, including framework agreements for services, and contracts which are for a mixture of services and works and/or supplies. It does not cover contracts for works or supplies but following Cabinet Office guidance¹, it applies to all services.

When considering the improvement to well-being that can be sought, contracting authority is required to consider whether to undertake any consultation on that improvement.

1.2 *Defining Social Value*

The Act and related guidance do not define social value, instead focussing on the three “pillars” of well-being. In this policy the term “social value” refers to outcomes that will provide benefit to the residents of the Council area – either directly and individually or through businesses and community organisations – particularly where these benefits are linked to the other elements in the contract but have not conventionally been specified as a part of the contract requirements or evaluated as part of the procurement process.

Social value therefore implies innovation relative to the Council’s earlier practice. It follows that requirements that are introduced through this social value policy may, in time, become a normalised part of the services, supplies or works that the Council is purchasing.

1.3 *Costs and Affordability*

It is not the case that the inclusion of social value requirements in a contract automatically increases tender prices. Some requirements involve a change of working method (like recruiting from local agencies that provide a free service) that could reduce costs, while

¹ Cabinet Office Procurement Policy Note 10/12: The Public Services (Social Value) Act 2012 - <https://www.gov.uk/government/publications/procurement-policy-note-10-12-the-public-services-social-value-act-2012>

others (like the recruitment of trainees) provide opportunities for employers to obtain grants or use free services. It follows that the impact on costs and affordability will depend on what requirements are included in the specification, and the information about local support and services provided to bidders in a Local Information Sheet that forms part of the tender package.

Since the social value elements are a part of what the Council is purchasing any associated costs should be part of the price, as well as the quality, assessment. They cannot generate 'less good' value and must demonstrate that the Council is seeking both value for money and to comply with its best value duty under section 3 of the Local Government Act 1999.

1.4 The Council's Approach

Under this Policy the Council commits to applying the obligations of the Act not only to those services contracts to which the Act applies itself, but also to works and supplies contracts, and to services contracts that are below the value where the Regulations apply. The Council has the power to do so under the general power of competence set out at section 1, Part 1 of the Localism Act 2011, and considers that to do so will be in furtherance of its best value duty under section 3 of the Local Government Act 1999.

The Council will also comply with the requirements of the Act for all services contracts to which the Act directly applies.

The Council's initial priority is to implement this Social Value Procurement Policy in relation to targeted recruitment and training and targeted supply-chain opportunities. Implementation will be extended to other social value outcomes where the following tests are met:

- seeking those social value outcomes through a contract and/or the commissioning process itself appears to the Council to be likely to improve the economic, social and environmental well-being of the Council's administrative area or any part of it;
- the Council has access to appropriate expertise in the 'social value outcomes to be secured, either internally or through a partner organisation, so that proper support can be given to both the procurement team and service teams during the commissioning process and in the delivery of the contract;
- the potential benefits to the Council or to the target community justify any additional work and expense incurred by the Council;
- the proposed requirements are affordable; and
- the social value outcomes are not inconsistent with the Council's wider policy goals (including the Sustainable Communities Strategy and the Procurement Strategy, and/or the Council has identified the outcomes as a specific policy goal.

Existing Council policy is clear about the intention to maximise recruitment, training and supply-chain opportunities in the local economy but is not sufficiently explicit about the need to ensure that all employers working for the Council play a part in this, and that the benefits are available to all residents including those that face barriers in the labour market. While the B&NES area is relatively well placed to benefit as the economy improves the

labour market is likely to remain very competitive, especially for people without high-level skills and a relevant employment record.

The B&NES Economic Strategy has been updated and was adopted by Cabinet in September 2014. Within the strategy there is specific reference to the “Think Local” Procurement Strategy including *‘The Council can ... contribute to local employment and training provision through: Targeted Recruitment & Training outcomes contributing to the social value toolkit within the “Think Local” Procurement Strategy’*.

Our strategy is therefore to first ‘think local’ in relation to goods, works and services.
(B&NES Procurement Strategy 2013-17 page 4).

This Social Value Procurement Policy details how all departments and agencies of the Council will implement the above commitments and provides the policy basis for including social value requirements as a part of ‘the subject matter of the contract’ as the default approach within the Council where the contract falls within the scope of the policy.

Where a matter is relevant to the subject matter of the contract, the Council is able to take that matter into account in its evaluation of tenders. Policy and strategy goals are by their nature relevant to the subject matter of everything that the Council does, including its contracts, as the Council makes its decisions as to what to purchase based on its policy and strategy goals. To the extent that it considers relevant to do so, the Council will treat this Social Value Procurement Policy as relevant to each of its procurement exercises.

Compliance with the policy is mandatory for all procurements unless an exemption is specifically agreed (see 3 below).

2. Application of the Policy

2.1 Threshold Values

The Policy will be applied to :

- All works contracts (including contracts for a mixture of works and services or supplies) where the value of the contract is expected to exceed £500,000;
- All services contracts and supplies contracts (including contracts for a mixture of works and supplies) or services, and all where the value of the contract is expected to exceed £100,000;
- all framework agreements where the anticipated spend in any financial year is expected to exceed the above;
- all joint contracts with other purchasers where the value of the Council expenditure is expected to exceed the above thresholds.

2.2 Social Value Contract Conditions

Where a commission/procurement is subject to this policy the following are to be included at all stages of the commissioning/procurement process, commencing with the scoping of the procurement, and as contract conditions:

- targeted recruitment and training

- targeted supply-chain opportunities

The above requirements will be a part of ‘the subject of the contract’ and may be used in all stages of the award process.

The list of matters to be included in the Social Value Contract Conditions can be extended from time to time by the Divisional Director – Business Support or where the commissioning team agrees that the tests set out in paragraph 1.4 above (the Council’s Approach) are met.

The Divisional Director – Business Support will identify appropriate expertise (including Social Value Champions) across the Council to support commissioning teams in applying the policy.

The above matters may also be included in other procurements and as contract conditions where a procurement/commissioning team choose to do so even though this is not required under this policy.

2.3 Existing Contracts

Where the value remaining to be spent through an existing contract – including a call-off from a framework agreement – exceeds the thresholds set out in paragraph 2.1 above the contract manager shall approach the contractor and seek a voluntary commitment to completing and implementing a Social Value Method Statement in relation to the remaining value on the contract.

In the case of a framework agreement, this voluntary commitment will be sought in relation to the award of each call-off contract where that contract exceeds the values set out in paragraph 2.1 above.

2.4 External Consultants and Partner Organisations

Where an external organisation is to be appointed to manage the procurement and/or the contract then they should have a contractual obligation to implement this Policy.

Where the Council is undertaking a joint procurement with other organisations then it is the responsibility of the Council’s lead representative in these discussions to make partner organisations aware of this Policy and the need to include social value in the contract (where mandatory), at least in relation to the delivery for the Council. The Council should therefore take this policy into account when making any decision relating to joint procurement.

3. Exemption Procedure

Where a commissioning/procurement team should implement this policy but thinks there are valid reasons for not doing so on a particular procurement it may seek formal exemption from the Divisional Director – Business Support.

The Divisional Director – Business Support will seek comments from the Council’s Corporate Procurement Team or appropriate internal expertise in considering a request for an exemption.

4. Actions to be Taken

Where a new contract is subject to this Policy the following steps must be taken at each stage of the commission/procurement process as set out in the Council’s Procurement Strategy.

4.1 Analyse & Plan

Identify whether the proposed contract will be subject to the mandatory Social Value Procurement Policy, and whether there are (other) social value outcomes that the commissioning team wish to include. If the proposed contract is not subject to this Policy, consider whether to apply the Policy regardless.

Where this Policy is mandatory, contact and involve the Council’s Economy & Culture Team as social value champion early in the scoping of the work. Where other social value requirements are a consideration, identify and involve a person or organisation for whom this social value is a ‘primary purpose’ as the social value champion. This may be within the commissioning/procurement team, elsewhere in the Council, or in a partner organisation.

Critical roles for the social value champion are:

- to help identify and specify appropriate, measurable and affordable requirements related to the proposed procurement;
- to prepare a Local Information Sheet that can be included in tender information which identifies organisations and resources that could help the contractor deliver the social value requirements in order to establish a level playing field between local bidders (who may be assumed to have some local knowledge and contacts) and non-local bidders;
- to help evaluate the social value elements at PQQ and tender stages;
- to help with the monitoring of outcomes throughout the life of the contract.

In addition the commissioning team and social value champion can undertake ‘soft market testing’ by talking to a range of suppliers that might be appropriate for the proposed contract to obtain their views on how best to include the social value requirements in the procurement process and the contract, including their experience of delivering similar requirements in other contracts. This can form part of any consultation exercise the Council decides to run in complying with the Act.

If there is a pre-tender meeting for potential bidders introduce the intention to include a social value element and/or provide an opportunity for the social value champion to address the meeting.

4.2 Secure Services

Include the model texts set out in Appendix 1 or modify these as appropriate for the social value to be secured, at each of the following stages:

- OJEU contract notice / advertising;
- Prequalification Questionnaire;
- Specification of the contract;
- Tender evaluation and scoring framework;
- Contract clauses.

Advertising and Tender Documents

All procurements must be advertised through www.supplythesouthwest.org.uk and managed through the Council's e-procurement system, ProContract.

For all procurements that are covered by the Regulations, a Local Information Sheet must be included in the tender information. This should provide information on resources available to the appointed contractor(s) or service provider(s) to help them deliver the social value requirements. This aims to make sure that all bidders have the same information on local training, recruitment, supply-chain and diversity services and funding etc., and is important in protecting the Council from challenges from non-local bidders.

Prequalification

The Council does not envisage any situations where the social value element would be the only quality criteria to be evaluated, or where the social value elements is a "pass/fail" requirement (e.g. at PQQ stage).

Tender evaluation

The Social Value Method Statement should normally be evaluated and scored as a part of the quality assessment of the tender using a scoring framework that is developed with the social value champion. The latter may be involved in the evaluation process.

The weighting given to the social value element will depend on the number of elements in the quality section of the evaluation and the relative importance of these, but should be sufficient to make clear that a failure to address the social value elements of the contract could impact on evaluation: 5 - 10% of the overall weighting is considered sufficient for this. If there are very few quality matters being scored care must be taken not to give disproportionate weight to the social value element: in most cases a 10% weighting for all social value requirements should not be exceeded. The weighting given should be assessed on a case by case basis, and any variations to these broad guidelines discussed between the contract manager and the Corporate Procurement Team prior to the publication of the OJEU contract notice.

Where there is a lack of good benchmarks for the required outcomes, or the social value element is not expressly linked to the subject matter of the contract, it might be

appropriate not to score the social value element. The latter requirements should be part of the specification (and therefore noted in the tender documents), and should be included in the contract as 'a condition relating to the delivery of the contract', but they would not influence the evaluation of tenders and the award of the contract.

Costs associated with delivering the social value requirements may be included in the tender price and be taken into account in assessing best value. Nevertheless, contractors should be expected to make maximum use of external resources (funding and services) that may be available for some social value activities (e.g. recruitment and training) so that only a **net cost** is included in the contract sum.

4.3 *Deliver and Review*

Early in the operation of the contract the contract manager should broker a meeting between the contractor (and perhaps main subcontractors), the social value champion, and any organisation undertaking monitoring and reporting on the social value element of the contract. This should aim to set up positive working relationships and clarify what is required of the contractor.

Key outcomes on the social value requirements should be included in the key performance indicators (KPIs) for the contract and used to assess contractor performance. Monitoring Reports should be chased up from the first due date under the contract and any errors or omissions followed-up. Where the contractor is not performing adequately in relation to the required social value it is the B&NES contract manager's responsibility to obtain improvement from the contractor, working with the social value champion.

The best outcomes will be obtained if there is a clear separation of responsibilities between the team that works with the contractor to help deliver the social value outcomes, and the team that reviews performance against KPIs and makes a commercial response to this.

The intention of this Policy is that the Council's social value requirements have due weight within the contract and should be enforced in the same way as any other element of contract delivery. Obtaining the delivery of all elements of the contract is an imperative for the Council, and therefore an obligation on the appropriate contract officers. In this context the social value champion should not renegotiate the social value requirements with the contractor unless this has been agreed by the Council's contract manager. However, in line with the Council's experience it is anticipated that the social value requirements will be secured through the development of positive relationships between the contractor and the social value champion.

5. *Setting Targets*

5.1 *New Entrant Trainee Opportunities*

The aim of the New Entrant Trainee requirements is to enable people who don't have the training and work experience (i.e. skills and productivity) to obtain a job on the contract to train and become productive, and therefore have the chance to compete in the labour market after the contract. Pre-employment training may be an element of this, but work

experience in a supportive environment is also a key element. In many occupations there are sufficient skilled/experienced workers in a Europe-wide labour market, so waiting for this flow to dry up is not an option: many young people and others that are disadvantaged in the labour market in B&NES could become permanently excluded – socially and economically.

Setting targets is a critical part of the procurement of social value because:

- good procurement practice determines that tender/contract requirements should be measurable and capable of being monitored and verified;
- adopting a rational process for setting targets is important in obtaining the support of the whole procurement and contract management team;
- the targets should be compatible with other contract priorities like quality, timely delivery and affordability.

Also, understanding how targets can be set for each type of contract will enable projections of potential outcomes from a single contract or a programme of commissions to be made. This can influence which contracts should be prioritised in relation to social value, in the context where resources for facilitation and monitoring may be limited.

In the construction sector there is a fairly well-established process for setting targets for ‘new entrants’ to the industry based on:

- a calculation of the overall labour requirement to deliver the contract e.g. number of people or person weeks;
- a judgment of what % of these can reasonably be delivered by apprentices and new trainees, in the context of other contract requirements like quality, cost and timely completion.

This has been developed because there is a profession – quantity surveyors – that have relevant knowledge and can offer this to clients to help set targets for individual contracts.

A key issue in setting targets is deciding what the right % is for ‘new entrant’ weeks or jobs. There is considerable experience that suggests a bench-mark for works contracts in the region of 10% of total labour usage. The most comprehensive data comes from nine years of Glasgow Housing Association investment: 34 contracts across 15 types of construction work. Overall, 11.4% of the Person Weeks used by contractors were delivered by New Entrant Trainees recruited through a local agency, of which nearly half were delivered by people from the most deprived communities in Glasgow. However, as the table above shows there were considerable variations between types of work, and between contractors delivering the same type of work. This demonstrates that outcomes relate more to the commitment and experience of the contractors than the type of work being delivered.

This methodology can be applied to other sectors, albeit that the appropriate target % is different. It is likely that at the outset some research will be required which informs the specification. Key questions to ask are:

- What is the best way of setting employment targets, numbers of workers or durations of work (e.g. Person Weeks)? The latter is appropriate where many 'jobs' are short-term because the skills needed and the employers involved change as the project progresses, as in construction.
- How many people (or how many Person Weeks) will be required to deliver the contract? Does the commissioning team know this, if not research this with some potential suppliers through 'soft market testing'.
- What proportion of the workforce (or Person Weeks) can reasonably be delivered by new entrants to the sector before there are significant risks to quality, price, timely delivery etc.?
- How long is it before a new entrant to the sector becomes productive, i.e. able to cover the cost of their employment in the value of the work they deliver for their employer. This can help determine how long a new entrant should be counted as a 'new entrant'.
- What is the typical labour turnover in the sector? This may be important in enabling a 'new entrant' to the sector to move into their second job and create a vacancy for another 'new entrant'.

Another consideration in identifying the scale of opportunities (and later the targets to be included in contracts) is the scale of demand for the opportunities that will be created, and what training is available locally. To assess this it is useful to involve training providers that work in the sector being procured, and possibly general employment agencies: what number of trainees and job-seekers do they need opportunities for?

From this information some reasoned targets for the specification, along with a definition of e.g. a New Entrant Trainee, can be determined by the commissioning team. As can be seen from Housing Association data, the way contractors approach the delivery of the social value requirements has a big impact on what they can achieve. In this context there seems to be some margin for error in setting targets.

Example from a Local Authority

The example local authority spends £12m per year on adult care of which 80%-90% is for labour costs: so roughly £9.6m per year.

If a typical adult care worker costs £10 per hour including on-costs, this equates to £18720 per year, so for a £9.6m budget Council expenditure is supporting 518 fte posts. In reality there will be many more jobs than this because of part-time working. If 10% of these were 'new entrant' posts this would generate 52fte posts per year, or more if the target is delivered through part-time jobs. The number of opportunities would depend on how long each new entrant stays in the post, and this will depend on the approach that is developed. Options could include:

- each new entrant progresses to a full-time post with the employer, but this makes assumptions about labour turnover in suitable posts that will create vacancies;
- the opportunities are used as a temporary 'first job' for new entrants that are then helped to find a permanent work either in the care sector or in other

sectors, in which case the opportunity could be time limited to perhaps 26 weeks and the 52 posts would support 104 new entrant opportunities per year.

5.2 Opportunities for skilled/experienced workers

There is also a need to maximise the recruitment of local skilled/experienced workers in order to increase spending power in the local economy and help reduce the environmental impact of commuting, and to accommodate an sense of fairness in the local community. It would be possible to set a target number of opportunities to be provided, but take-up is unpredictable because skilled/experienced workers have many more options than new entrants to the labour market. In this context it is common to merely require all vacancies to be notified to named local agencies or advertised locally – rather than setting measurable targets – and then monitor the numbers of local people that benefit. This is the approach proposed in B&NES.

5.3 Supply-chain Opportunities

A key issue when seeking to target subcontract and supply opportunities at local organisations is the danger of the Council, as client, taking responsibility for the work of the local organisations and any increased costs incurred by the main contractor using them, as ‘nominated suppliers’. The Council does not want to take this risk.

In this context the aim should be that local organisations are provided with the opportunity to tender for the contract. Whether this is awarded to them will depend on their suitability, capacity and price, and the Council should not get involved in this. It would be reasonable to require that (e.g.) two organisations with a BA post-code be included in each list of organisations invited to tender or price for supplies or subcontracts ‘where suitable organisations exist’.

B&NES is also keen to ensure that contractors hold ‘meet the buyer events’ to make sure that local organisations become aware of forthcoming opportunities, and it will support efforts to help local organisations improve their capacity and competitiveness.

5.4 Revising the Specification and Procurement Method

The Public Services (Social Value) Act 2012 recognises that contracting authorities should not act in isolation when identifying both what social value can be achieved through a contract, and through how that contract is procured. Local organisations – and specifically social enterprises, charities and not-for-profit organisations – can offer additional value that is often not recognised in the specification for a contract. With this in mind the Council should consider whether or not to enter into wider consultation with the marketplace as well as service beneficiaries when considering both the specification for a contract and the method of procurement.

If commissioning/procurement teams want to further increase opportunities for local suppliers then they can consider changing the specification for the contract or the way in which the contract is arranged and procured. Amongst others, two approaches can be considered:

Break the contract into Lots

The biggest barrier to local organisations winning public sector contracts – including many that have traditionally relied on this work – can be that the scale and value of the contract is beyond their management and financial capacity. This can be addressed by aggregating demand – and so advertising one procurement – but being willing to disaggregate delivery by offering tenderers the opportunity to bid for one or more Lots, i.e. smaller packages of work.

Incorporating social value into the specification

In terms of achieving social value, the hope is that local organisations will be more competitive in bidding for contracts where these have taken into account the social value that can be achieved – whether this is TR&T or targeted supply chain opportunities, or otherwise.

When undertaking a process of consultation (or, if no consultation is thought to be needed, when considering internally the scope of a contract) the Council should consider how social value is built into the specification of the contract bearing in mind the experiences and expertise of those consulted with.

The B&NES Social Value Procurement Policy allows commissioning/procurement teams to consider whether they want to include additional social value in a procurement where some tests are met – see 1.4 above.

6. Specifying other social value requirements

A key aim of the Public Services (Social Value) Act is to encourage purchasers to think differently about the content of their specifications – especially in service contracts – introducing good practice that has been pioneered by existing providers (and perhaps especially by social enterprises and community-based organisations). It is anticipated that some of this innovation will require contractors to deliver services differently within the same budget, or possibly to deliver savings over the life-cycle of the contract. The Act requires commissioners to think about this at the scoping stage of the contract and to consider undertaking review and consultation that could lead to innovation in the specification and subsequently the contract conditions.

The B&NES Social Value Procurement Policy encourages this research process and sets out (in paragraph 1.4 above) some conditions that should be met before a commissioning team make ‘social value’ innovations.

There are a number of ways that the research process can be undertaken:

- Literature reviews, especially in trade journals and good practice publications;
- Networking with colleagues in other organisations commissioning similar services;
- Working with local service-user organisations;
- Consulting a range of existing delivery organisations prior to the commencement of the commissioning/procurement process: ‘soft market testing’.

In addition to this process of review and consideration prior to a procurement process, in some circumstances the procurement process itself can be used to seek further innovation. Particularly, if the competitive dialogue procedure is available, it can be used to provide a process whereby bidders develop a response to the Council's requirements – in this case for innovation to achieve social value – and then bring forward proposals for discussion. This gives the commissioning team an opportunity to discuss bidder responses during the development of the bids.

7. The Procurement Process – Staying Safe

In general the Social Value Procurement Policy should be implemented with reference to and in compliance with the Council's Contract Standing Orders. These reflect the requirements of the Public Contract Regulations 2006 and the Council's Best Value duties and will enable social value to be procured on a way that will reduce the risk of legal challenges.

In relation to innovation and social value the following good practice should also be adopted.

7.1 Local and Non-local bidders

To comply with EU law principles (in particular non-discrimination and equal treatment, in keeping with the concept of free movement within the EU), the social value requirements should not favour local over non-local bidders. Case law has indicated that requirements where knowledge of local training arrangements or having a local workforce would give an advantage to a local bidder are not permitted unless the potential to disadvantage non-local bidders is ameliorated in some way.

In relation to employment and training the policy aim is to maximise opportunities for BANES residents, but the way this is reflected in the specification provides a 'level playing field' for local and non-local bidders:

- all have a specified number of New Entrant Trainees that they have to recruit from a named source;
- all have to notify vacancies to a named source;
- all have to provide the same monitoring information.

Case law has determined that the tender documents cannot require that bidding organisations have premises in the area where the works or services are to be delivered (but one may be needed during the life of the contract).

7.2 Types of organisations

The procurement process should not favour one size or structure of organisation. So a specification cannot state that bidders must be (for example) small businesses or social enterprises. However, the procurement process can be designed to maximise the opportunities for organisations that might otherwise find it difficult to participate e.g. by breaking the work into Lots so as to provide opportunities for organisations with more limited capacity (as discussed above). Some elements of social value have perhaps been provided in the past by some contractors but not all – these requirements can lend

themselves to organisations that would otherwise be at a disadvantage in the tendering process, because of the specialist expertise or sector knowledge held by those organisations.

7.3 Equalities Legislation & Freedom of Movement

In relation to employment and training requirements care must be taken to ensure that the impact is not discriminatory. For example, if an area has several communities with very different characteristics – distinguished, by race, gender, religion etc. – and the proposed service or development is in just one of these, there could be a case for ‘indirect discrimination’ if the employment and training benefits were just targeted at this community.

Likewise the European Treaties allow individuals from any EU country access to jobs in any other country.

To address this it is important that the named job-matching agency(ies) operate an equal opportunities policy and although it may focus its outreach work with disadvantaged communities in one or more areas it also provides a service for other people that seek its help, e.g. by registering with it. This does not mean that it needs to seek out other registrations.

Offering candidates with a range of skills and experience will also help the named job-matching agency to build a good relationship with employers by being able to meet all of their labour needs, not just the need for New Entrant Trainees. So it is also good practice.

8. Contract Notice

The use of social considerations in procurement must be mentioned in any OJEU contract notice by a contracting authority. The following model wording is suggested, typically under the section in the OJEU Notice headed ‘Additional information’.

“Under the Public Services (Social Value) Act 2012 the contracting authority must consider:

- (a) how what is proposed to be procured might improve the economic, social and environmental well-being of the area where it exercises its functions, and*
- (b) how, in conducting the process of procurement, it might act with a view to securing that improvement.*

Accordingly, the subject matter of the contract has been scoped to take into account the priorities of the contracting authority relating to economic, social and environmental well-being. These priorities are described in the invitation to tender/negotiate/participate in dialogue and are reflected in environmental and social characteristics in the evaluation criteria for the award of the contract”

9. Pre-qualification Questionnaire (PQQ)

In any pre-qualification questionnaire the following questions can be used in the section of the questionnaire that assesses technical capacity and ability:

“Please give examples of your involvement in each of the following:

- *generating employment and training opportunities for long-term unemployed people;*
- *providing training opportunities for young people;*
- *promoting supply-chain opportunities to new and small enterprises.*

What was your exact involvement in each of the above activities? Which of the examples you have cited have been more successful, and which have been less successful, and why?”

The answers to the PQQ questions can be scored as a part of the selection process for the those to be invited to tender, even if the requirements are only ‘a condition relating to the delivery of the contract’ and not an ‘award criteria’. All of the bidders invited to tender should be capable of delivering the contract conditions.

Where a standard PQQ pro-forma is in use it will be important to ensure that changes are made to include social value questions.

An important outcome from including social value questions in the PQQ is that it raises awareness of the social value requirements, with procurement staff and bidders, at an early stage.

10. Award Criteria

The award criteria, and the weightings attached to them, to be used in the award of the contract have to be included in the tender information. Where a social value requirement is relevant to the ‘subject matter of the contract’ then it can be included in the award criteria – as a part of the ‘quality’ score.

Where a social value requirement is not considered to be relevant to the subject matter of the contract, these should not form part of the award criteria. Information on these requirements should still be included in the Contract Notice, PQQ, Specification and contract conditions, but do not form a part of the tender scoring process. This might be considered appropriate where:

- there is uncertainty about the status of the social value requirements as relevant to the subject matter of the contract;
- to include the requirement within the quality evaluation criteria could give excessive weight to the social value requirement in the award of the contract – e.g. where the quality criteria are limited; and
- the commissioning team are not confident they could properly evaluate the social value ‘offer’ from bidders.

The B&NES Social Value Procurement Policy has been designed to allow commissioning/procurement teams to include social value requirements as a part of the subject of the contract.

As can be seen from Section 3.4 above it is the Council's view that social value requirements should not normally exceed a 10% weighting out of the overall award criteria, and that a 5% weighting for any one social value requirement should be sufficient to get proper attention from bidders.

11. Specification

Model specifications for targeted recruitment and training and supply-chain opportunities are available.

A Method Statement is normally provided with the tender and is used as a basis for scoring in the award process.

Where commissioning/procurement teams are seeking to include other social value requirements in their tenders/contracts then it should be noted that the model approach includes the following key elements that the team should consider:

- definition of terms used;
- information on what is required of the contractor, e.g. provision of a Method Statement with the Tender;
- information on where the bidders can find information that will help them complete the social value element of the tender even if they don't have local knowledge;
- the required outcomes;
- the monitoring and verification information that will be required;
- a statement making clear that the contractors is responsible for obtaining subcontractors compliance as necessary to deliver the contract;
- a disclaimer in relation to any support provided by the Council to help achieve the required outcomes;
- a pro-forma Method Statement: obtaining information on a standard format makes it easier to use a standard scoring framework and avoids the possibility of bidders providing too much irrelevant text.

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Bath & North East Somerset Council		
MEETING/ DECISION MAKER:	Cabinet	
MEETING/ DECISION DATE:	3 rd December 2014	E2598
TITLE:	Review of the Council’s Street Trading Policy, conditions and guidance	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Annex A- Copy of the responses to the consultation exercise on the proposed revised Street Trading Policy, conditions and new guidance		
Annex B- Copy of the proposed Street Trading Policy, conditions and new guidance including amendments (in red)		
Annex C- Copy of the current Street Trading Policy		

1 THE ISSUE

1.1 To review the Council's street trading policy which was last updated in 2010.

1.2 This report brings the findings of the consultation exercise carried out on the proposed revision of the Council's Street Trading policy, conditions and new guidance.

2 RECOMMENDATION

2.1 The Cabinet adopts the revised policy and notes the proposed conditions and guidance provided at Annex B.

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

3.1 Finance and Property: The revised policy proposes that there will be a preferred set of standards for the design and appearance of stalls and compliance is expected from all street trading pitches. Stalls within the main shopping area of Bath will be expected to use a particular design in recognition of the importance of this area and the world heritage status of the city. This area will include the central spine of Milsom Street down through Union Street, Stall Street and Southgate Street in addition to other popular areas such as Kingsmead Square, Sawclose and Terrace Walk.

3.2 It is proposed that all new applicants will be required to adopt the new standards from when they are granted a street trading pitch; existing pitches will be required to upgrade their units by 1st January 2017. To assist both existing applicants and new street traders, the Council has produced guidance notes which identify the types of stalls and standards of quality and design which would achieve compliance. In anticipation of this change, the Council has already been working with existing street traders to help them upgrade their units. For both existing and new traders, the Council intends to purchase a number of units which could then be rented to the trader on a cost recovery basis for the period that they have a street trading consent. This prevents the trader from paying a large, upfront cost to help them with their business from the outset. The unit would remain the property of the Council but be retained by the trader during the period of time that they retain the street trading consent. The trader would also be responsible for insuring the unit against theft and/or damage.

3.3 The cost of the units is expected to be under £10k in total, which would be found from within existing Licensing revenue budgets in 2014/15 or 2015/16. The annual anticipated total rental income from the units is likely to be c£3k until such time as the cost of each unit has been recovered. Thereafter there may be a small charge to traders to cover the on-going cost of repairs and maintenance of the units. This will be structured such that there is no surplus or deficit to the Council.

3.4 All fees charged in respect of street trading will remain on a cost recovery basis.

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

4.1 The basis for this report stems from a need for the Council to review its street trading policy and ensure that it remains up to date. The Council is keen that this revision of its Street Trading Policy emphasises the importance of street trading to both the local environment and local economy and the role it plays in helping small businesses to establish and grow

4.2 All streets in Bath and North East Somerset are designated as 'consent streets'. The effect of this is that, with certain exceptions, selling, exposing, or offering for sale any article in a street requires a street trading consent issued by the Council. Persons trading without a consent are liable to prosecution for an offence and if convicted can be fined up to level 3 on the standard scale, currently £1000.

4.3 Street Trading consents are issued under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982. Paragraph 7 provides that:

- (1) An application for a street trading consent or the renewal of such a consent shall be made in writing to the district council.
- (2) Subject to sub-paragraph (3) below, the council may grant a consent if they think fit.
- (3) A street trading consent shall not be granted-
 - (a) to a person under the age of 17 years; or
 - (b) for any trading in a highway to which a control order under Section 7 of the Local Government (Miscellaneous Provisions) Act 1976 is in force, other than trading to which the control order does not apply.
- (4) When granting or renewing a street trading consent the council may attach such conditions to it as they consider reasonably necessary.

- (5) Without prejudice to the generality of sub-paragraph (4) above, the conditions that may be attached to a street trading consent by virtue of that sub-paragraph include conditions to prevent-
 - (a) obstruction of the street or danger to persons using it; or
 - (b) nuisance or annoyance (whether to persons using the street or otherwise).
- (6) The council may at any time vary the conditions of a street trading consent.
- (7) Subject to sub paragraph (8) below, the holder of a street trading consent shall not trade in a consent street from a van or other vehicle or from a stall, barrow or cart.
- (8) The council may include in a street trading consent permission for its holder to trade in a consent street-
 - (a) from a stationary van, cart, barrow or other vehicle; or
 - (b) from a portable stall.
- (9) If they include such a permission, they may make the consent subject to conditions-
 - (a) as to where the holder of the street trading consent may trade by virtue of the permission; and
 - (b) as to the times between which or periods for which he may so trade.
- (10) A street trading consent may be granted for any period not exceeding 12 months but may be revoked at any time.
- (11) The holder of a street trading consent may at any time surrender his consent to the council and it shall then cease to be valid.

4.4 When granting or renewing a street trading consent, the Council may attach such conditions to it as they consider reasonably necessary.

4.5 A copy of the Council's current Street Trading Policy and Conditions is produced at Annex C.

5 THE REPORT

5.1 The Council has completed a twelve week consultation on the review of its Street Trading policy, conditions and new guidance for stalls. This report brings to the Cabinet the findings of the consultation together with officer comments and recommendations. Copies of the comments received are provided in Annex A.

5.2 A copy of the amended Street Trading policy conditions and guidance, which includes the officer recommendations, is provided in Annex B. Amendments are shown in red.

5.3 The revised policy, conditions and guidance has been discussed and endorsed by the Licensing Committee in its meeting on 6th October 2014.

6 RATIONALE

6.1 The rationale for this report stems from a need on the Council to regularly review its Street Trading policy.

7 OTHER OPTIONS CONSIDERED

7.1 Advice has been sought from the Council's Legal Services and the Council's Monitoring Officer (Council Solicitor), and Section 151 Officer (Resources director) have had the opportunity to input to this report and have cleared it for publication.

8 CONSULTATION

8.1 The consultation included the persons listed below:

- The chief officer of police for the area;
- All Ward Councillors, Town Councils and Parish Councils
- Existing Street Traders
- Visitors to Bath City Conference
- Student Community Partnership
- Night Time Economy Group

8.2 In addition a stakeholder workshop was held on 23rd July 2014 which was attended by street traders, representatives of the Bath Improvement District, Council Officers and Councillors. Presentations were delivered by Sark Kenny, a street trader in Bath, David Dixon, the Council's Stronger Communities Manager and Andrew Cooper from the Bath Improvement District. Approximately 30 people attended and feedback indicated that 67% of those attending confirmed the workshop fully met their needs.

8.3 This report has not been sent to the Trades Unions because there are no staffing issues.

9 RISK MANAGEMENT

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

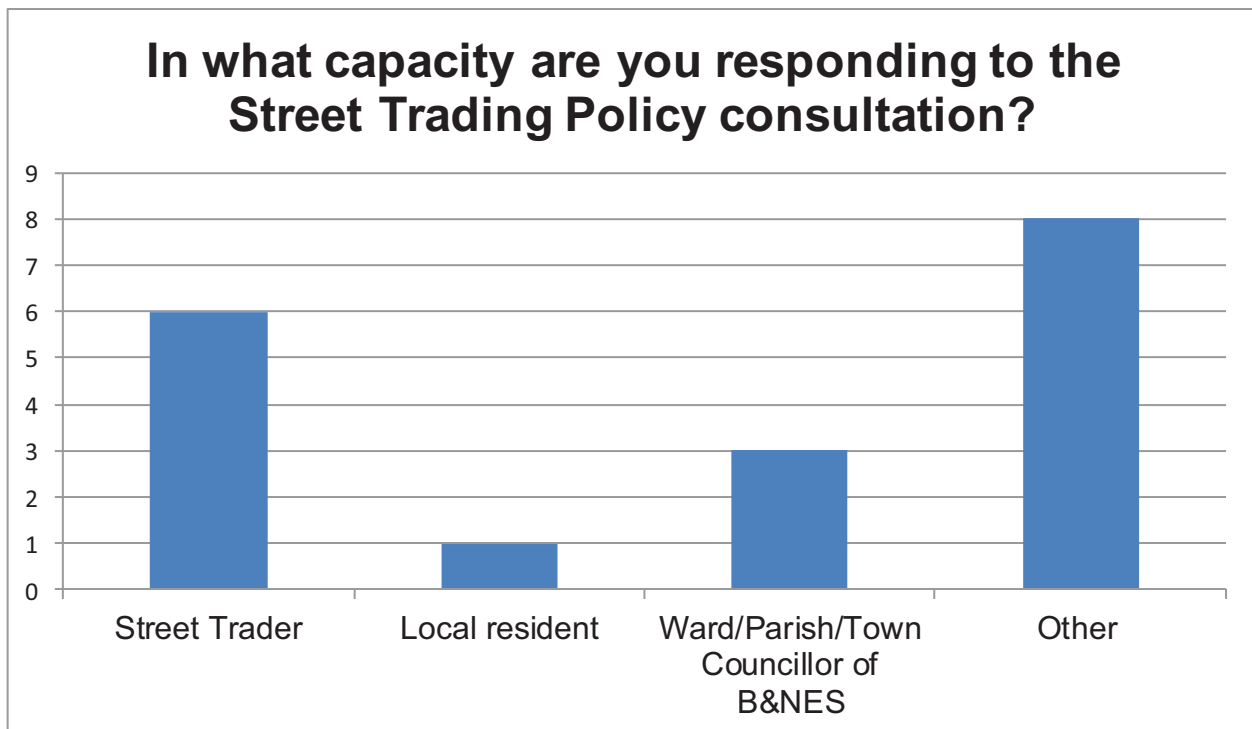
Contact person	<i>Cathryn Humphries, Licensing and Environmental Protection Manager (01225 477645)</i>
Background papers	<i>Local Government (Miscellaneous Provisions) Act 1982</i>
Please contact the report author if you need to access this report in an alternative format	

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Annex A- Street Trading Policy 2014 Consultation Responses

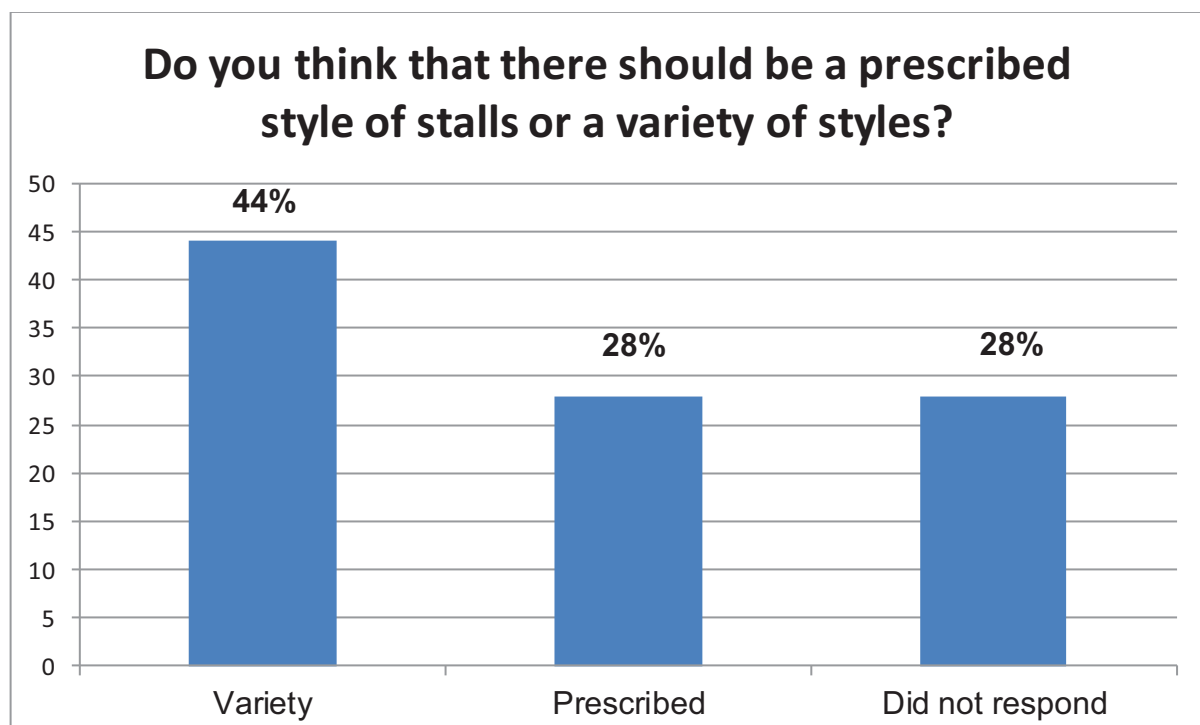
The following responses were received; where necessary, the response from the Licensing Team follows in blue:

Question 1: Respondent (by type)



The respondents in the 'other' category were Council Officers (Including Property Services and Transportation), the Bath Business Improvement District and the Local Food Steering Group.

Question 2: The style of stall:

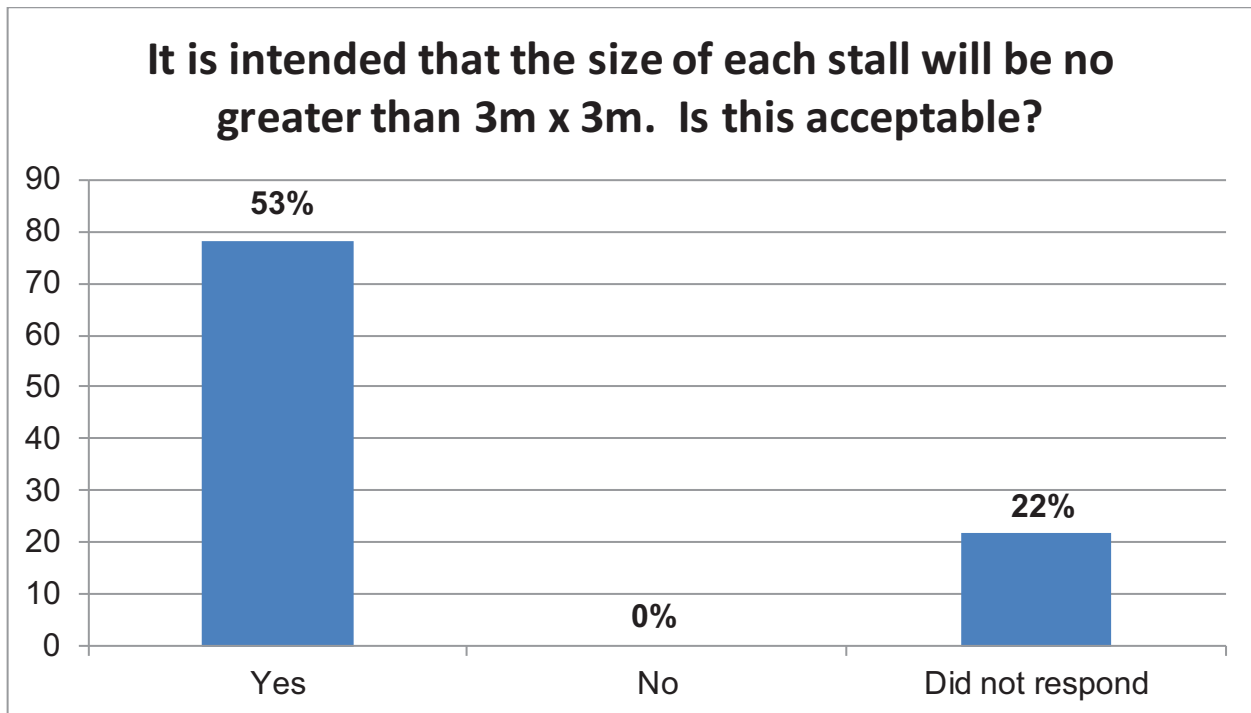


Annex A- Street Trading Policy 2014 Consultation Responses

Response from the Licensing Team about the responses concerning stalls:

The Council is for the first time introducing the guidance about stall designs. In doing this the Council is not wishing to water down the diversity of the traders within the City but wanting to achieve an element of uniformity and consistency in the canopies.

Question 3: The size of stalls:



Question 4: There is an ambition to have more street markets throughout B&NES. Can you suggest any suitable locations?

Bog island (Terrace Walk, Bath) or outside Guildhall on wide pavements; Stall Street; Abbey Churchyard and Kingston Parade; Bath Street; Closing streets and using these - High Street; Bath Southgate and Henry Street/Kingston Parade; Southgate Street; Keynsham; Midsomer Norton;

Thank you for the comments. It is considered that space restrictions would make it challenging for there to be a street market in Bog Island (Terrace Walk). Again, a street market outside the Guildhall would be challenging due to likely obstructions to the pavement and road.

The Licensing Team do support applications for Farmers Markets and we work with organisers to ensure that they are successful. The team will consider a review of Bath City centre pitches and have discussion with Keynsham and Midsomer Norton Town Councils on street trading in these locations.

These suggestions will be forwarded to the Economic Regeneration Team so that they can be fed into the formulation of a strategy for markets in B&NES.

Annex A- Street Trading Policy 2014 Consultation Responses

Please provide any other comments you have about the Street Trading Policy, Conditions and Guidance:

The following responses were received; where necessary, the response from the Licensing Team follows in blue:

"I run the Bath Leather Goods stall at the junction of Stall Street and York Street and have been trading there for a number of years. The proposals for stall design and size all seem reasonable and similar to my current stall design. There is only one point that I would like to make:

Street traders should be offered the option of a fixed power supply for lighting, a utility bollard or weatherproof and lockable power box could easily be fitted on the pitch site. As a craft seller I really need to light my goods all year round and especially in the winter. The power cable can be connected to the nearest street light, which in my case is only ten feet away. I would be willing to pay the costs of connection and a lighting charge could be added to my pitch fee if it meant I didn't have to run a generator every day. I accept that not all traders want a power supply but the improvement to my display would make it worth it for me. An example of the kind of power bollard that I have used in other places is here:

http://www.esi.info/detail.cfm/Furnitubes-International/Doric-cast-iron-major-service-bollard/_/R-32498_SE108RD

Many other designs for bollards or wall boxes are of course available and I would be happy to do the research and provide options if the council can arrange installation. Thank you".

Thank you for the comments. The Council is carrying out a feasibility study into the provision of electrical power for a pilot area in Stall Street, Bath. Feedback from this pilot will be given when it is available.

"Policy fine but is there a more detailed schedule of conditions and restrictions?"

In this policy review guidance notes have been added for the first time and these are considered to be fit for purpose based upon the feedback that has been received during the consultation.

"Peter Dawson Planning Policy Group Manager has asked me to respond to this consultation in light of the work I carried out on the Bath Transport Package last year.

During my time in the Bath Transport Package Team (BTP Team) delivering the City Centre Access restrictions forming part of the wider Bath Transportation Package, I had some close dealings with the street traders and Andy Tapper in Licensing. It became clear from our early consultation events at the Guildhall that the Street Traders were going to be our main objectors to the TRO we were trying to deliver. They had a strong representation at all consultation events and were incredibly vocal in their objections. In the end we had to concede and give them an exemption to the restriction for access purposes despite the fact that all premises based traders, delivery companies, taxi companies and Council services including Waste agreed to work around the restricted access hours. If we did not concede they would have forced a Public Inquiry into the Traffic Regulation Order Proposed. We understood the safety concerns that the traders had in carrying their equipment to the pitch locations however it was felt that equipment could be carried

Annex A- Street Trading Policy 2014 Consultation Responses

in from surrounding streets safely although a little less conveniently. This was not found to be acceptable to the traders. We found it incredibly frustrating that the Street Traders were not willing to buy into the Councils vision of a vehicle free, pedestrian friendly and generally more attractive City Centre which would of course benefit their potential customers and perhaps even boost footfall past their businesses. We also found it frustrating that all other stakeholders were willing to work with us however the street traders who we (The Council) license had the power to potentially block the councils future vision for the city centre. The City Centre Access restrictions were eventually approved and are due to be implemented by the end of the summer this year. We would not be looking to remove any exemptions already agreed with the street traders. However I would request that as part of any future licensing agreements with Street Trader applicants that we should mention the Councils vision of a vehicle free city centre and state that they do not have a vehicular right of access to areas within the city centre that have current/future access restrictions proposed. I think if it is set out at an early stage then traders will be forced to adhere to it along with all other stakeholders. You could argue that it may put some off from applying in future, however I would argue that this would be highly unlikely given the known benefits to street traders being able to trade in the busiest city centre streets. We would also look at mitigating the effects to the traders by improving loading facilities in the surrounding streets.

I hope that you are able to take on board the comments I have raised and thank you for the opportunity given to do so."

Thank you for your comments.

Para 4.2 of the Policy does highlight that the Council will take Traffic Regulation Orders (TRO) into account when creating new street trading pitches.

The Guidance Notes to the Street Trading Conditions will be amended to make existing consent holders aware of current TRO's and possible future TRO's. The Council is also exploring ways to find storage facilities for street traders which would reduce the need to carry stalls/stock in and out every trading day.

"Para 4.1: The link takes one only to the opening page of the public web site. How does one navigate after that? I did eventually find via Business/Street Trading details of the occupied and vacant sites, but those details are not a map."

Para 4.1: Yes, we will make this link specific so you can navigate to the page more quickly.

"Para 5.3: The criteria in para 4.2 are essentially about public safety and nuisance. What about unfair competition with shops or too many stalls selling the same thing? Do you need to also refer to the overriding criteria in para 1.2? There are also criteria in para 12."

Para 5.3: The Council is subject to the EU Services Directive which is designed to ensure fair trade. Para 12.2 of the policy does state that consent will not normally be given for the sale of goods which will may conflict with goods sold by nearby shops etc. Agree that overriding criteria in Para 1.2 should also be included.

Annex A- Street Trading Policy 2014 Consultation Responses

***“Para 6.3:** What does most suitable mean? It is the nub of the Licensing Manager’s discretion, but is not defined. Do you need to refer again to the criteria in paras 4.2 and 1.2? Is there any appeal against the Manager’s choice between competing bids”.*

Para 6.3: The manager's discretion is exercised having regard to the policy as a whole. Always open to hearing comments about decision, but the final decision must rest with the manager and the statute does not provide any appeal process.

***“Para 8:** What criteria will be applied?”*

Para 8: Each application will be judged on its merits in accordance with the policy as a whole.

***“Para 9.2:** Do you need to refer to para 1.2 as well?”*

Para 9.2: Yes, a reference to Para 1.2 will be included.

***“Para 10.2:** It is not clear what the second sentence is implying. Does it simply mean that the sites will be where busking will not cause nuisance to local residents and businesses? That seems a bold promise, because it depends on how the busking is performed. Do you intend to apply conditions to buskers in these sites which will restrain excessive noise or amplification? If so, should you say so explicitly, rather than implicitly by cross-reference to the criteria in para 4.2 which include noise?”*

Para 10.2: The purpose of this policy provision is to permit the otherwise unlawful sale of goods by buskers and other street entertainers. The standard street trading conditions cover public nuisance and the Busking Code of Practice will be attached to the consent. If necessary, enforcement action will be carried out by the Environmental Protection Team using provisions of the Environmental Protection Act 1990. Agree that reference to Para 1.2 should be included.

***“Para 14.5:** see comment on para 6.3.”*

Para 14.5: The manager's discretion is exercised having regard to the policy as a whole. Always open to hearing comments about decision, but the final decision must rest with the manager and the statute does not provide any appeal process.

***“Para 14.7:** What is a relevant offence? ‘Any other reason’ seems unlimited is our power of revocation so total? Do you mean breach of the conditions of the licence?”*

Para 14.7: An example of a relevant offence would be the sale of counterfeit goods. Our powers of revocation are wide and are ultimately determined by the Licensing Sub-Committee.

Annex A- Street Trading Policy 2014 Consultation Responses

“Para 15.1: What does reasonable mean? I have understood (am I wrong?) that the Council may not recover by way of street trading fees in aggregate more than its costs of administering and enforcing the street trading regime, but within that aggregate fees may vary according to the characteristics of the site. If my understanding is correct, should you say so?”

Para 15.1: The Local Government (Miscellaneous Provisions) Act 1982 does allow local authorities to charge variable fees depending upon pitch locations. The Council is allowed to take account of costs including overheads and pitch locations in setting fees.

“We frequently deal with noise complaint from busker's pitches. It might be useful to have some guidance on what is acceptable (e.g. noise ranges, amplification) in the policy. I'm aware that the BID have hosted and written an unofficial set of guidelines in this area, but there is no enforcement or sanction for those who exceed the guidelines.”

Thank you for your comments.

The standard street trading conditions cover public nuisance and the Busking Code of Practice will be attached to the consent, which does provide further guidance. If necessary, enforcement action will be carried out by the Environmental Protection Team using provisions of the Environmental Protection Act 1990. Further information is provided by this team at environmental_protection@bathnes.gov.uk

“Para 13.4: This provision makes it a requirement to register with the Food Safety Team and Para 14.8 states that the application will not normally be delayedunless advice of Food Safety team is required.

The H&S team would like it to be a requirement to ensure that any street traders have a valid gas safety certificate on grounds of public safety. A recent campaign with mobile food traders resulted in a prohibition notice being served on a stall holder in Southgate because of a very poor standard of gas fitting. If the Council is granting permission for street trading - we should be ensuring that we are promoting good standards of safety and hygiene.”

Thank you for your comments.

Agree. An extra provision will be included requiring all consent holders to comply with relevant H&S regulations including gas and electrical safety and Para 14.8 will also be amended to include the Health and Safety Team.

“Street trading makes Bath stand apart from other cities in England by giving locals and tourists a sense of individuality and uniqueness to the city; showing locals that they have independent traders who put money back into the city and provide a small unique service to the customer which is sadly lacking in the big shopping chains! The customer can have a chat about the weather or the problems with a product they may have without having to go through big company protocol. The same applies to the tourist who is eager to meet a real local and get a sense of the English and how we live. Often the street trader is the first port of call if they are lost or need help! People need to meet people to understand the city. So my only comment would be PLEASE leave street trading to be individual each stall being different to show that bath is not just a Standard city; that

Annex A- Street Trading Policy 2014 Consultation Responses

you allow it's locals to breath and show their creativity and uniqueness. This is what will make Bath stand out from the crowd! I would like to thank the Council for giving me the opportunity to sell and paint for the years I have been doing it! I love the job and would hate to see it go and change I try my very best to represent Bath and its people."

Thank you for your comments. By introducing the guidance about stall designs the Council is not wishing to water down the diversity of the traders within the City but wanting to achieve an element of uniformity and consistency in the canopies

"A good variety of shops but shop front should become less stringent to alter. The new shop front on Anthropologie has transformed the area and the ability to do this elsewhere (within reason) will show Bath is evolving and keeping up with other major cities."

Thank you for your comments. Shop based trading is outside the scope of this policy consultation.

"Some stalls have become too large and adversely affect those next to them - they dominate. Some stalls come out too far and when told to move back will do so but then slowly move out again -NOTHING is ever done about this - it really affects the stalls next to them. I suggest a line 12 feet out that we are not allowed to go over - this would be an easy method to stop encroachment. 3m x 3m is fine for some but 4m x 2.25m would be better for others i.e. mine. Parking for loading and unloading is always difficult - help and understanding of our problems would be appreciated. Stalls that create noise and crowds SHOULD NOT be put next to other stalls - it noticeably affects trade - people often cannot get to my stall and can only walk on the other side of the street - not great for business and shouting from the stall doesn't help either. This is the same for buskers who create crowds. Buskers (who are mostly pretty good these days) are also often too loud - amplifiers turned up too loud. Generators are noisy and create fumes - a simple solution would be to provide electric points like many other towns and markets. This would make a HUGE difference for us. Approach has been made to electric companies who could do this easily and not too expensively but blocked by council who weren't prepared to look for solutions - if there is no solution there is no problem - and there IS a problem here. Also with the planned repaving it could be sorted so easily. GULLS - is anything ever going to be done about the menace - the streets are disgusting and not much fun for those who have to spend time out there!!!- the councillor who didn't realise there was a problem obviously doesn't get out much !!! Hope this is all helpful for you. ps the fees are high - note the recent high turnover of stalls -should the council be making a profit from consents (not licences)or should fees just be covering costs?"

These comments are welcomed and will be addressed outside of the policy consultation. However for information the Local Government (Miscellaneous Provisions) Act 1982 does allow local authorities to charge variable fees depending upon pitch locations. The Council is allowed to take account of costs including overheads and pitch locations in setting fees.

In addition the Council is carrying out a feasibility study into the provision of electrical power for a pilot area in Stall Street, Bath. Feedback from this pilot will be given when it is available.

Annex A- Street Trading Policy 2014 Consultation Responses

“The key issue is that the Council is prescriptive about the location of the pitches and acceptable trading uses to ensure that there is a relationship between the street trading activity and the adjacent retail units.”

Para 12.3 and Para 1.2 confirms that the types of goods being sold are considered on a pitch by pitch basis and that the inter-relationship with shop-based trading is also taken into account.

“This joint response to the street trading policy represents the views of members of the B&NES Local Food Steering Group and Public Health Representatives:

Public Health Representatives:

- Bruce Laurence: Director of Public Health
- Paul Scott: Assistant Director of Health Improvement
- Judy Allies: Director of Public Health Award Coordinator
- Jo Lewitt: Commissioning and Development Manager

Local Food Steering Group:

- Jane Wildblood: Corporate Sustainability Manager
- Denice Burton: Assistant Director of Health Improvement
- Sophie Kirk: Corporate Sustainability Officer (Food)
- Jameelah Ingram: Public Health Development and Commissioning Manager
- Mark Minkley: Green Infrastructure Manager
- Graham Evans: Horticultural Manager
- Virginia Williamson: Transition Bath Food Group Convenor
- Lorinda Trebaczyk: Waste Campaigns Officer

Introduction:

Food retail including street trade affects the provision of, and access to, healthy and unhealthy food in our district and can influence peoples’ dietary decisions. This joint-response recommends that guidance is incorporated into the street trading policy to encourage the provision of healthy food by street vendors.

Addressing diet-related ill health and increasing access to healthy food are key priorities outlined in the respective Joint Health and Wellbeing strategy and the draft B&NES Local Food strategy. We recommend that the street trading policy aligns with the above strategies by introducing guidance that encourages the provision of healthy food to support people to make healthy dietary choices. We recommend that the following guidance is incorporated into the street trading policy:

Annex A- Street Trading Policy 2014 Consultation Responses

Section 12: Nature of goods and trading hours:

Incorporate guidance that encourages the provision of healthy food choices in permit to trade.

Example wording: “The Council is committed to promoting healthy eating and consideration will be given to the type and quality of food sold. In the case of stalls selling hot food at least one healthy meal option should be provided.”

Section 12.3: Nature of Goods and trading hours:

Amend the wording of this section:

Example wording: “Goods will normally consist of craftwork, fresh flowers, fresh fruit and vegetables, local produce, ice cream or soft drinks.”

These comments are welcomed and we have amended our policy to reflect some of these recommendations.

“Other recommendations:

Insert another box into the Street Trading Pitch Request Form below “Please enter the types of goods you wish to sell” asking “If food items, which healthy options will you be providing?”

<https://www.bathnes.gov.uk/form/street-trading-pitches>

The Council can ask if an applicant will be providing healthy options but this should not prejudice the application if healthy options cannot be provided due to the nature of the products being sold.

- Include wording around the role of markets and/or street trade in promoting healthy eating and providing local food
- Include wording around the role of markets in promoting environmental sustainability such as local food and low food packaging

Further information:

Further guidance on healthy street food vending can be found on the “Healthy Places” website, and interesting examples of related work by Guildford Borough Council and Islington Council can be found at the following web links:

<http://www.healthyplaces.org.uk/case-studies/?entryid38=1206>

[http://www.islington.gov.uk/publicrecords/library/Economic-development/Business-planning/Strategies/2010-2011/\(2010-07-06\)-Street-Trading-Strategy-2008-to-2012.pdf](http://www.islington.gov.uk/publicrecords/library/Economic-development/Business-planning/Strategies/2010-2011/(2010-07-06)-Street-Trading-Strategy-2008-to-2012.pdf)

These comments are welcomed and we have amended our policy to reflect some of the recommendations.

“I would like to see continued support for the Farmers’ Markets in Keynsham and Midsomer Norton.

I believe there is an opportunity for a weekly Farmers type produce market in the city centre, probably Southgate Street. As regards the street trading pitches I believe a review of locations in

Annex A- Street Trading Policy 2014 Consultation Responses

Bath city centre might be useful. Also a discussion with Keynsham and Midsomer Norton Town Councils about street trading pitches in those locations.”

Thank you for your comments.

The Licensing Team do support applications for Farmers Markets and we work with organisers to ensure that they are successful. The team will consider a review of Bath city centre pitches and have discussion with Keynsham & MSN Town Councils on street trading in these locations.

“Any new traders should complement the retail offer of the local shops & street traders.

If the council is going to provide the stall holders with a uniform canopy both trader and council should make provision for the replacement or refurbishment of the street trader’s canopies every 5 years. This will ensure that standards are maintained over the long term.”

Thank you for your comments.

This is agreed. The implementation of replacement units will be phased in over a number of years and it is hoped to introduce a rolling programme to maintain standards.

“Thank you for inviting Paul and myself to yesterday’s workshop. I thought this was well run and stimulated a positive discussion.

1. Strategy on Street Trading

There was a feeling that the workshop mainly focussed the practical aspects of licensing and street trading without asking the question ‘What do we want Street Trading to look like?’ “

Thank you for your comments.

Street Trading has evolved over many years and the task of re-siting all of the existing pitches would prove to be extremely difficult and subject to likely challenge from the street trading community. However the Council recognises the point being made about the street trading offer and will endeavour to consider this when allocating pitches, bearing in mind this is very much driven by the application process and legislation.

“The discussion did linger a lot on page 5 section 13. (look of the stalls).”

The Council recognises that this is an important issue and this review is an opportunity to get the right balance between uniformity and variety of design for our street trading stalls.

Annex A- Street Trading Policy 2014 Consultation Responses

“As previously cited in the document 2010 written by Sarah Mansfield and myself; we feel that your review of street trading is a great opportunity to address some of the more strategic questions about how our retail offer should look and feel to the consumer, and how street trading can serve to complement and enhance this. This was a view expressed at both the BID Board and the Property Landlords forum.”

As previously stated the Council recognises the importance of the street trading offer and working with the retail sector. We endeavour to support this within the restrictions imposed by the EU Services Directive and the applications which we receive.

“The business community is very supportive of street trading and we must eliminate any previous niggles about small vs. large or chain vs. independent, but instead concentrate our efforts of using street trading and markets to grow and support our retail economy in a collaborative way for mutual benefit. Retailers and businesses wish to see a vibrant, aesthetically pleasing and well-managed street trading offer.”

Yes, agreed.

“At present Street Trading is seen as a function of licensing. The management of street trading from a retail perspective is left alone and this has a detrimental impact on our retail offering, and it reflects badly on the World Heritage Status. This has been supported with pictures of pallets and roll containers sprawled in the street, badly spelt signs and a poor presentation of product.”

The legislation governing street trading does not allow for the Council to consider the management of the retail offer within this policy. However, we welcome discussions on how the BID and the Council can work in partnership to support street traders in terms of business advice in the future. The situation described has much improved since the photographs were taken.

“Licenses are granted on a reactive basis rather than considering the retail mix and proactively seeking to fill the gaps in our retail offer.”

Inevitably the allocation of pitches are driven by the applications received however the Council endeavours to consider the retail offer for the city within the restrictions of the legislation.

“Para 4.2 The council reacts to request for pitches rather than stating where and how we want the street trading to look. In a recent application, a coffee vendor asked to be located outside M&S at the top of St Lawrence St. Because of the reactive nature of the policy, the council and retailers had to go through a process of objecting to this proposal. This costs valuable time and waste money for the council. Instead the policy should be stating how the pitches are located and the preference for type of retail use (as a landlord would do) This would then reduce bureaucracy and improve the retail offer.”

The Council cannot refuse to accept an application for a street trading pitch and cannot state a preference for a type of retail use in a particular location given it does not own the highway. Quite rightly there is a democratic process on the allocation of pitches so that everyone has an opportunity to express a view.

Annex A- Street Trading Policy 2014 Consultation Responses

"In the presentation yesterday, I mentioned Kingston-upon-Thames. The council in Kingston works in partnership with the BID to unlock funding and transfers council services for mutual benefit in enhancing their markets/street trading. This is something worth exploring."

This will be considered.

"The Bath BID would like the opportunity to discuss with you formally, as part of this review, how we can use BID funding and agree a way of 'protecting the council income on Street trading' but also enhancing offer through 'better Retail Management and working together'."

This is outside the scope of this policy consultation however the Council welcomes having the discussion.

"Is there an arrangement that meets the statutory function while at the same time addresses the retail and management issues? I believe there is and there is a feeling that commercial opportunities are being missed along with an opportunity to be more ambitious. We would like to explore this. This was welcomed by you and your colleagues at yesterday's meeting."

Discussions would be welcomed on this point.

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Discussions would be welcomed on this point.

"2. Strategy on Markets

It was not clear yesterday what is the strategy for markets. The only reference is section 9 stating that the council activity supports the provision of temporary street markets. We again would be keen to discuss this with you."

A strategy regarding markets in B&NES is being progressed outside of the policy consultation.

"3. Practical Considerations

Many of the practical considerations and solutions are listed in my email of 26th February 2014. (below) and were discussed at length yesterday. Tethering, light, power, design of carts, storage, etc."

These issues are being addressed outside of the policy consultation.

"The solution about the council buying capital equipment and renting back – I could not find the detail on this. The purchase of capital equipment for street traders has always been a stumbling block to improvement. We are keen to work with the council and find joint solutions as per point 1. May be this could be speeded up before 2017 if we can work in partnership?"

The use of capital funding for procuring stalls is not considered to be a stumbling block and it is anticipated that all the new stalls will be in place well in time for 1 January 2017.

"4. Other aspects of the Policy

**How will the policy address pedlars? Other than section 3.1, Page 2"*

Pedlars are not within the scope of this policy and any pedlar trading illegally will be subject to the appropriate enforcement action.

Annex A- Street Trading Policy 2014 Consultation Responses

“Para 10 on buskers, Page 4, is a welcome step to manage buskers and formally get them to agree the code of conduct.”

The purpose of this policy provision is to permit the otherwise unlawful sale of goods by buskers and other street entertainers. The standard street trading conditions cover public nuisance and the Busking Code of Practice will be attached to the consent.

*“*Para13.2 Many felt that opportunities for a wider discussion about the role of street trading have passed as a date of 1st Jan 2017 has been set.”*

This date is considered to give a reasonable time period for compliance. Feedback from the consultation does not indicate that this date is a problem for the street trading community.

*“*Para11.3 The BID has the license for this area (Kingston Parade)and it continues to be listed on your web site – thank you.*

**The policy does not consider opportunities for incubation, new businesses start up help and business support – this is an important economic aspect.”*

The Council recognises the importance of street trading in assisting start-up businesses and welcomes discussion on how to provide business/marketing support in partnership with the BID in the future.

“5. Communication

I would echo the comments made about communication on the ground and how this has improved. Credit goes to Andy Tapper for being available, on hand and a willing to engage and respond. Thank you.

To reiterate we welcome the invitation from Cllr. Dixon and yourself to meet and discuss this further. I hope this is helpful and supportive to the overall process.”

Thank you for this comment.

I lead a team of 4 valuers in the commercial estates team, looking after approximately 70% of the retail property here in Bath which generates significant income for the Council.

I think what Andrew Cooper said at the recent meeting is very relevant. A whole approach should be taken to the issue taking into account retailers, street traders and markets.

The Council recognises the importance of the street trading offer and working with the retail sector. We endeavour to support this within the restrictions imposed by the EU Services Directive with the applications we receive.

Annex A- Street Trading Policy 2014 Consultation Responses

“No market or street trader should be in competition with existing retailers in the street. Any licensing should be appropriate for the street. As an example last year, someone wanted to operate a Milk Bar directly outside Jolly's in Milsom Street - this was totally inappropriate for such a flagship store.”

See above comment. In the example given the application was not progressed.

“Obviously our retailers pay significant rents and rates to the council and it can be quite irksome when a stall trader pitches up not paying anything like these sorts of sums.”

Clearly the fees for street trading are not the same as for retail lets. However the street traders do not receive the same benefits as retail lets. For example, street trading pitches are subject to the unpredictable factors such as bad weather which has a detrimental impact on their day to day trading ability.

“We have actually had quite a lot of negative comments from our retail tenants when it comes to the Christmas market. It may generate revenues for the stall holders, but quite a few of our tenants say it hits their takings during this period, people should be encouraged to visit the rest of Bath; not just the market. In fact, quite a few of our retailers now take stalls in the market to combat this. This trend is definitely increasing.”

The provision of a street trading permit for the Christmas Market is subject to a democratic process each year and if retailers have issues, this is the time to voice their opinions so that they can be properly taken into account.

“Stalls and traders should not be allowed to pitch in front of existing retail windows and doors, blocking their legitimate displays and entrances.”

Care is taken to ensure that stalls do not pitch directly in front of existing windows and doors of retail premises.

“Specifically on the Policy:-

Para 5.3: whilst referring to 4.2, should also refer to 1.2 as well. Agreed

Para 9.2: should refer to section 1 as well, as should 10.2 Agreed

We agree with 12.2. & 12.3.

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Annex B-Proposed Street Trading Policy

1 Purpose

- 1.1 Bath and North East Somerset Council understands that street trading is important to both the local environment and local economy. Street trading can provide vibrancy and interest to the local environment and an opportunity for small businesses to establish themselves and grow.
- 1.2 The Council's vision for Bath and North East Somerset is to create a street trading environment which:
 - complements premises-based trading
 - is sensitive to the needs of residents
 - ensures that public spaces become active spaces
 - provides diversity and consumer choice;
 - seeks to enhance the character, ambience and safety of local environments
 - promotes healthy eating
 - provides local food

2 What is Street Trading?

- 2.1 Street trading means selling, exposing or offering for sale any article in a street. The term 'street' includes any road, footway or other area to which the public has access without payment.
- 2.2 The Council has adopted Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 for the whole of its area and has designated all streets in the area as 'Consent Streets' for street trading purposes.
- 2.3 The effect of this designation is that street trading in any street is prohibited, subject to legal exemptions, without first obtaining a street trading consent from the Council.
- 2.4 Consents may also be issued to mobile artists who sketch or paint, sell their own work and move from location to location.
- 2.5 Specific sites for buskers will be established in the centre of Bath. Only these sites can be used by performers who also want to sell items connected with their performance e.g. CDs. This will change to:

Street trading consents for buskers wishing to sell items associated with their performance (e.g. CD's) will be established
- 2.6 Consents may be issued to mobile vendors such as Ice Cream Traders to operate in specific locations outside of the central area of Bath.

3 Exemptions from the need to obtain a Consent

3.1 The Local Government (Miscellaneous Provisions) Act 1982 states that the following are exempt from the need to obtain Street Trading Consent:

- trading by a person acting as a pedlar under the authority of a pedlars' certificate granted under the Pedlars Act 1871
- anything done in a market or fair the right to hold which was acquired by virtue of a grant (including presumed grant) or acquired or established by virtue of an enactment or order
- trading in a trunk road picnic area
- trading as a news vendor
- conducting a public charitable collection
- trade carried out by roundsmen e.g. milkmen
- trade carried on at a petrol filling station, and
- trade carried on at premises used as a shop or in a street adjoining premises so used and as part of the business of the shop

4 Pitch assessment

4.1 The Council will maintain a map showing the location of street trading pitches. This map is available on the Council's web site at www.bathnes.gov.uk/services/business/street-trading

4.2 The Council may from time to time identify new pitches for street trading and will consider applications for new pitches. In determining whether to create a street trading pitch the Council will have regard to:

- an overriding public interest
- any effect on road safety, either arising from the siting of the pitch, or any loss of amenity caused by noise, traffic or smell
- existing Traffic Orders e.g. waiting restrictions
- any potential obstruction of pedestrian or vehicular access
- any obstruction to the safe passage of pedestrians; and
- the safe access and egress of customers and staff from the pitch and immediate vicinity
- any land owners permission which may be required from a private land owner or a relevant Council service e.g. Environmental Services (Open Spaces), Commercial Estates or Economic Regeneration

5 Application Process for a New Pitch

5.1 Before new pitches are created the Council will consult and seek written observations from:

- occupiers of premises immediately adjacent and opposite
- existing holders of street trading consents in the immediate area
- relevant ward councillors
- relevant parish or town councils
- Avon & Somerset Constabulary

- relevant Council Services including Development Control, Highways, Property Services, Environmental Services (Open Spaces), Commercial Estates, Trading Standards and Food Safety
- a relevant land owner
- any other stakeholder considered by the Council's Licensing Team to be relevant to the application

5.2 In addition to the above, public notices will be placed in a clearly visible location at the site of the proposed new pitch.

5.3 The Council will consider any responses received in relation to public notices and any objection from consultees will be assessed against the criteria in paras 1.2, 4.2 and Section 12 and may be referred to the appropriate Licensing Sub-Committee for determination.

5.4 Any proposed change to conditions attached to a consent will be in consultation with consent holders and others, as specified in 5.1 above, if relevant.

6 Application Process for an Existing Pitch

6.1 When an existing or new pitch becomes available, the Council will publish details of the vacancy, inviting applications for the pitch. The details will be published on the Council's website.

6.2 Applications will be determined by the Licensing Manager. If no suitable application is received then the pitch will be re-advertised.

6.3 In situations where there are competing applications then the Licensing Manager will decide the most appropriate applicant in consultation with the Service Manager. The pitch will be offered to the applicant whose proposal is considered the most suitable for the particular location.

7 Mobile Street Artists

7.1 Mobile street artist consents may be issued to persons who sketch or paint and sell their own work and move from location to location.

7.2 Applicants for mobile street artist consents must give a minimum notice period of 48 hours to the Licensing Team in relation to their application.

8 Mobile Traders

8.1 Any mobile trader e.g. ice cream vans, will require a street trading consent.

8.2 Before issuing a consent the Council will consult with relevant bodies, as specified in section 5.1, and will require details of the daily routes and times of the rounds.

9 Street Markets

9.1 The Council actively supports the provision of temporary street markets within the district and special consideration will be given to markets which are considered beneficial to the local area.

- 9.2 Applications for temporary street markets will be considered using the same criteria set out in **Para 1.2** and in sections 4 and 5 of this policy.

10 Pitches for Buskers

- 10.1 **The Council will issue Street Trading consents for use by buskers who wish to sell items associated with their performance (e.g. CD's).**
- 10.2 Applications for pitches for buskers will be considered using the same criteria set out in **Para 1.2** and sections 4 and 5 of this policy.

11 Pitches for Charitable Street Trading

- 11.1 The Council issues permits to enable charitable street trading. Charitable street trading must not be undertaken in any street or public place unless the Promoter has obtained a consent from the Council. The only exception to this is where the collection is exempt under schedule 4 of the 1982 Act (see section 3)
- 11.2 In relation to charitable street trading, the Council has a designated street trading pitch for this purpose at Kingston Parade, Bath. This pitch will be available to registered charities, or organisations demonstrating that they are a 'not-for-profit' organisation. Use of this pitch will be subject to the Council's standard street trading conditions.
- 11.3 The charity or organisation must obtain permission from the Principal Consent Holder responsible for the pitch at Kingston Parade whose details can be obtained from the Licensing Department.

12 Nature of Goods and Trading Hours

- 12.1 The nature of goods which may be sold from any pitch and the trading hours will be specified in the consultation process. Any subsequent application for a change in the nature or type of goods sold or the trading hours will require a further application and will be subject to the level of consultation as set out in section 5.1 above.
- 12.2 **Until 1st April 2015**, the Council will not normally grant a consent for the sale of goods or services which conflict with those provided by nearby shops or nearby street trading pitches. **(After this date, changes to Schedule 4, Local Government [Miscellaneous Provisions] Act 1982 come into effect which promote open competition).**
- 12.3 Goods will normally consist of craftwork, fresh flowers, **fresh fruit and vegetables**, ice cream or soft drinks. Other types of goods, including services, will be considered on a pitch by pitch basis and have particular regard to local needs, product diversity and balanced with other retailers in the immediate vicinity.
- 12.4 Street trading hours will normally mirror those of shops in the immediate vicinity. Extended trading hours will be determined on a pitch by pitch basis.
- 12.5 In the case of stalls selling hot food trading hours will be determined on a pitch by pitch basis.

- 12.6 Late night food traders operating after 11:00 pm will be subject to the requirements of the Licensing Act 2003 regarding the need for a Premises Licence. Greater consideration will be given to the impact on the night time environment and the possibility of crime and disorder on the streets as a result of the granting of a street trading consent.

13 Design and Appearance of Stall, Barrow, Van, Cart etc.

- 13.1 The design and appearance of the stall, barrow, van or cart etc. to be used must be agreed by the Council.
- 13.2 The Council has a preferred set of standards of design and appearance that they wish to achieve for all street trading pitches based in the central area of Bath.
- All new applicants will be required to use an approved design unless a suitable alternative is agreed
 - All existing Consent Holders will be required to change to an approved design by 1st January 2017, or upgrade the whole or parts of their units, as appropriate
- 13.3 The condition of all pitches will be monitored regularly to ensure that the required standards are maintained.
- 13.4 All consent Holders trading in food products are required to be registered and inspected by the Council's Food Safety Team. Contact details of the Food Safety team can be found on the Council's website.
- 13.5 All consent Holders are required to comply with relevant health and safety regulations including those relating to electrical and gas safety.

14 Issue of Street Trading Consents

- 14.1 An application for a street trading consent or the renewal of such a consent shall be made, in writing, to the Council. Applications can be e-mailed to the Council at: licensing@bathnes.gov.uk.
- 14.2 Consents will not normally be issued for a period of less than six days per week, unless the applicant can provide an alternative scheme acceptable to the Council.
- 14.3 Where a consent has expired the pitch will become subject to paragraphs 14.4 and 14.5 below.
- 14.4 When an existing or new pitch becomes available, the Council will publish a notice inviting applications for the said pitch on its website.
- 14.5 Applications for an existing pitch will be determined by the Licensing Manager or other authority delegated by the Council. Each pitch will be offered to the applicant whose proposal is considered most suitable for the particular pitch. If no suitable application is received then the pitch will be re-advertised.
- 14.6 Any application received by a person less than 17 years of age will be considered by taking into account the provisions contained in the Children and Young Persons Act 1933 and the Children and Young Persons Protection at Work Regulations 1998.

14.7 An application for an existing pitch may be refused or revoked if the applicant is found to be unsuitable to hold the consent by reason of having been convicted of a relevant offence, or for any other reason.

14.8 The issue of a street trading consent will not normally be delayed where other approvals, permits, licences are required by other departments or statutes except in the case where advice is required from the Council's Food Safety and Health and Safety teams.

15 Fee Structure

15.1 The Council may charge such fees as it considers reasonable having regard to pitch location, the size of the Pitch, trading days, hours and the description of goods offered for sale.

15.2 The fees will be reviewed and set on an annual basis and any variation advertised by notice in a local newspaper.

15.3 Fees for consents must be paid in full in advance:

- in the case of Direct Debits, on a monthly basis
- all other methods, three months in advance

15.4 Failure to maintain payments as above may result in the consent not being renewed. Where a payment is not made by the due date the Council may charge an administration fee as determined by the Licensing Manager. This will include cheques or Direct Debit requests that are not honoured.

15.5 The Council cannot guarantee that pitches will be available every day and accepts no liability for the loss of earnings in relation to street trading consent holders or their employees.

15.6 In the event of roadworks, utility or service repairs and other genuine circumstances that affect the use of any pitch, the Licensing Manager will consider appropriate refunds on a case by case basis, provided a written request has been made by the consent holder.

16 Street Trading Consents for which fees are not payable

16.1 The Council will not require the payment of fees for the following street trading activities:

- fetes, carnivals or similar community based and run events
- non-commercial or charitable events
- farmers markets (producer-managed marketplace for local producers to sell their own produce direct to local people); and
- sale of articles by householders on land contiguous with their homes

17 Conditions and Enforcement

- 17.1 Standard conditions will be attached to every street trading consent detailing the holder's responsibilities to maintain public safety, avoid nuisance and generally preserve the amenity of the locality.
- 17.2 Specific conditions will also be attached such as the days and hours when street trading is permitted, the goods which may be sold and the size of the pitch.
- 17.3 Failure to comply with conditions may lead to revocation or non-renewal of a consent.
- 17.4 Persons trading without a consent and who are not exempt (see 3 above for examples) will be the subject of enforcement action in accordance with the Council's Enforcement Policy. Copies of the Enforcement Policy can be obtained from the Council's Licensing team or website.
- 17.5 The consent Holder is required to obtain and maintain their own Public Liability Insurance to a minimum of £5m. This will be required to be produced for inspection before any consent is issued and on demand when requested by an officer of the Council.

18 Equality

- 18.1 The Council is committed to equality of opportunity and believes that the diversity of the community is a major strength which contributes to the social and economic prosperity of the area.
- 18.2 The Council commits to ensure that no resident of, or visitor to, the area or other person associated with the Council is treated inequitably or in an unlawful or unjustifiably discriminatory manner.
- 18.3 The Council will take positive steps to stop any unfair/unlawful discrimination, and will carry out positive action where discrimination is found.

19 General

- 19.1 Through its tourism service and by other means, the Council will seek opportunities to promote street trading activities.
- 19.2 This policy will complement and inform other Council initiatives including those on street markets and the public realm.
- 19.3 This policy will be the subject of periodic monitoring and review.
- 19.4 This policy will inform the detailed conditions attached to every street trading consent.
- 19.5 This policy will be applied in a manner which is consistent with the Council's equalities policies.

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Annex B-Street Trading Standard Conditions

Standard Conditions (attached to each Street Trading Consent)

1. The holder of this Consent (which expression where appropriate includes joint holders of this Consent) and any person employed to assist on the Pitch shall produce the Consent on demand when so required by a Police Officer or a duly authorised officer of Bath & North East Somerset Council (the Council).
2. The holder shall return this Consent to the Council immediately on revocation or surrender of the Consent.
3. The holder shall not trade otherwise than strictly in accordance with this Consent.
4. The holder shall notify the Council's Licensing Team at Bath & North East Somerset Council, Lewis House, Manvers Street, Bath BA1 1JG immediately of any convictions or cautions obtained by the holder of this Consent.
5. The holder shall not cause any obstruction of the street or danger to persons using it and shall not permit persons to gather around him or any van, cart, barrow, other vehicle or stall included in this Consent so as to cause a nuisance or annoyance or danger to any persons lawfully using the street and shall not park any such van etc. on the footway or verge of the street.
6. The holder shall not use or suffer or permit any music playing, music re-producing or sound amplification apparatus or any musical instruments radio or television receiving sets whilst trading under this Consent, save as varied by a special condition of this Consent **or in relation to Consents relating to buskers.**
7. The holder shall not place on the street or affix to any equipment placed on the street any advertising material of any description whatsoever except with the consent, in writing, of the Council's Licensing Manager.
8. The holder shall not make any excavations or indentations of any description whatsoever in the surface of the street or place or fix any equipment of any description in the said surface.
9. The holder shall not use the street for any trading purpose other than the purpose as permitted by the Consent and then only during the permitted hours.
10. The holder shall not place on the street any furniture or equipment other than as permitted by the Consent and they must maintain the same in a clean and tidy condition and not place them so as to cause any obstruction.
11. The holder shall not do or suffer anything to be done in or on the street which in the opinion of the Council may be or become a danger, **statutory or common-law** nuisance or annoyance to or cause damage or inconvenience to the Council or to the owners or occupiers of any adjacent or neighbouring premises or to members of the public.
12. The holder shall not assign underlet or part with his interest or possession under this Consent or any part thereof but they may surrender it at any time.

13. The holder shall observe and comply with any directions in relation to the use of the street given by any duly authorised officer of the Council.
14. The holder shall keep the trading position and the immediately adjacent area in a clean and tidy condition during the permitted hours and also leave the same in a clean and tidy condition and unobstructed at the end of each daily period of use under the terms of this Consent.
15. The holder shall provide at their own cost and expense litter bins or similar receptacles for the deposit of cartons, wrappings, containers and similar discarded items and remove them and their contents at the end of each daily period of use under this Consent.
16. The holder shall retain with any van, cart, barrow, other vehicle or stall included within this Consent any water used or waste produced until the end of each daily period of use under this Consent and then remove it and dispose of it elsewhere, and in particular shall not deposit any such waste near or into any street drain or channel.
17. The holder shall indemnify and save harmless the Council and their agents, servants and workmen from and against all proceedings damages claims or expenses in respect of an injury (including personal injury) which may be sustained by the Council or any person or persons body or company whatever arising out of or in any way connected with his trading and the provision of facilities under this Consent.
18. The Consent Holder shall arrange their own Public Liability Insurance for a minimum value of £5M.
19. This Consent may be revoked by the Council at any time and the Council shall not in any circumstances whatsoever be liable to pay any compensation to the holder in respect of such revocation.
20. The Consent holder or any person employed by them to assist them on the Pitch shall at all times wear the identification badge issued by the Council whilst trading from the pitch. The badge shall be worn in a conspicuous position on the upper body.
21. The holder shall return the identification badge(s) to the Council immediately on revocation or surrender of the Consent.

22. Street Trading Fees

All street trading fees are due in advance:

- i. Where fees are paid by cash or cheque then they need to be paid before the 1 January, 1 April, 1 July and 1 October each year unless;
- ii. The Consent Holder has in place arrangements to pay the street trading fee by monthly Direct Debit installment whereas the Consent will be renewed on an annual basis commencing on 1 April.
- iii. Failure to maintain Direct Debit payment as above may result in the consent being revoked or not renewed.
- iv. Where the payment fails to be made by the due date the Council may charge an administration fee as determined by the Licensing Manager.

Notes:

1. Street trading in a consent street without a Street Trading Consent, or from a van, cart etc., not specifically permitted by Consent, or contravening certain conditions attached to a Consent, amounts to an offence for which proceedings may be instituted.
2. A Street Trading Consent does not confer immunity from the provisions of any Street Parking Places Order or General Traffic Restriction Order **unless an exemption has been specifically approved**. In case of doubt about the effect of any such Order, enquire at Licensing Services, Bath & North East Somerset Council, Lewis House, Manvers Street, Bath BA1 1JG. **Any abuse of a specifically approved exemption may lead to the privilege being withdrawn for all traders.**
3. The Local Government (Miscellaneous Provisions) Act 1982 provides as follows:

Schedule 4, paragraph 10

1. A person who:
 - b) engages in street trading in a consent street without being authorised to do so under this Schedule: or
 - d) being authorised by a street trading consent to trade in a consent street, trades in that street:
 - i) from a stationary van, cart, barrow or other vehicle; or
 - ii) from a portable stall,without first having been granted permission to do so under paragraph 7 (8) (of this Schedule); or
 - e) contravenes a condition imposed under paragraph 7 (9) (of this Schedule), shall be guilty of an offence.
2. It shall be a defence for a person charged with an offence under sub-paragraph (1) above to prove that they took all reasonable precautions and exercised all due diligence to avoid commission of the offence.
3. Any person who, in connection with an application for a street trading consent, makes a false statement which they know to be false in any material respect, or which they do not believe to be true, shall be guilty of an offence.
4. A person guilty of an offence under this paragraph shall be liable on summary conviction to a fine.

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Annex B-Guidance Notes for Street Trading Stalls in Bath and North East Somerset

These guidance notes should be read in conjunctions with the Council's Street Trading Policy and Standard Conditions.

The aim of these guidance notes is to provide help to stall holders on what type of stall they should provide and the quality and design of the stall that the Council expects.

Primarily any stall should be visually appealing, be so constructed that it does not present a danger to the public or people working on the stall, it should not create an obstruction of the highway allowing the free flow of pedestrian traffic and it should not cause a nuisance or annoyance to the public or to local residents and businesses.

The Council accept that there is no one design which will be suitable for all locations or for all uses, so these notes are a general guidance and for further detail any stall holder, or potential stall holder, should contact the Council's Licensing Team first of all.

General Stall Design

In general stalls should be of a portable ridged frame market umbrella system, they should be of robust construction, should be able to withstand all weathers, should not present any health and safety risk to the public or people working on the stall and should be suitable for the purpose that it is intended for whether it is a stall selling craft goods or a stall selling hot food.

- Stalls should be appropriate for the area that they are situated and should allow a thoroughfare of at least 2 metres for the free movement of the public. The 2 metre rule may be increased where there is particular heavy footfall or there are obstructions such as bus stops, bicycle stands, or benches.
- As a general rule no stall should cover an area larger than 9.0 square metres e.g. 3.0m x 3.0m. Stalls can only be larger than this if agreed by the Council and in some circumstances additional fees may be required for stalls which are larger than the 9.0 square metres.
- Stalls should have a suitable canopy which is designed for everyday use, is robust, adequately covers the stall and provides some protection to the customer.
- Ancillary equipment and stock must be kept within the footprint of the pitch.
- Trading from vehicles or caravans on paved areas will not normally be permitted due to the damage that may be caused to the paving.
- The use of loudspeakers will not normally be allowed due to potential noise nuisance to local residents and businesses.
- The stall holder will be required to provide their own power supply. Where a generator is used then sufficient precautions should be taken to prevent any possible nuisance from noise or spillage of fuel.
- Canopies and awnings must be secured to the support structures neatly and securely, with adequate tension and no sharp projections.
- Street trading consent holders wishing to advertise on or from their stall must, prior to any advertisements being displayed, seek written permission from the Council's Licensing team.
- The use of advertising A-boards will not be allowed.

Stalls in the Central shopping area of Bath

The Council have carried out a trial of what it considers to be suitable stalls for the central shopping area of Bath. The trial consisted of three stalls at the top of Southgate Street and considered visual amenity and practicality of the stalls. The design of the stalls also took into account the importance of the central shopping area and the world heritage status of the city.

Following the success of the trial it has now been decided to expand this design to the rest of the central shopping area of Bath.

Canopies and awnings which are a pastel coloured are preferred. Examples of the preferred style are given below.



The main central shopping area consists of the central spine of Milsom Street down through Union Street, Stall Street and Southgate Street. It will also include other popular areas in the centre such as Kingsmead Square, Sawclose and Terrace Walk.



Stalls outside the central shopping area of Bath

Stalls should comply with the general stall design principles however, although the Council will not require the same standards as for the centre of Bath, the stall will still need to be in keeping with its immediate surroundings.

Street Markets

Applications for temporary street markets will be taken on a case by case basis and the general stall design principles will still apply. Details of the number of stalls, the area to be used, the design of each type of stall, what each stall will be selling and the number of trading days and days taken to erect and dismantle the stalls will be required.

In certain circumstances planning consent may be required for street markets, for further information on whether or not this applies then the Council's Development Control team should be contacted.

Buskers Pitches

The Council have set up specific pitches for people who busk to sell items associated with their performance. These pitches will be in predetermined locations in the city centre. Items to be sold from the pitch must be relevant to the performance.

Mobile Stalls

These are the stalls such as ice cream vendors but do not include rounds men, which are exempt from the street trading legislation.

People intending to use a mobile stall should submit details of the vehicle or stall they intend to use, the items they intend to sell and details of the daily routes they intend to use.

Healthy eating

The Council is keen to promote healthy eating (where possible) through the provision of street trading consents. The following website provides information on healthy options for street food vending.

<http://www.healthyplaces.org.uk/case-studies/>

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Annex C- Existing Street Trading Policy

1 Purpose

- 1.1 Bath & North East Somerset Council's (the Council) street trading policy is to create a street trading environment which complements premises based trading, is sensitive to the needs of residents, provides diversity and consumer choice, and seeks to enhance the character, ambience and safety of local environments.

2 What is Street Trading?

- 2.1 Street trading means selling, exposing or offering for sale any article in a street. The term 'street' includes any road, footway *or other area to which the public have access without payment*.
- 2.2 The Council has adopted Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 for the whole of its area and has designated all streets in the area as 'consent streets' for street trading purposes.
- 2.3 The effect of this designation is that street trading in any street is prohibited, subject to legal exemptions, without first obtaining a Street Trading Consent from the Council.
- 2.4 The Council may also require Street Trading Consents for traders who operate in Council car parks, riverside walks and other similar areas where the public have access without payment.
- 2.5 The Council requires the organiser of any car boot sale or similar event on private land where the public have access without payment, to obtain a Street Trading Consent. The Council must be satisfied that the approval of the land owner has been obtained, and that the local police have no objections.
- 2.6 The Environmental Monitoring and Licensing Manager may consider issuing Street Trading Consents to organisers of events such as the Christmas Market, Farmers Markets, Street Markets, car boot sales etc. The organiser will thereby become a Principal Consent Holder which will allow them to be responsible for numerous traders operating in certain areas and/or for a limited time. However, both the Principal Consent Holder and individual traders will still be subject to the Council's Street Trading Policy and Standard Conditions in relation to street trading.

3 Exemptions from the need to obtain a Street Trading Consent

- 3.1 Some types of trade are legally exempt from the need to obtain a Street Trading Consent. These include:
 - a person trading under the authority of a Pedlars Certificate granted under the Pedlars Act 1871;

- trading as a news vendor within a maximum area of 0.25 square metres;
- trade carried on at a petrol filling station or at premises used as a shop or in a street adjoining premises and used as part of the business of the shop;
- trade carried out by roundsmen e.g. milkmen.

4 Pitches

- 4.1 The Council has identified suitable pitches for street trading. Details of these pitches can be obtained via the Council's website or by contacting the Council's Licensing team.
- 4.2 From time to time the Council may establish new pitches based on the criteria in paragraph 4.3 below.
- 4.3 In determining whether to create a street trading pitch the Council will have regard to:
- any effect on road safety, either arising from the siting of the pitch or from customers visiting or leaving;
 - any loss of amenity caused by noise, traffic or smell;
 - existing Traffic Orders e.g. waiting restrictions;
 - any potential obstruction of pedestrian or vehicular access;
 - any obstruction to the safe passage of pedestrians;
 - the safe access and egress of customers and staff from the pitch and immediate vicinity;
 - any land owners permission. This may be required from a private land owner or the relevant Council Service e.g. Environmental Services (Open Spaces), Commercial Estates, or Tourism Leisure & Culture.
 - the sale of goods or services which conflict with those provided by nearby shops or existing trading pitches.

5 Applications

- 5.1 When an existing or new pitch becomes available, the Council may publish details inviting applications for the said pitch. The details will be published on the Council's website.
- 5.2 Applications will be determined by the Environmental Monitoring and Licensing Manager. If no suitable application is received the pitch will be re-advertised.
- 5.3 In situations where there are competing applications then the Environmental Monitoring and Licensing Manager will decide the most appropriate applicant in consultation with the Divisional Director Environmental Services and/or the Cabinet Member for Customer Services. The pitch will be offered to the applicant whose proposal is considered most suitable for the particular location.

- 5.4 A Street Trading Consent cannot be issued to a person under the age of 17 years.
- 5.5 Before a new pitch is created the Council will consult with and seek written observations from:
- occupiers of premises immediately adjacent and opposite where appropriate;
 - existing holders of Street Trading Consents in the immediate area;
 - relevant ward councillors;
 - relevant parish and/or town councils;
 - Avon & Somerset Constabulary;
 - relevant Council Services including Development Control; Highways; Property Services; Environmental Services (Open Spaces); Commercial Estates; Trading Standards; Tourism, Leisure & Culture; Asset Review Group; Parks and Open Spaces;
 - relevant land owner;
 - others as the Council's Licensing team considers relevant to the application (e.g. food safety team for food related pitches).

The Council may also consider any responses received in relation to public notices on the highway.

- 5.6 Current Street Trading Consent holders seeking to change the nature of their existing pitch may be subject to the same consultation as in 5.5 above.
- 5.7 Any objection from consultees will be assessed against the criteria in 4.3 above and may be referred to the appropriate Licensing Sub Committee for determination.
- 5.8 The complete application process may take up to three months, to take into account the consultation period, and in the case of contentious applications, a hearing before the relevant Licensing Sub Committee.

6 Nature of Goods and Trading Hours

- 6.1 The nature of goods which may be sold from any pitch and trading hours will be specified in the consultation process.
- 6.2 The Council would not normally grant a Street Trading Consent for the sale of goods or services which conflict with those provided by nearby shops or existing trading pitches.
- 6.3 Goods will normally consist of craftwork, fresh flowers, ice cream or soft drinks. Other types will be considered on a pitch by pitch basis and have particular regard to local needs shopping.

- 6.4 Street trading hours will normally mirror those of shops in the immediate vicinity. Extended trading hours will be determined on a pitch by pitch basis and may be allowed for special events such as the Christmas Market.
- 6.5 Late night food traders operating after 11 pm will be subject to the Licensing Act 2003 requirements regarding Premises Licences. Greater consideration will be given to the impact on the night time economy and possibility of crime and disorder on the streets as a result of the possible grant of a Street Trading Consent.
- 6.6 The design and appearance of the stall, barrow, van or cart etc. used must be agreed by the Environmental Monitoring and Licensing Manager.
- 6.7 Any subsequent substantial change to the Consent may be subject to the level of consultation in 5.5 above.

7 Issue of Street Trading Consents

- 7.1 Street Trading Consents will normally be issued for a period of three months. At the discretion of the Environmental Monitoring and Licensing Manager, consents for shorter periods may be issued for block bookings e.g. organised street markets, mobile street artists etc. Consents may also be issued annually for regular pitch holders.
- 7.2 Street Trading Consents will normally be issued for a minimum of six days per week, unless the applicant can provide an alternative scheme acceptable to the Environmental Monitoring and Licensing Manager.
- 7.3 Where a trader has been granted a Consent for six days a week then, at the discretion of the Environmental Monitoring and Licensing Manager, the Consent may be extended to seven days a week at no extra cost.
- 7.4 No refunds will be given if traders are unable to trade (subject to paragraph 8.7).
- 7.5 The transfer of Street Trading Consents is not permitted. If a consent holder no longer wishes to trade that persons consent will be terminated and the pitch will be advertised and a new consent issued.

8 Fees

- 8.1 Fees for Street Trading Consents must be paid in full in advance. In the case of quarterly re-issues, payments must be made on a quarterly basis and are due before the following dates:
- 1 January
 - 1 April

- 1 July
- 1 October

At the discretion of the Environmental Monitoring and Licensing Manager, consideration will be given to allowing alternative arrangements, on a case by case basis, to making payments.

- 8.2 Failure to maintain payments as above may result in the Street Trading Consent not being re-issued. If a cheque is dishonoured by a bank this will result in the revocation of the consent unless payment is made in cash within 5 working days. In such cases an administration charge will also be imposed, and any early payment discount previously allowed will be withdrawn, leaving the full fee to be paid.
- 8.3 The Environmental Monitoring and Licensing Manager will determine any written request to increase the authorised pitch size, which may be subject to the level of consultation in 5.5 above and may incur an increased daily fee.
- 8.4 If a Street Trading Consent holder exceeds the authorised pitch size without permission from the Environmental Monitoring and Licensing Manager, an additional fee will be charged at a daily rate per extra square foot above the allowed area.
- 8.5 The fee structure will primarily reflect pitch location, trading days and hours.
- 8.6 The Divisional Director Environmental Services in consultation with the Cabinet Member for Customer Services has delegated authority to set fees and to annually review the fee structure.
- 8.7 The Council cannot guarantee that pitches will be available every day, and accepts no liability for loss of earnings in relation to Street Trading Consent holders or their employees. In the event of roadworks, utility or service repairs and other genuine circumstances that affect the use of any pitch, the Environmental Monitoring and Licensing Manager will consider appropriate refunds on a case by case basis, provided a request has been made in writing from the consent holder.
- 8.8 When a Street Trading Consent is surrendered or revoked the Council may refund the whole or part of any fee paid as they consider appropriate.

9 Street Trading Consents for which fees are not payable

- 9.1 The Environmental Monitoring and Licensing Manager may consider reducing or exempting fees for the following street trading activities:
 - fetes, carnivals or similar community based and run events e.g. Keynsham Victorian Evening, Mardis Gras, Christmas Lights Switch on events etc.;

- non-commercial or charitable events;
- farmers markets (producer-managed market place for local producers to sell their own produce direct to local people);
- sales of articles by householders on land contiguous with their homes.

9.2 Charitable Street Trading

Persons may be permitted in any street or public place to collect money or sell articles for the benefit of charitable or other purposes. The Council issues permits for charitable street collections. Collections cannot be held in any street or public place unless the Promoter has obtained a permit.

In relation to charitable street trading, the Council have named a pitch at Kingston Parade, Bath as its official street trading charity pitch. This pitch will be available to any organisation that is a registered charity, or any organisation that can prove it is a 'not-for-profit' organisation. It will be subject to the Council's standard street trading conditions.

The charity using the pitch must be able to prove its non-profit status by providing any of the following proofs:

- A copy of their charity registration document;
- An official letter confirming the organisation is exempt from charity registration;
- A letter from the Inland Revenue if the organisation is recognised as a charity for income tax purposes;
- An official letter confirming that the organisation is a 'not-for-profit' organisation.

The charity must obtain permission from the Principal Consent Holder responsible for the pitch at Kingston Parade.

10 Mobile Street Artists

10.1 Mobile Street Artist Consents may be issued to persons who sketch or paint, and sell their own work and move from location to location.

10.2 Applicants for Mobile Street Artist Consents must give a minimum notice period of 48 hours to the Licensing Team in relation to their applications.

11 Mobile Traders

11.1 The Council may consider issuing Mobile Street Trading Consents to traders such as ice cream vans who operate within a specified area e.g. Radstock/Midsomer Norton, Keynsham or Twerton/Whiteway.

12 Conditions and Enforcement

- 12.1 Standard conditions will be attached to every Street Trading Consent and Mobile Street Artist Consent detailing the holder's responsibilities to maintain public safety, avoid nuisance and generally preserve the amenity of the locality.
- 12.2 Specific conditions will also be attached such as the days and hours when street trading is permitted, the goods which may be sold and the size of the pitch.
- 12.3 Failure to comply with conditions may lead to revocation or the Street Trading Consent not being re-issued.
- 12.4 Persons trading without a Street Trading Consent and who are not exempt (see 3.1 above for examples) will be the subject of enforcement action in accordance with the Environmental and Consumer Services Enforcement Policy. This will include any person who holds a certificate granted under the Pedlars Act 1871, but who fails to operate in accordance with the Act.
- 12.5 The Council will follow the principles set out in its Public Protection Enforcement Policy, which proposes that a graduated response is taken where offences against legislation are found or where licence conditions have been contravened. More serious offences may result in a referral to the Licensing Sub-Committee, the issue of a formal caution or a referral for prosecution.

13 General

- 13.1 Through its tourism service and by other means, the Council will seek opportunities to promote street trading activities.
- 13.2 This policy will complement and inform other Council initiatives, policies and visions including those on street markets
- 13.3 This policy will be the subject of periodic monitoring and review.
- 13.4 This policy will inform the detailed conditions attached to every Street Trading and Mobile Artist Consent.
- 13.5 This policy will be applied in a manner which is consistent with the Council's equalities and enforcement policies.

The conditions below have been reworded and reproduced in red.

Standard Street Trading Conditions

- 1 The holder(s) of this Consent (the holder), or any person employed to work on the stall, must produce the Consent when required to do so by a Police Officer or a duly authorised officer of Bath & North East Somerset Council (the Council).
- 2 The holder shall return this Consent to the Council's Licensing Services immediately on revocation or surrender.
- 3 The holder shall trade strictly in accordance with this Consent.
- 4 The holder shall notify Licensing Services immediately of any convictions or proceedings arising out of the use of this Consent.
- 5 The holder shall not cause any obstruction of the street or danger to persons using it. The holder shall not permit persons to gather around him or any van, cart, barrow, other vehicle or stall included in this Consent so as to cause a nuisance, annoyance or danger to any persons lawfully using the street.
- 6 The holder shall not use or permit any music playing, music re-producing or sound amplification apparatus or any musical instruments, radio or television receiving sets whilst trading under this Consent, unless varied by a special condition of this Consent.
- 7 The holder shall not place on the street, or affix to any equipment placed on the street, any advertising material, unless varied by a special condition of this Consent.
- 8 The holder shall not fix any equipment, nor make any excavations or indentations in the surface of the street.
- 9 The holder shall not use the street for any trading purpose other than as permitted by this Consent.
- 10 The holder shall not place on the street any furniture or equipment other than that permitted by this Consent. All such furniture or equipment must be maintained in a clean and tidy condition, and must not obstruct the entrance to, or exit from, any premises.
- 11 The holder shall not do anything in the street which may cause danger, nuisance or annoyance, damage or inconvenience to the Council, any adjacent/neighbouring premises, or to members of the public.
- 12 Unless acting as a Principal Consent Holder, the holder shall not transfer, assign or sublet this Consent, but he may surrender it at any time.

- 13 The holder shall observe and comply with any directions in relation to the use of the street given by the Council's Environmental Monitoring and Licensing Manager, or Directors of the Council's Property Services or Planning and Transport Development Services.
- 14 The holder shall keep his trading location and the immediate area in a clean and tidy condition during the permitted hours and at the end of each daily period of use, and shall provide a litter bin for their customers where necessary.
- 15 The holder shall not deposit any water or waste product into any street drain or channel, but shall dispose of it in an appropriate place.
- 16 The holder shall indemnify the Council and their agents, servants, workmen etc. from and against all proceedings, damages, claims or expenses in respect of an injury (including personal injury) which may be sustained in connection with the trading pitch and the provision of facilities under this Consent.
- 17 This Consent is issued on the understanding that the relevant and appropriate Public Liability Insurance is in place with a minimum cover of £5,000,000.
- 18 The holder must obtain permission from the Environmental Monitoring and Licensing Manager and the Council's Highways Department if they wish to utilise electrical power taken from the mains or a generator.
- 19 The Council may revoke this Consent at any time and shall not be liable to pay any compensation to the holder in respect of such revocation.
- 20 The holder, or any person employed to work on the stall, shall **at all times** wear the identification badge issued by Bath & North East Somerset Council whilst trading from the pitch. The badge shall be worn in a clearly visible position on the upper body.
- 21 Where a Street Trading Plate is issued it must be displayed in a clearly visible position where it can be read by prospective customers.
- 22 The holder shall return any Council issued identification badges and plates to Licensing Services immediately on revocation or surrender of this Consent.
- 23 The holder shall pay the street trading fees in advance. Quarterly fees shall be paid by 1 January, 1 April, 1 July and 1 October each year.
- 24 This Consent does not relieve the holder, or any person employed to work on the stall, of any obligation to comply with all other general and local legislation, and in particular the Road Traffic Acts; the Food Safety Act 1990; the Town and Country Planning Acts; the Control of

Pollution Act 1974; the Environmental Protection Act 1990; the Licensing Act 2003; any Orders or Regulations made thereunder; and local Byelaws. It shall be the obligation of the holder to familiarise themselves and their employees with any such legislation. The Council may revoke this Consent upon any breach.

Additional Notes:

- 1 Street trading in a consent street on foot or from a van, cart, etc.:
 - a) without a Street Trading Consent; or
 - b) not specifically permitted by a Consent; or
 - c) contravening certain conditions attached to a Consent;is an offence for which proceedings may be instituted.
- 2 A Street Trading Consent does not confer immunity from the provisions of any Street Parking Places Order or General Traffic Restriction Order. In case of doubt about the effect of any such Order, enquire at Licensing Services.
- 3 Schedule 4, paragraph 10 of the Local Government (Miscellaneous Provisions) Act 1982 provides as follows:
 - 1 A person who:
 - b) engages in street trading in a consent street without being authorised to do so under this Schedule: or
 - d) being authorised by a street trading consent to trade in a consent street, trades in that street:
 - i) from a stationary van, cart, barrow or other vehicle; or
 - ii) from a portable stall,without first having been granted permission to do so under paragraph 7 (8) (of this Schedule); or
 - e) contravenes a condition imposed under paragraph 7 (9) (of this Schedule),
shall be guilty of an offence.
 - 2 It shall be a defence for a person charged with an offence under sub-paragraph (1) above to prove that he took all reasonable precautions and exercised all due diligence to avoid commission of the offence.
 - 3 Any person who, in connection with an application for a street trading consent, makes a false statement which he knows to

be false in any material respect, or which he does not believe to be true, shall be guilty of an offence.

- 4 A person guilty of an offence under this paragraph shall be liable on summary conviction to a fine to level 3 on the standard scale of fines (£1,000).

[Last updated 30.09.2010]

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Bath & North East Somerset Council		
MEETING/ DECISION MAKER:	Cabinet	
MEETING/ DECISION DATE:	03 December 2014	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2678
TITLE:	Procurement of Leisure Contract	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		

1 THE ISSUE

- 1.1 The award of long term contracts for the development, management and operation of the Council's 1) Leisure Facilities and 2) Golf Courses.

2 RECOMMENDATION

- 2.1 The Cabinet delegates authority to the Strategic Director for Place in consultation with the Cabinet Member for Neighbourhoods, Cabinet Member for Resources and s151 officer to award the contract to the preferred bidder. This authority extends to agreeing a lease, or other appropriate arrangements, with the Recreation Ground Trust and all other decisions that may be required to secure the contract.

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 The procurement seeks significant investment into the Council's leisure facilities. This is proposed to be funded as follows

- (1) Up to £12 million Corporately Supported Council Borrowing which is expected to be funded from increased income through the contract in the form of a payment back to the Council from the selected operator. This is being considered by Cabinet for inclusion in the February 2015 budget report to Council and will be formally approved through the Council's capital approval processes.
- (2) A minimum of £3 million contractor capital finance

- 3.2 This is expected to deliver improvements to Bath Sports and Leisure Centre (c. £7.5 million) and a new Leisure facility in Keynsham (c. £7 million) to replace the current leisure centre with other small improvements made to the other sites.
- 3.3 The details of the financial implications and contract length will be finalised through a dialogue process with bidders and final discussions with the preferred bidder once selected.

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

4.1 Children, public health & inequalities

5 THE REPORT

5.1 The procurement process to date has involved :

- Successful evaluation of PQQ with responses from 10 bidders
- Four leading industry contractors shortlisted for lot 1 (leisure facilities) and two for lot 2 (Golf Courses)
- Contract specification and all associated documentation circulated to bidders on time
- The Invitation to Submit Detailed Solutions was sent to shortlisted bidders on the 22nd August 2014
- All 4 bidders submitted a bid by the deadline of 22nd October 2014 for lot 1
- One bid was received for lot 2, with the remaining shortlisted contractor declining to bid
- Bids received are currently being evaluated

5.2 Following a shortlisting exercise, it is the intention of the Project Team to reduce the number of bidders to 2 and then to undertake a targeted dialogue process which will last approximately 3 weeks. This will be conducted in December 2014 and early January 2015.

5.3 The Project Team will then call for final tenders from the 2 remaining bidders. It is anticipated at this point that final bids will be returned in February 2015. The Project Team will evaluate the bids and a report to the Project Gateway Board is anticipated for end of February 2015 for the award of Preferred Bidder to be made.

5.4 Award of contract is anticipated for the end of February 2015 and a contract commencement date of 1st July 2015.

5.5 The evaluation process is based upon a quality/price/risk matrix that has been externally verified and sign off by the Leisure Procurement Project Team.

6 RATIONALE

6.1 A robust evaluation process, based on ensuring the delivery of Council priorities has been agreed to determine the preferred bidder ensuring a competitive process which will result in the best possible outcome for the Council.

6.2 A delegated decision is requested as the timescale for awarding of preferred bidder and award of contract is required in January when there is no Cabinet Meeting scheduled.

7 OTHER OPTIONS CONSIDERED

7.1 No other options have been considered due to the timescales involved

8 CONSULTATION

8.1 Cabinet Member for Neighbourhoods, Strategic Director of Place, Divisional Director Environmental Services, Section 151 Officer, Monitoring Officer, Procurement, Finance.

9 RISK MANAGEMENT

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

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Background papers	
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Bath & North East Somerset Council		
MEETING	Cabinet	
MEETING	6 th December 2014	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2719
TITLE:	Connecting Communities: Update	
WARD:	All- but with recommendation 2.4 particular relating to Bathavon North, Bathavon South and Bathavon West wards	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
None		

1 THE ISSUE

- 1.1 This report sets out progress so far on the Connecting Communities programme (including establishing Connecting Communities Forums), provides an update on Bath City governance, and recommends next steps.

2 RECOMMENDATION

- 2.1 Note the progress made in implementing the Connecting Communities programme, particularly the establishment of the three Connecting Communities Forums in the Keynsham, Chew Valley and Somer Valley areas
- 2.2 Note the removal and reduction in duplication of meetings and therefore savings in staff time arising from this work, as set out in Paragraph 5.3
- 2.3 Continue to develop the work of the Forums in order to:
- a) Better understand local needs and priorities
 - b) Engage effectively with parishes, partners and local people
 - c) Continue to streamline local partnership arrangements and remove duplication
- 2.4 Extend the Connecting Communities Forum approach to Parish Cluster Groups 2 and 3 (encompassing Bathavon North, Bathavon South and Bathavon West wards).
- 2.5 Note that the fourth Bath City Conference is currently proposed to take place in June 2015

- 2.6 Request officers to begin planning for a “conference”- style event for the parished area, comparable to the Bath City Conference.

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 The delivery of the programme is primarily through existing staffing resources. Support for the Bath City Conference (and any conference for the parished area) and for the Connecting Communities Forums comes primarily from existing Strategy and Performance staff. In addition, officers from Council and partner services contribute to Forum agenda items as appropriate. It should be emphasised that the Connecting Communities Forums have replaced and simplified a number of existing bodies which were absorbing a substantial amount of officer time and which often duplicated discussions. More information on how Connecting Communities has reduced and rationalised staff time spent in community engagement, and the potential to remove duplication still further, is set out in paragraph 5.3.

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

- 4.1 Relevant considerations include the impact of Connecting Communities on the wellbeing of local communities including crime & disorder, sustainability, natural environment, planning, human rights, children, public health & inequalities. Connecting Communities Forums do not have decision-making powers or budgetary resources and therefore do not require any delegations from Council.

5 THE REPORT

- 5.1 Connecting Communities was agreed by Cabinet in May 2013 as the Council's Local Engagement Framework. It aims to achieve better, more consistent engagement between public services and local communities in Bath and North East Somerset. It does this through:

- Establishing local “Connecting Communities Forums” which involve parishes and elected members and which replace a range of existing locally-based groups, removing duplication and providing a single basis for engagement
- Wider “Conference”- style events, such as the Bath City Conference to encourage broad participation and to celebrate local achievements

- 5.2 Three Connecting Communities Forums have now been established covering the Somer Valley, Chew Valley and Keynsham areas. These Forums each comprise parish councils, local elected members and community groups and have Director-level sponsors to highlight and champion their work in the Council and with other agencies. Each Forum is drawing on local Area Profiles to assess local need and to identify priorities. The launch event for the Keynsham and Chew Valley Forums was accompanied by an “Ask the Leader” session

- 5.3 Action Plans for each Forum will draw together partner activity as well as – crucially- utilise the capacity and skills of local communities themselves to

address key issues and improve the efficiency and effectiveness of local services. The three Connecting Communities Forums so far have replaced the following previously-existing engagement processes in the areas concerned:

- “Local Partnership” meetings covering these areas (Somer Valley Partnership and Chew Valley Area Partnership)
 - “Parish Cluster Group” meetings covering these areas (Groups 1,4 and 5).
 - “Partners and Communities Together” (PACT) meetings covering these areas. These meetings, held quarterly and organised on a ward basis, had previously required significant officer time to attend, with a dedicated Council Neighbourhood officer allocated to each PACT meeting, as well as Police attendance and other agency involvement as required. The Connecting Communities Forums mean that separate PACT meetings are no longer required, saving officer time as well as providing a more “joined up” approach to the public.
- 5.4 In addition to rationalisation of meetings in this way, Council officers have also been able to use the Forums to co-ordinate consultations- eg on the Placemaking Plan. In this way, as the Forums progress, it is envisaged that the Forums will be the “single point” of engagement for Council officers with local communities. There is also a significant opportunity to work with other partners both to rationalise engagement mechanisms and to create a more integrated local service offer.
- 5.5 Connecting Communities also provides an important opportunity to join up local needs assessment, engagement and prioritisation by involving a range of partners and the local community. Linking the Council’s research, needs assessment and corporate planning with those of Public Services Board partners will also help with better targeting of resources as well as reducing duplication.
- 5.6 Within Bath, the Forums have not been progressed, following the Council’s decision to establish a cross-party working group to consider options to strengthen community representation and civic governance within the City. This working group reported to Council in September, where it was agreed that further work would take place on establishing the evidence base. Preparations will also be taking place, working with our steering group, for the fourth Bath City Conference, provisionally planned for June 2015. In addition, the successful Bath City Centre PACT meeting will be retained due to the specific nature of the issues and demands in this locality.
- 5.7 Parish Cluster groups 2 and 3 (covering the Bathavon North, Bathavon South and Bathavon West wards) are not currently included in the Connecting Communities “Forum” approach. There is therefore an opportunity to extend the Connecting Communities to these areas, including establishing a Forum or Fora, drawing on experience so far and working closely with local parishes and elected members.

6 RATIONALE

- 6.1 The establishment of Connecting Communities Forums in Keynsham, Chew Valley and Somer Valley has delivered a significant rationalisation of local engagement and reduced duplication and deployment of officer time at

meetings. It has also laid the basis for longer-term, constructive conversations between Bath & North East Somerset Council, parish councils, partners and local communities. It is therefore considered appropriate to extend the approach to the remaining part of the parished area. In Bath, which is unparished, it is considered appropriate to await the outcomes of the review of community representation in the City before proceeding with the establishment of Forums. However, the Bath City Conference and other local engagement in the City will progress the overall approach to Connecting Communities, for example by “joining up” consultation events.

7 OTHER OPTIONS CONSIDERED

- 7.1 The option of not proceeding with the Connecting Communities “Forum” approach in the remainder of the parished areas was considered but it was considered that this would lead to less effective engagement with parishes and elected members in these areas.

8 CONSULTATION

- 8.1 Parishes Liaison received an early indication of the proposals contained in this report at its meeting of 22nd October. Other consultation was carried out directly with:

Cabinet members

Section 151 Officer

Monitoring Officer

Resources Director

Director of Strategy and Performance

9 RISK MANAGEMENT

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

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Background papers	Connecting Communities
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Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	3 rd December 2014	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2713
TITLE:	Saltford Station Business Case	
WARD:	Saltford	
AN OPEN PUBLIC ITEM		
List of attachments to this report: Report by CHM2Hill		

1 THE ISSUE

- 1.1 The Cabinet, at its meeting in June 2012, agreed that a High Level Option Assessment should be commissioned into the potential for reopening Saltford Station. The initial conclusions of that report were shared at a public exhibition in May this year. Cabinet now needs to decide if it wishes to take this project forward and, if so, in what timescale.

2 RECOMMENDATION

The Cabinet agrees that:

- 2.1 Work should continue to develop the Business Case for a station at Saltford and that this should include the option of opening a station to the west of the village where future development may support the new facility.

3 FINANCIAL IMPLICATIONS

- 3.1 The Cabinet is considering inclusion of a capital budget of £250k in the February 2015 budget report to Council for Saltford Station – reopening feasibility work. This will be formally approved through the Council's capital approval processes. The budget is proposed to be funded by Corporately Supported borrowing.
- 3.2 There is a risk that any expenditure will revert to revenue if the feasibility work does not lead to a capital project.
- 3.3 Details of the potential financial liabilities arising from this project are detailed in paragraph 5.8 below

4 CORPORATE OBJECTIVES

- *Promoting independence and positive lives for everyone*
- *Creating neighbourhoods where people are proud to live*

5 THE REPORT

- 5.1 **Introduction:** Saltford Station was closed in 1970 at which time the platforms and station buildings were removed. The site of the station has not been redeveloped since and has been used for a variety of building and storage purposes. A campaign to reopen the station has been pressing for this project in the local media and with well supported petitions.
- 5.2 The Metro West project Phase 1 will increase the frequency of local trains serving Keynsham and Oldfield Park providing a ½ hourly service, and it is these trains which could also stop at a new station at Saltford. The Metro West project, which will re-open the railway line to Portishead, is not due to be completed until 2019 at the earliest.
- 5.3 The site of the old station is located 8km west of Bath Spa Station on the line towards Bristol Temple Meads some 11km further. Trains stopping at a new Saltford Station would have to fit into with those services which stop at Keynsham and/or Oldfield Park Station. These two stations currently enjoy an hourly service. It is unlikely that the rail industry would wish to or could afford to stop other regional (as opposed to local) services at a Saltford Station.
- 5.4 Following the Cabinet report in 2012, CH2MHill were commissioned to undertake an initial review of the demand for the station in Saltford and surrounding areas, the suitability of the existing station site to support a new facility and assess whether a site to the west of the village, nearer to Keynsham would provide a better location for the station. Finally, the initial conclusions of the CH2MHill work were shared at a public exhibition in February 2014.
- 5.5 **CH2MHill's report:** The report by CH2MHill is summarised below.
- (1) The former station site is probably in the optimum location within the context of the current Core Strategy, having significant advantages over others to the west (e.g. at Chelwood Road). Alternative sites would have the advantage of better access arrangements and parking. These might need to be revisited in the light of any review of Core Strategy
 - (2) Whilst modelling for the timetable for Metro West project has confirmed that a new station could be fitted into the service pattern, there are a number of risks:
 - The new station may need an additional unit of rolling stock which would add significant costs to the revenue support needed.
 - Network Rail will need to be confident that the new station does not increase the risk of any delays accrued spreading to the wider MetroWest route
 - (3) Potential patronage is estimated to be some 200,000 users/annum (i.e. about 370 persons per day) assuming there were 2 trains an hour.
 - (4) This patronage could provide £770,000 p.a. in new fares to the Train Operating Company but would still require revenue support
 - (5) The station would require a 200 space car park including a new car park near to the station

- (6) Parking fees would provide a significant revenue stream which would support the running of the station and any subsidies required for the services stopping there.
- (7) On-street parking control would be needed to reduce pressure in adjoining streets.
- (8) The station would cost between £4 - £6m to build (excluding land acquisition, Train Operating Companies (TOC) compensation and traffic management. These costs will be identified in due course). . It should be noted that in some scenarios, high costs lead to a low Benefit-Cost Ratio (BCR) which may be a risk to the Business Case.
- (9) The access to the station from the A4 would require improvement which might be controversial locally. Cost of this unknown at the moment and would depend on which option is taken forward.

5.6 The public exhibition in February 2014 was a busy and well-attended event with over 300 people attending. The results of their responses are summarised in the CH2MHill report and showed very strong support for the station. The main reservations expressed during the discussion and in the response was the potential impact on parking in the vicinity of the station and concerns over any need to introduce on-street parking control.

5.7 Salford Parish Council considered the initial findings of the CH2MHill report at their meeting on 7th October and passed the following resolution:

“Following the results of the informal public consultation exercise launched at the public exhibition held in Saltford in February 2014 regarding the possible re-opening of Saltford Railway Station, Saltford Parish Council asks B&NES Council Cabinet to consider the Higher Level Output Assessment (HLOA) report and to take the project to GRIP (Governance in Railway Projects) stage 3 of Network Rail's GRIP process for railway development.”

5.8 **Costs of a new Station:** There are a number of costs which the Council would have to cover in order to take this project forward these include developing further the business case and of designing the new station. This would take a number of years and would require a budget of approximately £250,000.

5.9 There are three areas of work which should now be progressed. They are:

- (1) Rail Industry Engagement – Working with Network Rail on operational issues in particular confirmation of the timetable for trains stopping at the new station. Discussions with Train Operating Companies which would run the service and with DfT that would support the new station.
- (2) Project funding / governance – Confirmation of who will agree to the new station and what source of funding is available
- (3) GRIP 3 (Option development) / 4 (Single Option Design) – This can only be taken forward when the location of the station is agreed. Once this is confirmed we would have to engage with Network Rail on the detailed design of platforms and signals etc. There may be complications here given the electrification work; to date we have sought ‘passive provision’ for the station at its original site we would have to seek similar assurance for any new site. Finally, Network Rail may not have the capacity to fully engage with this

project given their work on electrification and the leading role they will be taking on the Metro West Project and in particular the promotion of the Development Consent Order for the re-opening of the Portishead line.

5.10 The capital cost of constructing the station, signals and car park would be up to £6m. While we could seek Major Scheme funding (like for the Bath Transport Package) - these are now devolved to the WoE LEP and are fully committed to funding Metro West phases 1 and 2 until 2024. Alternatively, the project could be funded by the Council using its own resources.

5.11 Finally, once the station is open, the Council would have to provide revenue subsidy to the TOC for servicing the station. Currently this subsidy is required for at least 3 years. The size of this subsidy is not known at present and would be a new pressure on budgets.

5.12 **Core Strategy review:** Since the report was finalised the Council has agreed that it will need to review its Core Strategy with other WoE authorities, and in particular strategic housing needs. If this were to conclude that additional housing should be provided in the medium term in the vicinity of Keynsham and/or Saltford then a different location for a new station at Saltford could have several advantages, for example: new housing could be integrated with the station, adequate parking could be provided and developer contributions could be sought to reduce the call on public funds for the new facility.

5.13 **Conclusion:** The work to date has established that a station at Saltford has a positive business case. However there are a number of significant constraints in re-opening the original station which could be avoided if an alternative site were found. It is therefore recommended that the work streams identified in the paragraph 5.9 above (1) and (2) are progressed and that a further review of opportunities to relocate the station to the west of Saltford is undertaken to help inform the review of the Core Strategy and avoid some of the costs and constraints with re-opening the station on its former site.

6 RISK MANAGEMENT

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

7 EQUALITIES

7.1 An Equalities Impact Assessment has not been completed at the present time. An assessment will be undertaken as part of the development of the Business Case for the re-opening of the station and will be more informed at that time.

8 RATIONALE

8.1 There is widespread support for the re-opening of Saltford Station which would provide a quick means of traveling into both Bristol and Bath allowing interchange to longer distance services. Transfer of car users to train use would reduce pressures on existing road and reduce congestion.

9 OTHER OPTIONS CONSIDERED

9.1 None.

10 CONSULTATION

10.1 Cabinet members; Section 151 Finance Officer; Chief Executive; Monitoring Officer

10.2 A public exhibition was undertaken in May 2014 at which 371 people attended

11 ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 Social Inclusion; Customer Focus; Sustainability;

12 ADVICE SOUGHT

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

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Saltford Station: Feasibility Study

Prepared for
Bath & North East Somerset

October 2014

CH2MHILL®

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Document History

Report:

Saltford Station: Feasibility Study

Client:

Bath & North East Somerset Council

Project Number: 204269.AX.00.23

Report Number: 204269.AX.00.23_001

This document has been issued and amended as follows:

Version	Date	Description	Created by	Verified by	Approved by
v0	9th June 2014	Draft Report – incorporating consultation responses	RL	GW	DC
v1	17 th October 2014	Final Report – incorporating B&NES comments	RL	DC	DC

Executive Summary

This report outlines the more detailed feasibility study into a potential new station at Saltford.

Station location

Two station options have been considered for alternative locations –

- Option 1 - the previous (historic) site on A4 Bath Road, which is Network Rail owned land; and
- Option 2 – cutting north-west of the tunnel, off Chelwood Road, currently recreational ground.

SWOT analysis of both locations outline the key elements, including advantages and disadvantages of each site.

Option 1 has better connectivity with the main road and bus network, it is situated on Network Rail land and has capacity for limited car parking on site. There are potentially some concerns with the access from the A4, due to existing traffic safety issues, which would need to be considered during the design. The site has the benefit of a potential secondary location within 400m walking distance, which could be used for additional parking.

Option 2 is located more centrally within Saltford itself, which is a benefit for those users walking or cycling to the station. However the station would only be able to be accessed by vehicle from a local residential road, through a more residential area. It is situated on the community recreation ground, which would need to be acquired, although the site does have capacity to provide 200 car parking spaces. Due to the location of the rail tracks being in a cutting, some significant earthworks would be required to implement the platforms and associated infrastructure.

Infrastructure requirements and costs

Although both options can be delivered with regards to infrastructure, Option 1 is the preferred option in terms of land availability (within Network Rail land), permanent way and civil engineering considerations. The historic station location is well connected to Bath Road (A4) and has enough space for limited car parking.

Three cost scenarios (based on platform complexity assumptions and contingency) have been developed for the two options. Option 1 is the cheaper of the two options, principally due to the reduced amount of earthworks required to deliver the potential station. Both costings include the cost of providing of 200 car parking spaces (with the secondary car parking location developed for Option 1).

	Scenario A	Scenario B	Scenario C
Option 1	£4.0million	£5.3million	£6.2million
Option 2	£5.6million	£6.8million	£8.0million

Cost considerations include for design and management process, as well as 20% or 40% contingency to account for the preliminary level of the investigations at this stage. Costs do not include for TOC compensation, land acquisition or traffic management requirements.

Socio-economic analysis

Demand for Saltford station is estimated to be 203,700 trips per annum at current day usage levels (two-way movements). This represents some 647 trips per day made by around 325 individuals. To achieve this level of demand, requires two trains per hour to stop at Saltford, being provided by the existing 'stopper' services between Bath Spa and Bristol Temple Meads making an additional stop and the new Metro West stopping service. Demand commensurately drops to under 150,000 trips per annum (474 per day) with only one train per hour at a Saltford station.

Gross revenue forecast to be generated by Saltford station is just over £1m, based on the total demand forecast for the station and a station-to-station trip distribution and fares pattern based on Keynsham.

Of this, some £63,000 is attributed to trips that have transferred from other stations, and is therefore not net revenue for the railway.

In addition, allowance has to be made in determining net revenue to the railway for trips that are potentially suppressed as a result of changes to services to accommodate a stop at a new station. The overall net 'new' revenue for the railway as a result of Saltford station being implemented is £770,000 in the main case (2 trains per hour).

Most users at Saltford would be local to the station, essentially within the village of Saltford (some 72% within 2km and 82% within 3km). Most of these people would walk to the station, and indeed almost half of all station users are forecast to walk. However, as is observed at other stations (and in particular at Keynsham) a sizeable minority will drive to the station from within 2-3km of the station.

The car park at Saltford station would be a pay car park, otherwise transfers seeking free parking could be significant (especially from Keynsham). Assuming a similar parking charge as Keynsham, Saltford would generate almost £90,000 per annum (2013 figures), which would rise with demand into the future.

The results of the economic assessment indicate that Option 1 has the higher BCR (which range, depending on cost scenario, from a reasonable 1.93 to 1.23). As a comparison, economic assessments have also used the sensitivity case demand forecasts (based on one train per hour at Saltford station). The result of this assessment is a reduction in demand which gives a lower BCR between 1.43 and 0.91 (station site Option 1).

Parking and traffic considerations

Traffic calming measures, including 30mph speed camera, are already located on the A4 Bath Road in the vicinity of the potential vehicle access to the station. This indicates there were existing safety issues in the area.

Three traffic engineering options have been developed for access junction layout and its surrounds. All have been developed in consultation with B&NES traffic officers. These range from limited intervention on the existing highway layout, with no ghost right-turn, to a fully signalled junction with ghost right-turn.

The potential secondary parking location, situated on third party owned land, could provide an additional 175 spaces and encourage further mode shift from private car to rail. Although the increased walking distance compared with those drivers parking within the station car park does have in journey time implications and an increase in vehicle vs. pedestrian conflicts across The Shallows.

Public exhibition

As part of this study B&NES were interested to gauge the level of support of Saltford residents, as such a public exhibition event was held on Tuesday 25th February 2014 at Saltford Community Centre and a survey conducted. There were 371 responses, of which 69% indicated their support for a potential station in Saltford.

44% of respondents indicated they would use the station on a daily or weekly basis, with the majority of all respondents stating they would walk to the station. Of those who would potentially drive and park, relatively equal numbers specified they would park in the station car park or on-street.

67% of respondents indicated that they would switch from travelling by private car (driver or passenger) to rail, if a station were provided. 9% stated they would switch from another rail station (abstraction).

Risks and next steps

The provision of a station at Saltford is only really viable with the delivery of the MetroWest proposals providing a two-train per hour frequency of service. Following recent discussions with Network Rail on MetroWest proposals, initial indications from their timetable assessment suggests there is sufficient capacity in the timetable to accommodate the extra stop at Saltford.

High-level civil engineering investigations have been carried out as part of this study, to understand if a station is deliverable at potential locations. Findings show that both station options are theoretically deliverable in terms of engineering, with Option 1 being the preferred site.

Ground investigations are required to understand the suitability of the land at the former station site on which the new station could be built. A particularly risk is the steep embankment to the east of the railway line, on which the eastern platform would be constructed. Although a potential mitigation has been proposed (modular platform on micro piles).

The preferred station site option is located on the former (historic) station site, which is owned by Network Rail. However permissions to develop this land into a station will have to be agreed, which may involve the transfer of ownership to B&NES, thus incurring an (as yet unidentified) additional cost. An amount of third party land may also be required to facilitate the station access arrangements. Further third party land would be required for the additional parking site for Option 1, located east of the station along the A4 Bath Road, which is currently owned by The Avon County Rowing Club.

Introduction

1.1 Introduction

Bath & North East Somerset Council (B&NES) has decided to continue with the development of proposals for a potential station at Saltford, with the move towards ultimately preparing a rail industry GRIP2 study to progress the station towards implementation.

CH2M HILL has been commissioned to undertake a more detailed feasibility study into a potential new station at Saltford, including:

- Station location – consideration of alternative locations for a Saltford station, including an outline design and costings.
- Socio-economic analysis – more detailed demand forecasts, including user origins and access modes and initial set of economic benefits.
- Parking and traffic impacts – size of car park, control of access to car park and potential displacement, and traffic access to station.
- Public exhibition – including an event to seek local residents' views on options for the station.

1.2 Previous Study

The previous study, published in 2012, involved high-level investigations into the feasibility of reintroducing a station at Saltford, as part of the wider study into MetroWest network proposals. The study considered the location of a station on the previous station site only, with regards to demand and capital costs.

1.2.1 Operations

The findings of the previous study concluded that there is potential, operationally, for the existing local (hourly) service between Bath Spa and Bristol Temple Meads to make an additional stop on the line – which could be at Saltford.

Proposals for MetroWest also included provision another local (hourly) service between Bath Spa and Bristol Temple Meads, which could also call at a Saltford station. This could potentially provide a station at Saltford with a half-hourly service.

1.2.2 Demand and revenue

A series of bespoke spreadsheet models were developed to assess different aspects of the proposed rail enhancements, reflecting the available data at the time of the study (NRTS, ORR, PDFH and WoE survey). These models considered the following elements:

- Trips at new stations (on existing and reopened lines);
- Changes in demand at existing stations;
- Diversions of existing trips to new stations; and
- Suppression of demand by extra station calls.

The initial demand forecasts for Saltford station suggest annual gross revenues of almost £382,000, which was derived from over 400 daily station entries and exits (over 123,000 per annum). This gross revenue is identified by the 'direct demand' model of station patronage at Saltford and has been set against the amount of revenue that is abstracted from other stations (existing rail users changing their routes) and potential suppression from stopping and adding journey time to an existing service. This results in a new 'net revenue' for the railway figure of almost £214,000 per annum.

Parking considerations at the station were in line with what could be accommodated on the potential site (without any major infrastructure requirements – i.e. retaining wall) and was comparable with similar stations used in the existing station catchment comparison. This provided a notional car park station capacity of 50-60 spaces.

However the effect of car parking by potential station users does not necessarily directly correlate between demand and the availability of parking at a station, as use of on-street parking around a station is often observed, a particular consequence if a car parking fee is charged.

1.2.3 Capital and operating costs

Capital costs for a potential station at Saltford are dependent on the facilities provided, with indicative costs used based on previous CH2M HILL estimates (drawn from industry sources), project experience and Spon's guide to railway industry costs.

In order to reflect the early stage of the design process within the study, allowances were made for project and contingency costs as a proportion of the total unit costs (+40%). Basic station costs, not including lifts or booking office, were approximated at £5.5million. This cost also did not account for connections to highway network, land purchase or access and parking considerations.

Operating costs are dependent on the level of provision (i.e. staffed) and whether lifts are required. A range of £35,000 to £140,000 per annum was estimated as a likely range.

1.2.4 Next steps

A number of key assumptions that underpin the case for Saltford were identified in the initial study. Gaining more understanding of the suitability of the assumptions is required to further develop the case, including more detailed demand forecasting, assessment of capital costs, including civil engineering requirements, and assessment of traffic impact and parking provision requirements.

1.3 Structure of the report

This technical report sets out findings of further investigations, including:

- Chapter 2 – station site option identification;
- Chapter 3 – infrastructure requirements;
- Chapter 4 – capital costs;
- Chapter 5 – socio-economic analysis;
- Chapter 6 – option development;
- Chapter 7 – public exhibition;
- Chapter 8 – risks; and
- Chapter 9 - next steps.

Option Identification

2.1 Introduction

The project brief identified two potential locations for investigation within this study. These are discussed in more detail below, and include:

- Option 1 – the previous (historic) station site; and
- Option 2 – in the cutting north-west of Saltford tunnel.

Figure 2-1 shows the locations of the station site options. An initial SWOT (strengths, weaknesses, opportunities & threats) analysis has been completed for both locations, as a preliminary assessment of the key issues. This chapter reports the SWOT analysis of each location.

In the first instance, site visits were carried out to further understand feasibility of the different locations with regards to:

- Access – pedestrian, cycle and vehicle;
- Potential for car parking - on-site, on-street and alternative parking locations;
- Location within Saltford – proximity to population; and
- Suitability of site – to accommodate station facilities.

Following initial investigations into the suitability of each location, further examination of the locations has been carried out to assess potential civil engineering requirements, with indicative costs identified for each site, based on potential civil engineering requirements. Subsequent chapters outline these findings and associated costs.

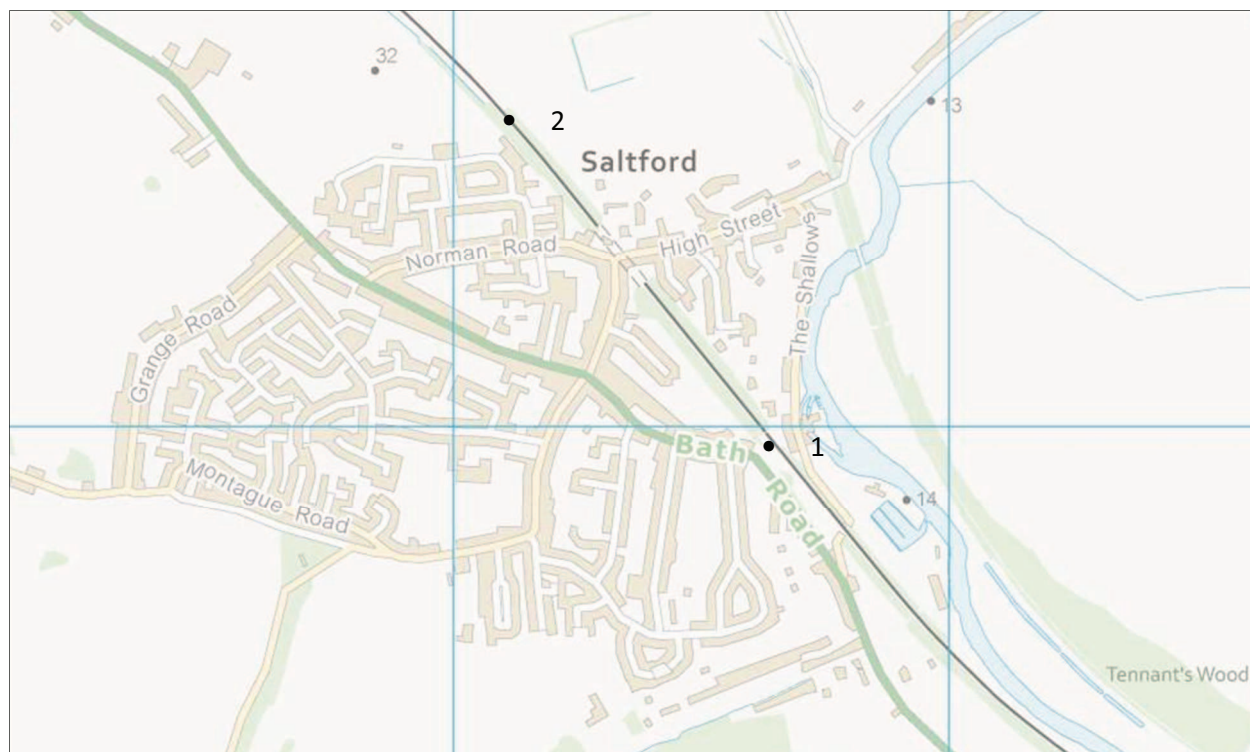


Figure 2-1: Potential station site location options

2.2 Option 1 – old station site

2.2.1 Site Description

The potential site is located directly off the A4 at the eastern fringe of Saltford. Figure 2-2 shows the location of the station site Option 1, illustrating distance contours from the station to the remainder of Saltford.

Vehicle and pedestrian access would be from the A4. The Network Rail owned land is currently used as a storage yard and as an access point onto the rail line. It has potential space for two platforms and limited parking spaces on-site. The station site is bounded by rail line to the north, A4 to the south; to the north of the rail line the embankment drops to the road level (The Shallows) and to the canalised river.

A 30mph speed limit has been adopted along the A4 outside of the potential station site, with static speed camera and traffic calming measures. Travelling from Saltford to the station, drivers would have to negotiate a sharp bend and steep hill prior to a left turn into the station access. Drivers travelling from Bath towards Saltford station would be travelling along a national speed limit single-carriageway road, dropping in speed to 30mph approximately 200metres before turning right into the station access.

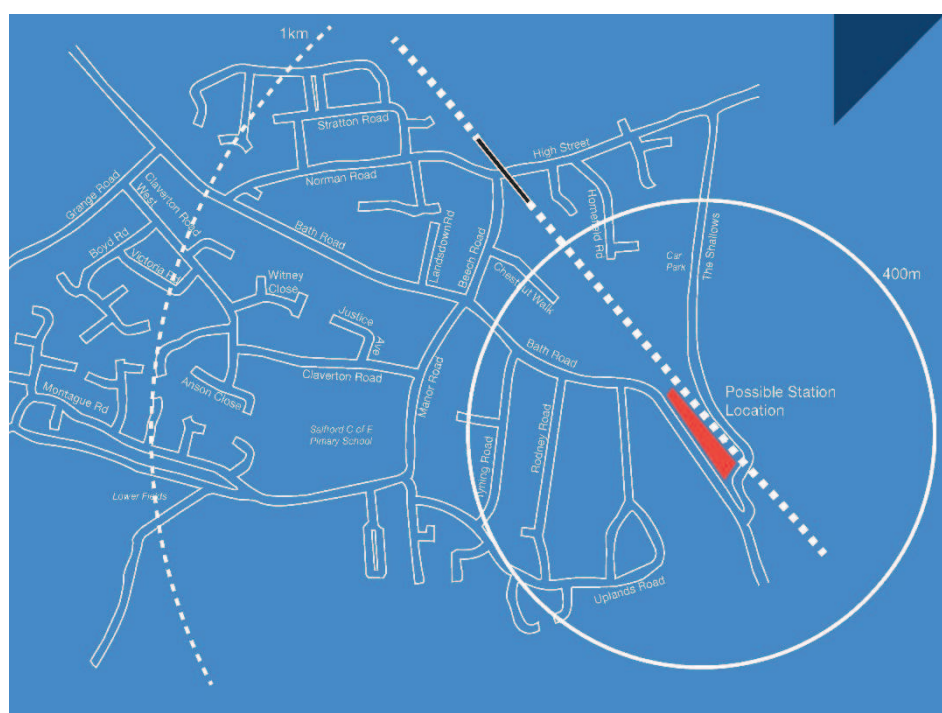


Figure 2-2: Potential station location – Option 1

2.2.2 SWOT analysis

The following strengths, weaknesses, opportunities and threats have been identified, with regards to the potential location of the site:

Strengths

- Old station site – network rail owned land;
- Potential for two-platform station with car parking;
- Bus stop located outside the site – enable those residents unable to walk or with no car to access the station from Saltford;
- Access off the main road, potential to intercept drivers and encourage mode shift; and
- No on-street parking along A4.

Weaknesses

- Limited space for on-site car parking;
- Local roads within 200-400m of site that could potentially be used for informal on-street parking by station users;
- Access issues due to road layout – steep hill and sharp bend, already traffic management mitigation in place; and
- Site over 800m walk distance from majority of Saltford population.

Opportunities

- Potential available land (private-green field) within 400m for additional parking, if demand requires;
- Space for disabled parking on site; and
- Located on approach to Saltford, mode shift could reduce traffic using A4 through Saltford and onto Bristol.

Threats

- The distance of the additional parking site from the station is likely to incur journey time penalties to make it less attractive as an alternative to driving;
- Potential traffic impact of rail users who travel by car to station;
- Potential for some on-street parking on side roads within 400metres of the site – could require controlled parking zones or double yellow lines; and
- Could cause abstraction from X39 bus service, reducing the commerciality and potentially triggering requirement for reduction in frequency or subsidy.

2.3 Option 2 – North-West of Saltford tunnel

2.3.1 Site description

The potential site is located on the northern edge of Saltford, near to High Street. Figure 2-3 shows the station site location, with accompanying distance contours across Saltford.

The site is directly north of the tunnel, located in a deep cutting. There should be space for two platforms to be constructed, although this may require engineering works to reconfigure the embankments to fit in platforms. The station is located within a cutting that is bounded by the tunnel to the south and houses above on both sides of the line.

Vehicle access would be from Chelwood Road, with the potential for non-vehicle access to also be gained by a single-track private road between two houses/walled gardens, off Norman Road. Drivers travelling from Bath towards Saltford would turn right off the A4, along Beeches Road, left onto Norman Road and right into Chelwood Road. There is private land (part of the community centre and recreation ground) adjacent the station site, which could be made into car parking.



Figure 2-3: Potential station location – Option 2

2.3.2 SWOT analysis

Strengths

- Site is more centrally located within Saltford – potential for more rail users to walk; and
- Potential for two-platform station.

Weaknesses

- Access road to the station site is via residential streets, which is not suitable the level of traffic demand for the station;
- Bus access directly outside the station would not be possible;
- Require extensive engineering works to facilitate station platforms and access into the cutting; and
- Further from A4, would require drivers to ‘divert’ from the route, incurring journey time penalty.

Opportunities

- Land available in close proximity to potential site for car parking.

Threats

- Potential for on-street parking on Chelwood Road, Stratton Road and surrounding area unless controlled parking zone is implemented;
- Significant increase in traffic along residential roads within Saltford; and
- Land for car parking is currently community sports fields and recreation ground.

3 Infrastructure requirements

3.1 Station sites

Having identified the broad station site location options and carried out a SWOT analysis, the next step was to determine station site locations in more detail (platform locations, access arrangements, car parking etc.) and investigate civil engineering aspects of potential station designs (in outline), as well as elements of permanent way and signalling, so that realistic costs could be developed.

An initial desktop study was undertaken using Google Earth, OS mapping, the NR Sectional Appendix, five-mile diagrams and Quail maps, in addition to a site visit, to get a general impression of the potential station locations, and to consider the sites based on four major criteria:

- land availability;
- size of station including construction footprint (varies due to earthworks);
- accessibility; and
- environmental factors.

Each station site has to be able to accommodate a minimum 160m platform length, with access arrangements and car parking facilities. As such, the potential sites need to have easy access to public roads. The final criterion was to make sure construction of the station would not be impeded by environmental concerns, mainly wetlands and farming. All these considerations were taken into account to ultimately find a preferred site for the potential station.

Key considerations for the station sites, drawing on the SWOT in chapter 2 and initial engineering assessments outlined above are set out in a series of access and engineering related advantages and disadvantages for the sites, as follows.

Option 1 – old station site

- Advantage – space for parking is available (adjacent to western platform).
- Advantage – the whole station, including parking area, is within Network Rail land.
- Advantage – road access to the parking area close by (Bath Rd, A4).
- Advantage – western platform area seems to be level so no retaining walls required.
- Disadvantage – space at the northern end of the eastern platform might be constrained, though there seems to be enough space for a minimum 2.0m wide platform.
- Disadvantage – the eastern platform area seems to be on an embankment so earthworks and retaining walls might be required (this may be avoided using a modular platform on micro piles).

Option 2 – North-West of Saltford tunnel

- Advantage – sufficient space for parking is available around the station site.
- Disadvantage – road access to a potential western parking area is only partially available, an extension of Chelwood Road via the existing recreation ground would be required.
- Disadvantage – road access to an eastern platform and potential parking area is difficult (off Norman Road, which would have to be widened, and might require a retaining wall which would infringe on existing property boundaries).
- Disadvantage – land would have to be acquired for the station, parking and access.
- Disadvantage – track at the station site is in cutting. As such, space for a western platform is very tight, and retaining walls are likely to be required to construct both platforms.

3.2 Permanent way

Horizontal track alignments have been established to assess the suitability of the station site locations in terms of track curvature, using a combination of OS mapping and Bentley Microstation. Outline results of this assessment indicate that:

- Option 1 is on a straight alignment which is ideal for platforms, and the preferred situation for siting new stations.
- Option 2 is located such that it would be partially within a transition between an approximately 4000m radius curve and straight track. While straight track is preferred for platforms, this level of curvature is considered achievable for a platform location. Note that it is assumed that the transition coincides with a cant transition between 0mm to 50mm with a transition length of 60m and a maximum line speed of 100mph.

Vertical track alignments have also been considered, to determine the suitability of the station site options in terms of track gradient at the station, established using the five-mile diagram of this area.

Both station site options are located on a track with a gradient of 1:1320. While flat sections of track are preferred for new stations, this gradient is well below the de facto maximum allowed gradient for new station platforms of 1:500, and thus likely to encounter no problems in being compliant with Network Rail standards.

Hence, both station site options appear to be feasible in terms of the key permanent way parameters at the locations considered.

3.3 Signalling

The signalling system, including the arrangement of existing signals, their positions and associated track circuits will need to be assessed for compatibility with the potential station locations. This has not been considered in this study, but it is likely that the signalling system will require modification, the detail for which would be identified during the design process of the station.

For instance, at platform ends, new start signals with associated berth track circuits and location cases will be required. Any bi-directional signalling requirements will also have to be examined. As a result a red-green signalling scheme plan should be produced for station signalling area at GRIP 3 stage (option selection). The final option will eventually be developed at GRIP 4 stage (outline design). Signal positions and train stopping point locations will be subject to a signal sighting chairman's recommendation prior to GRIP 5 design.

The requirements are likely to be similar at either station site option.

3.4 Station civil engineering

The outline station designs considered in this study are based on the following assumptions, which are common to both station site options:

- Station platforms (160m long);
- Car parking spaces provided;
- Platforms shelters to be provided;
- Disability Discrimination Act (DDA) access arrangements;
- Long line public address (LLPA), customer information system (CIS), closed circuit television (CCTV) and 'Help Points' to be provided; and
- Adequate fencing is required.

Note that it is assumed that land outside B&NES or NR boundaries can be procured if required for either of the station site options, though the cost of doing so not included in the cost estimates.

3.4.1 Option 1 – old station site

This station option is located at the former Saltford station site, between Bath Road (A4) and Marina, as shown in Figure 3-1. One of the main advantages of this site is the availability of vacant space to its west. This area is flat, thus it avoids earthworks and associated costs, and is within NR boundaries.



Figure 3-1: Option 1 potential station site

Figure 3-2 shows an indicative station design layout for an option 1 station. The main disadvantage of this site is that the north-eastern platform and DDA ramp will have to be built on an embankment. In addition a retaining wall or micro piles would be required on the northeast side of the station to support the platform and DDA access ramps.

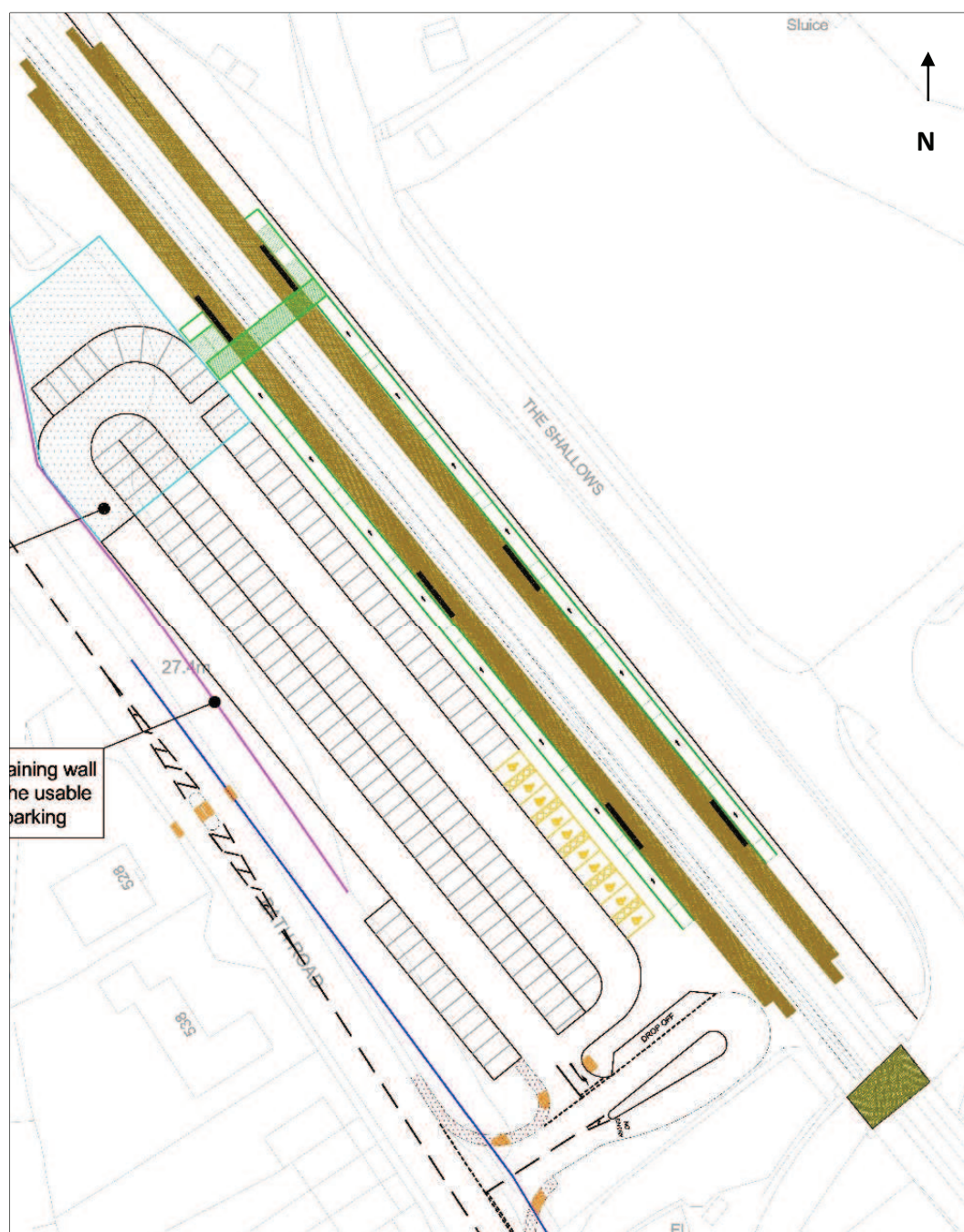


Figure 3-2: Option 1 potential station layout with parking facility

3.4.2 Option 2 – North-West of Saltford tunnel

The site selected is located just northwest of Saltford (at approximately MP 112) as shown in Figure 3-3. **Error! Reference source not found.** The main advantage of this site is that it is situated more centrally within Salford and as such offers easy access to the west via Chelwood Road with land available to build car parking facilities. However, the land required is part of the recreation grounds and would have to be acquired.

Error! Reference source not found. **Error! Reference source not found.** Figure 3-4 shows an indicative station design layout for an option 1 station

The main disadvantages of this site for station construction is that it is located in cutting and at the start of a transition curve towards the west. The platforms and DDA ramps would need to be built within the cutting, with the likely consequent requirement for earth retaining walls for their support.

From an environmental point of view, paving the land for parking has impacts, including loss of greenspace and additional costs.



Figure 3-3: Option 2 potential station site

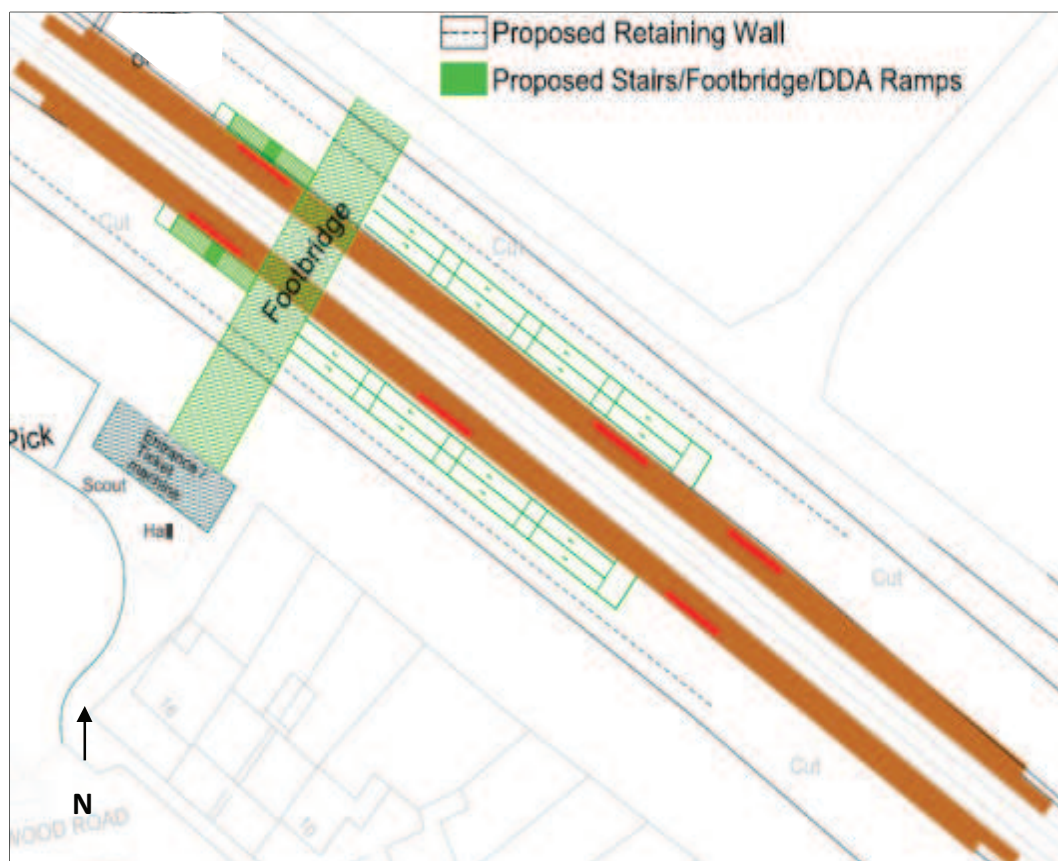


Figure 3-4: Option 2 potential station layout

3.5 Preferred location

Option 1 is the preferred option in terms of land availability (within Network Rail land), permanent way and civil engineering considerations. The old station location is well connected to Bath Road (A4) and has enough space for limited car parking.

A potential retaining wall is only required for the eastern platform; however using modular platforms on micro piles might erase the need for this retaining wall. A topographical survey at a later stage should clarify if this is a feasible option.

Even if there was a need for a retaining wall, it would only be to one side and thus result in less earthworks and disruptions than Option 2. This fact should have a decisive impact on costs as well.

For these reasons it is anticipated that this option is both the more feasible and the cheaper of the two.

4 Capital costs

4.1 Introduction

This chapter sets out the capital costs for a Saltford station, both site options, including the assumptions used in the assessments. The total costs include the construction cost of the station, signalling and non-construction costs (design development and project management). Costs do not account for land acquisition (as noted earlier) or train operating company (TOC) compensation during construction.

Initial derivations of cost are outlined first, with sensitivities based on the level of contingency built into the cost assumptions. Recent discussions with Network Rail have resulted in consideration of a higher contingency assumption than previously used. In addition, this takes into account possible alternative civil engineering requirements for the northern platform (eastbound) at the old Saltford station site (Option 1), as well as both platforms at Option 2.

Hence, three capital cost scenarios have been developed:

- Scenario A – uses a 20% contingency assumption and standard cost build up with no alternative civil engineering considerations for the platforms (this scenario was used in the exhibition event costings).;
- Scenario B – takes into account enhanced platform considerations, with 20% contingency; and
- Scenario C – accounts for enhanced platform considerations, and introduces a 40% contingency in line with NR discussions.

4.2 Cost build-up

4.2.1 Station construction costs

Station construction costs include the following for each option:

- Station platforms (160m long);
- Car parking spaces;
- Platform shelters and ticket machines;
- Disability Discrimination Act (DDA) access;
- Ground works, including any cutting/re-profiling/stabilisation, retaining walls, piling, etc.;
- Fencing, landscaping and signage;
- Vehicle access link to highway; and
- Cycle parking provision.

Note though that no allowance is included for land acquisition required for the station and/or car park or for TOC compensation during construction.

Total station construction costs for each station option and costing scenario are shown below:

	Scenario A	Scenario B	Scenario C
Option 1	£2.3 million	£3.1 million	£3.1 million
Option 2	£3.2 million	£4.0 million	£4.0 million

4.2.2 Signalling

Basic changes to signalling should cost £125,000 for all signalling requirements (including associated telecoms), to take it through the full GRIP process of design, installation, testing and commission handover. This assumes existing three-aspect auto signals in the vicinity of the station may be retained and adapted to save on the need to provide extra signals and equipment. An additional cost of £30,000 has already been included within the base construction costs for LLPA, CIS, CCTV and Help Points at the station.

Total cost assumption for signalling = £125,000 for both options.

4.2.3 Non-construction costs

Non-construction costs cover overall design development and project management costs, including preliminary works, GRIP stage development, testing/commissioning and possession management. As the development of these costs are still at a high-level due to the preliminary nature of the investigations, the non-construction costs are provided as a percentage of the base station construction costs (excluding signalling costs).

Table 4-2 outlines the capital cost considerations for the potential station options in Saltford with cost assumption scenario B, including a more conservative account of civil engineering requirements for platforms than Scenario A. The 20% contingency has been retained for this scenario.

Table 4-3 outlines the capital cost considerations for the potential station options in Saltford with cost assumption scenario C. This includes a more conservative account of civil engineering requirements for platforms than Scenario A and a 40% contingency.

Table 4-1 outlines the percentage assumptions for the various non-construction costs with cost assumption scenario A. This includes a contingency of 20% applied to the totalled construction and development costs, which is standard practice at this preliminary level of investigation.

Table 4-2 outlines the capital cost considerations for the potential station options in Saltford with cost assumption scenario B, including a more conservative account of civil engineering requirements for platforms than Scenario A. The 20% contingency has been retained for this scenario.

Table 4-3 outlines the capital cost considerations for the potential station options in Saltford with cost assumption scenario C. This includes a more conservative account of civil engineering requirements for platforms than Scenario A and a 40% contingency.

Table 4-1: Scenario A – initial capital costs

Scenario A		Option 1	Option 2
Total Base Construction Cost		£2,325,790	£3,243,540
Signalling		£125,000	£125,000
Non Construction Costs	% of Base		
Contractor preliminaries	20%	£465,158	£648,708
GRIP stages 4 development	1%	£23,258	£32,435
GRIP stage 5 detailed design	2.5%	£58,145	£81,089
Project Management & Sponsorship	10%	£232,579	£324,354
Testing and commissioning	2.5%	£58,145	£81,089
Possession management	2.5%	£58,145	£81,089
TOC Compensation	0%	£0	£0
Land Acquisition Purchase	-	£0	£0
Total Non-Construction Cost		£895,429	£1,248,763
Sub Total		£3,346,219	£4,617,303
Contingency	20%	£669,243.83	£923,460.58
TOTAL		£4,015,463	£5,540,763

Table 4-2: Scenario B - capital costs (20% contingency)

Scenario B		Option 1	Option 2
Total Base Construction Cost		£3,093,790	£4,011,540
Signalling		£125,000	£125,000
Non Construction Costs	% of Base		
Contractor preliminaries	20%	£618,758	£802,308
GRIP stages 4 development	1%	£30,938	£40,115
GRIP stage 5 detailed design	2.5%	£77,345	£100,289
Project Management & Sponsorship	10%	£309,379	£401,154
Testing and commissioning	2.5%	£77,345	£100,289
Possession management	2.5%	£77,345	£100,289
TOC Compensation	0%	£0	£0
Land Acquisition Purchase	-	£0	£0
Total Non-Construction Cost		£1,191,109	£1,544,443
Sub Total		£4,409,899	£5,680,983
Contingency	20%	£881,980	£1,136,197
TOTAL		£5,291,879	£6,817,179

Table 4-3: Scenario C - capital costs (40% contingency)

Scenario C		Option 1	Option 2
Total Base Construction Cost		£3,093,790	£4,011,540
Signalling		£125,000	£125,000
Non Construction Costs	% of Base		
Contractor preliminaries	20%	£618,758	£802,308
GRIP stages 4 development	1%	£30,938	£40,115
GRIP stage 5 detailed design	2.5%	£77,345	£100,289
Project Management & Sponsorship	10%	£309,379	£401,154
Testing and commissioning	2.5%	£77,345	£100,289
Possession management	2.5%	£77,345	£100,289
TOC Compensation	0%	£0	£0
Land Acquisition Purchase	-	£0	£0
Total Non-Construction Cost		£1,191,109	£1,544,443
Sub Total		£4,409,899	£5,680,983
Contingency	40%	£1,763,959.66	£2,272,393.16
TOTAL		£6,173,859	£7,953,376

4.2.4 Summary

The capital costs for each scenario have been summarised for the two options below in Table 4-4.

Table 4-4: Summarised total capital costs (rounded)

	Scenario A	Scenario B	Scenario C
Option 1	£4.0million	£5.3million	£6.2million
Option 2	£5.6million	£6.8million	£8.0million
Contingency assumption	20%	20%	40%
Platform civis assumption	Standard	Conservative	Conservative

5 Socio-economic analysis

5.1 Introduction

An important part of the socio-economic analysis is to understand potential demand for the station, in terms of the quantum of passengers, likely origins (and destinations) and means of accessing the station. This section briefly describes the demand forecasts carried out, including initial results for demand, catchment origins and access mode, and subsequent economic assessments

Outputs of the socio-economic assessment will ultimately be an initial set of economic benefits for the station, considering issues such as levels of demand, impact on highway congestion and overall time savings for all transport users. This includes an assessment of the Net Present Value (NPV) of benefits and Benefit Cost Ratio (BCR) for the scheme to develop into the business case for the station.

In calculating the economic benefits, the same demand forecasts (for station site Option 1) have been used for both station sites. Although there are differences of detail in access arrangements, they are similarly located with respect to the main catchment of the station.

5.2 Methodology

5.2.1 Models

A series of approaches are required to assess different aspects of a new station at Saltford. These consider three main elements that together enable the net total benefit to the railway to be established, including:

- Total trips generated by the new station;
- Existing rail trips diverted from existing trips to the new station; and
- Suppression of demand at existing stations by an extra station call.

Total station demand

Demand forecasting work undertaken as part of the previous Saltford station study was a very high level assessment based around the MetroWest rail proposals for the Bristol area. This used one or two specific benchmark stations as the focus for likely demand and revenue impacts, essentially a direct trip rate approach.

As part of this study, the method has been improved through use of a simple gravity model technique, which takes into account the relationship between journeys and catchments at a number of similar stations. Regression techniques have been used to identify a series of demand/catchment relationships for several types of movements, including journeys made using full price tickets, reduced price tickets and season tickets, and between 'independent' stations (such as Chippenham and Keynsham), 'regional' stations (such as Bath Spa and Bristol Temple Meads), 'urban' stations (Oldfield Park, Bedminster etc.) and London stations, as the characteristics of such trips can differ. Stations used in the regressions are drawn from the local West of England area locations as much as possible.

Diversions of existing trips to new station

An estimate of how many trips are new to the railway or transferring from other stations is assessed using a station choice logit model, using generalised costs calculated for whole journeys from origin (home in many cases) to destination (i.e. work) via the existing station used, which NRTS data identifies, compared with a similar trip using the new station.

Suppression of demand

This method overlays the direct demand impact of the station with an appraisal of lost demand to existing rail passengers on the stopping train. Where a new station is implemented on an existing line,

there is potential to affect demand on services passing through (and stopping) at the new station, as a result of lengthening journey times. This can have a significant effect on revenue if the services to be stopped at a new station are fast and/or long distance, where the journey time penalty is greater and/or fares paid are higher than more local journeys.

5.2.2 Data Sources

A number of data sources have been used to develop demand forecasts for Saltford station. These are outlined briefly below.

National Rail Travel Survey (NRTS)

The National Rail Travel Survey (NRTS) provides estimates of the number of rail trips at stations on a notional and typical day and includes origins and destinations of trips using the rail network, both in terms of rail journeys themselves (the first, intermediate and last stations used) and the 'true' origin and destination of trips (including the locations where the overall journey started and finished, such as home, work or other location and the mode of station access/egress). Other journey characteristics derived from NRTS data includes ticket types, journey purposes and journey frequency. NRTS data is key to developing the bespoke gravity type model for Saltford station.

MOIRA2

MOIRA2 is used by the rail industry to forecast the impact of timetables on passenger revenue, including analysing the effect of changes to a timetable such as stopping patterns, infrastructure and rolling stock on the passenger numbers carried and the revenue impact. MOIRA2 is used to assess timetable changes. MOIRA2 is useful to this study in that it can assess the effects on existing services of instituting a new station stop. MOIRA2 was previously provided to the study team by the DfT for use in the Metro West studies. Information from these previous analyses has been utilised in this study in generalised cost and fare/revenue calculations, though no specific assessments have been possible for this study¹. Note that information from MOIRA2 is provided as commercial in confidence and must not be reported in a disaggregated way that could jeopardise this confidentiality.

National Statistics and 2011 Census

Population and employment statistics are taken from 2011 Census population figures and National Statistics Nomis official labour market statistics for 2010 respectively.

GBATS & GBATH

The Greater Bristol Modelling Framework (GBMF) includes two multi-modal transport demand models that cover Saltford at the same level of disaggregation, where GBATS has its greatest detail in Bristol and GBATH is centred on Bath. These models have provided demand and generalised cost information to assist in station choice modelling and the development of transport economic benefits.

Office of Rail Regulation (ORR) statistics –

Station passenger counts. The latest ORR station statistics were published in February 2013. ORR station totals are used in conjunction with NRTS and MOIRA2 data to update o present day figures as required.

Passenger Demand Forecasting Handbook (PDFH) –

The PDFH summarises knowledge of the effects of service quality, fares and external factors on rail passenger demand, and provides guidance on applying this knowledge to the preparation of forecasts for investment and service planning. Values in the PDFH can be used to assess demand responses to timetabling and operating decisions. Note that (like MOIRA2) the PDFH contains material that is commercially confidential in nature. No specific details of the information used from PDFH will be included in this report.

¹ Note that Saltford was modelled using MOIRA2 as part of the 'new stations package' that would follow Phase 2 of Metro West – i.e. with 2 local trains per hour to Bath, 2 trains per hour to Severn Beach and Portishead (phase 1), plus Henbury line and Yate turn-back (phase 2) all in place.

5.3 Forecasts

5.3.1 Demand and revenue

Two scenarios have been considered; the main forecast with a half hourly operation (fully integrated with MetroWest) and a sensitivity forecast with an hourly operation. Headline results of demand forecasts are shown in Table 5-1.

Table 5-1: Saltford demand and revenue forecasts

Demand/revenue	Main case 2-trains/hr		Sensitivity case 1-train/hr	
	total	transfer	total	transfer
Annual demand	203,700	15,300	149,170	11,200
Annual revenue	£1,005,000	£63,000	£736,000	£46,000
Daily demand (average)	647	49	474	36

Demand for Saltford station is estimated to be 203,700 trips per annum at current day usage levels (two-way movements). This represents some 647 trips per day made by around 325 individuals. To achieve this level of demand, requires two trains per hour to stop at Saltford, being provided by the existing 'stopper' services between Bath Spa and Bristol Temple Meads making an additional stop and the new Metro West stopping service. Demand commensurately drops to under 150,000 trips per annum (474 per day) with only one train per hour at a Saltford station. Some 7.5% of demand is forecast to be existing rail users transferring from other stations in the area (mostly Keynsham and Oldfield Park).

Revenue

Gross revenue forecast to be generated by Saltford station is just over £1m, based on the total demand forecast for the station and a station-to-station trip distribution and fares pattern based on Keynsham. Of this, some £63,000 is attributed to trips that have transferred from other stations, and is therefore not net new revenue for the railway.

In addition, allowance has to be made in determining net revenue to the railway for trips that are potentially suppressed as a result of changes to services to accommodate a stop at a new station.

This has been assessed by identifying as many trips as possible that currently pass through Saltford on the existing 'stopping' services between Bath Spa and Bristol Temple Meads, and applying an increase in journey time to allow for an additional stop at Saltford. Trips previously output from MOIRA2 have formed the basis for this assessment (it has not been possible to re-run MOIRA2 for this study). A two minute additional journey time was added to the generalised journey times of these trips, and the revised demand calculated using elasticities derived from PDFH. The resulting suppression of demand at some £172,000 per annum (2013 demand).

The overall net 'new' revenue for the railway as a result of Saltford station being implemented is £770,000 in the main case (2 trains per hour), and £518,000 in the sensitivity case (1 train per hour).²

5.3.2 Catchment and access modes

The total demand forecasts have been further analysed to identify the locations that potential users of a Saltford station would come from, as well as the likely modes of transport they would use to reach the station. This is based primarily on analysis of users at Keynsham station, identified from NRTS data. NRTS data provides the true origin of trips, as well as the mode of transport used to access the station.

² Note that suppression is the same in both main and sensitivity cases, as the service that forms the second train per hour in the main case is a new service, for which demand suppression is not applicable.

Trips using Keynsham station as the origin station for an outward journey on a return ticket and using a single ticket from Keynsham were considered as being indicative of users accessing the station. This information was extracted from NRTS and adjusted to better-represent the specific circumstances at Saltford. The resulting forecast pattern of movements and modes of station users is shown in Table 5-2.

Table 5-2: Catchment distribution and access mode shares

Based on Keynsham station

Catchment	Walk	Bus	Car parked	Car drop off	Bicycle	ALL
Less than 1 km	34.5%	0.8%	7.7%	1.9%	1.3%	46.2%
from 1 to 2 km	12.8%	0.8%	10.2%	1.3%	1.3%	26.4%
from 2 to 3 km	0.5%	-	6.6%	2.4%	0.5%	9.9%
from 3 to 4 km	-	1.2%	4.2%	0.5%	-	5.9%
from 4 to 5 km	-	0.2%	0.7%	0.2%	-	1.1%
from 5 to 10 km	-	-	7.0%	1.5%	-	8.5%
More than 10 km	-	-	2.2%	-	-	2.2%
TOTAL	47.8%	2.9%	38.6%	7.7%	3.0%	100.0%

numbers may not add up exactly to totals due to rounding

Table 5-2 indicates that most users at Saltford would be local to the station, within the village of Saltford (some 72% within 2km and 82% within 3km). Most would walk to the station, and indeed almost half of all station users are forecast to walk. However, as is observed at other similar stations (and in particular at Keynsham) a sizeable minority will drive to the station from within 2-3km of the station. Similarly a reasonable minority will travel from further away (mostly up to 10km from the station), and virtually all of these will use cars, mostly parking at or near the station. Almost as many station users are forecast to use cars as would walk, with up to 40% of all station users looking to park at the station.

Table 5-3 translates these catchment and mode splits into passenger numbers by mode of access and catchment distance, based on the main demand forecast for Saltford of 647 trips per day. Almost half of all trips are likely to be day returns, thus suggesting some 325 individuals arriving at the station. A key figure in Table 5-3 is that some 125 people are forecast to be seeking to park a car at the station each day. As such, car park capacity that demand forecasts indicate would be sought by users at Saltford would require around 130-140 spaces (allowing demand + 10% and spaces for disabled users). Demand forecasts assume that car parking is available, so would reduce if spaces were constrained.

Figure 5-2 illustrates the information in Table 5-3 on a map, showing where users of Saltford station could come from, and the mode of transport used to access the station (Figure 5-2 shows the wider catchment, where Figure 5-3 shows Saltford in greater detail). This distribution is based on aggregate centres of population within the distance catchment bands, with logical realism adjustments as appropriate (such as no station users from north of the River Avon, as a result of poor access to Saltford, or access routes passing other stations along the way).

Table 5-3: Rail users accessing Saltford – by origin catchment and access mode (2013)

Catchment	Walk	Bus	Car parked	Car drop off	Bicycle	ALL
Less than 1 km	112	3	25	6	4	150
from 1 to 2 km	42	2	33	4	4	86
from 2 to 3 km	2	-	21	8	1	32
from 3 to 4 km	-	4	14	2	-	19
from 4 to 5 km	-	1	2	1	-	3
from 5 to 10 km	-	-	23	5	-	28
More than 10 km	-	-	7	-	-	7
TOTAL	155	9	125	25	10	325

numbers may not add up exactly to totals due to rounding

Figure 5-4 shows the split approaching the station. Most station users (around 75%) come from west of the station (unsurprising since the station is located on the eastern edge of Saltford). However, there is an imbalance in access modes for station users from east or west of Saltford, with people approaching the station from the east being far less likely to walk and more likely to drive (96% of walkers come from the west). Some 45% of car trips are forecast to approach the station westbound along the A4.

It should be noted at this point that these forecasts represent an 'average day' at 2013 demand levels, and do not take into account fluctuations in demand, such as seasonal variation. Likewise, demand forecasts are based on present day patronage for rail services, and there is every likelihood that demand will rise in future.

Parking revenue

The car park at Saltford station would be a pay car park, otherwise transfers seeking free parking could be significant (especially from Keynsham). Charges should therefore also be consistent with Keynsham, which currently costs £2.30 to park for a day (in cash – £2.10 if paid by phone). Assuming this sort of parking charge at Saltford would generate almost £90,000 per annum (2013 figures), which would rise with demand into the future.

Suppression of demand

It can clearly be seen from the forecasts that a significant proportion of potential station users will seek to drive and park at or near the station. This in itself has implications for the size of car park required, charging regime at the car park and a consequent possible need to restrict parking on streets within reasonable walking distance of the station. This issue is not discussed further in this chapter.

However, it is interesting to note the potential effect on demand should the car park be restricted in size, and no nearby street parking available. In simplistic terms, demand could therefore be reduced accordingly. Also, behaviour of users would adjust, with early arrivals filling the car park, preventing later arrivals from parking. Potential users within 2km of the station may decide to walk instead of drive, but others beyond that are more likely to divert elsewhere or use another mode, as the risk of not being able to park would be less easy to overcome. As such, the number of rail users at Saltford could drop to around 250 per day if the car park capacity was capped at 50 spaces, which is only marginally more demand than would be generated by a 1-train per hour service (sensitivity case).

5.4 Future demand

5.4.1 Growth rates

Demand for rail travel has grown significantly in recent years, with, for example, an almost 70% increase in passenger numbers being recorded through stations in the West of England area between 2004/05 and 2011/12 (based on ORR figures). This includes even larger increases on specific routes, such as more than doubling of patronage on the Severn Beach line. Historic growth rates at groups of West of England stations are shown in Figure 5-1 and

Table 5-4.

Apart from a slight levelling in 2007/08, growth has continued in spite of the economic recession, and seems likely to continue, albeit it is debatable whether the rates will be as high as seen in recent times. Industry forecasts produced by Network Rail as part of developing its Great Western Rail Utilisation Strategy (RUS) and Long Term Planning Process (LTPP) Regional Urban Markets Study identify lower rates than recently observed historic rates. The Great Western RUS (published in March 2010) forecasts that demand in the Bristol area would rise by 41% at peak times between 2008 and 2019 (a rate of 3.2% per annum), and 37% off peak (2.9% per annum), with an average growth rate of 3.0% per annum.

The LTPP Regional Urban Markets study (consultation draft published April 2013) uses a series of economic scenarios to frame growth in rail use. The resulting growth varies from 0.6% per annum to 3.9% per annum. More details of the LTPP growth rates are shown in Table 5-5.

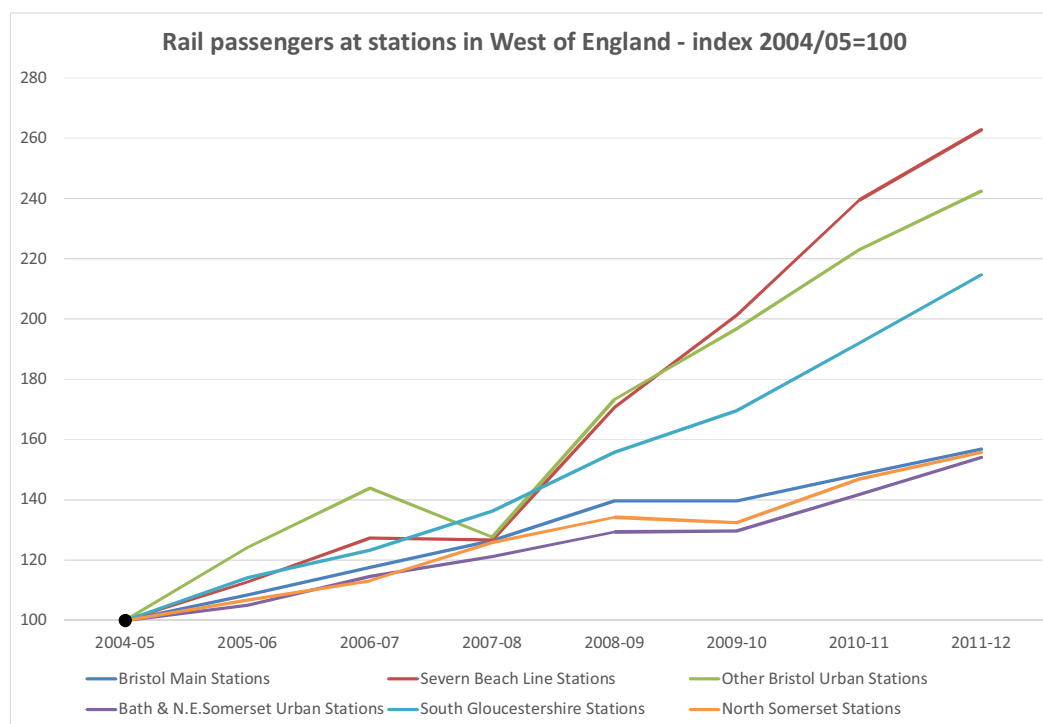


Figure 5-1: ORR historic growth in West of England area

Table 5-4: ORR historic patronage growth in West of England area (2004-2012 figures)

Station groupings	2010/11 to 2011/12	2009/10 to 2010/11	2004/05 to 2011/12	2004/05 to 2011/12
	per annum	per annum	TOTAL	per annum
Bristol main (Temple Meads & Parkway)	5.7%	6.1%	57%	6.6%
Severn Beach Line	9.8%	18.9%	163%	14.8%
Other Bristol urban	8.7%	13.3%	142%	13.5%
B&NES (incl. Keynsham)	8.7%	9.3%	54%	6.4%
South Gloucestershire (excl. Parkway)	11.8%	13.2%	115%	11.5%
North Somerset	6.0%	10.9%	56%	6.5%
OVERALL	8.7%	10.9%	69%	7.8%

Table 5-5: Network Rail LTPP: Regional Urban Markets Study (consultation draft April 2013)

Economic scenario	2013-23	2013-23	2023-2043	2023-2043
	total	per annum	total	per annum
'Prosperity in isolation'	14%	1.3%	33%	1.4%
'Global stability'	47%	3.9%	44%	1.8%
'Struggling in isolation'	6%	0.6%	15%	0.7%
'Global turmoil'	35%	3.0%	21%	1.0%
AVERAGE	26%	2.3%	29%	1.3%

It is clear from the industry forecasts that historic rates of growth are not considered to continue unabated. As such, future year forecasts for Saltford have been produced using a combination of historic rates, RUS and LTPP figures:

- 2013 to 2017 – taper from recent historic growth rates (6.4% at Bath & North East Somerset stations) to RUS average of peak and off peak (3.0% per annum);
- 2018 & 2019 – RUS average rate (3.0% per annum);
- 2020 to 2023 – taper from RUS average rate (3.0% per annum) to an LTPP average rate derived from the four economic scenarios (2.3% per annum); and
- 2023 to 2043 – taper from 2023 LTPP average rate (2.3% per annum) to 2043 LTPP average rate (1.3% per annum).

Table 5-6 shows the resulting profile of demand at Saltford from to 2043, assuming that Saltford station would open in 2019, including annual and daily (average day) demand, as well as the implied demand for car parking at the station. Figures are included from 2013 to 2019 for illustration purposes, as demand forecasts have been carried out in the current year equivalent. It is clear from this table that car park capacity could be under pressure fairly quickly.

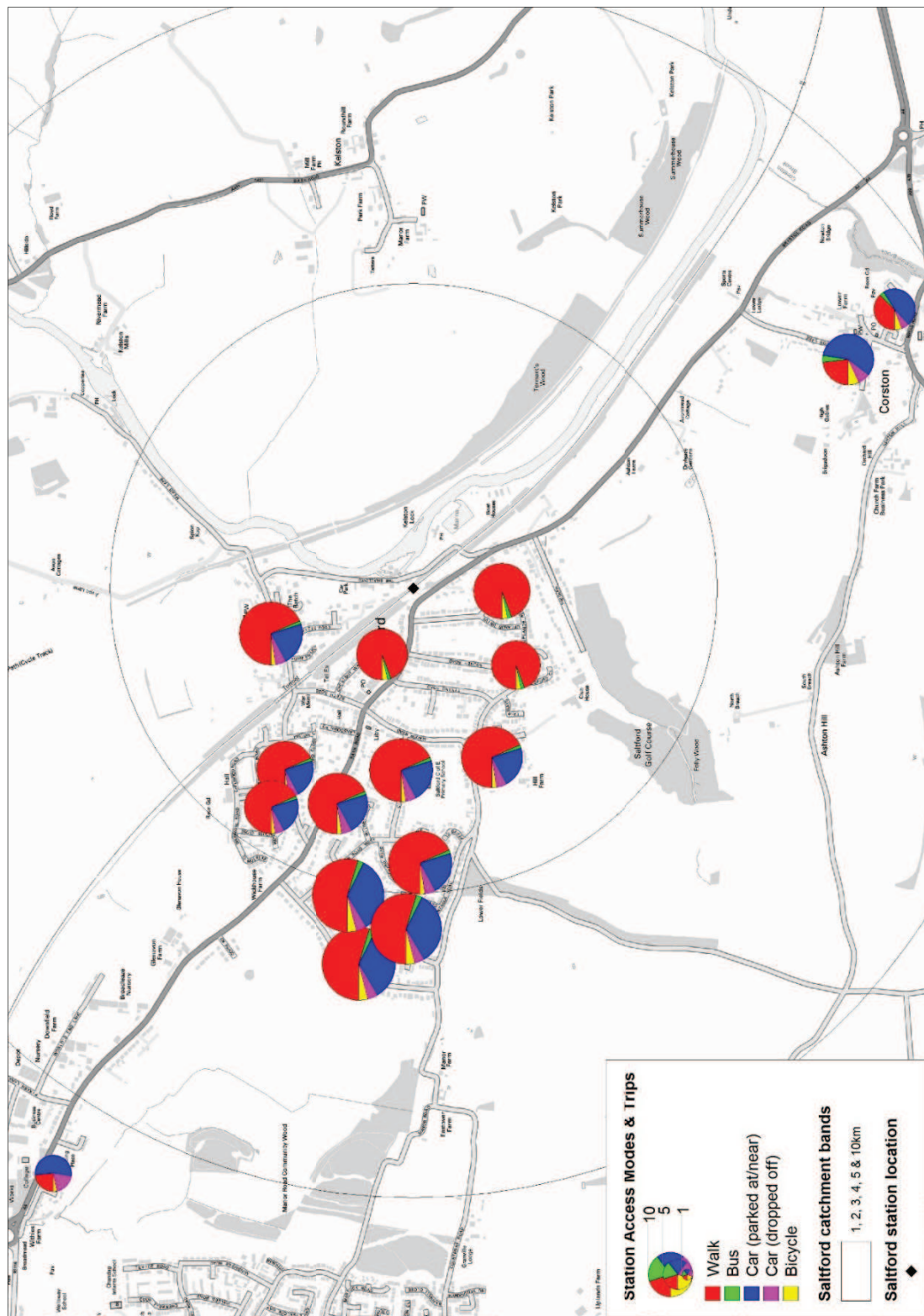
Table 5-6: Saltford station future year forecasts – main case (2-trains per hour)

Based on 2013 forecasts and NR RUS & LTPP growth rates

Year	Rail trips		...park car at station
	ANNUAL	DAILY	DAILY
2013	203,700	647	125
2014	210,100	667	129
2015	216,700	688	133
2016	223,400	709	137
2017	230,300	731	142
2018	237,300	753	146
2019	244,500	776	150
2020	251,500	798	155
2021	258,200	820	159
2022	264,600	840	163
2023	270,700	859	166
2024	276,700	879	170
2025	282,800	898	174
2026	288,900	917	178
2027	295,000	936	181
2028	301,000	956	185
2029	307,000	975	189
2030	313,000	994	192
2031	318,900	1,012	196
2032	324,800	1,031	200
2033	330,600	1,050	203
2034	336,400	1,068	207
2035	342,100	1,086	210
2036	347,700	1,104	214
2037	353,300	1,121	217
2038	358,700	1,139	220
2039	364,100	1,156	224
2040	369,300	1,172	227
2041	374,500	1,189	230
2042	379,500	1,205	233
2043	384,400	1,220	236



Figure 5-2: Saltford station catchment and mode of access (Option 1)



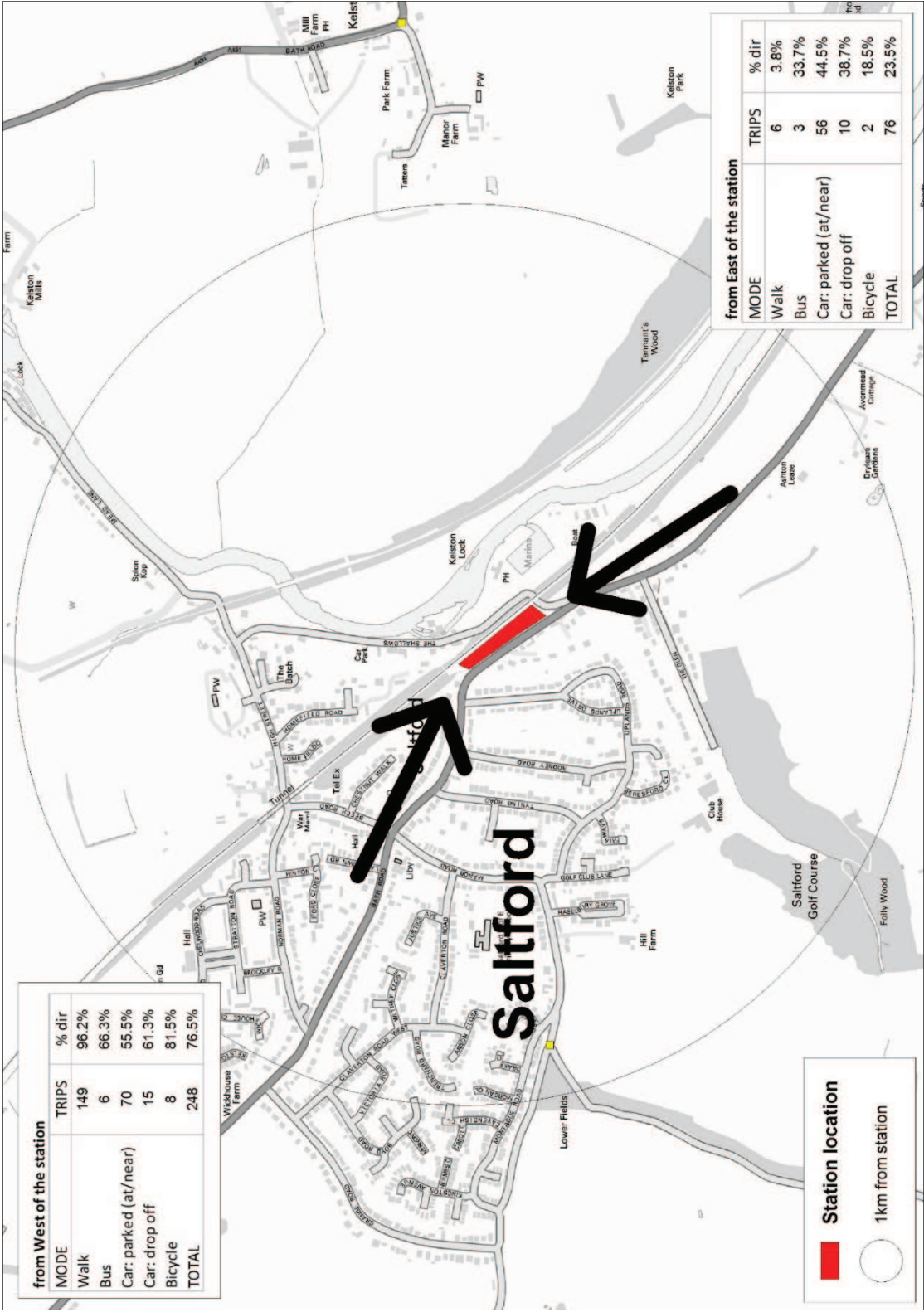


Figure 5-4: Salford station catchment – local approach directions (Option 1)

5.5 Economic assessment

Demand forecasts and estimated costs for Saltford have been combined to produce estimates of the economic benefits of the station. This is a simplified assessment, making use of available data to convert direct demand forecasts for rail demand to road and rail user benefits. The economic assessment includes assessment of the time benefits associated with car and rail trip changes. Trips from Saltford are broadly assumed to generate benefits based on the AM peak, with trips to Saltford being related to PM peak conditions. Opening year is assumed as 2019, with construction being in 2018.

The economic assessment does not include vehicle operating costs, user charges (platform fees, fares and car park revenues), costs/benefits during construction and maintenance, monetisation of environmental or wider economic impacts, and assessment of the effects on tax revenues.

5.5.1 Times and trips

Results of Saltford station catchment analysis from demand forecasts are allocated to a grouped zoning system common to both the GBATS and GBATH models ('GBM zones'). The local station catchment is defined in terms of GBATS and GBATH zones that cover the distance-based catchments identified in the demand forecasts. The wider catchment includes zones that represent a possible distribution of stations that rail trips using Saltford could go to/from, based primarily on the distribution at Keynsham.

Corresponding car trip and journey times are extracted from the multi modal models, incorporating information from both GBATS (which is aimed at Bristol) and GBATH (centred on Bath), to utilise the different levels of detail of GBATS and GBATH appropriately. Similarly, existing rail trips and journey times are also extracted, to give consistent base figures for both modes for the station catchment.

Origin to destination car trips to/from the station catchment are adjusted to reflect station forecasts, using initial car trips to distribute changes. Similarly, forecast rail trips are allocated to the catchment using existing rail trips as a guide. Assumptions used in this adjustment are as follows:

- Mode split of Saltford station access is as reported above (almost 40% of station users are forecast to park a car).
- Demand forecasts are converted from 2013 equivalents to 2011 figures, for consistency with GBATS/GBATH trips/times.
- 7.5% of Saltford station trips are forecast to divert from other rail stations – car trips are added to the Saltford rail catchment accordingly.
- 25% of Saltford station trips transfer from car – trips are removed from the car origin-destination matrix for the station catchment, and added to movements that access the station itself.³
- The remaining 67.5% of trips are a combination of transfers from other modes and newly generated trips – some of these are assumed to access the station by car, so are allocated to car trips accessing the station accordingly.
- Car journey times for zone-to-zone movements are not adjusted to reflect reductions in congestion, as this has not been specifically modelled.
- Rail journey times derived from GBATS and GBATH are similarly not adjusted, to apply a consistent approach for rail and car trips.

³ Adjusted figure based on generic figures presented in Leeds ITS research: "several studies have shown that, while around 60% of new usage comes from bus, around 20% is transferred from car use, and 20% newly generated (Nash, 1992; Cristobal, Garcia and Gonzalez, 2001)" – an additional 5% is allowed to transfer from car, reflecting the frequency, quality and destinations of bus services through Saltford.
http://www.konsult.leeds.ac.uk/private/level2/instruments/instrument004/l2_004b.htm

5.5.2 Costs

The assessment takes into account both capital and operating costs of the station. No allowance is made for fares and train operating costs, making the tacit assumption that any additional train operating costs incurred by stopping at Saltford are matched by additional revenue. This is considered pessimistic.

Capital costs

Capital costs calculated for both station site options were discussed earlier in this report. Costs include construction and development costs, contingency at 20% (cost Scenarios A & B) or 40% (cost Scenario C) of construction and development costs and an allowance for signalling (£125k for each option). Total costs as used in the economic assessments are as follows:

Scenario A

- Option 1 – historic Saltford station site £4.0m
- Option 2 – west of Saltford Tunnel £5.6m

Scenario B

- Option 1 – historic Saltford station site £5.3m
- Option 2 – west of Saltford Tunnel £6.8m

Scenario C

- Option 1 – historic Saltford station site £6.3m
- Option 2 – west of Saltford Tunnel £8.1m

The economic assessment provides results for the full range of these costs. Note though that no allowance is included for land acquisition required for the station and/or car park or TOC compensation during construction. Optimism bias of 50% is added to total capital costs for the assessment (based on rail scheme appraisal in WebTAG unit 3.13.3).

Station operating costs

Operating costs have been calculated using assumptions based on capital costs, derived from CH2M HILL experience on other studies, as follows:

- Annual maintenance at 1.5% of capital costs per annum.
- Periodic cost 1 – additional 9% of capital costs every 10 years.
- Periodic cost 2 – additional 13% of capital costs every 30 years.

A 5% premium is added to these figures to allow for on-going risk. Optimism bias of 40% is added to operating costs (based on rail scheme appraisal in WebTAG unit 3.13.3).

5.5.3 Results

In calculating the economic benefits, the same demand forecasts have been used for all station sites, as both are similarly located with respect to the main catchment of the station (i.e. Saltford itself). Hence the present value of benefits (PVB) is the same for each, with varying costs resulting in different present values of costs (PVC), and as a result net present values (NPV) and benefit cost ratios (BCR).

Table 5-7 shows PVB, PVC, NPV and BCR for the two Saltford station site options for Scenarios A, B and C. Figures 5.5-5.12 show more details of the assessment including Transport Economic Efficiency (TEE), Public Accounts and Analysis of Monetised Costs and Benefits (AMCB) tables for both of the station location options.

The results of the economic assessment indicate that Option 1 has the higher BCR, being based on the lowest costs (depending on scenario from a reasonable 1.93 to 1.23). As a comparison, economic

assessments have also used the sensitivity case demand forecasts (based on one train per hour at Saltford station). The result of this assessment is shown in Table 5-8. In essence, reduced demand that a one-train per hour service would result in, gives a lower BCR between 1.43 and 0.91 (at the historic station site).

Table 5-7: Saltford station economic assessment – site option comparison – main case (two-trains per hour)

Costs and benefits both appear as positive numbers

All entries are present values discounted to 2010, in 2010 prices

Saltford station site	Present Value of Cost	Present Value of Benefits	Net Present Value	Benefit/Cost ratio
	PVC	PVB	NPV	BCR
Option 1 – historic station site				
Scenario A	6,534	12,616	6,081	1.93
Scenario B	8,601	12,616	4,015	1.47
Scenario C	10,281	12,616	2,335	1.23
Option 2 – west of Saltford Tunnel				
Scenario A	9,062	12,616	3,554	1.39
Scenario B	11,080	12,616	1,536	1.14
Scenario C	13,246	12,616	-630	0.95

Table 5-8: Saltford station economic assessment – site option comparison – sensitivity case (one-train per hour)

Costs and benefits both appear as positive numbers

All entries are present values discounted to 2010, in 2010 prices

Saltford station site	Present Value of Cost	Present Value of Benefits	Net Present Value	Benefit/Cost ratio
	PVC	PVB	NPV	BCR
Option 1 – historic station site				
Scenario A	6,534	9,316	2,782	1.43
Scenario B	8,601	9,316	715	1.08
Scenario C	10,281	9,316	-964	0.91
Option 2 – west of Saltford Tunnel				
Scenario A	9,062	9,316	254	1.03
Scenario B	11,080	9,316	-1,764	0.84
Scenario C	13,246	9,316	-3,930	0.70

Economy:Economic Efficiency of the Transport System(TEE)

Consumer - Commuting user benefits	All Modes	Road	Rail	
Travel Time	8,521	5,252	3,269	
Vehicle operating costs	-	-	-	not assessed
User charges	-	-	-	not assessed
During Construction & Maintenance	-	-	-	not assessed
Subtotal	8,521	5,252	3,269	
Consumer - Other user benefits	All Modes	Road	Rail	
Travel Time	1,394	859	535	
Vehicle operating costs	-	-	-	not assessed
User charges	-	-	-	not assessed
During Construction & Maintenance	-	-	-	not assessed
Subtotal	1,394	859	535	
Business	All Modes	Road	Rail	
Travel Time	2,701	1,665	1,036	
Vehicle operating costs	-	-	-	not assessed
User charges	-	-	-	not assessed
During Construction & Maintenance	-	-	-	not assessed
Subtotal	2,701	1,665	1,036	
Private Sector Provider Impacts	All Modes	Road	Rail	
Revenue	-	-	-	not assessed
Operating costs	-	-	-	not assessed
Investment costs	-	-	-	not assessed
Grant/subsidy	-	-	-	not assessed
Subtotal	-	-	-	
Other business Impacts	All Modes	Road	Rail	
Developer contributions	-	-	-	not assessed
NET BUSINESS IMPACT	2,701	1,665	1,036	
TOTAL	All Modes	Road	Rail	
Present Value of Transport Economic Efficiency Benefits (TEE)	12,616	7,776	4,839	

Benefits appear as positive numbers, while costs appear as negative numbers
 All entries are present values discounted to 2010, in 2010 prices

Public Accounts

Local Government Funding	ALL MODES	Road	Rail	
Revenue	-	-	-	not assessed
Operating Costs	2,469	-	2,469	
Investment Costs	4,065	-	4,065	
Developer Contributions	-	-	-	not assessed
Grant/Subsidy Payments	-	-	-	not assessed
NET IMPACT	6,534	-	6,534	
Central Government Funding: Transport	ALL MODES	Road	Rail	
Revenue	-	-	-	not assessed
Operating costs	-	-	-	not assessed
Investment costs	-	-	-	not assessed
Developer Contributions	-	-	-	not assessed
Grant/Subsidy Payments	-	-	-	not assessed
NET IMPACT	-	-	-	
Central Government Funding: Non-Transport				
Indirect Tax Revenues	-	-	-	not assessed
TOTALS				
Broad Transport Budget	6,534	-	6,534	
Wider Public Finances	-	-	-	

Costs appear as positive numbers, while revenues and developer contributions appear as negative numbers in 2010 prices
 All entries are present values discounted to 2010, in 2010 prices

Analysis of Monetised Costs and Benefits

Greenhouse Gases	-	not assessed
Economic Efficiency: Consumer Users (Commuting)	8,521	
Economic Efficiency: Consumer Users (Other)	1,394	
Economic Efficiency: Business Users and Providers	2,701	
Wider Public Finances (Indirect Taxation Revenues)	-	not assessed
Present Value of Benefits (PVB)	12,616	
Broad Transport Budget	6,534	
Present Value of Costs (PVC)	6,534	
OVERALL IMPACTS		
Net Present Value (NPV)	6,081	
Benefit to Cost Ratio (BCR)	1.93	

Costs and benefits both appear as positive numbers
 All entries are present values discounted to 2010, in 2010 prices

TUBA PVB	12,616	
Noise	-	not assessed
Local Air Quality	-	not assessed
Journey Ambience	-	not assessed
Accidents	-	not assessed
Reliability	-	not assessed
Rail	-	not assessed
Wider Impacts	-	not assessed
Final PVB	12,616	
NPV	6,081	
BCR	1.93	

Note: This table includes costs and benefits which are regularly or occasionally presented in monetised form in transport appraisals, together with some where monetisation is in prospect. There may also be other significant costs and benefits, some of which cannot be presented in monetised form. Where this is the case, the analysis presented above does NOT provide a good measure of value for money and should not be used as the sole basis for decisions.

Figure 5-5: TEE, Public Accounts and AMCB – Scenario A – Saltford station site Option 1

Economy: Economic Efficiency of the Transport System (TEE)

Consumer - Commuting user benefits	All Modes	Road	Rail	
Travel Time	8,521	5,252	3,269	
Vehicle operating costs	-	-	-	not assessed
User charges	-	-	-	not assessed
During Construction & Maintenance	-	-	-	not assessed
Subtotal	8,521	5,252	3,269	
Consumer - Other user benefits	All Modes	Road	Rail	
Travel Time	1,394	859	535	
Vehicle operating costs	-	-	-	not assessed
User charges	-	-	-	not assessed
During Construction & Maintenance	-	-	-	not assessed
Subtotal	1,394	859	535	
Business	All Modes	Road	Rail	
Travel Time	2,701	1,665	1,036	
Vehicle operating costs	-	-	-	not assessed
User charges	-	-	-	not assessed
During Construction & Maintenance	-	-	-	not assessed
Subtotal	2,701	1,665	1,036	
Private Sector Provider Impacts	All Modes	Road	Rail	
Revenue	-	-	-	not assessed
Operating costs	-	-	-	not assessed
Investment costs	-	-	-	not assessed
Grant/subsidy	-	-	-	not assessed
Subtotal	-	-	-	
Other business Impacts	All Modes	Road	Rail	
Developer contributions	-	-	-	not assessed
NET BUSINESS IMPACT	2,701	1,665	1,036	
TOTAL	All Modes	Road	Rail	
Present Value of Transport Economic Efficiency Benefits (TEE)	12,616	7,776	4,839	

Benefits appear as positive numbers, while costs appear as negative numbers

All entries are present values discounted to 2010, in 2010 prices

Public Accounts

Local Government Funding	ALL MODES	Road	Rail	
Revenue	-	-	-	not assessed
Operating Costs	3,424	-	3,424	
Investment Costs	5,638	-	5,638	
Developer Contributions	-	-	-	not assessed
Grant/Subsidy Payments	-	-	-	not assessed
NET IMPACT	9,062	-	9,062	
Central Government Funding: Transport	ALL MODES	Road	Rail	
Revenue	-	-	-	not assessed
Operating costs	-	-	-	not assessed
Investment costs	-	-	-	not assessed
Developer Contributions	-	-	-	not assessed
Grant/Subsidy Payments	-	-	-	not assessed
NET IMPACT	-	-	-	
Central Government Funding: Non-Transport				
Indirect Tax Revenues	-	-	-	not assessed
TOTALS				
Broad Transport Budget	9,062	-	9,062	
Wider Public Finances	-	-	-	

Costs appear as positive numbers, while revenues and developer contributions appear as negative numbers in 2010 prices

All entries are present values discounted to 2010, in 2010 prices

Analysis of Monetised Costs and Benefits

Greenhouse Gases	-	not assessed	TUBA PVB	12,616	
Economic Efficiency: Consumer Users (Commuting)	8,521		Noise	-	not assessed
Economic Efficiency: Consumer Users (Other)	1,394		Local Air Quality	-	not assessed
Economic Efficiency: Business Users and Providers	2,701		Journey Ambience	-	not assessed
Wider Public Finances (Indirect Taxation Revenues)	-	not assessed	Accidents	-	not assessed
Present Value of Benefits (PVB)	12,616		Reliability	-	not assessed
Broad Transport Budget	9,062		Rail	-	not assessed
Present Value of Costs (PVC)	9,062		Wider Impacts	-	not assessed
OVERALL IMPACTS			Final PVB	12,616	
Net Present Value (NPV)	3,554		NPV	3,554	
Benefit to Cost Ratio (BCR)	1.39		BCR	1.39	

Costs and benefits both appear as positive numbers

All entries are present values discounted to 2010, in 2010 prices

Note: This table includes costs and benefits which are regularly or occasionally presented in monetised form in transport appraisals, together with some where monetisation is in prospect. There may also be other significant costs and benefits, some of which cannot be presented in monetised form. Where this is the case, the analysis presented above does NOT provide a good measure of value for money and should not be used as the sole basis for decisions.

Figure 5-6: TEE, Public Accounts and AMCB – Scenario A – Saltford station site Option 2

Economy: Economic Efficiency of the Transport System (TEE)

Consumer - Commuting user benefits	All Modes	Road	Rail	
Travel Time	8,521	5,252	3,269	
Vehicle operating costs	-	-	-	not assessed
User charges	-	-	-	not assessed
During Construction & Maintenance	-	-	-	not assessed
Subtotal	8,521	5,252	3,269	
Consumer - Other user benefits	All Modes	Road	Rail	
Travel Time	1,394	859	535	
Vehicle operating costs	-	-	-	not assessed
User charges	-	-	-	not assessed
During Construction & Maintenance	-	-	-	not assessed
Subtotal	1,394	859	535	
Business	All Modes	Road	Rail	
Travel Time	2,701	1,665	1,036	
Vehicle operating costs	-	-	-	not assessed
User charges	-	-	-	not assessed
During Construction & Maintenance	-	-	-	not assessed
Subtotal	2,701	1,665	1,036	
Private Sector Provider Impacts	All Modes	Road	Rail	
Revenue	-	-	-	not assessed
Operating costs	-	-	-	not assessed
Investment costs	-	-	-	not assessed
Grant/subsidy	-	-	-	not assessed
Subtotal	-	-	-	
Other business Impacts	All Modes	Road	Rail	
Developer contributions	-	-	-	not assessed
NET BUSINESS IMPACT	2,701	1,665	1,036	
TOTAL	All Modes	Road	Rail	
Present Value of Transport Economic Efficiency Benefits (TEE)	12,616	7,776	4,839	

Benefits appear as positive numbers, while costs appear as negative numbers

All entries are present values discounted to 2010, in 2010 prices

Public Accounts

Local Government Funding	ALL MODES	Road	Rail	
Revenue	-	-	-	not assessed
Operating Costs	3,250	-	3,250	
Investment Costs	5,351	-	5,351	
Developer Contributions	-	-	-	not assessed
Grant/Subsidy Payments	-	-	-	not assessed
NET IMPACT	8,601	-	8,601	
Central Government Funding: Transport	ALL MODES	Road	Rail	
Revenue	-	-	-	not assessed
Operating costs	-	-	-	not assessed
Investment costs	-	-	-	not assessed
Developer Contributions	-	-	-	not assessed
Grant/Subsidy Payments	-	-	-	not assessed
NET IMPACT	-	-	-	
Central Government Funding: Non-Transport				
Indirect Tax Revenues	-	-	-	not assessed
TOTALS				
Broad Transport Budget	8,601	-	8,601	
Wider Public Finances	-	-	-	

Costs appear as positive numbers, while revenues and developer contributions appear as negative numbers in 2010 prices

All entries are present values discounted to 2010, in 2010 prices

Analysis of Monetised Costs and Benefits

Greenhouse Gases	-	not assessed	TUBA PVB	12,616	
Economic Efficiency: Consumer Users (Commuting)	8,521		Noise	-	not assessed
Economic Efficiency: Consumer Users (Other)	1,394		Local Air Quality	-	not assessed
Economic Efficiency: Business Users and Providers	2,701		Journey Ambience	-	not assessed
Wider Public Finances (Indirect Taxation Revenues)	-	not assessed	Accidents	-	not assessed
Present Value of Benefits (PVB)	12,616		Reliability	-	not assessed
Broad Transport Budget	8,601		Rail	-	not assessed
Present Value of Costs (PVC)	8,601		Wider Impacts	-	not assessed
OVERALL IMPACTS			Final PVB	12,616	
Net Present Value (NPV)	4,015		NPV	4,015	
Benefit to Cost Ratio (BCR)	1.47		BCR	1.47	

Costs and benefits both appear as positive numbers

All entries are present values discounted to 2010, in 2010 prices

Note: This table includes costs and benefits which are regularly or occasionally presented in monetised form in transport appraisals, together with some where monetisation is in prospect. There may also be other significant costs and benefits, some of which cannot be presented in monetised form. Where this is the case, the analysis presented above does NOT provide a good measure of value for money and should not be used as the sole basis for decisions.

Figure 5-7: TEE, Public Accounts and AMCB – Scenario B – Saltford station site Option 1

Economy: Economic Efficiency of the Transport System (TEE)

Consumer - Commuting user benefits	All Modes	Road	Rail	
Travel Time	8,521	5,252	3,269	
Vehicle operating costs	-	-	-	not assessed
User charges	-	-	-	not assessed
During Construction & Maintenance	-	-	-	not assessed
Subtotal	8,521	5,252	3,269	
Consumer - Other user benefits	All Modes	Road	Rail	
Travel Time	1,394	859	535	
Vehicle operating costs	-	-	-	not assessed
User charges	-	-	-	not assessed
During Construction & Maintenance	-	-	-	not assessed
Subtotal	1,394	859	535	
Business	All Modes	Road	Rail	
Travel Time	2,701	1,665	1,036	
Vehicle operating costs	-	-	-	not assessed
User charges	-	-	-	not assessed
During Construction & Maintenance	-	-	-	not assessed
Subtotal	2,701	1,665	1,036	
Private Sector Provider Impacts	All Modes	Road	Rail	
Revenue	-	-	-	not assessed
Operating costs	-	-	-	not assessed
Investment costs	-	-	-	not assessed
Grant/subsidy	-	-	-	not assessed
Subtotal	-	-	-	
Other business Impacts	All Modes	Road	Rail	
Developer contributions	-	-	-	not assessed
NET BUSINESS IMPACT	2,701	1,665	1,036	
TOTAL	All Modes	Road	Rail	
Present Value of Transport Economic Efficiency Benefits (TEE)	12,616	7,776	4,839	

Benefits appear as positive numbers, while costs appear as negative numbers
All entries are present values discounted to 2010, in 2010 prices

Public Accounts

Local Government Funding	ALL MODES	Road	Rail	
Revenue	-	-	-	not assessed
Operating Costs	4,187	-	4,187	
Investment Costs	6,893	-	6,893	
Developer Contributions	-	-	-	not assessed
Grant/Subsidy Payments	-	-	-	not assessed
NET IMPACT	11,080	-	11,080	
Central Government Funding: Transport	ALL MODES	Road	Rail	
Revenue	-	-	-	not assessed
Operating costs	-	-	-	not assessed
Investment costs	-	-	-	not assessed
Developer Contributions	-	-	-	not assessed
Grant/Subsidy Payments	-	-	-	not assessed
NET IMPACT	-	-	-	
Central Government Funding: Non-Transport				
Indirect Tax Revenues	-	-	-	not assessed
TOTALS				
Broad Transport Budget	11,080	-	11,080	
Wider Public Finances	-	-	-	

Costs appear as positive numbers, while revenues and developer contributions appear as negative numbers in 2010 prices
All entries are present values discounted to 2010, in 2010 prices

Analysis of Monetised Costs and Benefits

Greenhouse Gases	-	not assessed	TUBA PVB	12,616	
Economic Efficiency: Consumer Users (Commuting)	8,521		Noise	-	not assessed
Economic Efficiency: Consumer Users (Other)	1,394		Local Air Quality	-	not assessed
Economic Efficiency: Business Users and Providers	2,701		Journey Ambience	-	not assessed
Wider Public Finances (Indirect Taxation Revenues)	-	not assessed	Accidents	-	not assessed
Present Value of Benefits (PVB)	12,616		Reliability	-	not assessed
Broad Transport Budget	11,080		Rail	-	not assessed
Present Value of Costs (PVC)	11,080		Wider Impacts	-	not assessed
OVERALL IMPACTS			Final PVB	12,616	
Net Present Value (NPV)	1,536		NPV	1,536	
Benefit to Cost Ratio (BCR)	1.14		BCR	1.14	

Costs and benefits both appear as positive numbers
All entries are present values discounted to 2010, in 2010 prices

Note: This table includes costs and benefits which are regularly or occasionally presented in monetised form in transport appraisals, together with some where monetisation is in prospect. There may also be other significant costs and benefits, some of which cannot be presented in monetised form. Where this is the case, the analysis presented above does NOT provide a good measure of value for money and should not be used as the sole basis for decisions.

Figure 5-8: TEE, Public Accounts and AMCB – Scenario B – Saltford station site Option 2

Economy:Economic Efficiency of the Transport System(TEE)

Consumer - Commuting user benefits	All Modes	Road	Rail	
Travel Time	8,521	5,252	3,269	
Vehicle operating costs	-	-	-	not assessed
User charges	-	-	-	not assessed
During Construction & Maintenance	-	-	-	not assessed
Subtotal	8,521	5,252	3,269	
Consumer - Other user benefits	All Modes	Road	Rail	
Travel Time	1,394	859	535	
Vehicle operating costs	-	-	-	not assessed
User charges	-	-	-	not assessed
During Construction & Maintenance	-	-	-	not assessed
Subtotal	1,394	859	535	
Business	All Modes	Road	Rail	
Travel Time	2,701	1,665	1,036	
Vehicle operating costs	-	-	-	not assessed
User charges	-	-	-	not assessed
During Construction & Maintenance	-	-	-	not assessed
Subtotal	2,701	1,665	1,036	
Private Sector Provider Impacts	All Modes	Road	Rail	
Revenue	-	-	-	not assessed
Operating costs	-	-	-	not assessed
Investment costs	-	-	-	not assessed
Grant/subsidy	-	-	-	not assessed
Subtotal	-	-	-	
Other business Impacts	All Modes	Road	Rail	
Developer contributions	-	-	-	not assessed
NET BUSINESS IMPACT	2,701	1,665	1,036	
TOTAL	All Modes	Road	Rail	
Present Value of Transport Economic				
Efficiency Benefits (TEE)	12,616	7,776	4,839	

Benefits appear as positive numbers, while costs appear as negative numbers
All entries are present values discounted to 2010, in 2010 prices

Public Accounts

Local Government Funding	ALL MODES	Road	Rail	
Revenue	-	-	-	not assessed
Operating Costs	3,885	-	3,885	
Investment Costs	6,396	-	6,396	
Developer Contributions	-	-	-	not assessed
Grant/Subsidy Payments	-	-	-	not assessed
NET IMPACT	10,281	-	10,281	
Central Government Funding: Transport	ALL MODES	Road	Rail	
Revenue	-	-	-	not assessed
Operating costs	-	-	-	not assessed
Investment costs	-	-	-	not assessed
Developer Contributions	-	-	-	not assessed
Grant/Subsidy Payments	-	-	-	not assessed
NET IMPACT	-	-	-	
Central Government Funding: Non-Transport				
Indirect Tax Revenues	-	-	-	not assessed
TOTALS				
Broad Transport Budget	10,281	-	10,281	
Wider Public Finances	-	-	-	

Costs appear as positive numbers, while revenues and developer contributions appear as negative numbers in 2010 prices
All entries are present values discounted to 2010, in 2010 prices

Analysis of Monetised Costs and Benefits

Greenhouse Gases	-	not assessed	TUBA PVB	12,616
Economic Efficiency: Consumer Users (Commuting)	8,521		Noise	-
Economic Efficiency: Consumer Users (Other)	1,394		Local Air Quality	-
Economic Efficiency: Business Users and Providers	2,701		Journey Ambience	-
Wider Public Finances (Indirect Taxation Revenues)	-	not assessed	Accidents	-
Present Value of Benefits (PVB)	12,616		Reliability	-
Broad Transport Budget	10,281		Rail	-
Present Value of Costs (PVC)	10,281		Wider Impacts	-
OVERALL IMPACTS			Final PVB	12,616
Net Present Value (NPV)	2,335		NPV	2,335
Benefit to Cost Ratio (BCR)	1.23		BCR	1.23

Costs and benefits both appear as positive numbers
All entries are present values discounted to 2010, in 2010 prices

Note: This table includes costs and benefits which are regularly or occasionally presented in monetised form in transport appraisals, together with some where monetisation is in prospect. There may also be other significant costs and benefits, some of which cannot be presented in monetised form. Where this is the case, the analysis presented above does NOT provide a good measure of value for money and should not be used as the sole basis for decisions.

Figure 5-9: TEE, Public Accounts and AMCB – Scenario C – Saltford station site Option 1

Economy:Economic Efficiency of the Transport System(TEE)

Consumer - Commuting user benefits	All Modes	Road	Rail
Travel Time	8,521	5,252	3,269
Vehicle operating costs	-	-	-
User charges	-	-	-
During Construction & Maintenance	-	-	-
Subtotal	8,521	5,252	3,269
Consumer - Other user benefits	All Modes	Road	Rail
Travel Time	1,394	859	535
Vehicle operating costs	-	-	-
User charges	-	-	-
During Construction & Maintenance	-	-	-
Subtotal	1,394	859	535
Business	All Modes	Road	Rail
Travel Time	2,701	1,665	1,036
Vehicle operating costs	-	-	-
User charges	-	-	-
During Construction & Maintenance	-	-	-
Subtotal	2,701	1,665	1,036
Private Sector Provider Impacts	All Modes	Road	Rail
Revenue	-	-	-
Operating costs	-	-	-
Investment costs	-	-	-
Grant/subsidy	-	-	-
Subtotal	-	-	-
Other business Impacts	All Modes	Road	Rail
Developer contributions	-	-	-
NET BUSINESS IMPACT	2,701	1,665	1,036
TOTAL	All Modes	Road	Rail
Present Value of Transport Economic Efficiency Benefits (TEE)	12,616	7,776	4,839

Benefits appear as positive numbers, while costs appear as negative numbers
All entries are present values discounted to 2010, in 2010 prices

Public Accounts

Local Government Funding	ALL MODES	Road	Rail
Revenue	-	-	-
Operating Costs	5,005	-	5,005
Investment Costs	8,241	-	8,241
Developer Contributions	-	-	-
Grant/Subsidy Payments	-	-	-
NET IMPACT	13,246	-	13,246
Central Government Funding: Transport	ALL MODES	Road	Rail
Revenue	-	-	-
Operating costs	-	-	-
Investment costs	-	-	-
Developer Contributions	-	-	-
Grant/Subsidy Payments	-	-	-
NET IMPACT	-	-	-
Central Government Funding: Non-Transport			
Indirect Tax Revenues	-	-	-
TOTALS			
Broad Transport Budget	13,246	-	13,246
Wider Public Finances	-	-	-

Costs appear as positive numbers, while revenues and developer contributions appear as negative numbers in 2010 prices
All entries are present values discounted to 2010, in 2010 prices

Analysis of Monetised Costs and Benefits

Greenhouse Gases	-	not assessed	TUBA PVB	12,616
Economic Efficiency: Consumer Users (Commuting)	8,521		Noise	-
Economic Efficiency: Consumer Users (Other)	1,394		Local Air Quality	-
Economic Efficiency: Business Users and Providers	2,701		Journey Ambience	-
Wider Public Finances (Indirect Taxation Revenues)	-	not assessed	Accidents	-
Present Value of Benefits (PVB)	12,616		Reliability	-
Broad Transport Budget	13,246		Rail	-
Present Value of Costs (PVC)	13,246		Wider Impacts	-
OVERALL IMPACTS			Final PVB	12,616
Net Present Value (NPV)	-630		NPV	-630
Benefit to Cost Ratio (BCR)	0.95		BCR	0.95

Costs and benefits both appear as positive numbers
All entries are present values discounted to 2010, in 2010 prices

Note: This table includes costs and benefits which are regularly or occasionally presented in monetised form in transport appraisals, together with some where monetisation is in prospect. There may also be other significant costs and benefits, some of which cannot be presented in monetised form. Where this is the case, the analysis presented above does NOT provide a good measure of value for money and should not be used as the sole basis for decisions.

Figure 5-10: TEE, Public Accounts and AMCB – Scenario C – Saltford station site Option 2

6 Option development

6.1 Introduction

The previous sections of the report all lead to the conclusion that the preferred option for a potential station in Saltford is Option 1, the previous (historic) site located on A4 Bath Road. This is based on the site's superiority overall, and in particular in comparison with Option 2 its:

- Easier general access arrangements;
- Lower complexity of station infrastructure requirements;
- Resulting lower capital costs; and
- Better overall economic assessment (in terms of BCR).

Therefore Option 1 has been further developed, with investigations into access arrangements (traffic engineering) and potential for additional parking spaces.

6.2 Station vehicle access arrangements

Traffic calming measures, including 30mph speed camera, are already located on the A4 Bath Road in the vicinity of the potential vehicle access to the station. This indicates there were existing concerns with traffic safety in the area, which in turn feed into consideration of access arrangements.

Current conditions along the A4 include footways on both sides of Bath Road, with a refuge located less than 100m from the existing access to the Network Rail owned site. A bus stop, with bus box, is also located within 100m of the potential site. However the location of this existing infrastructure requires modifying to enable increased right turns from Bath Road into the potential site.

Three traffic engineering options have been developed for access junction layout and its surrounds. All have been developed in consultation with B&NES traffic officers. The traffic management proposals have not been costed at this time.

Traffic management Option A

This option utilises the existing access location, with the relocation of pedestrian refuge crossing and uncontrolled access junction.

The use of the existing access limits third party or additional land take, reducing permissions and processes, along with capital costs. However to deliver the required junction visibility, the garages on The Shallows will need to be acquired and demolished. This layout also requires the existing refuge to be removed and relocated. A ghost right-turn lane cannot be provided as the layout is confined within the existing highway boundary, which may result in vehicles blocking back along the A4 northbound causing delay for through traffic.

Figure A1 in Appendix A outlines the potential layout proposed for traffic management Option A.

Traffic management Option B

This option also makes use of the existing access location and requires the relocation of pedestrian refuge crossing; it provides an uncontrolled access junction with ghost right-turn into the station.

As well as limiting the need for third party or additional land take by using the existing access, localised widening of the highway enables a right turn lane to be provided meaning right-turning traffic does not block and delay ahead traffic. Although the existing refuge requires removing and relocation, it is envisaged that the new location is closer to the anticipated desire line for pedestrians accessing the station. Similarly to Option A, to deliver the required junction visibility, the garages on The Shallows will need to be acquired and demolished.

Figure A2 in Appendix A outlines the potential layout proposed for traffic management Option B.

Traffic management Option C

This option continues to make use of the existing access location, though limiting the requirement for third party land take, with the benefit of also providing a signalled access junction with ghost right-turn.

In this option, the signalled junction means right-turning vehicles do not block ahead traffic and cause delays. Relocation of the pedestrian refuge crossing to the signalised junction, as part of a controlled crossing point, improves safety for pedestrians. As the junction is controlled, it will work more efficiently compared to an uncontrolled junction. The signals could however potentially delay through traffic on the A4 at the red signal. The garages along the Shallows are not required for visibility purposes for this layout option, as the inter-visibility of the junction can be achieved by a small element of third party land. The design of the right turn lane is currently sub-standard and requires further development.

Figure A3 in Appendix A outlines the potential layout proposed for traffic management Option C.

6.3 Additional car parking facilities

Station location Option 1 provides some car parking on site, however parking demand is likely to be greater than the facilities can accommodate in the future. Therefore in order to not discourage those users who cannot park, or impact upon on-street parking on the local roads in the surrounding area, a potential secondary car park site has been identified.

The site is located within 400m of the station, within easy walking distance for the majority of users, and could provide an additional 175 spaces, and thus has the potential to cater for an increase demand for parking at the station. However, the longer walking distance compared with those drivers parking within the immediate station car park does have journey time implications and would introduce an increase in vehicle vs. pedestrian conflicts across The Shallows. The secondary station car park access facilitates better visibility along the A4 for drivers.

The land suggested for the additional car park is currently owned by The Avon County Rowing Club in Saltford and would thus need to be acquired for use as a car park, which would have capital cost implications.

6.4 Parking management

Station car parking at a Saltford station would need to be a charged facility if implemented (this includes both on-station parking and any additional parking facility nearby if also delivered), for consistency of approach with other stations in the local area (in particular Keynsham). In addition, revenue from parking could help to defray the costs of running the station, depending on ultimate ownership and control of the station and car park.

However, it is noted at other stations, particularly with paid parking where avoiding charges is a sought by some rail users but also at free parking stations where demand can be un-met, that demand for nearby on-street (free) parking can be an issue. As such, this is a factor for consideration at Saltford. It has been assumed, but not costed at this stage, that a level of controlled parking would need to be implemented on local roads in Saltford to ensure residents would not be unfairly affected.

Any controlled parking zones would be fully consulted on with local residents as part of the Traffic Regulation Order process.

7 Public exhibition

7.1 Introduction

As part of this study into potential station options for Saltford, B&NES were interested to gauge the level of support of Saltford residents. A public exhibition event was held on Tuesday 25th February 2014 at Saltford Community Centre, at which a series of exhibition boards were presented and members of the study team were present to discuss issues arising with attending residents. A questionnaire was distributed at the exhibition itself, as well as made available on the B&NES website. The chapter provides a record of the survey undertaken and the results received (up to 31st March 2014).

The survey used as part of the public exhibition event to gauge residents' views was developed with B&NES officers. An example of the questionnaire is shown in Figure 7-1.

Saltford Station – Public Exhibition - Survey

1: Postcode (where you live)

2: Do you want a station at Saltford?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
Don't know <input type="checkbox"/>	Don't mind <input type="checkbox"/>

3: If a station were provided, how often would you use it?

Daily <input type="checkbox"/>	Occasionally <input type="checkbox"/>
Weekly <input type="checkbox"/>	Never <input type="checkbox"/>
Monthly <input type="checkbox"/>	

4: If a station were provided, how would you get to it?

Walk <input type="checkbox"/>	Bus <input type="checkbox"/>
Cycle <input type="checkbox"/>	Taxi <input type="checkbox"/>
Car (driver) - go to Q5 <input type="checkbox"/>	Motorcycle <input type="checkbox"/>
Car (passenger) <input type="checkbox"/>	Other <input type="checkbox"/>

please state:

5: If you indicated you would travel by car (driver) above, where would you park?

Station car park - Pay & Display <input type="checkbox"/>
On-street <input type="checkbox"/>

6: If you were to use the station on a regular basis what would this be for? (only tick one box)

Work <input type="checkbox"/>	Education <input type="checkbox"/>
Leisure <input type="checkbox"/>	Health/Medical <input type="checkbox"/>
Shopping <input type="checkbox"/>	Other <input type="checkbox"/>

please state:

7: If you were to use a re-opened station on a regular basis would this be instead of using:

Car (driver) <input type="checkbox"/>	Cycle <input type="checkbox"/>
Car (passenger) <input type="checkbox"/>	Taxi <input type="checkbox"/>
Bus <input type="checkbox"/>	Motorcycle <input type="checkbox"/>
Rail (different station) <input type="checkbox"/>	Other <input type="checkbox"/>

please state:

8: Are you Male or Female?

Male <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
Female <input type="checkbox"/>	

9: How old are you?

Under 18 <input type="checkbox"/>	35-44 <input type="checkbox"/>	65+ <input type="checkbox"/>
18 - 24 <input type="checkbox"/>	45-54 <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
25-34 <input type="checkbox"/>	55-64 <input type="checkbox"/>	

10: Do you consider yourself to be a disabled person?

Yes <input type="checkbox"/>	Go to Q11
No <input type="checkbox"/>	

11: If Yes, please tell us if your disability relates to any of the following (tick all that apply)

Physical/mobility impairment <input type="checkbox"/>	Learning disability <input type="checkbox"/>
Speech, hearing or eyesight <input type="checkbox"/>	Other <input type="checkbox"/>

Ability to recognise physical danger ☐ please state:

If returning by post, please send to:
 Transportation
 Bath and North East Somerset Council
 FREEPOST (SWB481)
 Keynsham
 Bristol
 BS31 1ZZ






Figure 7-1: Public exhibition survey

7.2 Survey results

There were 371 respondents to the survey (as received by B&NES up to 31st March 2014). The majority of results in the remainder of this chapter have been reported as percentages based on the total number of responses (371), unless otherwise stated.

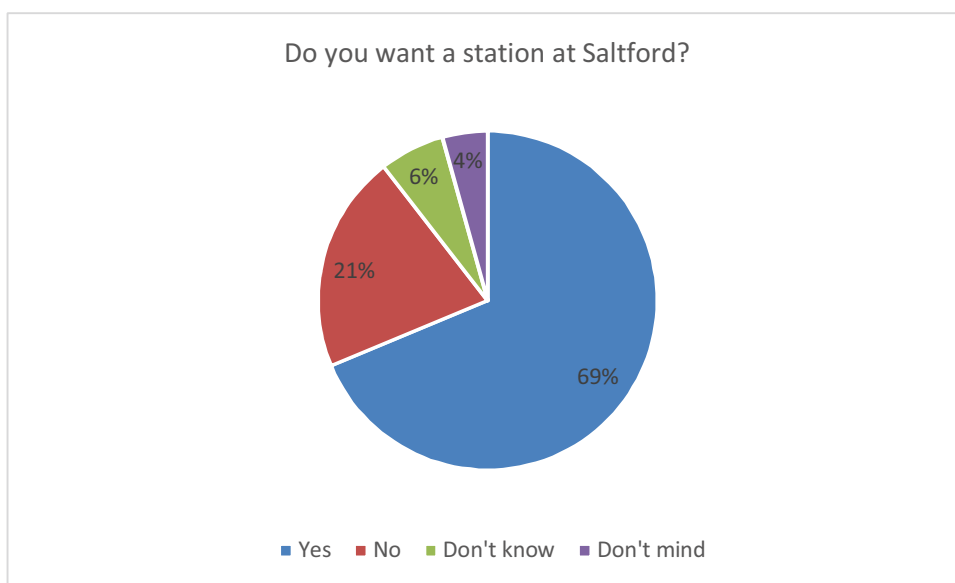
Opening the survey, the first question sought to identify the sources of responses by asking the postcode of the residence of the respondent. This is mostly to put the subsequent answers to questions into a context of whether it is given by a local Salford resident or not.

As a result of privacy considerations, it is not possible to report the results of this question in detail. Suffice it to say that the majority of respondents, as was expected, are local residents of either Salford or its surrounds.

7.2.1 Opinion questions

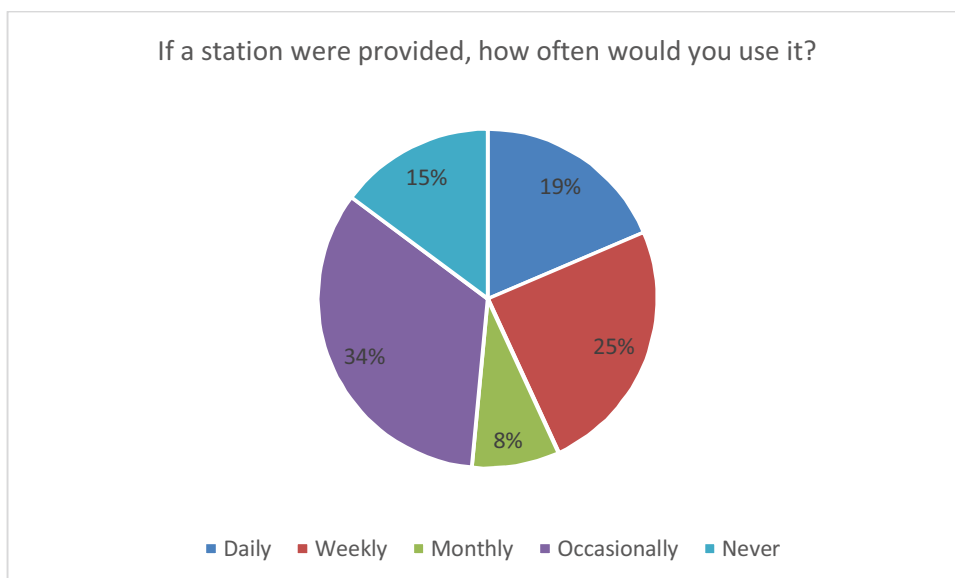
Question 2

The majority (over two thirds) of respondents indicated that they would like a station at Salford.



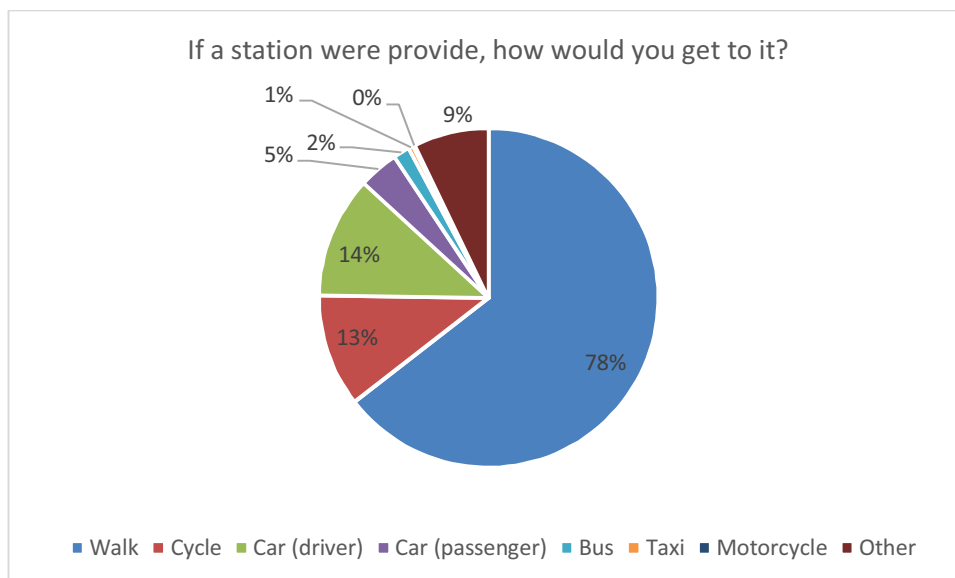
Question 3

According to respondents, 44% would use the station on a weekly/daily basis; with 34% using the station occasionally. It is interesting though that 31% of respondents either do not want or are ambivalent as to whether they want a station (question 2), but only 15% have said they would never use a station.



Question 4

A number of respondents provided more than one mode of travel as to how they would get to a Saltford station. These have all been included, so percentages do not add up to 100%. Only 14% of respondents indicated they would drive (and park) at the station, with the majority stating they would walk.

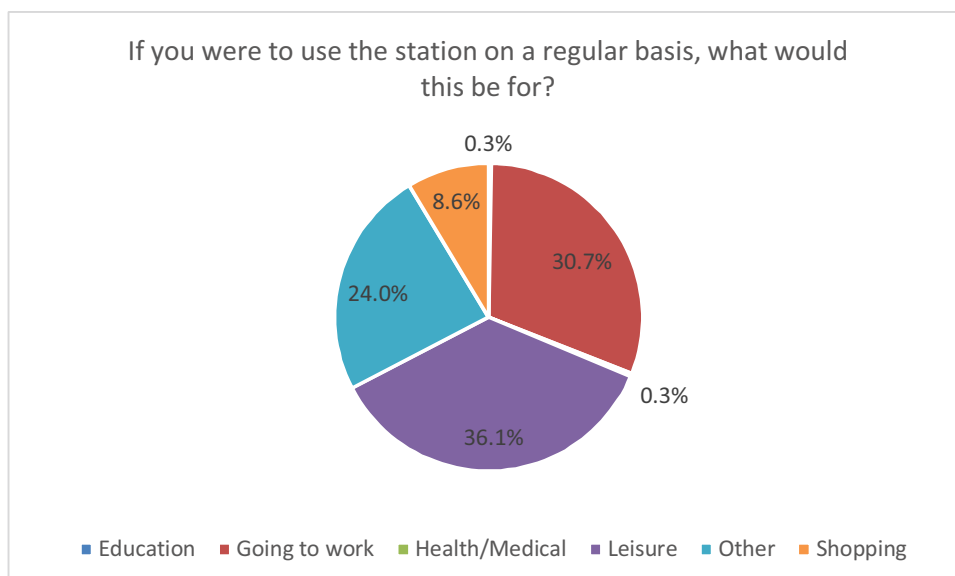


Question 5

Those respondents would indicated they would drive to the station were asked where would they park. Just over half (42 respondents) stated they would park in a station car park (on a pay and display basis), with the remainder (35) suggesting they would park on-street.

Question 6

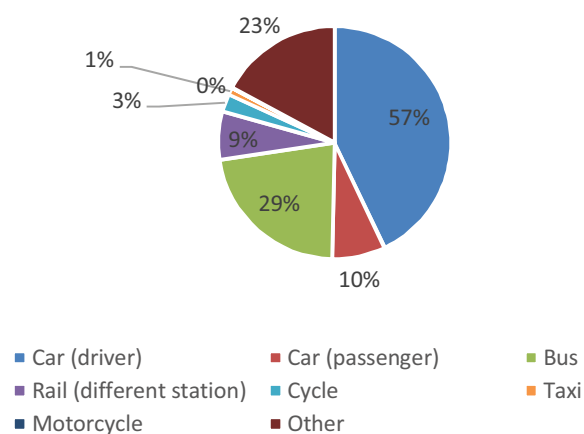
The majority of respondents (67%) indicated they would use the station primarily for leisure or commuting purposes (roughly half each). Interestingly less than 1% said they would use the station for access to education. However this may be a result of the age of the majority respondents.



Question 7

A number of respondents provided more than one mode of travel as to how they make journey now that they would consider using a Saltford station in future. These have all been included, so percentages do not add up to 100%. The majority of respondents (67%) indicated that they would switch from travelling by private car (driver or passenger) to rail, if a station were provided. 9% stated they would switch from another rail station (abstraction).

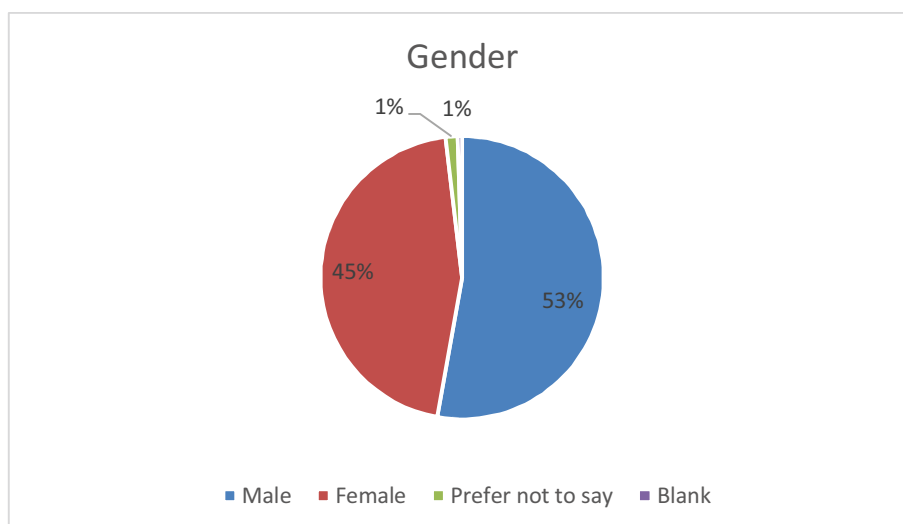
If you were to use a re-opened station on a regular basis, what would this be instead of using?



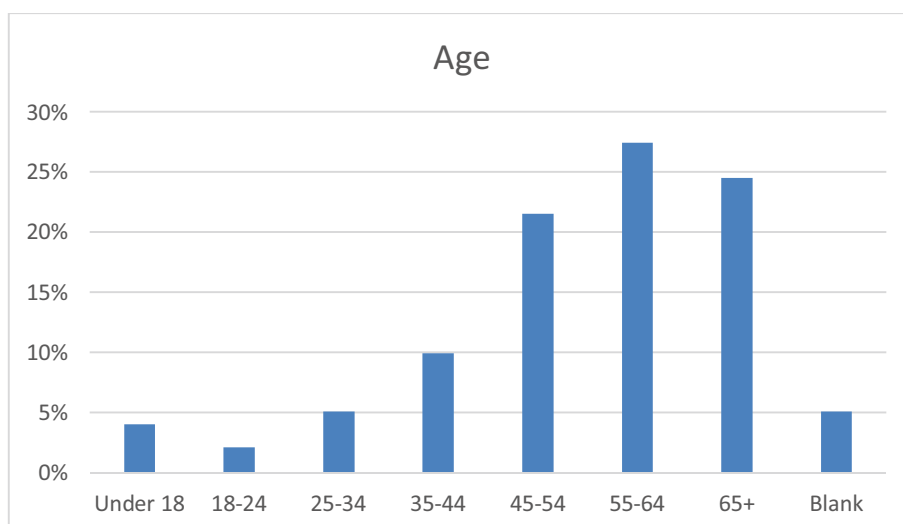
7.2.2 Demographic questions

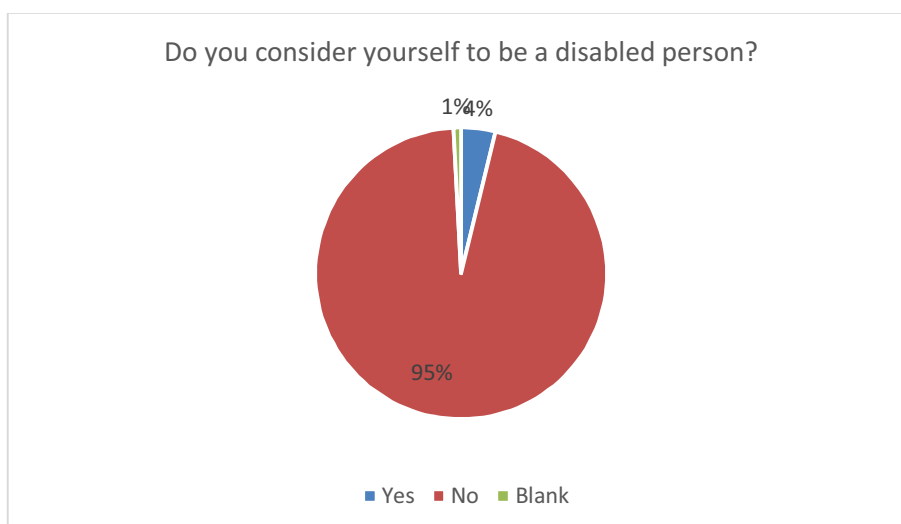
The final questions on the survey sought to understand the demographic breakdown of respondents, to sit alongside the locations of respondents' residences requested in the first question.

Question 8



Question 9



Question 10

8 Risks

This chapter outlines potential risks to the project going forward for consideration if B&NES decide to continue to develop this study and take through to delivery. It also summarises the next steps in the process if the study is to be delivered.

8.1 Key risk considerations

The main risk elements associated with the delivery of a Saltford station (with specific reference to the Option 1 'old' station site adjacent to the A4) are:

- Confirmation of scheme costs – BCR is too low under the high cost scenario
- Ground investigations and embankments;
- Dependence on MetroWest;
- Traffic Management proposals and public acceptability; and
- Land acquisition.

Scheme Costs

Ground investigations and embankments

High-level civil engineering investigations have been carried out as part of this study, to understand if a station is deliverable at potential locations. Findings show that both station options are theoretically deliverable in an engineering sense, with Option 1 (old station site) being the preferred location for a Saltford station.

Further ground investigations are required though to understand the suitability of the land on which the station could be built. A particularly risk is the steep embankment adjacent to the railway line, on which the eastbound platform would be constructed. Although a potential mitigation has been proposed (use of a modular platform design located on micro piles), full ground investigations will be needed to determine the feasibility of platform location and the complexity or otherwise of the foundations and/or platform structures required. The enhanced cost assumption in Scenarios B and C take into account additional costs for more complex platform civil engineering.

In addition, in order to maximise the potential capacity of the car park at the station (Option 1), the current retaining wall adjacent to the A4 Bath Road could be further modified to allow for the maximum number by extending the level ground around the station towards the A4. Again, the feasibility and cost of doing this requires detailed ground investigations to be carried out.

MetroWest

While a Saltford station could be served by existing local stopping trains between Bristol and Bath, this would not be a viable project to deliver. A new station at Saltford is only viable with the delivery of MetroWest proposals, specifically in providing a two-train per hour frequency of local stopping services between Bristol and Bath that could serve Saltford.

The MetroWest proposals are currently being developed in more detail by the West of England local authorities, in partnership with Network Rail, including identification of a detail train service pattern and accompanying infrastructure requirements. Service patterns have to take into account potentially competing requirements of enhanced long-distance services as well local stopping services. However initial indications from Network Rail's timetable assessment suggests there is sufficient capacity in the timetable to accommodate the extra stop at Saltford.

Should MetroWest not be implemented as planned, or further timetable assessments show an additional stop between Bath Spa and Bristol Temple Meads is no longer available operationally, then

serving a Saltford station would become more or less impossible. Developing proposals for Saltford station would then no longer be worthwhile.

Land acquisition

The preferred option is located on the former (historic) station site, which is still owned by Network Rail (currently used as a maintenance depot). Permission for change of use of this land into a station and associated car park will have to be sought. This could involve the transfer of ownership to B&NES, which would potentially incur an (as yet unidentified) additional cost.

An amount of third party land may also be required to facilitate the construction of a suitable vehicular access to the station site. The amount will ultimately depend on the access arrangements, and may indeed form part of the decision-making process in determining the optimum access arrangements.

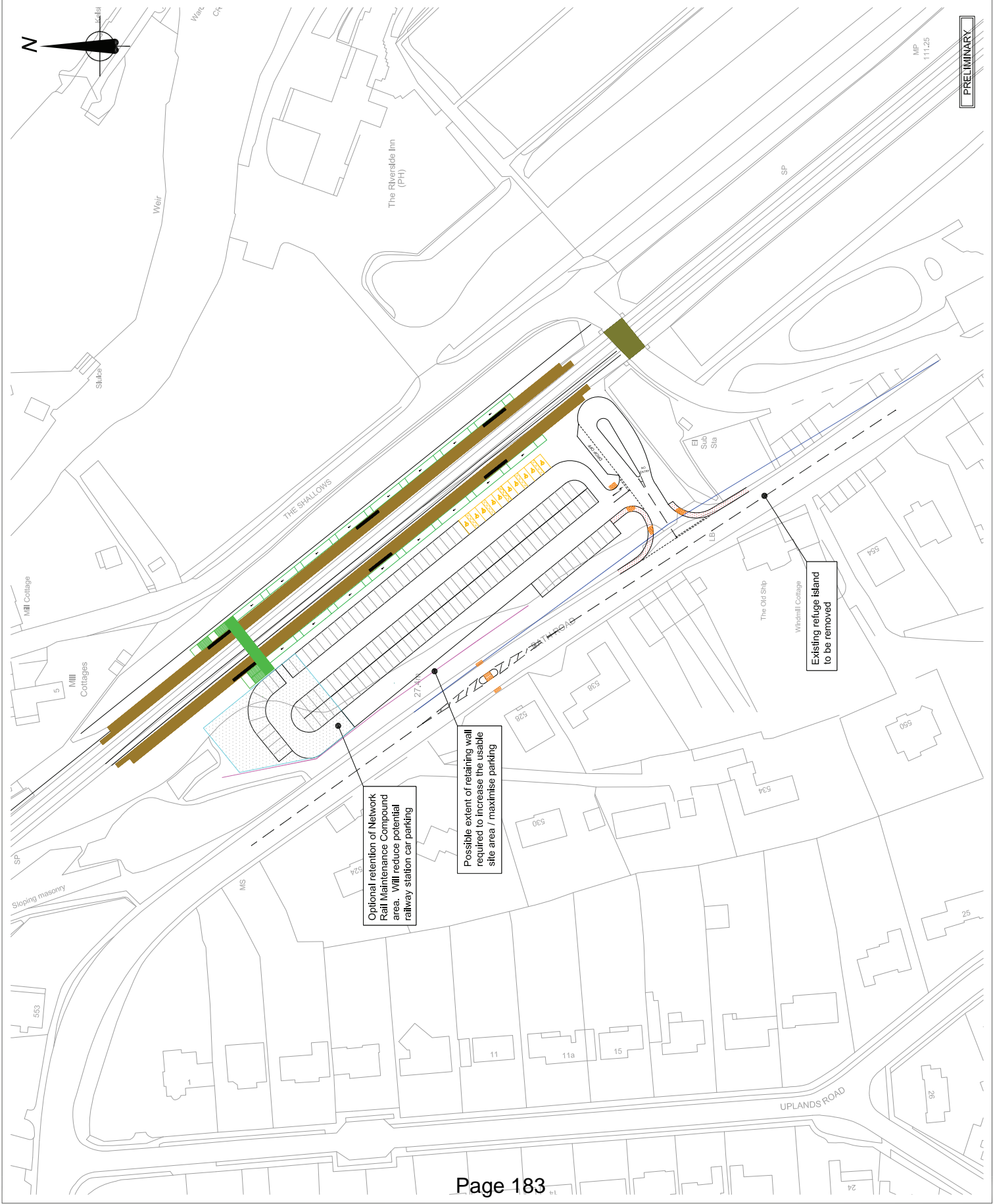
Further third party land would also be required should the potential additional parking site, located east of the station site along the A4 Bath Road, ultimately be developed. The site is currently owned by The Avon County Rowing Club in Saltford. Though is not used for specific purposes at present. Some form of transaction would therefore be required to develop this as a car park (either compulsory purchase by B&NES or a rental agreement between the Club and B&NES).

8.2 Next steps







The logical next steps in the process will be to develop an understanding of the riskier areas of the project, and to mitigate against them going forward. To that end the following areas should be considered:

- Confirmation of scheme costs with particular reference to two areas:
 - Impact on scheme economics – lower cost assumption scenario are the ones that justify the scheme, are these valid?
 - Full development of GRIP 3 level design and costing to formalise the cost estimates.
- Ground Investigations – they key cost risk in terms of construction relates to the quality of the embankment on the northern edge of the station, and the ability to construct using micro piling. Moreover topographical surveys would assist in the detailed specification of the ramp access to the eastbound platform, with any formal designs being linked to the quality of the embankment as above.
- MetroWest appears to be developing well. There is a continued need to ensure the timetable capacity assumptions are still valid, in light of the developments to the wider scheme. It is clear from the analysis that the station does not make sense with only an hourly service.
- Traffic Management – it is suggested that a set of more detailed traffic management proposals be drawn up as the scheme develops.
- Land acquisition – more detailed work on land ownership and likely costs of acquisition needs to be undertaken. Not least on the extra parking suggested for the current Rowing Club site, but also of the station site itself, and any additional requirements from site access arrangements such as the garages on The Shallows.

Appendix A – Traffic management options



Notes:

-  Proposed Railway Platform
-  Proposed New Footway
-  Uncontrolled Dropped Kerb
-  Pedestrian Crossing Point with Tactile Paving
-  Required 4.5m x 90m Junction Visibility Splay
-  Approximate Number of Car Parking Spaces Achievable

144

Rev	By	Chkd	Apprvd	Date	Description
▪	•	•	•	•	•

Client

CHEN HUI
1 The Square, Tenth Quay, Block B51 0GG
(+44) (0)717 915 2680 (fx +44) (0)117 910 2681
www.252k.com

Project

Salford Railway Station

 CH2MHILL

Existing Access Option 1

Drawn by: Dajmen Cox	Date: Oct 2013
Checked by: David Lear	Date: Oct 2013
Approved by: David Crockett	Date: Oct 2013

204269.AX.00.23/P/001



Key Plan:

Notes:

- Proposed Railway Platform
- Proposed New Footway
- Uncontrolled Dropped Kerb
- Pedestrian Crossing Point with Tactile Paving
- Required 4.5m x 90m Junction Visibility Splay
- Approximate Number of Car Parking Spaces Achievable
- Approximate Number of Overspill Car Parking Spaces Achievable

144

173

Rev	By	Chk	App'd	Date	Description

Bath & North East Somerset Council

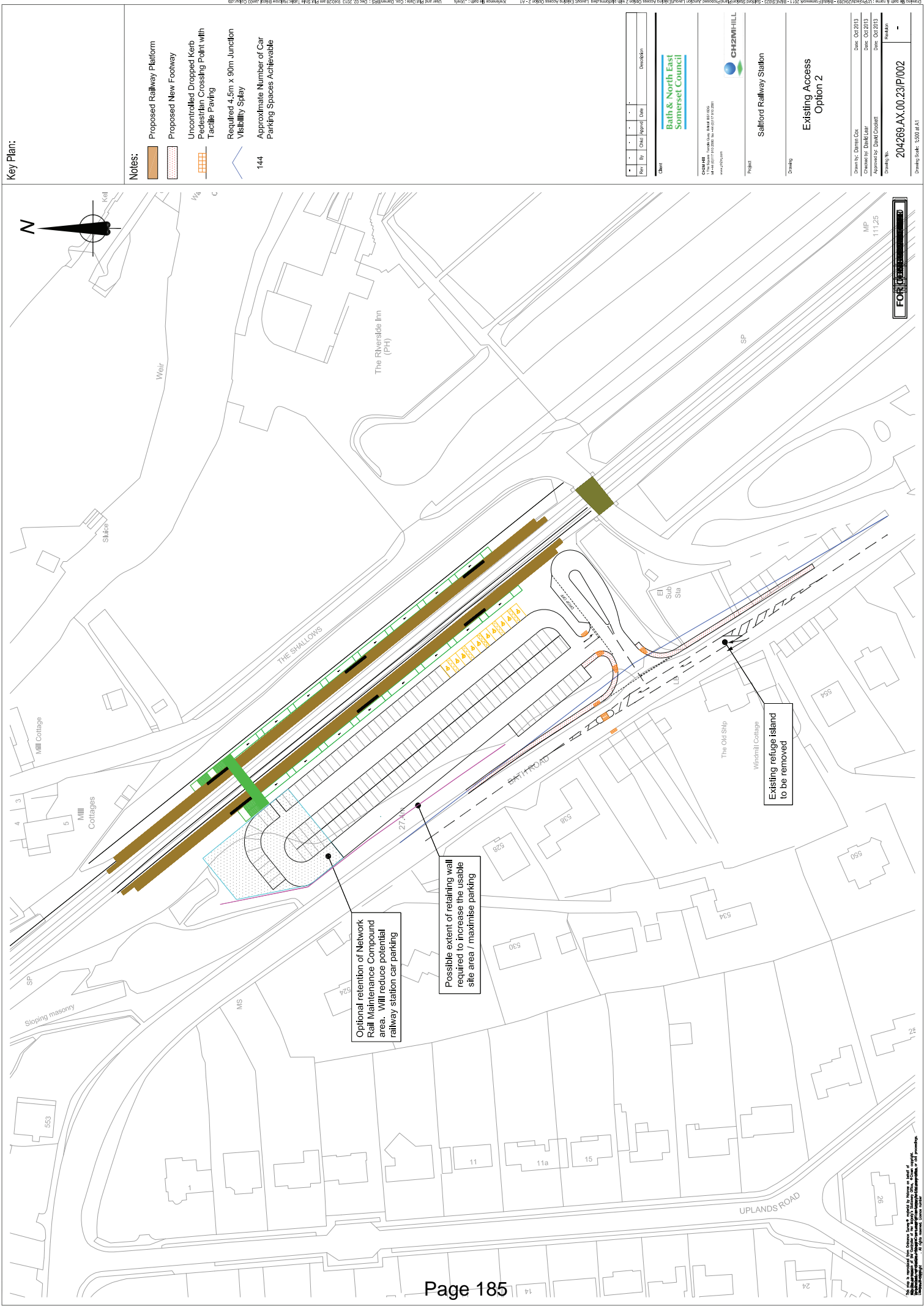
CH2MHILL

Salford Railway Station

Existing Access Option 1

Drawn by: Darren Cox	Date: Oct 2013
Checked by: David Lister	Date: Oct 2013
Approved by: David Crockett	Date: Oct 2013
Drawing No:	204269.AX.00.23/P/001
Revision:	

Drawing Scale: 1:500 at A1



Key Plan:

Notes:

- Proposed Railway Platform
- Proposed New Footway
- Uncontrolled Dropped Kerb
- Pedestrian Crossing Point with Tactile Paving
- Primary Traffic Signal Head
- Secondary Traffic Signal Head
- Required Junction Intervisibility
- 144 Approximate Number of Car Parking Spaces Achievable

Rev	By	Chk	App'd	Date	Description

Client

Bath & North East Somerset Council

CH2MHILL

Project

Saltford Railway Station

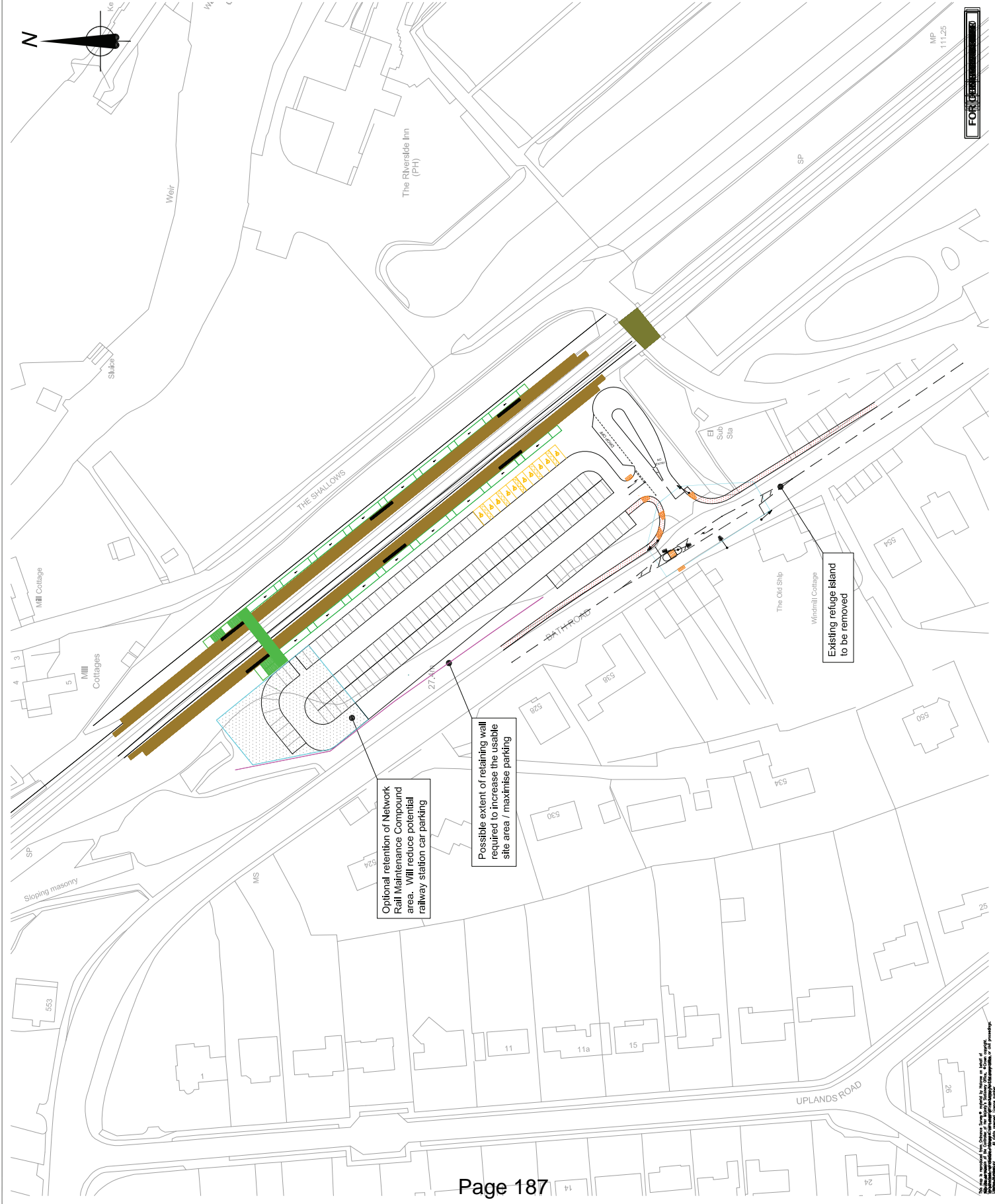
Drawing

Existing Access Option 3

Drawn by: Darren Cox Date: Oct 2013
Checked by: David Lister Date: Oct 2013
Approved by: David Crockett Date: Oct 2013

Drawing No: 204269.AX.00.23/P/003
Revision: -

Drawing Scale: 1:500 @ A1



Bath & North East Somerset Council		
MEETING/ DECISION MAKER:	Cabinet	
MEETING/ DECISION DATE:	03 December 2014	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2721
TITLE:	Education Capital Projects for budgetary approval 2014-15	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
None		

1 THE ISSUE

- 1.1 Following reports that have been provided to cabinet in the past approval is requested for commitment of budget and inclusion in the 2014-15 education capital programme of specific capital schemes

2 RECOMMENDATION

Cabinet is asked to:

- 2.1 Approve for inclusion in the 2014-15 Capital Programme, 2014-15 and 2015-16 Basic Need funding totalling £1,102,000, 2014-15 Capital Maintenance funding of £810,000 and S106 of £42,000 at Bishop Sutton Primary School to meet statutory requirements for pupil places.
- 2.2 Approve for inclusion in the 2015-16 Capital Programme, 2015-16 Capital Maintenance funding of £100,000 at St Marys Primary School, Writhlington to replace and expand a poor condition temporary classroom block.
- 2.3 Approve for inclusion in the 2015-16 Capital Programme Basic Need funding of £394,258 at Weston All Saints Primary School to meet the extra cost arising from delays in the planning process.
- 2.4 Approve for inclusion in the 2014-15 Capital Programme Basic Need funding of £74,000 for St Saviours Infant School to enable it to accommodate a bulge year from September 2014.

- 2.5 Approve for inclusion in the 2014-15 Capital Programme, Capital Maintenance funding of £90,000 for Chandag Infants School for works arising from the UIFSM statutory requirements.
- 2.6 Approve for inclusion in the 2014-15 Capital Programme, funding of £142,000 from 2013-14 capital programme savings for the replacement of classroom block at Chew Magna Primary School.
- 2.7 Approve for inclusion in the 2014-15 Capital Programme, £68,000 from the 2013-14 capital programme savings, £130,000 from the remainder of the unallocated £500,000 earmarked funding and £52,000 from 2014-15 Maintenance grant totalling £250,000 for phase 2 works at Southdown Primary School.

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 Children's Services receive grant funding under two main headings: Capital Maintenance and Basic Need. Developer contributions (s106) linked to specific areas are also available. The uncommitted balance of the 2014-15 Capital Maintenance Grant of £1,976,664 is £1,731,273. There is an uncommitted balance of £713,373 from the Basic Need grant for 2014-15 of £1,320,826 and a further £6,375,404 of Basic Need funding has been allocated for 2015-16. There is also approximately £210,000 of savings from schemes in the 2013-14 capital programme available for re-allocation.
- 3.2 The recommendations in paragraphs 2.1 to 2.7 above would commit £1,570,258 from the Basic Need grant balance and £1,052,000 from the Capital Maintenance grant balance, leaving amounts of £5,518,519 and £679,273 respectively available for allocation to other projects. These projects will be brought forward through the capital approval process as plans are developed

3.3 The table below sets out the amounts being recommended for approval for each scheme and the sources of funding

	Basic Need Grant	Capital Maintenance Grant	Other Sources of Funding including s106 and virements from other schemes	TOTAL
2014-15 Unallocated	713,373	1,731,273		
2015-16	6,375,404			
	7,088,777	1,731,273		
Bishop Sutton	1,102,000	810,000	42,000	1,954,000
St Marys Writhlington	0	100,000	0	100,000
WASPS	394,258		0	394,258
St Saviours	74,000		0	74,000
Chandag	0	90,000	0	90,000
Chew Magna	0		142,000	142,000
Southdown		52,000	198,000	250,000
	1,570,258	1,052,000	382,000	3,004,258
Balance	5,518,519	679,273		

3.4 The DfE capital allocations are non ringfenced grant funding to enable the Council to fulfil its statutory duties to ensure sufficient pupil places and to remedy worst condition school buildings. There are no borrowing requirements or revenue implications for the Council.

3.5 The remaining resources form part of future plans that will be presented to cabinet in the February meeting.

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

4.1 Relevant considerations: the Councils statutory duty to ensure sufficiency of pupil places, Children and Young People, Social Inclusion, Impact on staff, Property, Planning.

5 THE REPORT

- 5.1 As identified in para 3.2 and 3.3 there is funding available in the Children Services. Many of these schemes have been allowed for in the 2014-15 and 2015-16 capital programme and budgets accounted for. Details of the projects are as below:
- 5.2 Bishop Sutton Primary School – Housing development in the village has resulted in extra pupils requiring 60 extra school places by September 2016. The developments are in the immediate vicinity of the school, the school is the only one in the village; and other primary schools in the Chew Valley area are more than 2 miles away. There are considerable technical difficulties with providing the extra accommodation because of the complexities and constraints of the site. The major issues are an undersized site, very undersized team games courts; the 1.5 metre level difference to the playing field and a single and double block of temporary classrooms impeding any development. The expansion of the school will result in an all through primary school with 7 classrooms which the Governors fully support, and have also contributed greatly to the initial design development work. This has resulted in a coordinated well designed scheme for a 5 classroom block that meets the Basic Need statutory requirements, removes two blocks of poor condition classrooms as well as some internal improvements to the management and organisation of existing teaching space. An allocation of £1,954,000 from 2014-15 and 2015-16 BN Grant, 2014-15 Capital Maintenance Grant and S106 is required.
- 5.3 St Marys CEVC Primary School, Writhlington – An elderly temporary double building in poor condition and a continuing liability for repairs and maintenance as various building elements fail, houses the foundation stage to the school. It is planned to replace with a double temporary classroom block from Weston All Saints Primary which will become vacant pending completion of the new build in summer 2015. We will also expand the building so that the school has some future proofing capacity against proposed housing development in the vicinity of the school. Budget allows for the demolition of the existing building, installation and expansion of the new building. Included in the budget is a risk allowance for asbestos and potential service upgrades. An allocation of £100,000 from 2014-15 maintenance grant is required.
- 5.4 Weston All Saints CEVC Primary School – Extra budget of is required for the KS1 block. Factors such as delayed granting of planning permission for the new KS1 block resulted in expiry of tenders which then required repricing, UIFSM generated costs and contingency replenishment. An allocation of £394,258 from BN 2014-15 is required.
- 5.5 St Saviours CEVC Infant School – As a result of local demand for reception places in the area, the school took a bulge class of reception pupils in 2011, and were asked to do the same for September 2014. Various works to improve the ability of the school to organise and manage the bulge class including safer pedestrian access to the site, improved play areas, extra IT equipment were required. An allocation of £74,000 from BN 2014-15 is required.
- 5.6 Chandag Infant School – The statutory requirements of UIFSM meant the kitchen at Chandag Infants needed enlargement and reequipping. This in turn

required the replacement of a small SEN/small group/FT area which had been created in part of the kitchen some years ago. The school is very constrained with virtually no storage areas and no dedicated small group spaces which are now an essential part of effective curriculum delivery. These are to be provided by a small modular building which will permit whole school use. An allocation of £90,000 is required and is to be funded from 2014-15 Capital Maintenance

- 5.7 Chew Magna CEVC Primary School – Following the flooding of a double classroom block, an initial estimated budget of £208,000 of 2-12-13 Capital Maintenance was agreed in 2013. Planning issues resulted in delays and tenders exceeding the budget. Although savings have been taken together with a school contribution, further budget of £142,000 is required. It is proposed to fund from part of the £210,000 identified savings from the 2013-14 capital programme.
- 5.8 Southdown Primary School – A programme of improvement works were identified at the school to enable it to resolve issues arising from Ofsted findings. An initial budget of £150,000 was approved from the £500k earmarked for improvement projects in July cabinet for Phase 1 internal works which were completed in the summer holidays. The provision of accessible link (ramp and steps) is costly so further funding of £250,000 is now sought, plus extra works to improve access and security to the sites, security works in the junior school and complete reception remodelling works. It is proposed to fund £68,000 from the 2013-14 capital programme savings, £130,000 from the remainder of the unallocated £500,000 earmarked funding and £52,000 from 2014-15 Maintenance grant.
- 5.9 All of these schemes have either been considered or are timetabled for consideration by Capital Strategy Group.

6 RATIONALE

- 6.1 The projects proposed in this report are in line with the intended purpose of DfE capital funding; are priorities in the Schools Capital Programme that ensure the Council meets its statutory duty for pupil places, meets AMP priorities of worst condition elements that reduce long term liabilities in the school estate, and that overall strategic planning is embedded.

7 OTHER OPTIONS CONSIDERED

- 7.1 The identified priorities result from detailed strategic planning of deficiencies in the school estate to provide sufficient pupil places and address AMP requirements.

8 CONSULTATION

- 8.1 Cabinet Member, Section 151 Officer, Strategic Director, Monitoring Officer, Children Service and Corporate Finance officers.

9 RISK MANAGEMENT

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

Contact person	<i>Fiona Randle 01225 395151, fiona_randle@bathnes.gov.uk or Anne Woodridge 01225 395152 anne_woodridge@bathnes.gov.uk</i>
Background papers	<i>None</i>
Please contact the report author if you need to access this report in an alternative format	