

Democratic Services

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Date: 15th August 2012

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

Councillor Marie Longstaff
Councillor Caroline Roberts
Councillor Malcolm Hanney
Councillor Geoff Ward
Councillor Ian Gilchrist
Councillor Nicholas Coombes
Councillor Douglas Nicol

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

Chief Executive and other appropriate officers
Press and Public

Dear Member

Planning, Transport and Environment Policy Development and Scrutiny Panel: Thursday, 23rd August, 2012

You are invited to attend a meeting of the **Planning, Transport and Environment Policy Development and Scrutiny Panel**, to be held on **Thursday, 23rd August, 2012 at 10.00 am** in the **Banqueting Room - Guildhall, Bath**.

The agenda is set out overleaf.

Yours sincerely



Mark Durnford
for Chief Executive

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

This Agenda and all accompanying reports are printed on recycled paper

NOTES:

1. **Inspection of Papers:** Any person wishing to inspect minutes, reports, or a list of the background papers relating to any item on this Agenda should contact Mark Durnford who is available by telephoning Bath 01225 394458 or by calling at The Guildhall, Bath (during normal office hours).
2. **Public Speaking at Meetings:** The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. Advance notice is required not less than two full working days before the meeting (this means that for meetings held on Wednesdays notice must be received in Democratic Services by 4.30pm the previous Friday)

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

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

Appendices to reports are available for inspection as follows:-

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

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

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

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

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

**Planning, Transport and Environment Policy Development and Scrutiny Panel -
Thursday, 23rd August, 2012**

at 10.00 am in the Banqueting Room - Guildhall, Bath

A G E N D A

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

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

3. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

4. DECLARATIONS OF INTEREST

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 before the meeting to expedite dealing with the item during the meeting.

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

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

At the time of publication no notifications had been received.

7. CABINET MEMBER UPDATE (20 MINUTES)

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

8. GYPSIES, TRAVELLERS AND TRAVELLING SHOWPEOPLE SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT (DPD): RESPONSES TO CONSULTATION AND ISSUES ARISING (90 MINUTES) (Pages 7 - 22)

The Gypsies, Travellers and Travelling Showpeople Site Allocations Development Plan Document (DPD) is a formal planning document being prepared by the Council which will allocate land for the development of authorised Gypsy and Traveller pitches and a Travelling Showmen's yard across the District. Bath and North East Somerset Council does not have any permanent sites for Gypsies, Traveller or Travelling Showpeople. This report highlights the key issues arising from the recent consultation and outlines the work being carried out as part of the next stage in the preparation of the Plan.

9. BATH & NORTH EAST SOMERSET CORE STRATEGY: INSPECTOR'S PRELIMINARY CONCLUSIONS AND REVIEW OF THE LOCAL DEVELOPMENT SCHEME (40 MINUTES) (Pages 23 - 34)

The B&NES Core Strategy examination has been suspended in order to undertake a review of the District's housing need and supply, along with a limited number of other issues, in response to concerns made by the Examination Inspector. This requires a review of the Core Strategy programme which, because of its strategic nature, has implications for the preparation of other Plans such as the Placemaking Plan, the Gypsy & Travellers Site Allocations Plan and the Community Infrastructure Levy. The Local Development Scheme is therefore also being reviewed.

10. NEIGHBOURHOOD PLANNING PROTOCOL FOR BATH & NORTH EAST SOMERSET - ADOPTION DRAFT (30 MINUTES) (Pages 35 - 160)

The Localism Act (November 2011) and the Neighbourhood Planning Regulations (April 2012) facilitate new community-led planning rights which will enable communities to undertake their own Neighbourhood Plans, Neighbourhood Development Orders and Community Right to Build projects. The new legislation also introduces new planning duties on Bath & North East Somerset to support these new rights. In order to respond to this new agenda and to update the Council's policy on community engagement in all elements of planning My Neighbourhood: A Neighbourhood Planning Protocol for B&NES has been prepared and publicly consulted on. The Scrutiny Panel is asked to consider the Adoption Draft of this document and review the background work prior to the document being considered for adoption by Cabinet in September 2012.

11. GREEN INFRASTRUCTURE STRATEGY (30 MINUTES) (Pages 161 - 188)

A healthy, properly functioning natural environment is the foundation of sustainable economic growth, prospering communities and personal wellbeing. Core Strategy policy CP7 on Green Infrastructure addresses this issue and sets out a requirement to protect and enhance the Green Infrastructure network across the district. The Council is committed to preparing a Green Infrastructure Strategy to coordinate the delivery of this policy. The purpose of this report is to apprise the panel of the draft Green Infrastructure Strategy and key issues arising from the stakeholder Consultation in May 2012.

12. PANEL WORKPLAN (10 MINUTES) (Pages 189 - 200)

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

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

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Bath & North East Somerset Council	
MEETING:	Planning, Transport & Environment Policy Development and Scrutiny Panel
MEETING DATE:	23 rd August 2012
TITLE:	Gypsies, Travellers and Travelling Showpeople Site Allocations Development Plan Document (DPD): Responses to Consultation and Issues Arising
WARD:	ALL
AN OPEN PUBLIC ITEM	
<p>List of attachments to this report:</p> <p>Appendix 1: Summary of key issues arising from public consultation</p>	

1 THE ISSUE

- 1.1 The Gypsies, Travellers and Travelling Showpeople Site Allocations Development Plan Document (DPD) is a formal planning document being prepared by the Council which will allocate land for the development of authorised Gypsy and Traveller pitches and a Travelling Showmen's yard across the District. Bath and North East Somerset Council does not have any permanent sites for Gypsies, Traveller or Travelling Showpeople.
- 1.2 This report highlights the key issues arising from the recent consultation and outlines the work being carried out as part of the next stage in the preparation of the Plan.

2 RECOMMENDATION

The Planning, Transport & Environment Policy Development and Scrutiny Panel is asked to comment on;

2.1 the scope of the stock take / review which entails:

- responding to the issues arising from the Preferred Options consultation;
- the ongoing review of the 6 sites previously consulted on;
- assessment of new sites suggested through the Call for Sites;
- an update to the assessment of need for pitches;
- liaison with Neighbouring Unitary Authorities on a sub-regional approach for identification of Gypsy & Traveller sites;
- a review of the site selection process.

- 2.2 The revised programme for the Gypsy & Travellers DPD (see para 4.7 below) including the intention to consult on the results of 2.1 above before preparing a Draft Plan.

3 FINANCIAL IMPLICATIONS

- 3.1 The review of the existing 6 sites, the assessment of additional sites and the update of the Gypsy, Traveller and Travelling Showpeople Accommodation (And Other Needs) Assessment (GTAA) will utilise resources and budgets allocated for the LDF preparation. The costs are substantially covered by the existing budget although there are some additional costs arising from the 'stock take', primarily for the Needs Assessment update. This will necessitate a review of the LDF work programme and the Local Development Scheme.
- 3.2 The progression and eventual adoption of the Gypsies, Travellers and Travelling Showpeople Site Allocations DPD will demonstrate the Council's commitment to the provision of sites to meet local need. The allocation and development of sufficient permanent and transit pitches will also enable the Council to redirect households travelling through the District to legal transit site(s).
- 3.3 It is recognised that there will always be Gypsies and Travellers who cannot provide their own sites and as such it is considered that socially rented pitches should be provided as part of the overall pitch requirement for the District. As a number of the preferred sites are publicly owned the Council has the option to ultimately offer that land for sale to private individuals or Registered Providers who may wish to develop and manage those sites. The Council also has the potential to develop and run sites itself which would have ongoing resource and financial implications.
- 3.4 The Council does not at this stage need to determine which, if any, sites it would wish to make a commitment to developing itself. In the event that Local Authority land is taken forward for allocation, there will be financial implications. Quantifying the cost of developing and maintaining sites will be more appropriate at the Draft Plan stage, at which point final site allocations will be determined. The Council will then be able to commence the process of making formal decisions as to whether it will take responsibility for individual site development, to sell or lease sites within its ownership to third parties for development and/or maintenance, including through the set up of Community Land Trust(s), or to seek to purchase land for development.
- 3.5 The Council agreed at its 14 February 2012 meeting to make a £1.8m capital budget provision to provide a site for Gypsies and Travellers, subject to detailed project plans being submitted once appropriate sites are identified through the planning process. It should be noted that grants, including the DCLG Traveller Pitch Funding, are available to fund the provision of pitches and that additional pitch provision is eligible for New Homes Bonus.

- 3.6 The update of the GTAA is underway and the results are anticipated to be available in late 2012. Further work on the Site Allocations DPD is in part dependent on the results of the GTAA, insofar as the need for pitches may rise or fall and require a commensurate number of pitches to be identified, assessed and allocated.

4 THE REPORT

- 4.1 In response to the obligation on the Council in the National Planning Policy Framework (NPPF) and its accompanying document Planning for Traveller Sites (March 2012) to identify land for the development of residential accommodation for Gypsies, Travellers and Travelling Showpeople, and also transit pitches, to meet the need identified in Bath and North East Somerset the Council undertook consultation on an Issues and Options document between 21 November 2011 – 16 January 2012. A Preferred Options document was consulted on between 23 May – 20 July 2012.

Stock take

- 4.2 The Plan is still in its preparatory stages (Regulation 18 of the Town and Country Planning (Local Planning) Regulations 2012/767). As a result of the issues raised during the public consultation and also because of the further work required on the Core Strategy (see elsewhere on this agenda), the Council is undertaking a review or stock take of the work so far. This entails;
- a) Ongoing Review of the identified sites;
 - b) Assessment of new sites suggested through Call for Sites, including a review of existing unauthorised Gypsy and Traveller sites;
 - c) Review of the site selection process;
 - d) review of major development sites to assess as part of the Core Strategy review to assess opportunities for gypsies and traveller sites
 - e) Review of capacity outside the Green Belt, including in neighbouring local authority areas;
 - f) Update of the needs assessment to establish a 5 and 10 year supply of sites in accordance with Planning for Traveller Sites; and
 - g) ongoing liaison with adjoining authorities on opportunities for site provision in accordance with the duty to cooperate.
- 4.3 Part of the stock take will be a review of the site selection process in light of the concerns expressed over the previous methodology through the public consultation.

General Issues arising from the consultation

- 4.4 Over 1000 responses were received to that consultation, including a number of petitions. **Appendix 1** sets out the key issues arising from the public consultation. Of the non site-specific issues identified by

the consultation responses, there was general consensus that whilst sites should be identified for the Gypsy and Traveller community, those sites should be found in the most sustainable locations, preferably on brownfield land, near services, facilities and other amenities, including public transport.

4.5 Many respondents drew attention to the apparent inconsistency in the application of the site selection methodology leading, in their view, to the erroneous selection of preferred sites, and their view that the matrix scoring system was flawed with incorrect weightings used. A significant proportion of respondents considered that insufficient regard had been given to national guidance in the National Planning Policy Framework (NPPF), 'Planning for Traveller Sites', nor the criteria in Local Plan Policy HG.16 and emerging Core Strategy Policy CP11 in the selection of sites. There was also an overarching concern that sites had been identified in Green Belt locations given that Gypsy and Traveller sites would constitute inappropriate development in the Green Belt (as set out in Planning for Traveller Sites) but exceptional circumstances had not been properly demonstrated.

4.6 Some respondents felt it important that the Accommodation Needs Assessment is reviewed to provide an up to date evidence of need, in accordance with Planning for Traveller Sites policy. Many respondents also raised concerns with the consultation process, noting that they felt that communities affected by the proposals should have been consulted on the proposed sites much earlier and that the consultation had not been sufficiently advertised.

Site-Specific Issues arising from the consultation

4.7 The main issues arising from each site have been summarised and are also set out at **Appendix 1**. In brief, those main issues include site-specific highway concerns, impact on ecology, site size overwhelming the local community, site not on a recognised traveller route, access to local services and facilities, impact on tourism, and heritage issues.

Review of the existing sites options

4.8 Ongoing review is underway of the 6 identified sites and this includes undertaking the further work highlighted in the published Detailed Site Assessment Report and also in response to consultation responses. This includes assessments on highways, ecology, contaminated land and heritage. This work will inform decisions on which sites are deliverable and developable and should be taken forward to the Draft Plan.

4.9 The council has acknowledged and corrected two material errors in the consultation document, namely the incorrect boundary line around sites GT.14 land near Ellsbridge House, Keynsham and the

reference to Parcel 7100 Woollard lane, Whitchurch as brownfield when the entire site is a greenfield site.

Additional sites arising from Call for Sites

- 4.10 A number of new sites have been suggested to the Council for investigation in response to the Call for Sites held during the Options consultation. In some cases the exact site location of the site needs to be verified and the site owners are also being contacted. These sites will be listed in the report to Cabinet on 12/9/12 but might also be available in time for the Panel meeting if the necessary information is finalised in time. for the

GTAA Update

- 4.11 Planning for Traveller Sites states that local authorities should maintain an up-to-date understanding of the likely permanent and transit accommodation needs over the lifespan of the development plan. In order for the Council's Site Allocations DPD to be in compliance with this policy, the Council is commissioning an update of the Gypsy and Traveller Accommodation (And Other Needs) Assessment (GTAA). This will provide an up-to-date understanding of the current level of need for pitches and assist in planning for a supply of sites by calculating future need over the lifetime of the plan.

Duty to Cooperate

- 4.12 A further concern raised in representations to the recent consultation is the extent to which the legal 'duty to cooperate' has been satisfied. The duty requires local planning authorities and other public bodies to engage constructively, actively and on an ongoing basis when planning for strategic cross-boundary matters in the preparation of Local Plans (such as the Site Allocations DPD). The Council has had ongoing engagement with neighbouring local authorities on the preparation of the Needs Assessment as well as on meeting the accommodation need of the travelling communities. This will continue through the preparation of the DPD.
- 4.13 The Council has discussed with its neighbouring Unitary Authorities the possibility of joint working to update the evidence base in accordance with the Duty to Co operate, however those authorities are not in a position to update their evidence base as part of a joint study. Bath and North East Somerset; the Council will continue to share information about sites and needs with neighbouring authorities. In addition, B&NES will continue to co-operate with adjoining authorities on the strategy for site provision.
- 4.14 As a result of the further work now required on the Core Strategy, the stock take will include the assessment of options outside the Green

Belt to ensure suitable alternatives are explored. This includes discussions with adjoining authorities.

Timetable

- 4.15 In light of the Core Strategy suspension, the Local Development Scheme is currently being reviewed which will align the programmes of Core Strategy and the Placemaking Plan with that on the G&T Site Allocations Plan. The proposed revised timetable is set out below:

STAGE	DATE
'Stock take' & New needs assessment	Now to December 2012
Consultation on results of stock take including new sites	February / March 2013
Consultation on Draft Plan	June / July 2013
Revise & submit Plan for examination	September–October 2013
Hearings	January 2014
Inspector's Report	March 2014
Adopt	May 2014

5 RISK MANAGEMENT

- 5.4 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.
- 5.5 There is a risk that if the Council does not identify the necessary sites through the Development Plan process that there will be pressure for sites to be granted planning permission on an ad hoc basis or by appeal. Unauthorised encampment which has associated enforcement action costs is also likely to continue. Each of these outcomes are likely to have a detrimental effect on relationships between the settled community and travelling communities. A lack of authorised accommodation can also have negative effects on the welfare and social integration of Gypsy and Traveller families with the mainstream community which puts the Council at risk of failing to meet its Single Equality Duty.

6 EQUALITIES

- 6.4 The statutory duties of the Council include the Single Equality Duty to eliminate discrimination, advance equality of opportunity and foster good relations between different groups in the course of developing

policies and delivering services. Gypsies and Travellers are recognised as distinct ethnic groups and are protected from discrimination by the Equality Act 2010.

- 6.5 An Equalities Impact Act has been completed. The key issue raised in that assessment is the need to engage with Gypsies, Travellers and Travelling Showpeople in the continuing development of the Site Allocations DPD.

7 CONSULTATION

- 7.4 *Cabinet members; Overview & Scrutiny Panel; Section 151 Finance Officer; Chief Executive; Monitoring Officer*

8 ISSUES TO CONSIDER IN REACHING THE DECISION

- 8.4 *Social Inclusion; Customer Focus; Sustainability; Property; Young People; Human Rights; Corporate; Health & Safety; Other Legal Considerations*

9 ADVICE SOUGHT

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

Contact person	David Trigwell: Divisional Director - Planning and Transport Development 01225 394125
Background papers	<i>Cabinet papers of 9 November 2011 and 9 May 2012 Issues & Options paper Preferred Options paper</i>
Please contact the report author if you need to access this report in an alternative format	

ANNEX 1: Summary of key issues arising through the consultation

A: SITE COMMENTS

GT.1 Parcel 7100, Woollard Lane, Whitchurch

- Inappropriate development in the Green Belt, outside the Housing Development Boundary, not in keeping with rural location as previously confirmed through planning refusals
- object to doubling the size of a site which only has temporary planning permission which was refused on two previous occasions
- query why this site has been classified as a brownfield site as it is not previously developed
- increased traffic generated would add to road congestion and concern about the proposed use of the site for a travellers site on highway safety grounds
- concern that it is within 1000 metres of a high pressure gas pipe therefore in a hazardous location nor has land contamination been taken into account
- placing a site here would set a precedent leaving the way open to further expansion of the site

GT.2 Old Colliery Buildings, Stanton Wick

- concerned that the potentially affected communities were not made aware of the proposal much earlier in the process
- concern about inappropriate development in the Green Belt therefore contrary to Government policy and previous applications on the site have been refused on Green Belt grounds
- occupation of the site would dominate nearest local community at Stanton Wick and contrary to Government policy in 'Planning for Travellers Sites' which states that local planning authorities 'should ensure that the scale of such sites does not dominate the nearest community'
- concerned site does not meet the criteria set out in the DPD nor Policy CP11 yet was selected despite scoring low using the Site Selection Scoring Matrix.
- proposed site is not on a recognised traveller route and suggest this type of site is not one preferred by travellers as shown in the GTAA i.e. in close proximity to amenities and small family sites of up to 5 pitches
- ground stability, safety and contamination issues (arsenic and asbestos cited) associated with former mining operations on site not resolved, also reference to Sanctus Report (2010) which recommended costly remedial action to make the site safe, danger of further mine shafts collapsing (one capped recently)
- whether the site benefits from existing B2 use needs clarifying and which parts of the sites are considered 'previously developed' land
- Stanton Lane is very narrow with few passing places for vehicles therefore inadequate access to and into the site for travellers' caravans and trailers (reference to the planning refusal for expansion of Filers Coaches on adjoining site on traffic grounds)
- no suitable footpath along the lane and therefore dangerous especially for children
- site is remote from public services and community facilities and access to public transport which would increase the need to travel by car
- impact on availability of school places, resources and quality of education in local schools raised
- no mains sewerage at Stanton Wick and further development would place

- additional pressure on existing mains water with increased demand
- cost of providing necessary utilities infrastructure to service the site
- proposal would have a detrimental effect of the proposal on wildlife present on site (bats and other rare species)
- impact on tourism as proposal would have a detrimental effect on landscapes, countryside walks and local tourist related businesses
- mining heritage and industrial legacy of the Old Colliery Buildings, as highlighted in the Pensford Conservation Area Character Appraisal, has not been considered in the site selection process nor has impact on the Conservation Area been properly appraised.

GT.4 Former Radstock Infant School Canteen

- query raised the over the ownership of this land as there is an understanding the site was gifted by Lord Waldegrave in 1903 for the education of the poor in the area under the School Sites Act in 1841 and there is possibly “rights of reversion” where the land should have been returned to him when it ceased to be the site of Radstock Infants School in 2007
- site not suitable and far too small for two pitches - static caravan/trailers, mobile caravans, car amenity building, parking and manoeuvring
- traffic movements associated with the use of the site would further exacerbate existing traffic issues including narrowness of Bath Old Road and very tight blind bends for large caravans to negotiate
- safe access cannot be provided without loss of parking for residents in an already overcrowded road
- Bath Old Road used as a rat run and concerned proposal would exacerbate current traffic problems
- likely to have a negative impact on the local environment and the amenity of the adjacent land which could not be mitigated by screening
- proposed use of site not considered compatible with Conservation Area status
- concerns about the demolition of the historic boundary wall necessary to create an appropriate access to the site
- some community based development would be a better use for the site
- there is a need for more affordable housing in Radstock and it is noted this is part of a site identified in the Strategic Housing Land Availability Assessment as having the potential for 14 dwellings

GT.6 Station Road, Newbridge

- site is suitable as storage and possible workshop for maintenance work but with 3 pitches it could become very overcrowded
- query capacity of junction between Locksbrook Rd and Station Rd to accommodate typical vehicle types (wide/abnormal loads)
- concerns over increase in traffic and noise and the impact noise and nuisance from proposed business uses would have on the whole of Station Road
- concern over creating permanent residential site in a business park
- concern that site is in a residential area, immediately behind the gardens of a number of houses and would be located on a green area which is currently a local amenity
- proposal would exacerbate existing parking problems in the area arising from workers and residents competing for spaces
- suggest site is better used for additional housing with parking or small business use

- attention drawn to slow-worms living in this area

GT.8 Lower Bristol Road, Twerton

- as an existing tolerated encampment this site is the best place for the traveller community and should be taken forward
- with additional facilities would be ideal as it is close enough to a road for access although concerns expressed about children finding a safe route to local schools due to the busy road with no pedestrian crossing
- site has better transport links and access to nearby local families, services and other amenities than the more remote sites

GT.14 Land near Ellsbridge House, Keynsham

- proposed shared access onto this site and associated security issues
- relocation of the bus stop if a new access from the highway were to be created and the fact there is no existing boundary between Ellsbridge House and the site
- access to the site - reference to a previous planning application by Wansdyke Council (1980) on this site to store caravans that was withdrawn on the grounds access to the site was too dangerous
- potential loss of the wooded area if developed as is part of a green and wildlife corridor connecting Keynsham with agricultural land behind Pixash Lane and Worlds End Lane and it is understood there could be bats on the site - believe the woodland could be put to better use such as for outdoor learning and provides a visual screen to the industrial area to the north
- impact the proposal would have on Ellsbridge House a listed building and on the nursery as a business
- impact of the site if developed for proposed use on the open fresh water stream at the narrow western end of the site and possible contamination of the River Avon
- the boundary is inaccurately drawn in the Options document which would affect the area available for development

B: RESPONSES FROM STATUTORY CONSULTEES

Bristol City Council	<ul style="list-style-type: none"> – no observations to make at this stage
Coal Authority	<ul style="list-style-type: none"> – for eventual site allocations include a criterion which assessed coal mining data to accord with NPPF guidance to ensure there are no mine entries or other coal related hazards which would require remediation or stabilisation prior to development – former mining activities and related hazards are not a strict constraint on development and potential sites should not be excluded from the assessment on the grounds of former mining legacy issues – also assess likely impact on mineral resources, including coal to ensure that any potential sterilisation effects are properly considered – these comments apply particularly to the Stanton Wick site, which is located in an area where past mining activity may present a risk to new development proposals and where surface coal resources are also present.
English Heritage	<ul style="list-style-type: none"> – it is not clear how assessment process has consistently applied the key planning issues across all sites particularly the effect of proposed site allocations on the historic environment. – Need further assessment of all heritage assets affected and how they contribute to the local area – clarify why sites in the AONB were rejected as a matter of course whilst those in the Green Belt, World Heritage Site (WHS) or adversely affecting a designated heritage asset were not – scoring matrix fails to give an appropriate weight to the consideration of heritage assets but process appears to have given greater weight to matters such as noise and overlooking and makes no reference to the impact on heritage assets other than the World Heritage Site or Conservation Areas <p><u>Old Colliery Buildings, Stanton Wick</u></p> <ul style="list-style-type: none"> – need to carefully consider historic and social significance of the colliery to ensure any future use of the site is sensitive to its cultural heritage value (reference to conservation of non-designated heritage assets Core Strategy Policy CP6 and NPPF). <p><u>Former Radstock Infant School Canteen</u></p> <ul style="list-style-type: none"> – report does not assess the significance of the building to be demolished as a heritage asset in a conservation area and how it contributes to the character and appearance of the conservation area or how any development in its place would preserve and enhance its character and appearance. <p><u>Lower Bristol Road, Twerton</u></p> <ul style="list-style-type: none"> – assessment exercise subject to an extensive evaluation of the impact on the natural environment but not the equivalent for the historic environment – unclear whether the local authority considers the proposal would cause harm to any heritage asset, if so why and to what degree. <p><u>Land near Ellsbridge House, Keynsham</u></p>

	<ul style="list-style-type: none"> document acknowledges that the proposal within the curtilage of this Grade II Listed Building “<i>would have an impact on the setting of that building</i>” but no evidence that sets out the extent of this impact; the significance of the heritage asset likely to be affected (reference to NPPF, para 132: “<i>great weight</i>” should be given to the conservation of any heritage asset, including its setting) <p><u>Planning across boundaries</u></p> <ul style="list-style-type: none"> If the Council is struggling to find suitable sites there may be alternative opportunities in adjoining local authority areas (NPPF, para 178: local planning authorities are required to work collaboratively with other bodies to ensure that strategic priorities such as adequate provision for Gypsies, Travellers and Showpeople across local boundaries are properly co-ordinated and clearly reflected in local plans
Environment Agency	<p><u>Old Colliery Buildings, Stanton Wick</u></p> <ul style="list-style-type: none"> Salter’s Brook, which runs along the Eastern boundary of the site should be identified as a potential site constraint and pitches set back from the watercourse which should be protected and enhanced where possible. <p><u>Station Road, Newbridge</u></p> <ul style="list-style-type: none"> previous uses at this site may have resulted in contamination and development could pose a risk to controlled waters and human health which needs to be properly investigated and where necessarily remediated. <p><u>Lower Bristol Road, Twerton</u></p> <ul style="list-style-type: none"> site is adjacent to the Newton Brook and falls partly within Flood Zone 3 (high risk) and to comply with the NPPF and Policy CP11 of the Draft Core Strategy it should be made clear that to be acceptable all pitches will need to be sequentially located outside of the flood risk area and the Brook should be protected and enhanced where possible.
Network Rail	<p><u>Lower Bristol Road, Twerton</u></p> <ul style="list-style-type: none"> would not want to see any type of development in this site which would have the potential to increase existing levels of level of trespass and vandalism on the railway due to proximity of the site to the Great Western Main Line and speed of trains and associated noise and vibration issues does not consider this to be an appropriate or safe environment for this type of development if the LPA is minded to progress this site for the use of travellers then certain measures would need to be met as part of any planning permission
Wessex Water	<ul style="list-style-type: none"> possible that all sites can be connected to water supply and foul sewer
<u>Parish and Town Councils</u>	
Chelwood Parish Council	<p><u>Old Colliery Buildings, Stanton Wick</u></p> <ul style="list-style-type: none"> proposal contrary to Policies HG.16 and CP11 extant residential permission relates to a smaller area on the site very special circumstances do not exist to justify this proposal
Corston Parish	<ul style="list-style-type: none"> no objections to any of the proposed sites

Council	
Dunkerton Parish Council	<ul style="list-style-type: none"> all potential brownfield sites must be fully assessed before any Green Belt areas are brought forward as they tend to be in areas that already have the appropriate local services
Keynsham Town Council	<p><u>Land near Ellsbridge House, Keynsham</u></p> <ul style="list-style-type: none"> concerns for the ecology on this site and urgently request that Environmental and Ecology Assessment Surveys be carried out and woodland has been classed as being very important significant impact on the Grade II Listed Building of Ellsbridge House and its setting could have an impact on the existing Green Belt full Highways and Traffic Safety Assessment should be undertaken for proposed accesses site has not been defined correctly relocation of the bus stop should not be undertaken without prior permission of the Traffic Commission and consultation with Keynsham Town Council who are responsible for its up keep needs assessment should be updated to obtain correct provision/requirement figures evidence that the Gypsy and Traveller Community have been asked whether this particular site would be suitable and meet their needs
Monkton Farleigh Parish Council	<ul style="list-style-type: none"> No comments at this stage
Publow with Pensford Parish Council	<p><u>Old Colliery Buildings, Stanton Wick</u></p> <p>Proposal contrary to policies in the Local Plan and national policy guidance:</p> <ul style="list-style-type: none"> travellers' sites are inappropriate development in the Green Belt will detract from the openness and rural character of the area far from services, facilities, employment and other activities and public transport and create an increase in vehicle movements to and from the site: travel plan will be required would not support the existing local businesses within the vicinity will dominate the nearest settled community, Stanton Wick and double the population, also impact on the neighbouring villages will not be an integrated co-existence between the site and the community access road is a single country lane and unsuitable for this amount of additional traffic access from the main road is extremely dangerous as vision is impaired in both directions would place undue pressure on the local infrastructure where there is no mains services
Radstock Town Council	<p><u>Former Radstock Infant School Canteen</u></p> <ul style="list-style-type: none"> concerns about impact on the street scene and the Conservation Area site could be used for other uses including affordable housing site is too small to support extended families central to the culture of the travelling community

	<ul style="list-style-type: none"> – suggest there are other potential sites in Radstock but not in Council ownership
Stanton Drew Parish Council	<p><u>Old Colliery Buildings, Stanton Wick</u></p> <ul style="list-style-type: none"> – Concerned they were only made aware of the site as a preferred option very late in the process – disagrees strongly with any potential pitch provision at this site – scoring matrix flawed and therefore the site should not have been placed on the preferred list – whole process needs to be commenced again so that Gypsy and Traveller communities are provided with safe, healthy, small sites located close to urban areas (being their preference in the GTAA) - unauthorised sites are usually found in or around major road networks and close to urban areas for ease of movement and accessing of services – site is not available in terms of the proposal for a gypsy, travellers site for numerous reasons of suitability and achievability citing past planning refusals on the proposal site and neighbouring Filers coach site – concerned about the ground contamination on site and refers to the Sanctus report (2010) found ground contamination with high levels of arsenic and asbestos on site - full contamination survey across all areas needs to be done – site is a Site of Nature Conservation Interest with European protected species which should have been scored in the matrix – bats are known to fly and feed in the area and the hibernarium is located within the boundary of the Winding House - full year round bat assessment would need to be carried out to ascertain the exact movements of the bats – Green Belt location and no very special circumstances exist – considers the proposal would overwhelm the settled community and contrary to Government policy – Environmental Impact Assessment and Equality Impact Assessment should be undertaken – mains water supply is potentially inadequate – full highways report needs to be done and looking at the evidence from planning applications in the area – a mine safety assessment needs to be carried out – creating a large 'ghetto' such as proposed would adversely affect social integration and the remoteness of the site could potentially be very isolating for young gypsy/traveller mums with young children – impact on local schools a concern and driving to school along the lane would create huge amount of vehicle movements and secondary school location not even mentioned in the scoring matrix – agree that the site is not in a sustainable location in terms of increased traffic generation and that a full highways assessment needs to be conducted – concerned that the proposals will not be able to enhance the environment – action plan needed for harm to the SNCI, the wildlife, the landscape but most importantly the new residents

	<ul style="list-style-type: none"> – agree ‘it may be appropriate to restrict or avoid development at the perimeter of the site to avoid impact on neighbouring properties’ – proposals in this location also contravenes Planning Policy for Travellers Sites, March 2012, Core Strategy Policy CP11, Local Plan policies, in particular, Policy HG.16 – also comments extensively on the Sustainability Appraisal of the Stanton Wick Site
Stowey Sutton Parish Council	<ul style="list-style-type: none"> - Majority of unauthorised encampments over the last 10 years have been in Bath demonstrating that the demand for pitches is within an urban setting and not a rural one and therefore that the selection of proposed sites is almost totally inappropriate as with one exception <u>Old Colliery Buildings, Stanton Wick</u> - fails to understand how the site at Stanton Wick was scored 17th out of 23 possible sites and yet selected - appears that this site is totally inappropriate due to its Green Belt location, inaccessibility to services, amenities and public transport, and unstable mine workings.
Other key bodies	
Avon Wildlife Trust	<ul style="list-style-type: none"> - Government policy states that Green Belt land should be protected from inappropriate development which has not been given as much weight as three of the six sites are in or partially inside the Green Belt (GT.1, GT.2 and GT.8) - concerned that planning policy for "the protection of local amenity and local environment" has not been given due regard as all sites, except GT.6, are adjacent or on important wildlife sites and should be informed by an ecological assessment of likely impacts to these sites and therefore objects in principle to development on these designated sites. <u>Old Colliery Buildings Stanton Wick</u> - supports use of brownfield sites but site's allocation should be informed by an ecological survey - appears to overlap with around 90% of the Pensford Complex SNCI, a Post Industrial Site and Priority Habitat and the potential impacts of which could effect the site's ability to play a role in BANES wildlife network contrary to the NPPF which says that the country's wildlife network should be created, protected, enhanced and managed - BRERC data shows that a number of bat species have been cited in the area therefore a traveller site here would represent the inappropriate development as increased lighting will impact their foraging. <u>Station Road, Newbridge</u> - appears to be adjacent to the Bristol to Bath cycle network, with BRERC records showing the presence of slow worms, bats, badgers and birds - increase in disturbance to these species needs to be considered, with an ecological assessment to inform development. <u>Lower Bristol Road, Twerton</u> - site is within the Green Belt and Bath World Heritage Site,

	<p>objects in principle to this development; site is within, the boundary of, and not adjacent to, Carrs Wood, SNCI and Local Nature Reserve, as well as Newton Brook SNCI</p> <ul style="list-style-type: none"> – impact of the current unauthorised travellers on the areas ecology should be examined before the site is taken forward. <p><u>Land near Ellsbridge Home, Keynsham</u></p> <ul style="list-style-type: none"> – area is identified as being covered with mature trees and therefore may participate in the area's wildlife network; an ecological survey, focusing on bats and birds should be implemented to assess the ecological impacts a travellers site may have and allow for appropriate buffering, and mitigation to occur.
The Gypsy Council	<ul style="list-style-type: none"> – would like to see more site provision, whether this be in the form of public or private sites and plan to meet continued future needs – would recommend smaller site as these are easier to manage and provide opportunities for education, training, employment, health care – recommends working in partnership with all public and private service providers and local Gypsy and Traveller community in the provision and management of more public and private affordable accommodation.

Bath & North East Somerset Council	
MEETING:	Planning, Transport & Environment Policy Development and Scrutiny Panel
MEETING DATE:	23 rd August 2012
TITLE:	Bath & North East Somerset Core Strategy: Inspector's Preliminary Conclusions and review of the Local Development Scheme
WARD:	ALL
AN OPEN PUBLIC ITEM	
<p>List of attachments to this report:</p> <p>Appendix 1 – Changes required to the Local Development Scheme</p> <p>Appendix 2 – Summary of proposed revised Local Development Scheme</p>	

1 THE ISSUE

- 1.1 The B&NES Core Strategy examination has been suspended in order to undertake a review of the District's housing need and supply, along with a limited number of other issues, in response to concerns made by the Examination Inspector. This requires a review of the Core Strategy programme which, because of its strategic nature, has implications for the preparation of other Plans such as the Placemaking Plan, the Gypsy & Travellers Site Allocations Plan and the Community Infrastructure Levy. The Local Development Scheme is therefore also being reviewed.

2 RECOMMENDATION

- 2.1 The Planning, Transport & Environment Policy Development and Scrutiny Panel is asked to comment on the;
- 2.2 proposals for the further work on the Core Strategy (see paras 4.9 to 4.11), and
- 2.3 proposed revisions to the Local Development Scheme summarised in Appendix 2

3. FINANCIAL IMPLICATIONS

- 3.1 The work programme for the preparation of Local Development Framework Documents (LDF) is set out in the Local Development Scheme (LDS). The extra work required on the Core Strategy and the knock on implications for other Plans requires a review of the LDS which in turn requires a review of the LDF budget. The key issues is that there are insufficient staff resources and funds in the current LDF budget for 2012/13 to undertake the work programme as previously planned as well as the additional work on the Core Strategy. The options for responding to this issue and financial implications are set out in more detail in section 4 below.
- 3.2 A range of options are being considered to deal with the financial implications. These include deferring work to future years which could have an impact New Homes Bonus, increasing expenditure on the LDF by up to £100k or using resources elsewhere within council. The extra work will entail an unavoidable delay to the introduction of CIL but this will be small if the CIL work is aligned with the additional Core Strategy work.

4.0 THE REPORT

Core Strategy Inspector's Preliminary conclusions

- 4.1 The examination into the Bath & North East Somerset Council Core Strategy has been suspended in light of the Inspector's preliminary conclusions (document refs ID/28, ID/ 29 and BNES/39). This is to enable further work to be undertaken to address the concerns raised by the Inspector.
- 4.2 The Inspector's most substantive issue of concern relates to the housing requirement for the district. The Inspector is of the view that the publication of the National Planning Policy Framework (NPPF) during the course of the hearings rendered the B&NES methodology for assessing housing target non-compliant with national policy. He therefore states that he could not come to a conclusion on the level of housing that should be planned for. The Inspector 's concerns "suggest that the plan should be amended to facilitate more housing than currently planned and/or to enable some of the planned housing to be delivered sooner."

Withdrawal vs. suspension

- 4.3 The reason why suspension is favoured over withdrawal is because the Government has urged Local Authorities to ensure that an up-to-date Plan is in place as quickly as possible (NPPF para 184). The delay to the Core Strategy has significant implications for the Council. It will delay the preparation of CIL potentially affecting CIL income from April 2014 and it will delay the adoption of other Plans currently under preparation. It may have an impact on housing delivery because of the delay in providing clarity and direction for key development sites. In addition, the delay lengthens the uncertainty for residents, developers and all those with an interest in the development process. A suspension would entail less of a delay than a complete withdrawal.
- 4.4 Furthermore, a withdrawal will mean the removal of the entire emerging policy framework in the Core Strategy requiring the Council to fall back on less up-to-date Local Plan policies and the NPPF. Even those emerging Core Strategy policies which are potentially sound would be lost.

Further work required on the Core Strategy

- 4.5 The Inspector 's key issues in respect of housing land are the need for;
- a NPPF compliant assessment of the housing requirement,
 - inclusion of the shortfall from the B&NES Local Plan in the housing figure;
 - a 20% buffer to the 5 year housing land supply;
 - flexibility in the events of delay in bringing forward the complex, brownfield
 - further work on the sequential and exception flood risk tests
 - a 15 year plan period following adoption
 - greater consideration of affordable housing requirements
- 4.6 There are also a limited number of other policies on which the Inspector has raised concerns and he has stated that he will clarify these by the end of August. These issues will also need to be addressed during the suspension.

Implications for preparation of other LDF Plans

- 4.7 The suspension of the Core Strategy has logistical implications for the preparation of other LDF documents, most significantly the Placemaking Plan, CIL and the Gypsy & Traveller Sites Plan. These documents can only be progressed in alignment with the Core Strategy and there are also resource implications of the extra work. Therefore the Council's programme for the preparation of planning documents in the Local Development Scheme (LDS) needs to be reviewed. Key issues and options are due to be considered by Cabinet on 12th September 2012.
- 4.8 Finalisation of the Core Strategy is the Council's first priority in the LDF. The Gypsy & Travellers Plan is discussed elsewhere on this agenda. Reasons for progressing the Placemaking Plan in good time include;
- One of the Core Strategy (CS) Inspector's concerns with the Core Strategy was the lack of convincing evidence on site availability, suitability and deliverability. Preparation of the PMP alongside the CS will provide the evidence that our development sites are deliverable & that we have a robust assessment of capacity
 - Preparation of the PMP now will reduce demands to do Neighbourhood Plans (& thereby costs on the Council) ie a number of local communities have stated that they would rather work through the PMP in identify development sites rather than as a separate neighbourhood Plan.
 - Related to the above, the Core Strategy Inspector endorsed our approach to development in rural areas which entails a review of HDBs & housing sites in villages. If progress is not made in the PMP, then it is likely to be done through predatory planning applications and appeal
 - Some Local Plan policies are becoming increasingly out-of date & the NPPF's presumption in favour of development is making it more difficult for the Council to determine applications in line with our own strategy
 - Preparation of the PMP is one of the only effective tools that the Council has to facilitate development delivery ie it provides clarity and a smoother path through the Planning system, thereby facilitating NHB and S.106 contributions/CIL
 - The PMP plays a key role in delivering the Council's regeneration objectives and enables high quality development and co-ordination of development with infrastructure provision

- Preparation of the PMP now enables co-ordination with the preparation of the Gypsy & Traveller Sites Plan and a further assessment of the opportunities for Traveller sites outside the Green Belt
- It enables co-ordination of public consultation in Spring 2013 of the Core Strategy, the PMP, CIL and Gypsy & Traveller Sites Plan facilitating a more co-ordinated strategy and financial savings
- SHLAA will need to be reviewed any case as part of the further work on the CS which will benefit enormously from being aligned with work on site allocations in the PMP
- NPPF envisages integration of broad strategy alongside site allocation ie re-introduction of old style Local Plans to provide a co-ordinated approach

Approach to Core Strategy Review

4.9 It is essential that the further work required on the Core Strategy is undertaken both swiftly and in a way which meets the tests of soundness. A particular issue is the need to ensure that the requirements of the duty to co-operate are met. A number of other Core Strategies in the country have not been adoptable because they have fallen foul of this requirement.

4.10 A Brief for the further work on Core Strategy is therefore being prepared and is due to be considered by Cabinet on 12th September 2012. The brief will include;

Re-assessment of the housing need

- a review of the Strategic Housing Market Assessment using an NPPF compliant methodology. This should include analysis of demographic/household projections, natural population change, migration, and economic/employment needs;
- a review affordable housing needs;
- an assessment of under-provision in previous years
- the need to ensure a Five year land supply including a 20% buffer;
- a review the Plan period;
- a review of the Housing Market Area as it relates to B&NES

Revision to the spatial Strategy

- a process for considering options for reviewing and changing the spatial strategy to accommodate any increase need (if required). This will entail a transparent methodology to compare locational options as well as any other alternatives. It will include a methodology for reviewing the Green Belt if necessary;
- a review of SHLAA to ensure that the housing land supply is defensible at hearings and that there is Flexibility/headroom/contingency
- a review the approach to other housing supply eg windfalls, student accommodation, empty homes
- a review of the flood risk sequential test
- an update the Infrastructure Delivery Plan

Procedures

- Ensure arrangements are in place to meet the duty to co-operate with neighbouring authorities and other statutory consultees;
- an outline of processes to ensure the plan's preparation accords with statutory requirements eg sustainability appraisal.

Timetable

4.11 The timetable for the further work on the Core Strategy is set out below.

Revised Core Strategy timetable

STAGE	DATE
<i>Review evidence (including SHMA)</i>	<i>Now to Jan 2012</i>
<i>Develop changes to the spatial strategy</i>	<i>Now to Jan 2013</i>
<i>Update & clarify other matters in Annex to ID/28</i>	<i>Now to Dec 2012</i>
<i>Council agrees changes to Core Strategy</i>	<i>Feb-March 2013</i>
<i>Consult & consider comments</i>	<i>April -May 2013</i>
<i>Resume exam & hearings (Confirm with Inspectorate)</i>	<i>July 2013</i>
<i>Inspector's Report (Confirm date with Inspectorate)</i>	<i>Oct 2013</i>
<i>Adopt</i>	<i>Dec 2013</i>

4 RISK MANAGEMENT

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

5.0 EQUALITIES

5.1 An EqlA has been completed. No adverse or other significant issues were found.

6.0 CONSULTATION

6.1 *Cabinet members; Overview & Scrutiny Panel; Section 151 Finance Officer; Chief Executive; Monitoring Officer*

6.2 No consultation is required on the revisions to the LDS. The revised consultation periods for the LDF documents will be set out in the revised Local Development Scheme.

7 ISSUES TO CONSIDER IN REACHING THE DECISION

7.2 Social Inclusion; Customer Focus; Sustainability; Human Resources; Property; Young People; Corporate; Health & Safety; Other Legal Considerations

8 ADVICE SOUGHT

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

Contact person	<i>David Trigwell (Divisional Director - Planning and Transport, Planning and Transport Development 01225 394125)</i>
Background papers	<i>Inspector's preliminary Conclusions (Ref ID/28)</i> <i>B&NES Response to ID/28 (BNES/39)</i> <i>Inspector's agreement of suspension (ID/29)</i> <i>National Planning Policy Framework March 2012</i>
Please contact the report author if you need to access this report in an alternative format	

APPENDIX 1: OPTIONS FOR LOCAL DEVELOPMENT SCHEME REVIEW

Plan	Existing Programme	Implications of CS suspension	Cost implications 2012/13	Conclusion
Core Strategy (DPD)	<ul style="list-style-type: none"> Inspector's report March 2012 Adoption June 2012 	The re-assessment of housing need and the review of the strategy will take around 6 months. The Council will then need to formally agree changes to the CS and then consult. The hearings are therefore likely to resume by July 2013.	The further work generated by the suspension will generate additional LDF costs which will need to be found through a review of the LDS priorities	Completion & adoption of the CS is the first priority and this will be the focus of the LDF budget & staff resources during 2012/13 and early 2013/14. This will have implications for other LDF plans, the programmes of which will need to be reviewed (Report due for Cabinet 12/9/12)
G&T Plan (DPD)	<ul style="list-style-type: none"> Draft Plan due December 2012 Hearings June 2013 Inspector's report Sept 2013 Adoption Dec 2013 	<p>Review of Core Strategy necessitates a review of opportunities for sites outside the Green Belt</p> <p>Also need to review the needs assessment.</p> <p>The post consultation 'stock take' will entail a delay of around 6 months</p>	Additional cost arising from stocktake includes a new needs assessment	See separate item on the PTE agenda which sets out the next steps for the G&T Plan
Place-making Plan (DPD)	<ul style="list-style-type: none"> Options consultation Jan 2013 Draft Pan Sept 2013 Submit Dec 2013 Hearings March 2014 Report June 2014 Adoption July 2014 	Publication of options will need to be delayed by 3 months because it must wait for the review of the CS may lead to a review of locational options. In addition, the Inspector's concerns about the need for flexibility in site delivery will require a review of the SHLAA. However there are savings in	There is insufficient staff & financial resources in LDF budget to undertake all 3 DPDs.	Options for progressing the PMP will be considered by Cabinet 12/9/12

		undertaking a combined consultation		
MoD Concept Statements	<ul style="list-style-type: none"> • Due for endorsement Sept 2012 	None (other than to be absorbed into the Placemaking Plan)	None	No change - Endorse as planned in Sept 2012
CIL	<ul style="list-style-type: none"> • Consult on Draft Charging Schedule (DCS) Sep 2012 • Exam March 2013 • Report June 2013 • Adopt Sep 2013 	<p>DCS cannot be agreed until the changes to the Core Strategy have been agreed and cannot be submitted until the Core Strategy Inspector has issued his report ie the CIL must be based on an up-to-date Local Plan. Revised programme;</p> <ul style="list-style-type: none"> • Consult on DCS June 2013 • Submit Oct 2013 • Hearings Jan 2014 • Report March 2014 • Adopt April 2014 	<p>No further spend during 2012/13 as costs delayed to 2013/14.</p> <p>Loss of revenue arising from the delay in the programme is limited because there is contingency in the current programme (depending on the transitional arrangements)</p>	Progress preparation of CIL alongside Core Strategy. This will entail a delay of around 6 months but will still enable adoption of CIL in April 2014 in time to limit the loss of CIL income
S106 SPD	Due to be revised alongside publication of CIL Draft Charging Schedule	This is linked to CIL work therefore the review will be delayed to 2013/14 alongside the revised date for the CIL DCS publication. In the meantime, undertake a limited interim update in 2012/12 to ensure it is up-to-date	Cost of full review delayed from 2012/13 to 2013/14.	Full review 2013/14 aligned with CIL work
Article 4 Direction	Confirm Direction March 2013	No implications	'Ring -fenced' budget provided over & above LDF budget. No changes for 2012/13.	Could abandon but significant progress has been made and there is significant public support for the proposal

SPD on Housing in Multiple Occupation	Consult Oct 2012 Adopt March 2013	No implications	Limited LDF budget is needed for consultation on SPD	No change to programme No change This is integral to the Article 4 Direction work
Sustainable Construction & retrofitting SPD	Due to be adopted Sep 2012 (now delayed to Nov 2012)	None other than it will supplement the Local Plan pending adoption of the Core Strategy	No change 2012/13. Budget in LDF already committed and bulk of the work completed.	No change to programme
World Heritage Site Setting SPD	Due to be adopted Sep 2012 (now delayed to Nov 2012)	None other than it will supplement the Local Plan until the CS is finalised	No change 2012/13. Budget in LDF already committed and bulk of the work completed.	No change to programme
Neighbourhood Planning Protocol	Adopt in Sep 2012	None – adopt as scheduled	No change 2012/13. Budget in LDF already committed and bulk of the work completed.	No change to programme
Neighbourhood Plans	The Council has the duty to support communities who want to prepare NPs etc.	None	No additional financial costs are expected during 2012/13 and no additional budgetary provision has been made (other than £20k grant for Freshford & Limpley Stoke pilot). In future years Council may have to make financial provision to meet its obligations ie pay for referenda & exams. Costs will be dependent on the local demand. However the NPP & the PMP will be tools to prevent the work escalating too significantly	Preparation of NPs will therefore be curbed if there is significant demand.
Visitor Accommodation SPD	No timetable has yet been formally agreed although a draft SPD was anticipated in late	Review programme in light of the work on CS.	Provision was made by Cabinet for this work over & above the LDF budget	Programme to be considered by Cabinet on 12/9/12

	2012			
"Advertise ments & Banners" in Bath	No timetable has yet been formally agreed although a proposal was anticipated in late 2012	Review programme in light of the work on CS.	Provision was made by Cabinet for this work over & above the LDF budget	Programme to be considered by Cabinet on 12/9/12

APPENDIX 2: SUMMARY OF REVISED LOCAL DEVELOPMENT SCHEME TIMETABLE 2012

	2012						2013												2014												2015											
	July	Aug	Sep	oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July					
Core Strategy	18									C			H				R		A																							
<i>Infrastructure Delivery Plan</i>	Update																																									
Placemaking Plan	18																		D				S				H				R				A							
> MoD Concept Statements			"A"																																							
Gypsy & Travellers Site Allocations Plan	18						C						D						S				H	R		A																
Article 4 Direction	C			C									A																													
>HMO SPD			C										A																													
Community Infrastructure Levy													D						S				H			R		A														
Planning Obligations SPD update			C				A																																			
Planning Obligations SPD review													C												A																	
Neighbourhood Planning Protocol			A																																							
Neighbourhood Plans support	Work with local communities																																									
Sustainable Construction & Retrofitting SPD			A																																							
World Heritage Site Setting SPD			A																																							
"Dressing the city"																																										
Visitor Accomodation SPD							18									C			A																							
Green Infrastructure Strategy					A																																					

18 Regulation 18 ie Update evidence base, develop policy options, Community engagement,

D CIL Draft Charging Schedule consultation

D Publish Draft Plan & formal consultation

C Informal consultation

S Submit for examination

H Hearings

R Inspector's Report

A Adopt

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Bath & North East Somerset Council	
MEETING:	Planning, Transport and Environment Policy Development and Scrutiny Committee
MEETING DATE:	23 August 2012
TITLE:	Neighbourhood Planning Protocol for Bath & North East Somerset – Adoption Draft
WARD:	ALL
AN OPEN PUBLIC ITEM	
<p>List of attachments to this report:</p> <p>Appendix A: My Neighbourhood - Neighbourhood Planning Protocol for Bath & North East Somerset (Adoption Draft)</p> <p>Appendix B: Schedule of Amendments to the March 2011 draft</p> <p>Appendix C: Consultation Report</p> <p>Appendix D: Results of Localism e-survey (June 2012)</p> <p>Appendix E: Summary of Community Interest expressed in take-up of Neighbourhood Planning (August 2012)</p> <p>Appendix F: Draft Neighbourhood Forum Application Form (City of Bath)</p> <p>Appendix G: Draft Neighbourhood Area Application Form (Parish and Town Councils)</p>	

1 THE ISSUE

- 1.1 The Localism Act (November 2011) and the Neighbourhood Planning Regulations (April 2012) facilitate new community-led planning rights which will enable communities to undertake their own Neighbourhood Plans, Neighbourhood Development Orders and Community Right to Build projects. The new legislation also introduces new planning duties on Bath & North East Somerset to support these new rights. In order to respond to this new agenda and to update the Council's policy on community engagement in all elements of planning *My Neighbourhood: A Neighbourhood Planning Protocol for B&NES* has been prepared and publicly consulted on.
- 1.2 The Scrutiny Panel is asked to consider the Adoption Draft of this document and review the background work prior to the document being considered for adoption by Cabinet in September 2012.

2 RECOMMENDATION

The PTE Policy Development and Scrutiny Committee are asked to:

- 2.1 Express their views on the *My Neighbourhood: A Neighbourhood Planning Protocol for B&NES (Adoption Draft)* in **Appendix A** and note the amendments to the draft in **Appendix B**.

- 2.2 Note the results of the consultation (**Appendix C**), Localism e-survey results (**Appendix D**) and summary of community interest in take up of Neighbourhood Planning (**Appendix E**).
- 2.3 Note the new application forms for Neighbourhood Forums in Bath and Neighbourhood Areas for Town and Parish Councils wishing to take forward a Neighbourhood Plan (**Appendices F and G**), which are due to be made published in September 2012.

3 FINANCIAL IMPLICATIONS

- 3.1 The preparation of the *My Neighbourhood: A Neighbourhood Planning Protocol for B&NES* document has being met within the LDF budget.
- 3.2 Financial implications arising to the Council triggered by new duties introduced in the Localism Act are potentially significant. Although the exact amounts will depend on community take-up of Neighbourhood Planning the costs per Plan have been approximated. Officer time to support Neighbourhood Planning could potentially constitute a significant resource requirement affecting both Planning Services and other service areas (see **Tables 1 and 2** below). These additional costs will need to be considered within the MTSRP process. This will require a review of the LDF work programme. The likely range of costs is being quantified along with our ability to absorb this within current resources.
- 3.3 CLG (2011) cost estimates from the *Localism Bill: Neighbourhood Plans and Community Right to Build Impact Assessment* have been used to estimate costs and officer time.

Table 1: Summary of Costs to the Council for a typical Neighbourhood Plan (including a Neighbourhood Development Order)

Duty	Direct cost per Plan	Likely Officer time per Proposal	Funding source
Designation of Neighbourhood Forums (Bath only)	-	5-10 days	Staff time*
Council Support for preparation of Neighbourhood Plan	-	15-20 days	Staff time*
Validation of Neighbourhood Plans	-	2 days	Staff time*
Examination of Neighbourhood Plans by an Independent Inspector	£5,000	7 days	LDF Budget
Referenda	£7,000	5 days	Electoral Services
Adoption of Neighbourhood Plans	-	5 days	Staff time*

* Staff primarily planning services but also other service areas as relevant to the issues in the Neighbourhood Plan e.g. Policy & Partnerships, Development & Regeneration, Transport etc

Table 2: Summary of Costs to the Council of a typical Right to Build Scheme

Support in scheme development	£5,000	5 days	Existing staff time*
Referenda	£7,000	5 days	Electoral Services

- 3.4 Significant costs including time will be required in terms of community input to take forward such proposals and some Government funding is likely to be able to be bid for by Parish/Town Councils or Neighbourhood Forums in the form of grants or in-kind support.
- 3.5 A number of local groups in B&NES have already received in-kind support from some of the national agencies funded to assist with Neighbourhood Planning. In particular, B&NES has one of the Neighbourhood Planning National Frontrunners (Freshford & Limpley Stoke Parishes) – this cross border Neighbourhood Area has received a grant of £20,000 from the government to support the development of their Neighbourhood Plan as a result of a successful funding bid led by B&NES Council. It is anticipated that this Neighbourhood Plan will be examined and if found sound go to referendum in summer 2013, this will cost £12,000 in external fees, in addition to staff time, and is to be included in the budget plan for 2013-14.
- 3.6 It is considered that there will be an initial peak in demand in Neighbourhood Planning support; this view is supported in the e-survey which 136 local groups and residents responded to where demand for support was highest in the next 6-12 months (see **Appendix D**).

4 THE REPORT

Background

- 4.2 The Localism Act seeks the transfer of power from Central Government to Local Authorities and local communities. It has implications for Service Delivery and Council functions, particularly for Planning Services. The Planning Department has been working as part of the Corporate Localism Group to consider the impacts of Localism to the Council across all service areas. This report focuses specifically on the planning elements.
- 4.3 The Localism Act introduces three neighbourhood level planning powers:
- Neighbourhood Plans
 - Neighbourhood Development Orders
 - Community Right to Build
- 4.4 These new tools are all permissive, positive, pro-development tools so they allow communities to shape and influence development locally or encourage development of a certain type or kind. The proposals must be in general conformity with national policy and the Development Plan (i.e. the B&NES Local Plan/Core Strategy).
- 4.5 There are specific new duties for the Council which include duties to designate Neighbourhood Forums/Areas to allow groups to utilise the new powers as well as duty to support Neighbourhood Planning and fund their examination and referenda.
- 4.6 Chapter 5 of the Neighbourhood Planning Protocol (**Appendix A**) outlines in detail the background to these tools and clearly state's how the Council will consider applications for Neighbourhood Forums/Neighbourhood Area Designations and the support that will be offered locally for Neighbourhood Planning. Application forms reflecting the criteria contained within the document have also been prepared (**Appendix F & G**).
- 4.7 The Neighbourhood Planning Protocol will play a key role in assisting the Planning Department in giving advice to community groups, residents and businesses of all options that they have to influence local planning and development issues. Neighbourhood Planning is resource intensive for both the community groups involved, and the Council and has to follow strict procedural rules. Therefore, if there are other ways in which the

community can get the outcomes that they would like for their neighbourhood via another, simpler approaches, this will be encouraged in the first instance. To this end, the other chapters of the Neighbourhood Planning Protocol focus on all areas of planning that communities can get involved in. Case studies are used throughout to illustrate how other local groups in B&NES have taken action and got involved in local planning issues using a variety of different approaches.

Consultation Feedback

- 4.8 As outlined in section 7 of this report significant consultation has informed the production of the Neighbourhood Planning Protocol. The document has received positive feedback and strong support at both the PTE and Cabinet Committees, at the local events and via formal written comments. In particular the accessible style, clarity and use of case studies were very popular – this reflected the strong steer from the initial focus groups.
- 4.9 The document has also received National attention and has now been cited as good practice by CABE/Design Council and Urban Design London.
- 4.10 The overwhelming majority of the comments made on the draft were minor and have been able to be accommodated. Requests for further detail on some elements of Neighbourhood Planning have not been able to be fully accommodated as there is relatively little experience of how some elements will work in practice. For example, there has only been one Neighbourhood Plan examination to date, the first Neighbourhood Forum and Area have only just been formally designated and there is currently no national precedent in relation to Business Forums.
- 4.11 The schedule of amendments to the March 2012 draft Neighbourhood Planning Protocol (**Appendix B**) also reflects the updates to legislation and the publication of the final Neighbourhood Planning Regulations and the draft Neighbourhood Plan Referendum Regulations 2012. The Consultation Report (**Appendix C**) includes a summary of the consultation comments and key issues raised as well as the Council's response to these.

Local interest in pursuing Neighbourhood Planning in B&NES

- 4.12 Attempts have been made to estimate demand and take-up of Neighbourhood Planning in B&NES, however, it appears that many local groups are still weighing up their options and have not made a decision whether to use the tools.
- 4.13 The events on Neighbourhood Planning have been very well attended and a number of local groups are keeping a watching brief on this issue including the Federation of Bath Residents' Associations Localism Sub-group that has been working closely with the Council to consider the impacts of the Localism Act and Neighbourhood Planning.
- 4.14 An e-survey was carried out in June – July 2012 of all planning stakeholders on the Council's database on the topic of Localism and Neighbourhood Planning. 136 responses were received. The findings are included in **Appendix D**. In particular it is interesting to note:
- The majority of respondents were from Bath
 - Most respondents were still not clear over which tool was the best for them to use
 - The main aspect of the Localism Act for which interest was shown related to Neighbourhood Planning
 - Half of respondents were aware of Neighbourhood Plans, although there was less general awareness of other community rights
 - The next 6-12 months was the peak of when respondents would potentially like to use Neighbourhood Planning tools (although almost half of respondents stated no timeframe)

- Housing and Design issues were the most common issues that respondents wanted to address, although there was strong interest across a number of issues, for example, almost a third of respondents were interested in planning for renewable energy
 - There was an appetite for more information and toolkits, particularly online
- 4.15 A record of all contact made to the Council's Planning Department from prospective community groups, residents and town and parish Councils wishing to consider the Neighbourhood Planning tools and is summarised in **Appendix E**. Freshford and Limpley Stoke are the only Neighbourhood Planning Area known the Council to be actively taking forward a Neighbourhood Plan and the Council is working closely with them to this end. There also appears to be stronger interest in the south of the district than in other rural areas and within Bath.
- 4.16 It is noted that many local groups may be actively considering Neighbourhood Planning but may not have contacted the Planning Department or responded to the e-survey. National support agencies also offer advice and support and the Council is aware of some local groups utilising these national facilities in the first instance e.g. West of England Rural Network, Princes Trust, CPRE, Locality and Planning Aid. A number of local groups have reported that they have used the Neighbourhood Planning webpages to find B&NES specific Neighbourhood Planning information in the first instance
www.bathnes.gov.uk/neighbourhoodplanning

Conclusion

- 4.16 In light of the background information presented and building on the previous discussion of this item by PTE Policy Development Scrutiny Committee are asked to consider the background evidence and give their view in particular on the Adoption Draft Neighbourhood Planning Protocol (**Appendix A**).

5 RISK MANAGEMENT

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

6 EQUALITIES

- 6.2 The Government has undertaken an Equalities Impact Assessment of the Localism Act in relation to Neighbourhood Planning (2011). This has been used to inform the Equalities Impact Assessment of this policy approach.
- 6.3 The previous Equalities Impact Assessment on the draft document has been revisited in light of the amendments made to the draft document adding greater clarity the impact of the changes is positive.

7 CONSULTATION

- 7.2 *Ward Councillor; Cabinet Member; Parish Council; Town Council; Overview & Scrutiny Panel; Staff; Other B&NES Services; Service Users; Local Residents; Community Interest Groups; Stakeholders/Partners; Other Public Sector Bodies; Charter Trustees of Bath; Section 151 Finance Officer; Chief Executive; Monitoring Officer*
- 7.3 Significant informal engagement has been undertaken with Parish & Town Councils and local groups in Bath to assist in identifying appropriate options and their implications. This has included: a series of three focus groups, a number of briefing sessions and events and an e-survey.

7.4 The PTE Policy Scrutiny Committee also considered the Neighbourhood Planning Protocol in March 2012 and their comments have led to amendments to the final draft. Specific amendments included on request of the Scrutiny Committee include:

- Link to planning portal glossary of planning words added to help with technical language
- Chapter 5 Community Right to Build section– introduction simplified and cross references to further plain English explanation added
- To link to referendum process in Chapter 5 following publication of draft national guidelines and regulations
- Design and formatting process undertaken to assist with flow of the document and ease of reading

7.5 The Neighbourhood Planning Protocol was subject to a full public consultation, including a series of events, and written comments were also received.

7.6 For a full record of the consultation undertaken is included in **Appendix C** and a schedule of amendments to the draft responding to the comments made in light of this can be found in **Appendix B**.

8 ISSUES TO CONSIDER IN REACHING THE DECISION

8.2 *Social Inclusion; Customer Focus; Sustainability; Young People; Human Rights; Corporate; Other Legal Considerations*

9 ADVICE SOUGHT

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

Contact person	Cleo Newcombe-Jones 01225 477617
Background papers	<p><i>The Localism Act: A Neighbourhood Planning Protocol for Bath & North East Somerset</i> Planning, Transport and Environment Policy Development and Scrutiny Panel Paper - 13th March 2012</p> <p><i>My Neighbourhood: A Neighbourhood Planning Protocol for Bath & North East Somerset</i> Cabinet Paper – 14th March 2012</p> <p>B&NES Draft Neighbourhood Planning Protocol (March 2012) www.bathnes.gov.uk/neighbourhoodplanning </p>
Please contact the report author if you need to access this report in an alternative format	

MY NEIGH BOUR HOOD

Adoption Draft September 2012

A NEIGHBOURHOOD
PLANNING PROTOCOL
FOR BATH AND NORTH
EAST SOMERSET



For more information on *My Neighbourhood*
please contact the Planning Policy team at:
planning_policy@bathnes.gov.uk

This document can also
be viewed on our website:
www.bathnes.gov.uk/neighbourhoodplanning

My Neighbourhood can be made available
in a range of languages, large print, Braille,
on tape, electronic and accessible formats
by contacting Planning Policy on:
Telephone: 01225 477548
Fax: 01225 394199

Design by SteersMcGillanEves
www.steersmcgillaneves.co.uk

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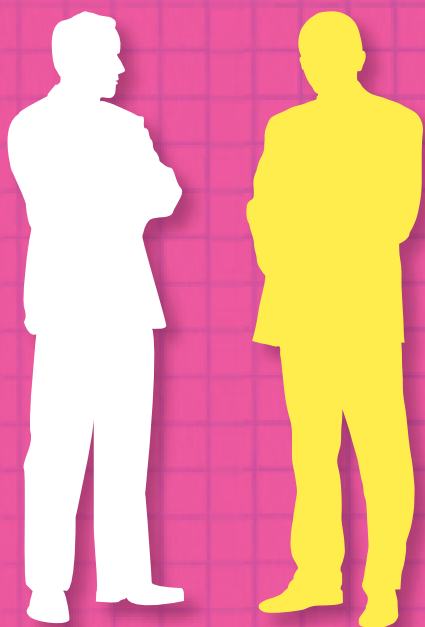
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ONE INTRODUCTION



If you need
help understanding
any technical terms
the Planning Portal
website has a
useful glossary:

www.planningportal.gov.uk/general/glossaryandlinks/glossary

Bath and North East Somerset Council want to see more people get involved in the planning process. Whether you live or work in the area or have an interest in the area we want to hear from you and we want to make that process of involvement as easy as possible.

It is important that we involve the wider community at an early stage in the decision-making processes, when it is possible to make a difference. There are a range of tried and tested ways in which you can get involved in planning issues.

With the introduction of the Localism Act and the new Neighbourhood Planning duties a new tier of planning has been introduced which will empower communities more than ever before to shape the future of development in their neighbourhoods.

This *My Neighbourhood* Guide is a Neighbourhood Planning Protocol for Bath & North East Somerset outlines all of the ways you can get involved in planning issues in your neighbourhood. This includes:

- How to have your say on planning applications
- How to get involved with local planning policy development
- How to do your own Neighbourhood Planning
- How to protect your trees
- Other tips and tools for communities

This document has been prepared to provide advice and clarity to the community and developers with interest in Bath & North East Somerset. It supersedes the previous B&NES Statement of Community Involvement.

**Local people should be
at the heart of changes
to their neighbourhoods**
The Glass-House Community Led Design

**Promoting
independence
and positive lives
for everyone**

**Creating
neighbourhoods
where people are
proud to live**

**Building
a stronger
economy**

**THIS NEIGHBOURHOOD PLANNING PROTOCOL
SUPPORTS THE COUNCIL'S 2012 VISION AND VALUES:**

TWO

HAVE YOUR SAY ON PLANNING APPLICATIONS

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DEVELOPERS AND HOME OWNERS SUBMIT PLANNING APPLICATIONS TO THE LOCAL AUTHORITY TO GET PERMISSION FOR DEVELOPMENT AND BUILDING WORK. YOU HAVE THE CHANCE TO COMMENT ON THESE APPLICATIONS TO MAKE YOUR VIEWS KNOWN.

INTRODUCTION

Planning applications are dealt with by the Development Management Department. Two teams in the Department deal with all types of planning application and one other team specialise in dealing with listed buildings and conservation area applications.

All planning applications must be decided in accordance with Bath & North East Somerset's Local Development Framework (LDF), National policy and adopted Neighbourhood Plans. It is possible for anyone to comment on a planning application.

The majority of planning applications considered by the Council are small scale e.g. householder applications or applications for development which will affect a relatively small area. **Figure 1** is a summary diagram outlining the process of determining a planning application. The Council aims to determine planning applications within 8 weeks of validation.

Planning applications for major development in Bath & North East Somerset require wider community consultation and a greater degree of community involvement. For major development it is advisable for community involvement to be initiated at the pre-application stage.

What is a Major Development?

- Housing developments of more than 10 dwellings
- Housing development on a site of 0.5 hectares or more
- Any other development with a floor area of 1000m²
- Any other development on a site of 1 hectare or more
- Waste development or mineral working

The process for applying for planning permission for major development is more complex and the applicant is required to submit more documentary evidence (e.g. an environmental assessment, transport study, design & access statement etc). Planning obligations (section 106 agreements) are also likely to be negotiated with applicants for this scale of development. The Council aims to determine major applications within 13 weeks of validation.

For some development areas the Council will produce Supplementary Planning Documents (e.g. Bath Western Riverside SPD), which outline the development requirements of the site in more detail. SPDs require community involvement.

The opportunities for community involvement at each stage in the Development Management process will be outlined in this chapter.

The key stages are:

- Pre-application
- Submission of an application
- Considering an application
- Determination of an application
- Post-determination
- Enforcement Action

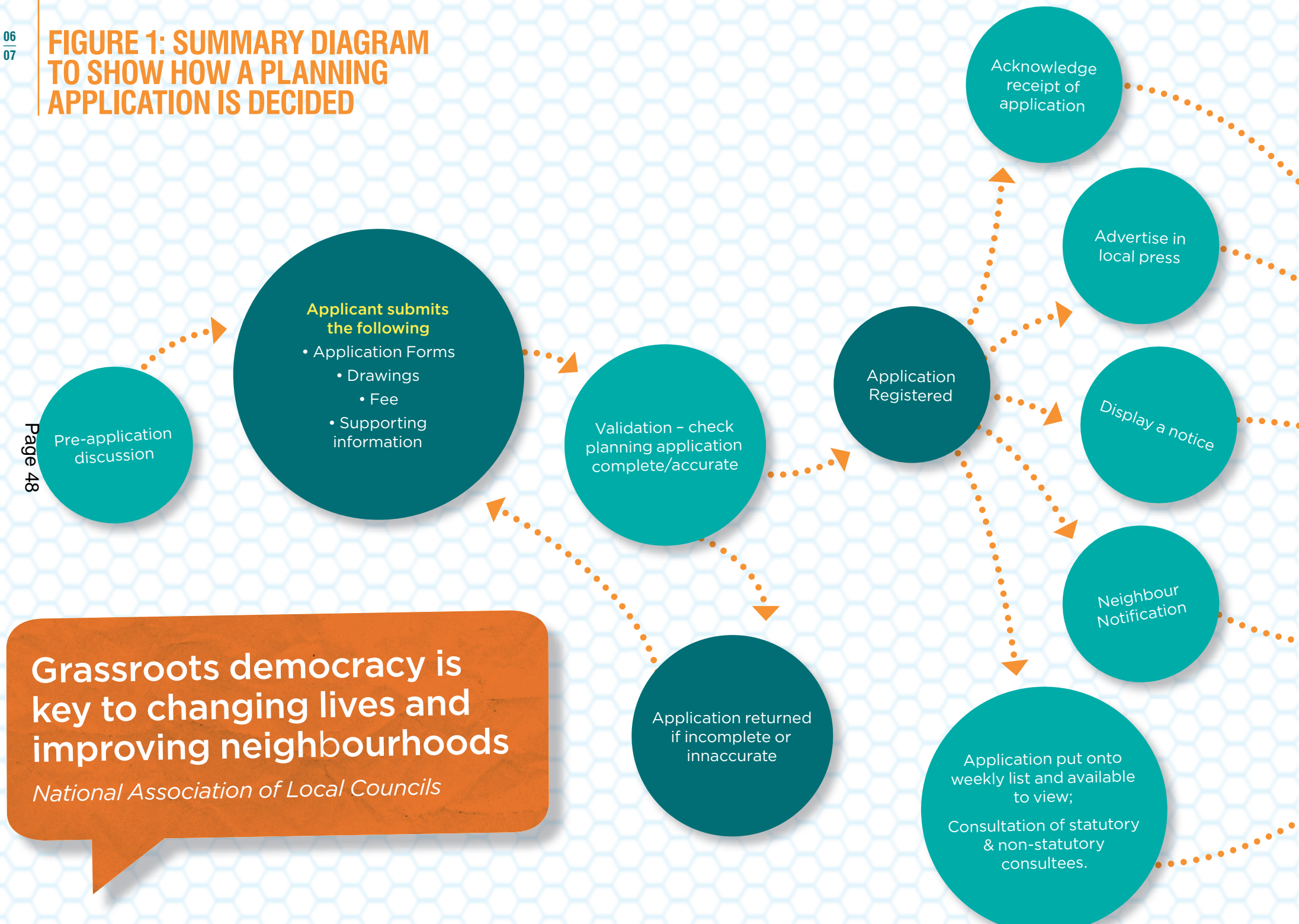
The West of England's Planning Toolkit 2012 published by the four local authorities and the Local Economic Partnership to promote a positive and consistent approach to handle large scale complex applications.

www.westofengland.org/media/245604/woe%20planning%20toolkit.pdf

The process of deciding planning applications is called
Development Management

FIGURE 1: SUMMARY DIAGRAM TO SHOW HOW A PLANNING APPLICATION IS DECIDED

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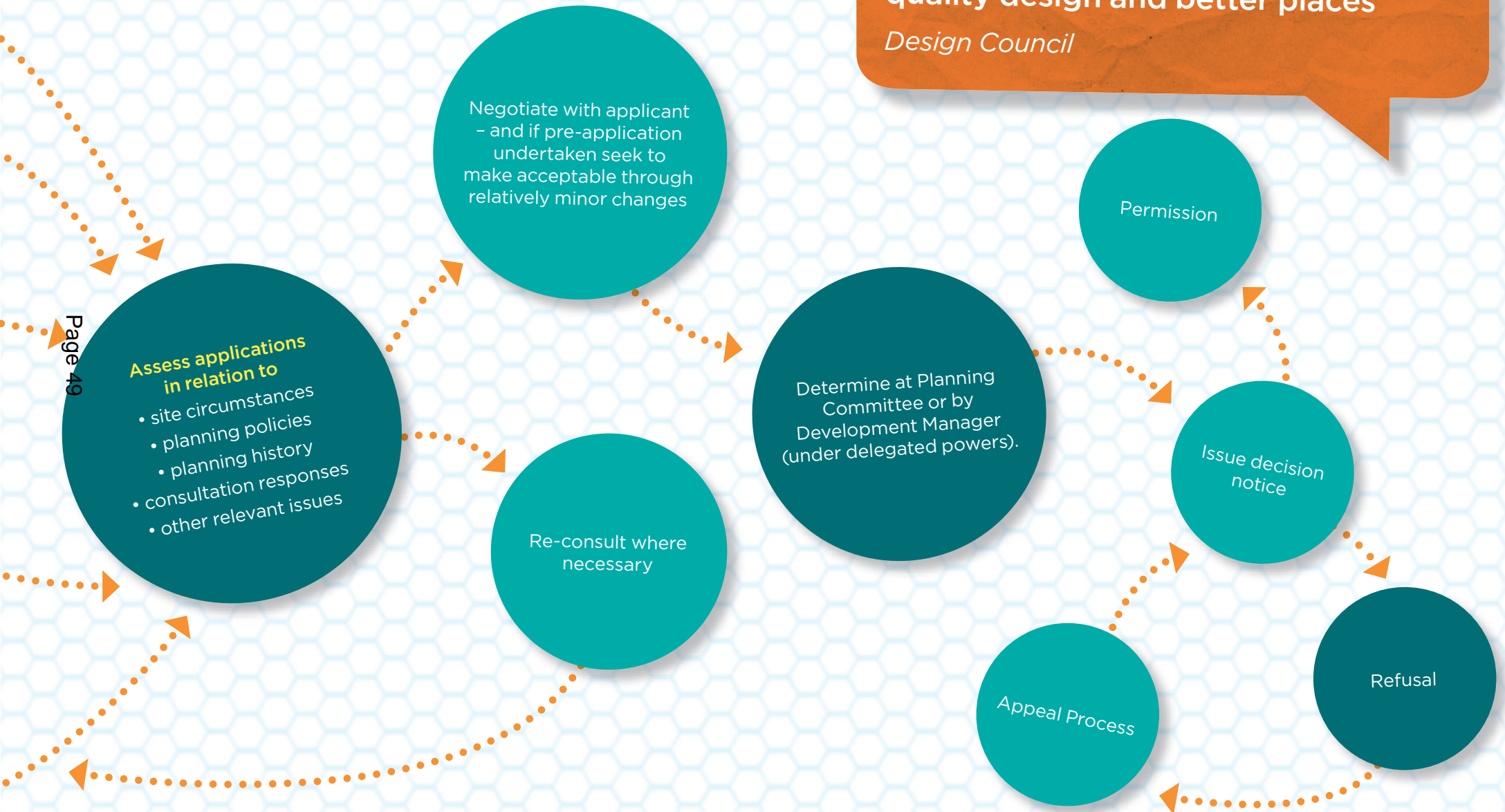


**Grassroots democracy is
key to changing lives and
improving neighbourhoods**

National Association of Local Councils

Participative planning with local communities can help deliver better quality design and better places

Design Council





Planning Performance Agreements

These are normally signed up to by a local authority and a developer to guide all aspects of project development, including community consultation. The Agreement outlines clear procedures and responsibilities for all parties and includes an agreed timetable.

PRE-APPLICATION

Large or Sensitive Sites

Bath and North East Somerset is home to people with an active interest and passion for their communities. Before a planning application is made for a large or sensitive site it is best if the applicant invests in time and effort to talk with local communities and with the Council.

Exchanging information and solving problems at an early stage adds credibility and balance to the planning process. It is positive and proactive and allows proposals to be adapted to respond to emergent issues. This reduces the risk of wasted time and cost and is likely to enhance quality, clarity and certainty for the applicant, the Council and local communities.

An appropriate and well executed early consultation process that demonstrates how engagement has helped understand and address the aspirations and concerns of communities and key stakeholders. This will help to ensure greater support for development proposals, and will smooth the formal planning application process.

The Localism Act now places a national expectation that meaningful pre-application engagement with communities is undertaken on development schemes of above 200 homes and 10,000sqm of floorspace.

To help applicants to work effectively with the Council and with local communities, all applicants are encouraged to make full use of the discretionary pre-application services which includes the Development Team, access to the Urban Regeneration Panel and other groups such as the South West Design Review Panel.

Developers of large or sensitive sites are also encouraged to enter into a Planning Performance Agreement (PPA) with the Local Planning Authority that sets out an agreed process as well as the key stages that work towards the submission of planning application(s). This will include agreeing on the approach to community engagement.

Early discussion with the Planning Service can help plot the best route for your application.

Pre-application Advice

It is beneficial to all parties if applications are discussed prior to the submission of a formal application. The Council offers a pre-application service for all those wishing to make a planning application. All meetings and correspondence prior to the registering of an application will be treated as confidential, although it should be noted that the Council cannot guarantee that it will not have to release information if a Freedom of Information Request is received.

The pre-application advice service is available to customers at a charge, which assist the department in covering the costs of the service. All pre-application requests must be submitted in writing. Details of the Pre-application Service and its related fees can be found on the Council's website. Those who want further guidance on the pre-application should contact Council Connect in the first instance.

Pre-application dialogue in relation to proposals for major development is also undertaken by the Council. A productive dialogue at this stage can resolve issues and help ensure that the application submitted is well presented and includes the appropriate information to enable the proposal to be assessed and understood by the Local Authority, consultees and stakeholders. This dialogue should take place through the Council's multi-disciplinary development team approach. More detail about this service can be found on the Council's website at live.bathnes.gov.uk/services/planning-and-building-control/apply-planning-permission/you-apply.

Pre-application consultation

The Council actively encourages applicants to engage the community in pre-application consultation. Advice on appropriate methods for community involvement can also be suggested by the Council. Pre-application consultation should allow those affected or concerned by a proposal to discuss their concerns before any key decisions have been made. It should also help resolve or identify areas of concern earlier in the process and avoid unnecessary objections at a later stage.

To ensure that a developer undertakes pre-application community involvement that is suitable for the size and type of development proposed, guidelines for the level of community involvement that will be encouraged have been produced. **Figure 2** illustrates the types of community involvement which will be encouraged by the Council for significant developments of varying scales and sizes. Examples of applications which could fall into each level are summarised in **Figure 3**.

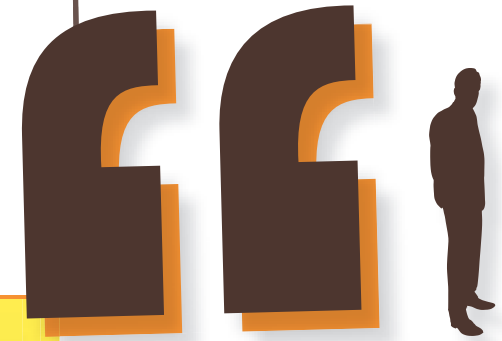
When undertaking consultation applicants should ensure that involvement is inclusive and that efforts are made to include all sections of the community.

Details of any pre-application public consultation undertaken by developers should be outlined alongside the planning application in the form of a consultation statement. The pre-application consultation will be organised, managed and funded by the potential developer.

It must be noted that the Council cannot refuse a planning application because pre-application consultation has not taken place. However, failure to carry out suitable consultation activities could result in objections being made which lead to the delay or refusal of the planning application.

FIGURE 2: COMMUNITY INVOLVEMENT IN PLANNING APPLICATION

Approach	Level 1 Applications where there are issues of scale and controversy or which are contrary to local development framework policy or development of the size requiring pre-application engagement under the provisions of the Localism Act	Level 2 Applications broadly in accordance with the local development framework but raising a controversial issue or detail.	Level 3 Applications of a scale or on a site for which authorities require wider community involvement. Also, applications that fall within sites that are 'sensitive' to development pressures.
Public Meetings	✓		
Public Exhibition	✓	✓	
Surgeries	✓	✓	
Development briefs	✓		
Workshops	✓		
Workshops and other interactive events	✓	✓	
Citizen Panel	✓	✓	✓
Consultation Panel	✓		
Town/parish councils	✓	✓	✓
Media	✓		
Website	✓	✓	✓
Planning Aid	✓	✓	✓
Local Architectural or design panel	✓	✓	
Letter/Leaflet	✓	✓	✓
Involvement of community interest and amenity groups	✓	✓	✓



LOCALISM IN PLANNING WILL CREATE THE FREEDOM AND THE INCENTIVES FOR THOSE PLACES THAT WANT TO GROW TO DO SO

Greg Clark Minister for Planning

FIGURE 3: DEFINITIONS OF DIFFERENT LEVELS OF MAJOR PLANNING APPLICATION

Level 1

This could include major infrastructure projects and developments which depart from the development plan and are referred to the Secretary of State. This would also include schemes of above 200 homes and 10,000 sqm of floorspace, where under the new requirements of the Localism Act meaningful pre-application community engagement is required.

Level 2

This could include:

- Schedule 2 developments as defined by Environmental Impact Assessment Regulations as requiring an EIA.
- Development proposals which fall within the Town & Country Planning (Residential Development on Greenfield Land) (England) Direction 2000 i.e. applications that relate to 5 hectares or more of Greenfield land, or comprise of 150 dwellings or more regardless of the size of the site, and which the council resolve to approve.
- Development proposed on playing fields as set out in the Town & Country Planning (Playing Fields) (England) Direction 1998. This applies to any playing fields owned by the Council or used by an educational institution.
- Applications which require a Full Transport Assessment (to reflect the scale of development and the extent of the transport implications of the proposal).

Level 3

Applications of local significance that the Council considers to require wider community involvement will be determined on a site by site basis and include those which:

- Fall marginally below the thresholds for Level 2 and 3;
- Involve the provision of affordable housing; and
- Involve the requirement to contribute towards school places.

Applications that are 'sensitive' to development pressures may include:

- Development adjoining a listed building;
- Substantial demolition in a conservation area;
- Loss of allotment land;
- Loss of employment land for housing.

SUBMISSION OF APPLICATION

After a planning application has been submitted and validated, details of the application are publicly available and details of the application are publicised. Planning applications are available to view on the Council's website 2-3 days after validation. The Council's website can also be accessed at Council Connect offices. Council Connect Officers are available to assist those wishing to use this service. For large scale major applications a hard copy summary document may also be requested at Council Connect offices.

Where there are significant changes to any planning application, which are material (relevant) in planning terms, we will re-notify relevant neighbours, Parish and Town Councils, consultees and those who have commented on the application, allowing a further 14 days for comments.

The methods used to publicise planning applications are outlined in **Figure 4** (see **page 15**).

This figure is adapted from the guidelines in Statements of Community Involvement in Planning Applications (DCLG, 2004: pages 33-37)

CONSIDERING AN APPLICATION

Planning applications are considered and determined either by a Committee (made up of elected Councillors) or under delegated powers by nominated officers. The Council's delegation scheme explains how it is decided whether a planning application will be determined at Committee or under delegated powers. For further info, visit: live.bathnes.gov.uk/services/planning-and-building-control/view-and-comment-planning-applications/scheme-delegation

Development Control committee meetings are open to the public. All committee papers and minutes of committee meetings are available on the Council website 3 days before the meeting or on request 5 days before the meeting, from the following Public Access Points: The One stop shop, Manvers Street, Bath; The Hollies, Midsomer Norton; Riverside, Keynsham; Bath Central Library; Keynsham Library; Midsomer Norton Library. See the Council website or contact Council Connect for details.

Members of the community can comment on a planning application either by:

- submitting a written statement (known as a representation); and/or
- speaking at a planning committee meeting.

Submitting a representation

Comments on planning applications should be made in writing and sent by post or emailed to the Development Management team. Please remember to quote either the planning application number or location details for the site in any correspondence. The Council will accept petitions and pro-forma letters as representations however due to the volume of individual addresses contained in representations of this kind it may not be possible to write to all involved separately with updates on the progress of the related applications. The Council will however write to the owner of the petition/pro-forma letter where possible or seek alternative methods of communication.

Comments on planning applications must be made within a minimum of 21 days (for first consultation) and 14 days for re-consultation. Due to the high volume of comments received, letters will not be acknowledged. Comments received after the deadlines are not required to be considered by the Council when determining the application. However, bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation.

The comments made on planning applications are placed on the electronic planning application file and the Council's website (hard copies are not retained). They are public information and copies can be made up until the point that a decision is made on the application at which point they are removed from the website. Any comments made will be summarised in the planning officer's report to the relevant committee and will be considered when applications are decided.

Current planning application files are available to view on council's website. Archive applications from August 2005 onwards are also available on the website, though documentation may be limited for older applications.

Only comments relating to **material considerations** (i.e. are relevant in planning terms) will be considered in the determination of a planning application. You should focus your comment on relevant planning issues. These include:

- suitability of the site for development (including conflicts with policies in Local Development Framework);
- design, appearance and layout issues;
- possible loss of light or overshadowing;

- highway safety and traffic issues;
- impact on residential amenity/trees/conservation area/listed buildings;
- possible noise, disturbance, pollution and smell nuisance;
- impact on residential amenity / trees / historic assets (including listed buildings, conservation areas and other non-designated assets) and natural environment.

There are a number of issues that are *not* generally material in planning terms, which will *not* be considered in the determination of a planning application. These include:

- Private property rights (boundary/access disputes, restrictive covenants etc.);
- effect on the value of property;
- matters covered by other laws;
- private disputes;
- competition with other businesses.

Applicants and those who have made a representation will be informed in writing if their application has been referred to Committee, this will include details of the venue and time of the meeting.

Speaking at a Committee Meeting

Under the Council's public participation scheme oral statements can be made by members of the public in respect of planning applications at committee meetings. For each planning application there is a maximum of nine minutes for comments for and against the application:

3 minutes are available for the relevant Town or Parish Council representatives to speak;

- 3 minutes for objectors to speak against the proposal;
- 3 minutes for an applicant, agent or supporters of the proposal to speak in favour of the proposal.

Any person may indicate their wish to make a verbal statement to the Committee by contacting Democratic Services at least two days before the Committee meeting. If a member of the public has any particular needs or has concerns about speaking at the meeting, please discuss them with the relevant Committee Administrator, who can be contacted via Democratic Services.

Contact Democratic Services
01225 394414
democratic_services@bathnes.gov.uk

Any verbal comments made at Committee will not be recorded in the Committee minutes, although any related comments made by Councillors in attendance will be recorded.



**APPROXIMATELY 5%
OF ALL PLANNING
APPLICATIONS ARE
DETERMINED
BY COMMITTEE.
THERE IS A DEDICATED
DEVELOPMENT CONTROL
COMMITTEE WHICH
MEETS MONTHLY.**

DETERMINATION OF PLANNING APPLICATION

Representations made and verbal comments made at Committee meetings (where relevant) will be carefully considered when deciding whether planning permission should be granted.

Decision notices state the decision that has been taken in relation to a planning application and justify why this decision has been made. The Council will notify those who have made representations on applications where possible of when a decision has been made. Decision notices can be viewed on the Council's website and enquiries into decisions can be made via Council Connect.

Further information about the local planning enforcement policy see

live.bathnes.gov.uk/services/planning-and-building-control/planning-enforcement

POST DETERMINATION

Planning applications are most often approved, though they may be subject to conditions and a small portion will be refused outright or subject to a split decision. If an applicant is aggrieved by the decision there are a number of actions that can be taken.

Appeal to the Secretary of State

There is no right of appeal for third parties. However, if an applicant is aggrieved by the decision of the Council to refuse an application or to grant it subject to conditions, they can appeal to the First Secretary of State under the provisions of the *Town & Country Planning Act 1990* or the *Planning (Listed Buildings & Conservation Areas) Act 1990*. Appeals must generally be made within 6 months of the date of the determination of the planning application, using a form which can be requested from the Planning Inspectorate. Details about how to appeal are sent to the applicant alongside the decision notice.

Appeals are intended as a last resort and they can take several months to decide. It is often quicker to discuss with the Council whether changes to your proposal would make it more acceptable.

Contact the Planning Inspectorate
Temple Quay House, 2 The Square,
Temple Quay, Bristol, BS1 6PN

Look at the Appeals web page
www.planningportal.gov.uk/pcs

Make a complaint about the process of considering the Planning Applications

Any complaints about community involvement activities in relation to planning applications can be reported to the Planning Services Complaints Officer in the first instance:

Planning Services, PO Box 5006
Bath, BA1 1JG

development_control@bathnes.gov.uk

If you have reason to believe that proceedings have been unlawful then you should, in the first instance, contact the Council to explain your concerns. A Judiciary Review may be undertaken if dialogue with the Council is not sufficient to address your concerns. It is worth noting that neither this nor the complaints procedure is intended to deal with the merits of planning decisions.

Further information can be found on the Judiciary website:
www.judiciary.gov.uk.

PLANNING ENFORCEMENT

Enforcement is an important role of the Planning Service. Where development has been carried out without planning permission or where conditions on a planning permission have not been complied with, the Council can take enforcement action.

But the Council is not empowered to take enforcement action merely because of the absence of planning permission. Officers are always ready to discuss problems and seek solutions rather than resort to formal legal proceedings.

Members of the public have an important role to play in identifying and reporting suspected breaches and to register an enforcement complaint do so in writing either to **planning_enforcement@bathnes.gov.uk** or

Planning Services, PO Box 5006,
Bath, BA1 1JG

including as much detail of the alleged breach, your name and contact details.

FIGURE 4

Method	Description of how this will be used	
Weekly list of applications	A list of planning applications validated by the Council for a specified date range can be produced using the Council's website.	We send all Councillors, Parish and Town Councils a list of new applications validated on a weekly basis and inform them of all items to be considered by committee.
Council website	All applications are available to view on the Council's website. There are a number of ways to search for applications including a map search facility.	Applications of special interest are also highlighted on the "Specials Interests" page during their consultation period.
Neighbour notification letter	Adjoining owners or occupiers will continue to be notified by letter for all planning applications.	
Display a site notice	<p>A site notice on a laminated A4 sheet, which briefly outlines the planning application, is displayed in a prominent place on or near the site. Site notices are used when a planning application:</p> <ul style="list-style-type: none"> • relates to Listed Building consent; • affects the setting of a Listed Building; • affects a Conservation Area; • relates to a Conservation Area consent; • where the proposed development is a departure from the Development Plan (i.e. it is not in agreement with Local Development Framework); 	<ul style="list-style-type: none"> • is subject to an Environmental Impact Assessment; • affects a public right of way; • where the development constitutes a major development as defined by the GPDO. <p>The use of site notices is in accordance with the Town and Country Planning Act (General Permitted Development) Order (as amended).</p>
Consult statutory organisations	In accordance with the nature of the proposed development the Council must consult statutory consultees. Statutory consultees are listed in Appendix B .	
Consult Town or Parish Councils	Town and Parish Council's will be consulted on all planning applications made within their administrative boundary (copies of these applications will be provided). Town and Parish Councils that will be consulted are listed in Appendix B .	Members of the community may be able to view planning applications at Parish and Town Council offices by prior appointment. Consultation with adjoining Parish and Town Councils is also encouraged where the proposal is considered to be significant.
Consult other consultees	Special interest groups or community groups will be encouraged to be consulted where there are planning applications of particular interest, at the discretion of the Case Officer.	Specialist teams within the Council will also be consulted on Planning Applications e.g. Historic Environment, Trees & Woodland who will in turn consult other consultees as appropriate.
Local Advertisement	Applications are advertised in the local press as required by the Town and Country Planning (Development Management Procedure) Order 2010.	
Contact Council Connect	Members of the public can contact Council Connect with general enquiries about current planning applications. Contact details can be found at the back of this SCI.	

THREE

HERITAGE ASSETS



INTRODUCTION

Bath and North East Somerset is fortunate in having a rich variety of designated and undesignated heritage assets. Designated heritage assets include such features as Listed Buildings and Conservation Areas. The significance of locally important, undesignated heritage assets is specifically noted in the Local Planning Authority's policies and they are included in the Historic Environment Record. The impact of development proposals on undesignated historic assets are a material consideration in the determination of planning applications.

Heritage Assets are a finite resource. They can provide a foundation for the regeneration of an area and reinforce a sense of community, a shared sense of place and identity. Heritage assets are enjoyed and valued by present communities and should be preserved for future communities to enjoy and value.

Listed buildings are protected for their special architectural or historic interest. Works of alteration that affect their architectural or historic interest and character requires listed building consent. Listed building consent is also required for works of alterations to curtilage listed buildings.

However the Local Planning Authority seeks to assist and help manage sensitive, thoughtful and informed change within the historic environment as a whole to meet the needs of present day communities whilst preserving it for future generations.

The application process for listed buildings is similar to planning applications. However, there are additional requirements to consider. The primary consideration is the duty placed on the Council under S16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses. Applicants must justify why their proposals do not harm the special architectural or historic significance of the listed building. Important issues that will be considered in these applications include:

- Impact upon external and internal features
- Impact upon historic fabric
- Integrity of original design, plan form and materials.
- Impact of extensions on the character of the building in terms of scale, style, design and materials
- proposals contained within planning applications that impact on the setting of heritage assets.
- Impact on the setting of the listed building or the setting of other listed buildings for example where buildings form part of an architectural composition.

It is good practice for conservation areas to be accompanied by detailed appraisals that identify their key characteristics and significance and they constitute important policy documents that can significantly inform the determination of planning applications. However they require significant resources and many conservation areas do not yet have conservation area appraisals. Communities are in a unique position to assist in the process of writing conservation area appraisals and the Local Planning Authority encourages community engagement and partnership. The preparation of recent appraisals has included varying degrees of community involvement and has proved highly successful.



HERITAGE ASSETS AND NEIGHBOURHOOD PLANNING

Surveys and studies to identify important heritage assets in the production of a Neighbourhood Plan are strongly encouraged. The impact of Neighbourhood Plan proposals on the historic environment will be a key consideration. Neighbourhood Planning can also help to identify buildings of local historic interest.

Conservation Area Designation and Character Appraisal

Once a Conservation Area is formally designated a thorough Character Assessment has to be done to guide decisions about planning applications. Such studies are expensive and have usually been done entirely by specialists. As a result, many Conservation Areas do not yet have full assessments in place. Recent practice now includes varying degrees of community involvement in their preparation.

B&NES Council has produced a number of Conservation Area Character Assessments working with local communities.

Did you know?

- Bath contains nearly 5,000 listed buildings
- 66% of Bath is designated as a conservation area

City of Bath World Heritage Site Management Plan

More detail on some of the tools available for communities can be found in **Chapter 7** for example Heritage Projects

For more information about the Council's Historic Environment Record search for this item in the Council's A-Z on the website

www.bathnes.gov.uk

For more information on heritage assets and listed building applications please visit our website for FAQs and more detailed information. Search for "listed buildings" or "conservation areas" in the A-Z

www.bathnes.gov.uk

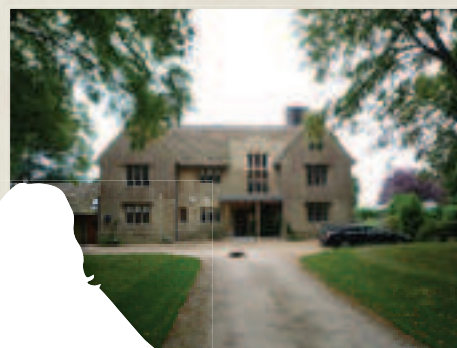
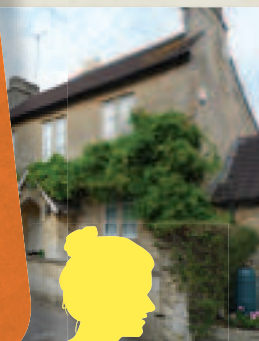




We have produced guidance for communities undertaking neighbourhood plans, with particular attention to the historic environment

English Heritage, see www.english-heritage.org.uk/caring/get-involved/improving-your-neighbourhood

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FOUR

GET INVOLVED IN LOCAL PLANNING POLICY

Page 62 THE COUNCIL SETS LOCAL PLANNING POLICY RELATING TO IMPORTANT ISSUES FOR THE DISTRICT, YOU CAN INFLUENCE WHAT THESE.

STAKEHOLDER WORKSHOP



City of Bath World
Heritage Site Setting
Study SPD

A Stakeholder workshop was held to present to and discuss with key stakeholders research and tools developed to enable assessment of the impact of future development proposals on the setting of the City of Bath.

[www.bathnes.gov.uk/
settingofbath](http://www.bathnes.gov.uk/settingofbath)

It was such a positive, far sighted decision to have school children involved in the debate. They often have a much clearer view than adults. After all, in 2026 [when this strategy ends], the children today will be adults.



CONSULTATION

PlanLoCal Low Carbon Future Consultation with young people.

Young people helped to decide the low carbon future of Bath and North East Somerset as part of the Core Strategy consultation to help residents of Bath and North East Somerset comment on the draft Strategy for their Local Development Framework (LDF).

INTRODUCTION

Local Authorities are required to produce local planning policies which conform with national planning policy.

Through the recent Localism Act, a new tier of Neighbourhood Planning has been introduced. More information on this can be found in **Chapter 5**.

There is no longer a tier of regional planning, although local authorities have a duty to cooperate with adjoining authorities on a sub-regional basis.

There are two different types of local policies:

Development Plan Documents

These are policy documents whose preparation is controlled through statutory processes and which are subject to independent examination by the Secretary of State for their "soundness".

Supplementary Planning Documents

These policy documents add detail to policies contained within Development Plan Documents. They must also follow a statutory process but are not subject to formal examination. They can be prepared quickly and must be endorsed by the Council.

WHO WILL WE ENGAGE WITH?

Appendix B lists the types of local and national consultees that the Council will engage with. If you are interested in local planning policies, get in touch and we can add you to our mailinglist and tell you about opportunities to get involved.

Contact us at
01225 477548
planning_policy@bathnes.gov.uk

We have identified a range of target groups we need to make extra effort to engage, as illustrated in **Figure 5**. Consultation with and participation from these groups will be targeted depending on the nature of the local policy.

A National Planning Policy Framework (NPPF) was brought into force in March 2012. This has superseded a range of national planning policies previously included in a range of Planning Policy Statements and Circulars.

FIGURE 5: TARGET GROUPS WE NEED TO INVOLVE IN THE PREPARATION OF THE LDF

Young people

Children and young people have not traditionally been involved in planning issues. However, we will seek to involve young people through existing initiatives within the Council led by Youth Services (such as DAFBY – the Democratic Action for Bath & North East Somerset Youth initiative).

Involvement will also be encouraged through initiatives linked to local universities, colleges, schools and youth groups. To effectively engage young people we will need to provide information which is accessible, relevant and engaging. Interactive workshops and the use of models and diagrams would be appropriate.

We will seek to secure the support of youth workers, teachers and play workers to assist us in developing and delivering appropriate activities.

Faith, Ethnic and Language groups

Further work needs to be done to ensure that faith, ethnic and language groups are engaged and informed in the planning process. Many organisations representing faith, ethnic and language groups will be routinely consulted.

Information might also be disseminated through community newsletters or at community events. Work undertaken by other initiatives within the Council will also be taken on board e.g. the Local Strategic Partnership (LSP) is currently considering how best to engage faith communities in the district in the Community Strategy.

Disabled People

We will seek ideas and feedback from disabled individuals as well as local and national organisations representing disabled people to ensure that community consultation is inclusive. We will ensure that all community involvement events are fully accessible, and will always respond to any accessibility requests in a positive way.

Gypsies and Travellers

We will involve gypsy and traveller groups, particularly as part of the policy evidence gathering process. We will consult members of the gypsy and traveller communities, particularly where issues are of direct relevance.

People living in rural areas

Residents in rural areas may not have easy access to council offices and may

have less access to community events depending on where these are held. We aim to build on established Parish Council networks in order to disseminate information and attain feedback at the most local level possible. We will also make links with the creation of Parish plans, working with bodies who are helping to support the development of these Plans. The development of e-consultation within the Council will ensure that consultation reaches a wider audience. Information, posters and leaflets will be provided for display on village notice boards and in mobile libraries.

Small business owners

Small businesses have an important role in the local economy. However, there is evidence that small business owners often do not have the time or resources to spare to become involved in planning issues. To overcome this, organisations representing small businesses will be consulted. The Economic Development Partnership currently links to the LSP and contains business representation, whilst Business West is directly represented on the LSP – links to the LSP will therefore be important. In addition, direct links will be made with local Chambers and with the local representatives of the Federation

of Small Businesses.

Residents

We acknowledge that we need to ensure that all residents in the district have opportunities to be involved in planning issues.

Information about a variety of opportunities to be involved in the preparation of the LDF will need to be disseminated widely, and advertised in good time. Residents Associations will also be utilised as a way of disseminating information where they are established. It is noted that unlike residents in the rest of the district, residents of Bath are not represented by either Town or Parish Councils, and that extra effort is needed to reach these residents.

A programme of all of the local policy documents under production can be found in the Council's Local Development Scheme.

HOW WILL WE ENGAGE YOU?

We always aim to improve the way that we communicate and are committed to making sure that all consultations are accessible and that documents produced are available in a variety of formats.

We will do this in three ways:

- Information – Providing information through the internet, local media and local publicity.

Page 65 Consultation – Finding out the views of the community through meetings, exhibitions, qualitative research surveys and questionnaires. Documents will be produced to generate discussion.

- Participation – Involvement which actively identifies needs and priorities, methods include workshops, discussion, focus groups and linking with existing community involvement initiatives.

Appendix B presents a toolbox of methods which the Council will use to encourage community involvement in the creation of the LDF and go beyond the statutory minimum requirements.

WHEN CAN YOU GET INVOLVED?

The earlier you get involved in local policy development the better as you can help shape its contents.

These discussions have given us a valuable opportunity to explore, in-depth, the impact of the Localism Act with our community

Bath and North East Somerset Council



Bath and North East Somerset Council Planning Dept. held a series of focus groups with a range of community representatives. In-depth discussions about the possible implications of the Localism Act, opportunities and challenges to communities in undertaking Neighbourhood Planning were discussed. The group shared ideas about how the Council can make it easier for community groups to take up these new opportunities.

FOCUS GROUP

FIGURE 6: KEY OPPORTUNITIES FOR COMMUNITY INVOLVEMENT IN THE PREPARATION OF DEVELOPMENT PLAN DOCUMENTS*

Stage 1

Pre-production consultation to establish issues and options

'Issues and options' and evidence gathering consultation. Early community involvement using a wide range of methods (as outlined in **Appendix B**).

There will be more than one specific consultation carried out at this stage and consultations will be targeted at a range of consultees.

Statutory and non-statutory consultees will be consulted and efforts will be made to secure the involvement of the target groups outlined in this document.

Statutory consultees (and other relevant consultees where identified) will be consulted on the Sustainability Appraisal Scoping Report.

Stage 2

Preferred Options consultation

The Council's options and emerging preferred options will be presented for a statutory consultation period of 6 weeks. Comments made will be considered and feedback given as outlined in this document. Community Involvement opportunity will be provided using a wide range of methods (as outlined in **Appendix B**).

Statutory and non-statutory consultees will be consulted and efforts will be made to secure the involvement of the target groups outlined in this document.

Consultation on the associated Sustainability Appraisal will also occur alongside this.

Stage 3

Draft DPD Submitted to the Secretary of State with 6 week statutory consultation

Taking into account representations from Stage 2, the proposed submission DPD is prepared. Before the DPD is submitted to the Secretary of State for examination it will be published for a period of 6 weeks and representations invited on the 'soundness' of the document.

Statutory and non-statutory consultees will be consulted and efforts will be made to secure the involvement of the target groups outlined in this document.

The Council will consider these responses and if changes are necessary (and in exceptional cases only) an addendum to the DPD will be submitted with the DPD for examination by the Planning Inspector.

Stage 4

Examination by Planning Inspector

The Planning Inspector considers the DPD and the representations submitted at the proposed submission version stage. If the Inspector finds the DPD 'sound' then the Council will alter the DPD in line with the Inspector's recommendations and adopt the Plan. All those who registered an interest in the DPD or who made written comments during the consultation period will be notified.

* Details of the minimum statutory requirements for community consultation in the preparation of DPDs can be found in the Town & Country Planning (Local Planning) (England) Regulations 2012.

FIGURE 7: KEY OPPORTUNITIES FOR COMMUNITY INVOLVEMENT IN THE PREPARATION OF SUPPLEMENTARY PLANNING DOCUMENTS *

Stage 1

Informal community involvement in the preparation of draft Supplementary Planning Document

Evidence gathering consultation. Early community involvement using a range of methods (as outlined in **Appendix A**).

Statutory consultees and other relevant local consultees (as relevant) will be consulted and efforts will be made to secure the involvement of the target groups outlined on **page 22**.

Stage 3

Adoption by the Council

All those who registered an interest in the Supplementary Planning Document or who made written comments during the consultation period will be notified.

Stage 2

Formal consultation on SPD

The draft SPD will be published for a formal six week period of consultation. A range of community involvement methods will be used depending on the nature of the document (e.g. whether the SPD is topic based or area based).

A report will be published at this stage of the consultation summarising the main issues identified through the informal consultation and the Council's response to these.



DROP IN EVENTS

Bath Ministry of Defence Sites

A series of drop-in sessions for members of the public were held to help shape "concept statements", these are placemaking briefs being prepared by the Council to set out the policy requirements and expectations ahead of the sale of the MOD sites in Bath.

www.bathnes.gov.uk/mod-conceptstatements

Placemaking Briefs

Placemaking Briefs outline the key principles of content, layout, design and viability for a potential development. They are developed collaboratively with the local community, landowner, developer, other key bodies, elected members and planners and are then endorsed by the local authority. Development Briefs bridge the gap between broad policy and site specific detail and, when done early can affect land value and can enable more locally relevant developments.

These can also be called "concept statements" or "development briefs" and where needed can be taken forward in the form of Supplementary Planning Documents and/or Development Plan Documents.

They can be a key tool in community involvement on development sites and early stage engagement.

WHAT WILL HAPPEN TO YOUR VIEWS AND COMMENTS?

When undertaking community involvement on planning issues it is crucial that the purpose and parameters of particular consultations are clear. We are aware of the importance of providing feedback and the need to show the community how their views have been taken into account.

Three key documents will be produced alongside each consultation, which will be made publicly available:

A **schedule of comments** made during the consultation will be available for public inspection, together with the Council's response to the issues raised. The comments and responses will be agreed by the Council, Cabinet or Cabinet member as appropriate. Please note we cannot treat any comments made as confidential.

A **consultation report**, for each key stage in the preparation local policy document which sets out who was consulted, how they were consulted, a summary of the main comments received and how these have been addressed. For Development Plan Documents this will be submitted to the Secretary of State. For Supplementary Planning Documents this will be presented to the Council, Cabinet or Cabinet member as appropriate. These reports will be made available on our website, www.bathnes.gov.uk and in paper copy at the deposit stations used during the consultations (see **Appendix C** for details).

A **statement of compliance to the Neighbourhood Planning Protocol** will be produced. This statement will outline how the Local Authority has complied with the Neighbourhood Planning Protocol. For Development Plan Documents this will be submitted to the Secretary of State. For Supplementary Planning Documents this will be presented to the Council, Cabinet or Cabinet member as appropriate.

SUSTAINABLE CONSTRUCTION AND RETROFITTING SUPPLEMENTARY PLANNING DOCUMENT

STAKEHOLDER WORKSHOP



Sustainable Construction & Retrofitting Supplementary Planning Document

A stakeholder workshop was held to help shape the new planning guidance aimed at householders and small scale developers to improve the environmental performance of new and existing buildings.

www.bathnes.gov.uk/greenbuild



COLLABORATIVE COMMUNITY PROJECT

Bath Homes fit for the Future was a collaborative project between the Council, Bath Preservation Trust and Transition Bath and with the help of many other local community groups and volunteers a series of events were held to coincide with the draft SPD consultation on the topic of sustainable construction and retrofitting.

www.bathhomesfitforthefuture.co.uk

- An open homes weekend where you could visit sustainable new builds and houses with energy efficiency measures and renewable energy installation

- Love your windows: Draft proof sash window demonstration

- A touring exhibition

- Technical talks

- A visit to Ecobuild Conference for community and business representatives

- Film screening of short film about the open homes weekend

- Workshops, talks and displays at Bath City Conference

EVENTS INCLUDED

CONFERENCE

On 25th anniversary of Bath becoming a World Heritage site, this conference considered how Bath can sensitively improve the energy efficiency of the city's buildings and was run as part of the consultation on the SPD in collaboration with Bath Preservation Trust and Transition Bath. With speakers from Historic Scotland, other technical experts and updated on a range of exciting projects coming forward in Bath from the community and voluntary sector.



POSTCARDS

A series of 5 postcards were launched with top tips for a greener Bath linking to the 25 year anniversary of the World Heritage Site. These drew on themes from the SPD. Bath Preservation Trust then ran a daily "tweet" of the tips.



FIVE

HOW TO DO YOUR OWN NEIGHBOURHOOD PLANNING

Page 70



A NEW TIER OF
NEIGHBOURHOOD
PLANNING HAS BEEN
INTRODUCED VIA THE
LOCALISM ACT TO
EMPOWER COMMUNITIES
MORE THAN EVER BEFORE
TO MAKE DEVELOPMENT
YOU WOULD LIKE TO
SEE HAPPEN IN YOUR
NEIGHBOURHOOD.

The Council has a
Neighbourhood Planning
webpage with links to a range
of resources, funding
opportunities and events

[www.bathnes.gov.uk/
neighbourhoodplanning](http://www.bathnes.gov.uk/neighbourhoodplanning)

INTRODUCTION

THE NEW POWERS

The Localism Act received Royal Assent in November 2011 and has introduced a new tier of Neighbourhood Planning which came into effect in April 2012.

The Act seeks to facilitate community-led planning in the form of Neighbourhood Plans, Neighbourhood Development Orders and the Community Right to Build and requires Local Authorities to resource and support Neighbourhood Planning.

This is widely seen as one of the most fundamental changes to the UK planning system since its inception in 1948.

Alongside the Localism Act, the government has also published Neighbourhood Planning Regulations, establishing a level of national consistency in the approach. However, according to the regulations there is the potential to set out local detail to suit local circumstances. This chapter aims to set out the local detail alongside the national proposals, but it may be subject to change until the national regulations are established.

Three neighbourhood planning powers have been introduced by the Localism Act. These are all permissive, pro-development tools which allow communities to shape and influence new development. Neighbourhood Planning activities must be in general conformity with national planning policy and local planning policies.

Neighbourhood Plan

A Neighbourhood Plan is a neighbourhood level development plan for all or parts of a defined neighbourhood area. The content can be locally defined, but it is likely to include a vision statement or diagram, and locally derived planning policies or site briefs.

Neighbourhood Plans can influence where new homes and offices should be built and what they should look like. It can be detailed, or general, depending on what local people want. They can be less restrictive than the Local Authorities policies but not more restrictive.

Neighbourhood Development Orders (NDO)

A Neighbourhood Development Order is an legal document which permits development that a community want to see in their area – either in full or outline, so that it does not require a full planning application or for planning permission to be granted for the local

planning authority. Essentially this tool extends existing permitted development rights for specific types of development.

In terms of process the process for producing a Neighbourhood Plan is much the same as preparing a Neighbourhood Development Order.

Orders might allow extensions to community buildings, affordable housing or local scale renewable energy installations.

All other consent regimes will still apply e.g. Building Regulations or Listed Building consent.

Community Right to Build

Is a type of NDO for a particular scheme. It will be for community and voluntary groups only (as defined in the regulations) to identify suitable land, sources of finance and secure support for their proposals. It requires agreement through a 'community referendum'. Such schemes will not need to go through the normal planning application process.

The Neighbourhood Planning Regulations 2012 can now be viewed online

www.legislation.gov.uk/ukxi/2012/637/contents/made

The Localism Act also introduces other community rights not relating to planning: the community right to bid (assets of community value) and the community right to challenge see **chapter 7**

NEIGHBOURHOOD PLANNING MUST BE POSITIVE AND PERMISSIVE



See CPRE's Guide to Neighbourhood Planning for practical advice and tips on Neighbourhood Planning

www.cpre.org.uk/resources/housing-and-planning/planning/item/2689-how-to-shape-where-you-live-a-guide-to-neighbourhood-planning

FIGURE 8: THINKING ABOUT PREPARING A NEIGHBOURHOOD PLAN OR A NEIGHBOURHOOD DEVELOPMENT ORDER?

Do you need these?

- Neighbourhood Planning is optional
- Do you know what the planning issues are in your neighbourhood?
- Is there an easier way to address these issues?
 - Can you influence local policy (e.g the B&NES Placemaking Plan) instead or does it already support your aspirations?
 - Do you actually need planning permission?
 - Are the issues you are interested in relating to works to listed buildings or highways and therefore covered by separate legislation?

Do you want either of these?

- Are you seeking to be pro-development or more permissive towards certain types of development in your neighbourhood?
- Are you aware of the process that you will need to go through?
- Is there another tool you can use that is quicker and easier (see other chapters of this document)?
- It is estimated that the Neighbourhood Plan process will take approximately 1-2 years, does this match your timeframe?

Are you eligible to prepare these?

- In the rural areas of the district only Parish Councils can lead the preparation of Neighbourhood Plans
- In Keynsham, Midsomer Norton, Radstock and Westfield only the Town Councils can prepare Neighbourhood Plans
- In Bath, you must be designated as a Neighbourhood Forum in order to prepare a Neighbourhood Plan.

Do you have the resources to prepare these?

- Have you found out about what support the Council can offer?
- Do you have a budget and volunteers to help with consultation activities?
- Have you considered making use of any community funding opportunities?

Is a Neighbourhood Plan or Development Order the best option?

- Have you considered the other routes to meet the aspirations of your community and dismissed them?
- Have you sought advice from the Planning department?

FIGURE 9: A SIX STEP GUIDE TO PRODUCING A NEIGHBOURHOOD PLAN OR A NEIGHBOURHOOD DEVELOPMENT ORDER



We see this as a unique chance for this community to influence and shape its own future and we welcome the encouragement, expertise and support that we are receiving from the two Authorities.

*Freshford Parish Council
& Limpley Stoke Parish Council*

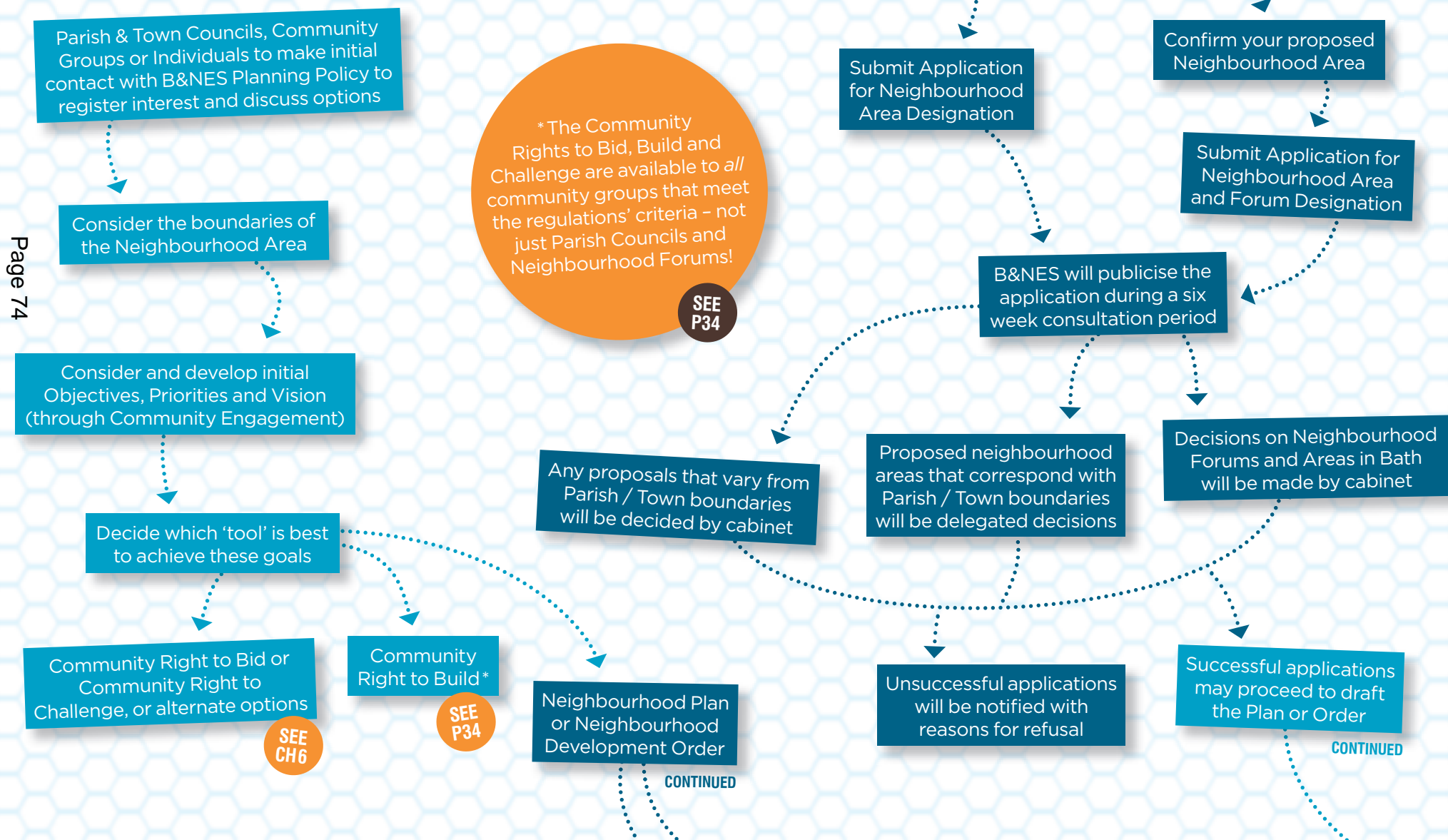
CASE STUDY

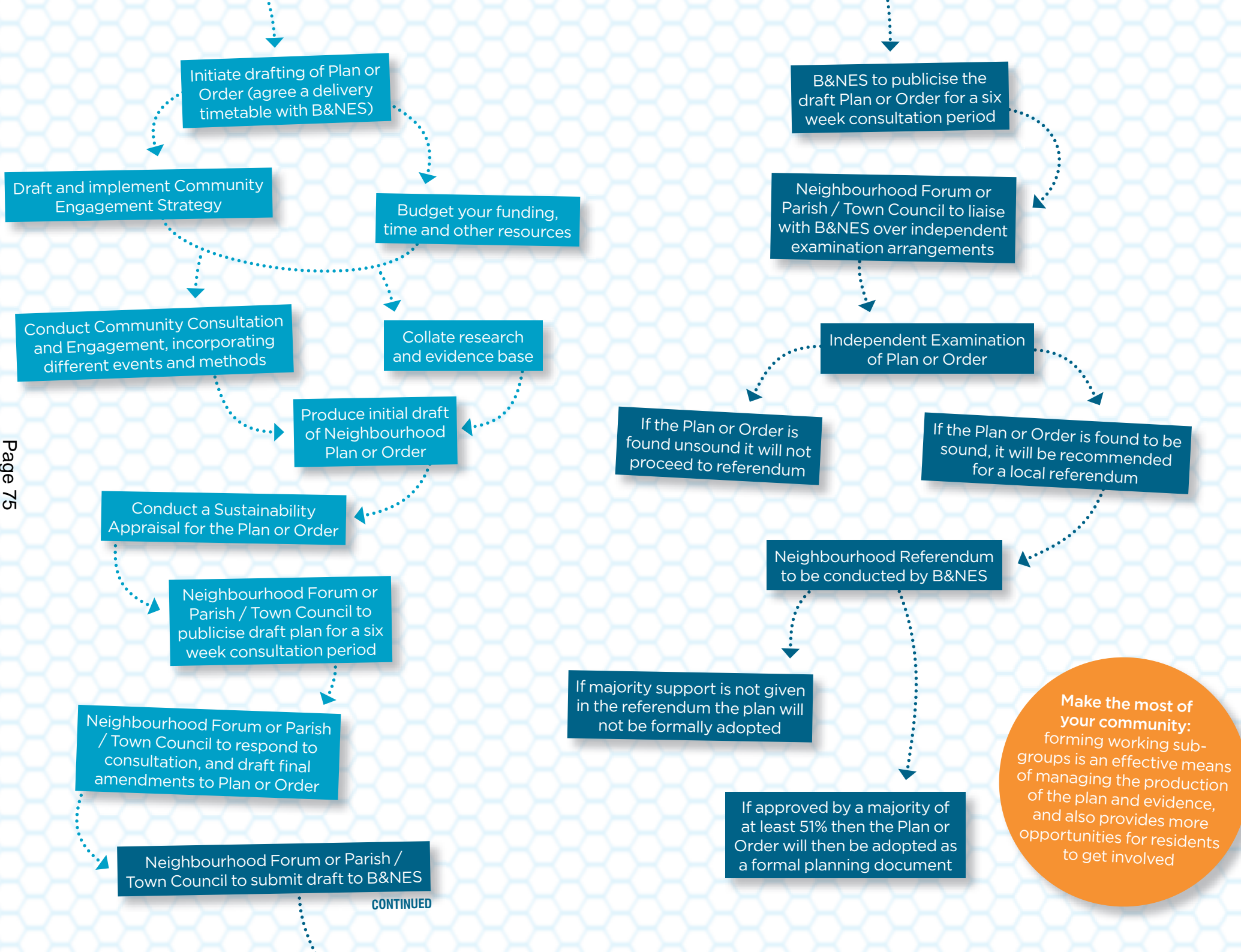
Freshford and Limpley Stoke aspire to produce a joint Neighbourhood Plan

Bath and North East Somerset Council and Wiltshire Council worked together to support the parishes of Freshford and Limpley Stoke to submit a successful application for government funding to assist with the development of their Neighbourhood Plan.



FIGURE 10: NEIGHBOURHOOD PLAN & DEVELOPMENT ORDER PROCESS FLOW CHART





CONTINUED

Make the most of your community:
forming working sub-groups is an effective means of managing the production of the plan and evidence, and also provides more opportunities for residents to get involved

MORE DETAIL ON THE PROCESS

Step 1: Start the Process

If you are a Parish or Town Council you can start the process straight away, you must lead the production of any neighbourhood plan for your area. However, you will need to apply to the Council to formally designate your Neighbourhood Area.

If you are a neighbourhood group within Bath you will first need to establish yourself as a Neighbourhood Forum.

Neighbourhood Forums in Bath

Subsequent applications where there is an existing Neighbourhood Forum or Area Designation in place will not be considered. Voluntary withdrawal of a Neighbourhood Forum designation is also acceptable and such groups should notify the planning department in writing of this request.

Council Role: Approving Neighbourhood Forums in Bath

The Council will approve applications for the designation of a Neighbourhood Forum in Bath, this decision will be made by full Council.

The Council will work in collaboration with neighbouring authorities where a cross-border Neighbourhood Plan/ Development Order is pursued to establish a process which all parties can agree to.

Should the Council refuse to designate a Neighbourhood Forum it will issue a refusal statement outlining the reasons for refusal on the website together with a statement that outlines where hard copies of this statement can be viewed.

For Bath Neighbourhood Area applications will be considered alongside relevant Neighbourhood Forum applications as part of the decision making process.

Neighbourhood Area Applications

The Council will publicise, accept comments on and determine applications for the designation of a Neighbourhood Area for Parish and Town Council's undertaking Neighbourhood Plans. This will include publicising the application on Neighbourhood Planning area of the website, notifying the public via our Planning Policy consultation database and issuing a press release.

Council Role: Approving Neighbourhoods Area Applications for Parish and Town Councils

Where there is no change to the Parish or Town Council's administrative boundary this will be a delegated decision undertaken by the Divisional Director of Planning and Transport. Where there is a different boundary being proposed a decision will need to be made by full Council.

The Localism Act allows for Neighbourhood Planning to cross local planning authority boundaries and defers the decisions on how best to work these arrangements to local authorities to work on collaboratively.

Neighbourhood Forum Applications

Figure 10 outlines the proposed process for Neighbourhood Forum Applications in Bath.

Business Neighbourhoods

The Council will consider when designating the neighbourhood if it is wholly or predominantly business in nature. If it is the Council will decide whether the neighbourhood should also be specifically designated as a 'business neighbourhood'.

Urban Design London have also prepared useful guidance for communities scoping and consulting on neighbourhood plans, with a particular focus on addressing design issues

www.urbandesignlondon.com/wordpress/wp-content/uploads/UDL-Neighbourhood-Planning-guide-12.pdf

Design Council CABE have sign-posted a wide range of resources, toolkits and case studies which can be helpful for communities at the early stages of development

www.designcouncil.org.uk/our-work/CABE/Services/Plan/Neighbourhood-planning-toolkits-and-guidance/

Find the new B&NES Neighbourhood Forum/ Neighbourhood Area application forms online at

www.bathnes.gov.uk/neighbourhoodplanning

FIGURE 11: PROCESS FOR PROCESSING APPLICATIONS FOR NEIGHBOURHOOD FORUM DESIGNATION IN BATH

National Requirements*

Application

An application to become a Neighbourhood Forum should be addressed to the local planning authority. It must consist of the following elements:

- A plan or statement clearly showing the proposed neighbourhood area
- A statement explaining why this area is appropriate to be designated as a neighbourhood area
- The name of the proposed neighbourhood forum
- A copy of the written constitution
- The name of the relevant neighbourhood area
- the contact details of at least one member of the Neighbourhood Forum
- A written statement to explain how the proposed Neighbourhood Forum meets the following conditions:

A local planning authority may designate an organisation or body as a neighbourhood forum if the authority are satisfied that it meets the following conditions—

- a it is established for the express purpose of promoting or improving the social, economic and environmental wellbeing of an area that consists of or includes the neighbourhood area concerned (whether or not it is also established for the express purpose of promoting the carrying on of trades, professions or other businesses in such an area),
- b its membership is open to—
 - (i) individuals who live in the neighbourhood area concerned,
 - (ii) individuals who work there (whether for businesses carried on there or otherwise), and
 - (iii) individuals who are elected members of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned,

- c its membership includes a minimum of 21 individuals each of whom either —
 - (i) lives in the neighbourhood area concerned,
 - (ii) works there (whether for a business carried on there or otherwise), or
 - (iii) is an elected member of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned,
- d it has a written constitution, and
- e such other conditions as may be prescribed.

The local planning authority can decline to consider an application if the applicant has already made an application and a decision has not been made on that application.

* Neighbourhood Planning Regulations 2012



Good design can make neighbourhoods sustainable, adaptable and resilient and create places where people want to live and work.

Design Council

Communities undertaking a neighbourhood plan will also need to undertake a **Sustainability Appraisal** as part of the process. This considers the impact of the proposed plan on socio-economic and environmental sustainability, and allows the opportunity to identify alternative options and mitigation measures where adverse impacts are identified.

Communities may want to hire a professional consultant to undertake this for them, but guidelines for a 'DIY' appraisal can be found here

<http://levett-therivel.co.uk/DIYSA.pdf>

Suggested additional local response

B&NES Council will publish an application form on its website (and which can be made available in hard copy on request) which applicants will need to fill in and submit.

B&NES Council expresses a strong preference that:

- 1 a plan should be submitted showing the proposed Neighbourhood area with a red line boundary on an OS base map.
- 2 Contact details for all 21 named members of the Neighbourhood Forum are provided
- 3 That at least one Ward Councillor from the ward(s) covered by the area in question is represented on the Neighbourhood Forum and support the application.
- 4 That the aims, objectives, funding sources and working methods for the Forum are provided.

5 The Forum acknowledges the provisions of the Bribery Act 2010, section 3.

6 That the Forums has open public membership arrangements and is not dominated by any one organisation making up more than a third of its membership.

7 That the Forum is not dependent on any one interest group for funding.

8 That the boundaries of a neighbourhood area make sense in terms of community, communications, transport arrangements and services.

9 That the Forum signs up to the Council's Code of Conduct for Neighbourhood Forums.

The Council will prioritise assistance to those Forums which meet these criteria.

National Requirements*

Publicising an application

The local planning authority must publicise an application in such a manner as they consider is likely to bring the application to the attention of people who live, work or carry on business in the area to which the application relates.

Any publicity must contain:

- a name of the proposed neighbourhood area
- b details of how to respond and make representations
- c deadline for responses (not less than 6 weeks following the date when first publicised)

* Neighbourhood Planning Regulations 2012

Suggested additional local response

B&NES Council will publish a link on its Neighbourhood Planning webpage www.bathnes.gov.uk/neighbourhoodplanning to any application made and advertise a six week consultation.

On advertising the consultation on the webpage the Council will also email all organisations registered on the LDF database by email (or letter where no email available) and will notify the ward Councillors who represent the areas covered by the proposed Neighbourhood area.

If you already have a Parish or Town Plan that you still think is up to date you could skip to **step 3** (see **page 40**). However, you will still need to formally apply to designate your Neighbourhood Area, although where no change to your parish area this will be undertaken quickly via a delegated decision.

National Requirements*

Notice of accepted application

When a local planning authority receive an application that meets the requirements, they must publish on their website:

- a the name of the proposed neighbourhood forum
- b the contact details of at least one member of the organisation or body making the representation
- c date on which the application was received
- d statement that any other application for the relevant neighbourhood area, after the first application to be accepted must be received by the LPA no later than 28 days after the date information published on website

* Neighbourhood Planning Regulations 2012

Suggested additional local response

National Requirements*

Publicising the Decision

The local planning authority must publish on their website details of their decisions on an application. These details must include:

- a name of neighbourhood forum
- b name of neighbourhood area
- c contact details for at least one member of the neighbourhood forum member

* Neighbourhood Planning Regulations 2012

Suggested additional local response

B&NES Council will also provide a link to the original application and the committee papers when the decision was made.

Bath's future is inextricably dependent on the vitality of its neighbourhoods and businesses. A proactive, collaborative approach with key stakeholders is essential to the City's continuing success and vitality.

Paul Taylor, Director of Property, St John's Bath.

FIGURE 12: CODE OF CONDUCT FOR NEIGHBOURHOOD FORUMS

Essential

- 1 A single point of contact should be nominated for the Forum which must be provided to the Council and made publicly available. This contact should be kept up to date.
- 2 All Neighbourhood Forums should hold an open Annual General Meeting.
- 3 Agendas should be prepared for meetings of Neighbourhood Forums and the meetings should be minuted, both agendas and minutes should be made publicly available to the public in accordance with existing arrangements for Parish Councils.
- 4 Members of the public may submit statements that relate to issues that are on the agenda for the meeting or any other issues, providing sufficient advance notice is given. These should be submitted to the nominated point of contact for the Forum.

5 Meetings should be Chaired, the arrangements for this are left to the Forum to decide.

- 6 Any financial contributions to the Forum from third parties must be declared.
- 7 Forums must be open to respond to potential concerns about their activities – any such complaints if considered to be justified may lead to a review of the designation of the forum.

Desirable

- 1 A Forum webpage is desirable.
- 2 The frequency of meetings of the Forum is to be determined locally. Quarterly meetings are suggested as a minimum.
- 3 It is desirable that a range of people from the area are represented and attention should be given to involving equalities groups and young people in the Forum.

Review Process

- 1 A breach of this Code of Conduct may lead to the Council re-considering the designation of a Neighbourhood Forum.
- 2 A decision will be made on a case by case basis, on the basis of evidence presented by both the complainant and the Forum.
- 3 Where issues can be satisfactorily resolved this will be preferable to further action such as the suspension of the Forum as a designated Neighbourhood Forum.
- 4 A new application would then need to be lodged to re-designate the Forum and this would be considered on its own merits.

Step 2: Prepare your Plan

The content of a Neighbourhood Plan is entirely up to you. However, it should be consistent with national and local planning policies and with EU obligations. Only planning related elements of a Neighbourhood Plan will need to go through an examination and referendum.

For more information about the full suite of community tools made available through the Localism Act visit

<http://mycommunityrights.org.uk>

Neighbourhood Planning (Referendum) Regulations 2012 (currently in draft) are available online

http://www.legislation.gov.uk/ukdsi/2012/9780111525050/pdfs/ukdsi_9780111525050_en.pdf

Council Role: Duty to provide advice and assistance

General support

- General guidance to be provided (this document)
- Provide a basic process checklist to make sure all regulations are being met for qualifying bodies undertaking Neighbourhood Planning to use which is downloadable from the website (or available on request)

B&NES Neighbourhood Planning webpage

- Dissemination of information through briefings and workshops
- Disseminating information on local case studies (as these emerge)
- Information on funding and skills for Neighbourhood Planning

Support to groups preparing Neighbourhood Plans

The local planning authority will be able to provide the following in-kind assistance, this will be subject to demand:

- Electronic maps (pdf format) of your Neighbourhood area and relevant planning designations (print outs or GIS maps also available, although providing these will be charged at usual rates)
- Information on planning designations and planning policies
- Guidance in designing community consultation activities on planning issues
- Support for community planning events (e.g. facilitation, feedback, presentations)
- Provide advice on who to consult in relation to additional requirements for a Neighbourhood Development Order

Please give ample notice for us to respond to your requests in the most helpful way.

The local planning authority will not have any specific grant funding for Neighbourhood planning, however, we can advise you on any local or national community funding opportunities.



The Village Design Statement and Community Plan will provide a base for the development of a Neighbourhood Plan for Paulton which it is hoped will prove to be an equally beneficial document.

Paulton Parish Council

CASE STUDY

Paulton Design Statement and Community Plan

Paulton Parish Council and residents worked together to produce a Village Design Statement and Community Plan for the parish. These documents have proved to be invaluable in supporting responses to planning applications and grant applications, giving the council guidance on the needs and views of parishioners and instigating and supporting other initiatives.



Step 3: Extensive Community Engagement and Consultation

It's very important that you engage your community within the neighbourhood area from the outset as your plan or development order will be subject to a local referendum and needs strong buy-in from all parts of the community to get through this final stage. You should also make sure you liaise with statutory consultees.

Make sure to keep a record of consultation activity that you run or organise as you will need to submit a "consultation statement" with your Neighbourhood Plan (the requirements of this are explained in step 4).

Before submitting your Neighbourhood Plan or Neighbourhood Development Order to the local planning authority, according to the Neighbourhood Planning Regulations 2012 the qualifying body (i.e. Parish/Town Council or Neighbourhood Forum) must, publicise in a manner that is likely to bring it to the attention to people who live, work or carry on business in the relevant neighbourhood area:

- (i) A draft of their Neighbourhood Plan/ Neighbourhood Development Order
 - (ii) Details of how to make representations
 - (iii) Deadline for responses (minimum 6 weeks after the first publicised)
- The qualifying body must also consult any statutory consultee whose interests it considered would be affected by the proposals and submit a draft of the proposal to the local planning authority.

The draft submitted to the local planning authority in writing and according to the Neighbourhood Planning Regulations 2012 must be accompanied by:

- a A plan or statement showing the area covered by the proposed Neighbourhood Plan/ Development Order
- b A consultation statement (including details of the persons and bodies consulted, how they were consulted, summarises main issues and concerns raised and describes how these issues have been addressed in the proposal)
- c Title of the proposed Neighbourhood Plan/ Development Order

When submitting a proposal to the local planning authority it must be in writing and accompanied by:

- A plan or statement identifying the land to which the proposal relates
- A consultation statement (as above)
- The title of the order
- A statement to explain how the proposal meets the basic conditions required

As appropriate, for a community right to build order this submission should also include:

- Details of any disenfranchisement rights which the qualifying body proposes should not be exercisable
- The relevant properties

The local planning authority has a duty to publicise this information and invite representations. Further to a decision by an Independent Inspector and a referendum in support, the local authority must then publicise the decision and adopt making details of the proposal available.

Council Role: Formal Validation

The local planning authority will validate your Neighbourhood Plan against national planning policy, local planning policy and can flag up any issues in relation to other legislation (e.g. Habitat Regulations issues) to make sure it is ready to go to Independent Examination. It is proposed that this is undertaken under delegated authority by the Divisional Director of Planning & Transport. It is best to approach the local planning authority at an early stage to flag up key policy issues before this formal validation process is triggered.

Please contact the planning policy team in good time to arrange a validation check:

01225 477548
planning_policy@bathnes.gov.uk

Actions for a range of properties, both old and modern, have been developed with the character of the area in mind and aim to ensure that locally distinctive features are protected and enhanced. The recommendations in the strategy will help residents who own or rent homes to take practical actions to reduce energy bills, cut carbon emissions and combat climate change

Our experience at the Millstream at Englishcombe is that, by working together on community projects, neighbours can and do become friends

CASE STUDY

London Road & Snow Hill Climate Change Mitigation Design Strategy

Bath Preservation Trust has been working with the London Road & Snow Hill Partnership and the Centre for Sustainability to develop a neighbourhood energy efficiency design strategy on this project funded by Design Council CABE. The aim is to enhance the local environment by raising design quality and creating a sustainable future for the London Road community.

Volunteers from within the local community have undertaken surveys to define the character and value of the built environment within their neighbourhood and have undertaken simple energy audits of their buildings. The strategy will seek to identify climate change mitigation measures appropriate for visually and historically significant aspects of local character, explore design solutions, options and creative approaches, and identify shared community objectives. Principles and recommendations identified could be used to inform neighbourhood plans and local development orders which have a direct link to emerging new planning system.



CASE STUDY

The Millstream Neighbourhood at Englishcombe

Millstream is a community project to create a haven of peace and tranquility in run by residents of the village and parish, Millstream is a wildlife sanctuary where people of all ages can enjoy, can sit, can wander and can appreciate the beauty of Englishcombe heritage and environment.

Step 4: Independent Examination

The qualifying body must organise the Independent Examination into the Neighbourhood Plan/Development Order and appoint a suitable Independent Examiner in liaison with the local planning authority.

The Independent Inspector will decide if it is necessary to hold a public hearing into the Plan/Development Order although as a general rule the examination will take the form of consideration of written representations.

At this early stage, indications suggest that examination will seek to consider:

- Are the ambitions of the plan broadly in conformity with local strategic aims?
- What evidence has been provided to support the ambitions of the plan (particularly where significant development is proposed)?
- Has the plan been drafted with sufficient consultation with the local community?
- Is the plan positively planned and permissive?

Further information on the experiences of other Neighbourhood Plans at examination will emerge in due course.

Council Role: Independent Examination

The local planning authority will publish the draft plan on their website. The local planning authority must publicise the Neighbourhood Plan/Development Order with details of how to respond to it in advance of the Independent Examination in line with Neighbourhood Planning Regulations 2012.

The Council recommends that a Planning Inspector from the Planning Inspectorate is the preferred independent examiner. However, they will support the Neighbourhood Planning body if it seeks to find an alternative person to undertake this role in line with the requirements in the regulations.

The local planning authority will fund the Inspectors costs and will provide a Council venue for the examination as needed.

The local planning authority will consider the Inspector's recommendations.

Step 5: Referendum

A referendum at the end of the process will ensure that communities have the final say on whether a neighbourhood plan or development order comes into place in their area. A referendum is also required for a Community Right to Build Order.

The referendum will be held among the registered electors of the neighbourhood area and any adjoining neighbourhood area which might be affected. A positive result requires 51% of the turnout to vote in favour.

Within business neighbourhoods separate referendums will be held for residents and businesses to approve Neighbourhood Development Orders. A person is entitled to vote in the additional referendum for businesses if they are a non-domestic ratepayer in the referendum area. If both referendums approve the Order, it will be adopted. If both oppose it, the Order will not be adopted. If there is a split vote the LPA will seek to resolve differences.

Council Role: Referendum

The Council's Electoral Services will administer and fund the local referendum on the Neighbourhood Plan, as it is required by the regulations that the Council funds these. The draft Neighbourhood Planning (Referendum) Regulations 2012 were published in June 2012, and are anticipated to be adopted later the same year. They include a proposal for the question to be asked at Neighbourhood Planning referendums.

The local planning authority will publish the results of the referendum on their website.

COMMUNITY RIGHT TO BUILD

Step 6: Adoption

The Council will adopt the Neighbourhood Plan/Neighbourhood Development Order where it has successfully been through Stages 1–5.

Council's Role: Adoption

Adoption of a Neighbourhood Plan/Development Order will require ratification by full Council.

Once adopted the Neighbourhood Plan/Neighbourhood Development Order will be published on the Council's website and hard copies will be available for inspection at the One-Stop-Shop, Manvers Street in Bath, the Hollies and Riverside offices as well as at public libraries.

Once adopted the Neighbourhood Plan will form part of the Development Plan and will be used to determine planning applications within your Neighbourhood area.

The Localism Act introduces new powers to deliver development that a community wants in their area. This could be new homes, business premises, shops, playgrounds, community halls or small scale renewable energy installations.

This right is open to use by groups other than Parish/Town Councils or Neighbourhood Forums and can be exercised by a range of community organisations.

Further detail is outlined in the Localism Act section 3 (1) (b) of Schedule 4C, this can be summarised as follows:

What is a “community right to build order”?

- Order is made by a community organisation
- Order that grants planning permission for a specified development in relation to a specified site in a neighbourhood area
- There are limits in relation to the area where a development can take place and the type of operations or land uses (in line with Environmental regulations)

What is a “community organisation”?

Eligible community organisations must meet the following criteria:

- Allow individuals within the neighbourhood area to become voting members
- Residents of the neighbourhood area must hold the majority of voting rights and the majority on the governing body
- Must have at least 10 members, each from different dwellings that all live in the area
- Must have a written constitution to confirm and permit the above
- The constitution must confirm that the organisation's activities will benefit the neighbourhood area, and how this will be done
- Assets and profits of the organisation must be disposed in a manner that benefits the community
- Provision must be made that in the event of the organisation disbanding, its assets must be transferred to another appropriate organisation

When can a local authority decline to consider a community right to build order?

- When another proposal has been made for another Neighbourhood Development Order or Community Right to Build Order and when the other proposal is outstanding and where the proposals are the same or substantially the same
- If the local authority considers that the specified development falls within Annex 2 to the Environmental Impact Assessment directive and is likely to have significant effects on the environment by virtue of factors such as its nature size or location.
- If the local authority considers the specified development is likely to have significant effects on a qualifying European site (European site within the meaning of the Conservation of Habitats and Species Regulations 2010), whether on its own or in combination.
- If this happens the authority must notify the person making the proposal and outline their reasons for declining to consider

What is the examination process?

- An Independent Examiner must be appointed
- If the Independent Examiner recommends that the draft order is refused, the authority must refuse the proposal
- If the examiner recommends that the draft order is submitted for a referendum a referendum must be held by the local authority (subject to any modifications being made that the local authority consider appropriate to make sure there is not a breach of EU obligations and the Human Rights Act 1998).

Community Right to Build Orders must meet the criteria of eligible 'community organisations' to be considered sound by an independent inspector and must be supported through a local referendum. If all of these stages are fulfilled, the Order will be adopted by the local authority and the development will be able to go ahead without the need for a traditional planning application. Any financial benefit from this development must be returned to the community where the development has taken place.

Councils Role: Referendum & General Assistance

The Council's Electoral Services team will administer and fund the local referendum on the Community Right to build and the Council will decide on the area of coverage for the referendum in line with national guidance.

In addition, the local planning authority can provide advice to Community Groups seeking to use this right to establish if this is necessary to achieve their aims and to provide other planning guidance.

There are some areas still to be clarified by the government:

- Exact details of the Neighbourhood Planning Regulations will not be known until they are due to come into force on 1st April 2012

- Regulation making powers on charges that local planning authorities can levy on development under a Neighbourhood Development Order are still to be clarified. It is envisaged that this will enable some of the costs of Neighbourhood Planning to be recouped. This is due to be the subject of a separate consultation later in 2012.
- Provisions in relation to requirements to ensure compatibility with EU obligations are not yet finalised. These are likely to be resolved with amendments to relevant directives.
- The details on referendums are not yet clear, but are to be brought forward in separate regulations based on existing referendum legislation.

Changing or Revoking an order

- Additional detail on revocation and modification of a Neighbourhood Development Order, a Community Right to Build order or a Neighbourhood Plan are outlined in Part 9 of the Draft Neighbourhood Planning regulations but have not been reproduced here.

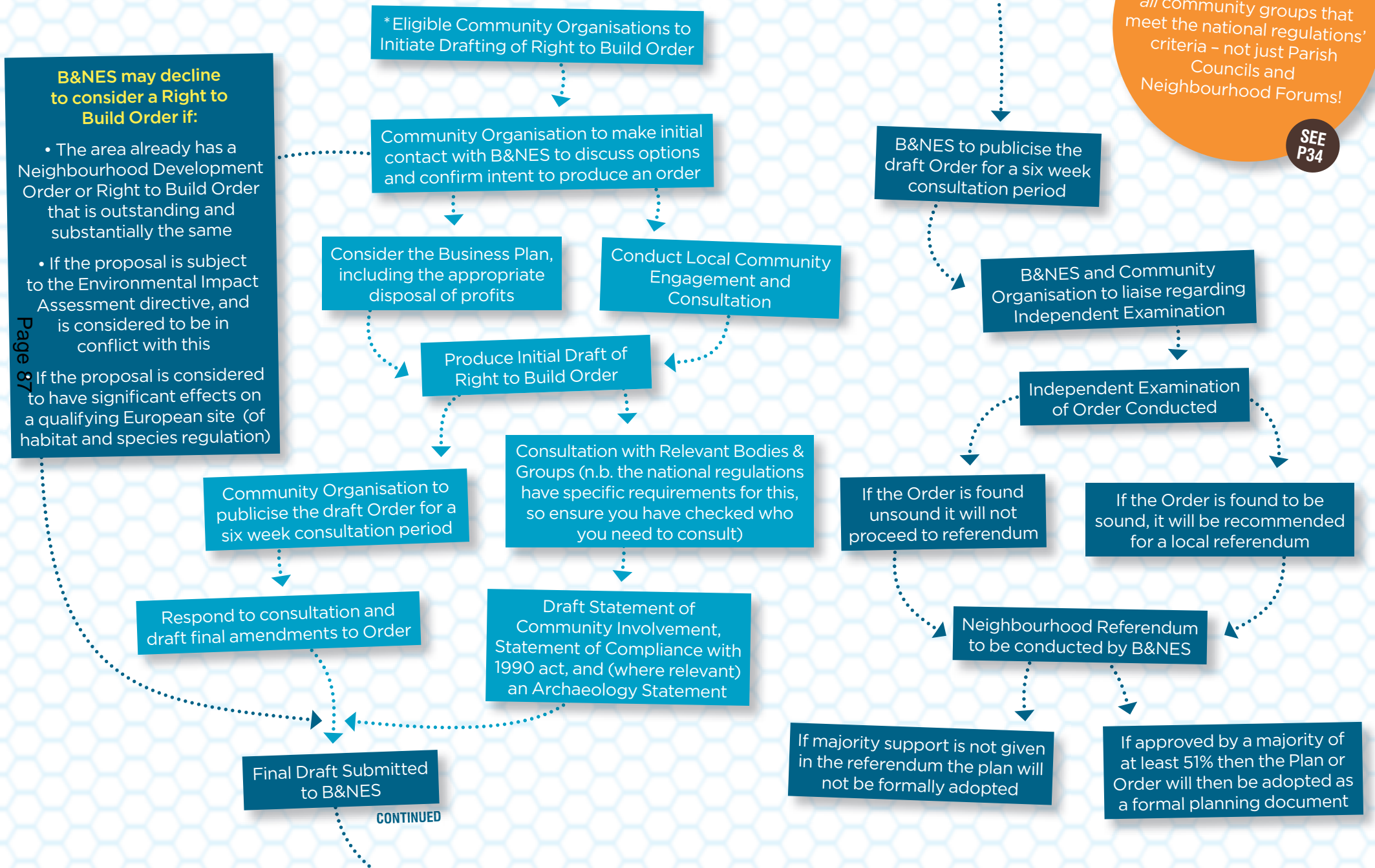
The Localism Act
www.legislation.gov.uk/ukpga/2011/20/contents/enacted

Neighbourhood Planning Regulations - Consultation Draft
www.communities.gov.uk/documents/planningandbuilding/pdf/1985878.pdf

Neighbourhood Planning Regulations (England) 2012:
www.legislation.gov.uk/uksi/2012/637/contents/made

FIND OUT MORE

FIGURE 13: COMMUNITY RIGHT TO BUILD PROCESS FLOW CHART

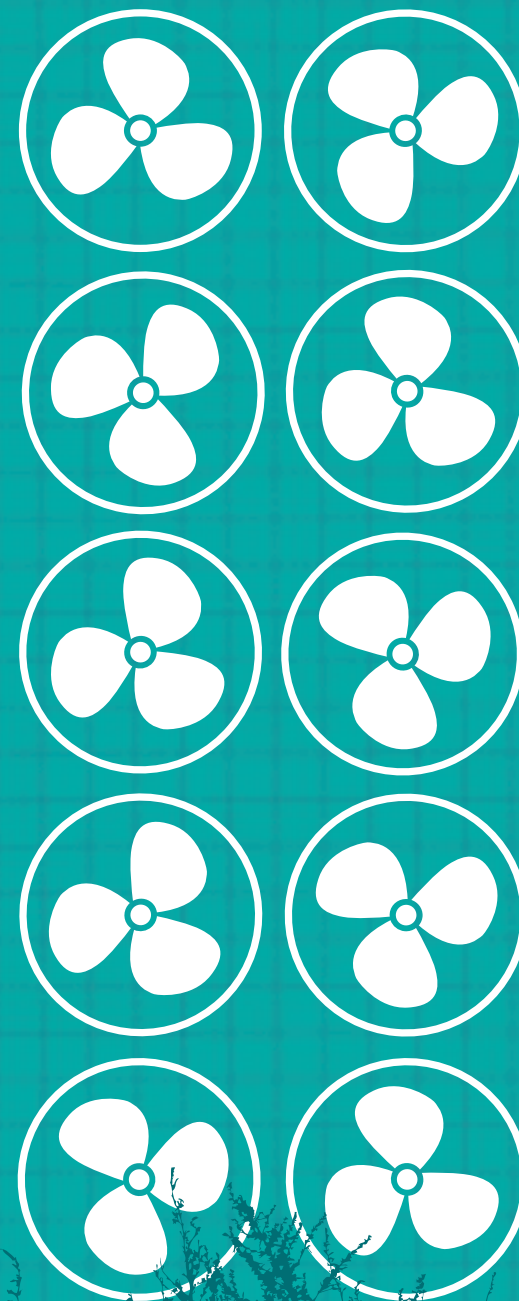


SIX

THE IMPORTANCE OF TREES

TREE PRESERVATION
ORDERS CAN BE
USED TO PROTECT
IMPORTANT TREES.

Each year the
Council receives
approximately 700
applications and
notifications to
undertake works to
protected trees.



One mature tree has the same
cooling effect as 10 room
sized air conditioners

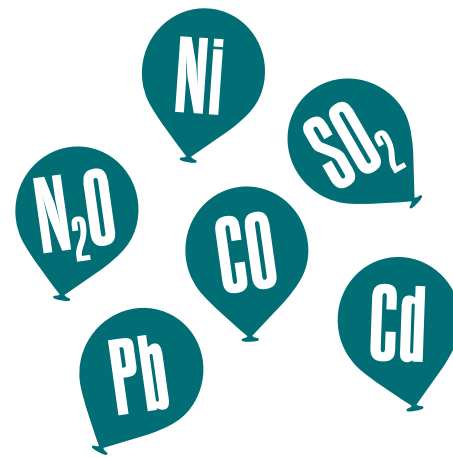


One hundred trees can capture over one million litres of rainwater each year which can help reduce flooding and soil erosion

Page 89



Trees improve air quality – particulate levels on tree-lined streets can be 60% lower than those without trees



Trees can capture and store pollutants including: sulphur dioxide, nitrogen oxides and particulates, carbon monoxide, cadmium, nickel and lead



Trees and green spaces can improve property prices by as much as 15%



Trees have been shown to help reduce incidences of stress-related illness



Trees can aid concentration and enhance learning skills in children



A single mature tree can absorb carbon at a rate of 21.6kg per year



INTRODUCTION

The importance of our trees is embedded in the Council's policy documents such as the Bath and North East Somerset Local Plan, Core Strategy, Green Infrastructure Strategy, Landscape Character Assessment and the City of Bath World Heritage site setting study.

Trees in the district are protected if they are growing within a conservation area as designated under the Planning (Listed Buildings and Conservation Areas) Act 1990 and can be protected by Tree Preservation Orders (TPO).

Trees can also be protected by virtue of landscape conditions attached to planning consents and, more unusually, by section 106 agreements attached to planning consents. Landscape conditions are not suitable for long term tree protection because they last for a finite period of time, normally 5 years following completion of a development.

HOW CAN WE PROTECT TREES?

What is a Tree Preservation Order?

It is a legal document made by a local planning authority which in general makes it an offence to cut down, top, lop, uproot, wilfully damage or wilfully destroy a tree without the planning authority's permission.

A Tree Preservation Order is made when trees are considered to be under threat and when an assessment determines that they are important trees.

A tree can be considered under threat for development or when a notification has been received for tree works in a conservation area for instance. More information regarding Tree Preservation Orders and Trees in Conservation Areas can be on our website.

live.bathnes.gov.uk/services/environment/trees-and-woodlands/tree-preservation-orders

What happens once a Tree Preservation Order is made?

Once the TPO is made it is served on the persons interested in the land affected by the order. Parish and Town Councils are also provided copies and a copy is made available for public inspection. People affected by the order can object or make representations.

The Council must decide whether the TPO should be confirmed or not within 6 months from the date the order was made. This is likely to be decided by the Development Control Committee if an objection is made.

How are trees assessed for a Tree Preservation Order?

The Council will assess a tree, groups of trees or woodland to determine whether they are worthy of a TPO using the following criteria:

- visibility to the general public
- overall health, vigour and appearance
- suitability of their location and anticipated future management

- special factors such as contribution to the character of a conservation area, World Heritage Site setting or overall green infrastructure; their rarity; their ecological contribution and whether they have historical significance such as in the case of veteran trees.

Not all trees can be protected by a TPO which may be for a number of reasons such as;

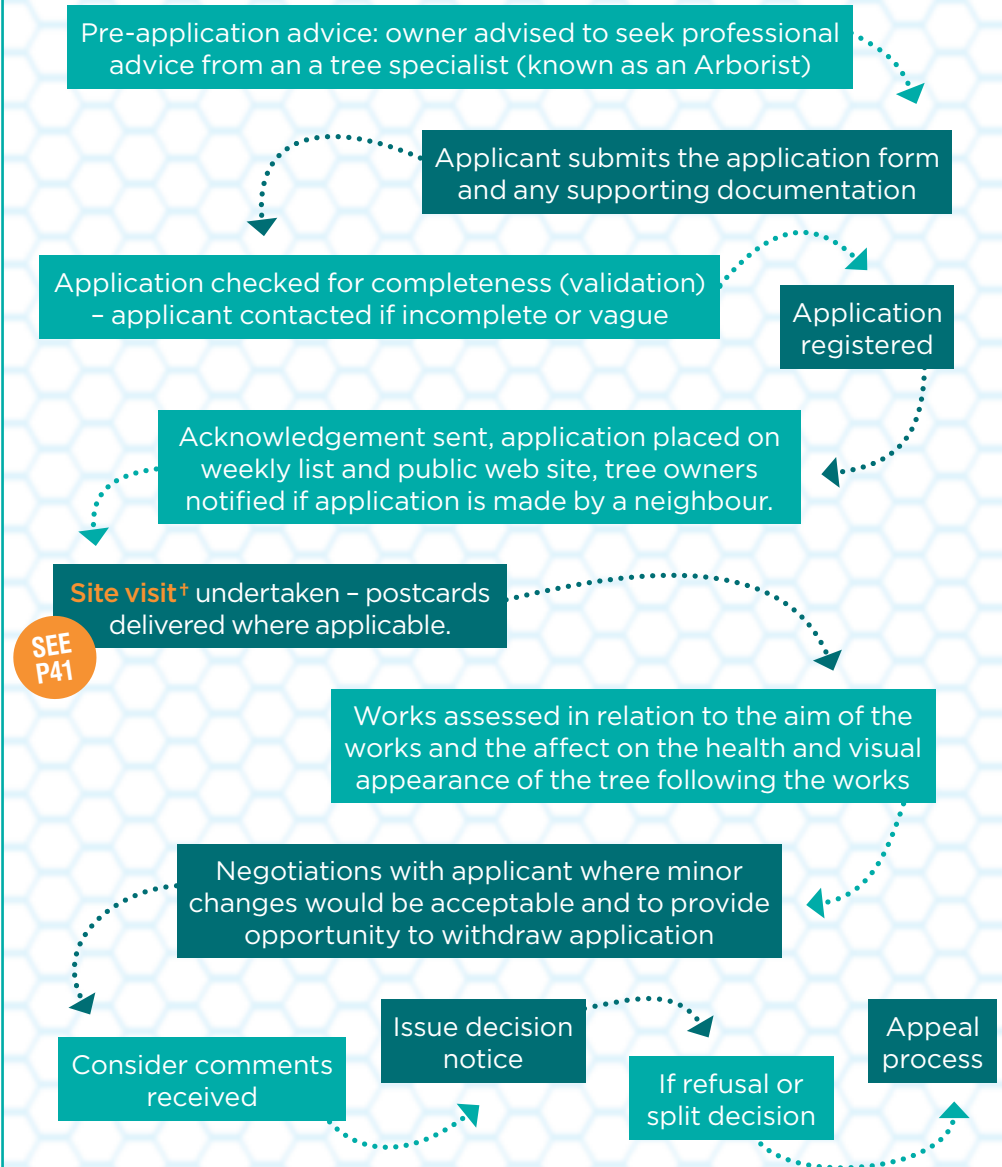
- the trees are unsuitable for their location, for instance they are close to a house and would require regular and significant work as a result.
- the trees have developed significant structural weaknesses or poor shape.
- the trees are not visible to the public and have no other exceptional attributes to support a TPO.

If a tree is protected by either a TPO or conservation area then an application or notification respectively must be sent to the Council for tree surgery or felling.

Publicity

The Council publicises Tree Protection Order applications and notifications to undertake work to protected trees in the following ways:

FIGURE 15: HOW IS AN APPLICATION FOR TREE WORKS FOR TREES PROTECTED BY A TREE PRESERVATION ORDER DECIDED BY THE COUNCIL?



- All applications and notices are recorded on the public planning database and on the Council website. A decision will not be made within 21 days of the registration of an application or notification unless there are exceptional circumstances for doing so.

- Notify Town and Parish Councils of applications and notices within their area.

Page 92

Placing applications and notices on the weekly lists – available to Ward Members and the public.

- Advising applicants to contact their neighbours prior to carrying out any work.
- Advising applicants to contact tree owners if the applications or notices relate to neighbouring trees and seek their consent if the work extends beyond the boundary.
- Tree owners will be notified if they are not the applicant.

How do I find out if tree work is proposed near my home?

If you have access to the internet you can set up an 'Alert' for your address on our website www.bathnes.gov.uk. Alternatively, telephone Council Connect on **01225 394041**.

Exceptions

There are instances where work is exempt from the normal tree application or notification process. The Councils' permission is not required for cutting down or carrying out work on trees which are dead, dying or have become dangerous. Anyone who proposes to carry out work under this exemption is advised to give 5 days notice before carrying out the work, except in an emergency. Anyone who is not sure if their tree falls within this exemption should seek advice from an arboriculturalist since the burden of proof to show that the work was exempt rests with them.

5 day notices are not publicised, however, Town and Parish Councils are advised by e-mail. Relevant Councillors will be contacted.

If insufficient supporting evidence is provided for the work proposed within a 5 day notice then the Council will request an application (in respect of a tree covered by a tree preservation order) or 6 weeks notification (in respect of trees within a conservation area).

FIND OUT MORE

WoodWatch

A web-based 'neighbourhood watch' for the protection of woods and trees that are important to communities.

www.woodlandtrust.org.uk/en/campaigning/woodwatch/pages/default.aspx

Love trees?
Why not create
a community
orchard?

Ancient Tree Hunt

Record and protect ancient and veteran trees.

www.ancienttreehunt.org.uk

Community Woodland Network

A network for community woodland groups to share information and resources.

www.yourwoods.info

A little rough guide around the hedges: why our hedgerows matter and how you can help

A pocket guide to hedgerows including a fun photo guide to hedgerow plants

www.cpre.org.uk/resources/countryside/hedgerows/item/2481-a-little-rough-guide-around-the-hedges

A Guide to the benefits of urban trees

A fascinating 12 page guide to the positive impacts of trees on urban living

www.greenleaftrees.co.uk/article.php/6/_new_guide_to_the_benefits_of_urban_trees

No space for
street trees?
Is your front
garden
suitable?

Arboriculture association

The association provides free advice and a list of tree surgeons and consultants

www.trees.org.uk

Neighbourhood Plans

Advice from the Woodland Trust
www.woodlandtrust.org.uk

FIGURE 15: HOW IS A TREE WORKS NOTIFICATION FOR TREES PROTECTED BY A CONSERVATION AREA PROCESSED?

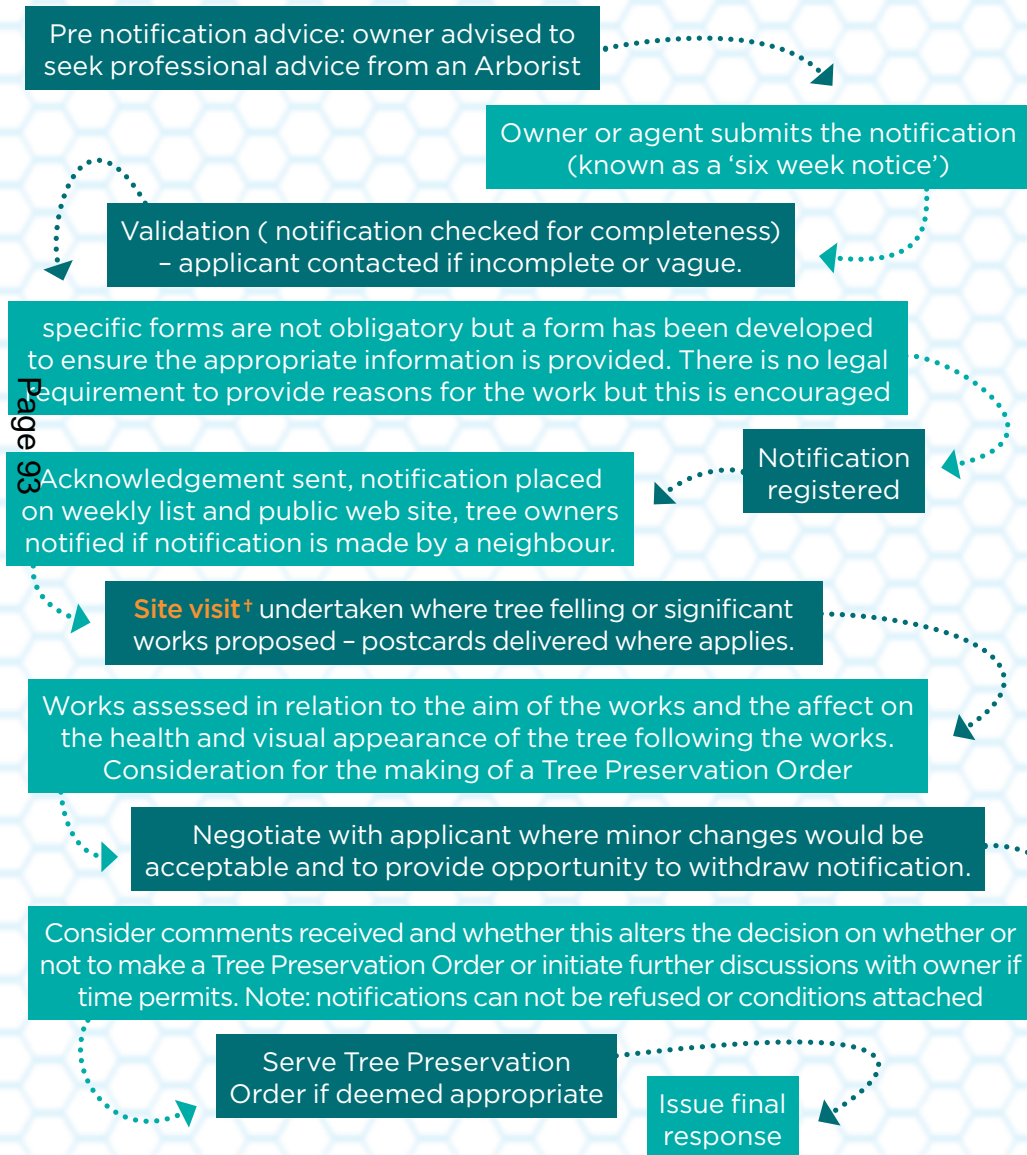
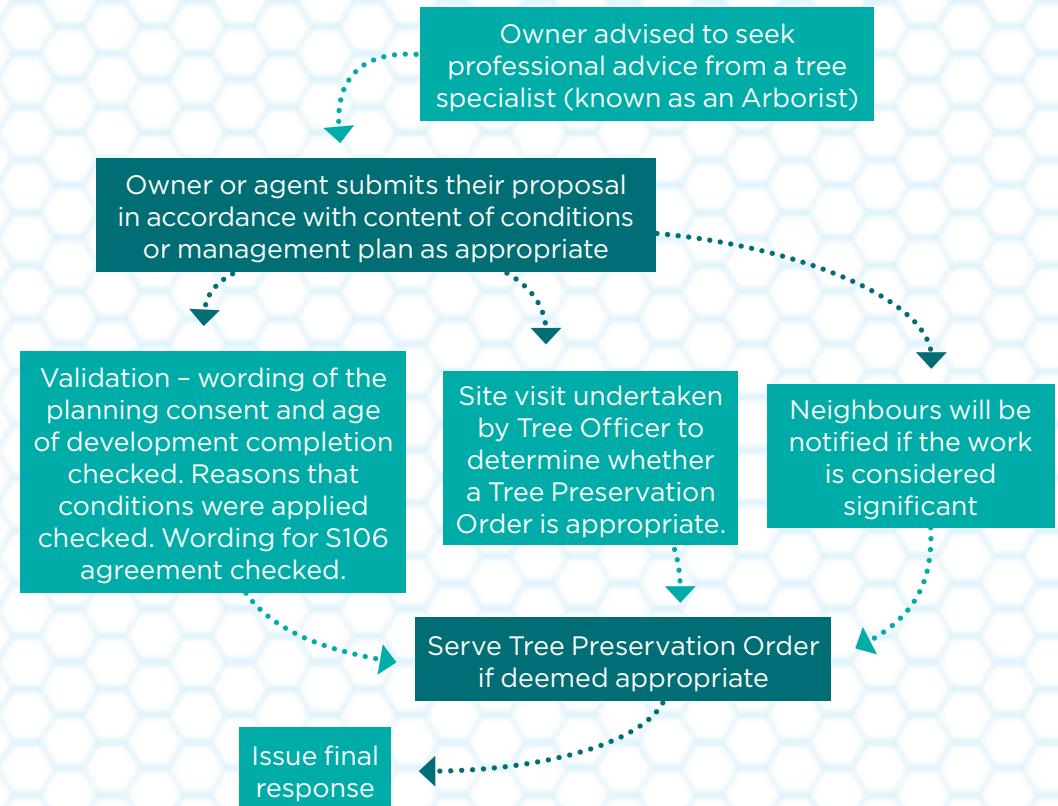


FIGURE 16: HOW IS PROPOSED TREE FELLING TO TREES PROTECTED BY LANDSCAPE CONDITIONS OR A SECTION 106 AGREEMENT PROCESSED?



Explanatory notes

Important – in terms of biodiversity; historical or cultural (where apparent)
Highly Visible – Tree clearly visible to the general public from major vantage points; for instance, main roads or heavily-used footpaths or where the tree is overlooked by many properties.



A **site visit** may reveal that major works which would have a significant impact on the visual amenity or health of a tree (such as a crown reduction greater than 30% or felling) relates to an important tree which is highly visible. Where sound arboricultural reasons support the proposal immediate neighbours will be notified by either cards or site notice and Ward Councillors or Parish and Town Councils notified.

SEVEN

See our Neighbourhood
Planning website for the
latest info on local grants,
events and for other tips

[www.bathnes.gov.uk/
neighbourhoodplanning](http://www.bathnes.gov.uk/neighbourhoodplanning)

OTHER TOOLS AND TIPS FOR COMMUNITIES

OTHER IDEAS ABOUT HOW TO GET
PEOPLE TALKING ABOUT PLANNING
AND CHARACTER ISSUES IN
YOUR NEIGHBOURHOOD.

There are many ways to get people involved in planning, design and heritage issues in your neighbourhood. Extra tools and tips are outlined in this chapter.

Area-wide Landscape Character Assessment

Starting from national level work some years ago, landscape character assessments have been produced at national, regional and local authority level, and for National Parks and Areas of Outstanding Natural Beauty (AONBs). They cover history, land use, form of the land, tree cover, views and many other aspects. They have always been a professionally-led process, although more recent work has included some level of community involvement.

Find out about Funding

Research funding opportunities for local groups to take direct action or to support community consultation or activities. There are often local small grants pots administered by B&NES Council and other agencies. There may also be innovative ways you can re-use existing budgets.

A number of local groups in B&NES have recently accessed this kind of funding for one off community projects.

Local Distinctiveness Studies

As design issues have increasingly become matters of concern for the planning system, so planners in some areas have started to develop approaches, often but not always called Local Distinctiveness Studies. Such studies describe and evaluate key design features of a local area and produce guidelines in a way very similar to that in the more familiar Village Design Statements, but across a broader canvas. To date all have been professionally-led, if sometimes with a degree of community involvement. As semi-formal documents they can carry some weight in decision-making on planning applications

Avon River Corridor Group

The recently published Avon River Corridor Economy Group's report to Council has identified the value to many urban neighbourhoods along the river, such as at Twerton, Weston, and Keynsham of reconnecting in meaningful economic, social and cultural ways with the river.

KEYNSHAM TOWN PLAN CONSULTATION

The production of the Town Plan has resulted in a good quality document which will hopefully help promote a positive image of the town and its aspirations. At the same time the actual process that was undertaken to achieve the product has had benefits, for example increased links within the community with new individuals actively drawn in.

These pages list a number of tried and tested methods of consultation and engagement. Creativity is an important element of a stimulating and successful engagement strategy, be it through an unusual venue or quirky approach or with a more social event.

Local High Street Projects

Lobby groups like the New Economics Foundation have developed a number of tools on their website available for communities focused around local high streets.

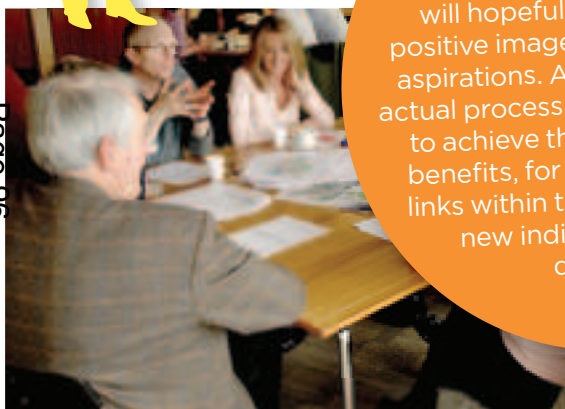
[www.neweconomics.org/
programmes/connected-economies](http://www.neweconomics.org/programmes/connected-economies)

Community Right to Bid

The new Community Right to Bid comes into force during the summer of 2012. Its aim is to keep land and buildings, valued by the community in use, by giving local people the chance to bid to buy them if they come up for sale.

Communities will have the opportunity to nominate public and private land and buildings to be included on a list of 'assets of community value'.

If an asset on this list comes up for sale, the Community Right to Bid is enabled and up to six months becomes available for communities to prepare a competitive bid and possibly buy the asset on behalf of the community.



There is strong evidence that provision of green space effectively improves mental health

*The Marmot Review,
National Institute of Clinical Excellence*

Your community can use the Community Right to Bid to nominate, gain listing, then potentially buy local buildings and land including:

- village shops
- former schools
- public houses
- recreational facilities
- public open space

These could be owned by the local authority, another public body or private company or individual.

For more information search for "community right to bid" in the a-z on the Council's website www.bathnes.gov.uk

Community Right to Challenge

This allows communities to challenge and procure run a local service on behalf of the local authority.

For more information search for "community right to challenge" in the a-z on the Council's website www.bathnes.gov.uk

LAUNCH

Green Infrastructure Strategy

The Council is progressing its first Green Infrastructure Strategy. It held a consultation launch event for stakeholders, a chance to find out more and to encourage networking between the wide range of stakeholders with an impact on green infrastructure.

www.bathnes.gov.uk/greeninfrastructure



Community Infrastructure Levy

When new developments happen, the developers are usually asked to pay a contribution towards the funding of associated infrastructure, historically this has been through 'Section 106' agreements negotiated between local authorities and developers. The Planning Act 2008 introduced a new way of doing this - the Community Infrastructure Levy - Bath & North East Somerset Council is seeking to introduce this.

A 'meaningful proportion' of the Community Infrastructure Levy is required to be passed on to the local community. Regulations are not yet in place, however, this could be an important source of local capital for neighbourhoods to make improvements where development has been undertaken locally.

For more information on this Council project see www.bathnes.gov.uk/cil

Local Landscape Character Assessment

Area-wide Landscape Character Assessment is balanced with this approach, its local equivalent. These assessments are very much a community-led approach through which local people assess the nature and significance of their local landscape. No national guidance exists but models of good practice are beginning to emerge.

Green Infrastructure

Green Infrastructure is the term used to describe the networks of natural spaces and corridors within our urban and rural areas which support the health and wellbeing of local communities. The Council is developing a Strategy to make better use of these natural assets. The strategy should provide valuable resources for developing neighbourhood plans.

We see Neighbourhood Planning as a new and welcome opportunity to involve local people in key decisions that have a direct impact on their homes and everyday lives

Dunkerton Parish Council

PARISH PLAN

Dunkerton Parish Plan

Published in 2007 and updated in 2009 the Parish Plan has proved a ready and effective focus to help improve community involvement, develop more open relationships with key B&NES Council departments and encourage quicker, better communication on all important issues across the parish.

Parish Plans, Town Plans & other community plans

Parish and Town Plans are produced primarily by local communities, albeit sometimes with procedural advice, sometimes technical advice. They generally cover almost everything except direct land use planning issues; for example open spaces, health, safety etc., but inevitably overlap at times with land use planning. They focus on generating local action plans and local projects, for example open space maintenance.

A number of communities in B&NES have developed these plans and have successfully met many of their actions. They are a good tool to focus action and establish local priorities.

Transition movement

Join the transition movement and start community-led local action in response to global challenges of climate change, economic hardship and energy. Typical project areas are around local food, transport, energy, education, housing, waste and art. There are a number of existing transition groups in B&NES.

For more information:
www.transitionnetwork.org/support/what-transition-initiative

Village and Town Design Statements

Some 600 or so Statements have been produced to date for villages and small towns, mainly by local people themselves. A Statement includes description and analysis of the distinctive aspects of a village or town and ends with design guidelines. Though done by local people, they can be formally or informally adopted into the planning system. Many have been shown to have a positive impact on local design standards.

Some B&NES Parishes have already successfully developed village design statements, these can be used to guide public realm improvements (signage, street lights, green space maintenance) as well as being a first port of call for design teams working on development proposals for planning applications in your area.

Heritage Projects

Understanding local history is an essential first step in promoting local character and enables heritage features important to the community to be preserved and enhanced. Useful sources of information include English Heritage's website and guidance as well as more locally specific information and guidance from local heritage groups and organisations.

A new community checklist developed by English Heritage with Civic Voice is designed to help local groups with an interest in their local history including historic buildings to get more people involved and generate ideas for projects
<http://hc.english-heritage.org.uk/local-checklist>

APPENDIX A: COMMUNITY INVOLVEMENT TOOLKIT

These pages list a number of tried and tested methods of consultation and engagement. Creativity is an important element of a stimulating and successful engagement strategy, be it through an unusual venue or quirky approach or with a more social event.

Method of Involvement	Usefulness/Considerations	Target groups
Information		
Provide information about opportunities for consultation in good time* (e.g. online consultation calendar, email bulletins, SMS Text messages and reminder letters)	It is crucial that opportunities for public involvement are flagged up in good time and that they are held at times and locations which are as convenient as possible. This should increase the response rate and give the best chance to those who would like to participate to be involved.	Wide audience – general public
Media (Local Press*, Council publications – e.g. Council News, radio, regional TV, voluntary group newsletters, etc.)	Local media can be provided with press releases and statements about proposals to report and discuss. With wide distribution, local media can help reach a large audience and publicise how and when communities can become involved. A disadvantage is that there may be little control as to which issues the media focuses on or how these are presented.	Wide audience – general public
Notification by email (or letter where no email contact available)*	Direct mailing is an effective way of contacting both statutory consultees and non-statutory consultees. The LDF consultation database will be used to generate mailing lists. See Appendix B for details of how to join this mailing list.	Statutory Consultees Non-statutory consultees Local residents & local/national organisations
Notification of consultation periods in local newspapers*	Statutory Requirement. Likely to make use of The Bath Chronicle, The Somerset Guardian, the Western Daily Press, Norton Radstock Journal, Bristol Evening Post as well as free newspapers. This is a statutory requirement. Notifications are usually published on Thursdays.	Local people – including residents, employees & businesses.

Method of Involvement	Usefulness/Considerations	Target groups
Internet* (Council website*, email bulletins e.g. Bath & North East Somerset's weekly e-bulletin Inform*, e-consultation)	<p>Can be used to provide detailed information, progress updates and feedback. The internet allows people to look at proposals in their own time, and is useful for those who would not be able to visit council offices to view documents.</p> <p>Posting information on the website and sending e-bulletins is low cost. Maintaining e-mail contact lists can be labour-intensive, but is very useful. External providers may be sought to provide a Council wide e-consultation package.</p> <p>However, not everyone has access to the internet or is a confident computer user. All documents must still be available in other formats.</p> <p>Dedicated webpages for projects will be used with shortcuts for ease of use.</p>	<p>Wide audience – general public.</p> <p>75% residents in Bath & North East Somerset have access to the internet (Voicebox survey, 2004–5).</p>
Local Publicity* Posters/leaflets for display on notice boards, in council offices, community centres, sports centres, shopping centres, libraries, schools and colleges etc. Disseminate leaflets at consultation events/from displays	<p>Summary posters, leaflets and flyers can be used to publicise consultations, outline proposals and inform the community about where further information can be found or how and when they can get involved. This can be a useful way of reaching people who would not normally seek to get involved and for targeting groups.</p> <p>Material should be tailored towards specific groups in terms of the language used, presentation style and issues raised.</p> <p>Design, production and distribution of materials will incur some costs. A distribution network will need to be organised so that the publicity material is displayed and used effectively.</p>	<p>Local people – including residents, employees & businesses.</p> <p>Can be tailored to reach the 'target groups we need to engage' that are identified in this SCI.</p>
Area notification where site allocations proposed	<p>Notification by letter of development proposals under consultation in local area. Letters sent to addresses in the vicinity of a proposed site allocation. The size and parameters of the area are to be determined by the size and nature of the site allocation proposed.</p>	<p>Local people – including residents, employees & businesses.</p>
Hotline	<p>Provision of direct contact telephone number to ask direct questions. Council Connect are the first point of contact for Planning queries.</p>	<p>Wide audience. A good way of getting information to those who do not have access to the internet.</p>
Seminars and lectures	<p>Provide information and the opportunity to learn more about planning. Guest speakers will be sought where possible to boost interest.</p>	<p>Can be used to build the capacity and awareness of local residents or local organisations.</p> <p>Can be tailored to reach the 'target groups we need to engage' that are identified in this SCI.</p>

APPENDIX A: COMMUNITY INVOLVEMENT TOOLKIT

Method of Involvement	Usefulness/Considerations	Target groups
Consultation		
Local Development Documents available for Public Inspection* (Council website, key Council offices and all public libraries in the district). The LDF Deposit Stations are listed in the Key Contacts section at the end of this SCI.	Statutory requirement. It should be clear how and when people should respond. All council offices are accessible to people with disabilities and there are members of staff available to assist members of the public and answer queries during office hours. The statutory consultation period should be advertised widely and in good time.	Local people – including residents, employees & businesses.
Formal and informal dialogue with statutory consultees* (see Appendix B for a list of Statutory Consultees)	Statutory requirement to formally inform statutory consultees of document publication and formal consultation periods.	Statutory consultees
Town & Village meetings and forums	Meetings must be well-organised and need to be chaired effectively. Useful to gain a better understanding of the issues as they are seen from a local perspective and directly engage with local people.	Parish Councils People living in rural area & rural businesses and other organisations.
Public exhibitions and road shows	Prior publicity is required to make this method worthwhile. Exhibitions should be held in accessible locations and may need to be held over a number of days and at different times to ensure that all members of the community can attend. Exhibitions should be part of a wider exhibition or in an area which is frequently used for such purposes. High quality promotional material and display stands are required to make the exhibition eye catching.	Can be used to build the capacity and awareness of local residents or local organisations. Can be tailored to reach the ‘target groups we need to engage’ that are identified in this SCI.

Method of Involvement	Usefulness/Considerations	Target groups
Meetings & Workshops organised to involve the community*	Can be used to identify and gain a fuller understanding of key issues. Efforts must be made to ensure these are well attended, purposeful and organised in good time.	Statutory consultees & non-statutory consultees as appropriate. Can be tailored to reach the 'target groups we need to engage' that are identified in this SCI.
Qualitative Research (such as focus groups, citizen panels, interviews)	Good method of identifying key issues and concerns and generating ideas. Useful for considering the presentation of options. Issues can be explored in more depth than in surveys. The consultation arrangements for the Local Strategic Partnership & Community Strategy consultation databases can be utilised to avoid duplication.	Wide audience. Can be tailored to reach the 'target groups we need to engage' that are identified in this SCI.
Surveys (e.g. e-consultation and questionnaires)	Good method for involving and seeking views of a large number of people. Initial start up costs relatively high. Utilise Council News and Voicebox (a postal survey sent to a random sample of households in the district).	Wide audience. Can be tailored to reach the 'target groups we need to engage' identified.
Participation		
Workshops	Engages local communities in an interactive and proactive way to identify priorities and help create action plans. This approach can help generate ideas and secure greater ownership of proposals. It is also useful for identifying and discussing controversial issues. Feedback and continuing dialogue necessary. Must be managed and delivered well. Need to built trust and communication to make this successful. Involves officer involvement and/or external facilitators required. Workshops must have target audience.	Can be used to build the capacity and awareness of local residents or local organisations.
Steering/ Advisory/ Working groups	Key stakeholders, statutory consultees and elected representatives can be involved in discussing key planning issues. Useful for facilitating discussions on controversial topics or discussing themes. Role of the group should be clear. There should be a transparent approach to member selection.	Statutory consultees Non-statutory consultees Elected representatives

APPENDIX A: COMMUNITY INVOLVEMENT TOOLKIT

Method of Involvement	Usefulness/Considerations	Target groups
Linking with existing community involvement initiatives*	<p>Linking with the Local Strategic Partnership and Community Strategy consultation would be highly useful. Linking into meetings and events organised by existing community groups would also be beneficial. This approach can help avoid consultation fatigue.</p> <p>Low cost as avoids duplication of consultation.</p>	Wide audience.
Discussions with individuals and groups not involved with existing community initiatives (through outreach & pre-arranged meetings with specific groups e.g. gypsies and travellers, young people in schools and colleges)	<p>Use of personal interaction to overcome barriers to participation can be effective. Although it is difficult to reach large number of people using this method. This method relies on building relationships over the longer-term.</p> <p>Members of the local community should be trained and supported to facilitate dialogue with their own communities. This is useful for building skills and capacity building within communities.</p> <p>The reliance on individuals to carry this method forward can be problematic if they move on.</p> <p>Facilitating members of local communities to play an active role in this can lead to capacity building.</p>	Local residents and businesses not represented by any other organisation.

Method of Involvement	Usefulness/Considerations	Target groups
Internal Corporate Discussion with elected representatives*	<p>Ensures effective participation of elected representative and cross-council officer involvement. Encourages integrated working and provides a system to feedback to constituents and council employees.</p> <p>The role of councillors within these discussions is crucial. They are often the first to hear of local concerns, and they need to be aware of key policies and initiatives.</p> <p>The Planning Policy team will contact Ward Councillors directly when developing Local Development Documents to keep them informed of progress. We will also signpost aspects of the policies which will directly impact on their Ward (e.g. area specific allocations).</p> <p>Councillors on Development Control Committees and the Executive have a significant policy-making role. A list of councillors is available on the Council's website.</p>	Elected representatives
Collaborative Projects	Work with local community groups and amenity groups to bring forward linked or joint projects.	Community groups and civic groups within B&NES.
Informal dialogue with local consultees	Dialogue with relevant local groups can bring clarity over proposals, and a useful third party perspective and source of local information	Civic Societies & Amenity Groups; Lobby & Pressure Groups; Neighbourhood and Residents' Groups; Sports, Activity and Social Societies."

APPENDIX B: STATUTORY CONSULTEES

Specific Consultation Bodies

The Town & Country Planning (Local Development) (England) Regulations 2004 specify that the following bodies must be consulted if the council considers that body will be affected by what is proposed to be covered in a Local Development Document.

- Local Authorities adjoining Bath & North East Somerset:
 - Bristol City Council
 - Mendip District Council
 - North Somerset Council
 - North Wiltshire District Council
 - Somerset County Council
 - South Gloucestershire Council
 - West Wiltshire District Council
 - Wiltshire County Council
- Natural England (formerly Countryside Agency & English Nature)
- Environment Agency
- English Heritage (HBMC)
- Historic Buildings and Monuments Commission for England
- Highways Agency
- Network Rail
- Strategic Health Authority
- Relevant sewerage and water undertakers
- Relevant telecommunications companies
- Relevant gas and electricity companies

Parish & Town Councils within Bath & North East Somerset Council

Bathampton Parish Council
 Batheaston Parish Council
 Bathford Parish Council
 Cameley Parish Council
 Camerton Parish Council
 Charlcombe Parish Council
 Chelwood Parish Council
 Chew Magna Parish Council
 Chew Stoke Parish Council
 Claverton Parish Council
 Clutton Parish Council
 Combe Hay Parish Council
 Compton Dando Parish Council
 Compton Martin Parish Council
 Corston Parish Council
 Dunkerton Parish Council
 East Harptree Parish Council
 Englishcombe Parish Council
 Farmborough Parish Council
 Farrington Gurney Parish Council
 Freshford Parish Council
 High Littleton Parish Council
 Hinton Blewett Parish Council
 Hinton Charterhouse Parish Council
 Kelston (Parish Meeting)
 Keynsham Town Council
 Marksbury Parish Council
 Midsomer Norton Town Council
 Monkton Combe Parish Council
 Nempnett Thrubwell Parish Council
 Newton St Loe Parish Council
 North Stoke (Parish Meeting)
 Norton Malreward Parish Council

Paulton Parish Council
 Peasedown St John Parish Council
 Priston Parish Council
 Publow and Pensford Parish Council
 Radstock Town Council
 Saltford Parish Council
 Shoscombe Parish Council
 South Stoke Parish Council
 St Catherine (Parish Meeting)
 Stanton Drew Parish Council
 Stowey Sutton Parish Council
 Swainswick Parish Council
 Timsbury Parish Council
 Ubley Parish Council
 Wellow Parish Council
 West Harptree Parish Council
 Westfield Parish Council
 Whitchurch Parish Council

Relevant Parish Councils adjoining Bath & North East Somerset Council Mendip Parish Councils

Chewton Mendip
 Chilcompton
 Hemington
 Kilmersdon
 Litton
 Norton St Philip
 Priddy
 Ston Easton
 Stratton on the Fosse

Wiltshire Parish Councils

Box
 Colerne
 Limpley Stoke

Monkton Farleigh
 Westwood
 Winsley

North Somerset Parish Councils

Blagdon
 Butcombe
 Dundry
 Winford

South Gloucestershire Parish Councils

Bitton
 Cold Ashton
 Hanham Abbots
 Marshfield
 Limpley Stoke
 Monkton Farleigh
 Westwood
 Winsley

The list presented here is not exhaustive and also related to successor bodies where reorganisations occur. The consultation database is available for public scrutiny on request.

If you would like to be added to our consultation database contact us: **01225 477548** or **planning_policy@bathnes.gov.uk**

We will use our consultation database to you when opportunities for consultation arise in the preparation of the LDF. We will target consultation according to area of interest wherever possible.

Relevant Government Departments

The Government Office for the South West (GOSW) will be the first point of contact for consultation with central government departments.

We will consult any government departments or agencies where they have large landholdings in the area covered by a LDD. This will ensure that we are fully aware of the possible need for expansion of existing facilities or the likelihood of large scale land disposals taking place within the period of time covered by the LDD.

- Home Office
- Department for Education and Skills (through GOSW)
- Department for Environment, Food and Rural Affairs
- Department for Transport (through GOSW)
- Department of Health (through relevant Regional Public Health Group)
- Department of Trade and Industry (through GOSW)
- Ministry of Defence
- Department of Work and Pensions
- Department of Constitutional Affairs
- Department for Culture Media and Sport
- Office of Government Commerce (Property advisors to the Civil Estate)

General consultation bodies:

Various types will be consulted depending on the nature and relevance of the Local Development Document. For example:

- Voluntary bodies
- Bodies which represent the interests of different racial, ethnic or national groups
- Bodies which represent the interests of different religious groups
- Bodies which represent the interests of disabled persons
- Bodies representing the business community

Other Consultees

This list is not exhaustive and gives example of non-statutory consultees that will be consulted. Although those listed here are organisations, individual residents are also encouraged to join the consultation database.

- Airport operators
- Ancient Monuments Society
- British Chemical Distributors and Traders Association
- British Geological Survey
- Campaign to Protect Rural England (CPRE)
- Canal and Rivers Trust, canal owners and navigation authorities.
- Centre for Ecology and Hydrology
- Chambers of Commerce, local CBI and local branches of the Institute of Directors

- Church Commissioners
- Civic Trust
- Civil Aviation Authority
- Coal Authority
- Commission for Architecture and the Built Environment
- Commission for New Towns and English Partnerships
- Commission for Racial Equality
- Community Associations
- Council for British Archaeology
- Crown Estate Office
- Diocesan Board of Finance
- Disability Rights Commission
- Disabled Persons Transport Advisory Committee
- Development Industry.
- Electricity, Gas, and Telecommunications Undertakers and the National Grid Company
- Environmental Groups at national, regional and local level including: National Forest Company; Council for the Protection of Rural England; Cotswolds Conservation Board; Friends of the Earth; Royal Society for the Protection of Birds; Wildlife Trusts & Woodland Trust.
- Equal Opportunities Commission
- Fire and Rescue Services
- Forestry Commission
- Freight Transport Association
- Friends, Families & Travellers
- Garden History Society
- Georgian Group
- Gypsy Council
- Health and Safety Executive
- Help the Aged
- Home Builders Federation
- Housing Corporation
- Learning and Skills Council
- Local Agenda 21 Groups including: Civic Societies; Community Groups; Local Transport operators; Local Race Equality Council and other local equality groups.
- National Playing Fields Association
- Network Rail & Passenger Transport Authorities
- Passenger Transport Executives
- Police Architectural Liaison Officers/ Crime Prevention Design Advisors
- Post Office Property Holdings
- Residents Groups and Associations
- Rail Companies and the Rail Freight Group
- Regional Development Agencies
- Regional Housing Boards
- Regional Sports Boards
- Road Haulage Association
- Society for the Protection of Ancient Buildings
- Sport England
- Theatres Trust
- Twentieth Century Society
- Victorian Society
- Water Companies
- Women's National Commission

APPENDIX C: FURTHER INFORMATION

Key Contacts for advice on planning issues

The following section outlines the key contacts for information on planning issues.

Bath & North East Somerset Council

There is a designated 'environment & planning' section of the Council's website which gives details of planning applications, planning policy, heritage and environment & major developments and special projects. This can be accessed using the Council website A-Z facility.

www.bathnes.gov.uk

Subscribe to the Council's e-newsletter

For regular updates about planning and other issues you can subscribe to the Council's free e-newsletter 'Inform' from the Council website home page.

Contact Council Connect

Call, email and text Council Connect regarding general planning queries.

Telephone: 01225 39 40 41

Text: 07797 806544

Email: councilconnect@bathnes.gov.uk

Visit the One-Stop-Shop, Bath

To look at planning policy documents, planning application files or request to look at archived files visit the One-Stop-Shop on Manvers Street, Bath.

**www.bathnes.gov.uk/contactus/
counciloffices/pages/
bathonestopshop.aspx**

Visit the LDF Document Deposit Stations

During periods of statutory consultation on planning policy documents, draft documents, committee reports and associated background papers etc will be available at the following deposit stations in the district:

All Public Libraries

Bath Library, 19 The Podium,
Northgate Street, Bath, BA1 5AN

Keynsham Library, The Centre,
Keynsham, BS31 1ED

Midsomer Norton Library, 119 High
Street, Midsomer Norton, BA3 2DA

Mobile Libraries

Moorland Road Library, Moorland
Road, Bath, BA2 3PL

Paulton Library, Central Methodist
Church, Paulton, BS39 7QQ

Radstock Library, The Street,
Radstock, BA3 3PR

Saltford Library, 478a Bath Road,
Saltford, BS31 3DJ

Weston Library, Church Street,
Weston, Bath, BA1 4BU

The following Council Offices:

Riverside, Temple Street, Keynsham,
Bristol, BS31 1LA

The Hollies, High Street,
Midsomer Norton, BA3 2DP

The One Stop Shop,
Manvers Street, Bath, BA1 1JQ

Details of opening times etc are
available on the Council website
or via contacting Council Connect.

Planning Portal

www.planningportal.gov.uk

The Planning Portal is the Government's online service for planning. The website can be used to learn about the planning system, apply for planning permission, find out about development near you, appeal against a planning decision and research the latest government policy.

Schedule of proposed amendments to the My Neighbourhood: A Neighbourhood Planning Protocol for B&NES

#	Page	Change
O1	P26	<p><i>Need for further clarification and delegation arrangements for Neighbourhood Area Designation process for Parished areas.</i></p> <p>Column 1, add new second para: “You must lead the production of any neighbourhood plan for your area. However, you will need to apply to the Council to formally designate your Neighbourhood Area.”</p> <p>Subheading “Neighbourhood Forums in Bath”</p> <p>Column 1, add new 1st para under this subheading: “Where there is an existing Neighbourhood Forum or Area Designation in place will not be considered. Voluntary withdrawal of a Neighbourhood Forum designation is also acceptable and such groups should notify the planning department in writing of this request.</p> <p>Under sub-heading - Council role: Approving Neighbourhood Forums in Bath new 1st sentence: “The Council will approve applications for the designation of a Neighbourhood Forum in Bath, this decision will be made by Cabinet.”</p> <p>New 3rd para: “Should the Council refuse to designate a Neighbourhood Forum it will issue a refusal statement outlining the reasons for refusal on the website together with a statement that outlines where hard copies of this statement can be viewed.</p> <p>For Bath Neighbourhood Area applications will be considered alongside relevant Neighbourhood Forum applications as part of the decision making process.</p> <p>Add a new sub-heading “Neighbourhood Area Applications”</p> <p>The Council will publicise, accept comments on and determine applications for the designation of a Neighbourhood Area for Parish and Town Council’s undertaking Neighbourhood Plans. This will include publicising the application on Neighbourhood Planning area of the website, notifying the public via our Planning Policy consultation database and issuing a press release.</p> <p>Where there is no change to the Parish or Town Council’s administrative boundary this will be a delegated decision undertaken by the Divisional Director of Planning and Transport. Where there is a different boundary being proposed a decision will need to be made by full Council</p>

		<p>Add a new bubble on this page:</p> <p>Find the new B&NES Neighbourhood Forum/Neighbourhood Area application forms online at www.bathnes.gov.uk/neighbourhoodplanning</p>
02	P27	<p>Orange bubble – change “step 3” to “step 3 (see page 30)”</p> <p>Add new 2nd sentence – “However, you will still need to formally apply to designate your Neighbourhood Area, although where no change to your parish area this will be undertaken quickly via a delegated decision.”</p>

Non- material amendments

#	Page	Change
1		Front Cover Amend Subtitle to: “Adoption Draft September 2012”
1a	Contents page	Change chapter 5 title to “The importance of trees”
1b	Contents page	Add new chapter header after 2 or 4 (wherever fits) entitled “Heritage Assets” subtitle: Preserve and enhance your local heritage assets
1c	P2	<p>Add new bubble on introduction page:</p> <p>“If you need help understanding any technical terms Planning Portal website has a useful glossary: http://www.planningportal.gov.uk/general/glossaryandlinks/glossary/”</p>
1d		Change all references to the “Draft Neighbourhood Planning Regulations 2011” to “Neighbourhood Planning Regulations 2012”.
2	P3	Improve reading of first paragraph, replacing with: “Bath and North East Somerset Council want to see more people get involved in the planning process. Whether you live or work in the area or have an interest in the area we want to hear from you and we want to make that process of involvement as easy as possible.”
3	P3	Speech Bubble: amend organisation name to: “The Glass-House Community Led Design”
3a	P3	<p><i>The Neighbourhood Planning Protocol will supersede the B&NES Statement of Community Involvement.</i></p> <p>Replace final paragraph on this page: “This document has been</p>

		prepared to provide advice and clarity to the community and developers with interest in Bath & North East Somerset. It supersedes the previous B&NES Statement of Community Involvement.”
3b		<p>Within Chapter 2 add a new bubble:</p> <p>The West of England’s Planning Toolkit 2012 published by the four local authorities and the Local Economic Partnership to promote a positive and consistent approach to handle large scale complex applications.</p> <p>www.westofengland.org/media/245604/woe%20planning%20toolkit.pdf</p>
4	P5	Improve reading of first paragraph, replacing with: “Planning applications are dealt with by the Development Management Department. Two teams in the Department deal with all types of planning application and one other team specialise in dealing with listed buildings and conservation area applications.”
5	P5	Third Column, Second Paragraph: Close gap between “stage in the” and “Development Management process . . .”
6	P8	<p>Improve reading of first paragraph, replacing with the following paragraph:</p> <p>“Before a planning application is made for a large or sensitive site it is best if the applicant invests in time and effort to talk with local communities and with the Council. Exchanging information and solving problems at an early stage adds credibility and balance to the planning process. It is positive and proactive and allows proposals to be adapted to respond to emergent issues. This reduces the risk of wasted time and cost and is likely to enhance quality, clarity and certainty for the applicant, the Council and local communities.”</p>
7	P8	<p>Improve reading of second paragraph, replacing with the following paragraph:</p> <p>“An appropriate and well executed early consultation process that demonstrates how engagement has helped understand and address the aspirations and concerns of communities and key stakeholders. This will help to ensure greater support for development proposals, and will smooth the formal planning application process.”</p>
8	P8	Improve reading of fourth paragraph, replacing sentence 2 with: “It is home to people with an active interest and passion for their communities.”
9	P8	<p>Improve reading of fifth paragraph, replacing sentence 2 onwards with:</p> <p>“To help applicants to work effectively with the Council and with</p>

		local communities, all applicants are encouraged to make full use of the discretionary pre-application services which includes the Development Team, access to the Urban Regeneration Panel and other groups such as the South West Design Review Panel.”
10	P8	Brown text bubble: replace the word engagement” with “consultation”
10a	P9	Column 2 replace weblink with “live.bathnes.gov.uk/services/planning-and-building-control/apply-planning-permission/you-apply”
11	P9	Para 1 under “pre-application advice” heading, replace first sentence for ease of reading to: “It is beneficial to all parties if applications are discussed prior to the submission of a formal application.”
12	P9	Column one, para 2, amend to read wording: “The pre-application advice service is available . . .” in final sentence change word “wish” to “want”.
13	P9	Para 1 under “pre-application consultation sentence 2 replace with to “Advice on appropriate methods for community involvement can also be suggested by the Council.”
14	P9	Fourth Column, Third Paragraph final sentence, replace with: “However, failure to carry out suitable consultation activities could result in objections being made which lead to the delay or refusal of the planning application.”
14a	P10	Figure 2 yellow box – add additional row at the end Involvement of community interest and amenity groups” – tick for each level Delete “This figure is adapted...” final line as this is superseded by the NPPF
15	P11	Third Green Box: change “tier” to “level” in first bullet point
		Third Green Box: amend wording in 5 th bullet point to “Substantial demolition in a conservation area”
16	P11	Last Paragraph: insert “(see page 15)” at the end of the sentence.
16a	P12	Column 1 and para 1. Final para replace weblink with “live.bathnes.gov.uk/services/planning-and-building-control/view-and-comment-planning-applications/scheme-delegation
16b	P12	Column 1, para 2 replace “The Guildhall” with “The One stop shop, Manvers Street, Bath.”
16c	P12	Figure 3 “Level 1” add a further sentence “This would also include schemes of above 200 homes and 10,000 sqm of floorspace, where under the new requirements of the

		Localism Act meaningful pre-application community engagement is required.”
17	P12	Column 3, Para 2, replace paragraph with the following text: “Current planning application files are available to view on council’s website. Archive applications from August 2005 onwards are also available on the website, though documentation may be limited for older applications.”
18	P12	Column 4, 4 th bullet, amend text to add greater detail in relation to listed buildings and conservation areas: “impact on residential amenity / trees / historic assets (including listed buildings, conservation areas and other non-designated assets) and natural environment”
19	P14	Column Two, Paragraph One, replace for clarity with the following new text: “Planning applications are most often approved, though they may be subject to conditions and a small portion will be refused outright or subject to a split decision. If an applicant is aggrieved by the decision there are a number of actions that can be taken.”
20	P14	Delete orange enforcement action bubble
21	New page p16 before the start of chapter 3	<p>New title: PLANNING ENFORCEMENT</p> <p>Enforcement is an important role of the Planning Service. Where development has been carried out without planning permission or where conditions on a planning permission have not been complied with, the Council can take enforcement action.</p> <p>But the Council is not empowered to take enforcement action merely because of the absence of planning permission. Officers are always ready to discuss problems and seek solutions rather than resort to formal legal proceedings.</p> <p>Members of the public have an important role to play in identifying and reporting suspected breaches and to register an enforcement complaint do so in writing either to planning_enforcement@bathnes.gov.uk or Planning Services, PO Box 5006, Bath, BA1 1JG including as much detail of the alleged breach, your name and contact details.</p> <p>New bubble: Further information about the local planning enforcement policy see: live.bathnes.gov.uk/services/planning-and-building-control/planning-enforcement</p>
21a	New chapter 2 or 4 (wherever fits)	<p>New chapter: HERITAGE ASSETS</p> <p>Introduction</p> <p>Bath and North East Somerset is fortunate in having a rich variety of designated and undesignated heritage assets. Designated heritage assets include such features as Listed Buildings and Conservation</p>

	<p>Areas. The significance of locally important, undesignated heritage assets is specifically noted in the Local Planning Authority's policies and they are included in the Historic Environment Record. The impact of development proposals on undesignated historic assets are a material consideration in the determination of planning applications.</p> <p>Add new bubble: For more information about the Council's Historic Environment Record search for this item in the Council's A-Z on the website www.bathnes.gov.uk</p> <p>Heritage Assets are a finite resource .They can provide a foundation for the regeneration of an area and reinforce a sense of community, a shared sense of place and identity. Heritage assets are enjoyed and valued by present communities and should be preserved for future communities to enjoy and value.</p> <p>Listed buildings are protected for their special architectural or historic interest. Works of alteration that affect their architectural or historic interest and character requires listed building consent. Listed building consent is also required for works of alterations to curtilage listed buildings. However the Local Planning Authority seeks to assist and help manage sensitive, thoughtful and informed change within the historic environment as a whole to meet the needs of present day communities whilst preserving it for future generations.</p> <p>The application process for listed buildings is similar to planning applications. However, there are additional requirements to consider. The primary consideration is the duty placed on the Council under S16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses. Applicants must justify why their proposals do not harm the special architectural or historic significance of the listed building. Important issues that will be considered in these applications include:</p> <ul style="list-style-type: none"> • Impact upon external and internal features • Impact upon historic fabric • Integrity of original design, plan form and materials. • Impact of extensions on the character of the building in terms of scale, style, design and materials • proposals contained within planning applications that impact on the setting of heritage assets. • Impact on the setting of the listed building or the setting of other listed buildings for example where buildings form part of an architectural composition. <p>It is good practice for conservation areas to be accompanied by detailed appraisals that identify their key characteristics and significance and they constitute important policy documents that can significantly inform the determination of planning applications. However they require significant</p>
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		<p>resources and many conservation areas do not yet have conservation area appraisals. Communities are in a unique position to assist in the process of writing conservation area appraisals and the Local Planning Authority encourages community engagement and partnership. The preparation of recent appraisals has included varying degrees of community involvement and has proved highly successful.</p> <p>Add new bubble: For more information on heritage assets and listed building applications please visit our website for FAQs and more detailed information. Search for “listed buildings” or “conservation areas” in the A-Z www.bathnes.gov.uk</p> <p>Add new quote: Did you know? Bath contains nearly 5000 listed buildings and 66% of Bath is designated as a conservation area – City of Bath World Heritage Site Management Plan Subtitle: “Heritage Assets and Neighbourhood Planning”</p> <p>Surveys and studies to identify important heritage assets in the production of a Neighbourhood Plan are strongly encouraged. The impact of Neighbourhood Plan proposals on the historic environment will be a key consideration. Neighbourhood Planning can also help to identify buildings of local historic interest.</p> <p>New bubble: More detail on some of the tools available for communities is can be found in Chapter 6 for example Conservation Area Designation and Character Appraisals and Heritage Projects.</p> <p>Add images of listed buildings in B&NES to illustrate</p>
22	P14	<p>Column Three, Paragraph 3, replace paragraph with the following case:</p> <p>“Any complaints about community involvement activities in relation to planning applications can be reported to the Planning Services Complaints Officer in the first instance:</p> <p style="text-align: center;">Planning Services PO Box 5006 Bath BA1 1JG</p> <p>development_control@bathnes.gov.uk</p> <p>If you have reason to believe that proceedings have been unlawful then you should, in the first instance, contact the Council to explain your concerns. A Judiciary Review may be undertaken if dialogue with the Council is not sufficient to address your concerns. It is worth noting that neither this nor the complaints procedure is intended to deal with the merits of planning decisions.</p>

		Further information can be found on the Judiciary website: www.judiciary.gov.uk
23	P15	Change both references to “Appendix C” to “Appendix B”
23a	P16	<p>Include a new case study (moving SPD one to p21+)</p> <p>New bubble: STAKEHOLDER WORKSHOP</p> <p>Extra photos to be added</p> <p>City of Bath World Heritage Site Setting Study SPD</p> <p>A Stakeholder workshop was held to present to and discuss with key stakeholders research and tools developed to enable assessment of the impact of future development proposals on the setting of the City of Bath.</p> <p>www.bathnes.gov.uk/settingofbath</p>
24	P17	First Paragraph – replace first sentence for clarity with: “Local Authorities are required to produce local planning policies which conform with national planning policy.”
25	P17	Column 2, Para 2: Change “engagement” with “Consultation with and participation from . . .”
26	P17	Pink bubble, replace text with the following “A National Planning Policy Framework (NPPF) was brought into force in March 2012. This has superseded a range of national planning policies previously included in a range of Planning Policy Statements and Circulars
26a	P18	Orange bubble – delete weblink and make “Local Development Scheme” bold text
27	P18	Column Two, Paragraph One: change first instance of “LSP” to “Local Strategic Partnership (LSP)” in column 2 para 1.
28	P18	Close gap between “and are committed to . . .” and “. . . making sure that all consultations” para 1 and 2 in first column
29	p18	replace second paragraph before the bullet points with: “We will do this in three ways:”
30	P19	Pink text bubble: Change “of engagement with” to “in undertaking” line 7
31	P20 and 21	Replace footnote text with: “*Details of the minimum statutory requirements for community consultation in the preparation of DPDs can be found in the Local Planning Regulations 2012 – regulations 18, 19 and 22”
31a	P21	Figure 7, Stage 2 Box: replace second sentence for clarity to: “A range of community involvement methods will be used depending on the nature of the document (e.g. whether the SPD is topic based or area based).”

31b	P21	Column 1, para 3: sentence 1 replace “comments made” to “issues raised”
31c	P21	<p>Add new diagram</p> <p>New bubble: DROP IN EVENTS</p> <p>Extra photos to be added.</p> <p>Bath Ministry of Defence Sites</p> <p>A series of drop-in sessions for members of the public were held to help shape “concept statements”, these are placemaking briefs being prepared by the Council to set out the policy requirements and expectations ahead of the sale of the MOD sites in Bath.</p> <p>www.bathnes.gov.uk/mod-conceptstatements</p>
31d	P21	<p>Add new diagram and text (relocated from Chapter 6)</p> <p>Sub-heading</p> <p>“Placemaking Briefs</p> <p>Placemaking Briefs outline the key principles of content, layout, design and viability for a potential development. They are developed collaboratively with the local community, landowner, developer, other key bodies, elected members and planners and are then endorsed by the local authority. Development Briefs bridge the gap between broad policy and site specific detail and, when done early can affect land value and can enable more locally relevant developments. These can also be called “concept statements” or “development briefs” and where needed can be taken forward in the form of Supplementary Planning Documents and/or Development Plan Documents. They can be a key tool in community involvement on development sites and early stage engagement.</p>
31e	P21+	<p>Add additional detail to the case study (moved from p16)</p> <p>New bubble: Sustainable Construction and Retrofitting Supplementary Planning Document</p> <p>A variety of consultation events were run in relation to this SPD.</p> <p>www.bathnes.gov.uk/greenbuild</p> <p>Merge “Stakeholder Workshop” with body text from white bubble.</p>

		<p>New bubble:</p> <p>POSTCARDS</p> <p>A series of 5 postcards were launched with top tips for a greener Bath linking to the 25 year anniversary of the World Heritage Site. These drew on themes from the SPD. Bath Preservation Trust then ran a daily “tweet” of the tips.</p> <p>Add image of postcards</p> <p>New bubbles:</p> <p>COLLABORATIVE COMMUNITY PROJECT</p> <p>Bath Homes fit for the Future was a collaborative project between the Council, Bath Preservation Trust and Transition Bath and with the help of many other local community groups and volunteers a series of events were held to coincide with the draft SPD consultation on the topic of sustainable construction and retrofitting.</p> <p>www.bathhomesfitforthefuture.co.uk</p> <p>New bubble</p> <p>Events included</p> <ul style="list-style-type: none"> - An open homes weekend where you could visit sustainable new builds and houses with energy efficiency measures and renewable energy installation Add photo - Love your windows: Draft proof sash window demonstration - A touring exhibition Technical talks - A visit to Ecobuild Conference for community and business representatives - Film screening of short film about the open homes weekend - Workshops, talks and displays Bath City Conference <p>Add photos</p> <p>CONFERENCE</p> <p>On 25th anniversary of Bath becoming a World Heritage site, this conference considered how Bath can sensitively improve the energy efficiency of the city’s buildings and was run as part of the consultation on the SPD in collaboration with Bath Preservation Trust and Transition Bath. With speakers from Historic Scotland, other technical experts and updated on a range of exciting projects coming forward in Bath from the community and voluntary sector.</p> <p>Add photos</p>
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31f	P22	New Bubble: “Neighbourhood planning must be positive and permissive”.
32	P23	Column 1, Para 4: delete “draft” from lines 3 and 6.
33	P23	Yellow text box, column 1, 2 nd para, last sentence: replace final sentence with “They can be less restrictive than the Local Authorities policies but not more restrictive.”
34	P23	Light blue bubble – replace text with: The Neighbourhood Planning Regulations 2012 can now be viewed on line : http://www.legislation.gov.uk/uksi/2012/637/contents/made
35	P24	Under “Do you need these?” amend final bullet point to read “Are the issues you are interested in relating to works to listed buildings or highways and therefore covered by separate legislation?” Under “Are you eligible to prepare these?” header put “. . . only Parish Councils can lead the preparation of Neighbourhood Plans” and “. . . only the Town Councils can lead the preparation of Neighbourhood Plans.”
36	n/a	New quote to be included in chapter 3 “We has produced guidance for communities undertaking neighbourhood plans, with particular attention to the historic environment: http://www.english-heritage.org.uk/caring/get-involved/improving-your-neighbourhood/ - English Heritage”
36a	P25	Delete “Neighbourhood Plan and Neighbourhood Development Order Process” from top of Figure 9 Replace with “Neighbourhood Forum/Parish or Town Council role”
37	P25	1 st column, Step 3: amend to read “Extensive community consultation and engagement”
38	P26	Add “either” to the end of the first sentence under c
39	P26	Column 1, Para 2: de-capitalise “neighbourhood group”
40	P27	1 st column, 2 nd para: delete “While it does not appear that it can be a requirement”
41	P27	Replace point 3 in first text box with “That at least one Ward Councillor from the ward(s) covered by the area in question is represented on the Neighbourhood Forum and support the application.”
42	P27	Column 2, Last Para: Delete the first sentence after point 9 in first text box: “While it does not appear that the Council can refuse an application on the basis of these criteria.”
43	P27	Amend header to “Summary of Neighbourhood Planning Regulations (England) 2012”
44	P30	Step 2: Change second sentence: “However, it should be consistent with national and local planning policies and with EU obligations.”
45	P30	Step 3, change title to “Extensive Community Engagement and Consultation”
46	P30	Step 3, 2 nd sentence, change to: “You should also make sure you liaise with statutory consultees

46a	P30	Delete duplicate heading and text “Additional Requirements for Neighbourhood Development Order (and Community Right to Build)”
47	n/a	New bubble in chapter 4: “Design Council CABE have sign-posted a wide range of resources, toolkits and case studies which can be helpful for communities at the early stages of development: http://www.designcouncil.org.uk/our-work/CABE/Services/Plan/Neighbourhood-planning-toolkits-and-guidance/ ”
48		New bubble in chapter 4 “Urban Design London have also prepared useful guidance for communities scoping and consulting on neighbourhood plans, with a particular focus on addressing design issues: http://www.urbandesignlondon.com/wordpress/wp-content/uploads/UDL-Neighbourhood-Planning-guide-12.pdf ”
48	P29	Delete blue bubble on p29
48 a	P31	Under Step 4: Independent Examination. 4 th Column, after para 1, include: “At this early stage, indications suggest that examination will seek to consider: <ul style="list-style-type: none"> - Are the ambitions of the plan broadly in conformity with local strategic aims? - What evidence has been provided to support the ambitions of the plan (particularly where significant development is proposed)? - Has the plan been drafted with sufficient consultation with the local community? - Is the plan positively planned and permissive? Further information on the experiences of other Neighbourhood Plans at examination will emerge in due course.”
P4 8b	P31	Add new quote The purpose of a neighbourhood plan Examination is to determine whether the Plan submitted: <ul style="list-style-type: none"> • has appropriate regard to national policy and advice and guidance issued by the Secretary of State for Communities and Local Government. This is now primarily enshrined within the National Planning Policy Framework (NPPF) which sets out a presumption in favour of sustainable development; • is in general conformity with the strategic policies contained within the development plan for the area; and



		<ul style="list-style-type: none"> • has breached, and is otherwise incompatible with EU and Human Rights obligations. <p><i>Dawlish Neighbourhood Plan Inspector</i></p>
48c	P31	<p>Council Role: Independent Examination</p> <p>Para 2 replace with “The Council recommends that a Planning Inspector from the Planning Inspectorate is the preferred independent examiner. However, they will support the Neighbourhood Planning body if it seeks to find an alternative person to undertake this role in line with the requirements in the regulations.”</p>
48d	n/a	<p>Add new quote speech bubble into chapter 4</p> <p>“Communities undertaking a neighbourhood plan will also need to undertake a Sustainability Appraisal as part of the process. This considers the impact of the proposed plan on socio-economic and environmental sustainability, and allows the opportunity to identify alternative options and mitigation measures where adverse impacts are identified.</p> <p>Communities may want to hire a professional consultant to undertake this for them, but guidelines for a ‘DIY’ appraisal can be found here: http://levett-therivel.co.uk/DIYSA.pdf”</p>
49	P33	Change quote text from “VDS” to “Village Design Statement”
49a	P33	<p>Add new text bubble</p> <p>Neighbourhood Planning (Referendum) Regulations 2012 (currently in draft) are available online: http://www.legislation.gov.uk/ukdsi/2012/9780111525050/pdfs/ukdsi_9780111525050_en.pdf</p> <p>Council Role: Referendum section replace sentences 2 and 3 with:</p> <p>“The Council’s Electoral Services will administer and fund the local referendum on the Neighbourhood Plan, as it is required by the regulations that the Council funds these. The <i>draft Neighbourhood Planning (Referendum) Regulations 2012</i> were published in June 2012, and are anticipated to be adopted later the same year. They include a proposal for the question to be asked at Neighbourhood Planning referendums”</p>
49b	P33	<p>Remove existing text under ‘What is a “community organisation”?’</p> <p>Replace with:</p> <p>Eligible community organisations must meet the following criteria:</p> <ul style="list-style-type: none"> - Allow individuals within the neighbourhood area to become voting members

		<ul style="list-style-type: none"> - Residents of the neighbourhood area must hold the majority of voting rights and the majority on the governing body - Must have at least 10 members, each from different dwellings that all live in the area - Must have a written constitution to confirm and permit the above - The constitution must confirm that the organisation's activities will benefit the neighbourhood area, and how this will be done - Assets and profits of the organisation must be disposed in a manner that benefits the community - Provision must be made that in the event of the organisation disbanding, its assets must be transferred to another appropriate organisation
49c	P34	Insert new diagram entitled "Figure 13: Neighbourhood Plan and Development Order Flow Chart" (at end of this schedule)
49d	P34	Remove all text in column 4 from 'In addition the Draft ...' to '... who live in the particular area.'
50	P34	Column 2: change "Guildhall" to "One-Stop-Shop, Manvers Street in Bath"
51	P34	Column three, bullet 1, Amend text to: "... likely to have significant effects <u>on</u> a qualifying European site ..."
52	P34	Column 3, last para: Include closed bracket after '1998'
53	P35	Column 3, change title to: "Changing or Revoking an Order"
53a	P35	Add a new bubble: "For more information about the full suite of community tools made available through the Localism Act visit: http://mycommunityrights.org.uk/ "
53b	P.35	Column 1, Para 1, amend first sentence to: "Community Right to Build Orders must meet the criteria of eligible 'community organisations' to be considered sound by an independent inspector and must be supported through a local referendum ."
54	P35	"Neighbourhood Planning Regulations (England) 2012: http://www.legislation.gov.uk/ukxi/2012/637/contents/made delete orange bubble
54a	P35	Insert new double page diagram entitled: "Figure 14: Community Right to Build Flow Chart" (at end of this schedule)
54b	P36	Replace sub title to chapter 5 with "The importance of trees"
54c	P38	Column 2 add "a" After 1 st sentence "It is..." Final para in same column, replace final sentence with "More information regarding Tree Preservation Orders and Trees in Conservation Areas can be on our website: live.bathnes.gov.uk/services/environment/trees-and-

		woodlands/tree-preservation-orders
54d	P38	Para 1 under introduction – amend the end of the first sentence: “... Local Plan, Core Strategy, Green Infrastructure Strategy, Landscape Character Assessment and the City of Bath World Heritage site setting study.”
54e	P36	Add an extra bubble into the diagram to say “Trees improve our health and wellbeing”
54f	P39	Column 1, para 2, second sentence replace “will” with “is likely to...”
54g	P39	Swap figure 14 with diagram on page 40. Add an extra “s” to p39 final text box
54h	P39	Add FIGURE 15 to diagram on p39 Add FIGURE 16 and 17 to diagrams on p41
54i	P40	Move “exceptions” at the end of column 1 to become a title in para 2
54j	P40	Replace diagram title “Some useful links” with “Find out More” Add an extra speech bubble: Neighbourhood Plans advice from the Woodland Trust www.woodlandtrust.org.uk
55	P41	Amendments to figure 17 Second text box, add “...in accordance with content of conditions or management plan as appropriate” Delete parentheses on “tree officer” Replace “Notify Neighbours” text box with “Neighbours will be notified if the work is considered significant”
56	P43	Para 1 replace with: “There are many ways to get people involved in planning, design and heritage issues in your neighbourhood. Extra tools and tips are outlined in this chapter.”
57	P43	Change wording of last sentence to: “Lobby groups like the New Economics Foundation have developed a number of tools on their website available for communities focused around local high streets.”
59	P43	New title “Conservation Area Designation and Character Appraisal”– add new para 2 It is the duty of a local planning authority to determine if any part of their area merits designation a Conservation Area which is an area

		<p>of special architectural and historic interest. Once a Conservation Area is formally designated a Character Assessment should be undertaken to guide planning decisions. Due to the resources required to designate new Conservation Areas, and undertake Character Assessments, there may be areas of B&NES still meriting consideration for designation Conservation Areas and many Conservation Areas do not yet have full assessments in place. Recent practice now includes varying degrees of community involvement in the designation of Conservation Areas and preparation of character appraisals.</p> <p>B&NES has already produced a number of Conservation Area Character Assessments working with local communities. These can be found on the Council's website.</p> <p>Conservation Area Appraisals are often professionally-led with a degree of community involvement; however, increasing community-led undertakings, such as 'Place Check' and 'Save Your Street' are emerging. As semi-formal documents they can carry some weight in decision-making on planning applications.</p> <p>Neighbourhood plans which cover the whole or part of a conservation area may benefit from incorporating a character appraisal process into their work.</p> <p>It is also good practice to undertake character appraisals in areas outside Conservation Areas which are being considered for Neighbourhood Plans.</p>
60 a	P43	Delete "Concept Statements" section (relocated to Chapter 3).
60 b	P43	<p>Add a new item:</p> <p>Community Right to Bid</p> <p>The new Community Right to Bid comes into force during the summer of 2012. Its aim is to keep land and buildings, valued by the community in use, by giving local people the chance to bid to buy them if they come up for sale.</p> <p>Communities will have the opportunity to nominate public and private land and buildings to be included on a list of 'assets of community value'.</p> <p>If an asset on this list comes up for sale, the Community Right to Bid is enabled and up to six months becomes available for communities to prepare a competitive bid and possibly buy the asset</p>

		<p>on behalf of the community.</p> <p>Your community can use the Community Right to Bid to nominate, gain listing, then potentially buy local buildings and land including:</p> <ul style="list-style-type: none"> ▪ village shops ▪ former schools ▪ public houses ▪ recreational facilities ▪ public open space <p>These could be owned by the local authority, another public body or a private company or individual.</p> <p>For more information search for “community right to bid” in the a-z on the Council’s website www.bathnes.gov.uk</p>
60c	P43	<p>Add item</p> <p>Community Right to Challenge</p> <p>This allows communities to challenge and procure run a local service on behalf of the local authority.</p> <p>For more information search for “community right to challenge” in the a-z on the Council’s website www.bathnes.gov.uk</p>
60d	P43	<p>Add item</p> <p>Community Infrastructure Levy</p> <p>When new developments happen, the developers are usually asked to pay a contribution towards the funding of associated infrastructure, historically this has been through 'Section 106' agreements negotiated between local authorities and developers. The Planning Act 2008 introduced a new way of doing this - the Community Infrastructure Levy – Bath & North East Somerset Council is seeking to introduce this.</p> <p>A ‘meaningful proportion’ of the Community Infrastructure Levy is required to be passed on to the local community. Regulations are not yet in place, however, this could be an important source of local capital for neighbourhoods to make improvements where development has been</p>

		<p>undertaken locally.</p> <p>For more information on this Council project see www.bathnes.gov.uk/cil</p>
60 e	P44	<p>Add a new case study</p> <p>New bubble: LAUNCH</p> <p>Green Infrastructure Strategy The Council is progressing its first Green Infrastructure Strategy. It held a consultation launch event for stakeholders, a chance to find out more and to encourage networking between the wide range of stakeholders with an impact on green infrastructure.</p> <p>www.bathnes.gov.uk/greeninfrastructure “</p>  

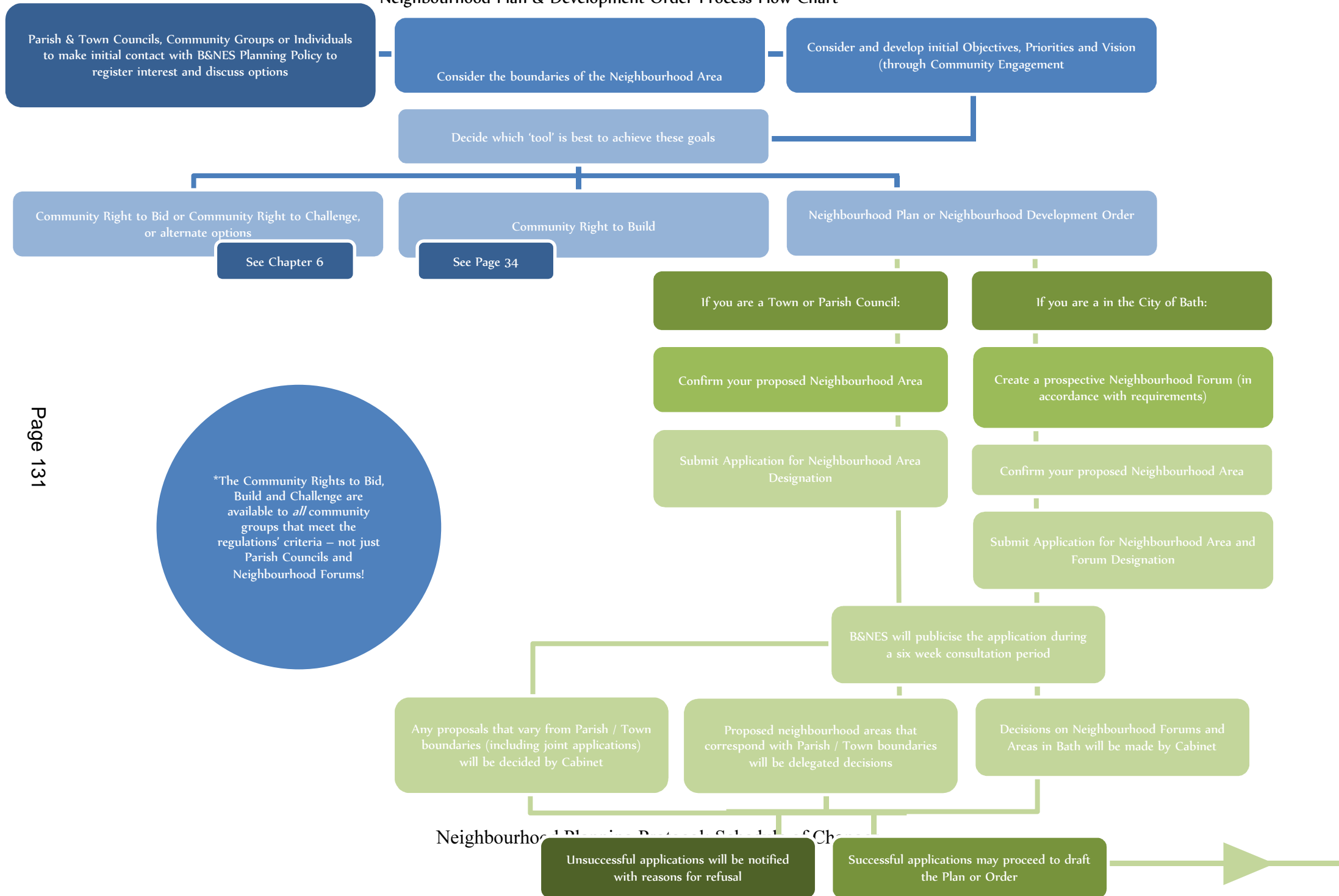
		Add new quote: “There is strong evidence that provision of green space effectively improves mental health – The Marmot Review, National Institute of Clinical Excellence”
60f	P45	Under heading “Heritage Projects” add new first sentence: “Understanding local history is an essential first step in promoting local character and enables heritage features important to the community to be in preserving enhanced. Useful sources of information include English Heritage’s website and guidance as well as more locally specific information and guidance from local heritage groups and organisations.”
61	App A P46	Add new bubble: “These pages list a number of tried and tested methods of consultation and engagement. Creativity is an important element of a stimulating and successful engagement strategy, be it through an unusual venue or quirky approach or with a more social event.”
62	P48	Include a further consultation measure: “(Method of Involvement) Informal dialogue with local consultees (Usefulness / Considerations) Dialogue with relevant local groups can bring clarity over proposals, and a useful third party perspective and source of local information (Target Groups) Civic Societies & Amenity Groups; Lobby & Pressure Groups; Neighbourhood and Residents’ Groups; Sports, Activity and Social Societies.”
63	App B p52	Delete from statutory consultee list: South West Regional Assembly South West Regional Development Agency
64	App B p52	Column 1: change “English Heritage” to “English Heritage (HBMC)” Add the “Ancient Monuments Society”, “Council for British Archaeology”, “Society for the Protection of Ancient Buildings”, “Georgian Group”, “Victorian Society”, “Twentieth Century Society”, and the “Garden History Society” and “Civic Trust” to the list of ‘Other Consultees’.
65	App B p52	Omit both ‘North Wilts Parish Councils’ and ‘West Wilts Parish Councils’. Create new heading for the parishes as follows: “Wiltshire Parish Councils: Box Colerne Limpley Stoke Monkton Farleigh

		Westwood Winsley”
66	App B p.53	Under column 3 change ‘British Waterways, canal owners and navigation authorities’ to ‘Canal and Rivers Trust, canal owners and navigation authorities.’
67	App B p53	<p>Amend design error and under “Parish and Town Councils within Bath & North East Somerset Council” header reinstate full list of Parish and Town Councils replacing the current list with the list below:</p> <p>Bathampton Parish Council</p> <p>Batheaston Parish Council</p> <p>Bathford Parish Council</p> <p>Cameley Parish Council</p> <p>Camerton Parish Council</p> <p>Charlcombe Parish Council</p> <p>Chelwood Parish Council</p> <p>Chew Magna Parish Council</p> <p>Chew Stoke Parish Council</p> <p>Claverton Parish Council</p> <p>Clutton Parish Council</p> <p>Combe Hay Parish Council</p> <p>Compton Dando Parish Council</p> <p>Compton Martin Parish Council</p> <p>Corston Parish Council</p> <p>Dunkerton Parish Council</p> <p>East Harptree Parish Council</p> <p>Englishcombe Parish Council</p> <p>Farmborough Parish Council</p> <p>Farrington Gurney Parish Council</p> <p>Freshford Parish Council</p> <p>High Littleton Parish Council</p>

	<p>Hinton Blewett Parish Council</p> <p>Hinton Charterhouse Parish Council</p> <p>Kelston (Parish Meeting)</p> <p>Keynsham Town Council</p> <p>Marksbury Parish Council</p> <p>Midsomer Norton Town Council</p> <p>Monkton Combe Parish Council</p> <p>Nempnett Thrubwell Parish Council</p> <p>Newton St Loe Parish Council</p> <p>North Stoke (Parish Meeting)</p> <p>Norton Malreward Parish Council</p> <p>Paulton Parish Council</p> <p>Peasedown St John Parish Council</p> <p>Priston Parish Council</p> <p>Publow and Pensford Parish Council</p> <p>Radstock Town Council</p> <p>Saltford Parish Council</p> <p>Shoscombe Parish Council</p> <p>South Stoke Parish Council</p> <p>St Catherine (Parish Meeting)</p> <p>Stanton Drew Parish Council</p> <p>Stowey Sutton Parish Council</p> <p>Swainswick Parish Council</p> <p>Timsbury Parish Council</p> <p>Ubley Parish Council</p> <p>Wellow Parish Council</p> <p>West Harptree Parish Council</p> <p>Westfield Parish Council</p> <p>Whitchurch Parish Council</p>
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68	App C P54	<p>Column 3, Para 1, Amend to:</p> <p>“Visit the One-Stop-Shop, Bath To look at planning policy documents, planning application files or request to look at archived files visit the One-Stop-Shop on Manvers Street, Bath. Members of staff are available to answer your questions and give you assistance. http://www.bathnes.gov.uk/contactus/CouncilOffices/Pages/BathOneStopShop.aspx”</p>
69	P54	<p>Column 4, amend Guildhall to “The One Stop Shop, Manvers Street, Bath, BA1 1JQ.”</p>

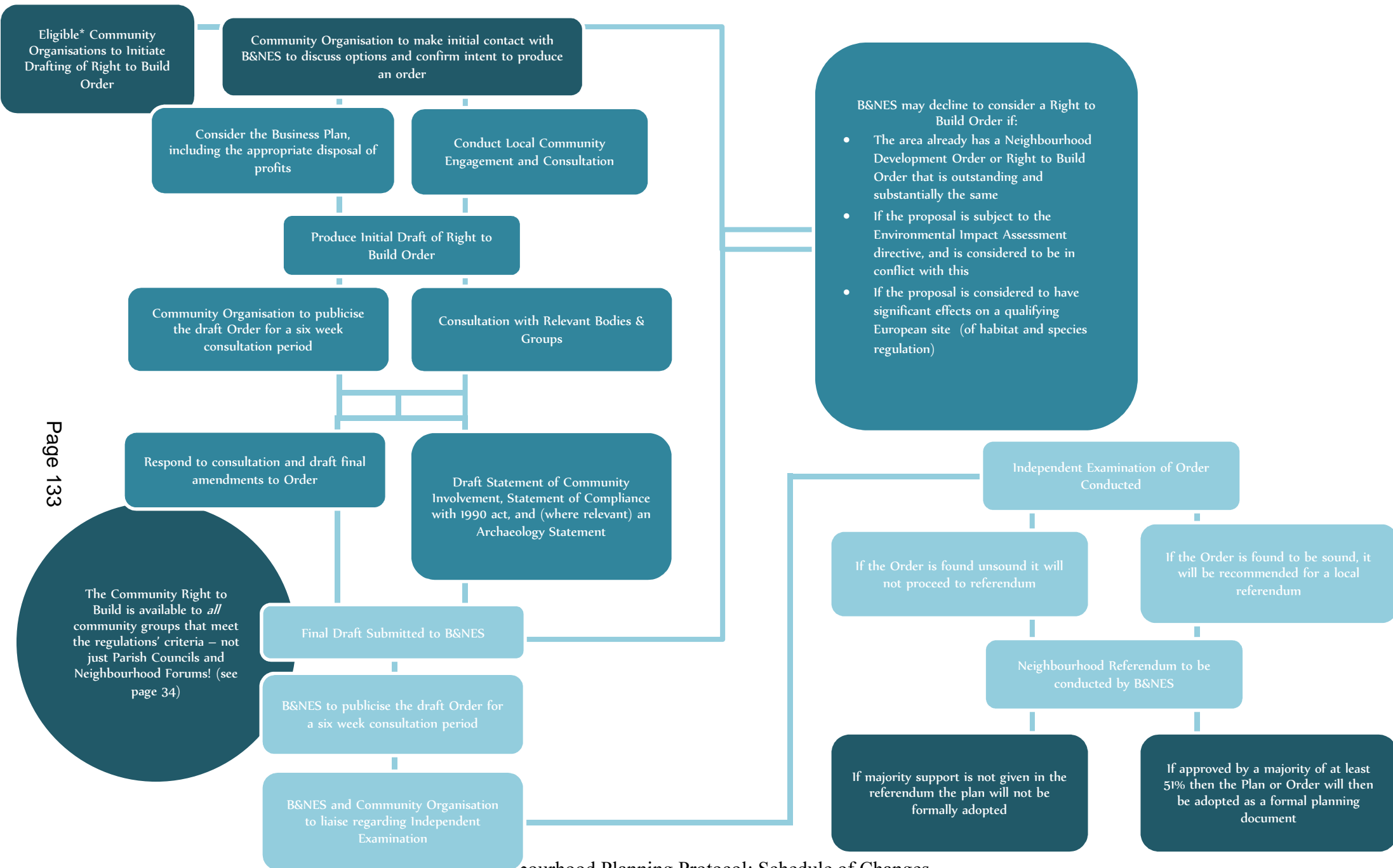
Neighbourhood Plan & Development Order Process Flow Chart



*The Community Rights to Bid, Build and Challenge are available to *all* community groups that meet the regulations' criteria – not just Parish Councils and Neighbourhood Forums!



Community Right to Build Process Flow Chart



“My Neighbourhood” Neighbourhood Planning Protocol for Bath & North East Somerset

Consultation Report, July 2012



Contents Page

1	Early Stage consultation
2	Committee Meetings
3	Public Consultation
4	Statement of Compliance with the Statement of Community Involvement
5	Summary of key issues
6	Responses to issues raised and proposed amendments

Consultation Report, July 2012

1 Early stage consultation

1.1 **Focus Groups** - To inform the production of the document a series of three in-depth focus groups were held on Localism and Neighbourhood Planning between August and November 2011.

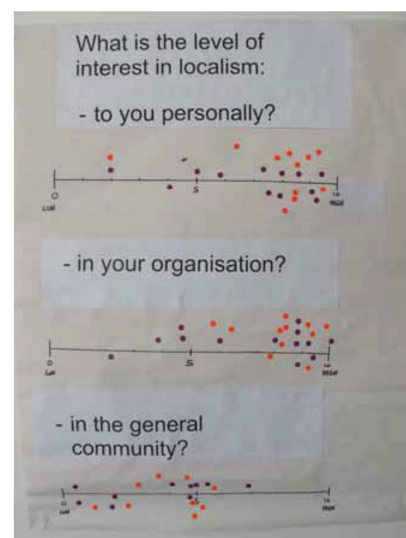
1.2 The focus groups supported the production of a locally specific guidance document and wanted to see local case studies, general guidance and bespoke support for those undertaking Neighbourhood Planning. Concern about how the Neighbourhood Forum designation would work for Bath and the need for local criteria was also raised.

1.3 Focus group reports:

[Focus Group 1](#)

[Focus Group 2](#)

[Focus Group 3](#)



1.4 **Member briefings** - A series of two briefing sessions for B&NES Ward Councillors were held on Localism, including Neighbourhood Planning in January 2012. These sessions were well attended and interest in Neighbourhood Planning was focused on the issue of Neighbourhood Forum designation in Bath.

1.5 **Bath Event** – A free workshop run by the Campaign to Protect Rural England (CPRE) in collaboration with the Council was held at Oriel Hall in Bath on 13th February 2012 and attended by over 80 people. This included presentations and a Q&A session with CPRE and the Council's planning policy team.

1.6 **Parish & Town Councils Event** - The planning team ran an information event for parish and town councils in Keynsham Town Hall on 12th December 2011. [The presentation given at the event can be downloaded here](#). At the event it was followed by a question and answer session chaired by David Trigwell, Divisional Director of Planning and Transport.

1.7 **Federation of Bath Residents' Associations** – A presentation and Q&A was held as part of the Committee meeting of FoBRA on 17th November 2011. The Localism sub-group of FoBRA has also been actively involved in the drafting of Chapter 4 on Neighbourhood Planning and in particular the local criteria relating to Neighbourhood Forum designation.

- 1.8 **Neighbourhood Planning website** – A Neighbourhood Planning webpage was set up in December 2011 which has been updated since with new information and details of events and funding
www.bathnes.gov.uk/neighbourhoodplanning
- 1.9 **Neighbourhood Planning postcards** – These were distributed at the Neighbourhood Planning and other consultation events and also made available in public libraries.
- 2 Committee Meetings
- 2.1 **Planning Transport & Environment Policy Development and Scrutiny Panel** – The panel considered the draft Neighbourhood Planning Protocol on 13th March 2012 and provided comments on the document which have been considered alongside the comments from the public consultation.
<http://democracy.bathnes.gov.uk/ieListDocuments.aspx?CIId=462&MIId=3534&Ver=4>
- 2.2 Specific amendments requested included:
- Link to planning portal glossary of planning words added to help with technical language
 - Chapter 4 Community Right to Build section– introduction simplified and cross references to further plain English explanation added
 - To link to referendum process in Chapter 4 when national guidelines and regulations published
 - Design and formatting process undertaken to assist with flow of the document and ease of reading
- 2.3 **Cabinet** – The Cabinet considered the draft Neighbourhood Planning Protocol on 14th March 2012 and agreed it for public consultation.
<http://democracy.bathnes.gov.uk/ieListDocuments.aspx?CIId=122&MIId=3246&Ver=4>
- 2.4 The consultation was welcomed by the Federation of Bath Residents' Associations, Bath Preservation Trust and appreciation was expressed for the close work with local stakeholders on the issue so far.
- 3 Public Consultation
- 3.1 A public consultation on the draft document was held for 6 weeks between 28th March and 9th May 2012.
- 3.2 During this period the following consultation activities were undertaken:
- 3.3 **Notification** – A notification letter with information about the consultation was issued prior to 28th March by email/letter to all statutory consultees and a range of other stakeholders. Hard copies of the document were also issued and distributed by hand at events and by post to statutory consultees.
- 3.4 **Press release** – A press release was issued on 11th May which was picked up in local newspapers and radio:
<http://www.bathnes.gov.uk/news/latestnews/2012/April2012/Pages/Chance togetmoreinvolvedinplanningforMyNeighbourhood.aspx>

- 3.5 **Webpage** – www.bathnes.gov.uk/neighbourhoodplanning
The Neighbourhood Planning webpage was updated to include a copy of the draft document, comment forms and details of the consultation and events during the consultation period. This webpage is regularly updated with the latest information.
- 3.6 Unfortunately due to a technical issue the corporate consultation calendar which is externally hosted was not able to be updated to include this consultation. However, all other requirements were met.
- 3.7 **Hard copies in libraries and Council offices** – Hard copies of the Neighbourhood Planning Protocol and details of the consultation were made available in all libraries in the district and also in the Guildhall, Riverside and the Hollies.
- 3.8 **Event Publicity**– events were publicised by flyers distributed by email, displayed locally and through press releases and details were posted on the website. These events were also cross-posted at other consultation events.
- 3.9 **Bath City Conference** - This open event was held at the Guildhall in Bath on 2nd May 2012, 2-8pm and attended by approx. 450 people. A Neighbourhood Planning stall was set up and manned in the main room at the conference (Banqueting room) with displays and information on Neighbourhood Planning. For further information please go to www.bathcityconference.net
- 3.10 **Keynsham Neighbourhood Planning event** – This open event aimed mainly at Parish and Town Councils took place on 3rd May 6.30-8.00pm at Keynsham Town Hall. This included a presentation on the Neighbourhood Planning Protocol and other elements of localism and a presentation from local Neighbourhood Planning frontrunners Freshford and Limpley Stoke Parish Councils. Approximately 65 people attended.
- [Council presentation](#)
 - [Freshford and Limpley Stoke presentation](#)
- 3.11 **Radstock Neighbourhood Planning event** – This event took place on 9th May, between 5.30 and 6.30 at Radstock Methodist Church. This was attended by 16 people.

4 Statement of Compliance with the Statement of Community Involvement

- 4.1 In line with the SCI, a full schedule of comments together with a consultation report and statement of compliance is included in the form of this report.
- 4.2 This was a non-statutory consultation, however, attention to key target groups was aimed specifically at people living in rural areas and residents in Bath via extensive early engagement.
- 4.3 Care was also taken to consider impacts on various equality groups and information on public events including the Bath City Conference was sent to all of the known groups, societies and organisations on our mailing list. This event was aimed at being highly accessible, with a large range of community led stalls and projects.

5 Summary of key issues

- 5.1 Written responses to the draft Neighbourhood Planning Protocol were received from 19 parties. A summary of the responses is included in **table 1** below and a full schedule of the responses is available on the Council's webpage www.bathnes.gov.uk/neighbourhoodplanning
- 5.2 Comments were on the whole positive and welcoming of the new guide which was perceived to be helpful for communities. With most of the substantive comments relating to Chapter 4 on the new area of Neighbourhood Planning. A more detailed summary of the comments is included as Table 1 below.

Table 1: summary of responses to the consultation

The Widcombe Association	<ul style="list-style-type: none">- The Widcombe Association welcomes the Neighbourhood Planning Protocol, but reserves some concerns about areas of content.- The FOBRA response regarding chapter four adequately represents the views of the Widcombe Association on the document.- The Widcombe Association notes that the document is relatively bereft of information regarding planning for the historic environment (conservation areas, listed buildings etc), advertising control and planning enforcement. These are considered to be important elements of the planning system, particularly in Bath, and should also be important elements of community and neighbourhood planning.- It is recognised that this document cannot fully cover these issues without making the document unwieldy, but there should be scope to cover the key principles of these elements.- The Widcombe Association considers that it might be possible to issue chapter four as its own document, and keep the remaining chapters as a separate document regarding planning.- It will be important to ensure that there are adequate mechanisms to keep the document updated to reflect the changing planning context.
Roger Houghtow	<ul style="list-style-type: none">- Suggests bringing the Highways department under planning control and to employ Community Right-to-Build at the MOD sites.
Nick Stevens	<ul style="list-style-type: none">- Suggested alternate wording throughout document to clarify the message and emphasise different elements.- In the second section, suggests the emphasis upon planning applications rather than development management, as it is more relevant to the general public.- Observation that the word 'engaged' is used overly frequently throughout the document, and perhaps misleadingly in at least one instance.- Insert cross-references for figure references (including page number)

	<p>throughout the document.</p> <ul style="list-style-type: none"> - A question is raised over the eligibility of people to provide verbal representations at DCC. Suggest reviewing information provided in document, and also emphasising that the majority of applications will be decided by delegated authority. - Suggested clarification of what constitutes an 'aggrieved' or 'third' party. - Update national policy references to reflect the publication of the NPPF and Local Planning Regulations
The Theatres Trust	<ul style="list-style-type: none"> - No specific comments regarding the content of the draft Neighbourhood Planning Protocol document, but a general observation that it appears well-presented and comprehensive. - The Theatres Trust wishes to be consulted wherever any neighbourhood plans, neighbourhood development orders or community right to build order proposes a new theatre or proposes development which will affect an existing theatre.
The Coal Authority	<ul style="list-style-type: none"> - No specific comments
Network Rail	<ul style="list-style-type: none"> - Network Rail observes that development that leads to an increase in vehicle traffic using existing level crossings may negatively impact safety and rail services. Such proposals would be in conflict with strategic and governmental aims to improve rail services. - Suggest that policy be brought in to ensure that Network Rail is consulted upon all development that will result in a material change in the use of a level crossing, and that highways assessments will be undertaken. - The Local Development plan should set out requirements for developer contributions to rail improvements. Many stations are operating close to capacity, and additional infrastructure may be required. - Network Rail would appreciate the opportunity to comment upon development proposed in proximity to a railway.
Valley Parishes Alliance	<ul style="list-style-type: none"> - The VPA considers the document to be helpful and also consider it will assist in encouraging greater public involvement in planning. - The VPA observe that the production of the draft document likely incurred considerable expenditure, given that changes and alterations to the draft would be necessary. - The VPA suggest that it would be helpful if the Council published a statement and guidelines as to how they are approaching planning applications. - Suggest that a 'Pro Forma' approach to consultation responses and representations be adopted to provide consistency to their content and relevance. - Suggest that the document could make it clearer that the Neighbourhood Plan, Neighbourhood Development Order and Community Right to Build are all individual planning tools which can operate independently of each other. - Though it is recognised that the Community Right to Bid and the Community Right to Challenge are not strictly planning tools, communities are likely to be interested in considering them in relation to the planning tools expressed here, and they may be crucial components to a wider planning process. As such, they would warrant being described in greater detail. - Suggest editorial changes, including alternate wording, spelling and grammar errors (detailed left).
Katie Lea	<ul style="list-style-type: none"> - Consider that the document appears to be good and very accessible. - Suggest including the process checklist referenced on pp. 30 & 31 in the appendices. - The document does not make it clear what requirement there is for pre-application consultation or what expectation the Council has for pre-application consultation.
Federation of Bath Residents' Associations	<ul style="list-style-type: none"> - FOBRA's comments do not relate to the updating of the Statement of Community Involvement, and their comments relate primarily to chapter 4.

	<ul style="list-style-type: none"> - FOBRA considers the proposals for the neighbourhood planning protocol to be careful and effective, having made effective use of stakeholder involvement. - FOBRA expresses concern about preventing neighbourhood forums being captured by 'vested interests', or be subject to pressure from developers. - This potentially presents a threat to the natural and historic environment, both of which are important characteristics of the World Heritage Site. Providing neighbourhood planning powers to communities cannot be at the expense of these issues. - FOBRA notes the protections against the manipulation or domination of neighbourhood forums by these groups, but regrets that B&NES appears to have been told they cannot reject candidates for Neighbourhood Forums based upon these criteria. FOBRA emphasise that the legislation implies LPA discretion in approving candidates for neighbourhood forums, and urges B&NES to seek further advice on the matter. - FOBRA suggests the Council explore alternative means of protecting future neighbourhood forums, by specifically interpreting schedule 9:61F:51 of the Act. - Reiteration that neighbourhood plans cannot be contrary to EU obligations, and citation of the Ljubljana Declaration regarding cultural heritage.
Saltford Parish Council	<ul style="list-style-type: none"> - Saltford Parish Council supports the document and the aim for greater community involvement.
Whitchurch Parish Council	<ul style="list-style-type: none"> - Whitchurch recognises the need for the document, but feel that the process outlined is overly complicated. They also observe the challenges (fiscal, technical and political) regarding the drafting of a plan. - The parish observes that they should have a role in planning even without having to draft a local [neighbourhood] plan. - Whitchurch suggests putting this document on hold until the outcome of the core strategy examination is published.
Woodland Trust	<ul style="list-style-type: none"> - The Woodland Trust emphasises the protection to ancient woodland and tress afforded by the NPPF and their increasing role as a non-statutory consultee. They urge a similar commitment to protecting ancient woodlands and trees in this document too, and invite B&NES to consider them as a non-statutory consultee for applications within or in the vicinity of such areas. - WT welcome their inclusion in the appendix as a statutory consultee. - WT suggest referencing their guidance for communities about including trees as part of their community, or incorporating it into the document itself. - WT welcomes section five, which recognises and addresses the benefits of trees and their role in planning.
Virginia Williamson	<ul style="list-style-type: none"> - Highlights inadequacies in the consultation process for this document. - Suggests that consultee groups should be held on a database, which could display which have been consulted on any particular issue. - On page 26, highlights an issue with the wording, and suggests that there is a legal requirement for all to be an elected councillor. - Queries the relationship between the community right to build and the neighbourhood plan, and questions whether there would be any conflict between neighbourhood forums and 'community groups'. - Queries the criteria for defining an area as a business neighbourhood. - Comments that judgement of this document is difficult in the absence of the final neighbourhood planning regulations.
Paulton Parish Council	<ul style="list-style-type: none"> - Suggest clarifying criteria needed to satisfy independent inspection
Sport England	<ul style="list-style-type: none"> - Sport England note that they are a <i>statutory</i> consultee on applications affecting playing fields. - The thrust of their statement is that a planned approach to the provision of facilities and opportunities for sport is necessary to meet local community needs. - Sport England emphasise the duties to plan for sports and recreation, and

	<p>note B&NES' own efforts to do this.</p> <ul style="list-style-type: none"> - Sport England encourage B&NES to promote ACTIVE DESIGN principles in future.
Cllr Mrs Deborah Porter	<ul style="list-style-type: none"> - P.11: suggest referencing that hard copy planning documents are available as case files at Council Offices. This should also include reference to the specific sections of government acts, as well as a lay description - Suggests that within the list of <i>relevant planning issues</i> referencing the NPPF, its emphasis upon delivering environmentally, socially and economically sustainable development, and its emphasis upon the importance of biodiversity, and that not to emphasise this would be misleading. This is systemic of a general lack of attention to biodiversity in B&NES historically. - Section two does not mention approaching the planning committee, councillor champions or with ward or parish councillors. Doing this can provide them with useful additional information, and this should be discussed in the document. - Page 14 – The section about making a complaint should also mention the option of Judicial Review, if there is a case of Unlawfulness of Process - Page 19, suggest including a telephone number here as well as a web link to improve accessibility - Queries the reference to 'relevant consultees' and how this will be decided. - Section 4: Considers that this section may not give the community enough information about what is important to them, and prejudices consideration of built development alone. - The NPPF (para 76) states local communities should seek to identify green spaces of importance, and this should be reflected in the NPP. - Queries whether only Town and Parish Councils can prepare a plan, suggesting they could lead it in name only. Suggests alternate wording to emphasise to communities that even if a parish or town council is leading the plan it does not preclude their involvement. Suggests also that the wording of the process implies that it is a Council led process, rather than a community led process, and that it should be re-worded to emphasise the involvement of the wider community. Also suggests that the wording around neighbourhood plans be altered to reflect that they are only required to be in 'general conformity' with the local plan or core strategy. - Suggest that the text make it clearer that the supporting role envisaged by B&NES is not one which has been nationally prescribed. A grant scheme should be setup to fund proposed neighbourhood plans, and should have preference for those who meet the B&NES criteria. - Detail upon the examination process should be clarified. - Suggests expansion of the toolkit provided in appendix A. - Suggests the inclusion of a Glossary, and also considers that this consultation has not been inclusive enough.
Bath Preservation Trust	<ul style="list-style-type: none"> - BPT supports the publication of the Neighbourhood Planning Protocol and broadly supports the content. They are keen that the document acts as a helpful tool for communities. - The Trust notes some curious omissions from this document, including Enforcement, Advertisement Control, Listed Buildings, Conservation areas and the World Heritage Site. These omissions lead to a general lack of balance. - BPT has concerns about neighbourhood planning in the unparished areas of Bath, and urges B&NES to make clear their approach to applications for neighbourhood forums in Bath. - The grey text is hard to read, and the small page numbering and absence of paragraph numbers make it hard to reference. - Referencing the absence of significant text discussing enforcement, BPT suggest including it in a flow-chart, and also text reflecting the NPPF view of the role of enforcement (para 207). - BPT also suggest including a narrative of what is required for Listed Buildings, including a reference to Listed Building enforcement

	<p>explaining the difference from traditional enforcement.</p> <ul style="list-style-type: none"> - BPT considers that the text on pages 6-9 implies that pre-application consultation is to be done through the Council's own service. The document should encourage developers to engage with the community regardless of their use of pre-application advice from the Council. BPT also suggest that there needs to be a provision to allow applicants to get general advice from a duty-officer service, highlighting Oxford City Council as an example. - Suggest also emphasising the NPPF encouragement of community engagement, and including reference to civic amenity societies and residents' associations in figure 2. - BPT objects to the changes relating to the provision and accessibility of hard planning documents, and suggests that this information needs to be expanded. - Alternate wording regarding conservation areas supplied on p.11 - P.11 – BPT considers the wording in column 3 does not reflect the level of information available (e.g. history of community response is not always clear) and that large documents for large developments are difficult to view online. Either this reference ought to change or the information archived for applications needs to be altered. - The Trust highlights that the list of statutory consultees is currently incomplete, and also raise concerns about a lack of reference to consulting civic societies, and more specifically the Bath Preservation Trust, throughout the document. - Section 5 is raised as being disproportionately detailed considering the purpose of the document and the omission of details on heritage planning. - The Trust considers the reference to conservation area appraisals is insufficient and should be expanded to reflect the importance of this when undertaking a neighbourhood plan.
The Glass-House Community Led Design	<ul style="list-style-type: none"> - Request that the Glass-House needs to be referenced correctly, to avoid confusion with similarly named organisations.

6 Responses to issues raised and proposed amendments

6.1 The responses to the key issues raised are summarised in table 2 below. The vast majority of these comments have been able to be accommodated with relatively minor amendments.

Table 2: Response to key issues raised:

Key issue	Change
Request for more detail in relation to community involvement in relation to listed buildings and enforcement	More detail included
Request to include details of Community Right to Bid and Challenge in the document	Included in chapter 6
Request for further details on Neighbourhood Plan examinations and referendums	As much extra detail added as possible – updates to be added to the website as practice emerges (there has only been one examination to date and Referendum regulations published in draft in June 2012).

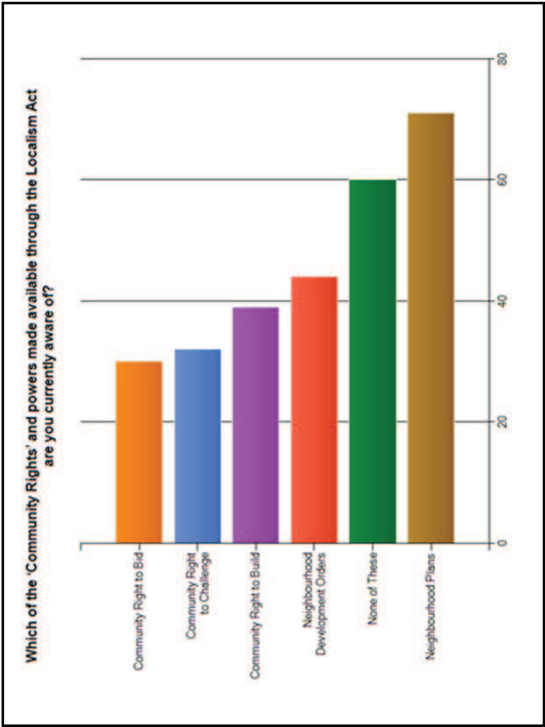
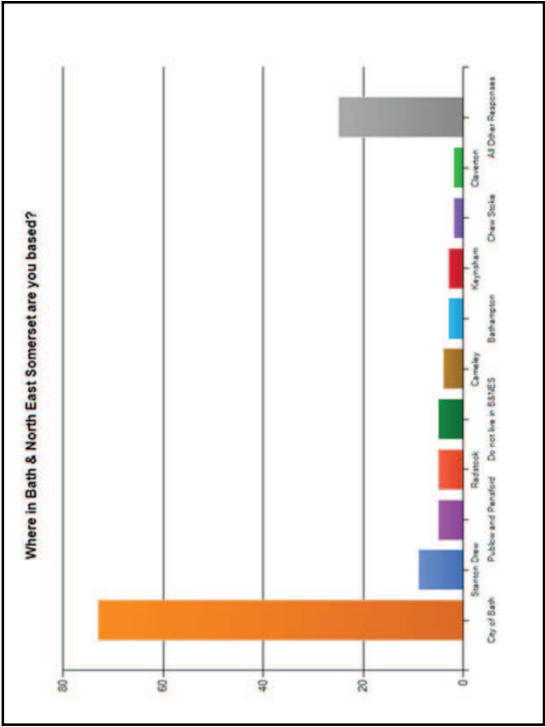
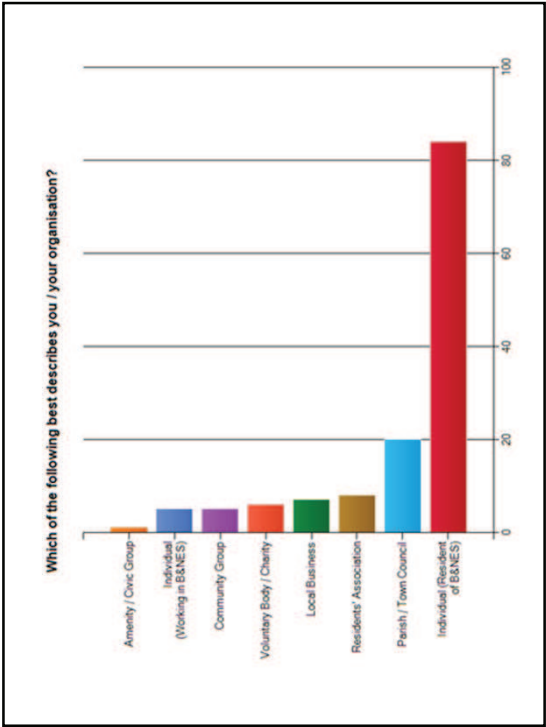
Request that checklist/diagram for Community Right to Build and Neighbourhood Plans be included	New diagrams included
Request for additional local criteria in relation to the assessment of Neighbourhood Forum applications to determine whether the Forum contributes to “promoting or improving the social, economic and environmental well-being” of the proposed Neighbourhood area	Additional local criteria are already included. No other local authorities have pursued this approach to defining social, economic and environmental well-being and the preference is to judge applications on a case by case basis.
Request for more detailed definition of “Business Neighbourhoods”	In the absence of a definition nationally this has not been expanded on in the document. Take up in B&NES for this is perceived to be low.
Minor editorial changes and improvements	Accommodated

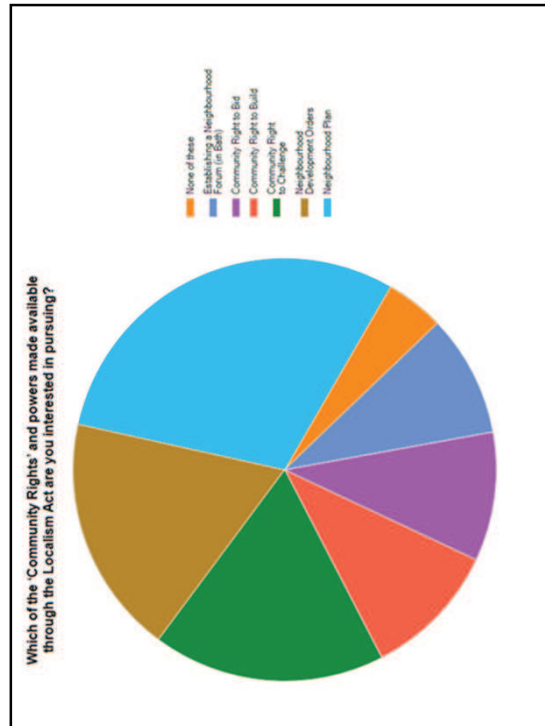
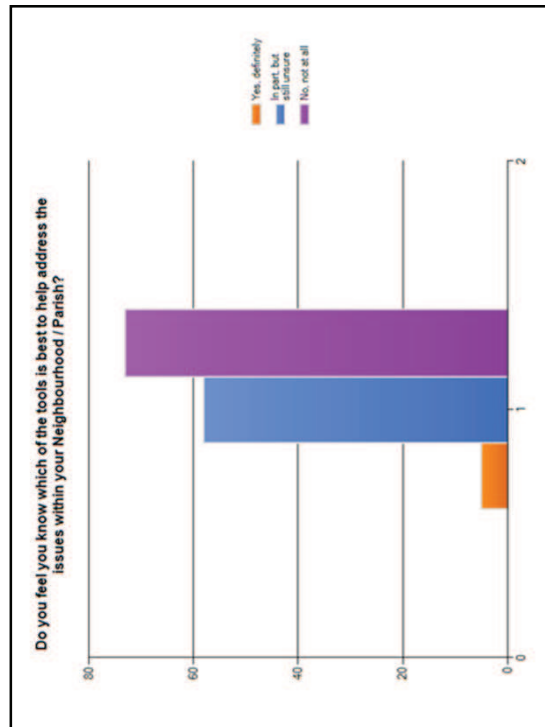
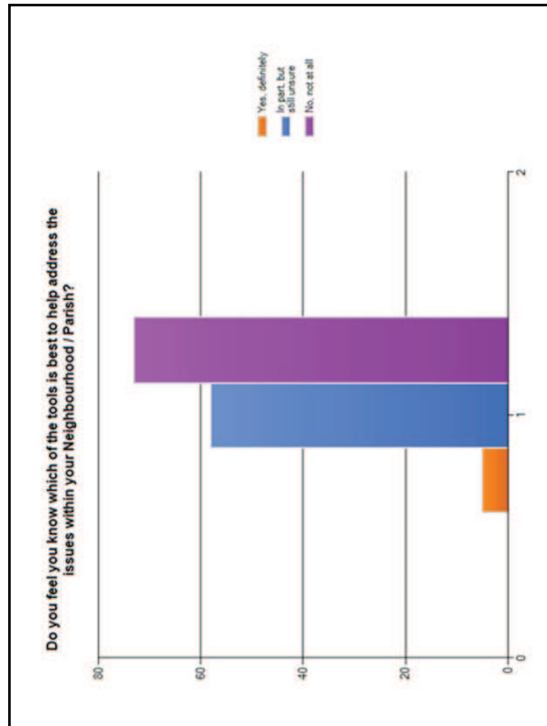
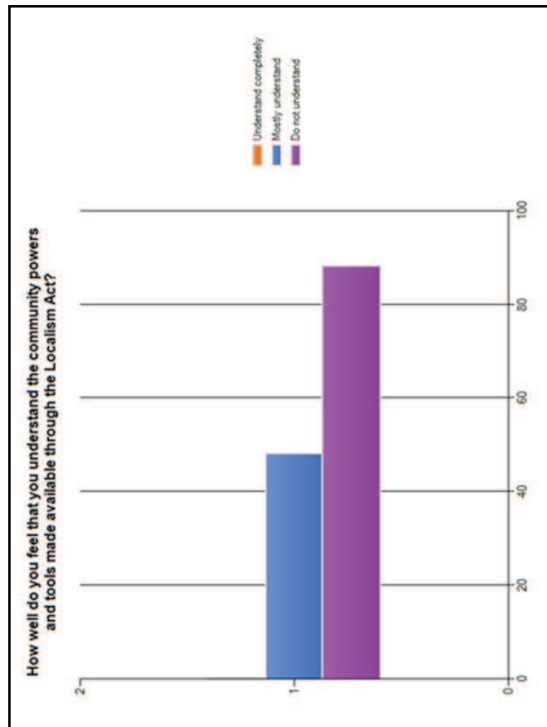
- 6.2 Other changes have also been made to reflect the final version of the Neighbourhood Planning Regulations 2012, to reflect the West of England Planning toolkit and to add greater clarity.

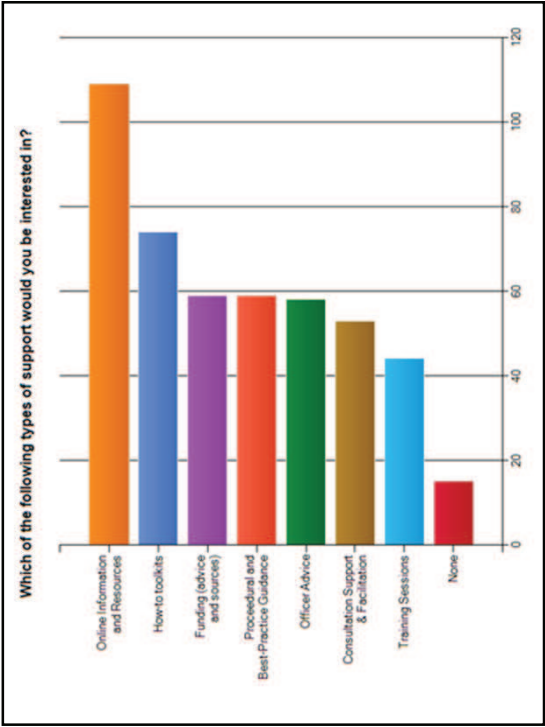
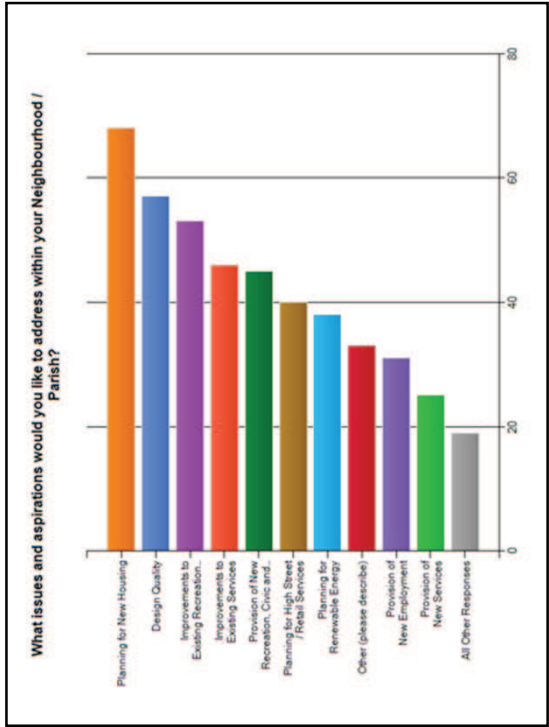
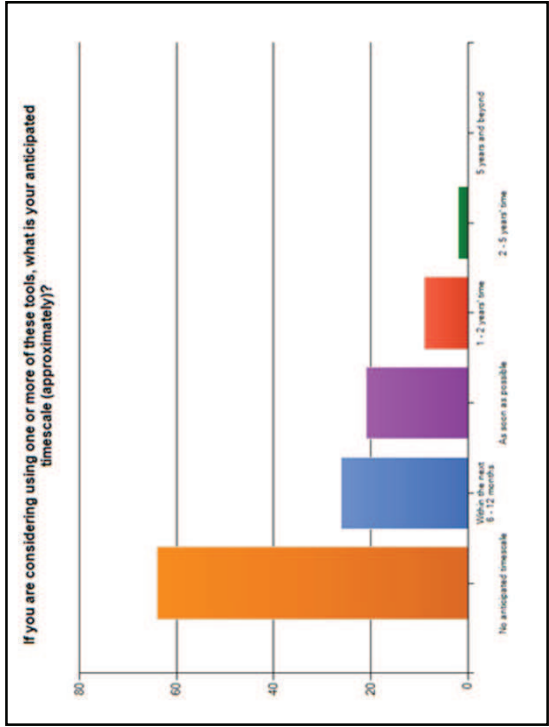
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Bath & North East Somerset Council

Neighbourhood Planning
e-survey results
(n=136)
July 2012







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Summary of community interest in Neighbourhood Planning up-take recorded by Planning Department

A summary record of specific enquiries in relation to Neighbourhood Planning is recorded below. Note these are mainly records of informal expressions of interest.

This is in addition to more general queries or those who have attended events or workshops.

Area	Details
Bath	Federation of Bath Resident Association expressed early interest in setting up a Neighbourhood Forum for the whole City.
Batheaston	Parish Council is actively considered the tools.
Bearflat, Bath	Active interest in setting up a Neighbourhood Forum for Bearflat. A new Residents Association has been established in the first instance.
Claverton	Parish Council is actively considered the tools.
Freshford (B&NES) & Limpley Stoke (Wilts) Parishes	Neighbourhood Planning Frontrunner. Actively engaged in preparing a joint Neighbourhood Plan. Currently drafting the plan. Examination on the Plan is scheduled for summer 2013.
London Road, Bath	Bath Preservation Trust considered Neighbourhood Planning tools as part of work with local residents, businesses and community groups as part of the Climate Change Adaptation Strategy (Design Council funded project).
Midsomer Norton	Active interest in producing a Neighbourhood Plan
Newbridge, Bath	Active interest in setting up a Neighbourhood Forum for Newbridge
North Stoke	Active interest in producing a Neighbourhood Plan. Currently considering other mechanisms.
Keynsham	Active interest in producing a Neighbourhood Plan. Currently seeking to work on evidence base for Placemaking Plan to inform site allocations as a priority before considering a Neighbourhood Plan.
South West of Bath Parishes	General interest in producing a Neighbourhood Plan following a Parish Cluster approach
Radstock	General interest producing a Neighbourhood Plan
Royal Crescent,	Active interest in Neighbourhood Planning as part of

Bath	considering possible tools available to local residents.
Paulton	Active interest in pursuing a Neighbourhood Plan, although currently looking at other options first.
Stowey Sutton	General interest in producing a Neighbourhood Plan.
West Harptree	West of England Rural Network advising the Parish on Neighbourhood Planning and report there is an active interest in this. Currently considering a range of options.
Westfield	General interest in producing a Neighbourhood Plan.

August 2012

Application to Designate a Neighbourhood Forum and Area
(in the City of Bath)
Localism Act 2011
Neighbourhood Planning (General) Regulations 2012

Please Note: Before completing this application, all groups are urged to consult Bath & North East Somerset's Neighbourhood Planning Protocol (available [online](#) and from the One-Stop-Shop on Manvers Street, Bath). This document sets out the purpose of and procedure for designating a neighbourhood area and drafting a neighbourhood plan or neighbourhood development order. It is important that you read this guidance as incorrect completion will delay the processing of your application.

Please note that all the information provided on this application form and in supporting documents will be published on the Authority's website. If you require any assistance, advice or clarification, please contact the Planning Policy team.

[Please write in block capitals and black ink]

1) Name of Proposed Neighbourhood Forum					
2) Name of Proposed Neighbourhood Area					
3) Lead Member Contact Details					
Title:		First Name:		Surname:	
Address 1:					
Address 2:					
Address 3:					
Town:					
County:					
Postcode:					
Daytime Number:					
Mobile Number:					
Email:					
4) Full Membership Please provide a list of other neighbourhood forum members (minimum of 21 members required)					
Name:				Email:	Phone:
Name:				Email:	Phone:
Name:				Email:	Phone:
Name:				Email:	Phone:

5) Full Membership (continued) Please provide a list of other neighbourhood forum members (minimum of 21 members required)		
Name :	Email:	Phone :
Name :	Email:	Phone :
Name :	Email:	Phone :
Name :	Email:	Phone :
Name :	Email:	Phone :
Name :	Email:	Phone :
Name :	Email:	Phone :
Name :	Email:	Phone :
Name :	Email:	Phone :
Name :	Email:	Phone :
Name :	Email:	Phone :
Name :	Email:	Phone :
Name :	Email:	Phone :
Name :	Email:	Phone :
6) Extent of Area to be covered by Neighbourhood Forum Please briefly describe the neighbourhood area proposed and why you consider the extent of the area is appropriate (150 words max)		
<div></div>		
7) Business Neighbourhood Designation Do you consider the forum and the neighbourhood to be a Business Neighbourhood?		
Yes, the proposed neighbourhood is predominantly a business neighbourhood <input type="checkbox"/>		
No, the neighbourhood is not predominantly a business neighbourhood <input type="checkbox"/>		

8) Intention of Neighbourhood Area

Please indicate which of the following you intend to undertake within your neighbourhood area.

Neighbourhood Development Plan: ☐

Neighbourhood Development Order: ☐

Community Right to Build Order: ☐

9) Application Statement

Please provide a brief statement (500 words max) describing:

- The early aims and objectives for the proposed Neighbourhood Forum
- How the proposed Neighbourhood Forum meets the national regulations
- The anticipated working methods for the Neighbourhood Forum
- Details of any sources of funding you have identified to assist in drafting any neighbourhood plan or neighbourhood development order

10) Declaration

I/we hereby apply to designate a neighbourhood forum and area as described on this form and the accompanying plan.

In addition, I/we:

- 1) Acknowledge the provision of the Bribery Act 2010, section 3 ☐
- 2) Confirm that the Forum provides for public membership and is not led by organisations representing more than a third of its membership ☐
- 3) Confirm that the Forum is not dependent upon any one interest group for funding ☐
- 4) Agree to and have signed up to the Council's Code of Conduct for Neighbourhood Forums (see below) ☐
- 5) Include a hard copy of the neighbourhood forum 'written constitution' ☐
- 6) Include an ordinance survey map with the proposed boundaries of the neighbourhood area marked ☐

Code of Conduct for Neighbourhood Forums

Essential

- 1) A single point of contact should be nominated for the Forum which must be provided to the Council and made publicly available. This contact should be kept up to date.
- 2) All Neighbourhood Forums should hold an open Annual General Meeting.
- 3) Agendas should be prepared for meetings of Neighbourhood Forums and the meetings should be minuted, both agendas and minutes should be made publicly available to the public in accordance with existing arrangements for Parish Councils.
- 4) Members of the public may submit statements that relate to issues that are on the agenda for the meeting or any other issues, providing sufficient advance notice is given. These should be submitted to the nominated point of contact for the Forum.
- 5) Meetings should be chaired; the arrangements for this are left to the Forum to decide.
- 6) Any financial contributions to the Forum from third parties must be declared.
- 7) Forums must be open to respond to potential concerns about their activities - any such complaints if considered to be justified may lead to a review of the designation of the forum.

Desirable

- 1) A Forum webpage is desirable.
- 2) The frequency of meetings of the Forum is to be determined locally. Quarterly meetings are suggested as a minimum.
- 3) It is desirable that a range of people from the area are represented and attention should be given to involving equality groups and young people in the Forum.
- 4)

Review Process

- 1) A breach of this Code of Conduct may lead to the Council re-considering the designation of a Neighbourhood Forum.
- 2) A decision will be made on a case by case basis, on the basis of evidence presented by both the complainant and the Forum.
- 3) Where issues can be satisfactorily resolved this will be preferable to further action such as the suspension of the Forum as a designated Neighbourhood Forum.
- 4) A new application would then need to be lodged to re-designate the Forum and this would be considered on its own merits.

Names		Date (DD/MM/YY)	

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Application to Designate a Neighbourhood Area
(for Parish / Town Councils)
Localism Act 2011
Neighbourhood Planning (General) Regulations 2012

Please Note: Before completing this application, all groups are urged to consult Bath & North East Somerset's Neighbourhood Planning Protocol (available [online](#) and from the One-Stop-Shop on Manvers Street, Bath). This document sets out the purpose of and procedure for designating a neighbourhood area and drafting a neighbourhood plan or neighbourhood development order. It is important that you read this guidance as incorrect completion will delay the processing of your application.

Please note that all the information provided on this application form and in supporting documents will be published on the Authority's website. If you require any assistance, advice or clarification, please contact the Planning Policy team.

[Please write in block capitals and black ink]

1) Name of Neighbourhood Area			
2) Parish / Town Council Chair Details			
Title:		First Name:	
Surname:			
House / Flat:			
Address 1:			
Address 2:			
Address 3:			
Town:			
County:			
Postcode:			
Daytime Number:			
Mobile Number:			
Email:			
3) Relevant Body: Please confirm that you are the relevant body to undertake neighbourhood planning in your area in accordance with section 61G of the 1990 Act and 5C of the 2012 Regulations			
Yes:		Name of Parish / Town Council:	
No:			

4) Extent of Area: Please indicate below and attach an OS plan showing the intended extent of the area.			
Whole Parish / Town Boundary area:			
Part of Parish / Town Boundary area:			
Joint with neighbouring Parish within B&NES: (Please complete details in section 7 below if applying as joint parishes)			
Please describe below why you considered the extent of the neighbourhood area is appropriate (100 words max)			
5) Intention of Neighbourhood Area:			
Please indicate which of the following you intend to undertake within your neighbourhood area.			
Neighbourhood Development Plan:		<input type="checkbox"/>	
Neighbourhood Development Order:		<input type="checkbox"/>	
Community Right to Build Order:		<input type="checkbox"/>	
6) Additional Joint Parish Details:			
If you are applying with an adjoining parish or parishes please give the clerk's details for each parish.			
7) Declaration			
I/we hereby apply to designate a neighbourhood area as described on this form and the accompanying plan.			
In the case of joint parish applications, names from each parish would need to complete an application.			
Names		Date (DD/MM/YY)	

Bath & North East Somerset Council	
MEETING:	Planning Transportation and Environment Panel
MEETING DATE:	23 August 2012
TITLE:	Green Infrastructure Strategy
WARD:	ALL
AN OPEN PUBLIC ITEM	
List of attachments to this report: Appendix A - Extracts from the consultation draft including introduction, a draft vision and list of principles.	

1 THE ISSUE

A healthy, properly functioning natural environment is the foundation of sustainable economic growth, prospering communities and personal wellbeing. Core Strategy policy CP7 on Green Infrastructure addresses this issue and sets out a requirement to protect and enhance the Green Infrastructure network across the district. The Council is committed to preparing a Green Infrastructure Strategy to coordinate the delivery of this policy. The purpose of this report is to apprise the panel of the draft Green Infrastructure Strategy and key issues arising from the stakeholder Consultation in May 2012.

2 RECOMMENDATION

The Planning Transportation and Environment Panel are asked to consider and comment on whether:

- 2.1 The draft Green Infrastructure strategy, amended to address key issues arising from the stakeholder consultation, will provide an effective framework for working with partners and within the council, towards realising the full benefits of the natural environment for the health and wellbeing of the local community, economy and wildlife.

3 FINANCIAL IMPLICATIONS

- 3.1 The merit of the Green Infrastructure (GI) Strategy is that it provides opportunities to add value to existing programmes and using existing resources. It highlights more sustainable solutions, making optimum use of existing budgets and resources to achieve multifunctional outcomes. Implementation of GI is also facilitated by invaluable volunteer efforts. Evidence has shown that some sustainable solutions can be less expensive than an engineered approach. Preparation of the GI Strategy has been undertaken within the existing Planning Environment Team budget.

- 3.2 The strategy will also provide the supporting framework to access funding sources external to the council including health, Water Framework Directive funds and a platform for bidding for heritage Lottery funds or similar. Opportunities also occur through Development Management processes to influence allocation of Community Infrastructure Levy (CIL) and Section 106. Some seed funding may be required to explore and pilot new approaches, for example to managing land that could ultimately produce savings.
- 3.3 The strategy will be submitted to Cabinet in November for approval. Priority activities and projects will be worked up by task and finish groups including partners, as part of the delivery plan process following strategy approval. Any council led initiatives requiring additional resource will be agreed before action. Resourcing of the strategy will need to be considered in the context of financial pressures via the MTSRP process.

4 THE REPORT

Introduction

- 4.1 Green Infrastructure (GI) is the term used to describe the networks of natural spaces and corridors within our urban and rural areas. It's about using the natural environment in ways that deliver services essential to quality of life and about providing the natural infrastructure essential to help people live happier, healthier and more sustainable lives, within more prosperous communities.
- 4.2 Green infrastructure can have many functions and offers ways to prepare for climate change, build economic success, manage flood risk, provide alternative active travel options, provide green spaces for exercise and socialising and to conserve and enhance wildlife and habitats.
- 4.3 The Bath & NE Somerset area benefits from a unique and outstanding natural environment. This Strategy is about harnessing and sustaining the full benefits of these invaluable assets and offering cost effective, practical solutions to make a significant contribution to delivering the Councils vision and values.

Policy context

- 4.4 The Government White Paper (June 2011) – the Natural Choice: securing the value of nature, states that: *“A healthy, properly functioning natural environment is the foundation of sustainable economic growth, prospering communities and personal wellbeing”*. The White paper *“requires us all to put the value of nature at the heart of decision making”* and supports the development of green infrastructure to achieve this.
- 4.5 The White Paper, Healthy Lives, Healthy People: Our strategy for public health in England, also recognises the importance of the natural environment for mental and physical health.
- 4.6 The importance of green infrastructure is firmly embodied in the new National Planning Policy Framework (March 2012). The GI Strategy delivers Core Strategy policy C7 and will inform and support a number of related Local Development Framework documents including the Placemaking Plan, Infrastructure Delivery Plan (IPD) and Community Infrastructure Levy (CIL). The Strategy will also inform other Council strategies including the Green Spaces Strategy, draft Allotments Strategy, World Heritage Site (WHS) Management Plan and the WHS setting Supplementary Planning Document (SPD).

Purpose of Strategy

- 4.7 The Strategy provides a long term vision and framework to enable smarter working by and between the Council, its working partners and the local community, to achieve added value and multiple benefits from the natural environment. The ambition is to provide a framework that will enable consideration of alternative solutions, using existing resources to delivery more and with stronger community engagement.

Process

- 4.8 The strategy is being developed by the Planning Policy & Environment Group within Planning & Transport Development with support from a cross council officer working group and was informed by early stakeholder engagement in 2011. Once the Strategy is approved by the Council the details of who will do what and by when, will be worked up in the Delivery plan.

Vision and Principles

- 4.9 The strategy sets out the vision and principles that will guide delivery of GI across B&NES to unlock the wide range of benefits that the natural environment can provide for the local community, economy and wildlife. Each principle has a set of objectives that detail what needs to happen to turn the principle into action. The principles include a mix of process and interest related guidelines. Extracts from the introduction, a draft vision and list of principles is attached as Appendix A.

Consultation responses

- 4.10 The overall response received during the recent consultation on the draft strategy was very positive. The draft was well received and there was strong support for the need for a strategy and endorsement of the importance of GI in achieving sustainable development.
- 4.11 A number of issues arising from consultation are currently being addressed for inclusion in the final document. These include:
- The need to clarify how the Strategy sits with related planning (in particular Placemaking Plan, CIL and IDP) and other council documents.
 - The need to strengthen the document to achieve maximum weight with developers, stakeholders and within the council. Stakeholders wanted to ensure that opportunities to achieve improved GI through new developments are not lost.
 - Status of the document - a number of stakeholders queried why the document was not a Supplementary Planning Document (SPD). Whilst the strategy parent policy stems from the Core Strategy, delivery of GI will be through a wide variety of mechanisms, many beyond the scope of the development planning processes as set out in paras 3.1 and 3.2 above. Application of the strategy principles to specific neighbourhoods and sites will be incorporated into and consulted upon and through the Placemaking Plan DPD as part of the statutory Development Plan.
 - The need for more detail on the emerging strategic priorities that will be taken through to the delivery plan, for consideration by task and finish

groups, made up of the appropriate specialist organisations and partners.

- More emphasis to be given to the importance of the green setting of the WHS and need for coordinated approach to the positive management and improved access to this unique natural environment

4.12 Additional work is progressing to address these issues. Project profiles are being drafted for the key strategic priorities and process projects. These provide project outlines that will then be looked at in depth during the delivery plan process following Strategy approval. Two additional priority projects are being developed in response to the consultation. Firstly the Green Setting of Bath WHS and secondly the Railway Path which is already a significant multi user recreation route linking Bath to Bristol and beyond. A development management checklist is also being developed to achieve GI through new developments.

The Councils role

4.13 The council has an important role to play in GI planning and delivery with its broad environmental, health /social and economic responsibilities. Whilst awareness of the value of the natural environment and the benefits of green infrastructure are well developed in some services the concepts of GI are not generally embedded in the Council processes. Consequently major opportunities arising from an integrated approach to delivery and the resulting added benefits are being missed.

4.14 In addition to coordinating the development of the Strategy and initiating the delivery planning process the council will champion GI and lead on a number of initiatives including:

- (1) Planning and development management process - by developing tools such as the development GI checklist and accessible GI mapping system to secure GI opportunities through growth and to support neighbourhood planning.
- (2) Securing cultural change within the Council to put the value of the natural environment at the heart of decision making, through a programme of targeted training/workshops/guidance to build GI capacity of council staff and members and influencing project development processes, so that GI is addressed at the start of project development.
- (3) Reviewing opportunities for multifunction and different management regimes for Council owned land
- (4) Taking the lead on a number of strategic projects such as the River Avon/canal corridor, Wansdyke Greenway and further development of Outdoors West as an information portal to encourage greater use of GI.

5 RISK MANAGEMENT

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

6 EQUALITIES

6.1 A separate *Equalities Impact Assessment* (EqIA) has not been completed at this stage for the draft strategy however the parent Core Strategy policy CP7 has already been through a rigorous EqIA process. *"CP7 Green Infrastructure - This policy improves opportunities for improved health and wellbeing through a*

protected and improved network of green infrastructure (green places and space). This is positive for exercise, relaxation and general wellbeing. (all)”

- 6.2 In addition to enabling improved access to the natural environment for the whole community the draft strategy recommends positive promotion of activities for particular groups, including communities with lower life expectancy, the young and the elderly.

7 CONSULTATION

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

7.2 An initial workshop was held in March 2011 to engage key stakeholders in the development of the strategy. A second stakeholder event was held in May 2012 to launch the draft strategy, at the beginning of the four week consultation period. Draft documents including a comments form, were also made available on the Council Web site on the Green Infrastructure page.

8 ISSUES TO CONSIDER IN REACHING THE DECISION

8.1 *Social Inclusion; Customer Focus; Sustainability; Property; Young People; Corporate; Health & Safety;*

9 ADVICE SOUGHT

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

Contact person	<i>Sue Murtagh 01225 477618</i>
Background papers	<i>Core Strategy</i> <i>Core Strategy Equalities Impact Assessment</i> <i>Consultation draft GI Strategy May 2012</i> http://tinyurl.com/bnegbpd
Please contact the report author if you need to access this report in an alternative format	

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Appendix A

Extracts from the Consultation Draft Green Infrastructure Strategy



Contents

(Executive summary – to follow)

1. Introduction
2. What is it all about
3. Strategy aims
4. Policy context
5. B&NES context
 - Local drivers
 - GI assets
6. Vision for GI across Bath & NE Somerset
7. Strategy principles / delivery objectives
 - The Council will champion GI and make it happen
 1. GI and promoting the value of the natural environment
 2. GI and culture shift
 3. GI delivery through partnership working
 4. GI and development
 5. GI and Green Travel /access
 6. GI and green spaces/recreation
 7. GI and health
 8. GI and local food security
 9. GI and Woodlands trees and green streets
 10. GI and Landscape
 11. GI and natural and cultural heritage
 12. GI and ecosystem services
 13. GI and Biodiversity
 14. GI and Climate Change
 15. GI supporting a vibrant local economy
 16. GI and the River / Canal corridor
 17. GI and water management
8. Mapping
9. Strategic network Diagram
10. Making it happen
11. Emerging priorities & strategic projects

Appendix A- Tabulation of sector priorities and strategic projects

Appendix B – List of related Strategies- to follow

Appendix C – supporting documents – to follow

1. Introduction

This strategy is concerned with harnessing and sustaining the benefits of the natural environment to support the health, wealth, and wellbeing of local communities. It is about:

- protecting and improving/ (or) wise use of/ the natural environment
- growing a green economy
- reconnecting people and nature
- strengthening local communities
- new ways of working across different sectors

The strategy is designed to provide a framework to guide Council staff and their working partners concerned with social, economic and environmental planning and land use management

2. What is it all about?

The Bath & NE Somerset area benefits from a unique and outstanding natural environment. Where this is linked with good public access and recreational opportunities it provides invaluable assets for developing and supporting healthy, happy and vibrant local communities.

This Strategy is about harnessing and sustaining the full benefits of these assets. It's about improving health and well-being. It is about strengthening and empowering our local communities and local economy. It is about protecting and sustaining our precious places and natural resources. As such it offers cost effective, practical solutions to make a significant contribution to delivering the Councils vision and values.

Green Infrastructure (GI) is a term used to describe the networks of natural spaces and corridors across a given area. GI is made up of a wide range of green assets such as open spaces, parks and gardens, allotments, woodlands, street trees, green roofs, fields, hedges, lakes, ponds, meadows and grassland playing fields, as well as footpaths, cycleways and waterways. These are the “soft” places and edges of our built

communities and the natural habitats and beautiful landscapes of our rural areas that together quietly control the background to our health and well-being. Historically the important and multiple benefits that these assets can bring to people and society have often been over looked or at best under-valued. The concept of GI and GI planning has been developed to turn this around.

Green infrastructure is about sustaining and managing the natural environment in ways that deliver services essential to quality of life. It is about enabling people be active and to utilise natural spaces. It is about providing the natural infrastructure essential to help people live happier, healthier and more sustainable lives. It is about making our urban and rural landscapes much more permeable to people and wildlife. In order to realise these benefits GI needs to be at the heart of decision making.

Benefits of Green Infrastructure

Green infrastructure can take many different forms, can be delivered at many different scales and can have many functions. It offers ways to: protect and enhance ecological networks; prepare for climate change; build economic success; manage flood risk and improve health and wellbeing. It can provide alternative active travel options and quality green spaces for exercise and socialising. It can help to enhance landscape character and local distinctiveness.

So, green infrastructure can deliver a range of natural services that will provide significant environmental, social and economic benefits. These benefits are well documented and include opportunities to:

- mitigate and adapt to existing and future effects of **climate change** through providing shade, sustainable drainage, flood alleviation, green energy and local food production
- support **healthy ecosystems** that provide many essential natural services including clean water and air
- protect and enhance **biodiversity** and create new habitats and wildlife linkages between them, reducing their isolation
- protect and enhance **landscape character**
- protect and enhance **historical and cultural** features including the World Heritage Site
- provide **green travel routes** including, walking and cycling routes, accessible river/canal corridors and green streets

- encourage **healthy lifestyles**
- deliver high quality, multifunctional and connected **open spaces**
- invigorate the **local economy** including natural tourism

Planning for GI

The management, promotion and development of green assets to deliver green infrastructure requires new ways of thinking and working together. This is needed to achieve added value and multiple benefits. It requires strategic thinking, site specific thinking and cross cutting thinking. 'Multifunctionality' is central to the green infrastructure concept and approach and it refers to the potential for one site or location to provide a variety of green infrastructure functions.

A key role of the strategy therefore is to provide a framework to achieve consensus and cooperation across council departments, external organisations and stakeholders. Consensus about what GI assets we have, what GI interventions are needed and about how we can best work together to deliver GI. This consensus will provide new and innovative ways for partners to work together. It will provide value for money by identifying projects that deliver multiple outputs for people and communities.

Working at different scales

Green infrastructure works across many different spatial scales from strategic levels (sub regional and district wide), to local neighbourhood and site specific levels. Strategic GI at the landscape scale provides the wider framework and context required to plan for GI at the more local levels. The strategic approach will enable the identification of the key strategic networks and spaces required to support and sustain the district's natural services and to link effectively with our neighbours. It also allows identification of key strategic projects that could be prioritised to optimise our strategic GI provision. At more local and site specific levels it allows the development and management of the finer grained green space and green assets required to support and invigorate local communities and also to deliver the benefits of strategic GI at a local level

This approach enables an integrated multi-functional network of green space to be developed operating at varying spatial scales, across neighbourhoods, towns and villages, through the urban/rural fringe and into the wider countryside.

Cross boundary working

The strategy for the B&NES area is being developed within the wider context of our neighbouring council areas to ensure that cross-boundary issues are properly addressed. The Council has worked with the other West of England Unitary authorities to develop a GI framework for the West of England area. The framework identifies strategic GI corridors and GI areas. The River Avon / Kennet & Avon Canal corridor is highlighted along with two strategic areas based loosely on the Mendip Hills and Cotswolds AONBs.

The council is also working with Wiltshire, Somerset and Mendips authorities to ensure consistency of approach with emerging GI strategies for these areas.

Collaborative working

Green Infrastructure also cuts across a wide range of agendas and responsibilities of many organisations. Successful outcomes will be very much dependant on a collaborative approach to defining strategy principles and priorities and subsequent delivery. A Strategy Development Workshop was held on 31 March 2011 marking the beginning of the formal process of developing the GI Strategy for the B&NES area. The event included key stakeholders including all of the neighbouring authorities in developing the strategy's direction and priorities (Ref workshop report appendix) .The workshop outputs have been used to inform the strategy. This was followed by consultation and launch events. The strategy has therefore been developed in full consultation with key partners and stakeholders, and wide endorsement of the strategy has been achieved.

Role of the strategy

The B&NES GI strategy provides a long term vision and framework to support the delivery of a well-used, well managed, high quality, multi-functional networks of green corridors and assets at all scales across B&NES and beyond into neighbouring areas.

The strategy provides a set of GI principles, sets out a strategic spatial structure and identifies the need for new working practices, which together will support the delivery of GI across the district and beyond. It

also identifies a number of emerging priority projects. The ambition is to provide a strategy that is a living, targeted document that will enable smarter working between stakeholders.

An overarching priority is to achieve a cultural shift in how decision makers, stakeholders and grey infrastructure delivery agents perceive the value of the natural environment. The concept of GI is firmly supported through national policy and its wide ranging benefits well evidenced. Despite this in practice the natural environment is still undervalued and at worst viewed as a constraint on development. To succeed, this GI strategy needs to affect a cultural shift by working with decision makers and project managers across a wide range of Council services to embed GI into project delivery. The Strategy must also engage the development sector and a key task will be to provide tailor made tools to support the Development Management process to ensure that GI principles are embedded in development proposals of all scales. The Strategy must also engage with local businesses and local people.

3. Strategy Aims

The key purposes of the strategy are to:

- Provide an agreed understanding of Green infrastructure and the aspirations and priorities for a multi-functional network of GI sites and corridors across the B&NES area.
- Provide a framework to guide coordinated delivery of priority projects and themed initiatives, enabling the targeting of limited resources on cost effective, multi output and sustainable solutions.
- Gain endorsement and buy in by all organisations involved in the use and management of natural spaces, providing a single point of reference for delivery by the council and its partners
- Explore/research existing and new delivery mechanisms to enable the network to be appropriately managed and maintained to realise its full potential into the long term
- Facilitate enhancements to the Bath & NE Somerset GI network at all levels.

4. Policy Context

The Government White Paper (June 2011) – the Natural Choice: securing the value of nature, states that:

“A healthy, properly functioning natural environment is the foundation of sustainable economic growth, prospering communities and personal wellbeing”. It “requires us all to put the value of nature at the heart of decision making” and supports the development of green infrastructure to achieve this.

The White Paper, Healthy Lives, Healthy People: Our strategy for public health in England, also recognises that the quality of the environment, including the availability of green space and the influence of poor air quality and noise, affects peoples health and wellbeing. The *“utilisation of green space for exercise/health reasons”* is referenced as an indicator in the Department of Health’s, “A public health outcomes framework for England, 2013-2016”.

The importance of green infrastructure is also firmly embodied in the new National Planning Policy Framework (March 2012) which states *“Local planning authorities should: set out a strategic approach in their Local Plans, planning positively for the creation, protection, enhancement and management of networks of biodiversity and green infrastructure”* and also in relation to meeting the challenge of mitigating and adapting to Climate Change.

The overall vision for Bath & NE Somerset is set out in the Sustainable Community Strategy (2009 to 2026) and is being delivered through a variety of plans and strategies lead by organisations involved in the Partnership. Sustainability is essential to the future development of B&NES and green infrastructure will be key.

The Council’s own vision and values (Jan 2011) “puts people first and communities at the heart of everything we do”. The Vision is for a B&NES where everyone fulfils their potential, with lively, active communities and unique places with beautiful surroundings. GI provides an important delivery mechanism towards achieving this vision.

The Local Development Framework, including the Core Strategy, sets out our policies for planning and land use across the B&NES area. Core Strategy policy CP7 on Green Infrastructure sets out a requirement to protect and enhance a strategic GI network across the district and requires development of this GI Strategy. The Core strategy also recognises the River Avon/Kennet and Avon canal corridor as an essential element of the strategic network and this strategy will enable the development of high level aspirations for this key green corridor.

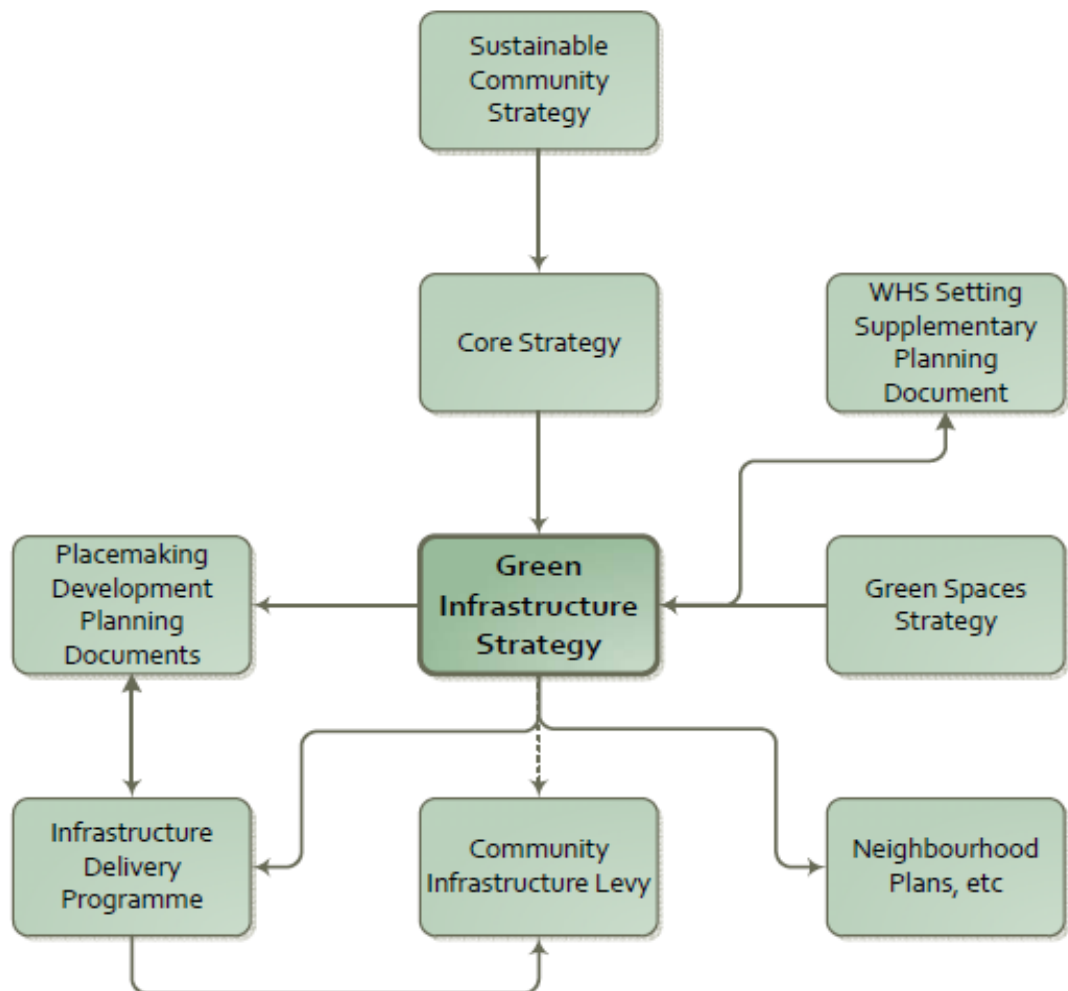
This strategy will inform and support a number of Local Development Framework documents including the Placemaking Plan, Infrastructure Delivery Plan (IPD) and Community Infrastructure Levy. It will also take forward key aspirations in the Councils Green space Strategy (GSS). This is particularly relevant to GI providing a review of the nature, extent and quality of public green across the district, and areas of deficiency and over supply.

The GSS was adopted in March 2007 and is due to be reviewed and updated in 2013. Whilst there is a need to project forward the likely needs of the growth in population to 2026, as contained in the Core Strategy, the standards for green space included in the GSS are still valid and are incorporated into the broader GI Strategy.

These key policy inter-relationships are summarised on **Diagram 1** below

Other related strategies include the Cultural Strategy (2011- 26), World Heritage Management plan and the Public Realm and Movement Strategy. A full list is included in **Appendix B**.

Diagram 1



5. Vision for GI across B&NES

By 2026 the council and its partners have worked with the community to provide a well-used and expanding network of green infrastructure to realise a wealth of benefits for people, wildlife and the local economy and thereby contributing to making Bath & NE Somerset a place where:

- The local communities are connected through/to/by a network of green spaces and corridors which provide attractive spaces for play, recreation, relaxation, reflection, education and growing food.
- Local people are proud of this green network and people of all ages use it regularly for healthy exercise and so benefit from improved physical and mental health.
- Wildlife is thriving within urban areas, along the natural corridors and throughout the open countryside. The quality and integrity of the exceptional landscape and built heritage is valued and respected.
- The local economy and its workers continue to benefit from the high quality natural and built environment. A growing sector of green tourism respects and makes use of the area's natural and historic assets
- A well connected, signed and promoted network of green travel routes is well used by the community and visitors to travel throughout B&NES and into neighbouring areas.
- The river/canal corridors are recognised and valued as key green corridors through the district and beyond. The river Avon / canal corridor has achieved positive ecological potential and supports an increasing number of river related businesses.
- Green infrastructure plays an important role in making the area resilient to climate change. Street trees and urban greening schemes assist in cooling urban areas and natural drainage schemes within the River Avon catchment reduce flood risks.
- The stock of council owned land is well used to fill gaps and deficiencies in the provision of accessible green space and to address habitat connectivity and a growing number of communities are involved in managing their local green spaces
- Well-designed new developments respect and contribute positively to the natural environment and there are an increasing number of green roofs, natural drainage solutions and sustainable surfaces
- More people are involved in community food groups, individual growing plots and allotments, successfully contributing to their own food needs with innovative production methods and models.
- Many people monitor wildlife and are active custodians of a healthy and vibrant natural environment.

6. Strategy principles and delivery objectives

This section sets out the principles that will guide delivery of GI across B&NES. Each principle has a set of delivery objectives that detail what needs to happen to turn the principle into action. The principles include a mix of topic and process related guidelines. The Council is well placed to play a major role in championing GI and making things happen and this is reflected in the first overarching principle below:

The Council will champion GI and make it happen through:

- Working with key partners and stakeholders to establish a managed network of GI across B&NES
- Taking the lead on a number of the strategic GI projects identified through the strategy
- Recognising GI as a key delivery mechanism for the council's visions and values.
- Providing an accessible suite of mapping data and guidance to enable all forward planning and council projects to consider and deliver GI
- A programme of GI training events for members, directors and team leaders

1. GI and promoting the value of the natural environment - provide opportunities to raise public awareness and actively involve the community in benefiting from and caring for the natural environment by

- Clear concise accessible/non-technical documents
- Provide easy and accessible GI mapping information to support communities in neighbourhood planning
- Facilitating active involvement with the natural environment through community based activities and use as an educational resource

2. GI and achieving a Cultural shift - in decision makers, infrastructure delivery agents and development sector by

- Targeted activity to engage the development sector to improve ownership and understanding of the value of GI
- Influence decision makers to embed GI principles in project delivery across all sectors (within Council and without)
- securing some early wins to raise profile of GI working/concept
- Clarity of governance and reporting systems required to deliver GI
- Nominating GI champions across key services and sectors

3. GI delivery through Partnership working within B&NES and cross boundary by:

- Working with neighbouring LAs and bodies to ensure continuity of approach for key strategic GI assets and corridors including: River Avon, K&A Canal, Mendip Hills, Cotswolds, Bristol Bath Railway path
- Linking GI priorities into emerging Local Nature Partnerships (LNPs), Bristol Avon Catchment pilot, Cotswolds Scarp Nature Improvement Area (NIA), AONBs, Avon Frome Partnership agendas
- Working collaboratively with key stakeholders to deliver GI improvements

4. GI and development - new developments of all scales, including improvements to existing structures, well linked into the existing green infrastructure and which contribute positively to its functionality by:

- Developing a specific tool/checklist, with the development sector, to facilitate delivery through the development management process.
(See illustration below)

Development proposals should seek to:
<ol style="list-style-type: none"> 1. Ensure all green areas are multi-functional 2. Ensure all development proposals include as much or more permeable surfaces in landscaping than the existing site. An increase in hard, impermeable surfaces such as tarmac should not be introduced to sites. 3. Encourage private gardens with permeable surfaces as defensible space in front of new residential proposals. 4. Protect the plants and animals that already live on a

site (ecological survey).

5. Apply Sustainable Urban Drainage Systems (SUDS) to every development proposal e.g. permeable surfaces, green roofs or swales to slow the rate of water to the drains.
6. Integrate management of green infrastructure into development proposals e.g. green spaces in front of residential buildings can be brought into the individual plot boundaries.
7. Maximise opportunities for access to green infrastructure both physical and visual.
8. Maximise opportunities to connect green infrastructure assets.
9. appropriate development to contribute to achieving “good” status of river ecology quality
10. Consider retrofitting existing buildings with GI features such as green walls and roofs

5. GI and green travel/access - develop opportunities to support healthy lifestyles through provision of attractive multi-functional green corridors by:

- Developing new “GI corridor” walking and cycling routes
- Encouraging access to existing green spaces via “GI corridors”
- Increasing use of existing walking and cycling routes through improved quality (greening/permeable surfaces), management, signing and promotion
- Improving bridleway network
- Linking new developments into the existing GI network
- Maintaining and enhancing habitat connectivity within new and existing “GI corridors” including using wildlife friendly forms of lighting along urban green access and river corridors

6. GI and green spaces/recreation- establish culture and processes for long term management and multifunctional use of council owned green spaces by:

- Develop opportunities to improve access to and quality of green corridors and spaces to support healthy lifestyles, community well-being and quality of life.

- Improve the quality/function of green spaces
- Develop a multifunctional approach to managing Council owned green spaces to provide multifunctional green spaces for sport, play, informal recreation and nature
- Promoting the council's approach as exemplar to influence other major landowners
- Explore better "GI" use of council owned land held for planning use

7. GI and Health – encourage greater usage of Green Infrastructure to benefit health, wellbeing and quality of life by:

- Improving general awareness of, accessibility to and enjoyment of green spaces
- Addressing (cultural) barriers preventing community use of green spaces
- Targeting specific GI interventions and initiatives on areas with lowest life expectancy, the young and the elderly

8. GI and local food security- maximise opportunities for the community to get involved in growing local food on the green spaces and corridors across B&NES by:

- review use and management of Council parks, open spaces and periphery of sports pitches to achieve multifunction, including growing food
- Considering opportunities for food production along cycleways and river corridors – through planting fruit trees etc.
- Ensuring that community space for food growing is designed into new developments - from small spaces to allotments for new communities.
- Encouraging schools to grow food within school grounds

9. GI and woodland, trees and green streets - raise awareness of and realise the multiple benefits of trees and woodlands to community health, wellbeing and natural (ecosystem) services by:

- Improving access to woodlands within and on edges of settlements based on the Woodland Access Standards
- Prioritising new woodland planting within and close to settlements
- Active plan for protecting and increasing number of street trees within settlements

- Including in design requirements for new developments
- Encouraging community groups to address woodland and trees as part of neighbourhood plans
- Strengthening existing networks of woodlands and hedgerows to reduce habitat fragmentation
- Considering new planting in association with water management/flood initiatives
- Exploring the role of wood fuel as a renewable energy source within the district
- Working with the NHS Trees and Forestry Commission Great Tree Plant initiatives
- Ensuring accessible woodlands are clearly signed and promoted

10. GI and Landscape- respecting and contributing to the local landscape by:

- Designing GI that respects and builds on the variation in local landscape character, including opportunities to reinforce distinctiveness
- Close dialogue with the AONB partnerships to ensure GI principles and priorities are addressed in their respective management and delivery plans
- Designing GI that facilitates access & appreciation of important view points

11. GI and natural and cultural heritage - respecting and improving access to local heritage by:

- Safeguarding and enhancing access to local heritage
- Ensuring that important historical relationships between built and natural heritage are understood and respected, including preservation of key views by careful management.
- Protecting and where possible preserving below-ground Archaeology in situ through the strategic placement of GI assets
- Taking opportunities to conserve and enhance the WHS and its setting through appropriately designed green infrastructure improvements

12. GI and ecosystem Services – protect and enhance natural services by:

- Working with key partners to agree an “ecosystem position statement”
- Facilitating landscape scale habitat restoration
- Promoting wiser use and management of natural resources
- Use of green solutions to minimise need for engineered/built infrastructure

13. GI and Biodiversity –Maintaining and creating robust ecological networks i.e. “*more, bigger, better and joined*” by reducing fragmentation, habitat restoration and re-creation and involving people by:

- Working with wildlife partners to establish priorities/interventions to achieve cross boundary enhancements
- Good quality accessible and relevant data by more systematic data collection supported by BRERC - promote one stop shop
- Design new GI projects to help address habitat fragmentation across both rural and urban areas through creation or enhancement of natural habitat corridors
- recognise, protect and develop the main rivers as strategic GI corridors
- Maintain dark corridors to help sustain and enhance important bat populations
- Develop a woodland link project
- New GI initiatives that help deliver AWTs Living landscape restoration targets
- Design new GI projects to include new areas of native, species-rich, semi-natural habitat
- Facilitate public engagement with biodiversity monitoring
- Establish a strategic nature park within the District
- Maximise benefits of council owned land for people and wildlife

14. GI and Climate Change - GI to make an important contribution to tackling climate change by adapting to and mitigating its impacts through:

- Flood risk management, using SUDs and safeguarding water resources
- Using trees, including street trees, for urban shading
- Promoting land uses that absorb carbon dioxide
- Improving green travel options to reduce motorised transport

- Utilising GI related opportunities for renewable energy
- Prioritising projects and interventions which help to address habitat fragmentation

15. GI supporting a vibrant local economy through:

- Increasing opportunities for “natural” tourism
- Creating attractive environments that attract inward investment

16. GI and the River Avon and Kennet & Avon Canal Corridor- realising its potential as a functioning green corridor by:

- Developing a framework and set of GI principles to enable an integrated approach to the whole green corridor
- Establishing a governance structure to achieve integrated delivery
- Contributing to the Bristol Avon River Catchment pilot project to define key catchment related issues and solutions
- Seeking to enhance and increase the GI functions that this green corridor provides including through development of a strategic country park to incorporate recreational and habitat corridor, flood alleviation, wood fuel
- Providing high quality, clearly signed and well promoted green access to, along and across the corridor

17. GI and Water Management - improving the management of water resources, flood mitigation and reduced flood risk through sustainable urban drainage systems

- Through the emerging Local Flood Risk Management Strategy
- Prioritising the consideration of natural solutions to water issues
- Ensure that duty to have regard to River Basin Management Plans (RBMPs) is delivered across the district and the river Avon achieves “good” ecological potential

7. Making it happen

The successful delivery of the strategy vision will be dependent on coordinated, targeted activity and strong working relationships with many partners including the local community. Delivery will be achieved in a wide variety of ways and by different bodies taking the lead.

Who is responsible - a wide variety of individuals, groups and organisations, responsible for GI or benefiting from it, have a potential delivery role to play. Those already signed up to contributing to delivery are listed in Appendix B - to follow

Action planning process - following approval of the Strategy a delivery plan will be developed collaboratively with partners to work up and programme delivery priorities and emerging strategic projects and tasks. A rolling action plan will be monitored and updated to focus on delivery as and when resources are available.

Governance - the first priority is to agree and put in place an appropriate governance structure to oversee development of the delivery plan and to monitor progress.

Essential building blocks - successful delivery will require a number of enabling “building blocks” to be put in place at an early stage including:

- Accessible Mapping base
- Guidance for developers and project managers
- Portal for disseminating information to support increased use of GI (Outdoor West)

Promoting value of GI - training programme - to initiate cultural change and promote the wider value of the natural environment to decision makers, key groups including development sector, business and the community.

Strategic Projects - the GI vision will also be delivered through a number of bespoke strategic and local projects. The emerging strategic projects will be validated and worked up in detail as appropriate in the delivery plan process to validate approach and then plan implementation.

Integrating GI principles - significant delivery can be achieved by embedding/integrating the GI principles and priorities into Councils agendas including the Placemaking DPD, Green Spaces Strategy review and ROWLIP. Similarly with partner initiatives and existing work programmes including the Management Plans for the Mendip Hills and Cotswolds AONBs and the Avon Frome Partnership. The strategy will also provide an agreed framework to influence the targeting of existing funding streams such as Agri-environment and woodland grants

Funding

Much can be achieved with existing resources including invaluable volunteer efforts. The merit of the GI approach is that it provides opportunities to add value to existing programmes, by highlighting more sustainable solutions, making optimum use of existing budgets and resources to achieve multifunctional outcomes. Evidence has shown that some sustainable solutions can be less expensive than an engineered approach.

The strategy will also provide the supporting framework to access funding sources external to the council including health, Water Framework Directive funds and a platform for bidding for heritage Lottery funds or similar. Opportunities also occur through Development Management processes to influence allocation of Community Infrastructure Levy (CIL) and Section 106. Some seed funding may be required to explore and pilot new approaches, for example to managing land that could ultimately produce savings.

The Council's role

The council has an important role to play in GI planning and delivery with its broad environmental, health /social and economic responsibilities. In addition to coordinating the development of the Strategy and initiating the action planning process the council will champion GI and lead on a number of initiatives:

- Planning and development management process - by developing tools such as the development GI checklist and GI mapping system to secure GI opportunities through growth
- Securing the cultural change within the Council to put the value of the natural environment at the heart of decision making, through for example a targeted training programme and influencing project development processes, so that GI is addressed at the start of project development.

- Reviewing opportunities for multifunction and different management regimes for Council owned land
- Taking the lead on a number of strategic projects such as the River Avon/canal corridor, Wansdyke Greenway and further development of Outdoor West as an information portal to encourage greater use of GI.

8. Emerging priorities and strategic projects

A number of priorities and potential projects have emerged through the strategy development and these will form the starting point for developing the delivery plan.

Potential priorities comprise:

- Cross cutting “building blocks” that underpin delivery of the whole strategy
- Strategic “multifunctional” projects that will deliver across a number of GI principles
- Sector generated activity largely relating to the delivery of a specific principle

An initial assessment of emerging projects against the potential GI benefits they might provide is summarised in **Appendix A**.

Local drivers will also be used to sift through and prioritise possible GI activities and direct limited resources. These are also listed in **Appendix A**.

Emerging strategic projects to be explored and then progressed if viable through the delivery plan are shown on the emerging strategic GI Diagram – **Map 9**:

1. Wansdyke Greenway
2. Central Greenway
3. North- South corridor
4. River Avon / Kennet and Avon Canal corridor
5. AONB Linkway
6. Landscape scale restoration project

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Bath & North East Somerset Council	
MEETING:	PLANNING, TRANSPORT AND ENVIRONMENT POLICY DEVELOPMENT & SCRUTINY PANEL
MEETING DATE:	23rd August 2012
TITLE:	WORKPLAN FOR 2012/13
WARD:	All
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
Appendix 1 – Panel Workplan	

1 THE ISSUE

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

2 RECOMMENDATION

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

3 FINANCIAL IMPLICATIONS

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

4 THE REPORT

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

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

4.2 The workplan helps the Panel

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

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

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

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

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

5 RISK MANAGEMENT

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

6 EQUALITIES

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

7 CONSULTATION

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

8 ADVICE SOUGHT

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

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

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Planning, Transport and Environment Policy Development & Scrutiny Panel Workplan

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

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

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

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
26th July 2012						
	Cabinet Member Update					
	Travel to Work Review – Terms of Reference	GC	Donna Vercoe	Report		
	Allotments Management Plan	GC	John Crowther / Graham Evans	Report		
	Parking Charges Update	GC	Matthew Smith	Report		21/2/12 Agenda Plg
	Transport Strategy	GC	Adrian Clarke	Presentation	Panel on 13/9/11	
	London Road Congestion	GC	Peter Dawson	Presentation		28/9/11 Agenda Plg
	MOD sites Concept Statements	JB / GC	David Bone / Simon de Beer / Stephen George	Verbal Update		
23rd August 2012						
	Gypsy & Traveller Sites Plan: Pre-Consultation Results	GC	Simon de Beer	Report		
	Core Strategy Update	GC	David Trigwell	Report		
	Neighbourhood Planning Protocol	GC	Simon de Beer	Report		
	Green Infrastructure Strategy	GC	Simon de Beer	Report		

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
11th Sept 2012						
	Cabinet Member Update					
	Gypsy & Traveller Sites Plan: Cabinet Recommendations	GC	Simon de Beer	Report		
	MOD sites Concept Statements	GC	David Bone / Simon de Beer / Stephen George	Report		
	World Heritage Site Supplementary Plan	GC	Simon de Beer	Report		
	20mph Speed Limits Update	GC	Adrian Clarke	Report	Panel on 15/5/12	
Oct 2012						
	Community Infrastructure Levy & Review of the Planning Obligations Supplementary Plan	GC	Simon de Beer / David Trigwell	Report		
	Sustainable Construction & Retrofitting Supplementary Planning Document (SPD) Update	GC	Cleo Newcombe-Jones	Briefing		
	Article 4 Direction & Supplementary Policy	GC	Simon de Beer	Report		
	Transport Strategy Update	GC	Adrian Clarke	Report		
	Car Parking Strategy	GC		Report		
	Bus Tendering Process	GC		Report		

Last updated 14th August 2012

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
13th Nov 2012						
	Cabinet Member Update					
	Gypsy & Traveller Sites Plan: Draft Plan	GC	Simon de Beer	Report		
	Medium Term Service & Resource Plan	GC	Glen Chipp	Report		
	Placemaking Plan	GC	Simon de Beer	Report		
	Allotments Management Plan	GC	John Crowther / Graham Evans	Report		
	Commercial Waste Collection Single Inquiry Day - Update	GC	Carol Maclellan	Report	Panel on 26/7/11	
17th Jan 2013						
	Cabinet Member Update					
	Service Action Plans	GC	Glen Chipp	Report		
13th March						
	Cabinet Member Update					
15th May						
	Cabinet Member Update					

Last updated 14th August 2012

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
Future items						

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