

Democratic Services

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Date: 19th November 2013

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

Councillor Marie Longstaff

Councillor Lisa Brett

Councillor David Martin

Councillor Douglas Nicol

Councillor Liz Richardson

Councillor Roger Symonds

Councillor Les Kew

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:
Wednesday, 27th November, 2013**

You are invited to attend a meeting of the **Planning, Transport and Environment Policy Development and Scrutiny Panel**, to be held on **Wednesday, 27th November, 2013** at **9.30am** in the **Brunswick 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 Liz Richardson 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 Liz Richardson 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 -
Wednesday, 27th November, 2013**

at 9.30 am in the Brunswick 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 or a member of his staff before the meeting to expedite dealing with the item during the meeting.

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

6. URBAN GULLS - SCRUTINY INQUIRY DAY (Pages 5 - 12)

A Scrutiny Inquiry Day is a mechanism for a short single topic scrutiny, used where a formal panel meeting may not be as effective or appropriate, or to review progress in an area which has already been the subject of scrutiny work.

It is standard practice for Policy Development & Scrutiny Panels to invite people with relevant experience or knowledge to give information, expert opinion or advice. Such

experts may be Council officers, outside agencies, academics, voluntary organisations, community or campaign groups, local residents, service users etc.

How will the Scrutiny Inquiry Day achieve an impact?

There are two main aims of Scrutiny Inquiry Days. These are to:

- enhance understanding of an issue that involves many organisations, in addition to the Council
- develop recommendations for an inclusive and positive way forward.

Given that the scrutiny methodology more often than not involves bringing together practitioners and strategic-level staff from different sectors, scrutiny activities may also have a lasting beneficial effect beyond their immediate aims. These benefits include facilitating communication and co-operation between jointly interested parties on a topic or issue.

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