

Meeting Bath City Forum

Date Thursday, 21st January, 2016

Time 5.15 - 8.00 pm

Venue Banqueting Room - Guildhall, Bath

	Subject		
1.	Public Open Session Chief Inspector Kevin Thatcher from Avon and Somerset Police will report and take public questions on local policing matters.	Chair	30 mins

Break 15 mins- formal session to begin at 6pm

2.	Minutes of the last meeting - 13th October 2015 (Pages 5 - 12) The Forum is requested to agree the accuracy of the minutes	Chair	5 mins
3.	Welcome to co-opted members	Chair	5 mins
4.	The Council's approach to student accommodation in Bath (Placemaking Plan)- Presentation The Forum is requested to consider the issue and identify actions and recommendations Background information- links to Report to Planning, Housing and Economic Development Policy Development & Scrutiny Panel Data on students in Bath Bath Chronicle report Follow up Bath Chronicle report Draft Placemaking Plan Historic and Future Student Numbers and Accommodation Requirements in Bath	Planning Officer	70 mins

<p>5.</p>	<p>Requests for Forum Representation (Pages 17 - 18)</p> <p>The Forum is requested to identify how it wishes to respond to requests for representation as set out in the attached report in relation to:</p> <p>Local Flood Representatives</p> <p>“Our Health Your Voice” Representative</p> <p>Natural Environmental Partnership Representative</p>	<p>Chair</p>	<p>15 mins</p>
<p>6.</p>	<p>Current Consultations</p> <p>The Forum is requested to note the following consultations</p> <p>Joint West of England Spatial Strategy (Ends: 29 January 2016)</p> <p>Draft Placemaking Plan Consultation (Ends: 03 February 2016)</p> <p>Bear Flat – residents’ parking</p>	<p>Chair</p>	<p>5 mins</p>
<p>7.</p>	<p>Establishment of Task and Finish Groups (Pages 19 - 22)</p> <p>The Forum’s agreed terms of reference make provision for such working parties on specific topics and allows them to co-opt individuals or organisations to join, in an advisory capacity. These groups then report back to the main Forum. The Forum is requested to agree the establishment, Terms of reference and membership of the following Task and Finish Groups.</p> <p>Use of the ‘local portion’ of Community Infrastructure Levy</p> <p>Constitutional issues (including Terms of Reference and Standing Orders, Code of Conduct and Declarations of Interest) for the Bath City Forum</p> <p>Draft Terms of reference are attached for these Task and Finish Groups</p>	<p>Chair</p>	<p>10 mins</p>
<p>8.</p>	<p>Future Agenda and Forum Dates (Pages 23 - 24)</p> <p>The Forum is requested to note future meeting dates and to consider the attached draft Agenda Plan</p> <p>Future meeting date: Tuesday, 26 April 2016</p>	<p>Chair</p>	<p>10 mins</p>

**Note of the meeting of the Bath City Forum
held on Tuesday, 13th October, 2015
in Kaposvar Room - Guildhall, Bath**

Meeting Attendance

In Attendance
Councillor Patrick Anketell-Jones
Councillor Rob Appleyard
Councillor Lisa Brett
Councillor Jonathan Carr
Councillor Paul Crossley
Councillor Fiona Darey
Councillor Bob Goodman
Councillor Shaun McGall
Councillor Michael Norton
Councillor Christopher Pearce
Councillor June Player
Councillor Joe Rayment
Councillor Peter Turner
Jo Farrar – Chief Executive, B&NES Council (Forum Sponsor)
Andy Thomas
Stephen George
Paul Pennycook
Mark Hayward
Jane Shayler

Apologies Received from
Councillor Andrew Furse
Councillor Lin Patterson

1. Welcome

1.1 Jo Farrar welcomed those in attendance to the meeting and identified that as sponsor for this Forum she would take the chair for the initial part of the meeting.

2. Appointment of Chair and Vice Chair of the Forum

2.1 Jo Farrar identified that the first item of business for the Forum was the election of a Chair. The meeting, with 7 members voting in favour and 6 voting against, agreed that once elected the Chair would take the chair for this meeting, from that agenda item onwards. This was standard procedure for member bodies within the Council.

2.2 Jo Farrar invited nominations for the Chair of the Forum. The nominations received were:
Cllr Paul Crossley - nominated by Cllr Rob Appleyard and seconded by Cllr Lisa Brett.
Cllr Bob Goodman - nominated by Cllr Michael Norton and seconded by Cllr Peter Turner.

2.3 Cllr Crossley and Cllr Goodman then made statements, respectively, in support of their candidacies. On this being put to the vote, Cllr Bob Goodman was elected as Chair, by 7 votes to 6

2.4 Jo Farrar then invited nomination for the Vice-Chair of the Forum, the nominations received were:

Cllr Joe Rayment - nominated by himself and seconded by Cllr Jonathan Carr.

Cllr Paul Crossley - nominated by Cllr Lisa Brett and seconded by Cllr Rob Appleyard.

2.5 Cllr Paul Crossley having waived his right to make a statement of support for his candidacy, Cllr Joe Rayment made a statement in support of his candidacy. On this being put to the vote, Cllr Paul Crossley was elected as Vice-Chair, by 7 votes to 6

2.6 It was noted that both of the positions are for one year from this meeting.

2.7 At this point Cllr Goodman took the Chair.

3. Terms of Reference

3.1 The Chair introduced this item and noted the process for dealing with any suggested changes.

3.2 Cllr Paul Crossley opened the discussion by asking for a review of the working of the Forum at the six month point, when consideration could then be given to any changes.

3.3 Cllr Bob Goodman identified that there should be some minor amendments to the Terms of Reference

3.4 Cllr Patrick Anketell-Jones suggested that it was a good idea to review the Terms of Reference and pass any observations through the Group Leaders, as agreed by Council.

3.5 Cllr Rayment suggested that Standing Orders should apply to the Forum in order to clarify issues such as the role of the Chair in relation to voting and- specifically- the issue of the Chair having a casting vote. Andy Thomas explained that the Terms of Reference for the Forum were in line with the other established Forums that are operating as part of Connecting Communities. It is however for the Forum to decide how it works and the nature of its discussions.

3.6 Jo Farrar agreed to examine potential Standing Orders and would bring suggestions to a future meeting.

3.7 The Forum then agreed, on a vote of 12-1, that a six-month review of the Terms of Reference be carried out.

3.8 In terms of detailed suggestions, Cllr Bob Goodman suggested that three meetings per year might not be adequate. Cllr Paul Crossley agreed that further meetings may be required.

3.9 A discussion took place regarding the casting vote of the Chair. Cllr Paul Crossley suggested that the Forum Chair should have a “casting” vote.

3.10 Cllr Rayment suggested that a casting vote would ‘skew’ the political mix of the Forum. It was however pointed out that once the co-optee members were in place this would not be the case.

3.11 Cllr Appleyard suggested that the Chair should have a vote, and then a casting vote in the event of a tie.

3.12 Jo Farrar explained that where there are even numbers in voting this can create a deadlock there may be the need for some mechanism to resolve this

3.13 Andy Thomas also clarified that the Forum “Steering Group”, in line with other Forums, would normally consist of the Chair, Vice Chair and Sponsor who would meet to plan meeting agendas

3.14 Cllr Shaun McGall asked about the Area Profile for the Forum area and whether it would be possible to gain data about more specific localities in Bath. Andy Thomas confirmed that profiling data does allow for information to be viewed at a Ward level.

4. Recruitment of co-opted members

4.1 Andy Thomas announced that there had been 36 applications for the recruitment of co-opted members. It would be beneficial to the Forum’s work to progress the recruitment process as quickly as possible.

4.2 Cllr Lisa Brett explained that she had concerns about the criteria used and the person specification being too ‘city centric’. A wider spread to reflect diversity was required. Cllr June Player agreed with this. Cllr Bob Goodman agreed that balance was required across the membership of the Forum

4.3 Cllr Joe Rayment suggested that a shortlist of approximately twenty should be prepared.

4.4 Cllr Paul Crossley suggested that all elected members of the Forum should see and comment on all thirty-six applications.

4.5 Cllr Bob Goodman agreed that a Panel should be established to consider the co-opted members and the all thirty-six applicants details should be made available. It was suggested that the timings and details of how the applicants were chosen should be transparent.

4.6 Cllr Rob Appleyard agreed and asked when we would expect to announce the successful applicants.

4.7 Jo Farrar agreed to lead a Selection Panel and asked for five nominees for the panel, one from each political group. This was agreed by the Panel.

4.8 Andy Thomas confirmed that the applications would be assessed using the criteria set out.

4.9 Cllr Joe Rayment suggested that the Person Specification used might 'skew' the profile of applicants.

4.10 Cllr Shaun McGall also queried the process for establishing the criteria.

4.11 Cllr June Player suggested that people may have been dissuaded from applying due to the criteria being too onerous; she said that she had been approached by constituents who would have applied if this had not been the case. The person felt that the expected calibre was too high and that ordinary people should have a voice for Bath. Cllr Joe Rayment agreed.

4.12 Cllr Patrick Anketell-Jones suggested that, in addition to the co-optees, any residents could come and make a presentation to the Forum Membership of the Forum was not necessary to be heard.

4.13 Cllr Lisa Brett identified that the inclusion of leadership into the criteria presented a challenge. Cllr Joe Rayment agreed and this was echoed from the floor.

4.14 Cllr Rob Appleyard asked whether the specification should be redrafted and the recruitment reopened.

4.15 Jo Farrar explained that the criteria had been based on a process that had been used to recruit similar roles. Leadership experience had been listed as a desirable skill rather than essential in the criteria. Jo explained that it would be possible to invite further applicants if this phase of the process did not lead to all 13 co-optee roles being filled.

4.16 Cllr Joe Rayment suggested that the process be reopened and the person specification changed, and this was supported by Cllr June Player.

4.17 Cllr Paul Crossley proposed that the applications received should be assessed and that a review take place in a year.

4.18 Cllr Bob Goodman agreed that the process could be reopened at a later date if required. He added that we do not have to select all thirteen co-optees if this first round of applications does not fit what the Forum requires.

4.19 Cllr Peter Turner felt that all Forum members will need to bring leadership, responsibility and integrity and when they bring views to the forum these will be listened to.

4.20 The Forum agreed:

1. To establish a panel made up of a forum member from each political group and Jo Farrar as Forum Sponsor.
2. To circulate applications to all members of the forum.
3. That the panel make co-optee appointments to the Forum.

5. Placemaking Plan - Key Issues for Bath

5.1 Stephen George from the Planning Policy Team then gave a presentation regarding the Placemaking Plan. (Attached)

5.2 Cllr Paul Crossley asked if there would be uplift in the funds from the community infrastructure levy (CIL), and whether this would be channelled through the Forum such as the method when there is a Neighbourhood Plan.

5.3 Cllr Bob Goodman pointed out that Neighbourhood Planning was specifically excluded from the Forum's Terms of Reference

5.4 Andy Thomas confirmed this and, in response to a question from Cllr Goodman, that any change to this would need to be determined by Council

5.5 In response to a query from Cllr Peter Turner, about North Quays, Stephen George confirmed that this was a flagship project and that it was essential that a "Grade A" offering was made in terms of office space. This would be done with a combination of flood defence and waterside development.

5.6 Cllr Patrick Anketell-Jones asked how green spaces and infrastructure would be managed. Stephen George replied that this was built into the policy framework.

5.5 A member of asked about the percentage of affordable housing in the developments and the differences between social and affordable housing.

5.7 Stephen George replied that affordable housing should be 30 – 40%.

5.8 Cllr Bob Goodman mentioned that the Core Strategy suggests this should be around 50%.

5.9 Cllr Rob Appleyard agreed that he could understand the concerns regarding the need for affordable housing but suggested that student accommodation was a bigger issue and that there needed to be a dialogue with the Universities regarding this.

5.10 Cllr Lisa Brett reminded the meeting that it was not possible to change national policy.

5.11 Cllr Shaun McGall agreed that HMOs had become a problem, hence an Article 4 direction being introduced. However, the cap on student numbers being removed would add to pressure. He went on to say that the Placemaking Plan was only considering the development sites and not the consequences of overspill. Buy To Let spreading across the City will compound problems. Cllr Bob Goodman agreed.

5.12 Robin Kerr, Chair of FOBRA, asked to speak from the floor. He suggested that what was needed is a Student Housing Policy and went on to say that the Placemaking Plan has no mention of the City of Bath as a World Heritage Site and asked why this is the case. He referred back to the Core Strategy which he had recently re-read and suggested that the Enterprise Zone needs to 'blend' as one place. There are many items missing and there needs to be far more co-ordination with the Transport Strategy.

5.13 Cllr Joe Rayment asked if it was the role of the Council to cap student numbers. He suggested that this may be counterproductive and that a steer was required from central government.

5.14 Cllr Shaun McGall mentioned SP26 criteria G. The need for accommodation being provided before an increase in academic spaces needs to be decided.

5.15 Patrick Rotheram from FOBRA asked to speak. He was felt that the numbers of students in Bath are a hot topic: the Forum's observations were welcome and the Forum should take a position.

5.16 Cllr Appleyard explained that there is a scrutiny panel which is an open public meeting that already has the mechanism to look at the topic of students.

5.17 Cllr Joe Rayment suggested that after the co-optees had been recruited a position should be taken on this matter.

5.18 Cllr Bob Goodman reminded the meeting that group members have had influence and input to the early stages of the Placemaking Plan.

6. "Your Care, Your Way"

6.1 Jane Shayler made a presentation on Your Care Your Way. She circulated copies of a questionnaire that had been widely distributed in B&NES. The presentation covered how health care services are being reshaped and provided in the community. Questions followed:

6.2 Cllr Shaun McGall asked about the challenges of funding up to 2019, how much of the budget would be spent in Bath and if the option of neighbourhood teams would prove difficult if funding is reduced. Jane Shayler explained that it was likely that the CCG and B&NES Council need to be anticipating savings given that there is significant pressure. Efficiencies will need to be found and delivery through alternative methods in the community will need to be looked at.

6.3 Cllr Peter Turner asked about IT integration and Jane Shayler replied that this had been a significant issue that still had not been fully completed, inroads are however being made into these issues.

6.4 Cllr Joe Rayment explained that there is a life expectancy gap of eight years between the wards in Bath. When it comes to tackling inequality which model will best fit this? Jane Shayler suggested that probably locality model would be best in that regard, although there will possibly be a fifth model that by the end of this stage of consultation.

6.5 Cllr Shaun McGall asked about personal budgets moving costs to individual patients and that this could see them having to take choices on their own care. Jane Shayler said that whatever model was used it had to meet statutory responsibilities in adult social care; we do not have the option to say the money is spent out.

6.6 Cllr Paul Crossley asked about supporting families and volunteers dealing with conditions such as mental health issues and learning disabilities. Jane Shayler replied that such services are everyone's business and that specialist needs require workforce development to meet demand and that support for carers was being commissioned from a range of providers on top of what was already available.

6.7 Cllr Lisa Brett asked about the flexibility in budgets how much non-statutory service was possible after statutory obligations are met. Jane Shayler replied that she could not answer that question particularly in the light of impacts of the Care Act.

7. Bath City Forum: Provisional Forward Plan

7.1 Cllr Shaun McGall suggested four topics for future meetings

- Student Strategy
- Supporting local shopping areas such as Weston and Moorland Road.
- Syrian refugees.
- Working with youth in schools to find out their priorities.

7.2 Cllr Paul Crossley suggested that Transport issues and the scope of pedestrianisation were important.

7.3 Cllr Lisa Brett asked that Bath as a Child Friendly City be included. There is also a need to include how this Forum works to provide community engagement.

7.4 Cllr Joe Rayment asked that the budget be included. It was noted that the Forum will be hosting a session on this in November.

7.5 Cllr Jonathan Carr asked that sustainability and Warmer Homes in a Heritage City should be considered. The Gull Strategy and The Refuse strategy were also topics suggested.

7.6 Cllr Patrick Anketell-Jones asked that we look at The Joint Spatial Plan and the position for Bath relative to the West of England including waste and energy strategies. Cllr Bob Goodman added that the number of houses for Bath needs to be discussed.

7.7 Cllr McGall mentioned the Youth Parliament and other groups representing younger people should be considered for inclusion.

7.8 Patrick Rotheram from FOBRA suggested that implementation of the Transport Strategy and the links to Air Quality are important.

7.9 A member of the public made the point about the need to consider independent shops and the retail sector in Bath being helped to prosper.

8. AOB

Cllr Bob Goodman thanked everybody for their attendance and contributions and added that Bath now has a place for its voice to be heard.

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Bath City Forum - Member Profiles



Cllr Patrick Anketell-Jones - Cabinet Member
Cabinet Member for Economic Development
Conservative Deputy Group Leader Bath
Party: Conservative Party
Ward: Lansdown



Cllr Rob Appleyard
Member Advocate for Vulnerable People
Party: Liberal Democrats
Ward: Lambridge



Jeremy Boss - Co-opted Member
Jeremy is a lifelong Bath resident and chair of the Widcombe Association, which promotes Widcombe as a vibrant place to live and work, he is politically independent and has a professional background in technology and digital services in the public and private sectors



Cllr Paul Crossley: Vice-Chair Bath City Forum
Member Advocate for The Sustainable Environment
Party: Liberal Democrats
Ward: Southdown



Cllr Fiona Darey
Party: Conservative Party
Ward: Walcot



Van DuBose - Co-opted Member
An urbanist resident dedicated to help Bath become the leading small city.
Professional background in finance, transport and boardroom advice.



Cllr Andrew Furse
Party: Liberal Democrats
Ward: Kingsmead



Cllr Bob Goodman - Chair Bath City Forum
Cabinet Assistant for Homes and Planning
Party: Conservative Party
Ward: Combe Down



Patricia Griffin - Co-opted Member
Patricia is a community minded resident of Foxhill and a Combe Down Native.



Sally Harris - Co-opted Member
Having been born and educated in Bath Sally is now working in communications for local charity Age UK B&NES. Sally also acts as secretary for Bath Amnesty and is a keen community activist.



Michael Hill - Co-opted Member
Forty something married, father of one lively seven year old, lived in Bath virtually all my life, been involved with local sport (cricket & hockey) for over thirty years. Worked in the world of business resilience for over twenty years for a number of well-known global companies including Orange and Nokia, currently working for BBC TV Licensing.



Matt Humberstone - Co-opted Member
Matt Humberstone is the University of Bath Students' Union Community Officer 2015/16 and has volunteered with a wide range of charities since moving to Bath in 2012.



Caroline Kay - Co-opted Member



Robin Kerr - Co-opted Member

A Chartered Engineer, Robin has lived with his family in Lansdown for the last 46 years, having divided his working life between the Navy (32 years), a large US high technology company (8), and serving Bath's residents (8).



Penny McKissock - Co-opted Member



Cllr Shaun McGall
Party: Liberal Democrats
Ward: Oldfield



Cllr Michael Norton
Party: Conservative Party
Ward: Lyncombe



Cllr Lin Patterson
Party: Green Party
Ward: Lambridge



Cllr Christopher Pearce
Cabinet Assistant for Community Services
Party: Conservative Party
Ward: Kingsmead



Rosie Phillips - Co-opted Member

Rosie is a Bath Resident and the Founder & Chief Executive of Developing Health & Independence, a charity, with its roots in Bath, working to address disadvantage and social exclusion.



Cllr June Player
Member Advocate for Cleaner, greener streets
Party: Independents & Village Voice
Ward: Westmoreland



Cllr Joe Rayment
Labour Party Deputy Group Leader
Party: Labour Party
Ward: Twerton



Dr Christopher Roche - Co-opted Member



George Samios - Co-opted Member
As the Interim Headteacher at Twerton Infant School and Nursery, George is an advocate for children and their families and he is passionate about supporting the very best early educational experiences, both in Twerton and across Bath, through collaboration and multi-agency working.



Nigel Sherwen - Co-opted Member
Nigel came to Bath 37 years ago to live and to work in building design and conservation. Nigel has always been keen to do what I can to build on the many strengths of Bath, working on the Public Realm Strategy, also until recently he was chairman of Camden Residents' Association and has campaigned to encourage cycling as an environmentally sound means of transport, Nigel is also a keen sports cyclist.



Cllr Peter Turner
Member Advocate for Heritage and Culture
Party: Conservative Party
Ward: Abbey

Bath City Forum- requests for representation

Local Flood Representatives

Local Flood Representatives are a conduit to sharing information between our Drainage and Flooding team and the community.

Bath & North East Somerset Council's Drainage and Flooding team would like to know about any on-going local drainage or flooding issues. These may include:

- Maintenance issues with watercourses such as overgrown vegetation impeding flows, silt build-up or other restrictions to flow including rubbish or debris.
- Maintenance issues with watercourse structures (e.g. blocked culverts or trash screens)
- Land drainage issues. For instance where rainwater runoff from land may be spilling onto roads or property.
- Local drainage knowledge to help inform development proposals

Issues such as these should be reported by the Local Flood Representative as and when they occur. The more information provided the better, with photos being particularly useful. The Drainage and Flooding team will then consider the issues and they may be discussed at an Operational Flood Working Group meeting.

Natural Environment Partnership

A partnership was created in 2013 called [Bathscape](#) with a number of stakeholders with the aim of submitting a bid to heritage lottery fund for the green setting of the world heritage site. The geographic area of this bid and the partnership covers the City of Bath and Bathavon forum areas, through discussions within the partnership it was suggested that there would be value in having a natural environment partnership which coordinated the various projects within this area and one to cover Chew Valley, Somer Valley and Keynsham area.

A representative is requested from the Bath City Forum to serve on the Bath and Bathavon Natural Environment Partnership. The focus of this work will be:

- Cotswolds AONB
- Bath & Bradford on Avon Special Area of Conservation
- World Heritage Site and its green setting
- Natural environment projects which protect, enhance and improve access and interpretation

Proposed membership:

Bath Forum area representative, Bathavon Forum area representative, Cotswolds Conservation Board, Natural England (representing DEFRA family), National Trust, University of Bath, Bath Spa University, Bath & North East Somerset Council, Member of WHS Steering committee

CCG Your Health, Your Voice

Your Health, Your Voice is a meeting held every two months for members of the public to provide feedback on the CCG's plans for improving local health services.

The CCG believes that involving patients, service users and carers in the commissioning process means that health services are better designed to suit their needs.

Your Health, Your Voice acts as the CCG's 'critical friend', providing challenging and constructive criticism. Meetings are chaired by the CCG's Lay Member for Patient and Public Involvement who attends [CCG Board Meetings in Public](#) to ensure that feedback from the group is reported directly to the CCG's key decision makers.

Representatives from all Forum areas are invited to attend the meeting.

Bath City Forum Task and Finish Groups: Draft Terms of Reference

Task and Finish Group- Community Infrastructure Levy

Background

The Community Infrastructure Levy (CIL) is a charge on new developments in an area. The money can be used to support development by funding infrastructure that the Council, local community and neighbourhoods want – for example, new or safer road schemes, park improvements or a new health centre.

Bath & North East Somerset Council is required to pass 15% of CIL funds raised from development in their areas to the relevant Parish or Town Council (subject to an upper limit of £100 per Council Tax property). The percentage increases to 25% in areas which have an adopted Neighbourhood Development Plan.

The Regulations state that this local proportion of funds must be used 'to support the development of the local area by funding

- (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- (b) anything else that is concerned with addressing the demands that development places on an area.'

This is a wider definition of how the local funds may be used than the one that applies to the Council's own use of "central" CIL funds (which are restricted to funding infrastructure to support the development of the area, as above).

These "local portion" funds will be passed from Bath & North East Somerset Council to the Parish/Town Councils twice a year.

If there is no Parish or Town Council, the charging authority will retain the levy receipts but must engage with the communities where development has taken place and agree with them how best to spend the neighbourhood funding. In the unparished Bath area, Bath & North East Somerset Council will therefore hold the funds until an appropriate framework is developed.

It is therefore proposed that a Task and Finish Group be established to recommend such a framework and report to the April meeting of the Forum.

Scope and Objectives

The Bath City Forum's Terms of Reference identifies that the Forum is an advisory and consultative body and shall not have delegated funding or decision-making powers. However, it may assist and advise the Council on issues specific to the City such as how best to spend that portion of Community Infrastructure Levy receipts which are used to address local priorities. The Task and Finish Group will therefore:

1. Gain an understanding of the national framework and the opportunities for investing the local portion of the CIL to support local communities in Bath
2. Recommend to the Forum a framework and process for disbursing the local portion of CIL funding which meets the national criteria for local engagement and maximises the benefit to Bath's communities

Membership and Chairing

It is proposed that 5 members of the Bath City Forum form the membership of the Task and Finish Group. The Group may under the Forum's Terms of Reference co-opt individuals or organisations to join, in an advisory capacity, to support their objectives.

The Group shall elect its own Chair.

Working arrangements

The Group shall agree its own workplan and ways of working and will have access to relevant supporting documentation regarding planning law and the Community Infrastructure Levy in particular. Specialist advice may be provided from Bath & North East Somerset Council planning specialists if required and also examples provided from other areas. The Group is also encouraged to liaise with the Council's Policy Development and Scrutiny process as appropriate.

Timescales

The Group will recommend a draft process to the next Forum meeting in April 2016

Task and Finish Group- Constitutional issues (including Terms of Reference and Standing Orders, Code of Conduct and Declarations of Interest) for the Bath City Forum

Background

The Terms of Reference of the Bath City Conference were adopted by the Council in July 2015, where it was agreed that minor changes be determined by the Group leaders with more significant changes reserved for Council.

The first meeting of the Bath City Forum agreed to review the Terms of Reference within 6 months and also to consider establishing more detailed Standing Orders for the Forum. Now that the Forum has agreed its co-opted membership it is proposed that a Task and Finish group be established to review these matters and report to the April meeting of the Forum.

Scope and Objectives

The Task and Finish Group will consider and make recommendations in relation to:

1. The current Terms of Reference, including overall remit as well as specific issues including regularity of meetings, quorum arrangements and other related matters.
2. The establishment of more detailed Standing Orders which set out the working arrangements for the Forum itself. These Standing Orders will include but not be limited to:
 - Rules of debate
 - Motions
 - Conduct of meetings
 - Powers of the Chair, including voting arrangements for the Chair
 - Questions, items and participation from the public including speaking rights and arrangements
 - Meeting duration
3. Code of Conduct for members of the Forum
4. Declaration of Interests

Membership and Chairing

It is proposed that 5 members of the Bath City Forum form the membership of the task and Finish Group. The Group may under the Forum's Terms of Reference co-opt individuals or organisations to join, in an advisory capacity, to support their objectives.

The Group shall elect its own Chair

Working arrangements

The Group shall agree its own workplan and ways of working and will have access to relevant supporting documentation including examples of comparable Standing Orders and specialist advice as required.

Timescales

The Group will make recommendations to the next Forum meeting in April 2016

BATH CITY FORUM- DRAFT AGENDA PLAN

A) Key Themes

Items Considered to date	Actions
Placemaking Plan	Presented to October 2015 meeting
Your Care Your Way	Presented to October 2015 meeting
Student Accommodation	On agenda for January meeting
Potential Future Items raised by Forum members	
Centre for Accessible Environments - audit of access to the City of Bath	Suggest establishment of Task and Finish Group at April meeting
Syrian refugees.	
Community engagement	
Sustainability and Warmer Homes in a Heritage City	
The Gull Strategy	
The Refuse strategy	
West of England including waste and energy strategies	
Youth Parliament and other groups representing younger people	
Housing numbers and affordable housing	Suggest establishment of Task and Finish Group at April meeting
Implementation of the Transport Strategy and the links to Air Quality	
independent shops and the retail sector in Bath being helped to prosper.	Suggest establishment of Task and Finish Group at April meeting
Child Friendly City	
Bath Enterprise Area	
Other Items	
Bath Conservation Area Character Appraisal	
The River/Flood Risk Management	Master plan completed for River/ Flood Risk management; consultation until October 26 th 2015
Public Realm	
World Heritage Site Management Plan	Consultation to begin January 2016
Bath City Conference- arrangements and planning	Conference last held in July 2015- suggest reconvening of Conference Steering Group

B) Standing Items

Reportbacks from Task and finish Groups	April meeting to receive reports from Community Infrastructure Levy and Constitution groups
Open "Have Your Say" sessions/updates from partners	Police update January 2016

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