

**Democratic Services**

Lewis House, Manvers Street, Bath, BA1 1JG  
Telephone: (01225) 477000 *main switchboard*  
Direct Lines - Tel: 01225 394411 Fax: 01225 394439  
Web-site - <http://www.bathnes.gov.uk>

Date: 2 May 2016  
E-mail: [Democratic\\_Services@bathnes.gov.uk](mailto:Democratic_Services@bathnes.gov.uk)

**To: All Members of the Communities, Transport and Environment Policy  
Development and Scrutiny Panel**

Councillor John Bull  
Councillor Brian Simmons  
Councillor Peter Turner  
Councillor Alan Hale  
Councillor Bob Goodman  
Councillor Michael Norton  
Councillor Neil Butters  
Councillor Jonathan Carr  
Councillor Dine Romero

Chief Executive and other appropriate officers  
Press and Public

Dear Member

**Communities, Transport and Environment Policy Development and Scrutiny Panel:  
Monday, 9th May, 2016**

You are invited to attend a meeting of the **Communities, Transport and Environment Policy Development and Scrutiny Panel**, to be held on **Monday, 9th May, 2016 at 3.30 pm** in the **Council Chamber - Guildhall, Bath.**

**Members are reminded that there is a pre-meeting of the Panel at 3pm.**

The agenda is set out overleaf.

Yours sincerely

Michaela Gay  
for Chief Executive

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

*This Agenda and all accompanying reports are printed on recycled paper*

## NOTES:

- 1. Inspection of Papers:** Any person wishing to inspect minutes, reports, or a list of the background papers relating to any item on this Agenda should contact Michaela Gay who is available by telephoning Bath 01225 394411 or by calling at the Guildhall Bath (during normal office hours).
- 2. Public Speaking at Meetings:** The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. Advance notice is required not less than two full working days before the meeting (this means that for meetings held on Wednesdays notice must be received in Democratic Services by 4.30pm the previous Friday)

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

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

Appendices to reports are available for inspection as follows:-

**Public Access points** - Reception: Civic Centre - Keynsham, Guildhall - Bath, The Hollies - Midsomer Norton. Bath Central and Midsomer Norton public libraries.

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

## 4. Recording at Meetings:-

The Openness of Local Government Bodies Regulations 2014 now allows filming and recording by anyone attending a meeting. This is not within the Council's control.

Some of our meetings are webcast. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators.

To comply with the Data Protection Act 1998, we require the consent of parents or guardians before filming children or young people. For more information, please speak to the camera operator

The Council will broadcast the images and sound live via the internet [www.bathnes.gov.uk/webcast](http://www.bathnes.gov.uk/webcast) An archived recording of the proceedings will also be available for viewing after the meeting. The Council may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

- 5. Attendance Register:** Members should sign the Register which will be circulated at the meeting.

**6. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.**

**7. Emergency Evacuation Procedure**

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

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

**Communities, Transport and Environment Policy Development and Scrutiny Panel -  
Monday, 9th May, 2016**

**at 3.30 pm in the Council Chamber - Guildhall, Bath**

**A G E N D A**

1. WELCOME AND INTRODUCTIONS
2. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure as set out under Note 6.

3. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS
4. DECLARATIONS OF INTEREST

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to indicate:

- (a) The agenda item number in which they have an interest to declare.
- (b) The nature of their interest.
- (c) Whether their interest is **a disclosable pecuniary interest** *or* **an other interest**,  
(as defined in Part 2, A and B of the Code of Conduct and Rules for Registration of Interests)

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer or a member of his staff before the meeting to expedite dealing with the item during the meeting.

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN
6. ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING

Rosemary Nash – representative of Avon Local Council Association will make a statement on the 'Parish Charter' item.

David Redgewell will make a statement on Henbury station and Metro bus route.

7. MINUTES (Pages 7 - 18)

8. FIT FOR LIFE - UPDATE

There will be a presentation by GLL at the meeting.

9. SALTFORD AND KEYNSHAM AIR QUALITY ACTION PLAN

There will be a presentation at the meeting on this report.

10. PARISH CHARTER (Pages 19 - 22)

A report is attached on the Parish Charter.

11. DOMESTIC ABUSE PROVISION IN BATH & NORTH EAST SOMERSET

A report on Domestic abuse provision in Bath and North East Somerset will be available in time for the meeting.

12. CABINET MEMBER UPDATE

The Cabinet Member will update the Panel on any relevant issues. Panel members may ask questions on the update provided.

13. PANEL WORKPLAN (Pages 23 - 26)

This report presents the latest workplan for the Panel. Any suggestions for further items or amendments to the current programme will be logged and scheduled in consultation with the Panel's Chair and supporting senior officers.

The Committee Administrator for this meeting is Michaela Gay who can be contacted on 01225 394411.

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Bath and North East Somerset Council

**COMMUNITIES, TRANSPORT AND ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL**

**Minutes of the Meeting held**

Monday, 14th March, 2016, 4.00 pm

**Bath and North East Somerset Councillors:** John Bull (Chair), Brian Simmons (Vice-Chair), Matthew Davies (In place of Steve Jeffries), Peter Turner, Alan Hale, Neil Butters, Dine Romero, Lin Patterson (In place of Jonathan Carr) and Michael Norton

**Officers :** Martin Shields (Divisional Director - Environmental Services), Peter Dawson (Group Manager for Transport Policy), Aled Williams (Environmental Protection Manager) and Robin Spalding (Senior Public Protection Officer)

**Cabinet Members in attendance:** Councillor Anthony Clarke and Councillor Martin Veal

**57 WELCOME AND INTRODUCTIONS**

The Chairman welcomed everyone to the meeting.

**58 EMERGENCY EVACUATION PROCEDURE**

The Chairman drew attention to the emergency evacuation procedure.

**59 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Councillor Jonathan Carr and Councillor Steve Jeffries had sent their apologies to the Panel. Councillor Lin Patterson and Councillor Matthew Davies were their respective substitutes for the duration of the meeting.

**60 DECLARATIONS OF INTEREST**

There were none.

**61 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN**

There was none.

**62 ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING**

There were none.

## 63 MINUTES - 11TH JANUARY 2016

Councillor Dine Romero said that she would like a mechanism within the agenda to receive updates from points raised at previous meetings

The Chairman replied that there was no place on the agenda for matters arising but said he would discuss a possible way forward when the Panel discussed their workplan later in the meeting.

Councillor Neil Butters said that with regard to his comments made under Minute 55 (Cabinet Member Update) that an investigation should be considered into an HGV ban on the A36 and asked the Cabinet Member to note his request.

Councillor Anthony Clarke, Cabinet Member for Transport acknowledged the request made by Councillor Butters.

Councillor Dine Romero referred to Minute 51 (Community Safety – General Update) and asked if the Panel should receive a private briefing on 'Prevent'.

The Chairman agreed that a briefing on this matter would be worthwhile for the Panel.

The Panel confirmed the minutes of the previous meeting as a true record and they were duly signed by the Chairman.

## 64 AIR QUALITY LEGISLATION

The Senior Public Protection Officer and the Environmental Protection Manager gave the Panel a presentation on this matter, a brief summary of which is set out below.

### National Requirements

- Part IV of the Environment Act 1995 sets provisions for protecting air quality in the UK (Air Quality (Standards) Regulations 2010).
- Air Quality (Standards) Regulations 2010 transpose into English law the requirements of Directives 2008/50/EC and 2004/107/EC (Ambient Air Quality) and sets limits for key pollutants that impact upon public health e.g. particulate matter and nitrogen dioxide.
- UK has failed to meet the requirements of the Directive.
- European Emission standards sets limits on the maximum emissions from new vehicles.

The 2008 Ambient Air Quality Directive (2008/50/EC) sets limits for key pollutants in the air we breathe outdoors. These legally binding limit values are for concentrations of major air pollutants that impact public health, such as particulate matter (PM10



and PM2.5) and nitrogen dioxide (NO2). The directive also sets limit values for a range of other pollutants, such as ozone, sulphur dioxide and carbon monoxide. The limits set in the Ambient Air Quality Directive are closely aligned to the UK air quality objectives, with similar metrics and levels.

In addition to the limit values, the Ambient Air Quality Directive contains requirements on Member States to address exposure reduction for PM2.5. This is currently the responsibility of central government, and local authorities are not required to act on this, although many local measures to address PM10 would have an impact on PM2.5 too (as diesel vehicles are a major source of PM2.5 emissions).

The UK is currently in breach of the European Ambient Air Quality Directive for PM10 and NO2. The European Commission have the right to fine them for breaching this directive, a fine which could cost millions of pounds. The UK Government have been challenged through the UK courts over this breach. Environmental Protection UK are pressurising the government for further national action, and additional support for local action, to improve air quality and protect human health. This includes our recent response to the consultation on the draft NO2 National Plans.

### **B&NES Council – Statutory Duty**

Bath and North East Somerset Council is legally required to review air quality and designate air quality management areas, if improvements are necessary under Part IV of the Environment Act 1995 and the Air Quality (Standards) regulations. B&NES must be in pursuit of the objectives and work towards achieving them but is not charged with meeting them.

Where an air quality management area is designated (Bath, Keynsham & Saltford), an **air quality action plan** describing the pollution reduction measures must then be put in place in pursuit of the achievement of the Air Quality Strategy and Objectives in the designated area.

Councillor Lin Patterson asked if the Council had enough machines to measure the levels of particulate matter.

The Environmental Protection Manager replied that he would be able to inform the Panel of the number of monitors the Council has later in the presentation.

- Supreme Court ruling in April 2015 forced government to implement new air quality plans for zones not predicted to comply with objectives by 2020.
- Bath and North East Somerset is in a zone (South West zone and Bristol agglomeration) that is predicted to comply by 2020, according to the governments' method of modelling.
- Government modelling doesn't pick up hotspots due to 1km squared gridded output.
- Predicted non-compliant cities: Derby; Nottingham; Southampton; Leeds; and Birmingham.

The Chairman asked how the zones are determined.

The Senior Public Protection Officer replied that they are based on emission factors and predictions over a broad area. He added that regular traffic flow is taken into account and that if it would help the Panel he would send them a briefing note to explain further.

Councillor Brian Simmons asked what we would be doing locally with regard to the proposed 2020 levels.

The Senior Public Protection Officer replied that they could apply for powers under the Road Traffic Act for enforcement measures relating to turning vehicle engines off when in traffic.

Councillor Alan Hale questioned how this would be enforced.

Councillor Neil Butters asked what the likely penalties could be.

The Senior Public Protection Officer replied that guidance was expected from DEFRA with regard to the predicted five non-compliant cities. He said that the tools currently were limited.

Councillor Michael Norton asked if for new housing developments the distance between the roads and properties could be legislated to limit the impact on residents.

The Senior Public Protection Officer replied that this could be addressed through the planning process.

Councillor Matthew Davies asked if the trees planted on the London Road had had any noticeable effect on readings in the area.

The Senior Public Protection Officer replied that it was difficult to measure any difference and that they needed to be careful not to trap emissions under the canopy of the trees.

The Environmental Protection Manager referring back to the earlier question from Councillor Patterson explained that the Council's current monitoring network.

#### Automatic monitors in enclosures:

- - Lower Bristol Road - NO<sub>x</sub> (NO + NO<sub>2</sub>), PM<sub>10</sub>
- - London Road (Snow Hill) - NO<sub>x</sub> (NO + NO<sub>2</sub>), PM<sub>10</sub>, PM<sub>2.5</sub>
- - London Road (Antiques shop) - NO<sub>x</sub> (NO + NO<sub>2</sub>)
- - Guildhall - NO<sub>x</sub> (NO + NO<sub>2</sub>)

#### Moveable automatic monitors:

- Bathwick Street
- Larkhall schools  
Measuring - NO<sub>x</sub>, NO, NO<sub>2</sub>, SO<sub>2</sub>, temp, humidity, pressure

#### NO<sub>2</sub> Diffusion tubes:

- 60+ locations
- Changed monthly for monthly average values

## **PM2.5**

'Local Authorities have a new, flexible role in working towards reducing emissions and concentrations of PM2.5'...

Local Authorities are expected to work towards reducing emissions and concentrations of PM2.5 in their local area as practicable. In doing so they are not required to carry out any additional local review and assessment (including monitoring) but make use of national monitoring....

The EU Ambient Air Quality Directive does however set out air quality standards for PM2.5 including an exposure reduction obligation, a limit value (25µg/m<sup>3</sup>), which may act as a guide in how you choose to interpret your role.' (Local Air Quality Management Policy Guidance [PG16] 2016)

In 2015 at the junction of Snow Hill with London Road, over a 3 month period the average measurement was 9µg/m<sup>3</sup>.

## **Air Quality Management Areas**

The Panel will discuss the Air Quality Action Plans for Saltford & Keynsham in May and following this they will review the one for Bath.

## **Actions**

- Air Quality Monitoring
- Freight Consolidation Vehicle
- Electric Vehicles for Council use

Councillor Alan Hale asked what can the Council do to achieve the required reductions, should it consider removing a loop of traffic.

The Senior Public Protection Officer replied that Widcombe Parade has seen a significant drop in its levels since being reconfigured.

Councillor Lin Patterson said that she was pleased to see the results achieved in Widcombe and called for further use of electric vehicles and public transport to achieve reductions.

The Senior Public Protection Officer said that the growth in use of electric vehicles has been quite steep and that the Council must make sure that the infrastructure is strong. He added that funding had been achieved to improve vehicle charging facilities.

Councillor Anthony Clarke, Cabinet Member for Transport said that the administration was looking at a wide range of options including discussions with First Bus regarding their vehicle engines. He added that talks relating to a North / South bypass and an East / West bypass were ongoing and that a new 18A junction for the M4 is being debated.

Councillor Dine Romero urged the Council to not rest on its laurels and to achieve the objectives set for 2020.

Councillor Lin Patterson asked if there were sufficient resources allocated for the work required.

The Environmental Protection Manager said that he was confident that the Council had what it needed in terms of equipment to maintain their record on monitoring.

The Chairman thanked both officers for the presentation and said that he looked forward to the Panel receiving the Air Quality Action Plans for Saltford & Keynsham in May.

## **65 TRANSPORT STRATEGY**

The Group Manager for Transport Policy introduced this item to the Panel. He informed them that work on the strategy for Chew Valley had not fully commenced yet and was near to a public consultation stage.

### **Bath Transport Strategy**

Adopted November 2014

14 Policy areas within the Strategy, below are a summary of points regarding some of them.

- Walking

Improvements made to outside the Guildhall, Seven Dials and Stall Street

Councillor Alan Hale commented that shared spaces were not always good for citizens who are partially sighted or blind.

The Group Manager for Transport Policy replied that there had been a slight tension in achieving this aspiration but discussions were held with the RNIB. He added he would welcome a forum where groups can sit down with the Council and agree the best way forward. He said that these schemes can also lead to a reduction in blue badge parking spaces.

Councillor Dine Romero asked why double yellow lines were put in place on Stall Street following the improvements.

The Group Manager for Transport Policy replied that this was a compromise as the number of signs that would have been required to signify where to park would have been significant.

Councillor Lin Patterson said that if a forum were agreed that the RNID should also be included. She asked if there were enough cycle parking spaces within the Council.

The Group Manager for Transport Policy replied that he would encourage cycle racks wherever possible as he felt there was an unmet demand.

- Cycling

Dedicated cycle route between Bath Spa University and the centre of the City and plans for similar within the new Quays area and the Enterprise Zone.

- Off Street Parking

Works ongoing within North Quays and Avon Street with coach parking to be accommodated on Weston Island on a temporary basis.

Councillor Dine Romero asked if while this work was being carried out any provision had been made for students attending the City of Bath College.

The Group Manager for Transport Policy replied that he was not aware of any specific drop off plans at this stage. He said that he would look into the matter on behalf of the Panel.

- Park and Ride

This has been a major work stream for the department and has heavily involved the LDF Steering Group over the last few months. This Panel will hold a special meeting next week to discuss the matter further.

Councillor Dine Romero asked how well were other options for the Park & Ride, such as work to the A350 and an additional M4 junction being considered.

The Group Manager for Transport Policy replied that a West of England study was being carried with regard to a possible 18A junction. He added that any plans for a link road require the involvement of Highways England.

Councillor Lin Patterson asked how thorough have the various Park & Ride sites been researched.

The Chairman replied that the work regarding the sites has been very thorough with the LDF Steering Group alone meeting numerous times since January.

- Rail

The Council supports the Metro West improvement plans which include a station at Portishead, more services to stop at Keynsham & Oldfield Park and the main line electrification programme.

- Heavy Goods Vehicles

We continue to work Wiltshire, Dorset and Highways England on this matter.

Councillor Dine Romero asked if we can seek inclusion of the works we are seeking in the Highways England budget by 2020.

The Group Manager for Transport Policy replied that the Council was developing a communication strategy to highlight the need for their involvement.

- River

Some options exist for further use of the river through proposals for the Park & Ride.

## **Keynsham Transport Strategy**

Agreed by Cabinet in July 2015

To minimise the negative effects of traffic congestion in and around Keynsham and ensuring it retains its independence and its separate identity within an attractive rural setting by becoming a more sustainable, desirable and well-connected place in which to live and work.

Since then we have:

- Reviewed Pedestrian and Cycle Routes Outside the Town Centre
- Improved Keynsham High Street Public Realm
- Reviewed Future Car Parking Demand
- Begun an Avon Mill Lane/A4 Link Road Assessment

The Group Manager for Transport Policy said that he hoped to be able to publish a draft of the Chew Valley Transport Strategy in April / May and would bring it to the next appropriate meeting of the Panel.

The Chairman thanked him for his presentation on behalf of the Panel.

## **66 WEST OF ENGLAND TRANSPORT STUDY UPDATE**

The Group Manager for Transport Policy introduced this item to the Panel. He said that the aim of the Joint Spatial Plan and Transport Study is to bring developments across the West of England in a planned and co-ordinated manner up to 2036. He added that it was important to have a good solid vision in place for projects that take a substantial amount of time.

### **Study Objectives**

- Reduce Carbon Emissions
- Support Economic Growth
- Promote Accessibility
- Contribute to better safety, health and security
- Improve quality of life and a healthy, natural environment

He showed the Panel data relating Car / Public Transport use from the 2011 Census which showed high public transport usage from the Bath Spa University campus.

### **Consultation**

Undertaken between 9th November 2015 and 29th January 2016

Over 40 consultation/roadshows events

Over 1,000 people attended with many more engage through social media.

Awaiting full consultation report

## Timetable

Draft Spatial Plan, including transport investments to address current challenges and forecast development - September 2016  
Submission to Secretary of State - Summer 2017

The Chairman thanked him for his presentation on behalf of the Panel.

## **67 CABINET MEMBER UPDATE**

The Cabinet Member for Community Services, Councillor Martin Veal addressed the Panel.

He informed them that free roof treatments to remove gull nests are soon to be on offer as one of many measures being taken by the Council to deter the gull problem in the area. Birds of prey will also be used as an additional way of deterring gulls from nesting in areas where they see the predators.

The work is part of a series of trial measures to deter gulls from settling in the city as part of an innovative 18 month project that was approved by the Cabinet last month as part of the Council's new Gull Strategy.

He said that the unauthorised occupancy of the Newbridge Park & Ride had been brought to a conclusion.

He wished to thank all involved in the production of the Guide to Busking & Street Performance in Bath.

He explained that the Council has been running an approved traders scheme since January 2007 and that it has now merged its scheme with other local authority schemes under the Buy With Confidence logo. He added that the Council is committed to ensuring the traders on this scheme treat all people fairly, and do not discriminate on the grounds of age, race, disability, gender, religion or sexual orientation.

He said that work regarding the Water Space Study is underway and will focus on the River Avon and Kennet and Avon Canal (Deep Lock to Limpley Stoke Viaduct). He informed the Panel that the Council is working in partnership with the Environment Agency, the Canal and Rivers Trust and Wessex Water to develop an evidence base, undertake public and stakeholder consultation and identify opportunities to deliver enhancements to these waterways and adjoining land.

He stated that the study is due to be completed by March 2017 and that public consultation on the emerging Water Space Study will take place as part of the Bristol to Bath Festival of Nature 2016 (10 - 25 June).

Councillor Dine Romero asked what the Council were doing with regard to identifying riparian rights along its waterways.

Councillor Veal replied that these were sometimes difficult to ascertain, but that they would do their utmost to identify them.

Councillor Dine Romero asked who would clear the large branches currently in situ on Pultney Weir.

Councillor Veal replied that Avon Fire & Rescue could advise on this matter.

Councillor Anthony Clarke, Cabinet Member for Transport addressed the Panel. He stated that the project to upgrade the canal towpath has commenced and works are expected to last for up to 18 weeks, with a scheduled completion of Friday 15th July 2016. He said that the project is being undertaken in partnership between the Canal & River Trust and Bath & North East Somerset Council and is being funded predominantly via the Department for Transport's, City Cycle Ambition Fund 2.

He informed the Panel that a further one year contract for the Freight Consolidation Service had been agreed and would incorporate the Council using the service more and deliveries to Keynsham.

Councillor Lin Patterson commented that she was pleased to see the planned improvement works for the canal towpath. She asked if signage relating to pedestrian safety would be put in place as part of these works.

Councillor Clarke replied that the Canal & River Trust is responsible for the towpath, but that he was personally committed to putting adequate signage in place.

Councillor Neil Butters said that he was aware that some residents had concerns over the likely increased traffic flow that the new development in Foxhill will create. He asked if Curo still had plans to develop a cable car system.

Councillor Clarke replied that no direct approach had been made to the Council but that the idea of a cable car still remains on Curo's agenda. He added that he was not against the issue being explored but that there was an issue relating to the loss of amenity for residents

Councillor Butters asked if he could give some thought to putting in place a roundabout at the top of Entry Hill.

Councillor Clarke replied that there are important issues to be addressed along North Road and that a significant increase in traffic flow is to be expected. He added that he was not aware of any current discussions relating to the proposed roundabout.

The Chairman thanked both of the Cabinet Members for their updates.

## **68 PANEL WORKPLAN**

The Chairman explained to the Panel that the Children & Young People Scrutiny Panel were trialling a new way of working which would consist of having reports two weeks in advance of the meeting and having a thirty minute pre-meeting directly before the Panel takes place to produce focused questions for the meeting.

Councillor Dine Romero commented that she liked the opportunity to have an earlier sight of reports and urged for reports to be as detailed as possible.

The Panel agreed to take part in the trial as described by the Chairman.



The Chairman said that he was concerned over receiving too many 'update' items. He suggested that they could receive a future report relating to the rise of domestic violence in the Somer Valley and possibly hear from somebody working on the 'Freedom' campaign.

Councillor Dine Romero asked for the Buses Bill 2017 to be placed on the workplan and for the Fit for Life report due in May to include details of the contract provision.

The Panel approved with the suggestions made for the workplan.

The meeting ended at 6.45 pm

Chair(person) .....

Date Confirmed and Signed .....

**Prepared by Democratic Services**

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<b>Bath &amp; North East Somerset Council</b>		
MEETING/ DECISION MAKER:	<b>Communities, Transport and Environment Policy Development &amp; Scrutiny Panel</b>	
MEETING/ DECISION DATE:	<b>9 May 2016</b>	EXECUTIVE FORWARD PLAN REFERENCE:
		E
TITLE:	<b>Parish Charter</b>	
WARD:	All parished wards	
<b>AN OPEN PUBLIC ITEM</b>		
<b>List of attachments to this report:</b>		
<p><a href="https://democracy.bathnes.gov.uk/documents/s2877/Parish%20Charter.pdf">https://democracy.bathnes.gov.uk/documents/s2877/Parish%20Charter.pdf</a></p>		

**1 THE ISSUE**

1.1 This report updates the Panel on the proposed review of the Parish Charter.

**2 RECOMMENDATION**

2.1 Note the arrangements for the review of the Parish Charter set out in the report.

2.2 Provide any initial information and advice to the working group being established to undertake the review.

2.3 Receive an update report when further work on the review has been undertaken.

**3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)**

3.1 The staffing and other resources required for this work are being managed within existing budgets

**4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL**

4.1 Building effective relationships between Bath & North East Somerset Council and our town and parish councils is vital for the full range of issues and challenges in our local communities. The Council has a number of powers including the power of general competence which supports its approach to working in partnership with local councils.

## 5 THE REPORT

5.1 Since the early days of the authority, Bath & North East Somerset has agreed with parish and town councils a number of key protocol documents which set out ways of working between the “principal” authority and our local councils, currently comprising 45 parish councils, 3 town councils and 3 parish meetings. In summary:

- The Parishes Liaison Meeting in 1999 approved a Joint Partnership Statement which set out guidelines on the relationship between Bath & North East Somerset Council and the Local Council tier of local governance.
- Following the establishment of a Joint Working Party in June 2005, a revised framework document for working relations between Bath & North East Somerset Council and the local councils - generally shortened to the “Parish Charter”- was agreed at the Parishes Liaison Meeting on 15th February 2006. Observations were made by the Corporate Issues and Partnerships Overview and Scrutiny Panel, at its meeting on 9th March 2006, and the document was subsequently approved and adopted by Full Council on 30th March 2006.

5.2 The Parish Charter sets out both a broad context for relationships and specific commitments from Bath & North East Somerset Council and the local councils. These are set out under headings as follows:

- 1 Core Statement of Agreement
- 2 Consultation, Liaison and Engagement
- 3 Information and Communication
- 4 Standards
- 5 Local Community Leadership
- 6 Devolution of Services
- 7 Quality Parishes

5.3 An update presentation on the operation at the Parish Charter was presented at the Safer and Stronger Communities Panel on 10th January 2008 and then again in March 2008. In 2010, a further review was undertaken including a questionnaire that was prepared and distributed to Parishes on their views on the working of the Charter, with the aim of improving its operation and performance and gathering perceptions of how Parishes viewed the Charter's effectiveness. The findings of the survey were reported to the Panel.

5.4 The general approach taken was that the overall content of the Charter was robust and since then no overall review of the substance of the Parish Charter has taken place. Given this, it is proposed that a review of all aspects of the Parish Charter now be undertaken, taking into account the wide range of changes that have taken place since it was last reviewed. These changes include:

- The adoption of the Connecting Communities programme which has seen the creation of 4 Area Forums in the parished areas involving town and parish councils

- The introduction of the Localism Act and new community rights
- The further development of Council Connect and other channels, including social media, which provide new and updated means of communications
- New roles and services undertaken by a number of parish and town councils

5.5 In addition, Bath & North East Somerset Council has adopted a new Corporate Strategy which identifies the need to protect the services that matter most to our local residents and to make the most of new opportunities and ways of doing things, with a future agenda based on: a strong economy and growth; prevention; a new relationship with customers and communities; an efficient business. Strengthening and deepening partnership working with parishes can provide significant opportunities for delivering these approaches.

5.6 A working group comprising Parish and Bath & North East Somerset Council representatives is being established to undertake the review. It will agree its own work plan, approach and findings and will involve Parish Liaison (with an update being presented at its meeting of 11 May) as well as direct engagement with parish councils and other evidence gathered. A parish clerks working party has also been established to identify improved ways of working including training, development, support and help for parish and town councils, better understanding of town and parish council needs and ways of working.

## 6 RATIONALE

6.1 It is considered appropriate that this Panel be involved in the review given that its predecessor panel was involve in previous discussion on this issue.

## 7 OTHER OPTIONS CONSIDERED

7.1 None

## 8 CONSULTATION

8.1 Consultation has taken place with representatives of Avon Local Councils Association, B&NES Branch and with the S151 Officer and Monitoring Officer.

## 9 RISK MANAGEMENT

9.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

<b>Contact person</b>	<i>Andy Thomas, Strategic Manager Communities 01225 394322</i>
<b>Background papers</b>	<i>List here any background papers not included with this report, and where/how they are available for inspection.</i>
<b>Please contact the report author if you need to access this report in an alternative format</b>	

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## COMMUNITIES, TRANSPORT AND ENVIRONMENT PDS FORWARD PANEL

This Forward Plan lists all the items coming to the Panel over the next few months.

Inevitably, some of the published information may change; Government guidance recognises that the plan is a best assessment, at the time of publication, of anticipated decision making. The online Forward Plan is updated regularly and can be seen on the Council's website at:

<http://democracy.bathnes.gov.uk/mgPlansHome.aspx?bcr=1>

The Forward Plan demonstrates the Council's commitment to openness and participation in decision making. It assists the Panel in planning their input to policy formulation and development, and in reviewing the work of the Cabinet.

*Should you wish to make representations, please contact the report author or Micheala Gay, Democratic Services (01225 394411). A formal agenda will be issued 5 clear working days before the meeting.*

*Agenda papers can be inspected on the Council's website and at the Guildhall (Bath), Hollies (Midsomer Norton), Civic Centre (Keynsham) and at Bath Central, Keynsham and Midsomer Norton public libraries.*

<b>Ref Date</b>	<b>Decision Maker/s</b>	<b>Title</b>	<b>Report Author Contact</b>	<b>Strategic Director Lead</b>
<b>9TH MAY 2016</b>				
9 May 2016	<b>CTE PDS</b>	<b>Fit For Life - Update</b>	Marc Higgins Tel: 01225 396423	Strategic Director - Place
9 May 2016	<b>CTE PDS</b>	<b>Saltford and Keynsham Air Quality Action Plan</b>	Aled Williams Tel: 01225 396625	Strategic Director - Place
9 May 2016	<b>CTE PDS</b>	<b>Parish Charter</b>	Andy Thomas Tel: 01225 394322	Strategic Director - Place
9 May 2016	<b>CTE PDS</b>	<b>Domestic abuse provision in Bath &amp; North East Somerset</b>	Samantha Jones Tel: 01225 396364	Strategic Director - Resources
<b>18TH JULY 2016</b>				
18 Jul 2016	<b>CTE PDS</b>	<b>Waste Strategy Update</b>	Carol Maclellan Tel: 01225 394106	Strategic Director - Place
<b>19TH SEPTEMBER 2016</b>				
<b>14TH NOVEMBER 2016</b>				
<b>ITEMS TO BE SCHEDULED</b>				



Ref Date	Decision Maker/s	Title	Report Author Contact	Strategic Director Lead
	CTE PDS	Bath Low Emission Zone		Strategic Director - Place
The Forward Plan is administered by <b>DEMOCRATIC SERVICES</b> : Micheala Gay 01225 394411 Democratic_Services@bathnes.gov.uk				

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