

Democratic Services

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Date: 13 October 2010

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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: Councillor John Bull, Councillor Chris Cray, Councillor Paul Crossley and Councillor Francine Haeberling

Cabinet Members: Councillor Chris Watt (Children's Services), Councillor Vic Pritchard (Adult Social Services and Housing), Councillor Malcolm Hanney (Resources), Councillor Charles Gerrish (Service Delivery) and Councillor Terry Gazzard (Development and Major Projects)

Chief Executive and other appropriate officers
Press and Public

Dear Member

Parishes Liaison Meeting: Wednesday, 20th October, 2010

You are invited to attend a meeting of the **Parishes Liaison Meeting**, to be held on **Wednesday, 20th October, 2010 at 6.30 pm** in the **Council Chamber - Keynsham Town Hall**.

The agenda is set out overleaf.

Yours sincerely

Ann Swabey
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 Ann Swabey who is available by telephoning Bath 01225 394416 or by calling at the Riverside Offices Keynsham (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 Ann Swabey 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 Ann Swabey 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.

Parishes Liaison Meeting - Wednesday, 20th October, 2010

at 6.30 pm in the Council Chamber - Keynsham Town Hall

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 follows:

If 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. The assembly point is across the car park, outside the Leisure Centre

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 OF THE PREVIOUS MEETING ON WEDNESDAY JUNE 2010 (Pages 1 - 4)

To adopt the minutes of the previous meeting as an accurate record.

6. BATH AND NORTH EAST SOMERSET DRAFT CORE STRATEGY AND THE ACCOMPANYING SUITE OF DEVELOPMENT PLAN DOCUMENTS AND SPDS (Pages 5 - 6)

A briefing note is attached to the agenda. David Trigwell and Richard Daone will attend the meeting to answer questions.

7. REVIEW OF THE PARISH CHARTER AND UPDATE ON OUTCOMES OF ASSOCIATED WORKSHOPS

Glen Chipp (Strategic Director, Service Delivery) and Peter Duppa-Miller (Secretary to the Local Councils Group) will give a presentation on these issues.

8. MANAGEMENT OF CIVIL EMERGENCIES (Pages 7 - 10)

A briefing note is attached. Richard Look (Business Continuity and Emergency Planning Manager) will attend to give a presentation and answer questions

9. COUNCIL YOUTH SERVICE - THE WAY FORWARD (Pages 11 - 14)

A briefing note is attached. Paula Bromley (Principal Youth Officer) will attend to answer questions.

10. CONCLUSIONS AND RECOMMENDATIONS OF THE A AND B ROAD SPEED LIMITS REVIEW (Pages 15 - 16)

An information sheet detailing the recommended speed limit changes is attached. Adrian Clarke (Transportation Planning Manager) will attend to answer questions.

11. THE OUTCOME OF THE HIGHWAYS WINTER MAINTENANCE REVIEW (Pages 17 - 20)

Craig Jackson (Team Leader – Highway Maintenance) will give a presentation on this item.

12. PLANNING AND TRANSPORT DEVELOPMENT SERVICE - ORGANISATION DIAGRAM (Pages 21 - 24)

An updated diagram of the staffing structure and departmental information is attached.

13. DATES OF FUTURE MEETINGS

The date of the next meeting will be Wednesday 16th February 2011.

The Committee Administrator for this meeting is Ann Swabey who can be contacted on 01225 394416.