

Democratic Services

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Date: 9 June 2015

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To: The Chairperson and Clerk of each Parish and Town Council in Bath & North East Somerset and the Chairpersons of Parish Meetings

Copy to :

Group Leaders:

Cabinet Members:

Chief Executive and other appropriate officers

Press and Public

Dear Member

Parishes Liaison Meeting: Wednesday, 17th June, 2015

You are invited to attend a meeting of the **Parishes Liaison Meeting**, to be held on **Wednesday, 17th June, 2015 at 6.30 pm** in the **Community Space, Keynsham - Market Walk, Keynsham**.

The agenda is set out overleaf.

Yours sincerely



Sean O'Neill
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 Sean O'Neill who is available by telephoning Bath 01225 395090 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 Sean O'Neill as above.

3. **Recording at Meetings:-**

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

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

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

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

4. **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 Sean O'Neill as above.

Appendices to reports are available for inspection as follows:-

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

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

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

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

7. Emergency Evacuation Procedure

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

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

Parishes Liaison Meeting - Wednesday, 17th June, 2015

at 6.30 pm in the Community Space, Keynsham - Market Walk, Keynsham

A G E N D A

1. WELCOME AND INTRODUCTIONS

The Chair of Bath and North East Somerset Council, Councillor Ian Gilchrist, will welcome everyone to the meeting.

2. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure.

3. APOLOGIES FOR ABSENCE

4. URGENT BUSINESS AS AGREED BY THE CHAIR

The Chair will announce any items of urgent business accepted since the agenda was prepared

5. MINUTES: 25 FEBRUARY 2015 (Pages 7 - 12)

6. PRESENTATION BY THE LEADER OF THE COUNCIL, COUNCILLOR TIM WARREN

Councillor Warren's presentation will include information on:

- review of the previous administration's policies
- fracking policy and licensing
- broadband
- gypsy and traveller sites
- Connecting Communities

7. COUNCIL STRUCTURE (Pages 13 - 20)

The Meeting is requested to note the attached information:

1. Cabinet Portfolios.
2. Remit of Scrutiny Panels.
3. Council Decision-Making Structure.

8. COUNCIL'S MONITORING OFFICER

Vernon Hitchman, the former Bath and North East Somerset Monitoring Officer, retired on 29th May 2015. His successor, Maria Lucas, will address the meeting.

9. PRESENTATION BY MATT ATKINSON, PRINCIPAL OF CITY OF BATH COLLEGE

Matt Atkinson, Principal of Bath City College, will brief the meeting on the merger of Bath City College with Norton Radstock College.

10. DATES OF FUTURE MEETINGS

Meetings are scheduled for:

21st October 2015

24th February 2016

The Committee Administrator for this meeting is Sean O'Neill who can be contacted on 01225 395090.

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Bath and North East Somerset Council

PARISHES LIAISON MEETING

Minutes of the Meeting held

Wednesday, 25th February, 2015, 6.30 pm

Bath & North East Somerset Councillors: Paul Crossley, Tim Warren (Bath & North East Somerset Council) and Ian Gilchrist (Bath & North East Somerset Council) (Vice-Chair, in the Chair), David Veale (Bath & North East Somerset Council).

Representatives of: Batheaston, Bathford, Camerton, Chew Magna, Clutton, Combe Hay, Compton Dando, Corston, Dunkerton, Englishcombe, Farrington Gurney, Freshford, Hinton Charterhouse, Keynsham, Monkton Combe, Newton St Loe, Paulton, Peasedown St John, Publow with Pensford, Priston, Shoscombe, Stanton Drew, Timsbury, West Harptree, Whitchurch.

Also in attendance: Tony Crouch (President ALCA)

Officers attending: Andrew Pate (Strategic Director, Resources), Lisa Bartlett (Divisional Director, Development, Planning & Transport), Nick Willmore (Programme Manager – Care Act)

26 WELCOME AND INTRODUCTIONS

Councillor Ian Gilchrist, (Vice-Chair of Council) welcomed everyone to the meeting.

27 EMERGENCY EVACUATION PROCEDURE

The Clerk read out the Emergency Evacuation Procedure.

28 APOLOGIES FOR ABSENCE

B&NES councillors

Apologies had been received from Councillors Neil Butters, Martin Veal, Nathan Hartley, David Bellotti, Brian Simmons, John Bull, Tim Ball, Charles Gerrish, Sally Davis.

Parish Representatives: Charlcombe, Farmborough, Marksbury, Radstock TC,

Officers: Jo Farrar, Louise Fradd, Mark Reynolds, Thys van Tonder.

29 URGENT BUSINESS AS AGREED BY THE CHAIR

There was none.

30 MINUTES OF PREVIOUS MEETING

The minutes of the last meeting on 22nd October 2014 were proposed for approval by Peter Duppa-Miller, seconded by Tony Crouch and signed by the Chairman.

31 THE IMPLICATIONS OF THE CARE ACT

Nick Willmore (Programme Manager – Care Act, Adult Social Care) gave a presentation about the implications of the Care Act. Peter Duppa-Miller asked how he saw the role of Parish Councils in disseminating information about the Act. Nick Willmore replied that the focus would be on using parish and town councils in a signposting role to get information to residents who for example, might be housebound. The Care Act website would act as an information hub for the local community with links to parish council and B&NES website which will be available from April.

The Chair thanked Nick Willmore for his presentation. Nick asked that parishes email any queries about the Act to him.

32 LOCAL DEVELOPMENT FRAMEWORK UPDATE

Place-Making Plans – update

Lisa Bartlett (Divisional Director – Development, Planning and Transport Development) introduced this item. She reported that the department had many opportunities to engage with parish and town councils during the consultation. The initial consultation was being reviewed to see if any further evidence was needed from the councils.

Housing Development Boundaries Review

Lisa Bartlett informed the meeting that there was to be a formal public consultation in the autumn on this issue when there would be more opportunities for town and parish councils to be involved.

Community Infrastructure Levy (CIL)

The CIL had been approved by B&NES full Council on 17th February 2015. It will simplify the way that local authorities receive payments from developers to help support our communities and is less complicated than the Section 106 agreements. New staff had been appointed to process the levy. Following a question from the Secretary to the Local Councils Association, Lisa Bartlett informed the meeting that any planning decisions on or after 6th April 2015 will be subject to the levy. Developers and applicants have been made aware of this.

A representative from Englishcombe PC thanked the planners for the work that had been done to link the weekly list to the planning application documents.

The Chair thanked Lisa Bartlett.

33 B&NES COUNCIL BUDGET FOR 2015/2016

Andrew Pate (Strategic Director, Resources) introduced this item. He reported that the Budget for 2015 -2016 had been set and balanced successfully. There would be no increase in Council Tax and the grant to parish councils for Council Tax support has been maintained.

Councillor Crossley informed the meeting that it was the 5th year in which B&NES had set a 0% rise in Council Tax. This had been achieved in various ways, for example, the old Riverside building had cost £330K per annum to heat, whereas the new Civic Centre would only cost £30K. There had also been an increase in income-generation including the pooling of business rates with Somerset and North Somerset Council – this generates an extra £300K. Andrew Pate explained how sharing the business rates saves money. B&NES were working closely with North Somerset Council to improve ways of working and better outcomes for residents. Councillor Crossley also mentioned several projects in the rural areas including new classrooms for schools, improved leisure facilities, Saltford Station and the Metro West project. In addition, the use of local procurement with small companies had risen to a total of £50K. Awarding these contracts had been achieved through a rigorous process with due diligence and scrutiny.

Councillor Crossley added that there were plans to develop a 'core' city deal to include Bristol, North Somerset and Somerset which would mean that as an enterprise area, the participating councils could keep 100% of the business rates for 20 years to feed back into the local economy. The clerk to Combe Hay PC asked about the possibility of future grants and was informed that the support grant for this year was still in place, despite a 14% drop in government funding for all local authorities. However, the Council faced a substantial challenge in the next 4 years with proposed cuts of £30-40m which would be 15-20% of the total budget. There would be difficult choices for the new administration.

The President of ALCA, Councillor Tony Crouch, commented that the reduction in the grant could mean a 10% reduction in budgets for larger parish or town councils and may mean that they would need to raise their precepts. He asked that reductions were introduced gradually – Andrew Pate agreed to note his point.

34 PERFORMANCE OF THE PLANNING DELEGATION SCHEME

Lisa Bartlett attended to answer questions on this issue. A representative from Chew Magna PC commented that they often get applications which affect the village conservation area but which do not go to the planning committee and are delegated without full explanations being given. Lisa Bartlett said that the Chair of the Development Control Committee has to put a reason on the form, (based on planning policy) as to why it had been delegated – she suggested that the Parish Council contact the case officer to go through the decision. There is an extra duty concerning conservation areas and there is no hard and fast rule about the impact of development; it's based on judgement and experience. The decisions may go to the planning committee if there are unusual or complicated issues. The monthly reports to the Development Control Committee included all the chair's decisions.

Councillor Crossley added that the planning department had worked hard to regain former levels of public confidence and were now rated as one of the top 10% in the country.

A representative from Chew Magna PC asked whether a parish council could disagree with a decision because they believed that the Chairman had misunderstood the implications of that decision. Lisa Bartlett replied that there was no appeal process at present. The department receives about 3000 applications per year, so they have a challenge to perform within the target times. Applicants are also entitled to receive their decision in a reasonable time. The process was mostly working well and was robust.

A representative from Freshford asked why the department did not appoint more officers rather than increase delegation and was informed that delegation had helped with the timescales, together with the rationalisation of the DC committees. It was not just the increased delegation that had improved performance, it was also due to re-organising teams, improved IT and better communications with parishes. Skilled officers had been appointed, especially within the historic buildings team. There had to be a balance struck between speed and quality of performance.

The Local Councils Association undertook to analyse 2014's 57 Chair referrals which had been delegated to officers and report back to the next Parishes Liaison meeting. Councillor Tony Crouch asked that all the reports are put on the planning website to which Lisa Bartlett agreed. She said that all the reports should be on the site once the decision has been made and that the ward member and/or parish/town council would be informed.

The Chair thanked the officer for her contribution.

35 PROGRESS WITH THE PROVISION OF IMPROVED BROADBAND

The Secretary to the B&NES Local Councils Association introduced this item on behalf of the officer who was meeting with government about the expansion of high-

speed broadband in the B&NES area. As this was too large and complex subject to be dealt with at the Parishes Liaison meeting, he suggested that the Council organise a half-day seminar in the summer when more information was available. Andrew Pate agreed that the information should be shared when a fuller picture is available.

A representative of Newton St Loe PC said that he was happy to make his written questions (which had previously been sent out to the officer) available to other councils. He added that the voucher scheme needed clarification, to which Andrew Pate agreed.

The meeting further agreed to propose the seminar suggestion to the current cabinet member, Councillor Ben Stevens.

36 REVIEW OF THE PARISH SWEEPER SCHEME

The meeting noted the briefing note from Martin Hellyer (Technical Team Leader, Strategy and Contracts). The secretary of the Local Councils Association informed the meeting that Martin Hellyer will be contacting all parish and town councils about the review and also asking what would attract those parishes not currently in the scheme to join.

37 THE ENERGY @ HOME SCHEME

The briefing about the Bath & North East Somerset Energy at Home scheme was noted.

38 DATES OF FUTURE MEETINGS

The date of the next meeting will be Wednesday 17th June 2015 at 6.30pm in the Keynsham Community Space.

The meeting noted that Councillor David Bellotti was unwell and wished to record their best wishes for his full recovery.

The Secretary of the B&NES Local Councils Association marked the occasion of Ann Swabey's retirement from the Council with the gift of a bottle of wine.

The meeting ended at 7.55 pm

Chair(person)

Date Confirmed and Signed

Prepared by Democratic Services

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CABINET POST	SERVICES COVERED
LEADER Cllr Tim Warren	<ul style="list-style-type: none"> • Strategy and performance • Legal and democratic • Public Sector Partnerships & West of England • Local Enterprise Partnership • Oversight of major projects
FINANCE & EFFICIENCY CABINET MEMBER: Cllr Charles Gerrish CABINET ASSISTANT: Cllr Paul May	<ul style="list-style-type: none"> • Finance & resources • Risk and assurance • Corporate efficiency • Commercial Estate • Human Resources • Revenues & Benefits
ADULT SOCIAL CARE & HEALTH CABINET MEMBER: Cllr Vic Pritchard CABINET ASSISTANT: Cllr Lisa O'Brien	<ul style="list-style-type: none"> • Adult health and social care • Public Health
CHILDREN'S SERVICES CABINET MEMBER: Cllr Michael Evans CABINET ASSISTANT: Cllr Emma Dixon	<ul style="list-style-type: none"> • Health, commissioning & planning • Learning and inclusion • Children, young people & family support • Schools & Education

<p>HOMES AND PLANNING</p> <p>CABINET MEMBER: Cllr Marie Longstaff</p> <p>CABINET ASSISTANT: Cllr Bob Goodman</p>	<ul style="list-style-type: none"> • Planning policy <i>minus transport planning/policy, major transport infrastructure projects</i> • Development (Service delivery) • Housing delivery • Housing
<p>ECONOMIC DEVELOPMENT</p> <p>CABINET MEMBER: Cllr Patrick Anketell-Jones</p> <p>CABINET ASSISTANT: Cllr Mark Shelford</p>	<ul style="list-style-type: none"> • Property Development • Economic Enterprise and Business Development <i>minus Public Sector Partnerships and West of England</i> • Regeneration • Tourism (Heritage Services, Destination Management, Arts & Festivals including the film office) • Skills and Employment (16-24 year olds) • World Heritage Management
<p>COMMUNITY SERVICES</p> <p>CABINET MEMBER: Cllr Martin Veal</p> <p>CABINET ASSISTANT: Cllr Chris Pearce</p>	<ul style="list-style-type: none"> • Council Connect • Environmental services (Service delivery) <i>minus Highways, Parking, Transport</i> • Leisure and Culture (Sport & Active Lifestyles, Libraries) • Parks & open spaces • Natural Environment, Green Infrastructure & Sustainability • Connecting Communities • Voluntary & Third Sectors
<p>TRANSPORT</p> <p>CABINET MEMBER: Cllr Tony Clarke</p> <p>CABINET ASSISTANT: Cllr Matt Cochrane</p>	<ul style="list-style-type: none"> • Major Transport Schemes • Highways, Parking and Transport • Transport Development (transport planning/policy, major transport infrastructure projects)

Panel	Chair / Vice Chair	Remit	Cabinet Member
Planning, Housing & Economic Development PD&S Panel (Designated Flood Risk management scrutiny Panel)	Chair: Rob Appleyard Vice Chair: Liz Richardson	<ul style="list-style-type: none"> Housing, Housing delivery and travellers Housing choices for vulnerable people Regeneration Projects West of England Partnership Planning Economic Enterprise and Business Development Tourism (Heritage Services, Destination Management, Arts & Festivals including the film office) World Heritage Management 	<ul style="list-style-type: none"> Leader Tim Warren Homes & Planning: Cllr Marie Longstaff Cab ass: Cllr Bob Goodman Economic Development: Cllr Patrick Anketell-Jones, Cab Ass: cllr Mark Shelford)
Communities, Transport & Environment PD&S Panel Statutory Crime and Disorder Panel)	Chair: John Bull Vice Chair: Brian Simmons	<ul style="list-style-type: none"> Transport Development (transport planning/policy, major transport infrastructure) Major Transport Schemes Highways, Parking and Transport Community Safety Big Society/3rd Sector Funding Initiatives Improve the quality of life of the communities (older people and of children, young people and families) at risk and narrow the gap between the worst performing wards / neighborhood's and other areas across the district. Leisure and Culture (Sport & Active Lifestyles), Libraries Environmental Services Natural Environment, Green Infrastructure & Sustainability 	<ul style="list-style-type: none"> Community Services: Cllr Martin Veal, cab ass, Cllr Chris Pearce Transport: Cllr Tony Clarke, Cab ass: Cllr Matt Cochrane
Resources PD&S Panel	Chair: Sarah Bevan Vice Chair: Bob Goodman	<ul style="list-style-type: none"> Customer Services including Revenues & Benefits and Council Connect Finance Risk and assurance ICT 	<ul style="list-style-type: none"> Leader Tim Warren Finance & Efficiency: Cllr Charles Gerrish, cab ass, Cllr Paul May Community Services,

		<ul style="list-style-type: none"> • Procurement • Property • Finance • Strategy and Performance including, Public Sector Partnerships • Change Programme • Equalities • Legal and democratic services 	Cllr Mart Veal, cab ass, Cllr Chris Pearce
Children & Young People PD&S Panel (Designated Curriculum Complaints Panel) Page 16	Chair: Lisa Brett Vice Chair: Matt Cochrane	<ul style="list-style-type: none"> • Learning and inclusion • Children, young people and family support • Safeguarding children • Primary, secondary and further education • Improving environment and opportunities for disadvantaged teenagers • Corporate Parenting, including transition of vulnerable/looked after children to Adult care • Health, commissioning and planning (Children)¹ 	<ul style="list-style-type: none"> • Children Services: Cllr Michael Evans, cab ass, Cllr Emma Dixon • Economic Development: Cllr Patrick Anketell-Jones, cab ass, Cllr Mark Shelford

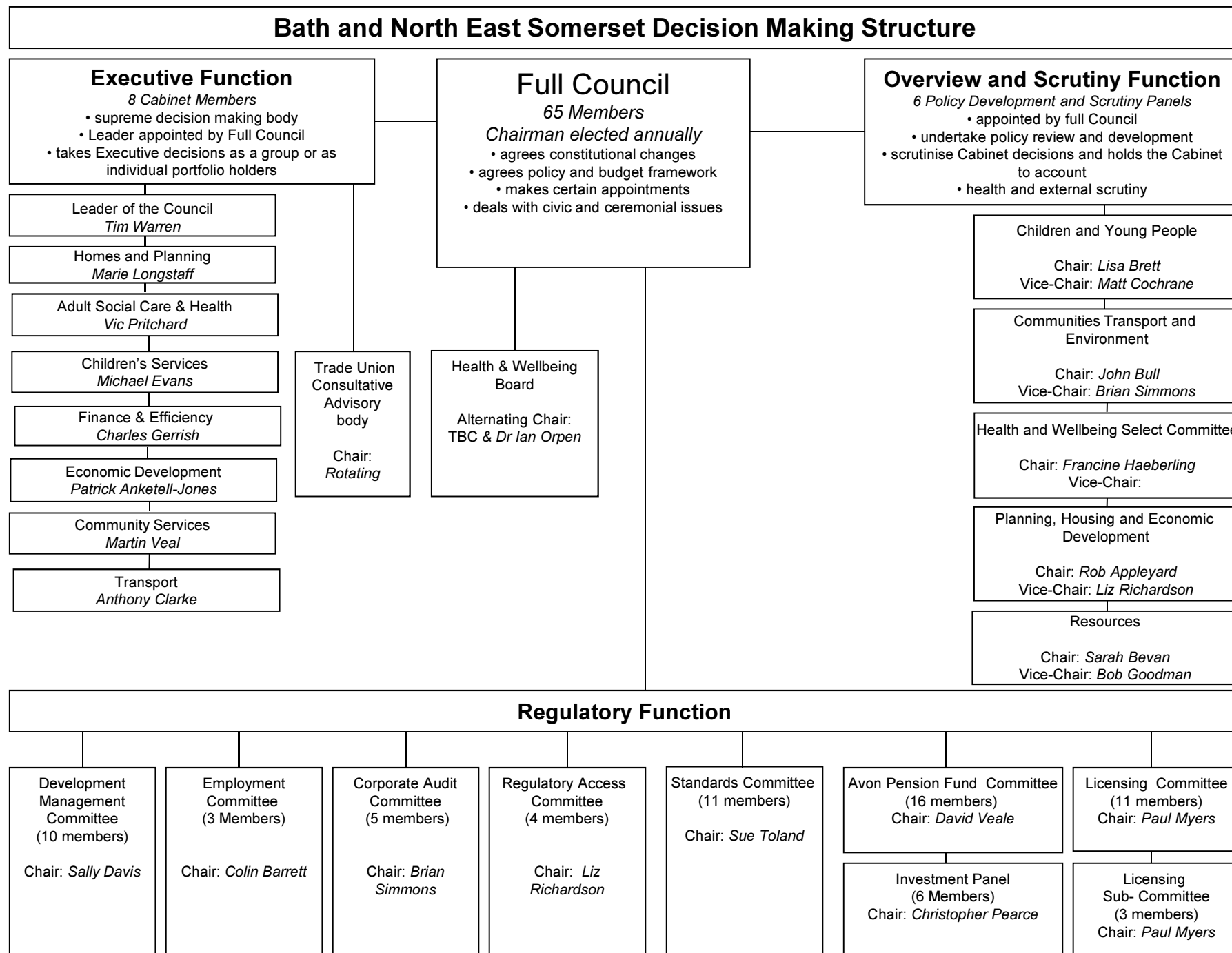
Committee	Chair / Vice Chair	Remit	Cabinet Member
Health & Wellbeing Select Committee (Statutory	Chair: Francine Haeberling Vice Chair: TBC	<ul style="list-style-type: none"> • Adult health and social care • Public Health (Improving health and reducing health inequalities) • Health Scrutiny • Healthwatch 	<ul style="list-style-type: none"> • Adult Social Care & Health: Cllr Vic Pritchard, cab ass, Cllr Lisa

¹ When relevant, issues will also be referred to the Health & Wellbeing Select Cttee

health scrutiny panel)		<ul style="list-style-type: none"> • <i>[When relevant - Health, commissioning and planning (Children)].²</i> 	
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² Principal responsibility rests with Early Years, Children and Youth Panel – Health & Wellbeing Select Cttee to be involved when relevant

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