

**Democratic Services**

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Date: 8 October 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, 16th October, 2013**

You are invited to attend a meeting of the **Parishes Liaison Meeting**, to be held on **Wednesday, 16th October, 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, 16th October, 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, beyond the Ship Inn and the flats on a grassy area 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 LAST MEETING ON 19TH JUNE 2013 (Pages 5 - 12)

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

6. THE PARISH HIGHWAY RANGERS PROJECT (Pages 13 - 14)

A briefing note is attached. Stefan Chiffers (Area Traffic Engineer, Transport Planning) will attend to answer questions.

7. THE B&NES CORE STRATEGY (Pages 15 - 18)

A briefing note is attached. Simon de Beer (Planning Policy and Environment Manager) will attend to answer questions.

8. THE B&NES PLACE-MAKING PLAN (Pages 19 - 22)

A briefing note is attached. Richard Daone (Planning Policy Team leader) will attend to answer questions.

9. THE IMPROVEMENT OF RURAL BROADBAND IN NORTH EAST SOMERSET

A briefing note will be circulated shortly. David Wales (Principal EEB Development Officer) will attend to answer questions.

10. CONNECTING COMMUNITIES (Pages 23 - 24)

A briefing note is attached. Claire Gresswell (Programme Manager, Connecting Communities) will attend to answer questions.

11. ARTS DEVELOPMENT BUSINESS PLAN (Pages 25 - 28)

A briefing note is attached. Ann Cullis (Senior Arts Development Officer) will attend to answer questions.

12. PARISH CHARTER

A verbal update on this item will be given by Peter Duppa-Miller.

13. GYPSIES, TRAVELLERS AND TRAVELLING SHOW PEOPLE SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT (Pages 29 - 30)

A briefing note is attached for the meeting to note.

14. PAPERLESS PARISHES CONSULTATION REGARDING PLANNING APPLICATIONS (Pages 31 - 32)

A briefing note is attached for the meeting to note.

15. DATES OF FUTURE MEETINGS

*The date of the next meeting will be Wednesday 19<sup>th</sup> February 2014.*

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 on Wednesday, 19th June, 2013, 6.30 pm

Councillor Neil Butters (Bath & North East Somerset Council) (Chair), Tim Ball (Bath & North East Somerset Council), David Bellotti (Bath & North East Somerset Council), David Dixon (Bath & North East Somerset Council) and Ben Stevens (Bath & North East Somerset Council) and David Veale

Representatives (Parishes and Town Councils): Batheaston, Bathampton, Cameley, Camerton, Chelwood, Chew Magna, Combe Hay, Compton Dando, Compton Martin, Corston, Dunkerton, East Harptree, Englishcombe, Farmborough, Freshford, Hinton Charterhouse, Keynsham, Marksbury, Newton St Loe, Paulton, Peasedown St John, Priston, Publow with Pensford, Saltford, South Stoke, Stanton Drew, Ubley, Whitchurch and West Harptree

Officers attending: Jo Farrar (Chief Executive), Louise Fradd (Strategic Director of Place), David Trigwell (Divisional Director of Planning and Transport Development), David Trethewey (Divisional Director of Policy and Partnerships), John Wilkinson (Divisional Director of Regeneration), Simon De Beer (Planning Policy and Environment Manager), Lisa Bartlett (Development Manager), Phil Mansfield (Building Control Manager), Sue Murtagh (Green Infrastructure and Environmental Partnerships Coordinator), David Wales (Principal EEB Development Officer) and Julie O'Rourke (Planning Officer)

Also attending: Peter Duppa-Miller (Local Councils Association), Tony Crouch (Local Councils Association), Jon Reynolds (Regional Director of BT) and Evan Wienburk (Wansdyke Telecom UK)

#### 1 WELCOME AND INTRODUCTIONS

The Chairman, Councillor Neil Butters, welcomed everyone to the meeting

#### 2 EMERGENCY EVACUATION PROCEDURE

The Senior Democratic Services Officer read out the procedure

#### 3 APOLOGIES FOR ABSENCE

Apologies for absence were received as follows:

B&nes Councillors Paul Crossley, Charles Gerrish, Nathan Hartley, Eleanor Jackson, Dine Romero, Martin Veal and Tim Warren

Parish Representatives Doug Creed (Kelston), Alistair MacKichan (Charlcombe) and Eric Potter (Timsbury)

#### **4 URGENT BUSINESS AS AGREED BY THE CHAIR**

There were no items of Urgent Business

#### **5 MINUTES OF THE MEETING ON 20TH FEBRUARY 2013**

The Senior Democratic Services Officer read out amendments to the draft Minutes that were circulated with the Agenda.

These were as follows:

Attendance List Page 1 Add the following in the list of representatives of Parish Councils: Batheaston, Combe Hay, Compton Dando, East Harptree, Englishcombe, Freshford, Keynsham, Priston, Publow with Pensford, Saltford, Swainswick and Whitchurch

Minute 34 2<sup>nd</sup> paragraph Page 7 1<sup>st</sup> sentence After "... and that £30M needed to be saved", add "over 3 years ..."

With these amendments, the Chair signed the Minutes as a correct record.

#### **6 THE GREEN INFRASTRUCTURE STRATEGY**

Sue Murtagh, Green Infrastructure and Environmental Partnerships Coordinator, reported on this new Strategy (March 2013) which was about making sure that the natural environment worked for the community by making the most of the benefits that the natural environment could and should be providing for people, places and nature. Partnerships would be formed and there would be better use of existing resources.

The meeting was updated on 3 current initiatives delivering the Strategy. Firstly, funding had been secured from Natural England to help support a 12 month graduate internship to map existing GI resources, gaps and opportunities on a parish basis. This work would inform the rural element of the Place Making Plan. Secondly, work had started on securing coordinated management of the green setting of Bath. A workshop about this would be held tomorrow. The workshop in partnership with the Cotswolds AONB Conservation Board would explore a possible HLF funding bid which, if successful, could bring in resources up to £3M. Thirdly, the Strategy was already being used to support partner initiatives. The Avon Wildlife Trust with "Buglife" was exploring a "B-lines" project, based on a successful pilot project in the north of England. The aim would be to define and enhance key wildlife corridors across the west of England.

The report was noted.

## **7 THE LOCAL ENGAGEMENT FRAMEWORK (CONNECTING COMMUNITIES)**

The meeting considered a report by David Trethewey, Divisional Director of Policy and Partnerships, which briefed Parishes on the "Connecting Communities" initiative. This was 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 the public services engage with local groups and residents.

Councillor David Dixon (Cabinet Member for Neighbourhoods) introduced this item and David Trethewey gave a power point presentation. Afterwards, the Chair asked that a copy be supplied to those requesting it.

The report and presentation were discussed and various issues were raised by representatives of Parish and Town Councils. They included the impact of Variable Message Signs on Hinton Charterhouse, Parish Cluster Group meetings being ineffectual in Keynsham but Area Groups were not desired, parts of the community in Bath adjoining South Stoke being excluded from consultation on the Core Strategy, and the effect of Bath not being "parished". The Divisional Director and Councillor David Dixon responded to the points that were raised.

The Chair thanked the Officer for his presentation.

## **8 THE IMPROVEMENT OF RURAL BROADBAND IN NORTH EAST SOMERSET**

The meeting considered a report by David Wales, Principal EEB Development Officer, which provided an update on Connecting Devon and Somerset (CDS) the contract for which was signed with BT last January. It indicated that, by the end of 2016, in the CDS area, 91% of premises would have a fibre connection for superfast broadband of at least 24Mb per second and 100% of premises would have at least 2Mb per second. By 2020, all premises should be on superfast broadband of at least 24Mb per second. The report referred to fibre optic broadband being the predominant technology with most of the area receiving Fibre to the Cabinet (FTTC) ie to the green cabinet on the street, and Fibre to the Premises (FTTP). Issues of Surveying, Rural Community Broadband Fund (RCBF) and especially Rollout Communication were addressed.

The Chair stated that he had allowed Councillor Brian Huggett, Chairman of Englishcombe Parish Council, to make a statement which he accordingly did. Copies had been circulated around the table and a copy would be retained on the Minute Book.

John Wilkinson, Divisional Director of Regeneration, responded to some of the comments. He agreed that the best broadband service should be provided. He had met with Wansdyke Telecom, a Community Interest Company, and was willing to work with them to provide the best service.

He introduced Jon Reynolds, Regional Director of BT, who stated that it was a good decision to join Devon and Somerset. EU funding had been provided for Cornwall which was a large rural area and lessons were being learnt. He said that the size of the project could not be under-estimated and that they needed to be sure that the

work was deliverable in the projected timeframe. Councillor Huggett referred to the apparent neglect of rural areas in the district and old overhead wires. Peter Duppa-Miller (Combe Hay) made a plea for “symmetric” service to aid upload and download as the current poor service affected many people and businesses in the rural area. Mr Reynolds replied that due diligence was important and it was hoped that the 91% target would be exceeded. He stated that 24Mb would be available for download but upload requirement was not part of the project; symmetrical speed was not required by many customers. However, “Fibre on demand” would be available for extra speed and field trials were currently being undertaken to increase speeds.

A representative of Cameley Parish Council considered that the 91% target would mean 1 in 10 households would not benefit. She queried the criteria for assessing which premises would not be upgraded, the added costs of being upgraded, and whether the proximity to the green cabinet was a criteria for receiving fibre broadband. Mr Reynolds responded that it was hoped more than the 91% target would be achieved. The minimum speed service by 2016 would be 2Mb as per the contract/framework. Some customers in the last 9% whose cabinet is upgraded may struggle but would receive a 5-24Mb service with potential for higher speeds in future. There were some limitations and cost parameters to be considered and there were no automatic upgrades. The lowest price was probably £16/month but the service was open to competition. However, there could be technical improvements later and they would want to know of any demand issues. A representative of Freshford Parish Council enquired whether the Hinton Charterhouse/Freshford area would be included before 2016. Mr Reynolds replied that there would be an announcement on the order of areas in the Autumn of this year but people would need to know their Exchange Area when it goes live. In response to queries raised by the Chair, he stated that the delays experienced with state aid approved by the EU were frustrating but it was a transparent process and BT were the only company investing. It was anticipated that Wiltshire and Gloucestershire could integrate their project to cover any border issues. His e-mail address for those who wished to contact him direct was [jon.reynolds@bt.com](mailto:jon.reynolds@bt.com)

John Wilkinson, Divisional Director, emphasised that they were encouraging people and communities to work with them and to lobby Government as their knowledge and experience would be a useful asset.

The Chair thanked them for their attendance and for reporting on this item.

## **9 THE B&NES CORE STRATEGY**

The meeting considered a report by David Trigwell, Divisional Director of Planning and Transport Development, which informed that the Core Strategy was currently at Examination. Nearly 1100 representations had been received and forwarded to the Inspector for consideration. The report summarised the main issues raised with regard to the policy framework for the rural areas. The Council had, on 4<sup>th</sup> March 2013, approved proposed Changes to the Submitted Core Strategy for consideration by the appointed Inspector. The report summarised the next stages of the Core Strategy process. Information received from the Inspector on the Examination in Public would be publicised as soon as practicable.



David Trigwell and Simon De Beer (Planning Policy and Environment Manager) briefly commented on the process.

In response to comments from a representative of Compton Dando that the Parishes were not given advance notification of the Special Council Meeting held on 4<sup>th</sup> March which removed land in rural parishes from the Green Belt and released it for development, Councillor Tim Ball (Cabinet Member for Homes and Planning) stated that details of the meeting had been put on the Council's website where parish councils could have seen them if they had looked for them.

The report was noted.

## **10 THE B&NES PLACE-MAKING PLAN**

The meeting considered a report by David Trigwell, Divisional Director of Planning and Transport Development, on the Placemaking Plan, the purpose of which was to complement the strategic policy framework in the Core Strategy. A Launch Document agreed by Cabinet sets out the proposed scope of the Placemaking Plan, the key issues to be addressed and an overview of how B&NES would work in collaboration with local communities. Various activities were proposed by B&NES to facilitate the input from local communities. The report outlined a programme for preparation of the Plan, progress of which was closely linked to that of the Core Strategy.

Simon De Beer, Planning Policy and Environment Manager, briefly reported on the matter and introduced a new Planning Officer, Julie O'Rourke, who had been appointed with the specific task of working with Parish and Town Councils on the project.

Councillor Sally Davis (Farmborough) requested that Ward Councillors be included in any communications on the subject. Councillor Tim Ball (Cabinet Member for Homes and Planning) emphasised that this was an opportunity for Parish and Town Councils to have their say on possible development sites within their areas prior to the Local Plan being finalised at the end of next year.

The meeting noted the report.

## **11 GYPSIES, TRAVELLERS AND TRAVELLING SHOW PEOPLE SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT**

The meeting considered the report by David Trigwell, Divisional Director of Planning and Transport Development, which referred to a report to the September 2012 Cabinet meeting setting out the scope of the "stock take" on the preparation of the Plan and to a progress report being provided to the Cabinet meeting last week. The report referred to a projected need for pitches for Gypsies and Travellers, Travelling Showpeople, and those in Transit, up to 2027. Progress on sites was identified together with the next steps. A programme for the Plan was set out culminating in the Council considering and adopting the Inspector's recommendations in the Winter of 2014.

The Divisional Director briefly reported on the matter and referred to a planning application being prepared for the Lower Bristol Road site in Bath. In response to queries raised by a representative of Compton Dando regarding unauthorised encampments, he stated that site owners could apply for permission and it would be appropriate to determine the application; however, it may be expedient to take enforcement action. If an appeal was lodged, it would be a long process.

Peter Duppa-Miller (Local Councils Association) referred to the 30 sites which would require assessment by the end of this year which was a huge task. He offered the services of the Parish Councils in this regard. Simon De Beer, Planning Policy and Environment Manager, responded that it was not just site assessments that were required and that they would be working with other local authorities such as Bristol and South Gloucestershire. Sites that were outside the Green Belt would be assessed first. Town and Parish Councils had previously requested that information should only be released when work was complete and not in a piecemeal fashion. The Examination in Public on the Gypsies and Travellers Plan would scrutinise the appropriate documentation.

Various issues were raised by representatives of Dunkerton, Stanton Drew and Publow with Pensford. The Divisional Director responded that confirmation of the sites would be done on a district basis and neighbouring Authorities would be consulted. A Plan was required that would withstand legal challenge and not fail on a technicality. Officers could be requested to go into communities to support parishes to disseminate information to residents. There would not be any embargo on enforcement action which would be taken when and wherever appropriate.

The meeting noted the report.

## **12 HYDRAULIC FRACTURING - 'FRACKING'**

Phil Mansfield, Building Control Manager, stated that "Fracking" was part of his remit. He gave a power point presentation to the meeting. This covered various issues including the potential effect on the Hot Springs, Geology, Legislation etc. The gas extraction would be by means of coal bed methane extraction or shale gas "Fracking". Licences would be required for these forms of extraction and planning applications required for boreholes and production.

Issues of noise and the impact on the road system were raised. The Building Control Manager responded that there would be a significant number of lorry movements if production went ahead and such concerns would be considered as part of the planning process. Regarding a query about Use Classes, David Trigwell, Divisional Director of Planning and Transport Development, considered that production would come under General Industry (Use Class B2). They would work with adjoining local authorities regarding any possible impacts.

A representative of West Harptree considered that there many issues to be taken into account and that "fracking" would affect a large area. It was considered that this was unthinkable in the area of Compton Martin and the Chew Valley Lake with the numerous springs in the area.

The Chair requested that parish representatives make their views known to the Building Control Manager. Peter Duppa-Miller requested that the power point presentation be sent to all parish representatives.

The Chair thanked the Officer for his presentation.

### **13 VARIABLE MESSAGE SIGNS**

The meeting received a briefing paper prepared by Joy Jefferys, Strategic Transport Projects Manager, on Variable Message Signs (VMS) which was a state of the art electronic traffic messaging system which would provide better and more up to date information to the travelling public.

David Trigwell, Divisional Director of Planning and Transport Development, briefly reported on the subject. In response to comments by a representative of Hinton Charterhouse, he stated that the purpose was to provide an early warning to drivers and would encourage drivers to use major routes and avoid “rat-runs”. The impact of the appearance of the signs on the road had been considered. In the case of Hinton Charterhouse, the A36 came under the jurisdiction of the Highway Agency and the Council had supplied them with a Safety Audit as requested. In response to comments by the Chair, he said that a second Safety Audit would be supplied and that weight and height information could be included on VMS. The Chair and the Chief Executive had visited Hinton Charterhouse and met the Vice Chair and the Clerk of the Parish Council about the matter.

The Divisional Director responded to some of the issues raised by representatives of Batheaston, Corston and South Stoke by saying that some de-cluttering of signs had been undertaken but the cost of signs was an issue. There would be on-going discussions regarding information to be displayed.

The briefing paper was noted.

### **14 MOBILE LIBRARY SERVICE REVISIONS**

The meeting received a briefing paper on the Mobile Library Service prepared by June Brassington, Operations Manager (Libraries). A 3 year Library Strategy had been agreed by Cabinet in April 2012 which included retaining all the existing library branches, introducing the Community Libraries Programme and withdrawing 1 mobile library in 2013/14. The changes were outlined and a draft timetable formulated for consultation. The new timetable was due to come into effect on 29<sup>th</sup> July.

The Divisional Director, Planning and Transport Development, briefly commented on the subject. Councillor David Dixon (Cabinet Member for Neighbourhoods) thanked the parishes for their responses to the proposed timetable. There would be a number of minor changes made as a consequence and a “dry run” held. He emphasised that, although only a comparatively small number of residents were affected, they were still important and it was always good to hear comments that were raised with the benefit of local knowledge. The Chair referred to the provision of Library Hubs and cited the example of the Community Library in Combe Hay.

The briefing paper was noted.

**15 PAPERLESS PARISH COUNCILS**

The meeting received a briefing paper prepared by Mark Minkley, Team Leader - Environment, on a transition to electronic communication on the planning application process in order to improve the Council’s service to Town and Parish Councils. The advantages of the new process was outlined which would commence on Monday 2<sup>nd</sup> September. Support would be made available for Town and Parish Councils. There would be a review of how it has worked after 6 months and additional support provided if required.

Lisa Bartlett, Development Manager, commented on the proposal.

Peter Duppa-Miller (Local Councils Association) stated that most parishes were delighted. However, the cost of providing the equipment (laptop, projector and screen) was in the region of £1200. He provided details of parishes’ precepts showing that it would be difficult for some parishes to afford to pay for the equipment. There was Public Works Board funding available but it couldn’t be provided in the timescale. The Development Manager stated that there had been positive feedback from parishes to these proposals. However, parishes could inform Development Control via their e-mail address [development\\_control@bathnes.gov.uk](mailto:development_control@bathnes.gov.uk) by August of any perceived problems. There would in any event be a review after 6 months. She suggested that it might be possible for parishes to share their equipment.

The briefing paper was noted.

**16 DATES OF FUTURE MEETINGS**

It was noted that the next meeting would be held on Wednesday 16<sup>th</sup> October 2013 at 6.30pm in the Council Chamber, 3<sup>rd</sup> Floor, Riverside, Keynsham.

The Chair thanked everyone for their attendance.

The meeting ended at 9.00 pm

Chair(person) .....

Date Confirmed and Signed .....

**Prepared by Democratic Services**

### Parish Liaison Meeting 16<sup>th</sup> October 2013 – Parish Ranger Service

#### **1. Aims of this briefing**

This briefing note (and presentation to the meeting) aims to brief the Parishes on the Parish Ranger Service. This is an entirely new programme set up by the Council to deliver existing services more efficiently and effectively by better use of existing resources.

#### **2. Background**

Bath & North East Somerset Council has over the years developed a number of different ways of delivering highways, cleansing and park functions in the towns and rural areas of the authority.

There are already in place some effective working practises between individual parishes and the Council backed up by the Parish Charter, Parish Cluster meetings and the Parish Liaison meeting.

The Parish Ranger service is aimed at building on the existing good practice and will look to deliver increased outcomes from better co-ordination with all the Parish and Town Councils in B&NES.

The Parish ranger service will be part of the councils “Connecting Communities” programme. We have 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”

The wider benefits of this Service will show that we are a listening Council with active citizens that reaches every community and culture. Building on the one-council approach and developing locality based thinking. These have been identified in the following arenas and this is what the Parish Ranger Service is intended to deliver the following.

Creating neighborhoods where people are proud to live by:

- Developing pride in parish communities

- Ad-hoc & routine tasks
- Recruiting rangers that bridge the gap between community and council
- More effective use of resources
- Timely responses
- Increased Public Satisfaction
- Cleaner Community, road signs, hedges, etc.
- Visible & recognizable presence in the community
- Enabling Shared ownership and links between the council and community
- Face of the Council – The eyes and ears for the area

### **3. Parish Ranger Service – The next steps**

Following the Parish Liaison meeting this evening we will be contacting all 11 Parish Councils in the Chew Valley cluster area.

A workshop has been arranged on the 20<sup>th</sup> November 2013 at Compton Martin Village Hall to develop a more comprehensive programme of activity with the Parishes.

Methods of communications between Parish contacts and Parish Rangers will need to be developed at the workshop as well as the activities that will need to be undertaken.

**The trial of the Parish Ranger Service will start on Monday the 2<sup>nd</sup> of December 2013 in the Chew Valley Parish Cluster area.**

The Parish Ranger Service will then roll out to the other four Parish Cluster areas. An additional four Parish Rangers will be appointed and the full scheme will start on Tuesday the 1<sup>st</sup> of April 2014.

Prior to the roll-out of the four additional Rangers there will be another workshop. This will be held at some point in March 2014 in order to allow all the Parishes to have an input into the aims and objectives of the scheme. In particular how they can work in partnership with Bath & North East Somerset Council to deliver better outcomes for our communities.

**PARISHES LIAISON MEETING – 16<sup>TH</sup> OCTOBER 2013**

**BRIEFING NOTE - CORE STRATEGY**

**1. Introduction**

- 1.1 The Core Strategy is still at Examination. The Examination hearing on the Scope of the Strategic Housing Market Assessment (SHMA) took place on 17<sup>th</sup> September. The Inspector has agreed that the Examination should continue. This note provides an update on the Examination, some of the key issues raised by the Inspector and the next steps in the Core Strategy process.

**2. Examination Update**

- 2.1 At 17<sup>th</sup> September hearing the geographic scope of the SHMA was discussed. Following this hearing the Inspector has issued his conclusions in his note ID/39, which can be accessed below:

[http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Planning-and-Building-Control/Planning-Policy/Core-Strategy/Examination/id-39\\_inspectors\\_conclusion\\_on\\_scope\\_of\\_shma.pdf](http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Planning-and-Building-Control/Planning-Policy/Core-Strategy/Examination/id-39_inspectors_conclusion_on_scope_of_shma.pdf)

- 2.2 In summary the Inspector has concluded that it is reasonable for the Council to have undertaken a SHMA covering B&NES (rather than the wider West of England area) and this provides an adequate basis for the objective assessment of housing needs in accordance with national policy. As a consequence the Inspector will not be exploring housing needs in the adjoining greater Bristol housing market area. The Inspector has also confirmed that the Examination will continue. The Inspector has not yet considered whether the Core Strategy is planning for the right level of housing and this will be debated at future hearings (see next steps below).

- 2.3 Since the hearing on 17<sup>th</sup> September the Inspector has raised a number of other concerns primarily regarding Green Belt matters – see his note ID/40, which can be accessed here:

[http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Planning-and-Building-Control/Planning-Policy/Core-Strategy/Examination/id-40\\_inspectors\\_response\\_to\\_bnes47.pdf](http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Planning-and-Building-Control/Planning-Policy/Core-Strategy/Examination/id-40_inspectors_response_to_bnes47.pdf)

The most significant of his concerns relates to 5 year housing land supply. The Inspector considers that a 5 year land supply (plus the necessary 20% buffer) can only be demonstrated if some housing is delivered at the strategic Green Belt locations during the next 5 years. Currently the Core Strategy identifies broad locations for development, leaving the allocation of sites (including identification of a site boundary) and definition of a revised detailed

Green Belt boundary through the Placemaking Plan. In order to deliver housing quickly enough the sites need to be allocated and land removed from the Green Belt in the Core Strategy (see section 4 below).

### **3. Next Steps**

- 3.1 The Inspector has agreed that the next Examination hearing sessions will be held to debate the amount of housing the Core Strategy is seeking to provide and specifically whether the assessment of housing need set out in the SHMA is reasonable. These sessions are likely to take place in December. The latest news on the Examination (including future hearing dates) can be found on the Council's website at:  
<http://www.bathnes.gov.uk/services/planning-and-building-control/planning-policy/core-strategy-examination#two>
- 3.2 As part of the Examination process and in response to the Inspector's concerns set out in ID/40 the Council is currently undertaking work on some further informal potential changes to the Core Strategy. These include the allocation of strategic sites. The informal changes to the Core Strategy will be subject to 6 weeks public consultation (during November/December) to ensure that the Inspector has the full range of views before and at the hearings. As such the Inspector will consider all representations received before further hearings are held to discuss housing supply, Green Belt sites and other matters. These hearings are now likely to take place in early 2014.
- 3.3 Following these hearings the Inspector is likely to recommend main modifications to the Core Strategy (as submitted for Examination). These main modifications would also be subject to public consultation. The Inspector will then issue his report prior to the Core Strategy proceeding to adoption by the Council.

### **4. Strategic Sites – community involvement**

- 4.1 As set out above work is currently being undertaken on potential changes to the Core Strategy that would allocate strategic sites for development to address the Inspector's concerns around housing delivery. Sites will be allocated in the five locations in the Green Belt that are currently referred to in the Core Strategy i.e. at Odd Down/South Stoke; Weston; east Keynsham; south west Keynsham; and Whitchurch.
- 4.2 A significant amount of evidence base work has been done to inform the allocations and much of this was published on 13<sup>th</sup> September as part of the Examination process. It is also very important that the Council engages local communities as much as possible in the process of site allocation through the Core Strategy and this will be achieved but within the context of needing to



make quick progress. Given the difficulties caused by the lack of control over development in advance of Core Strategy adoption it is critical that delay to the Core Strategy is kept to a minimum.

- 4.3 The Council is seeking to consult on potential changes to the Core Strategy, including site allocations, during November and December. A briefing note to all town & parish councils will be sent out shortly. As part of the work of identifying the sites to be allocated it is proposed that meetings will be held with directly affected town & parish councils during October. In addition during the 6 weeks consultation period exhibitions/consultation events will be held close to each of the proposed sites. This will give an opportunity for officers to explain and discuss the site allocations proposed, as well as the process of making representations. Those that submit representations also have the opportunity to have their views heard by the Examination Inspector (see also para 3.2 above).

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**PARISHES LIAISON MEETING – 16<sup>TH</sup> OCTOBER 2013**

**BRIEFING NOTE - PLACEMAKING PLAN UPDATE**

**1. Background**

- 1.1 The Placemaking Plan will complement the strategic framework in the Core Strategy by setting out detailed development principles for identified/allocated development sites and other policies for managing development across Bath and North East Somerset. The Town and Parish Councils will be aware that the Council is seeking to prepare the Placemaking Plan in collaboration with local communities. This briefing note updates the Town and Parish Councils on progress on the Placemaking Plan.

**2. Launch Document**

- 2.1 The Placemaking Plan Launch Document was agreed by [Cabinet on 8th May 2013](#) for publication.
- 2.2 The principal purpose of the Launch Document is to spark debate and discussion about detailed planning issues. This is the initial stage in the preparation of the Placemaking Plan and is the catalyst to working with local communities and others involved in the development process.
- 2.3 Public consultation on the Launch Document took place between 25th July and 20th September 2013. People were invited to comment on the proposed scope and content of the plan and to use the discussion points and issues highlighted in the Launch Document as a basis for their response on the development sites and policy areas. Collaboration with the different communities and stakeholders has now commenced in earnest. In particular the workshop with Parish and Town Councils took place on 28th September which provided training in undertaking character assessments and site appraisals (see section 5 below). The output from the collaborative process will inform the preparation and content of the Placemaking Plan Options Document.

**3. Initial consultation feedback**

- 3.1 The consultation generated well over 200 representations. The majority of the comments are broadly supportive of the approach taken as regards the site specific elements and the development management policies although a number, principally developers, express concern that the Placemaking Plan is being advanced before the Core Strategy has been found sound. Many make constructive suggestions on how the site principles and policies for managing development can be advanced in a positive and informed manner.

As expected there are considerably more comments on the sites than the development management policy areas. The key issues arising from these responses will be key to shaping the next stage in the Placemaking Plan process and will be reported back to the LDF Steering Group in more detail when the relevant parts of the Plan are discussed.

3.2 The key issues raised that are particularly relevant to the areas of the District outside Bath are principally from the development industry and summarised below:

- Note that the Launch Document does not identify the rural settlements where development can be accommodated despite recognising that a considerable proportion of housing need will need to be met in rural settlements.
- There are a number of settlements that could accommodate further development including Hallatrow, Compton Martin, Temple Cloud, Timsbury, Bishop Sutton, and Clutton.
- Several sites have been put forward for allocation for housing many of which have previously been submitted as SHLAA sites.
- Insufficient capacity within the existing built up areas therefore scope for the existing Housing Development Boundaries (HDBs) to be amended to accommodate future housing, including those for Paulton and Peasedown St John.

3.3 Once processed a schedule of all comments received will be made available on the Council's website.

#### **4. Review of the current timetable**

4.1 Work is now progressing on preparing the Options Document which includes identifying the key issues raised through the comments received through the consultation, evidence gathering, collaborative community engagement, working closely with colleagues on both the sites and development management policies.

4.2 The additional work required as a priority to progress the Core Strategy has inevitably had an impact on the timetable for the Placemaking Plan. In addition, other important strategies being prepared by the Council need to inform and be reflected in the Placemaking Plan. Aligning the programme for preparing the Options document with these other strategies is sensible. As a result consultation on the Options document is anticipated to take place during summer 2014. This will lead to the subsequent preparation of the draft Plan.

#### **5. Parish/Town Council Workshop and Next Steps**

- 5.1 A workshop was held on Saturday 28<sup>th</sup> September 2013 to provide training for Parish and Town Councils to enable them to use 'Planning Toolkits'. These toolkits dealt with both assessing the character of their settlements and identifying and appraising potential housing and employment sites. This information will inform the production of the Placemaking Plan, facilitating the delivery of housing numbers as agreed in the Core Strategy and protecting valued assets. Further the resulting evidence base could also be used to inform the production of a Neighbourhood Development Plan if the Parish or Town Council decide to take this approach.
  
- 5.2 All completed character and site summaries will need to be completed and submitted to the Council by 21st December 2013. The summaries will contribute towards the evidence base which the Council are currently collating to underpin the site allocations and revised development management policies. The Council will take all the summaries and assess it alongside the wider evidence base to shape the preferred options. Please note that there will be a further opportunity to review these preferred options before they become part of the next Placemaking Plan consultation stage, which is scheduled to take place in late Spring 2014.

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## **Briefing Note, Parishes Liaison, 16th October 2013** **Connecting Communities**

1. This note identifies emerging themes arising from the Connecting Communities programme, which began on 1<sup>st</sup> September, particularly as they are relevant to Parishes Liaison.
2. Parishes Liaison on 19th June received an update on the Connecting Communities 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.
3. The Programme began in September in the pilot areas of Keynsham/Chew Valley and the Somer Valley. The initial aim has been to begin conversations about how local working can be strengthened and streamlined.
4. Some of the themes identified so far from partnership discussions (including a workshop hosted by the Chew Valley Area Partnership) are:
  - ✓ Parish Councils are elected bodies and regularly liaise directly with Bath and North East Somerset and other public bodies on local issues such as highways maintenance and traffic issues. These issues should generally be addressed with relevant officers and, as appropriate, Bath & North East Somerset ward members. One of the roles of the Parish Charter (see following agenda item) is to set out agreed standards for this process.
  - ✓ There is also value in Parish Councils, businesses and other community groups working together across wider areas to reflect local needs and concerns that cannot be addressed through day-to-day discussions. A number of parish councils have also identified that sharing information through groups such as Parishes Liaison and Parish Clusters is also valuable.
  - ✓ Different areas have different needs and any changes must make it easier for these to be addressed at the right level without local concerns getting lost. New ways of working must lead to action. Some issues, such as fracking, may also require a wider area of engagement and the Somer Valley Partnership also identified links across into Mendip as being important. Some towns and parishes may wish to work together on common issues regardless of their geography.
5. Further work is taking place to refine these discussions into tangible proposals that can deliver “on the ground” improvements. However, where “quick wins” are possible these too will be progressed, as in the proposed Parish Rangers. A review will also take place of the Parish Charter (see separate agenda item).

Andy Thomas      [andy\\_thomas@bathnes.gov.uk](mailto:andy_thomas@bathnes.gov.uk)      01225 394322

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**PARISH LIAISON MEETING – 16<sup>TH</sup> OCTOBER 2013**

**Developing arts activity in Bath and North East Somerset**

*B&NES Council Arts Development team*

B&NES Council Arts Development team exists to ensure that all residents of the district have opportunity to access and take part in arts activity. We do this by awarding grants and contracts to arts organisations and groups for projects and activities that engage and benefit local people.

*Arts activity can include –*

All types of music, all types of dance, theatre, literature & creative writing, film / digital media / photography, visual art (painting, sculpture etc).

People participate by making and doing *and* by being in the audience. For example – take part in a tango class or watch a dance performance; be in a drama group or watch a play; join a book group or go to an author event.

*Benefits*

Social contact; learning new skills; trying something new; health & wellbeing; being introduced to new ideas; volunteering; capacity building in the voluntary sector.

*Who takes part?*

Looking at evidence from surveys and postcode data, we know that:

- Over the past 10 years or more, there has been less benefit to residents of North East Somerset – we can see that the majority of participation is in Bath.
- In the population of Bath and NES, there are a lot of families who take part in various kinds of leisure activities but don't engage with the arts.

*Why is this?*

Many arts organisations are based in Bath; there are fewer venues in NES. But we know that there is a lot of community arts activity going on in NES which is 'below the radar' because those groups are volunteer-run, and aren't seeking funding.

Families may not be engaging with arts activity for several reasons – Cost; transport; parking; childcare; pressure of time; the arts activity on offer isn't attractive to them; they don't see any publicity about arts activities; publicity doesn't explain clearly what's on offer.

*Addressing these issues*

For 2014/15, B&NES Council Arts Development team is making it a priority to fund arts projects and activities which:

- reach and engage with a family audience
- are accessible to, or take place in, North East Somerset

**Request to the Parish Liaison meeting**

- What arts activity is already taking place in your area?

- What arts activity would your residents like to see happening in your area in the future?

Ann Cullis – Arts Development Manager (01225 396455)

**Email sent to all Parishes on 8 July 2013:**

**Arts activity in Bath and North East Somerset**

For information for Parishes:

Dear colleagues

Bath & North East Somerset Council's Arts Development team is working on plans for the 3-year period 2014-2017. The Council's arts development budget is used to commission arts services and activities from voluntary organisations; we also have small grants schemes which community groups can apply for. In the coming three years, we want to ensure that there is more opportunity and activity happening in the communities in North East Somerset, and that a wider 'family' audience is engaged.

We are keen to inform Parishes about these plans and the potential positive impact on the more rural areas of the district. We'd also like to hear your ideas and views about existing activity, and what you think would work well in your areas.

We hope to include a discussion item in the agenda for the Parish Liaison meeting on 16 October.

If you would like to contact the Arts Development team before then, please do email to [arts@bathnes.gov.uk](mailto:arts@bathnes.gov.uk)

Thanks very much  
Best wishes

Ann Cullis

Arts Development Manager  
(Senior Arts Development Officer)

(01225) 396455

Bath and North East Somerset Council, Arts Development

Abbey Chambers, Kingston Buildings, off York Street, Bath BA1 1LT

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**PARISH LIAISON MEETING – 16<sup>TH</sup> OCTOBER 2013**

**Gypsies, Travellers and Travelling Showpeople Site Allocations  
Development Plan Document (DPD) Update**

1. The purpose of this briefing note is set out a short update on the Gypsies, Travellers and Travelling Showpeople Site Allocations DPD.
2. Following consultation and call for sites in 2012 27 additional sites were suggested for consideration by the Council.
3. As Reported to Cabinet in June 2013 work is continuing to assess the suitability of these sites - specialist work, including archaeological assessment and land contamination investigations, is on-going. Once site assessment work is complete the Council will have a comprehensive understanding of which sites are suitable, any constraints, and also the potential cost to develop individual sites.
4. Other work on the DPD is also progressing and key issues being addressed are summarised below:
  - a. Co-operation with adjoining authorities to ensure a joint strategic approach to provision has been undertaken;
  - b. Assessing the contribution that major development sites can make towards accommodating travelling communities;
  - c. Investigating the scope to regularise existing Travelling Showpeople accommodation;
5. Working with adjoining authorities is required through the Duty to Co-operate. Inevitably the progressing this work is influenced by processes/timetables in the adjoining authorities e.g. progress is dependent on assessments of need being completed in Bristol and South Gloucestershire. This work is on-going.
6. The programme for the remaining stages of DPD preparation was set out in the June 2013 Cabinet Report (see below). This programme may need to be reviewed given the issues referred to above and as a result of delays in the Core Strategy process.

<b>STAGE</b>	<b>DATE</b>
Undertaking outstanding tasks	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



**PARISHES LIAISON MEETING – 16<sup>TH</sup> OCTOBER 2013**

**BRIEFING NOTE – PAPERLESS PARISHES**

Following the discussion at the Parishes Liaison meeting 19 June, Planning Services received emails from several Parish Councils raising concerns about the proposition of moving to electronic consultation.

For the most part the comments did not relate to “ in principle objections” but concerns were raised in relation to lack of technological backup and/or resources to provide them.

Dunkerton Parish Council have already moved to electronic consultations and have said “As you know Dunkerton PC has been operating in this way for several months, it has been without doubt an excellent decision for us to go down this route in particular with regard to planning applications. By displaying plans on the parish hall screen we have found that Cllrs and parishioners alike find it far easier to understand applications and, we feel has led to us submitting improved quality responses to development control.

The decision to go this way has been a very steep learning curve for us and one which I would be happy to share with other PC's. There is a great deal of understandable apprehension amongst PC's about this idea, I've listed here a few of the issues that clerks and Cllrs from other PC's have raised with me.

- Our parish hall doesn't have internet facilities.
- How can Cllrs at a meeting all look at plans on B&NES website on one laptop.
- A lot of the plans on B&NES website are displayed sideways
- how can we look at those on a screen in a hall.
- It's difficult to understand hard copy plans, we certainly can't understand the plans on the B&NES website.
- Not all of our Cllrs have computers”

Dunkerton have offered to assist the Planning Service and other Parish Councils work through this issue and it is anticipated that further report will be presented at 19 February meeting.

Lisa Bartlett  
Development Manager

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