

Democratic Services

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Date: 11 October 2011

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

Copy to :

Group Leaders:

Cabinet Members:

Chief Executive and other appropriate officers
Press and Public

Dear Member

Parishes Liaison Meeting: Wednesday, 19th October, 2011

You are invited to attend a meeting of the **Parishes Liaison Meeting**, to be held on **Wednesday, 19th October, 2011 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, 19th October, 2011

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 MEETING ON 15TH JUNE 2011 (Pages 5 - 10)

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

6. THE EMERGING STANDARDS REGIME

The Monitoring Officer will attend and answer questions on the proposals for the future Standards regime.

7. THE CULTURAL OLYMPIAD (Pages 11 - 16)

Briefing notes are attached. The Quest Project Manager for the Cultural Olympiad (Kate Orchard) and the Project Officer for Sport and Active Lifestyles (Martin Pellow) will attend to give a brief presentation and answer questions.

8. PROGRESS OF THE EXAMINATION OF THE B&NES CORE STRATEGY (Pages 17 - 18)

A briefing note is attached. The Divisional Director for Planning and Transport (David Trigwell) will attend to answer questions.

9. THE SEARCH FOR AUTHORISED SITES FOR GYPSIES, TRAVELLERS AND TRAVELLING SHOW PEOPLE (Pages 19 - 20)

A briefing note is attached. A senior planning officer (Meghan Rossiter) will attend to answer questions.

10. NEIGHBOURHOOD PLANNING (Pages 21 - 22)

A briefing note is attached. Planning officers (Cleo Newcombe-Jones and Liz Tu) will attend to answer questions.

11. PLANNING ENFORCEMENT (Pages 23 - 24)

A briefing note is attached. A senior planning officer (Mark Reynolds) will attend to answer questions.

12. DATES OF FUTURE MEETINGS

The date of the next meeting will be on Wednesday 22nd February 2012.

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