



<b>Meeting</b>	<b>Keynsham Area Forum</b>
<b>Date</b>	<b>Wednesday, 30th September, 2015</b>
<b>Time</b>	<b>6.00 - 8.00 pm</b>
<b>Venue</b>	<b>Avonfields Room, 1st Floor, - Somerdale Pavilion, Keynsham (formally the Fry Club and Conference Centre)</b>

#### **6.00pm- 6.45pm - Informal Open public session**

<b>1.</b>	<b>Welcome and introductions</b>
<b>2.</b>	<b>Updates from the Police and other public sector bodies</b>
<b>3.</b>	<b>Question and Answer sessions</b>

#### **6.45pm - 7.15pm - Annual General meeting (AGM)**

<b>4.</b>	<b>Notes of the inaugural meeting 24th July 2014 and matters</b>
<b>5.</b>	<b>Chair and Vice Chair's annual review including update and report back from July workshop</b>
<b>6.</b>	<b>Election of the Chair and Vice Chair positions</b>
<b>7.</b>	<b>Partnership meetings</b> Nominated representatives from each Forum required
<b>8.</b>	<b>Review and amend, if required, Terms of Reference (Pages 23 - 28)</b> <i>(incl working arrangements, membership and frequency of meetings)</i>
<b>9.</b>	<b>Adopt Action plan and agree future priority discussions</b>

**(15 mins refreshments break)**

**7.30pm - 8.30pm - Ordinary meeting**

<b>10.</b>	<b>Notes of the previous meeting 18th February 2015</b>
<b>11.</b>	<b>Keynsham Area Forum Minutes 180215</b>
<b>12.</b>	<b>Matters arising</b>
<b>13.</b>	<b>Consultation item - CCG Your care, Your Way consultation, Phase 2 - workshop</b>
	<i>The CCG are now in a period of formal consultation on their draft proposals for how community services could be organized in the future. The CCG will be presenting the options and seeking the views of those present at the meeting. This part of the meeting will take form of a workshop. For more information about your care, your way visit <a href="http://www.yourcareyourway.org/">http://www.yourcareyourway.org/</a></i>
<b>14.</b>	<b>Dates of next meeting</b>  <b>Tuesday, 24 November 2015</b> <b>Community Space, Keynsham - Market Walk, Keynsham</b>  <i>(incl hosting Budget Fair discussion in November)</i>

**8.30pm - End of meeting**

**8.30pm - 9.00pm - Tour of Somerdale Pavilion (optional)**

**REMINDER:**

[consultation](#) still open on key issues in the Placemaking Plan for Keynsham including draft Keynsham Transport Strategy, possible site options for a new Leisure Centre, employment land East of Keynsham, Keynsham Conservation Area Appraisal and Management Plan and Keynsham and Saltford Air Quality Action Plan.

## **CHEW VALLEY AREA PARTNERSHIP/ KEYNSHAM AND CHEW VALLEY AREA FORUM**

Notes of the meeting held on **Thursday 24<sup>th</sup> July 2014, Whitchurch Village Hall, Whitchurch**

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**Present:** Cllr T Crouch (Chair), Keynsham TC; Cllr R Curry (Vice Chair), Compton Martin PC; Cllr John Twist, Corston PC; Cllr Richard Ireland, West Harptree PC; Cllr Gill Hellier, Keynsham TC; Cllr Clive Fricker, Keynsham TC; Adrian Inker, Community@67; Cllr Martin Carter, Farmborough PC; Cllr Rosemary Naish, Clutton PC; Helen Richardson, Clutton PC; Cllr Trudie Mitchell, Compton Dando PC; Cllr John Harvey, Stanton Drew PC; Cllr Tony Hooper, Cameley PC; Cllr Clive Welsford, Cameley PC; Mark Thompson, Chew Valley Chamber of Commerce; Cllr Alyson Lampard, Whitchurch PC; Cllr Marie Wilkinson, Whitchurch PC; Cllr Rodney Andrews, Chew Magna PC; Cllr Duncan Hounsell, Saltford PC; Peter Duppa-Miller, ALCA; Roger Busby, Keynsham Civic Society; Cllr Brian Simmons, B&NES; Cllr Tony Heaford, Publow with Pensford PC; Cllr Tim Warren, B&NES; Philippa Paget, Compton Dando PC; Cllr Pat Harrison, Chelwood PC; Cllr Vic Pritchard, B&NES; Sara Dixon, B&NES; Cllr Paul Crossley, B&NES; Louise Fradd, B&NES, Alison Wells, B&NES

### **1. Welcome, introduction and apologies**

- 1.1 The Chair welcomed members and guests to the meeting, which he said would consist of two parts - the first to highlight the achievements of the CVAP; hold an 'Ask the Leader' session and disband the Partnership and the second to formally establish the new Connecting Communities Forum.
- 1.2 All introduced themselves.
- 1.3 Apologies were received from Jo Swift, Keynsham Town Council; Cllr Mathew Blakely, Saltford PC; Cllr Sally Davis, B&NES; Rev Charles Roberts, Chew Valley Parish Churches; Cllr Charles Gerrish, B&NES; Rod Podger, Chew Valley Chamber of Commerce; Cllr Liz Richardson, B&NES and Cllr Philip Durbin, Compton Martin PC, Inspector Will Stephens, Avon and Somerset Constabulary.

### **2. Notes of the last meeting – 12<sup>th</sup> February 2014**

- 2.1 The notes of the last meeting were agreed and there were no matters arising.

### **3. Presentation: Highlighting our achievements and looking forward**

- 3.1 Cllr Tony Crouch; Chris Head and Sara Dixon presented to the group and a hard copy of the presentation was circulated to those present.
- 3.2 Sara thanked everyone who had attended the Partnership meetings over the years and the Steering Group that had worked on the new Forums. Cllr Paul Crossley also extended his thanks and presented Tony and Richard with a gift each. Sara and Joyce were also thanked for their work. Sara asked that thanks also be passed on to Reg Williams.

### **4. Ask the Leader – Cllr Paul Crossley, Leader of Bath & North East Somerset Council**

- 4.1 The Chair said that two questions had been submitted and key themes identified as priority areas for the Forum going forward.

4.2 Q1- Roger Busby

*What's happening to the retail shops on the east side of Temple Street? I'm aware that the retailers are not B&NES tenants but would like to have some idea of the Council's longer term plans to redevelop Riverside. Some of the tenants are negotiating for slots in the new development but others are tied into long leases. Does this mean that no redevelopment can proceed until all the tenancies have gone to full term, or the Council considering compulsory purchase?*

A: The Council has appointed and paid for Alistair Colston from Colston & Colston in Bath to provide support and advice to the traders in negotiating their existing contracts with the new owners of Riverside. He is meeting each individually and helping them to come up with an appropriate strategy for their futures including, if appropriate, negotiating out of long term leases. The large retail unit has been let to Sainsbury's Local. Negotiations continue with potential traders on the other retail units, some being local traders and others new to the Town. Riverside is currently on the open market and as soon as the new owners are known the Council will contact them about their plans as soon as possible.

4.3 Q2 – Cllr John Twist, Corston Parish Council

*The Corston Parish Council requests that B&NES makes a statement to confirm that the road safety improvements at the junction of the A39 and Corston Lane will be included in the 2015/2016 Capital Works Programme and that the work will be completed early in that period.*

A: This has been included in the draft 3 year programme. Unfortunately the scheme did not make the programme list for this financial year, it may make it onto next year's programme dependent upon availability of funding. A list of the projects that are included in year 1 will be sent to all Parish Councils for information. The Council is currently monitoring traffic and obtaining data across the district in three phases: Bath; Keynsham and Chew; Somer Valley.

A comment was made that one purpose of the new Forum meetings is to look at these issues on a strategic level and for parishes to work together. Other parishes may have similar issues and working together lends more weight than working in isolation.

4.4 Q3 – Cllr Tony Hooper, Cameley PC

*We welcome that the Core Strategy has been passed. However, it identifies 50 new homes in our parish over 15 years. There is already outline planning permission in place for 79 homes but this has not been signed off. Is there a chance this application can go back to be re-appraised? This is also a social issue as local builders in the area may build small numbers of homes at a time, sensitively and employ local trades-people to work on them.*

A: We are currently obtaining legal advice on this issue. It was not easy to get the Core Strategy through and uncomfortable decisions had to be made. The Strategy can still be challenged, so there is five weeks to go until it is fully in place. We will get a specific answer back to the whole Forum on the question. As a Council, if we can influence, we do look for local employment and training opportunities.

4.5 Q4 – Adrian Inker, Community @ 67

*In Keynsham, where major development is taking place, locals feel that the Council has a 'knee-jerk' reaction to traffic movement. What is the timescale for the traffic reviews in respect of Keynsham and with what regard to developments in neighbouring areas such as Bristol?*

A: Bath Transport plan is in the final stages of the consultation process and will be presented to Cabinet in September and data is currently being gathered on Keynsham Transport Strategy. The Council is trying to move more quickly on solutions. We work closely with the West of England partners and are also in regular discussion with the Department for Transport and Highways Agency.

- 4.6 Q5 – Cllr Trudi Mitchell, Compton Dando PC  
*We have had an illegal gypsy and travellers' camp for four years. Now there is a DPD, will there be powers to move them? It is noted that the proposed site in Twerton is an issue due to the costs involved, which is higher than other authorities.*

A: North Somerset's costs are probably not realistic. There is only one landlord that will deal with the gypsy and travelling community and they work to Government Standards, so the B&NES sites will be built accordingly. There will be a large site at Twerton and 2-3 smaller ones. We were one of three Authorities in the UK that did not have provision – we now have it, which should assist as there have been expensive eviction processes in the past. The policy will involve joint working with our West of England partners and it does strengthen our hand when dealing with illegal settlements.

## **5. Proposal: dissolution of Chew Valley Area Partnership**

- 5.1 The Chair proposed the dissolution of the Partnership and the Vice Chair seconded. This was agreed by majority.

## **6. Establishment of New Area Forums**

### **a. Agreement of the Terms of Reference**

- 6.1 These were circulated previously and there will be separate documents for each of the two, new Forums.

- 6.2 Sara said that a question had been put forward by Cllr Francine Haeberling:-

*Please can you tell me where Newton St. Loe Parish Council fits in? It clearly ought to be in the same group as Corston, as although the entrance to Bath Spa University is in Corston village, the campus is in Newton St. Loe and the residents are on the Newton St. Loe electoral list.* In response, Cllr Haeberling has been informed that Newton St Loe has been included in the Bath Avon Cluster group and the Council is discussing how this might be rolled out as part of the second phase. We would encourage parishes to attend any of the Forums to participate in discussions which affect them. If Newton St Loe wishes to join the Keynsham Forum, this can be discussed with them.

- 6.3 Peter Duppa Miller added that the reason they had not been included to date is because they are part of the Bathavon West Ward and other communities in this Ward would be attending a different Forum. It would mean their Ward Councillor, David Veale, attending two different Forum meetings.
- 6.4 A comment was made regarding 7.5 of the Terms of Reference. General headings should not be given to Agenda Items as those attending meetings should be clear on what is being discussed. Also that if controversial issues are discussed, those that wish to make representation may not attend if they are not clear on the detail. Sara explained this largely relates to items that might previously have been discussed at Parish Cluster meetings. It will still be possible to highlight such issues and submit questions in advance. The Agendas will be prepared by the Chair, Vice Chair and Sponsor and a work plan will be developed. The Forum is not a decision making body.
- 6.5 A vote was taken on the Terms of Reference for the two Forum areas and agreed by majority.

## **b. Appointment of the Chair and Vice Chair**

- 6.6 Sara asked if there were any further nominations. There was none. Sara explained that these are non-political roles that require those appointed to be independent and work on behalf of the Forum as a whole. The term will last for one year until the next Annual General Meeting.
- 6.7 For the Chew Valley Forum, 2 nominations had been received for Richard Curry as Chair and 1 for Tony Heaford as Vice-Chair. A vote was taken and these posts agreed by majority.
- 6.8 For the Keynsham Forum, a nomination had been received for Tony Crouch as Chair and Adrian Inker as Vice-Chair. A vote was taken and these posts agreed by majority.

## **c. Agreement of future work plan**

- 6.9 Sara said that work plans and priorities would be developed at the next meeting and asked that relevant documents, parish plans etc be brought to facilitate this. She added that there will be consultations taking place in the near future to include on Agendas, with Planning coming to the next meeting to discuss the Core Strategy and Placemaking. Children's Services also wish to participate in the near future.
- 6.10 It was noted that other Public Services were not present. SD said she will follow up and encourage them to attend future meetings.
- 6.11 Sara confirmed that both the Keynsham and Chew Valley Forums would be kept aware of the work of the other as well as link with the other Forums. There are plans for a North East Somerset Conference for all the Forums outside Bath, to take place in the Summer/Autumn of 2015.
- 6.12 It was noted that the Cluster meetings had ended and a question was raised about PACT meetings. Sara said that in the Radstock policing area these had already ceased. It was noted that the decision often rested with the Inspector and that a new one, Inspector Sarah Treweek, had been recently appointed to cover the whole district. It was also noted that the Forum boundary did not align with the Police boundary, with six parishes present that are in the Radstock Policing area.

## **d. Working arrangements**

- 6.13 Sara said that these will need to be defined by each Forum and suggested discussing this at their separate meetings. The new Chairs and Vice Chairs will be brought together with the Sponsor in the near future to discuss future work plans and the way forward for the Forums.

## **e. Dates of future meetings**

- Thursday 9<sup>th</sup> October – Chew Valley Forum
- Wednesday 15<sup>th</sup> October – Keynsham Area Forum
- Thursday 20<sup>th</sup> November – Chew Valley Forum
- Thursday 27<sup>th</sup> November – Keynsham Area Forum
- Thursday 12<sup>th</sup> February – Chew Valley Forum
- Wednesday 18<sup>th</sup> February – Keynsham Area Forum



**Connecting Communities -  
Keynsham Area Forum – Report of the Facilitated Workshop  
Tuesday Monday 28<sup>th</sup> July 2015**

**Attendees**

- Cllr Tim Warren, Leader Bath & North East Somerset Council
- Cllr Martin Veal, Cabinet Member for Community Services Bath & North East Somerset Council
- Cllr Tony Crouch, Chair and Keynsham Town Council
- Adrian Inker, Vice Chair and Community @ 67
- Cllr Clive Fricker, Keynsham Town Council
- Gill Hellier, Local resident
- Cllr Sally Davis, B&NES Councillor
- Cllr Emma Dixon, B&NES Councillor
- Cllr Charles Gerrish, B&NES Councillor
- Cllr Alan Hale, B&NES Councillor
- Cllr Brian Simmons, B&NES Councillor
- Cllr Ray Jenkins, Whitchurch Parish Council
- Cllr Duncan Hounsell, Saltford Parish Council
- Elaine Weightman, Marksbury and Newton St Loe Parish Clerk
- Cllr Sally Collins, Marksbury Parish Council
- Jo Swift, Clerk Keynsham Town Council
- Cllr Philippa Paget, Compton Dando Parish Council
- John Paget, Keynsham Chamber of Commerce
- Chris Hounsell, Saltford Business Network
- Aubrey Matthews, resident
- PC Kerry Grace, Avon and Somerset Police
- Cllr Malcolm McDowall, Corston Parish Council
- Cllr John Twist, Corston Parish Council
- Cllr Lyn Alvis, Monkton Combe Parish Council
- Cllr Dawn Drury, Compton Dando Parish Council
- Roger Busby, Keynsham Civic Society
- Margaret Wilson, Keynsham and Saltford Churches Together
- Brian Wilson, Resident
- Cllr Carolyn Beecroft, Chelwood Parish Council
- Louise Fradd, B&NES Strategic Director for Place
- Andy Thomas, B&NES Strategic Manager- Communities
- Sara Dixon, B&NES Stronger Communities Team
- Alison Wells, B&NES Stronger Communities Team
- Dave Dixon, B&NES Stronger Communities Team
- Mark Hayward, B&NES Strategy & Performance
- Independent facilitators, Rowena Harris and Diana Godwin

## Executive Summary followed by detailed notes

### 1. Introductions and welcome

- Welcome from Cllr Tony Crouch, Chair of the Forum
- Setting the scene - background & context from Cllr Tim Warren Leader of the Council and Cabinet Member for Communities and Cllr Martin Veal, Cabinet Member for Community Services Bath & North East Somerset Council
- Video about Connecting Communities – the importance of local engagement.

### 2. Introduction to the Facilitated Workshop – Rowena Harris

**Purpose** – the Forums have been designed to provide a stronger voice for the community and help improve engagement with the public sector partners. The workshop aimed to help the Forums consider different ways of working together on specific ideas, gain a better understanding of what partners can offer and review the influence and effectiveness of the Forums for the future.

**a. What's already happening?** The Forums could provide ways of exchanging information: people were asked to bring posters or a pre-written postcard/notes to tell other people in the area about things planned or underway to improve things in their community.

**b. What issues concern you NOW and what ideas do you have to make a change?** People were encouraged to write on post it notes under the following headings:

1. Health & Wellbeing
2. Transport
3. New housing and infrastructure developments
4. Environmental Sustainability & Climate Change
5. Skills and Jobs
6. Stronger and Safer Communities
7. Education
8. Young people
9. Older People

These post it notes were typed up and are included in the next section of this report.

**c. Action Planning** : the attendees were asked to propose what they wanted to discuss further in small groups. Five themes were suggested and a lead was nominated for each to ensure action is taken forward:

- **Alternatives to the Parish Ranger Scheme: leads Carolyn Beecroft (Chelwood PC) and John Twist (Corston PC)**
- **Improving the cascade of information from Police to residents: lead PC Kerry Grace, Avon and Somerset Police**
- **Lack of communication between services: lead Louise Fradd, B&NES Strategy Director for Place and Keynsham Area Forum Sponsor**
- **Improve communication between B & NES & Parish & Town Clerks; lead Jo Swift with Andy Thomas**
- **Improving how the Forum works: leads Tony Crouch and Sara Dixon**

Detailed notes and actions agreed in each discussion are included in the next section of this report. The 'Lead' will report back on progress at the next Forum meeting.

### 3. Closing words

- Cllr Tony Crouch thanked everyone for their contributions
- the next meeting of the Forum is the AGM on 30th September



## What's already happening in Keynsham and wider area?



## What issues concern you most at the moment and what ideas do you have to make a change?

### Post - it notes as follows

- **Health & Wellbeing**
  - *lack of drivers to help people get to medical appointments 'Friends in Need' need more volunteers*
  - *is there a timescale for when leisure centre will be closed and a new one at Ashton Way opened?*
  - *more funding for Child and Adolescent Mental Health Service (CAMHS)*
  - *lack of funding for mental health care*
  - *concern re social & primary care boundaries e.g. Whitchurch*
  - *clarity of thought on cross boundary health support B & NES/Bristol in Whitchurch village area*
  - *ensure Whitchurch is served by B & NES NHS provision ( not Bristol)*
  - *information sharing between B & NES & boundaries - data, service provision*
  - *improved liaison between Adult Mental Health Services and Children's Services*

- *improved services for children who are struggling at school and need emotional and social support - Children's centres can offer 'playbuds' to address this but it costs - happy to be commissioned!*
- *lack of NHS dentists*
- *concern re: population growth & number of GP's*
- *more satellite health services to save travel*
- *sharing of information between health and social care providers - ageing population*
- *more support for post natal depression*



## • **Transport**

- *bigger strategic review - take bordering Authorities transport strategies into account - not just Keynsham, Whitchurch & surrounding villages - join up*
- *communication about highways issues*
- *ensure parishes surrounding Keynsham have opportunity to input into Keynsham transport strategy*
- *consideration for majority who need to drive*
- *most people don't and won't cycle - provide for cyclists but not the only solution*
- *pedestrian crossing to connect communities - young and old divided by A39, vital for rural communities*
- *park & ride on A37 to support A37 towns & villages (Whitchurch), link with Chew Valley transport*
- *park & ride for people who work in town*

- *recognise commuters park in town - need a separate provision, need to keep current levels of car parking*
- *parking charges that encourage people to Keynsham - free parking for 1 1/2 hours before a charge - increase turnover of people*
- *free car parking in Keynsham*
- *pedestrianise Keynsham High Street*
- *weight controls on lorries in Keynsham*
- *why 20 mph limits on main roads - no one sticks to them - are they needed in all places?*
- *enforce 20mph limits in villages*
- *reduce rat runs through villages - for safety & enjoyment of residents and visitors(walkers and cyclists)*
- *speeding in residential areas - speed watch*
- *with new 'white' street lights there is now a problem in fog: white lines hard to see, if they are missing due to wear driving is very difficult*
- *businesses/employees would welcome the Greater Bristol Metro - timescale?*
- *use school transport to get older students to Keynsham to connect to services to Bristol*
- *do not waste money on Saltford railway station*
- *move forward asap on reopening Saltford Station, top priority for Saltford PC, existing site is already at Grip2 (Network Rail), benefit/cost ratio of 2+ to 1 & 'passive provision by Network Rail metro services in 2019*
- *positioning of new bus stop (Somerdale) not appropriate*
- *bus stop in Corston allowing residents to get to Bath & Bristol*
- *Circular bus service around Keynsham linking railway, Somerdale East & West, section 22 stop & halt*
- *circular bus will support the High Street and local businesses*
- *more support for community transport to allow people to live in their homes for longer*
- *fair funding formula for community transport providers in B & NES*
- *bus fares compared to train fares not equal*
- *cheaper bus fares*
- *review bus services to run when people need them*
- *bus service from Keynsham direct to RUH*
- *bus from Newbridge Park & Ride to RUH*
- *free bus travel for everyone under 21 - would make roads safer, better for environment, get the public transport habit*
- *access to bus, no transport to Bath & colleges*
- *electrical powered buses*
- *use Radio Bristol to advertise new bus services*
- **New housing and infrastructure developments**
  - *infrastructure before new housing*
  - *no knee jerk thinking - more vision*
  - *are roads going to be widened/improved to cope with the masses of new houses which are being built in the town?*
  - *are there still plans to build new houses near the new fire station at Hick's Gate?*
  - *enforcement, enforcement, enforcement!*
  - *more affordable start up homes*
  - *rentable social housing before so called affordable housing*
  - *is there a time restriction on 'affordable housing' remaining affordable?*
  - *affordable housing - should it be restricted to a local population & work force?*



- *what does affordable mean? Mix of tenure. Lack of facilities.*
  - *ensure green buffer/landscaping/trees & hedge planting, allotments on edge of all new developments to protect the green belt*
  - *if you want small communities to agree to some housing don't overload them with a large estate*
  - *poor design of new housing developments - cheap low cost, out of keeping with local character*
  - *consider positioning of new developments & visual impact on neighbouring areas which may not be close neighbours but are what residents look at*
  - *we do not wish to provide space to solve Bristol's housing need*
  - *avoid rat runs through villages close to Keynsham with better infrastructure before developments are completed*
  - *all housing to be CPRE planning policy statement 4 – planning for sustainable economic growth*
- **Environmental Sustainability & Climate Change**
    - *Keynsham Community Energy - PV/hydroelectricity scheme on Avon & possibly the Chew*
    - *make use of the river Avon for power generation - fastest flowing river in UK*
    - *encourage innovative energy saving projects e.g. solar panels on school roofs, wind turbines e.g. Chew Valley School*
    - *use building roofs/car parks for solar panels*
    - *build a park & ride for Keynsham*
    - *free bus passes for young people - encourage public transport habit*
    - *Somerdale - TW - nature reserve, planning conditions*
    - *green belt issues*
    - *flooding risks?*
    - *air quality measurements/transport strategy*
    - *which local businesses have a focus on environment/sustainability? Has anyone asked?*
    - *recycle more - encourage and feedback on what is being achieved*
    - *use electric powered buses in Keynsham for town only services*
    - *warm homes/fuel poverty*
    - *management of verges - all roads, lanes to major roads. Verges are potentially very important for local ecology and visually pleasing*
    - *need to encourage people to use litter bins or take rubbish home - 'Wombles' (Transition Keynsham) do a great job but can't be everywhere.*
    - *we need to take pride in Keynsham and its appearance.*
  - **Skills and Jobs**
    - *could Job Centre get involved with the Forum?*
    - *can colleges get involved with the Forum?*
    - *any links to Business West?*
    - *businesses of all sizes need people with the proper skills*
    - *encourage & support local businesses to offer volunteer & apprentice opportunities*
    - *what planning has been carried out to identify the skills needs of local businesses?*
    - *form stronger and more structured links with our 4 universities - a vast resource of innovation & ideas that could drive on the silicon valley west in B & NES to Bristol*
    - *more support for parents to return to work*
    - *Green belt - attract businesses, premises, ensure better transport links*

- *'upvalue' jobs, don't focus on depressing house prices*
- *easier access to Job Centre plus*
- *improve support for vulnerable families to get skills for employment, more joined up working*
- *local jobs for local people*
- *jobs before housing*
- *careers advice for people over 25 - where?*
- *when are employers due to move into new units by Sainsbury's on Market Walk?*
- *increase and promote apprenticeship opportunities in local area*
- *4 out of 6 wards in Keynsham area have higher proportion with no qualifications than B & NES average due to history of vocational training e.g. Frys*
- *B & NES to bring forward employment land adjacent to Pixash lane*
- *which industries are earmarked to replace Cadbury/Fry's site?*
- *make sure trust new owners of factory building at Fry's*
- *provide proper jobs as required by Core Strategy*
- **Stronger and Safer Communities**
  - *how are crime statistics and trends being communicated without PACT meetings?*
  - *combine Police Beat surgeries with Ward Councillor surgeries*
  - *have stronger links between councillors and police to implement ideas and policies in local areas - needs formalising at senior level*
  - *more Police to attend PC meetings - once a year?*
  - *effective communication: not everyone has internet or a mobile phone*
  - *lack of police communication re meetings they are involved in, in Parishes & rural areas*
  - *better communication regarding crimes in particular areas that could have an implication for residents*
  - *make everyone aware of who the Neighbourhood Watch Coordinator is*
  - *lack of police attention to areas used for drugs & substance abuse*
  - *safer car parking around schools*
  - *bench mark with the best of W. Europe or North America to set high standards*
- **Education**
  - *better joined up working between schools and other support services to support vulnerable families*
  - *hot off the press! Children's Centres are playing a part in virtual employment and training support to disadvantaged families and NEETs and offer venues*
  - *more careers & budget advice for vulnerable families & children NEETs*
  - *use the vast reservoir of expertise in mature people to help the development of young people, otherwise a wasted opportunity*
  - *extra housing means crowded classrooms*
  - *suitable space for increased size of classes*
  - *K2 Project will bring masses of new houses- are there any provisions for building new primary schools to replace now closed Temple and Bath Hill schools?*
  - *transport a problem from villages to some schools*
  - *has a decision been made on Broadlands School?*
  - *schools teach little on mortgages, day to day banking*
  - *do all schools provide enough careers guidance?*

- *schools should work with industry*
  - *increase work experience opportunities*
  - *do young people know about the local opportunities for employment in small businesses?*
  - *Children's Centres would like to offer placements to Secondary school pupils*
  - *transition payments pre-school, promoting choice*
  - *more education on local history*
  - *include in syllabus a subject similar to 'Civics' - introduce younger generation to responsibility for their community - reduce anti-social behaviour*
- **Young people**
    - *transport into college from villages - if you want youngsters to stay in education until 18, why can't they use school transport into Keynsham for access to bus/train?*
    - *improve intergenerational links: mutual respect, reduce isolation*
    - *seek young people's ideas of what they would like to improve their lot*
    - *teach children about the importance of disposing of litter in bins to establish good habits early via schools, parents?*
    - *any plans for places for young people to meet on Somerdale development*
    - *better evening facilities/drop ins/workshops on parishes*
    - *better use of facilities already here in Keynsham*
    - *children's centres are developing a trading arm to respond to the B & NES cuts to services for families and young people*
    - *increase Parish support for delivery of services to vulnerable young people*
    - *Parish Councillors need to recognise the value of early intervention for vulnerable families*
    - *Information Sharing Agreements arrangements need sorting between B & NES & Bristol, N Somerset, Somerset, S Gloucestershire: data sharing, service provision etc*
    - *formalise links between Forums and Youth Councils operating in Keynsham*
- **Older People**
    - *publicity for monthly lunches for elderly and frail run by churches - more volunteers needed*
    - *better use of community transport to enable more people to live in their own homes longer*
    - *will living wage price care out of reach for many?*
    - *available & cost of residential care, support for carers, flexible provision*
    - *blue sky thinking - national reform with more care given in the home*
    - *single point of contact for elderly to get advice*
    - *have clear targets for reducing loneliness*
    - *improve intergenerational links e.g. learning about cooking, reduce isolation*
    - *make more use of the skills and knowledge of older generation*
    - *health centre support with new housing growth*
    - *remember older people may not have internet*
    - *facilities for older people - any chance of a hot pool for people with arthritis?*
- **Other**
    - *B&NES/PC interface to encourage efficiency - can PC clerks have a list of Key officers at B & NES & a framework of how B & NES is organised*
    - *extend budget fair to include community forums*
    - *lower shop rents to attract small traders in Keynsham*

- *Children's Centres are developing a communications strategy to include Facebook & survey monkey*
- *Children's Centres are required to have an advisory board with representatives from the community - how can these Forums work together to better support the needs of each?*
- *this meeting should not be seen as purely for Keynsham*
- *remember there is life beyond Keynsham*
- *Forum agenda needs to reflect groups asked to attend - villages are not felt important to general discussion, cluster group arrangement more useful for parishes*
- *lists of groups run by churches for local community e.g. toddlers, lunch groups, coffee/tea facilities, opportunities for volunteers to visit isolated people*
- *distribution list for posters for local notice boards for people who do not have access to internet*
- *time bank to support community peer support & community cohesion*
- *joined up volunteer recruitment across Council, Services and other Agencies*
- *very nice to see business & church community here*
- *resist a mayor for B & NES*
- *always keep a physical gap from Bristol*
- *do B & NES really want to work with town & parish councils? Sometimes it doesn't feel like it.*

**The issues raised on the post it notes could be reviewed at a future meeting of the Forum.**

## **Action Planning - notes from small group discussions**

<b>1. Alternatives to the Parish Ranger Scheme</b>
<b>What benefit will this idea bring to the community?</b> <ul style="list-style-type: none"> <li>• <i>Parishes working together, sharing resources and ideas</i></li> <li>• <i>best value for money</i></li> </ul>
<b>What needs to happen first and by when?</b> <ul style="list-style-type: none"> <li>• <i>understand insurance issues for volunteers</i></li> <li>• <i>develop a list of common tasks</i></li> <li>• <i>audit available resources</i></li> <li>• <i>look at running training for volunteers</i></li> <li>• <i>consider implications and costs of buying in services (pay on precept?)</i></li> </ul>
<b>Who will lead?</b> <i>Carolyn Beecroft (Chelwood PC) and John Twist (Corston PC)</i>
<b>Who else needs to be involved (or wants to be involved)?</b> <i>Ward councillors</i> <i>Parish Councils in the Forum</i>
<b>What help we would like?</b> <i>ongoing support from Bath &amp; North East Somerset Council to help with looking at resources across the Parishes: Dave Dixon can help</i> <i>dave_dixon@bathnes.gov.uk</i>
<b>Further comments:</b>

Workshop Report written by Rowena Harris, independent facilitator rowenaharris@btconnect.com 01873 860493

- overheads - administration in each PC rather than in B & NES
- rather than pay B&NES, the council give PC's a budget to use when tasking B & NES to undertake work - no double taxation
- B & NES has a reduced budget, PC's need to become more self reliant & link with each other
- B & NES can work with parishes to reduce 'red tape'
- potential problem of lack of continuity/sustainability if relying on volunteers
- volunteers need to be acknowledged and appreciated, also well managed
- there are examples of successful volunteer schemes: Dial a Ride, Keynsham Wombles

## 2. Better Communication between the Police and local residents

### What benefit will this idea bring to the community?

- greater awareness of issues
- residents aware of meetings/surgeries
- communities feel safer

### What needs to happen first and by when?

- stop using social media as only form of communication
- make better use of free media i.e. Keynsham Voice/Week & Parish Magazines, community radio
- a regular column is planned for Keynsham Voice

- **Who will lead?** PC Kerry Grace, Avon and Somerset Police (new to role, keen to improve and take on board all comments)

### Who else needs to be involved?

Parish Councils, local media

### Other comments:

- please take note that social media only reaches a few sections of the community
- display notices - ask local volunteers to help
- old style PACT meetings had more posters & opportunity for face to face discussion
- e-mail is more direct and personal than social media

## 3. Improve communication between Utilities, Highways and the community

### What benefit will this idea bring to the community?

- less disruption and inconvenience to local residents and businesses

### What needs to happen first and by when?

- invite public utilities( e.g. Wessex Water, Bristol Water)to attend Forum meetings ( forum agenda planning - Sara Dixon B & NES & Chair)
- disseminate works being done/planned by public utilities to Parish Councils, provide contact details for utilities and for relevant officers at B & NES
- parish councils take initiative and contact utilities to ask for better coordination



<p><i>on their local patch, also night working which causes problems</i></p> <ul style="list-style-type: none"> <li>• <i>add PC to 'street life ' distribution list</i></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Who will lead?</b> <i>Louise Fradd, B&amp;NES Strategic Director for Place and Keynsham Area Forum Sponsor</i></li> </ul>
<b>Who else needs to be involved?</b> <i>Parish &amp; Town Councillors &amp; clerks</i>

#### **4. Improve communication and support between B & NES & Parish & Town Council Clerks**

##### **What benefit will this idea bring to the community?**

- *quicker action/response, less frustration, more information flow*
- *easier communication*

##### **What needs to happen first and by when?**

- *organise a meeting to discuss issues and programme of support*

##### **Who will lead?**

*Jo Swift & Andy Thomas*

##### **Who else needs to be involved (or wants to be involved)?**

*Parish & Town Clerks*

##### **What help we would like?** *clear explanation of structure of B & NES, who to contact on particular issues*

##### **Further comments:**

- *link to discussion at Bathavon Forum with David Trethewey*
- *Explore options for better communication, buddying scheme for PC, training opportunities and sharing information and good practice.*

#### **5. Improving and developing the Forum**

##### **What benefit will this idea bring to the community?**

- *Better engagement*
- *Better informed*
- *Influence decision makers*

##### **What needs to happen first and by when?**

- *Need pre-planned agendas/work programme – (NOTE) as result of workshop the prioritise will help inform an action plan and work programme.*
- *Review meeting venues.*
- *Discussion at next meeting should explore future theme open public sessions.*

##### **Who will lead? (contact details please)**

*Sara Dixon ( B & NES) will ensure the work programme and further discussion about informal public sessions go on the agenda for the next meeting*

##### **Who else needs to be involved (or wants to be involved)?**

*Sub group: - Tony Crouch Chair of Forum and Dawn Drury (Deputy Clerk, Keynsham Town*

*Council and Chair of Compton Dando PC)*

- *All Forum members*
- *Need senior officers and elected members involvement in the Forums*

**What help we would like?** *ongoing support from Bath & North East Somerset Council*  
*All members of the forum need to promote the meetings.*

**Further comments:**

- *Need to review the way meetings are run.*
- *Opportunity to open up the public session (ASK the Forum) to include organisations who wish to promote their services. This could be a themed event to get more members of the public along and seek their views. This could be a one off event similar to the Bath City Conference or held before each meeting. Needs further discussion.*
- *Opportunity to invite more people along to the meetings particularly on topical issues rather than just the core meeting.*
- *It's important to get the right people to the meeting.*
- *Forums need to evolve and develop over time.*
- *Opportunity to webcast the meetings to attract more people.*
- *Meetings currently feel like they are driven by B&NES, Forum members need to be more in control of the agenda.*
- *Need to improve communication with members of the public.*
- *Must not forget the rural communities – the Forum should not be based around Keynsham.*
- *rotate venues for meetings outside Keynsham.*
- *the Forum members should take more responsibility for setting agenda items.*

## **Feedback on the Workshop** (23 forms were completed, all comments typed up)

### **1. On which sections would you have liked to have spent more or less time this evening?**

#### **More time on...**

- *skills and jobs*
- *education*
- *possible actions related to yellow stickers*
- *future of funding for B & NES and how it affects local communities*
- *transport*
- *discussion on a named theme*
- *our objectives*
- *economy - jobs & revenue*
- *feedback*

### **Less time on...**

- *opening/introduction*
- *preamble*
- *post it notes*

### **What was about right?**

- *discussion work was good and also good to ensure ideas will be taken forward*
- *the whole meeting*
- *length of time on each topic*
- *duration and use of time*
- *most of the discussion*
- *wide ranging discussions*
- *everything*
- *all about right, good to have someone timing feedback. This could be done at future Forum meetings to encourage us to be more efficient*
- *evening flowed well, all fine*
- *well balanced & controlled*
- *all about right*
- *whole meeting was run well for an inaugural event - as time goes by meetings will be more meaningful*
- *happy with it all*
- *fine*
- *time constraints on discussions & feedback*

### **3. Please give one example of something you will do as a result of tonight's discussions, no matter how small.**

- *ensure communication is good and information is cascaded well*
- *fix the obvious problem with lack of communication*
- *make sure more people attend the Communities transport and Environment Scrutiny on transport*
- *try to get initiatives off the ground*
- *make contact with other clerks*
- *ask Parish Councils for comments on Parish Ranger alternatives*
- *support actions that come from the meeting*
- *consult with Ward Councillors about cross boundary to support common tasks*
- *be able to offer more explanation when people complain about lack of coordination between utilities*
- *think more about meeting structures*
- *will try to encourage more participation in these meetings*

- *liaise with Sara on developing future forums pre-sessions*
- *make other organisations such as Keynsham Community Energy know about the Forum*
- *contact Sara and Andy at B & NES to get insight on contact points within B & NES*
- *improve communication with staff & families about the issues discussed at the Forum*
- *broaden ways the PC communicates with the public*
- *communicate back to PC*
- *take matters back to PC*
- *volunteer more 'wombling' in Keynsham*
- *watch actions and feedback after the meeting*
- *pass on information*

#### **4. Any thoughts about the frequency, format and venue for future Community Forum meetings?**

- *venue great, frequency OK, format may need looking at*
- *to be decided by the Forum*
- *quarterly*
- *4 per annum*
- *about right*
- *quarterly*
- *about every 8 weeks*
- *4 a year, start with public attendance hour*
- *3 monthly, move about the area*
- *core meetings in Keynsham but also to nearby villages*
- *as now*
- *quarterly*
- *ideas for the agenda - each key agenda item on a flip chart, discussion to be time tabled throughout the year to dictate pre-meeting invites*
- *venue fine, danger of meetings becoming over long*
- *quarterly, same venue*
- *move venue around, timing of meetings*

#### **5. Any other comments?**

- *must be interesting to the public*
- *good ideas generated*
- *what is the collective noun for a gathering of clerks?*
- *good to see such enthusiasm in our community*

**Connecting Communities Forums**

**NOMINATION FORM**

**POSITION OF CHAIR / VICE CHAIR**

I .....

As an attendee of the Bathavon / Chew Valley /Keynsham Area /Somer Valley Forum\*, I would like to nominate / self-nominate\* (*\*please delete as appropriate*):

.....

For the position of Chair/ Vice Chair\* (*\*please delete as appropriate*).

For the period of one year starting from the date the ..... Sept / Oct 2015 until the next AGM held in 2016.

The Nominee has confirmed they are prepared to stand for the post.

Self-nominations are accepted.

Signed: .....

Date: .....

**Please return the form via email or present the nomination form to one of the B&NES officers prior to commencement of the meeting.**

c/o Strategy & Performance, Bath & North East Somerset Council,  
email: [Mark\\_Hayward@bathnes.gov.uk](mailto:Mark_Hayward@bathnes.gov.uk) tel: 01225 396975

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**Keynsham Area Forum**  
**Connecting Communities - Terms of Reference**

**1. Background**

- 1.1 Keynsham Area Forum forms part of the Connecting Communities initiative that aims to improve the external engagement of Bath & North East Somerset Council and its partner's. The initiative brings together neighbourhoods, villages and towns to reflect local issues and priorities.
- 1.2 Whilst these areas create operational boundaries, they are also important in determining local priorities and bringing together local communities where there are shared and common issues.
- 1.3 Each area will be supported by a local 'Forum' that will work together to improve local engagement, join up services and foster 'One Conversation' so local people receive better outcomes.
- 1.4 Each Forum may collaborate with other Forums to showcase initiatives, share good practice and engage in wider discussions including of a strategic nature. This 'Conference style' approach is designed to secure involvement of wider stakeholders and local residents. These will be defined and developed locally at the AGM.

**Terms of Reference**

**2. Name**

- 2.1 The name shall be Keynsham Area Forum
- 2.2 It will cover the town and parishes of, Chelwood, Compton Dando, Corston, Farmborough, Keynsham, Saltford, Whitchurch, Marksbury.
- 2.3 The Forum will be encouraged to engage with and explore closer working arrangements with other local authority partnerships bodies as deemed appropriate.

**3. Aims and Objectives**

- 3.1 The Keynsham Area Forum has been established by Bath & North East Somerset Council (B&NES) at the request of the Public Services Board.
- 3.2 The overall aim is to provide a mechanism for collaboration between communities and public bodies in order to improve local engagement, join up services and foster 'One Conversation' so local people receive better outcomes.
- 3.3 The objectives are to:-
  - Involve local people by seeking their views and encouraging them to participate in improving their quality of life
  - Identify common issues across this area and agree local priorities
  - Offer constructive suggestions for improvement in relation to local priorities
  - Agree how organisations, including this Forum, will work together to respond to the local priorities and take action where appropriate
  - Influence wider policy developments and encourage meaningful conversations

- Act as a 'Champion' on behalf of the forum area

#### **4. Key principles**

4.1 All Members of the Forum will be required to follow the five key principles of the Connecting Communities programme which are to:-

- 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 Each Member must agree to the aims and objectives and key principles set out in 3 & 4 above.

5.2 The Core Membership of the Forum will be:-

- Officer representative from the following public services
  - Avon and Somerset Constabulary
  - Avon Fire and Rescue Service
  - Curo
  - NHS Bath and North East Somerset
  - Delegated B&NES Council Sponsor
- All B&NES elected ward members in the Forum area
- Representatives from all of the Parish Councils in the Forum area
- Representatives from the Town Council

5.3 Further members may be drawn from the business sector, voluntary, community and social enterprise organisations, within the area of benefit as defined in 2.2.

5.4 Representatives from other local authority partnership bodies may be invited to attend meetings if appropriate.

5.5 Organisations must demonstrate their understanding of the local needs and have a willingness to work together to support the aims of the Forum.

5.6 Meetings of the Forum shall be open to the public. A notice of every meeting will be placed on the Council's web meeting diary. All members of the Forum will be requested to promote all meetings to encourage wider engagement.

5.7 Members of the public are invited as observers only and will not be allowed to speak at the meeting unless a pre agreement with the Chair and Vice Chair.

5.8 An organisation may apply to become a member of the Forum and this shall be considered at the Forum AGM, subject to a maximum number of (50) members.



- 5.9 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 membership set out in 5 above. They shall act independently and work on behalf of the area for the wider benefit.
- 6.2 The Chair and Vice Chair will meet with the Secretary and Delegated B&NES Council Sponsor to agree agendas, resolve issues and report on the action as deemed appropriate. They will be known as the Steering Group.

## **7. Working Methods**

- 7.1 The Forum will meet at least four times a year, one of which meetings shall be an Annual General Meeting.
- 7.2 A minimum number of ten representatives should be in attendance at any meeting, where a vote is required.
- 7.3 If there are not enough members in attendance, the meeting will be adjourned for thirty minutes, deeming the reconvened meeting as being quorate irrespective of the number of people who are in attendance.
- 7.4 Agendas and papers for meetings will be circulated a minimum of seven days before each meeting. A record of actions from the meetings will be taken. An action log will be kept and reported back at each meeting.
- 7.5 Members of the Forum will be invited to submit agenda items to the Steering Group in advance of each meeting.
- 7.6 Every member of the Forum shall be accorded the same degree of respect and consideration by all other members.

## **8. Agenda Planning**

- 8.1. The Forum will adopt a core agenda for ordinary meetings as follows:-
- Standing Items (eg Community Safety, Transportation)
  - Consultation items (eg Council)
  - Parish and Community items
  - Area profile and priorities

## **9. Area profile**

- 9.1 The Forum will establish and keep updated an Area Profile and an Action plan that aims to set out local needs and set priorities for the Forum.

## **10. Annual General Meetings**

- 10.1 The Forum will hold an Annual General Meeting each year (June/July) or within twelve months of the anniversary of the inaugural meeting.
- 10.2 The 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 AGM meeting, the Forum shall;

1. Appoint the Chair and Vice Chair
2. Review of the terms of reference.
3. Agree additional membership as necessary subject to 5.3
4. Agree an Agenda Plan and meetings schedule.
5. Agree any other working arrangements required in the Forum.
6. Consider how to engage more widely, showcase initiatives and share good practice within its own area and with other areas across Bath & North East Somerset.

10.4 The Election of the Chair and Vice Chair will be available to only those existing members of the Forum, notification of which will be made in advance.

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 Forum will seek to work through the development of consensus.

11.2 Decisions 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 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 party may co-opt individuals or organisations to join, in advisory capacity, to support their objectives.

12.3 A record of working party meetings will be taken and reported back at the Forum meetings.

## **13. The 'Conference'**

13.1 Each Forum may collaborate with other Forums to showcase initiatives, share good practice and engage in wider discussions including of a strategic nature. This 'Conference style' approach is designed to secure involvement of wider stakeholders and local residents. This may consist of a specific event, a series of meetings or of events, the use of new media or any combination of these. These will be defined and developed locally at the AGM.

## **14. Dissolution**

14.1 A proposal for dissolution of the Forum will require the approval of the minimum number of representatives as set out in 7.2.

14.2 All funds, documents and possessions shall be disposed of in accordance with the wishes of the majority of voting members.

## **Current Membership**

### **B&NES Councillors**

- All Elected Members Keynsham North (2)
- All Elected Members Keynsham South (2)
- All Elected Members Keynsham East (2)
- All Elected Members Saltford (2)
- All Elected Members Farmborough (1)

### **Town and Parish Councils**

- Representatives from Keynsham Town Council
- Representatives from the following Parish Councils:-
  - Chelwood
  - Compton Dando
  - Corston
  - Farmborough
  - Keynsham
  - Saltford
  - Whitchurch
  - Marksbury

### **Business representatives**

- Keynsham Chamber of Commerce
- Saltford Business Association

### **Voluntary and Community sector**

- Keynsham and Saltford Churches together
- Keynsham Civic Society
- Community @ 67
- Saltford Community Association
- WERN

### **Public sector**

- Avon and Somerset Constabulary
- Avon Fire and Rescue Service
- Curo
- NHS Bath and North East Somerset
- B&NES Healthwatch \*( new )

### **Officer support**

- Delegated B&NES Council Sponsor, Strategic Director for Place, Louise Fradd
- Administrative Support, B&NES Strategy & Performance

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# Connecting Communities

## Draft Action plan 2015

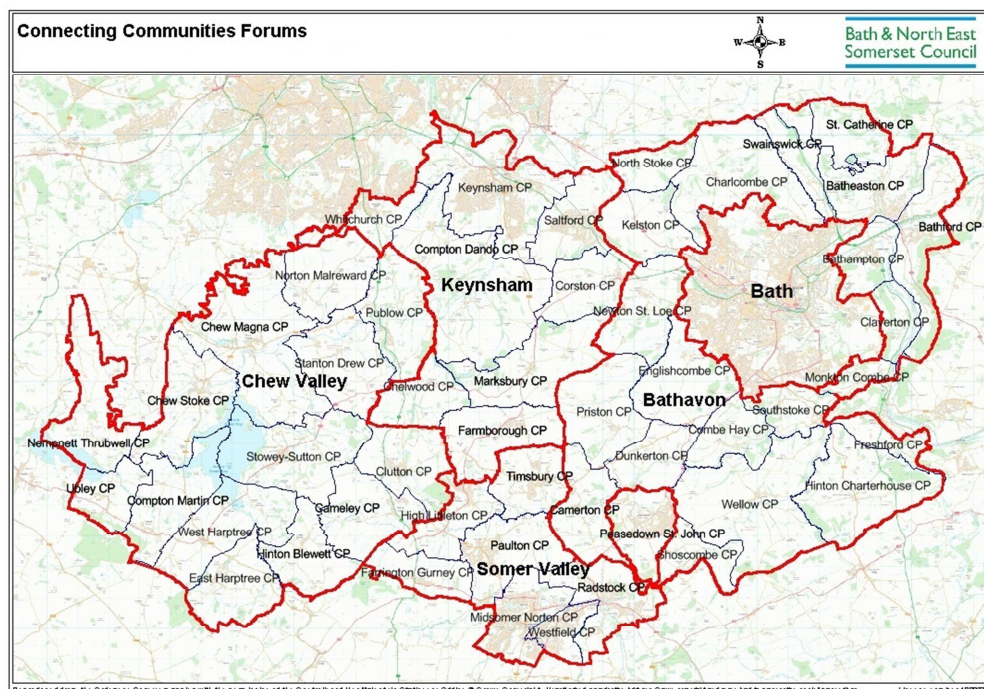
### 1. About Connecting Communities

Local residents are able to use different methods to inform the Council and public sector partners about the delivery of services. However, what has been lacking is a joined-up approach to planning services for future needs and no consistency when engaging with local communities.

The 'Connecting Communities' programme is an initiative designed to help public service providers understand the needs of the diverse range of people and communities that make up Bath and North East Somerset. The approach has been built around five key principles:

- Listen
- Prioritise
- Join-up
- Work with you and;
- Share ideas

The programme has divided Bath and North East Somerset into five distinct geographical areas: Bath, Bathavon, Chew Valley, Keynsham and Somer Valley.



Each area is supported and represented by a local 'Forum' with the aim of improving engagement between public services and local communities, as well as encouraging local people and communities to talk to each other, share skills/ideas and work together where appropriate.

The Forums aim to bring together the right people at the right time. They do not replace the rights of parish councils and key stakeholders to input into statutory consultations. However they do provide a mechanism for discussion, influence and prioritising what matters most.

## 2. Progress so far

The development of each Forum is at different stages. This is due to previous partnership arrangements in place, a legacy of regeneration partnerships and local representation on the 'Local Strategic Partnership'. Bath and Bathavon Forum are currently being developed and will be formally established by Autumn 2015.

A rationalisation of other meetings has also taken place. Parish Cluster meetings, which were designed only for Parish Councils to attend and PACT meetings, run by Avon and Somerset Constabulary, have now been disbanded. Issues raised at these meetings can now be raised at the informal session run at the start of each Forum meeting.

A series of workshops was held in July 2015 for Bathavon, Chew Valley, Keynsham and Somer Valley. The aim of these was to help the Forums consider different ways of working together, a better understanding of what partners can offer and review the influence and effectiveness of the Forums for the future.

The outcomes of the workshops have been worked up into a series of action plans (see Section 4 below 'Action Planning') and draw together previous discussions held by previous partnership arrangements. The action plans will help each Forum focus on what really matters most and help them work together to solve these issues.

## 3. About each Forum

A series of area profiles have been developed for each of the five areas. This brings together the key facts from the 2011 census data. Each profile provides a snapshot of the local population, how it lives and its characteristics and helps provide a better understanding of the area. As new data becomes available each profile will be updated to reflect the current situation.

**Bath** - The Bath Area consists of sixteen electoral wards. Unlike North East Somerset, the Bath Area does not have parishes or parish councils. It has a resident population of 88,859. It lies 12 miles south-east of Bristol, near the southern edge of the Cotswolds, in a valley of the River Avon, designated as an Area of Outstanding Natural Beauty. Further information can be found at:

<http://www.bathnes.gov.uk/services/your-council-and-democracy/local-research-and-statistics/wiki/bath-forum-area>

**Bathavon** - The Bathavon area consists of 3 electoral wards and 21 parishes and has a usual resident\* population of just over 12,600. Geographically it surrounds Bath City and borders South Gloucestershire to the North, Wiltshire to the West and Mendip to the South. The area is largely rural and home to a number of villages. Further information can be found at:

<http://www.bathnes.gov.uk/services/your-council-and-democracy/local-research-and-statistics/wiki/bathavon-forum-area>

**Chew Valley** - The Chew Valley Area consists of four electoral wards and 14 parishes, and has a resident population of about 9,983. The Chew Valley lies to the west of Bath and North East Somerset, and has strong links to Bristol. It is a large rural area and identified as an Area of Outstanding Natural Beauty. One of its key features is the Chew Valley Lake, an important site for wildlife which has been dedicated as a Site of Special Scientific Interest and a Special Protection Area. Further information can be found at:

<http://www.bathnes.gov.uk/services/your-council-and-democracy/local-research-and-statistics/wiki/chew-valley-forum-area>

**Keynsham Area** - Keynsham Area consists of seven electoral wards; one town and seven parishes, and has a resident population of about 24,692. It lies to the north of Bath and North East Somerset, and has strong links to both Bristol and Bath. The largest of the areas, Keynsham, is a market town, which serves a number of the nearby villages. One of its key features is that the physical geography is influenced by the two rivers, Avon and Chew, which converge to the north of the town. Historically the rivers were used as a transport corridor, now the A4 from Bath to Bristol provides the principle vehicular route for the area. Further information can be found at:

<http://www.bathnes.gov.uk/services/your-council-and-democracy/local-research-and-statistics/wiki/keynsham-forum-area>

**Somer Valley** - Somer Valley Area consists of eight electoral wards; two towns and six parishes, and has a resident population of about 39,848. It lies to the south of Bath and North East Somerset and has close links with Mendip. The area has strong historical characteristics from a Medieval Market town to the transformation during the industrial revolution. The strength in community and historical identity remains strong. The industrial landscape has been returned to countryside, and the former Somerset and Dorset Railway route provides a cycling route for access to Bath and Frome. Further information can be found at:

<http://www.bathnes.gov.uk/services/your-council-and-democracy/local-research-and-statistics/wiki/somer-valley-area-forum>

## 4. Action Planning

A series of workshops were held in July 2015 for Bathavon, Chew Valley, Keynsham and Somer Valley Forum areas. The workshops were run and managed by Independent Facilitators, Rowena Harris and Diana Godwin.

Each workshop included a briefing by Cllr Tim Warren, Leader of the Council and Cabinet Member for Communities and Cllr Martin Veal, Cabinet Member for Community Services about the Council's priorities and future financial challenges.

The workshops were divided into three parts and Forum members were asked to participate in each.

1. **What's already happening?** inform others in the area about things planned or sharing best practice.
2. **What issues concern you now and what ideas do you have to make a change?** – issues that matter most and ideas to make a change. These were sorted into a series of topics.
3. **Action planning** – put forward proposals that they wished to discuss further within a small group and agree actions to take forward outside of the meeting.

Detailed notes and actions agreed at each workshop were written up by the Facilitators.

A number of priorities that were identified had a common theme across all Forums areas - the need for increased information sharing and improved community engagement. These are summarised as follows:-

- Future formats for Forum meetings

- Increase community involvement in the Forum including local residents and young people
- Training and development for new Parish Councillors & Clerks
- Improve communication between: public services and parish councils; police and residents; parishes council and residents; utilities, highways and the local community and across Forum areas

Other shared issues raised across all the Forum areas included:

- **Children & Young People:** improve the provision of services and facilities for young people.
- **Development and Infrastructure:** ensure the impact of development maintains the identity of the towns, villages and rural setting and ensure sufficient improvements to infrastructure.
- **Environmental, Sustainability and Climate Change:** encourage sustainable energy - better understanding of the benefits and opportunities for environmental sustainability initiatives.
- **Health & Wellbeing:** increase access to and information about services available.
- **Transport:** the need for affordable and accessible public transport; more community transport solutions; reduction in speeding and volume of traffic and; improved engagement in highway maintenance programmes.

It is recognised that whilst these priorities and common issues are shared across all Forum areas, the action needed may differ dependent upon the needs of each Forum and therefore have been dealt with separately in each Action Plan.

There was one priority that requires discussion across the whole area; the need to improve communication, training and development for new parish councillors and clerks. The action required is detailed below:-

Issue	Action	Involving	Timescales
Improve communication, training and development for new Parish Councillors and Clerks	Explore options for better communication, buddying scheme for PC, training opportunities and sharing information and good practice.	B&NES Strategy & Performance  Jo Swift, Kirstie Green, Kathryn Manchee, reps from other Forum Areas	Sept 15

The completed action plans are detailed below in Section 5. The action plans will be reviewed annual and updated as required.

The Bath Forum will hold a separate workshop once formally established and develop series of priorities which will be drawn together into an action plan.



## 5. Action Plans

# Bathavon Action Plan

Transport is clearly the priority issue for Bathavon as well as a need for better information sharing and community engagement.

A summary of the issues raised in July 2015 are detailed in the Action plan below.

Theme	Issue	Action	Lead / Involving	Date raised	Priority	Timescales
Children & Young People	Improve the provision of services and facilities for young people.	Share of best practice between villages that are supporting youth provision.	B&NES Children Centre Services  Parish Councils	July 15		
Developments and Infrastructure	Ensure the impact of development maintains the identity of villages and provides sufficient improvements to infrastructure such as schools, roads, traffic, affordable housing and health (being aware of the needs of boat dwellers living in the area.)	Parish Councils to continue to engage with the Placemaking and Neighbourhood Planning process. Report back to Forum on progress.	B&NES Planning Policy  All Parish Councils	July 15		
Developments and Infrastructure	Better Integration of students who live within existing communities	Work with the Student Community Partnership to explore local projects	Student Community Partnership	July 15		
Economic development, skills, training and enterprise	Improve the availability of apprenticeships, work placements and volunteering opportunities and support those people who are unemployed / career changes	Review existing apprenticeships, work placements and volunteering opportunity currently available  Explore mentoring and coaching opportunities	B&NES Economic Development and Volunteer Centre, Children's Centres	July 15		

Environmental Sustainability & Climate Change	Encourage sustainable energy - better understanding of the benefits and opportunities for environmental sustainability initiatives	Explore examples of local energy production in the area.	Bath & West Community Energy	July 15		
Health & Wellbeing	Encourage more referrals to existing services particularly support for older people  Utilise more community venues for social activities	Explore options for a 'village agent' or 'volunteer befriending service' to support individuals and signpost to services and use facilities to put on more social activities.		July 15		
Health & Wellbeing	Increase awareness of services available to improve the health & wellbeing of residents	CCG Community Services Review - input into the review of Community Services	B&NES Clinical Commissioning Group	July 15		
Stronger Communities	Future format of Forum and getting more input from our communities: how to improve communication between Parish Councils and parishioners (Common theme)	Discuss terms of reference, membership and engagement plan for the Bathavon Forum. Draft terms of reference to be presented for discussion at the inaugural meeting in the Autumn.	B&NES Strategy & Performance and Chair of Forum  All Forum members	July 15	High	Autumn 15
Stronger Communities	Better communication between B&NES and Parishes and better induction for new councillors (Common theme)	Explore options for better communication, buddying scheme for PC, training opportunities and sharing information and good practice.	B&NES Strategy & Performance  Representatives from other Forum Areas, Jo Swift, Kirstie Green, Kathryn Manchee	July 15	High	Sept 15

Transport	Influencing Transport Decisions at both strategic level (including neighbouring authorities) and at local level (responding to affordability, reliability, alternative options of public transport, speeding, volume of traffic, safer routes to schools, highway maintenance improvements.)	<p>Discussion on transport issues will be included on the Bathavon Forum agenda for future meetings. Ensure the relevant officers and agencies are invited.</p> <p>Terms of reference needs to include a spokesperson from the Valley Parish Alliance</p>	<p>B&amp;NES Planning and Transportation team</p> <p>All Forum members</p>	July 15	High	Ongoing
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# Chew Valley Action Plan

Transport is clearly the priority issue raised at the July 2015 workshop for the Chew Valley, followed by the need for better information sharing and community engagement. Other priorities raised in 2013 included improved access to health and wellbeing services, support for rural businesses to thrive and improve broadband for rural businesses.

A summary of the all the issues raised in September 2013 and July 2015 are detailed below.

Theme	Issue	Action	Lead / Involving	Date raised	Priority	Timescale
Children and young people	Improve the provision of services and facilities for young people.	<p>Explore wider use of Children's Centre for the whole community</p> <p>Utilise the Children's centre bus for more activity in the Chew Valley (such as mobile One stop Shop)</p> <p>Explore opportunities for more intergenerational links</p> <p>Support the developments of an Arts Centre at Chew Valley Secondary School to provide youth activity</p>	<p>B&amp;NES Children Centre Services</p> <p>Chew Valley Secondary School</p>	Sept 13 / July 15		
Children and young people	Promote positive behaviours of young people in the Chew Valley	Encourage more nominations to existing Awards to highlight positive achievements of young people across the area.	All Forum members	July 15		

Developments and infrastructure	Ensure the impact of development maintains the identity of villages and provides sufficient improvements to infrastructure such as broadband, schools, roads, traffic, health, affordable housing and secure future for leisure centre.	Parish Councils to continue to engage with the Placemaking and Neighbourhood Planning process.  Report back to Forum on progress.	B&NES Planning Policy  All Parish Councils	Sept 13 & July 15		Ongoing
Economic development, skills, training and enterprise	Improve the availability of apprenticeships, work placements and volunteering opportunities	Review existing apprenticeships, work placements and volunteering opportunity currently available	B&NES Economic Development and Volunteer Centre	July 15	High	
Economic development, skills, training and enterprise	Support rural businesses to thrive.	Identify the type of support needed for local businesses	Chew Valley Chamber of Commerce	July 15	High	
Economic development, skills, training and enterprise	Improve broadband for rural businesses.	Work with the Council to ensure local issues are highlighted	B&NES Economic Development	Sept 13 & July 15	High	
Environmental, sustainability and climate change	Reduce the impact of flooding by working in partnership with agencies and the community to identify prevention measures and maintenance (including Flood Warden Training).	Support the activity of the Chew Valley Flood Forum	Chew Valley Flood Forum	Sept 13		

Environmental, sustainability and climate change	Better understanding of the benefits and opportunities for environmental sustainability initiatives such as bulk buying of oil.	Explore the benefits including financial of sustainable energy sources	B&NES Strategy & Performance - Sustainability Team	July 15		
Environmental, sustainability and climate change	Maintain awareness of the threat of Fracking in the local community.	Parish Councils to continue to engage with the Placemaking and Neighbourhood Planning process.	B&NES Planning Policy, All Parish Councils	Sept 13		
Health & Wellbeing	Improve access to services by offering more accessible ways to deliver services recognising the challenges of rural life and reducing inequality, isolation and loneliness.	CCG Community Services Review - continue to input into the review of Community Services and explore ways for local initiatives to be developed.  Continue to support the Village Agents scheme - supporting individuals and increasing signposting of services for residents.	B&NES Clinical Commissioning Group  All Forum members	Sept 13	High	Autumn 15
Safer Communities	Better Communication: especially between Police, Neighbourhood Watch and local residents  Provide a safe community by supporting campaigns and initiatives that reduce crime.	Explore options for better communication, volunteer neighbourhood co-ordinator and make better use of social media and mobile apps.  Explore the opportunity for a Pub Watch scheme	Avon and Somerset Constabulary  Parish Councils, health visitors, agencies, one stop shop, businesses and local residents.	July 15	High	
Stronger Communities	Future format and make up of Forum	Discuss amendments to the terms of reference, memberships, frequency, venues, structure and promotion of meetings at the AGM/Inaugural meeting and implement new	B&NES Strategy & Performance  All Forum members	July 15	High	Autumn

		arrangements thereafter.				
Stronger communities	Ensure community facilities are accessible and affordable to the whole community.	Report back on the Chew Valley Mapping of community activities that is currently being undertaken.	Volunteer Centre	Sept 13		
Stronger Communities	Better Community Engagement between parish councils and residents	Identify ways in which Parish Councils engage with local residents eg, email distribution list, welcome pack for new resident and share best practice.	Vice Chair of Forum  All Forum members	July 2015	High	Autumn 15
Transport	Influencing Transport Strategy taking account of: health and wellbeing of those more isolated; improve connections to the main public transport routes for commuters; improve community transport provision to local services; provide safer routes for cycling and walking.	Transport Strategy - address issues that affect the Chew Valley  Develop an engagement process for inputting into the B&NES transport strategy – set up a 'Task & Finish Group' from members of the forum to explore the engagement options.  Review the information contained within the Neighbourhood Plans and issues raised previously by the Forum.  Complete the Chew Valley Transport Study: find out what is already happening - what is working, what isn't working including viewing the issues raised by the Forum.	B&NES Place Directorate, Strategy & Performance, WERN  All Forum members  Include service providers e.g. Children Centres, Health & Social care, Hospitals, local GP's, local council members, local businesses	Sept 13 & July 15	High	Autumn 15



# Keynsham Area Action Plan

Improved communication is clearly the priority issue raised at the July 2015 workshop for the Keynsham Area. Other priorities raised in 2013 are included along with the issues highlighted in 2015. These are detailed in the action plan below.

Theme	Issue	Action	Lead / Involving	Date raised	Priority	Timescale
Children and young people	Improve the provision of facilities and services for young people	Explore opportunities to join up and improve services for children and families including better use of Children's centre.	B&NES Children's Centres	Sept 13 & July 15		Ongoing
Children and young people	Promote positive behaviours of young people	Encourage more nominations to existing Awards to highlight positive achievements of young people across the area.	All Forum members	July 15		Ongoing
Development and infrastructure	Ensure the impact of development maintains the identity of the town and villages and rural setting and ensure: sufficient improvements to infrastructure such as schools, roads, traffic and health; employment land is brought forward to create new jobs; increase availability of affordable housing for local people; relocation of leisure centre in Keynsham.	Parish Councils to continue to engage with the Placemaking and Neighbourhood Planning process.  Report back to Forum on progress.	B&NES Planning Policy  All Parish Councils	Sept 13 & July 15		Ongoing
Development and infrastructure	Ensure community assets are maintained and retained for future community use.	Explore the opportunities to register local community assets under the 'Community Right to buy'.	B&NES Planning Policy  All Parish Councils	Sept 13 & July 15		Ongoing

Economic development, skills, training and enterprise	Create more job opportunities and support those people seeking employment	Support local initiatives such as Community @67 job club and Children's Centres employment and training support to help local residents seek employment.	Community @ 67, B&NES Children's Centres, Keynsham Chamber of Commerce, Saltford Business Network	July 15		Ongoing
Economic development, skills, training and enterprise	Increase the opportunity for apprenticeships, volunteering and work placement opportunities	Review existing apprenticeships, volunteering and work placements currently available and explore new opportunities	Community @ 67, B&NES Children's Centres, Keynsham Chamber of Commerce, Saltford Business Network	July 15		Ongoing
Environmental, sustainability and climate change	Improve the Air Quality	Input into the consultation draft Air Quality Action Plan for Keynsham and Saltford and monitor progress.	B&NES Place Directorate	Sept 13 & July 15		Winter 15
Environmental, sustainability and climate change	Better understanding of the benefits and opportunities for environmental sustainability initiatives including solar panels, wind turbines and utilising the river Avon as an energy source	Explore the benefits including financial of sustainable energy sources	B&NES Strategy & Performance - Sustainability	July 15		Winter 15
Environmental, sustainability and climate change	Reduce the impact of flooding by working in partnership with agencies	Identify any flooding risks that impact on the local area	B&NES Place Directorate	Sept 13 & July 15		Winter 15
Environmental, sustainability and climate change	Encourage people to take pride in their local community.	Support local initiatives such as Keep Britain tidy, Volunteer Clear up days and In Bloom activity.	Parish Councils, In Bloom groups, Transition group	July 15		Winter 15

Health & Wellbeing	Ensure services are accessible and affordable particularly for those more vulnerable and isolated people in the community	CCG Community Services Review - continue to input into the review of Community Services.  Explore ways for local initiatives to be developed and promote existing opportunities	B&NES Clinical Commissioning Group  All Forum members	Sept 13 & July 15		Autumn 15
Health & Wellbeing	Lack of clarity regarding the provision of NHS services for residents living near other local authority boundaries.	Explore the possibility of B&NES residents being offered a choice of preferred provider	B&NES Clinical Commissioning Group and Bristol Clinical Commissioning Group	Sept 13 & July 15		Autumn 15
Safer communities	Create a safe community by reducing the fear of crime and anti-social behaviour	Support initiatives such as 'Neighbour Hoodies' to foster good citizenship.				
Safer Communities	Better communication between Police and local residents	Explore options for better communication; consider other methods (not just social media) make better use of free media i.e. Keynsham Voice/Week & Parish Magazines, noticeboards, community radio, a regular column is planned for Keynsham Voice.	Avon and Somerset Constabulary  Parish Councils, local media.	July 15	High	Autumn
Stronger Communities	Alternatives to the Parish Ranger Scheme	Explore the opportunity for a Parish Ranger scheme for the area by sharing resources and ideas and links to volunteers.	Carolyn Beecroft (Chelwood PC) and John Twist (Corston PC) including support from B&NES Strategy & Performance  All Parish councils in Forum Area	July 15	High	Autumn / Winter

Stronger Communities	Improve communication between Utilities, Highways and the community	<p>Invite public utilities (e.g. Wessex Water, Bristol Water) to attend future Forum meetings.</p> <p>Ensure planned highways works are disseminated to Parish Councils. Engagement at the planning stages will ensure better co-ordination.</p>	B&NES Place Directorate and Strategy and Performance	July 15	High	Autumn
Stronger Communities	Improve communication and support between B&NES & Parish & Town Council Clerks	Explore options for better communication, buddying scheme for PC, training opportunities and sharing information and good practice.	<p>B&amp;NES Strategy &amp; Performance</p> <p>Representatives from other Forum Areas, Jo Swift, Kirstie Green, Kathryn Manchee</p>	July 15	High	Sept 15
Stronger Communities	Improving and developing the Forum	<p>Discuss amendments to the terms of reference, membership (include Colleges), frequency, venues, structure and promotion of meetings at the AGM meeting and implement new arrangements thereafter.</p> <p>Extend budget fairs to include Forum meetings.</p>	<p>Sub group to discuss proposals B&amp;NES Strategy &amp; Performance, Chair of Forum and Chair of Compton Dando PC</p> <p>All Forum members</p>	July 15	High	Sept 15
Transport provision	Improve the provision of public transport for access to work	Ensure all Forum members have an opportunity to comment on the Keynsham Transport Strategy and monitor progress.	<p>B&amp;NES Place Directorate</p> <p>All Forum members</p>	Sept13 & July 15		Ongoing
Transport provision	Ensure that any strategic transport planning considers the impacts to the Forum area and neighbouring authorities plans	Provide an opportunity to influence other local transport strategies (eg Chew Valley), neighbouring authorities plans and West of England.	<p>B&amp;NES Place Directorate</p> <p>All Forum members</p>	Sept13 & July 15		Ongoing

Transport provision	Ensure sufficient transport provision is offered for medical appointments and to help reduce isolation and loneliness	Actively promote community transport services and local bus services to local residents  Promote the benefits of volunteering to support community transport services	All Forum members  Community Transport schemes	Sept13 & July 15		Ongoing
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# Somer Valley Action Plan

A summary of the issues raised in July 2015 and the discussions held in July 2014 are summarised below in the action plan.

Theme	Issue	Action	Lead / Involving	Date raised	Priority	Timescale
Children and Young people	Youth Engagement in the Forum	Consult with young people and youth organisations on how they wish to engage with the Forum	B&NES Children Centre Services	July 15	High	Autumn
Children and young people	Ensure those seeking information about schools are well inform	Better understanding of the information available about local schools and colleagues (stats, funding, extra-curricular activities etc)	All Forum	July 15		
Children and young people	Improve the provision of services and facilities for young people.	Explore opportunities to join up and improve services for children and families including using Children Centres as a hub to support troubled families	B&NES Children's Centres	July 14 & July 15		
Developments and infrastructure	Ensure the impact of development maintains the identity of villages and provides sufficient improvements to affordable housing (particularly for local people), quality retirement accommodation, home share	Parish Councils to continue to engage with the Placemaking and Neighbourhood Planning process.  Report back to Forum on progress.	B&NES Planning Policy  All Parish Councils	July 14 & July 15		

	initiatives, schools, transport infrastructure					
Developments and infrastructure	Local Housing Issues (local people being priced out of housing in their own villages)	To clarify the policy procedures for allocating social housing for local families, eg shared knowledge of other schemes such as High Littleton	Timsbury PC All Forum	July 15	High	Autumn 15
Developments and infrastructure	Improve broadband and mobile phone signals for rural businesses and resident	Work with the Council to ensure local issues are highlighted	B&NES Economic Development	July 15		
Economic development, skills, training and enterprise	Economic Development for the Somer Valley (inward investment, skills and training, wages, affordable workspaces)	Develop a plan to generate inward investment into the Somer Valley  Create a business case for a business hub in the Somer Valley and report back to Forum on progress	Local businesses, public and voluntary and community sector	July 15	High	Autumn
Environmental, sustainability and climate change	Better understanding of opportunities to improve the energy efficiency of homes	Promote campaigns such as 'B&NES Energy at Home Advice Service'	All Forum	July 15		
Environmental, sustainability and climate change	Better understanding of the benefits and opportunities for environmental	Explore the benefits including financial of sustainable energy sources	B&NES Strategy & Performance - Sustainability Team	July 15		

	sustainability initiatives such as solar panels, wind farms etc.					
Health & Wellbeing	Ageing better workshop in Timsbury (as a start for village forums in other B& NES towns and villages)	Develop a proposal and present to Timsbury Parish Council on an 'Ageing Better workshop' – this proposal could be rolled out to the whole of the Somer Valley	Timsbury Parish Council, Village Agents	July 15	High	Autumn
Health & Wellbeing	Inclusive Sports Facilities	Identify local community assets that would support a permanent Boccia Facility and other sports eg fishing  Raise awareness of the benefits of inclusive sports, encourage corporate sponsors and promote volunteering opportunities	Leonard Cheshire Homes, B&NES Strategy & Performance, Sport & Active Lifestyle	July 15	High	Ongoing
Health & Wellbeing	Reduce isolation especially in villages	Explore ways for local initiatives to be developed and promote existing opportunities	All Forum members	July 14 & July 15		
Health and wellbeing	Increase residents health & wellbeing with a focus on reducing deprivation, childhood obesity, cancers, diabetes, improve child dental health, mental health	CCG Community Services Review - continue to input into the review of Community Services	B&NES Clinical Commissioning Group	July 14 & July 15		Autumn 15



Safer communities	Reduce anti-social behaviour.	Support initiatives such as Street Pastors and Alcohol Partnership to reduce anti-social behaviour	Avon and Somerset Constabulary	July 15		
Stronger Communities	Complete Community Asset Transfers (those pledged by B&NES)	Follow up on pledge Community Asset Transfers, unblock any legal issues and clearly explain any problems regarding the asset transfers	B&NES Resources and Strategy and Performance	July 15	High	Ongoing
Stronger Communities	Future of the Somer Valley Forum	Discuss amendments to the terms of reference, membership (include Colleges), frequency, venues, structure and promotion of meetings at the AGM meeting and implement new arrangements thereafter.  Extend budget fairs to include Forum meetings.	Sub group to discuss proposals, Cllr Myers and B&NES Strategy & Performance  All Forum members	July 15	High	Oct 15
Stronger Communities	Ensure community assets are maintained and retained for future community use	Explore the opportunities to register local community assets under the 'Community Right to buy'.  Encourage more joint working between organisations that manage community spaces.	All Forum members	July 15		Ongoing
Stronger Communities	Improved Communication between B&NES and Parish Councils	Explore options for better communication, buddying scheme for PC, training opportunities and sharing information and good practice.	B&NES Strategy & Performance  Representatives from other Forum Areas, Jo Swift, Kirstie Green, Kathryn Manchee	July 15	High	Sept 15

Stronger Communities	Alternatives to the Parish Ranger Scheme	Explore the opportunity for a Parish Ranger scheme for the area by sharing resources and ideas and links to volunteers.	Link to Keynsham Area Forum proposal	July 15		
Transport	Influencing Transport Strategy taking account of: affordability and accessible public transport, reliability, alternative options for public transport, speeding, volume of traffic, safer routes to schools, highway maintenance improvements and weight restrictions.)	<p>Transport Strategy - address issues that affect the Somer Valley</p> <p>Develop an engagement process for inputting into the B&amp;NES transport strategy – set up a 'Task &amp; Finish Group' from members of the forum to explore the engagement options.</p> <p>Review the information contained within the Neighbourhood Plans and issues raised previously by the Forum.</p>	<p>B&amp;NES Planning and Transportation team</p> <p>All Forum members</p>	July 15	High	Ongoing



**Note of the meeting of the Keynsham Area Forum  
held on Wednesday, 18th February, 2015  
in Community Space, Keynsham - Market Walk, Keynsham**

<b>Meeting Attendance</b>	
Tony Crouch	Chair Keynsham Connecting Communities Forum
Adrian Inker	Vice Chair Community@67
Justin Hobbs	Avon Fire and Rescue
WPC Lisa Hawtin	Avon and Somerset Police
Ed Bramall	Curo
Alex Francis	The Care Forum – Healthwatch
Duncan Hounsell	Saltford Parish Council
Dawn Drury	Deputy Clerk for Keynsham Town Council and Councillor for Compton Dando Parish Council
Martin Carter	Farmborough Parish Council
Alan Hale	Councillor for Keynsham, Bath & North East Somerset Council
Chris Hounsell	Saltford Business Network
Philippa Paget	Compton Dando Parish Council
John Paget	Keynsham Chamber of Commerce
MJ McDowall	Corston Parish Council
John Twist	Corston Parish Council
Sally Davis	Councillor for Farmborough, Bath & North East Somerset Council
Charles Gerrish	Councillor for Keynsham, Bath & North East Somerset Council
Brian Simmons	Keynsham Town Council
Margaret Wilson	Churches Together Keynsham
Roger Busby	Keynsham Civic Society
Matt Donavan	Whitchurch Parish Council
Mark Wilkinson	Whitchurch Parish Council
<b>Others in attendance</b>	
Wera Hobhouse	Parliament Candidate for North East Somerset
Jo Page	Keynsham Wombles
Erica Davies	Keynsham Wombles
Sue Watkins	Resident
Janet Davey	Local Resident and DHI
Brian Wilson	Member of the Public
Phyllis Cook	Resident
Roanne Wooten	Julian House and Keynsham Resident
Kathleen Hovland	Keynsham Resident
Dawn Clarke	B&NES CCG
Sue Blackman	B&NES CCG
Mike McCallam	B&NES CCG
Barry Grimes	B&NES CCG
Avril Baker	Avril Baker Consultancy

<b>B&amp;NES Cabinet Members &amp; Officers</b>	
Councillor David Dixon	Deputy Leader, Bath & North East Somerset Council
Sara Dixon	Bath & North East Somerset Council
Mark Hayward	Bath & North East Somerset Council
Corinna Kern	Student Interns, Bath & North East Somerset Council
Claudia Roob	Student Interns, Bath & North East Somerset Council

## **1. Welcome and Introduction**

- 1.1 Tony Crouch, Chair of the Forum welcomed everyone to the meeting. The aim of the Forum is to improve collaboration and engagement between the public sector, voluntary sector and the local community. As a way of encouraging members of the public to attend our meetings, at our last meeting we agreed to split the meeting into two parts.
- 1.2 The first part of the meeting, 'Ask the Forum', will be an informal open session where members of the public and forum members are invited to ask questions. This will last no longer than 1 hour. The second part of the meeting is more formal and includes a presentation and workshop by the CCG on their current review of community health services. Members of the public were invited to stay for the second part if they wish.
- 1.3 'Ask the Forum' session will finish at 7.20pm, there will be a short tea break before commencing the second part of the meeting. Members of the public are invited to stay if they wish.

## **2. Ask the Forum**

- 2.1 The Chair invited the Police and Fire Service to provide an update report on activity. The Chair invited questions on these matters.
- 2.2 Councillor David Dixon received questions on Council matters.
- 2.3 Curo were also present and received a number of questions regarding housing allocations.
- 2.4 There were two detailed questions received in advance of the meeting. Responses for both had been received, these were recorded on the action log circulated at the meeting and are attached to these notes.
- 2.5 Questions that required a further response or action are recorded on the action log attached.

**(15 MIN BREAK)**

## **3. Apologies and notes of the last meeting**

- 3.1 Apologies were recorded for Councillor Paul Crossley and Peter Duppa-Miller.
- 3.2 The notes of the previous meeting were agreed as an accurate record.

#### **4. Matters arising**

- 4.1 Sara Dixon explained that she had been unable to find a representative for Education on the Forum. This will need to be reviewed again at a later date.
- 4.2 Sara reported that further work is being undertaken on the Area profiles in particular to the collation of data. An update on progress will be reported to a future meeting.
- 4.3 At the last meeting Alyson Lampard requested whether there would be any funding for air quality monitoring for Whitchurch. Sara confirmed that there is a monitor on the main road by the bus stop. Monitoring data has been passed onto the Parish Council.

#### **5 Your Care, Your Way: Let's plan community services together**

- 5.1 An introduction to the Your Care, Your Way was given. The involvement of communities in helping to shape the commissioning of future health services was extremely important. The current position for commissioned service is that there are around 400 different services that are provided by 80 different providers. New services need to be in place by April 2017.
- 5.2 The Group split into several groups and a summary of issues highlighted in these workshops included:-
  - Consideration to the geographical area – particular for villages on the border like Whitchurch where some of the provision is provided for by Bristol CCG.
  - A better understanding of the future housing development in the area in order to think about what primary care provision is needed for B&NES residents.
  - Future provision needs to take account of demographic changes as well as where residents live.
  - One single point of contact.
  - Common approaches to GP practices eg appointments and opening times.
  - Lack of Pharmaceutical provision on a Sunday.
  - Gap in the local mental health provision.
  - Need to address social isolation and loneliness. Patients are going to see the GP because they have no other support network.
  - Need more local focus – bigger National organisation such as Red Cross have lost local focus.
  - Good support for children and families. Some gaps for children with Autism.
  - Wide range of church groups, lunch clubs and community organisations in the area.
  - Dial a Ride staff have Dementia training – how can we extend this to other organisations.
  - All facilities should be in Keynsham.
  - More choice should be offered.
  - Recognise the importance of Day Centres – the community choir should be seen as a social support.
  - Signposting – One Stop Shop is good.
  - Better promotion of Well Aware.
  - Keynsham local centre for breastfeeding good although need more support.

- Work more closely with community organisations.
- Join up social activity with other support services.
- Really good experience – enablement pathway.
- Capacity – specifically around education and complex needs. Provide children's services closer to home to help reduce travel and cost.
- Housing requirements – suitability of housing for complex needs.
- Better access for parking – Keynsham not great at the moment.
- Segregation of services – Care homes should open up their restaurants to the Public. Examples in Europe of this working well.
- Better signposting, better navigation and information about funding available
- Enablement pathway – one person commented on a really good experience.
- Discharge – one person commented on a really bad experience.
- Need to offer continuity of care.
- Proactive support for shopping and cleaning.
- Care should be personalised.
- Care at the point of need not weeks after.
- Dial a Ride is good.
- Community links are good – active community and lots of volunteering.
- Accessible directory of services and assets in the community.
- Village Agents are good.
- Link Agents in GP to help identify what is available – social prescribing.
- Providers work really hard, offer good quality of service.
- Good discharge arrangements with county teams.
- Need more preventative care – illness should reach critical stage.
- Prevention is key – need to better utilise 111 system, currently not providing the right level of support for people with mental health issues.
- Technology - need to have more local places that have up to date technology to do simple tasks such as resetting hearing aid equipment. This reducing the need for travel and cost to patient.
- Use more befriending services.
- Peer groups to support others particularly for those people who do not ask for help.
- Need to organise regular check-ups – preventative care.
- Use technology to help raise funds.
- Community empowerment – use community facilities and organisations to help reduce isolation and loneliness.
- First Contact scheme in South Glos is really effective.
- Some of the residents living in the villages surrounding Keynsham wouldn't travel to Keynsham. Need to think about isolation and outlining villages.
- Consideration needs to be given to those people who don't have the money to use public transport.

5.4 The Chair thanked Dawn, Sue, Mike, Barry and Avril for an interesting presentation and workshop discussions.

5.5 Below is the link to the detailed notes of the workshop sessions produced by the CCG.

<http://www.yourcareyourway.org/sites/default/files/150218%20Keynsham%20Area%20Forum.pdf>

## **6 Future Agenda Items**

- 6.1 Sara Dixon referred to the Draft Agenda Plan previously circulated. Members of the Forum were asked to send any additions or comments to Sara Dixon.

## **7 Dates of future meetings**

- 7.1 There are no further meetings planned until after the elections. Dates will be circulated in due course. It is proposed the next round of meetings will start with the AGM in June 2015.

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