



**Meeting**      **Bath City Forum**

**Date**      **Tuesday, 26th April, 2016**

**Time**      **5.15 - 8.00 pm**

**Venue**      **Concourse Room - Southdown Church Centre, Bath BA2 1NJ**

	Subject		
<b>1.</b>	<p><b>Public Open Session</b></p> <p>Introduction and welcome from the Chair.</p> <p>Chief Inspector Kevin Thatcher from Avon and Somerset Police will provide an update on local policing matters and will answer questions that have been received in advance of the meeting.</p> <p><i>In the lead up to the Police and Crime Commissioners (PCC) Elections there is a 6 week pre-election period (commonly known as “purdah”). During this time, pre-election restrictions apply and Councils are required to take particular care over publicity to ensure that communications are balanced and without bias. Therefore this Forum will not be able to take any questions or comments regarding the PCC .</i></p>	Chair	30 mins

**Break 15 mins- formal session to begin at 6pm**

<b>2.</b>	<p><b>Apologies for Absence</b></p> <p>Apologies received: Cllr Paul Crossley Nigel Sherwen Sally Harris Matt Humberstone</p>	Chair	5 mins
<b>3.</b>	<p><b>Minutes of the last meeting - 21st January 2016</b> (Pages 5 - 14)</p> <p>The Forum is requested to agree the minutes as a correct record.</p>		
<b>4.</b>	<b>Update on actions from the previous meeting</b>	Chair	10 mins

<p><b>5.</b></p>	<p><b>Neighbourhood Planning in Bath</b> (Pages 15 - 26)</p> <p>Presentation from the Chair of the Chew Valley Neighbourhood Plan Steering Group – Cllr Liz Richardson</p> <p>Briefing notes are attached (pages 15-26)</p> <p>A discussion will take place working in groups.</p> <p>Outcomes/conclusions from the discussion will be summarised.</p>	<p>60 mins</p>	
<p><b>6.</b></p>	<p><b>Reports from Constitution Task and Finish Group</b> (Pages 27 - 56)</p> <p><b>(a) Constitution</b></p> <p>Recommendations from the group for revised Terms of Reference, new Standing Orders, Code of Conduct and Register of Interests are attached</p> <p>A short presentation from Chair of the Constitution Task and Finish Group, Cllr Rayment, will be made.</p> <p><b>(b) Community Infrastructure Levy- local portion</b></p> <p>Recommendations from the group for the process of the local portion of CIL in the Bath area are attached.</p> <p>A short presentation from Chair of task and Finish Group, Cllr Fiona Darey will be made.</p>	<p>20 mins</p>	
<p><b>7.</b></p>	<p><b>Establishment of new Task and Finish Groups</b></p> <p>(a) It is recommended that a CIL Standing Panel be established, subject to agreeing the recommendations contained in agenda item 6.</p> <p>(b) It is recommended that a Task &amp; Finish Group be established for independent shops and businesses.</p> <p>(c) It is recommended that a Standing Panel for Major Developments be established.</p>	<p>10 mins</p>	
<p><b>8.</b></p>	<p><b>Consultations</b></p> <p>The World Heritage Site Management Plan will be subject of a consultation from 23<sup>rd</sup> May 2016 which will run for eight weeks.  <a href="http://www.bathworldheritage.org.uk/">http://www.bathworldheritage.org.uk/</a></p>	<p>Andy Thomas</p>	

9.	<b>Bath City Conference</b>  A short verbal update will be given on this from the Bath City Conference Steering Group.		5 mins
10.	<b>Meeting Summary, Future Agenda Planning and Date of the next Forum meeting</b> (Pages 57 - 64)  <ul style="list-style-type: none"> <li>• Summary of actions from this evening's meeting.</li> <li>• Report backs from other bodies on which the Forum is represented</li> <li>• Future Agenda Planning- see attached</li> <li>• AOB</li> <li>• Date of next meeting – 28 June 2016</li> </ul>	Chair	10 mins

**Date of Future Meeting:**

Friday, 1 July 2016

Banqueting Room - Guildhall, Bath

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**Note of the meeting of the Bath City Forum  
held on Thursday, 21st January, 2016  
in the Banqueting Room - Guildhall, Bath**

**IN ATTENDANCE**

**Forum members**

Councillor Patrick Anketell-Jones
Councillor Rob Appleyard
Jeremy Boss
Councillor Paul Crossley
Councillor Fiona Darey
Van DuBose
Jo Farrar
Councillor Andrew Furse
Councillor Bob Goodman (Chair)
Patricia Griffin
Sally Harris
Michael Hill
Matt Humberstone
Caroline Kay
Robin Kerr
Councillor Shaun McGall
Penny McKissock
Councillor Michael Norton
Councillor Lin Patterson
Councillor Christopher Pearce
Rosie Phillips
Councillor June Player
Councillor Joe Rayment
Dr Christopher Roche
George Samios
Nigel Sherwen
Jo Farrar (Forum sponsor)

**Presenting**

Chief Inspector Kevin Thatcher, Avon and Somerset Police
Nicky Kemp, University of Bath
Simon De Beer, Lisa Bartlett, Steven George, Bath & North East Somerset Council

**Apologies Received from**

Councillor Peter Turner
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## **Declarations of interest**

Cllr Rayment declared an interest as an employee of the University of Bath

Cllr Darey declared an interest as a tutor at the University of Bath

(As this is not a decision-making body, Cllrs Darey and Rayment were not required to withdraw and therefore could take part in the debate)

## **1. Public Open Session**

The Chair of the Forum, Cllr Goodman, welcomed everyone to the meeting and invited Chief Inspector Kevin Thatcher to update the Forum on local policing matters.

Chief Inspector Thatcher updated as follows:

- The “face- to-face” police enquiry desk in the city centre has relocated from Manvers Street to the B&NES Council One Stop Shop, operational from the end of January 2016. Operational duties have now been relocated to offices at Redbridge House on the Lower Bristol Road. It is important to get the message out to people in the city so people are aware of the new arrangements.
- Bath is a safe place to live and crime numbers are low. There have however been a small number of recent crimes that have been of particular concern, including:
  - Two sexual assaults in the city and reports of indecent exposure.
  - A pattern of dwelling burglaries in the Twerton area. An individual has been arrested.

Chief Inspector Kevin Thatcher then responded to the following questions as follows:

**Question 1** - Cllr Norton - What have been the challenges in moving away from the Police Station based in the city centre?

**Response** - There have been adjustments but operationally things are working well. It is important to remain an active and visible presence in the city centre.

**Question 2** - Cllr McGall - Where there have been pressures on the Police budget, what is the current position with regard to PCSOs on the ground?

**Response** - There is a commitment to maintain neighbourhood policing and daily prioritisation of officer deployments takes place depending on circumstances and demands.

**Question 3** - Cllr Patterson - Can problems associated with multiple use of the canal towpath to the East of Bath could be addressed, in particular the conflict between cyclists and pedestrians . Would be possible to patrol the towpath?

**Response** - Working relationships are now well established in this area and regular patrols are carried out. There are times when other operational requirements will mean patrols do not occur every day.

**Question 4** - Cllr Rayment - Why are we seeing a reduction of 17% in police numbers in Avon and Somerset when London has seen the reduction at 5-6%?

**Response** - Staffing across the force area has reduced by 600 people and there have been a number of Police officers leaving within that number. There has been a recent drive from the force in recruiting new officers.

**Question 5** - Cllr Darey - What support is given to the victims of crime, particularly the types of crime with the Chief Inspector had highlighted earlier?

**Response** - The Lighthouse Team provides dedicated support to victims of crime and is located at the Keynsham Police site. This is an innovative service which provides a wide range of help and support including access to specialist services for victims of serious crime.

**Question 6** - Cllr Player - What is your definition of a “regular patrol” in the outer wards in Bath as well as the city centre?

**Response** –The Police neighbourhood team covers the city and beat officers are expected to be in their local areas for most of their time. However, other commitments may at times means they are not always on the streets. There is a beat officer specifically covering the Twerton area and an additional PCSO will be added soon. There 6 PCs and 10 PCSOs dedicated to the city centre.

**Question 7** - Cllr Player - Who looks after public safety where there are problems with lighting on Network Rail land?

**Response** - This is not a Police responsibility and should be reported to Network Rail. Where public safety reported as a danger the Police may temporarily plug the gaps.

**Question 8** - Cllr Furse - Having PSCOs in cars defeats the object of the visual foot patrol. Is this a result of the move away from the city centre?

**Response** - We want to keep Police out of cars when possible. The distance from the new office to the Centre of the City is a 15 minute walk. Having a local presence in Lewis House will keep Police in the City Centre.

**Question 9** - Jeremy Boss - Where residents report incidents such as vandalism they expect to see patrols in these areas and have contact from the Police.

**Response** - Where reports are made of incidents occurring, reassurance can be given that an investigation will take place and action will be taken.

**Question 10** - Caroline Kay - My impressions of the work of Bath Police is fantastic. What would make life easier for you?

**Response** - More staff, less crime, and a greater ability to get key messages out to the public. We have the support of a number of volunteers and the work they carry out in the background often goes unseen.

**Question 11** - Robin Kerr – Was the relocation and streamlining services to a hub in Keynsham after one year deemed a success or failure, particularly relating to the concern that arrest processing would mean more travel to Keynsham?

**Response** – We have set up a dedicated detainee investigation team which has helped free up other staff and that this had streamlined the process.

**Question 12** - George Samios - With the present issue of extremism having a high profile, what concerns should Bath have?

**Response** - The Police work with partners through the Prevent Strategy which regularly assesses any changes in risk. Bath like any other city will have risks associated with extremism; however there was not a major series of risks in Bath in this regard.

**Question 13** – Cllr Goodman asked for an update on what would happen in the case of a terror attack in the City?

**Response** – Kevin Thatcher explained that Bath was in a similar situation to other comparable Cities and that response plans were in place.

## **2. Minutes of the previous meeting - 13th October 2015**

The minutes of the meeting on 13 October 2015 were agreed subject to the following amendments:

The numbering contained two points numbered 5.5. This section will be renumbered.

Correction to the wording in 5.15: this needs to read “Patrick Rotheram from FOBRA asked to speak. He felt that the numbers of students in Bath was a hot topic: the Forum’s observations were welcome and the Forum should take a position”.

Correction to the wording in 6.5: this needs to read “Cllr McGall asked about personal budgets being moved to individual patients. This could see them having to make their own choices for their care. Jane Shayler explained that whatever model is used it will have to meet statutory responsibilities in adult social care; we do not have the option to say how the money is spent out.”

## **3. Welcome to co-opted members**

Cllr Goodman welcomed the co-opted members to their first Forum meeting. He explained that the applications received had been of a high quality and the selection that has been made represents a wide group of knowledge, skills and experience from across the City.

Robin Kerr suggested that a dedicated website was required for the Forum as he had found it difficult to find the relevant pages on the Council website. Cllr Goodman noted that the pages had been recently updated with a photograph and all of the relevant paperwork.

Cllr McGall requested that at future meetings the Forum considers inviting representatives from youth groups such as the Youth Parliament. Cllr Goodman noted that later on the agenda consideration would be given to establishing a Task and Finish group to examine the overall working of the Forum including representation.



#### **4. The Council's approach to student accommodation in Bath (Placemaking Plan)- Presentation**

A presentation on the Placemaking Plan was given by Simon De Beer, Policy & Environment Manager. Following the presentation the Forum were invited to put questions, as below

**Question 1** – Cllr Goodman - How are HMOs managed through the Article 4 direction?

**Response** - The Council sets out thresholds in the specific area and when HMO concentration rises above this permitted development rights are lifted for HMOs and planning permission must be sought.

**Question 2** - Cllr Rayment asked what further restrictions can we expect to see on HMOs in Bath?

**Response** - There is an understanding of where there is high HMO concentration in Bath; the Council will work to prevent HMO's in areas that have a high concentration.

**Question 3** - Robin Kerr - Why does B&NES Council not look to have a stand-alone Student Accommodation Policy? There are clear examples of other authorities such as Leeds and Loughborough where plans are working and other examples where no planning has allowed greater problems with student numbers.

**Response** - The Council is open to an improved approach and it is suggested that this be submitted as part of the consultation.

**Question 4** - Jeremy Boss - What powers does the Local Authority have over the numbers for student HMOs: is it just the Placemaking Plan?

**Response** - Planning permission powers exist where there is high saturation.

**Question 5** - Cllr Patterson - Is new student accommodation following what we would expect to see in design standards and principles?

**Response** - The Core Strategy and The Placemaking Plan cover the agreed standards.

**Question 6** - Rosie Phillips - Is there any information about the impact on equality for the groups that the HMO restrictions capture? It appears that this would impact on the poorest in society disproportionately

**Response** - In areas where saturation reaches 25% a judgement has to be made whether to make restrictions, although refusal for HMOs is not an automatic default position. Where we have licensing in place we should see better standards being achieved.

**Question 7** - Caroline Kay - What agreements have been sought with the Universities? A "standoff" with them is an uncomfortable position.

**Response** - Engagement with the Universities is the preferred position, and we need to evidence any changes that are agreed and open up new conversations to find solutions

**Question 8** - Cllr McGall – The Article 4 direction does not appear to be working. There has recently been an HMO that was given planning permission to expand from 4 to 6 in an area where HMO concentration is at 47%. Where concentration levels increase we are missing the point of achieving what Article 4 sets out, in building mixed and balanced communities.

**Response** – Simon de Beer suggested that this individual application would best be discussed separately as he did not have full specific details of it to hand.

**Question 9** - Cllr Player - There are plenty of examples in Bath where students have to put up with low standards when living in HMOs. Why when full rent is being paid are landlords allowed to get away with not meeting the criteria?

**Response** - Housing officers will investigate any cases that are brought to their attention.

The Chair thanked the officers for their presentation and then introduced Nicky Kemp from the University of Bath and Rob Armstrong-Haworth from Bath Spa University (presentations attached)

Following the presentations the Forum was invited to put their questions.

**Question 1** - Cllr Goodman - Why is it that so many residents in Bath think there are too many students in the City?

**Response** – Nicky Kemp explained that it is accepted that there is a high density of student housing in certain areas and this the ratio of students to other residents can feel uncomfortable.

**Question 2** - Cllr Appleyard - There appears to have been a lack of information from the Universities. Although I support the Universities it appears a time has arrived where a cap is needed the numbers that the City can take in. How do you intend to have this conversation with the City?

**Response** - Nicky Kemp explained that the numbers have been at the upper end of the growth projections. Due to uncertainty from the Government there has been a drive to recruit the numbers whilst we are able to do so. The Government increased choice and removed the cap on the intake for high achieving students. We will need to look at our policy and circumstances as the challenges have only recently arrived. There had been little feedback with regard to lack of availability accommodation until very recently. The recent problem of lack of accommodation had been mainly due to students coming through the clearing process at late notice. This led to having to find ways to get the additional accommodation that was needed on a temporary basis.

**Question 3** - Cllr Rayment - With the numbers that you need to achieve, what would happen if restrictions on additional student housing were to be put in place? Also, would it be possible to convert University office space to student accommodation space?

**Response** - Nicky Kemp explained that the issues with HMOs are a new challenge: we will need to look at how on- campus residences can be increased. It was identified that some office space had been converted to bed space recently.

**Question 4** - Cllr Furse – It is appreciated that engagement with the Universities was now taking place but that we should not forget that the Universities are businesses and that student numbers represented income and security. This issue had been growing for at least 10 years and that the Universities were seeking to underpin their security with increasing student numbers. 1000 students are coming in to Kingsmead alone: where does it stop?

**Response** - Rob Armstrong-Haworth explained that Bath Spa University is looking at possibilities in Wiltshire and the numbers that have been mentioned are not all focused on the City of Bath (ie, BA1 & BA2 postcodes). We recognise that some areas are getting full and need to look at what alternatives are available; HMOs have historically been popular as sharing in this way has been more affordable than purpose-built accommodation. We need to find ways of changing this balance. Consideration also needs to be given to the transport routes where locations are away from the City.

**Question 5** - Christopher Roche – Has the evolving national policy framework and in particular the HE Green Paper created levels of uncertainty for the Universities?

**Response** - Nicky Kemp explained that The University of Bath agrees that there has been an uncertain period but are in a robust position. This is not the same for all organisations; there are some that are in a fragile position. Rob Armstrong-Haworth explained that Bath Spa University has marketed themselves ahead of the potential market changes and feels the right investment has been made at the right time. There is work now needs to take place with the Council to find the right housing solutions.

**Question 6** - Michael Hill - When a city feels that there is not enough room for everything that different people want, there is a need for joined-up solutions. Where do you draw the line?

**Response** - Nicky Kemp felt that it is not in anybody's interest if no solutions can be agreed on. The University of Bath are keen to continue dialogue and look to alternative methods for delivery, the way we move forward with our international profile can unblock some of the difficulties.

**Question 7** - Caroline Kay - The numbers we have heard tonight from the two Universities have a combined total of around 4000 beds still being required. This is still a very challenging figure, where are we going to find the sites for these numbers?

**Response** - Rob Armstrong-Haworth felt that we have to look beyond BA1/BA2 postcodes and consult with B&NES on suitable ways to move forward, dialogue continues to enable us to find a way to work this out.

**Question 8** - Cllr Darey – Could we hear more about what is meant by accommodation outside of the City? Pressures on other facilities such as transport will be a knock on effect of displacing students.

**Response** - Rob Armstrong-Haworth explained that different models of delivery can see a number of activities taken on at other sites outside Bath. Some students from Bath Spa University were now based in Corsham and that some courses now featured short burst of study rather than constant travel demand. Nicky Kemp added that The University of Bath have a number of online courses so increases in student numbers may not impact on student accommodation needs in the city.

**Question 9** - Cllr Norton - What is being done to look for local students from B&NES? Are there relationships with local schools and local students and co working with universities to encourage local children to apply for undergraduate studies? Is there adequate focus on “STEM” subjects?

**Response** - Outreach work is carried out although there are not significant numbers at the University of Bath from the local area. STEM outreach programmes were in place with a focus on gender and equality issues in these subjects.

**Question 10** - George Samios - When looking for solutions to accommodation needs could an approach be taken where the Universities look at mixed use, using space for offices and shops (eg on the ground floors) as well as flats so developments are not exclusively student accommodation and life is brought to areas?

**Response** - Rob Armstrong-Haworth explained that there have been examples of this in Carpenter House where the Innovation Centre was placed on the ground floor; there is also business space included in the Green Park development.

**Question 11** - Cllr Anketell-Jones - It is encouraging that there are sites outside Bath being examined: what stage are you at with these propositions?

**Response** - Nicky Kemp explained that The University of Bath is engaged in an International Partnership where links are being forged and the strategic direction is being aligned. Rob Armstrong-Haworth added that Bath Spa University has some plans in the early stages where further consideration needs to be given to these.

**Question 12** - Cllr McGall - As the number of properties in Bath that house students increases, there is an impact on the amount of Council Tax that can be collected by the Council. Where a property is occupied by students the tax collected is lost completely.

**Response** - Cllr Goodman confirmed that no Council Tax is collected from wholly student dwellings. Jo Farrar explained that this needed to be seen in the context of the overall local government finance system which, until recently, did to a degree compensate for this. However, this was frozen in 2013/14 so the Council's general grant funding will continue to reduce in line with government spending reductions.

Rob Armstrong-Haworth noted that there is also virtuous circle whereby students stay in Bath after their studies and the city benefits from the Council Tax they then start to pay.

**Question 13** - Cllr Appleyard - There is a "jigsaw" that arises from these discussions and we need to find how to put the pieces together. There will be an Overview and Scrutiny panel in May and the Universities are invited to come long to this meeting. There is a case for the Universities to look at their housekeeping on these matters and to stop committing to additional numbers.

Cllr Goodman thanked the participants and said that the detailed discussions would then be collated and analysed.

## **5. Requests for Forum Representation**

The Chair highlighted two opportunities for involvement:

- 'Our Health, Your Voice' – It was agreed that Cllr Lin Patterson represent the Forum on this body.
- Local Flood Representatives – these need not be Forum members and members were asked to seek others who might be able to fulfil these roles. Those interested are encouraged to contact Mark Hayward

## **6. Current Consultations**

The Forum Members agreed to note the following consultations:

- The Joint West of England Spatial Strategy
- The Draft Placemaking Plan
- Bear Flat Resident Parking

## **7. Establishment of Task and Finish Groups**

Forum Members considered proposals for two Task and Finish Groups, proposed Terms of Reference for which had been circulated. These were:

- Community Infrastructure Levy
- Constitution

Robin Kerr suggested a Task and Finish Group on enforcement, utilising the capacity of residents to help with this.

Cllr Rayment suggested that 6 was the right number for membership of the groups, if possible to include 3 elected members and 3 co-optees.

Cllr Rob Appleyard asked for clarity on the purpose for these groups. Cllr Bob Goodman explained that the Task and Finish groups would report back to the Forum with their recommendations: he would like to see pressure applied upwards from the Forum.

Cllr Darey suggested a Task and Finish Group on major developments and planning issues for the city.

Van DuBose set out his view that he would like to see the groups examine a range of issues specific to the city. The Forum's Terms of Reference can be refined for this purpose. Sub-groups need to carry out some work and make recommendations that help and support the Cabinet in its role.

Caroline Kay asked that the groups find the right people who can represent professional views that area-political. The discussions can become restricted if limited to political "tramlines".

Cllr Norton felt that a mission statement should be produced that sits outside of the political remit.

Cllr Goodman explained that the group that looks at the local proportion of the CIL funding will need to consider a process for how best this is spent in the city. This group may develop as the development of CIL moves forward. The Task and Finish groups may decide to co-opt additional expertise where it will be beneficial to do so.

It was agreed that Forum members would put their names forward for the Community Infrastructure Levy and Constitution Task and Finish Groups and that the composition of the groups would be agreed by the Chair and Vice Chair of the Forum.

## **8. Future Agenda and Forum Dates**

A draft Agenda Plan based on suggestions received so far had been circulated.

All Forum members are invited to put forward their suggestions for future agendas, these should be submitted to: Mark Hayward- [mark\\_hayward@bathnes.gov.uk](mailto:mark_hayward@bathnes.gov.uk) . Suggestions raised at the meeting were:

- Robin Kerr asked for higher priority be given to the Bath Transport Strategy and Flooding when considering future agendas
- Cllr McGall suggested that Shops and Retail should be looked at for the wider Bath sector not just the city centre. Additionally the Forum needs to look at diversity and how it gets the opinions of underrepresented groups to feed into the meetings including young people. Cllr Michael Norton highlighted an example of good practice in relation to this in Basildon which he was happy to share.
- Cllr Player asked for a full discussion on the impact of HMOs and Article 4.
- Cllr Patterson asked for a discussion on divestment from fossil fuels.
- Cllr Norton asked for youth representation on the Forum.
- Jeremy Boss asked for a discussion on Bath as an “employment hub”.
- Cllr Darey suggested the Forum looks at ‘What Bath Wants’.

**The next meeting of the Bath City Forum will take place on 26<sup>th</sup> April 2016**

### **Neighbourhood Planning in Bath**

#### What is a Neighbourhood Development Plan?

The Localism Act has reformed the planning system to enable local people more say in determining planning policy for their local area.

Producing a Neighbourhood Development Plan will give local people the opportunity to decide the future of the places where they live and work. This will allow the community to set out the vision for an area and the planning policies for the use and development of land, this can include choosing where you want new homes, shops, leisure facilities or employment opportunities to be built and what these buildings should look like, within your Neighbourhood Area. It is important to note that plans should focus on guiding development rather than stopping it.

A neighbourhood plan could be able to:

- Agree a vision for the area
- Choose where new homes, shops and offices should be built
- Have a say on what new developments should look like
- Include non-planning issues which the community feel is important

A Neighbourhood Development Plan will give you an increased ability to influence planning within your area. Plans will, however, need to conform with planning policies and guidance at a local (B&NES Core Strategy and the emerging Placemaking Plan), national and European level and meet the Neighbourhood Planning regulations. This will be tested in an independent examination. The plan will also need to demonstrate involvement of the local community throughout the plan preparation and decision making and it will be subject to a community referendum upon completion. If 51% of the voters support the Plan, then the Plan is brought into force and 'made'.

Once such a plan is made and adopted, it will become a statutory plan and will be part of the Local Plan. This will mean that it will be used in making decisions on planning applications by B&NES in your area.

#### Why prepare a neighbourhood plan?

Developing a neighbourhood plan can help communities play a greater role in how their area changes in the future and will bring together a wide range of people who live, work, visit or do business in an area.

The preparation of the plan will help create new and lasting partnerships, for example between public services, business and the voluntary sector. Neighbourhood planning could help local communities agree a vision for their area, agree planning priorities and prioritise projects to be delivered when funding comes along.

Although neighbourhood plans are primarily about the use of land and other planning matters, they are also an opportunity to establish community priorities, improve service delivery and enhance local regeneration initiatives.

### What area should your plan cover?

The area that your neighbourhood plan will cover is called the 'neighbourhood area'. You should work with the Council to agree an appropriate boundary for your plan. There are 3 key principles to think about in deciding the area that your plan will cover:

- It is an area that local people can identify with
- It has boundaries that make sense on the ground (railway line, roads etc.)
- It covers an area that will allow you to deliver your vision

### Timescales

From start to finish it could take about 18 months – 2 years to get your neighbourhood plan to a referendum. The timing will generally depend on the issues and complexity of your plan and if any objections have been made. Conformity with the Council's Core Strategy, the National Planning Framework and ensuring that your plan is responsive to local needs and working with the Council throughout the process will help you reach examination with minimum delay.

### Costs

The cost of preparing a plan will vary widely depending on the complexity and size of the neighbourhood. The starting point should be - the more local communities can do for themselves, the less the plan will cost.

The type of costs that would be incurred include hiring of rooms for meetings, publicity, professional fees (perhaps to investigate a technical issue), public consultation events, the preparation of an up to date evidence base as well as drafting and printing of plans.

Some communities may wish to consider sponsorship and fundraising to assist in the preparation of the plan. The Council and others are able to assist. Appendix 2 provides information on organisations that may be able to assist.

Speak to the Council if you plan to spend significant sums of money on any aspect of a neighbourhood plan. It may be that you do not need to or there may be assistance available elsewhere.

### Other options

A neighbourhood plan may not be right for every community. There may be other types of plan that are more suited to meeting the needs of your neighbourhood, including:



- Regeneration frameworks
- Neighbourhood Design Statements
- Conservation Area Appraisals
- Local design guides
- Community led action plan
- Vision statements

#### Who can produce a Neighbourhood Development Plan?

Where a community wants to take up the opportunities offered by neighbourhood planning, the legislation enables three types of organisation, known as qualifying bodies, to lead it:

- a parish or town council
- a neighbourhood forum (any area within the City of Bath would need to establish a forum)

#### What is a designated neighbourhood forum?

A designated neighbourhood forum is an organisation or group empowered to lead the neighbourhood planning process in a neighbourhood area where there is no town or parish council.

A group or organisation must apply to the local planning authority to be designated as a neighbourhood forum (a forum application). Those making a forum application must show how they have sought to comply with the conditions for neighbourhood forum designation.

To be designated a neighbourhood forum must have a membership that includes a minimum of 21 individuals who either:

- live in the neighbourhood are
- work there; and/or
- are elected members

#### What if a prospective neighbourhood forum does not have a member from each category, can it still be designated?

A prospective neighbourhood forum is not required to have a member from each membership category in order to be designated. A neighbourhood forum must have an open membership policy, but it cannot force people to be a part of something they may not wish to be a part of. The local planning authority must consider whether the prospective neighbourhood forum has secured or taken reasonable steps to attempt to secure membership from each category and from different places and sections of the community in that area.

### Can businesses be part of a neighbourhood forum?

Membership of a designated neighbourhood forum must be open to those working in a neighbourhood area as they will have an interest in the future of an area and the direction that its growth should take.

Individuals in businesses can take the lead in neighbourhood planning. They may wish to consider doing so particularly in areas that are wholly or predominantly business in nature. They should work closely with residents and others. Depending on the size and number of businesses in a neighbourhood area the area may need to be designated as a business neighbourhood plan area rather than a neighbourhood area.

### Business Neighbourhood Plan areas

Most neighbourhood areas will not be a designated business area even if they have a substantial element of commercial activity. This is because the test to be designated as a business neighbourhood area is a high one.

Only if an area is wholly or predominantly used for business would it be designated as a business neighbourhood area. Examples could include industrial estates, business parks or town centres. But the decision will rest with the local planning authority when they determine the neighbourhood area application and will be very dependent on the precise nature of the particular neighbourhood.

The process of bringing a Neighbourhood Plan or Order for a designated business area forward to examination exactly follows that for any other neighbourhood area. The same legal requirements must be met in terms of consultation and publicity, and also in terms of who can form the qualifying body that prepares the plan.

The big impact of the designation is that, once the Plan or Order has passed examination, it will be tested by not one but two referendums, one for residents and one for businesses operating in the area. In the latter, non-domestic ratepayers in the referendum area will be asked to vote on whether the plan should come into force or not. If both referendums agree (i.e. either both say yes or both say no) the decision is binding on the local authority. If the two referendums return a different decision, it will then be for the local authority to decide whether they should bring the Plan or Order into legal force.

### What examples are there of good practice elsewhere in the country?

1. Holbeck is a non-parished inner city area in South Leeds

<http://holbeckneighbourhoodplan.wordpress.com/>

2. Aireborough is a non-parished area made up of Guiseley & Yeadon in West Leeds

- <http://aireboroughnf.wordpress.com/>

3. Balsall Heath is non-parished area in Birmingham, one of the first non-parished areas in the country to be designated <http://www.planningbalsallheath.info>

4. The St James neighbourhood plan in Exeter is one of the first plans to be prepared and has been well received-  
<http://www.exeterstjamesforum.org/What%20we%20do>

### **How to prepare a neighbourhood plan:**

There are two main stages: (please note that this is not an exhaustive list of the stages and documents which need to be submitted to B&NES however it is a guide)

### **STAGE 1 – EARLY ENGAGEMENT, AGREEMENT & DESIGNATION**

It is essential at an early stage to agree that there is both a need for a neighbourhood plan and a willingness for the community to get involved. Once this has been done, an application can be made to be designated a neighbourhood area/neighbourhood forum.

### **STAGE 2 – PREPARING THE PLAN**

Neighbourhood planning at its best is about partnership working and working with a wide range of stakeholders to ensure that your plan is as good as it can be – this includes everything from ensuring that a correct process is followed to providing the evidence to back-up your policies and proposals.

#### **Stage 1: EARLY ENGAGEMENT, AGREEMENT & DESIGNATION**

Undertake early engagement on the need for a plan, the issues that people who live, work and do business have in the area and begin to think about possible content of the plan. At this point the Council will work with you to agree the support that is needed.

There are 3 key steps that non-parished areas need to follow:

#### **1. Agreeing a neighbourhood boundary**

For many urban or inner-city areas the boundaries of a 'neighbourhood' are not always obvious. The starting point should be to ask people who live, work and do business locally about the issues that affect them.

Plot the issues on a plan, this can help make sense of local issues and give pointers to an appropriate boundary.

#### **2. Designation as a neighbourhood area**

On receipt of an application B&NES will advertise the proposal for 6 weeks. The application must include:

- a plan showing the boundary of the proposed neighbourhood area;
- a statement that explains why the community consider that their proposed area is appropriate to be a neighbourhood plan area; and
- a statement that the organisation making the application is, or is capable of being, designated as, a neighbourhood forum (see the section on Setting up a neighbourhood forum below).

Once the Council confirms the Neighbourhood Area designation, the next step is to submit an application to be designated a neighbourhood forum (although this could also be done in parallel)

In considering an appropriate boundary, consider the following:

Are there physical features that help define the neighbourhood? (roads, railway lines, motorways etc)

- Where are the main facilities?
- Are there historical boundaries that still apply?
- Are there local designations such as Conservation Areas?
- Are there local character areas? (housing types, design features etc)

### 3. Designation of a Neighbourhood Forum

To be designated a neighbourhood forum there must be a constituted group of 21 people who represent a cross section of the people who live, work and do business in the area.

An application will need to be made to B&NES and must include the following:

The name of the proposed neighbourhood forum;

- A copy of the written constitution of the proposed neighbourhood forum;
- The name of the neighbourhood area to which the application relates and a map which identifies the area;
- The contact details of at least one member of the proposed neighbourhood forum.

It is important that neighbourhood forums are inclusive and representative of your community. Therefore, your application should include:

- evidence of how you have engaged with different sections of the community and included them in the forum where possible;
- evidence on how you have engaged across the different parts of the area;
- details of which groups and stakeholders you have engaged with (or have made efforts to engage with);
- your intentions for engagement as the neighbourhood plan progresses and those who you intend to involve.

## **STAGE 2 – PREPARING THE PLAN**

There is no rule on what a Neighbourhood Plan should look like but it should contain a plan and clear policy statements and proposals (where relevant), alongside relevant accompanying maps.

### **Step 1 – Organisational**

There are no set rules about how you organise neighbourhood planning in your area but experience so far with the parishes and in other local planning authorities has shown the following to be effective:

- Establish a neighbourhood planning team or steering group – include cross-representation of people who live, work or do business in your community, including residents; representatives of community organisations; business owners; landowners and local councillors
- Set up a working group responsible for drafting the Neighbourhood Plan and for securing engagement and input from the community and stakeholders.
- Consider who can help you prepare your plan. Balance those with ideas with those who can offer practical skills, such as minute taking, design, report writing etc.
- Produce a project plan or programme to consider:
  - a. What activities will need to be carried out at each stage - meetings, publicity, surveys, events
  - b. What resources will be needed to carry out these activities - people, materials, funding
  - c. How much time should be set aside to accomplish each stage?
- Develop a communications strategy – good publicity and communication both at the start of the process and throughout are key to keeping the community involved & getting their support. Think about how engagement will happen with the wider community even at this early stage.

### **Step 2 – Identify the issues (Community Profiling)**

- Gather together relevant information and evidence – from both official statistics and surveys of local people;
- Community profiling – gather statistical data to build up a social portrait of neighbourhood & community characteristics
- Gather information from any existing plans, strategies or studies relating to the neighbourhood
- Initial discussions with stakeholders;

- There may be a need to tailor techniques for different sectors of the community (e.g. online survey for young people, visiting an elderly persons' home to meet with individuals to hear views on the neighbourhood);
- Identify the area's strengths and weaknesses.

### Step 3 – Develop a Vision and Objectives

The Vision will be an overarching statement, or series of statements, describing what the community will be like to live and work in, within 15-20 years' time. The time scale should reflect the Core Strategy which plans up to 2028.

The objectives should set out what the community wants to achieve in order to help realise the vision. It is important that the vision is realistic and achievable and that it is based on the information gathered.

- Analyse information gathered including what implications these plans have for the neighbourhood;
- Draft the vision and objectives – these should be realistic and achievable and based on the information gathered;
- Check draft vision and objectives with community – endorsement could be sought in a variety of ways including;
  - a. Making copies available for public distribution and asking for comments;
  - b. Meeting with community groups and asking for their feedback;
  - c. Organising informal discussion groups
  - d. Holding public meetings or drop-in events;
  - e. Publishing information in the local newsletter/ magazine/website and providing an address to receive people's feedback.

### Step 4 – Consider options for your draft Neighbourhood Plan

Do not attempt to draft the plan without considering options. As well as considering options you also need to evidence that options have been considered. To help you, your neighbourhood planning steering group and local community should be given the opportunity to assess the following:

- Have the right options been considered?
- Are there any other options?
- Which option(s) do you prefer and why?

This step is important in demonstrating that local people do have a say in the content of the plan. Sustainability is at the heart of considering options. Sustainability must be considered and evidenced. This does not mean that local communities will be

required to undertake a sustainability appraisal for everything they do but it would be good practice for significant aspects of your plan.

It is recommended that a 'do nothing' option is considered. For example, if a neighbourhood plan was not to be prepared, what would happen?

A simple report should be prepared to show how sustainability has been considered, explaining why the policies it has included in the plan are the most appropriate ones.

#### Step 5 – Drafting the plan

The vision and objectives of your plan should be set out clearly at the beginning.

The plan may include a mixture of policies, proposals and aspirations. The exact mix will have been determined by the results of consultation and engagement, deliverability and sustainability factors.

It is recommended that your draft Neighbourhood Plan includes a 'proposals map'. A proposals map shows which areas of land have been allocated for which uses (and linked to policies in the Neighbourhood Plan) and areas that are to be protected from development (again linked to policies in your Neighbourhood Plan). There should be a clear key. Linkages to neighbouring areas should be highlighted where appropriate.

#### Step 6 – Pre-Submission Consultation and Publicity

Before the final draft of your plan is submitted to the Council for examination, you need to consult on your draft plan and make any amendments as a result. Consultation will be your responsibility.

You will be required to demonstrate that people who live, work and do business in your neighbourhood have been given an opportunity to comment. You will be required to consult for a period of no less than 6 weeks , providing details of where and when the draft plan can be inspected and how to make representations.

In particular:

- Check proposals with landowners or site-owners to ensure any proposals are deliverable and realistic
- Check draft Neighbourhood Plan with community and other stakeholders to ensure there is general support
- Check with the Council to ensure that policies, proposals and aspirations are sustainable

Some bodies must be consulted on your draft Neighbourhood Plan if it proposes development that could affect their interests.

The plan should be sent to wider stakeholders including B&NES, the Environment Agency, Water Utilities, Natural England as well as key stakeholders in the local community. Neighbouring parishes, forums, local authorities should also be consulted.

Once consultation has been carried out an analysis of comments should be made. Consider any amendments that need to be made to the draft plan as a result of the consultation before final submission to the Council.

A good consultation statement is one which sets out who was consulted, what was said and how the draft plan has changed as a result. Where the plan has not changed as a result of comments it should say why.

### Step 7 – Your Neighbourhood Plan Proposal

When you submit your revised draft neighbourhood plan to the Council you should do the following:

- outline the area covered by your neighbourhood plan
- set out how local people and stakeholders were consulted, who was consulted, what was said and how feedback influenced the plan (a consultation statement)
- check that your plan is in conformity with national policies / guidance;
- check that your plan is in general conformity with B&NES's strategic policies
- check that your plan is compatible with European Union obligations
- show that special regard has been paid to the desirability of preserving any Listed Building and its setting or any features of special architectural or historic interest (this will be really relevant in Bath);
- show that special regard has been paid to the desirability of preserving or enhancing the character or appearance of Conservation Areas;
- contribute to the achievement of sustainable development.

When the Council receives the plan proposal it will be publicised on the Council's website and an advertisement will be placed in a local newspaper to bring it to the attention of people who live, work or carry out business in the local area. At this point the Council will:

- check that the contents of the draft neighbourhood plan and the way that has been prepared meet the statutory requirements;
- check if the plan meets the requirements and therefore it is ready to be submitted for an independent examination
- check whether the draft neighbourhood plan has been prepared in accordance with the provisions introduced by the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012;
- check the plan is consistent with the strategic elements of the Council's planning policies;



- check the plan is consistent with the National Planning Policy Framework (NPPF);
- check the plan is in line with relevant planning and other legislation and regulations.
- The Council will carry out a final check to ensure that your Neighbourhood Plan and all accompanying documents comply with legal requirements. Once the Council is satisfied that everything is in order, we will formally publicise that you have submitted a Neighbourhood Plan.

At this point those who live, work or carry on business in the area covered by your Neighbourhood Plan can submit further comments to the local planning authority who will pass them on to the examiner.

#### Step 8 - Independent Examination

B&NES will facilitate and fund the independent examination into the Neighbourhood Plan. The Council will consult the neighbourhood forum and agree who should be appointed to undertake an independent examination of the Neighbourhood Plan. The main function of the examination will be to check that the Neighbourhood Plan conforms with:

- The strategic content of the Local Plan and neighbouring Neighbourhood Plans
- The National Planning Policy Framework and/or other national policies and advice (including a demonstration that the proposals in the Plan are evidence based, deliverable and viable)
- European Directives on subjects such as International Nature Conservation designations, Sustainability, Human Rights and Equalities
- National and international designations (e.g. Listed Buildings and Conservation Areas, World Heritage Sites and their Settings)

The examination will also:

- consider comments, supporting or objecting, made during the B&NES consultation period
- check that the plan is consistent with any neighbourhood plans for adjacent areas;
- consider whether the area for the referendum should extend beyond the neighbourhood area.

The result of the examination will be a report that will have one of the following recommendations for consideration by B&NES:

- That the draft Neighbourhood Plan should proceed to a referendum
- That it should proceed to a referendum, subject to certain amendment
- That the proposed Neighbourhood Plan should be refused.

The Council and neighbourhood forum will then consider how to proceed; for example, what modifications to make to the plan in response to the examiner's recommendations.

#### Step 9 – Referendum

B&NES will organise and pay for the local referendum on the Neighbourhood Plan.

The referendum will normally be open to any individual registered to vote in the parish or neighbourhood area, but the referendum may be extended to a wider area if appropriate. For the plan to be adopted, more than 50% of those who vote must register their support for the plan. If this happens, B&NES will 'make' (adopt) the neighbourhood plan.

#### Step 10 – Adoption of the Neighbourhood Plan

When a neighbourhood plan has been passed by the examiner and agreed in the referendum the Council will adopt the plan.

The neighbourhood plan will sit alongside the Council's other adopted plans as the basis for decisions on planning applications in the neighbourhood area.

#### Step 11 – Implementing & Monitoring the Plan

B&NES and the neighbourhood forum will work together to implement and monitor the plan. The details of this will depend on the plan itself but will largely relate to decisions on planning applications, enforcement (where necessary), service delivery (where appropriate) and regeneration (where appropriate).

You do not have to opt for a neighbourhood plan if you do not want to. You could have your plan adopted as a community plan instead or a supplementary planning document instead (speak to the Council about this and other options).

## **Bath City Forum 26 April 2016- Reports from Task and Finish Groups**

### Constitution Task and Finish Group

#### 1) Members

- Cllr Rob Appleyard
- Van DuBose (Vice Chair)
- Michael Hill
- Joe Rayment (Chair)
- George Samios
- Cllr Peter Turner

#### 2) Meetings

The Forum met twice, advised by Andy Thomas and Maria Lucas

#### 3) Key Issues for the Group

- The Group distinguished between Terms of Reference (setting out objects and key ways of working) and Standing Orders (setting out in more detail how the Forum works. It was also agreed to recommend that the Forum be able to set its own Standing Orders. A Code of Conduct and Declarations of Interest proforma were also approved. These documents are attached within the agenda.
- The Group discussed in detail a number of options for substantive amendments to make to the objectives of the Forum and also considered whether the Council be request to create an Area Committee for Bath. Liaison also took place between the work of this Group and of the CIL Group, particularly on this issue.
- Following these discussions, substantive changes agreed for recommendation by the Group include:
  - ✓ Changes to the Chairing and Vice Chairing arrangements of the Forum so that the Chair shall be drawn from the 12 elected Bath Councillors serving as members of the Bath City Forum and the Vice Chair drawn from the co-opted members
  - ✓ Establishing a Co-options Panel and setting out the terms of appointment so that Co-optees will be appointed for 2 years. Following this, co-optees can be appointed for up to 2 subsequent years only, with arrangements made so all co-optees do not end their terms at the same time. Co-optees may seek re-appointment after a further 2 years have elapsed

#### 4) Recommendations:

1. That the Terms of Reference and Standing Orders for the Bath City Forum be recommended to Bath & North East Somerset Council to replace the Terms of Reference document agreed by Council in July 2015
2. That the Code of Conduct and Declarations of Interest documents be adopted by the Forum

## Community Infrastructure Levy Task and Finish Group

### 1) Members

- VanDuBose
- Cllr Paul Crossley
- Cllr Fiona Darey (Chair)
- Caroline Kay
- Robin Kerr

### 2) Meetings

The group met twice, advised by Paul Pennycook, Andy Thomas, Alfred La Vardera and Carrie-Ann Evans

### 3) Key Issues for the Group

- Understanding the national Planning Practice Guidance and how the local portion of CIL is designed to work in an unparished area
- Consideration of how best to implement in Bath the stipulation that  
“If there is no Parish, Town or Community Council, the charging authority will retain the levy receipts but should engage with the communities where development has taken place and agree with them how best to spend the neighbourhood funding”
- Understanding how the 85% of CIL that is not the neighbourhood portion is to be spent
- The final decision-making body for allocation of this local portion, with an agreement that City Forum should have the most possible responsibility for formulating proposals with the relevant Council body providing “sign-off” to decisions

The process agreed by the Group for this is included within the agenda papers

### 4) Recommendations

1. For the Forum to recommend to Council that the process set out be adopted for allocation of the neighbourhood portion of CIL in the unparished area, and that the Council’s scheme of delegation be updated to reflect this
2. That a Forum Standing Panel be established with a membership comprising Forum members (to be determined) and also those local elected members appropriate to the neighbourhood portion of CIL under discussion at any one time
3. That regular updates be made to the Forum on the progress of disbursement of all CIL moneys in Bath

## **Report to Bath City Forum , 26<sup>th</sup> April 2016**

### **Report from Constitution Sub-Group**

#### **A) Draft Revised Terms of Reference- Bath City Forum**

##### **Recommendations to Forum**

#### **1. Background**

- 1.1. The Bath City Forum has been established by Bath & North East Somerset Council as part of its commitment to improving engagement with partners and local communities. As a champion for Bath as a city, the Bath City Forum will assist the Council and Cabinet in policy development and delivery on matters essential to allow Bath to realise its full potential as a leading small city. The Bath City Forum is part of our overall Connecting Communities framework which brings communities together to address local issues and priorities. This Framework is supported by a local Forum in each area that works to join up services and foster communication so local people receive better outcomes.

#### **2. Name and Area of Benefit**

- 2.1. The name of the Forum is the Bath City Forum. For the purposes of Council procedures this shall be considered the City of Bath's equivalent of a Connecting Communities Forum. The scope of representation and operation of the Forum shall be the following wards in the City of Bath ("the City"):

- Abbey
- Bathwick
- Combe Down
- Kingsmead
- Lambridge
- Lansdown
- Lyncombe
- Newbridge
- Odd Down
- Oldfield
- Southdown
- Twerton
- Walcot
- Westmoreland
- Weston

- Widcombe

### 3. Aims and Objectives

- 3.1. The aim of the Bath City Forum is to provide a mechanism for collaboration between communities and public bodies in the City to improve local engagement, join-up services and help local people receive better outcomes. It will do this by:
- Acting as a “Champion” on behalf of the City
  - Improving the engagement of Bath & North East Somerset Council and its partners with local communities to better address City issues and priorities.
  - Involving City and non-City residents and organisations, seeking their views and encouraging them to participate in projects which improve the City
  - Identifying and addressing common issues of concern across the City
  - Agreeing how organisations will work most effectively together to respond to the City’s priorities and take action where appropriate
  - Influencing wider policy developments
  - Linking with relevant bodies , partnerships and projects in the City
- 3.2. The Bath City Forum shall be an advisory and consultative body and shall not have delegated funding or decision-making powers. 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.
- 3.3. The Bath City Forum shall not be a Neighbourhood Forum for the purposes of Neighbourhood Planning

### 4. Key principles

- 4.1 All members of the Bath City Forum agree to adopt the following key principles:-
- To **listen** - always being open to ideas.
  - To **prioritise** - making sure local needs come first.
  - To **join up** - working in partnership with our local communities.

- To **work collaboratively** - helping communities find the best way to tackle local issues.
- To **share ideas** - building on what works.

4.2 Members' primary duty as members is to the City of Bath

## 5. Membership

5.1 The Bath City Forum's membership shall comprise

- 12 elected Bath & North East Somerset councillors, representing Bath City wards and not serving in the Council's Cabinet, in the following proportion:
  - Conservative Group- 5
  - Liberal Democrat Group- 4
  - Labour Group- 1
  - Green Group- 1
  - Independents & Village Voice Group- 1
- One member of the Cabinet to ensure effective linkages between the Forum
- Up to 13 co-opted members who are not Bath & North East Somerset elected councillors but drawn from residents, business, heritage and other groups within the City.

## 6. Recruitment of Co-Opted members

- 6.1. The Bath City Forum will adopt and use a clear process for recruitment of co-opted members. Co-opted members will be required to demonstrate their understanding of local needs and willingness to work together to support the aims of the Forum. This recruitment process will include:
- A description of the co-optee role to be filled along with the relevant theme, outcome or priority which is being reflected in the role
  - The criteria for assessment of the role
  - An open process for publicising the role's availability
  - A process for review
- 6.2. A Selection Panel for co-options shall be selected by the Forum from its membership comprising a total of 5 members, at least two of whom shall be co-opted members not seeking a further term of co-option in that round of recruitment and two of whom would normally be the Chair

and Vice Chair of the Forum, where the Vice Chair is not a co-optee seeking a further term of co-option in that round of recruitment. The Panel shall draw up draft criteria for selection which shall be presented to the Forum for approval. The Panel shall have authority for making co-options, applying the criteria agreed by the Forum

- 6.3. Co-optees will be appointed for 2-years. Following this, co-optees can be appointed for up to 2 subsequent years only, with arrangements made so all co-optees do not end their terms at the same time. Co-optees may seek re-appointment after a further 2 years have elapsed

## **7. Meetings**

- 7.1. The Bath City Forum shall adopt its own Standing Orders for meetings
- 7.2. All members of the Bath City Forum will be requested to promote meetings to encourage wider engagement.

## **8. Area Profile**

- 8.1. The Bath City Forum will establish and keep updated an Area Profile that aims to inform the priorities for the Forum.



## **Bath City Forum- Standing Orders**

### **Recommendations to Forum**

#### **RULE 1 - SUSPENSION OF RULES**

There are occasions when it is helpful to the effective conduct of a meeting, or for other reasons, not to apply a particular Procedural Rule. It is therefore open to any meeting to suspend one or more of its operational Rules.

It is necessary for the suspension of a Rule to be proposed by a member who should make it clear which Rule is being suspended and for how long. For example, it may be necessary to suspend a Rule for part or all of a meeting.

A majority of members present at a meeting must support the proposal to suspend a Rule.

#### **RULE 2- MEETINGS**

The Bath City Forum will meet at least three times a year, one of which meetings shall be the Annual General Meeting. A notice of each meeting will be placed on Bath and North East Somerset Council's web meeting diary

The Forum may arrange other events and establish working groups as appropriate

#### **RULE 3- ANNUAL GENERAL MEETING**

The Bath City Forum will hold an Annual General Meeting each year within thirteen months of the previous AGM.

At Annual General Meetings meetings, the Bath City Forum will:-

- i. Elect the Chair and Vice Chair, following Rule 4: If any post is unfilled or becomes vacant, elections may take place at subsequent ordinary meetings.
- ii. Review and agree the process for co-opted membership
- iii. Agree an Agenda Plan and meetings schedule.
- iv. Agree any other working arrangements required
- v. Consider how to engage more widely, showcase initiatives and share good practice within its own area and with other areas across Bath & North East Somerset.
- vi. Agree the main issues and topics it wishes to consider over the coming year, with particular reference to the distinctive urban issues affecting Bath

#### **RULE 4 – CHAIR OF BATH CITY FORUM**

The Bath City Forum will elect a Chair and Vice-Chair at its first inaugural meeting. Thereafter elections for these posts will take place at the subsequent Annual General Meeting.

The Bath City Forum will elect its own Chair and Vice Chair from its membership. The Chair shall be drawn from the 12 elected Bath Councillors serving as members of the Bath City Forum. The Vice Chair shall be drawn from the co-opted members

The Chair and Vice Chair will act independently and work on behalf of the Forum for the wider benefit

The Chair and Vice Chair will meet with the Bath & North East Somerset Council Forum Sponsor as a Steering Group to agree agendas, resolve issues and report on actions as appropriate.

Voting for the Chair and Vice Chair will be available only to those existing members of the Forum, notification of which will be made in advance. The existing Chair and Vice Chair may seek re-election. Nominations for Chair and Vice Chair may be received prior to and at the AGM. This includes self-nominations for both positions

#### **RULE 5- CHAIR OF FORUM MEETINGS**

At a meeting of the Forum, the Chair, if present, shall preside.

If the Chair is absent from a meeting, and then the Vice-Chair, if present, shall preside.

If both the Chair and Vice-Chair are absent from a meeting, another member of the Forum chosen by the meeting shall preside.

The person presiding at the meeting may exercise any power or duty of the Chair in relation to the conduct of the meeting.

#### **RULE 6- WORKING METHODS**

Agendas and papers for meetings will be circulated a minimum of seven calendar days before a meeting. A record of each meeting will be taken and an Action Log kept.

Members of the Bath City Forum will be invited to submit agenda items to the Steering Group in advance of each meeting.

Every member of the Bath City Forum will be accorded the same degree of respect and consideration by all other members.

The Bath City Forum may establish from time to time working parties that will be responsible for undertaking specific topics as necessary.

Members of the working parties may co-opt individuals or organisations to join, in an advisory capacity, to support their objectives.

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

#### **RULE 7 - AGENDA PLANNING**

The Bath City Forum will adopt a core agenda for ordinary meetings as follows:-

- Standing Items
- Consultation items
- Community items
- Area Profile and priorities

Each meeting will receive an update on actions from the previous meeting and at the end of each meeting the actions arising from the current meeting will be summarised.

#### **RULE 8 – MINIMUM NUMBER OF MEMBERS PRESENT (QUORUM)**

A quorum shall apply of one third of the extant membership No business shall be transacted at a meeting of the Forum unless at least one third of the whole number of the Forum present

Currently this means the quorum is set at 9. Of the quorum of 9, there must be a minimum of 4 co-optees and a minimum of 4 councillors.

If, at the start of or during any meeting of the Forum, the Chair, after requiring a count of the number of Members present, declares that there is not a minimum required numbers present, the meeting shall immediately stand adjourned.

The consideration of any business not transacted shall be adjourned to the next ordinary meeting of the Forum unless the Chair, or the Forum, decides that the meeting should be re-convened at another time or on another date to transact or complete its business. When this happens, the Chair or the Forum may also decide the date and / or time at which the meeting shall re-convene.

#### **RULE 9 - RECORD OF ATTENDANCE**

All Members present during the whole or part of a meeting must sign their names on the attendance sheet before the conclusion of every meeting.

#### **RULE 10 – RECORDING AT MEETINGS**

Persons attending meetings may take photographs, film and audio record the proceedings and report on the meeting. However, oral commentary is not permitted during the meeting as it would be disruptive.

Some meetings may be webcast and those who do not wish to be filmed need to make themselves known to the webcasting staff. However, members of the public need to be aware that they may be filmed by others attending and that is not within the Forum's control.

### **RULE 11- CHANGING THE ORDER OF BUSINESS**

The Chair may at her/his discretion vary the order of business at the meeting. The Forum meeting may also decide to vary the order in which agenda items are taken.

## **RULES OF DEBATE**

### **RULE 12 – CONDUCT OF THE MEETING**

The Chair is responsible for conducting the meeting. In this they will be guided by the Forum Sponsor

### **RULE 13 – POWERS OF THE CHAIR**

The powers and duties of the Chair are as follows:

- (a) to act as the focal point for debate;
- (b) to preserve order and ensure the proper and efficient conduct of the meeting;
- (c) to ensure that members of the public and Forum members are able to follow proceedings;
- (d) to confine discussion to the issue under consideration;
- (e) to ensure all members have an equal opportunity to participate;
- (f) to decide whether proposals put to the meeting are in order;
- (g) to decide procedural matters;
- (h) to conduct voting and to declare the result;
- (i) to sign the minutes of the previous meeting(s) as a correct record when authorised to do so by the meeting;
- (j) to adjourn the meeting if circumstances justify such action;
- (k) to declare the meeting closed when its business has been completed;

### **RULE 14 – CHAIR TAKING PART IN DEBATE**

The Chair will normally take part in debate at a Forum meeting.

### **RULE 15 – MEMBERS TO ADDRESS THE CHAIR**

When speaking at a meeting, Members shall address the Chair.

### **RULE 16 – MINUTES**

The Chair will invite the meeting to approve the minutes of the previous meeting as a true and correct record. There will be no discussion on the minutes other than on their accuracy. When so approved, the Chair is authorised to sign them

### **RULE 17 - MOTIONS MOVED WITHOUT NOTICE**

The following matters may be proposed as a motion during a meeting, by a member of the Forum, without the need to give notice:

- (a) Appointment of a Chair of the meeting.
- (b) The accuracy of the minutes.
- (c) To change the order of agenda business
- (d) To adopt a recommendation or some other course of action arising from a report to the meeting
- (e) Extending the time limit for speeches and for public questions
- (f) Amendments to matters raised
- (h) That the meeting proceeds to the next business
- (i) That the question be now put
- (j) That the debate be now adjourned
- (k) That the meeting now adjourns
- (l) That the meeting continue beyond the prescribed deadline to end no later than a specified time.
- (m) Suspending Procedural Rules in accordance with Rule 1

### **RULE 18 – PARTICIPATION FROM THE PUBLIC**

Members of the public may put forward questions for answer at the “open session” at the start of each Forum meeting. This right extends to any resident of Bath of any age and includes a homeless person, a traveller currently within the Forum area or a member of the Forum’s staff provided the subject matter relates to their role as a private citizen. This right also exists for a representative of any Bath & North East Somerset organisation or any South West regional or sub-regional organisation that has legitimate legal activity in the Bath area or whose work affects Bath citizens. All questions should normally be submitted in writing in advance (this to include transmission by e mail) but at the discretion of the Chair this requirement may be waived if the timing of business allows. This session shall last for no longer than 30 minutes.

A question will not be accepted under this Rule if:

- the answer would require exempt or confidential information to be divulged;
- the subject matter is about an application for a legal consent or permission where there is an alternative process to challenge or to appeal against it or where the question/answer process might prejudice the proper consideration of such an application or consent;
- it is about a matter which has already been lodged with the Forum or with another statutory body as a formal complaint;
- it contains an allegation against, or comments about, the conduct of individual members or officers.

The text of written questions to Forum, and their written or published responses, should contain no reference to political groups/parties or individuals.

Where a member of the public not a member of the Forum indicates a wish to speak as part of any debate or discussion, this shall be entirely at the Chair’s discretion.

## **RULE 19 – MOTIONS**

A motion is a proposal from a member at the meeting aimed at opening a debate on an agenda item. A motion once proposed needs a second member to indicate a willingness for it to be considered. This is called “seconding” the motion.

A motion usually takes the form of a proposal to adopt a course of action based on a recommendation in a report. It can be a different proposal to that which is recommended in any report.

A recommendation in a report is not of itself a motion unless or until a member proposes its adoption.

A Member who moves a proposal may, with the agreement of the seconder, accept a suggestion for a minor adjustment to the wording of the proposal. Where a proposed adjustment is considered at the meeting to be of significance and not therefore “minor”, it will be treated instead as if it was a formal amendment – see Rule 15 below.

## **RULE 20 – AMENDMENT**

An amendment is a proposal by a member to change the words of a motion which has been moved and seconded. The amendment shall be relevant to the subject matter of the motion and shall be: -

- (a) to leave out words, or
- (b) to leave out words and insert or add other words, or
- (c) to insert or add words, or
- (d) to refer the matter to a Committee/Sub Committee, the Cabinet or an Overview and Scrutiny Panel for consideration
- (e) to defer consideration of the matter.

An amendment must not

- 1. be a direct negative of a motion; or
- 2. seek to introduce into the motion a new issue unrelated to the subject dealt with in the motion.

If an amendment seeks to achieve something that is relevant but cannot be achieved by merely voting against the motion, it is likely to be ruled as a valid amendment. The meeting will be advised by the Forum Sponsor on the validity of amendments and the ruling of the Chair thereon will be final.

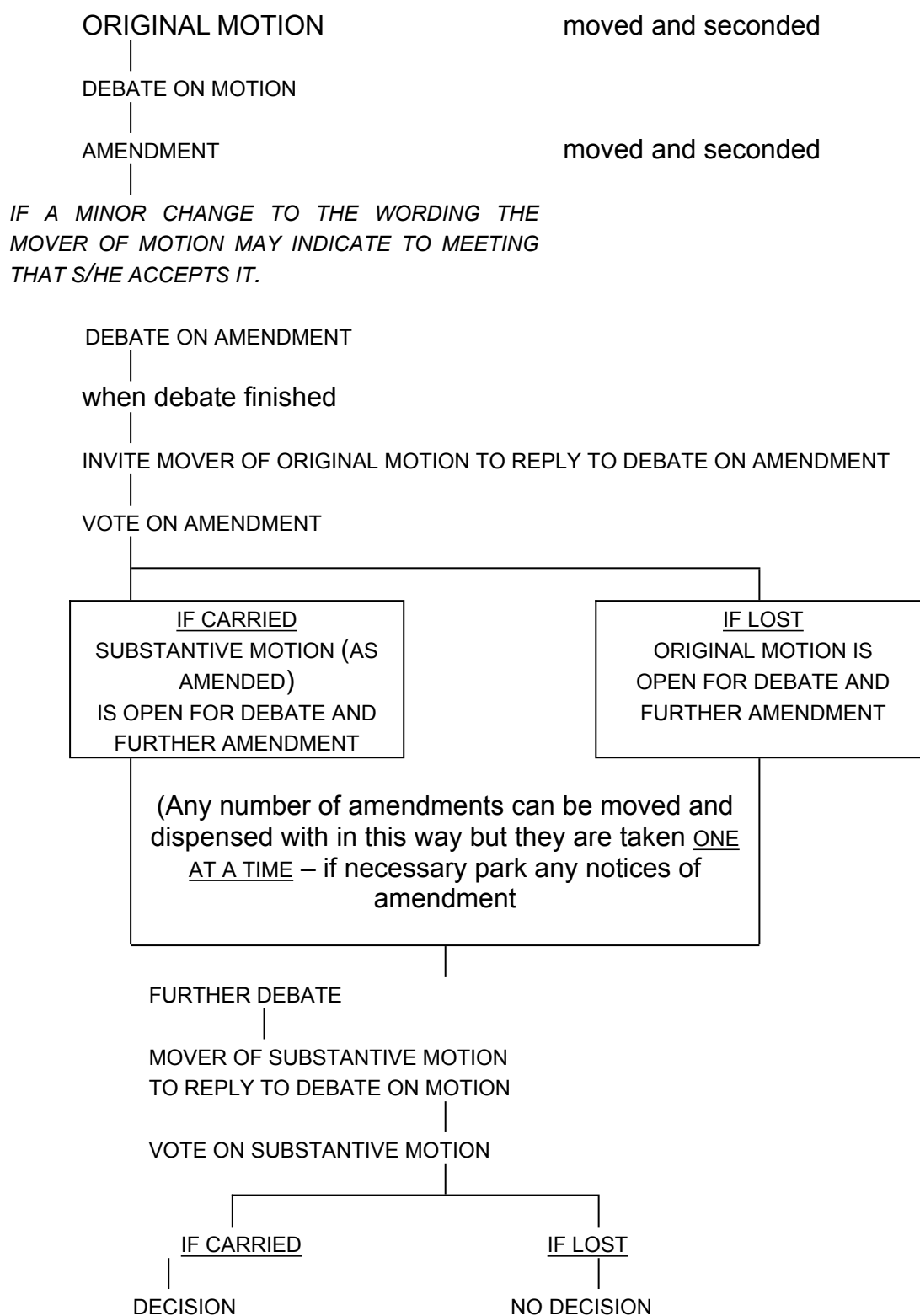
Only one amendment may be moved and discussed at a time. No further amendment shall be moved until the amendment under discussion has been disposed of.

Notice of intention to move any further amendment and the nature thereof may, at the discretion of any member, be given to the Chair before a vote is taken on the current amendment being considered at the meeting.

If an amendment is defeated, other amendments may be moved to the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the substantive motion upon which any further amendments may be moved in turn.

The next page contains a flow diagram which illustrates the debating process

## DEBATING FLOW CHART





## **RULE 21 – SECONDING**

Any motion or amendment is only able to be discussed once a second Member has indicated a willingness for it to be considered. This is called “seconding”.

## **RULE 22 - RIGHT OF REPLY**

At the end of a debate about a motion, the member who first proposed the substantive motion may exercise a right to reply to the points raised in the debate. The right to reply to a debate on an amendment rests also with the member who proposed the successful amendment.

A member exercising a right of reply shall confine her/his speech to answering points raised by the previous speakers, and shall not introduce new material. The Chair’s ruling in this regard shall be final.

After every right of reply to which this Rule refers, a vote shall be taken without further discussion.

## **RULE 23 – WITHDRAWAL OF MOTION**

A motion or amendment may be withdrawn by the mover with the consent of her/his seconder and of the meeting, which shall be signified without discussion. No member may speak upon it after the mover has asked permission for its withdrawal, unless permission to withdraw it has been refused in which case it remains open for debate.

## **RULE 24 - NO SPEECHES UNTIL MOTION SECONDED**

No speeches may be made after the mover has moved a motion and explained the purpose of it until the motion has been seconded.

## **RULE 25- CONTENT AND LENGTH OF SPEECHES**

A member shall direct her or his speech to the question under discussion or to a personal explanation or to a point of order (see Rule 27 below). A Member proposing a motion, when presenting a report from such a body, will be allowed no more than 5 minutes for her or his speech. No other speech by any member or invited other person will exceed 3 minutes.

## **RULE 26 - CLOSURE MOTIONS**

A member who has not spoken in a debate may move without comment at the conclusion of a speech of another member

“That the meeting proceed to the next business”,

“That the question be now put” (*In effect “That the vote be now taken”*),

“That the debate be now adjourned”, or

“That the meeting do now adjourn”,

on the seconding of which the Chair shall proceed as follows:-

- (a) On a motion “to proceed to next business”: unless in her/his opinion the matter before the meeting has been insufficiently discussed, the Chair shall first give the mover of the original motion a right of reply, and then put to the vote the motion “to proceed to the next business”.
- (b) On a motion “that the question be now put”: unless in her/his opinion the matter before the meeting has been insufficiently discussed, the Chair shall first put to the vote the motion “that the question be now put”. If that motion is passed, the Chair will invite the mover of the original motion to exercise her/his right of reply before putting that original motion to the vote.
- (c) On a motion “to adjourn the debate or the meeting”: if in her/his opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion, the Chair shall put the adjournment motion to the vote without giving the mover of the original motion a right of reply.

#### **RULE 27- POINTS OF ORDER/POINTS OF PERSONAL EXPLANATION**

A member may indicate a “point of order” or a “point of personal explanation” and shall be entitled to be heard immediately.

- (a) A "Point of Order" shall relate only to an alleged breach of a Procedural Rule or statutory provision. The member shall specify the Procedural Rule or statutory provision and the way in which s/he considers it has been broken.
- (b) A "Personal Explanation" shall be confined to some material part of the member's former speech which may appear to have been misunderstood in the present debate.

The ruling of the Chair on a point of order, or on the admissibility of a personal explanation, shall be final.

#### **RULE 28 - VOTING**

Since the Forum will be advisory and consultative only, with no delegated decision-making powers, both Bath & North East Somerset Council elected members and co-opted members may have voting rights on the Forum

The Bath City Forum will seek to operate by consensus wherever possible. Where there is a vote, this shall be by simple majority, subject to the quorum of the meeting being met.

Subject to the provisions of any enactment all questions coming or arising before the meeting shall be decided by a majority of the Members of the Forum (or other persons entitled to vote) present and voting.

The Chair shall ensure that that the proposal to be voted on is clear. Voting will proceed by a show of hands – first those voting “for” the proposal and then those voting “against” the proposal. This will be followed by a show of hands from those who are abstaining from voting.

If on any vote the numbers “for” and “against” a proposal are equal, the proposal is NOT CARRIED and it therefore falls. The record of the meeting will reflect the “NOT CARRIED” status of the proposal.

While by convention in this Authority, the Chair does not exercise a second or casting vote to resolve issues where there is an equality of votes, the decision on whether or not to exercise a second or casting vote is that of the Chair alone. They retain the right to proceed as they see fit. Exercise of a second or casting vote will not invalidate the decision.

*(A second vote from the Chair means that they have voted in the original vote which resulted in tied numbers and votes again to break the deadlock.*

*A casting vote is exercised when the Chair did not take part in the original vote and casts a vote in favour or against in order to break the deadlock.)*

If before a vote is taken, a member proposes it, and 6 other members agree, a named vote will be taken of those in favour of or against a proposal, and those abstaining from voting. This information will be recorded in the minutes of the meeting.

Any member is entitled on request made through the Chair at the meeting to have her/his individual vote or abstention recorded in the minutes.

## **RULE 29 - DISORDERLY CONDUCT**

If at a meeting any member of the Forum, in the opinion of the Chair, misconducts her/himself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the meeting, the Chair or any other member may move "that the member named be not further heard", and the motion if seconded shall be put and determined immediately without discussion.

If the member named continues the misconduct after a motion under the foregoing paragraph has been carried the Chair shall -

EITHER move "that the member named leave the meeting" (in which case the motion shall be put and determined immediately without seconding or discussion):

OR adjourn the meeting for such period as s/he shall consider expedient.

In the event of general disturbance, which in the opinion of the Chair renders the due and orderly despatch of business impossible, the Chair in addition to any other power vested in her/him may, without question put, adjourn the

meeting of the Forum for such period as s/he in her/his discretion shall consider expedient.

Members shall at all times conduct themselves in a proper, efficient, effective and courteous manner affording due respect to the office of the Chair and to the formality of the Forum meeting

### **RULE 30 - DISTURBANCE BY MEMBERS OF THE PUBLIC**

If a member of the public interrupts the proceedings at any meeting the Chair shall issue a warning. If the person continues the interruption, the Chair shall order the person's removal from the meeting room. In case of general disturbance in any part of the chamber open to the public the Chair may order that part of the meeting room to be cleared and / or may adjourn the meeting for such period as they at their discretion shall consider expedient.

### **RULE 31- DURATION OF FORUM MEETING**

No meeting of the Forum will continue beyond 9pm.

A meeting may decide, on a proposal from the floor, to continue its proceedings to end at a time stated in its resolution arising from such a proposal.

If the meeting is unable to complete its business by 9pm, and does not agree to continue beyond that time, or fails to complete its business by the alternative end time it has agreed under this Rule, the meeting will automatically stand adjourned. Any item of business being dealt with at the time of the adjournment will be put immediately to the vote. All uncompleted business will stand adjourned to be considered at the next meeting or to an adjourned session. The Chair or the meeting may decide the date and time of the adjourned session

## **Bath City Forum- Code of Conduct (including Register of members' Interests)**

### **Recommendations to Forum**

#### **General**

All members of the Bath City Forum must comply with the “Seven Principles of Public Life” (also known as the Nolan Principles). The principles require the highest standards of conduct. The Seven Principles of Public Life are:

**Selflessness** - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

**Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.

**Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership** - Holders of public office should promote and support these principles by leadership and example.

Every member of the Bath City Forum will be accorded the same degree of respect and consideration by all other members.

All members are expected to follow [The Code of Conduct for Members and Co-Opted Members together with The Rules for Registration of Interests and Conflicts of Interest](#)

#### **Declarations of Interest**

Elected members on the Bath City Forum are required to declare interests as described in Part 2 of the above, “Registration, Disclosure and Duties on Interests Held by Members and Co-Opted Members”. These are provided as a public register. Similarly, co-opted members are required to declare interests as set out above and a form similar to that used by elected members is provided for this purpose and is attached. These declarations will also be made available publicly.

### Meetings

Whilst taking part in The Bath City Forum meetings, all members should remember to:

- Maintain a professional manner and treat other members of the panel with respect.
- Seek positive solutions to gain the best outcomes for the communities of Bath.
- Allow each other the opportunity to speak without interruption
- Be aware that the purpose of the meeting is to benefit The City of Bath and its stakeholders
- Declare any interest or personal involvement if relevant to the matter under discussion

### Press and Publicity

Only the Chair, Vice Chair and any other member authorised by them may speak on behalf of the Forum as a whole, and then must reflect the views and decisions of the Forum

### Dealing with Complaints

Complaints under this Code of Conduct about Forum members shall be made to the Monitoring Officer and considered through the complaints [process](#).

## REGISTER OF MEMBERS' INTERESTS

### GENERAL NOTICE OF REGISTRABLE INTERESTS

Bath and North East Somerset Council's Code of Conduct adopted 19 July 2012

I, .....

a Member/Co-opted Member of Bath and North East Somerset Council (The Council)  
give notice that

#### **Either**

I have no registrable interests which are required to be declared under the Council's Code of Conduct, and I have put 'none' where I have no such interests under any heading.

#### **OR**

I have set out below under the appropriate headings my interests, and those of my spouse/civil partner (or person with whom I am living as such) of which I am aware, which I am required to declare under the Council's Code of Conduct. These include any disclosable pecuniary interests under sections 29 to 31 of the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, and I have put '**none**' where I have no such interests under any heading.

*Note:*

- 1. Where you consider that information relating to any of your interests is a 'Sensitive Issue' you need not include that interest provided you have consulted with the Monitoring Officer and s/he agrees that it need not be included. A 'Sensitive Interest' is an interest which could create or is likely to create a serious risk that you or a person connected with you may be subjected to violence or intimidation.*
- 2. Where the interest is no longer a 'Sensitive Issue' you must notify the Monitoring Officer within 28 days of that change.*
- 3. This form gives general guidance but is not comprehensive. The Localism Act and the Regulations named above should be referred to where necessary. Continuation sheets should be used where needed and clearly marked.*
- 4. Please note the significant change under the new rules requiring disclosure of not only your own interests but also known interests of your spouse/civil partner or person with whom you are living as such. There is no need to identify, if there is one or more interests, to which of you it belongs.*

<b>1. Employment, Office, Trade, Profession or Vocation</b>
1.1 You should disclose any employment, office, trade, profession or vocation carried on for profit or gain, including the name of any person or body who employs or

has appointed you.

## **2. Sponsorship**

- 2.1 You should declare any payment or provision of any other financial benefit (other than from the Council) made or provided within the last 12 months in respect of expenses incurred by you in carrying out your duties as a member, or towards your election expenses.

*Note – This includes any payment or financial benefit from a trade union.*

## **3. Contracts**

- 3.1 You should declare any current undischarged contract made between you, or a body in which you have a beneficial interest, and the Council under which goods or services are to be provided or works are to be executed.

*Note – A contract is normally written and includes any agreement or arrangement for the supply of goods or services or for undertaking any work for the Council).*

## **4. Land**

- 4.1 You should declare any beneficial interest in land located within the Council's area (excluding any easement, or right in or over land which does not carry the right to



occupy or receive income).

*Note – A beneficial interest may be described as a proprietary interest for your own benefit. You should give the address or a brief description to identify the land. You should include your home under the heading as owner, leasee or tenant. This includes joint ownership, leasees, tenants. You should also include any property from which you receive rent or of which you are a mortgagee. Land ‘including any buildings or parts of buildings’.*

## **5. Licences**

5.1 You should detail any licence (alone or jointly with others) to occupy land in the Council’s area for a month or longer.

*Note – This includes allotments, garages, licenses and other short term arrangements to use land or property.*

## **6. Corporate Tenancies**

6.1 You should detail any tenancy where to your knowledge, the Council is the landlord and the tenant is a body in which you have a beneficial interest.

*Note – A beneficial interest is a proprietary interest for your own benefit.*

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## 7. Securities

- 7.1. You should detail any beneficial interest in securities of a body which has to your knowledge a place of business or land in the Council's area and **either** the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital, **or** one hundredth of the total issued share capital of any class of shares issued.

*Note – If you own shares or other form of equity in a company or other body which has a place of business in the Council's area, you will need to consider whether the interest is to be included. Identify the nominal value – this is the amount of shares indicated on the certificate, not the market value. If this exceeds £25,000, you need to register the name of the company or body. If this is less than £25,000 but your holding is more than 1% of the total issued share capital, you also need to register the name of the company or body.*

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## 8. Disclosure of Gifts and Hospitality

- 8.1 You must reveal the name of any person or organisation from whom you have received a gift or hospitality with an estimated value of at least £50 which you have received in your capacity as a member of the Council.

Date of receipt of Gift/Hospitality	Name of Donor	Reason and Nature of Gift/Hospitality

*You are reminded that you must update the register within 28 days of receiving any further gift or hospitality with an estimated value of at least £50 by completing a continuation sheet which may be obtained from*

## 9. Changes to Registered Interests

- 9.1 I understand that I must, within 28 days of becoming aware of any new or change in the above interests, including any change in relation to a sensitive interest, provide written notification thereof to the Council's Monitoring Officer.

9.2 I recognise that it is a breach of the Council's Code of Conduct to:

- (1) omit information that ought to be given in this notice;
- (2) provide information that is materially false or misleading;
- (3) fail to give further notices in order to
  - bring up to date information given in this notice;
  - declare an interest that I acquire after the date of this notice and have to declare

and that any breach of the Code of Conduct can be referred to the Standards Committee.

9.3 I note that failure (without reasonable excuse) to

- (a) register a DPI
- (b) to disclose any unregistered interest in a matter under consideration if present at a meeting or
- (c) to notify the Monitoring Officer of any unregistered DPI within 28 days of its disclosure at a meeting
- (d) participate in any discussion or vote when a DPI exists

are criminal offences and risk a fine not exceeding level 5 on the standard scale (currently £5,000) or disqualification as a member for a period not exceeding 5 years.

**Signed** (electronic signature) .....

**(Councillor/Co-opted Member)**

**Date:** .....

**Received:**

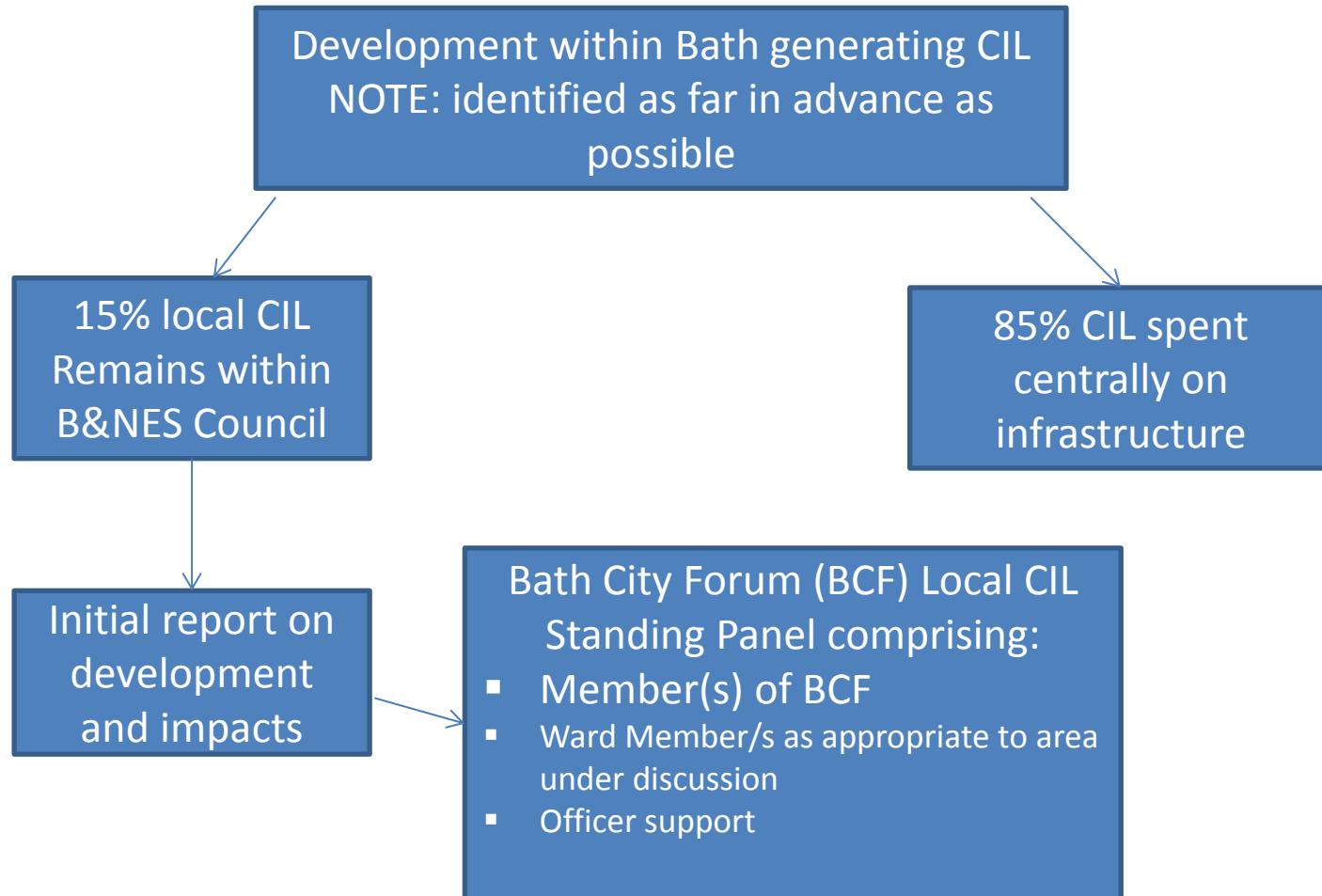
**Date** .....

**Signed** .....

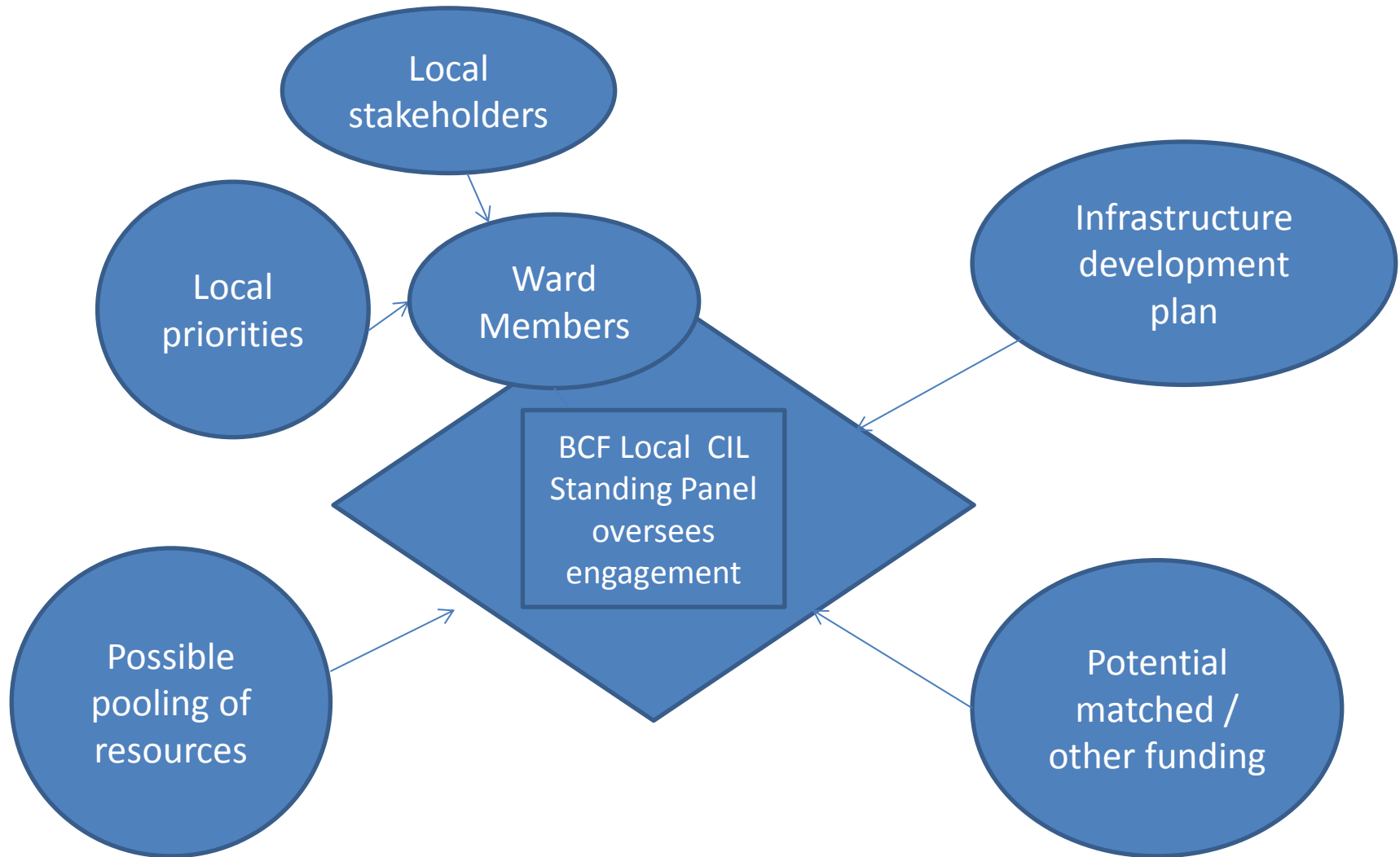
**Monitoring Officer for Bath & North East Somerset Council**



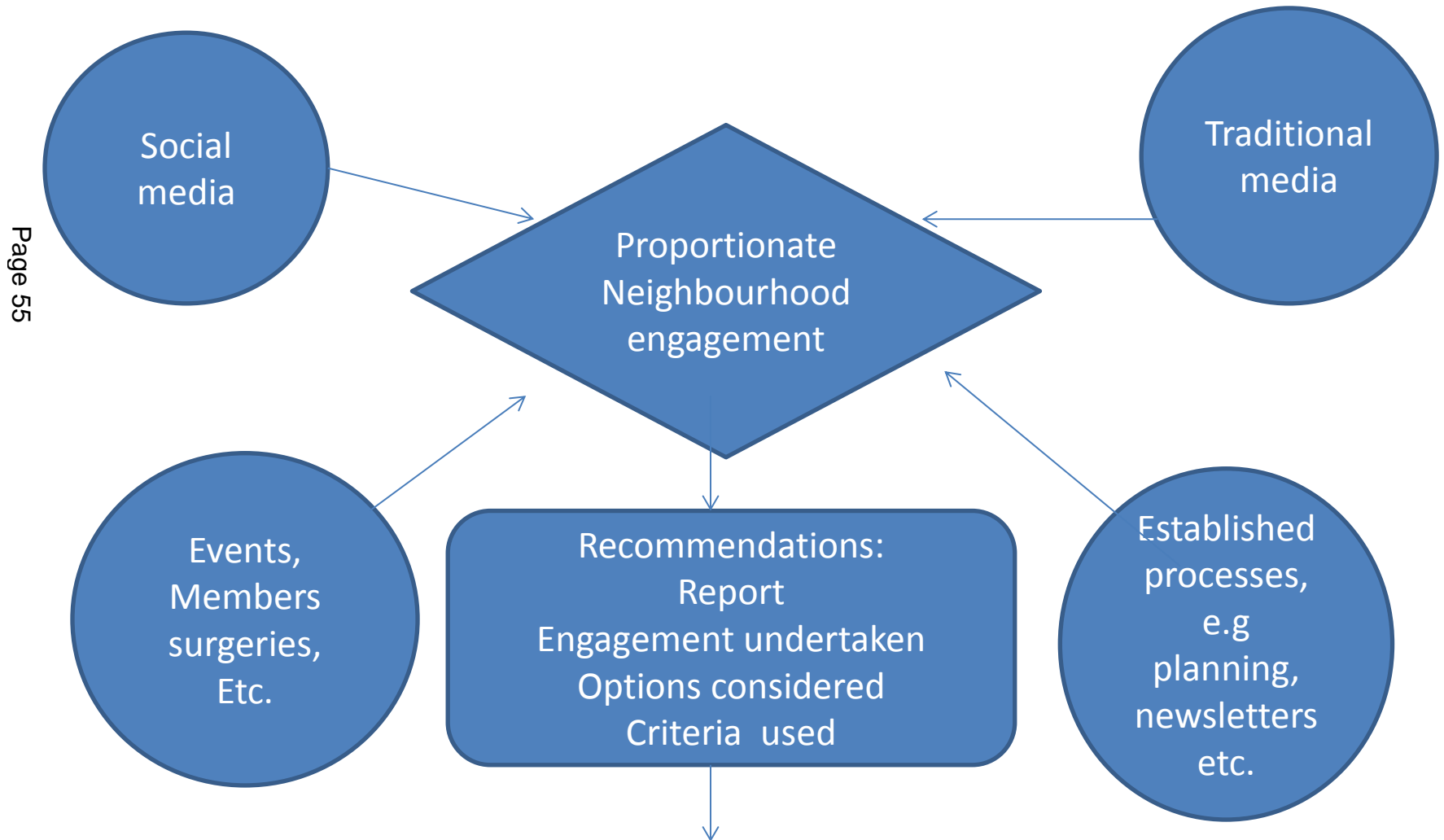
# CIL local portion process flow chart



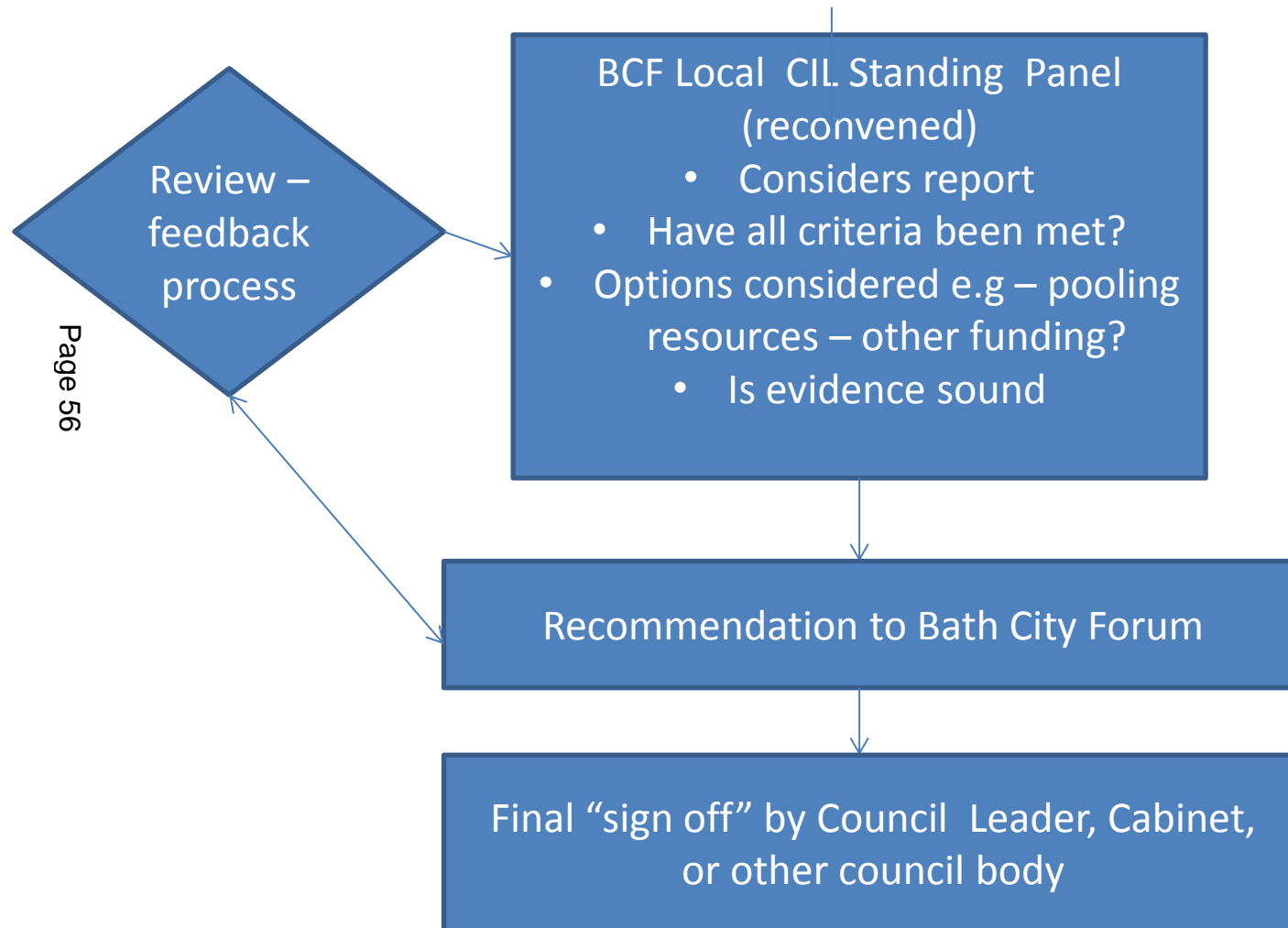
# Neighbourhood engagement



# Engagement tools



# Decision and review





## Forward Plan- Draft for Bath City Forum, April 26<sup>th</sup> 2016

### KEY

<b>Bath City Conference item</b>	The Bath City Conference is currently scheduled for July 2016. It was agreed that the Conference seek to encompass the City's Major Development/Infrastructure issues which had been raised by Forum members so far. In addition a series of workshop events will take place at the conference on specific issues
<b>Future NEW Potential Agenda Items.</b>	These are issues for which Task and Finish Groups have not been established so far or for which no other action is planned
<b>Future developments of previous or current Agenda Items</b>	Future ongoing/reportbacks on issues for which actions have begun
Item on hold	For consideration

Theme	Issue	Action so far	Lead / Involving	Scheduled Action
Cross-cutting	Creation of Mission Statement	Referred to Constitution T and F group	Raised by Cllr Norton-	Constitution T and F group reporting April 26 2016
Cross-cutting	I suggest that the	Referred to	Raised by Van Dubose	Constitution T and F group

	<p>Constitutional Issues Task and Finish Group addresses the scope of our remit: Which criteria should determine the types of issues we will address and what action should we actually take on such matters? Otherwise the list will be impossibly long and there will never be agreement on how to prioritise them or what to do about each one.</p> <p>Pending that, I would like for these essential City of Bath matters to be added to the list and that a permanent Task and Finish Group is formed to take responsibility for each.</p>	Constitution T and F group		reporting April 26 2016
Cross-cutting	Sustainability (waste & energy planning), Transport (including promotion of cycling), community cohesion, promotion of Wellbeing	Referred to Constitution Task and Finish Group	Raised by George Samios-	Constitution T and F group reporting April 26 2016
Children & Young People	Youth representation on the Bath City Forum- Youth Parliament and other groups representing younger people	Discussions have taken place with the new MYP with a view to invitation to the	Cllr Goodman MYP	TBD

		Forum  Cllr Norton has suggested learning from Basildon youth initiatives	Cllr Norton	
Children & Young People	Child Friendly City		Raised at first forum meeting	
Developments and Infrastructure	Student Accommodation	Chair of Forum has been tasked to review current situation including HMOs.	Cllr Goodman	An update to be presented at Bath City Forum 26 April 2016
Developments and Infrastructure	Impact of HMOs and Article 4	See above	Raised by Cllr Player	

Developments and Infrastructure	A Task and Finish group on major developments in the City has been proposed as has one on affordable housing		Raised by Cllr Darey	A Task and Finish group on major developments in the City has been proposed as has one on affordable housing- to be discussed at April 26th meeting
Developments and Infrastructure	Consideration of Neighborhood Planning in the City	Preparations made for issue to be considered at Forum meeting in April	<p>Raised by Caroline Kay I would like the Chair/Vice Chair to consider whether we should debate the topic of a neighbourhood plan for Bath. While understanding this would be congruent with the Placemaking Plan, nevertheless it would give the forum a degree of status and role and mean that there was a statutory reason to have a role in distributing the CIL.</p> <p>Cllr Furse also comments: A neighbourhood plan possibly for different distinct communities across the city might be worth considering Note: this would require the Forum to constitute itself as a Neighbourhood Forum. Potential for discussion also at CIL T &amp; F group.</p>	This issue has been considered by the Chair and Vice Chair and the issue is to be presented to the Bath City Forum on April 26 2016

Developments and Infrastructure	Flood Risk management		Robin Kerr has requested this to be considered at an early BCF meeting	Suggest topic at Bath City Conference
Developments and Infrastructure	Bath Enterprise Area		Raised at first Forum meeting	Suggest topic at Bath City Conference
Developments and Infrastructure	Community Infrastructure Levy - local element	T and F group established to develop a process of engagement and disbursement.	Cllr Darey- chair of Task and Finish group	T and F group reporting to Forum meeting 26th April
Economic development, skills, training and enterprise	What space is required for Arts and Culture activity in Bath over the next twenty five years?		Raised by Cllr Anketell-Jones	
Economic development, skills, training and enterprise	Business interest representation Independent shops and the retail sector in Bath being helped to prosper (including outside City Centre)	Tim Newark, Independent Shops of Bath co-opted to Bath City Conference steering group	To involve Tim Newark	Task and Finish group on independent shops and businesses to be recommended for establishment at April Forum meeting; Jeremy Boss interested in joining this
Economic development, skills, training and enterprise	I feel the forum co-opted members may under represent the business interests of the City. I would welcome an opportunity to take this forward and with a particular interest in how		Jeremy Boss	Suggest Bath City Conference item

	Bath can grow and develop its Digital offer. To me this seems to be a real opportunity to build on the creative and cultural strengths of the City and develop future economy alongside tourism and education. This also plays to regional strengths although we will need to work hard to ensure all the attention is not drawn to Bristol.			
Environmental Sustainability & Climate Change	Carbon reduction and energy efficiency	Significant work has been undertaken on this by the Environmental Sustainability Partnership		
Environmental Sustainability & Climate Change	West of England including waste and energy strategies		Raised at first Forum meeting	
Environmental Sustainability & Climate Change	Waste Strategy		Raised at first Forum meeting	
Environmental Sustainability & Climate Change	Sustainability and Warmer Homes in a Heritage City			

Environmental Sustainability & Climate Change	Divestment from Fossil fuels		Raised by Cllr Patterson	
Health & Wellbeing	Your Care, Your Way Consultation	Your Care Your Way presented to first Forum meeting.		
Public Realm	"Enforcement" suggested as potential Task and Finish group		Proposed by Robin Kerr Creation of Task & Finish Group on Enforcement, as (a) it is the poor relation of the Council, (b) rules and regulations are pointless if not enforced, and (c) the public have much to offer by way of assistance because they can be "eyes and ears", especially when equipped with modern IT	
Public realm	Gull Strategy		Raised at first forum meeting	
Stronger Communities	Effectiveness and engagement of Bath City Forum	Task group established to review working of Bath City Forum	Raised by Caroline Kay  Cllr Rayment - Chair of Constitution Task and Finish Group	T and F Group reporting to April 26th meeting

Stronger Communities	Syrian refugees	Council has participated in Syrian resettlement programme	Raised at first Forum meeting	
Stronger Communities	Audit of access issues in the City	Audit undertaken	Centre for Accessible Environments	Workshop session to be organised at Bath City Conference
Transport	Implementation of Transport Strategy and links to air quality	Bath Transport Strategy	Robin Kerr has asked for this to be brought much higher in the BCF's agenda Nigel Sherwen has raised Air quality in central Bath. There are concerns over the high levels of NO2 & other pollutants, often well over legal limits.	Expected to be discussed at Bath City Conference along with other infrastructure/development projects (see above re infrastructure)