

Democratic Services

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Date: 15 May 2017
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**To: All Members of the Communities, Transport and Environment Policy
Development and Scrutiny Panel**

Councillors: John Bull (Chair), Brian Simmons (Vice-Chair), Peter Turner, Paul May (for Alan Hale), Neil Butters, Lizzie Gladwyn, Bob Goodman, Richard Samuel (for Ian Gilchrist)

Councillor Anthony Clarke (Cabinet Member for Transport) and Councillor Martin Veal (Cabinet Member for Community Services)
Chief Executive and other appropriate officers
Press and Public

Dear Member

**Communities, Transport and Environment Policy Development and Scrutiny Panel:
Monday, 22nd May, 2017**

You are invited to attend a meeting of the **Communities, Transport and Environment Policy Development and Scrutiny Panel**, to be held on **Monday, 22nd May, 2017 at 4.30 pm** in the **Council Chamber - Guildhall, Bath.**

Panel members – there will be a Panel briefing at 4pm in the Chamber.

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

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- 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, 22nd May, 2017**

at 4.30 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

At the time of publication no notifications had been received.

7. MINUTES (Pages 7 - 26)

Minutes for approval from the following meetings:

23rd February 2017 (Call in meeting)

13th March 2017 (Ordinary meeting)

8. PARISH CHARTER (Pages 27 - 64)

9. TERMS OF REFERENCE - SCRUTINY INQUIRY DAY ON COMMUNITY SAFETY
(Pages 65 - 74)

10. 20MPH ZONES - REVIEW (Pages 75 - 86)

11. CABINET MEMBER UPDATE

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

12. PANEL WORKPLAN (Pages 87 - 90)

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

**MINUTES OF COMMUNITIES, TRANSPORT AND ENVIRONMENT POLICY
DEVELOPMENT AND SCRUTINY PANEL MEETING**

Thursday, 23rd February, 2017

Present:- **Councillors** John Bull, Brian Simmons, Colin Barrett (in place of Peter Turner), Lisa O'Brien (in place of Alan Hale), Neil Butters, Lizzie Gladwyn, Mark Shelford (in place of Bob Goodman), Ian Gilchrist and Lin Patterson

129 WELCOME AND INTRODUCTIONS

The Chairman welcomed everyone to the meeting and explained that the purpose of this meeting is for this panel to decide whether Cabinet should be requested to reconsider its decision of 25 January 2017 to allocate a site for an East of Bath Park and Ride. He further explained that today's meeting will be limited to considering the Cabinet decision and the reasons for it; plus the issues set out in the Call in request (contained in appendices to the report). The Chairman asked that speakers and participants confine their remarks to those issues and that he would not allow the introduction of new issues.

The Chairman advised that the panel had three options available to it:

- The first option was that the Panel could dismiss the Call in. This would mean that Cabinet's decision would take effect immediately.
- The second option was that the Panel could uphold all or part of the Call in. This would mean that Cabinet would have to re-consider its decision in light of the Panel's comments.
- The third option was that the Panel could decide that the Call in request should be considered by the full Council instead of by the panel, who would be fulfilling the role of the Scrutiny Panel in upholding or dismissing the Call in. If Council upheld all or part of the Call in, this would also mean that Cabinet would have to reconsider its decision in the light of this.

The Chairman stated that whatever the outcome of the meeting, it was important to remember that the final decision on the allocation of a site for an East of Bath Park and Ride will rest with the Council's Cabinet.

The Chairman then read the following statement; -

"The East of Bath Park and Ride is a high profile issue upon which many members of the Council have expressed opinions, including myself; and I have also put my name to the Call in notice.

However, we are not here to decide upon the merits of the Park and Ride proposal. Our job is to decide if Cabinet should re-consider its decision. Therefore, I wish to make it clear that I am entirely open minded about the outcome of this Call in application and I will be basing my decision upon the evidence and representations before me.

If any member of the panel feels that they are unable to make a decision on the Call in with an open mind, please would they say so now”.

The Chairman then went on to state that:

“Members of the panel should also be aware that, under the Council’s constitution, members have a duty to declare that they are subject to a party whip and the nature of it. I can confirm that I am not subject to a party whip in this meeting. If any members of the panel are subject to a party whip, please would they declare it now”.

(None of the Panel members declared on either of the above)

Finally the Chairman asked that no members of the public pass notes to Panel members and also explained that the camera recording the meeting had been organised by the Bathampton Meadows Alliance.

130 EMERGENCY EVACUATION PROCEDURE

The Chairman drew attention to the emergency evacuation procedure.

131 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Councillor Alan Hale gave his apologies and was substituted by Councillor Lisa O’ Brien.

Councillor Bob Goodman gave his apologies and was substituted by Councillor Mark Shelford.

Councillor Peter Turner gave his apologies and was substituted by Councillor Colin Barrett.

132 DECLARATIONS OF INTEREST

As noted above, the Chairman asked members to declare if they did not have an open mind, no Panel members declared.

The Chairman also asked members to declare if they were subject to a party whip, no Panel members declared.

The following Councillors declared that they had signed the Call in notice and/or made comments at the Cabinet meeting on 25 January 2017:

Councillor John Bull
Councillor Neil Butters
Councillor Ian Gilchrist
Councillor Lin Patterson

Councillor Lisa O’Brien

133 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

There was none.

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

All statements on the issue are made under item 7 on the agenda.

The Chair explained that a request had been received from Christine Boyd to make a statement which would require rule 27 to be used, to suspend rule 32.

Panel members voted unanimously to agree to use rule 27 to suspend rule 32.

135 CALL-IN OF DECISION E2861 - PARK AND RIDE EAST OF BATH

As noted above, the Chair explained that a request had been received from Christine Boyd to make a statement which would require rule 27 to be used, to suspend rule 32. Panel members voted unanimously to agree to use rule 27 to suspend rule 32.

The Chair asked if any Panel members were minded to refer the Call-in to full Council at this point. No members indicated that they were.

Statements from Councillor Millar (Call-in Lead Member) and Councillor Clarke (Cabinet Member for Transport) and Panel questions:

Councillor Bull invited the Lead Councillor for the call-in, Councillor Alison Millar, to make her statement (*a copy of this statement is attached to the minutes for this meeting*). Councillor Millar spoke to the points in the Call-in notice with particular reference to: loss making options being chosen; the cost of an RUH service not being factored in; the need for a Park and Ride to the East not established; flawed consultation; the final decision being delegated to an officer and therefore not transparent; no business case; lack of Heritage study and flood risk analysis. She stated that the decision had not been sound or robust.

Questions from the Panel to the Lead Call-in Councillor

Councillor Bull asked Councillor Millar to explain how the consultation had not been clear. Councillor Millar explained that the way the questions were set out were not clear and that the consultation was now 15 months old and irrelevant.

Councillor Patterson asked if we should not be pleased that two thousand cars will use Park and Ride services. Councillor Millar stated that she does not think that this would be the result of the project (she explained that a public statement later in the meeting would cover this point in more detail).

Councillor Patterson asked if there were any other areas that should have been covered by the business case. Councillor Millar replied that there was no business case yet.

Following a request from the panel, the Principal Solicitor explained the effect of section 122 of the Local Government Act 1972.

Councillor Bull invited the Cabinet Member for Transport, Councillor Anthony Clarke to make his statement. Councillor Clarke explained that a clear decision had been made on 25th January 2017 at the Cabinet meeting. He explained that the Cabinet were not asked to make a planning decision and were not asked to give approval for a full business case; Cabinet was asked to decide on a preferred location which they did. He explained that the decision was well informed with ample evidence. Councillor Clarke addressed the 9 points of the Call-in notice referring to the Response table circulated at the meeting (*a copy of this document is kept on the Council's minute book*). Councillor Clarke made reference to the following points in the Response table: sites F and B were consulted on; all but one of the recommendations from the Scrutiny Inquiry Day were accepted; the LDF group included ward members and no objections were raised to this in 2015; it was stressed at Cabinet that there was no intention of using CPO (information on this was requested for the public record); he concluded that planning issues were not within the remit of the Cabinet.

Questions from the Panel to the Cabinet Member for Transport

Councillor Shelford stated his concern on the loss of the direct bus line to the RUH. Councillor Clarke explained that this was not one of the things that the Cabinet needed to address at the 25th January meeting. He reassured the Panel that this issue is being explored.

Councillor Butters asked if intervention regarding the school run had been considered. Councillor Clarke stated that it was not relevant to this issue but for information, school travel plans are being looked at across the authority.

Councillor Patterson asked if there had been contact with the Planning Inspector, Councillor Clarke stated that he was not aware that there had been any conversations with a Planning Inspector.

Councillor Bull referred to the part of the decision that was delegated to the Strategic Director for Place – he explained that some may see this as the Director making the choice on the site and asked for clarification. Councillor Clarke explained that a decision register entry must be made and that the decision would be in consultation with him.

Councillor Shelford asked if work has been done regarding flooding issues on both sites. Councillor Clarke explained that if something would not get through the planning process then there was no point pursuing it – he acknowledged that sites B

and F are near the floodplain but 6-7 meters away. Councillor Gilchrist stated that he disagreed with this estimate and asked if all risks had been considered. Councillor Clarke explained that this would be part of the planning process and a full planning application had not been done yet. Councillor Patterson expressed concern that no cognisance of risk had been taken at this stage.

Councillor Shelford asked for an update on the AONB and UNESCO issues and asked what mitigation and screening could be put in place. Councillor Clarke stated that it was accepted that plans would impact upon the green belt but there were methods of landscaping and mitigation.

Councillor Butters stated that he thought that the role of rail should be investigated and prioritised and that there should be better signage for the Lansdown Park and Ride on the A46. Councillor Clarke supported the use of rail but stated that it was not relevant to the question in front of the Panel today. In response to a question from Councillor O' Brien he explained that there is potential for rail on site B but this was unlikely to be possible within the next 5 years.

Statements from Members of the Public and Councillors:

The following members of the public made statements:

1. Nicolette Boater stated that she understood the difficulties of making the right decision at the right time in the right way. She referenced her many statements made on this issue and asked the Panel to uphold the Call-in and help the Cabinet to make a better decision (*a copy of this statement is attached to the minutes for this meeting*).
2. Tom Marshall, Trustee, Bath Preservation Trust stated that he felt the Cabinet had been misled in relation to - the requirements of Historic England in relation to the site selection and also the Planning Inspector's input. He asked that the Cabinet reconsider their flawed decision (*a copy of this statement is attached to the minutes for this meeting*).
3. Tom Boden, General Manager, Dyrham Park and Bath National Trust stated his concerns regarding harm to the landscape and heritage. He also felt that landscaping and mitigation to screen the development would not be effective. He added that the decision was also premature in advance of adoption of the Placemaking Plan (*a copy of this statement is attached to the minutes for this meeting*).
4. Patrick Rotheram, FOBRA (Federation of Bath Residents Association) stated that FOBRA supported a Park and Ride to the East especially in light of the strategies to reduce city centre parking and traffic. He felt that the meadows was not more important than the jewel that is the city centre.
5. Louise Prynne, Chief Executive, Bath BID Company, stated that a Park and Ride to the East will send a message that Bath is open for business and it will boost the local economy and is good for jobs. She added that the development would be part of a bigger jigsaw.
6. Christine Boyd (for Fiona Powell), Bathampton Meadows Alliance, stated that the Cabinet resolution was not justified and while the Cabinet prefer site B, the officers

- preferred site is F. She stated that the Panel are the only body that can ask for the decision to be reconsidered and asked the Panel to exercise its powers.
7. Louise Hidalgo (addressing points 1, 2, 3 & 7 of the Call-in notice) questioned whether the development was 'embedded in Council policy' when no Council body had approved it. She questioned the surveys taken eg. one taken during the Christmas market. She added that the Halcrow Report did not consider site F. She concluded that the Cabinet report was misleading and inaccurate (*a copy of this statement is attached to the minutes for this meeting*)
 8. Annie Kilvington (addressing points 1,6 & 9 of the Call-in notice) asked about UNESCO and Heritage impact assessments and also the fact that Historic England had pressed for site selection before the decision was taken.
 9. Christine Boyd, Bathampton Meadows Alliance (addressing point 9a of the Call-in notice), stated that the Cabinet report misled them about the Placemaking Plan on which consultation on modifications closed 9 days ago. She also questioned the part of the report which stated that the Council had received informal comment from the Planning Inspector. She concluded that the Council should not have selected a site before the Placemaking Plan was approved. (*a copy of this statement is attached to the minutes for this meeting*)
 10. Sian James stated that there were large financial risks with this development and yet no business case. She asked if knock on effects have been considered such as on the parking strategy; the effect on existing bus users and therefore the effect on bus subsidies. She asked that the initial business case be published and discussed at full Council (*a copy of this statement is attached to the minutes for this meeting*).
 11. Andrew Lea stated three areas to question – what are people doing now? Why are they doing it; what will they do in the future and why. He also queried the survey results from the Christmas market; the old census data and the models used by Mott and CH2M. He concluded that there was no evidence of the need for a Park and Ride.
 12. Alison Smith (addressing point 2 of the Call-in notice) stated that the consultation was inadequate and that the objectives originally stated that carbon emissions were the priority and economic reasons came lower down but respondents may have answered differently if the objectives were re-arranged as they were in a later report where economic factors are listed first. She stated that 85% of those consulted did not agree with site F. She asked that this issue be taken back to the public.
 13. Julia Williams (for Tim Williams) stated that the Cabinet report was inadequate and that the following should be provided before a decision was made: a business case; information from Historic England; Placemaking Plan; Equality Impact Assessment and Parking Review (*a copy of this statement is attached to the minutes for this meeting*).
 14. Alex Noman stated that the development will move pollution from one area to another. He added that the Cabinet say they were elected based on an East of Bath Park and Ride but that nobody knew this was on the agenda.
 15. Gillian Risbridger (Transition Bath) stated that there was no proof of the benefits of this scheme and spaces in the city center must be reduced. She added that a Park and Ride may cause more congestion as people drive to it and suggested that the London Road will still be heavily used (*a copy of this statement is attached to the minutes for this meeting*).

16. Ped Asgarian (Transition Bath) stated that a Park and Ride may encourage more people to drive to the area.

Statements from Councillors (not on the Panel):

1. Councillor Martin Veal made a statement and asked that the Panel refer the matter to full Council for consideration. He also stated that the Panel must decide if a proper consultation had taken place. He talked about the desecration of the setting and stated that Historic England had questioned meadow site selection. He concluded that weighing up the potential harm caused against the benefits needs a business case.
2. Councillor Liz Richardson (addressing point 5 of the Call-in notice) spoke as Chair of the LDF, she described how the Terms of Reference were varied for this issue to include Ward Councillors. She reported that the Chair of the Meadows Alliance had also attended. She concluded that the LDF is a consultative and advisory body and that the process was appropriate and robust.
3. Councillor Dine Romero stated that she felt the Cabinet did not have the facts to make an informed decision, that the Halcrow report was discredited and the RUH issue not shown. She stated that a decision of this magnitude must be evidence based. She urged the Panel to uphold the Call-in in its entirety.
4. Councillor Geoff Ward stated that this was the 11th hour to save the meadows. He added that the site cannot be adequately screened, there will be light pollution. He stated that he proposed site A+ which has not been fully considered.

The Chairman announced a 10 minute comfort break.

Closing statements from Councillor Millar (Call-in Lead Member) and Councillor Clarke (Cabinet Member for Transport)

Councillor Bull invited the Cabinet Member for Transport, Councillor Anthony Clarke to make his closing statement. He stated that all potential sites were assessed by the LDF and external consultants and narrowed down to 6 sites, the pre application review then narrowed this down to 4 sites – the 2 sites on Box Road were rejected for operational reasons. He explained that a clear path was laid out in the Cabinet resolution to allow the Council to proceed with the planning process and the business case. He further explained that the authority could not go to the expense of a business case until there was a single proposed site. Regarding the RUH, he explained that he had received a supportive letter. He stated that there was adequate information for the Cabinet to decide on the single decision it had before it and urged the Panel to dismiss the Call-in.

Councillor Bull invited the Lead Councillor for the call-in, Councillor Alison Millar, to make her closing statement. Councillor Millar stated that she was disappointed that we were back to the same solution after all of the time and effort spent, she explained that the members of the public present had analysed the data and found huge gaps in the documentation. She added that the decision was premature without

the Placemaking Plan being in place and she was worried about private conversations. She referred to the great speakers the Panel has heard from and stated that as the picture was not complete, the Panel should send back the decision and uphold the call-in.

Panel Discussion

Councillor Butters felt that there were too many holes and rail options should be further pursued.

Councillor Patterson stated that she wished to uphold the Call-in for the following reasons: Historic England assessment should precede the decision; the duty to preserve the setting of the World Heritage Site; no business case; unrepresentative surveys and DEFRA no longer supports Park and Rides.

Councillor Gilchrist stated that he wished to uphold the Call-in as the costs and risks were too great.

Councillor Lisa O' Brien thanked all who attended and stated that the Cabinet had made their decision and now there was a huge mountain to climb in terms of a planning application and business case. She explained that she did not feel it was the best way forward to uphold the Call-in.

Mark Shelford asked for clarification on the World Heritage impact. The Strategic Director explained that a Heritage Impact Assessment will be undertaken as part of the planning application process but that it was not financially feasible to do this for every site considered. She added that the initial analysis did take into account the potential impact. She stated that there is a difference of opinion in relation to this with Historic England Officers.

Councillor Bull stated that while he did not support all 9 reasons in the Call-in notice he supports upholding the Call-in as a precautionary principle. He listed his reasons as – possible faults with the consultation; a mismatch in evidence of use of Park and Ride sites; Historic England input; no details on air pollution; failure to consult the RUH; the role of the Placemaking Plan; Councillor Ward's point about the site that did not get consideration. He concluded that it was safer to send the decision back to the Cabinet.

Panel Decision

On a motion from Councillor Barrett, seconded by Councillor O' Brien, it was:

RESOLVED that the Call-in of Decision E2861 – Park and Ride East of Bath be dismissed.

(5 members voted for the motion and 4 against)

During debate an unsuccessful motion was moved by Councillor Butters and seconded by Councillor Patterson seeking to refer the decision back to the decision

making body for reconsideration. This was lost on a vote with 4 Councillors voting in favour and 5 against.

Supplementary Information

The meeting ended at 4.40 pm

Chair(person)

Date Confirmed and Signed

Prepared by Democratic Services

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BATH AND NORTH EAST SOMERSET

MINUTES OF COMMUNITIES, TRANSPORT AND ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL MEETING

Monday, 13th March, 2017

Present:- **Councillors** John Bull, Brian Simmons, Alan Hale, Neil Butters, Lizzie Gladwyn, Bob Goodman, Ian Gilchrist and Jasper Becker (in place of Peter Turner)

136 WELCOME AND INTRODUCTIONS

The Chairman welcomed everyone to the meeting.

137 EMERGENCY EVACUATION PROCEDURE

The Chairman drew attention to the emergency evacuation procedure.

138 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Councillor Peter Turner sent his apologies and was substituted by Councillor Jasper Becker.

139 DECLARATIONS OF INTEREST

There were none.

140 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

There was none.

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

Public Statements

Adam Reynolds made a statement regarding Bath Quays Bridge
*A copy of the statement is attached to the minutes and is available on the Council's
minute book for this Panel.*

The Chair stated that the statement and questions would be passed on to the
Cabinet Member for Transport.

Anne Forrest made a statement regarding Claverton Street Subway. She stated that
there is no safe pedestrian route into the city.

Richard Samuel made a statement regarding Air Quality which raised some questions. The Chair stated that he hoped the Panel would raise these points in debate (at minute number 146).

Note - before Mr Samuel made his statement, he declared that he was a candidate in the Walcot by-election and asked if he could still speak. The Chairman advised that he could speak on other matters but not in his capacity as a candidate. Mr Samuel confirmed he would not.

A copy of the statement is attached to the minutes and is available on the Council's minute book for this Panel.

David Redgewell made a statement regarding Transport.

A copy of the statement is attached to the minutes and is available on the Council's minute book for this Panel.

Regarding a query from Councillor Butters on the BTP (British Transport Police), Mr Redgewell explained that he understood the proposal was to relocate to Swindon station. Councillor Hale stated that he shared concerns about the effective lack of policing of the area. Councillor Romero stated that she will take these points to the PCC Panel. The Cabinet member stated that the administration has been disturbed by the decision made regarding the police without consultation. He added that the new Headquarters in Bath is not fit for purpose and assured the Panel that this is a major issue for the administration. Councillor Hale asked that the Cabinet member raise these concerns at every opportunity. The Chair noted that the Cabinet members agreed and it was accepted that this issue (British Transport Police) be added to the Panel work plan.

Andy Halliday made a statement regarding Bath Central Library. He stated that use of the integrated One Stop Shop and Library in Keynsham is totally different to the Podium usage and that facilities in Bath are on one floor where people feel safe and welcome.

The Chair asked what the difference would be if the Library moved to Lewis House. Mr Halliday explained that there would be a reduction of books, children's space, access to reference books, access to reserve stock. There would also be the loss of the city centre location, single floor facility and close car parking. There was some discussion about how a change in parking facilities would affect usage.

Gillian Risbridger made a statement regarding Air Quality Action Plan. *A copy of the statement is attached to the minutes and is available on the Council's minute book for this Panel.*

Caroline Ambrose made a statement regarding Bath Central Library size.

A copy of the statement is attached to the minutes and is available on the Council's minute book for this Panel.

Annie Kilvington made a statement regarding Air Quality. *A copy of the statement is attached to the minutes and is available on the Council's minute book for this Panel.*

Sian James made a statement regarding Air Quality.

Dr Jacqui Hughes – SOS Group made a statement regarding SOS (Sort our Subway) Claverton Street Subway.

A copy of the statement is attached to the minutes and is available on the Council's minute book for this Panel.

Public Questions

The Chair referred to the circulated list of questions from members of the public and the answers provided. *A copy of this document is attached to the minutes and available on the Council's minute book.*

Questions were received from:

Fiona Powell
Mark Magri-Overend
Sian James

142 MINUTES 16 JANUARY 2017

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

143 LIBRARIES - UPDATE

Ian Savigar Divisional Director Customer Services, gave a presentation to the Panel which covered the following:

- Where we are now
- Potential B&NES Library Service Model by 2020
- Some key facts
- What is happening
- Why would we do this?
- Has the decision been made yet?
- What can't things stay the same?
- Other Libraries
- Midsomer Norton
- Current Issues

The Divisional Director explained that there was no plan to close any libraries and the Council will work with communities. He added that in the early summer, a business case would be submitted to the Cabinet and then there would be a second stage of consultation. Regarding the mobile library service he explained that there have been a few issues over the last few months due to driver illness and vehicle repairs but these have now resolved. Regarding the event space he explained that the rolling stack needs to be repaired. He concluded that savings can be achieved, improvements delivered with a modernized option.

Panel members made the following points and asked the following questions:

Councillor Bull asked that in the future, slides be provided at an earlier stage.

Councillor Gilchrist asked if there will be an equivalent exhibition space in the new configuration. The officer stated that if consultation shows that this is needed then something will be worked out.

Councillor Goodman asked if local reference books were being moved to the Guildhall without a formal decision on the Libraries yet. The officer explained that this is a separate issue and not part of the Library proposals.

Councillor Butters stated that the usage rate at Bath Library is impressive and a lot of users park in the Waitrose car park, he asked if it was anticipated that the usage would drop if the Library was moved. The officer stated that he did not have information on modes of transport of Library users but that there were car parks near Lewis House (Manvers Street and Southgate). Councillor Butters asked if Manvers Street car park will eventually be removed. The officer stated that there is no plan for this at present. Andrew Pate, Strategic Director for Resources added that if the move does go ahead, parking requirements would have to be taken into account.

Councillor Bull asked how much of the proposed savings of £800k applies to the Central Bath Library and also if it is true that some Council staff will be moving to the Podium. The Strategic Director explained that £700k is the target saving in year 3 of the budget plan and that the business plan will detail how much of that relates to Bath Central Library. He explained that there is a provisional sum in the Capital Programme which will enable investment in the Library Service and that this will need to be funded which can only be done by making the service more efficient. The plan is to combine services to reduce staff costs. Councillor Bull asked if a move to Lewis House would make any savings or if the proposed savings would all come from staff costs. The Strategic Director explained that savings would be made by integrating services by putting them at the same location, he added that a decision has not yet been made on what that location will be. Councillor Bull asked what the integration would involve. The Divisional Director explained that in Keynsham work is being done on a generic customer services operating model.

Councillor Goodman asked where the Library would go in the time where work is being done to both the buildings in the plan. The officer explained that this detail would be in the business case. The Strategic Director added that some consultation has been done and Lewis House drawings were used but the key point should be emphasized which is the integration of services. Councillor Bull stated that the press release implied a move to Lewis House which has been misleading. The Strategic Director explained that this has been clarified.

Councillor Butters asked if there are any figures on the reduction of space, the officer explained that there is no decision yet on which space will be used. Councillor Butters asked about the mobile library service and at what point there will be a balance sheet for Cabinet to consider. The officer explained that there is no plan to stop the mobile library service and that a business case would be submitted to the Cabinet in early summer.

Councillor Gladwyn asked about the integration of staff skills and asked if there would still be librarians with their specialist skills. The officer explained that the integration is being trialled in Keynsham and he has found that staff want to learn more skills with changing roles. Councillor Hale asked that disadvantaged people should not be forgotten in the integration plans. The officer explained that this has been one of the strengths in Keynsham in that use of the Library has been encouraged.

Councillor Bull stated that the Panel would consider this issue again after the second consultation.

144 CHURCHILL SUBWAY

Dr Jacqui Hughes of SOS (Sort our Subway) Group made a statement.
A copy of the statement is attached to the minutes and is available on the Council's minute book for this Panel.

Gary Peacock Deputy Group Manager, gave a presentation to the Panel which covered the following:

- Claverton Street Subway – map and pictures
- Costed options (Options 1, 2 and 3)
- Atkins Recommendations
- Figure A1: Churchill Bridge Crossing Options Tested
- Summary
- Recommendation

Panel members made the following points and asked the following questions:

The Chairman, Councillor Bull, explained that some members had a site visit to the subway earlier in the day. He further explained that the Panel could not make a decision on the options today but could make a recommendation to the Cabinet Member for Transport, Councillor Clarke.

Councillor Hale asked what the costings would be to align the lights on a possible new crossing with the lights further along. The officer explained that the traffic signals at Rossiter Road run for long cycles whereas a pedestrian crossing is demand led. The officer added that he did not believe that linking the lights would bring the desired results.

Councillor Butters asked if Equal Opportunities and wheelchair users had been taken into account and if the potential arches refurbishment would need a crossing. He also asked if the possibility of a footbridge had been exhausted. The officer responded that there is wheelchair access and that he believed the introduction of CCTV would increase security. He explained that a footbridge would cause a lot of visual impact and the arches issue cannot drive the outcome.

Councillor Becker referred to the middle surface crossing and the 30/60/90 second simulation – he asked if this test had been done for option 3. The officer explained that no, this had not been done for option 3 as it takes pedestrians passed the desire line and would be a retrograde step for pedestrians.

Councillor Bull asked if the officer has looked at other examples of refurbished subways to see if people felt safer as a result of the refurbishment. The officer said he would look into it.

Councillor Simmons stated that any scheme other than an underpass would increase traffic and pollution.

The Panel **RESOLVED** to make the following recommendation to the Cabinet Member for Transport:

The Panel recommend that officers investigate an alternative crossing, to the east of the gyratory, linked to the other crossing at Halfpenny Bridge. The Panel ask that the investigation should include the issue of air pollution and a study of outcomes in other cities.

Councillor Clarke, Cabinet Member for Transport thanked the Panel.

145 RIVER SAFETY UPDATE

Cath Brown, Team Manager for Licensing and Environmental Protection, gave a presentation to the Panel which covered the following:

(The officer informed the Panel that Gareth Lloyd – Avon Fire and Rescue Station Manager had inputted into this presentation)

- River Safety update
- River Avon related incidents since 2009
- Our reports and evidence
- Our reports and evidence
- River Safety Group
- Our strategy for reducing risks
- Our improvements... fencing and signage
- River Rescue Cabinets
- Got Ya Back! Campaign
- Communications
- Avon Fire and Rescue Service update
- Future focus – review of educational campaigns

Panel members made the following points and asked the following questions:

Councillor Hale asked if there are any figures on deaths/rescue and also about how the issue of intoxication is approached. The officer explained that four fatalities have involved a night out, she explained that it is important to deliver the message that is

not patronising. She further explained that she is looking at evaluation in order to build in some measures.

Councillor Gladwyn asked if the authority will renew its support for various campaigns. She explained that she had worked with the Student Union on this. She asked about licensing conditions and training for bouncers. The officer confirmed that the authority does support campaigns and confirmed that she does speak to premises and there is an enforcement group to talk to door staff.

146 AIR QUALITY UPDATE - BATH AIR QUALITY ACTION PLAN REVIEW AND CLEAN AIR ZONE

Cath Brown, Team Manager for Licensing and Environmental Protection, and Rob Spalding, Senior Public Protection Officer, gave a presentation to the Panel which covered the following:

- Bath Air Quality Action Plan
- Air Quality Management Area (AQMA)
- Air Quality Action Plan in Bath
- How does the Bath AQAP link to our other strategies?
- Annual average NO2 levels at hotspots (2015)
- Overview of source apportionment
- Groups we have consulted with in planning for the review
- What are the themes of our action plan?
- Timeline for reviewing the Bath AQAP
- Next steps

- Clean Air Zone
- What is a Clean Air Zone (CAZ)?
- Effects and considerations of introducing a CAZ in Bath
- How does a CAZ link to our strategies?
- Next steps for CAZ

Panel members made the following points and asked the following questions:

Councillor Gilchrist asked about the management area around Widcombe and asked if it could be redrawn and also why Pultney Road is not included. The officer explained that the management area represents an area where NO2 exceeds the recommended level, this can be due to the layout of buildings as high sided buildings trap air pollution.

Councillor Hale pointed to the high levels in Bathwick Street and London Road and asked if this would be different if HGV vehicles used a link road. The officer said that there would be some difference, he explained that this would necessitate a costly survey whereas the authority relies on traffic modelling data. He explained that he is overseeing a brief on traffic modelling and asking for it to take air pollution into account.

Councillor Butters asked that the public speaker Richard Samuel's questions be addressed (*a copy of this statement is saved as an attachment to the minutes and kept on the Council's minute book*). Cath Brown, Team Manager for Licensing and Environmental Protection, addressed the issues. She explained that bid to DEFRA was not successful but there are other strategies with income streams such as Devolution. Regarding the boundary of management areas, she explained that this is based on the outcome of the data. Rob Spalding, Senior Public Protection Officer, explained that the chosen approach has been to focus on area where there are exceedances.

The Chair asked officers to find if there had been a traffic census on London Road.

Councillor Clarke, Cabinet Member for Transport, explained that there is no doubt that something has to be done to address the NO2 levels in Bath but explained that some of the roads are trunk roads and the authority does not have the right to impose clean air areas. He explained that the one part of the city that could be isolated is the centre. He further explained that the administration would persist in looking to get bypasses to make the authority a clean air zone. He added that the correct amount of monitoring is being done and that this authority is not high on the list as pollution levels are not high enough. He informed the Panel that he had written to the Chair of the Licensing Committee asking about regulating taxi's in terms of pollution and diesel cars.

Councillor Butters mentioned a TV programme where pollution equipment was attached to a bike and a taxi which revealed that the taxi driver experienced higher levels of air pollution than the cyclist.

Councillor Simmons stated that diffusion tubes give three monthly averages and suggested the use of a gas analyser to show different levels at different times. The officer explained that there are automatic monitors which can be moved every three months.

Councillor Bull asked if we could prohibit engines staying idling, the officer explained that a CAZ is not needed for that.

147 CABINET MEMBER UPDATE

The Cabinet Member for Transport, Councillor Clarke updated the Panel on the following:

- Metro West rail project – meeting with Joint Transport Board;
- Traffic Transport Strategy commission meeting – a delivery plan will be published next month;
- Parking Review – draft by the end of the month;
- The Bus Service Bill is going through;
- A37 is on the radar along with the special strategy and air quality.

148 PANEL WORKPLAN

The Panel noted the workplan with the following additions:

- Bus Services Bill
- Metro West (May)
- British Transport Police

The meeting ended at 8.25 pm

Chair(person)

Date Confirmed and Signed

Prepared by Democratic Services

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Bath & North East Somerset Council		
MEETING/ DECISION MAKER:	Communities, Transport and Environment Policy Development & Scrutiny Panel	
MEETING/ DECISION DATE:	22nd May 2017	EXECUTIVE FORWARD PLAN REFERENCE:
		E
TITLE:	Parish Charter Review	
WARD:	All parished wards	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Draft revised Parish Charter prepared by the working group (including Appendices)		

1 THE ISSUE

- 1.1 This report presents a draft revised Parish Charter to the Panel for their consideration and feedback as part of the current review.

2 RECOMMENDATION

The Panel is asked to;

- 2.1 Consider the draft revised Parish Charter prepared by the Parish Charter Review working group and receive a presentation on the work of the group
- 2.2 Identify any areas of feedback the Panel wishes to refer to the relevant Cabinet Member and working group for consideration

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 The staff and other resource requirements for undertaking this review are being managed within existing budgets.

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

- 4.1 The Council has a number of powers including the general power of competence which supports its approach to working in partnership with parishes.
- 4.2 Town and parish councils are statutory consultees on planning applications. They are also widely consulted by B&NES Council on other matters, providing a representative voice to give communities more control and say in how local services are delivered.

5 THE REPORT

- 5.1 Since 1999, there have been a number of protocol documents setting out ways of working between Bath & North East Somerset Council and the parishes in our areas. The original working document was revised in 2006 as the Parish Charter. By 2016, the Charter had required further revision to reflect the many changes that have taken place over the last decade, such as increased financial pressures and demographic changes such as our ageing population. There are also a number of opportunities to transform the way we work together, such as use of digital technology and improved partnership working.
- 5.2 This Panel received a report on the Parish Charter at its meeting on 9th May 2016 setting out the process for review, and an update was also provided for the meeting of 13th March 2017. Subsequently, a working group was established comprising representatives from a wide range of parish councils as well as from Bath & North East Somerset Council, including the Cabinet member for Policy, Localism and Partnerships. The group has met regularly to examine a range of topics in-depth, working with relevant Cabinet members and senior officers to share views and experiences.
- 5.3 The attached draft Parish Charter document has been prepared by this working group for consideration and feedback by the Panel. A presentation will be made to the Panel by the Cabinet member for Policy, Localism and Partnerships (who chairs the Parish Charter Review working group) and Cllr Rosemary Naish, Chair of the Bath & North East Somerset group of the Avon Local Councils Association (ALCA), setting out the work undertaken by the group.
- 5.4 Despite the fact that the Parish Charter is, in essence, a new document, it continues to be founded on respect for each other as democratic bodies, built on a common purpose of promoting the wellbeing of our local residents. It focuses on one simple aim - to provide a framework to work together to serve the people of Bath and North East Somerset- and sets out commitments on how this will be achieved.
- 5.5 A number of common issues were raised throughout the discussions. These included:
- the need for improved communications
 - the need for parish and town councils to be helped to do more for their local areas
 - lack of understanding of differing powers, functions and priorities and;
 - opportunities for further training .
- 5.6 The items raised in the working group's meetings were recorded in an Issues Log which is used as a working document to inform not only the revision of the Parish Charter, but also ongoing improvements to the ways in which B&NES Council and parishes work together. The Charter is designed to be picked up and used, and the draft therefore focuses on the key commitments we are making to each other, and how these will be delivered. It also highlights

examples of good practice and signposts to more detail including to a range of Appendices. Alongside the Parish Charter a “toolkit” setting out more detailed information designed to help joint working has also been prepared.

- 5.7 The document will now be subject to consultation. It will be discussed by the ALCA B&NES group at its meeting on 25th May and is on the agenda for Parishes Liaison on 22nd June. The intention is to receive feedback and then report to Cabinet and Council in the Autumn.
- 5.8 In addition to the working group meetings, there continues to be liaison with officers from a range of Council service areas to identify opportunities for improved working with parishes.
- 5.9 The working group will now:
- present an update report to ALCA at their meeting on 25th May 2017, and to Parishes Liaison on 22 June
 - consult with parishes on the draft Charter,
 - collate the feedback received from parishes, ALCA and the Panel
 - prepare a final Parish Charter document for agreement

6 RATIONALE

- 6.1 It is considered appropriate that this Panel be involved in the review and have the opportunity to provide feedback.

7 OTHER OPTIONS CONSIDERED

- 7.1 None.

8 CONSULTATION

- 8.1 Consultation has taken place with the Parish Charter Review Working Group, the S151 Officer and Monitoring Officer.

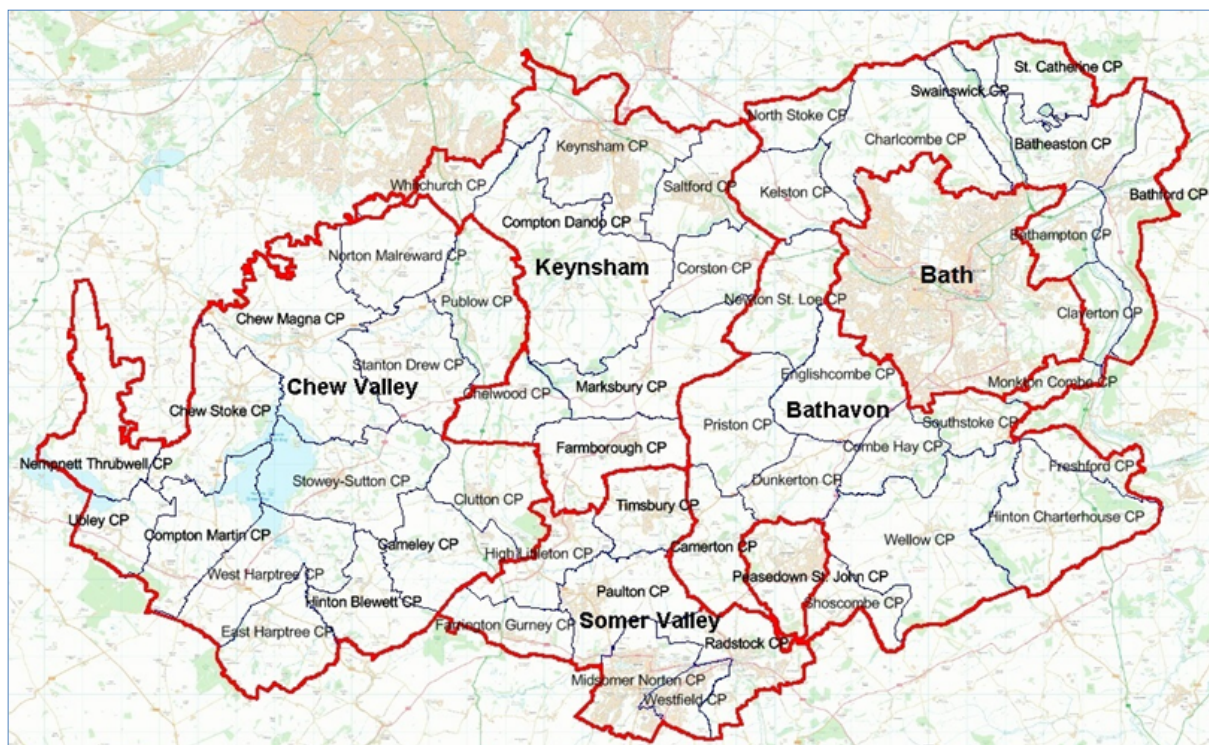
9 RISK MANAGEMENT

- 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.

Contact person	<i>Andy Thomas, Strategic Manager Communities, Strategy and Performance</i>
Background papers	<i>List here any background papers not included with this report, and where/how they are available for inspection.</i> <i>Report on Parish Charter to CTE PDS Panel 9th May 2016</i>
Please contact the report author if you need to access this report in an alternative format	

DRAFT PARISH CHARTER

Between Bath & North East Somerset Council and Town, Parish
and Village Councils



Contents

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Appendices

Appendix 1:	List of parish council functions
Appendix 2:	List of town, parish and village councils in Bath and North East Somerset
Appendix 3:	Populations of parishes (Graph)
Appendix 4:	Draft Specific Service Standards and Protocols
Appendix 5:	Draft Protocols for joint working between Parish Liaison and Connecting Communities Forums
Appendix 6:	Parish Liaison Draft Terms of Reference
Appendix 7:	The Process of Developing the Parish Charter
Appendix 8:	Parish Charter Certificate Wording

1. Summary - What you need to know about the Parish Charter

The Charter has one simple aim - to provide a framework for us to work together to serve the people of Bath and North East Somerset. We have a common purpose to promote the wellbeing of Bath and North East Somerset, and we serve the same residents. This is the foundation of our Charter.

The Charter sets out how we will achieve this, by:

- ✓ Maintaining high ethical standards, **respecting and valuing each other**
- ✓ Being good partners and continuously **strengthening relationships**
- ✓ Providing **practical support** and helping each other out
- ✓ Being clear on **who does what**

The main document sets out what the Charter's signatories will do to deliver these aims. You will find this useful if you are in a B&NES Council service area or are a parish clerk or elected member (whether from B&NES or a parish council). We also hope this will be of more general interest - for example to voluntary groups who wish to work with parish councils.

Our Charter does not include everything. There are additional details – for example on Development Control and Highways - in the Charter's appendices. More information on protocols and standards (including B&NES Council's Customer Service Standards) is available on the B&NES Council website and through the Toolkit which will accompany the Charter. This information will change over time, particularly as Bath & North East Somerset Council involves parish and town councils in the development of our website.

The Charter also sets out how we will manage the relationship – putting things right when they go wrong as well as celebrating the things that go well. Finally, we set out the next steps and the process for future review.

Please send your feedback on this Charter to parishcharter@bathnes.gov.uk

2. Introduction

Since its creation, Bath & North East Somerset Council and the parish and town councils in our area have built a tradition of strong joint working, leading to the creation in 2006 of a “Parish Charter”. This has provided a firm foundation for our work.

However, much has changed since the Charter was adopted over a decade ago. For example:

- Financial constraints on local services have increased, as have demographic pressures such as an ageing population. These are shared challenges for us all. We will need a joint focus on getting better value for money and delivering the savings we need to live within our means. Communities will need to be supported to do more for themselves as Bath & North East Somerset Council’s resources reduce.
- Communications have been transformed by digital technology, smartphones and social media. This increasingly provides opportunities to transform the way we work and communicate with each other through “smart” working and use of digital technology.
- Following a Community Governance Review, three new parish councils (Westfield, Midsomer Norton and Radstock) have been created. There are now 44 parish councils, 3 town councils, 3 parish meetings and one village council¹ in Bath and North East Somerset. For full designations see Appendix 2.

The key strengths of our parish councils – and the principles of effective partnership working – remain. Clear communications are central to successful collaboration. For this Charter to work, it needs to be picked up, read, understood and referred to at all levels of our local democracy. In creating this new Charter we have focused on making the document helpful to the people who will use it, including:

- Parish councillors and clerks
- Bath & North East Somerset Council elected members, including those who do not have parish councils in their areas
- Bath & North East Somerset Council staff, particularly those whose work brings them into contact with parish councils

The Charter sets out:

- The commitments we are making- both at a high level and also specific actions.
- What we do well, and the challenges facing us. We also include specific examples of good practice locally we can build on.
- How we would know if we have succeeded.

¹ In the Charter, we have used the phrases “parishes” or “parish councils” for simplicity throughout, although allowance needs to be made for the differing legal framework of parish meeting areas.

3. Our Aim: Together to serve the people of Bath and North East Somerset

Our Core Commitments

The Charter has one simple aim - to serve the people of Bath and North East Somerset. This aim is underpinned by the following core commitments.

"We'll have been successful when we really understand each other's objectives and can contribute to their delivery"

Parish Charter Review Workshop

Together, we will:

- ✓ ***work together to promote local economic, social and environmental well-being. We will value the roles, responsibilities, and opinions of our respective councils, but be aware at all times that we have a common purpose to serve the public of Bath & North East Somerset and that we serve the same residents. (This is the foundation of our Charter and is reflected in the Parish Charter Certificate set out in Appendix 8.)***
- ✓ **respect the democratic mandates of all our individual councils within their legal and service remits, recognising that B&NES Council and parish councils exist as separate bodies and have separate tax raising powers. (For more information on parish council functions see Appendix 1).**
- ✓ **work together to address the significant challenges facing our area. As resources tighten we will collaborate in supporting communities to do more for their local areas and make the best use of new ways of working such as digital technology.**
- ✓ **work together to try and answer residents' queries at the first point of contact, signposting as necessary, regardless of whether the query is to a parish or to B&NES Council.**
- ✓ **use the following joint principles for the devolution of services to parish and town councils:**
 - **"By choice, not imposed"**
 - **"One size doesn't fit all"**
 - **"All liabilities to be declared openly on both sides"**
 - **"Give proper notice of changes"**
 - **"Be clear on what is being transferred, and over what timescales"**
 - **"Encourage parishes to cluster"**
 - **"Set up a 'support' offer"- e.g. training/equipment"**

As individual bodies, we make the following core commitments regarding consultation:

- ✓ **B&NES Council will consult specific parishes on matters when a planned decision would have a direct or significant impact on the local council or its area or inhabitants. B&NES Council will provide adequate time for a response to be made, appropriate to the issue under discussion and explain why it matters to respond. A longer period of time and more detailed engagement will take place where there is a potential high impact/financial implication for a specific parish or group of parishes.**
- ✓ **Parish councils will consult B&NES Council on matters when a planned decision would have a direct or significant impact on B&NES Council or on the wider Bath and North East Somerset area or its inhabitants.**
- ✓ **Parish councils will respond to consultations in a timely manner and as appropriate will call special meetings. In doing this they will seek to reflect the view of local people. Parish councils will also respond as appropriate to general consultations (eg where these have been placed online).**

In adopting these commitments that drive our Charter, we can build on a wide range of good practice examples in our area, ranging from work on local traffic issues to support for local community facilities and play areas. We have the space to highlight only a small number of these in this document.

Our specific commitments are:

FROM B&NES COUNCIL	FROM PARISH AND TOWN COUNCILS
We will involve parish councils in the setting of our long-term corporate strategies and other priorities.	We will identify local objectives and priorities and work with B&NES Council to identify the best way of delivering them.
We will champion local democracy and encourage local residents to participate fully in the local democratic process.	
We will use Parish Liaison and the Connecting Communities Forums to put in place shared projects and identify key local priorities.	
We recognise a shared interest in support for local community facilities and will work together within legal and policy constraints to achieve this where possible.	
We will collaborate on digital projects to improve how we work together, communicate and deliver services.	
We will work together to protect the most vulnerable in our community.	

4. Making it Happen

In the next four sections we set out in more detail **how** we will work together to meet our aims. We will do this by:

- Respecting and valuing each other
- Strengthening relationships
- Providing practical support
- Making the best of our skills and resources

4a) Making it Happen: Respecting and valuing each other

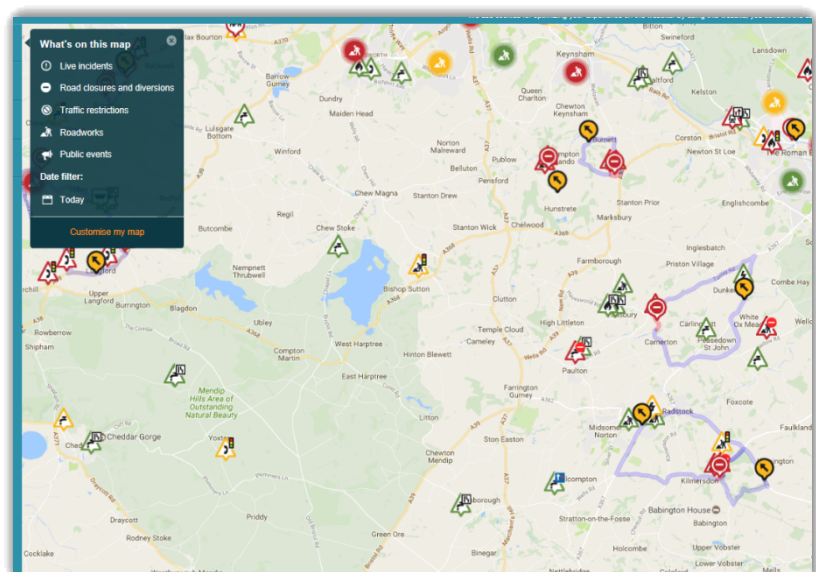
What we do well:

- In general, officers, councillors and other partners involved in joint working value the helpfulness and professionalism of their colleagues. Information received on road closures, recycling, etc. is all valued. Websites and social media are useful tools for parish councils to disseminate information e.g. Keynsham Town Council's Facebook page.
- B&NES Council officers are becoming more confident about engaging with communities on challenging issues at the Connecting Communities Forums.
- There is openness and a willingness to work together.

BUT

- There are sometimes different expectations and language used on both “sides”.
- There is a perception of parish councils being seen as the “junior partner”.
- We have not acknowledged the impact of behaviour in building our relationship.

Good practice: All parishes now receive regular ‘street works’ e-mails alerting them to roadworks and traffic interruptions in the district, with links to the roadworks.org website (pictured right) for further detail.



So our Core Commitment is:

We will respect the democratic mandates of all our individual councils within their legal and service remits, recognising that B&NES Council and parish councils exist as separate bodies and have separate tax raising powers.

Our Specific Commitments are:

FROM B&NES COUNCIL	FROM PARISH AND TOWN COUNCILS
We will <ul style="list-style-type: none">• listen – always being open to ideas.• prioritise – making sure local needs come first wherever we can.• join up – working in partnership with our local communities.• work collaboratively – helping communities find the best way to tackle local issues.• share ideas – building on what works.• treat each other with respect.• work openly and transparently.• recognise the impacts of our behaviours on others.	
We will work together to develop our people, including coaching, secondments and understanding the competencies we need to thrive.	
We will follow the relevant codes in regard to the publication of parish council members' interests	
B&NES Council through its Monitoring Officer will support the Standards Committee in the investigation of complaints relating to parish councils.	
B&NES Council and ALCA will work together to improve governance standards in parish councils as appropriate.	

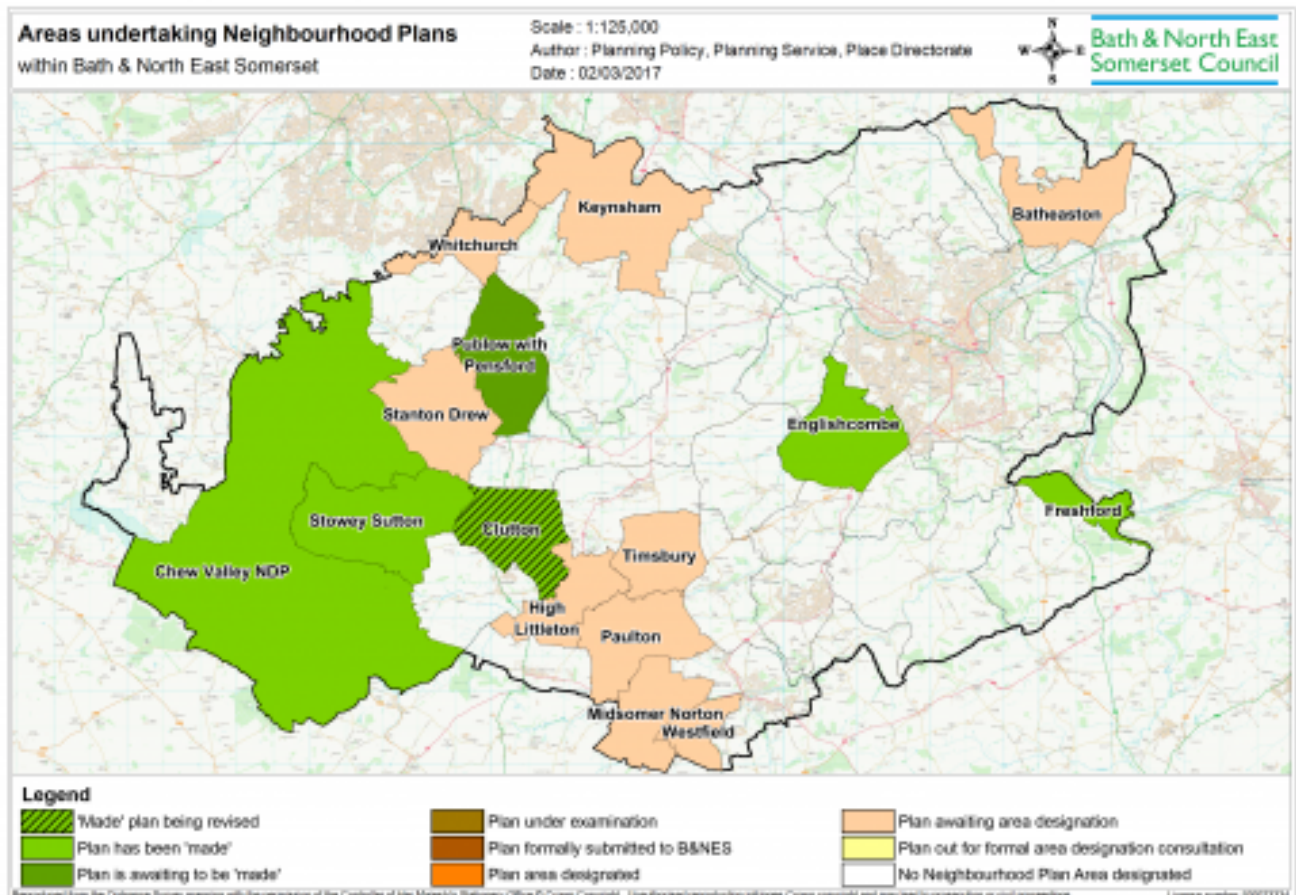
We need to reinforce these behaviours through effective partnership structures, and above all this means communication. In the next section we will set out how we will work in partnership.

4b) Making it Happen: Strengthening relationships

What we do well:

- Through the Connecting Communities Forums and our long-established Parishes Liaison meeting we have regular conversations about key issues facing our localities
- The process of developing the Parish Charter has helped strengthen relationships

Good practice



The map above shows the progress we've made on developing Neighbourhood Plans including the Chew Valley plan which brings together 7 parishes and the Freshford and Limley Stoke Plan which sees cross-border co-operation with Wiltshire.

BUT

- Sometimes consultation times are too short and the channels through which consultation takes place, or the importance of a parish council response, are unclear.
- Not all parishes engage in what's available.
- There is overlap between Parishes Liaison and Connecting Communities.
- There are few shared programmes between parish councils and B&NES Council.

So our Core Commitments are:

We will work together to address the significant challenges facing our area. As resources tighten we will collaborate in supporting communities to do more for their local areas and make the best use of new ways of working such as digital technology.

B&NES Council will consult specific parishes on matters when a planned decision would have a direct or significant impact on the local council or its area or inhabitants. B&NES Council will provide adequate time for a response to be made, appropriate to the issue under discussion and explain why it matters to respond. A longer period of time and more detailed engagement will take place where there is a potential high impact/financial implication for a specific parish or group of parishes.

Parish councils will consult B&NES Council on matters when a planned decision would have a direct or significant impact on B&NES Council or on the wider Bath and North East Somerset area or inhabitants.

Parish councils will respond to consultations in a timely manner and as appropriate will call special meetings. In doing this they will seek to reflect the view of local people. Parish councils will also respond as appropriate to general consultations (eg where these have been placed online).

Our Specific Commitments are:

FROM B&NES COUNCIL	FROM PARISH AND TOWN COUNCILS
We will provide the framework for Parish Liaison (using the Terms of Reference set out in Appendix 6) and Connecting Communities (using the Protocol set out in Appendix 5).	We will participate in and contribute to Parish Liaison and Connecting Communities Forums.
We will deliver regular e-bulletins to parish councils covering learning and development; funding opportunities; events and other up to date information.	We will use our local newsletters and websites as appropriate to disseminate information and consultations to local communities.
We will use the Council magazine to promote partnership work and local community activity.	We will advise the Council of any good practice or successes we wish to highlight through its meetings or publications.
We will work in partnership to manage communications and expectations on key schemes that impact on local communities - particularly Highways (e.g. road closures) and Planning issues, building effective working relationships.	We will work closely with Council service areas to manage the impact of these schemes and build working relationships to manage any local concerns.
Every year we will work together to identify a number of shared "Parish Charter" projects which we will jointly sponsor to deliver the Review in partnership.	

FROM B&NES COUNCIL	FROM PARISH AND TOWN COUNCILS
We will empower and develop parishes to become as appropriate trusted partners to enable better and more streamlined reporting e.g. of highways matters.	We will seek to report issues such as potholes on a “do it once, do it right” basis.
We will ‘signpost’ to specific service standards and protocols for highways. planning and other services.	

Partnership working means mutual support and only works if we can give clear, practical help to each other. The next section sets this out in more detail.

4c) Making it Happen: Providing practical support

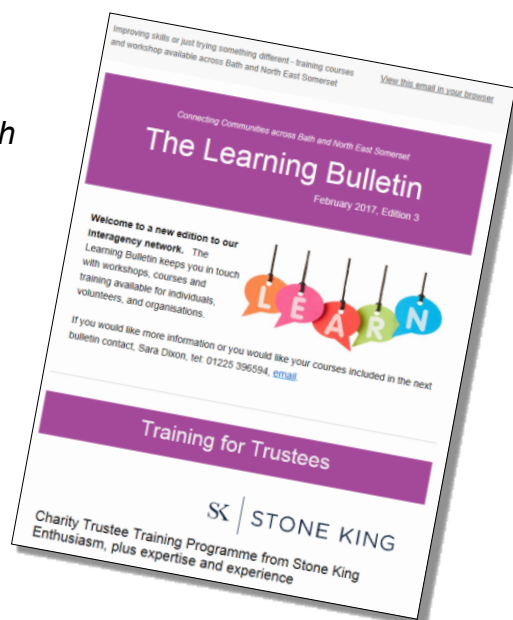
What we do well:

- Day-to-day support from B&NES officers to clerks and other parish representatives is good. The Parish Clerks’ Survey contains useful information.
- Council Connect is a reliable means of logging issues. The Cleansing Team are an excellent model particularly in relation to reporting back. Parishes cascade information effectively through their newsletters, social media and websites.
- Specialist support – e.g., when undertaking a Neighbourhood Plan - is positive.

Good practice: *The Learning Bulletin goes to all parish councils and includes opportunities for training.*

BUT

- More support is needed for clerks to collaborate.
- More information on procedures relating to Planning (particularly enforcement) and Highways would be welcome.
- We need to think of all parties as a ‘customer’; aiming for excellence and understanding how to help others get there.



So our Core Commitment is:

We will work together to try and answer residents’ queries at the first point of contact, signposting as necessary, regardless of whether the query is to a parish or to B&NES Council.

Our specific commitments are:

FROM B&NES COUNCIL	FROM PARISH AND TOWN COUNCILS
B&NES Council, through its locality management, will provide a point of contact to parish councils who need support. When changing key personnel we will update parishes with the new contact details and summary structure charts/line management information.	We will inform B&NES Council of changes to clerks, councillors and other contact details. We will ensure it is clear who the appropriate planning contact is within our council.
We will fulfil our statutory duties in relation to planning consultation and set service standards for how we work with parishes. (See Appendix 4 for sample standards).	We will utilise the processes set out in the service standards, escalating where appropriate.
We will promote Council Connect services through our website and provide various ways for reporting issues (see Appendix 4 and Toolkit). We will be clear on what timescales can be expected.	We will use Council Connect as the primary reporting tool.
<p>We will work to develop a Training/Continuous Professional Development offer- e.g. on:</p> <ul style="list-style-type: none"> • Community Infrastructure Levy (CIL) / Section 106 • Planning/highways updates • IT/digital <p>Where appropriate, Council and other training will be opened out to parishes.</p>	We will undertake our own due diligence on all projects, recognising that local authorities and parish councils are different legal entities. We will encourage all parish clerks to become qualified and parish councils to work towards the Local Council Awards Scheme.
We will seek to secure bespoke support to parish councils where they wish to develop a project which helps deliver this Parish Charter.	We will publicise our own skills, experience and training/development offer and where appropriate open this to others.
We will keep our websites up to date as far as is practicable and use all forms of media to gain and disseminate information.	
We will use our powers under the Local Government Act to help parishes achieve their local priorities (e.g. powers, naming).	We will secure local support for schemes we put forward as well as undertaking due diligence.
We will work with parish councils on local community and volunteering projects.	We will build effective partnerships in our local communities.

FROM B&NES COUNCIL	FROM PARISH AND TOWN COUNCILS
So far as practicable, we will share meeting rooms and use events as appropriate to publicise consultations, projects and services.	
<p>We will keep up to date information available to the parishes in relation to the following:</p> <ul style="list-style-type: none"> • Emergency planning • Local data through the research web pages • Parish Online 	We will contribute our local knowledge to (e.g. on localised flooding).
<p>We will work together to share information and approaches as appropriate to:</p> <ul style="list-style-type: none"> • Procurement/bulk buying of equipment • Availability/sharing of ICT • Specialist training 	
We will work together to improve community resilience, for example on Places of Safety.	

4d) Making it Happen: Making the best of our skills and resources

What we do well:

- There are good, effective parish councils in our area.
- Bath & North East Somerset Council has robust financial planning and is an effective partner.
- Together, this presents a solid basis for joint working.

Good practice: *The Packhorse pub (pictured below) is now owned by local community, supported by South Stoke Parish Council. This follows Bath & North East Somerset Council agreeing its status as an Asset of Community Value. There are nine Assets of Community Value in our area.*



BUT

- There remains duplication of services and inconsistencies of approach, and the precise allocation of roles is sometimes unclear.
- There is sometimes a lack of understanding of the constraints we are all operating under – e.g. the legal frameworks, and how different councils work.
- There are concerns that more will be expected of the parish councils without any assistance from B&NES Council.
- There is no specific framework for devolution of services to parish councils.

So Our Core Commitment is:

We will use the following joint principles for the devolution of services to parish councils:

- ✓ **“By choice, not imposed”**
- ✓ **“One size doesn’t fit all”**
- ✓ **“All liabilities to be declared openly on both sides”**
- ✓ **“Give proper notice of changes”**
- ✓ **“Be clear on what is being transferred, and over what timescales”**
- ✓ **“Encourage parishes to cluster”**
- ✓ **“Set up a ‘support’ offer” - e.g. training/equipment”**

Our Specific Commitments are:

FROM B&NES COUNCIL	FROM PARISH AND TOWN COUNCILS
We recognise that there are a number of concurrent functions with parish councils. Parish council functions are set out in Appendix 1. We will pay particular attention to seeking to remove duplication and streamline these ways of working wherever possible.	We will keep B&NES Council updated on the detail of our service operations where there is the potential for joint working or where this would enhance efficiency and reduce duplication.
We will support to parish councils offering training, advice and sharing resources as appropriate to help them use local capacity to improve services. We will provide appropriate equipment and support for litter picks and similar voluntary initiatives.	We will utilise local volunteer and other capacity to improve our areas - e.g. through litter picking, snow wardens, farmers helping with hedge cutting, etc.
We will make all communications to parish councils through the clerk (see exception below with regard to specific planning contact).	We will respond to communications within reasonable timescales.

FROM B&NES COUNCIL	FROM PARISH AND TOWN COUNCILS
We will support B&NES Council ward councillors in representing their local community and they will be encouraged to work with parish councils.	We will work closely with B&NES ward councillors as community leaders and problem-solvers.
We recognise that parish councils operate through working parties as well as sub-committees.	We will invite B&NES Council representatives to be involved in working groups and to Full Council meetings as appropriate.
We will publicise the various roles and accountabilities within B&NES Council as set out in the Council's Constitution and other documents. These include Cabinet members; Directors; Customer Services/Council Connect; the Community Engagement team; and specialist/case officers. We will also implement public speaking schemes for Council bodies as appropriate, including a general scheme and one specifically for Development Management.	We will seek to direct queries to the most appropriate role. They may seek advice at any time from their named Community Engagement team contact as to the best route to follow to get things done.
We will work together to create a Parishes Toolkit on information available and where to access it. B&NES Council will provide information on parish councils and their roles as part of its induction for new staff.	

5. Next Steps

To ensure the Parish Charter is effective we need to monitor and review it. We will encourage formal and informal events to celebrate and share our work and build relationships.



The Chairman's Community Awards (pictured left) celebrate the people who work in our localities. The Lifetime Achievement Award is named after Peter Duppa-Miller, who did so much to champion the work of parish councils in our area. We will look at ways to incorporate the work of parish councils into the Awards.

To monitor the Charter we will establish a Parish Charter Steering Group which will examine progress, particularly assessing the measures of success set out in the table below.

✓	Parish councils feel engaged with Bath and North East Somerset and that their voices are being heard.
✓	Parish councils have succeeded in getting the improvements they want in issues such as grounds maintenance, verges, potholes and broadband.
✓	More parish councils have contested elections.
✓	More parish councils receive NALC Award status.
✓	Smart use of IT improves communications with clerks.
✓	More joint projects to address common themes - e.g. affordable housing, youth provision, transport and cross-boundary infrastructure issues.
✓	Parishes are doing more for their communities - but within the right framework and getting the help they need.
✓	We have shared responses to the challenges and opportunities facing our area – eg West of England devolution, demographic change and financial pressures.

We will follow up the Parish Clerks Survey. We will jointly agree a dispute resolution process, to be used where it is thought that specific aspects of the Charter are not being delivered. We will keep the document a “live” one and undertake a light touch “refresh” every year, with a full review every 4 years.

6. Jargon Buster

Access Land	Land with public right of access mapped as 'open country' (mountain, moor, heath and down) or registered common land.
ALCA	Avon Local Councils Association.
Asset of Community Value	An amenity or public building which has been put forward by a community under the Localism Act for inclusion on a register held by their local authority. If it is included, it may not be sold without the opportunity for the public to raise funds to buy it.
Chairman's Community Awards	Annual Awards organised by Bath & North East Somerset Council to recognise volunteers, community leaders and businesses that make a positive contribution to the local community, putting people first and inspiring others to get involved.
Community Infrastructure Levy (CIL)	A planning charge, introduced by the Planning Act 2008, as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area.
Connecting Communities	The Council's framework for engaging with local communities.
Community Governance Review	A change to parish governance arrangements which Principal Councils (district or unitary) have the power to carry out. A review can consider whether to create a new parish; alter the boundary of an existing parish or to group a number of parishes together. Local people can petition a Principal Council to undertake a Community Governance Review and it must be undertaken if the relevant conditions are met.
General Power of Competence	The General Power of Competence, Localism Act 2011 Sec 1 (1) gives local authorities, including eligible local councils, "the power to do anything that individuals generally may do" as long as they do not break other laws. It is intended to be a power of first, not last, resort. However, there remain constraints and in particular this does not give any additional fund raising powers. A parish council wishing to use the power must formally resolve that it is an 'eligible council'. The qualifications for eligibility are that the clerk has completed a course in local administration, and that at least two-thirds of councillors have been elected (i.e. not co-opted). ¹⁴ The general power of competence is available in England only.

Local Council	A parish, town, village, neighbourhood or community council.
Local Council Award Scheme	Run by the National Association of Local Councils, the scheme is designed to celebrate the successes of the very best Local Councils, and to provide a framework to support all Local Councils to improve and develop to meet their full potential.
NALC	National Association of Local Councils – the national membership body for Local Councils working to support, promote and improve them.
Neighbourhood Planning	A right for communities introduced through the Localism Act 2011 enabling communities to shape development in their areas.
Quality Parish	An Award scheme operated by NALC which demonstrates that a Council achieves good practice in governance, community engagement and Council improvement.
Parish Charter Working Group	A small group of representatives from Bath and North East Somerset Council and local town and parish councils to review the Parish Charter.
Parish On-line	Online mapping software for town, community and parish councils used, for example, to view maps, datasets and record assets.
Parishes Liaison	The Parishes Liaison Meeting is a joint consultative body set up to consider issues of common interest between the parish/town councils (individually or collectively) and Bath and North East Somerset Council, that are relevant for discussion in this forum.
Place of Safety	A temporary shelter to be used in an emergency (eg gas leak; flood; – generally a community venue where people will feel comfortable and safe.
Section 106 (S106)	Legal agreements between Local Authorities and developers. These are linked to planning permissions and can also be known as planning obligations.

Appendix 1

List of Parish Council functions

Function	Powers & Duties	Statutory Provisions
Access land	Power to enforce byelaws made by another authority.	Countryside and Rights of Way Act 2000, s. 17
Allotments	Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights.	Small Holdings & Allotments Act 1908, ss. 23, 26, and 42
Baths and washhouses	Powers relating to provision of public baths, washhouses and bathing huts.	Public Health Act 1936, ss. 221 - 223 and 225 - 227
Burial grounds, cemeteries and crematoria	Power to acquire and maintain Power to provide Power to agree to maintain monuments and memorials Power to contribute towards expenses of cemeteries.	Open Spaces Act 1906, Ss 9 and 10; Local Government Act 1972, s. 214; Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s. 1 Local Government Act 1972, s. 214(6)
Bus shelters	Power to provide and maintain shelters.	Local Government (Miscellaneous Provisions) Act 1953, s. 4
Bye-laws	Power to make bye-laws in regard to pleasure grounds Cycle parks Baths and washhouses Open spaces and burial grounds Mortuaries and post-mortem rooms Public Conveniences	Public Health Act 1875, s. 164 Road Traffic Regulation Act 1984, s.57(7) Public Health Act 1936, s.223 Open Spaces Act 1906, ss.15 and 12 Public Health Act 1936, s.198 Public Health Act 1936, s. 87
Clocks	Power to provide public clocks.	Parish Councils Act 1957, s.2
Closed churchyards	Powers as to maintenance.	Local Government Act 1972, s.215
Commons	Power for parish councils to contribute to	Commons Act 1899, s.5

	expense relating to scheme for the regulation and management of a common.	
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Function	Powers & Duties	Statutory Provisions
Common pastures	Powers in relation to providing common pasture.	Smallholdings and Allotments Act 1908, s.34
Conference facilities	Power to provide and encourage the use of facilities.	Local Government Act 1972, s.144
Community centres	Power to provide and equip buildings for use of clubs having athletic, social or recreational objectives.	Local Government (Miscellaneous Provisions) Act 1976 s.19
Crime prevention	Powers to install and maintain equipment and establish and maintain a scheme for detection or prevention of crime.	Local Government and Rating Act 1997, s.31
Drainage	Power to deal with ponds and ditches.	Public Health Act 1936, s.260
Entertainment and the arts	Provision of entertainment and support of the arts.	Local Government Act 1972, s.145
Financial assistance	Duty to require information.	Local Government Act 1972, s.137A
General powers	Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants. Note that in 2016/17 this figure is prescribed as a maximum of £7.42 per elector.	Local Government Act 1972, s. 137
General Power of Competence	The General Power of Competence, Localism Act 2011 Sec 1 (1) gives local authorities, including eligible local councils, "the power to do anything that individuals generally may do" as long as they do not break other laws. It is intended to be a power of first, not last, resort. However, there remain constraints and in particular this does not give any additional fund raising powers. A parish council wishing to use the power must formally resolve that it is an 'eligible council'. The qualifications for eligibility are that the clerk has completed a course in local administration, and that at least two-thirds of councillors have been	Localism Act 2011, s. 1 (1) The conditions for eligibility are set out in the Statutory Instrument, Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

	elected (i.e. not co-opted). ¹⁴ The general power of competence is available in England only.	
Function	Powers & Duties	Statutory Provisions
Gifts	Power to accept.	Local Government Act 1972, s.139
Highways	Power to maintain footpaths and bridle-ways Power to light roads and public places Provision of litter bins Powers to provide parking places for bicycles and motor-cycles, and other vehicles Power to enter into agreement as to Highways Act 1980, ss.43,50 Parish Councils Act 1957, s.3; Highways Act 1980, s.301 Litter Act 1983, ss.5,6 Road Traffic Regulation Act 1984, ss.57,63 Highways Act 1980, ss.30,72 Parish Councils Act 1957, s.1 dedication and widening Power to provide roadside seats and shelters Consent of parish council required for ending maintenance of highway at public expense, or for stopping up or diversion of highway Power to complain to Highway Authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside wastes Power to provide traffic signs and other objects or devices warning of danger Power to plant trees and lay out grass verges etc. and to maintain them	Highways Act 1980, ss.47,116 Highways Act 1980, s.130 Road Traffic Regulation Act 1984, s.72 Highways Act 1980, s.96
Investments	Power to participate in schemes of collective investment.	Trustee Investments Act 1961, s.11
Land	Power to acquire by agreement, to appropriate, to dispose of Power to accept gifts of land.	Local Government Act 1972, ss.124, 126, 127 Local Government Act 1972, s.139
Litter	Provision of receptacles.	Litter Act 1983, ss.5,6
Lotteries	Powers to promote.	Lotteries and Amusements Act 1976, s.7
Mortuaries and post mortem rooms	Powers to provide mortuaries and post mortem rooms.	Public Health Act 1936, s.198
Open spaces	Power to acquire land and maintain.	Public Health Act 1875, s.164 Open Spaces Act

		1906, ss.9 and 10
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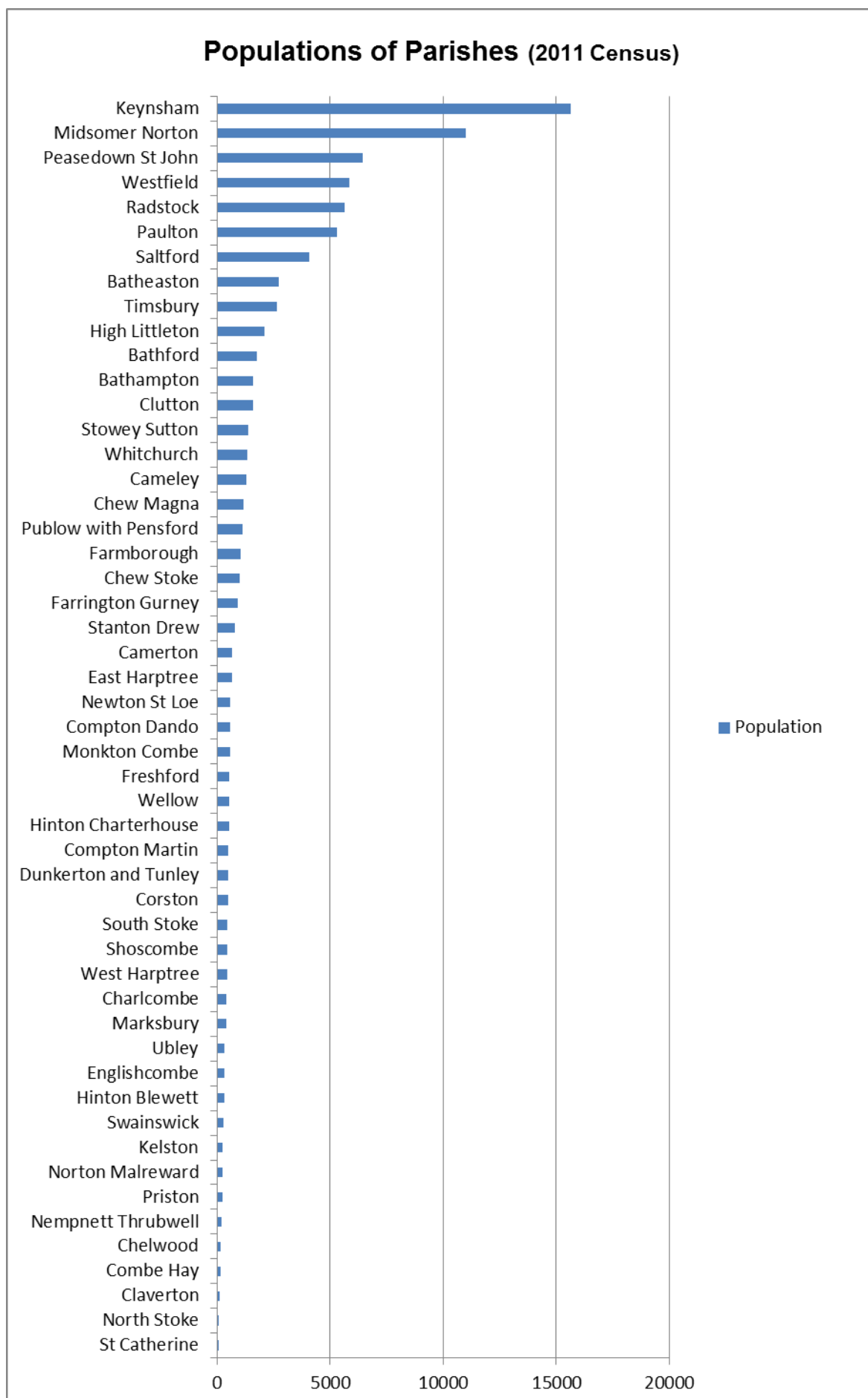
Function	Powers & Duties	Statutory Provisions
Parish documents	Powers to direct as to their custody Local Government Act 1972, s.226 Public buildings and village hall Power to provide buildings for public meetings and assemblies.	Local Government Act 1972, s.133
Public conveniences	Powers relating to provision of public conveniences.	Public Health Act 1936, s.87
Recreation	Power to acquire land for or to provide public walks, pleasure grounds and open spaces and to manage and control them. Power to provide gymnasiums, playing fields, holiday camps Provision of boating pools.	(see Local Government Act 1972, Sched.14 para.27) Public Health Act 1875, s.164 Public Health Acts Amendment Act 1890 s.44 Open Spaces Act 1906, ss.9 and 10 Local Government (Miscellaneous Provisions) Act 1976, s.19 Public Health Act 1961, s.54 Town and Country planning Right to be notified of planning applications Town and Country Planning Act 1990, Sched.1, para.8
Tourism	Power to encourage visitors and provide conference and other facilities.	Local Government Act 1972, s.144
Traffic calming	Powers to contribute financially to traffic calming schemes.	Highways Act 1980, s.274A
Transport	Powers in relation to car-sharing schemes, taxi fare concessions and information about transport Powers to make grants for bus services.	Local Government and Rating Act 1997, s.26, 28 and 29 Transport Act 1985, s.106A
War memorials	Power to maintain, repair, protect and alter war memorials.	War Memorials (Local Authorities' Powers) Act 1923, s.1; as extended by Local Government Act 1948, s.133
Water supply	Power to utilise well, spring or stream and to provide facilities for obtaining water from them.	Public Health Act 1936, s.125

Appendix 2

List of parishes (including town and village councils and parish meetings) in Bath & North East Somerset

Bathampton Parish Council	Marksbury Parish Council
Batheaston Parish Council	Midsomer Norton Town Council
Bathford Parish Council	Monkton Combe Parish Council
Cameley Parish Council	Nempnett Thrubwell Parish Council
Camerton Parish Council	Newton St Loe Parish Council
Charlcombe Parish Council	North Stoke Parish Meeting
Chelwood Parish Council	Norton Malreward Parish Council
Chew Magna Parish Council	Paulton Parish Council
Chew Stoke Parish Council	Peasedown St John Parish Council
Claverton Parish Council	Priston Parish Council
Clutton Parish Council	Publow and Pensford Parish Council
Combe Hay Parish Council	Radstock Town Council
Compton Dando Parish Council	Saltford Parish Council
Compton Martin Parish Council	Shoscombe Parish Council
Corston Parish Council	South Stoke Parish Council
Dunkerton & Tunley Parish Council	St Catherine Parish Meeting
East Harptree Parish Council	Stanton Drew Parish Council
Englishcombe Parish Council	Stowey Sutton Parish Council
Farmborough Parish Council	Swainswick Parish Council
Farrington Gurney Parish Council	Timsbury Parish Council
Freshford Parish Council	Ubley Parish Council
High Littleton Parish Council	Wellow Parish Council
Hinton Blewett Parish Council	West Harptree Parish Council
Hinton Charterhouse Parish Council	Westfield Parish Council
Kelston Parish Meeting	Whitchurch Village Council
Keynsham Town Council	

Appendix 3



Appendix 4: Draft Service Standards and Protocols

A: Development Control Service Standards

B&NES Action – Development Control Case Officer	Parish Council Development Control Lead
We will identify named Case Officers.	We will contact Planning Case Officers in the first instance if we need advice.
We will be as flexible as possible re consultation timescales.	We will contact the Case Officer if we need to extend.
We will prepare notes to Clerks re major changes to Planning law/police.	We will use the national planning portal to keep updated on national policy.
We will consult parish and town councils electronically following the registration of planning applications.	
We will maintain a webpage giving advice and support to parish and town councils.	

Further information on the Council's approach to Section 106/CIL Planning Obligations are set out in the toolkit and [here](#).

B: Highways/Environmental Services Locality Matrix (Draft)

Type	B&NES role	Parish role
Hyper- Local (eg pothole, overhanging vegetation).	Prioritise re safety and other criteria.	Report; encourage local effort/resources as appropriate if seen as local priority.
Local (eg road closure of residential road).	Prioritise re safety and other criteria; consult on scheme detail with parish.	Report, prioritise, assist with consultation; resource if seen as priority within parish.
Local Plus (eg work in shopping street, impact on main routes).	Work with B&NES to build consensus on scheme; capital programme criteria.	Work with B&NES to build consensus on scheme; potential scheme contributions.
Forum or corridor-level (eg traffic calming schemes, trunk routes).	Weigh up impacts across whole area following consultation/input.	Contribute to "bigger picture" across area (eg A37 corridor).
District Wide (eg major road diversion/major schemes).	Major scheme criteria-keep parishes informed.	Understanding and highlighting of any local impacts/unforeseen consequences.
Strategic (eg cross-UA boundaries).		

C: B&NES Council Customer Vision and Aims

All our services operate to Bath & North East Somerset Council's Customer Care Standards. This means that customers are given a consistent level of service across the entire Council, however they choose to contact us. When dealing with our customers, we aim to:

- Make our services easy to access.
- Be helpful, polite and accessible, identifying and addressing specific needs sensitively and fairly
- Respect privacy and confidentiality
- Deal with your enquiries promptly and give timely information that is accurate, comprehensive and complete
- Actively encourage and welcome customer feedback

D: B&NES Council Connect

Council Connect can help you with a range of enquiries including waste and recycling, roads and highways, and general library and planning enquiries.

Email, telephone and web enquiries

- Web: www.bathnes.gov.uk/reportit
- Email: councilconnect@bathnes.gov.uk
- Twitter: [@ccbathnes](https://twitter.com/ccbathnes)
- Telephone: 01225 39 40 41
- Text (SMS): 07797 806545

Appendix 5

Draft Protocol for joint working between Parish Liaison and Connecting Communities Forums

The differing remits are set out in schematic form below.

We will maximise the potential to:

- Review what has taken place in the previous cycle
- Look forward to what we can do together to improve our area
- Reduce duplication of agenda items and discussions

PARISH LIAISON	CONNECTING COMMUNITIES FORUMS
AIM	
Connecting levels of local government.	Connecting the wider community.
WHO ATTENDS	
Parish councils, ALCA representatives, B&NES Council members, officers of the B&NES Council.	B&NES members, parish councils, representatives of public services (eg officers of B&NES Council, police, fire etc), community groups, public.
AGENDA	
Issues that affect all parish councils in Bath & North East Somerset.	Issues that affect communities within a locality.
Legislative changes and impacts on levels of local government and powers.	Consultation / discussions on services.
Engagement between B&NES and parish councils.	Wider engagement with all public service partners.
Devolution of services and collaborative working.	Supporting communities to do more for themselves.

Appendix 6

PARISH LIAISON MEETING - Draft Terms of Reference

Membership

1. Bath & North East Somerset Council will appoint representatives to the Parish Liaison meetings in such numbers as it decides. One of its representatives (usually the Chair of Council) will chair each meeting.
2. The parish and town councils will each be entitled to send their nominated representative and Clerk to the meetings.
3. The Local Councils Association for the Council's area will be entitled to send representation to the meetings in their own right.
4. Officers of Bath & North East Somerset Council will attend meetings as necessary to advise and assist discussion.

Purpose

5. The Liaison Meeting will provide an opportunity for the discussion of issues of common interest, identified by the Council or by parish/town Councils (individually or collectively), that are relevant for discussion in this forum
6. Items of relevance are likely to be those:
 - That have direct impact on all, or a significant number of, parish/town Councils
 - That support an effective working partnership between tiers of local government
 - Relating to the Parish Charter
 - Where a collective view from Local Councils would be helpful
7. Items that are not likely to be relevant for the Liaison meeting include:
 - Those that relate to a single, or small number of, parish/town area(s)
 - Those for which other effective channels of communication exist (including issues that are already the subject of detailed consultation)
8. The infrequency of Liaison Meetings means that it is not a practical forum through which to engage in routine consultation.

Working arrangements

9. There will be three meetings each year.
10. One of the meetings will likely to be a 'Conference style' meeting for networking, and provide training, updates, briefings and presentations on good practice from parish councils. Where appropriate these will also be provided at other meetings in the cycle.

Agenda setting

11. The agendas will be set by the Parish Charter Steering Group.
12. The Steering Group will take account of other forums interests in discussions on topics and will avoid duplication where possible. Further information on protocols are found in Appendix 5 of the Parish Charter.

Public Speaking Scheme

13. The Parish Liaison meeting is a partnership meeting which is heard in open session. Membership is open to invitees only i.e. councillors and clerks from the parish and town councils within B&NES. It is not a statutory meeting of the Council and is not a B&NES member-led meeting. Therefore it is not required to conform to the normal rules regarding agenda content and despatch. Agenda items are mutually agreed beforehand by the parishes and B&NES.
14. It has not been felt necessary to have a separate public speaking item on the agenda because this is a partnership body with clearly defined areas for discussion and restricted membership. The general public may only attend as observers – they have no automatic right to speak or make statements.
15. However, as with most public meetings, the Chair may exercise his/her discretion if notified that a member of the public has given notice that they wish to raise an item of general interest and relevance to the membership. Please contact the Democratic Services Officer if you require more information.

Appendix 7

The Process for developing our Parish Charter

The original working document between B&NES Council and the parishes was created in 1999 and revised in 2006 as the Parish Charter. By 2016, the Charter needed to be revised again.

On 19th July 2016 the B&NES branch of Avon Local Councils Association (ALCA) held a special meeting to which all town and parish councils and parish meetings in B&NES were invited, to discuss the process for reviewing the Parish Charter, and to identify the strengths and weaknesses of the existing charter.

From that meeting representatives of the parishes were appointed to serve on the review group. With a total of 51 local councils and meetings, with population spreads of 69 to 15,641, and precepts ranging from £0 to £501,100, it was important to ensure that the review group was representative. It therefore consisted of qualified clerks and parish councillors, from small, medium and large councils, ALCA members and from all the parished Connecting Communities Forum areas.

The review group meetings included a workshop to examine the issues in more depth, together with invited cabinet members and senior officers representing a range of B&NES Council services.

Permanent review group Members	B&NES	Town or Parish Council	Connecting Communities Forum area
Cllr Paul Myers	Cabinet Member for Policy, Localism & Partnerships (Chair)		
Cllr Rosemary Naish		Chair - Clutton Parish Council (<i>ALCA Member</i>)	Chew Valley
Cllr Judith Chubb-Whittle		Chair - Stanton Drew Parish Council (<i>ALCA Member</i>)	Chew Valley
Cllr Nick Stevens		Vice Chair - Freshford Parish Council (<i>ALCA Member</i>)	Bathavon
Cllr Tony Crouch		Keynsham Town Council (<i>ALCA Member</i>)	Keynsham
Lesley Welch		Westfield Parish Council (Qualified Clerk) (<i>ALCA Member</i>)	Somer Valley
Cllr Dawn Drury		Deputy Clerk Keynsham Town Council (Qualified Clerk) Chair - Compton Dando Parish Council (<i>ALCA Member</i>)	Keynsham
Andrew Pate	Strategic Director – Resources		
Andy Thomas	Strategic Manager, Communities		
Alison Wells	Community Engagement Officer		

Attendees at specific meetings	
Cllr Liz Richardson	B&NES Cabinet Member for Homes and Planning
Lisa Bartlett	Divisional Director - Development, Planning and Transport Development - Development Management Team, B&NES
Cllr Anthony Clarke	B&NES Cabinet Member for Transport
Kelvin Packer	Group Manager - Highways & Traffic, B&NES
Martin Shields	Divisional Director - Environmental Services, B&NES
Carol Maclellan	Group Manager - Neighbourhood Environmental Services, B&NES
Angela Parratt	Head of Transformation, B&NES
Mark Hayward	Business Support Manager, Strategy & Performance, B&NES
Daniel Hilton	Technical Architect - Digital, B&NES
Maria Lucas	Head of Legal & Democratic Services, B&NES

Review group meetings were held as follows:

November 2016	Agree the terms of reference and working programme
December 2016	Review and compare existing B&NES charter against other Parish Charters
January 2017	Planning issues
February 2017	Environmental Services and Highways issued
March 2017	Digital Strategy and IT issues
April 2017	Legal aspects
April 2017	Drafting of Charter document
May 2017	Agreeing next steps

Appendix 8:

Draft wording: Parish Charter Certificate

Bath and North East Somerset Council and (insert here)
Parish/Town/Village Council agree to honour the commitments set out in our
Parish Charter

We will:

work together to promote local economic, social and environmental
well-being

value the roles, responsibilities, and opinions of our respective
councils

be aware at all times that we have a common purpose to serve the
public of Bath & North East Somerset and that we both serve the
residents of (insert here)

Signed

For Bath & North East Somerset Council

Signed

For (insert here) Town/Parish/Village Council

Dated

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Bath & North East Somerset Council	
MEETING	Communities Transport and Environment Policy Development & Scrutiny Panel
MEETING	22nd May 2017
TITLE:	Community Safety Scrutiny Inquiry Day
WARD:	All
LIKELY TO BE TAKEN IN EXEMPT	
List of attachments to this report: Appendix 1: Draft Terms of Reference for Community Safety Scrutiny Inquiry Day	

1 THE ISSUE

- 1.1 A number of wide ranging changes from the election of PCC, funding, and the increased recognition of the role of Councils and Partners can play in tackling a wide range of community Safety & Public Protection issues have prompted many local Authorities to consider their roles and responsibilities and explore how best to deliver their community safety functions.

In the context of significant changes to the landscape for local community safety services, this scrutiny Inquiry day has been prompted to examine our current picture and challenges and how best to shape our services for the future.

The purpose of this CTE Panel inquiry day is to examine what is needed from Council services in the community safety context and how best might this be delivered.

2 RECOMMENDATION

The Communities Transport and Environment Policy Development & Scrutiny Panel is asked to;

- 2.1 Consider and approve the draft terms of reference for the Scrutiny Inquiry Day work and make any further comments on the terms of reference at its draft stage
- 2.2 Agree to undertake the review within the timescales set out in the terms of reference.

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 The review must be completed within the resources available to the Communities, Transport and Environment Policy Development and Scrutiny Panel.

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

- 5 The Crime and Disorder Act 1998 gave local authorities and police services duties to work together to develop crime and disorder audits and implement reduction strategies and to work in partnership with other agencies - community safety partnerships (csps) - to tackle identified problems. Over the years this has evolved through legislation and practice.
- 6 A report sent to council in May 2009, designated the Safer & Stronger Communities Overview & Scrutiny panel as the dedicated panel for responding to community safety issues. This is now the role of the Communities Transport & Environment Policy Development & Scrutiny panel (CTE) the panel will *scrutinise the work of the responsible authorities group* ¹(RAG) to ensure that it is focused on the areas of most importance to the public. Further to the Police and Justice Act 2006 (and associated regulations), the designated crime and disorder panel in relation to responsible authorities (or co-operating bodies or persons) may:-
- a. review the decisions and performance at least once per year;
 - b. with reasonable notice, require the attendance of an officer or employee to answer questions, and more recently to include the new Police and Crime Commissioner
 - c. require a response in writing to reports and recommendations of the Panel within 28 days, or as soon as reasonably possible

7 THE REPORT

5.1 Refer to Appendix 1 Draft Terms of Reference

8 RATIONALE

8.1 N/A

9 OTHER OPTIONS CONSIDERED

9.1 N/A

10 CONSULTATION

10.1 Cabinet Member; Children & Young People Policy Development and Scrutiny Panels; Staff; Health & Wellbeing Select Committee Other B&NES Services; Community Safety and Policy & Partnership, Section 151 Finance Officer.

¹ "Community Safety" covers all local partnership activity on crime, safety, justice and disorder. "Community safety partnerships" is the phrase used in the guidance to cover "Crime and Disorder Reduction Partnerships" which are known in B&NES as the Responsible Authorities Group (RAG); B&NES Council, Avon & Somerset Police, Avon Probation Service, B&nes PCT, Fire & Rescue, CURO. The Responsible Authorities Group acts as the Local Strategic Partnership's delivery arm for safer communities, helping to deliver key aspects of our vision of a distinctive place, with vibrant communities where everyone fulfils their potential.

11 RISK MANAGEMENT

11.1A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

Contact person	<i>Donna Vercoe (Donna_Vercoe@bathnes.gov.uk)</i>
Background papers	<i>N/A</i>
Please contact the report author if you need to access this report in an alternative format	

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Communities, Transport and Environment Policy Development & Scrutiny Panel

Terms of Reference

Community Safety Scrutiny Inquiry Day (SID)

(Private Meeting)

Date: 12th October

Time: (TBC)

Venue: Brunswick Room Bath Guildhall

Background

A number of wide ranging changes from the election of PCC, funding, and the increased recognition of the role of Councils and Partners can play in tackling a wide range of community Safety & Public Protection issues have prompted many local Authorities to consider their roles and responsibilities and explore how best to deliver their community safety functions.

In the context of significant changes to the landscape for local community safety services, this scrutiny Inquiry day has been prompted to examine our current picture and challenges and how best to shape our services for the future.

Purpose of a scrutiny inquiry

The purpose of this CTE Panel inquiry day is to examine what is needed from Council services in the community safety context and how best might this be delivered.

This will include:

- An understanding of the national context of changing Community Safety priorities
- An understanding of the key Community Safety issues and challenges that Bath & North East Somerset currently face?
- Listening to any identified best practices approaches
- It will also be an opportunity for Members of the CTE Panel and key partners to examine our roles and responsibilities
- Collectively develop a range of options and which can be presented to the Cabinet member for Community Services to consider.

Methodology

(Information gathering)

- Undertake a short local survey with key partners to explore our current picture and identify any shared issues.

- Refer to the findings recently produced within the LGA Review of the future of Community Safety Services (March 2017)
- Identify best practice approaches to a wide range of Community safety issues.
The above will inform any briefing materials in advance of the Scrutiny Inquiry Day

Approach to SID

An all-day event

This is led by the CTE Panel, but does impact on other PDS Panel remits such as Children & Young people, and the Health & Wellbeing Select Committee

Due to the nature and sensitivity of many community safety issues this meeting will be based on **invitation only**, which will allow for an open discussion amongst key stakeholders on some of the sensitive and complex key community safety issues that we currently face.

Outcomes will be presented to the next timely public meeting of the Communities Transport & Environment Policy Development and Scrutiny Panel (potentially November) with all the relevant PDS Panels invited to attend this meeting.

Exclusions

The day will not be looking at:-

- the implications of Devolution
- Developments in policy/ legislation
- Performance

Attendees (Draft list)

Council & Partners:

Policy Development and Scrutiny Panels: Invitations sent to all members of the CTE, PH&ED, and also the Health & Wellbeing Select Committee

Cabinet member for Community Services

Open invite to the Chief Executive (AA)

Strategic Director for Resources

Strategic Manager, Community's Policy & Partnership

Inclusive Communities Manager,

Community Safety Officer

Public protection

Environmental Health

Avon Fire & Rescue

Health

Safeguarding

Avon and Somerset Police, including (The Lighthouse –Victim support)

Avon & Somerset Police & Crime Commissioner

Probation Services

Julian House
CURO
Steven Bell (CCTV)
Local MP Ben Howlett

Draft Outline of Timescales

The planning and preparation for the Scrutiny Inquiry Day normally takes a minimum of 3 months.

<i>Date</i>	<i>Stage / Activity</i>	<i>Meeting Type</i>
27/03/2017	PDS Private briefing to discuss Terms of reference	Private
22/05/2017	Formally agree TOR at CTE Panel meeting	Public
12/10/2017	Scrutiny Inquiry Day	Private
Nov 2017	Panel meeting considers Final Report and Recommendations	Public
Jan 2018	Cabinet Response	Public

Draft Agenda

Community Safety Scrutiny Inquiry Day

Time	Activity
	<i>Registration and refreshments</i>
	Cllr John Bull Welcome / introductions and run through aims and objectives of the Day, <i>10 minutes max</i>
	Part One
	An understanding of the National Context of changing community Safety <ul style="list-style-type: none"> LGA review of the future of community safety services (TBC) <i>40 minute presentation (5-10 minutes for Q&A)</i>
	An understanding of the regional perspective <ul style="list-style-type: none"> Avon & Somerset Police Crime Commission (TBC) <i>10 -15 minute presentation (10-15 minutes for Q&A)</i>
	Community Safety in Bath & North East Somerset (Local Perspective) <ul style="list-style-type: none"> Understanding our current issues (TBC) <i>10 -15 minute presentation (10-15 minutes for Q&A)</i>
	<i>Refreshment & Comfort Break (20 minutes)</i>
	Best practice examples from across the country 10 -15 minute presentation (10-15 minutes for Q&A)
	Best practice examples from across the country 10 -15 minute presentation (10-15 minutes for Q&A)
	Part two
	Workshop session 1. - Domestic Abuse
	Workshop session 2. – Prevent
	Workshop session 3. – Modern slavery and People Trafficking
	Workshop Session 4.- Street Communities
	Feedback Cllr John Bull

	Summary of day (next steps/ actions) Our overall comments/ findings to the proposals. (Recommendations formulated on the day) <i>15 minutes</i>
	<i>Thank you & Finish</i>

Enquiries

For further information, contact:

Chair Cllr:

Lead Officer (Inclusive Communities Manger):

Senior Scrutiny Officer

John Bull

Samantha Jones

Donna Vercoe

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“Setting Local Speed Limits”

**A review of recent installations
of 20mph area schemes
(signage only).**

“Setting Local Speed Limits”

A review of recent 20mph area scheme installations.

Contents.

- Background to this review
- The Issues
- DfT guidance for setting local speed limits.
- Types of roads and speed limits that should apply to them
- Change in average traffic speed
- Change in accident rate
- Change in casualty rate
- Change in casualty severity
- Conclusions

Background

In 2013, the Department for Transport issued a guidance document covering the issue of “setting local speed limits”, DfT Circular 01/2013, which built on previous experience and guidance notes. In this review report, extracts from this DfT guidance document will be shown in italics.

In the introduction to the circular, it states:

“Speed limits should be evidence-led and self-explaining and seek to reinforce people's assessment of what is a safe speed to travel. They should encourage self-compliance.....This guidance is to be used for setting all local speed limits on single and dual carriageway roads in both urban and rural areas.

As well as being the legal limit, speed limits are a key source of information to road users, particularly as an indicator of the nature and risks posed by that road both to themselves and to all other road users”.

Prior to 2015 a large number of 20mph schemes were initiated and from our legal Order records the following numbers of roads were treated, with the corresponding capital costs shown:

Year	Number of 20mph roads implemented	Capital cost of installation (£)
2011	29	67,000
2012	103	554,000
2013	397	
2014	415	
2015	470	Plus additional 225,000 in 2015
2016	85	25,000
total	1,499	£ 871,000

Many of these roads will have been part of area based residential schemes covering a number of roads in one project.

The Issues

With so many schemes having been implemented in recent years, we are now receiving complaints that in some places drivers are not abiding by the 20mph speed restriction and in fact vehicle speeds exceed this by a large margin. There is local demand in some roads for speed reduction measures to be added to the schemes in order to physically reduce speed or, alternatively, requests are being made for Police enforcement. Hence it is clear that in such locations the spirit of the DfT guidance is not being met in that the schemes do not “*encourage self-compliance*”.

Traffic calming measures such as humps, speed cushions and build outs are known to be successful at reducing speeds but they are several times more expensive to install than speed limits, have ongoing maintenance costs and are unpopular with some residents and drivers.

Humps are generally the most effective speed reducing measure, although the Government’s proposed plan for tackling air quality, which states local authorities are responsible for identifying proposals to tackle pollution in their area, suggests considering the removal of road humps to improve traffic flow and air quality.

The situation in some signed 20mph roads goes against the DfT guidance which states that “*general compliance needs to be achievable without an excessive reliance on enforcement*”.

It is for these reasons that the review is being carried out. The guidance also states that “*the principle should be to ensure that the appropriate traffic travels on the appropriate roads, and at an appropriate speed*” and thus it follows that implementing a 20mph restriction is not always the appropriate measure to take. Thus the character and usage of a particular road needs to form part of the assessment.

DfT guidance for setting local speed limits.

In section 3 of the guidance, the DfT advises on the underlying principles behind any decision to impose a local speed limits and advises that the following factors should be taken into account:

- ***history of collisions***, including frequency, severity, types and causes;
- ***road geometry and engineering*** (width, sightlines, bends, junctions, accesses and safety barriers etc.);
- ***road function*** (strategic, through traffic, local access etc.);
- ***composition of road users*** (including existing and potential levels of vulnerable road users);
- ***existing traffic speeds***; and
- ***road environment***, including level of road-side development and possible impacts on residents (e.g. severance, noise, or air quality).

In paragraph 24, the guidance advises that “.. *the visible characteristics of a road affect the speed that a driver chooses: to be effective, the reasons for a limit need to be apparent*”. In paragraph 26 it goes on to say that “*Where there is poor compliance with an existing speed limit on a road or stretch of road the reasons for the non-compliance should be examined before a solution is sought. If the speed limit is set too low for no clear reason and the risk of collisions is low, then it may be appropriate to increase the limit*”.

Paragraph 27 sets out an underlying principle as follows:

“The aim of speed management policies should be to achieve a safe distribution of speeds consistent with the speed limit that reflects the function of the road and the road environment. This should imply a mean speed appropriate to the prevailing road environment and all vehicles moving at speeds below or at the posted speed limit, while having regard to the traffic conditions.”

Paragraph 29 goes on to say:

“A principal aim in determining appropriate speed limits should, therefore, be to provide a consistent message between speed limit and what the road looks like, and for changes in speed limit to be reflective of changes in the road layout and characteristics.”

The DfT talks in terms of “mean” speed, ie “average” speed, as its measure and not of 85th percentile speed which is the other reading used to describe traffic speed. The clear message here is that the speed limit should be appropriate for the road type and road environment and there should be a clear understanding by drivers of why the limit is there, in other words the perceived hazard should be readily apparent and separate from the usual range of distractions a driver will experience on his/her journey.

In applying a local speed limit, the guidance in paragraph 37 advises that the length of speed limit should not be less than 600 metres to avoid too many changes along the route. In exceptional circumstances this may be reduced to 400 metres for lower speed limits or even 300 metres on roads with a purely local access function, or where a variable 20mph limit is introduced, for example, outside a school.

Where speed limits are imposed, it is important that the motorist knows exactly what speed limit applies. In 20mph zones, for example, the terminal signs will be complemented by a range of physical features through the zone. For speed limits, however, which do not have such physical features it is important that sufficient repeater signs are provided that the driver knows “*unhesitatingly*” what speed limit is in force.

Types of roads and speed limits that should apply to them

Urban roads tend to have street lighting and thus are subject to the national speed limit of 30mph. This applies to both dual carriageways and single carriageway roads, but given the nature of dual carriageways it is likely that they will have a higher

speed limit in force, usually 40 or 50mph. Urban roads tend to be subdivided into types depending on the function they perform within the urban environment, ranging from main inter-district distributor roads down to local housing access roads and culs-de-sac.

Rural roads do not normally have street lighting and thus are subject to the national speed limits of 60mph for single carriageway roads and 70mph for dual carriageways. They might have lower speed limits in force and this will be displayed by road signage. Both urban and rural roads can form part of the arterial road network across the county and many will have A or B classifications, although many urban roads on this network will not (usually being C class) – nonetheless their importance as part of this arterial network will be clear.

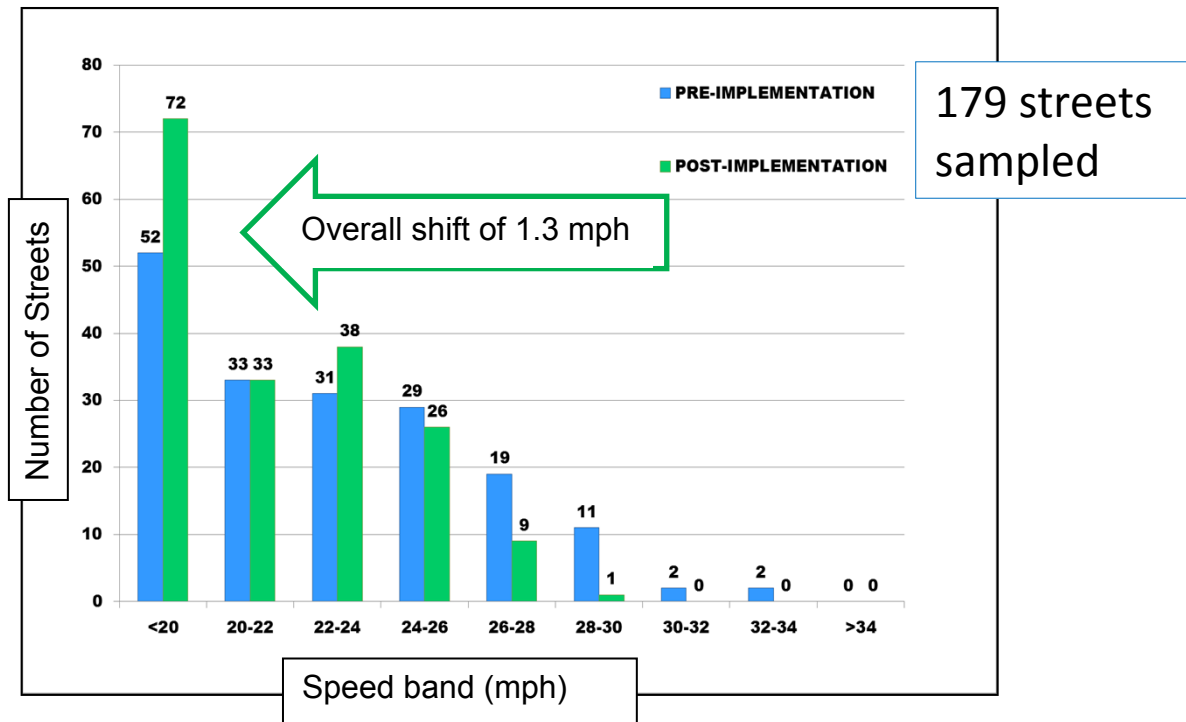
For the purpose of this review, the table below summarises the road types present across B&NES and suggests their normal speed limit together with possible alternative speed limits, and this will form the basic framework for this review.

Types of roads in B&NES and Speed Limits appropriate to type.

Road type	Road function	National speed limit	Standard B&NES alternatives	Alternative for short length around localised hazard
URBAN (lit roads)				
Inter-district arterial (A and B class)	To take main traffic flow through towns and cities along arterial roads.	Dual c'ways 30 mph	60, 50 or 40mph	30 mph
		Single c'ways 30 mph	40 or 30 mph only	20 mph
Local distributor roads (arterial roads).	Main routes through district housing, likely to connect to type above	30 mph	30 mph	20 mph
Housing access roads and culs-de-sac	Off the main routes and mainly giving access to local housing.	30 mph	30 mph	20 mph
RURAL (usually unlit)				
Inter-community roads (A and B class)	Carries traffic across countryside between communities	Dual c'ways 70 mph	60, 50 or 40 mph	30 mph with buffer
		Single c'ways 60 mph	50 or 40 mph	30 mph, 20mph when lights flash
Main road through villages	Carries inter-community traffic through a village or town	Single c'ways -Unlit, 60 mph -Lit, 30mph	30 mph 30 mph	20 mph 20 mph
Village side roads	Giving access to local housing and community facilities	Single c'ways -Unlit, 60 mph	30 mph	20 mph
		-Lit, 30mph	30 mph	20 mph

Change in average traffic speed

Following installation of around 1,500 street based schemes over the last 5 years or so, a sample study has been carried out in some 179 streets. Speed measurements have been taken before and after the implementation of the 20mph speed limit and the change can be seen graphically as below.



These before and after readings show that:

- the number of streets falling below 22mph (20mph plus 10% speedometer error) has increased by 24% (from 85 to 105).
- the number of streets falling into the 22-26mph band has increased by 7% (from 60 to 64).
- the number of streets falling into the 26-30mph band has reduced by 67% (from 30 to 10).
- No treated streets have average speeds above 30mph.
- The imposition of these 20mph limits has caused a small overall reduction in vehicle speeds of 1.3 mph.

The national situation regarding speed change where signage only schemes have been introduced also indicates that 1-2 mph reduction has been seen, with examples such as:

Manchester: average speed reduction of 0.7 mph.

Islington: average speed reduction of 1.0 mph,

Bristol: average speed reducing by 0.9 mph,

Brighton: 1mph average speed decrease observed.

Hence, the picture in B&NES seems to be reflecting the national findings.

Change in accident rate

Accidents are defined as “random, multi-factored events” and therefore changing the road environment across all sample streets in the same way, by reducing the speed limit for example, will not necessarily result in consistent changes to the accident situation across all streets, due to this randomness. Also to be noted is that the imposition of the 20mph schemes in B&NES was not a targetted measure to address accident statistics in those areas. However, some interesting information has arisen, as follows.

The accident rate per 12 months after installation can be seen in the chart below with the change from the equivalent “before” situation being seen in the row underneath – blue cell colouring indicates an improving situation with yellow colouring indicating a worsening situation.

	Bath zones									Rural				Control area
	Twerton	Newbridge / Weston	Oldfield / Westmoreland	Walcot / Lansdown	Abbey / Kingsmead	Batheaston / Bathampton / Bathford	Odd Down / Combe Down	Lyncombe / Widcombe	Bathwick	Peasedown St John	Paulton	Keynsham	Saltford	Midsomer Norton
Total Accidents per 12 months after	6.0	10.1	7.5	1.4	7.2	0.0	2.4	1.6	0.8	3.0	3.2	12.0	0.8	9.7
Change from "before"	-1.7	-1.9	-6.5	-2.2	-2.8	-1.3	1.4	0.6	-0.2	0.3	2.8	2.0	-0.2	-1.3
Total casualties per 12 months after														
Change from "before"														
KSI Rate per 12 months after														
Change from "before"														

Generally, the 12 month accident rate per area is relatively small and, correspondingly, the change in accident rate resulting from the schemes is also relatively small, whether coloured blue or yellow. The Bath areas seem to have

fared better with more areas improving that not, but the rural areas show the reverse trend. Overall, the blue cells outnumber the yellow cells 8:5, suggesting a general improvement in accident rate due to these schemes. Interestingly, the control area of Midsomer Norton which does not have a 20 mph area scheme also shows an improvement in accident rate of similar scale to the Bath schemes.

Change in casualty rate

Due to the randomness of accidents, it would not be expected that reducing speed alone would have a uniform effect on casualty numbers or rates across the scheme areas. The actual results recorded per 12 months can be seen in the chart below, again showing the “after” rate per 12 months in the upper row with the change from “before” in the coloured row below it. Again, blue colouring indicates an improving situation with yellow indicating a worsening one.

	Bath zones									Rural				Control area
	Twerton	Newbridge / Weston	Oldfield / Westmoreland	Walcot / Lansdown	Abbey / Kingsmead	Batheaston / Bathampton / Bathford	Odd Down / Combe Down	Lyncombe / Widcombe	Bathwick	Peasedown St John	Paulton	Keynsham	Saltford	Midsomer Norton
Total Accidents per 12 months after	6.0	10.1	7.5	1.4	7.2	0.0	2.4	1.6	0.8	3.0	3.2	12.0	0.8	9.7
Change from "before"	-1.7	-1.9	-6.5	-2.2	-2.8	-1.3	1.4	0.6	-0.2	0.3	2.8	2.0	-0.2	-1.3
Total casualties per 12 months after	6.8	16.3	9.0	1.4	8.2	0.0	3.2	1.6	0.8	4.0	3.8	13.9	1.6	13.7
Change from "before"	-1.6	1.3	-7.7	-3.2	-3.2	-2.0	2.2	0.6	-0.2	0.7	3.5	0.9	0.6	-1.7
KSI Rate per 12 months after														
Change from "before"														

No 20mph area restrictions

Two areas have changes from blue to yellow when compared with the accident changes in the rows above, one being in Newbridge/ Weston where one particular accident resulted in 5 casualties arising. This shows the effect that one particular accident can have when the total casualty numbers per area are relatively small. Noticeable now is that the number of yellow cells now just outweighs the blue cells, 7:6.

Change in casualty severity

With regard to the severity of casualties arising from these accidents, it could be expected that reducing the speed of vehicles involved in accidents should result in less severe casualty ratings as the energy involved in the collisions will be less. The findings can be seen in the chart below. “KSI” refers to the casualty classifications “killed or seriously injured”.

	Bath zones									Rural				Control area
	Twerton	Newbridge / Weston	Oldfield / Westmoreland	Walcot / Lansdown	Abbey / Kingsmead	Batheaston / Bathampton / Bathford	Odd Down / Combe Down	Lyncombe / Widcombe	Bathwick	Peasedown St John	Paulton	Keynsham	Saltford	Midsomer Norton
Total Accidents per 12 months after	6.0	10.1	7.5	1.4	7.2	0.0	2.4	1.6	0.8	3.0	3.2	12.0	0.8	9.7
Change from "before"	-1.7	-1.9	-6.5	-2.2	-2.8	-1.3	1.4	0.6	-0.2	0.3	2.8	2.0	-0.2	-1.3
Total casualties per 12 months after	6.8	16.3	9.0	1.4	8.2	0.0	3.2	1.6	0.8	4.0	3.8	13.9	1.6	13.7
Change from "before"	-1.6	1.3	-7.7	-3.2	-3.2	-2.0	2.2	0.6	-0.2	0.7	3.5	0.9	0.6	-1.7
KSI Rate per 12 months after	0.5	3.5	1.5	0.0	0.5	0.0	1.6	0.8	0.0	0.0	1.3	1.9	1.6	1.3
Change from "before"	-0.1	2.5	0.2	0.0	-0.2	0.0	1.3	0.8	0.0	-0.3	1.3	1.2	0.9	1.0

No 20mph area restrictions

In this analysis, the picture has changed substantially. Three areas have remained constant with zero KSI rates, but now the yellow changes outweigh the blue by 7:3. This suggests that, overall, the schemes have seen a worsening of the casualty severities, although the control area also shows the same trend.

Nationally, this adverse trend is also prevalent in other authority areas. In one notable case in Portsmouth, one of the earliest area based projects, it was reported that “the number of people killed or seriously injured actually went up, not down, after the limit was lowered”. There is no simple explanation for this adverse trend but it could be that local people perceive the area to be safer due to the presence of the 20mph restrictions and thus are less diligent when walking and crossing roads, cycling or otherwise travelling.

On a national level, the results of these schemes have not been brought together to form an overall view on the effectiveness of signage only schemes, but the Department for Transport is engaged in such a study and is expected to report its findings and recommendations during 2017.

Conclusions.

The study has found that,

- a) Broadly speaking, speed reduction in line with national trends has been achieved, but in real terms the overall reduction in average speed is very small (1.3 mph) and thus is not persuasive in terms of the money spent on these schemes.
- b) Some accident reduction has been observed in Bath, but accident increase, albeit slight, has been seen in outlying towns. Again, this mixed outcome seems to be reflected across the country.
- c) Casualty severity has worsened marginally in Bath and more so in outlying towns. Again, this is reflective of the national situation for reasons which are not yet clear. A number of the schemes have not yet been in place for 3 years and thus the casualty picture might alter over the remaining months.
- d) Overall, the speed limit programme in B&NES seems to have provided little in the way of persuasive argument for continuing the programme into the future.
- e) Indeed, the rise in casualty numbers and severity as per the national trend (albeit with relatively small numbers in B&NES) would suggest against further expansion of area based schemes.
- f) This analysis could be updated when all areas have 36 months of after data available and in the light of the anticipated DfT study on this subject (expected in 2017).

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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.

Ref Date	Decision Maker/s	Title	Report Author Contact	Strategic Director Lead
22ND MAY 2017				
22 May 2017	CTE PDS	Parish Charter	Andy Thomas Tel: 01225 394322	Strategic Director - Place
22 May 2017	CTE PDS	20mph Zones Review	Kelvin Packer Tel: 01225 394339	Strategic Director - Place
22 May 2017	CTE PDS	Terms of Reference - Scrutiny Inquiry Day on Community Safety	Donna Vercoe Tel: 01225 396053	Strategic Director - Resources
17TH JULY 2017				
17 Jul 2017	CTE PDS	Parking Review	Chris Major Tel: 01225 39 4231	Strategic Director - Place
18TH SEPTEMBER 2017				
18 Sep 2017	CTE PDS	Domestic Abuse Update	Samantha Jones Tel: 01225 396364	Strategic Director - Resources
13TH NOVEMBER 2017				
ITEMS TO BE SCHEDULED				

Ref Date	Decision Maker/s	Title	Report Author Contact	Strategic Director Lead
	CTE PDS	Bus Services Bill	Andy Strong Tel: 01225 394201	Strategic Director - Place
The Forward Plan is administered by DEMOCRATIC SERVICES : Micheala Gay 01225 394411 Democratic_Services@bathnes.gov.uk				

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