

Democratic Services

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Date: 11 June 2013

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

Copy to :

Group Leaders:

Cabinet Members:

Chief Executive and other appropriate officers

Press and Public

Dear Member

Parishes Liaison Meeting: Wednesday, 19th June, 2013

You are invited to attend a meeting of the **Parishes Liaison Meeting**, to be held on **Wednesday, 19th June, 2013 at 6.30 pm** in the **Council Chamber - Riverside, Keynsham BS31 1LA**.

The agenda is set out overleaf.

Yours sincerely



Ann Swabey
for Chief Executive

If you need to access this agenda or any of the supporting reports in an alternative accessible format please contact Democratic Services or the relevant report author whose details are listed at the end of each report.

This Agenda and all accompanying reports are printed on recycled paper

NOTES:

- 1. Inspection of Papers:** Any person wishing to inspect minutes, reports, or a list of the background papers relating to any item on this Agenda should contact Ann Swabey who is available by telephoning Bath 01225 394416 or by calling at the Riverside Offices Keynsham (during normal office hours).
- 2. Public Speaking at Meetings:** The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. Advance notice is required not less than two full working days before the meeting (this means that for meetings held on Wednesdays notice must be received in Democratic Services by 4.30pm the previous Friday)

The public may also ask a question to which a written answer will be given. Questions must be submitted in writing to Democratic Services at least two full working days in advance of the meeting (this means that for meetings held on Wednesdays, notice must be received in Democratic Services by 4.30pm the previous Friday). If an answer cannot be prepared in time for the meeting it will be sent out within five days afterwards. Further details of the scheme can be obtained by contacting Ann Swabey as above.

- 3. Details of Decisions taken at this meeting** can be found in the minutes which will be published as soon as possible after the meeting, and also circulated with the agenda for the next meeting. In the meantime details can be obtained by contacting Ann Swabey as above.

Appendices to reports are available for inspection as follows:-

Public Access points - Riverside - Keynsham, Guildhall - Bath, Hollies - Midsomer Norton, and Bath Central, Keynsham and Midsomer Norton public libraries.

For Councillors and Officers papers may be inspected via Political Group Research Assistants and Group Rooms/Members' Rooms.

- 4. Attendance Register:** Members should sign the Register which will be circulated at the meeting.
- 5. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.**
- 6. Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are sign-posted.

Arrangements are in place for the safe evacuation of disabled people.

Parishes Liaison Meeting - Wednesday, 19th June, 2013

at 6.30 pm in the Council Chamber - Riverside, Keynsham BS31 1LA

A G E N D A

1. WELCOME AND INTRODUCTIONS

The Chair of Council, Councillor Neil Butters will welcome everyone to the meeting.

2. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure as follows:

If the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are sign-posted. Arrangements are in place for the safe evacuation of disabled people. The assembly point is along Temple Street on an area of grass beyond the Ship Inn and the flats at the top of Dapps Hill.

3. APOLOGIES FOR ABSENCE

4. URGENT BUSINESS AS AGREED BY THE CHAIR

The Chair will announce any items of urgent business accepted since the agenda was prepared

5. MINUTES OF THE MEETING ON 20TH FEBRUARY 2013 (Pages 5 - 10)

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

6. THE GREEN INFRASTRUCTURE STRATEGY

An officer will attend the meeting to give a verbal update on this issue and answer questions.

7. THE LOCAL ENGAGEMENT FRAMEWORK (CONNECTING COMMUNITIES)
(Pages 11 - 12)

A briefing note is attached. David Trethewey (Divisional Director of Policy and Partnerships) will attend the meeting to give a presentation and answer questions.

8. THE IMPROVEMENT OF RURAL BROADBAND IN NORTH EAST SOMERSET

David Wales (Principal EEB Development Officer) will attend to give a verbal update and answer questions.

9. GYPSIES, TRAVELLERS AND TRAVELLING SHOW PEOPLE SITE ALLOCATIONS
DEVELOPMENT PLAN DOCUMENT (Pages 13 - 18)

A briefing note is attached which also relates to agenda items 9, 10 & 11. An officer

will attend to answer questions.

10. THE B&NES CORE STRATEGY

Simon de Beer (Planning Policy and Environment Manager) will attend to answer questions.

11. THE B&NES PLACE-MAKING PLAN

Richard Daone (Planning Policy Team Leader) will attend to answer questions.

12. HYDRAULIC FRACTURING - 'FRACKING'

Phil Mansfield (Building Control Manager) will attend to give a presentation and answer questions.

13. VARIABLE MESSAGE SIGNS (Pages 19 - 20)

A briefing paper is attached for the meeting to note.

14. MOBILE LIBRARY SERVICE REVISIONS (Pages 21 - 22)

A briefing paper is attached for the meeting to note.

15. PAPERLESS PARISH COUNCILS (Pages 23 - 24)

A briefing paper is attached for the meeting to note.

16. DATES OF FUTURE MEETINGS

The date of the next meeting will be Wednesday 16th October 2013.

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

Bath and North East Somerset Council

PARISHES LIAISON MEETING

Minutes of the Meeting held

Wednesday, 20th February, 2013, 6.30 pm

Bath & North East Somerset Councillors: Rob Appleyard (Chair), Neil Butters (Vice-Chair), Paul Crossley, David Bellotti, Matthew Blankley, Gerry Curran and Francine Haerberling

Representatives of: Bathford, Cameley, Camerton, Corston, Clutton, Dunkerton, Farmborough, High Littleton, Marksbury, Monkton Combe, Newton St Loe, Paulton, Peasedown St John, Stanton Drew, Timsbury, Wellow,

Also in attendance: Eric Potter, Chair of B&NES Local Councils Association

Officers: Jo Farrar (Chief Executive), David Trigwell (Divisional Director, Planning and Transport) Simon de Beer (Planning Policy and Environment Manager), Richard Look (Business Continuity and Emergency Planning Manager), Gregory Stacey (Business Continuity Emergency Planning Officer) , Steven George (Senior Planning Policy Officer), Ann Swabey (Democratic Services Officer)

28 WELCOME AND INTRODUCTIONS

The Chairman, Councillor Rob Appleyard, welcomed everyone to the meeting.

29 EMERGENCY EVACUATION PROCEDURE

The Clerk drew attention to the emergency evacuation procedure.

30 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors Simon Allen, Cherry Beath, Sally Davis, David Dixon, Eleanor Jackson, Roger Symonds and Martin Veal. Apologies had also been received from Bathford and Charlcombe Parish Councils.

31 URGENT BUSINESS AS AGREED BY THE CHAIR

There was none.

32 MINUTES OF THE MEETING ON OCTOBER 17TH 2012

The minutes of the last meeting were agreed as a correct record.

33 PRESENTATION BY THE LEADER OF COUNCIL AND CHIEF EXECUTIVE

This item was introduced by Councillor Paul Crossley, Leader of the Council and Jo Farrar, Chief Executive. Councillor Crossley informed the meeting that the vision and aspiration for the Council's future was set by the councillors. Their aim was to develop a whole Council Plan which would remove the friction between the urban and rural areas. The Economic Strategy was in place and the Core Strategy was due to be considered by Council in March. Development of Transport Strategy will start after the Core Strategy had been completed. A Leisure Strategy linked with a Health and Wellbeing Strategy would follow. The Council also planned to invest in education, hence the proposed expansion of 6 primary schools. This continued the Council's main objective of raising educational standards across the board.

With regards to the budget, the Council had set a zero increase for the 3rd successive year. This has been achieved by, among other things, improving back-office efficiency, reducing the number of offices and amending work methodology. The Council were also about to launch the Connecting Families project which would support families with diverse and complex needs within the authority. The authority had also been selected to pilot the government's new changes to welfare reform.

Councillor Crossley acknowledged that the Council had not delivered on the Radstock Regeneration Project and that they intended to put that right. There was also new office development and other regeneration plans for Keynsham. In conclusion, Councillor Crossley summarised the Council's objectives as:

- Promoting independent and positive life
- Strengthening neighbourhoods
- Stronger Economy.

Jo Farrar continued the presentation by outlining the methods by which these objectives would be delivered. The importance of partnership working was stressed and the need to grow that across the public sector especially with neighbouring authorities. She mentioned the '10 in 100' project which aimed to encourage employees to develop innovative ideas (i.e like The Dragon's Den) and also more joined-up working between departments on the One Stop Shop model. In conclusion, Jo Farrar said that she trusted staff to solve problems and that they were responding to higher expectations.

34 THE IMPLICATIONS OF THE B&NES COUNCIL'S 2013/14 BUDGET

Councillor David Bellotti (Cabinet Member for Community Resources) introduced this item. He set out the priorities which had been agreed at the Council Budget meeting of 19th February which are:

- protecting front-line services
- No increase in council tax
- Investment in homes and jobs for local people.

Councillor Bellotti informed the meeting that the Council had received a smaller government grant than expected for this year and that £30m needed to be saved from the overall budget. Two-thirds of that sum will be achieved by reductions in the management structure, improvement in Information Technology, increased income and a tourism levy.

The Council had also decided not to cut bus services, the youth service, libraries or bin collections and had allocated extra funds for public health. The authority would also receive an extra £2m for the pupil premium. One of the reasons for not increasing council tax was that the average income in the area does not match the higher house prices, so there was concern that residents would not be able to afford a rise.

Councillor Bellotti added that, in prioritising homes and jobs, money has been put aside for affordable housing. The Council had been chosen to pilot the new Universal Credit scheme and the Social Fund, (crisis payment scheme for local people in need) was being transferred to Council control. There had been a significant rise in the number of young people in apprenticeships, together with a fall in unemployment and house repossessions. The Council was also embarking on major initiative to start partnerships with 10 voluntary organisations which would increase their capacity and improve facilities.

A representative from Priston Parish Council asked whether the timescale for the Transport Strategy was different from that for the Core Strategy and was informed that the Council did not have an integrated Transport Strategy as yet. David Trigwell (Divisional Director, Planning and Transport) added that there was a need to identify where the growth of homes and jobs needed to be over the next 20 years. Once members agreed on what they wanted for the future, then transport issues could be addressed.

A representative from Keynsham Town Council commented on the proposal for 2-year old children to attend school and asked if that was why the children's centre budgets were being cut. Councillor Bellotti replied that not all schools will want to fund 2 year olds. There would be no cuts in the next 12 months for children's centres, health visitors or the careers service.

35 THE B&NES LOCAL DEVELOPMENT FRAMEWORK

Core Strategy

David Trigwell introduced this item and explained that there was still some way to go with the Core Strategy. The challenge was to make progress after the Inspector's examination. He acknowledged that the department had not been able to engage with parishes as well as they would have liked. Simon de Beer added that the department was due to report to Council on 4th March regarding the housing requirement and looking at the best way to respond to need. Once agreed, there would be a 6 week consultation period during which they would hold surgeries around the district. The hearing would then resume in July and the final report would be published at the end of the year.

A representative from Publow and Pensford asked whether they should assume that there would be no major developments in their area as they had not been contacted. Simon de Beer replied that the proposed changes would be released on 25th February when communities could see whether any changes affected them. All the Parish and Town Councils would be informed fully about the reports to Council.

A representative from Freshford Parish Council asked what would be happening to the Local Plan which was due to expire at the end of March and would existing plans go by the board. Simon de Beer agreed that it was a very confusing situation. The Core Strategy will replace parts of the Local Plan. Most Local Plan policies will continue for the time being until replaced by other documents.

A representative from Clutton Parish Council asked how soon the Council would have a 5 year housing supply policy and was informed that, as soon as Members decide to adopt the Strategy's proposals, the planners could use it to apply to new developments.

Conservation areas

A representative from Stanton Drew asked whether the Parish Councils would be able to designate new conservation areas and could they self-fund. David Trigwell replied that resources need to be concentrated on getting the Core Strategy through and that conservation areas would have to be put on the back burner for now. In future they would hope to include conservation areas and heritage issues when the Placemaking Plan is underway.

Placemaking Plans

Steven George introduced this item and explained that the Placemaking Plan was complementary to the Core Strategy, providing detail to the strategic planning framework. Its key aim was to work closely with the parishes and communities in Bath in a similar model to that used by the Policy and Partnerships Team. Placemaking is a timely opportunity for neighbourhood planning work. The launch document would come out in May which would start discussions about the future of various areas.

A representative from High Littleton Parish Council enquired by what date the Placemaking Plan would be completed. He was concerned that it would all take too long. He was informed that the Preferred Options would be available by the end of 2013. The department would be trying to work closely with parishes to ensure that the plans reflected their aspirations, so that there would be no need to create a Neighbourhood Plan as well.

A representative from Publow with Pensford Parish Council commented that their parish already had an appraisal in place and asked whether it was still valid. He was informed that there was no need to change it. A representative from Freshford said that their village was in the process of creating their neighbourhood plan and asked if there was anything they needed to be aware of that might upset their timetable relating to the Core Strategy or Placemaking process. Steven George replied that there was one Placemaking Plan for the whole district. Neighbourhood Plans are a new tier of planning which communities can choose to create or not. It was important to make sure that what was said in the Placemaking Plan is reflected in Neighbourhood Plans and the Core Strategy.

36 GYPSIES, TRAVELLERS AND TRAVELLING SHOW PEOPLE SITE ALLOCATIONS DOCUMENT - UPDATE

Simon de Beer introduced this report and informed the meeting that the timetable for progressing this had been extended due to the need to focus on the Core Strategy. A report on the stocktake would come to Cabinet in May 2013 and a new timetable would be set after that date.

A representative from Compton Dando Parish Council asked whether the delay would stop enforcement actions on existing sites and was informed that the existing policies and powers could still be applied.

37 COMMUNITY RESILIENCE

Richard Look (Business Continuity and Emergency Planning Manager) gave a Powerpoint presentation to the meeting about the Council's response to recent flooding and severe weather events.

A representative from Clutton Parish Council commented that they provided information to the authority about blocked drains etc but nothing was done about them and so it was not surprising that they then flooded. He was concerned that there were not adequate communications with the Highways Department. Richard Look replied that Highways were the key responders in these situations. David Trigwell commented that the weather conditions in 2012 were exceptional with run-off from fields adding to the large amounts of water that the road drains had to cope with. A representative from Swainswick Parish Council pointed out that some of the problem was due to farmers not clearing ditches.

A representative from Priston Parish Council asked whether it would be practicable for parishes to send texts with photos of flooding to the department. David Trigwell replied that a system was being trialled to allow parishes to report on-line using the telephone. It was hoped to roll it out to all parishes.

A representative from Compton Dando Parish Council asked whether there was a policy about sandbags and was informed that it was the responsibility of the Highways department, however, the authority did not have the resources to supply every house. A representative from Dunkerton Parish Council said that the Highways had been very good when their village was flooded and also during the snow and he would commend their actions.

38 THE GREEN DEAL

The meeting agreed to note this report. The Chair asked parishes to direct any queries to Marion Britton (Interim Project Manager, Sustainability, Policy and Partnerships)

39 UPDATE ON THE IMPROVEMENT OF RURAL BROADBAND PROJECT IN

NORTH EAST SOMERSET

The meeting agreed to note the report. The Chair directed the Parishes to forward any queries to Anna Garner (Principal EEB Development Officer).

40 THE PROVISION OF HIGH-SPEED BROADBAND TO RURAL SETTLEMENTS

Councillor David Bland (Englishcombe Parish Council) gave a presentation on rural broadband.

A representative from Englishcombe Parish Council commented that their village suffered from very slow broadband speeds that makes downloading Council documents very slow and difficult. He asked what B&NEs were doing to improve this situation. Councillor Paul Crossley replied that the authority were in the process of collaborating with Devon, Somerset and other West Country local authorities to deliver better broadband services to rural areas over the next 2 years.

A representative from Dunkerton Parish Council asked whether, if cables were laid, they would get rid of telephone wires and was informed that they would eventually go, but that telegraph poles would still be needed for landlines.

41 DATES OF FUTURE MEETINGS

In closing the meeting, the Chair thanked everyone for their contributions. He said that he had enjoyed his time as Chair and especially his visits to the rural communities. He introduced his successor, Councillor Neil Butters, who would chair the next meeting on 19th June 2013.

Peter Duppa-Miller, Secretary to the B&NES Local Councils Association, thanked Councillor Appleyard on behalf of the parishes.

The meeting ended at 8.25 pm

Chair(person)

Date Confirmed and Signed

Prepared by Democratic Services

Parishes Liaison Meeting, 19th June: Connecting Communities

Aim of this briefing

This note (and short presentation to the meeting) aims to brief Parishes on the “Connecting Communities” initiative. This is a new programme, jointly adopted by public services in Bath and North East Somerset (including the Council, Police, Fire and Rescue, Curo and Health services) to simplify and improve the way we engage with local groups and residents.

Background

Bath and North East Somerset has over the years developed a number of ways through which the Council, other public services, parish councils and local residents work together to tackle local issues. These include:

- Parishes Liaison meetings
- The Partners and Communities Together (PACT) process
- The Parish Cluster Groups
- Local area partnerships- including the Environs of Bath Committee, Chew Valley Area Partnership, Valley Parishes Alliance and Somer Valley Partnership

There are also effective working relationships between individual parishes and public services, backed up by the Parish Charter. Parish and Town plans too have helped to clarify local priorities and engage public services and communities in projects to address local concerns.

These systems are generally “good” – but it is sometimes unclear about what issues should be raised at which body, which can lead to duplication of effort. There are also frustrations about how issues, once raised, are addressed, particularly in the light of funding challenges and changing public expectations.

“Connecting Communities” is therefore about addressing these challenges, and has an ambition for public services to become “excellent” at local engagement by:

- Listening- responding quickly and positively to new ideas
- Prioritising- being flexible to local circumstances
- Joining Up- public services co-ordinating how they engage locally and not “re-inventing the wheel”
- Working with you- helping communities find solutions to local problems
- Sharing ideas - encourages joint working and sharing “what works”

In doing this, local public services are particularly keen to help parishes and community groups to test new ideas and to grow successful ones. A “toolkit” has been created which gives examples of the various ways community needs can be met, and giving practical examples of what has happened locally. These range from the use of the new “community rights (as at South Stoke, where the Parish council has successfully nominated an asset for the new Assets of Community Value Register) to Snow Wardens, Community Libraries and Village Agents.

New initiatives are coming forward all the time, including the “crowdsourcing” of data about flooding and new ways of delivering community broadband

Connecting Communities: Next Steps

Connecting Communities will be built initially around the geography of Parish Cluster groups. This will enable:

- The building of local “Cluster Group Profiles” which will identify key assets and needs
- Work to take place within each Parish Cluster Group to streamline and simplify consultation and engagement processes
- Lead officers to be identified to act as a “single point of contact” for new ideas
- New initiatives and good ideas to be shared

The intention is to pilot this approach in two Cluster Group areas in the parished area and one within Bath City.

Since the Connecting Communities Programme aims to encourage change and innovation it is therefore open to suggestions for new and enhanced ways of working, particularly where this involves collaboration across parishes.

Further Information about Connecting Communities

Cabinet report- Connecting Communities

<http://democracy.bathnes.gov.uk/documents/s25447/Connecting%20Communities.pdf>

View the Webcast of the discussion on this item (item 14)

http://www.bathnes.public-i.tv/core/portal/webcast_interactive/103908

Connecting Communities Framework

<http://democracy.bathnes.gov.uk/documents/s25448/App%201%20CC%20Framework.pdf>

Connecting Communities Toolkit

<http://democracy.bathnes.gov.uk/documents/s25449/App%202%20CC%20Toolkit.pdf>

Connecting Communities Action Plan

<http://democracy.bathnes.gov.uk/documents/s25450/App%203%20CC%20Action%20Plan.pdf>

Contact: Andy Thomas- 01225 394322
Andy_thomas@bathnes.gov.uk

PARISHES LIAISON MEETING – 19th JUNE: BRIEFING NOTE ON ITEMS 9,10 & 11

1.0 Introduction

1.1 This briefing note sets out a short update on the Planning Policy documents covered by items 9,10 & 11 on the agenda i.e.

- Core Strategy
- Placemaking Plan
- Gypsies, Travellers & Travelling Showpeople Site Allocations DPD

2.0 Core Strategy

2.1 The Core Strategy is currently at Examination. On 4th March 2013 B&NES Council approved Proposed Changes to the Submitted Core Strategy. These changes were proposed in order to address concerns raised by the Examination Inspector after the hearings in 2012 and as set out in his preliminary conclusions (ID/28 and ID/30).

2.2 The Proposed Changes to the Submitted Core Strategy (which can be found at the link below) were subject to public consultation from 26th March to 8th May 2013. The consultation period was extended to 22nd May in relation to the specific issue regarding the proportion of affordable housing to be sought at land adjoining Odd Down and land adjoining Weston (planning requirement (a) for Policies B3A and B3B).

2.3 The Council received nearly 1,100 representations. The representations have been forwarded to the Inspector for his consideration. A schedule of the representations set out in Proposed Change reference and therefore, Plan order has been prepared and will shortly be published on the Council's website on the Core Strategy Examination page. The original representations, along with supporting material, will be made available for public viewing in the One Stop Shop at Lewis House as soon as practicable.

2.4 Analysis of the representations is on-going. Unsurprisingly most of the representations relate to the overall amount of housing that is being planned for and the greenfield locations that have been proposed by the Council to help provide for this housing. With regard to the policy framework for the rural areas the main issues raised can be summarised as follows:

- Residential development outside the defined housing development boundaries would prove unsustainable (e.g. due to limited public transport infrastructure and employment) and change the open and rural character of villages
- Housing figures will increase due to development coming forward as a result of the NPPF's '*presumption in favour of sustainable development*' until the adoption of the Core Strategy
- Core Strategy should require the Placemaking Plan to set out key details of village character and identity
- Dwellings proposed for the rural areas will come forward too quickly – there should be a phasing policy
- Criteria a) and b) of Policy RA1 are too vague
- Villages that have recently accommodated large scale development should be protected from further development which could impact upon the infrastructure and village identity

- Housing provision in the rural areas is too low to help sustain rural communities or support the Council's expectations of employment growth
- Clarification is needed on how the scale of development in villages identified in Policy RA1 was calculated and concerns raised regarding how the Council calculated the future employment figures for the rural areas and how these figures informed the calculations of the revised housing figures
- Policy RA1 is too restrictive due to it limiting development to within village boundaries and by excluding Green Belt villages

2.5 Whilst the Plan is under examination, it is within the jurisdiction of the Inspectorate and the examination Inspector will determine the next steps. The Inspector has now resumed work on the Examination and is reviewing the Proposed Changes to the Submitted Core Strategy; the evidence underpinning the changes; and the representations on the changes. The next stages of the Core Strategy process are summarised below:

- Following consideration of the Proposed Changes; supporting evidence; and representations the Inspector will determine the issues of soundness for debate at the resumed hearings
- The Inspector via the Programme Officer will advise the Council of when the hearings will resume (current indications are that it could be late July and/or September 2013)
- Inspector and Programme Officer to compile programme for the resumed hearings
- Inspector to circulate questions to participants for response by the Council and discussion at the resumed hearings
- Following completion of the resumed hearings the Inspector will issue his Report outlining his conclusions and potentially recommended main modifications to make the Core Strategy sound. The Council anticipates receiving the inspector's Report in the autumn
- Council to consider inspector's Report; modify the Core Strategy (as necessary) before proceeding to adoption

2.6 The Council will publicise information received from the Inspector on the hearings and their resumption as soon as is practicable.

3.0 Placemaking Plan

Introduction

3.1 The purpose of the Placemaking Plan is to complement the strategic policy framework in the Core Strategy.. Within the context of the National Planning Policy Framework (NPPF), the Placemaking Plan will:

- facilitate the delivery of key development sites by providing the necessary planning and site requirements to meet Council objectives (e.g. Economic Strategy, the City of Ideas) ;
- safeguard and enhance the quality and diversity of places in B&NES and identify opportunities for change;
- be prepared in a collaborative way to ensure that it responds to the aspirations of local communities in line with the Council's emerging Local Engagement Framework;
- address how infrastructure requirements will be met and how other obstacles to the delivery of development sites will be overcome. It will update the B&NES Infrastructure Delivery Plan; and be prepared to be aligned with the production of the Community Infrastructure Levy (CIL).

3.2 The Placemaking Plan Launch Document was agreed at Cabinet on 8th May 2013 and a copy of the document can be accessed via the B&NES dedicated webpage for the Placemaking Plan, see www.bathnes.gov.uk/placemakingplan. Please note that that the document is currently being prepared for publication , with the addition of maps, diagrams and photographs, and the details of the collaborative process that the Council will undertake is still to be drawn up.

The Placemaking Plan Launch Document

3.3 The purpose of the Launch Document will be to stimulate discussion and to facilitate collaboration and joint working at an early stage in the process. The Launch Document sets out the proposed scope of the Placemaking Plan, the key issues to be addressed and an overview of how B&NES will work in collaboration with local communities. B&NES will facilitate the input from local communities through a range of activities as appropriate, such as:

- informal discussions with different stakeholder and interest groups;
- holding bespoke events and workshops;
- using existing mechanisms such as Bath City Conference;
- assistance with, identifying and protecting valued assets, generating placemaking principles and site requirements, identifying infrastructure requests and priorities; and
- providing information , advice and guidance to local communities eg the Toolkit approach presented to the Parish workshop in February 2013.

3.4 Within the context of the Core Strategy the Placemaking Plan will need to set out a planning policy framework to help shape the future of the towns and villages across the District. This work needs to be undertaken with the involvement of local communities, including through Town and Parish Councils. A process of engaging the Town and Parish Councils needs to be developed in order to secure input into the options stage of the

Placemaking Plan, and to ensure that a widespread understanding of the issues is achieved. Issues that are likely to require discussions include:

- Achieving sustainable development in the villages that meet the criteria of Core Strategy policy RA1 (the revisions to the Core Strategy suggests development of around 50 dwellings at these villages).
- Reviewing the Housing Development Boundaries of RA1 villages, RA2 villages and those washed over by the Green Belt.
- Delivering Affordable Housing.

3.5 Whilst the priority for the Planning Policy team is to focus on the delivery of the Council’s Core Strategy, a new Planning Officer, Julie O’Rourke has been appointed with the specific tasks of working with Parish and Town Councils. It will be an early task of Julie’s to prepare an appropriate collaborative process for the Placemaking Plan, taking account of the programme outlined below.

Programme

3.6 The programme for producing the Placemaking Plan is to be finalised, but it will target adoption by the end of the 2014. This is acknowledged as a very ambitious programme that will require a concentration of corporate resources if it is to be achieved.

3.7 The collaborative approach to the production of the Placemaking Plan, whilst recognised as being essential to the quality of the outcome, will also need to be modified to take account of the accelerated programme. This process will need to be designed and communicated very clearly to communities and stakeholders so that we can maximise the benefits of a collaborative approach, within the confines of a very ambitious programme for delivery.

3.8 The aspiration to adopt the Placemaking Plan by the end of 2014 has the support of the cross party LDF Steering Group, who recognise the benefits that the Placemaking Plan will provide to the communities of Bath and North East Somerset, and to enabling the delivery of corporate priorities such as the Enterprise Area, and housing delivery. However, the collaborative approach towards the production of the Placemaking Plan, whilst recognising the need for this to be tempered with the demands of the programme.

3.9 The programme for the main stages of preparation is set out below. However its progress is closely linked to that of the Core Strategy

• Launch Document	• Spring 2013
• Preferred Options stage	• Autumn 2013
• Draft Plan	• Winter 2013/2014
• Submission to Secretary of State	• Summer 2014
• Hearings	• Autumn 2014
• Adoption	• Winter 2014

4.0 Gypsies, Travellers & Travelling Showpeople Site Allocations DPD

4.1 The September 2012 Cabinet meeting report set out the scope of the 'stock take' on the preparation of the Plan. An update on progress was provided to the Cabinet meeting of 12th June 2013, noting:

- The evidence of local need for pitches (the GTAA) has been updated;
- The site selection criteria considered by Cabinet in September 2012 are being used to assess site suitability for allocation;
- The scope to include Traveller pitches on major development sites will be further pursued through the Placemaking Plan;
- The Council is engaged in on-going discussions with neighbouring authorities on the strategic approach to meeting Traveller pitch need;
- A consultation statement has been published responding to the issues raised at the Preferred Options consultation;
- Site assessment continues on both the remaining Preferred Options sites and new sites arising from the 2012 Call for Sites.

Stock Take Progress: Evidence

4.2 The GTAA update completed in 2012 identifies the following need:

Need	Time Period	2012-2017	2018-2022	2023-2027	TOTAL (2012-2027)
Gypsy and Traveller		24	1	3	28
Travelling Showpeople		40	0	0	40
Transit		5	0	0	5

Stock Take Progress: Sites

- 4.3 The site at Station Road, Newbridge, is no longer available due to alternative uses being considered on this site. It will not be considered further for allocation within the Gypsies and Travellers Plan.
- 4.4 The site at Lower Bristol Road, Bath, is still being considered for allocation within the Plan. HCA grant funding was awarded to B&NES Council in late 2012 and a planning application is being progressed on the Lower Bristol road site; this is anticipated for submission in September 2013. The private site at Whitchurch is still being considered for allocation.
- 4.5 Assessment also continues on the 29 new sites identified through the previous Call for Sites. Site investigations, including specialist archaeological and contaminated land assessment, will inform this assessment.
- 4.6 Investigations are also underway as to whether any of the current Travelling Showpeople accommodation arrangements can be regularised; this could reduce the requirement to identify additional sites for traveling showpeople.

4.7 In order to ensure the plan is sound when submitted for examination, the Council must demonstrate that it has met the duty to co-operate. This requires that any strategy for provision must be co-ordinated across local authority boundaries. Cross boundary co-operation is also necessary to ensure that opportunities outside the Green Belt are properly explored. Non-Green Belt sites entails looking at the scope for accommodating traveller sites on large, mixed-use development sites. This work is underway.

Next steps

4.7 The previous report to the Parishes Liaison Group (February 2013) noted that the next stages were:

- The publication of the GTAA as part of the Core Strategy background evidence (COMPLETE);
- A decision on a revised strategy for public consultation is made at Cabinet (COMPLETE);
- Publication of the results of site assessments;
- Public consultation on the site options shortlist.

4.8 The latter tasks are not yet complete. Public concerns were previously raised during the 2012 consultation that only finalised site proposals should be published and as the assessment of sites is still underway it is not appropriate to indicate which sites may be suitable for allocation before that work is complete. Until further work has been undertaken (1) with adjoining authorities; (2) on the scope to include Traveller provision on major development sites; and (3) opportunities outside the Green Belt have been fully explored conclusions cannot be reached about site selection. The programme for the Plan as set out in Cabinet papers, and subject to Cabinet agreement, is as follows:

STAGE	DATE
Completing further work	to December 2013
Prepare Draft Plan	Dec. to March 2014
Public consultation on Draft Plan	Spring 2014
Revise and submit Plan for Examination	Summer 2014
Examination in Public hearings	Autumn 2014
Consider Inspector's recommendations and Adopt	Winter 2014

Variable Message Signs Briefing Note for Parish Liaison 19 June 2013.

Strategic Objectives of the Bath Transportation Package (BTP) scheme.

The £27m Bath Transportation Package (BTP) brings together a series of complementary measures aimed at providing a step change in the quality of, and accessibility to, the public transport network in Bath. Key to the project is the introduction of VMS for active traffic management aimed at improving the efficiency of junctions, managing the use of the road network, including car parking and providing better information for drivers entering the city. This is coupled with a range of upgrades to the waiting facilities at bus stops. This major project is supported through significant funding from the Department for Transport.

The VMS signs form a part of the wider BTP details of which were available on the Council's web site from autumn 2011 to late summer 2012. The document titled "*Scheme Description and Location Plans Appendix B Variable Message Sign Plans (X2) – Outer Cordon and Inner Cordon Plan*" Showed the location of the signs.

The Best and Final Bid for funding was made to the Department for Transport on the 9th September 2011 following the Full Council approval on July 14th 2011. The scheme was given full approval status by the DfT on the 11th July 2012.

Parish Council and Ward Councillor were written to in respect of the VMS signs in their ward or Parish together with all relevant plans. This engagement was undertaken although there is no statutory requirement to do so, a 21 day period was given for comments to be made.

Over the coming months, 8 VMS will be installed at key locations outside the city and 6 more centrally located direction signs which will show car parking availability.

Drivers need up to date information as they approach Bath allowing them to make informed journey choices. Being pre-warned of works will assist them in advance planning their journey to avoid congestion or perhaps by travelling at a different time.

The locations of the outer VMS are:

- Lansdown near the Racecourse;
- A46 south of Dyrham;
- A420 near Cold Ashton;
- A39 near Corston;
- A4 between Saltford and Globe roundabout;
- A36 to Warminster near Hinton Charterhouse;
- A367 near Dunkerton;
- Batheaston Bypass;

Inner directional signs giving information on car parking space will be located on,

- Upper Bristol Road;
- Lower Bristol Road;
- Pulteney Road;
- Beckford Road;
- London Road;
- Walcot Street.

The first VMS are due to be operational in late summer 2013 and the full network of signs is anticipated to be up and working later in the year. Where we can we will be integrating the existing road signage with the VMS to rationalise for clarity and to reduce clutter.

VMS Sign 4 Hinton Charterhouse.

VMS Sign 4 is to be sited on the A36 which is a road under the jurisdiction of the Highways Agency (HA). The HA require a safety audit to be carried out for works on one of their roads and this has been completed. No significant issues were raised but the recommendations will be taken on board. Issues raised by the Parish Council were brought to the attention of the audit team prior to their visit which was observed by a representative from the HA.

Final details of the VMS on the HA network are being worked through with the HA.

The issue of rat running has been raised previously however the Council have no intentions to declare "Branch Road or the B3110 as a Southern Ring Road for traffic making its way to Bath"

Traffic travelling longer distances to Bath from further afield in the South would continue to follow the A36 until reaching Limpley Stoke where existing signage directs people to the Odd Down Park and Ride.

Additionally there is no intention to sign or reroute HGV's in contravention of the weight and height restrictions which are currently in operation.

In the event of an emergency incident occurring beyond Branch Road on the A36 the Network Manager will take any necessary steps required to deal with the circumstances of the situation.

Summary.

In summary this state of the art electronic traffic messaging system will provide better more up to date information for the travelling public.

The Parish Liaison Meeting, 19th June at Riverside, Keynsham

Briefing Note on the Mobile Library Service

The Council is significantly changing the Library Service in response to feedback from local people about how the wide range of services we offer should be provided in the future.

In April 2012, A three year Library Strategy was agreed by Cabinet, which included retaining all the existing library branches, introducing the Community Library Programme, and withdrawing one mobile library in year 2013-14

A new timetable has been developed by library staff which will enable a fortnightly service to continue to all communities that require it. All weekly stops have been changed to fortnightly and in villages with multiple stops the numbers of stops has been reduced, with the mobile staying longer at the remaining stops.

In addition the following criteria have been used to determine which stops are to be removed:

Stops with no current readers

Stops where readers meet the mobile by driving to it

Stops near the new community libraries/static libraries

Stops which are difficult for the Mobile Library to access or park

The draft timetable designed around the above criteria and subjected to an equalities impact assessment, was posted out to parish councils on 22nd April, closing date for responses 3rd June. There has also been a web consultation between 22nd April – May 13th and copies deposited with all the static libraries. The two mobile libraries have been consulting with all their users during this time.

All comments received were reviewed on Wednesday, June 5th, and adjustments to the draft timetable made which incorporated the majority of comments received. Travel timings are now being checked before the final timetable is published..

Library staff will speak individually to readers who are affected by these changes to discuss the options available to them: visit the mobile at an alternative stop, have books delivered via the Home Library Service, visit the new community libraries or static libraries perhaps via community transport.

The date for the new timetable to come into effect will be the 29th July.

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Briefing Note on the Transition to Electronic Communication

Planning application process

Improving our service to Town and Parish Councils

Over the last few years there has been a considerable increase in the number of residents and businesses choosing to submit planning applications online and around 70% of all applications received by Bath and North East Somerset Council are now made this way.

As it makes little sense for the council to receive planning applications electronically only to then print these out in paper in order to carry out consultations. This has a significant financial cost to the Council and is also a poor use of resources.

A number of Parish councils have requested to only be consulted on information electronically, and the feedback we have received has been very positive.

A number of Town and Parish Councils have invested in Laptop, Projectors and Screens so that planning applications can be easily discussed in meetings.

Summary of the process

Electronic system	Paper system
Clerk notified by email as soon as planning application is registered.	All applications sent by post in hard copy with notification letter and plans after registration, takes 5-7 days.
Parishes respond with comments via Email to Development_control@bathnes.gov.uk and comments reach planning officer on day of receipt.	Respond with comments writing by post. Can take up to 2 days from receipt to reach the planning officer.

Parish clerk able to view all applications online and access copies of their responses.	Clerk needs to keep their own system of recording responses to applications and store all hard copies of plans.
Email notification of decisions issued and decision notice available instantly online.	Decision notice sent by post, takes 5-7 days

To summarise, the electronic process enables quicker notification of applications and decisions, councils will receive notifications ahead of neighbours and they can also track and review applications online reducing the need to store printed copies

Proposed change

As of Monday 2nd September 2013 all planning application consultations with Town and Parish Councils will be sent out electronically. All Town and Parish Council are requested to consider the application electronically and then respond with their comments via email. Comments submitted via fax will no longer be permitted and the fax number for Planning will cease being used. For major planning applications the Clerk can request the Planning Information officer send out a hard copy of the plans.

Support

Training can be provided to clerks if requested and we will produce a guidance note for Town and Parish Councils.

Feedback

At the end of six month period we will carry out a survey with Town and Parish Councils to make sure that the move to a new way of working with electronic communication has been successful. If additional training, guidance or other support is identified this will be rolled out.