

Democratic Services

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Date: 3 May 2016

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To: The Chairperson and Clerk of each Parish and Town Council in Bath & North East Somerset and the Chairpersons of Parish Meetings

Copy to :

Group Leaders:

Cabinet Members:

Chief Executive and other appropriate officers

Press and Public

Dear Member

Parishes Liaison Meeting: Wednesday, 11th May, 2016

You are invited to attend a meeting of the **Parishes Liaison Meeting**, to be held on **Wednesday, 11th May, 2016** at **6.30 pm** in the **Community Space, Keynsham - Market Walk, Keynsham**.

The agenda is set out overleaf.

Yours sincerely

Sean O'Neill
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 Sean O'Neill who is available by telephoning Bath 01225 395090 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 Sean O'Neill as above.

3. Recording at Meetings:-

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

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

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

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

- 4. 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 Sean O'Neill 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.

- 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.

Parishes Liaison Meeting - Wednesday, 11th May, 2016

at 6.30 pm in the Community Space, Keynsham - Market Walk, Keynsham

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 follows:

If the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to one of the named assembly points. The designated exits are sign-posted. Arrangements are in place for the safe evacuation of disabled people. The assembly points are: the front and rear of Riverside, Temple Street.

3. APOLOGIES FOR ABSENCE
4. URGENT BUSINESS AS AGREED BY THE CHAIR

The Chair will announce any items of urgent business accepted since the agenda was prepared

5. MINUTES OF PREVIOUS MEETING (Pages 7 - 12)

6. LEADER'S REPORT 45 MINS

- (a) Devolution update

This item will include a presentation by David Trethewey, Divisional Director Strategy and Performance. The following link to the West of England Devolution Agreement is provided as background information on this item

<https://www.gov.uk/government/publications/west-of-england-devolution-deal>

- (b) Any other updates from the Leader

7. DEMONSTRATION OF "ATRIUM" ONLINE SYSTEM 10 MINS

8. TRANSPORT AND ENVIRONMENT UPDATE 30 MINS

Martin Shields, Divisional Director, Environmental Services, and colleagues will give a presentation.

- (a) A37 Route Review

Kelvin Packer (Group Manager - Highways & Traffic) and Stefan Chiffers (Senior Engineer - Traffic Management) will give a presentation.

- (b) Parish Sweeper Scheme - update
- (c) Feedback from Highways consultations

9. PLANNING UPDATE (Pages 13 - 14) 20 MINS

A briefing note from Mark Reynolds, Group Development Manager, is attached.

A wide range of further information on these and other planning matters relating to town and parish council can be found on the web page linked below

<http://www.bathnes.gov.uk/services/planning-and-building-control/planning/planning-advice-and-guidance/parish-and-town-council>

- (a) Notice for Parish Clerks from Planning Team when there are problems with the website
- (b) Permitted Development Rights and Certificates of Lawful Use
- (c) Housing and Planning Bill: B&NES response to consultation on Technical Implementation of Planning Changes (Pages 15 - 32)
- (d) "Download all" option - update

10. PARISH CLERKS WORKING GROUP (Pages 33 - 36) 5 MINS

A note is attached.

11. PARISH CHARTER CONSULTATION - VERBAL UPDATE 5 MINS

12. CONNECTING COMMUNITIES MEETINGS - FOR INFORMATION

Bathavon Forum
22 June, 6pm, St Gregory's School

Keynsham Area Forum
30th June, 6pm, Fry Club and Conference Centre

Somer Valley Forum
6th July, 6pm, venue tbd

Chew Valley Forum
7th July, 6pm, Chew Valley School

13. DATES OF FUTURE MEETINGS

Dates of future meetings:

12 October 2016

15 February 2017

Potential future Agenda Item: Survey of War Memorials.

The Committee Administrator for this meeting is Sean O'Neill who can be contacted on 01225 395090.