

Democratic Services

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Date: 1 November 2011

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To: All Members of the Cabinet

Councillor Paul Crossley	Leader of the Council
Councillor Nathan Hartley	Deputy Leader of the Council and Cabinet Member for Early Years, Children and Youth
Councillor David Bellotti	Cabinet Member for Community Resources
Councillor Simon Allen	Cabinet Member for Wellbeing
Councillor Tim Ball	Cabinet Member for Homes and Planning
Councillor Cherry Beath	Cabinet Member for Sustainable Development
Councillor David Dixon	Cabinet Member for Neighbourhoods
Councillor Roger Symonds	Cabinet Member for Transport

Chief Executive and other appropriate officers
Press and Public

Dear Member

Cabinet: Wednesday, 9th November, 2011

You are invited to attend a meeting of the **Cabinet**, to be held on **Wednesday, 9th November, 2011** at **6.30 pm** in the **Council Chamber - Guildhall, Bath**.

The agenda is set out overleaf.

Yours sincerely

Col Spring
for Chief Executive

The decisions taken at this meeting of the Cabinet are subject to the Council's call-in procedures. Within 5 clear working days of publication of decisions, at least 10 Councillors may signify in writing to the Chief Executive their wish for a decision to be called-in for review. If a decision is not called-in, it will be implemented after the expiry of the 5 clear working day period.

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 Col Spring who is available by telephoning Bath 01225 394942 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 normally be received in Democratic Services by 4.30pm the previous Friday but Bank Holidays will cause this to be brought forward).

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 normally be received in Democratic Services by 4.30pm the previous Friday but Bank Holidays will cause this to be brought forward). 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 Col Spring 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 Col Spring 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.

- 7. Officer Support to the Cabinet**
Cabinet meetings will be supported by the Director's Group.
- 8. Recorded votes**
A recorded vote will be taken on each item.

Cabinet - Wednesday, 9th November, 2011

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

4. DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972

To receive any declarations from Members/Officers of personal or prejudicial interests in respect of matters for consideration at this meeting. Members who have an interest to declare are asked to:

- a) State the Item Number in which they have the interest;*
- b) The nature of the interest;*
- c) Whether the interest is personal, or personal and prejudicial.*

Any Member who is unsure about the above should seek advice from the Monitoring Officer prior to the meeting in order to expedite matters at the meeting itself.

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

6. QUESTIONS FROM PUBLIC AND COUNCILLORS

At the time of publication, one item had been submitted

7. STATEMENTS, DEPUTATIONS OR PETITIONS FROM PUBLIC OR COUNCILLORS

At the time of publication, two items had been notified

8. MINUTES OF PREVIOUS CABINET MEETING (Pages 7 - 14)

To be confirmed as a correct record and signed by the Chair

9. CONSIDERATION OF SINGLE MEMBER ITEMS REQUISITIONED TO CABINET

This is a standard agenda item, to cover any reports originally placed on the Weekly list for single Member decision making, which have subsequently been the subject of a Cabinet Member requisition to the full Cabinet, under the Council's procedural rules.

10. CONSIDERATION OF MATTERS REFERRED BY POLICY DEVELOPMENT AND SCRUTINY BODIES

This is a standing agenda item (Constitution rule 21, part 4D – Executive Procedure Rules) for matters referred by Policy Development and Scrutiny bodies. The Chair(person) of the relevant PDS body will have the right to attend and at the discretion of the Leader to speak to the item, but not vote

11. SINGLE MEMBER CABINET DECISIONS TAKEN SINCE PREVIOUS CABINET MEETING (Pages 15 - 16)

The Leader and Cabinet have indicated that most decisions will be taken by the full Cabinet, at its public meetings. This report lists any Cabinet Single Member decisions taken and published since the last Cabinet meeting.

12. PROPOSED FOOTWAYS AND OBSTRUCTIONS POLICY - A BOARDS (Pages 17 - 26)

The proposed policy and guidelines seek to introduce clear controls to balance the legitimate aspirations of local businesses while at the same time safeguarding the pavements for their primary purpose.

13. EVENTS POLICY FOR BATH & NORTH EAST SOMERSET (Pages 27 - 96)

A guide to the regulatory requirements that must be met by event organisers, together with specific policies regarding events on the highway and in Council controlled parks and open spaces. The policy also sets out terms of reference for the Safety Advisory Group, a multi-agency body which provides health and safety advice to event organisers.

14. DELIVERING SUSTAINABLE ECONOMIC GROWTH IN BATH AND NORTH EAST SOMERSET (Pages 97 - 144)

This report sets out changes in the local and national economy. It proposes the priority actions to enable sustained growth in the district.

15. FUTURE MANAGEMENT AND RESTORATION OF SYDNEY GARDENS, BATH (Pages 145 - 160)

The report considers future potential governance and funding arrangements including the submission of an application to the Heritage Lottery Fund's Parks for People programme for feasibility and development funding to restore the historic gardens in accordance with the priorities and required outcomes of the Parks for People programme

16. WEST OF ENGLAND GREEN INFRASTRUCTURE FRAMEWORK (Pages 161 - 164)

To approve the content and publication of the West of England Strategic Green Infrastructure Framework.

17. GYPSY & TRAVELLER SITES PLAN: ISSUES CONSULTATION AND "CALL FOR SITES" (Pages 165 - 190)

The Council is preparing the Development Plan Document which will identify sites the District for Gypsy & Travellers. The first stage in the process is an issues consultation and a "Call for Sites" due in late 2011/early 2012

18. PUBLIC REALM AND HIGHWAY IMPROVEMENT SCHEME FOR HIGH STREET/NORTHUMBERLAND PLACE: OPTIONS FOR ORANGE GROVE/TERRACE WALK (Pages 191 - 228)

Cabinet will be asked to select their preferred option for Orange Grove/Terrace Walk,

to form basis of subsequent TRO process and to delegate authority for the development and delivery of the High St/Northumberland Place scheme to Strategic Director of Development and Major Projects, in consultation with Cabinet Member Sustainable Development.

19. IMPROVING ACCESS TO SUPERFAST BROADBAND IN B&NES - THE BROADBAND DELIVERY UK OPTION (Pages 229 - 242)

This report recommends that the Council begins preliminary work on a Local Broadband Plan with South Gloucestershire and Bristol City Councils, in order to further investigate the costs and benefits of applying for available Government funding for improved broadband infrastructure where the private sector is not delivering

20. TREASURY MANAGEMENT MONITORING REPORT TO 30TH SEPTEMBER 2011 (Pages 243 - 252)

This report gives details of performance against the Council's Treasury Management Strategy and Annual Investment Plan 2011/12 for the first six months of 2011/12

21. REVENUE AND CAPITAL BUDGET MONITORING, CASH LIMITS AND VIREMENTS - APRIL 2011 TO SEPTEMBER 2011 (Pages 253 - 276)

This report presents the second monitoring information for the Authority as a whole for the financial year 2011/12 to the end of September 2011. The report also includes a number of budget transfer requests for both revenue and capital that require Cabinet agreement or are reported for information purposes as prescribed by the Budget Management Scheme.

22. CAPITAL PROJECT APPROVALS AND UPDATES TO THE CAPITAL PROGRAMME (Pages 277 - 288)

This report presents for Cabinet approval some Capital Projects for inclusion in the Council's Capital Programme.

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Agenda Item 8

BATH AND NORTH EAST SOMERSET

CABINET

Wednesday, 12th October, 2011

The decisions contained within these minutes may not be implemented until the expiry of the 5 working day call-in period which will run from 13th to 19th October. These minutes are draft until confirmed as a correct record at the next meeting.

Present:

Councillor Paul Crossley	Leader of the Council
Councillor Nathan Hartley	Deputy Leader of the Council and Cabinet Member for Early Years, Children and Youth
Councillor David Bellotti	Cabinet Member for Community Resources
Councillor Tim Ball	Cabinet Member for Homes and Planning
Councillor Cherry Beath	Cabinet Member for Sustainable Development
Councillor David Dixon	Cabinet Member for Neighbourhoods
Councillor Roger Symonds	Cabinet Member for Transport

69 WELCOME AND INTRODUCTIONS

The Chair was taken by Councillor Paul Crossley, Leader of the Council.

The Chair welcomed everyone to the meeting.

70 EMERGENCY EVACUATION PROCEDURE

The Chair drew attention to the evacuation procedure as set out in the Agenda.

71 APOLOGIES FOR ABSENCE

Apologies had been received from Councillor Simon Allen.

72 DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972

Councillor Cherry Beath declared that with respect to Item 14 (Bath Community Energy), her brother-in-law had formerly been a Director of BCE, but that she did not consider this to constitute an interest.

73 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

The Chair announced that Cabinet would be asked to consider a report entitled "Civitas Renaissance and its Legacy", which had originally been scheduled for November Cabinet. The report would be considered under the Special Urgency provisions in the Council Constitution. Agreement had been given by the Chair of the Planning, Transport and Environment Policy Development and Scrutiny Panel, as well as the Council's Section 151 Officer, Monitoring Officer and Chief Executive. The report had been published as a supplementary agenda item; copies had been placed in the public gallery before the meeting; and Cabinet would consider the issue at Item 16 of the Agenda.

74 QUESTIONS FROM PUBLIC AND COUNCILLORS

There were 4 questions from the following people: Councillor Malcolm Lees, Councillor Patrick Anketell-Jones, Councillor John Bull and Amanda Leon.

[Copies of the questions and response, including supplementary questions and responses if any, have been placed on the Minute book as Appendix 1 and are available on the Council's website.]

75 STATEMENTS, DEPUTATIONS OR PETITIONS FROM PUBLIC OR COUNCILLORS

There was one registered speaker. Councillor Gerry Curran agreed to speak immediately before the item to which his statement related.

76 MINUTES OF PREVIOUS CABINET MEETING 14TH SEPTEMBER 2011

On a motion from Councillor Paul Crossley, seconded by Councillor Nathan Hartley, it was

RESOLVED that the minutes of the meeting held on Wednesday 14th September 2011 be confirmed as a correct record and signed by the Chair.

77 CONSIDERATION OF SINGLE MEMBER ITEMS REQUISITIONED TO CABINET

There were none.

78 CONSIDERATION OF MATTERS REFERRED BY POLICY DEVELOPMENT AND SCRUTINY BODIES

There were none.

79 SINGLE MEMBER CABINET DECISIONS TAKEN SINCE PREVIOUS CABINET MEETING

The Cabinet agreed to note the report.

80 DETERMINATION OF THE STATUTORY NOTICE TO REVOKE THE NOTICE TO CLOSE CULVERHAY SCHOOL

Councillor Gerry Curran (Chair of Governors, Culverhay School) made a statement saying that he was pleased that Cabinet would consider revoking the notice of closure. Now that the consultation period for revocation had ended he asked the Cabinet to confirm the revocation so that the school could continue its plans to work towards sponsored academy status and, in due course, towards coeducational education so that it could effectively serve the local community.

Councillor Dine Romero made an *ad hoc* statement urging the Cabinet to confirm the revocation. She felt that the recent school open evening had demonstrated how many parents were interested in sending their children to the school if it were to become a coeducational academy. She said that this showed that the uncertainty about the school's future had persuaded many parents from sending their children

there in 2011, but that in 2012 this would be more than reversed. This would require the school to move rapidly to accept girls.

Sarah Moore made an *ad hoc* statement in which she said that the community would be very pleased if Cabinet were to revoke the notice of closure. It was what parents had been waiting to hear.

Councillor Tony Clarke made an *ad hoc* statement, saying that the Conservative Group position was that once closure had been revoked, the Group would be supportive of the school's application for academy status. He asked for reassurance about the freehold ownership of the site and an assurance that other schools would not suffer because of the significant cost of keeping Culverhay open.

Councillor Eleanor Jenkins made an *ad hoc* statement endorsing the views of previous speakers. She observed that she had heard assurances that the freehold of the site would remain with the Council. She felt that the Council should ask the Secretary of State to announce his decision as soon as possible so that parents could make their decisions about 2012 fully informed of the facts.

Councillor Nathan Hartley, in proposing the item, observed that the proposal being considered by Cabinet was the result of a long campaign to save Culverhay School. Many people had worked hard to get to this point. He thanked Ashley Ayre (Strategic Director, People) and Tony Parker (Divisional Director Learning and Inclusion Service) for the hard work they had undertaken in the last few months. He explained that during the consultation period, negative submissions had been received from one B&NES Councillor (out of 65), 3 Head Teachers (out of 70+ and only 2 Chairs of Governors (out of 70+). He emphasised that the correct legal process had been followed to get to the current point.

In response to Councillor Eleanor Jackson's reference to the Secretary of State, Councillor Hartley said that the Council had been determined to allow the Secretary of State to make up his own mind on the options available. He observed that the Liberal Democrat Group had for 20 years said that Culverhay should be allowed to become co-educational, and had this been achieved, the school would never have suffered the reduction in its intake. He responded to Councillor Tony Clarke by saying that there had never been any finance available to other schools, and no such promises should have been made. He confirmed that no other school would suffer financially as a result of a decision to revoke closure. He also confirmed that the freehold of the site would remain with the Council, whatever the eventual outcome for the school's future. Finally, he was delighted to see that the intake had risen from 21 in 2011 (when the school was threatened with closure) to about 70 expressions of interest for the 2012 intake (assuming a coeducational intake).

Councillor Paul Crossley seconded the proposal. He said that, if Cabinet revoked the closure notice, he would write to the Secretary of State pointing out the Council's position. He was delighted that the Cabot Learning Foundation was set to become involved with the school. He felt that it had been the right decision for all four Group Leaders to sign the recent letter to the Secretary of State supporting Academy status for the school. He envisaged that Bath would have a very good mix of coeducational, single-sex and faith schools which had been the Council's aim for a number of years.

Councillor Dave Dixon referred to paragraph 3.6 of the report and pointed out that "CPR Overview and Scrutiny Panel" should read "Resources Policy Development and Scrutiny Panel". He had been very disappointed to see some interested parties

apparently pitting one school against another, and he hoped it would never happen again.

Councillor David Bellotti referred to paragraph 3 of the report (Financial Implications) and said that the assumptions of the Schools Forum had been wrong because they had been incorrectly led to believe that the £700K cost of keeping the school open would fall on the Council. But this was not true, because as was known, the school had applied for Academy status and therefore the costs would fall on the Secretary of State. On the contrary, had the school been closed, the redundancy costs would have fallen to the Council and these would have been £1M.

Councillor Bellotti referred to the long running argument about surplus places in Bath. He said that there were 700 places, spread over 7 schools. The previous administration had incorrectly used children from outside the authority to make the surplus appear worse. He felt strongly that the authority must run with a number of surplus places, so as to give parents a real choice of schools. He observed that the birth rate was rising, and that the effect of this in a few years would be that the authority might need to build new schools, not close existing ones.

Councillor Roger Symonds welcomed the prospect that a coeducational school might be established at Culverhay. He was delighted that this had become a real possibility.

Councillor Cherry Beath endorsed the previous statements. She felt that the previous administration had made very poor judgements and that was why the local community had made their feelings known so strongly. She welcomed and valued the diversity that the proposals would make possible.

Councillor Tim Ball added that in his community, the main topic of conversation had been that Culverhay should stay open to serve the whole community. He observed that the previous administration had failed to acknowledge that the school was used by a number of community groups, and had a thriving sports centre.

On a motion from Councillor Nathan Hartley, seconded by Councillor Paul Crossley, it was

RESOLVED (unanimously)

(1) To REVOKE the decision to close Culverhay School, to enable the school to stay open

81 DRAFT NATIONAL PLANNING POLICY FRAMEWORK

The Chair drew the attention of the Cabinet to the Update Report, which had been put into the public gallery in advance of the meeting [*a copy of which is attached to the Minutes as Appendix 2 and is available on the Council's website*]. The additional material was a submission from the Development Control Committee which the Committee asked Cabinet to submit to government as part of its response.

Councillor Lew Kew made an *ad hoc* statement [*a copy of which is attached to the Minutes as Appendix 3 but is not available on the Council's website*], on behalf of the Conservative Group, saying that there had been a number of misconceptions in the press. He said that the government's intentions had been to encourage economic growth; to provide housing; and to do these things sustainably. He said that the protection of the green belt was paramount. He welcomed the Cabinet proposals in the main and felt that government should clarify its definition of "sustainable development".

Councillor John Bull made an *ad hoc* statement on behalf of the Labour Group in which he said that the framework was flawed throughout. The word “sustainable” was not defined, which meant that it would be a charter for developers. He was pleased that the comments of the Local Development Framework Group had been taken into account, especially the abandoning of the brownfield site provisions. He welcomed the recommendations and hoped that the Council’s response would lead to the framework being amended.

Councillor Gerry Curran, in an *ad hoc* statement, agreed with Councillor Bull. He said that it had always been the policy of the Council to use brownfield sites first, and wanted to see this continued. He observed that it was no longer acceptable to build houses close to where the jobs were – people now wanted a nice house, wherever it was located and the key was now to provide the right transport infrastructure.

Councillor Tim Ball, introduced the item, saying that the draft framework, as had been pointed out by others, did include a number of massive ambiguities, especially over the use of the word “sustainable”. He had many concerns. He referred to Councillor Les Kew’s observations about the green belt, and pointed out to him that the framework said that previously developed land could be used. He promised that all the comments received would be passed back to government. He repeated his concern that the framework if not amended would prove to be a field day for developers to build anywhere they wanted.

Councillor Ball moved the amended proposals which he had reworded so as to allow all the Council’s responses to be forwarded to government.

Councillor Davis Dixon seconded the proposal. He congratulated Councillor Tim Ball and the Planning officers for their hard work in preparing the response.

Councillor Roger Symonds expressed his disappointment that the framework did not propose the removal of Planning Inspectors.

On a motion from Councillor Tim Ball, seconded by Councillor David Dixon, it was

RESOLVED (unanimously)

(1) To AGREE that the comments in paragraphs 5.4 – 5.19 of the report, as well as those contained in Annex 1 (suitably amended to include the comments received from the Development Control Committee and from others during the debate), be forwarded to the Department for Communities and Local Government, with the request that amendments are made to the Draft Framework;

(2) To DELEGATE authority to the Divisional Director for Planning and Transport, in consultation with the Cabinet Member for Neighbourhoods, to finalise the comments before submission.

82 BATH COMMUNITY ENERGY COOPERATION AGREEMENT

Councillor Charles Gerrish in an *ad hoc* statement welcomed the proposals.

Councillor Paul Crossley referred to the Update Report which had been put into the public galley before the meeting [*a copy of which is attached to the Minutes as Appendices 4(i) and 4(ii) and on the Council’s website*]. The update report showed proposed changes to paragraph 6.6 of the agreement, which would ensure that revenues could only be used for the benefit of the Council’s district.

Councillor Crossley moved the proposals, amended to reflect the contents of the update report.

Councillor Cherry Beath seconded the proposals, saying that it was very appropriate for the Council to engage in the way proposed by the report. The BCE was not for profit and its work started with schools. It would bring direct benefits for the local community.

On a motion from Councillor Paul Crossley, seconded by Councillor Cherry Beath, it was

RESOLVED (unanimously)

(1) To AGREE that the Council should enter into a Cooperation agreement with Bath Community Energy.

(2) The proposed agreement be amended at paragraph 6.6 to include the words: 'The intention of the Parties is that Community Fund revenues accrued from Projects within the District will be reinvested only in other projects within the District.'

83 TOURIST INFORMATION CENTRE REFURBISHMENT

Councillor Cherry Beath, in proposing the item, said that the Bath Tourist Information Centre presently looked a little sad, surrounded as it was by such beautiful buildings. Yet it was the second most used TIC in the country. She explained the proposals and said that the refurbishment would enable better promotion of events.

Councillor David Bellotti in seconding the proposal referred to paragraph 3.1 of the report, which clearly stated that all borrowing would be repaid. He pointed out that by bringing together the tourist Information Centre and the Festivals Box Office, a staffing reduction of 0.4 would be achieved.

Councillor David Dixon supported the project which he said was a real example of joined up thinking.

Councillor Tim Ball supported the proposals, but with reservations. He felt that in times of austerity, this would be a big investment. He saw the benefits of the investment but would have preferred to see it paid back in 5 years instead of 10 years.

Councillor Roger Symonds supported the proposals. He felt that Bath was fortunate to have its TIC in such a good location and reminded Cabinet that the TIC had almost been lost to the city a few years earlier when it had been proposed for closure. He was delighted it had been saved and would now be refurbished.

Councillor Cherry Beath said that she would be mindful of the comments made by Cabinet members.

On a motion from Councillor Cherry Beath, seconded by Councillor David Bellotti, it was

RESOLVED (unanimously)

(1) To APPROVE the capital project enable Bath Tourism Plus, a controlled company of the Council, to progress the refurbishment of the Tourist Information Centre on behalf of the Council;

(2) To AGREE that the Council's annual borrowing costs should be met by reducing the annual fee to Bath Tourism Plus by an equivalent amount.

[At this point, Councillor David Dixon left the meeting]

84 CIVITAS RENAISSANCE AND ITS LEGACY

Councillor Roger Symonds explained the need for urgency in the matter and confirmed that the Council's provision for Special Urgency had been invoked with all the required agreements. He referred to the report [*which had been distributed as a late agenda report on the Council's website and copies of which had been placed into the public gallery before the meeting*]. He moved his proposals, which were displayed on the screen.

Councillor Symonds recommended in particular to Cabinet that the Council should retain the Freight Consolidation Trial, which he said had been very successful in its trial period. The Council now needed to clarify its position in order to avoid losing out on the progress already made.

Councillor David Bellotti seconded the proposals. He referred to the explanation on page 7 of the report, and promised that there would in future be clarity about the dates by which next steps must be taken.

On a motion from Councillor Roger Symonds, seconded by Councillor David Bellotti, it was

RESOLVED (unanimously – 7 Cabinet members present))

- (1) To AGREE that they wish to retain the legacy provided by the Civitas transport demonstrators, in particular Freight Consolidation Trial;
- (2) To TAKE UP and fund the option in the contract for the Freight Consolidation Trial scheme to run for a second year in Bath, funded from revenue budget contingency at a cost of £102,873;
- (3) To CONTINUE to engage with Bristol City Council on this joint contract.

The meeting ended at 7:50pm

Chair _____

Date Confirmed and Signed _____

Prepared by Democratic Services

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Bath & North East Somerset Council

Cabinet Single-Member Decisions

published 7-Oct-11 to 28-Oct-11

Further details of each decision can be seen on the Council's Single-member Decision Register at
<http://democracy.bathnes.gov.uk/mgDelegatedDecisions.aspx?&DM=244X>

Date	Decision Maker
Reference	Title

03-Oct-11 Cllr Roger Symonds

E2236 Joint Local Transport Plan 3 - One Year Delivery Plan

The Cabinet Member approved the LTP capital programme; approved the JLTP3 one-year delivery plan; and delegated authority to the Transport Planning Policy Group Manager to amend the programme, if necessary, during the year in consultation with the Cabinet Member

26-Oct-11 Cllr Roger Symonds

E2296 B3114 Chew Stoke: Footway btwn Pilgrims Way & Blind Lane

The Cabinet Member agreed that the council would make an Order for compulsory Acquisition of rights over privately owned land for the construction of the proposed footway

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Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	9th November 2011	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2257
TITLE:	Footway Obstructions Policy – A Boards	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Appendix 1: Footway Obstructions Policy – A Boards		
Appendix 2: Legal powers relevant to enforcement of the policy		
Appendix 3: Extract from the minutes of the meeting of the Licensing Committee, Monday, 28th March 2011		
Appendix 4: Draft information/guidance leaflet intended for local business(to follow)		

1. THE ISSUE

The Council is responsible for managing the street scene throughout the whole of the district. Adopting a policy for the control of articles that are placed on footways will ensure that they are attractive, safe and easy to use for all. A number of controls are available to the authority in achieving this and this report makes specific recommendations about the control of A Boards and similar items.

2. RECOMMENDATION

The Cabinet agrees that:

- 2.1 The policy set out at Appendix 1 be adopted
- 2.2 Promotional work be carried out to ensure that businesses are aware of their responsibilities

3. FINANCIAL IMPLICATIONS

- 3.1 The policy can be enforced by Council staff already present on the streets. These include Licensing Officers and Cleansing Enforcement Officers supported by Highways Inspectors. It is not proposed to require that businesses apply for permits for A Boards or similar items and therefore no cost will be incurred by the authority or businesses in that respect. The authority may recover costs of storage or take formal legal action should businesses fail to comply with the policy. It is not envisaged that this will have any significant financial implications for the authority.

4. CORPORATE PRIORITIES

- Building communities where people feel safe and secure
- Improving transport and the public realm

5. THE REPORT

- 5.1 The Council wants the street scene to be both attractive and easy to use for all. This policy seeks to create a street environment which complements premises based trading but is not unduly cluttered, enables expeditious pedestrian movement, is sensitive to the needs of residents, provides diversity and consumer choice, and seeks to enhance the character, ambience and safety of local environments.

- 5.2 There is a need to set out what is acceptable in order that we can safeguard people with disabilities, including those with visual impairments, and to do this we need to regulate against over-proliferation of obstructions and inappropriate positioning on the footway.

- 5.3 The policy is set out at Appendix 1 to this report.

- 5.4 It is hoped and believed that it will generally be possible to implement this policy without the need for recourse to the legal powers available to the authority. The approach the authority intends to take is set out in Appendix 2 and all actions will fall within the purview of our published enforcement policy. A “lead in “period of 3 months is proposed during which time the focus will be on raising awareness of the guidelines set out in this policy, requesting voluntary compliance and trying to resolve any concerns raised.

- 5.5 A range of powers are nonetheless available to the authority to remove any item from the highway which causes an obstruction (including footways and pedestrian areas). These powers extend to dealing with items placed adjacent to the adopted highway which may present a safety risk. In order to demonstrate that it is acting fairly and reasonably in requiring such removals, it is sensible to adopt a policy which sets out what the authority will and will not allow. This policy covers A Boards and similar advertisements which are placed on the footway. Other obstructions can and will also be regulated where necessary.

- 5.6 The Council’s Licensing Committee considered a draft version of Footway Obstruction policy on 28th March and resolved unanimously to recommend to the Cabinet Member for Service Delivery:

- (i) to adopt the Policy and Conditions on Footway Obstructions:

(ii) not to establish a permit system for placing A –boards on the highway;

(iii) to review these decisions after one year and after further consultation with the Licensing Committee.

6. RISK MANAGEMENT

The report author and Lead Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

7. EQUALITIES

7.1 An Equalities Impact Assessment has been carried out using corporate guidelines.

7.2 The Council promotes equal opportunities for all regardless of age, ethnicity, sex and disability. Obstructions to footways can prevent safe passage especially by elderly and disabled members of society. The policy would help ensure that all potential user groups can safely negotiate footways.

7.3 A draft policy for Footway Obstructions was considered by the Council's Licensing Committee earlier this year. Consultation was carried out with Access B&NES, Equality B&NES and Bath Deaf/Vision Plus. They voiced strong support for regulation in this area in order to support the interests of wheelchair users, people using pushchairs and people with visual impairments. They also suggested that the Council should make it as simple as possible to report a problem so that it could be dealt with quickly.

7.4 Bath People First have been consulted on this proposal and their comments will be made available prior to a decision being made.

8 RATIONALE

8.1 The Council has a duty (under the Traffic Management Act 2004) to keep the highway free of obstruction and protect the safety of highway users to ensure the expedient movement of pedestrians, controlling the placement of articles and removing articles that prevent safe and expedient pedestrian movement. The policy would support the Council in meeting its duties as a Highway Authority.

8.2 Such a policy would enable the control and regulation of articles placed on footways which could detract from the area's heritage and its diverse and attractive street scene.

8.3 The proposed policy would also help businesses promote their goods and services in a welcoming and regulated way that helps maintain economic viability.

9 OTHER OPTIONS CONSIDERED

9.1 Not to adopt a policy – this would mean that the current uncertainty about what is and what is not acceptable would remain open to interpretation by businesses with detrimental impacts on the quality of the public realm and safety and placing Enforcement Officers in an untenable situation.

9.2 To adopt a policy which requires businesses to apply for a permit – this option, operated by a number of other authorities has been consulted upon and considered by the Licensing Committee. Business representatives expressed concern regarding the additional costs this would incur. The committee’s resolution is shown at paragraph 5.6 of this report.

9.3 The authority could require that any business wishing to place an A Board or similar on the footway should have to apply for advertising consent. It is thought that this and the issue of permits (licences) would create a lot of unnecessary work and may represent over-regulation which would make doing business in the area more difficult.

10 CONSULTATION

10.1 Cabinet members; Other B&NES Services; Service Users; Local Residents; Community Interest Groups; Stakeholders/Partners; Section 151 Finance Officer; Chief Executive; Monitoring Officer

10.2 Consultation was carried out in the last year by contacting business and other groups setting out proposals to implement a policy on footway obstructions. The Licensing Committee considered the issue in the light of responses to those proposals. A summary of that consultation exercise is available from the report writer.

11 ISSUES TO CONSIDER IN REACHING THE DECISION

Social Inclusion; Customer Focus; Sustainability; Human Resources; Property; Health & Safety; Other Legal Considerations.

12 ADVICE SOUGHT

The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	Matthew Smith, 01225 39 6887
Sponsoring Cabinet Member	Councillor David Dixon
Background papers	PROPOSED FOOTWAYS OBSTRUCTIONS POLICY AND CONDITIONS – report to Licensing Committee 28 th March 2011 Consultation responses to PROPOSED FOOTWAYS OBSTRUCTIONS POLICY AND CONDITIONS report considered by Licensing Committee 28 th March 2011
Please contact the report author if you need to access this report in an alternative format	

Footway Obstructions Policy – A Boards

Purpose

The Council wants the street scene to be both attractive and easy to use for all.

The Council has a duty (under the Traffic Management Act 2004) to keep the highway free of obstruction and protect the safety of highway users, controlling the placement of articles and removing articles that prevent safe and expedient pedestrian movement. The policy supports the Council in meeting its duties as a Highway Authority.

There is a need to set out what is acceptable in order that we can safeguard people with disabilities, including those with visual impairments, and to do this we need to regulate against over-proliferation of obstructions and inappropriate positioning on the footway.

This policy seeks to create a street environment which complements premises based trading but is not unduly cluttered, is sensitive to the needs of residents, provides diversity and consumer choice, and seeks to enhance the character, ambience and safety of local environments.

Scope

These conditions are applicable to the placing of advertising signs on the highway and must be met in all cases. The policy applies to:

The use of A Boards (portable, free standing advertising signs designed to be placed on the ground).

1. All highways within Bath and North East Somerset and will only apply to footways that are classed as highways maintainable at public expense, referred to as “highways” in this policy.
2. These guidelines also apply to pedestrianised areas and precincts.

The policy does not cover:

1. The placing of tables and chairs on the footways. This is regulated by the Council’s Public Protection service
2. Street trading and other activities licensed by the Council’s Public Protection service and covered by the Council’s Street Trading Policy
3. Banners, hoardings, skips and scaffolds etc, which are licensed by application in accordance with The Highways Act 1980
4. Motorcycles and bicycles parked on footways and, or chained to railings/ street furniture. These are regulated by The Highways Act 1980
5. The placing of trade waste bins and waste containers on footways. These are regulated by The Highways Act 1980

General Conditions

Only one 'A' Board will be permitted per business (to minimise the obstruction to pedestrians and other footway users)

The 'A' Board must be placed against the boundary of the property and should not obstruct access to statutory undertakers plant and equipment

The signs or displays must be robust and self – weighted. The use of sand bags to stabilise signs will not be permitted. Rotating or swinging signs will not be permitted

The 'A' Board must be removed from the street when the property is closed or street cleansing/street works are being undertaken.

Except in exceptional circumstances (e.g. where the total width of the footway is less than 1.5 metres), a minimum clear width of 1.5 metres of footway is to be left between the edge of the carriageway, or from any item of street furniture or other permanent structure, and the outer edge of any advertising sign or the goods being displayed. This is to ensure that there is no obstruction or danger to any highway users, particularly the visually impaired, disabled people or those with push chairs, etc.

In addition, 'A' Boards may not:

- be chained, tied or fixed to lamp posts, bollards, seats or other items of street furniture
- be fixed into or on the highway. All A Boards must be temporary in nature so they can easily be removed. No excavation will be permitted to install or remove the item
- contain political or offensive statements
- obstruct sight lines of vehicle drivers
- be wider than 660mm or higher than 1.25 metres above ground level

Advertising signs and displays may need to be removed during severe weather, events, to permit maintenance or street works or for other reasonable cause. Any additional requirement requested by the Divisional Director – Environmental Services, the police or emergency services, including immediate removal of any item, must also be complied with.

Insurance

It is essential that Public Liability Insurance cover of a minimum £5million pounds is held by any business which places an A Board on the footway. This is to cover any potential third party claims

General

This policy will be the subject of periodic monitoring and review.

This policy will be applied in a manner which is consistent with the Council's equalities and enforcement policies.

The policy does not exempt any applicant/owner from obtaining any required consent. The applicant / owner of the article (hereinafter called "the originator") will be responsible for obtaining any required consents required by The Town and Country Planning Act.

1) Legal powers relevant to enforcement of the policy

The **Highways Act 1980 (section132)** enables an officer to remove (without notice) any sign which has, without the consent of the authority, been affixed upon the surface of the highway or upon any tree, structure or works on or in the highway. We would require the owner of the sign to remove it in the first instance.

The **Highways Act 1980 (section149)** provides powers to remove items deposited on the highway where they are a nuisance. In highway terms nuisance is the determination of whether there is an unreasonable interference with the rights of the public to pass and re-pass along and to have access to the highway.

This section enables us by way of notice to require the immediate removal of the sign. Should the terms of the notice not be complied with, a complaint may be made to a Magistrates' Court for a 'removal and disposal order' under this section.

If, however there are reasonable grounds for considering:-

- (a) that anything unlawfully deposited on the highway constitutes a danger (including a danger caused by obstructing the view) to users of the highway, **and**
- (b) that the thing in question ought to be removed without the delay involved in giving notice or obtaining a removal and disposal order from a Magistrates' Court under this section, the item may be removed forthwith.

If a board has to be removed without the service of a notice due to danger posed, we may either—

- (a) recover from the person by whom it was deposited on the highway, or from any person claiming to be entitled to it, any expenses reasonably incurred by the authority in removing it, or
- (b) make a complaint to a Magistrates' Court for a disposal order under this section.

In the event an item is removed under this provision and the Council is challenged it will require evidence countering any claim that the item did not constitute a danger and ought not to have been removed forthwith. This will necessitate evidence from a delegated officer who can provide expert opinion on the highways issues.

The **Highways Act 1980 (section137)** details the penalty for wilful obstruction. This might be used when, for example, 'A' Boards are placed on narrow footpaths etc. It is a prosecutable offence, so there is no recourse to issuing a notice and no Fixed Penalty Notice option. The maximum fine on conviction is £1000. The court may also order the removal of the item.

2) Enforcement Approach

All enforcement actions will comply with our published enforcement policy. The approach the authority intends to take is set out below

In the event of non-compliance the following options will be considered:

- 1) giving verbal advice on the law and the means to ensure compliance
- 2) consideration of reasonable timescales to achieve compliance
- 3) service of warning letter advising what actions are required by the recipient

Where this does not result in compliance a decision will be taken as to the appropriate action.

In certain instances the A board may be seized and removed. On such occasions, where a contravention justifies such action, some of the factors to be considered in coming to a decision may include:

- whether the A board presents an immediate hazard or danger to the public.
- the past history of the offender
- the confidence of officers that the offender will remedy the non-compliance

Any A Boards removed by the Council will be stored in a secure compound and can be retrieved for a period of up to 12 weeks following the payment of £50, which covers the Council's costs in removing and storing the item.

PROPOSED FOOTWAYS OBSTRUCTIONS POLICY AND CONDITIONS

Minutes of the Meeting of the Licensing Committee, Monday, 28th March 2011

The Environmental and Licensing Manager presented the report. He said that the Committee's comments would be included in a report to the Cabinet Member for Service Delivery, who would take the decision on the proposed policy. The aim of the policy was to ensure that the highway could be used for its primary purpose of facilitating movement in the public realm. It was intended to provide guidance on the siting of items placed on the highway and to introduce a system of permits. It was expected that a permit would cost £100.

Councillor Lees asked whether it was intended to apply the policy throughout the Council's area. The Licensing and Environmental Manager replied that depending on the responses to the consultation, it might be appropriate to limit its application to urban areas. Councillor Lees said that he thought the policy went too far; A-frames were largely concentrated in Bath city centre and he suggested that the application of the policy should be limited to where there were the most problems, in a manner akin to the cumulative impact policy for licensed premises. He suggested it would be inappropriate to charge a village grocer a fee for putting items outside his shop. The Senior Legal Adviser said that shopkeepers were legally entitled to display their wares outside their shops and the policy document provided guidance about what was considered reasonable. Councillor Lees wondered why it was not possible to control highway obstructions with existing policy rather than introducing a new licensing regime. Councillor Chalker suggested that what was needed was common sense rather than more regulation; shopkeepers could be asked to site objects nearer to their shops. Councillor Curran said he did not think a charge of £100 for a permit was excessive and that people in Weston or Keynsham had as much right to unobstructed pavements as people in central Bath. Unrestrained cluttering of the highway could not be allowed. Councillor Lees said that obstruction was more likely to occur where the most people were. Councillor Paradise said that the number of passers-by varied greatly between weekdays and Saturdays. The Chair agreed with Councillor Curran that the same rules should apply everywhere.

Councillor Batt suggested that if permits were introduced they should last for a full year from the date granted and not terminate on 31st March irrespective of the date of grant.

Councillor Chalker asked about the status of parked vehicles carrying advertising boards. He had recently telephoned Cash for Cars about an unlicensed vehicle carrying one of their advertisements and they had agreed to move it. The Environmental and Licensing Manager said that the control of advertising was the responsibility of Planning, not Environmental Services. The Senior Legal Adviser said that owner of a motor-propelled vehicle which was taxed and insured had the right to have it on the highway. However, in recent cases advertisements on parked vehicles had been held to be unlawful. He added that the Council did not have the power to fine anyone who placed an object on the highway without a permit or who failed to comply with the terms of their permit. If the object caused an immediate danger the Council could confiscate it and, if it caused an obstruction, could take the owner to the Magistrates' Court. If a case in the Magistrates' Court was successful, the Council would be able to recover costs.

The Chair noted Councillor Curran's comment that £100 was not a large fee, but felt that applying for a permit was an additional burden that small businesses could well do without it. He agreed that there needed to be controls, but suggested that simple rules, e.g. telling retailers to keep any objects within 1.5 metres of their shops, were preferable to a system of permits. Councillor Lees agreed that if a system of permits would give the Council no more powers than it had already, it would be better to publish a set of guidelines. The Environmental and Licensing Manager said that it would be possible to start off with a voluntary code of practice. However the proposal for a permit system had been intended to move policy forwards. Local Authorities had different approaches to street obstructions; some had a system of permits, others seemed not to be very concerned about obstructions. The Senior Legal Adviser said that the Highways Act did not allow local authorities to recover the costs of enforcement within the permit fees or enable an authority to impose a fine. Councillor Paradise thought that the use of A-frames could be counterproductive as they could deter prospective customers from venturing down cluttered alleyways.

After further discussion it was **RESOLVED** unanimously to recommend to the Cabinet Member for Service Delivery

- (i) to adopt the Policy and Conditions on Footway Obstructions:
- (ii) not to establish a permit system for placing A –frames on the highway;
- (iii) to review these decisions after one year and after further consultation with the Licensing Committee.

Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	Wednesday 9 November 2011	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2268
TITLE:	Events Policy for Bath & North East Somerset	
WARD:	All	
AN OPEN PUBLIC ITEM		
<p>List of attachments to this report:</p> <p>Appendix A – Rationale for the Events Policy</p> <p>Appendix B – Proposed Events Policy</p> <p>Appendix C – Equalities Impact Assessment</p> <p>Appendix D – Consultation Responses</p>		

1 THE ISSUE

1.1 This report sets out the reasons why the authority should adopt a policy in respect of events in the Bath & North East Somerset area. The proposed policy aims to ensure safety and improve the consistency and effectiveness of the service provided by the authority to organisers of local events, both large and small. It also seeks to promote a proactive and integrated approach to the provision of support services and regulatory functions for events by:

- Specifying the requirements that event organisers must fulfil in order to run a safe, legal event which benefits the community.
- Encouraging best practice on issues such as waste management and sustainability.
- Identifying public open spaces, highlighting the type of events that may be suitable for each space and setting out the criteria by which applications to use Council land will be determined.
- Codifying the Council’s approach to events on the highway.
- Setting out the Safety Advisory Group’s Terms of Reference.

1.2 For the purposes of the proposed policy, an event can be described as organised recreation, sport, cultural or arts activity. Events can benefit both residents and visitors and can be participated in, audience based or a combination of both. They can be indoor or outdoor, in parks or on the public highway.

2 RECOMMENDATION

The Cabinet agrees that:

2.1 The proposed events policy is ratified.

3 FINANCIAL IMPLICATIONS

3.1 A varied programme of events contributes to a wide range of Council objectives including helping to support economic development, encouraging social and cultural regeneration and promoting a strong tourism base.

4 CORPORATE PRIORITIES

- Building communities where people feel safe and secure
- Sustainable growth

5 THE REPORT

5.1 The area of Bath & North East Somerset plays host to a number of large events each year. Many are well established events that have been running for a number of years and there is a desire to attract and develop new events. In the face of competition from surrounding areas, it is essential that events organisers receive a consistent, seamless service from the Council which both retains and encourages further events into the area. This supports the Arts Development Strategy 2011 - 14.

5.2 In addition to the promotion of cultural and recreational activities, the Council performs a number of diverse roles in relation to the support and regulation of events. These include those of Licensing Authority, Highways Authority (responsible for the authority's infrastructure and traffic operation), statutory functions relating to health and safety, and food safety, landlord and land owner. Facilitating events can place a considerable demand on Council resource and officer time. By providing a framework for event organisers and clearly defining the roles of various Council departments, the Events Policy will allow resources to be directed at the most complex and pressing issues.

6 RISK MANAGEMENT

6.1 The report author and Lead Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

7 EQUALITIES

7.1 The Equalities Act 2010 requires that the Council, in exercising its functions, has regard to the need to:

- (1) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equalities Act 2010;
- (2) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (3) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

7.2 The 'relevant protected characteristics' are age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.

7.3 A full equalities impact assessment has been carried out using corporate guidelines, a copy of which is attached at Appendix D. Consideration has been given to those relevant protected characteristics which might be affected by the policy.

7.4 By providing a framework for how the Council deals with event organisers, the policy promotes consistency of service delivery and reduces the risk of event organisers with relevant protected characteristics receiving unequal treatment. Paragraph 8 of the policy encourages organisers to ensure their event can be enjoyed by disabled and non-disabled people alike. It was drafted in consultation with a national charity that promotes deaf and disabled people's access to live music. The paragraph highlights organisers' duties under the Equalities Act 2010 to make reasonable adjustments to accommodate disabled people and suggests practical measures that can be taken to ensure access for all.

8 RATIONALE

8.1 The policy will ensure consistency and transparency in the Council's delivery of services relating to events while simplifying the process for event organisers. Furthermore, it will give the Safety Advisory Group a mandate to carry out its work in ensuring that large events are run safely. A detailed rationale for ratifying the draft policy is attached at Appendix A.

9 OTHER OPTIONS CONSIDERED

9.1 None.

10 CONSULTATION

10.1 Ward Councillors; Cabinet members; Parish Councils; Town Councils; Overview & Scrutiny Panel; Other B&NES Services; Local Residents; Other Public Sector Bodies; Section 151 Finance Officer; Chief Executive; Monitoring Officer.

10.2 Departments and Key Partner Agencies (those on the Safety Advisory Group) with an interest in the Event Policy were invited to contribute their expertise to the policy document. Ward Councillors, Town and Parish Councils, Local Residents and Service Users were also consulted. A record of the responses received and action taken is attached at Appendix D.

10.3 The policy was considered by the Safer and Stronger Overview & Scrutiny Panel at their meeting on 24 March 2011. The Panel welcomed the policy and made the following recommendations:

- **A shorter, 'plain English' version of the Policy should be made available to the public**

This has been provided in the form of an 'Events Toolkit' which is available in hard copy and on the Council website. The Toolkit provides practical advice for events organisers together with links to further resources.

- **There should be a distinction between small and major events; consideration should be given to supporting organisers of small events**

The Events Toolkit provides advice tailored to the type of event; there are separate sections for small events of 500 people or less, and community events such as street parties and fetes.

In June 2011, the Council's Public Protection service launched the Events Toolkit at three advice sessions in Bath, Keynsham and Midsomer Norton for organisers of small and medium-sized events. These were attended by a total of 135 people.

The cost of advertising a road closure for an event on the highway will normally be recharged to the event organiser however the Council will absorb this cost for small community events such as street parties (see paragraph 62.2 of the draft policy).

- **There should be a single point of contact for events**

Event enquiries can now be made through a single email address (event@bathnes.gov.uk) and telephone number (01225 396181).

- **There should be flexibility for submissions that have missed deadlines and events that are organised at short notice**

The level of flexibility that can be exercised depends on the type of submission and the Council will facilitate events organised at short notice wherever possible.

11 ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 Social Inclusion; Customer Focus; Sustainability; Human Resources; Property; Health & Safety; Impact on Staff; Other Legal Considerations.

12 ADVICE SOUGHT

12.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director – Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	Matthew Smith 01225 396888 / Sue Green 01225 477562
Sponsoring Cabinet Member	Councillor David Dixon
Background papers	None
Please contact the report author if you need to access this report in an alternative format	

Appendix A – Rationale for the Events Policy

Key features of the Policy and rationale for their inclusion

Having a clear framework will improve consistency and simplify the process for event organisers.

Part 1 – Regulatory Requirements and Highlighting Best Practice

Well run events play an important part in enhancing residents' quality of life and contributing to vibrant, inclusive communities. However, organisers are faced with numerous statutory requirements when arranging an event. This can be off putting, particularly to non-professional organisers such as residents' associations and voluntary groups who tend to put on low-key, local events. As a result, a considerable amount of officer time is spent giving detailed advice to organisers and following it up to secure compliance. There is also a significant risk that requirements will be fulfilled too late for the statutory timescales, or be missed all together.

By setting out all the legal requirements in one 'plain English' framework, the Policy will support organisers to meet their obligations, thereby simplifying the process for them while reducing the risk of non-compliance and saving officer time.

The same section highlights and encourages best practice with regard to waste management, recycling, accessibility, and consultation with local residents.

Parts 2 and 3 – Events on Council Controlled Land and on the Highway

These parts codify the Council's approach to events held on the highway or in public open spaces. These principles have developed piecemeal and some are currently unwritten; collating them into one document will ensure consistency of service delivery and improve event organisers' understanding of the processes involved.

Part 4 – Safety Advisory Group's Terms of Reference

Following a number of serious incidents including the Bradford City fire and the Hillsborough tragedy, it was recommended by Lord Justice Taylor that each local authority create a Safety Advisory Group (SAG) to give free advice to event organisers. The Council's Safety Advisory Group has been in existence for over 10 years and it exists to consider the public safety arrangements of major public events within the authority and to foster good working relationships with organisers to ensure high standards of spectator and participant safety.

The Group is currently chaired by a Senior Officer from within the Council who is qualified in Health and Safety. The membership of the group consists of representatives from partner agencies such as Avon & Somerset Police, Great Western Ambulance Trust, Avon Fire and Rescue as well as officers from many departments within the Council, such as Building Control, Public Protection, and Traffic and Safety.

The group needs to have sufficient information from the event organiser in order to give sufficient advice and comment. Whilst there is no statutory obligation to attend SAG meetings or to follow a SAG's advice, SAGs are considered to represent best practice and

Appendix A – Rationale for the Events Policy

event organisers may be seen to be acting irresponsibly if any recommendations are not actioned. Each member of the SAG has their own regulatory role and may exercise their powers independently. However, due to the short duration of many events, this may not always be practical.

Although the group functions well in terms of decision making, it is not well supported due to its lack of formal recognition within the Council. The function of the SAG has risen in visibility over the last few months, however the group needs to function in a more defined and independent role. Ratifying the Terms of Reference set out in this policy will mandate the SAG to carry out its duties with the full support of the Council.

**Bath & North East
Somerset Council**

Events Policy

PART 1 – GENERAL MATTERS

Background

- 1.1 Each year, Bath & North East Somerset plays host to a large number of events, from established fixtures including the half marathon and music festival, to one-off occasions such as the UK Schools Games. Cultural events and festivals can, at their best, be powerful agents of social cohesion, providing opportunities for celebration, pride in a place or locality, participation, and involvement of diverse social and age groups. A varied programme of events contributes to:
 - (a) Economic development
 - (b) Social/cultural regeneration
 - (c) Cultural vibrancy
 - (d) A strong tourism base
 - (e) Cultural and community provision
 - (f) Bath & North East Somerset's Corporate Plan, which seeks to encourage vibrant sustainable communities that are active, lively and inclusive.
- 1.2 Bath & North East Somerset Council performs a number of diverse roles and functions in relation to the support of events. Not only is the authority keen to encourage a diverse range of events, a number of different services are involved as regulators and advisors. These include that of Licensing Authority, Highways Authority (responsible for the authority's infrastructure and traffic operation), land owner and landlord, organiser of cultural and recreational activities, and performer of statutory functions in relation to health and safety, and food safety.
- 1.3 For their part, event organisers must fulfil a variety of statutory duties and local requirements, each overseen by different Council departments and regulatory bodies.
- 1.4 This policy builds upon the procedure for planning events that was agreed by the Enterprise and Economic Development Overview and Scrutiny panel in July 2010. It seeks to promote a consistent, proactive and integrated approach to the provision of support services and regulatory functions for events by:
 - (a) Specifying the requirements that event organisers must meet in order to run a safe, legal event which benefits the community
 - (b) Identifying Council controlled spaces, highlighting the type of events that will be suitable for each space and setting out the criteria by which applications to use Council land will be judged
 - (c) Defining Terms of Reference for the Safety Advisory Group and outlining the process by which an event may be refused should it not meet minimum standards

Event Classifications

For the purposes of this policy, we have classified different types of events as follows:

2 Community Events

- 2.1 A community event is an event organised by a charity, not-for-profit organisation, community or voluntary group that directly benefits local residents and stakeholders.

3 Commercial Events

- 3.1 A commercial event is one that is organised around an identifiable commercial business or group of businesses who will benefit from the event. It shall not be sufficient to claim an event organised around one business or a group of businesses is in some way of wider community benefit.

4 Small Events

- 4.1 A small event is one where the total number of attendees (including both participants and spectators) does not exceed 499 people.

5 Large Events

- 5.1 A large event is one where the total number of attendees (including both participants and spectators) is 500 or more, but which does not fall within the category of a 'major event'.

6 Major Events

- 6.1 A major event is an organised public activity that is held outdoors, on public or privately owned land, which operates on a regular or one off basis, lasting more than 3 hours over one or more days, for 500 or more people (including both participants and spectators); or if the risk nature of the activity warrants additional assistance and intervention above what is normally expected to ensure a safe and successful event. Major events require substantial forward planning and consultation with the Council's Safety Advisory Group.

Regulatory Requirements and Best Practice

7 General

7.1 The matters that must be addressed by event organisers are set out in this section. Not all will be relevant in every instance but organisers need to be aware of those that apply to their event. The majority of the issues covered in this section are statutory requirements, breaches of which may render the organiser subject to enforcement action.

8 Accessibility

8.1 All event organisers are bound by the requirements of the Equalities Act 2010, regardless of the size of the event or whether people will be charged for attending. As such, they are obliged to think ahead and make reasonable adjustments to ensure that disabled attendees (or potential attendees) are not put at a substantial disadvantage compared with non-disabled people.

8.2 'Disability' has a broad meaning. It is defined as a physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.

8.3 What is a 'reasonable' adjustment will depend on all the circumstances, including the cost of the adjustment, the potential benefit it might bring to other attendees (for example, ramps also benefit attendees with small children), the resources an organisation has and how practical the changes are.

8.4 Reasonable adjustments may include, but are in no way limited to:

- (a) Laying temporary plywood paths on uneven or wet ground
- (b) Installing ramps next to steps
- (c) Providing toilets which are accessible and have adequate lighting for people with visual impairments
- (d) Displaying warning signs if strobe lighting is to be used
- (e) Planning a way of communicating with deaf and hearing impaired attendees in the event of an emergency

8.5 Any adjustments deemed reasonable should be in place before the event begins. Organisers should not wait until a disabled person experiences difficulties at the event, as it may then be too late to make the necessary adjustment.

9 Advertisements

9.1 The Department of Communities and Local Government have produced comprehensive guidance on the use of outdoor advertisements and signs. Event

organisers are strongly advised to consult this guide at an early stage in the planning process.

- 9.2 Advertisements and signage will normally require advertisement consent, which must be obtained from the Council's Planning Department. An exception to this is for temporary notices or signs which are intended to advertise any local event being held for charitable purposes, such as a fête or sponsored marathon. Such advertisements must not exceed 0.6 of a square metre or be illuminated.
- 9.3 Any attachment or advertisement on a Listed Building will normally require Listed Building Consent.
- 9.4 Regardless of whether advertisement consent is required, all outdoor advertisements must comply with five 'standard conditions'. They must:
- (a) Be kept clean and tidy
 - (b) Be kept in a safe condition
 - (c) Have the permission of the owner of the site on which they are displayed (this includes the Highway Authority if the sign is to be placed on highway land)
 - (d) Not obscure, or hinder the interpretation of, official road, rail, waterway or aircraft signs, or otherwise make hazardous the use of these types of transport
 - (e) Be removed carefully where so required by the planning authority
- 9.5 For further information and advice, contact the Council's Planning & Transportation Service (see Annex 4).
- 10 Charity Collections
- 10.1 If a charity collection is to be held during the event, the collection organiser must obtain a permit from the Licensing Team. Only one collection can be held in an area at any one time and slots are booked months in advance, so organisers are advised to contact the Licensing Team as early as possible.
- 10.2 For further information and advice, contact the Council's Licensing Team (see Annex 4).
- 11 Community Safety
- 11.1 The Council's Community Safety Team can provide valuable advice and resources about reducing the risk of crime, disorder and anti-social behaviour at events.
- 11.2 It is also advisable for event organisers to discuss their intentions with the Police as early as possible in the planning process. They can provide valuable advice and assist organisers to resolve potential issues before they arise. The Police can make representations against an application for a Premises Licence or Temporary Event Notice, so it will be advantageous to address their concerns before any application is made.

- 11.2 For further information and advice, contact the Community Safety Team and/or Avon and Somerset Police's Liquor Licensing Bureau (see Annex 4).
- 12 Consultation
- 12.1 Organisers are strongly encouraged to consult with local residents or businesses who may be affected by the event, either directly or through their representative organisations, and to address any reasonable concerns that are raised. In many cases the organiser will be making applications in connection to the event (such as for a Premises Licence or road closure), to which local residents and businesses can object. Consulting early and responding to reasonable concerns could improve the chances of an application going unopposed and thus reduce the risk of delay.
- 13 Emergency Vehicles
- 13.1 It is essential that emergency vehicles are able to access the site at all times. Nothing to do with the event can be permitted to restrict access to hospitals and medical centres. Where an event is held on the highway, barriers can be used to close off the road and items such as tables and chairs can be placed on the highway providing they can easily be removed if necessary.
- 14 Fire Safety
- 14.1 The Regulatory Reform (Fire Safety) Order 2005 places the onus on a 'responsible person' to actively pursue and maintain fire safety. In the case of one-off or occasional events, this will usually be the event organiser. The responsible person must carry out a risk assessment and implement appropriate measures to minimise the risk to life and property. The risk assessment must be reviewed and updated regularly.
- 14.2 Avon Fire and Rescue has a statutory duty to enforce compliance with the Regulatory Reform (Fire Safety) Order 2005. They have powers to enter premises and carry out inspections to ascertain whether the Order is being complied with. In cases where a serious fire risk exists and the event organiser has failed to take appropriate steps to rectify it, the Fire Authority can serve an enforcement notice requiring specific improvements to be made in a set period of time.
- 14.3 If the Fire Authority believes that there is an imminent risk of personal injury, they can serve a prohibition notice restricting or prohibiting the use of the event site with immediate effect. It is an offence for the responsible person (or any other person who has control over the premises) to fail to comply with the Order or any notice served under it.
- 14.4 It is therefore advisable for event organisers to involve the Fire Authority at the earliest opportunity in order to obtain advice and make improvements before formal action becomes necessary.

14.5 For further information and advice, contact Avon Fire and Rescue (see Annex 4).

15 Food Safety

15.1 Food poisoning can be at best very unpleasant and at worst extremely hazardous to health, particularly for older people or young children. It is preventable by following simple rules and planning ahead. There is no formal approval process for catering at small community events, however, organisers are encouraged to contact Public Protection for advice and support.

15.2 Any professional caterers must be registered under the Food Safety Act 1990 and have received some training in food hygiene; this applies even if food is being given away for free. An outline of the type of catering and facilities should be provided to the Public Protection Team in advance of the event.

15.3 For further information and advice, contact the Council's Public Protection Team (see Annex 4).

16 Health and Safety

16.1 Event organisers have a duty to ensure that the health, safety and welfare of both people working and attending their event are well managed. The key tool to assist with this duty is to undertake a risk assessment of the activities and implement the findings. Organisers are advised to consult *The Event Safety Guide* (also known as *The Purple Book*), which is published by the Health and Safety Executive and can be downloaded for free from their website. It covers various topics from electrical safety through to first aid provision. Although it is primarily aimed at music events and outdoor festivals, it contains guidance that is relevant to all types of event.

16.2 Guidance on risk assessments for small events can be downloaded from the Council's website.

16.3 Large and major events will require substantial forward planning and the risk assessment should be undertaken by a competent person. The assessment should form part of a wider Event Management Plan detailing how the event will be run.

16.4 For further information and advice, contact the Council's Public Protection team (see Annex 4).

17 Licensing

17.1 Event organisers are responsible for ensuring that they have the appropriate licence for the activities they are proposing. A licence is required for any event which involves one or more of the following:

- (a) Sales of alcohol – Including the provision of alcohol in exchange for donations or as part of the ticket price

- (b) Regulated entertainment – Entertainment provided for the public (or a section of the public), or with a view to making a profit
- (c) Late night refreshment – Hot food or drink served between 11.00pm and 5.00am

17.2 Many venues already hold a licence so organisers should check whether the proposed event will be covered by an existing permission.

17.3 If there is no such licence, the organiser must apply for one of the following:

- (a) Temporary Event Notice (TEN) –

This is an ‘occasional’ licence which can be used for events that last no longer than 96 hours and involve no more than 499 people.

A TEN must be submitted at least ten clear working days before the day of the event, not counting the day it is received and the day of the event itself. TENS submitted after this deadline cannot be accepted.

- (b) Premises Licence –

A Premises Licence is necessary for any event for which a TEN is unsuitable. Premises Licence applications must be advertised and time is allowed for local residents and responsible authorities (e.g. the Police, Fire Brigade and Trading Standards) to make representations. If representations are made, the Licensing Sub-Committee will determine the application.

The application process is substantially more complex than that of a TEN and takes a minimum of two months.

17.4 The Licensing Team will process and determine all applications within the statutory timescales set out in the Licensing Act 2003.

17.5 For further information and advice, contact the Council’s Licensing Team (see Annex 4).

18 Planning Permission

18.1 The Town and Country Planning (General Permitted Development) Order 1995 as amended grants a general permission for the temporary use of land for up to 28 days in any calendar year. The period is restricted to 14 days in the case of the holding of a market (which includes a car boot sale) and motor sports. Regularly held events that exceed the 14 / 28 day limit will require planning permission. It should be noted that if the land in question is within the curtilage of a building these ‘permitted development rights’ do not apply. Also, these rights do not always apply to the use of land as a caravan site and are more restrictive if the land is within a Site of Special Scientific Interest.

- 18.2 For further information and advice, contact the Council's Planning Services (see Annex 4).
- 19 Street Trading
- 19.1 Organisers should ensure that traders operating at the event have the correct authorisation.
- 19.2 A pedlars' certificate allows a person to sell goods (usually trinkets, household goods and other handmade objects), whilst on foot. The pedlar cannot remain in one place; they must go to their customers to sell their items rather than allow customers to come to them. A pedlars' certificate is obtained from the Chief of Police for the area in which the pedlar lives.
- 19.3 Anyone who wishes to sell from a fixed location on the public highway must apply for a Street Trading Consent. Applications must be made to the Council's Licensing Team and will be determined within 12 weeks. The application fee may be waived if all profits are donated to charity, however, the application period remains the same.
- 19.4 If a licensed charitable street collection is taking place, the organiser may sell goods providing all proceeds are contributed to the collection. This does not require a separate Street Trading Consent.
- 19.5 For further information and advice about pedlars' certificates, contact Avon and Somerset Police (see Annex 4).
- 19.6 For further information and advice about street trading and charity collections, contact the Council's Licensing Team (see Annex 4).
- 20 Temporary Structures
- 20.1 Organisers of events who intend to erect temporary structures such as grandstands, stages, lighting, sound or control towers, tents, marquees or canopies should contact Building Control well in advance of the event and provide sufficient details including layout plans and construction details/calculations to enable the structural stability of the structure to be verified. The Building Control section will check the information provided and undertake inspections to ascertain the structural stability of any significant temporary structures.
- 20.2 For further information and advice, contact the Council's Building Control service (see Annex 4).
- 21 Trading Standards
- 21.1 The organiser should notify Trading Standards if the proposed event involves shops or stalls trading in food, drink or goods. Trading Standards officers may attend the event

to carry out inspections to ensure fair trading in accordance with the following legislation:

- (a) Weights and Measures Act 1985, which makes it a criminal offence to give short weights or measures to customers
- (b) Sale of Goods Act 1979 and Supply of Goods and Services Act 1982, which require that goods correspond with any description given, are of satisfactory quality and are fit for purpose
- (c) Copyright, Design and Patents Act 1988 and Trade Marks Act 1994, which impose severe penalties for those convicted of selling counterfeit goods
- (d) Licensing Act 2003, which prohibits the sale of alcohol to persons under the age of 18

21.2 Although individual traders will be subject to enforcement action if they operate illegally, the organiser has overall responsibility for ensuring that all activities taking place at the event are run in compliance with the law.

21.3 For further information and advice, contact the Council's Trading Standards Duty Officer (see Annex 4).

22 Waste Management and Recycling

22.1 Where an event is held on Council controlled land, it will be a condition of the land use agreement that the organiser must restore the land to Grade 'A' condition as defined in the Code of Practice on Litter and Refuse issued under Part IV of the Environmental Protection Act 1990. Failure to do so will lead to the immediate termination of the agreement and the Divisional Director of Environmental Services may arrange for the necessary cleaning work to be undertaken and charged to the organiser.

22.2 If the event is held on the highway under a road closure order, the organiser should restore the road to the Grade 'A' standard of cleanliness before the road reopens at the end of the event. In exceptional circumstances, the Grade 'B' standard will be acceptable but this will be at the discretion of the Council's Neighbourhood Environment Teams.

22.3 Suitable waste and recycling companies (other than the Council's commercial waste and recycling services) can be found in local directories and via the internet. Any waste contractor or carrier used must be registered with the Environment Agency. The organiser must ensure that all duty of care responsibilities are followed, details of which can be found on the Environment Agency website.

22.4 The Council is committed to minimising the use of landfill; organisers should therefore provide suitable facilities for recycling as much litter and waste as possible, such as glass bottles and jars, cans, plastic bottles, cardboard, food and newspapers and magazines, unless otherwise agreed by the Council. Where an application is made to use Council land, consideration will be given to recycling arrangements prior to the application being granted.

- 22.5 For further information and advice, contact the Council's Waste Services (see Annex 4).

Restricted Events

- 23 The Council will not grant permission for an event on the highway or Council controlled land to organisations, or allow any advertisements, which are either directly involved with or associated in any of the following activities:
- (a) Tobacco manufacturers and distributors
 - (b) Alcohol manufacturers
 - (c) Extreme political parties or organisations
 - (d) Any business involved in the manufacturer or sales of armaments
 - (e) Companies involved in the sex industry
 - (f) Manufacturers of instruments of torture
 - (g) Businesses involved in animal experimentation
 - (h) Businesses involved in the fur trade
 - (i) Any organisations involved in blood sports, which involve the use of animals or birds to catch, fight or kill each other
 - (j) Any illegal activity
 - (k) Any activity that might cause disharmony on the grounds of race, religion, sexual orientation or disability
 - (l) Any other activity reasonably deemed to be inappropriate by the Council's nominated officers (the Divisional Director of Environmental Services and the Divisional Director of Tourism, Leisure and Culture)
- 24 Where an event on the highway or Council controlled land will include the use of performing animals, the organiser must provide proof that the animals have been properly registered and give details of the registering authority. Organisers will be expected to comply with all relevant animal welfare legislation and established best practice.

Charges for Additional Services

- 25 Where a large or major event requires input from Council officers which goes beyond the standard advice and guidance provided to all event organisers, the Council reserves the right to charge for services rendered. However, this does not apply to support provided by the Safety Advisory Group whose services remain free at all times.

PART 2 – EVENTS ON COUNCIL CONTROLLED LAND

Application to use Council land

- 25 Where an organiser wishes to hold an event in a public park or other public outdoor space, permission to use the land must be obtained from the Council.
- 26 Annex 2 lists the key public outdoor spaces within Bath & North East Somerset and outlines the type of events that will be appropriate for each location. Where an event is proposed which falls outside of the permitted uses for a particular space, the organiser must satisfy the Council that his/her proposals are appropriate to the nature and scale of the space.
- 27 Application fees are set annually by the Council and include a discretionary discount for charitable or community events. A site bond may be required by the Parks and Estates Team to cover the costs of any reinstatement works should the event result in damage to Council land or property. The bond will be returned if no damage is caused.
- 28 An application will not be granted unless the organiser has taken out adequate public liability insurance, usually with a minimum cover of £5,000,000. Furthermore, the organiser must be able to show that he/she has undertaken a risk assessment appropriate to the scale of the event.
- 29 Applications to use public land will be determined by reference to the following criteria:
- (a) The suitability of the event to the proposed location, taking into account the nature and duration of the event, the surrounding area, and, for events in Bath, the city's World Heritage status.
 - (b) Whether the proposed event will conflict or compete with other activities taking place in the locality at or around the same time.
 - (c) The need to allow reasonable intervals between events, to let the land recover and/or limit the impact of noise on local residents.
 - (d) The organiser's past record of event management.
 - (e) The social, economic and environmental impact of the proposed event. Detailed guidance on this is provided in Defra's '*Sustainable Events Guide*'. Event organisers are strongly encouraged to address this component before making a formal application. Factors to consider include, but are not limited to:
 - (i) Transport. Any large event is likely to lead to additional traffic on the roads as people travel to and from the venue. Measures should be put in place to reduce the use of cars and encourage alternative means of transport. These could include providing a shuttle bus service or publicising public transport routes.
 - (ii) Waste management and recycling. The Council strongly supports the principle of 'reduce, reuse and recycle' and event organisers must keep to a minimum the proportion of litter and waste or refuse going to landfill sites.

- (iii) Energy use and CO₂. Bio-diesel powered generators, wind or solar power should be used wherever possible. If renewable sources are not available, modern and well maintained generators will be the most energy efficient option.
- (iv) Social wellbeing. Events may bring additional benefits to the community, whether by raising money for charity, promoting a good cause, or encouraging neighbours to get to know one another.

Consultation with Safety Advisory Group

- 30 Major Events, as defined in paragraph 6.1, must be referred to the Safety Advisory Group (see Part 4). A dialogue with the Safety Advisory Group should be initiated no later than four months before the event to allow the organiser time to address any concerns raised. Consultation with the Safety Advisory Group and compliance with its recommendations are conditions of the land use agreement.

Cancellation of land use agreement

- 31 The Council reserves the right to revoke the land use agreement in either of the following circumstances:
- (a) If the event is one which, under paragraph 6.1, must be referred to the Safety Advisory Group and:
 - (i) the organiser fails to consult the Safety Advisory Group, or
 - (ii) the organiser fails to comply with the recommendations of the Safety Advisory Group and the Safety Advisory Group is satisfied there is a risk to public safety.
 - (b) If Neighbourhood Services are satisfied that the weather conditions (whether current or forecast) would pose a risk to the health and safety of persons attending the event or of damage to the land.
- 32 If the Neighbourhoods Team or the Safety Advisory Group believe it is necessary to revoke the land use agreement, they will make a recommendation to the Divisional Director of Environmental Services who will decide whether the agreement should be revoked. The Divisional Director may authorise another officer of the Council to make the decision in his absence.
- 33 The decision of the Divisional Director of Environmental Services or authorised officer is final. The Council will not be liable for any costs incurred by the organiser arising from revocation of the land use agreement in accordance with this policy.

Public transport

- 34 Where it is likely that exceptionally large numbers of trips to the central Bath area will be generated by an event, the Council may require the organiser to underwrite the cost of providing additional Park & Ride services to all three sites.

Consultation

- 35 The organiser is responsible for carrying out all consultation prior to the event. The organiser must engage with local councillors, residents, businesses and any others affected by the event, to ensure that any negative impacts of the event are minimised and that, wherever possible, arrangements are agreed with local people to mitigate any inconvenience caused by the event.
- 36 The organiser may be required to provide evidence that consultation has taken place; it is therefore advisable to keep a record of any steps taken and retain copies of any letters sent.
- 37 The organiser must carry out any other consultation deemed necessary by the Council.

PART 3 – EVENTS ON THE PUBLIC HIGHWAY

38 If an event is to be held on the public highway, permission to close the road must be obtained by the Council's Traffic and Safety Team.

'Informal' Road Closures

39 In accordance with the guidance issued by the Secretary of State for Communities and Local Government in August 2010, it is not proposed to charge for road closures to enable small street parties and "not for profit" events in certain circumstances.

40 The circumstances when a formal closure is not required will be where:

- (a) The event affects a cul-de-sac rather than a through road.
- (b) Vehicle movements are below 200 per day.
- (c) The closure is of a small residential road where the diversion route is considered to be obvious to local motorists and diversion signage is not required.
- (d) The event is organised by residents of the street and is not a commercial event organised for financial gain.

41 Events not requiring a formal closure and advertisement will still need to be agreed by the Highway Authority and the event organiser will be responsible for posting road closed signs, notifying the emergency services and all residents affected by the event.

42 The decision on whether advertisement and a formal closure is required for an event will be taken by the Highways Service Manager, in the capacity of the Council's designated Traffic Manager, Traffic Management Act 2004.

Closure of Roads

43 More than one closure in a 12 month period

43.1 No road or section of road can be closed more than twice in any one 12 month period for the purposes of a street event without prior authorisation by the Secretary of State for Transport. For this reason the Council cannot guarantee closure of any road which has already been closed for a street event in the previous 12 month period.

43.2 In any event, the Council is unlikely to support any road or section of road being closed more than twice in a 12 month period for a street event. Where a third closure in a 12 month period is considered, the organiser will need to show that the residents of the affected road or roads have no objection to the proposal and are happy with any alternative arrangements.

- 43.3 Where a road or section of road has already been closed or otherwise affected for a significant length of time within a 12 month period due to works on the highway, the Council may decide not to support any further closures on that road or part of road, for purposes of a street event, within that 12 month period.
- 44 'Landlocked' roads
- 44.1 Wherever possible 'land locking' of streets is to be avoided (where a road or roads not themselves closed are surrounded by closed roads, meaning that vehicles cannot enter or leave the 'landlocked' roads). Where this is unavoidable, alternative parking arrangements outside of the landlocked area must be made available for those households so affected, including shuttle transport to/from that parking if necessary. Consultation for landlocked roads must be as for closed roads, including individual letter drops and 'plain English' notices on street.

Traffic Management

- 45 The organiser must provide a Traffic Management Plan indicating proposals for the following, with plans where appropriate. The Traffic Management Plan will effectively be a summary of all actions proposed to ensure the requirements outlined in paragraphs 48 – 64 below are fulfilled:
- (a) Road closures and/or other restrictions on vehicle movements including a timetable for start and finish of all restrictions
 - (b) Method of closing roads including details of signing/barrier and marshalling arrangements, including numbers/locations of marshals and details of company providing marshals
 - (c) Diversionary routes and diversion signing schedules
 - (d) Temporary arrangements for buses (including alternative bus routes/stops where applicable)
 - (e) Proposed Park & Ride operations (if applicable)
 - (f) Access arrangements for emergency vehicles
 - (g) Areas where parking is to be suspended
 - (h) Alternative parking proposals for the above
 - (i) Alternative access arrangements agreed with residents in 'landlocked' streets
 - (j) Parking and/or other transport arrangements for event participants and relatives/spectators
 - (k) Details of arrangements agreed with businesses and/or other public destinations whose access is restricted by the event
 - (l) Details of all signing arrangements for both legal and consultation/information purposes, including timescales for erection, checking and removal of signs
 - (m) Crowd control measures, and maximum capacity, where applicable

- 46 The Traffic Management Plan must be supplied by the organiser as part of the application process and must be approved by both the Council's Traffic and Safety team and the Police.
- 47 For major events, the Traffic Management Plan will be considered by the SAG along with the rest of the Event Management Plan. It may be advantageous for the organiser to meet with the Traffic and Safety team and the Police to discuss their plans prior to meeting with the full SAG.

Timings

- 48 Conflicts with other events
- 48.1 Large events with significant impact on the major road network must only be held on Sundays or Bank Holidays. Smaller events with no impact on the major road network may be permitted on other days.
- 48.2 The Organiser must satisfy the Council that the event does not conflict with:
- (a) Any other events within the vicinity of the event
 - (b) Any works on the highway within the vicinity of the event
 - (c) Any diversionary routes in operation within the vicinity of the event
- 48.3 Information regarding other events may be gained from the 'What's On' calendar on www.visitbath.co.uk, though this may not include smaller community events such as street parties.
- 48.4 Information regarding works on the highway may be obtained from the Council's Highways Maintenance Team. The road space may be booked for an event in advance for which a fee will be chargeable. This will ensure that no other statutory undertaker books the road for repair and maintenance works on that date.
- 49 Duration of closures
- 49.1 Road closures must be kept to the minimum length of time required to hold the event. Where an organiser is promoting closures whose length is considered unreasonable or unwarranted, these will not be supported by the Council.

Public transport

- 50 Access to bus and rail stations
- 50.1 Access to all bus stations must be maintained for buses and taxis at all times.
- 50.2 Access to all railway stations must be maintained for buses, taxis and private vehicles at all times.

51 Operation of Park & Ride services

- 51.1 Where it is likely that large numbers of trips to the central Bath area will be generated by any event, Park & Ride to all three sites must be in operation, with the cost being underwritten by the organiser (see paragraph 65 below). B&NES reserves the right to insist on this as a condition of permission for the event being granted.
- 51.2 The start and finish time, and frequency, of Park & Ride services may be varied depending on the event.

52 Re-routing of bus services

- 52.1 Where existing bus services require re-routing due to temporary traffic restrictions associated with the event, the organiser will be recharged for all temporary bus arrangements such as movement of stops, publicity, extra buses and loss of revenue (see paragraph 65 below).

Consultation & Publicity

53 Prior consultation

- 53.1 The organiser is responsible for carrying out consultation prior to the event. The organiser must engage with local councillors, residents, businesses and any others affected by the event, to ensure that the impact of any temporary arrangements is minimised and that, wherever possible, arrangements are agreed with local people to mitigate any inconvenience caused by the event.

54 Web page

- 54.1 For large and major events, the organiser must arrange for all details of the event to be provided online on a website other than the Council's (this should include all temporary arrangements such as closures, diversion routes, suspended parking, amended bus routes, parking arrangements etc and contact details for those requiring further information) for a minimum of four weeks in advance of the event.

55 On-street notices

- 55.1 The organiser must erect and maintain legal notices along routes where temporary arrangements will be in effect and in 'landlocked' streets. Where the proposed closures and/or parking restrictions are of a more complex nature, 'plain English' notices will be required to supplement the legal notices. B&NES reserves the right to insist on the use of plain English notices where considered necessary. All notices must be erected in advance of the event and maintained until the event has taken place. The organiser should be able to provide evidence that this requirement has been met, for example, by taking photographs of the signs.

56 Letter drops and advertising

- 56.1 The organiser must arrange for informative letter-drop to all households along routes where temporary arrangements will be in effect and in ‘landlocked’ streets, and provide evidence that this has taken place. Where there are several households at one address (e.g. multiple flats in a converted house), a letter should be dropped for every household. For large or major events, the letter must include reference to the website required by paragraph 54 and provide a contact telephone number for further information.
- 56.2 For events having a significant impact on the major road network, the Council will advertise the temporary arrangements by publishing a notice in a local newspaper no later than 8 weeks before the event.

57 Advance signing

- 57.1 Depending on the scale of the event and inconvenience to road users, the organiser must arrange for advance informative signs to be placed on all major road approaches to the event location, and maintained until the event has taken place. Such advance signing will always be required where there is a significant impact on the major road network. See Annex 3 for minimum lead-in times for consultation signage.

58 Removal of signs etc

- 58.1 The organiser is responsible for the removal of all temporary signs, notices, barriers, traffic cones and so on, as soon as the event is over.

59 Other consultation

- 59.1 The organiser must carry out any other consultation deemed necessary by the Council.

Parking

60 Council-owned car parks

- 60.1 All Council-owned car parks must remain open at all times, unless otherwise agreed with the Council. The organiser will be required to provide additional temporary signing to car park(s) where normally signed routes to the main entrance are obstructed by temporary arrangements associated with the event.

61 On-street parking

61.1 Due to the inconvenience caused to frontagers, suspension of on-street parking on residential streets should be avoided if at all possible. Where suspension of on-street parking is proposed, the organiser must engage with affected frontagers and agree suitable alternative arrangements.

62 Pay & Display parking bays

62.1 Where Pay & Display parking bays are suspended, there may be a charge to the organiser to cover the loss of revenue; organisers should contact Parking Services to discuss.

63 Tow-away of vehicles

63.1 Where tow-away of parked vehicles is required to ensure temporary waiting restrictions are enforced, special arrangements apply and the organiser will need to contact Parking Services direct.

General Access

64 Access to business premises and public services

64.1 Where access to business premises and/or public destinations such as churches, or doctors' surgeries is restricted due to temporary arrangements associated with the event, the organiser must engage with the relevant organisation to agree alternative arrangements, including publicity where appropriate.

Costs

65 Park & Ride

65.1 Where the Council deems that a Park & Ride service is necessary, the organiser is required to underwrite the cost of providing this service outside of its normal hours of operation. If the service is well-used on event day, income may offset costs to the extent that there is minimal, or no cost, to the organiser.

66 Rechargeable costs

66.1 The organiser will normally be recharged for the full cost of the following, where applicable:

- (a) Arrangement fees for temporary traffic regulation orders, including advertising costs
- (b) Closure of bus stops, preparing and putting up notices to passengers

- (c) Any extra buses which need to be operated on lengthened diversion routes, to maintain frequency of service
- (d) Loss of revenue from suspended Pay & Display parking bays
- (e) Minor engineering works to the highway (such as the temporary removal of posts/barriers/kerbs) to allow the event to take place
- (f) Costs of Council staff erecting and maintaining legal notices where tow-away operations are proposed
- (g) Costs of Council Highways staff time spent in arranging the event

66.2 In order to support small community events such as neighbourhood street parties, the Council will not recharge the organiser for the cost of advertising outlined in sub-paragraph (a) above.

Major Events

- 67 Major Events, as defined in paragraph 6.1 of this policy, must be referred to the Safety Advisory Group (see Part 4). A dialogue with the Safety Advisory Group should be initiated at least four months before the event, to allow the promoter time to address any concerns raised. Consultation with the Safety Advisory Group and compliance with its recommendations are conditions of the land use agreement.
- 68 The Council may not support, or may withdraw its support from, a road closure if the event is one which, under paragraph 6.1, must be referred to the Safety Advisory Group and:
- (a) the promoter fails to consult the Safety Advisory Group, or
 - (b) the promoter fails to comply with the recommendations of the Safety Advisory Group and the Safety Advisory Group is satisfied there is a risk to public safety.
- 69 If the Highways Service or the Safety Advisory Group does not consider it appropriate to support a road closure, they will make a recommendation to the Divisional Director of Environmental Services who will decide, after consultation with the Cabinet Member and Director for Service Delivery, whether support should be withdrawn. The Divisional Director may authorise another officer of the Council to make the decision in his absence.
- 70 The decision of the Divisional Director or authorised officer is final. The Council will not be liable for any costs incurred by the promoter arising from the withdrawal of support for a road closure in accordance with this policy.

Removal of signage etc

- 71 The organiser is responsible for procuring and paying for the supply, placement and removal of all temporary signage, traffic cones, barriers etc, and maintenance in place of the same. Apparatus which is not removed immediately after the event may be removed by Council operatives, with the cost being recharged to the organiser.

Proof of solvency

- 72 The organiser may be asked to provide proof that they will be able to cover any rechargeable costs outlined in paragraphs 65 – 66. If they are unable to do so, the Council may require a bond to be paid in advance of the event, which will be returned if no rechargeable costs are incurred.

PART 4 – SAFETY ADVISORY GROUP TERMS OF REFERENCE

Scope

- 73 Bath & North East Somerset Council recognises that public events can make a positive contribution to community life, however there is potential for risks to public safety and adverse environmental impacts unless proper event management is in place. In recognition of this, the multi-agency Safety Advisory Group (SAG) has been established to consider the public safety implications of major events and sports events/venues within the authority, and foster good working relationships with organisers to ensure high standards of spectator safety are maintained.
- 74 The SAG will review Major Events as defined in paragraph 6.1, whether they are taking place on Council owned land or elsewhere in Bath & North East Somerset.
- 75 The SAG will also consider events which take place in designated sports ground as defined by the Safety of Sports Grounds Act 1975 and/or include the use of a regulated stand as defined in the Fire Safety and Safety of Places of Sport Act 1987.
- 76 However, the Chair of the SAG may decide that certain events falling within its remit are of sufficiently low risk that consultation with the SAG is unnecessary. The organiser will nonetheless be able to obtain advice from individual members of the SAG if required.
- 77 The SAG may also advise on other events that it believes, for whatever reason, carry a substantial risk.
- 78 Specific duties relating to Sports Grounds
- 78.1 Bath & North East Somerset Council has statutory duties under:
- (a) The Safety of Sports Grounds Act 1975 (the 1975 Act):
 - (i) To consider applications for and to issue to qualified persons safety certificates for designated sports grounds containing ‘such terms and conditions as the local authority consider necessary or expedient to secure reasonable safety at the sports ground’.
 - (ii) To serve a prohibition notice in respect of a sports ground if the authority consider that ‘the admission of spectators to a sports ground or any part of a sports ground involves or will involve a risk to them so serious that, until steps have been taken to reduce it to a reasonable level, admission of spectators to the ground or to that part of the ground ought to be prohibited or restricted’.
 - (iii) To enforce within its area the provisions of the 1975 Act.
 - (b) The Fire Safety and Safety of Places of Sports Act 1987 (the 1987 Act):

- (i) To consider applications and issue safety certificates for Regulated stands within the Authority containing ‘such terms and conditions as the local authority consider necessary or expedient to secure reasonable safety in the stand when it is in use for viewing the specified activity or activities at the ground’ .

78.2 In imposing terms and conditions for spectator safety, the Council will consult:

- (a) Avon and Somerset Police
- (b) B&NES Building Control service
- (c) Great Western Ambulance Service
- (d) Avon Fire and Rescue Service

78.3 The legislation is applicable to all sports grounds within the authority’s area but in particular those grounds as outlined in paragraphs 116 – 117 of this policy.

Aims

- 79 To provide advice to Bath & North East Somerset Council on matters relating to public safety and other arrangements relating to major events taking place within Bath & North East Somerset.
- 80 To assist Bath & North East Somerset Council in the exercise of its powers as the enforcing authority under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987 in respect of the safety certification of designated grounds and regulated stands within Bath and North East Somerset.

Objectives

- 81 To provide a forum within which the Council and other agencies can discuss and scrutinise the safety arrangements in place for major events.
- 82 For Safety at Sports Grounds specifically:
 - (a) To encompass all matters concerned with crowd safety.
 - (b) To provide specialist advice to the Public Protection Service Manager so that s/he may effectively discharge his/her powers and duties on behalf of Bath and North East Somerset Council as required under the 1975 and/or 1987 acts.
 - (c) To provide a forum within which the Council and other agencies may develop a corporate approach to spectator safety.
 - (d) To continually review and react to advice published in legislative and other guidance documents.

Membership

- 83 The SAG will include of right, senior representatives from:

- (a) Bath & North East Somerset Council
- (b) Avon and Somerset Police
- (c) Avon Fire and Rescue
- (d) Great Western Ambulance Service NHS Trust

84 According to the event, other Council teams maybe recruited to the SAG for specialist advice. These may include:

- (a) Corporate Health and Safety
- (b) Emergency Management Unit
- (c) Environmental Protection
- (d) Licensing
- (e) Food Safety
- (f) Building Control
- (g) Traffic and Safety
- (h) Transportation and Highways
- (i) Parking Services
- (j) Neighbourhood Services
- (k) Property and Legal Services
- (l) Planning Services
- (m) Health and Safety at Work

85 The Chair of the SAG will be a senior officer within the Council who will have the status and authority to act quickly where necessary.

86 Other representatives will, likewise, be from a suitably senior position within their respective professions.

87 The roles of the core members are contained within paragraphs 107 – 115.

88 An invitation to attend the SAG is also extended to other organisations as required. This may include for example appropriate representatives of:

- (a) St John Ambulance/Red Cross or other medical provider
- (b) The Football Licensing Authority
- (c) The owner of the property on which the event will take place

Meetings

89 The Chair of the SAG will be responsible for convening its meetings.

- 90 The number of SAG meetings in any year will be flexible and responsive and take into account the demand placed on it relating to the number of events taking place during the year. The SAG will aim to meet event organisers two months prior to the event in order to allow sufficient time for organisers to implement its recommendations. However, a longer lead in time may be appropriate for very large events.
- 91 However, for Safety at Sports Grounds, there will be a minimum of one meeting scheduled at each of the sports grounds listed in paragraphs 112 – 113.
- 92 Each meeting of the SAG will have the minutes of the meeting recorded and circulated to all attendees.
- 93 In relation to Safety at Sports Grounds, the Group will meet specifically to:
- (a) Inspect the general condition of the sports ground and stands to ensure continuing compliance with the condition of the General Safety Certificate.
 - (b) Receive reports from members of the Group in relation to any matters concerning the amendment/addition/deletion of any conditions contained within the General Safety Certificate.
 - (c) Discuss reports relating to any significant incident at the sports ground and consider appropriate action to take.
 - (d) Liaise with the management of the sports ground to promote good working practices.
 - (e) Carry out any specific meeting/inspection of the sports ground in relation to the issue of a Special Safety Certificate.
- 94 SAG members may be requested by the Chair to attend meetings or carry out additional duties to achieve the aim and objectives of the Group.

How does the SAG work?

- 95 One week before the meeting the event organiser will be required to submit a detailed Event Management Plan incorporating, among other things, site plans, details of temporary structures, risk assessments, and a traffic management plan. This will be considered by the Chair of the SAG and if suitable forwarded to the SAG for their consideration prior to the meeting.
- 96 This Event Management Plan is important to help the members of the SAG understand the event and properly consider the implications before meeting the organisers.
- 97 At the SAG meeting the event organiser will be invited to outline the event to the members who will then provide comments and advice on their specific area of responsibility. At the end of the meeting the event organisers will be made aware of issues that they need to address which will be confirmed in writing by the Chair of the SAG.
- 98 The meetings will be minuted and a copy circulated to all attendees.

- 99 Some events may be attended by individual SAG members to observe how the event is run.
- 100 For larger scale events the SAG may request a debrief meeting with the event organiser in order to review arrangements and make any necessary changes.
- 101 If it is the collective view of the SAG that the event should not go ahead then this will be communicated to the Public Protection Service Manager and Divisional Director of Environmental Services who will formally write to the event organiser. Each SAG member retains the right to object to any event.
- 102 The SAG exists to consider plans presented by event organisers and offer guidance to help them discharge their responsibilities. It is not the role of the SAG to assist in the planning of events or the writing of safety plans. The members of the SAG will not accept nor adopt any of the responsibilities of the event organiser.

Role of Bath & North East Somerset Council - General

- 103 The Council will chair the SAG and act as spokesperson for conveying the view's of the SAG to event organiser and senior managers.
- 104 With regard to public events, the Council will advise on matters relating to use of Council land, licensing, emergency planning, food safety, health and safety at work, noise control, sanitation, water provision, temporary structures, parking provision, and the use of public highways.
- 105 The Council will liaise with Avon and Somerset Police concerning any issues concerning traffic management, emergency planning and crime and disorder which are created by an event.
- 106 In relation to Sports Grounds specifically:
- 106.1 The Council has delegated this function to the Public Protection Service Manager who has in turn delegated this to the Education and Enforcement Manager within the Public Protection Team who is empowered to:
- (a) Issue and amend safety certificates.
 - (b) Issue, suspend and withdraw prohibition notices.
 - (c) Make applications to the Department of Culture, Media and Sport in respect of ground designation orders.

Role of the Chair of the Safety Advisory Group

- 107 The role of the Chair is to:
- (a) Ensure that the SAG properly discharges the responsibilities delegated to it by Bath & North East Somerset Council.

- (b) Ensure that decisions taken by the SAG are implemented as soon as possible.
- (c) Ensure that decisions made by the SAG reflect the policies of Bath & North East Somerset Council.
- (d) Ensure that the membership of the Safety Advisory Group reflect the interests of all parties.
- (e) Advise Bath & North East Somerset Council on behalf of the SAG all matters relating to safety of sports grounds as required under the Safety of Sports Grounds Act 1975, Fire Safety and Safety of Places of Sports Act 1987 and all associated legislation and guidance.
- (f) Provide advice and guidance to the Education and Enforcement Manager, Public Protection on the service of Prohibition/Enforcement Notices where a sports ground places spectators at serious risk.
- (g) Act as liaison for conveying the views of the SAG to event organisers.
- (h) Advise, on behalf of the SAG, the Public Protection Service Manager and Divisional Director of Environmental Services where it is recommended that any event should not be allowed to take place.
- (i) Prepare an annual report to the Strategic Director's Group, Divisional Director's Group and Cabinet Members. The report will highlight –
 - (i) Any significant policy changes within the events sphere
 - (ii) Give a commentary on each event considered by the SAG
 - (iii) Outline event opportunities for the forthcoming year
 - (iv) Specify any risks to which the Council may be exposed and place them on the risk register
 - (v) Specify existing events which may need to come under the scrutiny of the SAG
 - (vi) Recommend ways in which to improve the efficiency, effectiveness and profile of the SAG

Role of Bath & North East Somerset Building Control

- 108 This Service will be represented by a Principal Surveyor and/or his/her appointed deputy who will attend meetings of the Safety Advisory Group where a Building Control Surveyor's presence is expected to be relevant and necessary. Building Control fulfil the role of "building authority" as defined by The Safety of Sports Grounds Act 1975.
- 109 The role of the Service is to:
- (a) Provide a lead officer within the SAG on buildings and barriers and temporary structures relating to events.
 - (b) Provide technical support to the SAG in relation to all matters concerning Building Regulations and allied legislation, appraisal of published documents relating to Safety of Sports Grounds and inform on any implications arising.

- (c) Contribute to the preparation, monitoring and amending as necessary of the General/Special Safety Certificate in consultation with members of the SAG.
- (d) Identify and take appropriate action in respect of any breach of Building Regulations or any structural or safety matters which present a danger to spectators at any event or sports ground.
- (e) Advise the Safety Advisory Group on any structural dangers within a Sports Ground within Bath & North East Somerset.
- (f) Make recommendations to the Safety Advisory Group on ground and stand capacities.
- (g) Report any breaches of the General/Special Safety Certificate in relation to Building Control's role and Building Regulation issues.

Role of Avon and Somerset Police

- 110 The Service will be represented by a Senior Officer and/or his/her appointed deputy who will attend meetings of the Safety Advisory Group where a Police presence is expected to be relevant and necessary.
- 111 The role of the Service is to:
- (a) Advise on all technical/legal aspects of legislation within the remit of Avon & Somerset Police.
 - (b) Advise on policing, public safety and crowd management matters relating to public events.
 - (c) Advise on matters relating to the issue of the General/Special Safety Certificate in relation to the Police role and relevant issues as referred to in the *Guide to Safety at Sports Grounds* (the *Green Guide*) and other relevant publications.
 - (d) Identify any breaches of the General/Special Safety Certificate in relation to the Police role, public order and other relevant issues affecting spectator safety.
 - (e) Contribute to the preparation, monitoring and amending as necessary of the General/Special Safety Certificate in consultation with members of the SAG.

Role of Avon Fire & Rescue Service

- 112 The Service will be represented by a Senior Officer and/or his/her appointed deputy who will attend meetings of the Safety Advisory Group where a Fire & Rescue Service presence is expected to be relevant and necessary.
- 113 The role of the Service is to:
- (a) Advise on all technical/legal aspects of fire safety legislation within the remit of Avon Fire & Rescue Service relating to public safety at events, particularly the Regulatory Reform (Fire Safety) Order 2005.
 - (b) Advise on fire safety matters and access for Fire & Rescue Service personnel referred to in the *Guide to Safety at Sports Grounds* and other relevant

publications such as *Fire Safety Risk Assessments – Open Air Events and Venues*.

- (c) Advise on matters relating to the issue of the General/Special Safety Certificate in relation to the Fire & Rescue Service role and relevant issues.
- (d) Advise on any breaches of the General/Special Safety Certificate and/or fire risk assessment in relation to the Fire & Rescue Service role and other relevant fire safety issues.
- (e) Contribute to the preparation, monitoring and amending as necessary of the General/Special Safety Certificate in consultation with members of the SAG.
- (f) Identify and take appropriate action in respect of any breach of the Fire Safety Regulations or fire risk assessment which present a danger to spectators.

Role of Great Western Ambulance NHS Trust

- 114 The Service will be represented by a Senior Officer and/or his/her appointed deputy who will attend meetings of the Safety Advisory Group where an Ambulance Trust presence is expected to be relevant and necessary.
- 115 The role of the Service is to:
- (a) Advise on all technical/legal aspects of legislation within the remit of Great Western Ambulance NHS Trust in relation to public events or safety at sports grounds.
 - (b) Advise on medical provision and risk assessment referred to in the *Guide to Safety at Sports Grounds* or *Event Safety Guide* as appropriate.
 - (c) Advise on matters relating to the issue of the General/Special Safety Certificate in relation to the Ambulance Service role and relevant issues.
 - (d) Advise on any breaches of the General/Special Safety Certificate and/or medical risk assessment in relation to the Ambulance Service role and other relevant medical issues.
 - (e) Contribute to the preparation, monitoring and amending as necessary of the General/Special Safety Certificate in consultation with members of the SAG.
 - (f) Identify and make recommendations in respect of any breach of medical safety matters which present a danger to spectators.

Designated Sports Grounds and Regulated Stands within B&NES

- 116 Designated Sports Grounds under the Safety at Sports Grounds Act 1975 within Bath & North East Somerset:
- (a) Twerton Park – Designated stadium
- 117 Regulated Stands under the Fire Safety and Safety at Places of Sport Act 1987 within Bath & North East Somerset:

- (a) 2 Regulated Stands at Bath Race Course
- (b) 2 Regulated Stands at Bath Rugby, Recreation Ground, Bath

ANNEX 1 – TIMESCALES FOR PLANNING AN EVENT

All timescales are for guidance only and represent the latest date that tasks should be completed. It is strongly recommended that event organisers begin their preparations as early as possible in order to minimise the risk of last minute complications.

Twelve months before

- Obtain permission to use the land/building where the event is to be held.
- Apply for a charitable street collection permit (if applicable).

Six months before

- Consult with local residents and Ward Councillors.
- Refer to *The Event Safety Guide* for guidance on health and safety considerations.
- Undertake risk assessments addressing fire, health and safety issues.
- Check whether the event location has permission for any licensable activities you wish to provide. If not, make arrangements to apply for a Temporary Event Notice or Premises Licence.
- Apply for a road closure order (if applicable).
- Apply for towing and removal of vehicles from roads that will be closed for the event (if applicable).
- Discuss your plans with the police.

Four months before

- If the event requires consultation with the Safety Advisory Group, contact the Chairperson.

Three months before

- Apply for a premises licence (if applicable).
- Apply for a street trading consent (if applicable).
- Inform Building Control of any temporary structures that will be on site (if applicable).

One month before

- Submit a Temporary Event Notice (if applicable).
- Take action to comply with Safety Advisory Group recommendations (if applicable).

ANNEX 2 – COUNCIL CONTROLLED GREEN SPACES

This information was adapted from the Council’s Green Spaces Strategy which was ratified by the Corporate Executive on 7 March 2007. Details of all Council controlled green spaces, regardless of size, can be found in the Strategy.

Site	Ward/Parish	Type	Hierarchy
Alexandra Park	Widcombe	Formal	Neighbourhood
Alice Park	Lambridge	Formal	Neighbourhood
Beacon Field	Peasedown St John	Formal	Neighbourhood
Beazer Maze, Weir & Riverbank	Abbey	Formal	Local
Carrs Wood	Twerton	Natural	Neighbourhood
Clandown Recreation Ground	Radstock	Formal	Neighbourhood
Green Park	Kingsmead	Formal	Local
Hedgemoor Park	Lansdown	Formal	Neighbourhood
Henrietta Park	Abbey	Formal	Neighbourhood
The Hollies	Midsomer Norton N	Formal	Doorstep
Kensington Meadows	Walcot	Natural	Neighbourhood
Keynsham Memorial Park	Keynsham N/E/S	Formal	District
Norton Radstock Greenway	Midsomer Norton N	Formal	District
Parade Gardens	Abbey	Formal	Local
Queen Square	Kingsmead	Formal	Doorstep
Royal Victoria Park	Kingsmead	Formal	District
Saltford Recreation Ground	Saltford	Formal	Neighbourhood
Sydney Gardens	Bathwick	Formal	Neighbourhood

Hierarchy	Description	Functions / Features	Permitted Uses
District	Over 10 ha. Site functions / features designed in such a way to not cause unreasonable nuisance to neighbours.	<p>Formal district spaces often include the functions / features of a formal neighbourhood space plus:</p> <ul style="list-style-type: none"> • Venue for appropriate major outdoor events <p>Natural district spaces often include the functions / features of a natural neighbourhood space plus:</p> <ul style="list-style-type: none"> • Marked and maintained paths where appropriate • Signage around the site giving information about the space • Venue for educational activities 	<ul style="list-style-type: none"> • Fêtes, fairs and similar • Open air concerts and music festivals • Trade shows • Sporting events • Horse shows, agricultural shows, dog shows, car and caravan shows and similar • Open air entertainment including theatre, opera and historic re-enactments • Firework displays • Processions, marches and carnivals • Religious events • Public outdoor meetings
Neighbourhood	Over 2 ha. Site functions / features designed in such a way to not cause unreasonable nuisance to neighbours. Can sometimes be of national historic landscape importance as well as local importance.	<p>Formal neighbourhood spaces often include the functions / features of a local space plus:</p> <ul style="list-style-type: none"> • Formal activities for young people 12 and over • Formal provision for active pursuits, e.g. tennis courts, bowling greens • Venue for larger appropriate neighbourhood events • Opportunities for local people to become involved in the management of the site and to provide voluntary labour towards the maintenance of the site <p>Natural neighbourhood spaces often include the following functions / features:</p>	<ul style="list-style-type: none"> • Fêtes, fairs and similar • Small scale open air concerts and music festivals • Trade shows • Local sporting events • Horse shows, agricultural shows, dog shows, car and caravan shows and similar • Open air entertainment including theatre, opera and historic re-enactments • Firework displays • Processions, marches and carnivals • Religious events • Public outdoor meetings

		<ul style="list-style-type: none"> Entrance signage with details of site interest Somewhere to sit Somewhere for shade Significant natural interest Opportunities for local people to become involved in the management of the site and to provide voluntary labour towards the maintenance of the site 	
Local	Over 1 ha. Site functions / features designed in such a way to not cause unreasonable nuisance to neighbours.	<p>Often include the functions / features of a doorstep space plus:</p> <ul style="list-style-type: none"> Formal play (equipped) for children aged up to 12 years Informal active pursuits, e.g. walking, jogging, work outs etc Features of horticultural or landscape interest Venue for appropriate small-scale local events Areas specifically managed for wildlife benefit 	<ul style="list-style-type: none"> Fêtes, fairs and similar Small scale open air music concerts and music festivals Trade shows Local sporting events Open air entertainment including theatre, opera and historic re-enactments Firework displays Processions, marches and carnivals Religious events Public outdoor meetings
Doorstep	Over 1000 m ² . Situated / designed so that casual use of the space does not cause unreasonable nuisance to neighbours.	<p>Often include the following functions / features:</p> <ul style="list-style-type: none"> Informal play (unequipped), with adult supervision as appropriate Somewhere to walk Somewhere to sit Somewhere for shade Somewhere to appreciate nature Somewhere to meet friends 	<ul style="list-style-type: none"> Fêtes, fairs and similar Trade shows Local sporting events Open air entertainment including theatre, opera and historic re-enactments Firework displays Processions, marches and carnivals Religious events Public outdoor meetings

**ANNEX 3 – ADVANCE NOTICE AND SIGNAGE FOR TEMPORARY HIGHWAYS ARRANGEMENTS
(FOR EVENTS HAVING A SIGNIFICANT IMPACT ON THE MAJOR ROAD NETWORK)**

ITEM	DETAILS	LOCATION	DELIVERY AND CERTIFICATION	LEAD-IN TIME
Advertisement & Notification				
Advertisement	B&NES statutory advertisement of Order	Publication in local paper		8 weeks in advance of event
Leaflet drop	Information leaflet with links to website and a contact telephone number	All frontages on designated route, venue streets, access routes and landlocked roads	Hand delivered and certified by organiser or their agent	4 weeks in advance of event
On-Street Statutory Notices				
Legal Notices	Copies of formal B&NES legal notice fixed to lamp posts and signposts	At frequent locations on all roads affected by a legal Temporary Traffic Regulation Order	Erected, maintained (weekly inspection) and certified by organiser or their agent	Erect 3 weeks in advance of event and maintain until event day
Legal notices for tow-away areas	Copies of formal B&NES legal notices fixed to lamp posts and signposts	On all roads where tow-away is proposed	Erected, maintained and certified by B&NES	Erect at least 6 weeks in advance of event and maintain until event day. These signs will be erected by our contractor and checked weekly by Parking Services staff. The cost will be recharged to the event organiser

On-Street Advisory Signs					
Parking bay signs	Where considered necessary by the Council, plain English signs with details of proposed restrictions fixed to lamp posts and signposts	All parking bays on designated course route, venue streets & access routes	Erected, maintained (weekly inspection) and certified by organiser or their agent	Erect 6 weeks in advance of event and maintain until event day Design and location of these signs must be agreed with Parking Services	
AA Information Signs – general	AA large metal signs fixed to lamp posts and signposts with details of event times and dates	Major approach roads to event site	Erected, maintained (weekly inspection) and certified by AA Signs	Erect 2 weeks in advance of event and maintain until event day	
AA Information Signs- on event route	AA large metal signs fixed to lamp posts and signposts with details of proposed restrictions	Designated course route, venue streets & access routes	Erected, maintained (weekly inspection) and certified by AA Signs	Erect 6 weeks in advance of event and maintain until event day	
AA Diversion Signs	AA large metal signs fixed to lamp posts and signposts	Diversion routes	AA signs	Event day	
Cones	'No Parking' cones	Areas of suspended parking	Erected, maintained and certified by organiser or their agent, including details of any vehicles parked at the time	In advance of event (discuss with Parking Services)	
Road closures	Mixture of 'A' boards and barrier mounted sign	All road closure sites	Erected and supervised by organiser or their agent	Event day	

Other Notification & Consultation					
Other media	Local newspapers, local radio & TV		Press releases by organiser and B&NES	From 8 weeks in advance of event	
Website	Advance notice of closures and suspensions, plus diversion routes and contact details for enquiries	Website to be arranged by Organiser	Organiser	Minimum 4 weeks in advance of event	
General notification	Letters and emails	Ward Councillors, emergency services, residents' groups, places of worship, businesses, motoring organisations, coach operators and others as specified by B&NES	Delivered by organiser	8 weeks in advance of event	

ANNEX 4 – CONTACT DETAILS

Avon Fire and Rescue

mark.burton@avonfire.gov.uk
0117 926 2061 ext 463 /
timothy.leigh@avonfire.gov.uk
0117 926 2061 ext 460

Licensing Team

licensing@bathnes.gov.uk
01225 477531

Avon and Somerset Constabulary Liquor Licensing Bureau

liquorlicensing@avonandsomerset.pnn.police.uk
01225 842475

Parking Services

parking@bathnes.gov.uk
01225 477134

Community Safety Team

communitysafety@bathnes.gov.uk
01225 477248

Events Advice and Support

event@bathnes.gov.uk
01225 396181

Development Control

development_control@bathnes.gov.uk
01225 394041

Public Transport Team

transportation@bathnes.gov.uk
01225 394201

Environmental Protection

environmental_protection@bathnes.gov.uk
01225 396628

Trading Standards

trading_standards@bathnes.gov.uk
01225 397653

Health, Safety and Food Team

public_protection@bathnes.gov.uk
01225 477508

Traffic and Safety Team

transportation@bathnes.gov.uk
01225 394256

Highways Maintenance Team

highways@bathnes.gov.uk
01225 394253

Waste Services

councilconnect@bathnes.gov.uk
01225 394041

ANNEX 5 – SOURCES OF FURTHER INFORMATION

Related Council Policies and Guidance

Green Space Strategy

Bath & North East Somerset Council

<http://www.bathnes.gov.uk/environmentandplanning/parksandopenspaces/Pages/consult.aspx>

Local Cultural Strategy

Bath & North East Somerset Council

<http://www.bathnes.gov.uk/councilanddemocracy/policiesplans/localculturalstrategy/Pages/default.aspx>

Events Management Strategy

Bath & North East Somerset Council

<http://democracy.bathnes.gov.uk/CeListDocuments.aspx?MID=3014&RD=Minutes&DF=20%2f07%2f2010&A=0&R=0>

Health and Safety / Risk Assessments

The Event Safety Guide: A guide to health, safety and welfare at music and similar events (The Purple Book)

Health and Safety Executive

<http://www.hse.gov.uk/pubns/books/hsg195.htm>

Working together on firework displays: A guide to safety for firework display organisers and operators

Health and Safety Executive

<http://www.hse.gov.uk/pubns/books/hsg123.htm>

Giving your own firework display: How to run and fire it safely

Health and Safety Executive

<http://www.hse.gov.uk/pubns/books/hsg124.htm>

Managing crowds safely: A guide for organisers at events and venues

Health and Safety Executive

<http://www.hse.gov.uk/pubns/books/hsg154.htm>

Fairgrounds and amusement parks: Guidance on safe practice

Health and Safety Executive

<http://www.hse.gov.uk/pubns/books/hsg175.htm>

The Good Practice Safety Guide for Small and Sporting Events Taking Place on the Highway Roads and Public Places

Home Office

<http://www.homeoffice.gov.uk/publications/police/operational-policing/event-safety-guide>

Safety at Events (A Guide to Risk Assessments)

Bath & North East Somerset Council

<http://www.bathnes.gov.uk/business/LicencesStreetTrading/Pages/RoyalWeddingRiskAssessment.aspx>

Fire Risk Assessments

Avon Fire and Rescue

<http://www.avonfire.gov.uk/Avon/Commercial+fire+safety/Fire+Risk+Assessment.htm>

Fire Safety Risk Assessments for Open Air Events and Venue

Department for Communities and Local Government

<http://www.communities.gov.uk/publications/fire/firesafetyassessment>

Accessibility

Equalities Act 2010 – Guidance for Service Providers

Equality and Human Rights Commission

<http://www.equalityhumanrights.com/advice-and-guidance/guidance-for-service-providers/>

Attitude is Everything – Improving Deaf and Disabled People’s Access to Live Music

<http://www.attitudeiseverything.org.uk/>

Miscellaneous

Event Planning Toolkit

Bath & North East Somerset Council

<http://www.bathnes.gov.uk/eventstoolkit>

Sustainable Events Guide

DEFRA

<http://www.defra.gov.uk/sustainable/government/advice/documents/SustainableEventsGuide.pdf>

Guidelines for the use of Performing Animals

RSPCA

<http://www.rspca.org.uk/allaboutanimals/wildlife/captivity/performinganimals>

Outdoor Advertisements and Signs: A Guide for Advertisers

Department for Communities and Local Government

<http://www.communities.gov.uk/publications/planningandbuilding/outdooradvertisements>

Register of Licensed Waste Carriers

Environment Agency

<http://www2.environment-agency.gov.uk/epr/search.asp?id=EP8&&type=register>

Waste Duty of Care Responsibilities

Environment Agency

<http://www.environment-agency.gov.uk/business/topics/waste/40047.aspx>

Keeping Food Safe

Food Standards Agency

<http://www.eatwell.gov.uk/keepingfoodsafef/>

This Events Policy can be made available in a range of languages, large print, Braille, on tape, electronic and accessible formats from the Public Protection Team.

Tel: 01225 396759

Fax: 01225 396142

Email: public_protection@bathnes.gov.uk

Appendix C – Equalities Impact Assessment

Title of policy being assessed	Events Policy 2011
Name of directorate and service	Environmental Services
Name and role of officers completing the EIA	Sue Green – Service Manager, Public Protection Joanna Gregson – Service Development Project Officer
Contact telephone number	01225 477531
Date of assessment period	18 January 2011 – 10 March 2011

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1.	Identify the aims of the policy and how it is implemented.		
	Key questions	Answers / Notes	Actions required
1.1	Is this a new a new policy or a review of an existing one?	New policy.	
1.2	What is its aim?	To encourage organisers of all sizes of event to comply with regulatory requirements and best practice, by:	

Page 76		<ul style="list-style-type: none"> • Specifying the regulatory requirements that they must meet in order to run a safe and legal event. • Defining terms of reference for the Safety Advisory Group. • Identifying Council controlled spaces and outlining the application process and criteria that will be used when determining applications for road closures / to use Council land. <p>To increase the number of events held in B&NES, especially those run by individuals and community groups, by providing a 'plain English' guide to the processes involved.</p>	
1.3	Whose needs is it designed to meet?	<p>Event organisers. Council officers. All residents and visitors who may attend an event in B&NES.</p>	
1.4	Who defines or defined the policy? (e.g. is it a national requirement?). How much room for review is there?	<p>Combination of legal requirements and Council policy. The elements based on Council policy can be reviewed once the Events Policy has 'bedded in'.</p>	Review the policy annually.
1.5	Who implements the policy?	<p>Officers within the Service Delivery directorate, e.g. Health & Safety, Licensing, Highways, Parks and</p>	

		Open Spaces.	
1.6	Are there any areas of the policy where those carrying it out can exercise discretion? If so is there clear guidance on this?	<p>Yes.</p> <ul style="list-style-type: none"> • The Divisional Director of Environmental Services (or other authorised officer) will have the authority to revoke a land use agreement or withdraw support from a street closure in certain circumstances, as specified in the policy. This will only be done after consultation with the Cabinet Member and Director of Service Delivery. • The Safety Advisory Group will continue to exercise discretion in advising event organisers on safety matters. They will now be able to recommend to the Divisional Director of Environmental Services that permission to use the highway / Council land is withdrawn if their requirements are not met. • The Highways and Parks and Open Spaces teams will continue to exercise discretion in determining applications to use the highway / Council land. The policy sets out the criteria which must be applied in making the decision. 	

		<ul style="list-style-type: none"> Officers advising event organisers on non-legal requirements (such as the provision of recycling facilities) will continue to exercise discretion – advice is tailored to the nature and scale of the event. 	
1.7	What could stop the policy from meeting its aims? (see 1.2)	<p>Most events are organised by people/bodies external to B&NES so compliance with regulatory requirements and best practice cannot be guaranteed.</p> <p>There could be a language barrier where an event organiser is not fluent in English, or where an event organiser has a disability which requires different means of communication, e.g. partial sightedness.</p>	
1.8	Do the aims of this policy link to or conflict with any other policies of the Council?	<p>The policy supports event organisers to run safe, legal events. This contributes to B&NES' vision of making Bath & North East Somerset an even better place to live work and visit, and its priority to build communities where people feel safe and secure.</p> <p>The policy aims to increase the number of events held in B&NES and ensure they are properly run. This fits in with the Council's Cultural Strategy which aims to</p>	

		<p>promote events in the area and ensure those taking part have a sense of enjoyment.</p> <p>The policy also furthers the Council's priorities of addressing the causes of climate change and promoting sustainable growth, by encouraging organisers to limit their event's impact on the environment.</p>	
1.9	Is responsibility for the implementation of this policy shared with other bodies?	Yes. Where an event is sufficiently large as to require consultation with the Safety Advisory Group, other bodies (Police, Fire Brigade, Ambulance Trust etc) will take part in advising organisers on safety matters.	
<p>Page 75</p> <p>2. Consideration of available data, research and information</p>			
	Key questions	Answers / Notes	
2.1	What do you already know about people who use and deliver the policy?	<p>These are officers who already fulfil the regulatory roles set out in the policy, and who should be familiar with the Council's equalities policies.</p> <p>The external bodies involved in implementing the policy as part of the Safety Advisory Group are also likely to have their own equalities policies. The Group is led by an employee of B&NES who should</p>	

		have received appropriate equalities training. If the Group recommends that an event should not be permitted to take place, the final decision will rest with a service director within B&NES.	
2.2	What quantitative data do you already have? (e.g census data, staff data, customer profile data etc)	There is access to the 2001 census data as needed. Customer profiles could be collected on an event by event basis if necessary.	
2.3	What qualitative data do you already have? (e.g results of customer satisfaction surveys, results of previous consultations, staff survey findings etc).	2009 satisfaction survey of customers across the whole of Public Protection and a 2008 survey of Licensing Team customers*. Both surveys give limited information on the ethnicity and disability of customers. Results show that the majority of customers are white and non-disabled. Where customers state that they are disabled, they also say that the service has met their access needs.	To devise a way of monitoring equalities information specifically for event organisers. A customer satisfaction survey which includes equalities questions could be sent to all customers who consult the Safety Advisory Group, apply for a road closure or apply to use Council land. The results can feed into any future review of the policy.
2.4	What additional information is needed to check that all equality groups' needs are met? (see section 4). Do you need to collect more data, carry out consultation at this stage?	Advice from 'in house' equalities teams and external equalities groups.	
2.5	How are you going to go about getting the extra information that is required?	Consult with equalities teams as part of general consultation process.	Consult with equalities teams and external equalities groups.

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***RELEVANT RESULTS OF CUSTOMER SATISFACTION SURVEYS**

Reception Survey – Whole of Public Protection Service: Throughout May and June 2009, all 958 visitors to the Public Protection reception were asked to complete a survey about the quality of service they received. 39 people responded. 1 person stated that they were disabled

Appendix C – Equalities Impact Assessment

and that the service had met their access needs. 92% of respondents identified themselves as White, 5% as Asian and 1 person preferred not to say.

Licensing Team – Alcohol, Entertainment and Late Night Refreshment Licensing: During October 2008, questionnaires were sent to all 809 premises with a valid licence issued under the Licensing Act 2003 regarding the quality of services provided by the Council's Licensing Team. The premises included all those licensed under the Act, which includes, those selling alcohol, late night hot food, theatres, cinemas, clubs and entertainment centres. A total of 59 questionnaires were completed and returned (7.3%). 1 of the 58 people who answered this question considered themselves to be a disabled person. When asked if the service met their access needs, the person with a disability answered 'yes'. 52 respondents identified themselves as White, 1 as Asian and 4 as Other ethnicity.

3. Formal consultation (include within this section any consultation you are planning along with the results of any consultation you undertake)			
	Key questions	Answers/notes	Actions required
Page 81	Who do you need to consult with?	<ul style="list-style-type: none"> • Council officers and managers who are involved in securing compliance with regulatory requirements and Council policy. • Partner organisations (e.g. Police, Fire Brigade). • The Council's in-house equalities groups. • External equalities groups. • Residents' associations • Councillors. • Parish councils. • Premises Licence and Club Premises Certificate holders. • Organisers of past events within B&NES. 	Establish consultation framework and timescales. Make contact with external equalities groups.
3.2	What method of consultation can be used?	Emails / letters if necessary.	

Appendix C – Equalities Impact Assessment

3.3	What consultation was actually carried out as part of this EIA and with which groups?	Consultation took place with all the groups listed in 3.1 above.	
3.4	What were the main issues arising from the consultation?	See Appendix E. 'Attitude is Everything', a national body promoting access to live music for deaf and disabled people, responded that the policy provides a good signpost on the issues.	
4. Assessment of impact			
Page 82	Based upon any data you have analysed, or the results of consultation or research, use the spaces below to list how the policy will or does actually work in practice for each equalities strand: 1. Consider whether the policy meets any particular needs of each of the six equalities groups. 2. Identify any differential impact (positive or adverse) for each of the six equalities groups 3. Include any examples of how the policy or service helps to promote race, disability and gender equality.		
		Impact or potential impact (negative, positive or neutral)	
4.1	Gender – identify the impact/potential impact of the policy on women, men and transgender people	Neutral. Events are usually aimed at the mass market, regardless of gender. There is nothing in the policy which impacts on one gender more than another.	
4.2	Disability - identify the impact/potential impact of the policy on disabled people (ensure consideration of a range of impairments including visual and hearing impairments, mobility impairments, learning disability etc)	Positive. The policy reinforces event organisers' obligations to make reasonable adjustments for attendees with disabilities under the Equality Act 2010. The policy can be made available in large print, Braille, on tape, electronic and accessible formats. There is a statement in the policy to this effect.	
4.3	Age – identify the impact/potential impact of	Neutral. Events are usually aimed at the mass market, regardless of age.	

Appendix C – Equalities Impact Assessment

	the policy on different age groups	Nothing in the policy impacts adversely on one group on the grounds of age.	
4.4	Race – identify the impact/potential impact on different black and minority ethnic groups	Neutral. Events are usually aimed at the mass market, regardless of race.	
4.5	Sexual orientation - identify the impact/potential impact of the policy on lesbians, gay men, bisexual and heterosexual people	Neutral. Events are usually aimed at the mass market, regardless of sexual orientation.	
4.6	Religion/belief – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.	Neutral. Events are usually aimed at the mass market, regardless of religion or belief.	
Page 83	Key questions	Answers/notes	Actions required
4.7	Have you identified any areas in which the policy is discriminatory? If you answer yes to this please refer to legal services on whether this is justifiable within legislation.	No.	
4.8	If you have identified any adverse impact(s) can it be avoided, can we make changes, can we lessen it etc? (NB: If you have identified a differential or adverse impact that amounts to unlawful discrimination, then you are duty bound to act to ensure that the Council acts lawfully by changing the policy or proposal in question).	N/A	
4.9	Is there any additional action you can take to meet the needs of the six equalities groups above?	N/A	

5.	Internal processes for the organisation – to be explored at the end of the EIA process.		
Making a decision in the light of data, alternatives and consultations			
	Key questions	Answers/notes	Actions required
5.1	How will the organisation’s decision making process be used to take this forward?		
Monitoring for adverse impact in the future			
	Key questions	Answers/notes	Actions required
5.2	What have we found out in completing this EIA? What can we learn for the future?		
5.3	Who will carry out monitoring?		
5.4	What needs to be monitored?		
5.5	What method(s) of monitoring will be used?		
5.6	Will the monitoring information be published?		
Publication of results of the equality impact assessment			
	Key questions	Answers/notes	Actions required

Appendix C – Equalities Impact Assessment

5.7	Who will write up the EIA report?	Joanna Gregson (Public Protection).	
5.8	How will the results of the EIA be published?	On the Council's 'Equality Impact Assessments' web page.	

**6. Bath and North East Somerset Council
Equality Impact Assessment Improvement Plan**

Please list actions that you plan to take as a result of this assessment (continue on separate sheets as necessary). These actions need to be built into the service planning framework and targets should be measurable, achievable, realistic and time bound.

Title of service/function or policy being assessed: Events Policy

Name and role of officers completing assessment: Joanna Gregson (Service Development Project Officer) and Sue Green (Service Manager, Public Protection)

Date assessment completed: 28 January 2011

Issues identified	Actions required	Progress milestones	Officer responsible	By when
Need for regular reviews of the policy. Page 86	Review the policy annually.	Policy reviewed each year.	Sue Green and Joanna Gregson	Each anniversary of the policy being published.
Need to devise a way of monitoring equalities information specifically relating to impact of the policy on event organisers.	Create a customer satisfaction survey to be sent to event organisers who have consulted the SAG, or held an event on the public highway or Council land.	Obtain agreement from the departments that would be involved. Prepare survey. Send survey out annually and analyse results for opportunities to improve on equalities issues. Take steps to realise opportunities for improvement.	Joanna Gregson	By first anniversary of policy being published and annually thereafter.
Need to ensure that equalities groups' needs are met by the policy.	Identify relevant equalities groups (both internal and external) and include in the consultation process.	Relevant groups identified for consultation. Consultation completed.	Joanna Gregson	By 31 March 2011.

Appendix D – Consultation Responses

Consultee	Comments	Response
Lisa Ommanney (Attitude is Everything)	The policy provides a good signpost for equalities issues. Feel free to include links to our website.	Actioned.
Jane Wildblood (Corporate Sustainability Manager)	Add an index and executive summary highlighting Council's overall approach to events and highlighting key issues.	An index will be added. Officers will review the need for an executive summary.
	Might be difficult for community organisers to understand the language/navigate such a big document.	Online 'Event Planning Toolkit' will provide an accessible user guide to the policy. This will go live once the policy has been ratified by O&S.
Cllr Charles Gerrish Page 87	Amend definition of a 'major event' so it catches events like the Keynsham firework display which causes issues with cars being parked illegally.	<p>This definition was obtained from the Safety Advisory Group Training Programme and has been adopted by a number of local authorities across the country.</p> <p>However, web guidance will be amended to include a 'best practice' section on encouraging the use of public transport/managing parking. This will be produced with input from Parking Services.</p>
Robin Wood (Senior Trading Standards Officer)	Amend paragraph 29 to say organisers must consult the SAG 'at least 2 months before the event' instead of 'at an early stage'.	Actioned (now paragraph 30).
Dorothy Miley (Parking Services Manager)	Add to Annex 1 – Six months before: 'Apply for towing and removal of vehicles from roads that will be closed for the event (if applicable)'.	Actioned.
Imogen Coles (Environmental Health Officer)	Fully explains the multi-agency approach with good info/contact details about those agencies. Equalities has been covered well.	N/A

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Page 88	<p>Mark Williams (Principal Building Control Surveyor)</p> <p>The order of ‘Regulatory Requirements’ seems quite random.</p>	Put into alphabetical order.
	<p>Add a paragraph to ‘Regulatory Requirements’ about Building Control and temporary structures (suggested wording provided):</p> <p>“Organisers of events who intend to erect temporary structures such as grandstands, stages, lighting, sound or control towers, tents, marquees or canopies etc should contact Building Control well in advance of the event and provide sufficient details including layout plans and construction details/calculations to enable the structural stability of the structure to be verified. The Building Control section will check the information provided and undertake inspections to ascertain the structural stability of any significant temporary structures.”</p>	Actioned and a bullet point regarding temporary structures has been added to Annex 1.
Page 88	<p>Andrew Jones (Environmental Monitoring and Licensing Manager)</p> <p>Paragraph 24 (performing animals) – They should come to Licensing for this.</p>	Licensing will only have details of performing animals whose owners live in B&NES. No need to amend.
	<p>Paragraph 1.1 – Remove reference to flower show as it’s not happening this year.</p>	Actioned.
	<p>Cllr Ian Dewey</p> <p>Looks good – but a little too long.</p>	Web-based ‘Event Planning Toolkit’ will be more accessible.
	<p>Ben Hardy (Richmond Events Management)</p> <p>Provides a useful terms of reference for events in Bath in one readable format. May need to be updated when the new Event Safety Guide is published by the Health and Safety Executive.</p>	Guidance will be reviewed when new document becomes available.
	<p>Alan Bartlett</p> <p>Paragraph 55 – Why is Charlotte Street singled out?</p>	Amended heading from ‘Charlotte Street Car Park’ to

Appendix D – Consultation Responses

(Principal Licensing Officer)	Seems strange that the other car parks are not mentioned.	'Council-owned Car Parks' (now paragraph 56).
Cllr Roger Symonds	The SAG meets one week before an event – this seems too short a timescale.	Emailed Cllr Symonds to clarify that the SAG meets around two months before an event; the organiser must provide their event management plan one week before the meeting.
Paul Meyers (MSN Chamber of Commerce and event organiser) Page 89	TRAINING: anyone running an event should be offered/encouraged to go on a course where the B&NES Events Policy is explained. For Major events I think if possible it should be compulsory - even if you have to make a charge. From my own experience I think hundreds of hours of officer time is wasted as people organising events muddle through.	This may be an option for the future, however, resources currently do not allow for a new training course to be developed. In any case, organisers of major events are expected to obtain their own expert advice.
	STARTING POINT APPLICATION: There should be a first stage application to B&NES which could then be copied to all departments to alert key individuals. This would also enable the creation of an events log that organisers could refer to in order to avoid a clash.	Major events will be channelled through the Future Bath Plus Public Events Panel which should ensure key individuals are alerted.
	B&NES 'ACCOUNT CONTACT': A B&NES facilitator should be allocated to all major projects once they have been 'logged' - possibly from Policy and Partnerships. This would enable one person in B&NES within the process to 'ring an alarm bell'.	TLC will be taking on a coordination role from May 2011.
	GETTING HOLD OF FORMS: One of the hardest stages of organising an event within B&NES is identifying the right forms to fill out. Whilst these are available on the B&NES website there are so many you have to be experienced to start with in order to work out which one to fill out.	The online 'Events Planning Toolkit' will make it easier to identify/download the necessary forms.

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Page 90	<p>MORE USER/CUSTOMER FOCUS: Given that the start of the events policy recognises that events do serve a public good, it is perhaps depressing that there is no feedback mechanism in the process to B&NES from organisers. Could there perhaps be a B&NES Events User Group which meet once a year to give feedback?</p>	<p>Recommendation to be made to the Future Bath Plus Public Events Panel.</p>
	<p>B&NES OWNED PREMISES AND NOT JUST BATH: I found trying to book the Recreation Ground for the Bath Night Walk a very long and protracted process. I'm not sure whether this is the place to raise it but I do think a more streamlined process is needed for such an important facility. Also in the event policy on page 32, Annex 2, the list of green spaces ONLY refers to Bath.</p>	<p>It is understood that the booking process for the Recreation Ground is currently being reviewed on behalf of the Trustees of the Rec Ground with the intention of appointing an administrator to improve the process.</p> <p>Annex 2 has been amended.</p>
	<p>QUALITY TIME SCALES: When submitting the starting point application or any form or report to the SAG it would be good if formal notification of receipt of the paperwork could be given along with the time scale for an expected decision. This sort of thing is provided by the Premises Licence/TEN process. Also publication of SAG meeting dates with submission deadlines for the documentation to get on the Agenda would be very helpful to event organisers.</p>	<p>Process will be changed to acknowledge receipt of documentation by SAG. SAGs are arranged ad hoc around upcoming events – when the SAG is notified of an event we set up a meeting and give the organiser a deadline for submitting the event management plan. However, a number of SAGs for 2011 have been pre-programmed and this information will be included on the website.</p>
	<p>SUPPLIERS: It may be a difficult one to accommodate, but on the basis that most organisers are using the same suppliers, is there some way that details can be shared. Although officers don't recommend suppliers once you get into the process you learn that for example Stuart Security or Archers Marquees regularly work in the area. In the training course couldn't suppliers somehow be invited to provide contact details without B&NES warranting their work?</p>	<p>Not relevant to this policy.</p>

Appendix D – Consultation Responses

	<p>THE TERROR?: In terms of feedback I sense a culture developing whereby B&NES officers feel they need to impress upon organisers the seriousness of what they are taking on. Whilst I don't disagree, I have seen two outcomes of this approach. The first is terror where some organisers lose sleep and never want to get involved again. The second reaction is for organisers to simply switch off and ignore advice or even subvert the system. We need a culture which I think focuses on assessing risk, putting in place plans to minimize it and then recognise that issues will always arise i.e. a happy medium.</p>	<p>The 'Events Planning Toolkit' should make the processes seem more manageable and support event organisers through the system.</p>
<p>Kate Hobson (Waste Management Officer)</p>	<p>Add two additional links to Environment Agency pages to Annex 5.</p>	<p>Actioned.</p>
<p>Rachel Ward (Stronger Communities Manager)</p>	<p>Add spaces outside of Bath to Annex 2.</p>	<p>Actioned.</p>
<p>Mark Burton (Fire Safety Officer) and Denis McCann (Unitary Manager)</p>	<p>Page 5, to enforce compliance with the Regulatory Reform Fire Safety Order 2005. Page 28, Point (a) should mention the above guidance. Page 28, Point (b) should mention the other relevant publication i.e. Fire Safety Risk Assessment Open Air Events and Venues Page 39 contact details me first then Tim, as main point of contact. With correct extension numbers. Page 40 this link should direct people to the Open Air Events guidance.</p>	<p>Actioned.</p>

Appendix D – Consultation Responses

Page 92	Henry Brown (Federation of Bath Residents' Associations)	Made a formal complaint regarding the brevity of the consultation process. Consultees only had one week in which to read the policy and submit their comments.	Request to O&S panel to note this complaint.
		Paragraph 2.1 (definition of a community event) – The definition currently refers to events run by charities or voluntary, not-for-profit, or community organisations. It should only apply to events run by a local organisation. An event run by a non-local organisation should not be classified as a community event.	Comments noted, however, officer recommendation is that definition remains the same.
		Paragraph 6.1 (definition of major events) – Currently refers to public events. The definition should include private events.	This definition was obtained from the Safety Advisory Group Training Programme and has been adopted by a number of local authorities across the country. SAGs were established as a result of Lord Justice Taylor's recommendations that local authorities set up groups to oversee and enhance safety at public events. The SAG has no mandate to look into private events, although those held on Council land will still have to complete a satisfactory risk assessment and comply with Council officers' recommendations, and licensing legislation would apply to many such events.
		Paragraph 17.2 ("Although individual traders will be subject to enforcement action if they operate illegally, the organiser has overall responsibility for ensuring that all activities taking place at the event are run in compliance with the law.") – This responsibility on organisers looks somewhat hollow if there is no sanction applicable to them. If there is a sanction, this should be made clear.	There is no sanction for organisers – enforcement action can only be taken against the traders themselves. We would like organisers to take responsibility for traders at their event but this is simply 'best practice' rather than a legal requirement (now paragraph 21.2).

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Page 93	<p>Para 21.1 - We welcome this, and would be grateful if you would strengthen it to read:</p> <p>“Organisers are strongly encouraged to consult with local residents or businesses who may be affected by the event, either directly or through their representative organisations, and to address any reasonable concerns that are raised. In many cases the organiser will be making applications in connection to the event (such as for a premises licence or road closure), to which local residents and businesses can object. Consulting early and responding to reasonable concerns could improve the chances of an application going unopposed, and thus reduce the risk of delay.”</p>	Actioned (now paragraph 12.1).
	<p>Para 22(c) (restricting political events on Council land) – Should there not be some provision for outdoor political meetings, rallies etc?</p>	Paragraph amended to apply only to extreme political parties (now paragraph 23 (c)).
	<p>Para 50.1 (notices for road closures) – The heart sinks at your requirement for legal notices and plain English notices. Surely we are trying to declutter the city under the Public Realm & Movement Programme? The Council should be looking for a way to reduce the number of notices, not increase it.</p>	This reflects the current position, however, the matter has been raised with the Traffic and Safety Team who are considering amending it to plain English notices only. They need to notify the public of this change, which will take some time. They hope to have completed this by the first review of the policy (now paragraph 51.1).
	<p>Para 51.1 (letter drops for residents regarding road closures) – Please add: Where there are several households at one address, eg multiple flats in a converted house, a letter should be dropped for every household.</p>	Actioned (now paragraph 52.1).

Appendix D – Consultation Responses

Page 94	<p>Para 53.1 (requirement to remove signs, barriers etc after the event) – This should say something about enforcement action if signs and their fixings are not removed promptly.</p>	<p>The Traffic and Safety Team do not have powers to take enforcement action over this, and sanctions for littering can only be imposed where the person responsible is witnessed doing so. However, the applicant must make themselves known to local residents via the consultation process, so it is in their interests to leave the site as they found it (now paragraph 54.1).</p>
	<p>Para 55 (currently headed ‘Charlotte Street Car Park’, but refers to all Council owned car parks) – Should read Council-owned car parks.</p>	<p>Actioned (now paragraph 56).</p>
	<p>Para 56 (requirement for organisers to agree suitable alternative parking for residents subject to a parking suspension) – Please add at the end: including covering the cost of alternative parking.</p>	<p>There is no statutory authority to require this although in practice this may be included within the Council’s requirements for a particular event (now paragraph 57).</p>
	<p>Annex 2 (key Council owned open spaces) – This applies to green spaces only. It is not clear how control is exercised over non-green spaces such as the Abbey Churchyard, Kingston Parade and Kingsmead Square. It is not clear from your paper whether these count as ‘highway’.</p>	<p>Most such areas are classified as Public Highway (maintained at public expense) and control of formal events can therefore be exercised within the scope of this policy. Kingston Parade is owned by the Council and consideration is being given as to how best to control activities and events in this and adjacent areas.</p>
	<p>Annex 2 (permitted uses for key spaces) – Should there not be some provision for public outdoor meetings (political or not)?</p>	<p>Actioned.</p>
<p>Cath Humphries</p>	<p>Amend ‘Parks and Open Spaces’ to ‘Parks and Estates’. And add Environmental Protection contacts to contacts list.</p>	<p>Actioned.</p>
<p>Cllr Andy Furse</p>	<p>How does this tie in with Royal Victoria Park’s policy? Can we wait until the residents’ meeting regarding RVP so they can comment on the policy?</p>	<p>The RVP policy was passed several years ago and some of its content is duplicated in the events policy, but it does still contain useful guidelines on the use of the park. The events policy will provide a general</p>

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		<p>framework for all events which the RVP policy will supplement with details specific to the park, such as limits on the number of days that can be given over to a particular activity.</p> <p>The policy needs to be finalised by Monday 14 March so it is not possible to wait until the residents' RVP meeting (which is Tuesday 15 March).</p>
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Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	9 November 2011	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2297
TITLE:	Delivering Sustainable Economic Growth	
WARD:	All	
AN OPEN PUBLIC ITEM		
<p>List of attachments to this report:</p> <p>Appendix 1: Updated Economic Strategy action plan</p> <p>Appendix 2: Economic Strategy target progress dashboard</p> <p>Appendix 3: Potential new Economic Strategy actions</p> <p>Appendix 4: Strengths of the local economy</p> <p>Appendix 5: Bath City Riverside 'City of Ideas' Enterprise Area</p> <p>Appendix 6: Economic Partnership proposed structure</p> <p>Appendix 7: Equality Impact Assessment</p> <p>Appendix 8: Housing and Major Projects Policy Development and Scrutiny Panel feedback</p>		

1. THE ISSUE

- 1.1 The Council's Economic Strategy 2010 - 2026 was endorsed in April 2010. It contains actions and targets for all public and private sector stakeholders to pursue in order to deliver its overall aim to improve the prosperity and wellbeing of Bath and North East Somerset residents through a more productive, competitive and expanded economy by 2026.
- 1.2 Following a detailed review of the Strategy to examine whether its priorities and assumptions remain valid in the light of changing circumstances, this paper sets out:
- (1) The progress that has been made against the Strategy's actions and targets
 - (2) The economic context of the 1st year of the Strategy
 - (3) New Government policies that need to be taken into account; and
 - (4) Recommendations for some new interventions, which will help to deliver the targets

- (5) The increased focus on delivery of both jobs and enabling development projects

2. RECOMMENDATION

- 2.1 The Cabinet agrees:
- 2.2 That while the thrust of the Economic Strategy, launched in April 2010 remains valid and the basis for action (see Appendices 1 and 2 for progress reports), strengthened actions provided in Appendix 3 are required to ensure it meets the current economic challenges faced by the District. These include re-invigorated actions on worklessness and skills development, business support, delivering regeneration schemes and promoting the District as a business location
- 2.3 To note the changes in National Government Economic Policy, that have led to the creation of the West of England Local Economic Partnership (LEP) and that it is intended to resource our active engagement with the LEP in order to provide a strong voice in the sub region and nationally
- 2.4 (Following the launch of the LEP and the establishment of an Enterprise Zone at Bristol Temple Quarter and a recommendation for a series of Enterprise Areas in the West of England). That Bath City Riverside is designated as the B&NES' Enterprise Area (see Appendix 5 for a map). This will be established as a key zone for economic growth, with the ability to deliver 65% of the District's jobs growth by 2026 and play a key role in providing jobs for local people. It will be resourced through Development and Major Projects to bring forward its development opportunities
- 2.5 To support the delivery of the Bath City Riverside 'City of Ideas' Enterprise Area a plan will be developed, which will be brought back to Cabinet in March 2012, that sets out the options for financing its delivery, called Planning the Future, Financing the Future, and explore options for providing incentives to high growth business sectors. This will support the delivery of the Council's Placemaking Plan
- 2.6 The Bath and North East Somerset Sustainable Growth Alliance will be re-launched and re-named the Bath and North East Somerset Economic Partnership. It will mirror the LEP structure and will focus on delivering the District's key developments, including the Bath Enterprise Area. Its effectiveness will be reviewed after one year (see Appendix 6 for proposed structure)
- 2.7 In order to maximise the benefits to be gained from the New Homes Bonus, Bath and North East Somerset will work with our partners, including the Homes and Communities Agency, to strongly focus on bringing forward the key housing led and mixed use sites in the District, all in accordance with the Core Strategy

3. FINANCIAL IMPLICATIONS

- 3.1 The paper is being drafted within the context of resources available within the current on-going budget cash limits for 2011/12 and will be subject to final budget approval for 2012/13

4. CORPORATE PRIORITIES

- *Building communities where people feel safe and secure; Sustainable growth; Improving the availability of Affordable Housing; Addressing climate change*

5. THE REPORT

Context

- 5.1 Appendix 1 provides a narrative of progress against the actions in the Economic Strategy. This shows that the Council and its partners have engaged in a wide range of projects against all the priority actions.
- 5.2 Appendix 2 sets out progress towards the 2013 targets in the Economic Strategy. In spite of the range of projects delivered, 5 economic indicators are at risk of missing their 2013 target. 4 others are on track and 3 are ahead of target
- 5.3 The targets which are at risk relate to the number of business births, Super Output Areas in the lowest 20% of the Index of Multiple Deprivation, the percent of jobs in high growth sectors¹, the Gross Value Added per worker² and the proportion of the working age population with at least level 2 NVQ or higher
- 5.4 The current economic context, set out in this report, shows that while Bath and North East Somerset has particular economic strengths (see Appendix 4 for a summary), it is not immune from the current challenging macro-economic climate. As the report shows in sections 5.10 to 5.17, unemployment is rising, particularly among 18-24 year olds, where 33.1% of all Job Seeker Allowance claimants are in this age group (up from 28.5% in July 2011), productivity growth has stalled and the amount of employment space in the District is falling
- 5.5 With appropriate interventions of the nature and variety set out in Appendix 3 it is considered that the net increase of approximately 9,000 jobs set out in the Core Strategy is achievable.
- 5.6 However the key issue to consider is that current economic analysis suggests that without these interventions and assuming the job creation trends of the last 10 years continue to 2026, only 3,100 net jobs will by then have been created.
- 5.7 Interventions would need to lead to a 150% increase in job creation performance to 2026 to meet this target. This would be a challenge with a strong economy, but is even more so in the current economic climate.
- 5.8 The risks of not delivering these new jobs are that the Council may fail to benefit from the new local government growth incentives and find its resources reduce. Bath and North East Somerset could in these circumstances have an increasing dormitory role with higher levels of out commuting and associated environmental impacts as people commute to find jobs elsewhere. The effect would be particularly acute among young people who are forced away from Bath and North East Somerset to find suitable employment opportunities elsewhere

Key changes

- 5.9 The following sections outline the key changes in the economy and in Government policy that have taken place over the last 18 months and which have led to the development of new proposed actions to deliver the Economic Strategy.

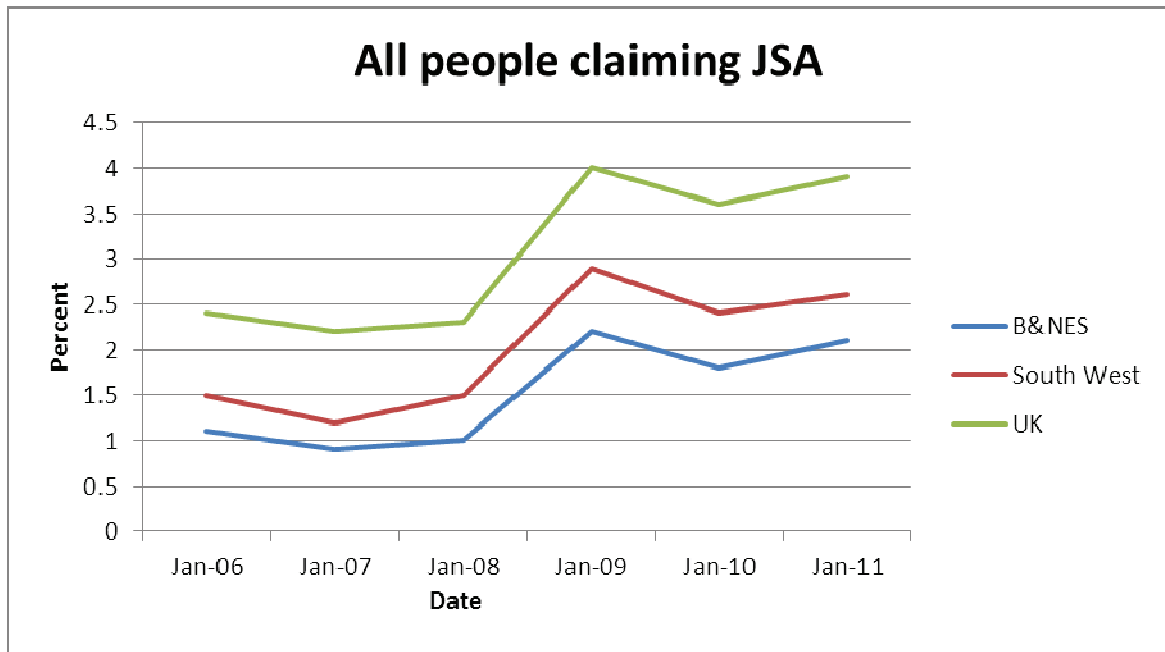
¹ These first two indicators are however subject to delays in data release and the latest figures are for 2009

² Gross Value Added (GVA) is the measure of worker productivity. The higher the GVA the more wealth being created

Employment

5.10 Table 1 below indicates Bath and North East Somerset is not immune from sluggish growth that currently marks the national economy, including the recent rise in UK unemployment. The District tends to track what happens nationally albeit at a lower level. With the recent announcement of the closure of the MOD sites in Bath and the decisions in the past 2 years of a major employer in Keynsham and more recently in the Somer Valley to relocate outside the District, there is a risk that the gap between local and UK performance may start to close

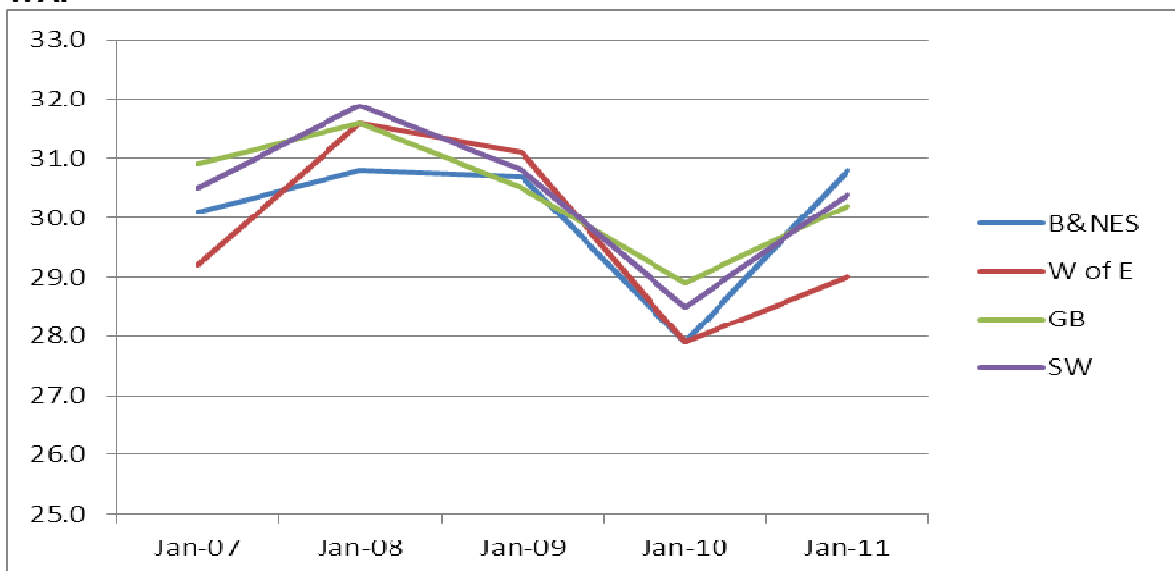
Table 1: Job Seekers Allowance claimants



Source: NOMIS

5.11 Table 2 below shows some early signs that this may be happening. The District has seen a noticeable rise in the proportion of those aged 18-24 as a proportion of the total working age population (WAP), claiming JSA in the past year.

Table 2: Percent of 18-24 year olds claiming JSA as a proportion of total WAP

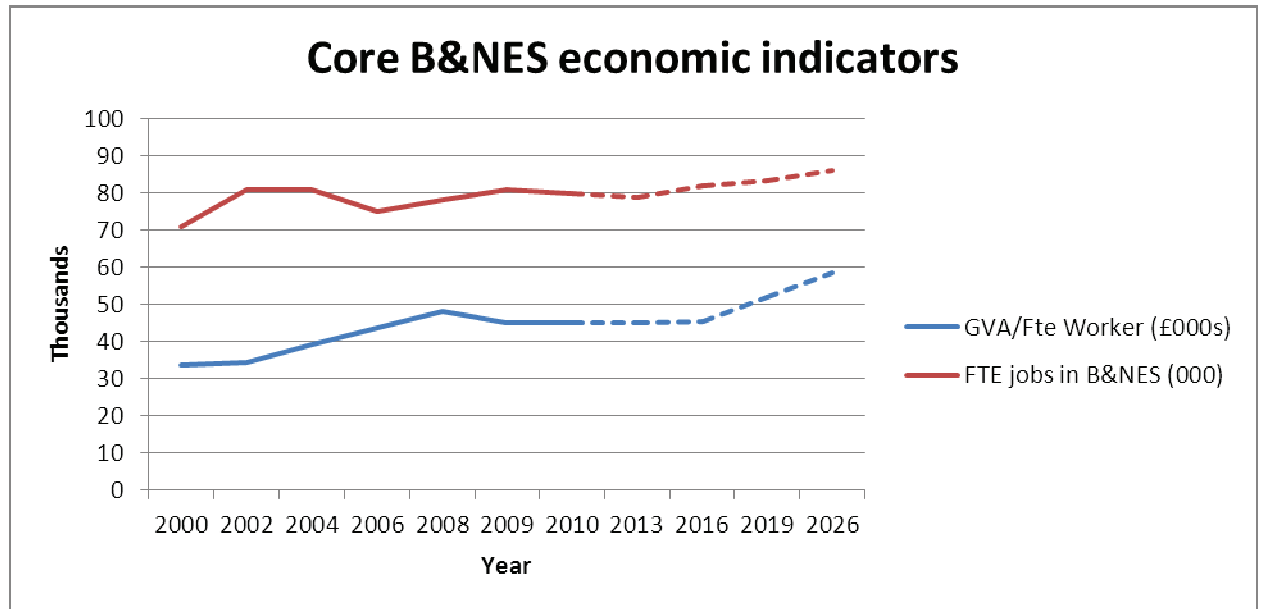


Source: ONS claimant count, August 2011

Business Growth

5.12 Table 3 below shows two key economic indicators for Bath and North East Somerset, Gross Value Added (GVA) per worker and number of full time equivalent (FTE) jobs across the District. These indicate the productivity of the workforce (measured by GVA) and the number of jobs for resident workers and are a good summary of the overall health of an economy.

Table 3: Core B&NES economic indicators



Source: Econi, South West Observatory

5.13 The table shows that over the past 10 years, productivity, measured by GVA, increased from about £36,400 in 2001 to £43,400 in 2011 per Full Time Equivalent (FTE) worker, ranking the District 3rd out of 15 South West authorities and higher than the national and South West average growth. Over the same period 3,000 jobs were created, ranking the area below the national and South West averages

5.14 The table also shows the step change required to deliver the Economic Strategy targets to grow total Full Time Equivalent employment by 10% and grow Full Time Equivalent productivity by a further 30% by 2026.

5.15 This is a significant challenge in the current economic climate and therefore productivity growth and employment growth are expected to vary considerably across the period

5.16 In addition to this between 1998 and 2008 Bath and North East Somerset suffered a net loss in office space equivalent to about 3.19% per annum. Similarly, while there has been a small net increase in factory and warehousing floorspace, the overall performance ranked the area 9th out of 11 authorities measured in the South West and just 50% of the regional average performance.

5.17 This falling provision of employment space acts as a significant drag on the District's ability to create new jobs and raise productivity levels

Summary

- 5.18 This analysis shows that the key challenges for the District therefore are:
- (1) The need to make a step change in job creation across the District
 - (2) The need to continue to improve the productivity of the workforce
 - (3) In order to achieve the above targets, the need to reverse recent trends and start to create modern office workspace
- 5.19 Despite these challenges and unlike many other areas, Bath and North East Somerset does have real economic strengths, which mean it is in a good position to come out of the economic slowdown stronger than before and with a higher proportion of private sector jobs
- 5.20 Bath and North East Somerset is already treasured for its outstanding physical, environmental, cultural and human assets. This makes it a place that people want to come to live and work
- 5.21 The recently published Local Economic Assessment sets out some further economic strengths of the District, which should make us confident for the future economic success of the area. These are set out in appendix 4, but in summary they are:
- (1) A highly skilled workforce, with world class Higher Education provision focussed on growth sectors
 - (2) An established, but light touch, local business ecosystem supporting new businesses
 - (3) Clusters of highly productive businesses, many of them identified as key sectors in driving the UK's economic recovery
 - (4) Public sector and tourism jobs providing a backbone to the local economy and a steady flow of income somewhat protected from recession and international competition
 - (5) Once they start, very good business survival rates indicating a strong underlying economy
 - (6) Nationally and internationally known destinations
- 5.22 Bath and North East Somerset therefore has real strengths and opportunities to build on its success in highly productive sectors. However as illustrated above, economic growth remains constrained in particular by a lack of new job creation and insufficient modern office space for businesses to locate
- 5.23 This evidence reinforces the aim of the Economic Strategy, which is *to build on our strengths to enable growth of more high value activities* and the overarching actions to deliver this aim:
- (1) Providing more business premises to allow indigenous business growth and attract new companies

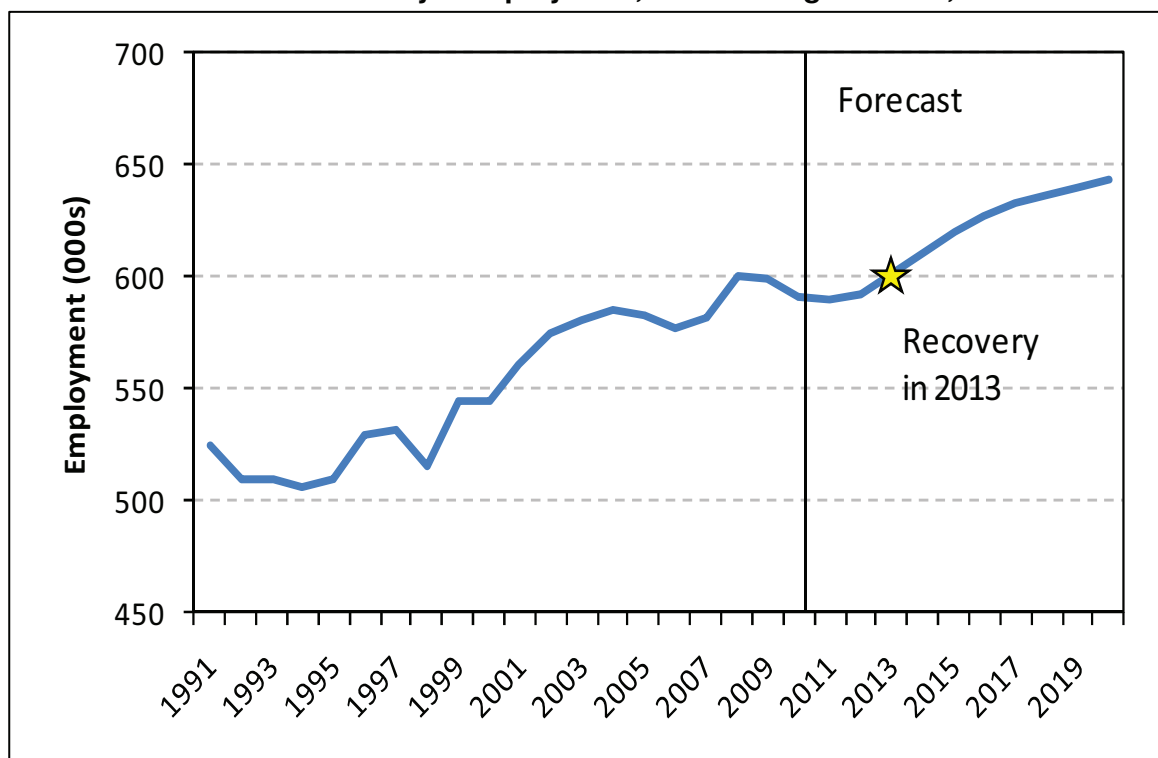
- (2) Support more innovation, start up and business growth locally, particularly in more productive sectors
- (3) Maintain and strengthen our market position in retail, leisure, tourism and manufacturing
- (4) Improve our competitive identity
- (5) Anticipate the skills needs of growth sectors and make a contribution towards ensuring the population is suitably skilled

The way forward

- 5.24 The rest of this report makes the case for new actions to be included in the Economic Strategy
- 5.25 The most fundamental change that has taken place since the publication of the Economic Strategy is the way that the Government is supporting sustainable economic growth. This has provided a number of new opportunities for the local area, which need to be embraced
- 5.26 The Government has endorsed a series of Local Enterprise Partnerships (LEPs). These private sector led partnerships between business and Local Authorities are expected to play a key role in promoting local economic development. They will take on some of the roles of the Regional Development Agencies, which will close in March 2012
- 5.27 The West of England LEP has been formed and is now functioning with Bath and North East Somerset, Bristol City Council, North Somerset and South Gloucestershire and business leaders developing a strong business plan for the area
- 5.28 The LEP has focussed on specific priorities that aim to tackle the barriers to private sector growth:
- (1) Agreeing an Enterprise Zone in Bristol, where the Local Authority will put in place a Local Development Order and the Government will prioritise investment in infrastructure and support business rate retention
 - (2) Proposing 5 Enterprise Areas sitting alongside the Enterprise Zone in order to provide a coherent West of England investment offer. Bath City Riverside 'City of Ideas' Enterprise Area is proposed to be one of these, with the estimated potential to create 9,000 jobs over the next 25 years
 - (3) Supporting the submission of the West of England's major transport schemes to the Department for Transport
 - (4) Engaging with Government Ministers to promote the infrastructure and business support needs of the West of England
 - (5) Supporting bids into Government to the Regional Growth Fund
 - (6) Developing strong sector support groups especially in the West of England's key strength sectors

- 5.29 Internationally Bristol and Bath are the two most well-known and economically significant locations in the West of England.
- 5.30 As Table 4 below shows, according to Oxford Economics, the West of England economy as a whole is projected to ‘recover’ by 2013, compared with Local Enterprise Partnerships in Core Cities by 2015 and Core Cities in general by 2015/17.

Table 4: Potential for ‘recovery’: Employment, West of England LEP, 1991 - 2020



Source: Oxford Economics 2011

- 5.23 The strengths of the West of England, such as its locational advantages, diverse economy and key sectors with high GVA outputs, put Bath and North East Somerset at the heart of a strong and confident sub region. This will aid job creation within Bath and North East Somerset, as the region competes successfully with other sub regions and attracts investment.
- 5.24 In the absence of RDA funds and to provide some funding to support projects that promote local economic growth the Government has launched a small number of grant funds, which are competitive. These include the Regional Growth Fund, a £1.4 billion programme to support private sector investment. The indications are that this competitive bidding approach is one which the Government will continue to pursue, putting the District and the sub region in direct competition with other UK sub regions for Government investment
- 5.25 The Strategy for Growth also further promotes the importance and economic potential of a low carbon economy through opportunities such as the Green Deal and the Renewable Heat Incentive to generate local low carbon economic growth
- 5.26 The Government has also introduced its Localism Bill. Its aim is to shift power from central Government back into the hands of individuals, communities and councils

- 5.27 As part of this approach the Government is now also consulting on future financing of Local Authorities
- 5.28 In announcing the review Eric Pickles MP, the Secretary of State for Communities and Local Government stated that it will *'look at ways to reduce the reliance of local government on central government funding, increase local accountability and ensure the benefits of economic growth are reflected in the resources authorities have.'*
- 5.29 The scope of the initial consultation is on proposals to allow local authorities to retain business rates, and to explore options for enabling authorities to carry out Tax Increment Financing within the business rates retention system
- 5.30 The Government has already introduced a new way of financing housing growth, through the New Homes Bonus (NHB). This provides local authorities with income for each house built for the following six years. The income from NHB is not ring fenced and can be spent locally, on local priorities
- 5.31 The Core Strategy proposes a requirement to build 11,000 homes by 2026, equivalent to 550 per year. Our track record shows that between 2006 and 2011 on average 393 have been built. To address this backlog and get back on track the Strategic Housing Land Availability Assessment indicates the need to build 3,626 homes between now and 2015/16
- 5.32 Delivering this is critical if Bath and North East Somerset is to maximise the opportunity of the New Homes Bonus and also to deliver sufficient homes for the future workforce, which will generate further income through business rate retention
- 5.33 Sufficient sites have been identified in Bath, the Somer Valley and Keynsham to deliver these targets, but a concerted effort will be required to ensure delivery
- 5.34 The NHB and the potential for business rate retention mark a radical change in the way local authorities are funded. The consultation claims that any council that grows its local economy will be better off under this new system. Conversely without growth local authority income will reduce as Government seeks to reduce the proportion of funding provided by Local Authority grants
- 5.35 Estimates on the Enterprise Area indicate an opportunity for an additional £292 million to be collected over the next 25 years from business rates and £17.3 million from the NHB, both of which can be used locally
- 5.36 In the light of this evidence and following a detailed review by the new Bath and North East Somerset Council Administration, the revised Economic Strategy action plan therefore puts forward re-invigorated actions on worklessness and skills development, business support, regeneration schemes, and promoting the District as a business destination in order to promote local business and jobs growth, as well as the following new actions:
- (1) Given the high profile of the West of England, its economic potential and the opportunity to benefit from its recovery, Bath and North East Somerset Council will continue to **ensure our active engagement with and influence on the West of England Local Enterprise Partnership** to ensure a strong voice in the sub region and nationally through appropriate resourcing

- (2) The opportunity presented by the Bath City Riverside 'City of Ideas' Enterprise Area (EA) is central in delivering our jobs and office accommodation targets. Bath sites account for approximately 65% of the total potential net jobs growth in the District. It is therefore critical that the sites in the EA come forward and Bath remains the economic heart of the District, in order to generate the potential revenues from business rate retention. To deliver this **the Bath Riverside Enterprise Area will be established as a key zone for economic growth and resourced through Development and Major Projects to bring forward the development opportunities (see Appendix 5 for a map)**
- (3) To support the delivery of the Bath Riverside Enterprise Area **a plan will be developed, which will be brought back to Cabinet in March 2012**, that sets out the options for financing its delivery, called Financing the Future, and explore options for providing incentives to particular high growth business sectors. This will support the delivery of the Council's Placemaking Plan
- (4) In order to make sure that the private sector is influencing the West of England Local Enterprise Partnership Bath and North East Council, with business leaders and HE and FE partners will **re-launch the Sustainable Growth Alliance as the Bath and North East Somerset Economic Partnership**, providing a strong and influential business voice into the LEP. Appendix 6 provides a potential structure for the Partnership. Its effectiveness will be reviewed after 1 year
- (5) In order to maximise the benefits to be gained from the New Homes Bonus, Bath and North East Somerset will work with our partners, including the Homes and Communities Agency, to strongly focus on **bringing forward the key housing led and mixed use sites in the District**, all in accordance with the Core Strategy

6. RISK MANAGEMENT

- 6.1 The report author and Lead Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

7. EQUALITIES

- 7.1 An Equality Impact Assessment has been carried out and is attached as Appendix 7
- 7.2 The Equality Impact Assessment highlights two potential impacts. First ensuring we understand the economic performance of different groups in our District, which will be mitigated by monitoring through a quarterly economic report. Second ensuring business support services are delivered to groups in an accessible way. We will mitigate against this risk by undertaking an evaluation of Council supported business support services

8. RATIONALE

- 8.1 The Economic Strategy has been examined to identify whether it remains fit for purpose in the light of changes in Government policy to support economic growth and the current state of the economy

- 8.2 The recommendations set out in section 2 result from the above analysis. These are a series of actions which will build on the existing strengths of the economy and tackle any weaknesses, adjust to new Government policies on supporting economic growth and strengthen the financial position of the local authority in the light of the Government's changing approach to financing local government
- 8.3 The basic premise is to strengthen the economic core of the District and the West of England sub region. Internationally Bristol and Bath are the two most well known and economically significant locations in the area and we need to promote these to attract interest from investors. We will then be able to promote opportunities across the District. A very strong Bath brand is vital in order to generate additional revenue that can be redistributed to support growth in other areas

9. OTHER OPTIONS CONSIDERED

- 9.1 The analysis of the economy shows the potential consequences of not addressing the jobs growth challenge set out here:
- (1) By not intervening, the Council could fail to benefit from the new local government growth incentives, particularly the new Business Rates Growth regime and the New Homes Bonus and find its resources reduce. Estimates on the Enterprise Area indicate an opportunity for an additional £292 million to be collected over the next 25 years from business rates and £17.3 million from the NHB, both of which can be used locally.
 - (2) A reliance on areas outside Bath and North East Somerset for future jobs for its resident population because insufficient jobs are created locally
 - (3) If (1) and (2) occur, Bath and North East Somerset could therefore have an increased dormitory role with higher levels of out commuting and associated environmental impacts and potentially and more severely, an exodus of young people and an overly accelerating ageing population. Table 2 on page 4 shows there may be some evidence that this is already happening, with a rising proportion of 18-24 year olds claiming JSA as a proportion of all the Working Age Population
 - (4) Out-commuting of skilled and professional young people to find work (or their exodus over the longer term) could lead to a lack of growth in daytime and early evening 'high street spend' and associated multiplier impacts. This could mean less money circulating in the local economy, impacting on the quality of life of residents

10. CONSULTATION

- 10.1 Cabinet member for Sustainable Growth, Housing and Major Projects Policy Development and Scrutiny Panel (see appendix 8 for notes from the meeting), Council departments (property services, planning policy, policy and partnerships, skills and employability), B&NES Initiative, University of Bath, Bath Spa University, Job Centre Plus, Smart Growth Analytics, Business West, Bath and North East Somerset Learning Partnership, Small Business Focus
- 10.2 These consultations have been undertaken through face to face conversations, presentations and via circulation of draft report

11. ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 *Social Inclusion; Sustainability; Property; Young People;*

12. ADVICE SOUGHT

12.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	John Wilkinson, Economic, Enterprise and Business Development Manager 01225 396593
Sponsoring Cabinet Member	Councillor Cherry Beath
Background papers	Economic Strategy, 2010 - 2026 Smart Economic Growth for B&NES (including Economic Regeneration Delivery Plans): Cabinet meeting 3 November 2010 Local Government Resource Review: Proposals for Business Rates Retention Decentralisation and the Localism Bill: an essential guide Smart Economic Growth for B&NES: Final Report, May 2011
Please contact the report author if you need to access this report in an alternative format	

The Action Plan

Priority Actions 2010 – 2013

	Objective	Action	Output	Outcome	Lead	Update 2011
Employability & Skills						
1 Page 109	To ensure B&NES contains a “talent pool” appropriate to the needs of key and growth sectors (for example, businesses involved in low carbon-related activities).	<p>Identify skills gaps/needs for employers by undertaking sector-based surveys.</p> <p>Prepare an Employability and Skills plan for B&NES to identify the training and skills required to underpin the expansion of key sectors.</p> <p>Align 14–19 Strategic Plan to local and sub-regional Employability and Skills Plan, priority proposals.</p> <p>Identify and improve existing training and skills “progression pathways” between further education and higher education sectors currently available for growth sectors and identify gaps.</p> <p>Develop appropriate curricula to meet growth sector needs, ensuring links to and support from subregional commissioning.</p> <p>Link with Jobcentre Plus and other partners (e.g. business support agencies) to promote skills packages to the individuals and to employers.</p>	<p>A set of coherent skills and training packages for the local population and for employers.</p> <p>New training available from level 1 through to level 4 to meet growth sector needs.</p> <p>Appropriate training commissioned to meet local needs.</p> <p>Promotion of coherent packages.</p>	<p>Levels of worklessness/ young people not in education employment and training reduced with resultant improvement in standards of living.</p> <p>Skilled workforce able to meet sector growth needs.</p> <p>B&NES as an extremely competitive location for key and growth sectors.</p>	Council with Employment and Competitiveness Board, Learning and Skills Partnership, Jobcentre Plus and local partners.	<p>Sector studies have been published of business and professional services, the creative industries sector, advanced engineering and environmental technologies.</p> <p>Successful completion of the National Apprenticeship Service campaign 100 in 100 days.</p> <p>Successful apprenticeship ‘speed dating’ events took place with businesses. A ‘Facebook’ page has been set up to engage directly with young people and is being administered jointly by both colleges, JHP training and the University.</p> <p>Creative Bath has run events to improve sector skills in liaison with employers. Some of these have been with Bath Spa University.</p> <p>The Chamber of Commerce and the Initiative in B&NES has raised the issue of improving graduate retention. Links with the Universities have been improved and members have offered a series of opportunities to students which will build relationships and potentially lead to jobs after the completion of their studies.</p> <p>Proposals have been developed for a Low Carbon Skills Academy with local training providers and manufactures, to ensure future work force can meet increase in demand for retro fit and micro generation installations.</p> <p>The Western Vocational Progression Consortium is improving vocational pathways between FE and HE to enable people to progress to higher level qualifications including apprenticeships.</p> <p>The FE sector and local private training providers are delivering opportunities for both young people and adults and to businesses to improve skills.</p> <p>Jobcentre Plus has introduced the “Get Britain Working” initiatives which include Sector Based Work Academies (SBWAs). SBWAs are driven by sector demand to meet the requirements of Jobseekers and employers. They last a maximum of 6 weeks and include the following elements:</p> <ul style="list-style-type: none"> • Pre-employment training; • Work experience placement; • Guaranteed job interview. <p>SBWAs can meet the needs of a single employer recruitment or multiple employers involved in the same sector.</p>

Priority Actions 2010 – 2013 (continued)

	Objective	Action	Output	Outcome	Lead	Update 2011
Business Premises & Infrastructure						
1	Facilitate new city centre and edge of centre commercial quarters in Bath	Establish a development framework & delivery plan for Bath City Centre with a particular focus on Bath Quays, Manvers Street, Avon Street and BWR East sites.	Development commenced on Bath Quays. Overall on completion <ul style="list-style-type: none"> • 20,000sqm of employment, leisure and cultural space • 1,000 new jobs 	An increase in the number of higher-waged, higher-skilled "knowledge" based jobs available locally. Increased productivity and competitiveness.	Council.	In March 2011, the Cabinet approved the Economic Regeneration Delivery Plans for Bath, Keynham and Midsomer Norton as the basis for corporate action to achieve high value added business growth and as the basis for assessing the contribution of sites to the delivery of the aims of the Economic Strategy. The Council have commissioned consultants to prepare a Delivery and Funding Plan for the Bath City Riverside area to take advantage of sub-regional and national funding streams including CIL / sec 106 / NHB / TIF.
2	Bring forward new employment space in Keynsham town centre and at Cadbury Somerdale.	Prepare a Regeneration Delivery Plan covering Keynsham town centre and Cadbury Somerdale.	Development commenced in the Centre, which could deliver: <ul style="list-style-type: none"> • 10,000sqm office space • 1,000sqm retail space • 2,000sqm leisure and community space • Up to 600 new and relocated jobs 	An increase in the number and diversity of jobs available locally. A reduction in the levels of out-commuting from this area and related contribution to lowering carbon emissions.	Council.	A feasibility study for a creative hub is about to get underway in the City. Keynsham Regeneration Project underway to deliver a £33 million redevelopment of the existing Town Hall site in Keynsham to provide new retail units, an innovative one stop shop and library for people to access local services, new and improved public space, and new Council office space. Delivered to date:
3	Bring forward new employment space in Midsomer Norton and Radstock town centres and identify a new strategic employment location in the Somer Valley.	Prepare a Regeneration Delivery Plan covering Midsomer Norton and Radstock town centres.	Develop a Masterplan for employment land at Old Mills. Development brought forward to deliver: <ul style="list-style-type: none"> • 5,000sqm of new office and industrial space • 300 new jobs 	An increase in the number and diversity of jobs available locally. A reduction in the levels of out-commuting from this area and related contribution to lowering carbon emissions.	Council.	<ul style="list-style-type: none"> • Public Consultation Summer 2010, Spring and Autumn 2011 • Appointment of architect <p>The Council in conjunction with the HCA has commissioned masterplanning of the Welton Bibby Baron site and the Old Mills allocated employment site</p>
Business Support & Development						
1	Maintain the delivery of business support services to new and existing companies in B&NES.	Complete and monitor delivery of a new commissioned business support package. Integrate business support with local training and development offer as a partnership with key stakeholders.	<ul style="list-style-type: none"> • 3000+ businesses supported • 250+ new business starts • 200+ businesses intensively assisted • Increased number of training hours delivered to employers by providers 	Businesses are supported through the recession and onwards, and jobs are better protected locally.	Council/Local business representatives and networks/ GWE Business West/training providers.	<p>In 2010/11, information and support was given to 2,125 individuals and businesses on business issues.</p> <p>600 business advice sessions were delivered by Business West, with 420 of those businesses receiving "intensive assistance".</p> <p>There were 33 start-up business courses attended by 180 delegates.</p> <p>168 new business starts were recorded.</p> <p>Given the end of the regional Business Link contract, run by the South West Regional Development Agency, the Council will undertake an evaluation of business support services provided under the SLA with Business West to determine future needs and delivery.</p> <p>Improve Your Resource Efficiency programme engaged with Keynsham Industrial Alliance to consult on micro generation project.</p> <p>UK Trade and Investment continue to support local businesses in exporting to world markets, including 164 one-to-one advice sessions offered to businesses in 2010/11.</p> <p>National Industrial Symbiosis Programme supporting reclaimed wood social enterprise development in Radstock.</p> <p>The business support offered via the SLA is increasingly integrated with the Bath Chamber of Commerce to encourage private sector peer-to-peer networking in addition to the council-funded business support.</p>

Priority Actions 2010 – 2013 (continued)

	Objective	Action	Output	Outcome	Lead	Update 2011
Business Support & Development						
2	To facilitate the growth of key knowledge-based sectors locally.	<p>To map and understand in more detail the local situation in the following sectors:</p> <ul style="list-style-type: none"> • Information and Communication technology (ICT) • Creative Industries • Environmental/low-carbon technologies and activities • Health and Wellbeing/ Biotechnology and Biomedical 	<p>Intelligence report/s on each sector.</p> <p>10 key sector businesses per quarter are met as part of business liaison work to discuss needs/strategies for support.</p> <p>4 local networking events/projects run by existing networks in the above sectors supported.</p> <p>Ensure that a “growth sector” section is included in the Annual Business Liaison report (see below).</p> <p>Additional business support delivered to companies in the following key sectors:</p> <ul style="list-style-type: none"> • Creative industries • Technology related • Environmental technologies • Health & Well Being/Biotechnology 	<p>Business support and skills policies are informed, and help businesses in these key areas develop and offer more employment opportunities.</p>	<p>Council, local business community, business support provider, further education colleges, Universities.</p>	<p>In total 24 key knowledge based sector events have taken place in 2011/12.</p> <p>In 2011/12 as part of the Business West SLA it is intended to deliver intensive support to 40+ high growth businesses.</p> <p>A sophisticated business ecosystem now exists which includes networks such as Creative Bath, Low Carbon South West, Bath Spark and the B&NES Initiative.</p> <p>The Low Carbon South West Business Breakfast programme is promoting local low carbon and Environmental Goods and Services companies in B&NES. 7 business breakfasts will take place in the District in 2011/12.</p> <p>The Council’s business liaison programme is ensuring contact with key sectors within business community. 41 businesses were visited in 2010/11.</p> <p>The Creative Bath network is being financially supported by the Council, which now runs a programme of training and business support events, employability / pitching sessions, and social events.</p> <p>X Media Lab is proposing to hold a tech festival with Bath Music Plus, Bath Digital, Creative Bath for March 2012.</p> <p>In 2011/12 the Bath and Bristol Enterprise Network is running a “Tech School” series of events in Bath for Tech entrepreneurs focusing on finance, marketing and selling.</p> <p>B&NES businesses now have access to the Innovation Networks (iNets), which includes events and support for businesses in the creative industries, environmental technologies, biomedical, advanced engineering and microelectronics sectors.</p> <p>Many of the job opportunities in these sectors are self-employed or through small business startup. From August 2011 Jobcentre Plus has introduced the New Enterprise Allowance (NEA) to help unemployed people who have an idea for a business with growth potential to become self-employed or start their own business. NEA will give customers access to:</p> <ul style="list-style-type: none"> • A business mentor for guidance and support as they develop their business plan; • A weekly allowance for up to 26 weeks; • Loan finance to help with startup costs; • Continued support from the mentor for up to 6 months following commencement of trading. <p>Jobcentre Plus have also introduced Enterprise Clubs which will be designed and run by groups/organizations who want to help promote self-employment and entrepreneurship in their local area. They offer an opportunity for people interested in starting their own business to network with like-minded people and provide them with access to advice/guidance on a range of related topics.</p>

Priority Actions 2010 – 2013 (continued)

	Objective	Action	Output	Outcome	Lead	Update 2011
Business Support & Development						
3 Page 112	Support the Retailing & Tourism sectors in Bath	<p>Implement priority recommendations of the Retail and Visitor Accommodation Studies.</p> <p>Review training offer available in Retail and Tourism locally and identify gaps and develop curricula (in consultation with Sector Skills Council) to meet these gaps.</p>	<ul style="list-style-type: none"> • An action plan to support independent traders • A Business Improvement District proposal for Bath City Centre • A hotel investment plan • A proactive policy approach in the Core Strategy to visitor accommodation 	Strong retail and tourism offer of the area is maintained – again, helping to protect businesses and jobs.	Future Bath Plus, Learning Partnership, Council.	<p>A Business Improvement District has been secured for Bath City Centre following successful business vote. This will operate from April 2011 – April 2016. The programme of activity includes marketing and promotion, saving, cleaning and advice on resource efficiency.</p> <p>On visitor accommodation, a consultancy has been appointed to:</p> <ul style="list-style-type: none"> • critically assess current market interest from operators • identify the priority brands/offers that the Council should approach to promote ongoing dialogue • Develop promotional materials and site specific information to attract and support dialogue with potential hotel operators and developers <p>Sector Based Work Academies could be used to support skills training and recruitment for the employer members across the various sectors.</p> <p>The private sector have been active in raising funds, partly matched by the Council, to create a regional campaign to advertise the Bath retail offering.</p>
Promoting Investment						
1	Targeted promotion to relevant industries of each major urban area as a location for business or appropriate government activity.	Establish a strategic framework for inward investment activity.	<p>Inward investment plans and materials for our major urban areas, based on key local characteristics and business strengths (such as our potential to grow technology firms in Bath).</p> <ul style="list-style-type: none"> • Bath • Keynsham • Somer Valley 	Increased investment and jobs growth in area.	Future Bath Plus/Council.	<p>The Council is working closely with the Chamber of Commerce and the Initiative in B&NES to develop a Competitive Identity project, which is seeking to develop and promote Bath and North East Somerset as a business destination.</p> <p>Economic Regeneration Plans were prepared and approved by Cabinet to be used corporately to promote and market B&NES as a business destination.</p> <p>Local events being investigated which will reflect this competitive identity, particularly X Media Lab / Tech Fest concept in March 2012.</p> <p>The business facing website is being redeveloped to improve the way it promotes the District to businesses.</p>

Supporting Actions

	Objective	Action	Output	Outcome	Lead	Update 2011
Employability & Skills						
1	To improve employability and reduce worklessness in <i>geographical areas</i> with high levels of worklessness.	<p>Annually undertake a worklessness assessment as part of the development of a sub-regional Skills Plans.</p> <p>To work with partners to develop a joint package for affected wards, to include soft skills and basic skills qualifications, and investigation into the role social enterprises could play in reducing unemployment and increasing skills levels.</p> <p>Publish local area joint working plan.</p>	<p>Individual 'Improve Employability' plans to roll out in specific geographic areas across B&NES, for example, the Walcot and Snowhill/London Road area, developed by key stakeholders and jointly promoted.</p> <p>Plan linked into annual sub-regional Skills Plan and commissioning proposals.</p> <p>Increase % of population with Level 2 skills levels in targeted wards (see "Measures of success" section below).</p>	<p>More people equipped with basic employability skills.</p> <p>Higher qualification levels in target wards.</p> <p>Decrease in worklessness within target wards.</p>	Learning and Skills Partnership members including; Council, Jobcentre Plus.	<p>The worklessness assessment was completed in 2010/11. The Learning Partnership fed into this process through mapping provision.</p> <p>A Radstock & Westfield Economic Overview Study, incorporating worklessness assessment of the area has been completed.</p> <p>An Economic Development Action Plan is being developed for Radstock & Westfield, with a focus on employment and skills.</p> <p>A regeneration plan is being developed for the London Road area in Bath.</p> <p>A representative from the West of England Local Enterprise Partnership sits on the Learning Partnership to ensure links are being made to the sub region.</p> <p>Jobcentre Plus has access to flexible funding support that could be used to address localized issues or employability across the BANES area through either a grant funded or contracted "Opportunity" model to address barriers to employment, wider employer engagement to access "hidden" vacancies or create new employment opportunities.</p> <p>Jobcentre Plus "Get Britain Working" initiatives including Work Clubs, Enterprise Clubs, Work Experience placements for 18-24 year olds, volunteering to gain work skills and sector /industry knowledge, New Enterprise Allowance.</p>

Supporting Actions (continued)

	Objective	Action	Output	Outcome	Lead	Update 2011
Employability & Skills						
2	To improve employability and reduce worklessness in <i>disadvantaged groups</i> (e.g. learning difficulties, care leavers, ex-offenders, etc).	Annually undertake a worklessness assessment of disadvantaged groups as part of the development of a sub-regional Skills Plan. Identify changes which need to be made to improve access to employment and training.	An 'Improve Life Chances' plan for disadvantaged groups in B&NES developed and implemented by stakeholders. Plan linked into annual sub-regional Skills Plan and commissioning proposals.	Increase in disadvantaged groups in work. Increase in funded, flexible training offer targeted at disadvantaged group.	Learning and Skills Partnership members. With specialist leads (as appropriate). OLASS (Offenders Learning and Skills Service) Learning Difficulties Transitions Board, Children's Services (Young People in Care Team).	The worklessness assessment was completed in 2010/11. A Skills and Employment Worklessness programme has been developed within the Council that includes: i) A Volunteering and Work Placement scheme across the council and independent sector. ii) The Development of a Council/Sirona CIC Engagement, Job Coaching and Sustainment Offer focusing on clients whole pathway to economic sustainability. iii) Active engagement and working with Job Centre Plus and B&NES DWP Work Programme Contractors. By utilising council and independent sector capacity, there is active promotion of engaging and supporting all out of work benefit groups in the localities in which they reside. Council Children's Services Young People in Care Team Virtual School funding for an Engagement Officer focused on achieving sustainable outcomes for Care Leavers. Sirona Employment Inclusion Service – internationally recognised model 'Project Search' for gaining and retaining employment for individuals with Learning Difficulties and Complex Disabilities being established within a growing number of B&NES employers. Sirona Mental Health Services – Peer Support Programme. B&NES Homeless Partnership Providers and wider independent sector - A growing offer of Social Enterprises developing volunteering, work placements, full time and time-limited paid employment, and self-employment options. Establishing of Council Youth Service Hubs in key wards enhancing NEETs and 13-24's skills and employment prospects. Council Early Years Families offer on engaging Lone Parents, Fathers and wider family members in key workless neighborhoods. Reducing Re-Offending (IMPACT) in Banes – a partnership approach to addressing the issues of the most prolific offenders in the area and move them toward employability. Work is currently underway to develop an "Opportunity" model which would cover this customer group.
3	To ensure older people are equipped with the right skills to remain in the workforce.	Commission/undertake an analysis of barriers to work and training for older people in B&NES and identify possible actions to improve access to training and work. Consult with employers on ways of breaking down barriers.	A plan to 'Improve the Economic Well-Being of Older People in B&NES', including curriculum developed and implemented by stakeholders. Plan linked into annual sub-regional Skills Plan and commissioning proposals.	Increase in economic activity of over 50s. Increase in flexible-training opportunities for over 50s and in take-up of these opportunities.	Learning and Skills Partnership members with Employers and Business Support Services.	A Local Broadband Plan is being investigated which could improve broadband infrastructure in more rural areas, helping older people who wish to work from home more successfully. The Learning Partnership will undertake analysis (based on work already done on needs of Older Learners) on the barriers to work and training for older people. The Council and the Learning Partnership will consult with the FSB and Chamber to identify what employers can do when the results of analysis of skill needs of older people are available. Performance Reward bid has been submitted for co-ordination of and joint promotion of learning and skills offer to older people. Currently there are a range of opportunities, delivered by a variety of agencies which do not deliver a coherent and accessible offer to older people.

Supporting Actions (continued)

	Objective	Action	Output	Outcome	Lead	Update 2011
Employability & Skills						
4	To encourage and support business start-ups in the District.	Develop and monitor (feedback to influence programme development) with key stakeholders a coherent curriculum to promote entrepreneurship and enterprise training and jointly promote this, including the proposed new 'Qualify with a Business' programme.	Actions set out in business support service level agreement to support this (see business support supporting actions). Training providers offer a jointly planned and promoted curriculum.	Jobs growth, Business start up	Council, GWE Business West, With support from Colleges, Universities, Training Providers.	<p>In 2010/11 1050 business advice sessions were delivered by Business West with a further 420 businesses receiving "intensive assistance". There were 33 business courses attended by 180 delegates.</p> <p>The Small Business Focus Entrepreneurs Club has been established. This aims to promote self-employment to all local residents.</p> <p>In 2010/11, information and support was given to 451 individuals on start-up issues.</p> <p>243 business advice sessions were delivered by Business West specifically about starting up.</p> <p>There were 33 start-up business courses attended by 180 delegates. Of these courses, 11 were specifically for individuals who had been unemployed for over six months.</p> <p>168 new business starts were recorded.</p> <p>See entry on New Enterprise Allowance and Enterprise Clubs.</p>
5	To increase the number of graduates working with local employers	<p>Promote sectors/employers and opportunities available in B&NES to students and graduates.</p> <p>Improve local employer knowledge of how the further and higher education sector can support business.</p> <p>Improve mentoring and work placement links between employers and students/ graduates.</p> <p>Commission information to improve understanding of graduate employment trends.</p> <p>Identify actions required to encourage graduate retention.</p> <p>Work with Children's Services and FE Colleges on the development of local University Technical College for 14-19 year olds.</p>	<p>Promote annual careers fair/event for students with employer, jobsearch and workshop element.</p> <p>Actions identified to improve numbers of students/graduates working with local employers.</p>	<p>Better integration of the skills and knowledge being developed at our Colleges and Universities with local employer needs and recruitment.</p> <p>Rise in number of students/ graduate working with local employers.</p>	Council with Connexions, Nextstep, Universities, Colleges, Training Providers.	<p>The Council has an on-going business engagement program promoting links with local employers and Universities.</p> <p>A graduate retention program is being established across Council departments and local interested parties.</p> <p>Bath based universities are undertaking networking events to promote local companies to graduates.</p> <p>Discussions have taken place with local HEIs as part of Apprenticeship promotion discussions, but specific information needs to be collected to produce action plan.</p> <p>The Learning Partnership will identify joined-up offer for employers and improve the linkages between education and training providers, Connexions and Chamber, FSB and business networks etc. Changes to Connexions Service, FSB and business support services make this a difficult linkage at the moment.</p> <p>The idea for a University Technical College is not being pursued at this time</p>

Supporting Actions (continued)

	Objective	Action	Output	Outcome	Lead	Update 2011
Employability & Skills						
6	Drive local employment creation.	Scope local employment opportunities within all major projects.	S106 Agreements to include support for local training opportunities and related infrastructure arising from employment opportunities within key site developments and linkages to sub-regional Skills Plans.	Additional local employment opportunities. Increased use of local labour.	Council.	<p>Through the 106 Agreement for Bath Western Riverside, the Learning and Skills Partnership is working with Crest Nicholson Regeneration on a Section 106 Employment & Skills project aimed at engaging at least 10 Apprentices, 10 previously skilled unemployed people and providing opportunities to the workforce as a whole to improve basic skills. A training centre is now operating on site and a training coordinator has been appointed and is engaging with the workforce and promoting and delivering training. The Project Board has met twice.</p> <p>A short life task group set up by Learning and Skills Partnership members identified joint actions, made contact with National Apprenticeship Service, produced list of apprenticeships available locally, received information from economic development on local employers (to enable promotion to relevant employers), examined apprenticeship agenda in relation to progression to HE, received information on engagement of local schools in apprenticeships, explored use of Council Connect and other council channels to promote apprenticeships to parents, young people, employers, produced text for Training4 Biz website. Task Group also organised '100 apprenticeships in 100 days' campaign supported by Bath Chronicle, put on a very successful 'speed dating' event for young people, has set up a Facebook page, and is organising further joint actions.</p> <p>The Learning and Skills Partnership was successful in bidding for a Local Improvement Adviser to deliver a curriculum analysis of the skills needed to support the low carbon economy. This information has been used in curriculum development and also to inform the bid to the Performance Reward Fund for much needed capital to support the FE colleges in their development and delivery of an appropriate curriculum.</p> <p>Further employment opportunities in this development can be identified through details of the development activity plan and time line to see what skills are required at what time through the phases of the overall development</p>
		Co-ordinate West of England Future Jobs Fund in Bath and North East Somerset. Promote the available government-funded apprenticeship schemes and other relevant schemes.	Additional work opportunities for 16–25 year olds. 150 additional jobs created.	Reduced unemployment amongst 18–24 year olds	Council and Partners.	<p>The Future Jobs Fund has been completed successfully. 60 Future Jobs Fund vacancies were filled across the council and independent sector. Three months since exiting paid placement, 55% were no longer claiming Job Seekers Allowance.</p> <p>The Learning Partnership members worked with the Council to promote and identify possible jobs</p>

Supporting Actions (continued)

	Objective	Action	Output	Outcome	Lead	Update 2011
Business Premises & Infrastructure						
1	Create new city centre and edge of centre commercial quarters in Bath.	As outlined in the Core Strategy and Regeneration Delivery Plans for Bath City Centre and Bath Western Corridor, co-ordinate and facilitate the strategic infrastructure and business relocations to enable the development of key employment – led sites along the river corridor.	Key sites along the RiverCorridor brought forward for development. Delivery of: <ul style="list-style-type: none"> • Around 100,000sqm of modern office space • Around 23,000sqm of new retail space • A cultural/conference centre venue • 600 new visitor bedspaces • Up to 5,000 new jobs • Appropriate training 	More competitive location for development of growth sectors, with related job creation. Increased productivity and competitiveness.	Council.	The Council, together with the other UA's in the West of England and the HCA, have agreed a Local Investment Plan which identifies Strategic Investment Locations across the sub-region. These include Bath City Riverside, Keynsham and the Somer Valley. The Development and Major Projects directorate is now working with other Council departments to develop an Action Plan to deliver the infrastructure identified in the Local Investment Plan. The Council and West of England Local Enterprise Partnership has agreed Enterprise Area status for Bath City Riverside to create a 'City of Ideas' which could deliver up to 300 new businesses, over 9,000 new jobs and contribute £292million in business rates.
2	Bring forward new employment space in Keynsham town centre and at Cadbury Somerdale	Co-ordinate and facilitate the highway, transport, traffic management, public realm and car parking infrastructure to enable the development of Cadburys Somerdale and key sites in the town centres.	Key sites brought forward for development. Delivery of: <ul style="list-style-type: none"> • Around 30,000sqm of new workspace • Around 8,500sqm of new retail space • Up 2,100 new jobs • Appropriate training to support jobs 	An increase in the number and diversity of jobs available locally. A reduction in the levels of out-commuting from this area and related contribution to lowering carbon emissions.	Council.	The Council is working with Kraft and their commercial agents to guide and inform the selection of a Development Partner for the regeneration of the Somerdale site. Radstock Infrastructure: <ul style="list-style-type: none"> • £800k funding secured from HCA to enable improvements to current road network • Improvements will form a vital strand of the regeneration of the town, which is identified as a priority in the West of England Local Investment Plan
3	Bring forward new employment space in Midsomer Norton and Radstock town centres and identify a new strategic employment location in the Somer Valley.	Co-ordinate and facilitate the highway, traffic management and public realm improvements to enable the development of key sites in Midsomer Norton and Radstock town centres and the employment land at Old Mills.	Key sites brought forward for development. Delivery of: <ul style="list-style-type: none"> • Around 8,000sqm of new office space • Around 6,500sqm of new retail space • Around 36,000sqm of new light and general industrial space • Up to 2,500 new jobs • Appropriate training to support jobs. 	An increase in the number and diversity of jobs available locally. A reduction in the levels of out-commuting from this area and related contribution to lowering carbon emissions.	Council.	
4	Manage the loss of existing business space across B&NES.	Set out spatial strategy in Core Strategy. Prepare Business Displacement Strategy. Develop Re-use Strategy for MOD sites in Bath.	<ul style="list-style-type: none"> • Identification of preferred locational strategy for replacement business space. • Identification of 'core' MOD site in Bath. • Delivery of 80,000sqm of replacement business space. 	Jobs safeguarded in the District.	Council, Business Support provider.	The draft Core Strategy has set out targets for the managed loss of business space in Bath, Keynsham and the Somer Valley. The Council's Annual Monitoring Report will provide a yearly update on progress against target and the context for a review of planning policies and the identification of replacement space. The Council is working with the MOD on the development of Concept Frameworks for it's sites at Foxhill, Warminster Road & Enleigh to influence their disposal and subsequent development.
5	Promote knowledge transfer and the creation of knowledge-based university spin-out companies.	Develop Action Plan for the provision of additional incubation space in Bath.	Agreed proposal for creation of additional incubation space. Delivery of 4,000sqm of additional incubation space.	Availability of premises for start-up businesses. Job creation and innovation.	Council.	Feasibility study being commissioned for the support of one or more flexible workspaces for start-up, growing businesses, particularly those sorts of companies (creative, digital), which expand and contract regularly over time. A bid has been made to the Regional Growth Fund to support the development of a digital hub which would support developing businesses with proof of concept testing and other private sector knowledge / facilities. Link to Enterprise Clubs and the New Enterprise Allowance.

Supporting Actions (continued)

	Objective	Action	Output	Outcome	Lead	Update 2011
Business Premises & Infrastructure						
6	Provide additional managed workspace to facilitate the growth of small companies.	Develop an Action Plan for the provision of additional managed workspace in B&NES and link this to a curriculum to support entrepreneurship.	Engagement of managed workspace providers in delivering schemes. Delivery of 5,000sqm of additional managed workspace.	Availability of premises for small businesses. Job creation and innovation.	Council.	See above. Under the Business Support SLA, a managed workspace continues to be maintained in Midsomer Norton. It has a 100% occupancy rate in 2011, and supports 16 businesses and over 150 jobs in the local area.
7	Provision of high capacity digital infrastructure on key employment sites.	Prepare ICT Infrastructure Strategy	Framework for market-led provision of ICT to specific sites. High band width ICT infrastructure delivered to new office floorspace.	More competitive location for development of growth sectors, with related job creation.	Council.	The West of England Local Enterprise Partnership is developing an activity plan to make Enterprise Zones and Enterprise Areas world-class areas for connectivity. Encouraging BT to bring fibre to the premises for new building developments within the Enterprise Area. BWR set to get this service. Investigations into developing a Local Broadband Plan (focusing on rural areas) is continuing (public sector gap funding support).
Business Support & Development						
1	To reaffirm the working relationship between the Council and the business community.	Create a business charter.	A business charter, signed up to by Council, key partners, individual businesses and networks	Businesses supported in working more effectively/efficiently.	Council/ businesses and networks including Chambers and Federation of Small Businesses.	The B&NES Initiative has continued to develop strong links between the business community and the Local Authority.
2	To be well-informed about business' support needs (not sector-specific)	Quarterly business surveys of GWE Business West, Bath Chamber of Commerce and FSB members, to include 75 additional businesses to be nominated by B&NES Council and with input from training providers and their Sector Skills Councils on their analyses of business training needs. Quarterly attendance at case conference meetings	Quarterly summaries of business support needs.	Appropriate business support offered with resulting potential for job protection and creation.	Business support provider. Training Providers/ Sector Skills Councils.	These are now going to be taken forward through the West of England Local Economic Partnership with the continued facility to segregate B&NES businesses' responses, in order to respond to local issues.
3	To increase business formation and start-up rates and to provide support to existing businesses.	<ul style="list-style-type: none"> To advise 1,000 businesses per annum across B&NES To achieve a minimum business start level of 75 per year. To maintain and publicise a weekly programme of free Specialist Advice Clinics to be delivered from the GWE Business West Bath office. To provide appropriate and coherent training offer to local businesses and entrepreneurs. 	<ul style="list-style-type: none"> Quarterly reports on levels of business support and advice given. An annual summary of business support and advice given. 	Appropriate business support offered with resulting potential for job protection and creation.	Business support provider. Training Providers.	<p>In 2010/11 1050 business advice sessions were delivered by Business West with a further 420 businesses receiving "intensive assistance". There were 33 business courses attended by 180 delegates</p> <p>In 2010/11, information and support was given to 451 individuals on start-up issues.</p> <p>243 business advice sessions were delivered by Business West specifically about starting up.</p> <p>There were 33 start-up business courses attended by 180 delegates. Of these courses, 11 were specifically for individuals who had been unemployed for over six months.</p> <p>168 new business starts were recorded.</p>

Supporting Actions (continued)

	Objective	Action	Output	Outcome	Lead	Update 2011
Business Support & Development						
4	To help businesses identify and plan for climate change and fuel and energy shortages.	<ul style="list-style-type: none"> To identify and work with an expert partner to deliver risk analysis to small and medium enterprises. 	<ul style="list-style-type: none"> Service offered to local business population. 	Contribution to a better-prepared and informed business community about the risks of climate change and resource scarcity.	Environmental Sustainability Partnership with expert partner.	This is being undertaken in Bath City Centre via Business Improvement District mechanism, where advice is being provided to BID members on resource efficiency.
5	To help businesses deal with the impact of the recent recession.	<ul style="list-style-type: none"> To promote and deliver, subject to demand, a quarterly programme of Credit Crunch Clinics providing B&NES businesses with one to one access to business advisers covering all key aspects of running and managing a business To deliver a public sector "meet the buyer" event To support sub-regional and local rapid response activity businesses dealing with medium to large scale redundancies, to include a coherent package of support and training for employees. 	<ul style="list-style-type: none"> Quarterly reports on levels of business support and advice given Event to promote public sector procurement to local businesses 	Appropriate business support offered with resulting potential for job protection and creation.	Council with Business support provider, West at Work Action Group.	<p>The sub regional rapid response to redundancy programme was run by the Regional Development Agency. Within the District this was very successful in mitigating the impacts of the closure of Cadbury's in Keynsham.</p> <p>The Local Enterprise Partnership is now taking on that role at a West of England level.</p>

Supporting Actions (continued)

	Objective	Action	Output	Outcome	Lead	Update 2011
Economic Intelligence						
1	Undertake economic monitoring and intelligence gathering in order for the Council to fulfil statutory duties under the Housing and Local Government Act 2008 and to actively monitor progress on Economic Strategy outcomes.	<ul style="list-style-type: none"> Preparation of an Annual Economic Assessment. Publication of an annual Economic Report and quarterly Monitoring Bulletins. 	An annual Economic Assessment of the District.	An up-to-date understanding of the performance of the economy and issues affecting business growth.	Council.	The 2010/11 Local Economic Assessment was published as part of the evidence base for the draft Core Strategy and Regeneration Delivery Plan. The LEA will be updated in 2013 following release of the 2011 Census data.
2	Improve understanding of business needs and priorities locally by gathering first-hand evidence.	Attendance at business network events, business liaison visits and actions. See also "key sector" section within priority actions section. Engage Training Providers, further education and higher education in Skills Gap Analysis.	<ul style="list-style-type: none"> Undertake Annual Business Survey Carry out at least 80 business liaison visits per year Undertake 50 business projects as a result of business liaison visits Quarterly business networking sessions, with minimum of 10 businesses present at each breakfast. Attendance by the Council at least 6 business network-led events. Production of Annual Report on business liaison and survey. 	<p>An up-to-date understanding of the issues affecting businesses.</p> <p>A stronger direct relationship between the Council and businesses.</p> <p>Businesses are given a point of liaison within the Council in the form of Economic, Enterprise & Business Team.</p>	Council, business support provider.	<p>In total 24 key knowledge based sector events have taken place in 2011/12. A sophisticated business ecosystem now exists which includes networks such as Creative Bath, Low Carbon South West, Bath Spark and the B&NES Initiative.</p> <p>The Low Carbon South West Business Breakfast programme is promoting local low carbon and Environmental Goods and Services companies in B&NES. 7 business breakfasts will take place in the District in 2011/12.</p> <p>The Council's business liaison programme is ensuring contact with key sectors within business community. 41 businesses were visited in 2010/11.</p> <p>The Creative Bath network is being financially supported by the Council, which now runs a programme of training and business support events, employability / pitching sessions, and social events.</p> <p>X Media Lab is proposing to hold a tech festival with Bath Music Plus, Bath Digital, Creative Bath for March 2012.</p> <p>In 2011/12 the Bath and Bristol Enterprise Network is running a "Tech School" series of events in Bath for Tech entrepreneurs focusing on finance, marketing and selling.</p> <p>Under the Business Support SLA, an events programme was run in 2010/11, which included 26 events, alone and in partnership with other stakeholders, including the chamber of commerce, for a total of 1224 business delegates.</p>
3	Garry out active ongoing monitoring of progress on the Council's Local Area Agreement and the West of England Multi Area Agreement.	Establish agreed Monitoring Framework with Government Office for the South West and key delivery partners.	<p>Quarterly Monitoring Reports:</p> <ul style="list-style-type: none"> Achievement of Local Area Agreement "stretch" targets. Informed input into Local Area Agreement/Multi Area Agreement refresh. 		Council and key delivery partners.	These are no longer required by Government.
4	Ensure effective and efficient use and gathering of economic intelligence.	<ul style="list-style-type: none"> Undertake annual Economic Assessment Engage with West of England Observatory and Policy and Partnerships Service internally Participate in Network Groups 	Agreed arrangements for data gathering and monitoring.	Reduced duplication of data gathering and efficient use of data sources.	Council and partners.	<p>A quarterly economic report is being produced by the Council.</p> <p>The Local Economic Assessment has been published for 2010/11 and this is no longer a statutory duty.</p>

Supporting Actions (continued)

	Objective	Action	Output	Outcome	Lead	Update 2011
Promoting Investment						
1	Promote B&NES as a location for inward business investment to assist in achieving future employment growth targets.	<ul style="list-style-type: none"> • Develop an Inward Investment website • Produce a range of inward investment materials focusing on different areas within B&NES • Identification of external inward investors and active promotion of the area as a business location • Ongoing monitoring of inward investment locations and jobs 	<ul style="list-style-type: none"> • A comprehensive functional website to promote B&NES to potential business investors • A flexible portfolio of material for use with individual investment enquiries, promoting the benefits of different locations (Keynsham, Somer Valley, Bath) • An annual report on inward investment activity 	Increased investment and jobs in the area	Council, Future Bath Plus, Business networks.	<p>We are developing a Competitive Identity project, which is seeking to develop and promote Bath and North East Somerset as a business destination.</p> <p>We are developing a new Business Matters website to promote ourselves more proactively to businesses.</p> <p>Major Projects provides an information resource for prospective investors helping them assess the economic potential of the area, and a business support referral network and a property search facility.</p>
2	Develop links with other countries to promote economic and business initiatives.	Produce an International Relations Activity Plan and review annually.	A framework for exploring initiatives on international trade, business partnering and technology transfer.	A better understanding of municipal government in other countries and approaches to funding, governance, economic and business support.	Council, Future Bath Plus.	<p>A friendship agreement signed with Jiangxi Province, China, followed by a sister city agreement with Jingdezhen. Co-operating with Jiangxi in regeneration, culture and tourism in world heritage environments.</p> <p>UK Trade and Investment continues to work with local companies to explore or improve their ability to export. In 2010/11, 164 businesses received support in this regard.</p> <p>Enterprise Europe Network also continues to work with companies, particularly on issues of business partnering and the further exploitation of intellectual property in Europe and beyond.</p>

Monitoring and Measuring Success

		Targets						
Desired Outcome	Key Measure	2010 Benchmark	Current Status	2011 Progress	2013	2016	2019	2026
Less overall commuting, more local employment, and reduction in CO2 contribution from business community	CO2 emissions across the District	(To be confirmed)			On track to achieving 2019 and 2026 targets	On track to achieving 2019 and 2026 targets	30% reduction in carbon emissions across District	45% reduction in carbon emissions across District
	Employees located in Keynsham (Annual Business Inquiry employee analysis)	5,700 (2008)	↑	5,900 (2010)	Maintain levels	Net increase of at least 10% [†]	Net increase of at least 15% [†]	Net increase of at least 25% [†]
	Employees located in the Somer Valley* (Annual Business Enquiry employee analysis)	10,052 (2008)	→	10,300 (2010)	Maintain levels	Net increase of at least 2% [†]	Net increase of at least 5% [†]	Net increase of 10% [†]
A socially inclusive economy with continuing high levels of economic participation, increased workforce skills, and a focus on lifelong learning.	Employees across District (Annual Business Inquiry workplace analysis)	78,000 (2008)	↑	80,000 (2010)	Net increase of at least 1%	Net increase of at least 5%	Net increase of at least 7% [†]	Total employment increased by at least 10% [†]
	Unemployment across District (JSA claimant counts)	2% – lowest in West of England (2010)	→	2.1% (Aug 2011)	Maintain levels	Maintain levels	Maintain levels	Maintain levels
	Super output areas in B&NES in top 20% of IMD in the country (Index of Multiple Deprivation)	4 (Twerton West, Kingsmead, Whiteway, Foxhill North). (2007)	↓	5 (Twerton West, Twerton Village, Whiteway West, Foxhill North).	3	2	1	No wards in top 20%
	Proportion of young people not in employment, education and training (Connexions)	4.3% (2009)	↑	3.4% (2010)	4.25%	4.2%	4.15%	4.1%
	Proportion of working age residents with at least Level 2 NVQ or higher (ONS Annual Population Survey)	76.4% (2008)	↓	73.6% (2010)	76.9%	77.4%	77.9%	78.4%

* This action has been changed from Midsomer Norton/Radstock to cover the whole of the Somer Valley

[†] Targets amended to comply with Core Strategy

Monitoring and Measuring Success (continued)

		Targets						
Desired Outcome	Key Measure	2010 Benchmark	Current Status	2011 Progress	2013	2016	2019	2026
An economy which is more diverse, productive and resilient thanks to an increase in knowledge-based jobs.	Number of business births in the year (Business demography survey)	695 (2008)	↓	635 (2009)	755	815	875	935
	% of jobs in SIC 2007 industries: J (information and communication), and M (professional, scientific and technical) across the District. (Annual Business Inquiry)	13% (2008)	↓	12% (2009)	Proportion of total jobs is at least 14%	Proportion of total jobs is at least 15%	Proportion of total jobs is at least 18%	Proportion of total jobs is at least 20%
	Gross weekly average earnings – % of national average (Annual survey of hours and earnings)	94% (2009)	→	95% (2010)	95%	97%	99%	100%+
	GVA per worker (Econ SW Observatory)	£48,200 (2008)	↓	£45,100 (2009)	Increase of at least 0.5%	Increase of at least 4%	Increase of at least 15%	Increase of at least 30%
	Proportion of knowledge-based workers can find jobs and where innovation being developed locally can grow	Proportion of knowledge-based workers (NVQ Level 4+) (ONS Annual Population Survey)	35% (2008)	→	36% (2010)	Maintain or increase	Maintain or increase.	Maintain or increase
	Graduate retention rates (to be identified)	To be determined as part of action plan		To be updated	To be updated	To be updated	To be updated	To be updated

* Changed from Total GVA to GVA per worker

Potential New Economic Strategy Actions 2011 - 2013

Economic Strategy Objective	Action	Output	Outcome	Lead
Maintain the delivery of business support services to new and existing companies in B&NES	Evaluate the impact of business support services funded by the Council and Business Link	<p>An understanding of the economic impact of different support options for business</p> <p>Improved commissioning of business support services</p>	Businesses are supported and jobs are better protected locally	Council, business support providers
Ensure opportunities from being part of a successful West of England economy are maximised	Resource our continued engagement with and influence on the West of England Local Enterprise Partnership	Increasing numbers of businesses are attracted to Bath and North East Somerset	An increase in the number of higher-waged, higher skilled 'knowledge' based jobs available locally	LEP, Council, businesses
Facilitate new city centre and edge of centre commercial quarters in Bath	<p>Launch the Bath Riverside Enterprise Area</p> <p>Develop a plan to support the delivery of the Bath EA using the full range of finance options available, called Financing the Future, including exploring options for providing</p>	Development commences on key city centre sites	<p>More modern office space is built</p> <p>Increased revenues for the Council</p>	Council, developers, businesses

	incentives to particular high growth business sectors			
Bring forward new employment space in Keynsham town centre and Somerdale and the Somer Valley	Implement the regeneration schemes for Keynsham and the Somer Valley, to ensure jobs growth is maximised	Development commences in Keynsham and the Somer Valley	An increase in the number and diversity of jobs available locally	Council
Promote B&NES as a location for inward investment to assist in achieving future employment growth targets	Agree our economic story and vision as the basis of demonstrating our Competitive Identity	Increasing numbers of business are attracted to the area	More modern office space is built An increase in the number of higher-waged, higher skilled 'knowledge' based jobs available locally	Council, business community, LEP
Reaffirm the working relationship between the Council and the business community	Re-launch the Sustainable Growth Alliance as the Bath and North East Somerset Economic Partnership	A strong coherent business voice feeding into the West of England LEP and Government	Business better able to advocate for the area B&NES features strongly in all the West of England LEP work	Business community, HE and FE, Council, LEP
Improve employability and reduce worklessness	Progress the Council's Skills and Employment programme which includes: <ul style="list-style-type: none"> • Volunteering and Work Placement scheme across the council • A Council/Sirona CIC 	A joined up and accessible worklessness programme	More people with the skills for work	Job Centre Plus, training providers, Council, B&NES Learning and Skills Partnership

	<p>Engagement, Job Coaching and Sustainment Offer focusing on client's whole pathway to economic sustainability.</p> <ul style="list-style-type: none"> • Active engagement and working with Job Centre Plus and B&NES DWP Work Programme contractors • Working with Job Centre Plus to promote the flexible support fund particularly to 18-24 year olds 			
<p>To facilitate the growth of key knowledge-based sectors locally</p>	<p>Develop a new network, integrated into existing networks to promote business development services to our high growth companies</p> <p>Develop a joint action plan between the Economic Partnership and the Environmental Sustainability Partnership focussed on maximising the business benefits of a low carbon economy</p>	<p>New networking events</p>	<p>Business support policies are informed and help businesses in these key areas develop and offer more employment opportunities</p>	<p>Council, business community</p>

Facilitate the delivery of the right sort of housing for the District	Bring forward the key housing led and mixed use sites in the District all in accordance with the Core Strategy	Mixed use housing sites starting to be delivered	The right sort of homes for B&NES residents	Council, HCA, housing providers

Economic Strengths

Summary

- A highly skilled workforce, with world class HE provision focussed on growth sectors
- Clusters of highly productive businesses, many of them identified as key sectors in driving the UK's economic recovery
- An established, but light touch, local business ecosystem supporting new businesses
- Public sector and tourism jobs providing a backbone to the local economy and a steady flow of income somewhat protected from recession and international competition
- Once they start, very good business survival rates indicating a strong underlying economy
- Nationally and internationally known destinations

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Overall Strengths

- 1.1 Despite the recent trends of relatively weak overall job creation and a reduction in office accommodation highlighted in the paper, the revised Local Economic Assessment published in June 2011 sets out some real strengths of the area.

- 1.2 Skills at all levels (NVQ 1 – 4+) remain strong in comparison to the local, regional and national averages. Most notable is the high level of residents with NVQ 4+.

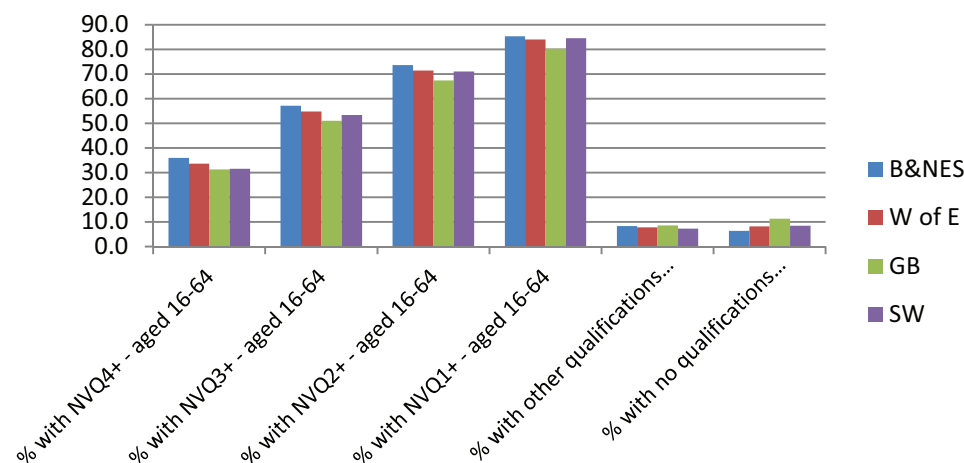


Table 1: Skills Levels of B&NES Residents

Source: ONS Annual population survey, Dec 2010

- 1.3 Employment in an area in terms of sector and industry are a good way to understand economic makeup. Ideally a locality with aspirations to encourage and maintain a high value added knowledge economy would need large proportions of the work force employed in Standard Occupation Codes (SOC) of 1 – 3.

Table 2 below shows that B&NES does have a resident population that has a comparatively high proportion of SOC 1 – Managers & Senior Officials and SOC 2 – Professional Occupations, however SOC 3 – Associate Professional & Technical Occupations is much lower than W of E, GB and the SW.

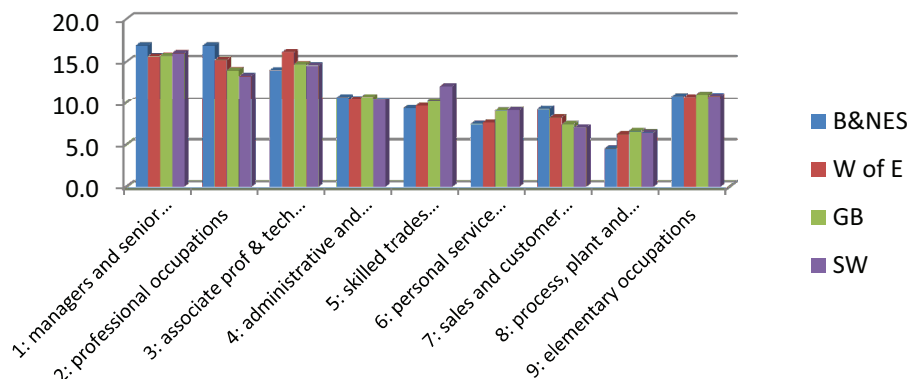


Table 2: Employment sectors in Bath and North East Somerset

Source: ONS Population Survey Sept 2011

1.4 Eleven industry sectors have a considerably higher share of employment than in England as a whole. Two are in manufacturing: Paper production and Printing and the reproduction of recorded media. Three others are in environmental-related industries: Water supply, Sewerage and Remediation and waste management activities. There are two professional business services sectors which are strongly represented in the District: Architectural and engineering consultancy, technical testing and analysis, and Rental and leasing activities. The remaining strongly represented sectors in the area under SIC 2007 analysis are: Accommodation, the (well-known) Publishing industry, Education and Creative, arts and entertainment activities.

1.5 In fact the financial and professional business services sector makes a hugely (and overly) significant contribution to the B&NES economy; it is responsible for 14% of B&NES' entire GVA output (£590 million per annum), 18% of its businesses (1,700 businesses) and 11% of its employment (11,000). The Sector is one of the most productive sectors in in B&NES (in terms of added value per worker).

1.6 Whilst B&NES’ business presence in the Financial services sub-sector is somewhat ‘middling’ in regional terms, its presence in the Professional business services sub-sector is excellent; B&NES has the highest proportion of Professional business services businesses (and output) as a percentage of all businesses (and output) in the South West (amongst the region’s 15 Principal Authority areas). If a direct link between Professional business services and ‘Knowledge-based services’ is assumed, then it can be demonstrated that the B&NES economy is one of the most knowledge-based services economies in the South West of England.

1.7 Bath and North East Somerset therefore has a considerably higher share of employment than the national average in some high value sectors. These help to give Bath and North East Somerset a business wealth score of 102% of the national average and 115% of the regional average¹.

1.8 The measure of self-employment is another way of understanding the enterprise or entrepreneurship of an area, Table 3 shows the percent of the working age population (16-64) who are self-employed. The level of self-employment in B&NES has fluctuated over time but has consistently remained higher than both the W of E and GB, and is 0.4 higher than the SW at present.

% aged 16-64 in self-employment	2006	2007	2008	2009	2010
B&NES	10.1	11.7	10.1	10.1	10.9
W of E	8.2	9.7	9.0	8.9	8.1
GB	9.0	9.1	8.9	9.0	9.1
SW	10.3	10.8	10.9	10.6	10.5

Table 3: Self-employment rates
ONS Annual Population Survey 2010

1.9 A recent NESTA report shows that Bath is one of the 10 hotspots for creative industries in the UK, with specialisms publishing, as well as video, film and photography. What marks it out as a hotspot is the connectivity of firms within a cluster. One of the strengths of the Bath cluster is in its co-location of publishing companies with scientific R&D, accounting, consultancy and market research services².

¹ An average of three estimates: Economic Systems Consultancy and Research; Oxford Economics and Experian Business Strategies

² Creative clusters and innovation, Putting creativity on the map, Nesta, November 2010

1.10 Bath and North East Somerset has a light touch but effective ‘business ecosystem’ nurtured over the past few years with support from the Council. This includes the innovation centre, Creative Bath, Low Carbon South West, the Initiative run by the Chamber, Small Business Focus and others. New networks are emerging such as Bath Spark, a network for people working in tech. There is a strong legacy of Bath graduates starting and growing their businesses here, which can be built on. Local companies such as Picochip, IPL, Buro Happold and Altran Praxis have all had strong links to the Universities in starting or growing.

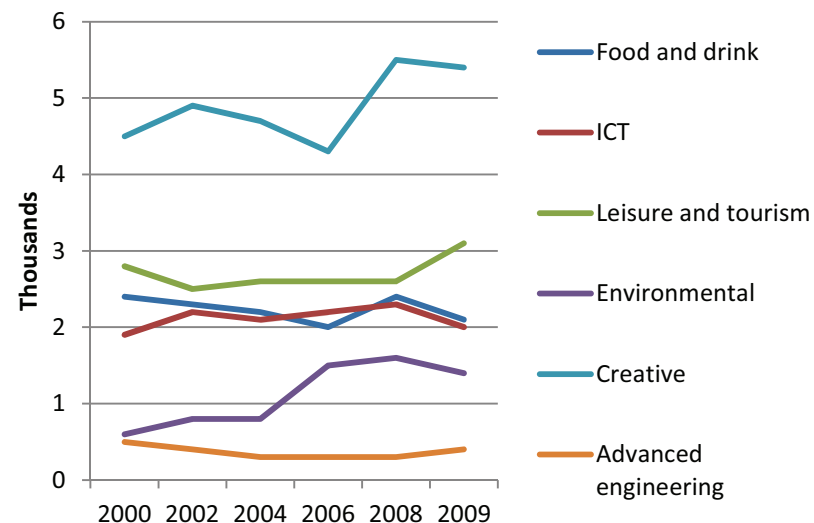


Table 4: FTE Workers in Key Sectors

Source: Econi, SW Observatory

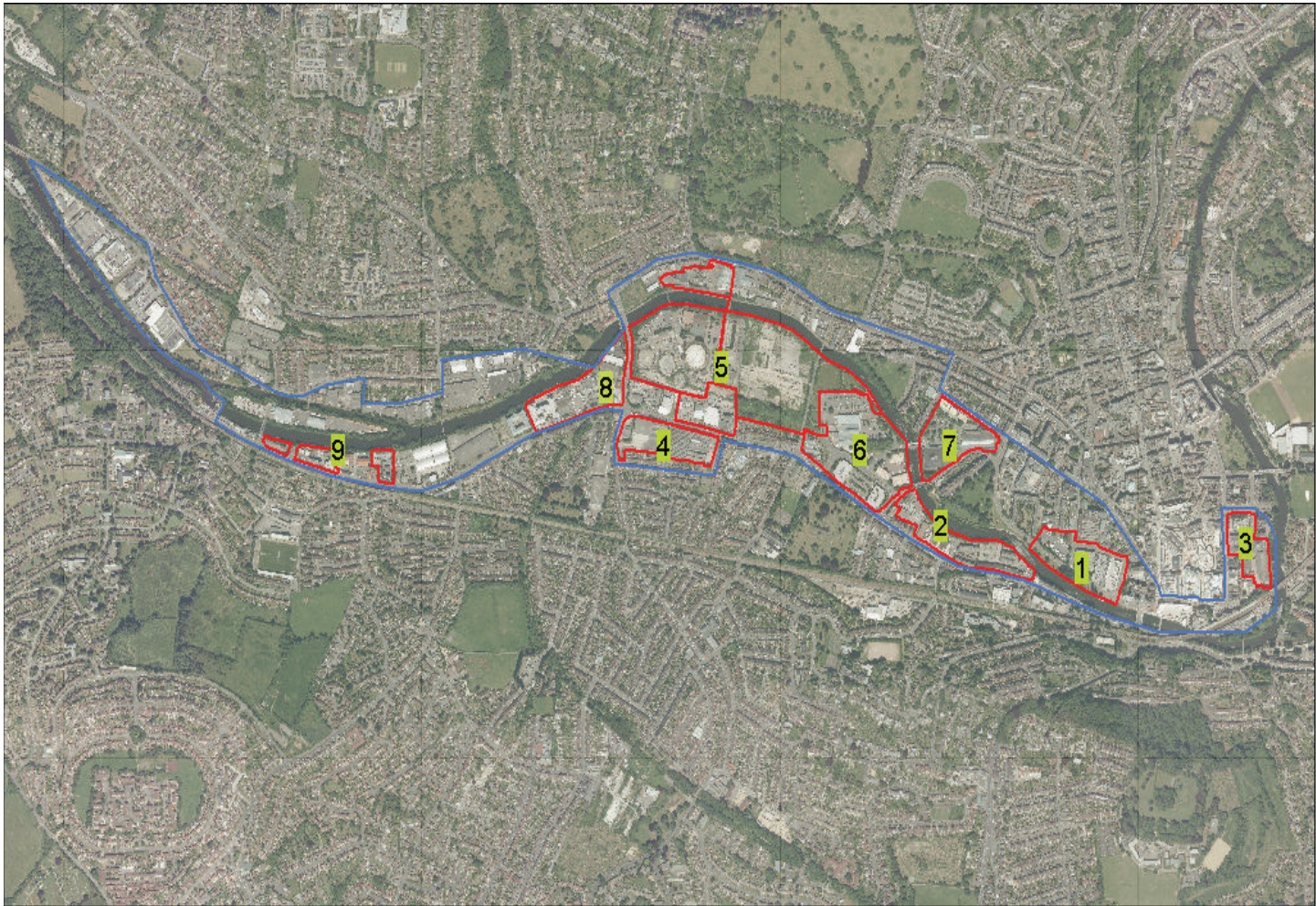
1.11 As well as concentrations of high growth jobs, public sector and tourism jobs provide a backbone to the local economy and a steady flow of income somewhat protected from recession and international competition.

1.12 Despite the challenges in establishing business in the area, once they do start Bath and North East Somerset is also a good place for businesses to thrive. It is better than the sub regional and national average for business survival rates, with 61% of businesses starting in 2004 still operating after 4 years.

Bath City Riverside 'City of Ideas' Enterprise Area

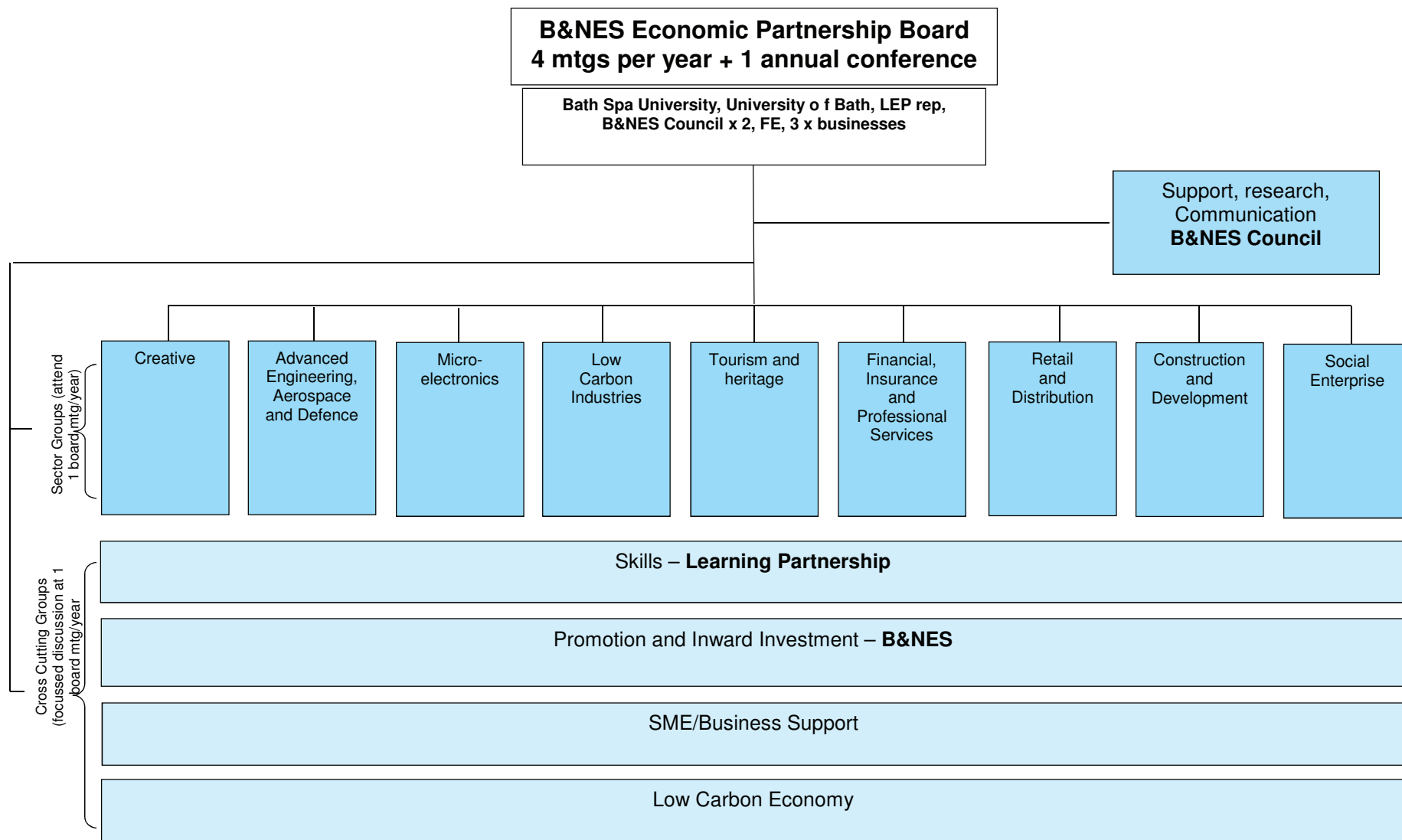
This area of Bath has 36 hectares of developable land within a 96 hectare area which has the potential to deliver mixed-use development with an emphasis towards office and employment use:

- 1. Bath Quays North**
Total Area – 27,340 m²
- 2. Bath Quays South & South Bank**
Total Area – 25,140m²
- 3. Manvers Street**
Total Area – 14, 450m²
- 4. Bath Press**
Total Area – 21,510m²
- 5. BWR**
Total Area – 147,000m²
- 6. BWR East**
Total Area – 48,730m²
- 7. Green Park Station**
Total Area – 24,200m²
- 8. Stable Yard Area**
Total Area – 28,280 m²
- 9. Carrs Mill Area**
Total Area – 24,700 m²



B&NES Economic Partnership Board

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Draft Programme

November 2011

- New Terms of Reference
- Economic Update (dashboard report)
- Scrutiny of one Economic Strategy high level objective: Business Premises and Infrastructure

March 2012

- Economic Update (dashboard report)
- Reports from two sector groups: Creative and Low Carbon
- Scrutiny of one Economic Strategy high level objective: Business Support and Development

June 2012

- Economic Update (dashboard report)
- LEP focus
- Reports from two sector groups: tbc
- Scrutiny of one Economic Strategy high level objective: Employability and Skills (including Learning Partnership)

September 2012: Annual Conference

November 2012

- Economic Update (dashboard report)
- Reports from two sector groups: tbc
- Scrutiny of one Economic Strategy high level objective: Business Premises and Infrastructure

Equality Impact Assessment / Equality Analysis

Title of service or policy	Economic Strategy update (Delivering Sustainable Economic Growth Cabinet report)
Name of directorate and service	Development and Major Projects
Name and role of officers completing the EIA	John Wilkinson
Date of assessment	27 th Sept 2011

Equality Impact Assessment (or ‘Equality Analysis’) is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The primary concern is to identify any discriminatory or negative consequences for a particular group or sector of the community. Equality impact Assessments (EIAs) can be carried out in relation to service delivery as well as employment policies and strategies.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EIA) or Equality Analysis on a policy, service or function. It is intended that this is used as a working document throughout the process, with a final version including the action plan section being published on the Council’s and NHS Bath and North East Somerset’s websites.

1.	Identify the aims of the policy or service and how it is implemented.	
	Key questions	Answers / Notes
1.1	<p>Briefly describe purpose of the policy including</p> <ul style="list-style-type: none"> ● How the policy is delivered and by whom ● If responsibility for its implementation is shared with other departments or organisations ● Intended outcomes 	<p>The Economic Strategy sets the overall ambitions for the area in supporting sustainable economic growth (e.g. business start-up and growth and job creation). It sets out the current economic context, targets for measuring success and actions to deliver those targets. It is owned by the B&NES Economic Partnership, which is the economic group of the LSP. Actions are the responsibility of a range of organisations, including the Council, business organisations, HE and FE providers and other training providers, the West of England Partnership, Job Centre Plus and the Learning Partnership. Its intended outcomes are measured by a range of indicators including employment rates, skills levels, earnings and Gross Value Added of the economy</p>
1.2	<p>Provide brief details of the scope of the policy being reviewed, for example:</p> <ul style="list-style-type: none"> ● Is it a new service/policy or review of an existing one? ● Is it a national requirement? ● How much room for review is there? 	<p>The Economic Strategy was initially published in April 2010. It is a locally determined strategy which guides interventions from across the area. It pays significant attention to the underlying economic situation (analysed from data collected through the year), Government policy on economic development and local business priorities. As it is not a statutory document and is locally developed there is plenty of scope for review and updating.</p>

1.3	Do the aims of this policy link to or conflict with any other policies of the Council?	The aims of the Strategy link directly into the overall ambitions of the Council to make Bath and North East Somerset an even better place to live, work and visit. It also supports delivery of the Sustainable Community Strategy and in particular the section on growth.
2. Consideration of available data, research and information		
<p>Monitoring data and other information should be used to help you analyse whether you are delivering a fair and equal service. Please consider the availability of the following as potential sources:</p> <ul style="list-style-type: none"> ● Demographic data and other statistics, including census findings ● Recent research findings (local and national) ● Results from consultation or engagement you have undertaken ● Service user monitoring data (including ethnicity, gender, disability, religion/belief, sexual orientation and age) ● Information from relevant groups or agencies, for example trade unions and voluntary/community organisations ● Analysis of records of enquiries about your service, or complaints or compliments about them ● Recommendations of external inspections or audit reports 		
	Key questions	Data, research and information that you can refer to
2.1	What is the equalities profile of the team delivering the service/policy?	The Economy, Enterprise and Business Development Team comprises 5 people, 3 men and 2 women. The age profile is young and White British.
2.2	What equalities training have staff received?	Staff have been provided with the B&NES internal training. The EEB manager has previously been responsible for managing the equalities function in his previous role
2.3	What is the equalities profile of service users?	<ul style="list-style-type: none"> ● The age profile of B&NES is somewhat older than the national average, though we also have more people than expected in their early twenties due to the two universities. In ten years' time, we estimate that people over age 85 will number around 6,800 in B&NES compared with 4,300 in 2007 – an increase of about 50%

		<ul style="list-style-type: none"> As this older age group grows, the younger age group will fall as a percentage of the total population, which has significant implications for the local economy and the business that operate here The area's ethnic make up is predominantly white: 94.5% British, Irish or other white compared to the English average of 88.7%
2.4	What other data do you have in terms of service users or staff? (e.g results of customer satisfaction surveys, consultation findings). Are there any gaps?	Worklessness Assessment, Local Economic Assessment, Smart Growth economic study, sector studies. Data collected on the economy is very comprehensive
2.5	What engagement or consultation has been undertaken as part of this EIA and with whom? What were the results?	The Economic Strategy update has been consulted on with the key stakeholders who have a role in its delivery and also the Housing and Major Projects Policy Development and Scrutiny Panel. In addition we have been provided with an independent analysis of progress by an economist against the strategy's core indicators. These showed that progress has generally been positive. However the key targets, that evidence shows we are off target with, relate to the number of people with below level 2 skills, the number of business start ups and the proportion of jobs in high value sectors.
2.6	If you are planning to undertake any consultation in the future regarding this service or policy, how will you include equalities considerations within this?	We will be re-launching the Bath and North East Somerset Economic Partnership as a result of the emergence of the West of England Local Enterprise Partnership and this update. The partnership will be the key group that oversees the delivery of the strategy and its actions. A quarterly economic action plan will be produced which gives an update on the economic picture of the District. This report needs to include data on how particular groups are performing in the economy (e.g. we know that nationally some BME communities are over represented in unemployment figures, but need to understand whether this is the case locally)
<p>3. Assessment of impact: 'Equality analysis'</p>		
	<p>Based upon any data you have considered, or the results of consultation or research, use the spaces below to demonstrate you have analysed how the service or policy:</p> <ul style="list-style-type: none"> Meets any particular needs of equalities groups or helps promote equality in some way. Could have a negative or adverse impact for any of the equalities groups 	

		Examples of what the service has done to promote equality	Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this
3.1	Gender – identify the impact/potential impact of the policy on women and men. (Are there any issues regarding pregnancy and maternity?)	<p>A worklessness assessment has been completed to understand the economic issues facing particular groups.</p> <p>Proposal to undertake an evaluation of Council supported business support services, which will include an examination of who accesses the services and how improvements could be made</p>	<p>Business support services funded by the Council need to ensure they are delivered in a way that ensures equal access and are appropriate to the needs of particular groups, rather than one size fits all</p>
3.2	Transgender – – identify the impact/potential impact of the policy on transgender people	n/a	n/a
3.3	Disability - identify the impact/potential impact of the policy on disabled people (ensure consideration of a range of impairments including both physical and mental impairments)	<p>A worklessness assessment has been completed to understand the economic issues facing particular groups.</p> <p>Proposal to undertake an evaluation of Council supported business support services, which will include an examination of who accesses the services and how improvements could be made</p>	<p>Business support services funded by the Council need to ensure they are delivered in a way that ensures equal access and are appropriate to the needs of particular groups, rather than one size fits all</p> <p>The opportunity to deliver business support services from the Council’s new One Stop Shop in Bath is being explored. Basing services in these premises would capitalise on the excellent DDA compliant facility</p>
3.4	Age – identify the impact/potential impact of the policy on different age groups	<p>A worklessness assessment has been completed to understand the economic issues facing particular groups.</p> <p>Through the Learning Partnership work</p>	<p>The Learning Partnership will take forward their initial work in partnership with business groups and employers to promote opportunities</p>

		has been delivered to tackle the barriers older people face in accessing work and training.	
3.5	Race – identify the impact/potential impact on different black and minority ethnic groups	<p>A worklessness assessment has been completed to understand the economic issues facing particular groups.</p> <p>Proposal to undertake an evaluation of Council supported business support services, which will include an examination of who accesses the services and how improvements could be made</p>	Business support services funded by the Council need to ensure they are delivered in a way that ensures equal access and are appropriate to the needs of particular groups, rather than one size fits all
3.6	Sexual orientation - identify the impact/potential impact of the policy on lesbians, gay, bisexual & heterosexual people	n/a	n/a
3.7	Religion/belief – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.	n/a	n/a
3.8	Socio-economically disadvantaged – identify the impact on people who are disadvantaged due to factors like family background, educational attainment, neighbourhood, employment status can influence life chances	<p>A worklessness assessment has been completed to understand the economic issues facing particular groups.</p> <p>Work is underway in Radstock and Westfield to develop an economic action plan focussed on addressing skills shortages and jobs growth in an area with higher than average levels of economic disadvantage in the District</p> <p>Successful delivery of the 100 in 100 days apprenticeship campaign to</p>	Funding through schemes such as Future Jobs Fund from Government has come to an end. With the potential for further rises in benefit claimants and the emergence of the Work Programme a joined up approach is needed between organisations to ensure continued support for these groups

		<p>provide opportunities for entry into the workplace</p> <p>Section 106 agreement on Bath Western Riverside to promote on-site training</p> <p>Successful delivery of the Future Jobs Fund programme</p>	
3.9	Rural communities – identify the impact / potential impact on people living in rural communities	<p>Active engagement in the West of England Local Enterprise Partnership rural sector sub groups.</p> <p>Current business support services are available via web and phone as well as face to face ensuring access to support services</p>	Ensure rural communities are able to access new economic opportunities that emerge through delivery of this Economic Strategy

4. Bath and North East Somerset Council & NHS B&NES Equality Impact Assessment Improvement Plan

Please list actions that you plan to take as a result of this assessment. These actions should be based upon the analysis of data and engagement, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

Issues identified	Actions required	Progress milestones	Officer responsible	By when
Investigate whether appropriate data is being collected on performance of particular groups in the economy (e.g. race and age)	Ensuring the quarterly economic report provides information on performance of these groups (e.g. employment levels)	Quarterly	John Wilkinson	Next report due Dec 2011/Jan 2012

Ensuring business support services are delivered in a way that ensures equal access	Undertake an evaluation of Council supported business support services	Completed by the end of FY 2011/12	Anna Garner	End of FY2011/12

5. Sign off and publishing

Once you have completed this form, it needs to be 'approved' by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equalities Team (equality@bathnes.gov.uk), who will publish it on the Council's and/or NHS B&NES' website. Keep a copy for your own records.

Signed off by:

(Divisional Director or nominated senior officer)

Date:

Extract Note of Housing & Major Projects PDS Panel 20 September 2011

The Panel received a paper on Delivering Sustainable Economic Growth in B&NES as an item for pre-decision policy development.

20 DELIVERING SUSTAINABLE ECONOMIC GROWTH IN B&NES

The Economic Enterprise & Business Development Manager introduced this item to the Panel. He explained that the format of the report forms a potential skeleton of the Cabinet paper that they will receive in November. He highlighted that there was a risk that without intervention, at current levels of economic performance, the Council will not create the level of job growth that is planned for by the Core Strategy. He added that the area's current economic performance shows that if it continued into the future at current rates that not enough jobs, particularly of the target quality, will be created for local people.

He also wished to set out some real strengths of the area and potential future actions.

Strengths

- A highly skilled workforce, with world class Higher Education provision focussed on growth sectors
- Clusters of highly productive businesses, many of them identified as key sectors in driving the UK's economic recovery
- Public sector and tourism jobs providing a backbone to the local economy and a steady flow of income somewhat protected from recession and international competition
- Once they start, very good business survival rates indicating a strong underlying economy

Potential future actions

- Ensure the District has an attractive profile and strong competitive identity to attract inward investment in accordance with the Bath and North East Somerset Economic Strategy
- Ensure there is a regulatory, finance and support environment which enables existing businesses to develop and grow
- Ensure there is sufficient and appropriate employment space available for local job creation, building on the opportunity of the Bath Enterprise Area but also focussed on local neighbourhoods outside Bath
- Ensure there are sufficient and appropriate homes built to provide accommodation for people taking up these new jobs as set out in the Core Strategy, including university graduates
- Ensure that the transport, communications and cultural infrastructure supports the delivery of the above

Councillor Barry Macrae commented that he felt that most of the important issues were covered within the report and he urged that Cabinet to carry out the implementation as soon as possible.

Councillor Paul Fox commented that he acknowledged that something needs to be done and said that any growth must be sustainable. He called for key employment space / business accommodation to be identified and asked what the Council could do to aid this. He also stated that B&NES should not have an inferiority complex regarding Bristol and the LEP as it should be seen as an opportunity.

The Chairman commented that he felt that sites should be identified so that businesses can have the ability to expand.

Councillor Patrick Anketell-Jones commented that taking forward proposals for a creative/digital “hub” workspace for co-location of creative companies was a sound proposition for the future.

Councillor Steve Hedges commented that he felt that the report should be written with more confidence. He also called for the former Clark’s site to be promoted further as part of the solution.

Councillor Paul Fox stated the need for Bath to get itself onto the Cities Map as they are seen as the drivers for growth.

The Chairman commented that mobility and public transport were both important issues that should be considered. He added that the Panel should also have a role in how money in relation to the New Homes Bonus is spent.

The Strategic Director for Development & Major Projects commented that the Government currently sees the West of England and Bristol as a priority. He called for the Council to be bold and to make the relationship work by showing them a credible offer of our own.

The Panel **RESOLVED** to commend the report to the Cabinet.

Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	9 November 2011	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2313
TITLE:	The Future Management and Restoration of Sydney Gardens	
WARD:	Bathwick, Walcot / All	
AN ITEM FOR PUBLIC DISCUSSION		
List of attachments to this report:		
<ul style="list-style-type: none"> • Appendix 1 – HLF approval notes and process • Appendix 2 – Draft timetable, project stages and resource implications • Appendix 3 – Risk Assessment 		

1 THE ISSUE

1.1 The restoration of Sydney Gardens has been in discussion for several years and the recent successful completion of the restoration of the Holburne Museum and a change in grant percentage offered by the Heritage Lottery Fund (HLF) (from up to 75% to up to 90%) in the Parks for People programme presents a good opportunity to take a scheme forward for a Round 1 application for feasibility funding of the project.

1.2 This report seeks approval for an application to the HLF to submit a Round 1 application to the Heritage Lottery Fund (HLF), under their continuing Parks for People programme, for the restoration of Sydney Gardens.

2 RECOMMENDATION

That Cabinet:

2.1 approves and authorises officers to progress work on:

- The feasibility and development work to make a Round 1 application to the Heritage Lottery Fund, under the Parks for People programme, for development funding for the restoration of Sydney Gardens;
- In conjunction with this, examining potential alternative future governance arrangements for the management of Sydney Gardens.

3 FINANCIAL IMPLICATIONS

3.1 The financial implications in broad terms at this stage are:

- The submission of a Round 1 application for development funding will cost no more than £30,000 and will be met from the existing one-off fund, created specifically for the purpose of supporting the restoration of Sydney Gardens.
- Officer time to support the development stage.
- A pre-condition of proceeding with the project is that there should be no overall increase in costs to the authority

3.2 Detailed costs estimates for the full future delivery of the project (subject to obtaining funding approval from HLF) and how they will be borne will not be clear until the necessary detailed assessments of cost items are undertaken as part of the survey and assessment work within the development stage work. Any costs falling to the authority will be borne from within existing revenue budgets.

3.3 Governance arrangements for the project will include the formation of a project board which will meet regularly and provide update reports on the financial and resource implications of developing the project to the Council's Capital Strategy Group.

3.4 It may be necessary (in support of a funding bid) or desirable (to ensure the most appropriate arrangements for the management of the Gardens in the future), to consider amendments to the current governance arrangements for the Gardens (e.g. if a Trust or other alternative form of governance were to be created). It is anticipated that revenue costs of any such arrangement would be no greater than the current revenue costs of maintaining the Gardens.

4 CORPORATE PRIORITIES

- Creating neighbourhoods where people are proud to live
- Developing resilient communities

Equal Opportunities

4.1 A detailed equality impact assessment is being carried out, not only as a requirement of the Council, but also HLF in their stated desire to see an increase in the audience and diversity of people enjoying the use and benefit of parks.

5 THE REPORT

Background

5.1 The proposed restoration of Sydney Gardens presents a great opportunity to take forward a project that has been identified for a number of years and one that, if successful in obtaining funding from HLF, will restore one of the oldest and finest pleasure gardens within the country for the benefit of residents and visitors and re-connect with and provide a complementary setting to the recently refurbished and extended Holburne Museum.

HLF Parks for People programme

5.2 There is a need to combine the needs and aspirations of the community, HLF, the Holburne and BANES. HLF's Parks for People programme has the aim that every community should have:

- access to a well-designed public park maintained to Green Flag Award standards;
- have opportunities to learn about the heritage value of their park;
- have opportunities to take an active part in managing and using their park

5.3 Potential project submissions must meet all three priorities of the programme:

- the community values the park as part of their heritage;
- the park meets local social, economic and environmental needs; and
- the park management actively involves local people.

In addition, the project must meet the five required outcomes of the programme:

- increasing the range of audiences;
- conserving and improving the heritage value;
- increasing the range of volunteers involved;
- improving skills and knowledge through learning and training; and
- improving management and maintenance.

6 RISK MANAGEMENT

6.1 The report author has undertaken an initial draft risk assessment, attached as Appendix 3 and which will require further checking and sign off with the Lead Member, in compliance with the Council's decision making risk management guidance.

7 EQUALITIES

7.1 A proportionate equalities impact assessment will be developed as part of the requirements of the submission to HLF.

8 RATIONALE

8.1 The rationale for the recommendation for the preparation and submission of a restoration project is set out in paragraphs 1.2 and 5.2 of the report.

9 OTHER OPTIONS CONSIDERED

9.1 The first option is not to submit a restoration bid to HLF. Whilst this would save the authority the development stage match funding it would go back on commitments made and could have a negative impact on the relationship with the Holburne Museum, as well as missing out on the opportunity to take advantage of the current favourable level of contributory funding from HLF.

9.2 The preparation of a submission to HLF also enables consideration of options for future potential alternative governance arrangements for the gardens, as part of the process of developing the submission. Learning from this process of working with the local community and stakeholders is relevant to opportunities identified within the Localism Bill and could be transferable for other parks, gardens and green spaces within Bath and North East Somerset.

10 CONSULTATION

10.1 Ward Councillors; Cabinet Members; Staff; Other B&NES Services; Service Users; Local Residents; Community Interest Groups; Stakeholders/Partners; Other Public Sector Bodies

10.2 Meaningful consultation is an important element of the preparation for a successful submission and as part of this there is a need to ensure engagement with local Ward Councillors, wider stakeholders and statutory consultees (i.e. Residents Associations, Elected Members, Civic Society, Bath Preservation Trust, English Heritage, Garden History Society, British Waterways, Network Rail etc.),

10.3 Consultation will be carried out using a variety of methods including visitor surveys, consultation material made available at the Holburne Museum, Central Library and local schools, and facilitated workshops including use of the specialist advisors from the urban design and public realm panels.

11 ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 Social Inclusion; Customer Focus; Sustainability; Property; Young People; Impact on Staff; Other Legal Considerations.

12 ADVICE SOUGHT

12.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	John Crowther, Service Manager: Neighbourhood Services, 01225 396878 john_crowther@bathnes.gov.uk
Sponsoring Cabinet Member	Councillor Dave Dixon Cabinet Member for Neighbourhoods
Background papers	
Please contact the report author if you need to access this report in an alternative format	

The application and assessment process – an overview

We assess all applications in **two rounds**. This is so you can apply at an early stage of planning your project and get an idea of whether you have a good chance of getting a grant before you send us your proposals in greater detail. At the first round you can also apply for a

development grant. If you are successful, this will contribute to the cost of planning and developing your project up to your second-round application.

The table below gives an idea of how much information we are looking for, and at what point we expect you to be in developing your project, at each application round.

Project stages and your application

All projects	Building projects (broad equivalent)
<p>Looking at your initial idea</p> <ul style="list-style-type: none"> • Identify that the park meets the definition for this programme. • Identify your aims for the whole park as set within a wider local authority Green Space Strategy. • Identify the needs and opportunities of the park through an outline Management Plan using Green Flag Award criteria. • Consider your project options (including analysing the strengths and weaknesses of each option) and develop reasons for choosing the option you have gone with. 	<p>RIBA work stage A</p>
<p>Send us your pre-application enquiry form.</p>	
<p>Basic proposals</p> <ul style="list-style-type: none"> • Identify the heritage value of the park. • Identify the current needs of the park (its condition and visitor use) and any management and maintenance issues. • Identify the social, economic and environmental benefits this park gives, or by its regeneration could better give, to the area. • Identify an active community partnership approach between the park managers and local people, groups and businesses and other local authority services in using and managing the park today. • Make a survey plan of the park as it is now, labelling the main features, facilities and access points. • Set out a basic written programme that indicates the type of capital (physical) work, activities and management that could (by second-round) achieve the five outcomes required for Parks for People. • Set out a basic timetable for this programme. • Identify the basic costs and likely sources of partnership funding. • Broadly consider any limitations and risks. • Identify the main people who have a direct interest (stakeholders) in the park, and who would be affected by any changes to the park - for example, bowling club, fishing club, tenants or licensees. 	<p>RIBA work stage B</p>

<ul style="list-style-type: none"> • Create a detailed and costed plan for the development phase to the second-round application, with briefs (written description of the work or services needed) for delivery. 	
<p>Send us your first-round application by 28 February or 31 August for assessment and first-round decision in the following June or December.</p>	
<p>Outline proposals – further development of basic proposals</p> <ul style="list-style-type: none"> • Carry out survey and analysis work required to inform all parts of the project. • Produce an outline Master Plan (drawings and report) for the whole park. • Produce an outline programme of capital work and outline activity plan that will achieve the five outcomes required for Parks for People. • Develop outline designs and costs for the main project and get quotes or tenders for further development work. • Develop an outline 10-year costed management and maintenance plan. 	<p>RIBA work stage C</p>
<p>Send us regular progress reports. We will carry out a formal review when your outline proposals are ready.</p>	
<p>Detailed proposals – developing further your outline proposals</p> <ul style="list-style-type: none"> • Complete detailed activity plan. • Produce detailed Master Plan (drawings and report) for the whole park. • Give detailed outputs, timetable and costs for capital (physical) work (schedule of works). • Complete detailed costed 10-year management and maintenance plan for the park, and secure support for any increased resources required. • Do a detailed risk assessment. • Provide job descriptions (if these apply) and proposal for advertisement and recruitment of new posts. • Provide a proposal for buying goods and services. • Prepare planning, or natural or built heritage, applications (if these apply) and put these forward to the relevant planning or heritage authority. • Prepare detailed cash flow and income and expenditure tables. • Develop a proposal to assess the project against your original aims and outcomes (evaluation). • Develop a proposal for acknowledging our support. 	<p>RIBA work stage D</p>

Send us your second-round application by 28 February or 31 August for assessment and second-round decision in the following June or December.	
<p>Final proposals (not all parts of your detailed proposals will need further work)</p> <ul style="list-style-type: none"> • Project delivery team should be in place. • All partnership funding must be in place. • You will agree with us the final outcomes, timetable and costs: detailed drawings and schedule for capital works; and detailed action plan for activities. • The final costed 10-year management and maintenance plan will be confirmed, approved and signed by the managing authority. • All planning, or natural or built heritage permissions you need are received (if this applies). • Evaluation proposals in place. 	RIBA work stage E
Apply for permission to start your project as set out in <i>Managing your grant</i>.	
<p>Delivering the project</p> <ul style="list-style-type: none"> • All the resources you need must be in place. • You must track all costs. • You must regularly consider proposed changes. • You must continue to assess the project against your original aims and outputs (evaluation). • You must give us regular progress reports (monitoring). • Tell Green Flag Award contractors in which year you intend to first apply (the year after practical completion of your capital works). 	RIBA work stage F to K
Send us regular progress reports and invoices for grant requests.	
<p>Evaluating the project</p> <ul style="list-style-type: none"> • Complete your evaluation of the project. • Record the lessons you have learnt. • Assess the performance of your project team and give us feedback. • Report back to your stakeholders. • Apply for your first Green Flag Award. • Permanently acknowledge our support. 	RIBA work stage L
Send us a completion and evaluation report.	
<p>After your project is complete</p> <ul style="list-style-type: none"> • Retain Green Flag award for minimum of seven years. • Respond to regular, or one-off, requests by HLF for information about the project over the whole of the grant contract period (25 years). 	

Application flow chart

All projects

Download or ask for the Parks for People application pack.
Read this introduction and application form help notes.



Send us a pre-application enquiry form.
We will tell you whether your park is likely to meet our definition of a public park
and the three programme priorities, and what to do next.



First-round applications

Send us your first-round application form at the basic proposal stage by 28 February
or 31 August each year, with or without a request for a development grant.

We will decide if your park meets the programme definition of a 'public park'. If it does
not, we will reject the application without further assessment.



We assess your application.
We will contact you to discuss your project.
It will take us three months from the date we receive your application to assess it.
The Regional or Country Committee will discuss your application and make a
recommendation to the Board. The Board, which meets to discuss all Parks for People
applications every June and December, will make a decision. The outcome will be either:

- a you pass the first round without a development grant; or
- b you pass the first round with a development grant; or
- c we say you have made an unsuccessful application –
if this is the case we will explain the reasons why.



Successful first-round applications

We discuss with you developing your second-round application.
If you have little experience of doing a project of this type, or on this scale,
we may offer you a mentor to support you in developing your project.
We will keep in touch with you as your project progresses to the second round
and ask for regular progress reports (even if you have not asked for or received
a development grant) and invoices.



Review

We will review your application when you have developed outline costs. This
will usually be when your outline proposals are ready at RIBA Stage C.
We will ask you to continue developing your project to the second round, unless your
proposals have changed significantly and we consider they no longer represent value
for money. If this is the case, we may withdraw our support.



Second-round applications

As soon as you are ready, send in your second-round application to arrive by either 28 February or 31 August, with your detailed proposals at RIBA Stage D, your activity plan, Conservation Management Plan (if required), Master Plan, detailed schedule (list) of costs and any other things we have asked for.

The maximum time allowed for Parks for People between decision at first round and application at second-round is 27 months. For example, if you are successful at first-round Parks for People assessment in June 2009 you must submit your second-round application by 31 August 2011. If you do not do so, you must apply again at the first-round.

It will take us three months from the date we receive your application to assess it. The Board, which meets to discuss all Parks for People applications every June and December, will make a decision. The outcome is either:

- a to award you a grant; or
- b to say you have made an unsuccessful application – if this is the case we will explain the reasons why.



Successful second-round applications

We discuss with you how you should develop, deliver and monitor your project.



Permission to start the project

When your final proposals RIBA Stage E, and final management and maintenance plan are ready, you must apply for and receive formal permission before you start work on delivering your project. You can apply at any time up to six months from the date of second-round decision. If you do not do so, your grant may be withdrawn and you must apply again at the second-round.



Delivering the project

You deliver your project in line with your proposals and meet out our conditions as set out in:

Managing your grant;
How to acknowledge your grant;
Standard terms of grant;
and
Evaluating your HLF project.



Complete your project

You send us a completion and evaluation report before we release the final 10% of your grant.

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APPENDIX 2

Project stages, indicative timetable and resource/financial implications.

Stage of project	Timetable	Financial / resource implications
Round 1 application	By either February or August 2012	100% of the cost of any external support including design costs, any specialist surveys, revenue planning, project management, technical support etc Estimated cost £20,000 - £30,000, subject to a detailed scoping exercise
HLF assessment of Round 1 bid	3 months from date of submission HLF Board meets June or December	No fee implications but officers will need to respond to any queries the HLF case officer may have
Development stage up to Round 2 application	Up to 2 years from the date of award and again in batched applications (i.e. February or August) So if February 2012 Round 1 application and June 2012 award then a Round 2 application could be made in August 2013 or February 2014 An August 2012 Round 1 application and December 2012 award then a Round 2 application could be made in February or August 2014	The authority would have to meet the net cost of any costs incurred. These would be estimated as part of the work up within the Round 1 application. Costs would include specialist surveys, design fees (architects and landscape architects), planning application costs, revenue planning and any project management costs. Estimated costs could be £200,000 to £300,000 (including non-cash contributions) and HLF maximum grant rate is 90%. HLF will consider value for money so the lower the intervention rate that can be achieved the better.
HLF assessment of Round 2 bid	3 months from date of submission Board meets June or December	No fee implications but officers will need to respond to any queries the HLF case officer may have
Delivery stage	Typically 2-3 years from date of award for delivery of capital works but revenue delivery can be up to 5 years	Dependant on the total project costs, match funding and HLF grant. Discussions at a project steering group meeting (21.10.10) led to an overall feeling that a total restoration project in the region of £2.0m - £3.0m should be considered

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Risk	How likely is the event? High, medium or low	How serious would the effect be? High, medium or low	Consequence	Action you will take to help prevent the risk	Who is responsible for dealing with the risk?
Match funding not secured	Low to medium risk	High	Full project will not proceed	Close liaison with HLF and TLC/DMP to ensure coordination and clarity over priorities	SG Project Board
Council does not support increased revenue costs	Low risk	Medium	Any grant will be clawed back if enhanced maintenance is not undertaken	Ensure Cabinet are fully aware of the commitment required. Secure additional/ increased income from leases, agreements or external events	SG Project Board
Council diverts capital expenditure	Low risk	High	Council cannot proceed at critical stage of implementation of project	Ensure high political profile of the project	SG Project Board
Change of political leadership of the authority	Low risk	Low	Council decides that the project is no longer a political priority - same effect of first two identified risks	Ensure Cabinet are fully aware of the commitment required. Ensure high political profile of the project.	Chair of Project Board
Failure to get planning permission and listed building consent for proposed building and landscape work	Low risk	Medium	Major re-design and cost implications resulting in delays	Secure planning input to project team. Involve planning as soon as possible	SG Project Board
Poor standard of restoration works	Low risk	Medium	Funder, client and public dissatisfaction.	Use of recognised specialist contractors. Quality of work to be managed by project manager and HLF	SG Project Board

Comment [IB1] : Failure to get listed building consent

Risk	How likely is the event? High, medium or low	How serious would the effect be? High, medium or low	Consequence	Action you will take to help prevent the risk	Who is responsible for dealing with the risk?
Programme slippage as a result of the complexity and specialist nature of the work	Low risk	Low	Programme length could exceed deadlines resulting in cost implications	Project Manager to monitor progress and take the required action to keep the project within its timescale	SG Project Board
Adverse weather conditions	Medium risk	Medium	Delay project delivery	Allow for adverse weather conditions within programme	SG Project Board
Tender Price Inflation	Low risk	Medium	Cost implications and potential reduction in quality of specification	Adopt strategy to manage inflationary impacts and allow in cost planning	SG Project Board
Cost Overruns	Low risk	Medium	Insufficient funding to deliver the full project thus reducing the scope	Robust cost plan with sufficient contingencies and regular/extensive monitoring of expenditure	SG Project Manager
Contractor Claims	Low risk	Medium	Delay in project delivery, increased costs and potential of legal action	Tender selection process to include assessment of whether contractors associated with claims culture. Project Manager and contractor to develop effective working relationship.	SG Project Board
Impact on Neighbours/ Park Users during construction phase	Low risk	Low	Reduction in usability of the park and noise pollution etc, potential of dissatisfaction from some members of the public	Programming organised to minimise disruption. Project Manager to ensure good working practices are adhered to by contractors	SG Project Board

Risk	How likely is the event? High, medium or low	How serious would the effect be? High, medium or low	Consequence	Action you will take to help prevent the risk	Who is responsible for dealing with the risk?
Lack of robust Marketing Strategy to promote the restoration project and the park, post restoration	Low risk	Low	Under performance, lack of use and funder dissatisfaction	Continue positive work undertaken with public during development stage. Engage public throughout construction and beyond	Project Manager
Lack of educational visit take up	Low risk	Medium	Under performance, lack of use and funder dissatisfaction	Continue Audience development in association with links made by partners	Project Manager
Professional misjudgements of contractors or internal staff	Low risk	Low	Potential of delay in project delivery, cost implications and potential increase in contractor claims	Appointment in line with B&NES protocols and regular reviews of performance. Open management policy in supportive environment	Project Board
Theft, vandalism and other Anti-Social Behaviour during construction phase	Medium risk	Medium	Delay in project completion	Provision of suitable site security and storage	Project Manager
Client Response times	Low risk	Medium	Delay in project completion	Ensure specific client decision-making mechanism an effect lines of communication	Project Officer
Programme overrun	Low to Medium risk	Medium	Cost implication and delay in project delivery	Robust project plan in place to cater for potential slippage	Project Board
Contractor Insolvency	Low risk	High	Cost increases, delay in project completion and potential legal action	Financial assessment of potential contractors is part of B&NES tender selection process	Project Board

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Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	09 November 2011	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2320
TITLE:	West of England Strategic Green Infrastructure Framework	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
West Of England Strategic Green Infrastructure Framework: http://www.westofengland.org/media/216918/gi%20framework%20020611.pdf		

1 THE ISSUE

- 1.1 Like all forms of infrastructure, green infrastructure must be properly planned and coordinated if it is to function efficiently and deliver optimal benefits to society. This should be supported at a range of levels, including local, strategic and national.
- 1.2 The Council has been working collaboratively with West of England Partners, including The Environment Agency, Natural England and the Forestry Commission to prepare a Strategic Green Infrastructure Framework to recognise cross boundary linkages and enable delivery of a coherent green Infrastructure network at the strategic level.
- 1.3 The Council is now seeking to approve the Framework document as an evidence base to inform the Local Development Framework and the emerging Green Infrastructure Strategy for the Bath & NE Somerset area.

2 RECOMMENDATION

- 2.1 The Cabinet agrees that: The West of England Strategic Green Infrastructure Framework is approved as an evidence base that will inform the Councils Local Development Framework and in particular the emerging Green Infrastructure Strategy for the B&NES area.

3 FINANCIAL IMPLICATIONS

- 3.1 Approval of the WEP GI Framework does not commit the council to any additional expenditure in the short term. Any future implications relating to developer contributions through S106 or the new Community Infrastructure Levy regulations will be developed as part of the emerging Bath & NE Somerset GI Strategy and you will be advised of these at that time.
- 3.2 The framework will be used to influence existing infrastructure delivery agents and partners to seek more sustainable solutions that will deliver green infrastructure outcomes, alongside existing agendas, thereby maximising the outcomes for the community, wildlife and the local economy.

4 CORPORATE PRIORITIES

- *Building communities where people feel safe and secure*
- *Sustainable growth*
- *Addressing the causes and effects of Climate Change*
- *Improving transport and the public realm*

5 THE REPORT

Background

- 5.1 Green infrastructure is a planned network of green (and blue) spaces and corridors within, around and between towns and cities, which can be designed, maintained, and improved to meet the needs of local communities, wildlife and the environment.
- 5.2 Green infrastructure assets may be publicly or privately owned, may be with or without public access, and may be in urban and rural locations.
- 5.3 A network of green infrastructure offers multiple benefits, which are essential to the sustainable growth of communities and the economy. These include:
- Promoting economic growth, employment and skills improvement;
 - Supporting resilient ecosystems and biodiversity;
 - Mitigating and adapting the natural and built environment to climate change;
 - Recognising and enhancing a legible network of physical green spaces and corridors;
 - Reducing and managing flood risk;
 - Improving mental and physical health, and the cohesion of local communities;
 - Increasing sustainable food production;
 - Maintaining and enhancing cultural heritage, landscapes and natural resources.
- 5.4 The Coalition Government, which has committed to being the “greenest Government ever”, clearly recognises that economic prosperity and our natural environment are mutually interdependent. The natural environment across England has broader national value, underpinning our economic prosperity, health and ability to adapt to climate change. An understanding of the value of our natural resources must therefore be considered in decision making at all levels. This has recently been reconfirmed within the Natural Environment White Paper, which states:

“Around the country local partnerships are seeking to use green infrastructure to drive economic growth and regeneration and improve public health, wellbeing and quality of life. It can also support biodiversity and the functioning of natural systems such as rivers and flood plains and help reduce the negative impacts of climate change.”

The West of England GI Framework

5.5 The West of England authorities are developing Core Strategy and Development management policies on GI and Bath & NE Somerset and South Gloucestershire are in the process of developing specific Green Infrastructure Strategies to support these policies. This West of England Framework (appended) is complimentary to these policies and strategies, providing a strategic context for green infrastructure delivery, including opportunities for working across local authority boundaries.

5.6 The strategic overview provided by the Framework will promote a more consistent approach and better understanding of strategic green infrastructure across the partnership area. This will deliver the following benefits:

- An evidence base to support green infrastructure policy within emerging Core Strategies and Development Plan Documents;
- A better appreciation of the need to plan for green infrastructure at a strategic, as well as local scale;
- The protection and, where possible, expansion of the West of England green infrastructure network, in particular cross-boundary linkages;
- Co-ordination of resources and actions directed at green infrastructure by the authorities and their partner’s to achieve more cost effective outcomes, which support the delivery of sustainable growth.

5.7 The vision of the Framework is:

“By 2026 the West of England will have an enhanced and sustainable green infrastructure network consisting of a multifunctional, connected and legible network of strategic green sites and corridors that will be widely beneficial to communities, wildlife and the environment to support sustainable growth across the West of England.”

Process

5.8 The Strategic Green Infrastructure Framework has been jointly prepared by the members of the West of England Green Infrastructure Group (WEGIG), with draft versions taken to the West of England Partnership’s Planning, Housing and Communities Board (10th December 2010 & 4th March 2011) and the Joint Scrutiny Committee (7th January 2011). At its meeting on 4th March the Planning Housing and Communities Board it was noted that the Members present could not make a decision, due to the meeting being inquorate, but they offered their support for the GI Framework. Each authority is now taking the document thorough the relevant approval processes so that the document can be used as an evidence base to support their respective Local Development Framework (LDFs).

6 RISK MANAGEMENT

The report author and Lead Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

7 EQUALITIES

7.1 The West of England Strategic Green Infrastructure Framework applies to all people regardless of sex, race, disability or other orientation. There are no specific impacts arising from the Strategic GI Framework and therefore a proportionate equalities impact assessment is not required.

8 RATIONALE

8.1 The West of England GI Framework is complementary to the Council's Green Infrastructure policy and emerging GI strategy. It provides a clear strategic framework enabling cross boundary working and consistency of approach. Approval and publication of the West of England Strategic Green Infrastructure Framework will allow it to be considered and add value to the formulation and delivery of the Council's LDF.

9 OTHER OPTIONS CONSIDERED

9.1 None

10 CONSULTATION

10.1 *Stakeholders/Partners; Other Public Sector Bodies; Section 151 Finance Officer; Chief Executive; Monitoring Officer*

10.2 In March 2010 the WEGIG held an event for key partners with an interest in green infrastructure from across the West of England area. A key theme from one of the workshops held that day was the need to influence the West of England Partnership and for a succinct area wide GI strategy to be published. This theme set the context for the drafting of the Strategic GI Framework. The other outcomes from the event were summarised in a number of objectives and themes that were reflected upon when drafting the Strategic GI Framework.

10.3 The Environment Agency, Natural England and the Forestry Commission have expressed their support for a collaborative approach to Green Infrastructure planning and delivery, and have been closely involved in the Strategic GI Framework's initiation and preparation.

11 ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 *Sustainability; Corporate;*

12 ADVICE SOUGHT

The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	<i>Sue Murtagh 01225 477618</i>
Sponsoring Cabinet Member	<i>Councillor David Dixon</i>
Background papers	
Please contact the report author if you need to access this report in an alternative format	

Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	09 November 2011	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2322
TITLE:	Gypsies, Travellers and Travelling Showpeople Site Allocations Development Plan Document (DPD): Issues and Options consultation paper and 'Call for Sites'	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Appendix 1: Draft Consultation Document		

1 THE ISSUE

- 1.1 As Local Housing Authority, the Council has a duty to assess the housing needs of the district. The Housing Act 2004 extended this duty to the specific requirements of gypsy and traveller communities. The assessment undertaken in 2007 determined that the district by 2016 required 22 permanent and 20 transit pitches, and for travelling showpeople one yard. The draft Core Strategy Policy CP11 has been framed with regard to this assessed need of the district and to assist effective delivery a DPD is now proposed, as follows.
- 1.2 The Gypsies, Travellers and Travelling Showpeople Site Allocations Development Plan Document (DPD) is a formal planning document prepared by the Council which allocates land for the development of authorised Gypsy and Traveller pitches across the District. The Issues and Options paper seeks public comment on how sites should be allocated for development as Gypsy and Traveller pitches or Travelling Showpeople yards. The Call for Sites seeks information on potential land for allocation.

2 RECOMMENDATION

The Cabinet:

- 2.1 considers any comments made by the PT & EPDS at its meeting on the 8th;
- 2.2 agrees that the Issues Paper incorporating a Call for Sites is approved for public consultation; and
- 2.3 agrees that the public consultation is undertaken over an extended period of 8 weeks to run from late November 2011.

3 FINANCIAL IMPLICATIONS

- 3.1 The Gypsies, Travellers and Travelling Showpeople Site Allocations DPD is being prepared within the agreed budget for 2011/2012. This budget enables the DPD to progress in line with the work programme in the adopted Local Development Scheme.
- 3.2 The progression and eventual adoption of the Gypsies, Travellers and Travelling Showpeople Site Allocations DPD will demonstrate the Council's commitment to the provision of sites to meet local need. The allocation and development of sufficient sites will also enable the Council to redirect households travelling through the District to legal transit sites. This will reduce the need for enforcement action by the Council and its associated costs.
- 3.3 Identification of suitable allocation site(s) will have longer term financial implications because there is a cost to the establishment of sites.

4 CORPORATE PRIORITIES

- 4.1 Allocating land for the travelling communities to develop authorised sites will meet the Council's requirements to eliminate discrimination, advance equality of opportunity and foster good relations between different groups. The development of authorised sites should improve the life chances of the travelling community as well as improving community cohesion.

5 THE REPORT

- 5.1 The purpose of the Site Allocations Development Plan Document is to allocate sufficient land to develop authorised sites for accommodation by Gypsies, Travellers and Travelling Showpeople. Bath and North East Somerset District does not currently contain any permanent authorised sites, although a site has been granted temporary planning permission in Whitchurch. The Council is currently working towards producing a new Corporate Policy on Gypsies and Travellers and the Site Allocations document will relate to that policy's aims to oversee the process of site allocation and development.
- 5.2 The Gypsies, Travellers and Travelling Showpeople Site Allocations Development Plan Document (DPD) is currently at Issues and Options stage. This is the first stage of public consultation seeking to agree the way and form in which sites should be provided, and to ask the public to identify potential land for allocation.
- 5.3 The content of the Issues paper follows the Draft Core Strategy Policy CP11 which sets out the criteria against which land will be assessed for development. From these criteria the consultation paper asks a series of questions about the form of development, including site tenure and mixed-use site provision.
- 5.4 The Council has committed through the Draft Core Strategy to provide **22 permanent pitches** and **20 transit pitches** for Gypsies and Travellers, and **1 yard** for Travelling Showpeople. These figures are derived from the Council's evidence base, the Gypsy and Traveller Accommodation Assessment carried out in 2007, which sets out local need including projected family growth.
- 5.5 The scoring matrix (as included at Appendix A of this note) weighs each of the issues relevant to site allocation in order to objectively identify the most suitable,

sustainable sites. The matrix was developed based on national planning guidance, weighting particular matters, for example protection of the Green Belt, more heavily to reflect their relative importance.

- 5.6 The period of consultation will also include a 'Call for Sites' which asks the public to put forward any land they consider suitable for allocation as Gypsy, Traveller or Travelling Showpeople sites. Any land coming forward as part of this process will be considered for allocation against the site criteria, and assessed against the scoring matrix. A review of Council-owned land is also underway to assess local assets for their potential allocation as part of this process. The results of that review will be taken into account alongside any land coming forward from the public.
- 5.7 There will be subsequent public consultations later in 2012 on the proposed sites to be allocated.
- 5.8 This report will be considered by PTE & PDS at its meeting on the 8th November and any comments will be reported to the meeting.

6 RISK MANAGEMENT

- 6.1 The report author and Lead Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

7 EQUALITIES

- 7.1 The statutory duties of the Council include the Single Equality Duty to eliminate discrimination, advance equality of opportunity and foster good relations between different groups in the course of developing policies and delivering services. Gypsies and Travellers are recognised as distinct ethnic groups and are protected from discrimination by the Equality Act 2010.
- 7.2 An Equalities Impact Assessment of the Gypsies, Travellers and Travelling Showpeople Site Allocations DPD Issues and Options consultation paper was carried out using corporate guidelines and in consultation with an Equalities Officer. The overall impact on equality strands was considered to be positive, however opportunities for improvement were raised as actions. The actions arising from this have been considered and will be incorporated into the next consultation document, the Options Paper. The Equalities Officer was also consulted on a draft version of the consultation paper and comments arising from this were incorporated into the current draft version.

8 RATIONALE

- 8.1 The recommended actions are a key part of the Council's Local Development Scheme and the commitments agreed through the Draft Core Strategy. An extended consultation period of 8 weeks is considered appropriate to ensure the Christmas period does not disadvantage those wishing to comment on the document.

9 OTHER OPTIONS CONSIDERED

- 9.1 None.

10 CONSULTATION

10.1 *Ward Councillor; Cabinet members; Parish Council; Town Council; Overview & Scrutiny Panel; Staff; Other B&NES Services; Service Users; Local Residents; Community Interest Groups; Youth Council; Stakeholders/Partners; Other Public Sector Bodies; Charter Trustees of Bath; Section 151 Finance Officer; Chief Executive; Monitoring Officer*

10.2 It is recommended that the consultation period run for an 8 week period from late November 2011. A series of manned drop-in events will be held to encourage public participation and to draw together local aspirations, opportunities and concerns. These events will be geared towards gathering contacts and evidence to inform future drafts of the document. Particular emphasis is placed on engaging on a face to face basis with the local travelling community and representatives of the Gypsy and Traveller community through direct on-site contact by the Council officers.

10.3 Consultation will also include:

- Local press and media coverage
- Feature article in Connect (sent to all households)
- E-consultation
- Email to all consultees listed on the Local Development Framework (LDF) consultation database and known interest groups
- Newsletter / leaflet / poster distribution and advertisement
- Display boards
- One to one meetings with key stakeholders

11 ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 Social Inclusion; Customer Focus; Sustainability; Property; Young People; Human Rights; Corporate; Health & Safety; Other Legal Considerations

12 ADVICE SOUGHT

12.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	David Trigwell: Divisional Director - Planning and Transport 01225 394125
Sponsoring Cabinet Member	Councillor Tim Ball, Cabinet Member for Homes and Planning
Background papers	West of England Gypsy Traveller Accommodation (and Other Needs) Assessment (GTAA) (2007)
Please contact the report author if you need to access this report in an alternative format	

**Gypsies, Travellers and Travelling Showpeople Site Allocations
Development Plan Document (DPD): Issues and Options Paper**

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**Gypsies, Travellers and Travelling Showpeople Site Allocations
Development Plan Document (DPD): Issues and Options Paper**

Appendices

- A Glossary**
- B Draft Site Selection Scoring Matrix**

**Gypsies, Travellers and Travelling Showpeople Site Allocations
Development Plan Document (DPD): Issues and Options Paper**

1 Introduction

- 1.1 This document seeks your views on the issues and options for the allocation of sites for Gypsies, Travellers and Travelling Showpeople. Bath and North East Somerset Council is committed to meeting current and future needs of these communities and the information contained within this document offers a starting point for discussion. This consultation will inform the development of a methodology for assessing sites for allocation as well as inviting land to be put forward to be considered for allocations.
- 1.2 This Issues and Options Paper does not make any statement of intent and readers should note that the Council has made no decision in favour of any possible sites at this stage. Once the criteria for site selection have been finalised following the results of this first consultation, a second public consultation will take place specifically to look at preferred site options for Gypsy, Traveller and Travelling Showpeople sites that meet those identified criteria.
- 1.3 We have set out a number of questions relating to each of the issues raised in the document which we are seeking responses to. We are inviting comments on these questions between **17 November 2011 and 12 January 2012**.

How to Make Comments and Submit Site Information

- 1.4 Hard copies of this document and response forms are available online at www.bathnes.gov.uk/planningfortravellers, in all local libraries and at The Guildhall, Bath, The Hollies, Midsomer Norton, and Riverside, Keynsham. To find out more about the Site Allocations Development Plan Document (DPD) you can visit our webpage or call on 01225 477548. Please contact us if you have particular access needs or would like help completing the comments form.
- 1.5 Early community involvement will help to ensure this document better reflects the views of all those with an interest in it. If you would like to discuss the issues outlined in the document in more detail, drop in events are being held between Xpm and Xpm at:
- Place, time
- 1.6 Two response forms accompany this document. If you would like to respond our preferred method of communication is for comments to be submitted online at www.bathnes.gov.uk/planningfortravellers. Alternatively, comments can be sent by email to planning_policy@bathnes.gov.uk, or in writing using the general response form to:

Gypsy and Traveller DPD
Planning Services
PO Box 5006
Bath
BA1 1JG

- 1.6 Please send your response to us by **5pm on 12 January 2012**. This will enable us to consider responses in preparation for the next consultation document.

2 Planning Policy Framework

- 2.1 The Planning and Compulsory Purchase Act 2004 introduced the requirement for local authorities to replace their Local Plans with Local Development Frameworks (LDFs). One of the most important policy documents in the LDF is the Core Strategy, which will provide the framework for more detailed policies and site allocations to be set out in Local Development Documents, including the Gypsies, Travellers and Travelling Showpeople Site Allocations Development Plan Document (DPD).

What has been done so far?

- 2.2 The Core Strategy has been through several stages of consultation and was submitted for Examination on 3 May 2011. The Core Strategy is the principal Development Plan Document within the LDF as it sets the long term vision, spatial strategy and core policies for shaping the future development of the District to 2026. As such, all other documents have to be in conformity with it.

National Planning Policy Framework

- 2.3 The national planning policy framework relating to Gypsies, Travellers and Travelling Showpeople is currently set out in Circulars 01/2006 and 04/2007. Draft Planning Policy Statement (PPS) *Planning for Traveller Sites*, the proposed replacement for both Circulars was consulted on in 2011 but is not yet adopted policy.
- 2.4 The draft National Planning Policy Framework (NPPF) released for consultation in July 2011 makes no reference to the travelling community but places emphasis on a presumption in favour of sustainable development. The draft PPS is due to be incorporated into the NPPF which is a material consideration in determining planning matters, including this Development Plan Document.

Definitions

- 2.5 For planning purposes Government guidance defines Gypsies and Travellers within Circular 01/2006 as:

“Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family’s or dependants’ educational or health needs or old age have ceased to travel temporarily or permanently, but excluding members of an organised group of travelling show people or circus people travelling together as such.”

- 2.6 Travelling Showpeople are defined within Circular 04/2007 as:

“Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons who on the grounds of their own or their family’s or dependants’ more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily or permanently, but excludes Gypsies and travellers as defined in ODPM Circular 01/2006.”

These definitions will be used for the purposes of this document.

Local Planning Policy Context

- 2.7 Until such time as the Core Strategy is adopted Policy HG.16 of the Local Plan (2007) is the main policy against which applications for development will be assessed. It states the following:

“Proposals to provide sites, including mixed-use sites, for use by Gypsies who reside in or resort to Bath & North East Somerset will be permitted on land outside the scope of Policies GDS.1 and HG.4 and 6 provided that:

- i) the site has good access to local services, facilities and public transport;*
 - ii) it has safe and convenient access to the road network;*
 - iii) it is capable of being landscaped to ensure that it blends in with its surroundings;*
 - iv) adequate services including foul and surface water drainage and waste disposal can be provided;*
 - v) there would be no harmful impact on the amenities of local residents by reason of noise or fumes from business activities”*
- 2.8 Policy CP11 of the Bath and North East Somerset Draft Core Strategy relating to the development of Gypsy and Traveller sites sets out the criteria against which planning applications will be considered once the Core Strategy has been adopted.

Core Strategy Policy CP11

The following criteria will be used to guide the identification of suitable sites to meet the established accommodation needs of gypsies, travellers and travelling showpeople to 2011 and their accommodation needs beyond 2011 once assessed.

Proposals for sites for gypsies, travellers and travelling showpeople accommodation will be considered against the following criteria:

- a local community services and facilities, including shops, schools and health facilities, should be accessible by foot, cycle and public transport
- b satisfactory means of access can be provided and the existing highway network is adequate to service the site
- c the site is large enough to allow for adequate space for on-site facilities and amenity, parking and manoeuvring, as well as any commercial activity if required
- d the site does not harm the character and appearance of the surrounding area
- e adequate services including utilities, foul and surface water and waste disposal can be provided as well as any necessary pollution control measures
- f use of the site must have no harmful impact on the amenities of neighbouring occupiers
- g the site should avoid areas at high risk of flooding and have no adverse impact on protected habitats and species, nationally recognised designations and natural resources

Delivery:

Delivery will be through the Development Management process.

Sites will be identified through the Gypsies and Travellers DPD to meet identified accommodation needs up to 2011 and beyond once assessed.

Why do we need a Site Allocations DPD?

- 2.9 The need for authorised Gypsy and Traveller accommodation is confirmed through a Gypsy and Traveller Accommodation Assessment (GTAA) undertaken for the West of England local authorities in 2007. The outcomes of this study are set out in more detail in Section 3 (Issues).
- 2.10 The statutory duties of the Council include the Single Equality Duty to eliminate discrimination, advance equality of opportunity and foster good relations between different groups in the course of developing policies and delivering services. Gypsies and Travellers are recognised as distinct ethnic groups and are protected from discrimination by the Equality Act 2010. New Travellers are recognised as part of the travelling community and are included in the biannual Caravan Count.
- 2.11 Estimates suggest a population of approximately 200,000 Gypsies and Travellers in England. Whilst much of this population reside in bricks and mortar accommodation, around 18,000 caravans are sited across England, with about 20% of this number (under 4,000) on unauthorised sites. Until 1994 local authorities were required under previous legislation to provide Gypsy and Traveller sites. There is no permanent authorised pitch provision in Bath and North East Somerset and the current planning policy framework (the Bath and North East Somerset Local Plan 2007) has failed to provide pitches, resulting in the current level of unauthorised encampments and developments.
- 2.12 The failure to allocate sufficient land to meet the need for permanent and transit pitches across the District has a number of impacts including:
- Continuing the current problem of unauthorised development and encampments, as well as tensions with the settled community;
 - Increasing the difficulty of ensuring stable access to all the support and services that the Gypsy, Traveller and Travelling Showpeople communities need;
 - Reinforcing the cycle of nomadism and homelessness for those Gypsies and Travellers who may prefer or need a more settled way of life, but cannot find a permanent site;
 - Applications for development being decided on appeal, which can result in sites being permitted that may not be the most suitable or sustainable locations for development;
 - Failure of the Council to meet the accommodation needs of Gypsies and Travellers in contravention of its duty under the Housing Act 2004; and
 - Restricting the Council's ability to enforce against unauthorised development as our ability to enforce is related to our activity in meeting the need for new provision.
- 2.13 The Gypsies, Travellers and Travelling Showpeople Site Allocations DPD will therefore seek to address these issues by identifying sites to meet the

accommodation needs of Gypsies, Travellers and Travelling Showpeople in Bath and North East Somerset up to 2016.

Sustainability Appraisal

- 2.14 As part of the production of the Gypsies, Travellers and Travelling Showpeople Site Allocation DPD, the Council is required to undertake a Sustainability Appraisal (SA). This will assess the likely social, economic and environmental effects of a plan. In doing so it will aim to promote sustainable development which seeks a better quality of life for everyone, now and in the future. This will ensure the final version is sound and conforms to sustainability principles set out by the Government.
- 2.15 A Sustainability Appraisal Scoping Report was produced in July 2010 in order to set a framework against which the Gypsies, Travellers and Travelling Showpeople Site Allocation DPD will be assessed. A Sustainability Appraisal of the Issues and Options document has also been undertaken. The results of this appraisal will be taken into account in preparing the next stage of the Site Allocations Development Plan Document.

Health Impact / Needs Assessment

- 2.16 Bath and North East Somerset Primary Care Trust are currently undertaking a Health Needs Assessment of Gypsies and Travellers across the District. The results of this will be taken into account in developing the Site Allocations Development Plan Document, as well as informing a Health Impacts Assessment that will be carried out on preferred site(s) at Options stage.

Equalities Impact Assessment

- 2.17 An Equalities Impact Assessment was carried out on the draft of this Issues and Options consultation paper. This assessment will be reviewed when the next stage of the document, on preferred site(s) is developed.
- 2.18 Each of the above documents, including the Sustainability Appraisal Scoping Report and the Council's response to comments received on the that document can be accessed on the Council's website www.bathnes.gov.uk/planningfortravellers and hard copies are available at the main Council offices.

What Happens Next?

- 2.19 This marks the start of a process that will lead to the Council formally adopting the final version of the document that will allocate specific sites for Gypsies, Travellers and Travelling Showpeople use.
- 2.20 At the end of the consultation period, a Consultation Statement will be produced. This will contain all the comments that have been received, the Council's response to the issues raised through the consultation and details of how, where appropriate, these issues will be addressed in the next version of the document. Work will then start on identifying all sites in the District that are considered suitable for Gypsy and Traveller pitch provision and producing an Options report for further public consultation, with information on the Council's preferred site(s). This is expected to take place in June 2012. The key stages that the document will be consulted on are detailed below.

Key Stage	Date
Project commencement Evidence gathering and drafting of document.	March 2010
Consultation on the Issues and Options document and Call for Sites Comments can be made on the issues that the document will address and the possible options for responding to them. Land considered suitable for allocation can also be put forward.	November 2011 CURRENT STAGE
Consultation on the Options document A second stage of consultation to be held on preferred options arising from earlier consultation, including preferred sites.	June 2012
Consultation on the Pre-Submission document This document will identify all the sites that are considered suitable for Gypsy, Traveller and Travelling Showpeople use. Comments can be made on these sites.	November 2012
Submission of the document to the Secretary of State	March 2013
Examination The document will be examined by an independent Inspector appointed by the Secretary of State. The purpose of this is to ensure it is in line with the law and sound.	June 2013
Adoption The final version of the document will be adopted by the Council.	December 2013

3. Context and Monitoring

History

- 3.1 Romani Gypsies have lived in Britain for around 600 years and people have travelled from community to community for even longer. Irish Travellers also have a long tradition of visiting Britain having travelled and lived here for generations. Wherever they have gone, Gypsies and Travellers have fiercely maintained a separate identity – indeed this pride in their difference is an integral part of their culture. More recently, other people identified as New Travellers have also pursued a nomadic lifestyle.
- 3.2 Despite the tradition of nomadism, the degree to which Gypsies and Travellers now actively travel varies greatly. Traditional patterns of work are changing and although a minority still regularly travel (predominantly for work and cultural reasons), the majority of Gypsies and Travellers now lead a settled life. Indeed, research indicates that the majority prefer to live among family and friends, often in caravans.

- 3.3 The tradition of Travelling Showpeople in the UK dates back centuries, with the Showmen’s Guild being formed in 1889. Most Showpeople are members of the Guild and travel the UK, holding fairs in accordance with a strict code of practice. Whilst travelling remains a key feature of their traditional way of life, the community has generally become more settled, with more groups requiring a permanent base from which to travel locally.

Identified Need in Bath & North East Somerset

- 3.4 A biannual caravan count is carried out across England. The last published count from January 2011 identified 39 caravans on unauthorised sites across the District. A single authorised site exists in Bath and North East Somerset. This site benefits from a temporary planning permission that is due to expire in 2015.
- 3.5 The baseline data informing this DPD will be updated as each successive Count is completed and published.
- 3.6 In accordance with the Housing Act 2004, all local authorities are required to carry out an assessment of the accommodation needs of Gypsies and Travellers in their area. These assessments are known as Gypsy and Traveller Accommodation Assessments (GTAA). A West of England GTAA was carried out in October 2007 for the four partner authorities of Bath and North East Somerset, Bristol City, North Somerset and South Gloucestershire. 188 face-to-face interviews with the Gypsy and Traveller population in these areas were carried out.
- 3.7 The results of the West of England GTAA revealed that 127 permanent pitches are needed in the period up to 2011 in the study area and, based on an indicative forecast of need, that a further 44 pitches are required in the period up to 2016 due to projected family growth. These accommodation requirements can be seen in the table below:

Local Authority	Permanent Pitches 2006 to 2011	Permanent Pitches 2011 to 2016
Bath & North East Somerset	19	3
Bristol City	24	6
North Somerset	36	13
South Gloucestershire	48	22
Total	127	44
	Total 2006- 2016	171

- 3.8 **A total of 22 permanent pitches are required in the period to 2016 in Bath & North East Somerset.**

Local Authority	Transit Pitches 2006 to 2016	Travelling Showpeople Yards	
		to 2011	to 2016
Bath & North East Somerset	20	1	0

Bristol City	0	11	3
North Somerset	10	0	0
South Gloucestershire	25	42	15
Total	55	51	18
Total 2006-2016		69	

- 3.9 **A total of 20 transit pitches and 1 yard are required in the period to 2016 in Bath & North East Somerset.**
- 3.10 The results of the GTAA were reviewed in 2008 in a study commissioned by the South West Regional Assembly¹. This concluded that the West of England GTAA is both comprehensive and robust. As no permanent pitch provision has been made to date in the Bath and North East Somerset district and the caravan count data shows continued camping on unauthorised sites, the GTAA pitch requirements remain outstanding. The number of pitches and yards that will be allocated in the Gypsies, Travellers and Travelling Showpeople Site Allocations DPD will therefore be in accordance with the recommendations of the West of England GTAA.
- 3.11 Although the Planning Policy Statement *Planning for Traveller Sites* advises that provision should be projected forward for the 15 years following adoption of a document identifying allocated sites, the guidance on undertaking Gypsy and Traveller Accommodation Needs Assessments (DCLG, 2007) recognises that whilst it is possible to identify current need accurate projections of future needs are likely to be more difficult. At this stage no provision is recommended for post-2016.

Questions

1. Should the evidence base be updated to identify the accommodation needs of Gypsies, Travellers and Travelling Showpeople in Bath and North East Somerset beyond 2016? If so, in what ways does it need updating?

Monitoring

- 3.12 The Council's adopted planning policies are monitored through the Annual Monitoring Report which assesses and reviews the extent to which the policies in local development documents are being implemented. The Draft Core Strategy Policy CP11 sets out target delivery figures of 22 permanent and 20 transit pitches, for which the following monitoring indicator is set:

"Net additional gypsy & traveller pitches provided annually and since 2006"

- 3.13 One of the key objectives of this DPD is to reduce the level of unauthorised development within Bath and North East Somerset. To ensure that the achievement of this objective is monitored, an additional indicator is proposed to be added to the annual monitoring framework:

- Number and size of unauthorised developments

¹ Advice on RSS Review of Additional Pitch Requirements for Gypsies and Travellers in the South West (South West Regional Assembly, 2008)

- 3.14 If the DPD develops planning policies additional to Policy CP11 in the Core Strategy it may be appropriate to define further monitoring indicators to ensure that the performance of those policies is measured.

Question

2. Is the proposed additional indicator sufficient to assess the effectiveness of the DPD in meeting its objective of reducing the number of unauthorised sites across Bath and North East Somerset?

3. Are there any further monitoring indicators that may be suitable for inclusion in the DPD?

4. Issues

- 4.1 The issues and options set out below are those that the Council considers most relevant in providing sites for Gypsies, Travellers and Travelling Showpeople. They do not represent statements of intent, but are starting points for discussion and debate.
- 4.2 A pitch is defined as an area of land where a single Gypsy or Traveller household lives. There is no one-size fits-all measurement of a pitch as, similar to bricks and mortar housebuilding, this depends on the size of individual families and their particular needs. As Gypsy and Traveller households often include several generations travelling together the GTAA recommends using an average of 3 caravans per pitch.
- 4.3 Government guidance² sets out the general facilities an average family pitch must be capable of accommodating:
- large trailer and touring caravan;
 - amenity / day building;
 - drying space for clothes;
 - lockable shed
 - parking space for two vehicles; and
 - a small garden area.
- 4.4 Similar site selection criteria should be used to identify and allocate land for a single Travelling Showpeople yard, in accordance with national policy and the findings of the GTAA. Travelling Showpeople yards have slightly different requirements³ to those set out for Gypsy and Travelling pitches, due to the need to provide land for the storage, maintenance and repair of equipment.

Issue 1: Site Size

- 4.5 Circular 01/2006 does not consider it appropriate to specify how many pitches there should be on a site. Government guidance², however, states that “a maximum of 15 pitches is conducive to providing a comfortable environment which is easy to manage” and that “smaller sites of 3-4 pitches can be successful, particularly where designed for one extended family”. The size of a

² Designing Gypsy and Traveller Sites: Good Practice Guide (DCLG, 2008)

³ The Showmen’s Guild of Great Britain: Travelling Showpeople Sites – A Planning Focus, Model Standard Package (2007)

pitch may also vary depending on whether land is needed for grazing animals or business activities.

- 4.6 The need for smaller sites in Bath and North East Somerset District is supported by the West of England GTAA which found that most survey respondents expressed a preference to live in smaller family sized sites of no more than 5 pitches.
- 4.7 In determining site sizes, consideration needs to be given to the need to provide sufficient sites to allow those who wish to live separately from other groups to do so. Site size will take account of site specific circumstances, including the surrounding population and density. Site size should also take account of the potential for family growth to prevent overcrowding, displacement to other sites, or homelessness.

Question

- 4. Should the preferred approach be to allocate sufficient land to allow groups to live separately from each other?**
- 5. Should sites make allowance for future family growth to prevent overcrowding?**

Issue 2: Site Tenure

- 4.8 It is important to recognise that not all members of the travelling community may be able to provide their own site. Though the majority of those households surveyed through the GTAA stated that they would prefer to own their own sites, different forms of tenure on sites in Bath and North East Somerset may be suitable to meet other needs. The forms of tenure that may be provided include:
- Privately owned for owner-occupation by a single or extended family
 - Privately owned and managed to be rented by Gypsies and Travellers
 - Publicly owned and managed by a Registered Social Landlord or local authority

Question

- 6. What form of tenure do you consider would best suit the needs of the Gypsy and Traveller community in Bath and North East Somerset? Please give reasons.**

Issue 3: Rural Exception Site

- 4.9 Current Government guidance in Circular 01/2006 and the draft PPS on *Planning for Traveller Sites* states that in areas where there is a lack of affordable land to meet local Traveller needs, authorities should consider allocating and releasing sites solely for affordable Traveller sites through a Rural Exception Site Policy.

Question

- 7. In order to cater for a range of needs, do you consider a rural**

exception site policy is required?

Issue 4: Mixed Use Sites

- 4.10 Guidance suggests that mixed use sites should be provided to accommodate some business use on Gypsy and Traveller sites where appropriate. When considering the suitability of a site for mixed use, it is important to have regard to the safety and amenity of residents and neighbours, as well as compatibility with surrounding land uses.
- 4.11 If mixed use sites are not practical in a particular location, Circular 01/2006 recommends that separate sites for residential and business purposes should be provided.

Question

- | |
|--|
| 8. Do you agree that mixed residential and business uses should only be permitted where appropriate to the location and where the safety and amenity of residents and neighbours will not be compromised? |
|--|

Issue 5: Location of Sites

- 4.12 Selecting the best locations for Gypsy, Traveller and Travelling Showpeople sites is a key element in supporting sustainability and good community relations. The following criteria form the background to the site selection scoring matrix which will be used in the identification of preferred sites. The site selection scoring matrix and methodology will be finalised as a result of this consultation and be used to identify the preferred site(s) for allocation.

Locations In or Near Existing Settlements

- Locations in or near existing settlements are prioritised in Circulars 01/2006 and 04/2007. Such locations are generally more sustainable than those in remote areas, with better access to health and education services, shopping facilities, transport networks and employment opportunities. They are also more likely to reduce the need for car travel.
- Building Research Establishment (BRE) guidance⁴ on sustainable residential development encourages developers to locate new housing within close proximity to local services and amenities. An optimum distance of no more than 1,000m from key amenities via a safe walking route is recommended. This has been extended to 1,500m in the scoring matrix to reflect the rurality of Bath and North East Somerset and guidance on locating Traveller sites in rural areas in Circular 01/2006.

Visual Impact

- Developments should respect the scale of the environment and not dominate the nearest settled community whilst offering visual and acoustic privacy.
- National policy notes that landscaping and planting can help sites “blend into their surroundings, give structure and privacy, and maintain visual

⁴ Ecohomes 2006 – The Environmental Rating for Homes (BRE, 2006)

amenity.” Where screening is considered appropriate, sites that are well screened, or have the ability to be screened through landscaping, will be considered more favourably.

Green Belt

- The fundamental aim of Green Belt policy is to prevent the uncontrolled spread of urban areas into surrounding open countryside. There are 21,440 hectares of Green Belt land within Bath and North East Somerset, equating to approximately 61% of the total land area (see figure x below).
- There is a general presumption against development that would be harmful to the Green Belt. As with housing provision for the settled community, in accordance with national planning policy⁵, Gypsy and Traveller sites are normally considered inappropriate development on Green Belt land.
- Draft Policy Statement *Planning for Traveller Sites* removes the word ‘normally’ from the above policy. As the Statement is not yet adopted policy sites located in the Green Belt proposed for allocation will continue to be considered under existing policy, as set out in Circular 01/2006 and the Draft Core Strategy.
- The importance of protecting the Green Belt is reflected in the positive weighting given to sites not in the Green Belt in the site selection scoring matrix. Any sites in the Green Belt will be considered less favourably than those outside the Green Belt under this scoring.

National and Local Land Designations

- The quality and character of the District should be protected and enhanced where possible. Proper regard must therefore be given to areas that have been designated for their landscape, wildlife or historic qualities and the site selection methodology will reflect their importance.
- National and local landscape designations within Bath and North East Somerset will be summarised and the potential impact of any site allocations considered in the Sustainability Appraisal. The AONB, SAC and SPA are shown in figure XX, below.
- Developments should have no adverse impact on protected habitats and species, and natural resources. The importance of protected land will be recognised through the site selection criteria.

Flood Risk

- Caravans and mobile homes intended for permanent residential use are classified as ‘highly vulnerable’ development that should not be located in areas at high risk of flooding (Flood Zone 3)⁶.

⁵ Planning Policy Guidance 2: Green Belts (DCLG, 2001) and Circular 01/2006 (ODPM, 2006)

⁶ Planning Policy Statement 25: Development and Flood Risk (DCLG, 2010)

Health and Safety Considerations

- It is essential to ensure that Gypsy and Traveller sites provide a healthy and safe environment for residents. Sites should therefore not be located on contaminated land and avoid being near to industrial processes, refuse sites and other hazardous places.

Previously Developed (Brownfield) Land

- National planning policy⁷ currently encourages the use of previously developed (brownfield) land wherever appropriate. Circular 01/2006 recommends that the development of previously developed, untidy or derelict land for Gypsy and Traveller sites can positively enhance the environment and increase openness.

Vehicular Considerations

- Where possible the location of Gypsy and Traveller sites should seek to reduce reliance on the car. Sites are required to have safe and convenient vehicular access and adequate parking space.
- The potential for noise and other disturbance should also be considered in site selection though site development which would give rise to only modest additional daily vehicle movements is considered acceptable.

Question

9. Are there any additional criteria that should be considered in selecting the best locations for Gypsy, Traveller and Travelling Showpeople sites?

Summary of Criteria and Methodology for Assessing Sites

4.13 It is proposed that all possible sites will be assessed against the criteria set out in the Issues section above. A draft **scoring matrix is set out at Appendix B**. This will use a sequential approach to indicate the most suitable and sustainable sites. High scoring sites will be put forward as preferred options for allocation in the next consultation document, the Options Paper. These will be subject to a rigorous assessment process, including being subject to Sustainability Appraisal and, where appropriate, Habitats Regulation Assessment.

Question

10. Does the proposed site selection methodology and the range of factors to be considered provide a reasonable and robust means of assessing potential site suitability?

11. Are there any other criteria that should be considered in site assessment?

12. Are the scores and weighting set out in the scoring matrix appropriate? Should any of the criteria be scored differently?

⁷ Planning Policy Statement 1: Delivering Sustainable Development (ODPM, 2005)

Other Issues

- 4.14 The Council considers that all of the key issues associated with the allocation of Gypsy, Traveller and Travelling Showpeople sites have been raised in this document.

Question

13. Are there any other issues that the Council should take into account when preparing this DPD?

14. Do you have any other general comments on the Issues and Options Report? Please focus your comments on planning issues, national and local policies, government guidance and best practice for Gypsy and Traveller sites.

5. Options

Method of Identifying Sites – Call for Sites

- 5.1 There are a number of ways in which land for development of Gypsies, Travellers and Travelling Showpeople sites can be identified. Each method is to be appraised using the same criteria; no order of preference is to be used. The methods of identification include:

- Existing Gypsy and Traveller sites with temporary planning permission;
- Existing Gypsy and Traveller sites with no planning permission;
- Appraising unused and surplus public sector land; and
- Identifying land in private ownership that may be suitable through a Call for Sites.

- 5.2 An initial appraisal of unused and surplus land owned by the Council was carried out in 2010. This will be updated and the results of this appraisal and discussions with other public bodies to establish if any additional surplus land exists that may be suitable for allocation will be published as part of the evidence base at the next consultation.

- 5.3 As part of the current consultation we are seeking information on any sites in private ownership that may be considered suitable for allocation as a Gypsy, Traveller or Travelling Showpeople site.

Do you know of any land in the District that, based on the criteria set out above, may be suitable, available and deliverable to provide Gypsy and Traveller pitches or a Travelling Showpeople yard? If so, please complete the accompanying form as fully as possible.

Appendix A

Glossary of Terms

Allocation

Land identified as appropriate for a specific land use and safeguarded for that purpose through a Development Plan Document.

Amenity Building

There is no single definition of an amenity building but Government guidance states that they should include a minimum of: hot and cold running water; electricity supply; separate toilet; a bath/shower room; and a kitchen and dining area.

Authorised Site

A site which has planning permission for use as a Gypsy and Traveller site.

Brownfield

Also described as previously developed land. Previously-developed land is that which is or was occupied by a permanent structure, including the curtilage of the developed land and any associated fixed surface infrastructure.

Caravan

Any structure designed or adapted for human habitation that is capable of being moved from one place to another. Twin-unit caravans shall not be treated as not being (or not having been) a caravan by reason only that it cannot lawfully be moved on a highway when assembled.

Core Strategy

The principal Development Plan Document (DPD) within the Local Development Framework which sets the long term vision, spatial strategy and core policies for shaping the future development of the District to 2026. All other DPDs have to be in conformity with it.

Development Plan Document (DPD)

The key statutory documents within the Local Development Framework. These have to go through rigorous procedures of community involvement, consultation and independent examination being adopted.

Emergency Stopping Place

A licensed short-term Gypsy and Traveller site (or sometimes a 'tolerated' but unauthorised location) to which Gypsies and Travellers can be directed when in need. Fewer facilities are available than on transit sites and usually residents would only be able to remain at such a site for a few days.

Equality Impact Assessment

The process of appraising the equalities effects of plans, strategies and policies on different groups within the community. The primary concern is to identify any discriminatory or negative consequences.

Green Belt

Areas of land where development is particularly tightly controlled with the purpose to check the unrestricted sprawl of large built-up areas; to prevent neighbouring towns coalescence; to assist in safeguarding the countryside from encroachment; to preserve the setting and special character of historic towns; and to assist in urban regeneration by encouraging the recycling of derelict and other urban land.

Gypsy and Traveller

For the purposes of this document, the term is used to refer to all ethnic Gypsies and Irish Travellers, as well as other groups that adopt a nomadic way of life. It does not include Travelling Showpeople.

Habitats Regulations Assessment

The process of reviewing the potential adverse impacts arising from development on nature conservation interests of European protected areas, including those areas designated under the Habitats Directive.

Health Impact / Needs Assessment

The process of reviewing the health issues facing a population, leading to agreed priorities and resource allocation that will improve health and reduce inequalities.

Household

The typical housing need and census category of 'household unit' is defined as people who share either living space or at least one meal a day together.

Local Development Framework (LDF)

A series of planning documents that, when adopted, will set the long term spatial planning strategy for an area. This will replace the Local Plan.

Local Development Scheme (LDS)

A document that sets out the timetable for the production of planning documents in the Local Development Framework.

Local Plan

Sets out policies which guide how and where development should take place up to 2011. It will eventually be replaced by the Local Development Framework.

Mixed Use Sites

Sites that accommodate both residential and business uses. Business use may, for example, include the keeping of tools for employment in landscaping,

Mobile Home

Legally a **caravan**, but not usually capable of being moved by towing. Residential mobile homes are usually of a large size and may resemble either static holiday caravans or chalets.

Permanent / Residential Site

Authorised site intended for long-stay use by residents. No maximum length of stay is set unless planning permission is on a temporary basis.

Pitch

Area of a Gypsy / Traveller site where a single household live in their caravans. Pitches may vary between those large enough for one residential trailer (or mobile home) and one touring (small) trailer to those spacious enough to hold one or two large mobile homes and several 'tourers' as well as working vehicles. On public (socially provided) sites rented pitches tend to be smaller and are easily delineated by fencing. On private family sites where several related households may own the site it may be less easy to identify separate pitches / plots.

As pitch sizes vary considerably between public (socially provided) and private sites, pitch requirements are described in terms of one pitch per **household** rather than

specifying how many caravans / mobile homes should be accommodated on a pitch. Accordingly, a large household with a number of children may require more than one pitch if living on a public (or private rented) site with limited pitch size.

Plot

Used with reference to Travelling Showpeople sites. A piece of ground large enough to accommodate a single accommodation unit, and may include space for the storage and maintenance of equipment. A group of plots may be referred to as a yard.

Registered Social Landlords (RSL)

Independent not-for-profit bodies that provide low cost accommodation for people in need. Can bid for funding to establish and run Gypsy and Traveller sites.

Site

An area of land laid out and used for Gypsy and Traveller caravans. Sites vary in type and size and can range from one-caravan private family sites on Gypsy and Traveller's own land to large scale private and local authority sites.

Statement of Community Involvement (SCI)

Sets out how members of the community can get involved in the preparation of the Local Development Framework.

Sustainability Appraisal

The process of appraising the social, economic and environmental effects of plans, strategies and policies.

Tolerated Site

An **unauthorised development** or **encampment** may be 'tolerated' for a period of time during which no enforcement action is taken.

Trailer

Gypsies and Travellers generally use the term 'trailer' for caravans.

Transit Site

Authorised site intended for short-term use by those in transit to other areas. The site is permanent but people who stay on it may only do so for a temporary period (normally for up to three months). Normally these sites have fewer facilities than permanent/residential sites.

(New) Traveller

Term used here to refer to people who have adopted a nomadic or semi-nomadic lifestyle living in moveable dwellings who are not ethnic Gypsies or Travellers. The neutral term 'Traveller' is preferred.

Travelling Showpeople

Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). Most Travelling Showpeople are members of the Showmen's Guild of Great Britain.

Unauthorised Development

A Gypsy and Traveller site established on Gypsy- and Traveller-owned land without appropriate planning permission or site licence.

Unauthorised Encampment

A piece of land where Gypsies and Travellers reside without planning permission. The land is not in the ownership of those involved in the encampment.

World Heritage Site

A cultural or natural site of outstanding value inscribed on the UNESCO (United National Educational, Scientific and Cultural Organisation) List. The City of Bath was inscribed on the List in 1987.

Yard

Term used for a **pitch** or **site** occupied by Travelling Showpeople. Gypsies and Travellers may also use the term for a small **site** or a house with land which can accommodate trailers.

Appendix B

Draft Site Selection Scoring Matrix

CRITERIA		SCORE	COMMENT
Site location	Within existing settlement boundary	+2	Sites not adjacent to a settlement boundary may still be considered suitable if in close proximity to key local services and facilities.
	Within 500m of existing settlement boundary	+1	
	Not within 500m of existing settlement boundary	0	
Proximity of site to a food shop via a safe walking route	Within 500m	+3	This will ensure sites are in close proximity to key local services (in accordance with Circular 01/2006).
	Within 1,000m	+2	
	Within 1,500m	+1	
	More than 1,500m	0	
Proximity of site to a primary school via a safe walking route	Within 500m	+3	
	Within 1,000m	+2	
	Within 1,500m	+1	
	More than 1,500m	0	
Proximity of site to a doctor's surgery via a safe walking route	Within 500m	+3	
	Within 1,000m	+2	
	Within 1,500m	+1	
	More than 1,500m	0	
Proximity of site to a public transport node via a safe walking route	Within 500m	+3	Reducing reliance on car travel is an important objective of local and national policy. A public transport node can be a bus stop, train station or community share service.
	Within 1,000m	+2	
	Within 1,500m	+1	
	More than 1,500m	0	
Site screening	Site is screened or has the ability to be screened	+1	Appropriate screening where necessary should be through landscaping or the planting of trees and shrubs.
	Site is visually exposed with no possibility of screening	0	
Within Green Belt?	Yes	0	Sites outside the Green Belt are prioritised.
	No	+10	
On land covered by a national or local landscape or wildlife designation?	National	-10	Sites covered by national or local level designations should only be considered where they do not compromise the objectives of the designation.
	Local	-5	
	No designation	0	

APPENDIX 1

On land affecting European protected species?	Yes No	- -	To be subject to a Habitats Regulation Assessment to assess full impact after scoring matrix is applied.
Flood risk	Flood Zone 1 (low) Flood Zone 2 (medium) Flood Zone 3 (high)	0 -5 -10	Sites in Flood Zone 1 are prioritised above Zones 2 and 3. Sites in Flood Zone 3 will not be permitted.
On contaminated land?	No history Low Medium High	+5 0 -5 -10	Sites should not be located on significantly contaminated land.
Near to a hazardous place?	Yes (within 1000m) No (more than 1000m away)	0 +5	Hazardous sites include heavy industry, refuse sites and electricity pylons.
On brownfield land?	Yes No	+5 0	Brownfield site locations are prioritised.
Safe vehicular access from the public highway?	Yes No	+5 0	Unsafe or inadequate vehicular access are less desirable.
Adequate space on-site for the parking, turning and servicing of vehicles?	Yes No	+1 0	Sites with inadequate space for the parking, turning and servicing of vehicles are less desirable.
Existing road network can accommodate additional traffic movements?	Yes No	+1 0	Sites should not be rejected if they would only give rise to modest additional daily vehicle movements and/or the impact on minor roads would not be significant.
Potential noise issues?	Yes No	-5 0	Noise issues affecting proposed or neighbouring residents are a health issue that may require mitigation.

Note: This scoring system is for comparative purposes and will not be decisive in selecting preferred sites. Each site will be weighed in the planning balance; the matrix is a method of applying a consistent and objective methodology to site selection suitable for Bath and North East Somerset. Its application will be via a comparison chart which will be made publicly available during consultation at the Options stage. The results of this scoring system will be used to rank potential sites which will then be subject to further assessment. This includes producing a Habitats Regulation Assessment where sites are found to significantly impact upon European protected species or habitats.

Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	9 November 2011	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2327
TITLE:	Public Realm and Highway Improvement Scheme for High Street: Options for Orange Grove and Terrace Walk	
WARD:	Abbey	
AN OPEN PUBLIC ITEM		
<p>List of attachments to this report:</p> <p>Appendix 1: Pros & Cons of options for Orange Grove/Terrace Walk</p> <p>Appendix 2: Technical assessment and sign off of options from the Council in its capacity as Highway Authority</p> <p>Appendix 3: Key objectives of Public Realm & Movement Strategy and three main components of the Public Realm & Movement Programme</p> <p>Appendix 4: Plans of High Street/Northumberland Place scheme</p> <p>Appendix 5: Summary of feedback from former TRO consultation process</p>		

1 THE ISSUE

- 1.1 A public realm and highway improvement scheme has been developed for High Street and Northumberland Place, Bath. This will be the first major 'Transforming Streets and Spaces' project to be delivered under the Council's Public Realm and Movement Programme (PRMP) in 2012 and is approved in the Council's Capital Programme.
- 1.2 While the permanent physical changes and improvements delivered by this particular scheme are confined to the High Street and Northumberland Place, new parking and management arrangements for coaches and taxis are required in the Orange Grove/Terrace Walk area in order to facilitate the delivery of the High Street scheme. The revised arrangements relate primarily to the location and demarcation of the taxi rank and two coach drop-off points for right-hand drive tourist coaches.
- 1.3 This paper therefore seeks a decision from Cabinet on which of three options should be taken forward for implementation.

2 RECOMMENDATION

That the Cabinet:

2.1 Orange Grove/Terrace Walk

Selects its preferred option from the three options presented in this report (see **Appendix 1&2**).

The preferred option will subsequently be the subject of a Traffic Regulation Order report to the Cabinet Member for Transport to be determined under the Single Member Decision process.

2.2 High Street

Delegates authority for the final development and delivery of the detailed scheme for High Street and Northumberland Place to the Strategic Director of Development and Major Projects, in consultation with the Cabinet Member for Sustainable Development.

3 FINANCIAL IMPLICATIONS

3.1 The capital implications of the three options for Orange Grove/Terrace Walk, including the implementation of Traffic Regulation Orders, are included within the approved budget for the High Street/Northumberland Place project.

3.2 Revenue implications

- i) For Orange Grove/Terrace Walk options:
 - a. Option 1 – This option would result in the loss of 1 pay & display space in Terrace Walk. This will have a revenue impact on the Council's Parking Services budget of approximately £1.5k per annum, which will be considered as a budget pressure.
 - b. Option 2 – This option would reduce the current number of resident and pay and display car parking spaces in Terrace Walk by 7 spaces. It is proposed to take out pay and display spaces in York Street to accommodate the loss of resident parking from Terrace Walk. This will have a revenue impact on the Council's Parking Services budget of approximately £10k per annum, which will be considered as a budget pressure.
 - c. Option 3 – This option will require ongoing parking enforcement. It is advised that this can be absorbed within the current enforcement staffing levels. It was the view of local traders during the consultation process that, in addition to ongoing enforcement, marshalling of Orange Grove would be required at peak times to manage conflicts between taxis and tourist coaches in order to make Option 3 work. The Strategic Director of Service Delivery has advised that, should Cabinet select Option 3 as its preferred option (and it is subsequently approved as a Traffic Regulation Order) then this arrangement would be closely monitored over a trial period. If the

need for additional marshalling was demonstrated, consideration would be given to implementing a marshalling scheme in Orange Grove at peak times during the tourist season similar to the one run by Parking Services for the Christmas Market. Under the Christmas Market scheme, coach marshalling is paid for from the income generated from the sale of permits to coaches to enter and park in Bath.

- ii) The reconstruction of the High Street with high quality materials constructed to current British standard details will reduce the on-going maintenance liabilities associated with the current poor quality and degraded pavement materials.

4 CORPORATE PRIORITIES

- 4.1 *Improving transport and the public realm* - The new scheme for High Street will improve and enhance the function and experience of streets and spaces for pedestrians and for users of public transport in line with the Council's Public Realm and Movement Strategy for Bath City Centre.

Sustainable Growth – Enhanced public spaces will encourage more people to use the city centre and linger, helping to keep the economy strong and increasing footfall to support retail and other attractions in the city. Investment in creating more and improved public spaces will improve the environment for the community, visitors and businesses and boost the image and reputation of Bath as an international visitor destination and centre for business and wellbeing.

Feeling Safer – The scheme and other forthcoming public realm projects will encourage more people to spend more time in the city centre, helping to support the evening economy and to dilute anti-social behaviour.

Climate Change – The new scheme encourages more pedestrians to use the city centre, to walk and to cycle and enhances the experience for users of public transport in High Street.

5 THE REPORT

High Street and Northumberland Place Scheme

- 5.1 This report presents the proposed public realm and transport scheme for High Street and the three options for future parking and management arrangements in the Orange Grove and Terrace Walk area. The pros and cons of the three options for Orange Grove/Terrace Walk is attached at **Appendix 1** and a technical appraisal and plans of the three options, produced by the Highway Authority, is attached at **Appendix 2**.
- 5.2 The High Street scheme and all three Orange Grove/Terrace Walk options have been submitted to and approved by the Council in its capacity as statutory Highway Authority to confirm that all options presented are implementable and acceptable highway solutions, see **Appendix 2**.
- 5.3 Background information on the Council's approved Public Realm and Movement Strategy for Bath City Centre entitled 'Creating the Canvas for Public Life in Bath' and its associated delivery vehicle the Public Realm and Movement Programme (PRMP) is outlined in **Appendix 3** of this report. High Street and Northumberland

Place is the first 'Transforming Streets and Spaces' Project to be delivered by the Programme.

- 5.4 A highways improvement scheme for High Street was previously developed by the Council's Transport service and informally consulted upon in 2009 as part of the city centre proposals for the Bath Transport Package. The lead responsibility for the delivery of this particular scheme transferred from the DfT-funded components of the Bath Transport Package to the Public Realm and Movement Programme (PRMP) in Quarter 1 of 2011. The scheme is still an integral element of the base business case of the BTP submitted to the DfT in Sept 2011 and currently under consideration.
- 5.5 The PRMP reviewed the original highway design during 2011 in consultation with a range of stakeholders to reflect the pedestrian priorities and agreed design values for Bath's public realm. It also aligned future aspirations for the enhancement of Orange Grove as a major public space in line with the adopted Public Realm and Movement Strategy.
- 5.6 The revised scheme for High Street and Northumberland Place makes a significant improvement to the public realm particularly for pedestrians. However, it will also improve the functionality of the space for cyclists and public transport vehicles, reflecting its importance as one of Bath's key arrival and departure spaces.
- 5.7 The scheme also seeks to enhance the quality of the streetscape through the use of historic and new natural pennant stone and new bespoke furniture products and to de-clutter the space to enhance the setting of Bath Abbey, the Guildhall and other listed buildings.
- 5.8 A plan of the High Street scheme and plan of the Northumberland Place scheme is attached at **Appendix 4**. High Street is seen as Phase 1 of a two phase Transforming Streets and Spaces scheme. Phase 2, the reconfiguration of Orange Grove, is currently identified as a capital project to be delivered towards the end an initial 5-year Programme i.e. 2016/17 subject to funding approval.
- 5.9 In order to rationalise bus movement and ease congestion within the High Street, the location of bus stops and pedestrian crossings have been re-arranged within the new scheme. Consequently, the existing space at the intersection of High Street and Orange Grove will reduce the taxi rank necessitating the new parking arrangements for coaches and taxis in the Orange Grove/Terrace Walk area.

Orange Grove/Terrace Walk

- 5.10 Consultation undertaken as part of the High Street/Northumberland Place scheme raised concerns about the proposed changes and revealed a long-standing tension between the taxi rank and coach drop-off points in Orange Grove. The location of Orange Grove adjacent to one of the city's leading landmarks Bath Abbey (350,000+ visitors per annum) and in close proximity to the major visitor attractions of the Roman Baths (900,000+ visitors per annum) and the Tourist Information Centre (535,000 visitors per annum) has inevitably resulted in competing pressures between taxis, coaches and pedestrians using the space. In addition, the profile of traders within Orange Grove has evolved to reflect its location as a prime tourist arrival and departure point.

5.11 A range of views have been expressed during the consultation process about possible long-term solutions to relieve the pressure in Orange Grove. These range from removing the coaches entirely from this part of the city centre (because of their impact on the World Heritage Site and traffic congestion), to maintaining coach drop-off (as an essential driver of the tourism economy) and redistributing taxi rank spaces across a wider area of the city centre. While in the medium term, a coach strategy and a new public realm scheme for Orange Grove are planned, until such time as these are delivered an enduring, workable solution is required for the taxi rank and for coach drop-off/pick up in this area in order to facilitate the delivery of the High Street scheme in 2012. The following three options have been prepared on that basis.

Options for Orange Grove Terrace Walk

5.12 More detailed documents outlining the three options for Orange Grove, including the plans and pros and cons for each option (**Appendix 1**), the views of consultees (**Appendix 5**) and the technical advice of the Council in its capacity as Highway Authority (**Appendix 2**) are included in the appendices. However, in summary, the three main options are as follows:

- **Option 1** – Taxi rank in Orange Grove (in front of shops) and 2 RHD tourist coach bays in Terrace Walk;
- **Option 2** – 2 RHD tourist coach bays in Orange Grove as current; Taxi rank in Terrace Walk during the daytime (8am-7pm) and returning to Orange Grove (in front of shops) during the night-time (7pm-8am);
- **Option 3** – 2 RHD coach bays in Orange Grove as current; 2 bay taxi rank in Orange Grove next to (but formally separated from) the two tourist coach bays and a 5 bay taxi feeder rank adjacent to Orange Grove island during the daytime; full taxi rank in front of shops during the night-time.

5.13 The most recent meeting with trader and taxi driver representatives was held on 13th September 2011 to present the three options and gain an understanding of their views. Options 1 or 2 were rejected by one or other group. The consensus was in favour of Option 3, which was seen as a compromise that allowed both coaches and taxis to remain in the space. However, in order to make Option 3 work, it was felt that the following additions were also required:-

- Greater regularity of highway enforcement, to prevent inappropriate parking;
- Inception of a management regime for coach drop-off/ pick-up, similar to that used during the Christmas Markets, which would help manage tourist coach parking at peak periods throughout the year and would help reduce congestion in the area.

5.14 Residents of The Empire and managers of Browns and Garfunkel's restaurants have received plans for all three options and have been asked for their views. Browns and Garfunkel's have not replied, but a letter has been sent in by The Empire Owners' Association. They support Option 2 as a temporary solution pending a coach strategy and feel that a management regime for coaches using

Orange Grove is necessary. They do not support Option 1 and are opposed to Option 3.

6 RISK MANAGEMENT

- 6.1 The report author and Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.
- 6.2 A failure to resolve a preferred option for Orange Grove/Terrace Walk that can go forward for consultation and approval as a Traffic Regulation Order alongside the other TRO's for High Street previously consulted upon will prevent the High Street scheme from proceeding at the scheduled time.

7 EQUALITIES

7.1 An Equalities Impact Assessment has been prepared for the High Street public realm scheme which includes the three options for the Orange Grove/Terrace Walk area. Relevant issues relating to the three options for Orange Grove/Terrace Walk are considered in **Appendix 1 and 2**. The impact of the three options on persons with protected characteristics is summarised as follows:

- **Option 1** – On an infrequent basis coaches with disabled passengers parking on the offside of the road and with no nearside door facility, would have to alight/ board disabled passengers into/ from the road. Although not technically acceptable, traffic flow is considered light and travelling at low speed in this location. Assistance from coach drivers and tour guides is also likely to be available.
- **Option 2** – A very similar scenario to option 1, where taxis (hackney carriages) with disabled capability would be required to alight/ board disabled passengers into/ from the road. Although not technically acceptable, traffic flow is considered light and travelling at low speed in this location. Assistance from the taxi drivers is also likely to be available. The highway technical report points to a mitigation measure for this situation where an echelon bay is provided specifically for taxis with disabled capability.

In the situation where the technical solution cannot be achieved, but the risk to public safety is considered low, the authority should undertake consultation with mobility/visually impaired groups highlighting this area of the city.

- **Option 3** – The option requires the reduction of the existing taxi rank in Orange Grove from 7 to 2 and proposes a length of “permit holder” parking for taxis (Hackney Carriages) on the eastern side of the Obelisk (Alkmaar Garden) to allow taxis to wait until one of the two spaces in the rank are free, to enable them to pull forward. There is a potential impact on disabled persons waiting for pick up if the first taxi vehicle in line is not adapted to their needs.

Licensing has advised that an informal arrangement already exists between taxi drivers that should a taxi at the front of the rank not be adapted for disabled needs when required, the first taxi in the rank that is adapted is called forward. It is also advised that the risk of this situation occurring in the future will be reduced as new licenses require taxis to be adapted for disabled users.

8 RATIONALE

- 8.1 The High Street and Northumberland Place scheme is the first major public space scheme to come forward to deliver the Council's approved Public Realm and Movement Strategy and associated delivery programme – see **Appendix 3** for further information on the Strategy and Programme.

9 OTHER OPTIONS CONSIDERED

High Street: a range of options for city centre public spaces to be transformed through the PRMP have already been assessed in consultation with internal and external stakeholders. This resulted and prioritised into a 5-year programme which has been tested with a range of internal and external stakeholders. This will be reviewed on an on-going basis in line with the Council's priorities and objectives and the availability of capital funding.

Orange Grove/Terrace Walk: A range of different options, suggested by officers of the Council and external stakeholders for the allocation of the taxi rank and tourist coach drop-off points have been explored and tested. The three options presented within this report represent the three technically feasible and deliverable options that have emerged from the process.

10 CONSULTATION

- 10.1 *Ward Councillor; Cabinet members; Parish Council; Overview & Scrutiny Panel; Staff; Other B&NES Services; Service Users; Local Residents; Community Interest Groups; Stakeholders/Partners; Other Public Sector Bodies; Section 151 Finance Officer; Chief Executive; Monitoring Officer.*

- 10.2 Traffic Regulation Orders were advertised on street, through local media, on the B&NES website and an exhibition in the Guildhall and ran between the 19th May 2011 and the 9th June 2011, although as a result of the level of objection, this period was extended to the 24th June 2011, which allowed sufficient time for key stakeholders to provide all comments and objections to the proposals.

Further consultation with traders took place on 8th /14th and 16th June 2011 and again on 14th September 2011.

Further consultation with taxi representatives and taxi drivers took place on 27th July, 24th August and again on 14th September 2011.

- 10.3 The Council undertook a consultation in May/June 2011 which:

- i) Presented the design of the proposed public realm improvement scheme for High Street/Northumberland Place
- ii) Formally consulted on Traffic Regulation Orders (TRO's) for High Street - these included the allocation of disabled parking bays, loading bays and single/double yellow lines to reflect the highway layout of the new scheme. It also sought to formalise two additional coach parking bays on North Parade;

- iii) Informally consulted on a revised coach parking and taxi rank arrangement for Orange Grove/Terrace Walk (to be secured by a future TRO) to facilitate the High Street scheme. The proposed parking arrangement (subsequently identified as Option 1) relocated the two RHD coach drop-off points currently in front of the existing shops into Terrace Walk. The taxi rank then moved further east into Orange Grove in front of the existing shops. This arrangement provided the best solution from a vehicle traffic management perspective.

10.4 While, the consensus of feedback received during consultation on the formal High Street proposals was generally positive (with the exception of a particular concern about the reduction in length of the bus lane - see Appendix 1), the informal proposal for Orange Grove/Terrace Walk created a high level of concern and revealed a long-standing tension between the taxi rank and coach drop-off points within the space. Further information on feedback received during the consultation process is outlined in **Appendix 5** of the report.

10.5 As a result of more detailed, on-going consultation, particularly with taxi drivers and Orange Grove/Terrace Walk traders, two additional options for this area have been developed and tested by the Council (Options 2 and 3).

11 ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 *Customer Focus; Sustainability; Human Resources; Property; Corporate Health & Safety; Highway Operation.*

12 ADVICE SOUGHT

The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	Rhodri Samuel 01225 477452 or Simon Martin 01225 477407
Sponsoring Cabinet Member	Councillor Cherry Beath
Background papers	Public Realm and Movement Strategy for Bath City Centre <i>http://www.bathnes.gov.uk/environmentandplanning/majordevelopments/Pages/Public%20Realm.aspx</i>
Please contact the report author if you need to access this report in an alternative format	

Appendix 1: Pros & Cons on options for Orange Grove/Terrace Walk

Option 1	
Taxi rank in Orange Grove (in front of shops) and 2 RHD tourist coach bays in Terrace Walk	
Positives	Negatives
Efficient coach operation - clear visibility for coaches from North Parade	Narrow footways in Terrace Walk
Clear segregation of uses between taxis & coaches reducing the need for enforcement	Coaches obscure Terrace Walk shop frontages – and so Terrace Walk traders are opposed to this option
Increased length of taxi rank	Coach passengers may alight into the road – risk to pedestrian safety
Removes/reduces coach traffic from High Street during construction phase and longer term	Traders from Orange Grove are strongly opposed to this option as they would benefit less from the dwell time of coach passengers outside their shops, detrimentally affecting their businesses
	Wide exit/entrance coupled with reversal of flow could cause confusion.
	Loss of 1 pay & display parking space in Terrace Walk would have revenue implications (<i>see section 3 of the main report</i>)

Option 2	
2 RHD tourist coach bays in Orange Grove as current; Taxi rank in Terrace Walk during the daytime (8am-7pm) and returning to Orange Grove (in front of shops) during the night-time (7pm-8am);	
Positives	Negatives
Clear segregation of uses between taxis & coaches reducing the need for enforcement	Potential short-term difficulty for passengers to locate the daytime taxi rank
Satisfies requirements of taxi marshals for the night time economy	Taxis adapted to carry disabled persons would have to alight/board passengers using a ramp from the live carriageway
Would provide a dedicated area for operation of a seven car taxi rank during the daytime (Terrace Walk) and night time (Orange Grove)	Taxi drivers are strongly opposed to the relocation of the taxi rank
Allows taxis taking fares for south and eastbound travel to take a more direct route, rather than travelling around the Guildhall	Wide exit/entrance coupled with reversal of flow could cause confusion.
Allows a loading bay in Orange Grove for the Abbey (as a cultural venue) and nearby businesses	Seven resident/pay & display spaces would be lost – re-allocating resident parking in York St would have revenue implications (<i>see section 3 of the main report</i>)

Option 3	
2 RHD coach bays in Orange Grove as current; 2 bay taxi rank in Orange Grove next to (but formally separated from) the two tourist coach bays and a 5 bay taxi feeder rank adjacent to Orange Grove island during the daytime; full taxi rank in front of shops during the night-time	
Positives	Negatives
Allows taxis and coaches to continue using Orange Grove	Taxis could join the main Orange Grove rank from the west, bypassing the feeder rank, which could cause conflict between drivers
A five car feeder rank would allow taxis to legally wait for space to become available on the rank	Main taxi rank is reduced to two spaces
	Compromises loading/delivery options for businesses due to official feeder rank being introduced
	Loading bay proposed for use of Abbey and nearby businesses cannot be accommodated
	Serious risk that current conflict/difficulties between traders, taxi drivers & coach drivers would continue
	Continued reliance on enforcement to manage conflict
	Pedestrian desire lines to Parade Gardens could be compromised by the addition of the feeder rank
	The Empire Owners' Association is opposed to this option

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Bath & North East Somerset Council


High St, Bath – Public Realm & Highway Improvement

Technical Assessment of Alternative Layouts for Taxi/ Coach Operation in Terrace Walk & Orange Grove

Design & Projects Group

Riverside
Floor 2 South
Temple Street
Keynsham
BS31 1LA

01225 395160

Originator	Checked	Approved
S Thomas	S Charles	K Packer
		
14 th October 2011	14 th October 2011	14 th October 2011

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Introduction

The following is a technical assessment of the three layouts used as part of recent informal consultation with key-stakeholders. The layouts have also been scrutinised by appropriate B&NES officers and also gone through the Planning & Transport Development Scheme Assessment process.

Social issues highlighted by the consultation process, have not been considered as part of this assessment.

Option 1 – Coaches Re-Located into Terrace Walk

(Drawing No. TR5500/500/01 of the Appendices)

Comparison of Road Space Re-Allocation by Numbers

	Existing Layout	Option 1
P&D/ Resident Parking	10	9
Tour Bus & Park and Ride Stand	3	3
Motorcycle Parking Place	1	1
Disabled Parking Bay	2	2
Coach Parking Bay	0	2
20min parking Bay	0	1
10min Loading Bay	0	1

Coach Turning Movements

The intention of the option 1 layout was to include coach parking within Terrace Walk at location where coaches, once they have dropped-off/ picked up passengers, could turn right out of Terrace Walk, which would considerably reduce the number of vehicles traversing through the High St and around the Guildhall.

The indicative tracking movements shown with the appendices are for a typical 12m coach and demonstrate that coaches starting at the positions indicated would be able to make this movement without footway over-run on Grand Parade.

Longer coach types may have difficulty in undertaking this movement.

Alighting/ Boarding Coach Passengers

A number of incidences have already been observed in Orange Grove, where Continental/ UK coach operators without doors on the footway side of the road have alighted/ boarded passengers into the live carriageway.

The scenario could occur with the option 1 layout and although not desirable, it is recognised that both traffic flows and speeds are considerably lower than those in Orange Grove and as such the risk of vehicle and pedestrian conflict is reduced.

General Pedestrian Safety

The scheme was recently subject to a Planning and Transport Development Scheme Assessment, where a number of comments were made regarding general pedestrian safety and the introduction of coaches into Terrace Walk:-

- The exit and entrance to Terrace Walk are wide and together with a reversal in traffic flow could prove confusing to pedestrian and traffic alike. Consideration should be given to footway improvements to reduce the widths, together with 'LOOK LEFT/ RIGHT' markings.
- Whilst it is recognised that footways are narrow in both Terrace Walk and York St, they are unlikely to present a particular risk to pedestrian safety, other than unsuitability to large numbers of passengers alighting a coach and waiting to be picked up, a situation currently observed in the High St.

Reversal of Traffic Flow

The reversal of traffic flow in Terrace Walk allows tour bus and park and ride services re-located in front of the Abbey Hotel to board/ alight from the footway. The reversal in flow is also likely to improve the capacity of the North Parade/ Pierrepoint St junction.

Proposed Reduction of Resident Parking

The re-arrangement of road space to accommodate the option 1 layout has meant the loss of 1 of the P&D/ resident parking spaces, which cannot be accommodated elsewhere. This will have a revenue impact upon the Council's Parking Services budget.

Option 2 – Taxi Rank Re-Located into Terrace Walk During Daytime Only

(Drawing No. TR5500/500/02 of the Appendices)

Comparison of Road Space Re-Allocation by Numbers

	Existing Layout	Option 2
P&D/ Resident Parking	10	2
Tour Bus & Park and Ride Stand	3	3
Motorcycle Parking Place	1	1
Disabled Parking Bay	2	2
Daytime Taxi Rank	0	7
20min parking Bay	0	1
10min Loading Bay	0	2

Daytime Taxi Rank

The provision of the taxi rank in Terrace Walk during the daytime allows additional coach parking in Orange Grove, reverting back into Orange Grove during the evening. A loading bay on Orange Grove can also be realised within this option.

Alighting/ Boarding Disabled Taxi Passengers

Taxis adapted to carry disabled persons would have to alight/ board them using a ramp from the live carriageway. A recent Planning and Transport Development Scheme Assessment of this option, suggested the allocation of two spaces at the end of the rank for disabled use, orientating as echelon parking.

General Pedestrian Safety

The Planning and Transport Development Scheme Assessment recognised that the exit and entrance to Terrace Walk are wide and together with a reversal in traffic flow could prove confusing to pedestrian and traffic alike. Consideration should be given to footway improvements to reduce the widths, together with 'LOOK LEFT/ RIGHT' markings.

Reversal of Traffic Flow

The reversal of traffic flow in Terrace Walk allows tour bus and park and ride services re-located in front of the Abbey Hotel to board/ alight from the footway. The reversal in flow is also likely to improve the capacity of the North Parade/ Pierrepont St junction.

Proposed Reduction of Resident Parking

As we have added in the taxi rank into the Terrace Walk area, only 3 of the 10 resident and pay & display spaces can be accommodated elsewhere. Therefore it is proposed to take out pay & display in York St to accommodate the loss of resident parking. This will have a revenue impact upon the Council's Parking Services budget.

Option 3 – Coaches & Taxis in Orange Grove

(Drawing No. TR5500/500/03 of the Appendices)

Comparison of Road Space Re-Allocation by Numbers

	Existing Layout	Option 3
Taxi Rank	7	2*
Coach Parking Bay (based upon 2 x 12m vehicles)	2	2

* Taxi rank reduced to 2, but 5 vehicles allocated as proposed permit holder parking for Hackney Carriage taxi's only.

Provision of Permit Holder Parking for Hackney Carriage Taxi's

Option 3 comprises a taxi rank catering for 2 No taxis located to the east of the zig-zags for the proposed crossing on the southern side of Orange Grove. The remaining 5 spaces would be catered for on the eastern side of the Alkmaar Garden in the form of Permit Holder parking, allowing them to wait until the two spaces on the rank are free to pull into.

Existing Operations

A number of incidences have already been observed in Orange Grove, where Continental/ UK coach operators without doors on the footway side of the road have alighted/ boarded passengers into the live carriageway. Coaches also need to reverse into the first coach parking bay when the second bay is occupied, which on the odd occasion has resulted in damage to street furniture in the footway and footway itself.

Both these scenarios are likely to continue with option 3, however a section of double yellow lines has been proposed between the coach and taxi parking to minimise this risk.

A stewarding operation for coach management, similar to that used for the Christmas Markets, should be considered to mitigate the problems outlined.

Current Delivery Arrangements

The provision of the permit holder parking for Hackney Carriage taxis could compromise loading/ delivery arrangements for nearby businesses that use the area of highway.

General Pedestrian Safety

The scheme was recently subject to a Planning and Transport Development Scheme Assessment, where it was recognised that pedestrian desire lines to the Parade Gardens could be compromised by locating the permit holder parking in that location of the highway. Consideration should be given to locating an alternative informal crossing point into the layout.

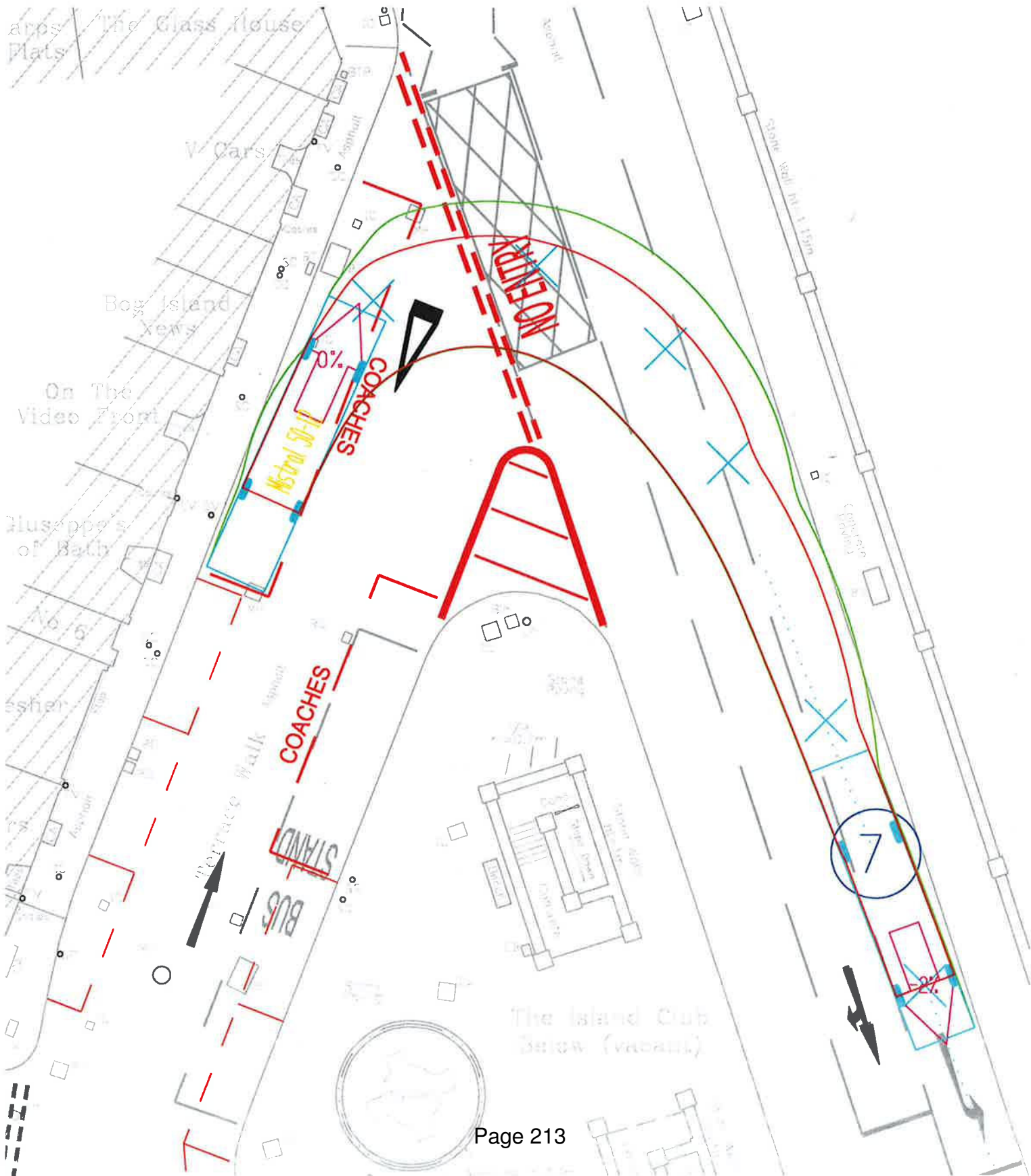
APPENDICES

CONTENTS

Drawing Description	Drawing No
Terrace Walk Vehicle Tracking Movements	TR5500/SK/01
Terrace Walk Vehicle Tracking Movements	TR5500/SK/02
Existing Layout	TR5500/500/--
Option 1 – Coaches in Terrace Walk	TR5500/500/01
Option 2 – Taxis in Terrace Walk During the Daytime	TR5500/500/02
Option 3 – Coaches & Taxis in Orange Grove	TR5500/500/03

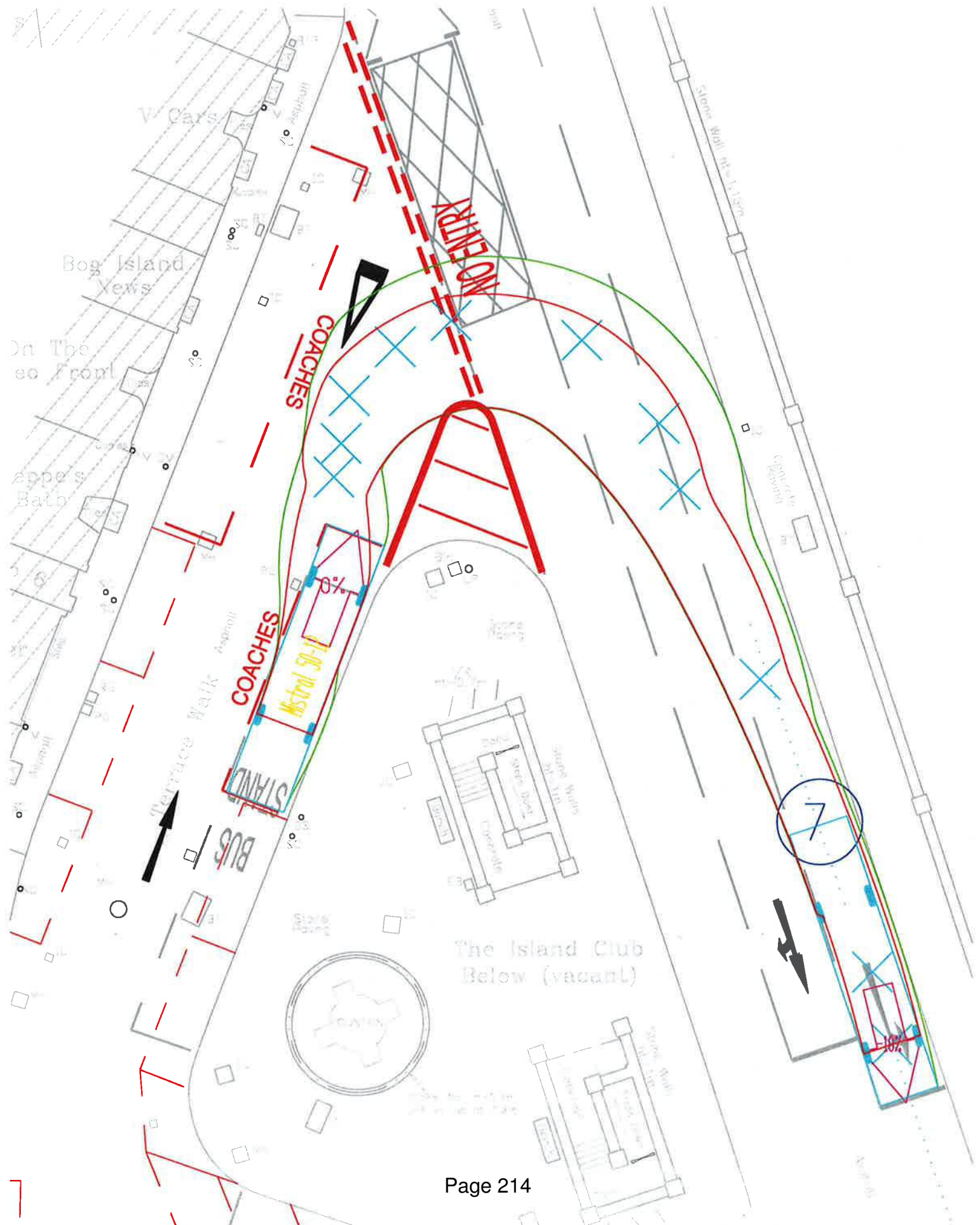
TERRACE WALK VEHICLE TRACKING MOVEMENTS

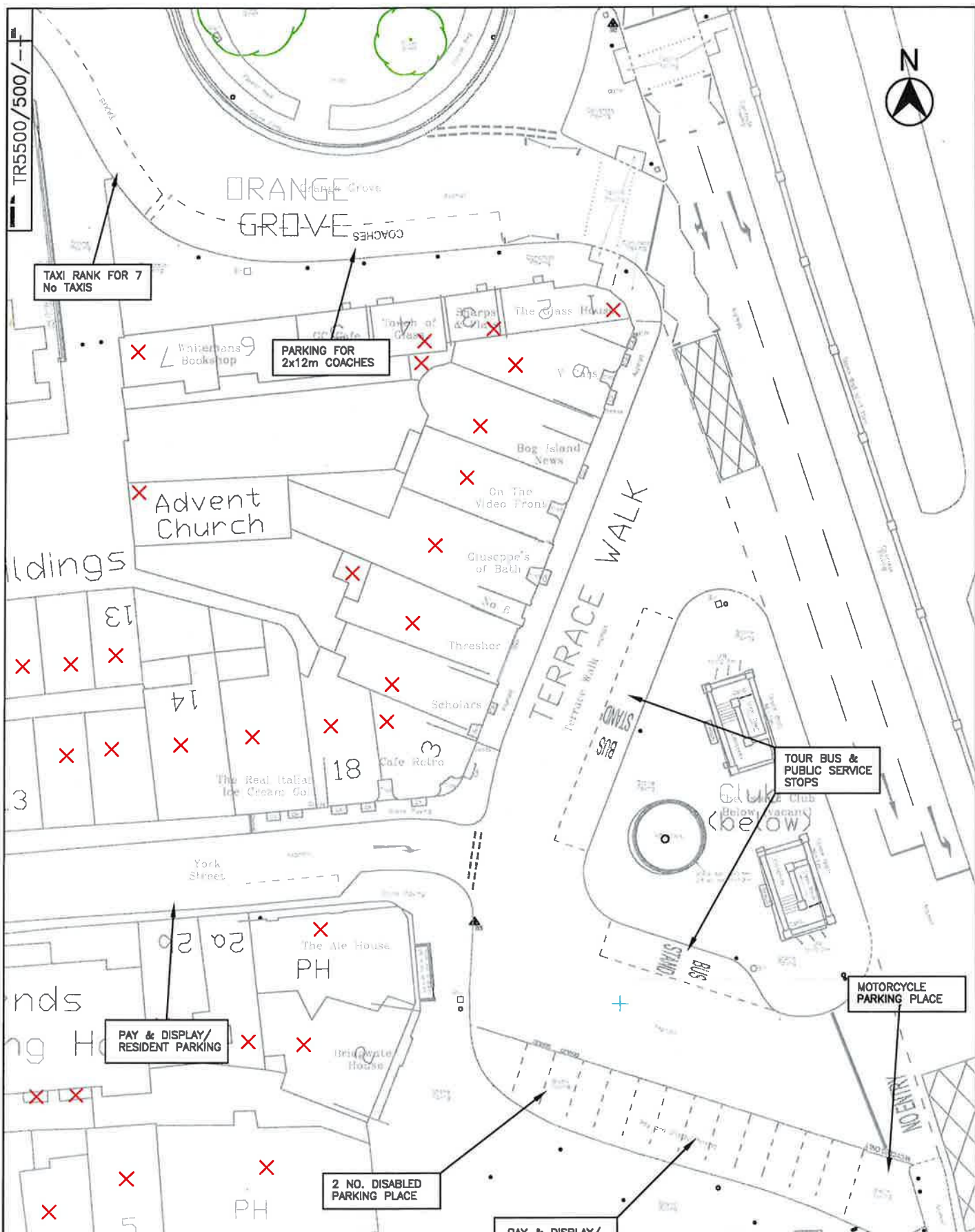
MWG No TR5500/SK/01



TERRACE WALK VEHICLE TRACKING MOVEMENTS

DWG. No. TR5500/SK/02 .





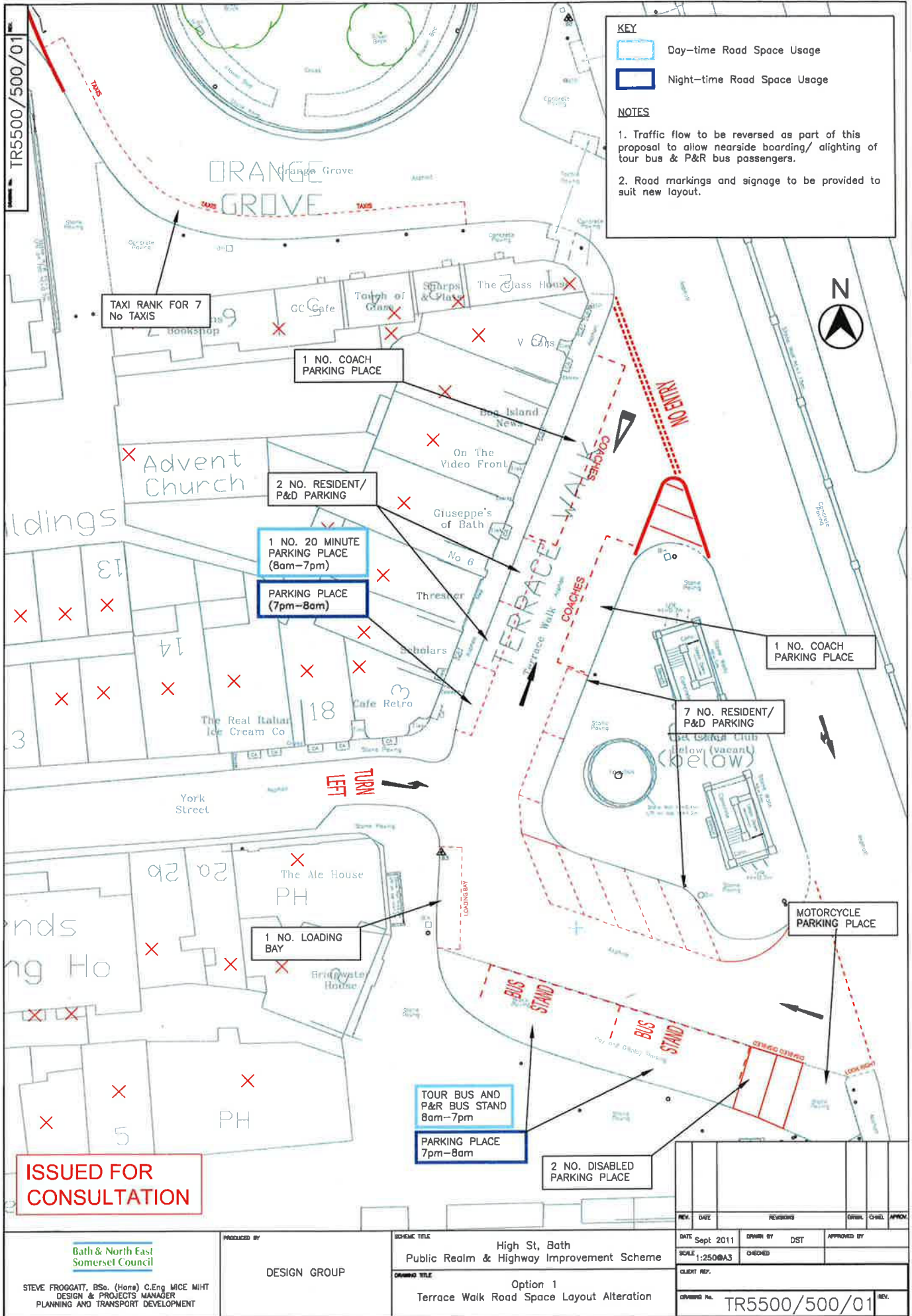
ISSUED FOR CONSULTATION

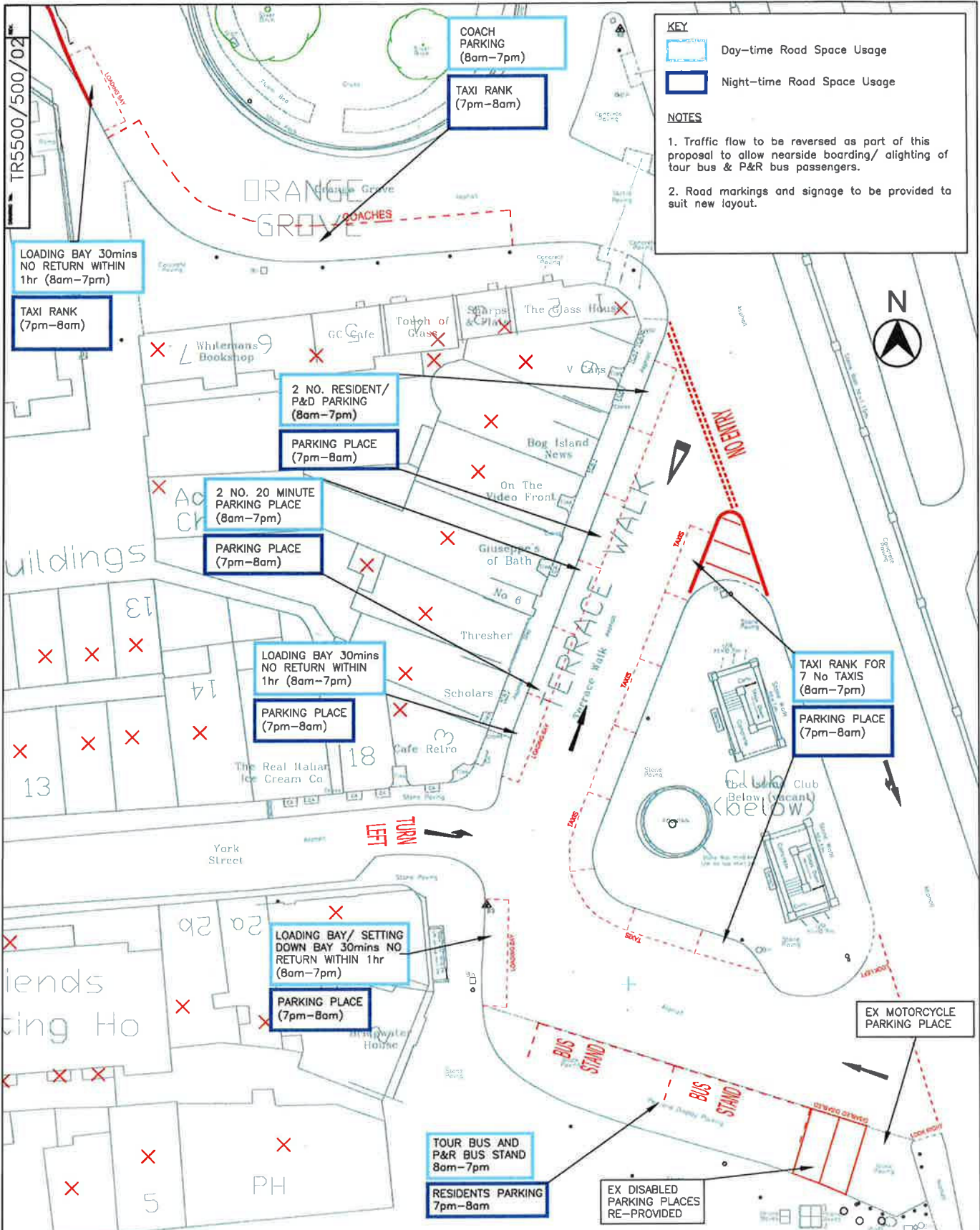
Bath & North East Somerset Council
 STEVE FROGGATT, BSc. (Hons) C.Eng MICE MIHT
 DESIGN & PROJECTS MANAGER
 PLANNING AND TRANSPORT DEVELOPMENT

PRODUCED BY
DESIGN GROUP

SCHEME TITLE
**High St, Bath
 Public Realm & Highway Improvement Scheme**
 DRAWING TITLE
Existing Layout

NO.	DATE	REVISIONS	ISSUED	CHG.	APPROV.
	Sept 2011		DST		
SCALE 1:250@A3		CHECKED			
CLIENT REF.					
DRAWING NO. TR5500/500/-+		REV.			





ISSUED FOR CONSULTATION

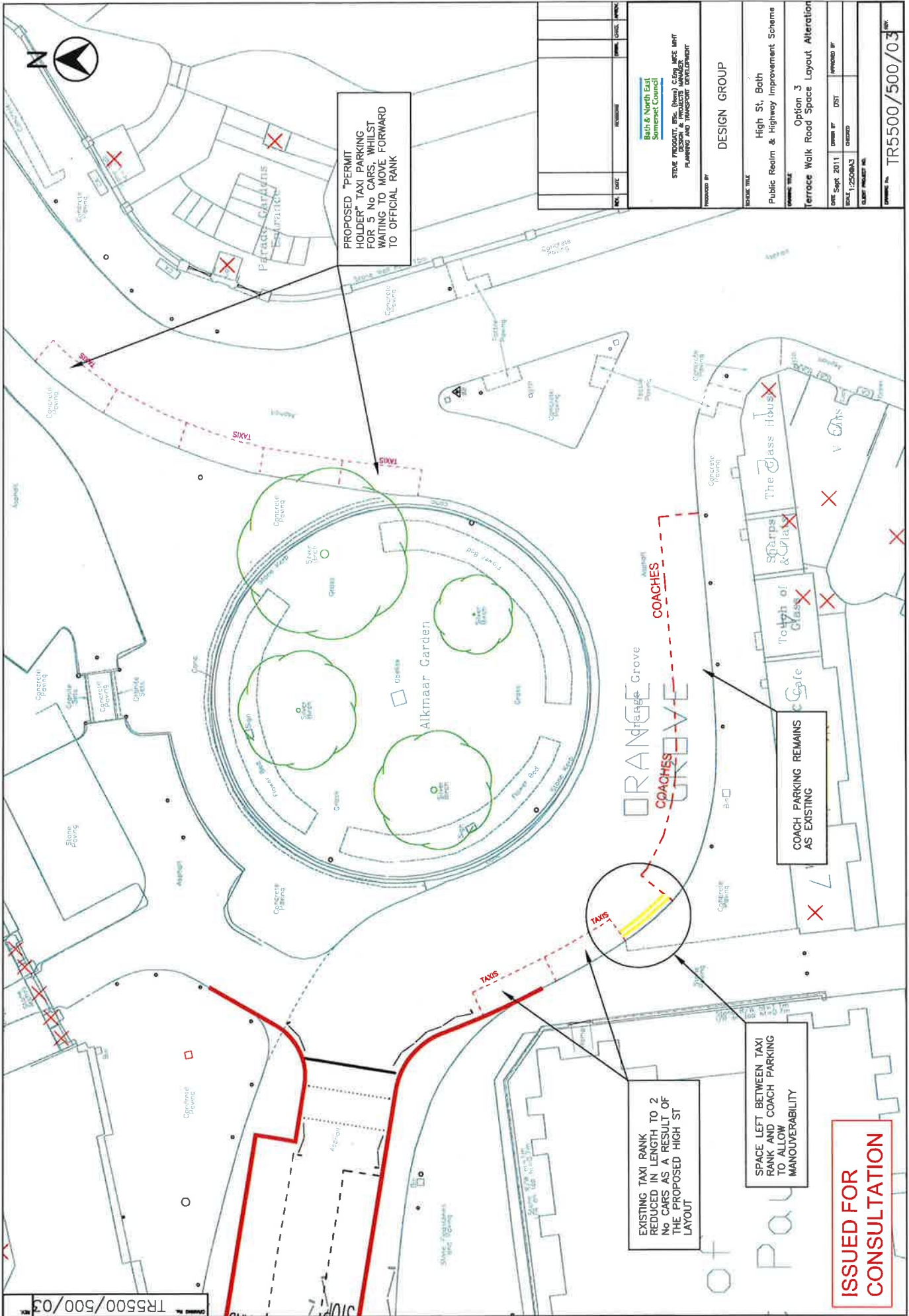
REV.	DATE	REVISIONS	DRAWN	CHKD	APPROV
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SCALE: 1:250@A3		CHECKED			
CLIENT REF.					
DRAWING NO. TR5500/500/02		REV.			

Bath & North East Somerset Council
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 PLANNING AND TRANSPORT DEVELOPMENT

PRODUCED BY
DESIGN GROUP

SCHEME TITLE
 High St, Bath
 Public Realm & Highway Improvement Scheme

DRAWING TITLE
 Option 2
 Terrace Walk Road Space Layout Alteration



PROPOSED "PERMIT HOLDER" TAXI PARKING FOR 5 NO CARS, WHILST WAITING TO MOVE FORWARD TO OFFICIAL RANK

COACH PARKING REMAINS AS EXISTING

EXISTING TAXI RANK REDUCED IN LENGTH TO 2 NO CARS AS A RESULT OF THE PROPOSED HIGH ST LAYOUT

SPACE LEFT BETWEEN TAXI RANK AND COACH PARKING TO ALLOW MANOEUVERABILITY

ISSUED FOR CONSULTATION

DATE	DATE	REVISION	DATE	DATE	DATE
<p>DESIGN GROUP</p> <p>High St, Bath</p> <p>Public Realm & Highway Improvement Scheme</p> <p>Option 3</p> <p>Terrace Walk Road Space Layout Alteration</p>					
DATE	DATE	DATE	DATE	DATE	DATE
11/09/2011	12/09/2011	12/09/2011	12/09/2011	12/09/2011	12/09/2011
DESIGNED BY	DRAWN BY	CHECKED BY	APPROVED BY	DATE	PROJECT NO.
					TR5500/500/03

Appendix 3: Key objectives of Public Realm & Movement Strategy and three main components of the Public Realm & Movement Programme

Public Realm and Movement Strategy for Bath City Centre

1. B&NES formally approved its long-term Public Realm and Movement Strategy for Bath City Centre (PRMS) entitled 'Creating the Canvas for Public Life in Bath' as Council policy in March 2010, following a comprehensive and positive public consultation process in 2009. The value of investing in high quality streets and public spaces as a means of i) stimulating economic development ii) increasing the social interaction, health and wellbeing of local people and visitors iii) enhancing cultural and community activity and iv) enhancing reputation and competitive identity is well recognised and documented through the examples of numerous leading cities across the world.

2. The need and opportunity for investment in the public realm in Bath city centre (as well as in the centres of the three market towns which are separately addressed in the regeneration and urban design studies for Keynsham, Midsomer Norton and Radstock) was originally highlighted in the Council's Future for Bath Vision. It was also identified in Bath's World Heritage Site Management Plan, and was previously raised as an issue of concern by UNESCO. A copy of the Council's approved Public Realm and Movement Strategy (PRMS) and Action Plan was formally submitted to UNESCO in February 2011.

Public Realm and Movement Programme

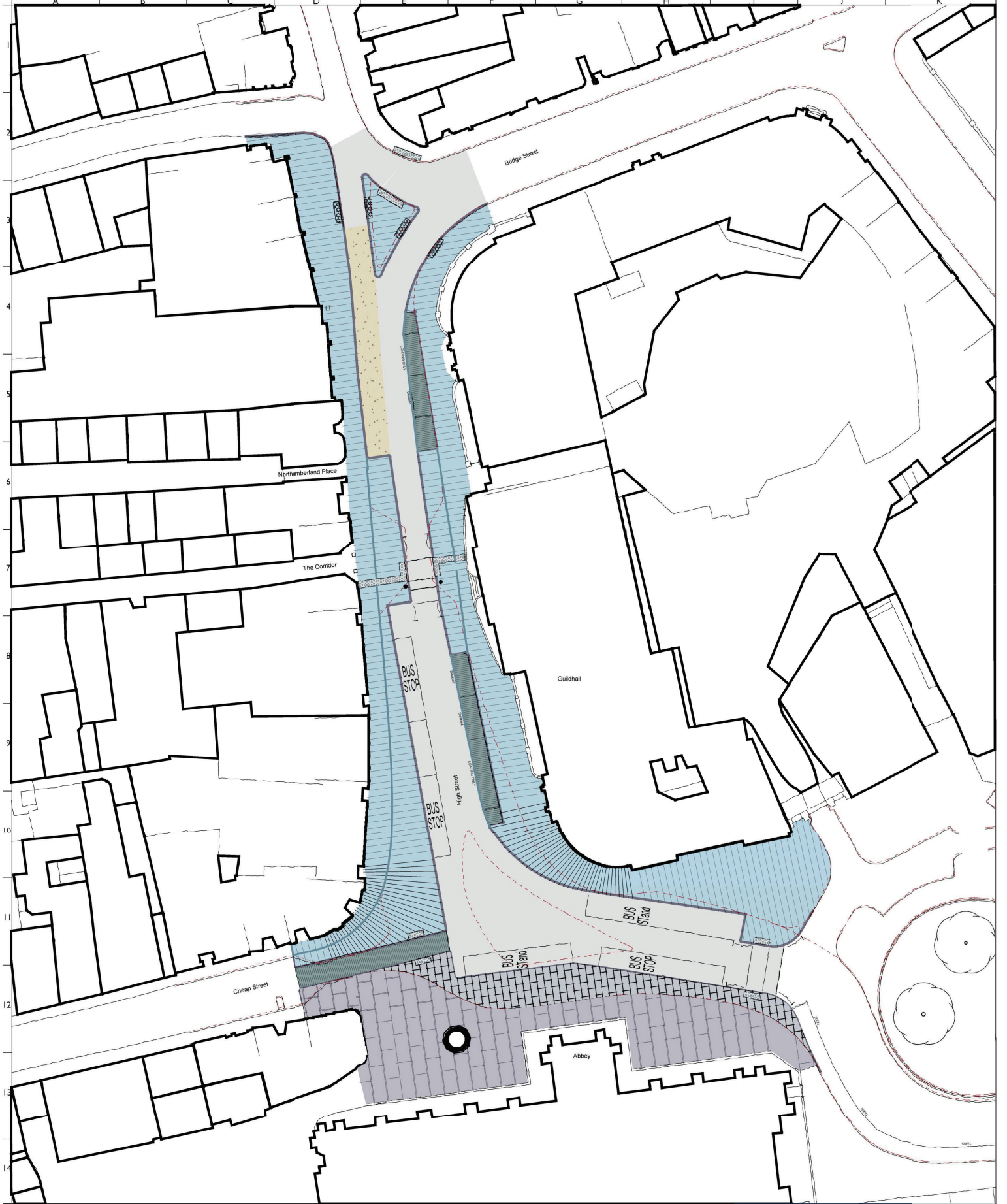
3. The Public Realm and Movement Programme (PRMP) has been established under the lead sponsorship of the Cabinet Member for Sustainable Development and the Strategic Director of Development and Major Projects (with the direct involvement of the Cabinet Member for Transport and the Strategic Director of Service Delivery) as the delivery vehicle for the PRMS. Working closely with a wide range of internal and external stakeholders, the Programme has implemented the following three streams of project activity, as approved in the PRMS Action Plan:

i) Preparatory Projects: which i) design and deliver bespoke street furniture, information, wayfinding and other public realm products in line with the agreed design values and ii) establish the hierarchy of spaces, design briefs, technical guidelines and specifications and materials for city centre streets and spaces, to be formally captured in the 'Bath Pattern Book' as the long-term guidance and quality control manual.

ii) Early Win Projects: which seek to make small changes as a means of generating change and momentum in preparation for the longer-term projects outlined above and below. Early Win projects to date include the upgrade of paving to Westgate Street, the four on-street Bath Cycle Corrals (which have provided 48 new cycle parking spaces in the city centre) and the forthcoming de-cluttering exercise for Bath city centre.

iii) Transforming Streets and Spaces: which transform streets and spaces across the city centre on an incremental basis in line with the Bath Pattern Book. An allocation for the initial 5 year programme of transformation projects has been made in the Council's Capital Programme.

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Paving

- Existing Historic stone paving flags to be cleared and re-laid
- Reclaimed Historic stone paving flags to be cleared and re-laid
- Proposed Macadam
- Proposed colour tarmac
- Proposed Pennant stone paving flags
- Proposed granite stone paving sets
- Proposed Pennant stone blister paving flags to comply to DDA

Indicative location of kerbs

- Proposed Granite curb
- Proposed Pennant channel
- Existing kerb line

NICHOLAS PEARSON ASSOCIATES
 ENVIRONMENTAL PLANNERS · LANDSCAPE ARCHITECTS · ECOLOGISTS

Client: **BATH & NORTH EAST SOMERSET COUNCIL**

Project: **HIGH STREET, BATH
 BATH TRANSPORTATION PACKAGE**

Drawing: **General Arrangement
 Illustrative Layout**

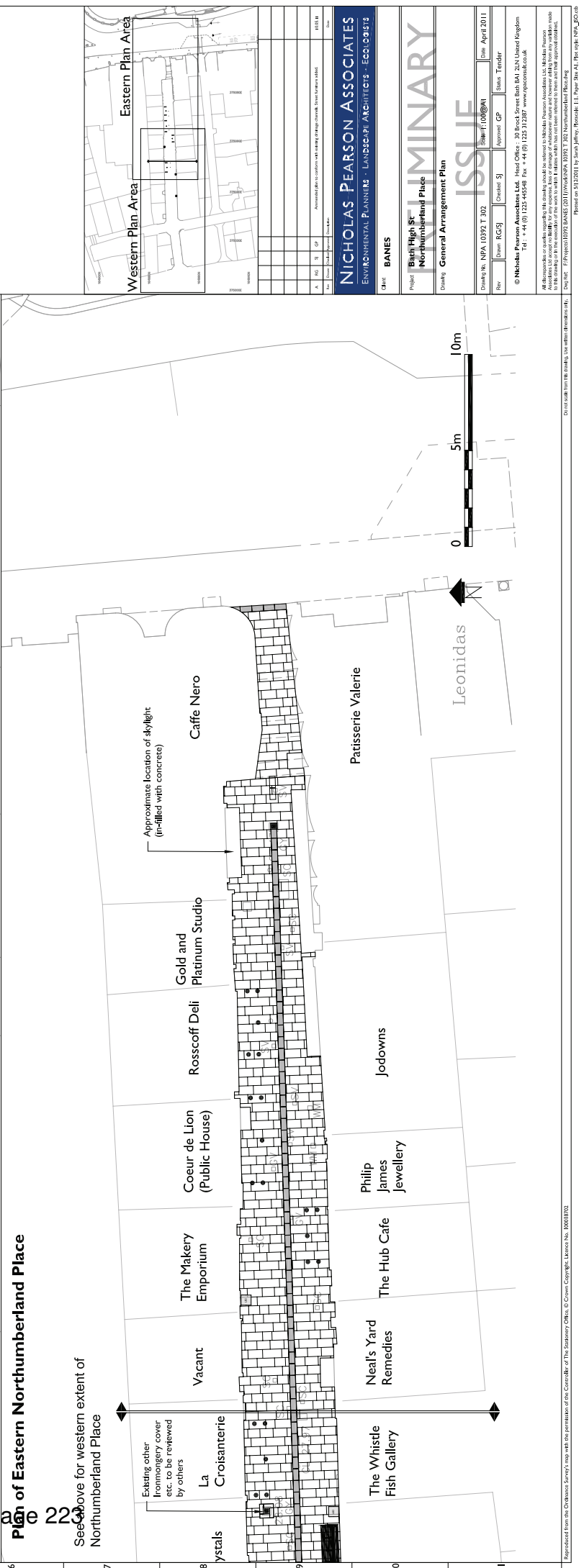
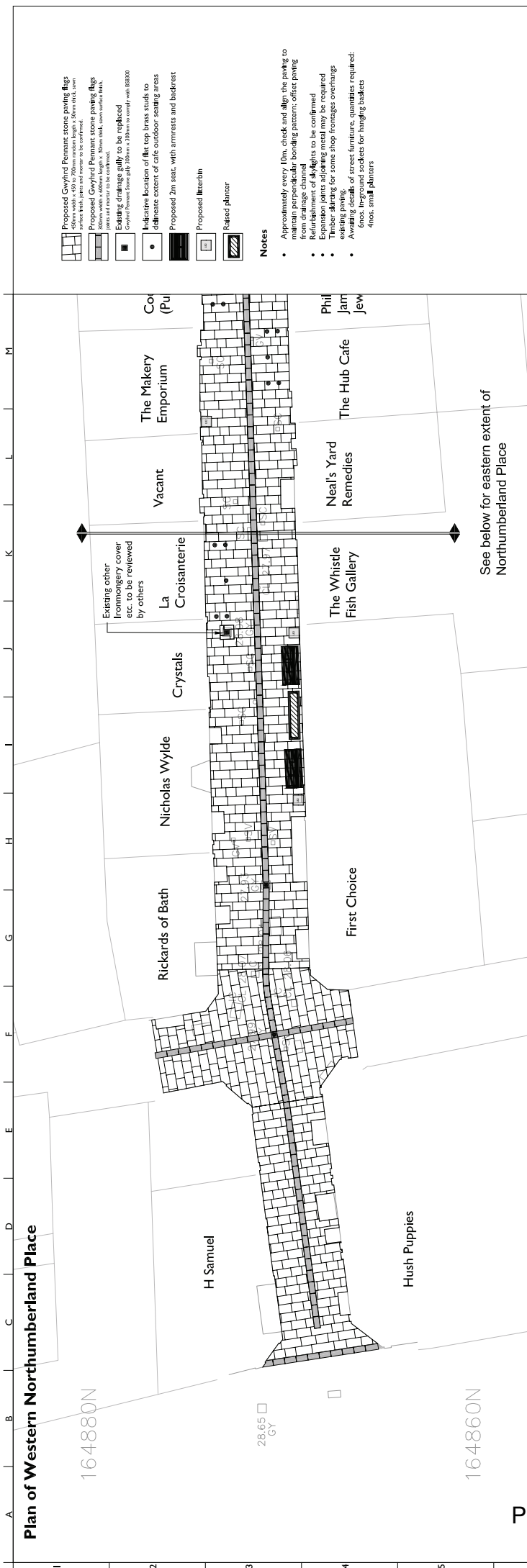
Drawing No: NPA 10392 T 118	Scale: 1:250 @ A1	Date: 19/05/2011
Rev: Draw RG/AC/SJ	Checked SJ	Approved SK
Status: Public Exhibition		

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 Plotted on 5/14/2011 by Ross Gilder. Plot scale: 1:1. Paper Size: A1. Plot style: NPA_GrayScale.ctb

Reproduced from the Ordnance Survey's map with the permission of the Controller of the Stationery Office. © Crown Copyright. Licence No. 100016702

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- Proposed Paved Pavement: Permanent stone paving flags (300mm x 300mm) to be confirmed.
- Proposed Gwythir Permanent stone paving flags (300mm x 300mm) to be confirmed.
- Existing drainage gully to be replaced.
- Indicate location of lift top brass studs to delineate extent of lifts/ outdoor seating areas.
- Proposed 2in seat, with armrests and backrest.
- Proposed litterbin.
- Raised planter.

- Notes**
- Approximately every 10m, check and align the paving to main perpendicular bonding pattern; offset paving to be confirmed.
 - Replacement of skylights to be confirmed.
 - Expansion joints adjoining metal may be required.
 - Timber skirting for some shop frontages overhangs existing paving.
 - Awaiting details of street furniture, quantities required: benches for hanging baskets, 4x6s, small planters.

Western Plan Area | **Eastern Plan Area**

NICHOLAS PEARSON ASSOCIATES
ENVIRONMENTAL PLANNING • LANDSCAPE ARCHITECTS • ECOLOGISTS

Client: **BANES**

Project: **Batch High St Northumberland Place**

Drawing: **General Arrangement Plan**

Drawn by: **RG/SJ** | Checked by: **GP** | Date: **April 2011**

Issue: **1** | Status: **Tender**

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Appendix 5: Summary of feedback from former TRO consultation process

Thirty written responses were received during the formal Traffic Regulation Order (TRO) consultation in May/June, which included one letter signed by 36 residents of The Empire.

In addition, meetings were held with the traders/residents of Terrace Walk, Orange Grove and High Street to discuss the options.

The summary of comments received is as follows:

High Street

- Development of the area is positive
- Widened pavements are very welcome
- Concern about increased congestion as a result of extending the build out in the carriageway between the Corridor/Northumberland Place and the Guildhall to enhance pedestrian crossing
- Bus stops in front of the Abbey would block the view south from the top of High Street
- Access to Cheap Street for large delivery vehicles needs to be taken into account
- The Abbey would like a loading bay to help with deliveries for large events
- Disabled parking needs to be retained

Orange Grove

- Traders of Orange Grove oppose the removal of coaches, trade from which they feel is essential to their businesses. Two shops would not have signed leases if they'd know about the proposals
- Andrew Cooper, BID Chair, opposes the removal of coaches saying it will have a detrimental effect on B&NES' relationship with coach operators and will effect value & appeal of Orange Grove properties
- Residents of The Empire support the removal of coaches
- The Abbey Residents' Association supports the removal of coaches

- Traders of Orange Grove oppose taxis outside their shops – noisy, rude, aggressive & risk of damage/soiling of shop fronts due to drunk people using the rank at night time
- View from some stakeholders that taxis need shorter rank during the day and longer in the evening
- More enforcement and management of Orange Grove is needed

Terrace Walk

- Terrace Walk traders are opposed to coaches parking outside their shops – they will block light/shop frontages
- Pollution from coaches is an issue, particularly for food businesses
- Pavements are too narrow for a coach load of people to disembark/wait
- Moving the taxi rank will cause confusion to users and may result in loss of daytime trade
- Terrace Walk traders/residents don't want a night time taxi rank
- Short term parking outside shops will be lost if coaches are moved there
- Coach bays in North Parade would result in passengers crossing a dangerous road and increased noise for residents
- Terrace Walk is already congested – relocating coaches there would make it worse
- Concern about the ability of the vaults under Terrace Walk to support coaches
- City Sightseeing bus stop should be removed
- Current users don't appreciate it's one-way and often enter at the wrong end
- Reversing the flow would mean the turning circle for coaches is too tight
- More enforcement is needed

Other Issues

- Guildhall Market traders regularly given tickets for loading on Newmarket Row, using private vehicles
- Guildhall Market traders would be greatly helped if the Guildhall car park had a loading space for them
- Too many taxi licences are being issued so that supply exceeds demand

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Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	9th November 2012	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2328
TITLE:	Improving access to superfast broadband in Bath and North East Somerset: the Broadband Delivery UK Opportunity	
WARD:	All	
AN OPEN PUBLIC ITEM		
<p>List of attachments to this report:</p> <p>Appendix 1: Connectivity Maps</p> <p>Appendix 2: Potential whole project costs</p>		

1. THE ISSUE

- 1.1 Internet access is increasingly regarded as “the fourth utility”. It is regarded as a key requirement for economic growth, and for allowing individuals to participate more fully in society. Broadband infrastructure and its effective use also holds potential for the future transformation of (and efficiencies in) public services.
- 1.2 The Government has recently announced that a fund of £530m is available to local authorities wishing to deliver superfast broadband infrastructure where the market is not delivering it before 2015.
- 1.3 £1.43m of this Government funding is available to the West of England authorities of Bath and North East Somerset, South Gloucestershire and Bristol, which must be matched locally.
- 1.4 In order to access that funding, authorities must develop a “Local Broadband Plan”, which sets out an overall strategy for broadband delivery, and outlines how this could contribute towards the future growth and health of the area.
- 1.5 Surrounding authorities (Somerset, Wiltshire, North Somerset and Devon) have been successful in securing Government funding to ensure the delivery of superfast (at least 20 Megabits per second) coverage to 85-90% of all premises in their areas.
- 1.6 The key issue to consider is whether with scarce resources, Council investment is best made in matching BDUKs funding, or whether there are greater returns to be made by investing elsewhere and in other ways to support economic growth. This would mean leaving the market to ultimately deliver broadband to those areas not currently served.

2. RECOMMENDATION

The Cabinet considers whether to:

- 2.1 Proceed with developing a Local Broadband Plan with South Gloucestershire Council and Bristol City Council, which would report in February and provide more detail of the cost and benefits of improving broadband infrastructure in the rural areas.
- 2.2 Allocate £25,000 of funding from Development and Regeneration reserves to complete the report

OR

Not to proceed and therefore not to accept the government match-funding at this stage

3. FINANCIAL IMPLICATIONS

- 3.1 £25,000 of revenue funding would be required to develop a Local Broadband Plan for the area of Bath and North East Somerset, South Gloucestershire and Bristol in partnership with South Gloucestershire Council and Bristol City Council.
- 3.2 In the event that, subsequent to the completion of the Local Broad band plan, the Council was to proceed with implementation, then further capital resources would be needed in accordance with the estimates in Appendix 3.

4. CORPORATE PRIORITIES

- 4.1 Improving broadband infrastructure supports the Corporate Priorities set out below, and supports policies and aims set out in the following documents:
 - Infrastructure Delivery Plan 2010
 - Draft Core Strategy 2011
 - The Local Strategic Partnership's Sustainable Community Strategy 2009-2026
 - The Economic Strategy for Bath and North East Somerset 2010 – 2026
 - Future Council and Service Transformation report 2010
 - Vision for Bath and North East Somerset 2006

Sustainable growth

- 4.2 The Draft Core Strategy, the Economic Strategy, and the Sustainable Community Strategy highlight the importance of sustainable growth across the District. Broadband infrastructure would support private sector investment, jobs growth and enable home-based start-ups in rural areas.
- 4.3 According to available data¹, roughly 23% of the District's businesses are based in more rural areas with a likelihood of poorer digital infrastructure. Map 3 at Appendix 1 shows that these are mostly smaller firms of 1 – 10 people which could potentially compete more effectively with better access to ICT.

¹ Interdepartmental Business Register (2010); Point Topic connectivity data (2011)

4.4 However, with scarce resources it is important to decide where investment would have the biggest economic return. While there are arguments for investing in improving rural broadband, the economic returns may be better in the short term by investing where jobs growth potential is highest. Ultimately the market will deliver solutions for rural areas and in the short term investment elsewhere and in other ways may create more jobs and growth.

5. THE REPORT

5.1 Over the past few years, the availability and take-up of higher internet speeds has increased dramatically. Research by OFCOM recently showed that consumers – increasingly using new online applications such as social media sites - have moved to higher speed packages where available. In 2008 5% of all UK connections were of 10MBPS, increasing to 24% in 2010.

5.2 Given the pace of technological change and the related demand for ever greater internet speeds, “Superfast” or “Next Generation” speeds of more than 20 MBPS are increasingly referred to by the industry and by the UK Government as a benchmark aim. In other words, there is a need to “future-proof” broadband connectivity across the country as far as possible with the resources available.

5.3 Broadband speeds of 20 MBPS can offer reliable high definition video; two-way video communications; and simultaneous usage of broadband services by different householders.

Market Delivery of Superfast Broadband

5.4 Broadband services can be delivered using a range of technologies, including fibre, satellite, cable, fixed wireless and mobile wireless. Each technology has its own benefits and costs. However, consistent “Superfast” speeds of more than 20 megabits per second (MBPS)² can currently only be achieved through fixed line connections – that is, either fibre or cable technology.

5.5 BT, through BT Openreach, has committed to delivering superfast “fibre to the cabinet” (FTTC) technology to 65% of the country, leaving what BT calls the “final third” unserved by this technology until 2015 at the earliest.

5.6 BT is largely focusing its infrastructure delivery in and around more urban areas that are more densely populated, and are therefore more commercially attractive to Internet Service Providers such as TalkTalk, who will be charged by BT to use their infrastructure.

5.7 Due to the cable technology it uses, Virgin also focuses its activity in urban areas (see Appendix 1, Map 4) and does not currently plan to extend its networks.

Superfast broadband delivery in Bath and North East Somerset

5.8 BT is in the process of delivering superfast broadband infrastructure to cabinets linked to the Kingsmead (Bath), Radstock and Midsomer Norton exchanges. This rollout is due to be completed by the end of 2011.

² Current UK Government definition of superfast.

5.9 A maximum³ of 46,000 premises⁴ in B&NES (roughly 56% of all premises) will therefore benefit from BT's rollout, with many of the remaining 35,000 premises continuing to receive lower maximum speeds until 2015 at the earliest without intervention.

5.10 There are no plans to upgrade any other areas in Bath and North East Somerset, due to the reduced commercial viability of connecting those remaining premises.

The picture in the rest of the District

5.11 Map 1 at Appendix 1 demonstrates theoretical maximum speed coverage by postcode, including the BT rollout⁵. The map shows that higher speeds will generally continue to be found in and around our urban areas.

5.12 Since speeds indicated on the maps at Appendix 1 are theoretical maximum speeds, what is experienced will be slower in many cases.

5.13 Figures show that of the premises not receiving BT superfast infrastructure upgrades,

- An estimated 9,000 premises will continue to receive speeds of less than 1MBPS from their fixed lines
- An estimated 2,500 premises will continue to receive speeds of only 1-2 MBPS maximum.

5.14 Those premises that will continue to receive speeds of less than 2 MBPS will continue to have an unreliable service.

5.15 Broadband Delivery UK (BDUK – see below) estimates that roughly 18,000 premises in Bath and North East Somerset would be eligible to receive government support for improving infrastructure.

Bridging the Gap: The Broadband Delivery UK (BDUK) Opportunity

5.16 The UK Government has recently stated its intentions regarding broadband infrastructure in the UK:

- That the UK will have the best broadband network in Europe by 2015;
- That 90% of the UK will be covered by superfast broadband (at least 20MBPS), and that *all* remaining premises will be able to access *at least* 2MBPS.

5.17 As stated above, the market will not deliver this before 2015. The Government has therefore made available £530m to help fund improvements to broadband infrastructure where the market does not intend to deliver. An agency called Broadband Delivery UK (BDUK) is managing this fund.

5.18 In the South West of England, the following authorities have already secured funding from BDUK, and have also committed to matching the Government

³ It is important to note that even within those exchange areas, some premises are not benefitting due to their distance or relationship to the exchange, or local topographical conditions which make investment less attractive.

⁴ Using Point Topic connectivity data (2011)

⁵ Not all premises within these areas will necessarily benefit from the BT rollout

funding available: Cornwall, Devon, Wiltshire, Somerset, and North Somerset. These authorities are now in the process of procuring the required technologies to deliver at least 20 MBPS connectivity to 85-90% of the premises in their areas.

5.19 In August 2011 the Government announced that the West of England, comprising South Gloucestershire, Bath and North East Somerset, and Bristol, would be eligible to receive £1.43m in funding to help fund broadband infrastructure improvements.

Accessing the BDUK fund – the Local Broadband Plan

5.20 In order to access the West of England's allocated £1.43m of capital funding, the three authorities must produce a **Local Broadband Plan**. The plan should set out the area's ambitions for improving broadband infrastructure, and set out broadband's role in the future development of the District.

5.21 The Local Broadband Plan should also:

- Identify the potential costs of delivering the aims set out in paragraph 5.19 above;
- Outline the level of match funding that the three authorities can contribute towards the project;
- Give some detail on residential and business demand for greater connectivity;
- Confirm that the procurement and rollout of technologies will be managed and monitored by a dedicated project team, and provide some detail on likely procurement process;
- Outline a strategy for demand stimulation and access support activities to run alongside the delivery of new infrastructure.

Resource implications of developing a Local Broadband Plan

5.22 The development of a Local Broadband Plan involves a range of activities, including techno-economic modelling and liaison with communities to enable a fuller articulation of issues and demand.

5.23 Given that the Government funding available is for the three West of England authorities, one Local Broadband Plan would be developed for the whole area.

5.24 The cost of developing a Local Broadband Plan, including the development of a demand stimulation strategy to B&NES Council would be **£25,000**.

5.25 Should the Council decide to take part in *submitting* a Local Broadband Plan in partnership with other authorities, the Council will need to plan for other project costs relating to the implementation of infrastructure in the District. Estimates of these costs are set out in **Appendix 2**.

Project Governance

5.26 Should the Council decide to go ahead with developing a Local Broadband Plan, it is proposed that a project board involving all three authorities be set up to manage the development of the Plan and to oversee specialist consultant work.

Timings and Delivery

5.27 Local Broadband Plan work could begin in November

5.28 The Cabinet would then receive an update in February 2012 on the findings and costings identified in the initial Local Broadband Plan work

5.29 Should the Council decide to take part in submitting a Local Broadband Plan for the West of England to the Government, it is estimated that this would take place in summer 2012

5.30 The table below also sets out potential timings for the whole project should the Council decide to submit a Local Broadband Plan to Government.

Table 1: Estimated project timings:

Item	Estimated timing
Draft local broadband plan (LBP) produced for internal consultation	November 2011 – Feb 2012
Internal Consultation on draft LBP	Feb - March 2012
Potential timings (pending decision by Council) of project delivery:	
Political sign off/s of final LBP	June 2012
Submission of LBP to Government (BDUK)	July 2012
Procurement process begins	October 2012
Demand stimulation activities begin	Spring 2012
Rollout of infrastructure begins	October 2013
Rollout of infrastructure is complete	End 2014 / early 2015

Implications of not undertaking the Local Broadband Plan

5.31 Should the Council decide not to undertake the Local Broadband Plan the opportunity to secure match funding from BDUK of £670,000 will be lost at this time and utility providers will not undertake to upgrade rural areas until 2015 at the earliest.

5.32 Separate funding is being made available to deliver ultra-fast broadband in Government backed Enterprise Zones and Enterprise Areas such as the Bath City Riverside 'City of Ideas' Enterprise Area. The details of these arrangements are as yet unclear, but it will sit outside the BDUK bidding process

6. RISK MANAGEMENT

6.1 The report author and Lead Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

7. EQUALITIES

7.1 A formal Equality Impact Assessment will be carried out as part of the Local Broadband Plan should the decision be made to proceed.

7.2 If the Council should decide to submit a Local Broadband Plan to the Government in partnership with South Gloucestershire and Bristol City Council, which is the first step in delivering improved broadband infrastructure in the District, there are some real opportunities to:

- Reduce the inequality of service generally experienced by those living in more rural areas than those living in more urban areas;
- Improve communities' ability to use the internet to access public service information, work from home if travel is difficult, develop their businesses, use distance learning materials, and so on;
- Ensure more vulnerable communities and groups, such as older people, can receive help to access better internet services which might for example help to support them in dealing with health issues.

8. RATIONALE

8.1 This report shows that, in general, people living in more rural areas in the short run, are at a disadvantage due to the lack of planned broadband infrastructure upgrades.

8.2 Improved broadband connectivity supports a diverse range of Council priorities, from supporting private sector jobs growth, to improving the independence of older people.

8.3 Initiating work on a Local Broadband Plan with neighbouring authorities would allow the Council to better understand connectivity issues, and identify any potential costs associated with delivering superfast broadband to 90% of those premises not already receiving upgrades from BT.

8.4 However we expect that the market will ultimately deliver solutions for rural areas and a decision is needed on whether a short term investment in matching BDUK is the best way of supporting economic growth when resources are scarce.

9. OTHER OPTIONS CONSIDERED

9.1 There are pros and cons to taking the BDUK opportunity.

9.2 If the decision is made not to move forward with Local Broadband Plan work an opportunity will be lost to potentially access Government funding to deliver improved broadband services in rural areas in the short term

9.3 Superfast market providers (Virgin and BT) have confirmed that significant further improvements will not happen before 2015 at the very earliest due to commercial considerations

9.4 However we expect that ultimately the market will deliver this service if the demand is there. In this situation it may be better to use scarce resources in other ways to support economic growth.

10. CONSULTATION

10.1 *Cabinet members; Other B&NES Services; Stakeholders/Partners; Other Public Sector Bodies; Section 151 Finance Officer; Chief Executive; Monitoring Officer; Business representative bodies.*

11. ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 *Social Inclusion; Customer Focus; Sustainability; Human Resources; Young People; Corporate; Impact on Staff.*

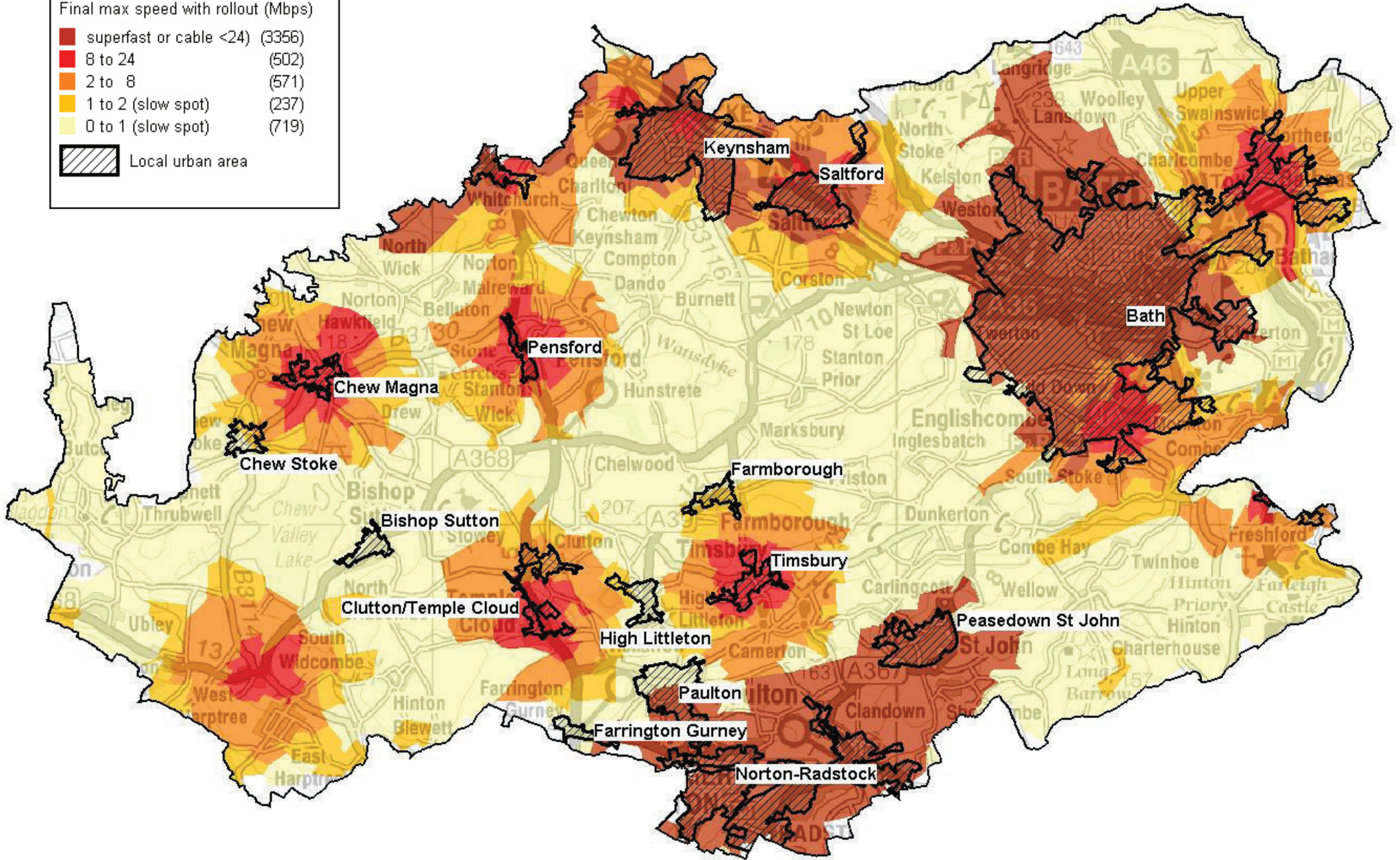
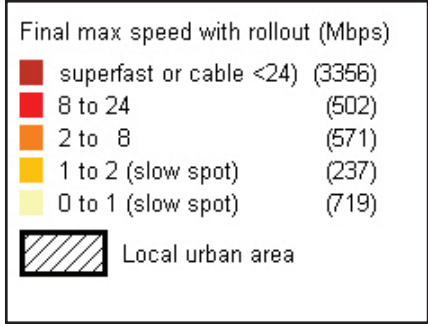
12. ADVICE SOUGHT

12.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

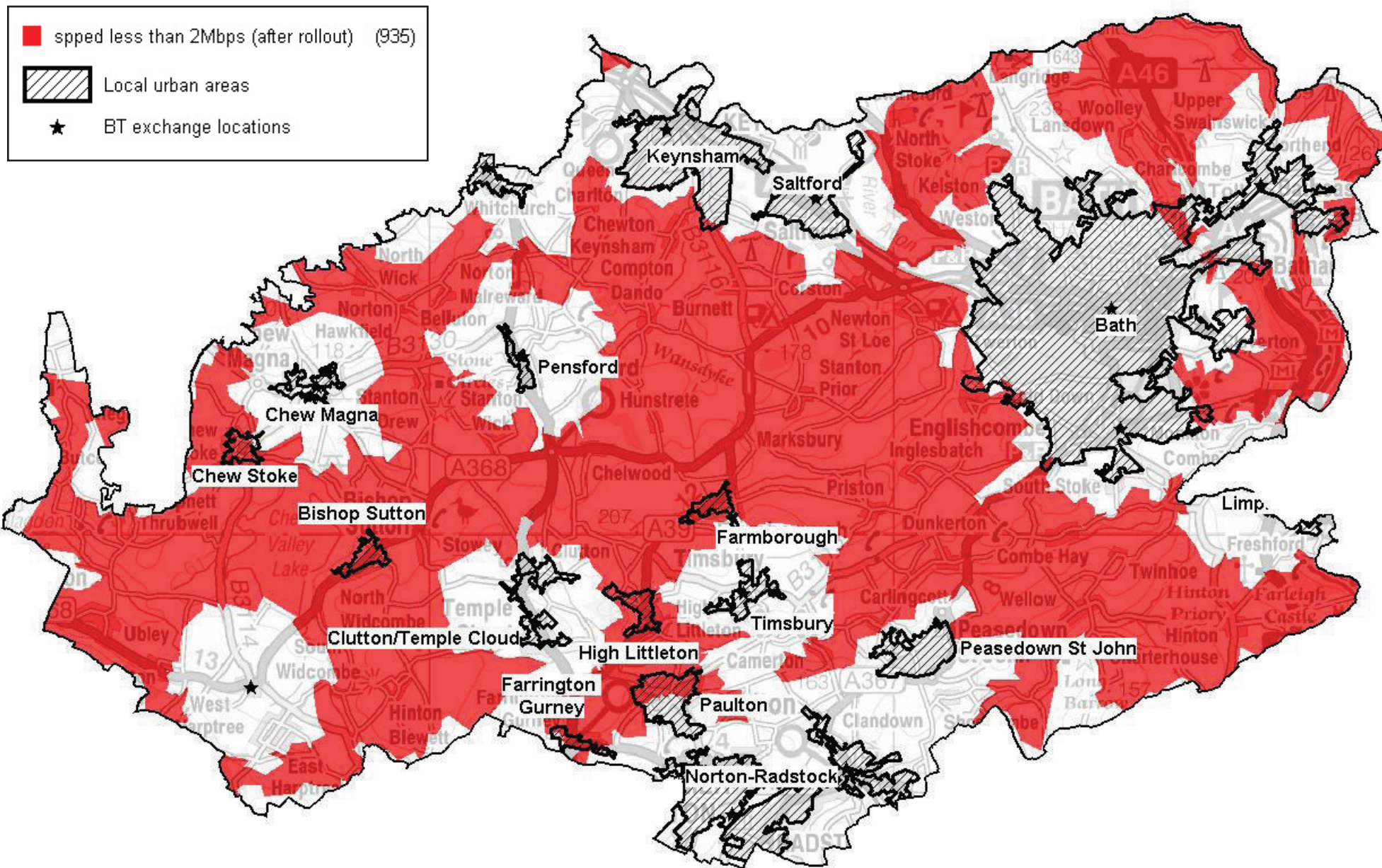
Contact person	John Wilkinson 01225 396 593
Sponsoring Cabinet Member	Councillor Cherry Beath
Background papers	<ul style="list-style-type: none">• Draft Core Strategy• Economic Strategy for Bath and North East Somerset• Sustainable Community Strategy for Bath and North East Somerset• Vision for Bath and North East Somerset
Please contact the report author if you need to access this report in an alternative format	

APPENDIX 1: Connectivity in Bath and North East Somerset

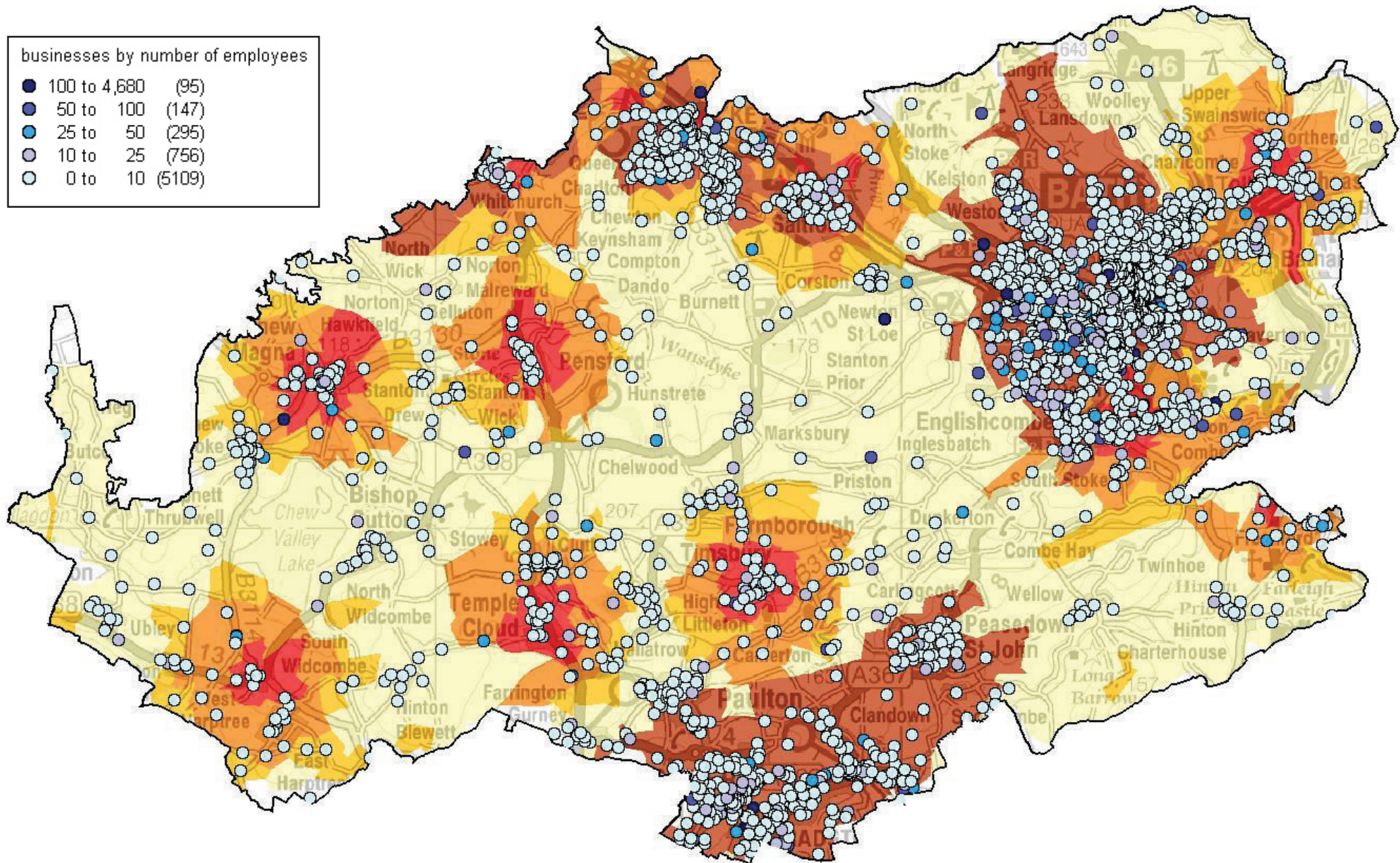
1) Breakdown of maximum theoretical download speeds across B&NES by postcode once BT FTTC rollout complete (includes cable)
(Point Topic data)



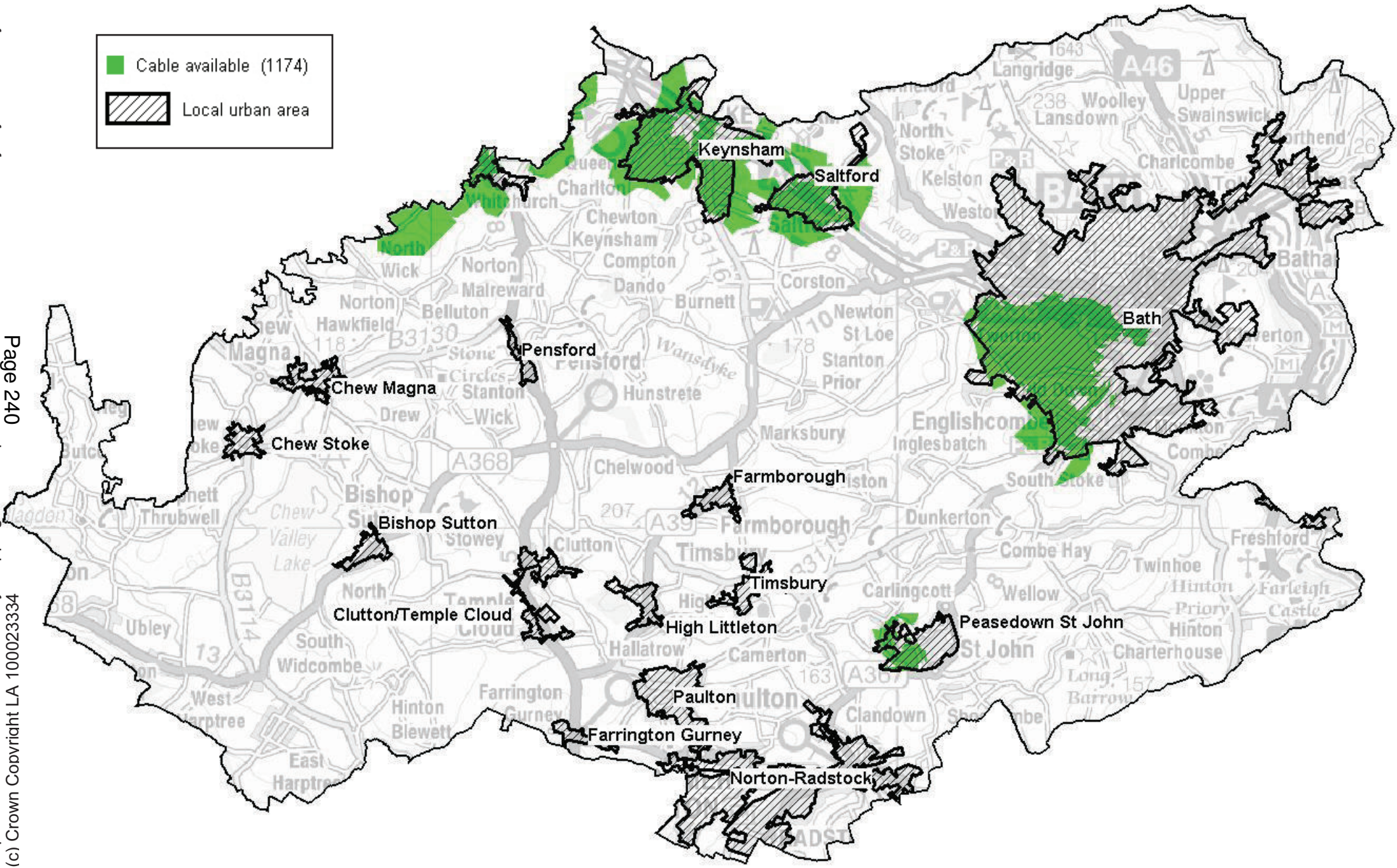
2) Postcodes continuing to receive poor or no broadband service (less than 2Mbps maximum theoretical download speed) after BT FTTC rollout (Point Topic data)



3) IDBR businesses by number of employees and maximum download speed including BT FTTC rollout and cable



4) Postcode areas with virgin cable coverage (Point Topic data)



APPENDIX 2:

Estimated total costs of entering Broadband Delivery UK's scheme to improve broadband in the District

1.1 The table below shows the current estimated total costs of delivering improved broadband connectivity to premises not being served by BT or other supplier upgrades.

1.2 Figures within "Phase 2" are current estimate costs of procuring and project managing the infrastructure required to deliver connection speed targets outlined in the Local Broadband Plan.

1.3 Phase 2 figures would be subject to further analysis and change as a result of work done through the Local Broadband Plan.

Table 1: Estimated "whole project" costs of delivering improved broadband connectivity through Broadband Delivery UK Programme

Item	Indicative Cost	Required during financial year/s?	Funded from
Phase 1 – Initial analysis of connectivity and costings			
Local Broadband Plan	£25,000	2011 - 12	Development and Regeneration Reserves
Subtotal	£25,000		
Phase 2 - Delivery of infrastructure following Local Broadband Plan submission to Government			
Project management, procurement and legal costs	£150,000	2012 - 2014/15	Grant funding sources (such as the Local Strategic Partnership's Performance Reward Grant) And / or the Council's capital programme.
Estimated match-funding for cost of infrastructure	£670,000	2013 – 2014 / 15	
Delivery of demand stimulation activities	£100,000	2013 - 15	
Contingency (10%)	£100,500		
Subtotal capital costs	£1,020,500		
TOTAL	<u>£1,045,500</u>		

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Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	9th November 2011	AGENDA ITEM NUMBER
TITLE:	Treasury Management Monitoring Report to 30th September 2011	EXECUTIVE FORWARD PLAN REFERENCE: E 2287
WARD:	All	
AN OPEN PUBLIC ITEM		
<p>List of attachments to this report:</p> <p>Appendix 1 – Performance Against Prudential Indicators Appendix 2 – The Council’s Investment Position at 30th September 2011 Appendix 3 – Average monthly rate of return for 1st 6 months of 2011/12 Appendix 4 – The Council’s External Borrowing Position at 30th September 2011 Appendix 5 – Sterling Consultant’s Economic & Market Review 1st 6 months of 2011/12 Appendix 6 – Interest & Capital Financing Budget Monitoring 2011/12</p>		

1 THE ISSUE

- 1.1 In February 2010 the Council adopted the 2009 edition of the CIPFA Treasury Management in the Public Services: Code of Practice, which requires the Council to approve a Treasury Management Strategy before the start of each financial year, review performance during the year, and approve an annual report after the end of each financial year.
- 1.2 This report gives details of performance against the Council’s Treasury Management Strategy and Annual Investment Plan 2011/12 for the first six months of 2011/12.

2 RECOMMENDATION

The Cabinet agrees that:

- 2.1 the Treasury Management Report to 30th September 2011, prepared in accordance with the CIPFA Treasury Code of Practice, is noted
- 2.2 the Treasury Management Indicators to 30th September 2011 are noted.
- 2.3 this Treasury Management Report and attached appendices are reported to November Council.

3 FINANCIAL IMPLICATIONS

3.1 The financial implications are contained within the body of the report.

4 CORPORATE PRIORITIES

4.1 This report is for information only and therefore there are no proposals relating to the Council's Corporate Priorities.

5 THE REPORT

Summary

- 5.1 The average rate of investment return for the first six months of 2011/12 is 0.60% above the benchmark rate.
- 5.2 The Councils Prudential Indicators for 2011/12 were agreed by Council in February 2011 and performance against the key indicators is shown in **Appendix 1**. All indicators are within target levels.
- 5.3 The Council's Treasury Investments remain under constant review to ensure as a priority the protection of the capital sum invested, particularly in light of increasing concerns regarding Eurozone debt levels.

Summary of Returns

- 5.4 The Council's investment position as at 30th September 2011 is given in **Appendix 2**. The balance of deposits as at 30th September 2011 & 30th June 2011 is also set out in the pie charts in this appendix.
- 5.5 Gross interest earned on investments for the six months totalled £587k. Net interest, after deduction of amounts due to West of England Growth Points, PCT and schools, is £469k. **Appendix 3** details the investment performance, the average rate of interest earned over this period was 1.11%, which is 0.60% above the benchmark rate of average 7 day LIBID +0.05% (0.51%).

Summary of Borrowings

- 5.6 The Council undertook new borrowing totalling £30 million from the Public Works Loan Board during the quarter, taking total borrowing to £120 million. The decision was taken as borrowing rates moved below 5% due to concerns over the USA credit rating linked with delays in the Senate agreeing increases to the countries debt ceiling and continuing anxiety over Eurozone debt. The Council's Capital Financing Requirement (CFR) as at 31st March 2011 was £112.7 million with a projected total of £151 million by the end of 2011/12 based on the capital programme approved at February 2011 Council. The Capital Financing Requirement measures the Council's need to borrow to finance capital expenditure.
- 5.7 Following Local Government Reorganisation in 1996, Avon County Council's residual debt is administered by Bristol City Council. All successor Unitary Authorities make an annual contribution to principal and interest repayment, for which there is a provision in the Council's revenue budget. The amount of residual debt outstanding as at 31st March 2011 apportioned to Bath & North East Somerset Council is £16.43m. Since this borrowing is managed by Bristol City Council and

treated in the Council's Statement of Accounts as a deferred liability, it is not included in the borrowing figures referred to in paragraph 5.5.

5.8 The current borrowing portfolio is shown in **Appendix 4**.

Strategic & Tactical Decisions

5.9 As shown in the charts in **Appendix 2**, the Council continued to tighten its risk appetite related to investments during the quarter due to increasing concerns about Eurozone debt and the impacts this could have on the banking sector. The approach included increasing the amounts invested with other Local Authorities, reducing exposure to foreign banks and suspending investments with lower rated UK Building Societies. The core strategy continued to be focussed on the higher rated UK banks & Building Societies that have either already or are likely to receive support from the UK Government should they experience financial difficulties. The amount invested with the Debt Management Office continues to remain between 0-10% of total investments. This approach will be kept under review going forward and investments with the debt Management Office could increase if risk levels increase.

5.10 Due to concerns related to the current Eurozone debt situation, the Council does not currently hold any investments with banks in countries within the Eurozone. The Council's investment counterparty list does not include any banks from the countries most affected by the debt situation in the Eurozone (Portugal, Ireland, Greece, Spain and Italy).

Future Strategic & Tactical Issues

5.11 Our treasury management advisors economic and market review for the first quarter 2011/12 is included in **Appendix 5**.

5.12 The Bank of England base rate has remained constant at 0.50% since March 2009.

Budget Implications

5.13 A breakdown of the revenue budget for interest and capital financing and the forecast year end position based on the period April to September is included in **Appendix 6**. This is currently forecast to be £250,000 favourable by the end of 2011/12.

6 RISK MANAGEMENT

6.1 The Council's lending & borrowing list is regularly reviewed during the financial year and credit ratings are monitored throughout the year. All lending/borrowing transactions are within approved limits and with approved institutions. Investment & Borrowing advice is provided by our Treasury Management consultants Sterling.

6.2 The 2009 edition of the CIPFA Treasury Management in the Public Services: Code of Practice requires the Council nominate a committee to be responsible for ensuring effective scrutiny of the Treasury Management Strategy and policies. In May 2010, the Council's treasury advisors provided training to the Corporate Audit Committee to carry out this scrutiny.

6.3 In addition, the Council maintain a risk register for Treasury Management activities, which is regularly reviewed and updated where applicable during the year.

7 EQUALITIES

7.1 This report provides information about the financial performance of the Council and therefore no specific equalities impact assessment has been carried out on the report.

8 RATIONALE

8.1 The Prudential Code and CIPFA's Code of Practice on Treasury Management requires regular monitoring and reporting of Treasury Management activities.

9 OTHER OPTIONS CONSIDERED

9.1 None.

10 CONSULTATION

10.1 Consultation has been carried out with the Deputy Leader of The Council & Cabinet Member for Resources, Section 151 Finance Officer, Chief Executive and Monitoring Officer.

10.2 Consultation was carried out via e-mail.

11 ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 This report deals with issues of a corporate nature.

12 ADVICE SOUGHT

12.1 The Council's Monitoring Officer (Council Solicitor) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	<i>Tim Richens - 01225 477468 ; Jamie Whittard - 01225 477213</i> Tim_Richens@bathnes.gov.uk Jamie_Whittard@bathnes.gov.uk
Sponsoring Cabinet Member	<i>Councillor David Bellotti</i>
Background papers	<i>2011/12 Treasury Management & Investment Strategy</i>
Please contact the report author if you need to access this report in an alternative format	

APPENDIX 1

Performance against Treasury Management Indicators agreed in Treasury Management Strategy Statement

1. Authorised limit for external debt

These limits include current commitments and proposals in the budget report for capital expenditure, plus additional headroom over & above the operational limit for unusual cash movements.

	2011/12 Prudential Indicator	2011/12 Actual as at 30th Sep. 2011
	£'000	£'000
Borrowing	201,000	120,000
Other long term liabilities	3,000	0
Cumulative Total	204,000	120,000

2. Operational limit for external debt

The operational boundary for external debt is based on the same estimates as the authorised limit but without the additional headroom for unusual cash movements.

	2011/12 Prudential Indicator	2011/12 Actual as at 30th Sep. 2011
	£'000	£'000
Borrowing	150,000	120,000
Other long term liabilities	2,000	0
Cumulative Total	152,000	120,000

3. Upper limit for fixed interest rate exposure

This is the maximum amount of total borrowing which can be at fixed interest rate, less any investments for a period greater than 12 months which has a fixed interest rate.

	2011/12 Prudential Indicator	2011/12 Actual as at 30th Sep. 2011
	£'000	£'000
Fixed interest rate exposure	204,000	100,000*

* The £20m of LOBO's are quoted as variable rate in this analysis as the Lender has the option to change the rate at 6 monthly intervals (the Council has the option to repay the loan should the rate increase)

4. Upper limit for variable interest rate exposure

While fixed rate borrowing contributes significantly to reducing uncertainty surrounding interest rate changes, the pursuit of optimum performance levels may justify keeping flexibility through the use of variable interest rates. This is the maximum amount of total borrowing which can be at variable interest rates less any investments at variable interest rates (this includes any investments that have a fixed rate for less than 12 months).

	2011/12 Prudential Indicator	2011/12 Actual as at 30th Sep. 2011
	£'000	£'000
Variable interest rate exposure	0	-75,400

5. Upper limit for total principal sums invested for over 364 days

This is the maximum % of total investments which can be over 364 days.

	2011/12 Prudential Indicator	2011/12 Actual as at 30 th Sep. 2011
	%	%
Investments over 364 days	25	13

6. Maturity Structure of new fixed rate borrowing during 2011/12

	Upper Limit	Lower Limit	2011/12 Actual as at 30 th Sep. 2011
	%	%	%
Under 12 months	50	Nil	0
12 months and within 24 months	50	Nil	0
24 months and within 5 years	50	Nil	0
5 years and within 10 years	50	Nil	0
10 years and above	100	Nil	100

APPENDIX 2

The Council's Investment position at 30th September 2011

	Balance at 30 th September 2011
	£'000's
Notice (instant access funds)	15,400
Up to 1 month	15,000
1 month to 3 months	10,000
Over 3 months	69,000
Total	109,400

The investment figure of £109.4 million is made up as follows :

	Balance at 30 th September 2011
	£'000's
B&NES Council	93,673
West Of England Growth Points	4,848
Schools	10,879
Total	109,400

The Council had an average net positive balance of £105.0m (including Growth Points Funding) during the period April 2011 to September 2011.

Chart 1: Investments as at 30th September 2011 (£109.4m)

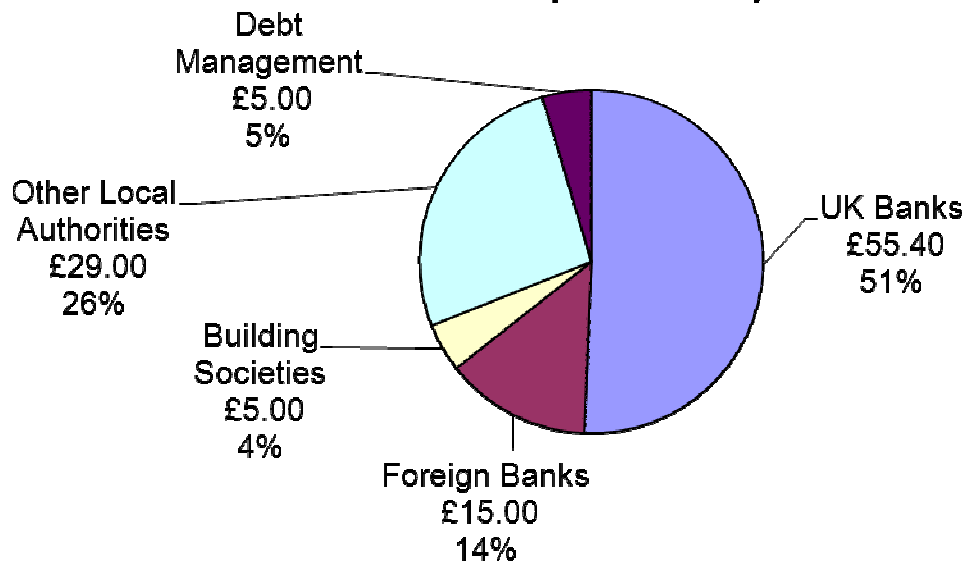


Chart 2: Investments as at 30th June 2011 (£90.8m)

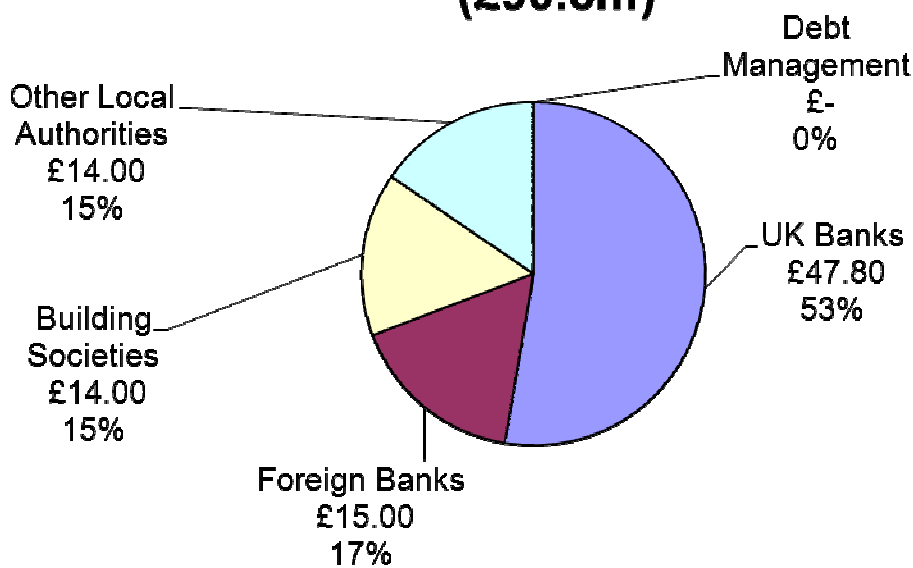


Chart 3: Investments per Lowest Equivalent Long-Term Credit Ratings (£109.4m) - 30th September 2011

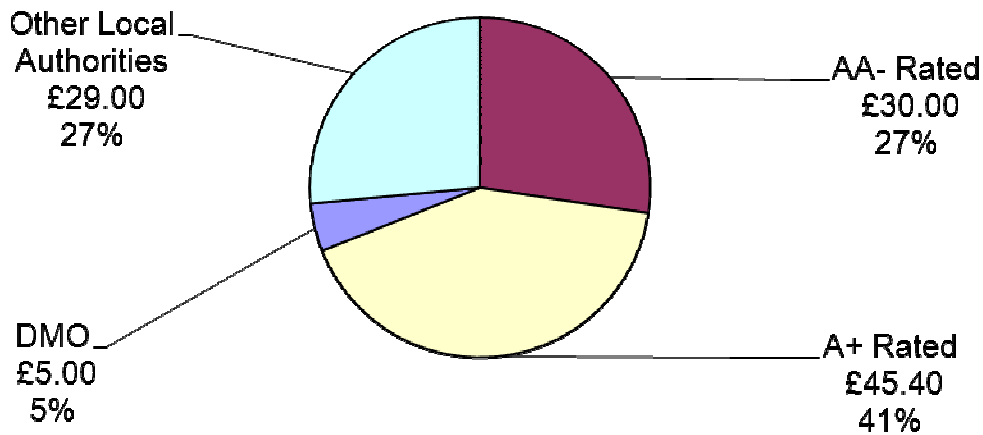
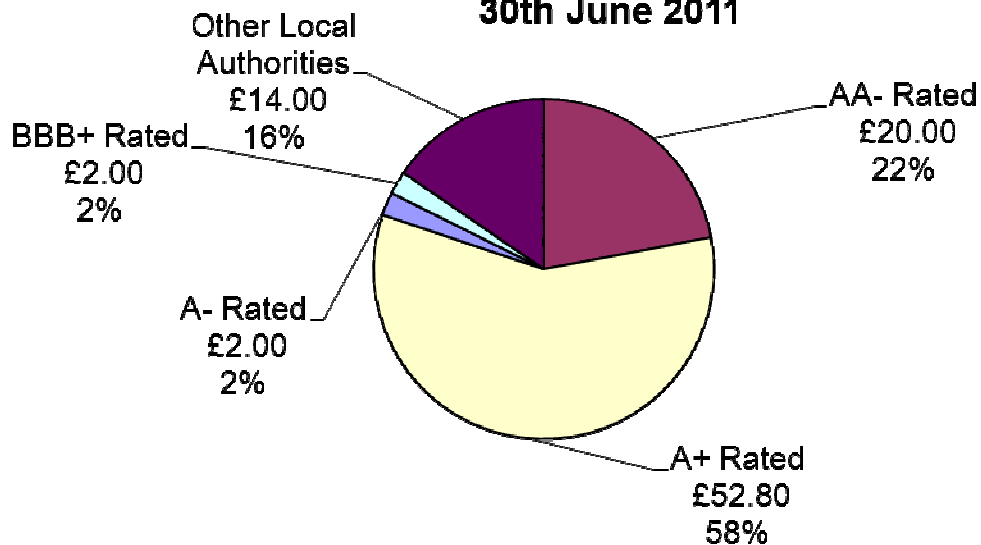


Chart 4: Investments per Lowest Equivalent Long-Term Credit Ratings (£90.8m) - 30th June 2011



APPENDIX 3

Average rate of return on investments for 2011/12

	April %	May %	June %	July %	August %	Sept. %	Average for Period
Average rate of interest earned	1.05%	1.13%	1.18%	1.10%	1.09%	1.14%	1.11%
Benchmark = Average 7 Day LIBID rate +0.05% (source: Sterling)	0.50%	0.50%	0.50%	0.52%	0.49%	0.54%	0.51%
Performance against Benchmark %	+0.55%	+0.63%	+0.68%	+0.58%	+0.60%	+0.60%	+0.60%

APPENDIX 4

Councils External Borrowing at 30th September 2011

LONG TERM	Amount	Fixed Term	Interest Rate	Variable Term	Interest Rate
PWLB	10,000,000	30 yrs	4.75%	n/a	n/a
PWLB	20,000,000	48 yrs	4.10%	n/a	n/a
PWLB	10,000,000	46 yrs	4.25%	n/a	n/a
PWLB	10,000,000	50 yrs	3.85%	n/a	n/a
PWLB	10,000,000	47 yrs	4.25%	n/a	n/a
PWLB	5,000,000	25 yrs	4.55%	n/a	n/a
PWLB	5,000,000	50 yrs	4.53%	n/a	n/a
PWLB	5,000,000	20 yrs	4.86%	n/a	n/a
PWLB	10,000,000	18 yrs	4.80%	n/a	n/a
PWLB	15,000,000	50 yrs	4.96%	n/a	n/a
KBC Bank N.V*	5,000,000	2 yrs	3.15%	48 yrs	4.50%
KBC Bank N.V*	5,000,000	3 yrs	3.72%	47 yrs	4.50%
Eurohypo Bank*	10,000,000	3 yrs	3.49%	47 yrs	4.50%
TOTAL	120,000,000				

*All LOBO's (Lender Option / Borrower Option) have reached the end of their fixed interest period and have reverted to the variable rate of 4.50%. The lender has the option to change the interest rate at 6 monthly intervals, however at this point the borrower also has the option to repay the loan without penalty.

APPENDIX 5

Economic and market review for the six months to September 2011 (Sterling Consultancy Services)

The first half of the financial year was characterised by deteriorating expectations for global economic growth and continued concern about sovereign creditworthiness, causing financial market volatility in August and September, as investors fled riskier assets for safe havens. Long-term gilt yields fell by a full percentage point to around 3.50% since their high in February.

Many Western developed nations, including the UK, implemented fiscal tightening policies to reduce public budget deficits, which unsurprisingly curbed domestic demand. At the same time, many economies were suffering from high inflation due to stubbornly high commodity prices; this prompted the European Central Bank (ECB) to raise interest rates in April and July.

The eurozone sovereign debt crisis proved the most significant influence on financial markets, with investors fearing the consequences of a sovereign default on the financial system. Despite the bailouts of Greece, Ireland and Portugal, the crisis rumbled on due to political differences that prevented concerted and conclusive action by the authorities. With a lack of firm policy direction from the centre, first Spain, then Italy faced difficulties, forcing the ECB to intervene and buy those countries' bonds in an effort to apply downward pressure on their funding costs. It also became apparent that Greece would require a second bailout if it was to avoid defaulting in 2013.

Meanwhile, concerns about the exposure of the interlinked European banking system to government debt caused funding conditions in interbank money markets to tighten. Sterling 3 month LIBOR rose to 0.95%, nearly double Bank Rate, in a situation reminiscent of the 2008 financial crisis. To avert another liquidity crisis, the world's major central banks offered unlimited loans to banks in September.

In the UK, the coalition government implemented its fiscal consolidation plan in the face of protests and public sector strikes, arguing that its decisive action has prevented a Greek-style crisis affecting the UK. Despite the resulting low confidence and subdued domestic spending, inflation remains high due to the rise in VAT and higher food and petrol prices. The Bank of England, however, was more concerned about the deteriorating economic outlook, and maintained Bank Rate at 0.5%, resisting pressure to increase rates to bring inflation back to target more quickly.

APPENDIX 6

Interest & Capital Financing Costs – Budget Monitoring 2011/12 (April to September)

April to September 2011	YEAR END FORECAST			ADV/FAV
	Budgeted Spend or (Income) £'000	Forecast Spend or (Income) £'000	Forecast over or (under) spend £'000	
Interest & Capital Financing				
- Debt Costs	4,840	4,840		
- Internal Repayment of Loan Charges	(3,188)	(3,188)		
- Ex Avon Debt Costs	1,491	1,491		
- Minimum Revenue Provision (MRP)	3,380	3,380		
- Interest of Balances	(460)	(710)	(250)	FAV
Sub Total - Capital Financing	6,063	5,813	(250)	FAV

Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	9th November 2011	AGENDA ITEM NUMBER
TITLE:	Revenue and Capital Budget Monitoring, Cash Limits and Virements – April 2011 to September 2011	EXECUTIVE FORWARD PLAN REFERENCE: E 2306
WARD:	All	
AN OPEN PUBLIC ITEM		
<p>List of attachments to this report</p> <p>Appendix 1: Revenue & Capital Monitoring Commentary Appendix 2: Revenue Monitoring Statement: All Council Spending Appendix 3: Capital Monitoring Statement: All Council Spending Appendices 4(i) & 4(ii): Proposed Revenue Virements & Revised Revenue Cash Limits 2011/12 Appendices 5(i) & 5(ii): Capital Virements & Capital Programme by Portfolio 2011/12</p>		

1 THE ISSUE

1.1 This report presents the financial monitoring information for the Authority as a whole for the financial year 2011/12 to the end of September 2011.

2 RECOMMENDATION

The Cabinet agrees that:

2.1 Strategic Directors should continue to work with Portfolio Holders towards managing within budgets in the current year for their respective service areas, and to manage below budget where possible by not committing unnecessary expenditure, through tight budgetary control.

2.2 This year's revenue budget position as shown in Appendix 2 is noted.

2.3 The capital expenditure position for the Council in the financial year to the end of September and the year-end projections detailed in Appendix 3 of this report are noted.

2.4 The revenue virements listed for approval in Appendix 4(i) are agreed.

2.5 The changes in the capital programme listed in Appendix 5(i) are noted.

3 FINANCIAL IMPLICATIONS

3.1 The financial implications are contained within the body of the report.

4 CORPORATE PRIORITIES

4.1 The annual service and resource planning process allocates scarce resources across services with alignment of these resources towards our corporate improvement priorities as set out in the Corporate Plan. This report monitors how the Council is performing against the financial targets set in February 2011 through the Budget setting process.

5 THE REPORT

5.1 The Budget Management Scheme requires that the Cabinet consider the revenue and capital monitoring position four times per year.

5.2 For revenue, where overspent, services are expected to seek compensating savings to try and bring budgets back to balance.

5.3 Appendix 1 highlights significant areas of forecast over and under spends in revenue budgets. Appendix 2 outlines the Council's current revenue financial position for the 2011/12 financial year to the end of September 2011 by Cabinet Portfolio. The current Service forecast outturn position is for an overspend of £120,000 which equates to 0.03% of gross budgeted spend (excluding Schools).

5.4 In addition, there is also a forecast one-off underspend on three items, which have been moved to the Medium Term Financial Challenge Reserve, and are subsequently excluded from the figures in this report.

These items are £436,000 relating to the provision in the budget for the historic downsizing costs now not being required, as these costs were fully absorbed in the 2010/11 outturn, £360,000 provision for pay, and £611,000 income from the New Homes Bonus Grant.

5.5 The Council's financial position, along with its financial management arrangements and controls, are fundamental to continuing to plan and provide services in a managed way, particularly in light of the medium term financial challenge. Close monitoring of the financial situation provides information on new risks and pressures in service areas, and appropriate management actions are then identified and agreed to manage and mitigate those risks.

5.6 Revenue budget virements which require cabinet approval are listed in Appendix 4(i). Technical budget adjustments are also shown in Appendix 4(i) for information purposes as required by the Budget Management Scheme.

5.7 Appendix 3 outlines the current position for the 2011/12 Capital budget of £68.3m (excluding contingency), with a current forecast spend of £61.9m which is £6.5m less than the budget. As the year progresses more certainty over forecasts will be established.

5.8 Previously approved changes to the capital programme are listed in Appendix 5(i), while Appendix 5(ii) provides the updated capital programme allocated by Portfolio.

6 RISK MANAGEMENT

6.1 The substance of this report is part of the Council's risk management process. The key risks in the Council's budget are assessed annually by each Strategic Director, with these risks re-assessed on a monthly basis as part of the budget monitoring process.

7 EQUALITIES

7.1 This report provides information about the financial performance of the Council and therefore no specific equalities impact assessment has been carried out on the report.

8 RATIONALE

8.1 The report is presented as part of the reporting of financial management and budgetary control required by the Council.

9 OTHER OPTIONS CONSIDERED

9.1 None

10 CONSULTATION

10.1 Consultation has been carried out with the Cabinet Member for Community Resources, Strategic Directors, Section 151 Finance Officer, Chief Executive and Monitoring Officer.

11 ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 This report deals with issues of a corporate nature.

12 ADVICE SOUGHT

12.1 The Council's Monitoring Officer (Council Solicitor) and Section 151 Officer have had the opportunity to input to this report and have cleared it for publication.

Contact person	<i>Tim Richens - 01225 477468 ; Jamie Whittard - 01225 477213</i> Tim_Richens@bathnes.gov.uk Jamie_Whittard@bathnes.gov.uk
Sponsoring Cabinet Member	<i>Cllr David Bellotti</i>
Background papers	<i>Budget Management Scheme</i>
Please contact the report author if you need to access this report in an alternative format	

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REVENUE BUDGET MONITORING APRIL 2011 TO SEPTEMBER 2011

1.1 Appendix 2 outlines the Council's current financial position for the 2011/12 financial year to the end of September 2011 by Cabinet Portfolio. The Appendix shows the current forecast outturn position for services is an overspend of £120,000, or 0.03% of the gross expenditure budget (excluding Schools).

1.2 In addition, there is also a forecast one-off underspend on three items which have been moved to the Medium Term Financial Challenge Reserve, and are subsequently excluded from the figures in this report.

These items are £436,000 relating to the provision in the budget for the historic downsizing costs now not being required, as these costs were fully absorbed in the 2010/11 outturn, £360,000 provision for pay, and £611,000 income from the New Homes Bonus Grant.

1.3 Within the current £120,000 forecast service overspend figure, there are areas of over and under spending which are detailed below along with planned management actions being taken to reduce any overspends.

1.4 Leader's Portfolio – forecast £132,000 overspend

The forecast overspend on this portfolio is mainly due to an overspend of £198,000 in Legal & Democratic Services although this includes one-off restructuring costs amounting to £140,000 which will be considered when reviewing the application of the Council's Restructuring Reserve. Further work is also being undertaken to identify possible mitigating actions. There is a partial offset by the £65,000 forecast underspend in Improvement & Performance, mainly due to vacant posts in Human Resources.

1.5 Community Resources Portfolio – forecast £466,000 underspend

The forecast overspend on this portfolio is made up of the following variances:

Support Services: £165,000 underspend, mainly due to Commercial Estate income being forecast £209,000 above budget following acquisition of an additional asset. There are also some small underspends and overspends in other areas such as Traded Services, Property and Risk & Assurance Services.

Corporate costs: £301,000 underspend, mainly made up of £250,000 additional investment interest from higher than expected cash balances, and a £52,000 forecast underspend in the unfunded pension budget.

1.6 Wellbeing Portfolio – forecast £40,000 overspend

There are several areas of overspending and under spending within Wellbeing, which are balanced within the Portfolio. Management are currently looking at the allocation and profiling of the additional funding to support increasing Social Care demands.

1.7 Early Years, Children & Youth Portfolio – forecast £7,000 underspend

There is an overspend of £120,000 being forecast on children in care payments, and this is dependent on the number of children placed. This overspend is being offset by a saving of £100,000 in the re-tender of the home to school transport contract and other small underspends.

1.8 Homes & Planning Portfolio – forecast £4,000 overspend

This forecast overspend on the Portfolio is due to underspends of £40,000 in Housing and £42,000 in Planning Services due to staff savings and increased income, offset against a £87,000 overspend in Land Charges & Building Control, mainly as a result of lower applications resulting in lower fees.

1.9 Sustainable Development Portfolio – forecast £317,000 underspend

This underspend is almost entirely due to additional income forecast in Heritage, due to a higher level of performance expected over the Summer and increased spend per visitor head.

1.10 Neighbourhoods Portfolio – forecast £402,000 underspend

There is a £326,000 underspend in Waste Services, mainly due to the rebasing of the recycling contract and staffing budget underspends, partially reduced by adverse income in trade waste. There are also a number of other small overspends and underspends in the Portfolio in Public Protection, Leisure and Customer Service Overheads.

1.11 Transport Portfolio – forecast £1,137,000 overspend

This overspend is made up of a shortfall of £250,000 income budgets in Park & Ride, attributed to a drop in patronage following the implemented price increase, and an overspend in Car Parking of £700,000 due to shortfalls in income. There is also a £128,000 budget gap in Transport Design & Projects, along with a £49,000 overspend in Passenger Transport, attributable to increased concessionary fare volumes. Management are currently undertaking a detailed review and assessment to produce a report on the options and mitigations which may be available to reduce the forecast position.

CAPITAL BUDGET MONITORING – APRIL 2011 TO SEPTEMBER 2011

1.12 The 2011/12 Capital Programme approved by Council in February 2011 was £33.6m (excluding contingency). Since then, £22.1m of spend on existing capital projects has been approved, along with rephasing of £12.6m as recommended in the 2010/11 Outturn Report.

1.13 The approved Capital Programme for 2011/12 is currently £68.3m (excluding contingency), and is detailed in Appendix 5(ii). Changes to the Capital Programme since September Cabinet are shown in Appendix 5(i).

1.14 Key Capital Issues

- Bath Transport Package: At their meeting in July, Council agreed the basis of a revised Bid to the Department for Transport. The best and final bid was submitted in accordance with the deadline of 9th September 2011 and a decision from the DfT is expected in December
- Victoria Bridge: The requirements in respect of Victoria Bridge are currently being reviewed pending a formal proposal to the Council via PID & Capital Strategy Group as appropriate.
- Leisure Provision: The Leisure Strategy is currently under review and specific proposals will be considered as part of the Budget for 2012/13.
- Hetling Spring Borehole: The project proposal is planned to be taken to November Cabinet under a separate agenda item and is asking for approval of the Council's costs.
- Rossiter Road: Costs are currently being evaluated as part of a full scheme work up.
- Keynsham Regeneration: The Council are committed to a scheme and alternative funding options are being considered. The project will be reviewed at December Cabinet.
- Wellsway Sports Hall: An alternative planning application has been submitted and with a target determination date of 1st November.
- Combe Down Stone Mines: A final claim figure has been agreed in principle with HCA. Preparation has begun for the final audit due in November 2012.
- Norton Radstock Infrastructure: The initial highway scheme is currently being reviewed.

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Portfolio Summary Monitor REVENUE SPENDING For the Period APRIL 2011 to SEPTEMBER 2011	CURRENT YEAR 2011/12 FORECAST OUTTURN					ADVERSE / FAVOURABLE
	Forecast Gross Expenditure	Forecast Gross Income	Net Forecast Actual	Annual Current Budget	Forecast over or (under) spend	
	£'000	£'000	£'000	£'000	£'000	
Leader	16,604	(10,919)	5,686	5,554	132	ADV
Community Resources	51,836	(40,101)	11,735	12,201	(466)	FAV
Wellbeing	90,070	(35,111)	54,959	54,919	40	ADV
Early Years, Children & Youth	163,713	(139,663)	24,050	24,057	(7)	FAV
Homes & Planning	7,649	(2,717)	4,933	4,929	4	ADV
Sustainable Development	15,461	(16,048)	(587)	(269)	(317)	FAV
Neighbourhoods	29,365	(6,997)	22,368	22,770	(402)	FAV
Transport	29,224	(23,410)	5,813	4,677	1,137	ADV
TOTAL COUNCIL	403,922	(274,965)	128,957	128,837	120	ADV

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Appendix 3

Capital Monitor April 2011 - September 2011 Summary by Portfolio	Current Year		Prior Years			Budget			Forecast			Variance		
	Actuals	Commitments	Actual Spend to Date	Total Spend	Budget 2011/2012	Budget 2012/2013	Budget 2013/2014	Total Scheme Budget	Forecast 2011/2012	Forecast 2012/2013	Forecast 2013/2014	Total Scheme Forecast	Current Year	Scheme
	£' 000's	£' 000's	£' 000's	£' 000's	£' 000's	£' 000's	£' 000's	£' 000's	£' 000's	£' 000's	£' 000's	£' 000's	£' 000's	£' 000's
Transport	2,913	1,131	4,044	11,860	16,480	72	0	28,412	17,836	0	0	29,696	1,356	1,284
Early Years, Children & Youth	6,319	732	7,051	49,537	16,890	4,438	0	70,865	20,661	5,216	8	75,422	3,771	4,558
Wellbeing	367	0	367	237	1,181	0	0	1,417	1,181	0	0	1,417	0	0
Leader	0	0	0	61	1,002	0	0	1,063	493	0	0	554	(509)	(509)
Neighbourhoods	1,029	163	1,192	4,118	2,154	0	0	6,272	2,154	0	0	6,272	0	0
Sustainable Development	1,352	118	1,471	159,267	10,572	2,510	3,200	179,349	7,224	2,346	3,206	176,370	(3,349)	(2,979)
Community Resources	7,474	289	7,763	7,819	26,202	1,968	1,457	37,446	11,978	10,780	22,451	61,452	(14,224)	24,006
Homes & Planning	11	0	11	0	836	0	0	836	836	0	0	836	0	0
GRAND TOTAL	19,464	2,434	21,898	232,898	75,318	8,988	4,657	325,660	62,363	18,342	25,665	352,020	(12,954)	26,360

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2011/2012 Revenue Virements for Approval

Appendix 4(i)

REF NO REASON / EXPLANATION CABINET MEMBER TRANSFER FROM Income (£'s) Expenditure (£'s) CABINET MEMBER TRANSFER TO CASHLIM Income (£'s) Expenditure (£'s) ONGOING EFFECTS

The following virements are reported for approval under the Budget Management Scheme rules.

LOG	Waste Contact Centre budget	Community Resources	Customer Services	4,522	Neighbourhoods	Waste	4,522	Additional on costs related to salary budget that was vired following approval at September Cabinet (LOG11#04)	Budget virement is on-going.
LOG 11#08				4,522			4,522		
OVERALL TOTALS				0	3,482,860	0	3,482,860	0	3,482,860

2011/2012 Revenue Virements for Information

2011/2012 Revenue Virements for Information

REF NO	REASON / EXPLANATION	CABINET MEMBER	TRANSFER FROM		CABINET MEMBER		TRANSFER TO	Income (£'s)	Expenditure (£'s)	DESCRIPTION	ONGOING EFFECTS
			CASHLIM	Income (£'s)	CASHLIM	Expenditure (£'s)					
The following virements have either been previously approved, are technical in nature or are below limits within BMS that require approval, and therefore are reported for information only.											
INFO 10#32	Transfer of Provision for Service Delivery Severance Costs		Transport Design & Projects		31,368	Community Resources	Other Miscellaneous Budgets		436,075	Transfer of budgets for held in Service Delivery for severance costs, which were subsequently funded from the 2010/11 outturn.	Budget virement is on-going
			Transportation Planning		1,524						
			Highways - Network Maintenance		22,970						
			Highways - Transport & Fleet Management		1,374						
			Car Parking (excluding Park & Ride)		53,780						
			Planning Services		167,861						
			Waste		13,683						
			Public Protection		11,972						
			Neighbourhood Services		131,543						
INFO 11#33	Social Enterprise	Community Resources	Medium Term Financial Challenge Reserve		350,000	Wellbeing	Adult Services	350,000	2010/11 approved drawdown from Medium Term Financial Challenge Reserve for Transforming Community Services project.	Budget virement is one-off.	
INFO 11#34	Social Enterprise	Community Resources	Council Balances		708,000	Wellbeing	Adult Services	708,000	Transfer from reserves of s.256 re-enablement contribution received from the PCT in 2010/11 for use in 2011/12	Budget virement is one-off.	
INFO 11#35	Social Enterprise	Community Resources	Medium Term Financial Challenge Reserve		291,500	Wellbeing	Adult Services	291,500	Final drawdown from Medium Term Financial Challenge Reserve for Transforming Community Services project.	Budget virement is one-off.	
INFO 11#36	Social Services Complaints Budget	Early Years, Children & Youth	Health, Commissioning & Planning		6,500	Wellbeing	Adult Services	6,500	Transfer of budget to Adult Services as part of Social Enterprise realignment.	Budget virement is on-going.	
INFO 11#37	Social Enterprise	Wellbeing	Adult Services		6,382	Wellbeing	Employment Development	6,382	Re-alignment of recharge budgets within Adult Social Services & Housing.	Budget virement is on-going.	

2011/2012 Revenue Virements for Information

REF NO REASON / EXPLANATION CABINET MEMBER TRANSFER FROM CASHLIM (£'s) Income (£'s) Expenditure (£'s) CABINET MEMBER TRANSFER TO CASHLIM (£'s) Income (£'s) Expenditure (£'s) DESCRIPTION ONGOING EFFECTS

The following virements have either been previously approved, are technical in nature or are below limits within BMS that require approval, and therefore are reported for information only.

REF NO	REASON / EXPLANATION	CABINET MEMBER	TRANSFER FROM CASHLIM (£'s)	Income (£'s)	Expenditure (£'s)	CABINET MEMBER	TRANSFER TO CASHLIM (£'s)	Income (£'s)	Expenditure (£'s)	DESCRIPTION	ONGOING EFFECTS
INFO 11#38	Social Enterprise Support Services Adjustment	Leader	Improvement & Performance		20,122	Wellbeing	Adult Services		6,622	Re-alignment of Support Services internal recharge budgets relating to Adult Social Services & Housing following the creation of the Social Enterprise.	Budget virement is ongoing
			Council's Retained ICT Budgets		37,623		Employment Development		1,997		
		Community Resources	Risk & Assurance Services		3,500	Community Resources	Finance		183,076		
			Corporate Estate inc R&M		130,450						

OVERALL TOTALS			0	5,827,755	5,827,755		0	5,827,755	5,827,755		
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Portfolio Cash Limits 2011/12 - Revenue Budgets

Appendix 4 (ii)

Portfolio	Service	2011/12 Revised Cashlimit - Sep'11	Technical Adjustments, below BMS limits or already agreed - shown for information	Total Virements For Approval	2011/12 Revised Cashlimit - Nov'11
		£'000	£'000	£'000	£'000
Leader	Policy & Partnerships	1,584			1,584
	Transformation Service	737			737
	Council's Retained ICT Budgets	(1,220)	(38)		(1,257)
	Council Solicitor & Democratic Services	1,962			1,962
	Improvement & Performance	2,490	(20)		2,469
PORTFOLIO SUB TOTAL		5,554	(58)		5,496
Community Resources	Finance	1,314	183		1,497
	Support Services Change Programme	186			186
	Customer Services	2,660		(5)	2,656
	Risk & Assurance Services	1,163	(4)		1,160
	Property Services	675			675
	Corporate Estate Including R&M	6,747	(130)		6,617
	Commercial Estate	(12,827)			(12,827)
	Traded Services	54			54
	Hsg / Council Tax Benefits Subsidy	355			355
	Capital Financing / Interest	6,063			6,063
	Unfunded Pensions	1,709			1,709
	Other Miscellaneous Budgets	2,719	436		3,155
	One-off Headroom Allocations	359			359
	Magistrates	22			22
	Coroners	362			362
Environment Agency	205			205	
PORTFOLIO SUB TOTAL		11,765	485	(5)	12,245
Wellbeing	Adult Services	52,950	1,356		54,306
	Adult Substance Misuse (DAT)	598			598
	Community Learning	130			130
	Employment Development	177	8		185
PORTFOLIO SUB TOTAL		53,855	1,365		55,219
Early Years, Children & Youth	Children, Young People & Families	11,193			11,193
	Learning Inclusion	19,823			19,823
	Health, Commissioning & Planning	(113,068)	(7)		(113,074)
	Schools Budget	106,116			106,116
PORTFOLIO SUB TOTAL		24,064	(7)		24,057
Homes & Planning	Planning Services	2,794	(168)		2,626
	Building Control & Land Charges	49			49
	Housing	2,253			2,253
PORTFOLIO SUB TOTAL		5,097	(168)		4,929

Portfolio	Service	2011/12 Revised Cashlimit - Sep'11	Technical Adjustments, below BMS limits or already agreed - shown for information	Total Virements For Approval	2011/12 Revised Cashlimit - Nov'11
		£'000	£'000	£'000	£'000
Sustainable Development	Arts	647			647
	Tourism & Destination Management	1,040			1,040
	Heritage including Archives	(3,542)			(3,542)
	Major Projects Support	560			560
	Development & Regeneration	1,026			1,026
PORTFOLIO SUB TOTAL		(269)			(269)
Neighbourhoods	Service Delivery - Overheads	2,024			2,024
	Waste	10,984	(14)	5	10,975
	Public Protection	1,093	(12)		1,081
	Neighbourhood Services	5,043	(132)		4,912
	Libraries & Information	2,446			2,446
	Sports & Active Leisure	996			996
	Community Safety	341			341
	PORTFOLIO SUB TOTAL	22,927	(157)	5	22,774
Transport	Transport Design & Projects	270	(31)		239
	Transportation Planning (including Public Transport)	6,316	(2)		6,314
	Park & Ride	(1,013)			(1,013)
	Highways - Network Maintenance	6,561	(23)		6,538
	Highways - Transport & Fleet Management	(74)	(1)		(75)
	Car Parking (excluding Park & Ride)	(7,272)	(54)		(7,326)
PORTFOLIO SUB TOTAL	4,788	(111)		4,677	

NET BUDGET	127,779	1,350		129,128
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Sources of Funding (£)

Council Tax	77,427		77,427
Revenue Support Grant	10,280		10,280
Redistributed Business Rates (NNDR)	33,259		33,259
Collection Fund Deficit (-) or Surplus (+)	591		591
Council Tax Freeze Grant	1,920		1,920
Balances / Earmarked Reserves	4,302	1,350	5,651
Total	127,779	1,350	129,128

Capital Virements - Additions & Reductions 2011/12

Appendix 5 (i)

REF NO	REASON / EXPLANATION	TRANSFER/FUNDING FROM	Income (£'s)	Expenditure (£'s)	TRANSFER TO	Income (£'s)	Expenditure (£'s)	Notes
CAP11#34 - 2011	Community Resource Centre Extensions	Government Grant		40,000	Adult Services - CRC Extensions	40,000		Approved by Technical Adjustment in August
CAP11#35 - 2011	Public Realm Realignment	Capital Receipts	176,000		Development & Major Projects - Public Realm		176,000	Approved by Technical Adjustment in August
CAP11#36 - 2011	Jollys Lease	Capital Receipts	1,507,000		Property Services - Jollys Lease		1,507,000	Approved by Technical Adjustment in August
CAP11#37 - 2011	CIVITAS	EC Grant	310,000		Service Delivery - Civitas		310,000	Approved by Technical Adjustment in August
CAP11#38 - 2011	Weston All Saints Primary (PCP)	Government Grant & 3rd Party Contribution	239,180		Children's Services - WASPS PCP		239,180	Approved by Technical Adjustment in August
CAP11#39 - 2011	Early Years Provision Improvements	3rd Party Contribution	15,846		Children's Services - Early Years		15,846	Approved by Technical Adjustment in August
CAP11#40 - 2011	Victoria Bridge Peer Review	Government Grant	81,000		Service Delivery - Highways and Structures		81,000	Approved by Technical Adjustment in August
CAP11#41 - 2011	LAA Performance Reward Grant	Government Grant	500,000		Policy & Partnerships - LAA PRG		500,000	Approved by Technical Adjustment in September
CAP11#42 - 2011	Heritage Catering Development	Service Supported Borrowing	245,000		Service Delivery - TLC		245,000	Approved by Technical Adjustment in September
CAP11#43 - 2011	Disabled Facilities Grant	Government Grant & Revenue Contribution	1,000,000		Adult Services - DFG		1,000,000	Approved by SMD in Sep - E2112
CAP11#44 - 2011	Integrated Transport Programme (LTP)	Government Grant & 3rd Party Contributions & Revenue Contribution	1,247,000		Service Delivery - Local Transport Improvement Block		1,247,000	Approved by SMD in Oct E2236
CAP11#45 - 2011	Tourist Information Centre Refurbishment	Service Supported Borrowing	186,000		TLC - TIC Refurb		186,000	Approved in October Cabinet E2280
OVERALL TOTALS			42,682,256	42,642,256		40,000	42,682,256	
							-42,642,256	

Capital Virements - Additions & Reductions 2012/13 - 2015/16

REF NO	REASON / EXPLANATION	TRANSFER/FUNDING FROM	Income	Expenditure	TRANSFER TO	Income	Expenditure	Notes
FUT11#06 - 2012	CIVITAS	EC Grant	23,000		Service Delivery - Civitas		23,000	Approved by Technical Adjustment in August
FUT11#07 - 2012	Heritage Catering Development	Service Supported Borrowing	245,000		Service Delivery - TLC		245,000	Approved by Technical Adjustment in September
OVERALL TOTALS			3,874,000	3,874,000		0	3,874,000	
							-3,874,000	

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Capital Programme by Portfolio - 2011/12
Revised Capital Cash Limits by Portfolio

Appendix 5 (ii)

CAPITAL SCHEME	2011/12		
	Budget at 14th September Cabinet	Approvals to 9th November Cabinet	Revised Budget After November Cabinet
	£000	£000	£000
TRANSPORT			
Local Transport Improvement Schemes	(81)	1,247	1,166
Two Tunnels	216		216
5 Arches	346		346
Rossiter Road	89		89
CIVITAS schemes	65	310	375
GBBN Construction	613		613
Bath Package Pre Construction	2,132		2,132
Bath Package Scheme Property	6,482		6,482
Smart Card E Purse for WofE - Feasibility	94		94
Delivery of DoT Emergency Fund	341		341
Highways Maintenance Block	5,339		5,339
Victoria Bridge Peer Review	0	81	81
Car Parks ANPR & Permit Management System	30		30
ANPR Bus Lane Enforcement Upgrade	351		351
Pay and Display Machines	72		72
	16,089	1,638	17,727
EARLY YEARS, CHILDREN & YOUTH			
Spend at school level - DFC non VA schools	473		473
Spend at school level - travel plans	38		38
Spend at school level - Harnessing Technology	5		5
Spend at school level - seed challenge	39		39
Spend at school level - private capital	285		285
Spend at school level - Specialist Schools Capital	94		94
Spend at school level - School Managed Projects	487		487
BSF Writhlington School	213		213
St Keyna School	176		176
Fosseway School	273		273
St Gregs & St Marks 6th Form	406		406
Schools Capital Maintenance Programme	792		792
Primary Capital Programme:			
Batheaston PCP	751		751
WASPS PCP	2,137	239	2,376
Midsomer Norton PCP	730		730
Bathford PCP	203		203
Unallocated PCP			
Schools - Modernisation Grant funding stream			
Basic Need - Weston All Saints Primary	143		143
Basic Need - St Saviours	69		69
Basic Need - Castle	41		41
Basic Need - Peasdown St Johns	73		73
Basic Need - Contingency	50		50
Writhlington Applied Learning Centre	179		179
Ralph Allen Applied Learning Centre / Astro Turf Pitch	1,700		1,700
Ralph Allen S106	65		65
Castle S106	9		9
Southside Regeneration	583		583
The link KS3 Extension	400		400
Aiming High for Disabled Children	5		5
Play Pathfinder	(221)		(221)
Children's Centres	17		17
Early Years s106	0	16	16

CAPITAL SCHEME	2011/12		
	Budget at 14th September Cabinet	Approvals to 9th November Cabinet	Revised Budget After November Cabinet
	£000	£000	£000
Wellsway Sports Hall	2,747		2,747
Beechen Cliff Artificial Turf Pitch	483		483
Beechen Cliff Music Block	429		429
Medium Schemes	(147)		(147)
Small Schemes	28		28
School Capital Programmes	692		692
Moorland Infant School - Expansion	310		310
Newbridge Primary - Expansion	188		188
Bathampton Primary - Temporary Classrooms	221		221
Oldfield Secondary - Co-Ed Improvements	1,078		1,078
Norton Hill S106 Improvements	310		310
Chew Valley 14-19 Contribution	19		19
The Link 14-19 Contribution	10		10
Care Services	50		50
	16,634	255	16,889
WELLBEING			
Community Resource Centre - Extension	159	(40)	119
Disabled Facilities Grant	59	1,000	1,059
Social Care IT Infrastructure	3		3
	221	960	1,181
LEADER			
PC & Server Refresh	0		0
Government Connect Project	26		26
Keynsham Office Data Centre	0	9	9
Transformation Worksmart & IT	467		467
LAA Performance Reward Grant		500	500
	493	509	1,002
NEIGHBOURHOODS			
In Cab Technology	30		30
Recycling Collection Containers	20		20
Vehicle Replacements - Waste	1,047		1,047
CCTV at Waste Sites	55		55
ANPR CCTV at Recycling Centre	99		99
Vehicle Replacement - Neighbourhoods	519		519
Cleansing Vehicles	220		220
Vehicle Tracking Equipment	33		33
Haycombe Cemetery Extension	131		131
Mobile Technology - Litter Enforcement	0		0
	2,154	0	2,154
SUSTAINABLE DEVELOPMENT			
Roman Baths Site Development	42		42
Roman Baths Site Development - Catering	439	245	684
Roman Bath Infrastructure Development	100		100
Refurb of Tourist Information Centre	0	186	186
Hetling Spring Borehole	80		80
Central Bath Toilet Facilities Grant	10		10
Beau Street Coin Hoard	150		150
Combe Down Stone Mines (HCA)	5,065		5,065
Combe Down Stone Mines (Council)	63		63
Radstock Public Infrastructure	1,200		1,200
BWR Council Project Team	422		422
BWR - Affordable Housing Contribution	756		756
BWR - Infrastructure Contribution	2,000		2,000
	10,327	431	10,758

CAPITAL SCHEME	2011/12		
	Budget at 14th September Cabinet	Approvals to 9th November Cabinet	Revised Budget After November Cabinet
	£000	£000	£000
COMMUNITY RESOURCES			
Capital Planned Maintenance & DDA	1,611		1,611
Property Disposal - Cost of Sales	171		171
Property Disposal - Blue Coat House	43		43
Property Disposal - Cost of Sales - Children's Services	111		111
House of Fraser Re-structure	4,200	1,507	5,707
Van Purchase - Cleaning Team	18		18
Agresso update (5.5)	63		63
Southgate (Multi)	263		263
Southgate (Council)	138		138
Public Realm - Wayfinding	1,028		1,028
Public Realm - Preparatory Projects	610		610
Public Realm - Union Street/Bath Street	1,130	176	1,306
Public Realm - Stall Street	270		270
Public Realm - City Centre/High Street	100		100
Public Realm - Design - Next Stage	168		168
Contingency	7,018		7,018
	16,942	1,683	18,625
COMMUNITY RESOURCES & LEADER			
Keynsham & Regeneration	2,478		2,478
Workplaces - Other	863		863
The Hollies	1,858		1,858
Lewis House	1,381	(9)	1,372
One Stop shop (inc Comms Hub)	990		990
Contribution to Workplaces from 3rd Parties	15		15
	7,585	(9)	7,577
HOMES & PLANNING			
Social Housing Grant	836		836
	836	0	836
GRAND TOTAL	71,281	5,467	76,748

Sources of Funding (£'000)			
Government Supported Borrowing	1,429		1,429
EU/Government Grant	35,946	2,263	38,209
Capital Receipts (inc RTB)	3,674	1,683	5,357
Revenue	457	618	1,075
Service Supported Borrowing / Unsupported Borrowing	28,201	431	28,632
s106 Contribution	408	30	438
Other 3rd Party	1,166	442	1,608
Total	71,281	5,467	76,748

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Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	9th November 2011	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2116
TITLE:	Capital Project Approvals & Updates to the Capital Programme	
WARD:	All	
AN OPEN PUBLIC ITEM		
<p>List of attachments to this report:</p> <p>Appendix 1: Summary of Capital Projects for Approval.</p> <p>Appendix 2: Detailed Information on Capital Projects for Approval.</p> <p>Appendix 2 (i): Oldfield Park Junior Playing Field - CPO</p> <p>Appendix 2 (ii): Hetling Spring Borehole Council Costs</p>		

1 THE ISSUE

1.1 This report and appendices present for approval Capital Projects to be included in the Councils Capital Programme.

2 RECOMMENDATION

The Cabinet agrees that:

2.1 Capital Project – Oldfield Park Junior Playing Field CPO; summarised in Appendix 1 and detailed in **Appendix 2(i)** is approved for inclusion in the Councils 5 year Capital Programme.

2.2 Capital Project – Hetling Spring Borehole; summarised in Appendix 1 and detailed in **Appendix 2(ii)** is approved for inclusion in the Councils 5 year Capital Programme.

3 FINANCIAL IMPLICATIONS

3.1 The financial implications are contained within Appendices 2(i) to 2(ii) and can be summarised as follows;

3.2 Oldfield Park Junior Playing Filed CPO – As this project is funded from external sources there are no revenue financial implications for the Council.

Hetling Spring Borehole – The Council's Capital costs will be funded by Services Supported borrowing which is already provided for in Service Delivery's Medium Term service & Resource Plan. The debt charges will be financed after year two

of operation by the income generated from supplying thermal waters to the Gainsborough Hotel.

4 CORPORATE PRIORITIES

4.1 The projects contained within Appendix 1 & 2 will contribute to the achievement of various Council priorities depending on the scheme. The projects have been scrutinised by officers which includes an assessment of their impact on Council Priorities. Appendices 2(i) to 2(ii) detail which objectives will be achieved.

5 THE REPORT

5.1 The Capital Approval Process requires all capital projects to be scrutinised at officer level through Project Initiation & Deliverability Group (PIDG) & Capital Strategy Group (CSG) before they are included for Cabinet approval. Before projects are submitted to PIDG they require Senior Manager (Divisional or Strategic Director) and Finance Manager sign off.

5.2 After scrutiny at Officer level the Project will be included in the Budget Report for approval at February Council or in a monthly Cabinet Report depending on the timing of expenditure.

5.3 Some projects will have been included in the Capital Programme presented in the previous Budget Report as *italic* items for information. This report seeks to gain formal approval for such projects and for new projects not identified in the Budget Report.

5.4 Appendix 1 summarises the cost and funding information of those projects that have been recommended for approval by PIDG & CSG where budget approval is required in year. Any projects requiring budget approval from the next financial year will be included in the Budget Report.

5.5 Appendix 2(i) details the project for **Oldfield Park Junior Playing Field CPO**; which creates a playing field for the school through the compulsory purchase of 7 small holdings in private ownership.

5.6 Appendix 2(ii) details the project for **Hetling Spring Borehole**; A new borehole is required to secure and maintain the thermal spring waters of the Hetling Spring in order to ensure the continued and uninterrupted supply of water within the city. The thermal spring waters are fundamental to the tourism economy, and are a significant revenue generating asset for the Council.

6 RISK MANAGEMENT

6.1 The report author and lead Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance. The risks of each project have been reviewed by PIDG & CSG and are detailed, along with the mitigating actions in Appendix 2.

6.2 Capital Strategy Group and Project Programme Board maintain a high level capital risk register.

7 EQUALITIES

7.1 This report provides information about the financial performance of the Council and therefore no specific equalities impact assessment has been carried out in the report itself. Each project manager considers equalities impacts when developing project proposals which have been detailed in Appendices 2(i) to 2(ii).

8 RATIONALE

8.1 The rationale for each project is discussed in the appendices 2(i) & 2(ii). These projects will contribute to the effective operation of Council Services and in doing so help to meet the Councils Corporate Priorities.

9 OTHER OPTIONS CONSIDERED

9.1 As part of the PIDG review each project highlights which options they have considered. Appendices 2(i) to 2(ii) provide details of the options along with the justification for choosing the preferred option.

10 CONSULTATION

10.1 Consultation on the specific projects has been carried out with the lead Cabinet Members, Strategic Directors, Section 151 Finance Officer, other B&NES services and external parties where appropriate.

11 ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 This report is of a Corporate nature however some Capital Project presented for approval in Appendix 2 may require consideration of other issues including but not limited to; Social Inclusion, Customer Focus, Sustainability, Human Resources, Property, Young People, Impact on Staff.

12 ADVICE SOUGHT

12.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	<i>Tim Richens - 01225 477468 ; Daniel Welch - 01225 477104</i> Tim_Richens@bathnes.gov.uk Daniel_Welch@bathnes.gov.uk
Sponsoring Cabinet Member	<i>Cllr David Bellotti</i>
Background papers	<i>Budget Report – Capital Programme</i> <i>Budget Management Scheme</i>
Please contact the report author if you need to access this report in an alternative format	

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Appendix 1

Summary Information on Capital Projects for Approval

Projects	Funding Source	2011/12 £'000	2012/13 £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000	Total £'000
1) Oldfield Park Junior School - Playing Field CPO	Government Grant, Capital Receipts, Other 3rd Party	650					650
2) Hetling Spring Borehole - To Follow	Service Supported Borrowing	275					275
Total		925	0	0	0	0	925

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Appendix 2 (i) – Oldfield Park Junior School Playing Field – CPO

Detailed Information on Capital Projects for Approval

Portfolio & Lead Cabinet Member:	Early Years, Children's & Youth Cllr Nathan Hartley
Department/Service Area:	Children's Services
Department Contact:	Chris Kavanagh

Project Description:

Acquisition of 7 small holdings in private ownership at the back of Oldfield Park Junior School in Bath. This has required a CPO process. Clearance including demolition of existing garden/shed structures; top soiling, turfing and fencing of area for team games sports; soft landscaping including tree planting and some hard landscaping to provide secure access from the school site.

Financial Summary:

	Total £000's	2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's	2015/16 £000's
Project Value	650	650				
Funded by:						
Government Grant	390	390				
Capital Receipts	190	190				
3 rd Party Contributions	70	70				
Council Net Revenue Cost / (Saving) pa	0					

Current Status in the Capital Programme (agreed in February Budget Report):

This project is NOT currently included in the Capital Programme.

Explanation of Capital Funding:

Government Grant – £390k of Modernisation Grant will be utilised. This grant was received between 2008 & 2011 and remains unspent. Ashley Ayre has confirmed that this is a priority for use of this grant.

Capital Receipts – £190k of the receipt from the sale of Hayesfield playing field will be utilised. This is the remaining balance of the Hayesfield receipt.

3rd Party Contributions – £70k will be contributed by the school from their Devolved Formula Capital allocation.

Revenue Implications:

There are no revenue implications resulting from this project. Any additional costs incurred will be funded by the school from their formula allocation.

Objectives, Impacts & Justification of Project:

Provide an on site team games playing field for an urban school presently without any grassed play area on site. It will allow the school to meet requirements of the

National Curriculum of at least 2 hours per week physical education for each pupil; contributes to outcomes in National Healthy Schools Standard Guidance as well as Every Child Matters priority of Promoting Children’s Health and Well-being. Without this provision the school will remain as the largest school in the LA without an on site playing field or any soft/grassed area for play or social purposes.

Council Priorities:

It meets CORPORATE IMPROVEMENT PRIORITIES - Improving the environment for learning; CPA KEY LINES OF ENQUIRY - Creating and developing a better quality of life for the area through Safer and Stronger Communities, Healthier Communities, and Improving engagement with and a range of services for Older People and Children and Young People; and COMMUNITY STRATEGY OUTCOMES - Building communities where people feel safe and secure; Improving local opportunities for learning and gaining skills, and Improving our local environment.

Other Options Considered:

Options Considered	Reason for choosing preferred option
None - Only other land near the school are allotments which not only are protected but are insufficient size and layout.	The land is designated educational reserve and adjoins the school. It is readily accessible and sufficient size to meet statutory legislation and to permit full curricular and social use.

Key Risks & Mitigating Actions:

Key Risks to Project	Mitigating Actions
Delays in legal processes (conveyance, searches, etc)	Use of same 2 surveyors and solicitor by all owners and to agree deadline as condition of compensation package.
Delay in site clearance owing to wildlife presence	Pre-emptive clearance of targeted ground vegetation, specialist surveys.
Delays in site clearance owing to asbestos and clearance of potentially hazardous materials	Specialist surveys and early removal as permitted by 1 above.

Equalities Impacts & Considerations:

There is a neutral impact. Provision of the playing field will however benefit directly all children attending the school as well as being available for use by community groups for sport and leisure.

Other Information & Impacts:

There will be a reduction in the use of transport required to take pupils to playing fields off site.

Although the land was an educational reserve the owners of the small holdings successfully appealed that the land had potential residential value and this was supported at appeal by a planning inspector thus increasing the value and therefore the cost to purchase it.

Appendix 2(ii) – Hetling Spring Borehole

Detailed Information on Capital Projects for Approval

Portfolio & Lead Cabinet Member:	Sustainable Development Cllr Cherry Beath
Department/Service Area:	Service Delivery
Department Contact:	Lead Director: John Betty; Client: Glen Chipp

Project Description:

Provision of New Hetling Borehole

A new borehole is required to secure and maintain the thermal spring waters of the Hetling Spring in order to ensure the continued and uninterrupted supply of water within the city. The thermal spring waters are fundamental to the tourism economy, and are a significant revenue generating asset for the Council.

This report seeks budget approval for the works that are the responsibility of the Council i.e. ancillary works including headgear and stopping up of the existing borehole, and not the Water Supply Agreement with Wessex Water and their project to drill the borehole.

Financial Summary:

	Total £000's	2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's	2015/16 £000's
Project Value	275	225	50			
Funded by:						
Government/EU Grant						
3 rd Party Contributions						
S106 Contributions						
Capital Receipts (inc Right to Buy Receipts						
Revenue Contribution						
Service Supported Borrowing		225	50			
Corporately Supported Borrowing						
Council Net Revenue Cost / (Saving) pa		6	13	18	18	18

Current status in the Capital Programme (agreed in February Budget Report):

This project is included in the Capital Programme in 'italics' and was therefore presented to Cabinet and Council for information / provisional approval as part of the budget report for 2011/12. Provision has been made previously for a cost to the Council totalling £282k, which can now reduce to £275k.

Explanation of Capital Funding:

Service Supported Borrowing – See below

Revenue Implications:

Debt charges increasing over 3 years to £18k per annum (based on 25 year amortisation of the costs) to be financed by Service Delivery (TLC). This commitment is already provided for within the draft Service Delivery / TLC Medium Term Service & Resource Plan.

The Council’s debt charges will be financed after year two of operation by the income generated from supplying thermal waters to the Gainsborough Hotel.

Objectives, Impacts & Justification of Project:

Retention of Spa Water Supply

Council Priorities:

- Building communities where people feel safe and secure
- Sustainable growth

Other Options Considered:

Options Considered	Reason for choosing preferred option
Do Nothing	Reviewed and considered very high risk and opportunity via Wessex available at this time.

Key Risks & Mitigating Actions:

Key Risks to Project	Mitigating Actions
High Contracting Risk	Water Supply Agreement (when signed) gives all risk for drilling to Wessex Water Ltd.
Not finding Water	See below for mitigating action

The risk of not finding the water is a geological and engineering risk which Wessex Water are confident will not materialise. It is a risk which lies with Wessex Water. If water is not found or drilling is abandoned because it appears unlikely that water will be found all abortive expenditure and losses will lie with Wessex Water.

In these circumstances Wessex Water will have the option of calling for a secondary supply from the Cross Bath tube well. The Council may, but only on defined grounds, decline to provide the secondary supply. These grounds are:

- risk to prior uses in the hierarchy of thermal water supply commitments (Roman Baths and Thermae Bath Spa);
- insufficient quality or quantity of supply available;
- risk to the ecology of the Bath Hot Springs;
- risk to public health and safety.

Absent these grounds the Council will be obliged to provide the secondary supply. In these circumstances the Council's financial commitment will be limited to the design costs of the secondary supply connection system. Wessex Water will be responsible for the engineering and civil works costs and in addition for the costs of obtaining any requisite consents including the agreement of the Springs Foundation (if required).

In addition, in these circumstances, the water charges in the first six years will be doubled in order to provide a contribution towards a sinking fund for the Council to meet the cost of drilling a new borehole in the future.

Equalities Impacts and Considerations:

None – for the benefit of the community as a whole.

Other Information & Impacts:

None.

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