

Democratic Services

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Date: 16th July 2014

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

Councillor Marie Longstaff

Councillor David Martin

Councillor Douglas Nicol

Councillor Roger Symonds

Councillor Les Kew

Councillor Rob Appleyard

Councillor Alan Hale

Cabinet Member for Community Integration: Councillor Katie Hall

Chief Executive and other appropriate officers

Press and Public

Dear Member

Planning, Transport and Environment Policy Development and Scrutiny Panel: Friday, 25th July, 2014

You are invited to attend a meeting of the **Planning, Transport and Environment Policy Development and Scrutiny Panel**, to be held on **Friday, 25th July, 2014 at 2.30 pm** in the **Council Chamber - Guildhall, Bath.**

The agenda is set out overleaf.

Yours sincerely



Mark Durnford
for Chief Executive

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

This Agenda and all accompanying reports are printed on recycled paper

NOTES:

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

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

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

Appendices to reports are available for inspection as follows:-

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

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

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

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

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

**Planning, Transport and Environment Policy Development and Scrutiny Panel - Friday,
25th July, 2014**

at 2.30 pm in the Council Chamber - Guildhall, Bath

A G E N D A

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

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

3. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

4. DECLARATIONS OF INTEREST

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. 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. CALL-IN REQUEST: E2677 – NAMING OF STREETS IN KEYNSHAM REDEVELOPMENT SITE (Pages 5 - 38)

This report sets out the Call-In by 15 Councillors of a Single Member Cabinet Decision about the naming of streets in the Keynsham redevelopment site. The role of the Panel is to consider the issues raised by the call-in and to determine its response.

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

Bath & North East Somerset Council	
MEETING:	Planning, Transport & Environment Policy Development and Scrutiny Panel
MEETING DATE:	25 th July 2014
TITLE:	Call-in of decision E2677 'Naming of Streets in Keynsham Redevelopment Site'
WARD:	Keynsham South
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
Appendix 1 Decision Register Entry for E2677	
Appendix 2 Accompanying Report and Appendices for the Single Member Decision on or after 5th July 2014	
Appendix 3 Call-in Request verified on Friday 11 th July 2014	
Appendix 4 Suggested Terms of Reference for the Call-in (To Follow)	

1 THE ISSUE

- 1.1 Under the Council's Constitution, any 10 Councillors not in the Council's Cabinet may request that a Cabinet or Single Member Decision made but not yet implemented be reconsidered by the person or body who made it. This is called a "call-in" and has the effect of preventing the implementation of the decision pending a review of the Decision by a Policy Development and Scrutiny Panel.
- 1.2 This report sets out the call-in by 15 Councillors of a Single Member Cabinet Decision about the naming of streets in the Keynsham redevelopment site. The role of the Panel is to consider the issues raised by the call-in and to determine its response.

2 RECOMMENDATION

THE PANEL IS ASKED TO:

- a) Consider the call-in request received (refer to Appendix 3).
- b) Approve the Terms of Reference of the Call-in which will be prepared after consultation with the Chair of the Panel (Appendix 4) subject to any further comments received from Panel members (as in paragraph 6.2 below).
- c) Decide if it requires any further information to enable it to make a determination of the call-in request and, if so, request this information and any contributions

that will assist the Panel in determining the call-in either at this meeting or at a further meeting (e.g. from the Cabinet Member; Councillor(s) representing the call-in signatories; and any other internal or external contributors required by the Panel).

- d) Decide whether it will reach a conclusion about whether to uphold or dismiss the call-in; or refer the matter to the Council itself to undertake the role of the Panel, at this meeting or if a further meeting is required.
 - e) If a further meeting is required to hear and determine the call-in, the Panel is asked to agree the date for this. The constitutional requirement is for that meeting to take place before the end of the 9th August 2014 (this timescale would not apply if the Panel decided to refer their role to the full Council).
 - f) Note that, following the examination, the Panel may either:
 - 2.1 i) Dismiss the call-in, in which case the decision shall take effect immediately; **OR**
 - 2.2 ii) Uphold the call-in and refer the decision back to the decision-makers for reconsideration, setting out why it has decided that the decision should be reconsidered.
- OR**
- 2.3 iii) Refer the matter to Council to itself undertake the role of the Panel [NB: the ultimate decision still remains with the original decision makers].

3 FINANCIAL IMPLICATIONS

- 3.1 The Panel should be aware that the Council's Constitution (Part 4E, Rule 13) requires that
- 3.2 “ *Where an Overview and Scrutiny Panel makes a recommendation that would involve the Council incurring additional expenditure (or reducing income) the Panel has a responsibility to consider and / or advise on how the Council should fund that item from within its existing resources or the extent to which that should be seen as a priority for future years' budget considerations*”.
- 3.3 It is important, therefore, in its consideration of the call-in that the Panel gives consideration to the alternative options available to the decision-maker and the financial consequences of these.

4 BACKGROUND

- 4.1 The decision which is now subject to a call-in request was a Single Member Cabinet Decision made on 7th July 2014 (Appendix 1) following consideration of the officer report (Appendix 2).
- 4.2 The Call-in request was received and validated on 11th July 2014. The Council Solicitor, on behalf of the Chief Executive, has validated the call in and confirms that it conforms to constitutional requirements in terms of time of receipt and number of Members validly subscribing to it. Appendix 3 sets out the reasons for the call-in request.

5 PROCESS

5.1 Constitutional rules say the Panel must EITHER:

- a) Dismiss the call-in, in which case the decision shall take effect immediately; OR
- b) Refer the decision back to the decision-makers for reconsideration, setting out why it has decided that the decision should be reconsidered; OR
- c) Refer the matter to Council to itself undertake the role of the Panel [NB: the ultimate decision still remains with the original decision maker].

5.2 If the Panel chooses option (b) above, the Constitution requires the decision-maker to reconsider the matter within ten working days from the conclusion of the PD&S Panel review meeting(s), and they may amend the decision or confirm the original decision, giving their reasons in either case. If the panel chooses option (c) these timescales would not apply.

6 ASSESSING THE CALL-IN REQUEST

6.1 The Terms of Reference (Appendix 4) will indicate the suggested scope of the Call-in. This will outline the information and contributions the Panel is advised to consider in order to determine the call-in. It will have been prepared in consultation with the Chair. Panel members are invited to comment on the terms of reference and any changes they request will be taken into account in an updated version which will be circulated at the meeting.

6.2 The Policy Development and Scrutiny Panel Chairs have approved guidance on the handling of call-in requests which make clear that there is a presumption that every validated call-in will proceed to a public meeting stage. The process for that meeting is set out in paragraph 7.1 below. If a second meeting of the Panel is required to complete the review it needs to take place no later than 9th August 2014 to comply with the constitutional requirement that the total period of overview and scrutiny involvement in a call-in must not exceed 21 working days.

7 SUGGESTED FORMAT FOR THE MEETING TO DETERMINE THE CALL-IN

7.1 When the Panel determines the call-in, it is suggested that the following format be adopted:

- (1) Remind itself of the issues to be considered and consider any additional written information supplied.
- (2) Hear from and ask questions of the Cabinet and Lead (or other agreed) Officers.
- (3) Hear from and ask questions of Councillor(s) representing the call-in signatories.
- (4) Hear from and ask questions of any appropriate external contributors (a "panel" style contributors` session is suggested).
- (5) Discuss and draw conclusions from the written and oral information presented.
- (6) Consider and formulate the Panel's determination of the call-in.

8. CONSULTATION

8.1 This report has been prepared following consultation with the Chair and Vice Chair of the Policy Development and Scrutiny Panel.

Contact person	<i>Emma Bagley - Policy Development and Scrutiny Project Officer 01225 396410</i>
Background papers	<i>None</i>
Please contact the report author if you need to access this report in an alternative format	

Single Member Cabinet Decision

Executive
Forward Plan
Reference

E2677

Naming of Streets in Keynsham Redevelopment Site

Decision maker/s	Cllr Katie Hall
The Issue	<i>The Developer decides on names of streets and in this case the Council is Developer when acting in that capacity.</i>
Decision Date	7-Jul-14
The decision	The Cabinet Member decides not to object
Rationale for decision	The Developer found names put forward as part of the public consultation unacceptable and has therefore proposed a single name for the street created as part of the new development. In light of the concerns expressed about the Developers choice of name it is necessary for a decision to be made on whether to object to the proposal. Having given consideration to the consultation responses, the Cabinet member has decided that there is no ground for objection against the proposal.
Financial and budget implications	None
Other options considered	The options available were to object or not object to the name 'Market Walk'
Signatures of Decision Makers	
Date of Signature	

This decision is subject to Call-in until 5 working days following publication of the decision

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Bath & North East Somerset Council

MEETING/ DECISION MAKER:	Cllr Katie Hall (nominated by Leader due to having no prior involvement with the issue)	
MEETING/ DECISION DATE:	On or after 5 th July 2014	EXECUTIVE FORWARD PLAN REFERENCE:
		E2677
TITLE:	Naming of streets at Keynsham Redevelopment site	
WARD:	Keynsham South	
AN OPEN PUBLIC ITEM		
<p>List of attachments to this report: B&NES Street Naming & Numbering Policy Minutes of Keynsham Town Council Meeting 20th May 2014</p>		

1 THE ISSUE

- 1.1 The Cabinet member is asked to consider the representations received and decide whether to object to the Developer's proposals to name two streets as 'Market Walk' in the Keynsham new build scheme.

2 RECOMMENDATION

- 2.1 That the Cabinet member decides whether or not to object.

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 The resource implications relate to staff time and are minimal; these costs are included within existing budgets.

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

- 4.1 In this instance a single member decision is required as the Council is both Developer and the Regulatory body with regard to the naming of streets.
- 4.2 Under Section 17 of the Public Health Act 1925 the Developer decides on names of streets in the development. In this report, where reference is made to the Developer it means the Council when acting in that capacity. The Council (acting by the Cabinet member) has power to object within one month of the proposal. If the Council does object and finds no other names put forward acceptable then under Section 18 of the Act the Council decides the name to be used. Council policy on acceptability of proposals states "As far as possible, proposed names for new streets should reflect the history or geography of the site or the surrounding area". See attached Street Naming & Numbering Policy
- 4.3 The name has been under discussion for some while but was confirmed by the Developer at the beginning of June.

5 THE REPORT

- 5.1 The Developer of the scheme looked at names proposed for the new streets created as part of the development and undertook consultations. The names put forward as part of these consultations were not considered acceptable. Therefore the Developer decided that the name Market Walk be put forward for both new streets in the development. As the Council is both Developer and the 'Urban Authority' (under s.18 of the Public Health Act 1925) the decision on the Developers name proposal will be taken by a Cabinet Member not previously involved with this matter. If no objection is made the streets will be given that name. If the Cabinet member objects to that name, revised names will have to be sought.
- 5.2 In deciding whether or not to object to the proposed name, the Cabinet member should have regard to the Council's policy on street naming and any representations and comments received from interested parties.
- 5.3 Attached are the minutes of the meeting of Keynsham Town Council on the 20th May 2014 when they discussed the Developer's proposal for the name 'Market Walk' for both streets. Item 12 is the relevant one.
- 5.4 The name 'Market Walk' accords with the Council's policy and guidance on street naming in that the area has historical links with a market and is not likely to be confused with other similarly named streets in the locality.

6 RATIONALE

- 6.1 The Developer found names put forward as part of the public consultation unacceptable and has therefore proposed a single name for the street created as part of the new development.
- 6.2 In light of the concerns expressed about the Developers choice of name (see 5.3) it is necessary for a decision to be made on whether to object to the proposal.

7 OTHER OPTIONS CONSIDERED

7.1 The only option available is to object or not object to the name 'Market Walk'

8 CONSULTATION

8.1 Developer sought views of the public and representations were received. Comments were also made by Keynsham Town Council and Ward Councillors.

9 RISK MANAGEMENT

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

9.2 The project has reached a critical stage and if tenants and council staff are to move in and begin functioning on time, it is essential that no significant further delay is experienced with the street naming process. Royal Mail will require around a week to register postal addresses and allocate post codes.

Contact person	<i>Lisa Bartlett, Divisional Director – Development (01225) 477550</i>
Background papers	<i>List here any background papers not included with this report, and where/how they are available for inspection.</i>
Please contact the report author if you need to access this report in an alternative format	

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Street Naming and Numbering Policy

1. Introduction

Bath and North East Somerset Council has statutory powers to ensure that all streets and properties are correctly named and numbered within the District. These powers derive from Public Health Act (1925) and Towns Improvement Clauses Act (1847).

Street Naming and Numbering is an important function as it allows the Council to maintain a comprehensive and accurate address database covering all properties in Bath and North East Somerset Council. In turn this enables:-

- Emergency Services to find a property quickly and effectively
 - Post to be delivered efficiently
 - Visitors to locate their destination
 - Statutory undertakers will not normally connect their services until such time as the premises have been given a formal postal address
 - Reliable delivery of services and goods by courier companies
 - Records of Service Providers to be kept in an efficient manner
- Companies to accept an address for official purposes. For example, insurance, credit rating, contract acceptance

Many legal transactions associated with properties can be withheld until they are identified by a street name and number, for instance.

Royal Mail will not assign a postcode until the Local Authority has notified them of the official address as the Street Naming and Numbering Authority

The purpose of the street naming and numbering policy is to establish the correct process and procedures for the following activities:-

- Naming of new streets and numbering properties on that street
- Renaming an existing street or renumbering existing properties on a street

- Numbering or Naming a new property
- Renaming or Renumbering an existing property

Details of how properties and streets will be named and numbered are set out in the accompanying guidelines.

2. Types of address

There are two forms of address in common use:

The **Postal Address** is the form of the address held by Royal Mail for the delivery of post. Royal Mail accept no responsibility for use of the postal address for any other purpose than delivery of mail by them.

The **BS7666 Address** is the form of the address which conforms to the national standard for addressing BS7666. This form of address is prescribed by the government for various statutory purposes such as planning applications and the electoral register. It is used in the council's primary address register, the Local Land & Property Gazetteer (LLPG). It is also the basis of the National Address Gazetteer being introduced by the government during 2011 to provide a single address list across the whole public sector.

While the two forms of the address are often the same, they may not be. The differences between the two forms are set out in Appendix 1. Other forms of an address may exist (such as those on title deeds or held by third party databases) but have no legal standing.

3. Street Naming and Numbering Process

(a) Naming and Numbering of New Streets

Proposals for naming new streets are submitted by the developer in writing together with two copies of a site layout and location plan and the relevant fee. A copy of the developer's site plan and proposed street name is forwarded to the relevant Town/Parish Council or Ward Councillor(s) for their consideration together with a request that they may also propose an appropriate street name. As far as possible, proposed names should reflect the history or geography of the site or the surrounding area.

Provided all parties are in agreement with the proposed street name(s) a "Notice of Intention" is erected on site for one month. If any member of the public objects to the street name(s) listed on the Notice of Intention they can appeal in writing to the

local Magistrates Court within 21 days. Where no objections have been raised after that period of time the street(s) is formally named.

If street names cannot be agreed between the developer and Town/Parish Councils or Ward Councillors, a report is submitted to Bath and North East Somerset Council Scrutiny Panel or Executive Member for a final decision.

Numbering of properties is carried out by the Street Naming and Numbering Officer. There is no statutory consultation process.

Once street numbers have been allocated, the Street Naming and Numbering Officer will inform Royal Mail of the street name(s) and numbers of the new development and will request a postcode from Royal Mail. Once this has been received, the Street Naming and Numbering Officer will notify the developer in writing of full postal addresses (and BS7666 addresses if different) and enclose a marked up site layout plan showing allocated property numbers and street name(s). Emergency services, public utilities, Land Registry and departments within the Council are also notified.

(b) Renaming an existing street

On rare occasions, it may be necessary to rename a street. This is usually carried out as a last resort when:-

- There is confusion over a street's name for visitors and/or emergency services are unable to locate properties effectively
- A group of residents are unhappy with their street name

The statutory process is set out in section 18 of Public Health Act 1925.

Prior to the statutory process, the relevant Town/Parish Councils or Ward Councillors would normally be consulted, along with the emergency services and occupiers of properties. Other parties may be consulted where appropriate.

Where the renaming of a street or part of a street would result in the change of Unique Street Reference Number in the National Street Gazetteer then the Local Street Gazetteer Custodian will be informed. Under streetworks legislation, the Local Street Gazetteer Custodian has a legal duty to consult with statutory interested parties prior to any change.

(c) Renumbering properties within a street

On rare occasions, it may be necessary to rename or renumber a street. This is usually carried out as a last resort when:-

- There is confusion over a street's numbering
- New properties are built and there is a need for other properties to be renumbered to accommodate the new properties.
- The number of named-only properties in a street is deemed to be causing confusion for visitors and/or emergency services are unable to locate named properties effectively.

Although there is no statutory duty to consult anyone over such changes, the council may consult the relevant Town/Parish Councils, Ward Councillors, the emergency services or property owners if appropriate.

(d) Numbering and/or naming properties within an existing street

Requests for naming and/or numbering of properties are received in writing by developers or property owners. A check is carried out on the Land and Property Gazetteer database to ensure non-duplication of names and numbers. If a duplication of a name occurs or there are similarly named properties within the vicinity then the developer or owners are informed and an alternative name is submitted.

When numbers have been allocated, the developer or owner is notified in writing of the allocated postal address (and BS7666 address if different) with a request that the allocated name or number is clearly displayed onto front of the building before occupancy.

Where a property has a name as well as a number the owner is informed that the number takes precedence over the property name. Royal Mail, public utilities, emergency services and departments within the Council are also informed. However, Royal Mail will not normally record a name where the property has a number.

The council has powers of enforcement if numbers are not displayed.

(e) Change of House Names or Flat Numbers

Requests for renaming or renumbering a property must be received in writing by the owners of the property only and not tenants. We cannot formally change a property name where the property is in the process of being purchased until exchange of contracts. A check is carried out on the Land and Property Gazetteer database to ensure non-duplication of names and numbers. If there is a possibility

of duplication then the owners are informed and an alternative name or number is proposed.

If an owner wishes to rename a building that is divided into flats or maisonettes, then evidence that they have notified all occupiers of that building of the proposed change should be supplied before renaming is carried out.

Once renaming/renumbering has taken place the owners and occupiers are notified in writing and the Land and Property Gazetteer is updated accordingly. Royal Mail, public utilities, emergency services and departments within the Council are also informed, either through the LLPG or with a marked copy of an Ordnance Survey map extract indicating the property and full postal address (and BS7666 address if different).

(f) Demolitions

Where a building is demolished then the existing numbering sequence is retained and reused as far as possible in any new development.

(g) Confirmation of Street Names and Postal Addresses

Requests are received from various departments within the Council and outside bodies e.g. solicitors, building societies, public utilities and Land Registry querying street names and postal addresses. Checks are made on the Council's Land and Property Gazetteer Database and archived records to ensure the correct information is given.

4. Powers used by Bath and North East Somerset Council

Bath and North East Somerset Council is responsible for ensuring streets are named and properties numbered and to check that authorised names and numbers are clearly displayed. Householders are responsible for actually erecting and maintaining the numbers. The power to name streets is given under the Public Health Act 1925 Sections 17, 18 and 19 and to number properties under the Towns Improvement Clauses Act 1847 Sections 64 and 65.

Entry of properties in the LLPG is governed by BS7666, the Mapping Services Agreement (Public Sector Mapping Agreement from April 2011), the LLPG and LSG data entry conventions, and secondary legislation from various government departments.

The legal rights and responsibilities of the various parties are summarised in Appendix 2.

5 Charges for Street Naming and Numbering

Since 1st January 2011, in line with other councils, Bath and North East Somerset Council has charged for the discretionary naming and numbering services it provides. Discretionary services are those services that an authority has the power but not the duty to provide, as provided for under Section 93 of the Local Government Act 2003. Charges cover services such as the administrative function of the service, working with Royal Mail, notifying Utilities and other bodies, and for registering non-statutory parts of the address such as property name.

Naming and Numbering charges will be made for the following services:-

- Numbering new residential or commercial premises
- Naming or numbering a new property
- Renaming or renumbering an existing property/building
- Enquiries from Solicitors and Building Societies

Charges will also be made for changing a street name unless there is an over-riding public interest for the name change.

Applicants must apply in writing by completing the relevant form, which can be found on the Council's web site, together with the correct fee. All applications must be accompanied by a location plan. For new developments a site plan showing the road layout and plot numbers is also required. For developments that include flats, internal layout plans are required as well.

Address changes carried out without contacting us will not be formally registered with Royal Mail, utilities and other bodies if the relevant fee is not submitted. If an existing property is un-registered, an additional charge may be made for retrospectively registering an address. The Council has no obligation to register the address in the form hitherto used, and may register it in a different form if more appropriate or necessary to fit national standards.

January 2014

APPENDIX 1: COMPARISON OF POSTAL AND LLPG ADDRESSES

This appendix summarises the differences between the two types of address.

Address element	Postal Address	BS7666 Address
Flat number/name	Not usually included	Always included
Property number	Always included	Always included
Property name	Only included if no number	May be included for any property
Street name	Not always included in rural areas	Always included
Locality/Village	Included where Royal Mail have operational need	Included where such a name exists
Town	Included where Royal Mail have operational need	Always included
Post town	Always included	Recorded separately from actual Town
Postcode	Always included where allocated	Always included where allocated

Note that where a village or locality is recorded, it may not always be the same in the two types of addresses.

APPENDIX 2: SUMMARY OF RIGHTS AND RESPONSIBILITIES

This appendix summarises who has the rights and responsibilities for each element of an address.

Address element	Person or body with right to create or amend
Property Name	Property Owner
Property Number	Bath & North East Somerset Council
Street Name	Bath & North East Somerset Council
Post Town and Locality	Royal Mail
Post Code	Royal Mail
LLPG Town or Locality	Bath & North East Somerset Council

Your statutory rights if you disagree with a decision about your address:

House Numbers

The Towns Improvement Clauses Act 1847 provides no statutory rights of consultation, objection or appeal over property numbers.

Street Names

Section 18(4) of Public Health Act 1925 provides that anyone who wishes to object to a renaming of a street may appeal to the local magistrates court within 21 days of being given notice of the change.

Post codes, town and Localities

If you disagree with the Postcode, Post Town or Post Locality allocated to your address you should contact Royal Mail in the first instance. If you do not get a satisfactory answer from them, you may put your case to the Postal Review Panel and then, if necessary to the Postal Redress Service.

Consumer Focus, the consumer watchdog gives details of how to contact these bodies on their website.

<http://www.consumerfocus.org.uk/get-advice/post/post-advice/how-to-complain>

KEYNSHAM TOWN COUNCIL

Minutes of the Annual Town Council meeting held on Tuesday 20th May 2014 at 7.30 pm at the Council Chamber, 3rd Floor, North Block, Riverside, Keynsham.

PRESENT: Councillor C Fricker (Chairman)
Councillors A Crouch, C Davis, C Duckett, G Hellier, B Jenkins, D Johnson, K Kirwan, L O'Brien, A Matthews, B Simmons, K Simmons and R Staddon.

IN ATTENDANCE: Jo Swift – Town Clerk, 5 members of the public and 1 member of the press.

1. ELECTION OF CHAIRMAN 2014/2015

A secret ballot was requested in line with Standing Order no. 22.

RESOLVED:

That Councillor C Fricker is elected Chairman of the Council for the municipal year 2014/15. The Chairman duly signed his Acceptance of Office.

2. ELECTION OF VICE CHAIRMAN 2014/15

A secret ballot was requested in line with Standing Order no. 22

That Councillor L O'Brien is elected Vice Chairman of the Council for the municipal year 2014/15. The Vice Chairman duly signed her Acceptance of Office.

3. APOLOGIES FOR ABSENCE

Councillors D Biddleston, S Rossiter and Councillor Alan Hale (B&NES Council).

4. DECLARATIONS OF INTEREST

Agenda item 14 - Councillors T Crouch, C Fricker, D Johnson and K Simmons as directors of Keynsham Music Festival Ltd.

5. NON DISCLOSABLE PECUNIARY INTERESTS

There were none.

6. DISPENSATIONS

There were none.

7. CONFIRMATION OF MINUTES

RESOLVED:

That the minutes of the meeting of the Town Council held on 15th April 2014 are confirmed as a true record and signed by the Chairman.

8. PUBLIC PARTICIPATION

There was none.

9. QUESTIONS ON NOTICE BY MEMBERS

There were none.

10. MINUTES OF MEETINGS

RESOLVED:

That the minutes of the meeting of the Planning and Development Committee - 7th April 2014 are approved.

11. MINUTES OF ANNUAL TOWN MEETING – 28th April 2014

It was mentioned that in Minute No. 3 (Guest Speaker) Will Stephens, Deputy Neighbourhood Sergeant, was spelt Stevens and not Stephens.

RESOLVED:

That with the above amendment the minutes of the Annual Town Meeting are received and noted.

It was agreed to move agenda item 37 to this part of the meeting.

12. KEYNSHAM BUILDING AND STREET NAMES

Martin Laker, Team Leader, GIS, B&NES Council was present to discuss this item and take questions.

What will happen next? – The feedback from the Town Council and from the Ward Councillors will be fed back to the Developer which in this case is B&NES Council. The final process is consultation with the public under the 'Public Health Act 1925, Naming of Streets'. Names have to be advertised and if there are any objections it goes to the Magistrate's Court therefore it is important to get it right and avoid this.

Judi Grant (member of the public) spoke expressing her disappointment that in the document 'Naming of the new development in Keynsham' it appears that B&NES Council changed their minds and that they took a meaningless dislike to the name 'Cheapside' without any understanding of the historical reference to the name. Whilst B&NES Council should name their Council building whatever they like the community areas and buildings should be named by the community and notice needs to be taken of the Town Council who are the voice of the community. The Town Council has made their decisions on their choice of names and must take a stand against the Cabinet on this.

Councillors spoke in agreement with these comments and in addition made the following comments:

- Keynsham Civic Centre – this name lacks imagination, has no historical links especially when there are artefacts going to be displayed inside the building.
- Civic Centre – there are already many buildings called this and it is not a civic centre entirely but is a community building also.

- None of the Cabinet members are from Keynsham.
- KDAG also recommended Cheapside and Prospect Place and therefore have also been ignored.
- One name – Market Walk – is unusual and not practical.
- The Cabinet has ignored the Town Council, KDAG and its own GIS team.
- The names put forward by the Cabinet are boring, unimaginative, disappointing and bland.
- Consultation not clear or thought through and appears hurried.

Martin Laker noted all the comments made and will pass them back.

RESOLVED:

- (i) That the Town Council disagrees with the new proposal for the street names and continues to support Prospect Place and Cheapside.
- (ii) That the Town Council reject the suggestions put forward by the Cabinet and continues to support the following as previously agreed:

Community Building: (i) Joseph Fry Community Hub (ii) The Hub (iii) The Forum.

Community Suite: Handel Suite

Performance space: Libourne Room or The Libourne.

It was agreed to move agenda item 24 to this part of the meeting.

13. KEYNSHAM YOUTH THEATRE - REQUEST FOR FUNDING

Members of this group were present and 2 members spoke in detail about the history and why this new group needed to be formed. The request is for £2,000 for seed funding and is not on going as each show can be self-funding. Questions were taken.

It was proposed that £2,000 is given as a one off start up grant. A vote was taken; there were 6 in favour, 6 against and 1 abstention therefore the Chair had the deciding vote which was against.

It was proposed that the group looks into the Town Councils criteria for a grant application now that they may be eligible and applies, however if they do not meet the criteria an application should not be submitted. An addition to the proposal was made – that the deadline for their application to be extended to the Monday following the deadline (Monday 26th May). A vote was taken; there were 8 in favour, 1 against and 4 abstentions.

RESOLVED:

That the Phoenix Keynsham Youth Theatre Group can apply for a Town Council grant if eligible to be received by the Town Council on Monday 26th May.

14. NEW WORKING PARTY – 10th April 2014

It was suggested and agreed that a further addition is made to the terms of reference – support the possible move of the Town Council office and TimeOut.

RESOLVED:

That the name of the new working party is 'Office and Youth Service Relocation' and that the terms of reference are approved with the addition as above.

15. FRIENDS OF KEYNSHAM STATION GROUP

It was proposed that the Town Council assists in the setting up of a 'Friends of Keynsham Station' group and that the group is not a working party of the Town Council.

The Town Clerk asked for approval to allow the group to meet in the Town Council meeting room.

Councillor L O'Brien left the room whilst the discussion was taking place and returned before the resolution.

RESOLVED:

That

- (i) The Town Council assists in setting up a 'Friends of Keynsham Station' group.
- (ii) That £150 is given to the group.
- (iii) That the following Councillors are appointed to the group: Councillors T Crouch, C Fricker and K Kirwan.
- (iv) That meetings can be held in the Town Council meeting room.
- (v) That meetings are held in the evenings to allow train users to attend if necessary.

16. APPOINTMENT OF MEMBERS TO THE WORKING PARTY TO REVIEW THE RELATIONSHIP AND CONTRACT WITH KMFA LTD

RESOLVED:

That Councilors T Crouch, C Fricker, G Hellier and R Staddon are appointed to the working party to review the relationship and contract with KMFA Ltd.

17. TERMS OF REFERENCE FOR COMMITTEES

The following amendments were made:

Allotments – frequency of meetings – to read 2 times a year.

Allotments, Arts and Victorian Evening – quorum – to read 3 members of the Committee, 2 of which must be Town Councillors.

Arts – the word 'working party' to be replaced with 'Committee'.

Personnel – delegated powers – Town Council to be added to Keynsham.

Victorian Evening – non Councillor membership – maximum of 5

RESOLVED:

That with the above amendments the terms of references for the Committee is approved.

18. SUBSTITUTE MEMBERS

As per Standing Order no. 77 the following was determined:

RESOLVED:

- (i) That when a member of a Committee is unable to attend, a substitute may attend, but the Town Clerk or Deputy Town Clerk must be informed prior to the start of the meeting.
- (ii) That if a substitute is legitimately summoned to attend the ordinary meeting then the member cannot participate in that meeting if they also attend.

19. APPOINTMENT OF MEMBERS OF COMMITTEES

RESOLVED:

That the appointment of Members to Committees as the attached Schedule be agreed.

20. APPOINTMENT OF CHAIRMEN OF COMMITTEES

Members were requested to appoint a Chairman of each Committee.

- (i) Allotments – Councillor T Crouch
- (ii) Arts – Councillor C Fricker
- (iii) Internal Audit – Councillor C Davis
- (iv) Grants – Councillor K Simmons
- (v) Personnel – Councillor K Simmons
- (vi) Planning & Development – Councillor C Fricker
- (vii) Victorian Evening – Councillor G Hellier

RESOLVED:

That the above Councillors be elected Chairmen of the relevant Committees and Working Parties for the municipal year 2014/15.

21. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES 2014/2015

Members were requested to appoint representatives to outside bodies for 2014/2015.

Community @ 67 – Councillor R Staddon

Dial A Ride – Councillor K Simmons

Manor Road Community Woodland - Councillor C Fricker

NE Somerset CAB – it was agreed to remove this as there had been no appointment for many years.

Twinning Association - Councillor C Duckett

RESOLVED:

That the above Councillors be elected representatives to the above outside bodies for the municipal year 2014/15.

22. TOWN COUNCIL REPRESENTATIVES

Members received a list of Town Council representatives and the following changes were made.

Councillor D Johnson to be removed from the Keynsham Farmers' Market and Councillor T Crouch to replace Councillor R Staddon on the KDAG/Focus Group.

The representation regarding KDAG was questioned and the Town Clerk was asked to bring clarification of membership to KDAG back to the next meeting.

Arts Advisory Group (Keynsham Regeneration) Public Arts Plan

Councillor L O'Brien and Chair of the Arts Working Party.

Avon Pension Fund Committee

Councillor C Fricker (until May 2015). This is an external appointment.

Creative Industries Working Party

Councillors T Crouch, C Davis, C Fricker, G Hellier, L O'Brien, B Simmons.

KMFA Ltd

Councillors T Crouch, C Fricker, D Johnson and K Simmons.

KDAG/Focus Group

Councillors T Crouch, C Fricker and K Kirwan.

Keynsham Farmers Market

Councillors T Crouch, G Hellier, A Matthews, B Simmons

Keynsham Memorial Park Forum

(Chair and Vice Chair)

Keynsham in Bloom Community Group

Councillors T Crouch, C Duckett and L O'Brien.

Young People's Liaison Grp.

Councillors T Crouch, C Duckett, G Hellier, D Johnson, K Simmons, R Staddon

Office & Youth Service Re-location Working Party

Councillors T Crouch, C Duckett, C Fricker, G Hellier, R Staddon.

Parishes Liaison Meeting

Chairman

West of England – Local Rail

Councillors T Crouch & C Fricker

RESOLVED:

That the above Councillors be elected representatives to the above outside bodies and working parties for the municipal year 2014/15.

23. APPROVAL TO CHANGES TO STANDING ORDERS – WORKING PARTIES

RESOLVED:

That in line with Standing Orders the following amendments be approved:

- (i) Standing Orders no. 71 (a) (b) (c) – to remove the words sub-committee or working party and;
- (ii) Under Standing Order no. 71 to include: - Working parties are to be appointed on an ad hoc/as required basis depending upon the requirement of the Working Party whilst ensuring that at least one place is made available to each party.

24. ANNUAL MEMBERSHIPS/SUBSCRIPTIONS

RESOLVED:

That the annual subscriptions as listed on the agenda are agreed.

25. TREASURY BONDS

That the information is noted.

26. REPAIRS TO KEYNSHAM CEMETERY DRIVEWAY

RESOLVED:

That the information contained in the agenda is received and noted and that insurance is obtained for the Cemetery driveway.

27. SCHEDULE OF ACCOUNTS – MONTH 1 (April 2014)

RESOLVED:

That the attached Schedule of Accounts is approved.

28. BANK RECONCILIATION – MONTH 1 (April 2014)

RESOLVED:

That the attached Bank Reconciliation is received and noted.

29. PETTY CASH EXPENDITURE – MONTH 1 (April 2014)

RESOLVED:

That the attached Petty Cash Expenditure sheet is approved.

30. JOURNALS

RESOLVED:

That the information is noted.

31. BUDGET MONITORING REPORT – MONTH 12 & 1 (March/April 2014)

RESOLVED:

That the attached Budget Monitoring Reports are received and noted.

32. STAFF OVERTIME

RESOLVED:

That the staff overtime sheet is received and noted.

33. YOUTH FINANCES (April 2014)

RESOLVED:

That the attached Youth Expenditure sheet is received and noted.

34. TIMEOUT ATTENDANCE APRIL 2013/APRIL 2014

RESOLVED:

That the information be received and noted.

35. INTERNAL AUDIT REPORT (FINAL) 2013-2014

RESOLVED:

That the information be received and noted.

36. PRECEPT & SUPPORT GRANT 2014/2015

Members were advised that at the January meeting of the Town Council it was RESOLVED that the level of precept for 2014/2015 will be £423,953 and the Parish Grant is £45,290.

RESOLVED:

That the above figures for 2014/2015 be ADOPTED.

37. AVON PENSION FUND - 2013 ACTUARIAL VALUATION FOR KEYNSHAM TOWN COUNCIL

RESOLVED:

That the attached information be received and noted.

38. BELLY BINS

Members felt that the Town Council's comments and points were not taken into consideration. The concerns are that the High Street is not of the same pedestrian scale as Bath and these bins are very large. They are for cities rather than towns. It was agreed that the Town Clerk writes to the executive member expressing all the previous points made. Clarification is also required about the removal of the bins in Temple Street and the High Street area only.

RESOLVED:

That the Town Clerk writes to Bath & North East Somerset Council, as above.

39. BMX TRACK

RESOLVED:

That the attached information is received and noted and that the Town Clerk find out what is going to happen about the car parking in that area.

40. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Councillor K Simmons – Dial A Ride – the number of journeys has increased by 25% compared to other Dial-A-Rides in B&NES which have only increased by 8%.

Councillor R Staddon – Community @67 – there have been problems with Curo. When the tenders were put out there was no maximum financial level put in therefore all the quotes for the building work have been too costly therefore the process is starting again. The community radio training is going very well, there is a training session weekly and the first radio session will be at the Keynsham Music Festival.

Councillor D Johnson – Walkers are Welcome – national creditation has now been received and the group is now officially a member of the Walkers Are Welcome scheme. The launch will be on 22nd June 2014.

Councillor L O'Brien – Timeline – there is to be 9 walls. The Local History Group and Keynsham Civic Society are involved and all schools have been contacted.

41. DAMAGE/VANDALISM REPORT

RESOLVED:

That the damage/vandalism information be noted.

42. DATE OF NEXT MEETING

RESOLVED:

That the scheduled date and time of the next Town Council meeting is Tuesday 17th June 2014 at 7.30 p.m. in the Council Chamber, 3rd Floor, North Block, Riverside, Keynsham.

The meeting finished at 10.00 p.m.

SIGNED:..... (Chairman) Dated:

DRAFT

Call-in of decision E2677 – Naming of streets in Keynsham Redevelopment Site

The decision:

On Monday 7th July 2014, a Single Member Cabinet Decision was taken by Cllr Kate Hall to agree not to object to the naming of the Keynsham redevelopment as 'Market Walk'.

Reason for call-in:

- The information provided to the decision maker was factually incorrect in that the area did not have 'historical links to the market', as Keynsham Market was on Bath Road, not Temple Street.
- The Council undertook detailed consultation with residents, but has chosen to ignore the outcome of this consultation and rejected alternative name proposals put forward by Keynsham Town Council.
- That the rationale for rejecting the alternative proposals is inadequate, with the Cabinet report stating them only to be 'unacceptable' with no further explanation.
- That the Council, as developer, and Cabinet, as decision maker, should take greater heed of the views expressed in the consultation with residents and the Town Council.

Lead call-in Member:

Cllr Brian Simmons

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APPENDIX 4 - TERMS OF REFERENCE

Call-in of the Cabinet Member decision: E2677

Introduction

On 7th July 2014, a Single Member Cabinet Decision was taken by Cllr Hall to not object to the naming of the streets in the Keynsham redevelopment as 'Market Walk' (see resolution (E2677)).

On 11th July 2014 a call-in notice was received, signed by 15 Councillors, objecting to this decision. The reasons given for the call-in together with officer comment in italics were as follows:

- The information provided to the decision maker was factually incorrect in that the area did not have 'historical links to the market', as Keynsham Market was on Bath Road, not Temple Street.
- *There maybe is ambiguity as to what 'the area' refers to in the report (Section 5.4). Bath Road/ Bath Hill are within the area of these new roads. There was historically a market on Bath Road adjacent to The Talbot pub. The history of Keynsham always refers to it as a market town. There was in more recent times a 'farmer's market held on this development site. The Developer also expressed a view looking forward as to their aspiration for the streets around the new development to hold a market.*
- The Council undertook detailed consultation with residents, but has chosen to ignore the outcome of this consultation and rejected alternative name proposals put forward by Keynsham Town Council.
- *The objection of KTC was noted in the report (para 5.3) with a copy of the minutes of their meeting dated 20th May 2014 being appended to the report. The Developer did consider the other names put forward as part of the consultation.*
- That the rationale for rejecting the alternative proposals is inadequate, with the Cabinet report stating them only to be 'unacceptable' with no further explanation.
- *The Single Member decision was to decide whether or not to object to the name Market Walk which had been put forward by the Developer. The other names suggested were not being put forward for consideration in this report. The Developer had already rejected the names put forward as they were entitled to do.*
- That the Council, as developer, and Cabinet, as decision maker, should take greater heed of the views expressed in the consultation with residents and the Town Council.
- *This point is covered in the responses above.*

The Panel must hold their first meeting within 14 working days of the receipt of this validated call-in request. If Panel members should vote to adjourn the meeting to receive further information, the Panel must reconvene the meeting within 7 working days. The call-in process must be completed by 9th August 2014 (unless the decision is referred to Council).

Relevant PDS Panel

The 'call-in' request has been referred to Bath & North East Somerset Council's Planning, Transport and Environment Policy Development & Scrutiny Panel to review the decision.

Call-in Meeting

At the Panel meeting on 25th July 2014 the Panel will investigate and determine the matter. They will assess in detail the reasons for the Cabinet Member decision and consider the objections stated in the call-in notice via a range of information from Councillors, Officers and members of the public (further details below).

Objective

The objective of the Call-in review is to determine whether or not the resolution made by the Cabinet Member about the naming of streets in Keynsham redevelopment site:

- Be referred back to the Cabinet Member for reconsideration [**'Uphold' the call-in**]
- Proceed as agreed by the Cabinet Member [**'Dismiss' the call-in**], or
- be referred to Full Council to undertake the role of the Panel [*the ultimate decision would still remain with the Cabinet Member*].

Method

To achieve its objective, the Panel will investigate the original decision and the objections stated in the call-in notice. The Panel will hear statements from members of the public who have registered to speak about both the substance and processes behind the decision. Public statements will be limited to 3 minutes per speaker. It will also require attendance and/or written submissions from:-

- Representative Councillor(s) for the call-in request - Cllr. Simmons
- Cabinet Member – Cllr. Hall and officers from Development Services

Outputs

The Panel's view and supporting findings will be made publicly and will include:

- Minutes & papers from public Panel call-in meetings.
- A summary note will be provided, setting out the result of the call-in meeting

Constraints

- **Timescales.** The Panel must hold its initial meeting within 14 working days to consider the call-in request. The Panel has a total of 21 working days to reach its decision.
 - **Initial Public Meeting must be held by 31/7/14 [14 working days from receipt of validated call-in request]**
 - **If meeting adjourned, second public meeting must be held by 9/8/14 [21 working days from receipt of validated call-in request]**
 - **If referred directly to the Cabinet Member, a response must be received by 14/8/14 [10 working days from date of 1st meeting]**
 - **If adjourned and then referred to Cabinet Member, a response must be received by 23/8/14 [10 working days from date of 2nd meeting]**
- **Resources.** The call-in process must be managed within the budget and resources available to the Panel.
- **Council Constitution.** Part 4E, Rule 13 requires that *“Where an Overview and Scrutiny Panel makes a recommendation that would involve the Council incurring additional expenditure (or reducing income) the Panel has a responsibility to consider and / or advise on how the Council should fund that item from within its existing resources”*. Section 3.1 of the cover report (formal agenda papers) provides further explanation.

Key Dates for the Call-in

