

Democratic Services

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Date: 6 March 2012

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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, 14th March, 2012

You are invited to attend a meeting of the **Cabinet**, to be held on **Wednesday, 14th March, 2012 at 6.30 pm (or on the rise of DC Committee, whichever is the later)** 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, 14th March, 2012

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

The Cabinet have been asked under the Council's Special Urgency provisions to consider a report entitled "West of England Planning Toolkit". The Chair of the relevant PDS Panel has agreed to the urgency, following advice from the statutory officers.

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, 6 items had been notified

8. MINUTES OF PREVIOUS CABINET MEETING (Pages 7 - 18)

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 19 - 20)

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. BATH TRANSPORTATION PACKAGE BUS SHELTER STYLE, PROPOSED ENGAGEMENT (Pages 21 - 28)

A government announcement on the Bath Transportation Package at the end of 2011 means that bus shelter infrastructure improvements on 9 bus routes throughout Bath can proceed. This amounts to about 90 replacements for existing shelters and about 90 at stops where there is currently no shelter. An exercise of engagement with the public and key bodies on shelter design has now concluded.

13. OPTIONS FOR THE DESIGNATION OF AN ARTICLE 4 DIRECTION ON HOUSES IN MULTIPLE OCCUPATION (Pages 29 - 260)

There are concerns about the impact of high levels of Houses in Multiple Occupation in Bath. A mixture of planning controls and housing-led solutions is to be considered by Cabinet.

14. BATH & NORTH EAST SOMERSET NEIGHBOURHOOD PLANNING PROTOCOL (Pages 261 - 316)

The Localism Act was enacted in November 2011 and has introduced new planning duties which come into effect in April 2012. These facilitate community-led planning in the form of Neighbourhood Plans, Neighbourhood Development Orders and the Community Right to Build and bring new requirements on the Local Authority to resource and support this new tier of Neighbourhood Planning. In order to respond to these new duties, a protocol called "My Neighbourhood: A Neighbourhood Planning Protocol for B&NES" has been produced for public consultation. If adopted, this document will supersede the current Statement of Community Involvement for Planning.

15. RETROFITTING & SUSTAINABLE CONSTRUCTION SUPPLEMENTARY PLANNING DOCUMENT (Pages 317 - 392)

A Sustainable Construction and Retrofitting Supplementary Planning Document has been prepared for public consultation. The guidance within the document is aimed at householders and small scale house builders and includes practical advice, tips and information including planning, building control and historic buildings advice, based around a series of annotated diagrams to make it easy and practical to use. It also seeks to clarify the Council's approach to how particular energy saving measures would be viewed by the Local Planning Authority. Cabinet is being asked to agree to release the document for a formal consultation period.

16. COMMUNITY ORGANISERS IN BATH AND NORTH EAST SOMERSET (Pages 393 - 404)

Government has appointed the national organisation Locality to lead on delivering a national programme to recruit and train Community Organisers across England who will work to enable people to take action on their own behalf to tackle the issues that are important to them. The report provides an update on the programme as it is being introduced in Bath and North East Somerset

17. BATH & NORTH EAST SOMERSET COUNCIL STAFF VOLUNTEERING SCHEME (Pages 405 - 420)

The report will consider the impact of the proposed Council Staff Volunteering Scheme in relation to the Council's Vision and Strategic objectives; and the policy direction and resource implications prior to formal approval required by the Council's Employment Committee.

18. BATH CITY CONFERENCE - TERMS OF REFERENCE (Pages 421 - 428)

This report sets out the current proposals for developing the Bath City Liaison Forum into a new Bath City Conference recommending Terms of Reference and outlining plans for the first Bath City Conference

19. YOUTH SERVICE VISION & YOUNG PEOPLE'S PLEDGE (Pages 429 - 436)

In March 2011 the Youth Service review decided to focus some resources on targeted youth work as well as the more traditional open access work. The Youth Service then looked at ways to support the Voluntary Sector to meet any gaps in provision and provide a diverse range of provision to meet young people's ever changing needs. To this end the Youth Service vision and the Young People's Pledge have been updated. These documents will help Youth Service staff communicate with young people and other interested parties.

20. BLUE BADGE SCHEME (Pages 437 - 456)

A new scheme is being introduced nationally to issue standard blue badges for disabled drivers. All blue badge issuing authorities must implement the new scheme and may charge for blue badges. This report sets out proposals for the Council's approach to the new scheme.

21. (RULE 16) WEST OF ENGLAND PLANNING TOOLKIT (Pages 457 - 464)

The West of England Local Enterprise Partnership Board asked the Infrastructure and Place Group to consider ways of overcoming negative perceptions of the planning process to the benefit of all parties, including the identification of procedures which could be applied more consistently. The IPG have recommended the publication of a planning toolkit to promote a positive and consistent approach to handling large scale planning applications. The Cabinets of all four WoE authorities are asked to endorse the toolkit in time for their next meeting in April. In order to meet this timetable, the report is being brought to Cabinet under the Special Urgency (Rule 16) provisions in the Council's Constitution, with the agreement of the Chair of the relevant PDS Chair and Leader of the Council, and following advice from the statutory officers.

22. AWARD OF NEW CONTRACTS FOR BATH PARK & RIDE BUS SERVICES (Pages 465 - 490)

To agree the award of contracts for Bath Park & Ride services operating from sites at Newbridge, Lansdown, and Odd Down.

The Committee Administrator for this meeting is Col Spring who can be contacted on 01225 394942.