



Meeting **Bath City Forum**

Date **Tuesday, 13th September, 2016**

Time **5.15 - 8.00 pm**

Venue **Banqueting Room - Guildhall, Bath**

NOTE: THIS MEETING COMPRISES THREE PARTS:

A) 5.15- 6.00PM -The Annual General Meeting, held under **RULE 3 OF THE BATH CITY FORUM, as below**

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

At Annual General 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

B) 6.00-6.30PM – Items for open discussion with the Police and other agencies

C) 6.45-8.00PM – Ordinary Business

AGM Business (5.15pm - 6.00pm)

	Subject		
1.	Welcome and apologies for absence	Officer	5 mins
2.	Declaration of Interests	Members	
3.	Election of Chair and Vice Chair of the Forum (Pages 5 - 14) See procedure note attached NOTE: Nominations for these roles have been invited in advance and those received are attached at pages 9-14.	Officer	10 mins

<p>4.</p>	<p>Co-opted membership</p> <p>The 13 co-opted members of the Bath City Forum were co-opted in December 2015 for one year (with an option to extend) and the first meeting they attended was in January 2016. The Forum's Terms of Reference, however, state that</p> <p style="padding-left: 40px;">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.</p> <p>The Terms of Reference also state that:</p> <p style="padding-left: 40px;">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</p> <p>The Forum is therefore invited to</p> <ol style="list-style-type: none"> 1) Consider extending the membership of co-opted members until the AGM due in September 2017. 2) Request that the Chair and Vice Chair bring a report to the December meeting of the Bath City Forum setting out suggested membership and draft Terms of Reference for the Selection Panel 	<p>Chair</p>	<p>10 mins</p>
<p>5.</p>	<p>Bath City Forum: Agenda Plan and Meetings Schedule (Pages 15 - 18)</p> <p>The Forum is asked to agree the programme of meetings in 2016/17 as set out below and to identify the main issues and topics it wishes to consider over the coming year, with particular reference to the distinctive urban issues affecting Bath</p> <p>To assist with this, the Draft Forward Plan is attached.</p> <p>The forums proposed meeting dates for 2016/2017 are listed below:</p>	<p>All</p>	<p>10 mins</p>

DATE	VENUE	MAIN TOPIC
1 st December 2016 5.15pm	Banqueting Room, Guildhall	Council Budget engagement
2 nd February 2016 5.15pm	Community venue, tbd	TBD
4 th May 2016 5.15pm	Venue, tbd	TBD

6. Other working arrangements

The following sub-groups of the Forum have been established

- CIL Standing Panel
- Independent Businesses- Task and Finish Group
- Major Development Panel
- Neighbourhood Planning Task and Finish Group

Chairs of these Panels and Task and Finish Groups will be invited to provide a brief verbal update on the work of their groups.

The Forum is invited to consider

1. **Any amendments it wishes to make to this sub-group structure for the coming year.**
2. **How to engage more widely, showcase initiatives and share good practice across Bath & North East Somerset**

Chair

10 mins

Items for Open Discussion (6- 6.30pm)

7.	Police Update	Kevin Thatcher	15 mins
8.	Waste Services Update	Lorinda Trebaczyk	15 mins

Ordinary Business (6.45-8.00pm)

Break (6.30-6.45pm)

9.	Minutes and actions arising from the meeting of 26 April 2016	Chair	5 mins
10.	Presentation on inequalities in Bath	Rosie Phillips and Penny McKissock	30 mins
11.	Libraries Review	Ian Savigar	30 mins
12.	AOB	Chair	10 mins

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Bath City Forum

Annual General Meeting, 13th September 2016

Procedure Note Appointment of Chair and Vice Chair of Bath City Forum

This procedure note should be read in the context of standing order Rule 4, set out in Appendix 1

- (i) The AGM will be opened by an officer of Bath & North East Somerset Council
- (ii) This officer will seek nominations for the Chair of the Bath City Forum. Where nominations have been made in advance, these will be announced to the meeting. Self-nominations are allowed. Only the 12 elected Bath Councillors serving as members of the Bath City Forum are eligible to be nominated for the Chair. Nominations are able to be taken from the floor during the meeting and may be made by both elected and co-opted members.
- (iii) The officer will ensure that each nomination is duly seconded.
- (iv) Each candidate who has been validly nominated and seconded will be invited to make a series of remarks (of no more than two minutes in duration) in support of their candidature. No questions will be asked of candidates or any debate entered into.
- (v) Officers will then supervise the conduct of the election for the post of Chair. A secret ballot may be held if agreed by the meeting, a motion to this effect having been duly moved and seconded. The name receiving the most number of votes from those members of the Forum present will be elected Chair. As of August 2nd 2016, the following are members of the forum and therefore eligible to vote:

Cllr Patrick Anketell-Jones – Cabinet Member
Cllr Rob Appleyard – Liberal Democrat
Jeremy Boss - Co-opted Member
Cllr Dine Romero – Liberal Democrat
Cllr Fiona Darey - Conservative
Van DuBose - Co-opted Member
Cllr Andy Furse – Liberal Democrat
Cllr Bob Goodman - Conservative
Patricia Griffin - Co-opted Member
Sally Harris - Co-opted Member
Michael Hill - Co-opted Member
Matt Humberstone - Co-opted Member
Caroline Kay - Co-opted Member
Robin Kerr - Co-opted Member
Penny McKissock - Co-opted Member
Cllr Shaun McGall – Liberal Democrat
Michael Norton -Conservative

Cllr Lin Patterson - Green
Cllr Chris Pearce - Conservative
Rosie Phillips - Co-opted Member
Cllr June Player - Independent
Cllr Joe Rayment - Labour
Dr Christopher Roche - Co-opted Member
George Samios - Co-opted Member
Nigel Sherwen - Co-opted Member
Cllr Peter Turner - Conservative

- (vi) On being elected as Chair of the Forum, the elected Chair will take the chair of the meeting and will then undertake the process of electing Vice Chair of the Forum, using a similar process to the above. Only co-opted members of the Forum are eligible to be nominated for the post of Vice Chair. However nominations may be made by both elected and co-opted members. The name receiving the most number of votes from those members of the Forum present will be elected Vice Chair.

Appendix 1

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

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NOMINATION FORM- POSITION OF CHAIR/ VICE CHAIR OF THE BATH CITY FORUM

I, Robin Kerr

As a member of the Bath City Forum, hereby propose/~~second~~ (please delete as appropriate)

Jeremy Boss

For the position of Chair/ Vice Chair (please delete as appropriate) of the Bath City Forum, to be determined at the AGM on 13th September 2016. The nominee has confirmed they are willing to stand for the post.

NOTES

1. Nominations may also be made at the AGM itself
2. All proposals will be required to be seconded for a nomination to be valid.
3. Only the 12 elected Bath Councillors serving as members of the Bath City Forum are eligible to be nominated for the position of Chair.
4. Only co-opted members of the Bath City Forum are eligible to be nominated for the post of Vice Chair.
5. Co-opted members and elected members may nominate for either role
6. Self-nominations are accepted
7. The nominee is invited to set out in the box below a brief statement in support of nomination. All valid nominations and supporting statements received before 5pm 30th August 2016, including information about who has made the nomination, will be circulated to the Bath City Forum members in advance of the AGM.

Jeremy Boss – Supporting Statement

I am standing for the position of Vice Chair of the Bath City Forum as, like all of us, I would like to make a difference for my home City. The Forum needs to build on its first year to develop from a primarily listening group to one that positively influences developments in the City for the better. The Vice Chair can help do this by working with the Chair to harness the skills and capabilities of the forum members, both democratically elected and co-opted, to make a real difference. We need to draw on all the talents of Bath residents to help us. We will need to build a Vision for Bath to be one of the leading small cities in the UK. We should focus on those areas that directly impact on the Urban City of Bath leaving wider issues to the full council. Developing working groups that will support and influence council officers and elected members enhancing rather than duplicating existing work. The likely topics for focus include: a long term Vision for the City, Planning & Development, Economic Prosperity, Transport, Housing, Culture and Heritage while seeking to build an underpinning civic cohesion.

My natural approach is to be collaborative seeking to bring together all our skills to deliver real influence. I believe my background as a political neutral, but active local resident, with experience as a senior civil servant gives me the skills and understanding to make the Vice Chair effective in helping to deliver the ambitions of the Forum that I hope we all share.

Signed: 

Date...30 August 2016.....please return the completed form to :

Mark_Hayward@bathnes.gov.uk

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NOMINATION FORM- POSITION OF VICE CHAIR OF THE BATH CITY FORUM

I, **Van DuBose**

As a member of the Bath City Forum, hereby second

..... **Jeremy Boss**

For the position of Vice Chair of the Bath City Forum, to be determined at the AGM on 13th September 2016. The nominee has confirmed they are willing to stand for the post.

NOTES

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My natural approach is to be collaborative seeking to bring together all our skills to deliver real influence. I believe my background as a political neutral, but active local resident, with experience as a senior civil servant gives me the skills and understanding to make the Vice Chair effective in helping to deliver the ambitions of the Forum that I hope we all share.

Signed: *Van DuBose*

Date.....30 August 2016.....

Please return the completed form to : Mark_Hayward@bathnes.gov.uk

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NOMINATION FORM- POSITION OF VICE CHAIR OF THE BATH CITY FORUM

I,..... **Michael Hill**
As a member of the Bath City Forum, hereby propose (*please delete as appropriate*)

Michael Hill

For the position of Vice Chair (*please delete as appropriate*) of the Bath City Forum, to be determined at the AGM on 13th September 2016. The nominee has confirmed they are willing to stand for the post.

NOTES

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I confirm that I am willing to stand for the position of Vice Chair of the Bath City Forum.

As a co-opted member of the Bath City Forum I have been pro-active in helping to improve both the constitution and terms of reference of the Forum, which has included the decision by the Council to make the Vice-Chair of the Forum a co-opted member.

The following supports my nomination:

1. I am intent on bringing a spirit of transparency and equal opportunities for all
2. I will make the position non-political e.g. not influenced by any political party and will provide a level playing field, allowing everyone free speech
3. I will enable the running of the Forum to be inclusive to all members (and not exclusive)
4. Like many of the co-opted members I have a lot of business experience and knowledge of chairing/coordinating large meetings/forums etc. I will be able to

bring these experiences to the Forum.

5. I will endeavour to provide the public with some reassurance that the Bath City Forum is not just another councillor led 'talking shop', by encouraging collective decision making and encouraging co-opted members to take the lead wherever possible.
6. From the position of Vice-Chair I wish to help present the Forum as a positive force for change and empowerment for the city of Bath.

Signed: *Michael Hill*

Date: 09/08/2016

Please return the completed form to : Mark_Hayward@bathnes.gov.uk

Draft Forward Plan Bath City Forum, September 2016

Theme	Issue	Action so far	Lead / Involving	Scheduled Action
Cross-cutting	Libraries Review		Ian Savigar	Presentation to September Forum meeting
Cross-cutting	Inequalities in Bath		Rosie Phillips	Presentation to September Forum meeting
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 Forum	Cllr Goodman MYP	
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	Review nearing completion
Developments and Infrastructure	Impact of HMOs and Article 4	See above	Raised by Cllr Player	See above
Developments and Infrastructure	A Task and Finish group on major developments in the City has been established		Raised by Cllr Darey	A Sub-Group to discuss Major Developments for the City met on 7th June.
Developments and Infrastructure	Consideration of Neighbourhood Planning in the City	This was considered in some detail at the Forum meeting in April.		A Sub-Group to discuss Neighbourhood Planning met on 7th June.
Developments and Infrastructure	Flood Risk management		Robin Kerr has requested this to be considered at an early BCF meeting	Flood risk management is proposed as an item for the December Forum, to include an interactive session from the Councils Drainage and

				Flooding Team and the Environment Agency.
Developments and Infrastructure	Bath Enterprise Area		Raised at first Forum meeting	Material on this was made available at the Bath City Conference
Developments and Infrastructure	Community Infrastructure Levy - local element	Task and Finish group established to develop a process of engagement and disbursement.	Cllr Darey- chair of Task and Finish group	A CIL Standing Panel has now been established.
Community Safety	Domestic Abuse	What support and services are available to Bath Residents		A presentation to the open session of the forum is proposed for early 2017.
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 businesses met on 7th June. Cllr Turner has taken the lead on the project work with Bath Tourism Plus
Economic development, skills, training and enterprise	How Bath can grow and develop its Digital offer.		Jeremy Boss	
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 Services	Lorinda Trebaczyk	Raised at first Forum meeting	A presentation on changes to recycling services will be made to a future 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.		Updates will be provided at a future meeting
Community Safety	Prevent	To provide Bath residents with an understanding of the work of Prevent and how they can report concerns		A presentation to the open session of the forum is proposed for early 2017.
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	Syrian refugees	Council has participated in Syrian resettlement programme	Raised at first Forum meeting	
Transport	Audit of access issues in the City	Audit undertaken	Centre for Accessible Environments	Workshop held 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.	
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**Note of the meeting of the Bath City Forum
held on Tuesday, 26th April, 2016
in Concourse Room - Southdown Church Centre, Bath BA2 1NJ**

In Attendance
Councillor Patrick Anketell-Jones
Councillor Rob Appleyard
Jeremy Boss
Councillor Fiona Darey
Van DuBose
Jo Farrar
Councillor Andrew Furse
Councillor Bob Goodman
Michael Hill
Caroline Kay
Robin Kerr
Councillor Michael Norton
Councillor Lin Patterson
Councillor Christopher Pearce
Rosie Phillips
Councillor Joe Rayment
Councillor Liz Richardson
Councillor Dine Romero
George Samios
Councillor Shaun Stephenson-McGall
Councillor Peter Turner
John Wilkinson

In Attendance/presenting
Simon De Beer
Carrie-Ann Evans
Sgt. Anthony O'Brien
Mark Hayward
Andy Thomas

Apologies Received from
Councillor Paul Crossley
Patricia Griffin
Sally Harris

Matt Humberstone
Penny McKissock
Paul Pennycook
Councillor June Player
Dr Christopher Roche
Nigel Sherwen
Kevin Thatcher

1. Public Open Session

The Chair of the Forum, Cllr Goodman, welcomed everyone to the meeting and invited Sergeant O'Brien, Avon and Somerset Neighborhood Policing Team to update the Forum on local policing matters.

Sergeant O'Brien updated as follows:

- There has been a spate of theft from cars parked on the roadside at night. The reports have been citywide but there are several hotspots, particularly in Snow Hill, Whiteway and Charlotte Street Car Park. Neighbourhood Policing initiatives are in place to address this and several arrests have been made as a result of this work.
- The Police are acting to deal with drug dealing in the Snow Hill area, with perpetrators coming into the city from outside areas
- Street drinking in the city centre is being tackled through Community Protection Warnings and Orders
- Recent indecent exposure incidents have led to a number of arrests

Sergeant O'Brien then responded to questions as follows:

Question 1 - Cllr Turner – Have the car thefts been aimed at older vehicles and has CCTV helped with investigating the incidents?

Response – There have been certain makes/models targeted but all types of vehicle are potential targets as doors are being bent back and thieves steal the valuables from inside very quickly. CCTV does help and the advice is not to leave any valuables on display inside vehicles.

Question 2 – Robin Kerr – What is being done to deal with people defecating in parks such as Sydney Gardens and Henrietta Gardens?

Response – This particular issue is not one that has been brought to the attention of the Police; if reports are made then patrols can be stepped up to cover these parks.

Question 3 - Cllr Romero – There have also been a number of incidents outside of schools and on school routes. Could any progress that is being on tackling this made be fed back to the schools?

Response – The Police take these incidents very seriously. As highlighted previously, indecent exposure incidents have led to an arrest. Feedback to schools can be provided.

Question 4 - Cllr Rayment – What is being done to help people who are homeless, begging or street drinking?

Response – The Police role is to enforce the law where a crime is being committed. Warnings and advice are also given as appropriate and links made to support services. The Council, Police and other partners worked together on the ‘Your Kindness Can Kill’ campaign

Question 5 - Cllr Furse – As the summer approaches, what can be done to tackle rough sleepers, dogs and fighting that is occurring in Royal Victoria Park?

Response – The Police will deal with offences as they are reported and patrol areas and move people on in the known to be trouble hotspots. Consideration is being given to a new “Streetwise” initiative.

Additional Comment – Rosie Phillips – A Homelessness Partnership is well-established and DHI chairs this. There is a distinction to be made between homelessness and begging issues. Rosie will report back to the partnership and suggested that the Forum may wish to look at the wider topic of social inequality in the City at a future meeting.

Additional Comment - Cllr Romero – If issues are dealt with in the city centre there needs to be consideration given to where the issues may be displaced to.

Additional Comment - Cllr Rayment – Is there a process for determining who will be “moved on” from public places?

Additional Comment - Cllr Furse – The DPPO had been in place for a number of years now: a degree of tolerance is needed when managing city centre issues as displacing people can lead to more serious issues occurring.

Question 6 – Cllr Turner – The public perception of community safety is a real issue- does this affect how the Police deploy resources?

Response – The Police will patrol areas of the City and a visible presence is needed. There are also Street Pastors and Bath BID staff that support safety in the city centre. Neighbourhood patrols are still in place but resource has to be deployed where the need arises.

Question 7 – Cllr Patterson – Is there any Police liaison with Julian House?

Response – Yes, the Police do work with Julian House.

Question 8 – Cllr McGall – How are the Police adapting to their move to Redbridge House and the one stop shop presence in Manver’s Street? How have the public responded and has there been any effect on the beat teams?

Response – The one stop shop is still “bedding in” and the number of public visitors is down compared to the old police station. The Police need to undertake more work on public awareness of the changes that have taken place. Beat managers now undertake response roles but there will always be a local presence.

2. Minutes of the last meeting - 21st January 2016

Cllr Peter Turner moved the adoption of the minutes as a correct record of the meeting of 21st January 2016, and this was seconded by Caroline Kay and agreed by the meeting.

3. Update on actions from the previous meeting

Cllr Goodman reported that he had met with the Council Leader and agreed that Cllr Goodman would carry out a detailed review of University development planning, student accommodation and HMOs.

Cllr Goodman explained that he had continued to discuss the issues with a number of members of the Bath City Forum, B&NES ward councillors, both Universities and areas with similar issues (in particular Oxford).

Work will be ongoing for another 4-6 weeks and any additional views will be welcomed.

Cllr Romero asked if work is taking place alongside the appropriate PDS Panel. Cllr Goodman confirmed that he will work with the Panel as appropriate

Robin Kerr asked if Cllr Goodman was aware of the national conference looking at these issues. Cllr Goodman confirmed that he was aware of this.

Cllr McGall asked that Cllr Goodman be aware of the other educational organisations that are based in the city and have impacts.

4. Neighbourhood Planning in Bath

Cllr Liz Richardson, Cabinet Member for Homes and Planning, made a presentation on Neighbourhood Plans (attached) and responded to the questions that were asked, summarised below:

Question 1 – Cllr Darey – What access is available to funding and resources for producing a Neighbourhood Plan?

Response – Funding can be applied for in set “time windows”. When the Chew Valley produced their plan the funding amount was £5000 but this has recently changed. Chew Valley has so far spent just under £10000 and has received additional funding which included Ward Councillors Initiative funding.

Question 2 – Caroline Kay – What was the population included in the Chew Valley Plan?

Response – The total was around 4300 for the wards involved in the NP area

Question 3 – Cllr Goodman – Bath is a big area: would a single plan or a number of separate plans be the best approach?

Response – Bath is probably too large for a single plan. There needs to be an approach that looks towards local areas that have shared needs and identities. Every plan that is put forward has to be supported by a local group.

Question 4 – Robin Kerr – Where a neighbourhood plan is adopted, does the local element of CIL rise from 15% to 25%?

Response – This is correct: CIL money can also be pooled collectively.

Question 5 – Jill Brown (local resident) - felt that the existing ward areas could come together to set up planning areas.

Response – Plans can be as local as required.

Question 6 – Cllr Romero – What would be the optimum number of people that could be covered by one plan?

Response – What is important is to have areas who have things in common – eg in the Chew Valley, the focus was on the rural villages and did not include the villages adjacent to the A37.

Question 7 – Caroline Kay – The Neighbourhood Plan appears to start where the Placemaking Plan left off. Separate plans need to be reflecting the different parts of Bath.

Response – Cohesion is needed on the needs of the area, as a 51% “yes” vote is needed at the referendum.

Question 8 – Jeremy Boss – The area of Widcombe has looked at the idea of a neighbourhood plan and found that it needs a great deal of commitment and resource to take this forward. The question is what benefits would be achieved from this commitment.

Response – The specific issues that an area addresses through the plan are dependent on a consensus on local needs. The area could (for example) have a simple plan with only one item included so long as that was seen as important locally.

Additional Point – Cllr McGall – In previous years there was a group called ‘Oldfield Outlook’ that showed that urban communities can come together in agreement. However, a challenge in this process was that there needs to be certainty in advance about the “lines on the map”

Question 9 – Van DuBose – Bath should be thought of as a city as a whole. There are areas of Bath where high levels of development are planned and others that have very little. Without a plan for the whole of the city we could see tensions develop between communities. Proposing a plan for the whole city of Bath would ensure that more localised proposals would not be able to come forward.

Response – Any group can present a proposal to be a neighbourhood planning area to B&NES; once an area is accepted as a neighbourhood planning area it can’t be covered by another. It was not an appropriate rationale for putting forward a single neighbourhood plan proposal that it closed off the option of a larger number of plans.

Question 10 – Cllr Romero – Where there is development in the city does the local element of CIL remain in the area where the development takes place?

Response – CIL is provided to help meet the demands of new developments. There is more freedom of usage for the so-called “local” element of CIL.

Question 10 – Cllr Turner – Where growth is being promoted how do the dynamics differ between parished areas and Bath?

Response – There are clear differences between rural and urban needs. Conservation areas have to be considered and any plan needs to highlight what is good for the people in the included area, however large or small.

Cllr Goodman asked the Forum members for feedback on what they felt Bath needed to be thinking about regarding neighbourhood planning. A Task and Finish group was suggested to follow on from this discussion. The following points were made in response:

- Cllr Furse felt that a single plan for the City was what was needed. Wards are distinctive in themselves but people do move around the City as a whole.
- Cllr Patterson felt there was a need to explore further the requirements in Bath as it has a diverse range of people and communities. If the city wishes to go ahead with a plan/plans it will need to focus on helping Bath’s identity.
- Michael Hill felt that Bath is not a “neighbourhood” but a city; it will be difficult to deal with all its requirements in one plan.

- Robin Kerr felt that the Forum has a duty to investigate this matter further.
- Cllr Appleyard felt that certain wards will be taking on a great deal regarding the planned development for the City; the wards across the City will all have their own community challenges which they will want to respond to. If there were to be more than one Neighbourhood Plan then specific areas could move forward at their own speed.
- Caroline Kay was not against neighbourhood plans and would like to see more work carried out to investigate the best way forward. Careful thought will be needed to ensure that parts of the City do not “fall through the cracks.”
- Cllr Anketell-Jones was concerned that neighbourhood plans will not enhance the effective planning arrangements we already have in Bath. The city should work as one to make any improvements needed; to keep local people engaged there will be a need to lay out what difference a plan would make.

Cllr Goodman recommended that a Task and Finish group be established to look at the options for Neighbourhood Planning for Bath, and this was agreed by the meeting.

5.1 Report from Constitution Task and Finish Group

Cllr Rayment reported back on the work of the this group. Recommendations, including draft Terms of Reference, Standing Orders, Code of Practice and Declarations of Interest, had been circulated. He made the following points:

- The initial Terms of Reference (TOR) for the Bath City Forum had been agreed by Council last year.
- The group had set out to review the TOR, with the intent of avoiding amendments being required too often, and with many details now in the Standing Orders
- The group had agreed that the arrangement for electing a Chair and Vice Chair of the Forum be changed so that an elected Bath councillor should hold the position of Chair and a co-opted Member that of Vice Chair.
- It was felt that co-opted members should be given a period of office of two years, with a possible extension of a further two years
- The group was proposing a selection panel to agree on co-opted members, to comprise the Chair; the Vice Chair, one additional co-opted member and two additional Councillors.

Robin Kerr asked for clarification on Rule 4 which stated that the Chair and Vice Chair act independently. It was confirmed that this meant that these were distinct roles, not linked to any political or other grouping. Robin also queried why an Area Committee model (based on the model that Winchester had adopted) had not been selected for Bath. It was confirmed that the Task and Finish Group had discussed this matter in some detail and, amongst other considerations; the issue identified was that co-opted members could not have voting rights on Area Committees.

Cllr Appleyard felt that two year terms for co-options will create better continuity for these roles. However, he was concerned that this might lead to the potential of a significant loss of experience at one time. He suggested therefore that adopting this approach for half of the

membership each year would avoid this. Additionally, Cllr Appleyard suggested that the community could be involved in the selection process.

Nicolette Boater (Bath resident) felt that the existing selection panel works well as there is representation for all political parties involved in the process. As a resident she felt that political balance matters when looking for the expertise and ability that the Forum requires and she was concerned by the idea of the Chair being a co-opted member as this would not allow for adequate party representation.

Cllr Rayment felt that having a co-opted member as the Vice Chair would bring this voice to the agenda setting process for the Forum.

Cllr Goodman moved the following recommendations

- 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
- That the Code of Conduct and Declarations of Interest documents be adopted by the Forum

This was seconded by Cllr Rayment and on being put to the vote was carried

11 votes in favour with 1 vote against and 1 abstention

With the agreement of the Chair, Cllr Rayment then circulated "The Bath City Forum Short Term Plan Proposal" (attached) for consideration. In discussion of this proposal, the following points were made:

- Caroline Kay felt that the timings for selection of new panel members needed to be staggered to avoid the election cycle. Robin Kerr agreed with this point.
- Cllr Appleyard suggested that all of the short term proposal should be referred back to the Constitution Task and Finish Group as the proposals required further consideration.
- In response to a query, Cllr Rayment clarified that the AGM was required to take place within thirteen months of the first Forum meeting.

Cllr Goodman then moved that the AGM be held on 1st July 2016 in The Guildhall at 5pm, to coincide with the date of the 2016 Bath City Conference.

Cllr Patterson asked for clarification of the business for the AGM and Cllr Goodman explained that the Chair and Vice Chair would be elected, in line with the arrangements adopted earlier in the meeting.

Jeremy Boss asked for clarity on the process for this. Cllr Goodman explained that Forum members would nominate and a vote would follow, with nominees being invited to say a few words in support of their nominations in line with the first AGM of the Forum.

Cllr Goodman's recommendation was seconded by Cllr Rayment and, on being put to the vote, was agreed **12 votes in favour, 1 vote against and 1 abstention**

5.2 Reports from Community Infrastructure Levy (CIL) Task and Finish Group

Cllr Darey reported back on the work of this task and finish group.

Cllr Furse asked if the levy regulations contained a definition of “infrastructure”.

Carrie-Ann Evans (B&NES Senior Legal Advisor) confirmed that she would be happy to circulate the wording contained in the regulations

Cllr Romero asked if there is a “radius” for the “local portion” of CIL from the development itself.

Carrie-Ann Evans explained that the regulations are not so specific as this; the local portion of CIL can be pooled across areas but there are set timescales for spending and it is clear that the funding must be used to meet the demands caused by the development itself.

Cllr Appleyard explained that there is a document available on the Council website that explains the CIL issues and the last meeting of the Planning PDS Panel included this.

Following discussion, Cllr Goodman moved the following recommendations:

- That the Forum recommend to the 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.
- 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.
- That regular updates be made to the Forum on the progress of disbursement of all CIL moneys in Bath.

This was seconded by Cllr Darey

On being put to the vote, this was carried with 10 votes in favour, 0 votes against and 1 abstention

6. Establishment of new Task and Finish Groups

Cllr Goodman updated the Panel on the current position regarding Task and Finish Groups. Following discussion, the following was agreed:

- 1) That a CIL Standing Panel be established, following the agreement of the recommendations contained in agenda item 6.
- 2) That a Task and Finish Group be established for independent shops and businesses. This will include the involvement of people from outside the Forum and the inclusion of areas across the city not just the city centre.
- 3) That a Task and Finish Group be established to consider how best the Forum can contribute to major developments in the city. This followed discussion on the best approach, in which the following points were made:

- It might be possible to involve Forum members either as individuals or through a sub-group, as statutory consultees on planning applications, similar to parish councils' roles. Practical issues and potential conflicts of interest would need to be addressed
- There was the need to build on and learn from the Design Review Panel approach
- That there was a need for involvement at an early stage in major development such as the Enterprise Area. Jon Wilkinson identified that the Forum could prove useful in this way so that a view is given at the start of the process.

Forum members are asked to express their interest in any of the above groups by e-mailing Mark Hayward- mark_hayward@bathnes.gov.uk . It was agreed that this information would be circulated in a consolidated email.

7. Consultations

It was noted that The World Heritage Site Management Plan will be subject of a consultation from 23rd May 2016 which will run for eight weeks. Cllr Goodman suggested that Forum members may wish to respond with their views.

<http://www.bathworldheritage.org.uk/>

8. Bath City Conference

Cllr Goodman explained that this year's Bath City Conference will take place on Friday 1st July. Active involvement from Forum members throughout the day of this year's event is encouraged. The Conference will be hosting a number of debates during the daytime along with a showcase of exhibitor's that represent a range of interests from across the City. A "question and answer session" will be held in the evening where a panel will take a range of questions from the public.

Cllr McGall suggested that in future the Conference would benefit from being held at a time when the students are present in Bath.

9. Meeting Summary, Future Agenda Planning and Date of the next Forum meeting

Devolution

Jo Farrar asked the Forum if they would like to receive a presentation on the West of England Devolution deal. Council will be taking a decision on 29 June 2016. The options would be to either use the Forum meeting on 28 June or find an earlier date to hold the session. It was agreed that the forum would like a session but at an earlier date than 28 June.

Future Agenda

An Agenda Plan showing future items was included in the agenda pack. All Forum members are invited to put forward their suggestions for future agendas

Public Sessions

Cllr Goodman explained that the open public session that is scheduled at the beginning of Forum meetings is available to other organisations to come along and be part of this discussion. Suggestions could include, the MP for Bath, Health Services, Fire and Rescue and RSLs.

Robin Kerr explained that the Police now use the Forum to deliver the work that the PACT meetings used to cover. Andy Thomas added that the Police also have web-based information that allows the public to access crime statistics across the City. The Police also hold beat surgeries that allow local communities to feed back to them.

The Forum members are asked to promote the public sessions.

Custody Visits

Cllr Goodman agreed that he would provide new dates for the visit to the Keynsham Custody Facility.

Overview of the Meeting

It was agreed that the information on Task and Finish groups would be circulated in a consolidated email to members of the Forum.

Meeting Dates

Bath City Conference – **01 July 2016 (from 12 noon until 7.30pm)**

Bath City Forum Meeting – **13 September 2016 (5.15-8pm) – The Guildhall**

Note: Bath City Forum Meeting – 28 June 2016 will not now take place.