



**Meeting**      **Somer Valley Forum - Ordinary Meeting Agenda**

**Date**            **Tuesday, 25th November, 2014**

**Time**            **7.00 - 9.00 pm**

**Venue**           **Beacon Hall, French Close, Peasedown St John BA2 8SN**

	Subject		
1.	<b>Welcome and Safety Announcement</b>	Chair	
2.	<b>Introductions and Apologies</b>	Chair	
3.	<b>Declarations of Interest</b>	Chair	
4.	<b>Minutes of the Last Meeting - October 2014</b>	Chair	
5.	<b>Matters Arising (Chair)</b>	Chair	
6.	<p><b>Consultation Items (Pages 13 - 26)</b></p> <p>Presentation on Placemaking Plans and Consultation (<i>Simon de Beer</i> <i>B&amp;NES Group Manager, Policy &amp; Environment, Planning</i>)</p> <p>Presentation on the Bath and North East Somerset Clinical Commissioning Group (<i>Tracey Cox - Chief Officer and Dawn Clarke – Director of Nursing and Quality, CCG</i>).</p>	Chair to introduce	
7.	<p><b>Standing Items</b></p> <ul style="list-style-type: none"> <li>• Community Safety</li> <li>• Cluster Meeting Issues</li> <li>• Parish and Town Council Items</li> <li>• Community Items</li> </ul>	Chair	
8.	<b>Action Planning</b>	Chair	
9.	<b>Future Agenda Items</b>	Chair	
10.	<b>Any Other Business</b>	Chair	
11.	<p><b>Dates of Future Meetings</b></p> <p>Thursday 19<sup>th</sup> February 2015 (Venue TBC)</p>	Chair	

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Minutes  
**SOMER VALLEY FORUM**  
 Thursday 16<sup>th</sup> October 2014, 7.00pm  
 Camerton Community Hall

**Present:**

<b>Name</b>	<b>Organisation Represented</b>	<b>Status</b>
Terry Taylor (TT)	Norton Radstock Regeneration (Chair)	Voting Member
Richard Baldwin (RB)	Divisional Director, B&NES	Support
Ed Bramall (EB)	Regional Manager, Neighbourhood Services, Curo	Observer
Cllr John Bull (JB)	B&NES	Voting Member
Cllr Sheila Clarke (SC)	Timsbury Parish Council (arrived 7.15pm)	Voting Member
Dom Chambers (DC)	Somer Valley FM	Voting Member
Sgt Geoff Cannon (GC)	Avon and Somerset Police (part)	Presenting
Simon de Beer (SdeB)	Group Manager, Planning Policy, B&NES (part)	Presenting
Dave Dixon (DD)	Stronger Communities Manager, B&NES	Support
Sara Dixon (SD)	Stronger Communities Manager, B&NES	Support
Peter Duppa-Miller (PDM)	Avon Local Councils Association	Observer
Cllr Michael Evans (ME)	B&NES	Voting Member
Cons. Mark Graham (MG)	Avon and Somerset Police (part)	Presenting
Cllr Mike Hedges (MH)	Farrington Gurney Parish Council	Voting Member
Cllr Eleanor Jackson (EJ)	B&NES	Voting Member
Oliver Jones (OJ)	Director, Creativity Works	Voting Member
Royston Knight (RK)	Radstock Action Group	Observer
Cllr Sue Langdon (SL)	Timsbury Parish Council (arrived 7.15pm)	Voting Member
Cllr Barry Macrae (BMc)	B&NES (arrived 7.10pm)	Voting Member
Cllr Lesley Mansell (LM)	Radstock Town Council (Vice Chair)	Voting Member
Cllr Paul Myers (PM)	B&NES	Voting Member
Suzanne Norbury (SN)	Somerset Guardian	Observer
Andrew Pate (AP)	Strategic Director of Resources, B&NES	Presenting
Brian Perrett (BP)	Radstock Residents' Association	Voting Member
Cllr Eric Potter (EP)	Timsbury Parish Council	Observer
Lynda Robertson (LR)	Midsomer Norton Society (Vice-Chair)	Voting Member
Shirley Steel (SS)	Somerset and Dorset Railway Heritage Trust	Voting Member
Insp. Sarah Treweek (ST)	Avon and Somerset Police (part)	Presenting
Tina Veater (TV)	Midsomer Norton and District Chamber of	Voting Member

	Commerce	
Alison Wells (AW)	Community Projects Officer, B&NES	Support
Tanya West (TW)	Clerk - Peasedown St John Parish Council	Voting Member
Cllr Les Wild (LW)	Paulton Parish Council	Voting Member
Cllr John Whittock (JW)	Peasedown St John Parish Council	Voting Member

### Apologies:

Cllr Simon Allen	B&NES	Voting Member
Cllr Rob Appleyard	B&NES	Voting Member
Cllr Neil Butters	B&NES	Observer
Cllr Paul Crossley	B&NES	Observer
Cllr Doug Deacon	B&NES	Voting Member
Cllr Liz Hardman	B&NES	Voting Member
Cllr Les Kew	B&NES	Voting Member
Amanda Leon	Radstock Action Group	Voting Member
Cllr Jane Lewis	Midsomer Norton Town Council	Voting Member
Cate Le-Grice Mack	Norton Radstock Regeneration	Voting Member
Heidi Limbert	B&NES	Observer
Penny Routledge	Norton Radstock College	Voting Member
Nick Turner	Radstock Museum	Voting Member
Rob Wicke	ReGenerate	Observer
Robert Williams	Prattens Westfield Amateur Sports Club	Voting Member

		<b>ACTION</b>
<b>1.</b>	<b>Welcome</b>	
1.1	The Chair welcomed those present.	
<b>2.</b>	<b>Introductions and Apologies</b>	
2.1	All introduced themselves. Apologies as above.	
<b>3.</b>	<b>Declarations of Interest</b>	
3.1	There was none.	
<b>4.</b>	<b>Minutes of the Last Meeting</b>	
4.1	These were proposed by LR; seconded by MH and agreed as a true record by majority.	
<b>5.</b>	<b>Matters Arising</b>	
5.1	There was none.	
<b>6.</b>	<b>Consultation Items</b>	
6.1	In a change to the Agenda, the police asked to present first as they are on	

	duty.	
6.2	Insp. Sarah Treweek said that the Avon and Somerset Constabulary, along with others in the UK, had been asked to make significant savings – £42m under current spending with further savings of £26m to come between 2016-18.	
6.3	<p>A comprehensive review has been undertaken known as the 'Operating Model', designed to improve services for local people:-</p> <ul style="list-style-type: none"> <li>• More police officers and staff on the frontline in the right place and at the right time to be there when the public most need them (eg dealing with Anti-Social Behaviour on a Friday night).</li> <li>• New Neighbourhood Managers to work closely with partners and communities to find lasting solutions to problem hotspots</li> <li>• Better service when the public call – wherever possible, calls will be dealt with first time – not being passed from pillar to post.</li> <li>• Money will be saved on buildings through three new custody and crime investigation centres - this means less impact on police officer and staff numbers</li> <li>• The introduction of new 'Catch and Disrupt' teams (which start on Monday 20<sup>th</sup> October) to catch criminals and crack down on their criminal activities. This will see changes to CID.</li> <li>• Putting the victim right at the centre of investigations (eg similar to the way in which rape and sexual assault investigations are handled) and at the heart of our criminal justice system, so just one person will be with the victim from crime to court.</li> </ul>	
6.4	There are no planned reductions in the numbers of Beat Officers or PCSOs and they will still be supervised by Neighbourhood Sergeants. There will be five response Inspectors, responsible for 3-4 beats each who will share information/expertise more closely and direct resources where there is greatest need.	
6.5	Lighthouse Integrated Victim and Witness Care launched at the beginning of October and provides seamless support for victims, guiding them through the justice system and providing victim support.	
6.6	Locally, the new Custody Suite is now operational in Keynsham and has 48 cells. Bath Police Station has been sold but there is no intention to sell the Radstock or Keynsham Police Stations in the near future. The police are still operating in Bath but in smaller premises.	
6.7	ME asked for more detail on the changes to CID. ST said the name will change and 24 hour safeguarding cover will be provided, as opposed to limited cover at evenings/weekends which had been the case. ME asked what is meant by 'Disrupt'. ST said tackling the means by which offenders can continue their crimes.	
6.8	BMc asked whether the police would still be visible, in particular police vans. ST said yes and the larger vans may be seen on patrol more frequently.	

6.9	LM asked about the new victim support scheme. ST said this is the Lighthouse scheme touched upon. The aim is to support victims of serious and/or persistent crime by having a more joined up approach with partner agencies.	
6.10	MH said he realises it is early days but such improvements have been promised before – will they actually happen this time. ST said yes – the teams, headed by the Inspectors, will have a local interest and approach, coupled with more effective partnership working.	
6.11	ST handed over to Mark Graham, Midsomer Norton Beat Manager. MG said he joined the team last October and had been working with some of those present on the Community Alcohol Partnership in Midsomer Norton. This has led to a 40%+ reduction in anti-social behaviour and drink related crime in the town.	
6.12	The local teams are also pushing Community Speedwatch – there are currently three main groups in the area. They also work closely with farmers on Farmwatch – 248 farms are signed up to this in the area and good results have been achieved.	
6.13	There is a slight increase in shed break-ins and vehicle crimes now the evenings are darker. Residents filling oil tanks also need to be conscious of security measures. Leaflets are available on crime prevention if required. The number of distraction burglaries in the area is down.	
6.14	MH said it is possible to find details of the local policing teams by putting a postcode into the police website. They can then be contacted by e-mail.	
6.15	BMc asked about additional resources put into policing 20mph zones and how many people had been prosecuted as a result? GC said that no additional resources had been employed and the Police Crime Commissioner had stated that no resources would be put into prosecutions at this stage so they answer is none. However, Community Speedwatch schemes do monitor 20mph zones and the police have new speed camera bikes that can go anywhere required. The police now have a tri-force approach on some areas of their service and this includes road policing.	
6.16	PDM asked if it is still possible to get hold of the crime statistics for a particular area/street. MH said yes, via the police website. <a href="http://www.police.uk/">http://www.police.uk/</a> (Find Your Neighbourhood section).	
6.17	DC said Somer Valley FM has worked closely with the police in the past and would like to establish a monthly appearance on crime related issues. GC said he welcomed this and would be able to discuss the possibility more fully when further organisational changes have been made.	
6.18	TT thanked the Police representatives for attending and they left the meeting at this point.	

	<b>Simon De Beer – Group Manager, Planning Policy, B&amp;NES on the Core Strategy</b>	
6.19	SdeB went through a presentation, which will be circulated with the minutes. He said that having a Core Strategy and five year land supply means the Council has more control over development. However, Planning is keen to work with Parishes to identify sites – national policy is pro-building so there are still elements of vulnerability.	AW
6.20	Re the Affordable Housing Map, the yellow area shows higher value development areas. The areas in blue have a lower value in terms of profit for developers.	
6.21	The Replaced LP Policies have been superseded by the Placemaking Plan and Planning is currently working with Parishes on this. There will be a number of consultation events taking place prior to the preparation of a Draft Plan for September 2015.	
6.22	In terms of the Community Interest Levy (CIL), the Council has agreed this and a Charging Schedule has been submitted for examination. All local communities will get 15%. Those Town or Parish Councils with a Neighbourhood Plan will get 25%.	
6.23	The Council is still required to do a Travellers' Site plan. Planning is also working on Supplementary Plans which include a Local Historic Building Plan (Non-Listed).	
6.24	BMc said the Somer Valley Partnership fed into the Core Strategy and the Forum needs to continue to support these principles.	
6.25	LR asked for the name of the officer dealing with the Historic Building Plan. SdeB said it is Paula Freeland.	
6.26	ME said he understands developer Edward Ware are challenging the Core Strategy. SdB said they are challenging sites in Bishop Sutton and Paulton and land supply information. The Council is fairly confident it has a good case. The appeal is due in January and the Council wants it held in the local area, not Bath.	
6.27	TT thanked SdeB for his presentation and he left the meeting at this point.	
<b>7.</b>	<b>Adoption of the Terms of Reference</b>	
7.1	TT invited DD to speak about this. DD said similar Terms of Reference have been adopted by the Keynsham and Chew Valley Forums. The document had previously been circulated and he asked for comments.	
7.2	LM said that in 7.4 she would like the wording amended to reflect all the protected characteristics. LM also said that in certain areas the accessibility of the document could be improved by using bold instead of capitals.	AW
7.3	PDM said 1.2 should read 'two Towns and six Parishes'. He suggested	

	<p>that Camerton and Shoscombe be listed as ‘corresponding members’. DD explained that Camerton and Shoscombe sit within the Bathavon Wards and would therefore be part of the new Bathavon Forum when it is established. However, they had been part of the Somer Valley Partnership and there were still items of relevance so they would continue to receive papers for the Somer Valley Forum meetings.</p>	AW
7.4	<p>EJ asked about the Mendip Parishes. DD said they also receive the Somer Valley Forum paperwork and are welcome to continue attending meetings. However, they are not full members as they are not within the B&amp;NES boundary. They could also be considered corresponding members and will be able to speak at meetings if members agree.</p>	
7.5	<p>JW said the Working Party set up to look at the Terms of Reference discussed the use of elect, rather than appoint, in terms of the Chair. However, appoint has been used at 10.3.i</p>	AW
7.6	<p>DD said it will be possible to make further amendments to the Terms of Reference at future meetings if necessary. He asked for a vote. LM proposed them subject to the changes above. JW seconded. The majority were in favour with one abstention.</p>	
<b>8.</b>	<p><b>Standing Items</b></p>	
8.1	<p>DD said that all the parished areas of B&amp;NES should have a Forum by Christmas. These would operate in different ways according to local preferences. However, there is a need for a shared framework to help improve collaboration and engagement with the Council and other Public Sector Partners and between the Forums themselves.</p>	
8.2	<p>It is proposed that all Forum meetings consist of an informal and formal session. The informal element of the Somer Valley Forum meetings would take place from 6.00pm and enable the public, organisations and Parish/Town Councils to raise the type of issues previously raised at PACT and Parish Cluster meetings with the relevant Public Sector organisation representatives.</p>	
8.3	<p>LR said that people would need to know about this. DD agreed and said we will be publicising the Forum meetings more widely going forward.</p>	
8.4	<p>BMc said he is concerned that if something urgent is raised in the informal session it may not be dealt with. It needs to come to formal part of the meeting the same night. DD said it’s a valid point but the Forum is an additional engagement offer. If items are urgent, it is possible to contact the Police/Council straightaway, or visit a Beat/Cllr Surgery. It is important to keep the formal part of the Forum meetings to two hours and for this to look at strategic issues.</p>	
8.5	<p>PDM said the key to the informal session is for suitably senior representatives to be present that can commit to taking action.</p>	
8.6	<p>JB asked whether it will be possible to raise local issues if all Forum Agendas will be the same? DD said yes – different issues will be raised</p>	



	at the various meetings – part of the rationale is to identify the needs and concerns of particular areas via a common framework.	
8.7	LW asked that if an Agenda item is desired, should members contact AW? He would like some detail on Parks and Open Spaces spend. DD said yes – contact AW or himself and it will be put to the Chair and Vice Chairs for consideration.	
8.8	DD said the aim is to have three Somer Valley Forum meetings per year and then an AGM which will be at a joint Conference with the other Forum areas – potentially in June/July 2015. Meetings between all the Chairs and Vice Chairs of the Forums will also take place during the year.	
8.9	SC asked whether the informal sessions would be minuted. DD said probably not as people will be speaking with different agencies at the same time. SC said, in this case, there is a danger that actions will not be followed through. DD said consideration will be given to how this might be managed.	DD/AW
<b>9.</b>	<b>Action Planning</b>	
9.1	TT introduced Andrew Pate who said that, at the July meeting’s workshop, there was discussion about priorities and the potential formation of sub-groups. It is important to take this forward. We heard tonight from the Police and there may be an opportunity to look into crime related issues further. There will be a further presentation from Planning on Placemaking in November. There is also a representative from Curo at this evening’s meeting and it would be useful to hear more on what is relevant for them. Unfortunately, there has been less engagement from the Clinical Commissioning Group to date but this is being followed up.	
9.2	AP said the Forum needs to get a sense of what’s important for its area; what needs a bigger push and what Parishes, organisations and individuals can do for themselves. The Council will be setting its priorities in the Summer following the election in May. The Forum should try and influence that by identifying priorities for the Police; CCG; B&NES etc to help make a difference in the local area.	
9.3	BMc said the Forum should be considering what it wants to present to these organisations, not just the other way around. The Forum should not wait until after the election – the problems exist now. It needs to put a view to B&NES on what is important for the Somer Valley.	
9.4	AP agreed that sessions need to be two way and said it would be useful for those attending meetings to consider beforehand who will be presenting/speaking and what comments/questions you might have for them.	
<b>10.</b>	<b>Future Agenda Items</b>	
10.1	TT introduced Richard Baldwin. RB said the previous discussion leads into possible Agenda items for the two, forthcoming meetings. Due to the timeframe, there will be a presentation on Placemaking at the November	

	meeting. He is also in discussion with Dawn Clarke, Director of Nursing and Quality, to see whether she, or a suitable representative is available to speak in either November or February about community health issues.	
10.2	In terms of Area Profiles, consideration needs to be given on how to develop core data and use this to make educated decisions.	
10.3	There is also the North East Somerset Area Conference to consider and how might we want that to look.	
10.4	LM said that she would like to see Economic Development included in November's Agenda. The Radstock and Westfield Economic Forum has been disbanded and nothing has been heard regarding a replacement. The creation of more local jobs is an issue for everyone in the area. DD said a Radstock and Westfield Advisory Group will be established, similar to the one that exists for Keynsham. This group will need to feed into the Forum.	
10.5	BMc said employment is an important issue. The new Economic Development Strategy was adopted two months ago and more information is needed. He was not impressed with the data circulated with the Agenda – the Forum doesn't need comparison with the rest of the UK but a more local context. He would like someone from the Research and Intelligence Team to attend a future meeting. He would also like to see shared data with the other Forum areas to see what the picture is like for them.	
10.6	EJ said lots of relevant, detailed and interesting data is provided for Scrutiny Panels relating to school places, housing need etc. For example, Radstock and Westfield have a comparatively low average age with a number of young families compared with Bath, which has an ageing population. This has implications for policy and ensuring our young families get the resources they need. It should be possible to pull together information from the Regeneration Team for the Forum meetings.	
10.7	DD said these points will be taken on board and the area profiles further developed. It may be possible to arrange for Economic Development and Regeneration to present in February.	DD/AW
10.8	BMc asked if DD was looking after the other areas too. DD said that Sara Dixon looks after Keynsham and Chew Valley; he will look after Somer Valley and Bathavon.	
10.9	JB said he would like a discussion on tourism in the Somer Valley. It is the 200 <sup>th</sup> Anniversary of the publication of William Smith's map in 2015, which is very relevant to this area. SS said she would like Tourism as a topic as well. Bath Tourism Plus is only concerned about Bath. DD said both the managers of Bath Tourism Plus have recently left so this may have to wait but could potentially be part of the North East Somerset Conference.	
10.10	LM said she would like a date for an update from Economic Development, not just for Radstock and Westfield but the whole Forum. DD said he	

10.11	<p>would speak with John Cox and feed back to the Forum.</p> <p>DD said, at present, it may be that the November meeting would look at Placemaking and Health, with the February meeting including Economic Development. BMC said the Agendas should not be limited to two topics per meeting only and that it is for the Chair to prioritise.</p>	DD
<b>11.</b>	<b>Dates of Future Meetings</b>	
11.1	<p>PDM reminded everyone about the B&amp;NES Budget Fairs. AW to circulate information. AP said for this year, Forum members will be invited. However, going forward, he would like them to play a fuller role.</p>	AW
11.2	<p>DD said we would appreciate an offer from a community to host the next meeting, at a suitable venue. Contact him or AW if interested.</p>	ALL
11.3	<p>DD said please also advise AW if you are planning to attend the Forum meetings so that enough chairs, tables, papers, refreshments etc can be made available.</p>	ALL

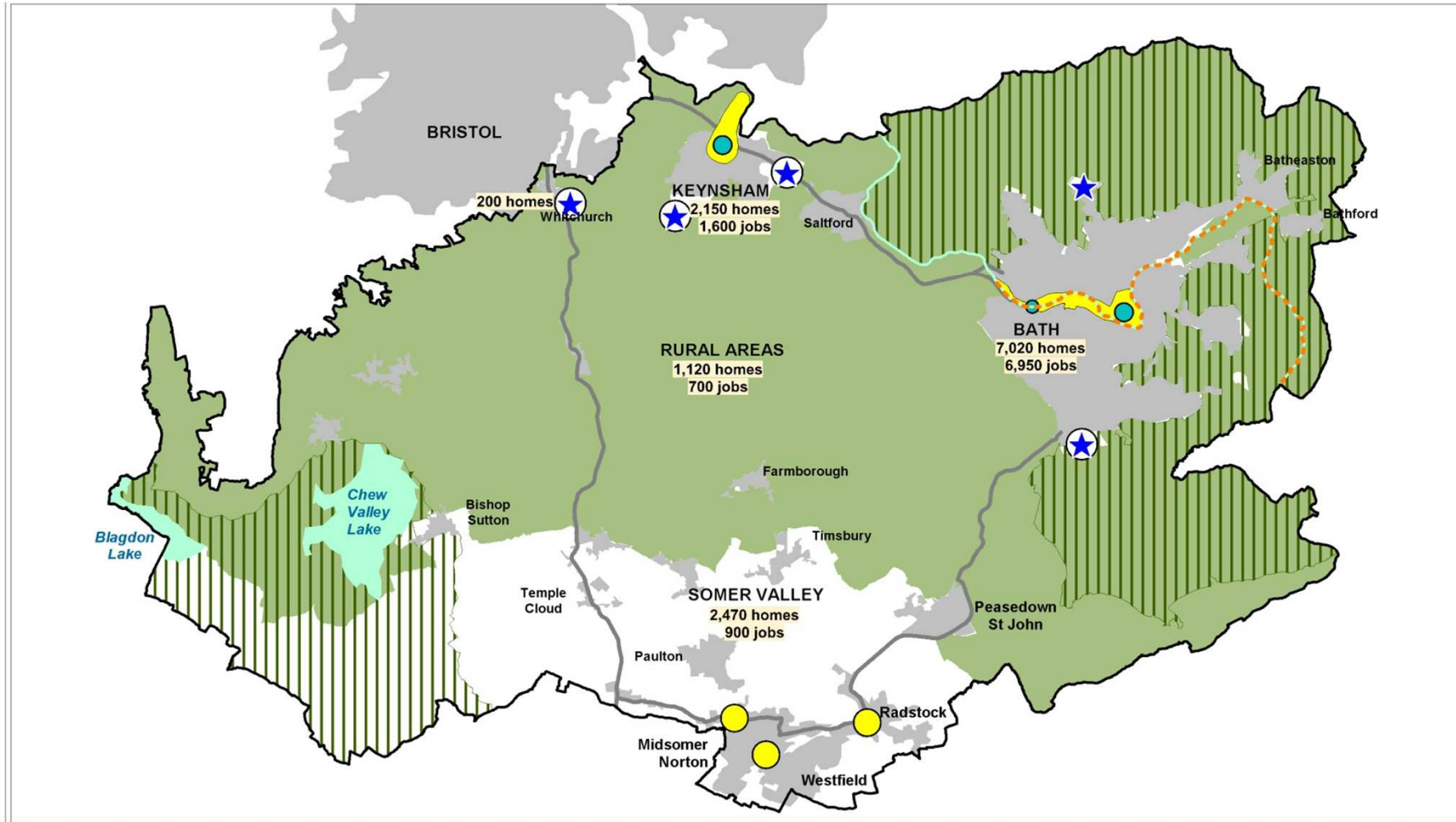
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# CORE STRATEGY & PLACEMAKING PLAN

# Core Strategy

- » Adopted 10<sup>th</sup> July 2014
- » Legal challenge period expired – no legal challenge
- » Statutory Development Plan comprises:
  - » Core Strategy
  - » Saved Policies from B&NES Local Plan
  - » Joint Waste Core Strategy

# The spatial strategy

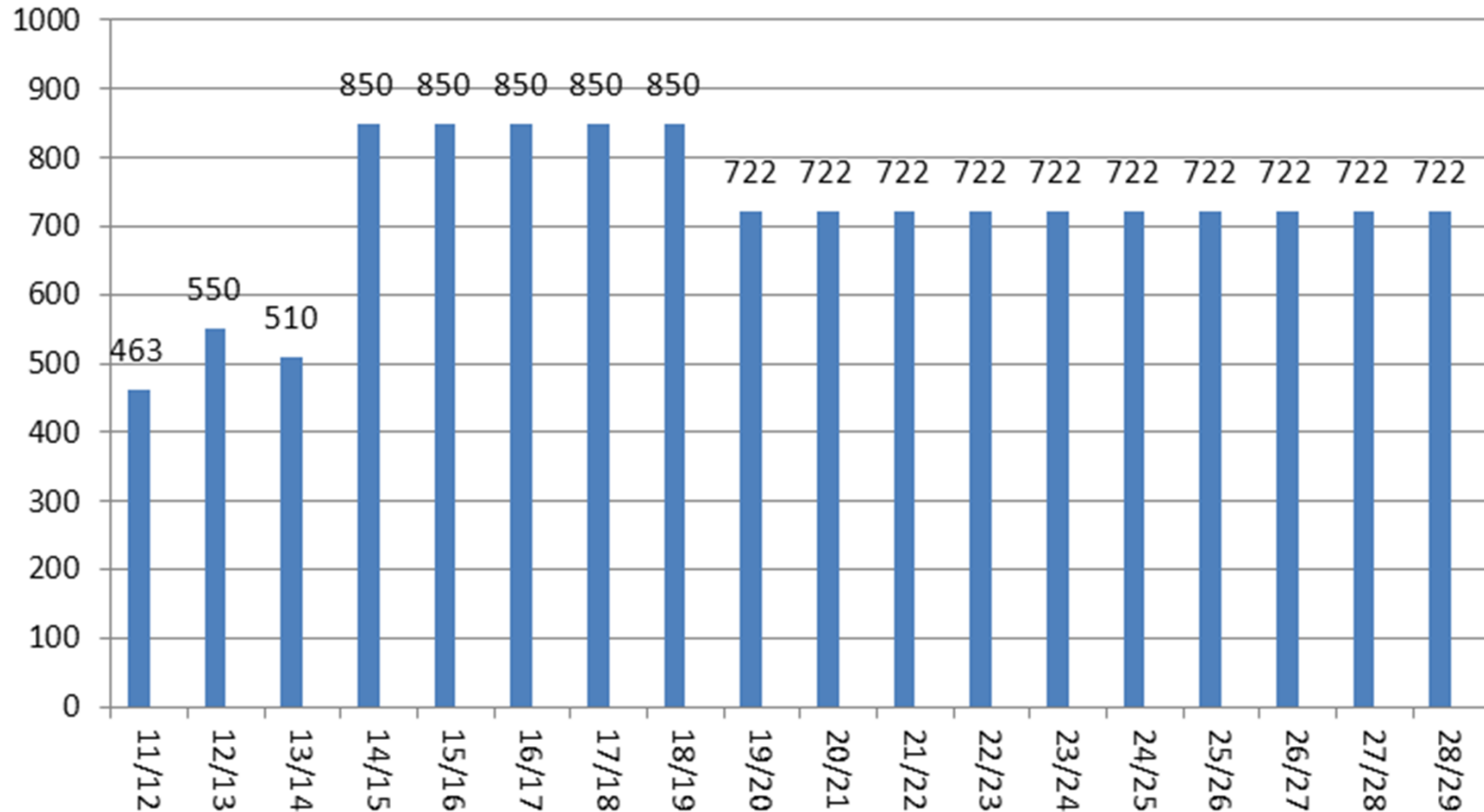


# Place Based Policies

- » Policies SV1, SV2 & SV3: provide around 2,470 homes in MSN, Radstock, Westfield, Paulton & PSJ and 900 jobs
- » Policy RA1: villages meeting facilities/public transport access criteria (around 50 homes)
- » Policy RA2: other villages (with HDB) outside Green Belt (around 10-15 homes)
- » Villages washed over by Green Belt – Policy HG.6 and NPPF



## Core Strategy Housing Trajectory as at adoption

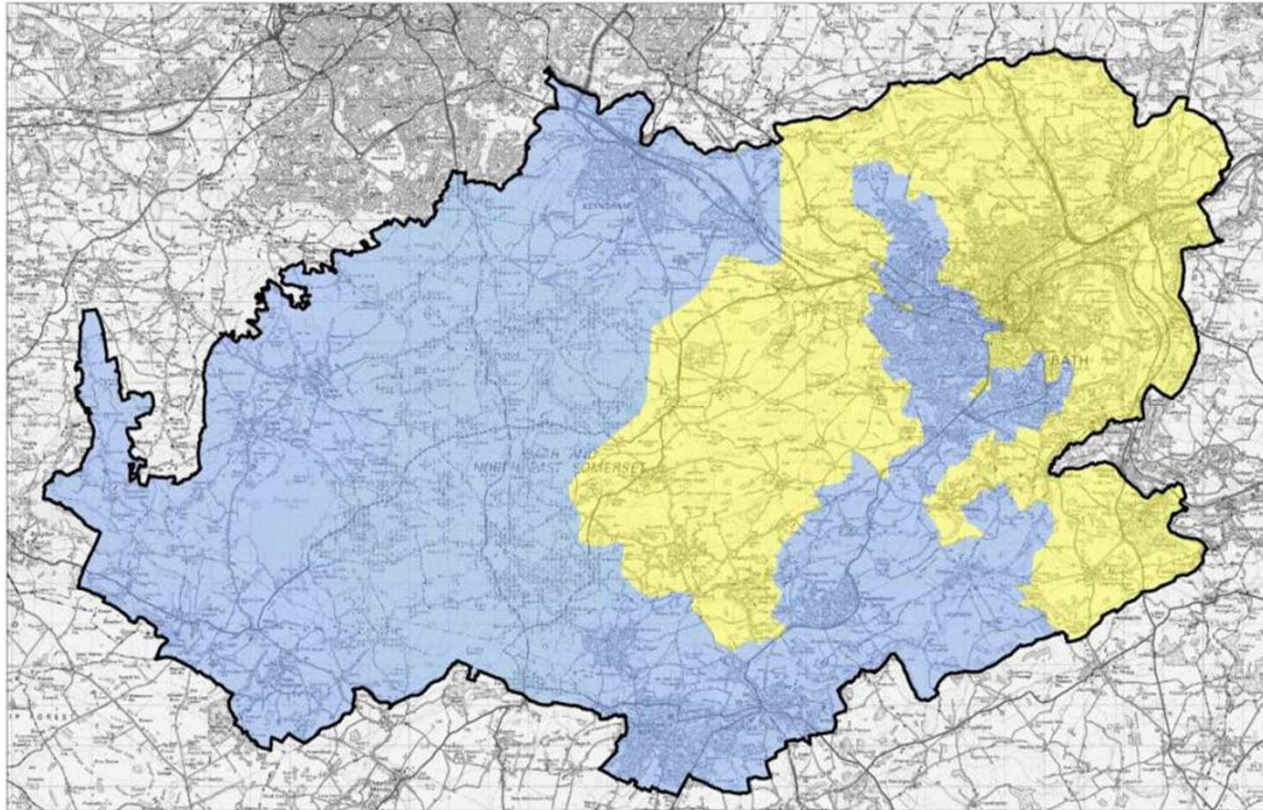


## Housing applications

- » More control over housing applications - now have 5 Year Land Supply
- » 13,000 housing requirement not a cap - site not needed to meet requirement cannot be sole reason for refusal (e.g. brownfield windfalls)
- » SV1 – new greenfield sites not needed to provide 2,470 homes at MSN, Westfield, Radstock, Paulton or PSJ
- » RA1 villages:
  - » where 50 homes are committed – greenfield development outside HDB not needed
  - » Where sites still needed – allocate via Placemaking Plan but no prematurity argument (NPPG)
- » RA2 villages: sites outside HDB may need to be identified in Placemaking Plan – no prematurity argument
- » Villages washed over by Green Belt – infill only

## Affordable Housing (Policy CP9)

- » Policy reflects geographic variations in viability
- » Now seek AH on sites of 5-9 dwellings



## Replaced LP Policies (Appendix 1)

B&NES Local Plan Policy	Topic	Replaced by Core Strategy Policy
ET.1	Employment Plan Overview	DW1 District Wide Spatial Strategy B1 Bath Spatial Strategy KE1 Keynsham Spatial Strategy SV1 Somer Valley Spatial Strategy
ET.4	Employment development at rural settlements	RA1 Development in the Villages Meeting the Listed Criteria RA2 Development in Villages Outside the Green Belt not Meeting Policy RA1 Criteria
ES.1	Renewable energy proposals	CP3 Renewable Energy
HG.1	Overall housing requirement and mix	DW1 District Wide Spatial Strategy CP10 Housing Mix
HG.4	Residential development in Bath, Keynsham, Norton Radstock and R.1 and R.2 settlements	B1 Bath Spatial Strategy KE1 Keynsham Spatial Strategy SV1 Somer Valley Spatial Strategy RA1 Development in the Villages Meeting the Listed Criteria RA2 Development in Villages Outside the Green Belt not Meeting Policy RA1 Criteria
HG.8	Affordable housing on allocated and large windfall sites	CP9 Affordable Housing
HG.9	Affordable housing on rural exception sites	RA4 Rural Exceptions Sites
HG.16	Gypsy and traveller sites	CP11 Gypsies, Travellers & Travelling Showpeople
HG.17	Purpose built student accommodation	B5 Strategic Policy for Bath's Universities
GB.1	Control of development in the Green Belt	CP8 Green Belt
BH.1	Impact of development on World Heritage Site of Bath or its setting	B4 The World Heritage Site and its Setting
S.1	Hierarchy of shopping centres	CP12 Centres and Retailing
S.2	Retail development within shopping centres	CP12 Centres and Retailing

## Placemaking Plan: Scope & Purpose

- » Complement Core Strategy - Part 2 of Local Plan
- » Allocating sites for development – land use mix/development & design principles
- » Update infrastructure requirements - align provision
- » Detailed Development Management policies (review remaining B&NES LP Policies)

# Programme

- » Options document/consultation – Nov 2014
- » Draft Plan – September 2015
- » Submitted for Examination – January 2016
- » Examination – March 2016
- » Inspector's Report – July 2016
- » Adopted – September 2016

# Options Document

- » Main site allocation options – test reasonable alternatives
- » Development Management policies – proposed approach/options
- » Feedback/consult on results of work with town & parish councils (& links with Neighbourhood Plans)
- » Public consultation
- » Stakeholder involvement in preparing Draft Plan

- » Charging Schedule submitted
- » Seeking to meet adoption deadline of April 2015
- » Next steps are to consider spend arrangements



# Local Development Scheme

- Placemaking Plan
- Travellers' sites plan
- WoE Joint Planning Strategy
- CIL
- Supplementary Plans
- Monitoring

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## **Terms of Reference Somerset Valley Forum**

### **1. Name and Area of Benefit**

1.1 The name shall be the Somerset Valley Forum

1.2 The Somerset Valley Forum will cover the two Towns and six Parishes of:-

Farrington Gurney; High Littleton; Midsomer Norton; Paulton; Peasedown St John; Radstock; Timsbury and Westfield.

1.3 Corresponding Members will be:-

Camerton and Shoscombe (B&NES)  
Chilcompton; Coleford; Hemington; Holcombe; Kilmersdon; Stratton-on-the-Fosse (Mendip)

### **2. Background**

2.1 The Somerset Valley Forum is part of an initiative that aims to improve the external engagement of the Council and its partners by bringing together neighbourhoods, villages and towns to reflect local issues and priorities.

2.2 Whilst creating operational boundaries, it is also important in identifying local priorities and bringing together local communities where there are shared and common issues.

2.3 Each area of the initiative will be supported by a local 'Forum' that will work together to improve local engagement, join up services and foster communication so local people receive better outcomes.

2.4 Each Forum may collaborate with other Forums to share good practice and engage in wider discussions. This collaborative approach is designed to secure involvement of stakeholders and local residents.

### **3. Aims and Objectives**

3.1 The overall aim is to provide a mechanism for collaboration between communities and public bodies; including Bath and North East Somerset Council and members of the Public Services Board; in order to improve local engagement, join up services and foster communication so local people receive better outcomes.

3.2 The objectives are to:-

- Involve residents and organisations by seeking their views and encouraging them to participate in improving their quality of life
- Identify common issues across this area and debate local priorities

- Discuss how organisations, including this Forum, will work most effectively together to respond to the local priorities and take action where appropriate
- Influence wider policy developments and encourage meaningful conversation

#### 4. Key principles

4.1 All voting and non-voting members of the Somer Valley Forum agree to follow the five key principles of the Connecting Communities programme which are:-

- To **listen** - always being open to ideas.
- To **prioritise** - making sure local needs come first.
- To **join up** - working in partnership with our local communities.
- To **work collaboratively** - helping communities find the best way to tackle local issues.
- To **share ideas** - building on what works.

#### 5. Membership

5.1 The Core Membership of the Somer Valley Forum will be:-

##### **Non-voting Members**

One officer representative from the following public services:-

- Avon and Somerset Constabulary
- Avon Fire and Rescue Service
- Curo
- NHS Bath and North East Somerset
- Bath & North East Somerset Council

##### **Voting Members**

- All B&NES elected ward members in the Somer Valley Forum area
- Up to 2 representatives from all of the Parish Councils in the Somer Valley Forum area
- Up to 2 representatives from the Town Councils in the Somer Valley Forum area

5.2 Further voting members may be drawn from voluntary, community and social enterprise organisations and local business, within the area of benefit as defined in 1.2

5.3 Meetings of the Somer Valley Forum shall be open to the public. A notice of every meeting will be placed on Bath and North East Somerset Council's web meeting diary. All members of the Somer Valley Forum will be requested to promote all meetings to encourage wider engagement. Members of the public may speak/participate at the Chair's discretion.

- 5.4 An organisation may apply to become a member of the Somer Valley Forum and this shall be considered at the Forum AGM, subject to a maximum number of 50 members. Applicants will be associate members until this time, subject to 5.6 below.
- 5.5 Members that do not attend, or give apology for, three consecutive meetings of the Somer Valley Forum will be deemed to have allowed their membership to lapse but will be welcome to re-apply.
- 5.6 The Secretarial support role will be carried out by Bath & North East Somerset Council, Strategy and Performance Service.

## **6. Role of the Chair and Vice Chair**

- 6.1 The Chair and Vice Chair will be elected from the voting membership set out above. They shall act independently and work on behalf of the Forum for the wider benefit.
- 6.2 The Chair and Vice Chair will meet with the relevant officers of Bath and North East Somerset Council to propose agendas, discuss how issues might be resolved and report to the Forum as appropriate.

## **7. Working Methods**

- 7.1 The Somer Valley Forum will meet at least 4 times a year, one of which meetings shall be an Annual General Meeting.
- 7.2 A third of voting members should be in attendance at each Somer Valley Forum meeting, for the meeting to be quorate.
- 7.3 Agendas and papers for meetings will be circulated a minimum of seven calendar days before a meeting. A record of each meeting will be taken.
- 7.4 Every member of the Somer Valley Forum shall be accorded the same degree of respect, dignity and consideration by all other members, irrespective of people's protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation and with regard to equalities legislation.

## **8. Agenda Planning**

- 8.1. The Somer Valley Forum will adopt a core agenda for ordinary meetings as follows:-
- Welcome, Introductions and Apologies
  - Declarations of Interest
  - Minutes of the Last Meeting
  - Matters Arising
  - Standing Items (eg Community Safety, Transportation)
  - Parish and Town Council Items
  - Community Items
  - Consultation Items (eg Council, Police, CCG etc)

## **9. Area profile**

- 9.1 The Somer Valley Forum will establish and keep updated an Area Profile that aims to inform the priorities for the Forum.

## **10. Annual General Meetings**

- 10.1 The Somer Valley Forum will hold an Annual General Meeting each year or within fourteen months of the anniversary of the inaugural meeting.
- 10.2 The Somer Valley Forum will elect a Chair and Vice-Chair at its first inaugural meeting. These positions will be held for one year and thereafter elections will take place at the Annual General Meeting.
- 10.3 At the first inaugural meeting and subsequent AGM meetings, the Somer Valley Forum shall:-
- i. Elect the Chair and Vice Chair
  - ii. Review the Terms of Reference
  - iii. Agree how organisations, including this Forum, will work together to respond to the local priorities and take action where appropriate
  - iv. Influence wider policy developments
  - v. Review its progress annually and consider how to engage more widely, showcase initiatives and share good practice
- 10.4 Any voting member may stand to be elected as Chair or Vice Chair. The existing Chair and Vice Chair may seek re-election.
- 10.5 Nominations for Chair and Vice Chair may be received prior to and at the AGM. This includes self-nominations for both positions.

## **11. Voting**

- 11.1 The Somer Valley Forum will seek to work through the development of consensus.
- 11.2 Decisions, including alterations to the Terms of Reference, will be made by a simple majority vote, subject to the quorum of the meeting (see 7.2 above).

## **12. Working Parties**

- 12.1 The Somer Valley Forum may establish from time to time working parties that will be responsible for undertaking specific topics as necessary.
- 12.2 Members of the working parties may co-opt individuals or organisations to join, in an advisory capacity, to support their objectives.
- 12.3 A record of working party meetings will be taken and reported back at the Somer Valley Forum meetings.

### **13. Dissolution**

- 13.1 A proposal for dissolution of the Somer Valley Forum will require the approval of the majority of voting members.
- 13.2 All funds, documents and possessions shall be disposed of in accordance with the wishes of the majority of voting members.

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## Come along to the Somer Valley Forum on 25 November

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Date Published:

Tue, 18/11/2014

Members of the public are being encouraged to attend the next meeting of the Somer Valley Forum on Tuesday 25 November.

The meeting will be held at Beacon Hall, Peasedown St John; the main meeting will take place between 7pm – 9pm but members of the public are being invited to attend an informal session in advance, between 6pm and 6.45pm, to raise any issues they may have about local public services. The forum meeting is also open to the public, who may attend as observers.

The Forum has been set up by Bath & North East Somerset Council and its partners as part of the Connecting Communities initiative. The aim is to develop a more joined-up approach to tackling concerns raised by local people and improve efficiency by reducing the number of separate engagement meetings being held. The Forum meetings are designed to look at ways in which organisations can work together to help address local issues and to aid the Council and its partners consult locally on a range of topics.

The Somer Valley Forum covers the towns and parishes of Farrington Gurney; High Littleton; Midsomer Norton; Paulton; Peasedown St John; Radstock; Timsbury and Westfield.

If you live in one of these communities and wish to raise an issue with Bath & North East Somerset Council; Avon & Somerset Police; Curo; the Health Service; Avon Fire & Rescue; your local Parish Council or any other public service please come along at 6pm. If you are unable to attend, email your questions in advance to **[Strategy\\_Performance@bathnes.gov.uk](mailto:Strategy_Performance@bathnes.gov.uk)** or call 01225 396975.

Members of the Somer Valley Forum include Bath & North East Somerset Council's Ward Councillors; representatives from local town and parish councils and a range of community and voluntary organisations. The Chair of the Forum is community representative Terry Taylor and the Vice Chairs are Cllr Lesley Mansell of Radstock Town Council and Cllr Lynda Robertson of Midsomer Norton Town Council.

Terry Taylor said: "The Forum creates an opportunity for us to build on previous partnership working through the former Somer Valley Partnership and will help us focus on what really matters to local people. The informal sessions will give members of the public a chance to meet with representatives from our public services and talk to them about concerns they may have about their local community."

Leader of Bath & North East Somerset Council, Cllr Paul Crossley, said: "This is a really good opportunity for members of the public to come along to an informal session to ask about issues that matter to them."

The Somer Valley Forum will meet four times per year in different locations within its catchment area. As well as Somer Valley, Connecting Communities Forums have been established in Keynsham and the Chew Valley. Another is planned for Bathavon and meetings are being held to determine the best approach to take in Bath.

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