

**Democratic Services**

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**Your ref:**

**Our ref:**

**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 16<sup>th</sup> February 2011.*

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

## **BATH AND NORTH EAST SOMERSET COUNCIL**

**Draft Minutes of the PARISHES LIAISON MEETING held in the Council Chamber, Town Hall, High Street, Keynsham on Wednesday 9<sup>th</sup> June 2010 at 6.30pm**

### PRESENT:

Councillors Sarah Bevan (Chair of Bath and North East Somerset Council), Francine Haeberling (Leader of Council), Malcolm Hanney (Cabinet Member for Resources), Charles Gerrish (Cabinet Member for Customer Services), Vic Pritchard (Cabinet Member for Adult Services and Housing), Neil Butters, Gabriel Batt, Brian Simmons

Representatives of Batheaston, Camerton, Chew Magna, Chew Stoke, Claverton, Clutton, Combe Hay, Compton Martin, Corston, Dunkerton, Englishcombe, Farmborough, Farrington Gurney, Freshford, Keynsham, Marksbury, Monkton Combe, Paulton, Peasedown St John, Publow with Pensford, Salford, South Stoke, Stanton Drew, Timsbury, Wellow, Whitchurch Town/Parish Councils

Eric Potter (Chairman, B&NES Local Councils Group)

Tony Heaford (Vice Chair, B&NES Local Councils Group)

Peter Duppa-Miller (Secretary, B&NES Local Councils Group)

Ian Rudd and Chris Mewse of Parish Online

Also in attendance: John Everitt (Chief Executive), Glen Chipp (Strategic Director, Customer Services), David Trigwell (Divisional Director – Planning and Transport), Derek Thorne (Assistant Director – Communications and Corporate Affairs, NHS B&NES); Council and PCT Officers

### **1 WELCOME AND INTRODUCTIONS**

Councillor Bevan welcomed everyone to the meeting.

### **2 EMERGENCY EVACUATION PROCEDURE**

The Chair drew attention to the emergency evacuation procedure.

### **3 APOLOGIES FOR ABSENCE**

Apologies had been received from representatives of Charlcombe, Compton Dando, Norton Radstock, Priston and Ubley Town/Parish Councils.

Apologies had also been received from Councillors Paul Crossley, Eleanor Jackson, Nathan Hartley, Chris Watt, John Bull, Martin Veal and Douglas Deacon.

### **4 URGENT BUSINESS**

The Chair announced the sad death of Cllr Alan Hall and the meeting marked this with a brief period of silence.

An update document had been distributed before the meeting relating to the Ministry of Defence [*a copy of which is attached to these Minutes as Appendix 1*]. The Chair read the update to the meeting. There were no questions or comments. See also Minute 10 below.

### **5 MINUTES: PREVIOUS MEETING ON WEDNESDAY 24<sup>th</sup> FEBRUARY 2010**

Cllr Robinson (Dunkerton Parish Council) observed that in his view the statement made by Adrian Clarke relating to the Road Traffic Accident statistics (Minute number 38) had not been accurately reflected in the previous Minutes. Cllr Robinson submitted a statement to this effect [*a copy of which is attached to these Minutes as Appendix 2 but is not available on the Council's website*].

It was agreed that the Minutes be amended as follows:

- "the only case not to be logged" to be amended to "the only known case not to be logged";
- Adrian Clarke had expressed the view that there was no evidence of systemic failure but the contrary view, expressed by Parish representatives, was not reflected. It was agreed to add the following sentence: "A number of Parish representatives disagreed and felt that there was evidence of systemic failure."

The Democratic Services Officer was asked to amend the draft Minutes in the light of the comments received.

## **6 THE CHAIR'S COMMUNITY AWARD**

The Chair of Council explained that she had decided to make awards under 4 headings: Sport, Education, Community and Business. She appealed for nominations for the Community Awards and gave an example of the kind of community activity which might attract an award. The closing date for nominations would be 15<sup>th</sup> October, noon.

## **7 DISPLAY OF PARISH REPORTS**

The Chair announced that in order to raise the profile of the work done by Parishes, she had inaugurated a display outside her office in the Guildhall, Bath, which would reflect the Parish Plans or some other notable landmark from each Parish. She appealed to Parishes to contact her office with suggestions for inclusion in the display. Peter Duppa-Miller agreed to coordinate the gathering together of completed Parish Plans and, where not available, suitable photographs.

## **8 HEALTH AND WELLBEING PARTNERSHIP**

Derek Thorne gave a presentation [*a copy of which is attached to these Minutes as Appendix 3*] entitled "Health & Wellbeing Partnership: Engaging our Health & Care Services" explaining the responsibilities, vision and goals of the Partnership and highlighting the achievements and challenges. Derek answered a number of questions posed by Parish representatives. A Parish representative asked why housing was included in the Partnership's responsibilities. Malcolm Hanney (Chair of the PCT) said that housing was an issue which profoundly impacted on health and wellbeing, so it was important that the Partnership should have an interest in housing provision. Peter Duppa Miller asked how the Partnership ensured access to services by those who did not live in the 3 main population centres. Derek Thorne said that this was achieved by outreach into the communities

The Chair thanked Derek Thorne for his presentation.

## **9 PARISH MAPPING PROJECT**

Martin Laker introduced Ian Rudd from Spatial Technologies and Chris Mewse from Get Mapping. He explained that free training was available for Parishes and that the first year's subscription had been paid by the Council.

Ian Rudd gave an online demonstration of the functioning application which was well received by those present.

A Parish representative who had been using Get Mapping for 6 months asked when the B&NES core data would be added, as the product would be much more useful when this data was included. Ian Rudd apologised for the delay in adding this data but assured Parishes that it would be included in the next software release, which was due by the end of June.

The Chair thanked Ian Rudd and Chris Mewse for attending and for their presentation.

#### **10 B&NES CORE STRATEGY AND SITE ALLOCATIONS FOR GYPSIES AND TRAVELLERS (Report 10)**

David Trigwell introduced the report by reminding the meeting that Eric Pickles, Communities and Local Government Secretary, had indicated that Local Plans would no longer be required to reflect the Regional Spatial Strategy. The Council was therefore in the process of determining local needs. A Government announcement was awaited regarding provision for gypsies and travellers.

David answered a number of questions put to him by Parish representatives.

#### **11 ROAD TRAFFIC ACCIDENT DATA (Report 11)**

The Chair observed that Adrian Clarke had not been able to attend the meeting so she asked if there were any questions.

A Parish representative asked what progress had been made on the Terms of Reference of the user group. John Everitt apologised and said that a response to this question would be provided separately.

#### **12 JOINT LOCAL TRANSPORTATION PLAN AND BATH TRANSPORTATION PACKAGE**

In the absence of Adrian Clarke, David Trigwell reported that the Joint LTP was being completed in partnership with the West of England Transportation Partnership. The Council would engage with Parishes in the coming months to inform the policy and he would send out details in due course. He appealed to Parishes to respond to ensure that the right approach is taken despite the reducing funds available.

John Everitt said that early indications were that the Government would look very hard at funding for transport schemes. The expectation was that by September/October there would be more clarity.

The Chair promised to provide an update at the next meeting.

Peter Duppa-Miller observed that the Local Councils Group had asked for an update on the Bath Transportation Package. John Everitt said that the Compulsory Purchase Order enquiry was scheduled for September. A Department of Transport announcement was imminent but he could not predict what Government would say.

#### **13 REVIEW OF OPERATION OF THE PARISH CHARTER**

Glenn Chipp gave a powerpoint presentation [*a copy of which is attached to these Minutes as Appendix 4*]. The thrust of the presentation was that the Council wished to engage more meaningfully with Parishes and to foster a sense of collaboration over the Parish Charter.

It was noted that joint workshops dealing with Development Management and Planning Enforcement would take place on 23 June and 13 July 2010 respectively.

A Parish representative complained that despite promises that Parishes would be informed if there was a substantial change to any planning application, this had not been happening. Glenn Chipp said that he would ensure the officers who had recently taken over this responsibility would be reminded of this.

A number of operational issues were raised by Parish representatives to which Glenn Chipp responded.

**14 PUBLIC RIGHTS OF WAY UPDATE**

An update document had been distributed before the meeting [*a copy of which is attached to these Minutes as Appendix 5*]. The Chair read the update to the meeting. There were no questions or comments.

**15 ORGANISATION CHART – PLANNING AND TRANSPORT DIVISION**

David Trigwell apologised that in the economic climate, there were still a number of sensitive personnel issues being resolved and it had not been possible to complete the updated organisation chart in time for the meeting.

**16 ORGANISATION CHART – ENVIRONMENTAL SERVICES (Report 16)**

The meeting agreed to NOTE the new organisation chart.

**12 DATES OF NEXT MEETINGS**

The Chair advised Members that the next meetings would be on 20<sup>th</sup> October 2010 and 16<sup>th</sup> February 2011.

The Chair referred to the backlog of information requested by Parishes but not provided. She appealed to officers to make strenuous efforts to deliver on the promises made at Parishes Liaison meetings.

The Chair concluded the meeting and thanked everyone for their attendance and contributions.

The meeting ended at 8.10pm

Chair(person).....

Date Confirmed and Signed .....

**Prepared by Democratic Services**



## **Parishes Liaison Meeting Wednesday 20<sup>th</sup> October 2010**

### **Item 6 Bath and North East Somerset Draft Core Strategy and the accompanying suite of Development Plan Documents and SPDs**

This briefing note outlines the current position on the Local Development Framework and addresses the range of issues set out in the Agenda

#### ***Core Strategy***

Parish Councils will be aware that the next stage of Core Strategy preparation is for Council to consider the draft Core Strategy for publication and consultation. The draft Core Strategy (termed 'Publication Version' in PPS12) will set out the:

- Council's strategy for the district and places within it
- Level of growth and development that the Council is planning for to 2026 (in light of the revocation of RSS this will be informed by studies of both need and supply)
- A set of planning policies to deliver the strategy

It is now anticipated that this document will be reported to Council on 2<sup>nd</sup> December 2010. Assuming it is approved by Council it will be published and formally consulted upon for 6 weeks during January/February 2010.

Some parish councils (especially those containing the larger, more sustainable villages as identified in the options document) have been closely involved in work on the draft Core Strategy. Dialogue continues including a meeting held in late July and subsequent comments submitted by some parish councils. The issues raised have been helpful in informing the emerging policy approach. The town councils also continue to be involved in discussions around planning for their respective towns, specifically focusing on the town centres.

#### ***Ministry of Defence land in Bath***

With regard to the Ministry of Defence (MoD) currently there are around 3,000 staff spread over the 3 sites in Bath. The Council's Director of Major Projects is leading on the discussion of the future of MoD sites. Whilst the MoD has made various suggestions about their future plans, there are still no finalised proposals from them. B&NES continues to request information from the MoD as to the economic impact of the current MoD worksites and information as to future staffing changes, which will enable us to make an assessment of the impact of the current changes.

As Parish Councils will be aware the Core Strategy is underpinned by a Strategic Housing Land Availability Assessment (SHLAA). In light of the lack of clarity set out above the SHLAA makes the assumption that at least 2 of the sites may be disposed of over the remaining 16 years of the Core Strategy period and further, assumes mixed use redevelopment (including housing) of land disposed.

### ***Site Allocations Development Plan Document (DPD)***

The Site Allocations DPD will allocate sites for development and include detailed development management policies. A programme for its preparation is set out in the Council's Local Development Scheme (LDS) – the LDS can be found at: <http://www.bathnes.gov.uk/BathNES/environmentandplanning/planning/localdevelopmentscheme/default.htm>

Work has now commenced and the Issues and Options public consultation is currently programmed to take place in autumn 2011. The current programme set out in the LDS is being reviewed and once confirmed will be made available to the parish and town councils.

### ***Gypsies & Travellers Site Allocations DPD***

At the Parish Liaison Meeting in June a briefing note was issued setting out an anticipated programme/timetable for preparation of the Gypsies and Travellers Site Allocations Development Plan Document. Since that time the officer responsible for preparing this document has left the Council's employment. Therefore, preparation of the document is currently under review.

### ***World Heritage Site and its setting SPD***

The Council published an Information Paper on the Bath World Heritage Site setting study last year as background evidence to the Core Strategy. In the context of service planning and the workload of the Planning Service the LDS is being reviewed. Consideration of the preparation of a SPD on the World Heritage Site and its setting will form part of this review, within the context of the continuing priority to prepare and adopt the Core Strategy, followed by progressing the Site Allocations Development Plan document.

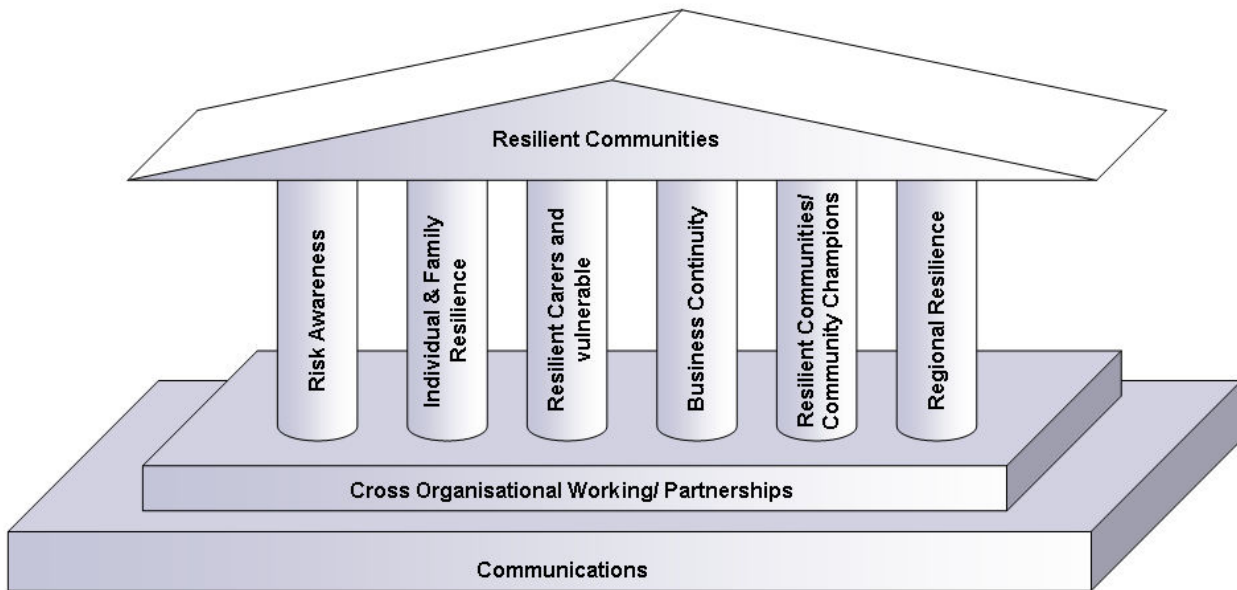
### ***Extension to Cotswolds AONB***

Designation of the Cotswolds Area of Outstanding Natural Beauty (AONB) is the responsibility of Natural England and not the Council. As parish councils are aware Natural England has recently prepared draft guidance that sets out how they will assess whether land is suitable for AONB or National Park designation. The guidance is aimed at a professional audience and its main users will be their own technical staff responsible for landscape conservation work and also aims to assist local authorities. It will update and supersede approaches developed by the former Countryside Agency. Natural England has invited every English Local Authority, Parish Council, National Park Authority and AONB Partnership/Conservation Board to comment on their draft guidance before it is finalised and disseminated.

### ***Community Right to Build Proposals***

The Council is awaiting more detail from the Government regarding the Community Right to Build before it comments further and considers how it will impact on the Local Development Framework.

## BRIEF FOR LOCAL COUNCILS BUSINESS CONTINUITY & EMERGENCY PLANNING



### Introduction

There are some fundamental challenges on the horizon that can only be met if we work together as communities. We have run many workshops to investigate the impacts of climate change, peak oil, demographic change and the rise of the tiger economies. These workshops have highlighted some common threads:

1. **Rise to the challenge early.** It is essential to rise to these challenges early or we will face their full detrimental impacts.
2. **The Big Society.** We can only hope to meet these challenges by working together as communities, as David Cameron would say, "as a Big Society". Given the financial challenge, it is only through a change in cultural norms, reinforced by the whole community, that challenges needing such fundamental change can be met.
3. **Community Resilience Strategy.** We need a strategy that provides a framework through which we can join up community initiatives to build stronger, more resilient communities with a greater focus on an individual's responsibility for their own resilience. We must provide advice and support for individuals so that they do not become victims and are able to support the community in a time of crisis rather than being a draw on finite resources.

### Background

Workshops have been run over the past six months to support the Sustainability Team within the Council to meet the Council's requirements under recent legislation to adapt to climate change. The workshops have provided a useful insight into the opportunities and threats posed by the above challenges and how they can be mitigated or exploited. These insights have been developed into an action plan which can be delivered through a programme of work under the banner of a Community Resilience Strategy.

### Community Resilience Mission

We want to empower individuals, households, businesses, community groups and public organisations to take responsibility for their own resilience so that when the worst happens, all sections of the community have protected themselves and are enabled join together in a pre-planned way until life returns to normality.

The main streams of work identified for the Community Resilience Strategy are:

- Risk Assessment & Risk Awareness
- Individual & Family Resilience
- Resilient Carers and the Vulnerable
- Business Continuity
- Communities and Community Champions
- Cross Organisational Working/ Partnerships
  - Information Sharing
  - Long term investment
- Regional Resilience
- Communications

### **Risk Assessment & Risk Awareness**

Work has been underway to develop a Community Risk Register to identify and assess all the main hazards to the community. It is our intention to publish this risk register on the Council web pages so that the public will have a better understanding of the risks to the community. The risks are broken down into four key areas; health hazards; societal hazards; natural hazards and infrastructure hazards. The key hazards within these areas are as follows:

<b>Hazard Group</b>	<b>Hazard</b>
Health Hazards	Influenza pandemic New & emerging disease Zoonotic notifiable animal disease
Societal Hazards	Gas leak or explosion Major road accident Air accident
Natural Hazards	Flood Snow & severe low temperature Heat wave
Infrastructure Hazards	Fuel stoppages Widespread, prolonged electrical failure Major failure of the water supply

### **Individual & Family Resilience**

Consistent and useful advice is needed to promote individual and family resilience so that people can take responsibility for their own resilience. The community risk register web pages will have links to practical advice on how to prevent, protect against and prepare for common hazards.

### **Resilience Carers and the Vulnerable**

There are a great number of carers within our communities many of whom have people who are almost entirely dependant on them for their wellbeing. What if these carers are subject to an accident? How do we tie together our systems and community knowledge to ensure we support carers and provide some level of support and back up in an emergency?

## **Business Continuity**

We will use business networks and other communications channels to promote business continuity within our communities. Again, we will provide specific advice and guidance through the website and offer personal support where appropriate.

## **Community Resilience and Community Champions.**

Bath & North East Somerset has had a small network of Community Emergency Resource Advisers (CERAs) for some time, loosely affiliated with parishes. These community spirited people have not been effectively constituted into any specific organisation and have not received the level of training, advice and guidance that their role deserves. The current arrangements are not satisfactory with poorly defined roles, responsibilities and limits to authority. However, the concept of CERAs or similar volunteers is a commendable idea that is ripe for the times of the Big Society.

We see CERAs as a key pillar of any future community resilience strategy. If the strategy is to go forward we need public spirited volunteers within each community to help spread messages of resilience and self reliance and to play a key coordination role in emergencies. We propose to ask for volunteers to fulfil the following roles:

- Develop Community Resilience Plans, potentially linking to existing community or parish plans.
- Act as a point of contact for the Emergency Services in an emergency, providing useful information about the community and its resources (including information about the vulnerable).
- To act as the focal point for the promotion of community resilience within the community
- Support the community and local authority preparing for emergencies and providing warnings of impending incidents/issues. E.g. this can be as simple as notifying the highways team of problem blocked drains when a flood warning is received.

What we propose to do.

- Provide annual training/seminar for volunteers.
- Provide advice and guidance as necessary.
- Provide ID badges for volunteers.
- Work with the emergency services to ensure volunteers are acknowledged and their role is understood.
- Ensure the work of volunteers is supported and covered by insurance.
- Maintain a register of volunteers
- Collate Community Resilience plans and promote best practice.
- Annual exercise to test the CERA network
- Toolkit for setting up community resilience plans and systems

## **Cross Organisational Working/ Partnerships**

The community resilience strategy needs to be supported by the whole community if we are to deliver cultural change. Organisations supporting the community should make sure that messages of personal responsibility and self reliance are reinforced at every opportunity. Neighbourhood watch schemes, fire safety inspection, etc. need to promote these common messages.

**Information Sharing.** It is essential that local partners work together to share information in an emergency so that vulnerabilities can be quickly identified and prioritised.

**Long Term Investment.** Coupled with the risk assessment is risk appetite. We know that in the long term risks such as flood, heat wave, and interruptions in fuel supply are likely to increase. We have the choice of accepting the impacts of these risks or investing to mitigate against them. This type of investment must be part of long term strategic planning if we are to invest wisely.

### **Regional Resilience**

Our plan in Bath & North East Somerset must tie in with the wider plans of the region so that we work together across boundaries for the common purpose of resilient communities.

### **Communications Plan.**

The strategy is founded on a communications plan that uses existing community networks and community champions to fully integrate resilience. To start the ball rolling, the Business Continuity & Emergency Planning team are producing a Community Resilience Manual for the public. The manual will provide sound advice and guidance to underpin the principles laid out in this brief. The manual will be available in December 2010.

### **Next Steps**

We are working with the Policy & Partnerships service within the Council to see how this work can be taken forward. The next logical step will be to develop a business case to justify a Community Resilience Strategy and if successful, work will progress developing the above work streams.

## Youth Service Review – Item 9

### 1. Introduction

The Council is facing severe financial pressures in the short and medium term.

The new Government has committed to major changes in the provision of public services and also to a programme of spending reviews designed to address the recessionary climate we are now operating in.

The Government has confirmed the savings that Bath & North East Somerset Council is required to make this year. A total of £1.8 million has been cut from Government revenue grants to support Council services 'in year' (2010/11). Government funding for the Council's Capital programme has also been cut by a similar amount (£1.785 million) and more fundamentally affected as a result of a temporary freeze of Government grants. There are also 'one off' costs in realising some of these savings of about £500k. The Council is absorbing these costs as no allowance has been made to cover them by Government.

Overall, the Council's services are funded 17% from general government grants, 31% from Council Tax, 18% from specific grants including Area Based Grants, with the remaining 34% coming from fees, charges and other external contributions. The specific grants are the ones that have been cut by Government in year (2010/11). Further cuts to these grants are expected over the next few years. Schools are funded separately and are not included in these figures.

The 'in year' cuts are just the beginning and are less than a tenth of the total level of cuts that can be expected in the public sector over the next four years. The Council's approach will be to make savings whilst minimising the impact on frontline services. However, tough decisions will have to be made and the Council expect to have to make 300 or more job losses over the next 3 to 4 years.

#### ***In year cuts- the details***

The Council was advised in June that its share of the £6 billion cuts for this year is £1.8m for running (revenue) costs and in addition £1.785m for capital costs in addition to the temporary freezing of external grant support for major capital schemes

#### ***Action plan for Children's Services***

To meet these challenges, we must take immediate steps to reduce the cost base in the financial year 2010/11. Longer term, there will be a fundamental review of how we work and how we can be more flexible whilst staying within budgetary limits. We should all be justly proud of the services we currently provide and the changes we are proposing in the short term will not undermine that excellence.

This Consultation paper constitutes the beginning what will be three year programme to identify efficiencies across the Council. The first stage of that process is to implement the changes contained in this document. The next stage will look at how the services are structured and managed. The initial focus is on concentrating on the delivery of Statutory Services and considering whether to continue providing non-statutory services and, if so, how this is to be achieved.

### 2. Current Position for the Youth service

The Youth Service provides a wide range of services mainly direct to the public that is young people aged 13 -19 yrs (up to 25 years with special needs). The Service is reliant in part on income from fees or subs for activities, charges for trips & residential activities, external funding via grants for project work

and income for renting out buildings / rooms. To support this there will be a new charging Policy in place for 1<sup>st</sup> April 2011.

The following model / option listed below will be delivered using a youth work delivery model to achieve outputs and outcomes related to young people's personal and social development, as there is much evidence to support this approach as being effective with young people. Youth work is part of community-based informal education provision, where young peoples' participation and active engagement with the wider community are important. The Council has a statutory duty to ensure the provision of Positive Activities for young people and the local delivery of youth work services. The legislation that supports youth work is described in detail in the Statutory Guidance in Section 507B Education Act 1996 published in March 2008. This statutory guidance sets out the requirements for Local Authorities to provide youth work in three areas: positive activities, decision making by young people and 14-19 learning. The youth service will focus on Positive Activities from 1<sup>st</sup> April 2011 that will be focussed on targeted young people and geographical areas as defined by need.

Key to the future development of the youth service as detailed and evaluated below is an underlying principle that the youth service will support and where necessary build up the voluntary sector, working closely with them as partners within both the voluntary and private sectors and other departments within the Council to ensure that there is a sufficient "Youth Offer" available to all young people. There will also be a new full time permanent role of "Voluntary Sector Development Worker" directly managed by the Principal Youth Officer to oversee this important work in the future. The Principal Youth Officer and the Youth Officer will also take a lead on supporting the voluntary sector and will work in partnership with others where possible. The vision for the future will focus on targeted youth support work. Underpinning the strategy, increased income in the form of revenue grant funding to supplement the core work; especially in Batheaston, Keynsham and Radstock, with a view to enable youth work to be locally managed in the future linking to the Government "Big Society agenda" this strategy will need to be reviewed regularly as new Policies come in place and the funding base changes.

### **3. Drivers for Change**

The Children's Services budget forecast is predicting an overspend of £ 321k in the year 2010/2011. This takes into account actions that have already been taken e.g. reducing the use of consultants and agency staff, deferring major projects to future years and seeking financial contributions from other service areas.

However, it is clear that further action is needed to significantly reduce costs and bring the budget back on track. If no action is taken the longer term impact would result in an additional pressure of £ 350K on next year's budget.

The following option will need to be managed and delivered within the budget of £705 k per year.

### **4. Aims and Objectives**

The changes proposed in this document are intended to contribute to the delivery of savings in the financial year 2010-11 of £350K whilst continuing to deliver services to a high standard and retaining the skills base and some flexibility.

In order to ensure that the right outcomes are delivered, we have the following objectives. During the first phase we intend to:

- review long term vacancies
- Improve integration, coordination and efficiency and re-design the way we work so we are flexible and more efficient
- Ensure that the right skills are retained and enhanced in order to deliver the challenges of the future by developing workforce planning, succession planning and talent management
- To meet these challenges, we will have to take immediate steps to reduce the cost base in the financial year 2010/11 by ending all of the temporary contracts covering core vacant posts by 1<sup>st</sup> October 2010 following due processes.



- Fundamental review of how the Youth Service operates and how it can be more flexible, to delivery a targeted service whilst staying within the new budgetary limits. This will result in a reduction of youth hubs and projects.
- Support to the voluntary sector via a new post to develop the market, who will act as an enabler / supporter to those centres where the youth service is reducing provision and to new groups who want to develop new services / provision for all young people.
- Young people's participation processes will need to be developed through the youth hubs / mobile teams work.

## **5. Proposal for new structure**

In this new structure the youth service will initially support 5 youth hubs and 1 mobile / street base project, these will include

1. Southside Youth Hub – building and staff
2. Radstock Youth Club – a small staff team only, the building would be managed as a Children's Centre.
3. Peasedown Youth Hub - building and staff with the full time Youth Worker overseeing Radstock Youth Club
4. Riverside Youth Hub - building and staff
5. Keynsham Timeout drop in centre - building only
6. Mobile/street based team based at Peasedown Youth Hub, initially, focusing on rural youth work in Midsomer Norton and other areas of need, Bath City centre and complimentary work to support the development of Southside regeneration programme in areas of need e.g. Twerton, Whiteway, Foxhill and Odd Down.

The youth service has already withdrawn Local Authority youth work from Weston youth club (formally Centre 69) and is planning to with draw from Batheaston from 1 April 2011. All of the County wide work will come to an end or be delivered in a different way through the commissioning process after 31 March 2011

All work will need to be focused on targeted and vulnerable young people and in geographical areas of need. All staff will be asked to attend internal training to support them with this change in focus. This will also be an opportunity to enable them to shape the future and add in their thoughts and ideas as well. At this point we will need to amend key documents / Policy as required to reflect these changes.

The youth service is currently formally consulting with the Unions and staff re this review. There will be public consultation in the next few weeks for young people, parents and members of the community, which will be advertise on the Council's web site.

Report compiled by Paula Bromley Principal Youth Officer

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Ward	Parish	Road	Section	Existing Limit	Proposed Limit	85%ile	Mean speed	Additional measures
Salt,Newton,Corston	Saltford,Newton St Loe,Corston	A4 Bristol Road (Saltford Hill to The Globe r/a)	E1	60	50	46	40.5	Extend 30mph limit to existing advisory limit
BAN	Bathford	A4 Bathford (Box Road Gardens to Box Bridge)	K	60	50	50.4	44.7	50 roundels, white lining measures
Twerton	Newton St Loe	A36 Lower Bristol Road (east bound approach to Bath)	A	60	No change	44.6	37	Advanced limit signing prior to the 30mph limit
Publow & Whitchurch	Publow & Whitchurch	A37 Hursley Hill (from lay-by to Pensford 40 limit)	C	60	50	50.9	43.7	None
High Littleton	Farrington Gurney	A37 Bristol Road, Farrington Gurney (Village extents)	L	40	30	32.4	25.7	Gateway treatment
High Littleton	High Littleton	A39 Wells Road, Hallatrow (extend 30mph limit	B	30	Extend 30			Extend 30 limit to cover Rosewell and Highbury Rd
High Littleton	High Littleton	A39 Hallatrow Hill (from Highbury Hill to Rosewell)	C	60	50	43	36	None
High Littleton	High Littleton	A39 (from High Littleton to Barrow Vale Farm)	E	60	50	45.8	38.2	None
Farmborough	Marksbury	A39 Bath Road, (from New Inn PH to Marksbury)	I	60	50	44.9	39.4	None
Farmborough	Corston	A39 Wells Road (from Corston to A4 junction)	P	60	50	41.9	36.2	None
High Littleton	Farrington Gurney	A362 Radstock Road (from Farrington Fields junction to Old Mills)	C	60	50	43.6	37.4	None
BAN	Kelston	A431 Kelston Road (from Floyd Farm to Kelston village)	B	60	50	44.5	42.7	Road markings:- roundels, edge lines
BAN	Kelston	A431 Kelston Road ( Kelston village to Kelston Knoll)	D	60	50	42.1	37	Road markings:- roundels, edge lines. Extend 40 limit
BAW	Englishcombe,Combe Hay	A367 Fosseyway, (from recycling centre to north of Tunley Rd junction)	C	60	50	48	38	None
Mendip	East Harptree	A368 Bath Road, Ubley (from N Somerset boundary to Ubley Saw Mill)	A	60	50	45.8	39.7	None
Chew Valley South	Ubley, Compton Martin	A368 Bath Road, Barrow Well (east of Cleeve Hill)	C	60	50	46.8	40.6	Road markings:- roundels, white lines
Farmborough,Clutton	Chelwood, Marksbury	A368 Chelwood (between Chelwood village and Marksbury village)	M	60	50	51	44.5	Road markings:- roundels, warning signs
BAS	South Stoke,Hinton Charterhouse	B3110 Midford Road (at junction with Old Midford Road)	D/E	30/40	Extend 30			Extend 30 limit north of Old Midford Road junction
Timsbury, Farmborough	Timsbury, Farmborough	B3115 Hayeswood Road, Timsbury (from A39 junction to Timsbury)	A	60	50	45.5	39.2	None
BAW	Camerton, Dunkerton	B3115 Tunley Hill (from Meadgate East to Tunley Farm)	B	30	40	35.3	38	Tunley Hill length in Section C increase to 40mph limit
BAW	Dunkerton	B3115 Tunley Road, Tunley (from west of North Hill Farm to A367 junc)	C	60	50	49.4	41.3	Gateway treatment, road markings
Keynsham East	Keynsham	B3116 Wellsway, Keynsham (south of Keynsham to Burnett 40)	C	60	50	49.5	43.2	Road markings:- roundels, white lines
Farmborough	Compton Dando	B3116 Burnett Hill (Burnett to A39 junction)	E	60	50	51	45	Road markings:- roundels, white lines
Chew Valley North	Chew Magna	B3130 Chew Road, Chew Magna(from Newbridge Hse to Winford Road)	A	60	50	41	36.4	None
CVN,Clutton, P&Whit	Chew Magna,Stanton Drew,Publ	B3130 Stanton Road, Chew Magna (Sandy Lane junction to A37 junc)	E	60	50	46.2	39.6	Road markings:- roundels, white lines
Paulton, High Littleton	Paulton, High Littleton	B3355 Hallatrow Road, Paulton (from west of Butts Lane to Paulton)	B	60	50	46.4	40.6	None
MSN Redfield	Norton Radstock	B3355 Silver St, Midsomer Norton (from The Gables to Somerset bound)	F	60	50	42.1	35.9	Road markings:- roundels, edge lines
Lansdown	Charlcombe	Lansdown Road, Bath (section past Park and Ride site)	C	60	50	53.4	46.4	Road markings:-roundels, white lining(central hatch), v
Lansdown	Charlcombe	Lansdown Road, Bath (extend 40 to limit of MOD site extents)	D/E	30/40	Extend 40			Extend 40mph limit west of Enleigh MOD entrance
BAW, Twert	Newton St Loe	Pennyquick, Bath (from A4 junction at The Globe to Poolemead Rd jun)	A	60	50	42.8	37.2	Signing, lining improvements



## **Parish Liaison Briefing Note - Winter Maintenance update.**

The winter of 2009/10 was the harshest winter in 30 years and created a significant increase in demand for the Council's winter service. Nationally, over 1.8 million tonnes of road salt was spread on the Country's roads.

Within Bath and North East Somerset 72 individual salting runs were undertaken on the 253 mile long strategic network. This amounts to treating 37% of the network, well above the national average. The council's 9 vehicle gritting fleet spread over 4000 tonnes of road salt, with over 300 tonnes being used to refill grit bins during the winter.

During this period many parishes experienced the impact of the severe weather and all parishes were invited to contribute to the review of the winter maintenance service.

## **Parish Responses**

A very helpful response was received from many parishes. The parish feedback had three recurring themes:

### *1. Requests for more grit bins*

The council's officers have been investigating the requests for bins. Approximately 90 bins have been requested by the Parishes in addition to over 300 requests for bins received from other sources. These requests are still being evaluated against the grit bin policy and available budget.

Officers have also considered the issues in respect of refilling grit bins, which is a very labour intensive process and the subsequent hand spreading of salt is very inefficient. Therefore, alternative methods of providing emergency salt deliveries to communities in severe weather is being considered. The most effective appears to be deliveries of bagged salt. It is not proposed to withdraw any existing bins or stop filling bins currently being serviced.

Officers are visiting other authorities prior to making final recommendations to the Executive Member.

### *2. Requests for additional roads to be treated.*

These requests are being considered against the salting capacity of our gritting fleet. In order to achieve the required treatment times for applying salt there is limited scope to increase routes. However, it is anticipated some minor route alterations will be made. These will be aimed at improving access for schools and details reported

to the Parishes. The Council will publish all routes and grit bin locations on a map accessible to the Parishes

*3. Request for guidance on clearing snow and advice on self help.*

This has also been requested by FOBRA and officers will be issuing guidance for the coming winter.

**Other issues.**

The ongoing review involves officers across the Council and in particular is considering the following matters;

- (1) Redeployment of staff from other services to support severe weather work
- (2) Supporting Emergency services, hospitals, schools and public transport
- (3) Drivers working hours restrictions
- (4) Providing more 'real time' information and keeping the public informed.
- (5) How best to use the external support from farmers
- (6) The use of snow ploughs.

**Salt Stock**

Parishes may be aware of recent media reports of a very cold winter ahead. The Council refilled the Clutton depot barn with salt during the summer and currently holds its maximum capacity of 1400 tonnes. A further 500 tonnes of salt is being held at Avonmouth in an emergency store and minor improvements to Braysdown depot should provide capacity for storage of a further emergency supply of 1000 tonnes. Emergency stock supplies will be transferred into Clutton and all gritting operations will continue to operate from Clutton.

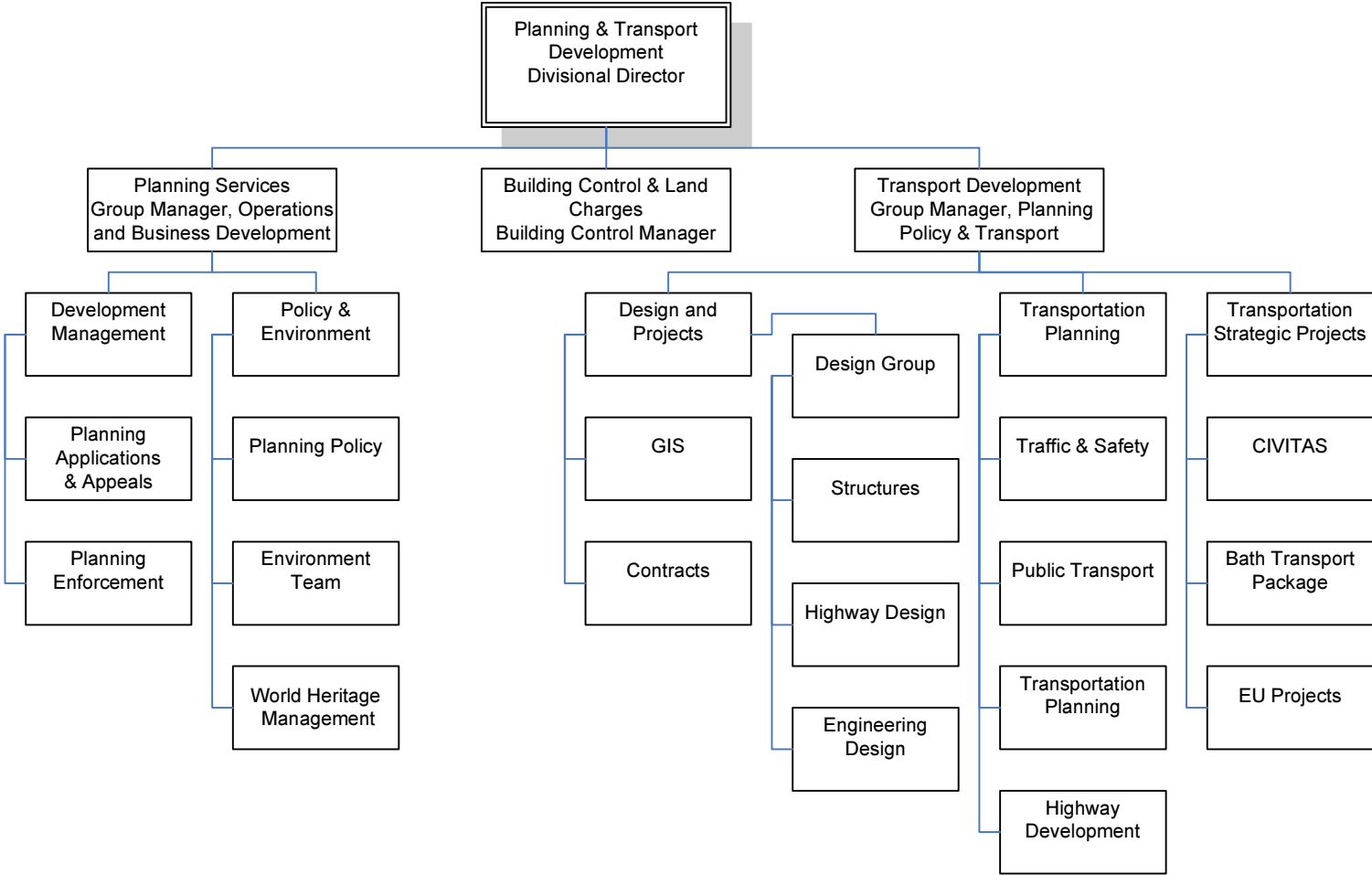
Parishes will be advised of the final outcome of the review. In the meantime any queries in relation the winter maintenance service or the review should be addressed to either Kelvin Packer (Service Manager- Highways and Parking) or Craig Jackson (Team Leader – Highway Maintenance)



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# Bath & North East Somerset Council Planning & Transport Development Service Structure



## Planning & Transport Development Contacts List

**Divisional Director - Planning and Transport Development - David Trigwell**

01225 394125

<b>Planning Services</b>	<b>Building Control &amp; Land Charges</b>	<b>Transport Development</b>
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## Planning Services

The **Development Management** Section is principally responsible for the operation of the statutory Development Control system across the entire Bath and North East Somerset district. The Section Management Team leads a group of qualified Town Planners and support staff who handle an average 2,600 Planning Applications each year. Work on Appeals is managed by a designated Co-ordinator. The Development Management Section considers applications for planning permission, processes appeals, operates the planning enforcement role, and is also responsible for the provision of general planning advice to applicants, agents and the general public. It deals with correspondence representations about planning applications and associated issues, and produces detailed reports and assessments of every application.

The **Planning Policy** Team produces the Local Development Framework which contains statutory documents to guide and encourage future development in the District, while ensuring that the character of places that are valued is preserved and enhanced. Planning policy also plays a vital role in supporting social, environmental and economic objectives for the district and in supporting the creation of sustainable communities.

Ecology is the study of living things in their natural habitats. **B&NES Environment Team** has a key role in delivering the local Biodiversity Action Plan through the Wildthings Partnership. Bath & North East Somerset is home to a vast array of interesting and rare species and habitats. The Team manage & maintain 49 hectares of formal parkland as well as over 200 hectares of public open space, some highway verges & sports grounds.

## Building Control & Land Charges

The **Building Control** section is responsible for providing the following services: Building Regulations, Control of Dangerous Structures, Structural Analysis, Control of Demolition Work and the Protection of the thermal water springs in Bath. The **Local Land Charges** section is responsible for maintaining the Local Land Charges Register and providing the Council's Local Authority Searches.

## Transport Development

**Design and Projects** works closely with the Highways Team. Design and Projects manages the design and implementation of major highway maintenance and improvement schemes. This area is also responsible for the inspection of the many highway structures within the district. The Team manages the Council's Geographical Information System (GIS). GIS is a map based system for capturing, managing, analysing & displaying information.

Local Transport Plans (LTPs) are produced by the **Transportation Planning Team** and these are submitted to the government. For the second LTP the Councils from the West of England area (Bath and North East Somerset, Bristol City, North Somerset and South Gloucestershire) have together to produce a Joint Local Transport Plan (JLTP). The four councils are working in partnership to plan and deliver transport improvements in

Making Bath & North East Somerset an  
**even** better place to live, work and visit

the west of England. The Joint Local Transport Plan is the first step towards this, setting out our plans for improving transport over the next five years (2006-2011) and a longer-term vision, looking ahead 20 - 30 years. The West of England Partnership co-ordinates the Joint Local Transport Plan, the major schemes and work on cross-boundary transport issues.

The **Traffic and Road Safety Team** deal with the high priority issues of highway safety by the Council. The Council receives numerous and diverse requests for advice or assistance from people experiencing traffic problems. The means of tackling traffic available to the Council are many and varied, ranging from simple white lines to computerised traffic signal installations on the engineering side, allied to numerous training courses for drivers, riders and pedestrians by the Team's education, training & publicity section.

Bath and North East Somerset Council is planning significant improvements for **public transport** throughout the area to tackle traffic congestion and deliver our vision priority of improving transport and the public realm. The Council wants to support better public transport to encourage people out of their cars and onto local buses, whether Park and Ride or conventional services.

The **Transportation Strategic Projects Team** manages The Bath Transportation Package (BTP). A £54 million scheme designed to tackle congestion in Bath and the surrounding area by improving public transport and enhancing pedestrian access for the benefit of residents, commuters and visitors. It also manages other major transport schemes such as CIVITAS - a European Union funded initiative that helps cities to achieve a more sustainable, clean and energy efficient urban transport system by implementing and evaluating an ambitious, integrated set of technology and policy based measures.